

# THE ENGLEWOOD BOARD OF EDUCATION

## AGENDA – PUBLIC MEETING

April 11, 2019

6:30 p.m.

A Public Meeting of the Board of Education will be held this day opening in Room 311 at Dr. John Grieco Elementary School; immediately moving to closed session and returning to open session at 8 p.m. in the Cafeteria. The order of business and agenda for the meeting are:

### I. CALL TO ORDER STATEMENT – Board of Education President

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed and acted upon. In accordance with the provisions of this act, the Board of Education has caused notice of this meeting to be posted in the Board Office, City Clerk's Office, Public Library, and all Englewood public schools and e-mailed or faxed to the Record, Suburbanite, Presidents of the ETA and EAA, Presidents of parent-teacher organizations and any person who has requested individual notice and paid the required fee.

### II. ROLL CALL Steven Berrios, Molly Craig-Berry, Donovan Rodriques, Michelle Marom, Brent Watson, Angela Midgette-David, Elisabeth Schwartz, Dalia Lerner, Kim Donaldson

### III. PLEDGE OF ALLEGIANCE

### IV. CLOSED SESSION AS NECESSARY *(Use this resolution to identify the qualified matters to be discussed)*

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-12, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select one or more)

- 1) *a matter rendered confidential by federal or state law*
- 2) *a matter in which release of information would impair the right to receive government funds*
- 3) *material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- 4) *a collective bargaining agreement and/or negotiations related to it*
- 5) *a matter involving the purchase, lease, or acquisition of real property with public funds*
- 6) *protection of public safety and property and/or investigations of possible violations or violations of law*
- 7) *pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege*
- 8) *specific prospective or current employees unless all who could be adversely affected request an open session*
- 9) *deliberation after a public hearing that could result in a civil penalty or other loss*

and be it

FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

### V. APPROVAL OF MINUTES

TAB-01

March 14, 2019 – Regular Board Meeting and Closed Session

**VI. BOARD SECRETARY REPORT:****TAB-02**

WHEREAS, in compliance with N.J.A.C. 6:23-2.2h, the Board of Education has received the report of the School Treasurer for the month of February 2019 and Board Secretary's report for the month of February 2019; and

WHEREAS, in compliance with N.J.A.C.6: 23-2.11(c)3 the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of Education, now, therefore, be it

<b>FUND</b>	<b>CASH BALANCE</b>		<b>APPROPRIATIONS</b>	<b>ENCUMBRANCES</b>	<b>EXPENDITURES</b>	<b>FUND BALANCE</b>
General Current Expense Fund	\$ 5,557,138.43		\$69,737,273.33	\$ 28,791,226.28	\$ 37,313,206.99	\$ 3,632,840.06
(10),(11),(18) Current Expense			\$67,587,528.03	\$ 28,440,558.64	\$ 36,628,494.13	\$ 2,518,475.26
(12) Capital Outlay			\$ 2,149,745.30	\$ 350,667.64	\$ 684,712.86	\$ 1,114,364.80
(13) Special Schools						
Capital Reserve						
(20) Special Revenue Fund	\$ 475,327.11		\$ 6,922,280.58	\$ 1,817,841.79	\$ 2,997,620.36	\$ 2,106,818.43
(30) Capital Projects Fund	\$ 735,895.73		\$ 228,450.16			\$ 228,450.16
(40) Debt Service Fund	\$ 773,919.89		\$ 1,819,356.26		\$ 199,678.13	\$ 1,619,678.13
(50) Enterprise Fund	\$ 57,855.51					
(1) NET Payroll	\$ (12,960.54)					
(60) Enterprise Fund	\$ 104,839.28					
<b>TOTAL</b>	<b>\$ 7,692,015.41</b>		<b>\$78,707,360.33</b>	<b>\$ 30,609,068.07</b>	<b>\$ 40,510,505.48</b>	<b>\$ 7,587,786.78</b>

RESOLVED, the Board of Education accepts the above-referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and be it

FURTHER RESOLVED, in compliance with N.J.A.C.6: 23-2.11(c)4, the Board of Education certifies that, after review of the secretary's monthly financial report (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6: 23-2.8(a)(1).

**VII. COMMITTEE REPORT(S)****VIII. SUPERINTENDENT'S REPORT**

- New Jersey Quality Single Accountability Continuum (NJQSAC)

**TAB-03**



**IX. REVIEW OF CONSENT AGENDA**

(The following resolutions are presented for your consideration pursuant to Board of Education Bylaw 164.)

**Administration**                      **19-A-62 through 19-A-70**  
**Finance**                                **19-F-103 through 19-F-111**  
**Personnel**                              **19-P-74 through 19-P-77**

Section	Section	Topic	Page	Tab
<b>Administration</b>	19-A-62	Approval – Purchased Services 2018-2019	4	
	19-A-63	Approval – Superintendent's Harassment, Intimidation and Bullying Report	5	
	19-A-64	Approval – Field Trips	5	04
	19-A-65	Approval – Report of Student Suspensions	5	
	19-A-66	Approval – District Enrollment in Schools	6	
	19-A-67	Approval – Second Reading and Final Adoption of Board of Education Policies	6	05
	19-A-68	Approval – 2018 Summer School Program	6	
	19-A-69	Approval – First Reading of Board of Education Policies	7	06
	19-A-70	Approval – Revision of 2018-2019 School Calendar	7	
	19-F-103	Approval – Staff and BOE Travel	8	07
<b>Finance</b>	19-F-104	Approval – Line Item Transfers	8	08
	19-F-105	Approval – Bills List	8	09
	19-F-106	Approval – Auditors for 2018-2019 Fiscal Year	8	
	19-F-107	Approval – ESS Contract Renewal	9	10
	19-F-108	Approval – Pritchard Contract Renewal	9	
	19-F-109	Approval – 2018-2019 Final Salaries of Part Time Staff Paid with IDEA Funds	9	
	19-F-110	Approval – Carl D. Perkins Corrective Action Plan	10	11
	19-F-111	Approval – Authorizing An Agreement With Ameriflex To Provide Employee Flexible Spending Account	10	12
<b>Personnel</b>	19-P-74	Approval - 2018-2019 Extra Compensation Positions	11	
	19-P-75	Approval - Retirement, Resignations, Leaves of Absence, Terminations	11	
	19-P-76	Approval – Reinstate From Administrative Leave	11-12	
	19-P-77	Approval – Job Description(s)	12	13

**X. PRIVILEGE OF THE FLOOR**

*The public participation portion is not intended to be a forum for extended conversation. Public participation shall be permitted at the discretion of the presiding officer. Public participation shall be extended to residents of this district, persons having a legitimate interest in the actions of this Board, persons representing groups in the community or school district, representatives of firms eligible to bid on materials or services solicited by the Board, and employees and pupils of this district, except when the issue addressed by the participate is subject to remediation by an alternate method provided for in policies or contracts of the Board.*

**XI. APPROVAL OF CONSENT AGENDA**

- a. Motion to approve the consent agenda: \_\_\_\_\_ Second: \_\_\_\_\_
- b. Board Discussion
- c. Vote

**XII. OLD/NEW BUSINESS****XIII. ADJOURNMENT**

**ADMINISTRATION****19-A-62 APPROVAL – PURCHASED SERVICES 2018 – 2019**

WHEREAS, the district requires specialized services to satisfy educational and business requirements,

BE IT RESOLVED, the Englewood Board of Education authorizes the president and secretary to enter into agreement with the listed individuals and/or organizations, subject to attorney review of any applicable agreement both as to content and form:

<b>Name</b>	<b>Service / Dates</b>	<b>Budget</b>	<b>Max. Fees</b>
Valley Program-Norwood	Tuition/1:1 Aide Student (#153977) March 4, 2019- June 2019	11-000-100-562-40-000-000	\$27,279.64
RISE Program-Pascack Hills	Tuition Student (#150938) March 25, 2019 - June 2019	11-000-100-562-40-000-000	\$30,000.00
Bonnie Brae	Tuition Student (#150281) December 11, 2018-June 2019	11-000-100-566-40-000-000	\$42,735.00
Stepping Forward Counsel. Ctr.	Home Instruction Student (#153296) February 26, 2019-June 2019	11-150-100-320-40-000-000	\$13,500.00
Samantha Gerson PK-5 School Counselor	4 consultants will rotate coverage for Quarles/Grieco. 03/04/2019- 06/15/2019	11-140-100-101-67-103-000-	Not to exceed 200 hours
Catherine Palazzola PK-5 School Counselor	4 consultants will rotate coverage for Quarles/Grieco. 03/04/2019- 06/15/2019	11-140-100-101-67-103-000-	Not to exceed 200 hours
Samantha Beiro PK-5 School Counselor	4 consultants will rotate coverage for Quarles/Grieco. 03/04/2019- 06/15/2019	11-140-100-101-67-103-000-	Not to exceed 200 hours
Adebimpe Ogundae PK-5 School Counselor	4 consultants will rotate coverage for Quarles/Grieco. 03/04/2019- 06/15/2019	11-140-100-101-67-103-000-	Not to exceed 200 hours
Samantha Gerson	Consultant for Student Support Services Facilitators for High School 03/04/2019- 06/15/2019	11-140-100-101-67-103-000-	Not to exceed 200 hours
Catherine Palazzola	Consultant for Student Support Services Facilitators for High School 03/04/2019- 06/15/2019	11-140-100-101-67-103-000-	Not to exceed 200 hours
Samantha Beiro	Consultants for Student Support Services Facilitators for High School 03/04/2019- 06/15/2019	11-140-100-101-67-103-000-	Not to exceed 200 hours
Adebimpe Ogundae	Consultants for Student Support Services Facilitators for High School 03/04/2019- 06/15/2019	11-140-100-101-67-103-000-	Not to exceed 200 hours

**19-A-63                    APPROVAL – SUPERINTENDENT’S HARASSMENT, INTIMIDATION AND BULLYING REPORT**

BE IT RESOLVED, that the Board of Education approves the Superintendent’s determination and actions taken for all reported incidents of Harassment, Intimidation and Bullying as discussed at the **April 11, 2019** closed session meeting.

**19-A-64                    APPROVAL – FIELD TRIPS**

**TAB-04**

BE IT RESOLVED, upon recommendation of the Superintendent of Schools, that the Board of Education confirms the following field trips subject to the Principals compiling a list of students/faculty/chaperones together with parental permission forms, insurance, etc.:

**19-A-65                    APPROVAL - REPORT OF STUDENT SUSPENSIONS**

WHEREAS, school principals have reported to the Superintendent of Schools that during the month of **March 2019** they have imposed disciplinary suspensions on certain students pursuant to N.J.S.A. 18A:37-2; and

BE IT RESOLVED, that the Board of Education acknowledges that this report has been filed with the Secretary and constitutes a report to the Board of Education in compliance with N.J.S.A. 18A:37-4:

<b>Number of Suspensions</b>	<b>Sept '18</b>	<b>Nov '18</b>	<b>Dec '18</b>	<b>Jan '19</b>	<b>Feb '19</b>	<b>Mar '19</b>
<b>High School</b>	<b>5</b>	<b>19</b>	<b>12</b>	<b>16</b>	<b>14</b>	<b>14</b>
<b>Middle School</b>	<b>6</b>	<b>6</b>	<b>13</b>	<b>12</b>	<b>3</b>	<b>14</b>
<b>McCloud Elementary School</b>	<b>-</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>1</b>
<b>Grieco Elementary School</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>3</b>
<b>Quarles Elementary School</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Suspensions:</b>	<b>11</b>	<b>29</b>	<b>29</b>	<b>32</b>	<b>23</b>	<b>32</b>

**19-A-66 APPROVAL – DISTRICT ENROLLMENT IN SCHOOLS**

	30-Sep 18	31-Oct 18	30-Nov 18	31-Dec 18	31-Jan 19	28-Feb 19	31-Mar 19
DMHS	1,053	1,045	1,046	1,043	1,043	1,041	1,040
JDMS	569	562	568	567	570	574	578
McCloud	580	575	578	580	585	587	595
Grieco	391	379	380	380	380	383	383
Quarles	413	408	408	413	415	450	425
In-District Total	3,006	2,969	2,980	2,983	2,993	3,035	3,021

**19-A-67 APPROVAL – SECOND READING AND FINAL ADOPTION OF BOE POLICIES TAB-05**

WHEREAS, these policies have been presented at a public Board of Education meeting for review and comment by Board members and community members, and

BE IT RESOLVED, that the Board of Education approves the following attached Board of Education policies:

Number	Policy
P 7510	USE OF SCHOOL FACILITIES
R 7510	USE OF SCHOOL FACILITIES
5830	STUDENT FUND RAISING
0134	BOARD SELF EVALUATION

**19-A-68 APPROVAL – 2019 SUMMER SCHOOL PROGRAM**

WHEREAS, upon the recommendation of the Superintendent, the Board of Education hereby approves Summer School Programming for in-district students, and

WHEREAS, upon the recommendation of the Superintendent, the Board of Education hereby approves:

Districtwide Extended School Year

Early Learning Transitional Program (Entering Grade 1)

Community-Based Summer Assignment Program (Entering Grades 1-8)

STEM Camp (Entering Grades 3-8)

High School Credit Recovery (Grade 12 Only)

Pre-AP Summer Academy (Entering Grades 9 and 10)

WHEREAS, upon the recommendation of the Superintendent, the Board of Education hereby approves the day and times as follows,

BE IT RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby approves 2019 Summer School Program.

19-A-69

**APPROVAL – FIRST READING OF BOARD OF EDUCATION REVISED POLICIES**

TAB-06

LET IT BE RESOLVED, that the Board of Education discusses and entertains oral or written public comment\* on the following attached Board of Education policies and agrees to consider adoption of these policies at the forthcoming Board of Education meeting,

<b>Number</b>	<b>Policy</b>
P 3283	ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)
P 4283	ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS (M)
P 2610	EDUCATIONAL PROGRAM EVALUATION (M)
P 5111	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)
P 2422	HEALTH AND PHYSICAL EDUCATION
R 5111	ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
R 2460.15	SPECIAL EDUCATION – IN-SERVICE TRAINING NEEDS FOR PROFESSIONAL AND PARAPROFESSIONAL STAFF (M)
R 2460.16	SPECIAL EDUCATION - INSTRUCTIONAL MATERIAL TO BLIND OR PRINT-DISABLED STUDENTS (M)
R 2624	GRADING SYSTEM

*\*Note: Public comment on these policies will be accepted in writing April 26, 2019.*

19-A-70

**APPROVAL – REVISION OF 2018-2019 SCHOOL CALENDAR**

WHEREAS, there are three (3) emergency closing days built into the 2018-2019 school calendar in which the district used two days on February 12, 2019 and March 4, 2019, and

WHEREAS, Janis Dismus Middle School used a third closing day on February 1, 2019, and

WHEREAS, there is one unused day remaining, **Quarels, Grieco, McCloud and Diwght Morrow High School** will be closed on Friday, May 24, 2019, to take advantage of this emergency closing,

WHEREAS, Janis Dismus Middle School will be open on Friday, May 24, 2019 from 8 AM to 12:30 PM, and

BE IT RESOLVED, that the Board of Education approves the revision of the 2018-2019 school calendar for the 2018-2019 school year.

**FINANCE****19-F-103          APPROVAL – STAFF AND BOE TRAVEL****TAB-07**

WHEREAS, the Englewood Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, the Englewood Board of Education establishes, for regular district business day travel only, an annual school year threshold of \$1,000 per staff/Board member where prior Board approval shall not be required unless this threshold for a staff/Board member is exceeded in a given school year; and

RESOLVED, the Englewood Board of Education approves all travel not in compliance with N.J.A.C. 6A:23N-1.1 et seq. as being necessary and unavoidable as per noted on the attached list; and

FURTHER RESOLVED, the Englewood Board of Education approves the travel and related expense reimbursement as listed on the attached.

**19-F-104          APPROVAL – LINE ITEM TRANSFERS****TAB-08**

RESOLVED, the Englewood Board of Education approves the attached list of February 2019 budget transfers within the 2018-2019 budget pursuant to Policy 6422M.

**19-F-105          APPROVAL – BILLS LIST****TAB-09**

RESOLVED, the Board of Education approves payment of the attached bills in the total amount of \$7,013,709.11

**19-F-106          APPROVAL – AUDITORS FOR 2018-2019 FISCAL YEAR**

WHEREAS, the Englewood Public School District is required by Statute and Administrative Code to undergo an audit of its financial records and bookkeeping each year, now

BE IT RESOLVED, that the Englewood Board of Education appoints Lerch, Vinci & Higgins, LLP, 17-17 Route 208, Fair Lawn, New Jersey 07410 as auditor for the Englewood Board of Education for school year 2018-2019 at the following fees and rates per hour for professional services:

Statutory Annual Audit and Preparation of CAFRA          \$53,500

Standard Billing Rates:

Partners	\$150-\$175 per hour
Managers	\$125-\$140 per hour
Senior Accounts/Supervisors	\$90t-\$115 per hour
Staff Accountants	\$75 -\$85 per hour
Other Personnel	\$45 per hour

**19-F-107            APPROVAL – ESS CONTRACT RENEWAL****TAB-10**

WHEREAS, the Englewood Public School District has a contract with ESS for paraprofessionals, secretaries and substitute teachers; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approves a one-year renewal (year 2 of 3) with ESS at a 0% rate increase for paraprofessionals, secretaries, bus aides, lunch aides and daily substitutes; now

BE IT FURTHER RESOLVED, the Englewood Board of Education authorizes the Business Administrator to execute the renewal with ESS for the 2019-2020 school year not to exceed \$5.5 million dollars as per the attached renewals.

**19-F-108            APPROVAL – PRITCHARD CONTRACT RENEWAL**

WHEREAS, on March 26, 2019 the Englewood Board of Education has received one request for proposal for custodial, grounds, snow removal and management services; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approved a contract with the Pritchard Industries from July 1, 2019 through June 30, 2020 (Year 1 of 5) for custodial, grounds, snow removal and management services in the amount not to exceed \$1,950,000.

**19-F-109            APPROVAL – 2018-2019 FINAL SALARIES OF PART TIME STAFF PAID WITH IDEA FUNDS**

WHEREAS, The Englewood Board of Education receives funding from IDEA, and;

WHEREAS, the District receives IDEA-CEIS funds to provide early intervening services to students; and,

BE IT RESOLVED, the Englewood Board of Education approves the funding of the following positions with the use of IDEA-CEIS funds in the following detail:

<u>IDEA-CEIS FUNDS</u>		
Michelle Smith	\$74,330	100%
Jodi Lewis-Guitmann	\$28,256	50%
<b>Total</b>	<b>\$102,586</b>	

**19-F-110                      APPROVAL – CARL D. PERKINS CORRECTIVE ACTION PLAN**

**TAB-11**

WHEREAS, the Englewood Board of Education receives Perkins Grant funding and an audit was completed by the State of New Jersey; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approves the attached corrective action plan.

**19-F-111                      APPROVAL – AUTHORIZATING AN AGREEMENT WITH AMERIFLEX TO PROVIDE  
EMPLOYEE FLEXIBLE SPENDING ACCOUNT**

**TAB-12**

WHEREAS, the law requires the Englewood Board of Education to provide our employees with a Section 125 Flexible Spending Account; and

WHEREAS, the flexible spending account allows an employee to voluntarily set aside a portion of their earnings to pay for qualified medical expenses thereby reducing their tax liability, as well as, reducing the Social Security/Medicare liability of the Board of Education; and

WHEREAS, the Englewood Board of Education is also offering a “dependent care” account; and

WHEREAS, both plans are being offered through Ameriflex; and

WHEREAS, the Board’s Business Administrator has certified to the availability of funds for this purpose; and

WHEREAS, the Englewood Board of Education wishes to enter into an agreement with Ameriflex for the provision of these services; now

BE IT RESOLVED, upon the recommendation of the Superintendent of School,

1. That the Board’s Business Administrator is hereby authorized to implement the Flexible Spending Accounts with Ameriflex effective July 1, 2019; and
2. To prepare and sign all necessary Section 125 Plan documents.



**PERSONNEL****19-P-74 APPROVAL - 2018-2019 EXTRA COMPENSATION POSITIONS**

WHEREAS, the Superintendent of Schools has recommended that certain Board of Education employees be compensated for additional duties or responsibilities, be it

RESOLVED, the Board of Education approves the following assignments and payments for services rendered as indicated:

<b>ATHELETICS</b>					
<b>Name</b>	<b>Assignment</b>	<b>Rate</b>	<b>Max. / Hrs.</b>	<b>Effective Dates</b>	<b>Budget Code</b>
Rehonic, John	Baseball Assistant Coach – Volunteer HS	N/A	N/A	18-19 Season	11-402-100-100-77-101-000
Sahagian, Greg	Baseball Assistant Coach – Volunteer HS	N/A	N/A	18-19 Season	11-402-100-100-77-101-000

<b>DMAE AFTERSCHOOL WORLD LANGUAGE</b>					
<b>Name</b>	<b>Assignment</b>	<b>Rate</b>	<b>Max. / Hrs.</b>	<b>Effective Dates</b>	<b>Budget Code</b>
Sariahmed-Tolu, Sabrina	Afterschool World Language Instructor - Spanish	\$30.50 p/h	100	01/29/2019-06/30/2019	11-140-100-103-67-000-000

**19-P-75 APPROVAL - RETIREMENT, RESIGNATIONS, LEAVES OF ABSENCE, TERMINATIONS**

RESOLVED, that the Englewood Board of Education hereby approves the following:

<b>LEAVES OF ABSENCE</b>		
<b>Name</b>	<b>Notice/Position</b>	<b>Effective Date(s)</b>
Lewis, Brandi <sup>2</sup> McCloud	Teacher of Elementary School Paid Medical Leave Unpaid Medical Leave	January 2, 2019 – February 18, 2019 February 19, 2019 – April 22, 2019
Mazzaccoli, Anna DMHS	Teacher of Business Paid Medical Leave of Absence Unpaid Medical Leave of Absence	March 18, 2019 to April 2, 2019 April 3, 2019 to June 30, 2019
Neuschwanter, Keith DMHS	Security Officer Paid Medical Leave of Absence Unpaid Medical Leave of Absence	April 8, 2019 to April 15, 2019 April 16, 2019 to June 30, 2019
O'Shea, Danielle DMHS	Teacher of Social Studies Unpaid Medical Leave of Absence	June 3, 2019 – June 30, 2019 September 1, 2019 – December 13, 2019
Van Der Linden, Stephanie JDMS	Teacher of Elementary School Paid Medical Leave of Absence Unpaid Medical Leave of Absence	March 18, 2019 to March 29, 2019 April 1, 2019 to June 30, 2019
Yun, Junghye <sup>1</sup> DMHS	Teacher of Mathematics Paid Medical Leave of Absence Unpaid Medical Leave of Absence	December 17, 2018 to January 15, 2019 January 16, 2019 to June 30, 2019

<sup>1</sup>Revised from Board Agenda #19-P-41 – November 29, 2019

<sup>2</sup>Revised from Board Agenda #19-P-41 – November 29, 2019

RESIGNATION(S)		
Name	Notice/Position	Effective Date(s)
Blanco Galvin, Samantha Grieco	Teacher of Students with Disabilities	June 6, 2019
Lee, Kelly JDMS	Teacher of English Language Arts	May 23, 2019

RETIREMENT(S)		
Name	Notice/Position	Effective Date(s)
Battista, Carmine DMHS	Teacher of Social Studies	June 30, 2019

**19-P-76**

Resolved, the Board, upon the recommendation of the Superintendent of Schools, reinstates Employee #6797 from an administrative leave, effective March 18, 2019.

**19-P-77**

**TAB-13**

RESOLVED, that the attached job description be approved and effective immediately:

Student Attendance Coordinator/School Community Liaison (Non-Certificated/Non-Guide – 10-month)
Student Attendance Coordinator/School Community Liaison (Non-Certificated/Non-Guide – 12-month)

**THE ENGLEWOOD BOARD OF EDUCATION**  
**MINUTES – PUBLIC MEETING**  
**March 14, 2019**  
**6:30 p.m.**

The meeting was called to order at 6:40 p.m. and the NJ Open Public Meeting Statement was read by Mr. Kravitz, Superintendent of Schools.

Present: Steven Berrios (arrived 6:44 p.m.), Donovan Rodriques, Michelle Marom, Brent Watson, Angela Midgette-David, Elisabeth Schwartz (arrived at 6:44 p.m.), Kim Donaldson

Absent: Molly Craig-Berry, Brent Watson

Also Present: Robert Kravitz, Superintendent of Schools, Cheryl Balletto, Business Administrator/Board Secretary, Marcie Mackolin (on behalf of Dennis McKeever - left the meeting at 7:40 p.m.), Dennis McKeever, Board Attorney (arrived at 7:30 p.m.)

Motion by Ms. Lerner; seconded by Ms. Marom to enter closed session.

CLOSED SESSION AS NECESSARY *(Use this resolution to identify the qualified matters to be discussed)*

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-12, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss: (select one or more)

- 1) *a matter rendered confidential by federal or state law*
- 2) *a matter in which release of information would impair the right to receive government funds*
- 3) *material the disclosure of which constitutes an unwarranted invasion of individual privacy*
- 4) *a collective bargaining agreement and/or negotiations related to it*
- 5) *a matter involving the purchase, lease, or acquisition of real property with public funds*
- 6) *protection of public safety and property and/or investigations of possible violations or violations of law*
- 7) *pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege*
- 8) *specific prospective or current employees unless all who could be adversely affected request an open session*
- 9) *deliberation after a public hearing that could result in a civil penalty or other loss*

and be it

FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

**APPROVAL OF MINUTES**

Motion by Ms. Midgette-David, seconded by Ms. Marom to approve Board minutes.

February 21, 2019 – Regular Board Meeting and Closed Session

The minutes passed by a majority vote with Ms. Lerner abstaining.

**BOARD SECRETARY REPORT:**

Motion by Ms. Lerner; seconded by Ms. Midgette-David,

WHEREAS, in compliance with N.J.A.C. 6:23-2.2h, the Board of Education has received the report of the School Treasurer for the month of January 2019 and Board Secretary's report for the month of January 2019; and

FUND	CASH BALANCE		APPROPRIATIONS	ENCUMBRANCES	EXPENDITURES	FUND BALANCE
General Current Expense Fund	\$ 5,944,327.78		\$69,737,273.33	\$34,647,878.79	\$31,242,693.59	\$ 3,846,700.95
(10),(11),(18) Current Expense			\$67,587,528.03	\$34,304,754.30	\$30,583,777.58	\$ 2,698,996.15
(12) Capital Outlay			\$ 2,149,745.30	\$ 343,124.49	\$ 658,916.01	\$ 1,147,704.80
(13) Special Schools						
Capital Reserve						
(20) Special Revenue Fund	\$ 49,575.42		\$ 6,915,170.58	\$ 2,139,216.04	\$ 2,549,825.26	\$ 2,226,129.28
(30) Capital Projects Fund	\$ 735,895.73		\$ 228,450.16			\$ 228,450.16
(40) Debt Service Fund	\$ 634,834.67		\$ 1,819,356.26		\$ 199,678.13	\$ 1,619,678.13
(50) Enterprise Fund	\$ 113,302.94					
(1) NET Payroll	\$ (13,283.64)					
(60) Enterprise Fund	\$ 104,839.28					
<b>TOTAL</b>	<b>\$ 7,569,492.18</b>		<b>\$78,700,250.33</b>	<b>\$36,787,094.83</b>	<b>\$33,992,196.98</b>	<b>\$ 7,920,958.52</b>

WHEREAS, in compliance with N.J.A.C.6: 23-2.11(c)3 the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of Education, now, therefore, be it

RESOLVED, the Board of Education accepts the above-referenced reports and certifications and orders that they be attached to and made part of the record of this meeting, and be it

FURTHER RESOLVED, in compliance with N.J.A.C.6: 23-2.11(c)4, the Board of Education certifies that, after review of the secretary's monthly financial report (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6: 23-2.8(a)(1).

The Board Secretary Report passed by a unanimous vote with those Board members present.

*Ms. Donaldson* - The past few weeks have been very busy for the Board. We understand everyone's frustration. We know that it feels like things are moving slowly. Trust me, we feel those same frustrations. I want the community to understand that we are really working hard to help turn this district around. In addition to committee meetings, there have been conference calls, meetings with parents and after hour work. We are trying to get things done. We are really focused on student achievement. In the coming weeks, we will be meeting with administrators and teaching staff to help in some of those discussions and decisions. We are using the committees to facilitate meeting and achieving our goals. Ms. Balletto has submitted a request to Strauss Esmay to conduct a policy audit. Strauss Esmay will review all of our policies and determine which policies are in good standing, need updating or are missing.

**COMMITTEE REPORT(S)**

Policy Committee – Mr. Rodriques  
 Finance Committee – Ms. Lerner  
 Communications & Public Relations Committee – Ms. Marom  
 Academic Affairs – Mr. Berrios  
 Personnel Committee (committee did not meet)  
 Infrastructure & Technology – Ms. Donaldson

**SUPERINTENDENT'S REPORT**

Ms. Liz Corsini from Bergen Family Center presented “Community Partnership with the Englewood Public School District” (see attached)

*Ms. Donaldson* – When you come to bring your comments, please respect the diversity of our Board. There were some anti-Semitic remarks made at our last meeting that were quite offensive. I ask that we all respect each other. As I mentioned earlier, we understand the frustrations that the community has. I don't blame you. But, I want to remind you that we are all human up here. We are really doing our best. We respect your comments and we need to hear them. I only ask that you please refrain from using offensive language. Additionally, I would like to remind everyone that your comments are limited to three minutes.

**PRIVILEGE OF THE FLOOR**

*Mr. Urgilez* – Does the Board of Education investigate each case of bullying before an anti-bullying specialist determines if it is an HIB case? I need to know if any member of the Board of Education will allow any child in school to intimidate, harass or discriminate your own child?

*Rev. Dr. Harper* – I want to know the reason that we are not able to achieve Board certification in one year. I proudly represent the Alumni Association. I would like to invite you to consider this as your first invitation to our annual cookout on June 22, 2019 from noon to 4:00 at DMHS. A formal invitation will follow. The Alumni Association gives grants to high school teachers or administrators to support academics at DMHS. Please go onto our website Dwight Morrow High Alumni. I would like to present to Mr. Kravitz a 2019 grant application. I would like for him, the principal or teachers to apply.

*Ms. Voorhis* – Please keep the taxpayers and our kids in mind when determining how to best offset the recent loss of state funding. We need a district science fair. Perhaps kids could present their projects to administrators, board members and maybe our city council representatives. I believe an annual science fair will help boost math skills. Is there a policy in which instructional coaches are automatically sent into new teachers' classes to observe, collaborate and advise them. If there isn't there definitely should be. Mr. Hellegger is a real asset to this district. He should be used. New teachers need the help. Is there a policy regarding response time to parents' e-mails. Sometimes it takes a week or a month to get a response. I would like to thank Ms. Wagner a 6<sup>th</sup> grade Science teacher. I hope every middle school student has a teacher who makes a positive difference in their day. My 7<sup>th</sup> grade daughter wrote a poem commemorating the 54<sup>th</sup> anniversary march from Selma to Montgomery. Her teacher, Mr. Tisdale, provides ample opportunities for creative writing which we are very grateful for. I would like to present the Board with a copy of the poem.

*Ms. Finnegan* – There is a parent with a concern with the pre-K curriculum. They noticed that there is no letter of the day or no practicing their names. Our playground was supposed to be fixed in September. Ms. Finnegan expressed concern about her child's speech evaluation. The therapist is the best one to evaluate how well she is doing.

*Mr. Gregorio* – I am a student at Montclair University. This meeting is part of my course work. This school is so impressive. This meeting is well organized.

*Ms. Crichlow* - JCC – I am concerned we may not have budget for it. I am speaking on behalf of a lot of parents. I would hate to see JCC go – it is very positive for our children. I think we really need some kind of mental health awareness. The kids need some kind of mental awareness. I am concerned about security – there is limited security at McCloud school. There needs to be security guards at the front of the building.

*Ms. Garcia* – JCC - Make a difference for the kids – music is very important. A lot of these kids didn't communicate well – now they are outgoing and enjoying it. I found out about registration on the last day. You need to communicate with us. Tutoring program – we still have kids on the wait list.

*Ms. Watson* – When will the District provide information about the summer program? I would like to see a Math fair. Regarding the air conditioning at the middle school, there are studies that students performed significantly worse in hot temperatures. Something needs to be done.

*Ms. Ford* - Something to concern yourselves with – you need to take a look at the bathrooms at McCloud. You can see a reflection off the mirror in the girls' bathroom from the hallway. A boy walking out of the boy's bathroom can easily see into the girls' bathroom. 19-F-96 – the allowance is \$75,000 – Isn't that what the preliminary budget helps you to determine? It is more than 3x's the amount. PARCC teacher training – how much does that cost? Are we using Title I funding? Was that budgeted for last year?

(Heated discussion between Ms. Donaldson and Ms. Ford regarding time constraint of three minutes for Privilege of the Floor.)

Mr. Kravitz –

- There is no policy for response time. That would fall under professional responsibilities of a teacher. If they are not responding then reach out to the Principal and then to the Superintendent if you still have not received a response.
- As far as the pre-K curriculum – it is a creative curriculum. It is State mandated.
- The playground should be done within the next couple of weeks.
- Summer Programming – we will be presenting at the next Board of Education meeting something similar to what we had last year.
- Pre-K and K registration – I know we did send information through our Genesis portal. When we spoke during our committee meetings, we discussed how we can redesign our back-to-school night and get the information needed.
- We received two grants – a STEM program grant and an early literacy grant.
- We had a long meeting about air conditioning. Which decision are we going to make determines a lot of things. How much money do we have to spend? How much money do we want to spend? What's the best way to spend the money? We are limited with our budget.
- Professional Development - \$75,000 is a state requirement to put in the budget. Last year we did a lot of in-house training so we only spent \$21,000.
- JCC - Everyone appreciate the arts. We have a music program in the district. We have financial restraints.
- This Board has the most meetings and the most time spent on task questioning everything. There is not a day that goes by that we're getting e-mails questioning everything – I respect that. That shows you the dedication of this Board.

## BOARD DISCUSSION

*Mr. Rodriques - apologized on behalf of the Board, for treating anyone inappropriately in the room. He also stated that we should treat everyone with respect and dignity.*

Motion by Ms. Midgette-David, seconded by Ms. Schwartz to approve consent agenda and the addendum.

## REVIEW OF CONSENT AGENDA

(The following resolutions are presented for your consideration pursuant to Board of Education Bylaw 164.)

Roll Call Vote on the Consent Agenda as amended and addendum – **yes to all except:**

Resolution #	Topic	Berrios	Rodriques	Marom	Midgette-David	Schwartz	Lerner	Donaldson
19-A-56	Approval – Purchased Services 2018-2019		*					
19-A-57	Approval – Superintendent's Harassment, Intimidation and Bullying Report							
19-A-58	Approval – Field Trips							
19-A-59	Approval – Report of Student Suspensions		No					
19-A-60	Approval – District Enrollment in Schools							
19-A-61	Approval – First Reading of Board of Education Policies							
19-F-92	Approval – Staff and BOE Travel							
19-F-93	Approval – Line Item Transfers							
19-F-94	Approval – Bills List							
19-F-95	Approval – Submission of the 2019-2020 Preliminary Budget							
19-F-96	Approval – Maximum Travel Expenditure for 2019-2020 School Year							
19-F-97	Approval – DiCara Rubino Architects – Final Change Orders Masonry Repairs at DMHS Tower							
19-F-98	Approval Purchase of Goods & Services Through Vendors Awarded EdData Contracts							
19-F-99	Approval – Acceptance of Donation from Exxon Mobil Educational Alliance Program							
19-F-100	Approval – Acceptance of a Scholarship Check from the Florence Lepetich Memorial							
19-F-101	Approval – Lifetouch, Inc.		No					
19-F-102	Approval – Acceptance of Donation from the John S. Brodie Trust							
19-P-65	Approval - 2018-2019 Salary Adjustments, Reclassifications and Transfers							
19-P-66	Approval - 2018-2019 Extra Compensation Positions							
19-P-67	Approval - Retirement, Resignations, Leaves of Absence, Terminations							
19-P-68	Approval – Administrative Leave							
19-P-69	Approval – Reinstate from Administrative Leave							
19-P-70	Approval – Job Description(s)							
19-P-71 Addendum	Approval – 2018-2019 Salary Adjustments, Reclassifications and Transfers							
19-P-72 Addendum	Approval – 2018-2019 Extra Compensation Positions							
19-P-73 Addendum	Approval – Retirement, Resignations, Leaves of Absence, Terminations							

\*No to Bergenfield Board of Education only

**NEW/OLD BUSINESS:**

*Ms. Schwartz* - thanked *Ms. Donaldson* for doing a very good job with the meeting.

*Ms. Berrios* - In light of our budget, we do have some good news. We are negotiating a partnership with Flat Rock to provide science along with our curriculum for the 8<sup>th</sup> grade. Students will be taking trips to Flat Rock to get hands on activities within the curriculum. We are also in discussions with Bergen Pac because it is within our budget to provide a dance teacher. Our baseball season is underway for the Raiders. We ask you to come out and watch the baseball team.

Motion to go to closed session at 9:30 p.m. by *Ms. Schwartz*, seconded by *Ms. Marom* to discuss legal matters. No action will be taken.

Motion to adjourn at 10:30 p.m. by *Mr. Berrios*, seconded by *Ms. Marom*.



**ADMINISTRATION****19-A-56          APPROVAL – PURCHASED SERVICES 2018 – 2019**

WHEREAS, the district requires specialized services to satisfy educational and business requirements,

BE IT RESOLVED, the Englewood Board of Education authorizes the president and secretary to enter into agreement with the listed individuals and/or organizations, subject to attorney review of any applicable agreement both as to content and form:

<b>Name</b>	<b>Service / Dates</b>	<b>Budget</b>	<b>Max. Fees</b>
"Be True to You" - Anti-Bullying (Bergen PAC)	Quarles School Assembly April 26, 2019 8:45 AM & 10 AM shows	N/A	N/A
Bergenfield Board of Education	Tuition Student (#154072) February 27, 2019 – June 20, 2019	11-000-100-565-40-000-000	\$12,920.00

**19-A-57          APPROVAL – SUPERINTENDENT’S HARASSMENT, INTIMIDATION AND BULLYING REPORT**

BE IT RESOLVED, that the Board of Education approves the Superintendent’s determination and actions taken for all reported incidents of Harassment, Intimidation and Bullying as discussed at the

**March 14, 2019** closed session meeting.

**19-A-58          APPROVAL – FIELD TRIPS****TAB-03**

BE IT RESOLVED, upon recommendation of the Superintendent of Schools, that the Board of Education confirms the following field trips subject to the Principals compiling a list of students/faculty/chaperones together with parental permission forms, insurance, etc.:

**19-A-59 APPROVAL - REPORT OF STUDENT SUSPENSIONS**

WHEREAS, school principals have reported to the Superintendent of Schools that during the month of **February 2019** they have imposed disciplinary suspensions on certain students pursuant to N.J.S.A. 18A:37-2; and

BE IT RESOLVED, that the Board of Education acknowledges that this report has been filed with the Secretary and constitutes a report to the Board of Education in compliance with N.J.S.A. 18A:37-4:

Number of Suspensions	Sept '18	Nov '18	Dec '18	Jan '19	Feb '19
High School	5	19	12	16	14
Middle School	6	6	13	12	3
McCloud Elementary School	-	2	4	3	5
Grieco Elementary School	-	2	-	1	1
Quarles Elementary School	-	-	-	-	-
Total Suspensions:	11	29	29	32	23

Number of Suspensions	Sept '17	Nov '17	Dec '17	Jan '18	Feb '18
High School	8	20	13	16	11
Middle School	5	6	3	-	8
McCloud Elementary School	1	3	1	3	4
Grieco Elementary School	-	-	2	2	1
Quarles Elementary School	-	-	-	-	-
Total Suspensions:	14	29	19	21	24

**19-A-60            APPROVAL – DISTRICT ENROLLMENT IN SCHOOLS**

	30-Sep 18	31-Oct 18	30 -Nov 18	31-Dec 18	31-Jan 19	28-Feb 19
DMHS	1,053	1,045	1,046	1,043	1,043	1,041
JDMS	569	562	568	567	570	574
McCloud	580	575	578	580	585	587
Grieco	391	379	380	380	380	383
Quarles	413	408	408	413	415	450
In-District Total	3,006	2,969	2,980	2,983	2,993	3,035

**19-A-61            APPROVAL – FIRST READING OF BOARD OF EDUCATION REVISED POLICY –            TAB-04**

LET IT BE RESOLVED, that the Board of Education discusses and entertains oral or written public comment\* on the following attached Board of Education policy and agrees to consider adoption of this policy at the forthcoming Board of Education meeting,

Number	Policy
P 7510	USE OF SCHOOL FACILITIES
R 7510	USE OF SCHOOL FACILITIES
5830	STUDENT FUND RAISING
0134	BOARD SELF EVALUATION

**\*Note:** Public comment on this policy will be accepted in writing March 29, 2019.

**FINANCE****19-F-92                    APPROVAL – STAFF AND BOE TRAVEL****TAB-05**

WHEREAS, the Englewood Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, the Englewood Board of Education establishes, for regular district business day travel only, an annual school year threshold of \$1,000 per staff/Board member where prior Board approval shall not be required unless this threshold for a staff/Board member is exceeded in a given school year; and

RESOLVED, the Englewood Board of Education approves all travel not in compliance with N.J.A.C. 6A:23N-1.1 et seq. as being necessary and unavoidable as per noted on the attached list; and

FURTHER RESOLVED, the Englewood Board of Education approves the travel and related expense reimbursement as listed on the attached.

**19-F-93                    APPROVAL – LINE ITEM TRANSFERS****TAB-06**

RESOLVED, the Englewood Board of Education approves the attached list of January 2019 budget transfers within the 2018-2019 budget pursuant to Policy 6422M.

**19-F-94                    APPROVAL – BILLS LIST****TAB-07**

RESOLVED, the Board of Education approves payment of the attached bills in the total amount of \$3,953,281.08.

**19-F-95                    APPROVAL – SUBMISSION OF THE 2019-2020 PRELIMINARY BUDGET**

WHEREAS, the 2019-2020 Preliminary Budget is due to be submitted for review and approval by the Bergen County Office of the Department of Education by March 20, 2019, now

BE IT RESOLVED, that the Englewood City Public School Board of Education, County of Bergen, approves the 2019-2020 Preliminary School Budget with a 2.00% tax increase as follows:

Current General Expense	\$63,743,293
Capital Outlay	\$ 2,048,772
Transfer to Charter Schools	\$ 3,396,270
Total General Fund	\$69,188,335
Special Revenue Fund	\$ 5,497,439
Debt Service Fund	\$ 1,813,356
Total 2019-2020 Budget	\$76,499,130

BE IT FURTHER RESOLVED, that this budget includes a general fund tax levy in the amount of \$54,891,028 and a Debt Service tax levy in the amount of \$1,813,355.

**19-F-96                    APPROVAL – MAXIMUM TRAVEL EXPENDITURE FOR 2019-2020 SCHOOL YEAR**

WHEREAS, per state regulations, the District needs to adopt a maximum travel expenditure for the 2018-2019 school year per and such resolution be submitted with the budget to the County Superintendent of Schools; and

WHEREAS, the District has spent \$21,093 for staff travel expenditures; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education establishes the maximum travel expenditure allowance to be \$75,000.

**19-F-97                    APPROVAL – DI CARA RUBINO ARCHITECTS – REVISED CHANGE ORDER  
MASONRY REPAIRS AT DMHS TOWER**

WHEREAS, the Englewood Board of Education approved a contract with DiCara Rubino Architects for masonry repairs at DMHS Tower; now

BE IT RESOLVED, upon the recommendation of Superintendent of Schools, the Englewood Board of Education approves the following final change orders:

NUMBER	AMOUNT	CONTINGENCY	BUDGET	
#1	\$29,000	\$25,000	\$ 4,000	12-000-400-450-20-000-000
#2	\$ 3,856	\$0	\$ 3,856	12-000-400-450-20-000-000
#3	\$40,000	\$0	\$40,000	12-000-400-450-20-000-000
#2 Revised	(\$1,125)		(\$ 1,125)	12-000-400-450-20-000-000
#4	\$38,449	\$0	\$38,449	12-000-400-450-20-000-000
#5	(\$3,700)		(\$3,700)	12-000-400-450-20-000-000

**19-F-98                    APPROVAL – PURCHASE OF GOODS & SERVICES THROUGH VENDORS  
AWARDED EDDATA CONTRACTS**

RESOLVED, that the Board of Education authorizes the Board Secretary/Business Administrator on behalf of the Board of Education the ability to enter into expenditure transactions with vendors that hold EdData contracts for the 2018-2019 school:

1. Tri State Folding Partitions - Ed Data contract #8542 and #8560 for bleacher and gym equipment repairs not to exceed \$10,000
2. United Supply Corporation - State Contract 17-FOOD-00262 for preschool supplies not to exceed \$40,000
3. WW Grainger - State Contract 19-FLEET-00566 not to exceed \$80,000
4. RD Sales, LLC - ED Data 8742 not to exceed \$30,000 for locksmith services/repair
5. Savatree - tree removal service Bergen County Co-op17-07 not to exceed \$22,000

**18-F-99                    APPROVAL – ACCEPTANCE OF DONATION FROM EXXON MOBIL EDUCATIONAL  
ALLIANCE PROGRAM**

WHEREAS, the Englewood Public School District received a donation of \$500.00 to support the area of Math and/or Science; now

BE IT RESOLVED, the Englewood Board of Education accepts the aforementioned funds for the Englewood Public School District and thanks the Exxon Mobil Educational Alliance Program for its support of education.

**18-F-100                    APPROVAL – ACCEPTANCE OF A SCHOLARSHIP CHECK FROM THE FLORENCE  
LEPETICH MEMORIAL**

WHEREAS, at the end of every school year, the Englewood School District awards scholarships to students based upon achievements; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approves a scholarship payment of \$500 from the Florence Lepetich Memorial for a 2019 graduating senior who is currently in or has gone through the ESL/Bilingual program and who is planning on attending a post-secondary institution.

BE IT FURTHER RESOLVED, the Englewood Board of Education accepts the aforementioned funds and thanks the Florence Lepetich Memorial for its support of education.

**19-F-101                    APPROVAL – LIFETOUCH, INC.****TAB-08**

WHEREAS, the Dwight Morrow High School is in need of a photographer for the year book pictures; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approves the agreement with Lifetouch, Inc. at no cost to the District as per the attached.

**19-F-102 APPROVAL – ACCEPTANCE OF DONATION FROM THE JOHN S. BRODIE TRUST**

WHEREAS, the Englewood Public School District received a donation of \$62,500 to support the Dwight Morrow High School; now

BE IT RESOLVED, the Englewood Board of Education accepts the aforementioned funds for the Dwight Morrow High School and thankfully acknowledges the John S. Brodie Trust for its support of education.

**PERSONNEL****19-P-65 APPROVAL - 2018-2019 SALARY ADJUSTMENTS, RECLASSIFICATIONS AND TRANSFERS**

RESOLVED, upon recommendation of the Superintendent of Schools, that the salary adjustment(s), reclassification(s) and transfer(s) be approved as provided by the budget.

**FACULTY TRANSFERS**

Name	From	To
Alleyne, Eric	Teacher of Elementary School McCloud	District-Wide Substitute Teacher
Lewis-Guitman, Jodi	District Speech Language Specialist (.6) Grieco	District Speech Language Specialist (.3) District RTI Speech Language Specialist (.3) Grieco

Reclassifications will be effective as noted.

Name	From	To
Lee, Charity	MA, Step 6-8, \$59,850	MA+30, Step 6-8, \$71,100 Effective: 04/01/2019-06/30/2019
Mika, Julie	MA, Step 4-5, \$59,340	MA+30, Step 4-5, \$70,590 Effective: 04/01/2019-06/30/2019

**19-P-66 APPROVAL - 2018-2019 EXTRA COMPENSATION POSITIONS**

WHEREAS, the Superintendent of Schools has recommended that certain Board of Education employees be compensated for additional duties or responsibilities, be it

RESOLVED, the Board of Education approves the following assignments and payments for services rendered as indicated:

**ATHELETICS**

Name	Assignment	Rate	Max. / Hrs.	Effective Dates	Budget Code
Epps, Michael <sup>1</sup>	Head Girls Track	Per ETA	\$7,560	Spring	11-402-100-100-77-101-000

	Coach – HS	Guide		Season	
Kendrick, Carolyn	Softball Coach - MS	Per ETA Guide	\$3,150	18-19 Season	11-402-100-100-77-101-000
Serpico, Nicholas <sup>1</sup>	Assistant Girls Track Coach - HS	Per ETA Guide	\$4,725	Spring Season	11-402-100-100-77-101-000

<sup>1</sup> Revised from Board Agenda February 21, 2019 Resolution #19-P-60 (coaches changed roles from Assistant to Head)

PARENT LIAISON – AFTER-HOURS HOME VISITS					
Name	Assignment	Rate	Max. / Hrs.	Effective Dates	Budget Code
Hampton, Andre	Parent Liaison – Home Visits	\$33.19	300	18-19 School Year	11-000-211-173-60-101-000
Klose, Maria	Parent Liaison – Home Visits	\$32.87	200	18-19 School Year	11-000-211-173-60-101-000

FACING FORWARD					
Name	Assignment	Rate	Max. / Hrs.	Effective Dates	Budget Code
Londono, Denise	Facing Forward – Nurse Coverage	\$30.50	20	03/08/2019 & 03/15/2019	11-000-213-100-76-101-000-000

STUDENT SUPPORT SERVICES					
Name	Assignment	Rate	Max. / Hrs.	Effective Dates	Budget Code
Astuto, Denise*	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Brooks, Jalesah	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Campagnolo, Joseph	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Cohen, Rachel	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Drumgoole, Kathryn*	Student Support Services Facilitator	\$30.50	200	04/01/2019-06/15/2019	11-140-100-101-67-103-000-000
Frangiosa, Grace	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Gonzalez, Saadia	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Hollander, Gary	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Jackson, Roan*	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Lee, Charity*	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Malone, April	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Meltzer, Sandra	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Motyka, Joffin-Mari	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000



Nesfield, Cliff	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Ogunade, Adebimpe	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Rochman, Mindy	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Sullivan, Dennis	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Toussaint, Sapphire	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000
Valcarcel, Jorge	Student Support Services Facilitator	\$30.50	200	03/04/2019-06/15/2019	11-140-100-101-67-103-000-000

\*Revised from October 18, 2018 Board Agenda Resolution #19-P-32

#### 19-P-67 APPROVAL - RETIREMENT, RESIGNATIONS, LEAVES OF ABSENCE, TERMINATIONS

RESOLVED, that the Englewood Board of Education hereby approves the following:

##### LEAVES OF ABSENCE

Name	Notice/Position	Effective Date(s)
Cardona, German <sup>1</sup> JDMS	Teacher of Spanish Paid Medical Leave of Absence Unpaid Medical Leave of Absence	January 09, 2019 – March 29, 2019 April 1, 2019 to June 30, 2019

<sup>1</sup>Revised from Board Agenda #19-P-62 – February 21, 2019

##### RESIGNATION(S)

Name	Notice/Position	Effective Date(s)
Panarese, Melanie DMAE	Teacher of English	April 30, 2019

#### 19-P-68 APPROVAL – ADMINISTRATIVE LEAVE

Resolved, the Board, upon the recommendation of the Superintendent of Schools, places Employee #6797 on an administrative leave, with pay, effective March 7, 2019.

#### 19-P-69 APPROVAL – REINSTATE FROM ADMINISTRATIVE LEAVE

Resolved, the Board, upon the recommendation of the Superintendent of Schools, reinstates Employee #4033 from an administrative leave, effective March 1, 2019.

#### 19-P-70 APPROVAL – JOB DESCRIPTION(S)

**TAB-09**

RESOLVED, that the attached job description be approved and effective immediately:

Security Officer
------------------



**REPORT OF THE TREASURER  
TO THE BOARD OF EDUCATION**

**District of Englewood**

**All Funds**

**For The Month Ending:**

**02/28/2019**

**CASH REPORT**

<b>FUNDS</b>	<b>(1) Beginning Cash Balance</b>	<b>(2) Cash Receipts This Month</b>	<b>(3) Cash Disbursements This Month</b>	<b>(4) Ending Cash Balances (1) + (2) - (3)</b>
<b>GOVERNMENTAL FUNDS</b>				
General Fund - Fund 10	\$5,944,327.78	\$6,100,767.12	\$6,487,956.47	\$5,557,138.43
Special Revenue Fund - Fund 20	\$49,575.42	\$873,703.60	\$447,951.91	\$475,327.11
Capital Projects Fund - Fund 30	\$735,895.73			\$735,895.73
Debt Service Fund 40	\$634,834.67	\$139,085.22		\$773,919.89
<b>Total Governmental Funds</b>	<b>\$7,364,633.60</b>	<b>\$7,113,555.94</b>	<b>\$6,935,908.38</b>	<b>\$7,542,281.16</b>
Enterprise Fund - Fund 50	\$113,302.94	\$206,007.61	\$261,455.04	\$57,855.51
Enterprise Fund - Fund 60	\$104,839.28			\$104,839.28
Payroll Account (Net)	(\$13,283.64)	\$1,795,152.96	\$1,794,829.86	(\$12,960.54)
<b>Total All Funds</b>	<b>\$7,569,492.18</b>	<b>\$9,114,716.51</b>	<b>\$8,992,193.28</b>	<b>\$7,692,015.41</b>

**Prepared and Submitted By:**

**Robert R. Brown, CPA  
Treasurer of School Moneys**



## Bank Reconciliation

Bank Name	See Below
Account Number	See Below
Statement Date	02/28/2019
Fund/Funds	

Prepared by: Robert R. Brown  
Date: 02/28/2019

1 Balance per Bank:					
	TD Bank-Payroll A/C #4308906168		\$93,836.08		
	TD Bank-Referendum A/C #4308906332		\$819,885.26		
	Capital One Referendum #00007047886222		\$0.08		
	Capital One Operating #00007047886230		\$117,652.47		
	Capital One Compensating Balance #00007527021191		\$500,000.00		
	Capital One Payroll #7047886141		\$7,378.24		
	Petty Cash		\$2,529.00		
	Municipal Finance		\$2,507.11		
	TD Bank-General A/C #4308906150		\$6,830,223.70		
Sub Total Balance Per Banks					\$8,374,011.94
Reconciling Items:					
Additions:					
	Date	Amount			
2a					
2b					
2c					
2d					
2	Total D.I.T.'s & Other		\$0.00		
3	Total Additions			\$ -	
Deductions:					
Outstanding Checks					
4					
5			(\$681,996.53)		
6	Total Deductions			(\$681,996.53)	
7	Net Reconciling Items				(\$681,996.53)
8	Adjusted Balance per Bank as of:			02/28/2019	\$7,692,015.41
9 Balance per Board Secretary's Records as of:					
			02/28/2019		\$7,692,015.41
Reconciling Items:					
Additions:					
10	Interest Earned				
11	Other				
12	Total Additions			\$0.00	
Deductions:					
13	Bank Charges				
14	Other				
15	Total Deductions			\$0.00	
16	Net Reconciling Items				\$0.00
17	Adjusted Board Secretary's Balance as of:			02/28/2019	\$7,692,015.41



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
General Fund - Fund 10  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/2019

ASSETS AND RESOURCES

--- A S S E T S ---		
101	Cash in bank	\$4,056,179.63
102-107	Cash and cash equivalents	\$1,500,958.00
121	Tax levy receivable	\$22,335,110.98
	Accounts receivable:	
132	Interfund	\$1,408,498.91
141	Intergovernmental - State	\$5,649,141.02
142	Intergovernmental - Federal	\$51,125.14
143	Intergovernmental - Other	(\$107,136.96)
153,154	Other (net of est uncollectible of \$_____)	\$7,223.32
		\$7,008,851.43
--- R E S O U R C E S ---		
301	Estimated Revenues	\$65,948,957.00
302	Less Revenues	(\$64,877,545.19)
		\$1,071,411.81

Total assets and resources

\$35,972,511.85

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
General Fund - Fund 10  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/2019

LIABILITIES AND FUND EQUITY

---	L I A B I L I T I E S ---	
421	Accounts Payable	\$307,795.17
	Other current liabilities	\$52,987.15

\$360,782.32

TOTAL LIABILITIES

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	\$28,591,566.65
754	Reserve for Encumbrance - Prior Year	\$199,659.63
	Reserved fund balance:	
761	Capital reserve account -	\$955,088.00
766	Reserve for Current Expense Emergencies	\$955,088.00
764	Reserve for Maintenance	\$606,000.00
		<u>\$764,600.00</u>
760	Reserved Fund Balance	\$443,411.00
601	Appropriations	\$69,737,273.33
602	Less : Expenditures	\$37,313,206.99
603	Encumbrances	\$28,791,226.28 (\$66,104,433.27)
		<u>\$3,632,840.06</u>

Total Appropriated		
<u>\$35,193,165.34</u>		
--- U n a p p r o p r i a t e d ---		
770	Unreserved Fund Balance -	\$3,483,696.79
303	Budgeted Fund Balance	(\$3,065,132.60)

TOTAL FUND BALANCE		\$35,611,729.53
TOTAL LIABILITIES AND FUND EQUITY		<u>\$35,972,511.85</u>



Englewood Public School District  
General Fund - Fund 10  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/2019

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$69,737,273.33	\$66,104,433.27	\$3,632,840.06
Revenues	(\$65,948,957.00)	(\$64,877,545.19)	(\$1,071,411.81)
	<u>\$3,788,316.33</u>	<u>\$1,226,888.08</u>	<u>\$2,561,428.25</u>
Less: Adjust for prior year encumb.	<u>(\$723,183.73)</u>	<u>(\$723,183.73)</u>	
Budgeted Fund Balance	<u>\$3,065,132.60</u>	<u>\$503,704.35</u>	<u>\$2,561,428.25</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$3,065,132.60	\$503,704.35	\$2,561,428.25
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>\$3,065,132.60</u>	<u>\$503,704.35</u>	<u>\$2,561,428.25</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
GENERAL FUND - FUND 10  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 8 Month Period Ending 02/28/2019

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$55,623,253.00	\$54,551,841.19		\$1,071,411.81
3XXX From State Sources	\$10,226,682.00	\$10,226,682.00		.00
4XXX From Federal Sources	\$99,022.00	\$99,022.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$65,948,957.00	\$64,877,545.19		\$1,071,411.81
*** EXPENDITURES ***				
---				
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$15,966,554.67	\$9,324,144.32	\$6,446,378.63	\$196,031.72
11-2XX-100-XXX Special Education - Instruction	\$6,821,849.11	\$2,926,548.52	\$3,877,010.54	\$18,290.05
11-230-100-XXX Basic Skills - Remedial Instruction	\$54,297.00	\$1,952.00	\$52,345.00	\$0.00
11-240-100-XXX Bilingual Education - Instruction	\$1,841,504.14	\$944,165.98	\$897,337.00	\$1.16
11-401-100-XXX School-Spon. Curr. Acti-Instr	\$181,500.00	\$99,877.86	\$54,921.22	\$26,700.92
11-402-100-XXX School-Spons. Athletics - Instruction	\$796,400.00	\$372,041.24	\$322,354.82	\$102,003.94
---				
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-100-XXX Instruction	\$7,041,313.00	\$2,482,130.84	\$3,597,230.33	\$961,951.83
11-000-211-XXX Attendance and Social Work Services	\$428,725.25	\$221,819.50	\$206,904.90	\$0.85
11-000-213-XXX Health Services	\$619,106.75	\$381,951.25	\$232,018.57	\$5,136.93
11-000-216-XXX Speech, OT/PT & Related Svcs	\$1,636,701.25	\$751,821.98	\$870,364.53	\$14,514.74
11-000-217-XXX Other Support Serv - Students Extra Srvc	\$10,000.00	\$0.00	\$0.00	\$10,000.00
11-000-218-XXX Guidance	\$957,012.00	\$567,674.73	\$375,062.15	\$14,275.12
11-000-219-XXX Child Study Teams	\$1,459,220.50	\$862,555.87	\$591,574.07	\$5,090.56
11-000-221-XXX Improv of Inst. - Instruc Staff	\$674,435.57	\$483,155.41	\$190,586.13	\$694.03
11-000-222-XXX Educational Media Serv/School Library	\$1,918,150.00	\$1,572,448.41	\$275,638.18	\$70,063.41
11-000-223-XXX Instructional Staff Training Services	\$216,500.00	\$149,947.50	\$28,962.50	\$37,590.00
11-000-230-XXX Supp. Serv.-General Administration	\$1,603,758.00	\$574,825.91	\$617,702.18	\$411,229.91
11-000-240-XXX Supp. Serv.-School Administration	\$2,403,571.00	\$1,413,828.41	\$982,910.28	\$7,032.31
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$1,274,698.00	\$823,240.39	\$403,914.19	\$47,543.42
11-000-261-XXX Require Maint. for School Facilities	\$643,470.00	\$234,478.38	\$202,750.39	\$206,241.23
11-000-262-XXX Custodial Services	\$3,628,231.77	\$2,380,967.75	\$1,011,236.78	\$236,027.24
11-000-263-XXX Care and Upkeep of Grounds	\$51,700.00	\$10,820.00	\$22,900.00	\$17,980.00
11-000-266-XXX Security	\$595,789.00	\$411,088.66	\$170,835.24	\$13,865.10
11-000-270-XXX Student Transportation Services	\$4,402,242.00	\$2,533,494.95	\$1,769,058.30	\$99,688.75
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$8,958,300.02	\$4,918,760.27	\$4,023,017.71	\$16,522.04
TOTAL GENERAL CURRENT EXPENSE	\$64,185,029.03	\$34,443,540.13	\$27,223,013.64	\$2,518,475.26
EXPENDITURES/USES OF FUNDS				

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
GENERAL FUND - FUND 10

INTERIM STATEMENTS COMPARING

BUDGET REVENUE WITH ACTUAL TO DATE AND

APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE

For 8 Month Period Ending 02/28/2019

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES - cont'd ***				
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$661,465.84	\$34,662.69	\$21,301.51	\$605,501.64
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$1,488,279.46	\$650,050.17	\$329,366.13	\$508,863.16
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$2,149,745.30	\$684,712.86	\$350,667.64	\$1,114,364.80
10-000-100-56X Transfer of Funds to Charter Schools	\$3,402,499.00	\$2,184,954.00	\$1,217,545.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$69,737,279.33	\$37,313,206.99	\$28,791,226.28	\$3,632,840.06

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
GENERAL FUND - FUND 10  
SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED  
For 8 Month Period Ending 02/28/2019

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$53,814,733.00	\$53,814,733.00	.00
1320 Tuition from IEAs Within State	\$1,058,520.00	\$261,614.79	\$796,905.21
1420-1440 Transp Fees from Other IEAs	\$240,000.00	\$63,477.85	\$176,522.15
1910 Rents and Royalties	\$350,000.00	\$253,891.50	\$96,108.50
1XXX Miscellaneous	\$160,000.00	\$158,124.05	\$1,875.95
TOTAL	\$55,623,253.00	\$54,551,841.19	\$1,071,411.81

--- STATE SOURCES ---			
3116 School Choice Aid	\$4,881,888.00	\$4,881,888.00	.00
3121 Categorical Transportation Aid	\$830,412.00	\$830,412.00	.00
3131 Extraordinary Aid	\$585,000.00	\$585,000.00	.00
3132 Categorical Special Education Aid	\$2,192,419.00	\$2,192,419.00	.00
3177 Categorical Security	\$1,201,342.00	\$1,201,342.00	.00
3178 Adjustment Aid	\$535,621.00	\$535,621.00	.00
TOTAL	\$10,226,682.00	\$10,226,682.00	\$0.00

--- FEDERAL SOURCES ---			
4200 Medicaid Reimbursement	\$99,022.00	\$99,022.00	.00
TOTAL	\$99,022.00	\$99,022.00	\$0.00

--- OTHER FINANCING SOURCES ---			
TOTAL REVENUES/SOURCES OF FUNDS	\$65,948,957.00	\$64,877,545.19	\$1,071,411.81

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** G E N E R A L C U R R E N T E X P E N S E ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$1,057,742.60	\$650,215.16	\$407,526.60	\$0.84
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$3,573,384.80	\$2,153,724.79	\$1,383,939.01	\$35,721.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$2,824,094.20	\$1,487,481.10	\$1,336,613.10	.00
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$6,010,883.00	\$3,511,777.28	\$2,499,104.98	\$0.74
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$65,000.00	\$31,773.38	\$33,226.62	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$15,000.00	.00	\$5,500.00	\$9,500.00
11-150-100-610 General Supplies	\$1,000.00	.00	.00	\$1,000.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-320 Purchased Prof.-Ed. Services	\$704,200.00	\$361,859.41	\$339,340.59	\$3,000.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$1,124,300.00	\$679,521.50	\$399,507.58	\$45,270.92
11-190-100-610 General Supplies	\$474,663.07	\$360,631.22	\$32,854.40	\$81,177.45
11-190-100-640 Textbooks	\$98,287.00	\$77,660.48	\$6,765.75	\$13,860.77
11-190-100-800 Other Objects	\$18,000.00	\$9,500.00	\$2,000.00	\$6,500.00
TOTAL	\$15,966,554.67	\$9,324,144.32	\$6,446,378.63	\$196,031.72
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$1,420,332.00	\$798,912.70	\$621,419.00	\$0.30
11-204-100-320 Purchased Prof.-Ed. Services	\$30,000.00	\$11,955.00	\$11,045.00	\$7,000.00
11-204-100-500 Other Purch. Serv. (400-500 series)	\$350,000.00	\$314,756.66	\$35,243.34	.00
TOTAL	\$1,800,332.00	\$1,125,624.36	\$667,707.34	\$7,000.30
Behavioral Disabilities:				
11-209-100-101 Salaries of Teachers	\$33,340.00	\$11,284.00	\$22,056.00	\$0.00
11-209-100-610 General supplies	\$12,000.00	.00	\$1,730.95	\$10,269.05
TOTAL	\$45,340.00	\$11,284.00	\$23,786.95	\$10,269.05
Multiple Disabilities:				
11-212-100-101 Salaries of Teachers	\$878,136.76	\$517,507.36	\$360,628.70	\$0.70
11-212-100-500 Other Purch. Serv. (400-500 series)	\$1,300,000.00	.00	\$1,300,000.00	.00
TOTAL	\$2,178,136.76	\$517,507.36	\$1,660,628.70	\$0.70
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$1,689,658.00	\$1,003,856.80	\$685,801.20	\$0.00
11-213-100-500 Other Purch. Serv. (400-500 series)	\$300,000.00	.00	\$300,000.00	.00
TOTAL	\$1,989,658.00	\$1,003,856.80	\$985,801.20	\$0.00
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$483,382.35	\$264,296.00	\$219,086.35	\$0.00
11-216-100-500 Other Purch.Serv. (400-500 series)	\$325,000.00	\$3,980.00	\$320,000.00	\$1,020.00
TOTAL	\$808,382.35	\$268,276.00	\$539,086.35	\$1,020.00
TOTAL SPECIAL ED - INSTRUCTION	\$6,821,849.11	\$2,926,548.52	\$3,877,010.54	\$18,290.05
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$54,297.00	\$1,952.00	\$52,345.00	\$0.00



Englewood Public School District  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-216-320 Purchased Prof. Ed. Services	\$850,000.00	\$278,999.21	\$558,964.66	\$12,036.13
11-000-216-600 Supplies and Materials	\$6,200.00	\$2,680.06	\$1,041.65	\$2,478.29
<b>TOTAL</b>	<b>\$1,636,701.25</b>	<b>\$751,821.98</b>	<b>\$870,364.53</b>	<b>\$14,514.74</b>
--- Other support services - Students - Extra Srvc				
11-000-217-320 Purchased Prof. Ed. Services	\$10,000.00	.00	.00	\$10,000.00
<b>TOTAL</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$795,390.00	\$444,749.53	\$350,640.27	\$0.20
11-000-218-320 Purchased Prof. - Ed. Services	\$2,500.00	.00	.00	\$2,500.00
11-000-218-500 Other Purchased Services (400-500 series)	\$121,122.00	\$120,596.82	.00	\$525.18
11-000-218-600 Supplies and Materials	\$13,000.00	\$2,328.38	\$421.88	\$10,249.74
11-000-218-800 Other Objects	\$25,000.00	.00	\$24,000.00	\$1,000.00
<b>TOTAL</b>	<b>\$957,012.00</b>	<b>\$567,674.73</b>	<b>\$375,062.15</b>	<b>\$14,275.12</b>
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$1,191,404.50	\$716,270.83	\$475,133.62	\$0.05
11-000-219-105 Sal Sec. & Clerical Asst.	\$71,916.00	\$46,953.18	\$24,962.35	\$0.47
11-000-219-320 Purchased Prof. - Ed. Services	\$142,700.00	\$51,525.00	\$86,575.00	\$4,600.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$42,750.00	\$41,978.95	\$700.00	\$71.05
11-000-219-600 Supplies and Materials	\$10,300.00	\$5,827.91	\$4,203.10	\$268.99
11-000-219-800 Other Objects	\$150.00	.00	.00	\$150.00
<b>TOTAL</b>	<b>\$1,459,220.50</b>	<b>\$862,555.87</b>	<b>\$591,574.07</b>	<b>\$5,090.56</b>
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$548,974.98	\$366,979.51	\$181,995.47	.00
11-000-221-500 Other Purchased Services (400-500 series)	\$125,000.00	\$116,149.00	\$8,200.00	\$651.00
11-000-221-600 Supplies and Materials	\$460.59	\$26.90	\$390.66	\$43.03
<b>TOTAL</b>	<b>\$674,435.57</b>	<b>\$483,155.41</b>	<b>\$190,586.13</b>	<b>\$694.03</b>
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$522,800.00	\$319,981.02	\$202,818.98	.00
11-000-222-500 Other Purchased Services (400-500 series)	\$1,315,350.00	\$1,218,868.95	\$45,263.39	\$51,217.66
11-000-222-600 Supplies and Materials	\$80,000.00	\$33,598.44	\$27,555.81	\$18,845.75
<b>TOTAL</b>	<b>\$1,918,150.00</b>	<b>\$1,572,448.41</b>	<b>\$275,638.18</b>	<b>\$70,063.41</b>
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$20,000.00	\$3,751.50	\$16,248.50	.00
11-000-223-320 Purchased Prof. - Ed. Services	\$183,700.00	\$143,000.00	\$12,615.00	\$28,085.00
11-000-223-500 Other Purchased Services (400-500 series)	\$12,800.00	\$3,196.00	\$99.00	\$9,505.00
<b>TOTAL</b>	<b>\$216,500.00</b>	<b>\$149,947.50</b>	<b>\$28,962.50</b>	<b>\$37,590.00</b>
--- Support services-general administration ---				
11-000-230-100 Salaries	\$290,932.00	\$177,932.29	\$112,999.71	\$0.00
11-000-230-331 Legal Services	\$680,000.00	\$145,540.34	\$195,341.59	\$339,118.07
11-000-230-332 Audit Fees	\$106,437.00	\$31,500.00	\$74,937.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$35,879.00	.00	\$14,500.00	\$21,379.00

Englewood Public School District  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-530 Communications/Telephone	\$207,000.00	(\$30,748.02)	\$196,662.91	\$41,085.11
11-000-230-585 BOE Other Purchased Prof. Svc.	\$6,000.00	\$5,926.95	.00	\$73.05
11-000-230-590 Other Purchased Services	\$20,600.00	\$11,595.33	\$1,570.00	\$7,434.67
11-000-230-610 General Supplies	\$7,100.00	\$5,320.41	\$1,311.92	\$467.67
11-000-230-820 Judgments Against. School District.	\$193,000.00	\$188,000.00	\$5,000.00	.00
11-000-230-890 Misc. Expenditures	\$30,621.22	\$14,527.54	\$15,379.05	\$714.63
11-000-230-895 BOE Membership Dues and Fees	\$26,188.78	\$25,231.07	.00	\$957.71
<b>TOTAL</b>	<b>\$1,603,758.00</b>	<b>\$574,825.91</b>	<b>\$617,702.18</b>	<b>\$411,229.91</b>
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$1,899,171.00	\$1,229,387.81	\$669,783.19	.00
11-000-240-500 Other Purchased Services	\$477,703.85	\$165,937.15	\$307,016.23	\$4,750.47
11-000-240-600 Supplies and Materials	\$26,296.15	\$18,303.45	\$6,110.86	\$1,881.84
11-000-240-800 Other Objects	\$400.00	.00	.00	\$400.00
<b>TOTAL</b>	<b>\$2,403,571.00</b>	<b>\$1,413,628.41</b>	<b>\$982,910.28</b>	<b>\$7,032.31</b>
--- Central Services ---				
11-000-251-100 Salaries	\$831,293.00	\$562,748.90	\$268,544.10	.00
11-000-251-330 Purchased Prof. Services	\$44,000.00	\$37,516.90	\$2,247.50	\$4,235.60
11-000-251-340 Purchased Technical Services	\$96,575.00	\$37,426.92	\$37,868.08	\$21,280.00
11-000-251-592 Misc Pur Serv (400-500 series)	\$7,100.00	\$3,978.50	\$2,621.50	\$500.00
11-000-251-600 Supplies and Materials	\$21,000.00	\$12,325.41	\$4,703.49	\$3,971.10
11-000-251-89X Other Objects	\$25,000.00	\$3,090.48	\$4,402.80	\$17,506.72
<b>TOTAL</b>	<b>\$1,024,968.00</b>	<b>\$657,087.11</b>	<b>\$320,387.47</b>	<b>\$47,493.42</b>
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$249,230.00	\$166,153.28	\$83,076.72	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$500.00	.00	\$450.00	\$50.00
<b>TOTAL</b>	<b>\$249,730.00</b>	<b>\$166,153.28</b>	<b>\$83,526.72</b>	<b>\$50.00</b>
<b>TOTAL Cent. Svcs. &amp; Admin IT</b>	<b>\$1,274,698.00</b>	<b>\$823,240.39</b>	<b>\$403,914.19</b>	<b>\$47,543.42</b>
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$74,000.00	\$49,043.20	\$24,956.80	.00
11-000-261-420 Cleaning, Repair & Maint. Svc	\$569,470.00	\$185,435.18	\$177,793.59	\$206,241.23
<b>TOTAL</b>	<b>\$643,470.00</b>	<b>\$234,478.38</b>	<b>\$202,750.39</b>	<b>\$206,241.23</b>
--- Custodial Services ---				
11-000-262-1XX Salaries	\$132,629.00	\$88,419.20	\$44,209.80	\$0.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$1,578,300.00	\$1,050,459.05	\$519,374.68	\$8,466.27
11-000-262-490 Other Purchased Property Svc.	\$227,000.00	\$105,742.29	\$89,279.96	\$31,977.75
11-000-262-520 Insurance	\$394,300.00	\$389,668.88	.00	\$4,631.12
11-000-262-590 Misc. Purchased Services	\$65,100.00	\$22,088.43	\$20,911.00	\$22,100.57
11-000-262-610 General Supplies	\$285,922.77	\$89,279.56	\$109,288.48	\$87,354.73
11-000-262-622 Energy (Electricity)	\$932,000.00	\$530,304.34	\$227,377.86	\$74,317.80
11-000-262-8XX Other Objects	\$12,980.00	\$5,006.00	\$795.00	\$7,179.00
<b>TOTAL</b>	<b>\$3,628,231.77</b>	<b>\$2,380,967.75</b>	<b>\$1,011,236.78</b>	<b>\$236,027.24</b>



Englewood Public School District  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$42,000.00	\$10,820.00	\$22,900.00	\$8,280.00
11-000-263-610 General Supplies	\$9,700.00	.00	.00	\$9,700.00
<b>TOTAL</b>	<b>\$51,700.00</b>	<b>\$10,820.00</b>	<b>\$22,900.00</b>	<b>\$17,980.00</b>
--- Security ---				
11-000-266-100 Salaries	\$570,089.00	\$403,153.76	\$166,935.24	.00
11-000-266-300 Purchased Prof. & Tech. Svc.	\$6,700.00	.00	.00	\$6,700.00
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$9,000.00	\$4,934.90	\$3,900.00	\$165.10
11-000-266-610 General Supplies	\$10,000.00	\$3,000.00	.00	\$7,000.00
<b>TOTAL</b>	<b>\$595,789.00</b>	<b>\$411,088.66</b>	<b>\$170,835.24</b>	<b>\$13,865.10</b>
<b>TOTAL Oper &amp; Maint of Plant Services</b>	<b>\$4,919,190.77</b>	<b>\$3,037,354.79</b>	<b>\$1,407,722.41</b>	<b>\$474,113.57</b>
--- Student transportation services ---				
11-000-270-160 Sal Pupil Trans(Bet Home & Sch)-reg	\$109,554.00	\$73,036.00	\$36,518.00	.00
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$128,388.00	\$58,357.81	\$70,030.19	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$40,000.00	\$16,123.85	\$17,176.15	\$6,700.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$1,787,000.00	\$1,033,042.60	\$733,906.49	\$20,050.91
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$64,800.00	\$19,140.74	\$5,849.00	\$39,810.26
11-000-270-513 Contract Svc (btw home & sch.)-joint agree	\$278,000.00	.00	\$277,898.40	\$101.60
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$335,000.00	\$40,960.28	\$272,093.54	\$21,946.18
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	\$990,000.00	\$787,594.26	\$202,405.74	.00
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$265,000.00	\$122,476.85	\$134,943.35	\$7,579.80
11-000-270-593 Misc. Purchased Svc.- Transp.	\$400,000.00	\$382,629.95	\$17,370.05	.00
11-000-270-615 Transportation Supplies	\$3,000.00	\$132.61	\$867.39	\$2,000.00
11-000-270-800 Misc. Expenditures	\$1,500.00	.00	.00	\$1,500.00
<b>TOTAL</b>	<b>\$4,402,242.00</b>	<b>\$2,533,494.95</b>	<b>\$1,769,058.30</b>	<b>\$99,688.75</b>
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$425,000.00	\$201,509.86	\$207,837.86	\$15,652.28
11-XXX-XXX-241 Other Retirement Contrib. - PERS	\$306,386.00	\$306,379.25	.00	\$6.75
11-XXX-XXX-250 Unemployment Compensation	\$325,000.00	\$125,000.00	\$200,000.00	.00
11-XXX-XXX-260 Workman's Compensation	\$265,000.00	\$198,212.26	\$65,924.73	\$863.01
11-XXX-XXX-270 Health Benefits	\$7,486,914.02	\$4,072,493.33	\$3,414,420.69	.00
11-XXX-XXX-290 Other Employee Benefits	\$150,000.00	\$15,165.57	\$134,834.43	.00
<b>TOTAL</b>	<b>\$8,958,300.02</b>	<b>\$4,918,760.27</b>	<b>\$4,023,017.71</b>	<b>\$16,522.04</b>
Total Undistributed Expenditures	\$38,522,924.11	\$20,774,810.21	\$15,572,666.43	\$2,175,447.47
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$64,185,029.03	\$34,443,540.13	\$27,223,013.64	\$2,518,475.26
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$64,185,029.03	\$34,443,540.13	\$27,223,013.64	\$2,518,475.26

Englewood Public School District  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Undistributed expenses				
12-000-100-730 Instruction	\$57,465.84	\$34,662.69	\$21,301.51	\$1,501.64
12-000-266-730 Undist. Exp.-Security	\$604,000.00	.00	.00	\$604,000.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$661,465.84	\$34,662.69	\$21,301.51	\$605,501.64
--- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$100,167.22	\$39,906.89	\$260.33	\$60,000.00
12-000-400-450 Construction Services	\$1,203,306.08	\$610,143.28	\$144,333.80	\$448,829.00
12-000-400-800 Other objects	\$184,806.16	.00	\$184,772.00	\$34.16
Sub Total	\$1,488,279.46	\$650,050.17	\$329,366.13	\$508,863.16
TOTAL	\$1,488,279.46	\$650,050.17	\$329,366.13	\$508,863.16
TOTAL CAPITAL OUTLAY EXPENDITURES	\$2,149,745.30	\$684,712.86	\$350,667.64	\$1,114,364.80

Englewood Public School District  
GENERAL FUND - FUND 10  
STATEMENT OF APPROPRIATIONS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/2019

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
10-000-100-56X Transfer of Funds to Charter Schls.	\$3,402,499.00	\$2,184,954.00	\$1,217,545.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$69,737,273.33	\$37,313,206.99	\$28,791,226.28	\$3,632,840.06

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
General Fund - Fund 10

For 8 Month Period Ending 02/28/2019

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

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

\_\_\_\_\_  
Date

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

-----

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/19

ASSETS AND RESOURCES

--- A S S E T S ---			
101	Cash in bank		\$475,327.11
	Accounts receivable:		
141	Intergovernmental - State	\$1,481,985.27	
142	Intergovernmental - Federal	\$3,344,609.00	
			\$4,826,594.27
----			
---- R E S O U R C E S ----			
301	Estimated Revenues	\$6,922,280.58	
302	Less Revenues	(\$6,718,858.90)	
			\$203,421.68
Total assets and resources			\$5,505,343.06

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
Special Revenue Fund - Fund 20  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/19

LIABILITIES AND FUND EQUITY

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

411	Intergovernmental accounts payable - State	\$90,661.00
412	Intergovernmental accounts payable - Federal	\$6,229.00
421	Accounts Payable	\$9,457.19
481	Deferred revenues	\$1,273,505.28
	Other current liabilities	\$196,416.97

TOTAL LIABILITIES

\$1,576,269.44

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	\$1,817,841.79
754	Reserve for encumbrances - Prior Year	\$4,413.40
601	Appropriations	\$6,922,280.58
602	Less: Expenditures	\$2,997,620.36
603	Encumbrances	\$1,817,841.79 (\$4,815,462.15)
		<u>\$2,106,818.43</u>

TOTAL FUND BALANCE

\$3,929,073.62

TOTAL LIABILITIES AND FUND EQUITY

\$5,505,343.06

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
Special Revenue Fund - Fund 20  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 8 Month Period Ending 02/28/19

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$42,886.87	\$2,781.00		\$40,105.87
3XXX From State Sources	\$3,646,512.71	\$3,483,196.90		\$163,315.81
4XXX From Federal Sources	\$3,232,881.00	\$3,232,881.00		.00
TOTAL REVENUE/SOURCES OF FUNDS	\$6,922,280.58	\$6,718,858.90		\$203,421.68
*** EXPENDITURES ***				AVAILABLE BALANCE
LOCAL PROJECTS:				
STATE PROJECTS:				
Preschool Education Aid	\$101,121.58	\$7,200.29	\$1,975.00	\$91,946.29
Nonpublic textbooks	\$2,583,647.00	\$1,510,044.17	\$500,175.55	\$573,427.28
Nonpublic auxiliary services	\$91,741.00	\$71,559.51	\$4,962.65	\$15,218.84
Nonpublic handicapped services	\$26,461.00	\$4,688.28	\$21,772.72	.00
Nonpublic nursing services	\$331,075.00	\$139,880.60	\$191,194.40	.00
Nonpublic Technology Aid	\$193,806.00	\$109,315.44	\$84,490.56	.00
Other State Projects	\$61,848.00	\$2,367.32	\$35,296.28	\$24,184.40
	\$299,700.00	\$14,267.81	\$44,568.21	\$240,863.98
TOTAL STATE PROJECTS	\$3,588,278.00	\$1,852,123.13	\$882,460.37	\$853,694.50
FEDERAL PROJECTS:				
NCIB Title I - Part A/D	\$1,086,807.00	\$553,403.52	\$262,993.46	\$270,410.02
I.D.E.A. Part B (Handicapped)	\$1,773,138.00	\$537,501.49	\$532,237.30	\$703,399.21
NCIB Title II - Part A/D	\$211,376.00	\$10,111.00	\$137,246.00	\$64,019.00
NCIB Title III - English Language Enhancement	\$125,937.00	\$37,181.11	\$929.66	\$87,826.23
Vocational Education	\$35,623.00	\$99.82	.00	\$35,523.18
Other Federal Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FEDERAL PROJECTS	\$3,232,881.00	\$1,138,296.94	\$933,406.42	\$1,161,177.64
*** TOTAL EXPENDITURES ***	\$6,922,280.58	\$2,997,620.36	\$1,817,841.79	\$2,106,818.43



REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
SPECIAL REVENUE - FUND 20

SCHEDULE OF REVENUES

ACTUAL COMPARED WITH ESTIMATED

For 8 Month Period Ending 02/28/19

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$42,886.87	\$2,781.00	\$40,105.87
Total Revenues from Local Sources	<u>\$42,886.87</u>	<u>\$2,781.00</u>	<u>\$40,105.87</u>
--- STATE SOURCES ---			
3218 Preschool Education Aid	\$2,583,647.00	\$2,458,647.00	\$125,000.00
3290 Recovery High School Access Grant	\$2,550.00	.00	\$2,550.00
32XX Other Restricted Entitlements	\$1,060,315.71	\$1,024,549.90	\$35,765.81
Total Revenue from State Sources	<u>\$3,646,512.71</u>	<u>\$3,483,196.90</u>	<u>\$163,315.81</u>
--- FEDERAL SOURCES ---			
4411-16 Title I	\$1,086,807.00	\$1,086,807.00	.00
4451-55 Title II	\$211,376.00	\$211,376.00	.00
4491-94 Title III	\$125,937.00	\$125,937.00	.00
4420-29 I.D.E.A. Part B (Handicapped)	\$1,773,138.00	\$1,773,138.00	.00
4430-39 Vocational Education	\$35,623.00	\$35,623.00	.00
Total Revenues from Federal Sources	<u>\$3,232,881.00</u>	<u>\$3,232,881.00</u>	<u>\$0.00</u>
TOTAL REVENUES/SOURCES OF FUNDS	<u>\$6,922,280.58</u>	<u>\$6,718,858.90</u>	<u>\$203,421.68</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
Special Revenue Fund - Fund 20  
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS  
COMPARED WITH EXPENDITURES AND ENCUMBRANCES  
For 8 Month Period Ending 02/28/19

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$798,300.00	\$411,689.80	\$193,740.20	\$192,870.00
20-218-100-500 Other purchased servs. (400-500 series)	\$350,000.00	\$350,000.00	.00	.00
20-218-100-600 General Supplies	\$100,000.00	\$33,470.37	\$50,824.35	\$15,705.28
TOTAL Instruction	\$1,248,300.00	\$795,160.17	\$244,564.55	\$208,575.28
--- Preschool Education Aid - Support Services ---				
20-218-200-104 Salaries of Other Professional Staff	\$150,000.00	\$92,604.00	\$54,036.00	\$3,360.00
20-218-200-200 Personal Services - Employee Benefits	\$225,387.00	\$171,200.00	\$49,225.00	\$4,962.00
20-218-200-321 Purchased Educ. Services-Contracted Pre-K	\$699,960.00	\$347,650.00	\$152,350.00	\$199,960.00
20-218-200-329 Purchased Professional-Education Services	\$50,000.00	.00	.00	\$50,000.00
20-218-200-420 Cleaning, Repair & Maintenance Services	\$30,000.00	.00	.00	\$30,000.00
20-218-200-511 Contr. Trans. Serv. (Bet. Home & Sch)	\$150,000.00	\$100,000.00	.00	\$50,000.00
20-218-200-516 Contr. Trans. Serv. (Field Trips.)	\$10,000.00	.00	.00	\$10,000.00
20-218-200-800 Other Objects	\$20,000.00	\$3,430.00	.00	\$16,570.00
TOTAL Support Services	\$1,335,347.00	\$714,884.00	\$255,611.00	\$364,852.00
TOTAL PRESCHOOL EDUCATION AID	\$2,583,647.00	\$1,510,044.17	\$500,175.55	\$573,427.28
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
TOTAL OTHER STATE PROJECTS	\$2,583,647.00	\$1,510,044.17	\$500,175.55	\$573,427.28
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$4,338,633.58	\$1,487,576.19	\$1,317,666.24	\$1,533,391.15
TOTAL EXPENDITURE	\$6,922,280.58	\$2,997,620.36	\$1,817,841.79	\$2,106,818.43

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Englewood Public School District

Special Revenue Fund - Fund 20

For 8 Month Period Ending 02/28/19

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

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

\_\_\_\_\_  
Date

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

-----

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/19

ASSETS AND RESOURCES

--- A S S E T S ---		
101	Cash in bank	\$733,388.62
105	Cash with fiscal agents	\$2,507.11
	Accounts receivable:	
141	Intergovernmental - State	\$854,951.00
		<hr/>
		\$854,951.00
--- R E S O U R C E S ---		
301	Estimated Revenues	\$228,450.16
302	Less Revenues	(\$0.82)
		<hr/>
		\$228,449.34
		<hr/>
	Total assets and resources	<hr/>
		\$1,819,296.07
		<hr/>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District

Capital Projects Fund - Fund 30  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/19

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---		
402	Interfund accounts payable	\$1,359,888.66
	TOTAL LIABILITIES	<u>\$1,359,888.66</u>
FUND BALANCE		
--- Appropriated ---		
601	Appropriations	\$228,450.16
	Total Appropriated	<u>\$228,450.16</u>
--- Unappropriated ---		
770	Fund balance	<u>\$230,957.25</u>
	TOTAL FUND BALANCE	\$459,407.41
	TOTAL LIABILITIES AND FUND EQUITY	<u>\$1,819,296.07</u>

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District

Capital Projects Fund - Fund 30  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND

APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 8 Month Period Ending 02/28/19

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
52XX Transfers from other funds	\$30,191.25	.00		\$30,191.25
Other Revenue/Source of Funds	\$198,258.91	\$0.82		\$198,258.09
TOTAL REVENUE/SOURCES OF FUNDS	\$228,450.16	\$0.82		\$228,449.34
*** EXPENDITURES ***				
---				
Facilities acquisition and constr. serv. ---				
30-000-4XX-331 Legal services	\$2,328.46	.00	.00	\$2,328.46
30-000-4XX-334 Architectural/Engineering Services	\$14.22	.00	.00	\$14.22
30-000-4XX-390 Other purchased prof. & tech. serv.	\$9.95	.00	.00	\$9.95
30-000-4XX-450 Construction services	\$214,481.62	.00	.00	\$214,481.62
30-000-4XX-610 Supplies & Materials	\$11,615.91	.00	.00	\$11,615.91
Total fac.acq.and constr. serv.	\$228,450.16	\$0.00	\$0.00	\$228,450.16
TOTAL EXPENDITURES	\$228,450.16	\$0.00	\$0.00	\$228,450.16
*** TOTAL EXPENDITURES AND TRANSFERS	\$228,450.16	\$0.00	\$0.00	\$228,450.16

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Englewood Public School District

Capital Projects Fund - Fund 30

For 8 Month Period Ending 02/28/19

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

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

\_\_\_\_\_  
Date



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

-----

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/19

ASSETS AND RESOURCES

--- A S S E T S ---		
101	Cash in bank	\$773,919.89
121	Tax levy receivable	\$845,759.46
--- R E S O U R C E S ---		
301	Estimated Revenues	\$1,819,356.00
302	Less Revenues	(\$1,819,356.00)
Total assets and resources		\$1,619,679.35

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District

Debt Service Fund - Fund 40  
Interim Balance Sheet  
For 8 Month Period Ending 02/28/19

LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601 Appropriations	\$1,819,356.26
602 Less : Expenditures	\$199,678.13
	(\$199,678.13)
	<u>\$1,619,678.13</u>

Total Appropriated

\$1,619,678.13

--- Unappropriated ---

770 Fund Balance	\$1.48
303 Budgeted Fund Balance	(\$0.26)

TOTAL FUND BALANCE

\$1,619,679.35

TOTAL LIABILITIES AND FUND EQUITY

\$1,619,679.35

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$1,819,356.26	\$199,678.13	\$1,619,678.13
Revenues	(\$1,819,356.00)	(\$1,819,356.00)	\$0.00
	<u>\$0.26</u>	<u>(\$1,619,677.87)</u>	<u>\$1,619,678.13</u>
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$0.26	(\$1,619,677.87)	\$1,619,678.13
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
	<u>\$0.26</u>	<u>(\$1,619,677.87)</u>	<u>\$1,619,678.13</u>
Budgeted Fund Balance			

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 8 Month Period Ending 02/28/19

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

--- Local Sources ---

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
1210 Local tax levy	\$1,819,356.00	\$1,819,356.00		.00
Total Local Sources	\$1,819,356.00	\$1,819,356.00		\$0.00
TOTAL REVENUE/SOURCES OF FUNDS	\$1,819,356.00	\$1,819,356.00		\$0.00

REPORT OF THE SECRETARY  
TO THE BOARD OF EDUCATION  
Englewood Public School District

Debt Service Fund - Fund 40  
INTERIM STATEMENTS COMPARING  
BUDGET REVENUE WITH ACTUAL TO DATE AND  
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE  
For 8 Month Period Ending 02/28/19

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

--- Debt Service - Regular ---

40-701-510-834 Interest on Bonds  
40-701-510-910 Redemption of Principal

	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	\$399,356.26	\$199,678.13	\$199,678.13
	\$1,420,000.00	.00	\$1,420,000.00
TOTAL	\$1,819,356.26	\$199,678.13	\$1,619,678.13
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$1,819,356.26	\$199,678.13	\$1,619,678.13
*** TOTAL USES OF FUNDS ***	\$1,819,356.26	\$199,678.13	\$1,619,678.13

REPORT OF THE SECRETARY CERTIFICATION PAGE  
TO THE BOARD OF EDUCATION  
Englewood Public School District  
Debt Service Fund - Fund 40

For 8 Month Period Ending 02/28/19

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

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

\_\_\_\_\_  
Date

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

-----







State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

LAMONT O. REPOLLET, ED.D.  
Commissioner

March 29, 2019

Mr. Robert Kravitz, Superintendent  
Englewood School District  
274 Knickerbocker Road  
Englewood, NJ 07631

Dear Mr. Kravitz,

In October 2017, the Department issued an evaluation of the Englewood School District pursuant to the requirements of N.J.A.C. 6A:30, the New Jersey Quality Single Accountability Continuum (NJQSAC). At that time, the district was placed on a continuum in each of the performance evaluation areas in the district performance review (DPR): Instruction and Program, Fiscal Management, Governance, Operations and Personnel.

Following the initial evaluation, the district developed an improvement plan to address the noncompliant indicators in the area of Instruction and Program; the plan was approved on February 20, 2018. Staff from the Bergen County Office of Education conducted an interim review of the district's progress in the area of Instruction and Program. Listed below are the initial placement and interim review placement scores for your district:

NJQSAC Areas	Initial Review Placement (10/2017)	Interim Review Placement (3/2019)
Instruction and Program	64%	80%
Fiscal Management	80%	80%
Governance	82%	82%
Operations	85%	85%
Personnel	100%	100%

These placement results will be provided to the State Board of Education at an upcoming meeting. Please be advised that NJQSAC regulations require your board of education to report these placement results at the next regularly scheduled board meeting.

I am pleased to inform you that your district has satisfied at least 80% of the weighted indicators in each of the five areas of the NJQSAC review process and has been designated as "high performing." Commissioner Repollet will recommend to the State Board of Education that your district be certified as providing a thorough and efficient system of education, for a period of three years or until the next NJQSAC review. Congratulations on this accomplishment.

Pursuant to N.J.A.C. 6A:30-4.1, if you believe that any indicators were scored incorrectly, you have seven days from the receipt of this letter to submit a written reconsideration request. Email your request to [qsac@doe.nj.gov](mailto:qsac@doe.nj.gov). We look forward to working with you in your improvement efforts.

Sincerely,

Robert L. Bumpus  
Assistant Commissioner  
Division of Field Services

RLB:CS: englewood/interim review

Enclosures

c: Joseph Zarra, Camden Executive County Superintendent

# NJ Single Accountability Continuum (NJQSAC)

## District Performance Review - School Year 2018-19

### District Information and Score Summary

<b>District Name and CDS #</b>	<b>Englewood 1370</b>
<b>County Name</b>	<b>Bergen</b>
<b>District Superintendent Name</b>	<b>Robert Kravitz</b>
<b>District Mailing Address</b>	<b>rkravitz@epsd.org</b>
<b>Superintendent Email Address</b>	<b>274 Knickerbocker Road, Englewood, NJ 07631</b>

<b>DPR Area</b>	<b>District Score</b>	<b>County Score</b>
<b>Instruction and Program</b>	40%	80%
<b>Fiscal Management</b>	0%	0%
<b>Governance</b>	0%	0%
<b>Operations</b>	0%	0%
<b>Personnel</b>	0%	0%

**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Englewood</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>3.4</b>	<b>3.4</b>	
	9 - 12	<b>15</b>	<b>0.0</b>	<b>0.0</b>	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>1.9</b>	<b>1.9</b>	
	9 - 12	<b>15</b>	<b>0.0</b>	<b>0.0</b>	
3. The school district's science achievement score: The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>5</b>	<b>2.5</b>	<b>2.5</b>	
	9 - 12	<b>0</b>	<b>0.0</b>	<b>0.0</b>	
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	<b>10</b>	<b>0.0</b>	<b>0.0</b>	
	K - 12	<b>7.5</b>	<b>4.8</b>	<b>4.8</b>	
	9 - 12	<b>0</b>	<b>0.0</b>	<b>0.0</b>	



**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Englewood</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	5.7	5.7	
	9 - 12	0	0.0	0.0	
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	0	0.0	0.0	
	K - 12	15	13.2	13.2	
	9 - 12	20	0.0	0.0	
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	10	8.8	8.8	
	9 - 12	10	0.0	0.0	
<b>Summary of Achievement Score Indicators</b>	K - 8	60	0.0	0.0	
	K - 12	60	40.3	40.3	
	9 - 12	60	0.0	0.0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Englewood</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
<b>Indicator</b>		<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)		<b>6</b>	<b>0</b>	<b>1</b>	
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLs) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLs 9; h. Integration of technology through the NJSLs; and i. Career education.		<b>4</b>	<b>0</b>	<b>1</b>	



**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Englewood</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
10. Mathematics curriculum and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLs 9; h. Integration of technology through the NJSLs; and i. Career education.		<b>4</b>	<b>0</b>	<b>1</b>	
11. Science curriculum and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLs 9; h. Integration of technology through the NJSLs; and i. Career education.		<b>4</b>	<b>0</b>	<b>1</b>	

# NJQSAC District Performance Review - School Year 2018-19

Instruction and Program		Englewood			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
12. Social Studies curriculum and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLs 9;</li> <li>h. Integration of technology through the NJSLs; and</li> <li>i. Career education.</li> </ul>		4	0	1	
13. World languages curricula and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<ul style="list-style-type: none"> <li>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;</li> <li>b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</li> <li>c. Assessments, including formative, summative, benchmark, and alternative assessments;</li> <li>d. List of core instructional and supplemental materials, including various levels of texts at each grade level;</li> <li>e. Pacing guide;</li> <li>f. Interdisciplinary connections;</li> <li>g. Integration of 21st century skills through NJSLs 9;</li> <li>h. Integration of technology through the NJSLs; and</li> <li>i. Career education.</li> </ul>		4	0	1	



**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Englewood</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>0</b>	<b>1</b>	
15. Visual and performing arts curricula and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLS 9; h. Integration of technology through the NJSLS; and i. Career education.		<b>4</b>	<b>0</b>	<b>1</b>	



**NJQSAC District Performance Review - School Year 2018-19**

<b>Instruction and Program</b>		<b>Englewood</b>			
<b>Indicator</b>	<b>Grade Levels</b>	<b>Point Value</b>	<b>District Score Will be supplied by County Office</b>	<b>County Score Enter Actual Scores</b>	<b>Comments</b>
16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:					
a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).		<b>6</b>	<b>0</b>	<b>1</b>	
<b>Achievement Score Total</b>		<b>60</b>	<b>40</b>	<b>40</b>	
<b>Curriculum and Policy Total</b>		<b>40</b>	<b>0</b>	<b>40</b>	
<b>Instruction and Program Total</b>		<b>100</b>	<b>40.3</b>	<b>80.3</b>	

# NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Type District Name Here		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	6	0	0	
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	8	0	0	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	4	0	0	

# **NJQSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>		<b>Type District Name Here</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>4. The school district:</b>				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required):	4	0	0	
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	0	0	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	0	0	
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	0	0	



**NJSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>		<b>Type District Name Here</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:</b>				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	0	0	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	0	0	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	0	0	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	0	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>		<b>Type District Name Here</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:</b>				
a. Maintains separate accounting by project.	4	0	0	
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	0	0	
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	0	0	
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	0	0	
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	0	0	
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	0	0	

**NJSAC District Performance Review - School Year 2018-19**

<b>Fiscal Management</b>		<b>Type District Name Here</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>District Score Yes or N/A = 1 No = 0</b>	<b>County Score Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>9. Annual health and safety reviews:</b>				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	0	0	
b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	0	0	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	0	0	
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	0	0	



# NJQSAC District Performance Review - School Year 2018-19

Fiscal Management		Type District Name Here		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	0	0	
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	0	0	
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	0	0	
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	0	0	
15. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	0	0	
<b>Fiscal Management Total</b>	<b>100</b>	<b>0</b>	<b>0</b>	

# NJQSAC District Performance Review - School Year 2018-19

Governance		Type District Name Here		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	0	0	
<b>2. The district board of education:</b>				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	0	0	
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	0	0	
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	0	0	



# NJQSAC District Performance Review - School Year 2018-19

Governance		Type District Name Here		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	0	0	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	0	0	
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	0	0	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLs.	8	0	0	

# NJQSAC District Performance Review - School Year 2018-19

Governance		Type District Name Here		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	0	0	
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	0	0	
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	0	0	
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	0	0	

# NJQSAC District Performance Review - School Year 2018-19

Governance		Type District Name Here		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	0	0	
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	0	0	
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	0	0	
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	0	0	
<b>Governance Total</b>	<b>100</b>	<b>0</b>	<b>0</b>	



# NJQSAC District Performance Review - School Year 2018-19

Operations		Type District Name Here		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<b>1. The school district's NJSMART and educator evaluation data files:</b>				
a. Have been certified by established deadlines and provide compl	2	0	0	
b. Have an error rate of less than 1.5 percent for each file –inclusi	3	0	0	
<b>2. The school district's educational entity system data:</b>				
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since	1	0	0	
b. Have accurately maintained the school contacts throughout the year and the school district has obtained Department approval for	3	0	0	
<b>3. The school district has a data management process that includes:</b>				
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure.	2	0	0	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	0	0	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	0	0	

**NJQSAC District Performance Review - School Year 2018-19**

<b>Operations</b>		<b>Type District Name Here</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	0	0	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	0	0	
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	0	0	
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-6.2)	6	0	0	



# NJQSAC District Performance Review - School Year 2018-19

Operations		Type District Name Here		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	0	0	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	0	0	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	0	0	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	0	0	

# **NJQSAC District Performance Review - School Year 2018-19**

<b>Operations</b>		<b>Type District Name Here</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6)	8	0	0	

# NJQSAC District Performance Review - School Year 2018-19

Operations	Type District Name Here			
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	0	0	
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	0	0	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	0	0	
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	0	0	
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	0	0	



# **NJQSAC District Performance Review - School Year 2018-19**

<b>Operations</b>		<b>Type District Name Here</b>		
<b>Indicator</b>	<b>Point Value</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Yes or N/A = 1 No = 0</b>	<b>Comments</b>
<b>Operations Total</b>	100	<b>0</b>	<b>0</b>	

# NJQSAC District Performance Review - School Year 2018-19

Personnel		Type District Name Here		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<b>1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:</b>				
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10- 2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	0	0
	95 to 99 percent of audited files meets indicators	4	0	0
	Less than 95 percent of audited files meets indicators	0	0	0
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10- 2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	0	0
	95 to 99 percent of audited files meets indicators	3	0	0
	Less than 95 percent of audited files meets indicators	0	0	0
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	4	0	0
	95 to 99 percent of audited files meets indicators	2	0	0
	Less than 95 percent of audited files meets indicators	0	0	0

## NJQSAC District Performance Review - School Year 2018-19

d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	0	0	
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	0	0	
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	0	0	
<b>2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):</b>				
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	0	0	
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1).	5	0	0	
c. The school district-level PDP: <ul style="list-style-type: none"> <li>• Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates;</li> <li>• Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and</li> <li>• Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2)</li> </ul>	5	0	0	

## NJQSAC District Performance Review - School Year 2018-19

d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.	5	0	0	
---	---	---	---	--



## NJQSAC District Performance Review - School Year 2018-19

e. The district mentoring plan: (N.J.A.C. 6A:9C-5) <ul style="list-style-type: none"> <li>• Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric;</li> <li>• Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers;</li> <li>• Describes how mentors are trained; and</li> <li>• Describes the process by which the administrative office oversees mentor payments.</li> </ul>	3	0	0	
f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)	2	0	0	
<b>3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:</b>				
a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)	3	0	0	
b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)	3	0	0	
c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)	3	0	0	
d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)	2	0	0	

## NJQSAC District Performance Review - School Year 2018-19

4. The district board of education has ensured the following staffing practices are followed:				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	0	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	0	0	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	0	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	0	0	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	0	0	
5. The position control roster: (N.J.A.C. 6A:23A-6.8)				
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensation; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	0	0	
b. Is accurate and up to date; and	5	0	0	

## NJQSAC District Performance Review - School Year 2018-19

c. Reconciles with the budget.	4	0	0	
--------------------------------	---	---	---	--



## NJQSAC District Performance Review - School Year 2018-19

6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in: a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4).	5	0	0	
<b>Personnel Total</b>	100	0	0	



# NJQSAC District Performance Review - School Year 2018 - 19

## DECLARATION PAGE

**Type District Name Here**

Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)

POSITION	NAME	SIGNATURE
Chief School Administrator		
District Administrative Staff		
Teacher		
School Business Administrator		
Curriculum and Instruction Representative		
Local Collective Bargaining Representative		
District Board of Education Member		

By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.

Chief School Administrator		
Board of Education President		

Board Resolution Date:

[illegible]

<b>DMAE Grades: 9-12</b>	<b>United Nations New York, NY Purpose:</b> Youth Day at the UN- To provide students an academic simulation of the United Nations that aims to educate participants about current events, topics in international relations, diplomacy and the United Nations agenda	May 10, 2019	Students: 30-35  Chaperones/ Teachers	<b>Paid by District:</b> <b>Transportation:</b> The Zone <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$0</u>  <u>\$0</u> <u>\$0</u>
<b>DMAE Grade: 9</b>	<b>NJ State House Trenton, NJ Purpose:</b> To provide students an academic simulation of the State House.	May 15, 2019	Students: 9  Chaperones/ Teachers	<b>Paid by District:</b> Meal Perkins Grant <b>Substitutes (3)</b> 11-140-100-101-80-120-000 <b>Transportation:</b> First Student -Perkins Grant 11-000-220-512-20-000-000 <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$300</u>  <u>\$365</u> <u>\$665</u> <u>\$300</u>
<b>Quarles Grade: K</b>	<b>Flat Rock Brook Englewood, NJ Purpose:</b> Students will observe and describe properties of trees and leaves.	May 15 & 16, 2019	Students: 188  Chaperones/ Teachers	<b>Paid by District:</b> <b>Nurse:</b> 11-000-100-500-10-000-000 <b>Transportation:</b> Grant Flat rock <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$300</u>  <u>\$0</u> <u>\$300</u> <u>\$300</u>
<b>JDMS Grades: 6-8</b>	<b>Wicked On Broadway New York, NY Purpose:</b> Build knowledge and appreciation of theater performance in their cultural, historical and interdisciplinary context.	May 22, 2019	Students: 21  Chaperones/ Teachers	<b>Paid by Students</b> <b>Admission:</b> <b>Transportation:</b> District 11-000-270-512-20-221-000  <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$2,187.50</u>  <u>\$600</u> <u>\$2,787.50</u> <u>\$0</u>
<b>McCloud Grade: 3</b>	<b>Flat Rock Brook Nature Center Englewood, NJ Purpose:</b> Students will depict what all living things need in order to survive. Students will also study the difference between various habitats, forest, meadows, and ponds.	May 30 & 31, 2019	Students: 200  Chaperones/ Teachers	<b>Paid by District:</b> <b>Nurse:</b> 11-000-100-500-10-000-000 <b>Transportation:</b> 11-000-270-512-02-220-000 Grant Flat rock <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$300</u>  <u>\$0</u> <u>\$300</u> <u>\$300</u>
<b>McCloud Grade: 3</b>	<b>Turtle Back Zoo West Orange, NJ Purpose:</b> Students will identify and observe various physical and behavioral characteristics found in animals.	June 113 2019	Students: 200  Chaperones/ Teachers	<b>Admission:</b> 11-190-100-500-03-000-000 <b>Paid by District:</b> <b>Nurse:</b> 11-000-213-100-67-105-000 <b>Transportation:</b> First Student 11-000-270-512-03-220-000 <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$3,150</u>  <u>\$150</u> <u>\$1,625</u> <u>\$4,925</u> <u>\$150</u>

<b>McCloud</b> <b>Grade: 5</b>	<b>U.S. Courthouse of NJ</b> <b>Newark, NJ</b> <b>Purpose:</b> The student leadership council members are learning about how to be actively involved in their community and about the importance of good citizenship. Students will meet Judge Salas.	June 11, 2019	Students: 14  Chaperones/ Teachers	<b>Paid by District:</b> <b>Nurse:</b> 11-000-213-106-67-103-000 <b>Transportation:</b> District Bus 11-000-270-512-03-220-000  <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$150</u>  <u>\$285</u>  <u>\$435</u> <u>\$435</u>
<b>DMAE</b> <b>Grade:</b> <b>12</b>	<b>Students 2 Science</b> <b>East Hanover, NJ</b> <b>Purpose:</b> Students will be conducting hands on STEM research in chemistry.	TBD	Students: 48  Chaperones/ Teachers	<b>Admission:</b> 11-190-100-500-20-000-000 Alumni Grant <b>Paid by District:</b> <b>Substitutes (2)</b> 11-140-100-101-67-103-000 <b>Transportation:</b> First Student 11-000-270-512-20-000-000 <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$5,000</u>  <u>\$200</u> <u>\$365</u> <u>\$5,565</u> <u>\$565</u>
<b>JDMS</b> <b>Grade: 8</b>	<b>Lake Compounce</b> <b>Bristol, CT</b> <b>Purpose:</b> Education Days are special days in May and June when teachers are encouraged to bring their classes to Lake Compounce for educational field trips that help bring learning to life.	May 31, 2019	Students: 155  Chaperones/ Teachers	<b>Admission:</b> 11-190-100-500-10-000-000 <b>Paid by District:</b> <b>Nurse:</b> 11-000-213-100-80-102-000 <b>Transportation:</b> Coach Bus 11-190-100-500-10-000-000 <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$5,600</u>  <u>\$150</u> <u>\$4,600</u> <u>\$10,350</u> <u>\$150</u>
<b>DMAE</b> <b>Grade:</b> <b>12</b>	<b>Pines Manor</b> <b>Edison, NJ</b> <b>Purpose:</b> To enhance our knowledge in workshop presentation and to gain knowledge /statistics.	May 15, 2019	Students: 30  Chaperones/ Teachers	<b>Admission:</b> 11-190-100-500-20-000-000 <b>Paid by District:</b> <b>Substitutes (2)</b> 11-140-100-101-80-102-000 <b>Transportation:</b> First Student 11-000-270-512-20-221-000 <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$300</u>  <u>\$200</u> <u>\$365</u> <u>\$865</u> <u>\$865</u>
<b>DMAE</b> <b>Grade:</b> <b>10-12</b>	<b>Bergen County Teen Arts Festival</b> <b>Paramus, NJ</b> <b>Purpose:</b> Students will be able to perform and show off artistic talents.	May 17, 2019	Students: 150  Chaperones/ Teachers	<b>Admission:</b> 11-190-100-500-20-000-000 <b>Paid by District:</b> <b>Substitutes (5)</b> 11-140-100-101-80-102-000 <b>Transportation:</b> First Student 11-000-270-512-20-221-000 <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$1,000</u>  <u>\$500</u> <u>1,000</u> <u>\$2,500</u> <u>\$2,500</u>

<b>JDMS</b> <b>Grade: 6</b>	<b>Bergen Pac Englewood, NJ</b> <b>Purpose:</b> Discovering Harriet Tubman and the underground railroad.	April 29, 2019	Students: 200  Chaperones/ Teachers	<b>Admission:</b> 11-190-100-500-10-000-000 <b>Paid by District:</b> <b>Nurse:</b> 11-000-213-100-80-102-000 <b>Substitutes (5)</b> 11-140-100-101-80-102-000 <b>Transportation:</b> 11-190-100-500-10-000-000 <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$2,030</u>  <u>\$150</u>  <u>\$500</u> <u>\$750</u>  <u>\$3,430</u> <u>\$1,400</u>
<b>JDMS</b> <b>Grade: 6</b>	<b>Medieval Times Lyndhurst, NJ</b> <b>Purpose:</b> Student will allow students to participate in an interactive medieval experience.	May 8, 2019	Students: 200  Chaperones/ Teachers	<b>Admission:</b> 11-190-100-500-10-000-000 <b>Paid by District:</b> <b>Nurse:</b> 11-000-213-100-67-103-000 <b>Substitutes (5)</b> 11-140-100-101-80-102-000 <b>Transportation:</b> 11-000-270-512-03-000-000 <b>Overall Cost of Trip:</b> <b>Final Cost to District:</b>	<u>\$8,000</u>  <u>\$150</u>  <u>\$500</u> <u>\$1,250</u>  <u>\$9,900</u> <u>\$1,900</u>

## R 7510 USE OF SCHOOL FACILITIES

Rental fees and requirements for all buildings shall be adopted and approved annually by the Englewood Board of Education.

The Business Administrator or designee shall oversee the facility rental process. The process shall include the following:

1. Acceptance of facility use applications. Applications must be accepted 30 days prior to event.
2. Review of application and any fee waiver requests.
3. Create a contract with renter and ensure all required insurance certificates, hold harmless agreement and any other documentation required has been submitted prior to rental.
4. Any contracts that request the use for a period of more than one month and/or a total rental fee amounting to \$3,500.00 shall be approved by the BOE.
5. All rental payments are to be made payable to the Englewood Board of Education via check or money order and submitted to the Business Office. All payments must be received by the first of the month for recurring events or 30 days prior to the event if a one-time use event

The Business Administrator has the authority to waive or reduce fees per the following criteria:

- 1- Not for Profit Organizations may be eligible for a 20% discount. Must provide Non-Profit Certificate and/or legal documentation provided by the IRS.
- 2- The Englewood Recreation Department shall be waived all fees.
- 3- Any and all school-sponsored events shall be waived all fees.
- 4- Any organization may request a waiver or reduction in hourly rental fee when, the event provides a direct benefit to the students of the district. The organization shall submit documentation of the direct benefit to the Englewood students. The rental fee can be reduced by the participation rate of Englewood resident students or other documented reasonable basis. However, no group shall be waived from





# REGULATION

## ENGLEWOOD BOARD OF EDUCATION

PROPERTY  
R 7510/Page 2 of 4  
USE OF SCHOOL FACILITIES

custodial fees, air conditioning costs and when school-based personnel are required to be onsite during the event.

### Required Items Prior to Use

Rental date is not reserved unless the fee, completed application form, and the required insurance indicated herein is in the hands of the Board Agent prior to the close of business (4:00 pm, Monday through Friday) thirty (30) days before the program date. Special arrangements may be made with the secretary in charge of rentals to deliver the requested items by the required date during business hours. Failure to deliver required insurance certificate will result in cancellation of reservation.

### A-

The required information shall be submitted to the Business Administrator/Board Secretary prior to use of facility.

Renters must declare in advance purpose of rental and target audience, the name of a responsible party in charge of the event, and must provide a telephone number and a cell phone number of the person in charge of the event in case there is an emergency while the event is running.

Completed Facility Application which includes area requested, dates of usage, hours of usage, purpose of rental, admission to be charged, owner, person responsible for payment, amount of people attending, renters address, bylaws of entity (if applicable) and list of shareholders.

Down Payment for one time rentals or one month deposit for recurring rentals



# REGULATION

## ENGLEWOOD BOARD OF EDUCATION

PROPERTY  
R 7510/Page 3 of 4  
USE OF SCHOOL FACILITIES

B-

- Insurance Certificate per requirement below:

### Bodily Injury

- A. For any one person in the amount of \$500,000
- B. For any one occurrence in the amount of \$1,000,000

### Property Damage

- A. For any one accident in the amount of \$50,000
- B. For any aggregate occurrence in the amount of \$100,000

Or

### Combined Single Limit

- A. Combined Bodily Injury and Property Damage limit of \$1,000,000

The following statement must be included and made a part of the said insurance certificate.

\_\_\_\_\_ agrees to indemnify and

TITLE OF POLICY HOLDER





# REGULATION

## ENGLEWOOD BOARD OF EDUCATION

PROPERTY  
R 7510/Page 4 of 4  
USE OF SCHOOL FACILITIES

C-

Signed Hold Harmless Agreement with following Language:

save harmless the Board of Education of the City of Englewood, New Jersey, its members and agents from any and all liability for damages, for injury to the person or property of its owner or another and against and from all suits and actions and all costs and damages to which the Board may be put resulting from the occupancy of the premises by the:

---

NAME OF ORGANIZATION

Issued: 28 February 2002

Revised: 19 May 2004

Revised: 16 November 2006

Revised: 16 July 2009

Revised: 25 March 2010

Revised: 19 May 2016

Revised:



## 7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Board may permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent or designee. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency. Priorities will be given to Englewood-based organizations or events with the greatest benefit to Englewood citizens.

No Board member or his or her relative or business organization in which he or she has an interest shall rent any school facility.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses:

- Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
- Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school/parent-related organizations;
- Departments and agencies of the municipal government;
- Governmental agencies;
- Community organizations formed for charitable, civic, social, or educational purposes;
- Community political organizations;





- Community religious groups;
- Private groups and organizations;

## Definitions

“Business” means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

“Interest” means the ownership of or control of more than ten percent (10%) of the profits, assets, or stocks of a business but does not include the control of assets in a labor union.

“Relative” means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

## Additional Guidelines

Englewood Public School District has priority over all other uses and may supersede any other reservation with 48 hours notice.

Renters must declare in advance the name of the entity/individual renting and the beneficiary of the rental, including without limitation, if an entity other than a publicly held entity, the name and address of each shareholder, member, partner, or person or business organization that has an interest in the renter.



Renters must declare in advance purpose of rental and target audience, the name of a responsible party in charge of the event, and must provide a telephone number and a cell phone number of the person in charge of the event in case there is an emergency while the event is running.

## Liability Insurance

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. Users shall be financially liable for damage to the facilities and for proper chaperonage. All activities must terminate by 12 midnight.

## Use of School Equipment

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

## Payment of Fees

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

The use of school facilities for activities directly related to the district educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.

All other organizations or persons granted the use of school facilities shall pay in advance the scheduled fee and the cost of any additional custodial staff services required by the use.





The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy 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.

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.

## Regulations Governing Use

The Superintendent or designee shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

Organizations may request a waiver of established fees in instances in which the event provides a direct benefit to the students of the school district or the community. The direct cost of personnel, supplies, and consumable materials associated with the use of the facility must be approved by specific resolution by the Board of Education.



# POLICY

## ENGLEWOOD BOARD OF EDUCATION

Property  
7510/Page 5 of 5  
USE OF SCHOOL FACILITIES

The Superintendent or designee is authorized to use discretion in levying fees against city-based non-profit groups or schools, the regulation will be specify the criteria of any waiver or reduction of fees.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 28 February 2002

Revised: 19 May 2004

Revised: 25 March 2010

Revised: 12 May 2011

Revised: 19 May 2016

Revised:



## 0134 BOARD SELF EVALUATION

The Board of Education is committed to the belief that every part of the school system in this district should be accountable to the public and that performance evaluation is essential to that accountability. The Board further believes that the improvement and growth of any institution depends upon an honest appraisal of its strengths and weaknesses. The Board accepts, therefore, responsibility for the conduct of a systematic program of self-evaluation and appraisal. The standards against which the Board will evaluate itself will be the educational goals, bylaws, and policies duly adopted by this Board.

The Board will use the New Jersey School Boards Association evaluation instrument that permits individual Board members to record their assessments of the conduct of Board meetings, the fiscal management of the district, the conduct of the instructional program, and the relationship of the Board with the Superintendent, other district staff members, and the community.

The assessments of Board members will be tabulated and presented for discussion at the December regular meeting of the Board in which the Superintendent will be invited to participate. The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board in the ensuing school year.

N.J.S.A. 18A:11-1

Adopted: 28 February 2002

Revised: 15 December 2016

Revised:





# ENGLEWOOD POLICY

STUDENTS  
5830 STUDENT FUND RAISING

## 5830 STUDENT FUND RAISING

The Board of Education recognizes that student fund raising activities can contribute to a student's education and assist organizations in obtaining materials and equipment which are not provided in the district's budget. The Board recognizes that student fund raising activities can, if not regulated, disrupt the daily operation of the schools and create pressures on students to either buy or sell certain materials.

The Board of Education will limit the solicitation of funds by and from the students of this district in order to protect students from unnecessary pressures and the instructional program from disruption.

"Student fund raising" means the solicitation and collection of money by students, on or off school premises, for any purpose associated directly or indirectly with the school district or under circumstances in which the solicitors are identified as students of this district, and shall include the collection of money in exchange for tickets, papers, or any other goods or services except those goods and services which are part of a Board-approved program of the schools.

The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a student for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the Principal. Collections by organizations outside the schools or by students on behalf of such organizations shall be approved by the Superintendent if the collections occur on school grounds or at any school-sponsored event.

There is no district obligation to collect funds for outside groups or distribute or post any outside group materials. But if a forum is opened up to any category of group (i.e., non-profit, non-partisan, community groups), the Superintendent will not discriminate against speech or materials on the basis of its viewpoint or religious content.

The determination of the Superintendent will be viewpoint-neutral in order to provide equal access to "limited public forums" including solicitations, bulletin boards for notices, tables at back-to-school nights, or hand-outs to students.

Solicitations will clearly indicate their source. Non-school-related materials will be plainly labeled, including an express disclaimer that the activity is "not a school-sponsored activity."

The privilege to solicit funds may be revoked at any time for all groups in a category.

The Board shall not be responsible for the protection of or the accounting of funds collected from students by organizations outside the schools, by teaching staff members when not required to collect money for a Board-approved purpose, and by school-connected organizations. Funds raised by school-sponsored activities shall be deposited in the proper district accounts.

The Board prohibits fundraising activities by school-sponsored groups or outside organization that encourage or require door-to-door solicitation.

Adopted:



R 2460.16 SPECIAL EDUCATION - INSTRUCTIONAL MATERIAL TO BLIND OR  
PRINT-DISABLED STUDENTS (M)

**M**

All students that are blind or print-disabled will be provided instructional materials in a timely manner in accordance with a plan developed by the district.

The plan to provide the instructional material to blind or print-disabled students in a timely manner will:

1. Be included in the Individualized Education Program of each student with a disability;
2. Set forth the instructional materials needed by the student;
3. Indicate how the instructional material will be provided to the blind or print-disabled student; and
4. Address any assistive technology needed to permit the student to utilize the instructional material to be provided.

Adopted: 16 July 2009

Revised: 13 March 2014

Revised:



R 2460.15 SPECIAL EDUCATION – IN-SERVICE TRAINING NEEDS FOR  
PROFESSIONAL AND PARAPROFESSIONAL STAFF (M)

The in-service training needs for professional and paraprofessional staff who provide special education, general education, or related services will be identified and appropriate in-service special education training will be provided by the district.

The district will 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, 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

Adopted: 1 July 2004

Revised: 1 July 2004

Revised:



## R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

### A. Definitions

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C. 6A:22-3.2(a).
2. "Appeal" means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. "Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. "Commissioner" means the Commissioner of Education or his/her designee.
5. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district unless it can be proven that the child does not actually live with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

### B. Eligibility to Attend School – Students Domiciled in the District

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:
  - a. A student is domiciled in the school district when he or she is living with a parent or guardian whose domicile is located within the school district.





## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- (1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. This provision shall apply regardless of which parent has legal custody.
- (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
  - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.
  - (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C.



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.

- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22.
  - (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.
- b. A student is domiciled in the school district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
  - c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
  - d. A student is domiciled in the school district when his or her parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
- 2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the dwelling's or unit's property tax is paid.
    - a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.
    - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
    - c. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.
  - 3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be





permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

C. Eligibility to Attend School – Other Students Eligible to Attend School

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child.
  - a. A student is not eligible to attend this school district pursuant to this provision unless:
    - (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and
    - (2) The person keeping the student has filed, if so required by the Board of Education:
      - (a) A sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

and intends to do so for a longer time than the school term, and will assume all personal obligations for the student pertaining to school requirements; and

- (b) A copy of his or her lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
- b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.
- d. A student shall not be deemed ineligible under this provision solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.
- e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another school district commits a disorderly persons offense.



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
  - a. Eligibility under this provision shall cease at the end of the school year during which the parent or guardian returns from active military duty.
3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.
  - a. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;
  - b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.





4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.
7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.

- a. For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, "family crisis" shall include, but not be limited to:
  - (1) An instance of abuse such as domestic violence or sexual abuse;
  - (2) A disruption to the family unit caused by death of a parent or guardian; or
  - (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
- b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.
  - (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A.





## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.

- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.
  - (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
  - (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
  - (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent





shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.

- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
  - (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.
  - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.
- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Superintendent for a reimbursement of eligible costs for transportation services.

- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
  - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
  - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.
- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

### D. Housing and Immigration Status

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.
2. Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such



younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.

- a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

3. F-1 Visa Students

**[Option – Select One Option]**

\_\_\_\_\_ F-1 Visa students will not be admitted to this school district.

\_\_\_\_\_ The school district will permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year.]





# REGULATION

## ENGLEWOOD BOARD OF EDUCATION

STUDENTS

R 5111/Page 14 of 25

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

### **~~{Select One Option~~**

- ~~\_\_\_\_\_ The school district will permit the attendance of F-1 Visa students into the school district with the payment of tuition with a signed tuition contract that may require advance payment of tuition before providing the requested I-20 form.~~
- ~~\_\_\_\_\_ The school district will permit the attendance of F-1 Visa students into the school district without the payment of tuition.~~
- ~~\_\_\_\_\_ The school district will not permit the attendance of F-1 Visa students into the school district.}~~

- E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22-3.2 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.
- F. Proof of Eligibility
1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
    - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
    - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
    - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;
    - d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
  - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
  - g. Documents pertaining to military status and assignment; and
  - h. Any other business record or document issued by a governmental entity.
- 2. The Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.
  - 3. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.
  - 4. The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:
    - a. Income tax returns;
    - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
    - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
    - d. Social security numbers.



5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in 4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.
6. In the case of a dispute between the school district and the parents or guardians of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

G. Registration Forms and Procedures for Initial Assessment

1. The Board of Education shall use Commissioner-provided registration forms, or locally developed forms that:
  - a. Are consistent with the forms provided by the Commissioner;
  - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
  - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;
  - d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
  - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board of Education shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly





scheduled and shall not unduly defer a student's attendance at school.

- a. If the school district uses separate forms for affidavit student applications rather than a single form for all types of enrollment, affidavit student forms shall comply in all respects with the provisions of G.1. above. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, even if not specifically requested.
    - (1) The Board of Education or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
    - (2) The Board of Education or its agents shall not demand or suggest that an applicant seeking to enroll a student of whom the applicant has guardianship or custody produce affidavit student proofs.
  - b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
- a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not



filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

- b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.
  - (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
- 4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other proof of his or her identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.
8. Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

### H. Notice of Ineligibility

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq.
  - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent;





and directed to the address at which the applicant claims to reside.

2. Notices of ineligibility shall include:
  - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
    - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
    - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
  - b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
  - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
  - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;
  - e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
  - f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;

- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
  - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and





# REGULATION

## ENGLEWOOD BOARD OF EDUCATION

STUDENTS

R 5111/Page 22 of 25

### ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

absence of evidence of intent to attend school or receive instruction elsewhere.

#### I. Removal of Currently Enrolled Students

1. Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.
  - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of his or her entitlement to a hearing before the Board of Education.
4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2.
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board of Education or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to



the full Board for action. However, no student shall be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

J. Appeal to the Commissioner

1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.
  - a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" ineligibility determinations shall be filed by the resident keeping the student.

K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
  - a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an "affidavit" student and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons



the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student's ineligible attendance in a school district prior to the appeal's filing and including the twenty-one day period to file an appeal.

- a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the

tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of his or her decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.

- b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.





# REGULATION

## ENGLEWOOD BOARD OF EDUCATION

STUDENTS

R 5111/Page 25 of 25

### ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

4. Nothing in N.J.A.C. 6A:22 shall preclude an equitable determination by the Board of Education or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.

Adopted: 16 March 2007  
Revised: 1 September 2011  
Revised: 30 August 2016



## 2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Department of Education Core Curriculum Content Standards (CCCS) **Student Learning Standards (NJSLS)** that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the **NJSLS CCCS** is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community. The mission of the CCCS for comprehensive health and physical education is knowledge of health and physical education concepts and skills to empower students to assume lifelong responsibility to develop physical, social, and emotional wellness.

The **NJSLS CCCS** incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the **NJSLS CCCS** include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires **regular courses of instruction** in accident and fire prevention. ~~Regular courses of instruction in accident prevention and fire prevention shall be given in every public and private school in New Jersey. Instruction shall be adapted to the understanding of students at different grade levels.~~
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires **offering instruction on breast self-examination for students in grades seven through twelve**. ~~The Board of Education shall operate an educational program for students in grades seven through twelve with instruction in breast self-examination. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide school districts with sample activities that may be used to support implementation of the instructional requirement.~~





3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs. ~~The school district is encouraged to establish bullying prevention programs and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement, and community members. To the extent funds are appropriated for these purposes, the school district shall: (1) provide training on the school district's Harassment, Intimidation, or Bullying Policy to school employees and volunteers who have significant contact with students; and (2) develop a process for discussing the district's Harassment, Intimidation, or Bullying Policy with students. Information regarding the school district Policy against harassment, intimidation, or bullying shall be incorporated into the school's employee training program.~~
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness **by the Commissioner of Education**. ~~The Commissioner of Education, in consultation with the State school Boards, shall develop a cancer awareness program appropriate for school-aged children.~~
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve. ~~The school district shall incorporate dating violence education that is age appropriate into the health education curriculum as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education for students in grades seven through twelve. The dating violence education shall include, but not be limited to, information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.~~
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse. ~~The Board of Education may include instruction on the problems of domestic violence and child abuse in an appropriate place in the curriculum of elementary school, middle school, and high school students. The instruction shall enable students to understand the psychology and dynamics of family~~



violence;  
~~dating violence, and child abuse; the relationship of alcohol and drug use to such violence and abuse; the relationship of animal cruelty to such violence and abuse; and to learn methods of nonviolent problem-solving.~~

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students. ~~A Board of Education that operates an educational program for elementary school students shall offer instruction in gang violence prevention and in ways to avoid membership in gangs. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide the school district with sample materials that may be used to support implementation of the instructional requirement.~~
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week. ~~Every student, except Kindergarten students, attending the public schools, insofar as he or she is physically fit and capable of doing so, as determined by the medical inspector, shall take such courses, which shall be a part of the curriculum prescribed for the several grades. The conduct and attainment of the students shall be marked as in other courses or subjects, and the standing of the student in connection therewith shall form a part of the requirements for promotion or graduation. The time devoted to such courses shall aggregate at least two and one-half hours each school week, or proportionately less when holidays fall within the week.~~
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines **for each grade Kindergarten through twelve.** ~~Instructional programs on the nature of drugs, alcohol,~~





~~anabolic steroids, tobacco, and controlled dangerous substances, as defined in Section 2 of P.L.1970, c.226 (C.24:21-2), and their physiological, psychological, sociological, and legal effects on the individual, the family, and society shall be taught in the public school and in each grade from Kindergarten through grade twelve in a manner adapted to the age and understanding of the students. The programs shall be based upon the curriculum guidelines established by the Commissioner of Education and shall be included in the curriculum for each grade in such a manner as to provide a thorough and comprehensive treatment of the subject.~~

10. ~~Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease. The guidelines shall emphasize disease prevention and sensitivity for victims of the disease. The Commissioner of Education shall periodically review and update the guidelines to insure that the curriculum reflects the most current information available.~~
11. ~~Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve. The goals of the instruction shall be to:~~
  - a. ~~Emphasize the benefits of organ and tissue donation to the health and well-being of society generally and to individuals whose lives are saved by organ and tissue donations, so that students will be motivated to make an affirmative decision to register as donors when they become adults.~~
  - b. ~~Fully address myths and misunderstandings regarding organ and tissue donation.~~
  - c. ~~Explain the options available to adults, including the option of designating a decision-maker to make the donation decision on one's behalf.~~



- d. ~~Instill an understanding of the consequences when an individual does not make a decision to become an organ donor and does not register or otherwise record a designated decision maker.~~

~~The instruction shall inform students that, beginning five years from the date of enactment of P.L.2008, c.48 (C.26:6-66 et al.), the New Jersey Motor Vehicle Commission will not issue or renew a New Jersey driver's license or personal identification card unless a prospective or renewing licensee or card holder makes an acknowledgement regarding the donor decision pursuant to Section 8 of P.L.2008, c.48 (C.39:3-12.4). The Commissioner of Education, through the non-public school liaison in the Department of Education, shall make any related instructional materials available to private schools educating students in grades nine through twelve, or any combination thereof. Such schools are encouraged to use the instructional materials at the school; however, nothing in N.J.S.A. 18A:7F-4.3 shall be construed to require such schools to use the materials.~~

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program **by the Commissioner of Education for utilization by school districts**. ~~The Department of Education in consultation with the advisory committee shall develop and establish guidelines for the teaching of sexual assault prevention techniques for utilization by local school districts in the establishment of a sexual assault prevention education program. Such program shall be adapted to the age and understanding of the students and shall be emphasized in appropriate places of the curriculum sufficiently for a full and adequate treatment of the subject.~~

13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence. ~~Any sex education that is given as part of any planned course, curriculum, or other instructional program and that is intended to impart~~





~~sexuality and reproduction, pregnancy avoidance or termination, HIV infection or sexually transmitted diseases, regardless of whether such instruction is described as, or incorporated into, a description of "sex education," "family life education," "family health education," "health education," "family living," "health," "self esteem," or any other course, curriculum program, or goal of education, and any materials including, but not limited, to handouts, speakers, notes, or audiovisuals presented on school property concerning methods for the prevention of acquired immune deficiency syndrome (HIV/AIDS), other sexually transmitted diseases, and of avoiding pregnancy, shall stress that abstinence from sexual activity is the only completely reliable means of eliminating the sexual transmission of HIV/AIDS and other sexually transmitted diseases and of avoiding pregnancy.~~

14. ~~Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools. Instruction in suicide prevention shall be provided as part of any continuing education that public school teaching staff members must complete to maintain their certification; and inclusion of suicide prevention awareness shall be included in the CCCS in Comprehensive Health and Physical Education.~~
15. **Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)** (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) **requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.** ~~instruction in the use of automated external defibrillator for students. Instruction shall be provided in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student in a public school that includes grades nine through twelve prior to graduation as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education. The instruction provided shall be modeled from an instructional program established by the American Heart Association, American Red Cross, or other nationally recognized association and shall include a hands-on learning component.~~





16. **Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.**

- 17+6. **Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the New Jersey Department of Education's CCCS NJSLs in Comprehensive Health and Physical Education.**

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life **education**, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

**The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.**

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities mean activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more



**supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.**

A copy of the ~~CCCS~~ **NJSLS** for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

**N.J.S.A. 18A:35-4.31; 18A:35-5; 18A:35-7; 18A:35-8**

Adopted: 28 August 2006

Revised: 30 August 2016

Revised:



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

## M

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

### Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a





## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian returns from active military duty.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere. When required by the Board of Education, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of a student attending the school district of temporary residence. When one of a student's parents or guardians temporarily resides in the school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend this school district free of charge:

1. If the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;
3. If the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3.b. The school district shall not be obligated for transportation costs; and

4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing or his or her compliance with local housing ordinances or terms of lease.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

### Proof of Eligibility

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4. The Board of Education shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form or subset of documents without regard to other evidence presented.





## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. The Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district **in accordance with the provisions of N.J.S.A. 18A:38-1.3.**

### Registration Forms and Procedures for Initial Assessment

Registration and initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1. The Board of Education shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance at the school shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.

When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.





## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

### Notice of Ineligibility

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. Notices of ineligibility shall include information as outlined in N.J.A.C. 6A:22-4.2.

### Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

### Appeal to the Commissioner

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" eligibility determinations shall be filed by the resident keeping the student.

### Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of an ineligibility determination, the Board of Education may assess tuition, for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

### Nonresident Students

The admission of a nonresident student to school free of charge must be approved by the Board. No student otherwise eligible shall be denied admission on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.





## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

### Optional

#### [Children Who Anticipate Moving to or from the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipates school district residency and has entered a contract to buy, build, or rent a residence in this school district may be enrolled \_\_\_\_\_ (with or without) payment of tuition for a period of time not greater than \_\_\_\_\_ weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within \_\_\_\_\_ weeks after admission to school, tuition will be charged for attendance commencing the beginning of the \_\_\_\_\_ week and until such time as the student becomes a resident or withdraws from school.

Students whose parent or guardian have moved away from the school district on or after \_\_\_\_\_ (date) and twelfth grade students whose parent or guardian have moved away from the school district on or after \_\_\_\_\_ (date) will be permitted to finish the school year in this school district \_\_\_\_\_ (with or without) payment of tuition.]

### Optional

#### [Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district \_\_\_\_\_ (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.]

### Optional

#### [Other Nonresident Students

Other nonresident students, otherwise eligible for attendance may be admitted to this school district \_\_\_\_\_ (with or without) payment of tuition and Board approval.]





## F-1 Visa Students

### [Option – Select One Option

\_\_\_\_\_ F-1 Visa students will not be admitted to this school district.

\_\_\_\_\_ The school district will permit the attendance of F-1 Visa students into the school district only with the payment of full tuition and a signed tuition contract. The district may require advance payment of full tuition before providing the requested I-20 Form, in accordance with the provisions of Federal regulation 8 CFR 214.3. An F-1 Visa is granted to a foreign student through an application process that must include, but is not limited to, signed approval by the receiving school district exhibiting the receiving school district will accept the foreign student for enrollment and the foreign student's proof of financial means to pay the full tuition to the receiving school district for the academic year.]

N.J.S.A. 18A:38-1 et seq.; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

**8 CFR 214.3**

Adopted: 28 August 2006

Revised: 14 October 2010

Revised: 30 August 2016

Revised: 19 October 2017

Revised:



## 2610 EDUCATIONAL PROGRAM EVALUATION (M)

### M

The Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. ~~To this end, the Superintendent shall employ such tests and methods~~ **that will ensure decision making is data driven and a variety of sources of data are used to analyze and monitor student achievement and progress, as well as evaluate school programs** ~~as may be indicated by sound professional judgment.~~ Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board ~~during the school year. Findings of the assessment program,~~ **that** evaluate the progress of students and the effectiveness of staff members. **The Superintendent shall use multiple (more than two) sources of data to monitor student achievement and the progress of students. The Superintendent shall also use multiple (more than two) sources of data to evaluate the effectiveness of programs, initiatives, and strategies.**

The Board will annually make available to the public the collective progress of students toward the goals of the district. The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and student needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11

N.J.A.C. 6A:8-4.1 et seq.

N.J.A.C. 6A:19-2.6 **[vocational districts]**

Adopted: 28 August 2006

Revised: 30 August 2016

Revised:



# **POLICY**

# **ENGLEWOOD BOARD OF EDUCATION**

## **SUPPORT STAFF**

### **4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS (M)**

#### **4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS (M)**

**M**

**[See POLICY ALERT No. 203]**

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.



# **POLICY**

# **ENGLEWOOD BOARD OF EDUCATION**

## **SUPPORT STAFF**

### **4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS (M)**

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student shall be followed:

1. E-Mail Electronic Communications Between a Support Staff Member and a Student
  - a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-

**4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS (M)**

mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.

- b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
- c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no expectation of privacy on the school district's e-mail system.

2. Cellular Telephone Electronic Communications Between a Support Staff Member and a Student

- a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.
  - (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

3. Text Messaging Electronic Communications Between Support Staff Members and Students

- a. Text messaging communications between a support staff member and an individual student are prohibited.
  - (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to



**4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS (M)**

text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.

4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Support Staff Members and a Student
  - a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
  - b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.
  - c. If a support staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
  - d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

**Reporting Responsibilities**

1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the

# POLICY

# ENGLEWOOD BOARD OF EDUCATION

## SUPPORT STAFF

### 4283 ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS (M)

Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.

2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.

#### **[Optional: District may select one of the following exemption options**

— A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The parent of the student and the support staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the support staff member. The Principal will provide written approval of the request to the support staff member and the student. If the Principal does not approve the request, the support staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual support staff member and student included in the request and for the school year in which the request is submitted.

— A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.]

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted:



# **POLICY**

# **EGLEWOOD BOARD OF EDUCATION**

## **TEACHING STAFF MEMBERS**

### **3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)**

#### **3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)**

## **M**

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or

## **POLICY**

## **EGLEWOOD BOARD OF EDUCATION**

### **TEACHING STAFF MEMBERS**

#### **3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)**

2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student



## **POLICY**

## **EGLEWOOD BOARD OF EDUCATION**

### **TEACHING STAFF MEMBERS**

#### **3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)**

- a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
  - b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
  - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student
  - a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.
    - (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
3. Text Messaging Electronic Communications Between Teaching Staff Members and Students
  - a. Text messaging communications between a teaching staff member and an individual student are prohibited.

## 3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)

- (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
  - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.
  - b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
  - c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
  - d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

# POLICY

# EGLEWOOD BOARD OF EDUCATION

## TEACHING STAFF MEMBERS

### 3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)

#### Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

#### **[Optional: District may select one of the following exemption options**

\_\_\_\_\_ A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The parent of a student and the teaching staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the teaching staff member. The Principal will

provide written approval of the request to the teaching staff member and the student. If the Principal does not approve the request, the teaching staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual teaching staff member and student included in the request and for the school year in which the request is submitted.

\_\_\_\_\_ A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.]

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted:



# REGULATION

## BOARD OF EDUCATION

### ENGLEWOOD

No. R2624

#### PROGRAM

#### GRADING SYSTEM

### ENGLEWOOD PUBLIC SCHOOLS PHILOSOPHY OF GRADING

The Englewood Public Schools philosophy of grading is founded in the belief that each student is a unique learner, and as a unique learner must be provided with individualized opportunities to explore our curriculum and a multitude of opportunities to demonstrate their mastery of all academic standards. It is our goal to encourage all students to become lifelong learners who value authentic learning. As authentic learners, we want our students to embrace the value in measuring individual learning, not using grades solely as a means to rank achievement.

The Englewood Public Schools shall enforce policies that require for zero tolerance of failure without documented evidence of the development and implementation of tiered interventions. It shall be the responsibility of the subject teacher to develop and implement the first level of tiered interventions and to collect, aggregate and evaluate data of the progress for each intervention in preparation for review by the Intervention and Referral Services Team. (See Failure Prevention: Student Achievement Program section on page 3 of this document.)

#### **Grades 1-12**

#### **100% Assessment of Content**

#### **Grades 1-5**

Content assessment shall be a combination of the following: written, verbal, or computer-based quizzes; tests; research papers; presentations; and graded class work. There shall be a minimum of five (5) gradebook entries **per subject area** each marking period in combination from the list above in support of differentiated instruction and assessment. Therefore, all graded work that is selected by the teacher to be entered into the gradebook must be rigorous and contain content and questions that support New Jersey Learning Standards. All gradebook entries must have content standards listed on the graded assignment/assessment.

#### **Grades 6-12**

Marking period grades are calculated using the Total Points System. The final marking period average is the total of points earned divided by the total possible points as distributed across a minimum of ten (10) gradebook entries each marking period that meet the minimum total point requirement as listed below. Gradebook entries shall be a combination of the following: written, verbal, or computer-based quizzes; tests; research papers; presentations; and graded class work. Graded homework may be entered as an assessment grade. All graded work that is selected by the teacher to be entered in the gradebook must be rigorous and contain content and questions that support New Jersey Learning Standards. All gradebook entries must have content standards listed on the graded assignment/assessment.

- Grades 7 and 8 - 500 minimum total points Each gradebook entry shall have a minimum value of 25 and a maximum value of 50.
- Grades 7 and 8 Honors level courses - 600 minimum total points. Each gradebook entry shall have a minimum value of 25 and a maximum value of 50.



- Grades 9 through 12 – 600 minimum total points. Each gradebook entry shall have a minimum value of 25 and a maximum value of 50.
- Grades 9 through 12 Honors level courses – 700 minimum total points. Each gradebook entry shall have a minimum value of 35 and a maximum value of 70.
- Grades 9 through 12 Advanced Placement level courses - 750 minimum total points. Each gradebook entry shall have a minimum value of 25 and a maximum value of 50.

## **Homework**

Homework is designed to reinforce the district's curriculum by providing students with the opportunities to independently practice skills, review content, integrate and apply skills learned in class to solving problems and producing creative works, and develop independent study skills. Homework must have a clear connection to preparing students for assessment of content.

The Board of Education acknowledges the educational validity of work assigned to pupils for completion outside the classroom as an adjunct to and extension of the instructional program of the schools.

The Superintendent shall develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school;
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems;
3. Homework should help develop the pupil's responsibility and provide an opportunity for the exercise of independent work and judgment;
4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the pupil and take into account other activities that make a legitimate claim on the pupil's time;
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated and that evaluation should be reported to the pupil;
6. The schools should recognize the role of parent(s) or legal guardian(s) by suggesting ways in which parent(s) or legal guardian(s) may assist the school in helping a child carry out assigned responsibilities;
7. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

## **Failure Prevention: Student Achievement Program**

The purpose of the Student Achievement Program is to ensure that students are learning and that the district's grading system is being utilized to measure learning--not to inflate grades.

An at-risk pupil is one who has a marking period or projected final average of 72 or below at any time during the course of the academic year. Any graded assessment that results in a grade of UIF must be re-taught and re-assessed via the Achievement Program procedures if that grade lowers the pupil's average at or below a 72.

It is the responsibility of the teacher to identify at-risk pupils enrolled in their class and to provide best-practice interventions for instruction and assessment that meet the unique needs of each at-risk pupil.



The teacher shall provide every at-risk student with multiple opportunities to earn a passing grade for any failed assignment. These may include graded homework, class work, quizzes, tests, projects, etc. The student may not receive a grade higher than **65** if the child satisfactorily completes the failed assignment, regardless of the number of attempts. *The only exception is if the newly graded assignment's true grade is above a 65, and the child needs the true grade to attain a 65 average for the marking period.*

#### **Level 1\***

A Level 1 student is one who has a **live gradebook average** of **less than or equal to 72** for a single marking period or for the projected final course average. The teacher shall develop and maintain a record of all **Evidence of Interventions** provided to assist each at-risk Level 1 student. The teacher shall maintain this record in the student's **Genesis Gradebook Notes** section. The teacher shall contact the parent/guardian when a student's grade causes him or her to become a Level 1 at-risk student. The contact may be via phone, email, US mail or a live parent/teacher conference. All parent/guardian contact shall be recorded in the student's Genesis Gradebook Notes section. K-8 teachers shall also inform the Principal via email of each Level 1 student. High School teachers shall inform the Principal and Director of Athletics of every Level 1 student.

#### **Level 2\***

Any student who completes the marking period with a grade of 64.4 or below shall receive an **Incomplete** for the marking period. The teacher shall develop and implement a Pre-Referral Plan and maintain a record of all action taken for each Level 2 student. The teacher shall provide a Level 2 student with multiple opportunities to earn a passing grade for any failed assignment. A Level 2 student shall receive at maximum of 5 weeks to earn a passing grade for any failed assignment that will result in a 65 average for the marking period. The teacher shall contact the parent/guardian of Level 2 students weekly to provide information regarding the student's Level 2 requirements and intervention progress. The contact may be via phone, email, US mail or a live parent/teacher conference. All parent/guardian contact shall be recorded in the student's Genesis Gradebook Notes section. K-8 teachers shall also inform the Principal via email of each Level 2 student. High School teachers shall inform the Principal and Director of Athletics of every Level 2 student.

#### **Level 3\***

A Level 2 student will be elevated to Level 3 if the student does not respond to Level 2 interventions or does not attain the goals and objectives set forth in Level 2 despite all efforts by the teacher and student to attain success. At this point, the student is deemed at risk for academic failure and for becoming disaffected. In an effort to not discourage the student from remaining engaged in the learning process, a Level 2 student shall receive the grade of I in lieu of an F/UIF on the Interim Report or Marking Period Grade while a Pre-Referral Plan is in place. The teacher shall immediately submit the Level 2 Pre-Referral Plan and all accompanying data to the building Intervention & Referral Services Coordinator for review. The Intervention & Referral Services Team shall review the teacher's Pre-Referral Plan and data to determine if a formal I&RS Plan is required. K-8 teachers shall also inform the Principal via email of each Level 3 student. High School teachers shall inform the Principal and Director of Athletics of every Level 3 student.

No student shall receive an end of course grade of F or UIF without approval from the teacher's supervisor or principal. A supervisor or principal shall review the teacher's Evidence of Interventions and Pre-Referral Plan from Levels 1-3 to determine if all interventions have been exhausted in an effort to assist the student. If the supervisor or principal deems that a student did

not receive all required opportunities as set forth by this policy and regulation, then the teacher shall be required to provide multiple opportunities for the student to exhibit mastery of the standards for all areas not yet mastered.

\*It should be noted that programs of intervention and referral services may not be used to delay obvious and appropriate referrals to special education (N.J.A.C. 6A:14-3 et seq.). Schools are not permitted to create any barrier for the administration of appropriate evaluations to determine the existence or nature of students' educational disabilities.

It should also be noted that the Student Achievement Program procedures as listed above may be utilized for a student who is not deemed at-risk. Teachers shall utilize best practices of differentiated instruction and assessment at any time to ensure that each student is reaching his or her full potential.

### **Grades Pre-Kindergarten and Kindergarten**

The grading system consists of four (4) letter grades as follows:

M - Meeting Standards

W - Working Towards Standards

NI - Needs Improvement meeting standards

NA - Not Assessed at this time

### **Grades 1-12**

The grading system consists of nineteen (19) letter grades as follows:

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	60-64
UIF	0-59
I	Incomplete
EX	Exempt (grading exempted for specific courses and/or student populations)
W	Withdrew from class (for any course dropped after the first marking period with a cumulative passing numerical average)
WF	Withdrew from class failing (for any course dropped after the first marking period with a cumulative failing numerical average)
NG	No Grade (no record of grade provided by previous school)
P	Pass for specific courses and/or student populations
NC	Loss of Credit due to Attendance
AU	Audit (enrolled in course with option to forego grade/credit)



### **Summer School/Online Grading System**

All courses taken for credit recovery or new credit through an approved summer school or online provider will be recorded on the student's official transcript as P (grades of 64.5 and above) or F (all grades of 64.4 and below). The grade will not count toward the student's grade point average and will not be used to calculate class rank. For the purpose of athletic grade point average calculation, the Director of Athletics may use the GPA value of the actual alpha grade earned in the course to calculate GPA for eligibility.

### **NCAA Clearinghouse Credits and Grading**

Prospective NCAA student-athletes are forewarned that NCAA Clearinghouse may not accept the credits earned from all approved summer school/online providers. Transfer prospective NCAA student-athletes are forewarned that the NCAA Clearinghouse may not accept the credits earned from previously attended high school programs. Also, the NCAA Clearinghouse will automatically convert every final grade of P to D and will use the value of the D when calculating the student's GPA for eligibility. Therefore, prospective NCAA athletes are discourage from participating in programs of study that require P/F grading.



**April 11, 2019**  
**Staff/Board Travel**

[illegible]

# Englewood Public School District

## February Transfer Report

va\_s1701  
03/01/2019

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	15,308,822.00	161.07	15,308,983.07	1,530,898.31	657,571.60	4.30	2,188,469.91	196,031.72
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	10,826,654.60	0.00	10,826,654.60	1,082,665.46	( 462,303.10)	-4.27	620,362.36	42,805.95
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	1,036,400.00	0.00	1,036,400.00	103,640.00	( 58,500.00)	-5.64	45,140.00	128,704.86
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>UNDISTRIBUTED EXPENDITURES</b>		<b>27,171,876.60</b>	<b>161.07</b>	<b>27,172,037.67</b>					<b>367,542.53</b>
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	7,823,399.00	0.00	7,823,399.00	782,339.90	( 782,086.00)	-10.00	253.90	961,951.83
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	5,504,784.00	0.00	5,504,784.00	550,478.40	( 122,569.50)	-2.23	427,908.90	94,566.87
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	810,249.00	460.59	810,709.59	81,070.96	80,225.98	9.90	161,296.94	38,284.03
General Administration	1X-000-230-XXX	989,942.00	51,316.00	1,041,258.00	104,125.80	562,500.00	54.02	666,625.80	411,229.91
School Administration	1X-000-240-XXX	2,403,571.00	0.00	2,403,571.00	240,357.10	0.00	0.00	240,357.10	7,032.31
Central Services & Administrative Information Technology	1X-000-25X-XXX	1,274,698.00	0.00	1,274,698.00	127,469.80	0.00	0.00	127,469.80	47,543.42
Operation and Maintenance of Plant Services	1X-000-26X-XXX	4,804,418.00	17,772.77	4,822,190.77	482,219.08	97,000.00	2.01	579,219.08	474,113.57
Student Transportation Services	1X-000-270-XXX	3,913,881.00	0.00	3,913,881.00	391,388.10	488,361.00	12.48	879,749.10	99,688.75

# Englewood Public School District

## February Transfer Report

va\_s1701  
03/01/2019

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
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	9,476,000.00	0.00	9,476,000.00	947,600.00	( 517,699.98)	-5.46	429,900.02	16,522.04
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL GENERAL CURRENT EXPENSE</b>		<b>37,000,942.00</b>	<b>69,549.36</b>	<b>37,070,491.36</b>					<b>2,150,932.73</b>
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	604,000.00	0.00	604,000.00	60,400.00	57,465.84	9.51	117,865.84	605,501.64
Facilities Acquisition and Construction Services	12-000-4XX-XXX	834,772.00	653,473.30	1,488,245.30	0.00	34.16	0.00	34.16	508,863.16
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>1,438,772.00</b>	<b>653,473.30</b>	<b>2,092,245.30</b>					<b>1,114,364.80</b>
<b>TOTAL SPECIAL SCHOOLS</b>	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	3,402,499.00	0.00	3,402,499.00	340,249.90	0.00	0.00	340,249.90	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>OPERATING BUDGET GRAND TOTAL</b>		<b>69,014,089.60</b>	<b>723,183.73</b>	<b>69,737,273.33</b>					<b>3,632,840.06</b>

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

\_\_\_\_\_  
Date

# Englewood Public School District

## Expense Account Adjustment Analysis By Adjustment#

Through Cycle : February

va\_exaa2.111317  
03/01/2019

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
<b>Current Appropriation Adjustments</b>								
000143	FEBRUARY TRANSFER	11-000-213-320-40-000-000-	HEALTH - ED SERVICES	02/28/2019	CMCCALLUM	\$159,600.00	\$30,000.00	\$189,600.00
	FEBRUARY TRANSFER	11-000-270-515-40-000-000-	TRANS SPEC JOINTURE	02/28/2019	CMCCALLUM	\$990,000.00	(\$30,000.00)	\$960,000.00
Total for Adjustment # 000143							\$0.00	
000145	FEBRUARY TRANSFER	11-000-270-514-40-000-000-	TRANS SPECIAL VENDORS	02/28/2019	CMCCALLUM	\$365,000.00	(\$30,000.00)	\$335,000.00
	FEBRUARY TRANSFER	11-000-270-515-40-000-000-	TRANS SPEC JOINTURE	02/28/2019	CMCCALLUM	\$960,000.00	\$30,000.00	\$990,000.00
Total for Adjustment # 000145							\$0.00	
000146	FEBRUARY TRANSFER	11-000-213-100-60-102-000-	HEALTH SERVICES SALARY	02/28/2019	CMCCALLUM	\$8,500.00	(\$2,500.00)	\$6,000.00
	FEBRUARY TRANSFER	11-000-213-100-67-103-000-	SALARIES	02/28/2019	CMCCALLUM	\$16,500.00	\$2,500.00	\$19,000.00
	FEBRUARY TRANSFER	11-000-213-800-02-000-000-	HEALTH SUPPLIES	02/28/2019	CMCCALLUM	\$0.00	\$500.00	\$500.00
	FEBRUARY TRANSFER	11-000-218-600-02-000-000-	GUIDANCE SUPPLIES	02/28/2019	CMCCALLUM	\$2,000.00	(\$500.00)	\$1,500.00
	FEBRUARY TRANSFER	11-000-219-580-40-000-000-	CHILD STUDY TEAM TRAVEL	02/28/2019	CMCCALLUM	\$2,350.00	\$100.00	\$2,450.00
	FEBRUARY TRANSFER	11-000-219-800-40-000-000-	CHILD STUDY TEAM OTHER	02/28/2019	CMCCALLUM	\$250.00	(\$100.00)	\$150.00
Total for Adjustment # 000146							\$0.00	
000147	FEBRUARY TRANSFER	11-000-230-339-63-000-000-	OTHER PURCHASED PROFESSI	02/28/2019	CMCCALLUM	\$19,379.00	(\$1,000.00)	\$18,379.00
	FEBRUARY TRANSFER	11-000-230-590-69-000-000-	GEN ADMIN OTHER SVC	02/28/2019	CMCCALLUM	\$20,500.00	(\$500.00)	\$20,000.00
	FEBRUARY TRANSFER	11-000-230-610-69-000-000-	SUPPLIES AND MATERIALS	02/28/2019	CMCCALLUM	\$4,000.00	\$500.00	\$4,500.00
	FEBRUARY TRANSFER	11-000-230-890-63-000-000-	GEN ADMIN OTHER OBJECTS	02/28/2019	CMCCALLUM	\$9,011.22	\$1,000.00	\$10,011.22
Total for Adjustment # 000147							\$0.00	
000148	FEBRUARY TRANSFER	11-000-240-500-20-000-000-	OTHER PURCHASED SERVICES	02/28/2019	CMCCALLUM	\$500.00	\$2,403.85	\$2,903.85
	FEBRUARY TRANSFER	11-000-240-600-20-000-000-	SCHOOL ADMIN SUPPLIES	02/28/2019	CMCCALLUM	\$5,200.00	(\$2,303.85)	\$2,896.15
	FEBRUARY TRANSFER	11-000-240-600-98-000-000-	SCHOOL ADMIN SUPPLIES	02/28/2019	CMCCALLUM	\$3,000.00	(\$100.00)	\$2,900.00
Total for Adjustment # 000148							\$0.00	
000152	FEBRUARY TRANSFER	20-218-100-500-02-000-000-	PRESCHOOL PURCH SVC	02/28/2019	CMCCALLUM	\$4,000.00	(\$4,000.00)	\$0.00
	FEBRUARY TRANSFER	20-218-100-600-02-000-000-	PRESCHOOL SUPPLIES	02/28/2019	CMCCALLUM	\$96,000.00	\$4,000.00	\$100,000.00
Total for Adjustment # 000152							\$0.00	
<b>Total Current Appropriation Adjustments</b>							<b>\$0.00</b>	



**Englewood Public School District**  
**Bills And Claims Report By Vendor Name**  
for Batch 55 and Check Date is from 02/01/2019 to 02/28/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
-----------------	------	-------------------------	-------	-----------------	---	---------	--------------

**Posted Checks**

STATE OF NEW JERSEY/ 2826

1900001	11-000-291-270-63-450-000-/ NJ STATE HEALTH BENEFITS	HP	JAN 2019 PAYMENTS	1932	729,687.29
---------	--	----	-------------------	------	------------

Total for STATE OF NEW JERSEY/ 2826	\$729,687.29
-------------------------------------	--------------

Total for Posted Checks	\$729,687.29
-------------------------	--------------

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

Run on 04/04/2019 at 02:21:33 PM

Page 1

**Englewood Public School District**  
**Bills And Claims Report By Vendor Name**  
for Batch 55 and Check Date is from 02/01/2019 to 02/28/2019

va\_bill5.102317  
03/01/2019

*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 04/04/2019 at 02:21:33 PM

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11			\$729,687.29		\$729,687.29
	GRAND	TOTAL	\$0.00	\$0.00	\$729,687.29	\$0.00	\$729,687.29

Chairman Finance Committee

Member Finance Committee

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batch 56 and Check Date is from 03/01/2019 to 03/31/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Posted Checks</b>							
<b>BERGEN PERFORMING ARTS/ 5208</b>							
	19-01078	11-401-100-500-20-000-000-/ PURCHASED SERVICES (300-		CF	MAMA MIA MUSICAL	44697	18,815.00
					<b>Total for BERGEN PERFORMING ARTS CENTER,/ 5208</b>		<b>\$18,815.00</b>
<b>DELTA DENTAL PLAN OF NJ/ 1787</b>							
	1900002	11-000-291-270-63-451-000-/ DENTAL BENEFITS		CP	INV #PM00000000312616	44695	29,419.57
					<b>Total for DELTA DENTAL PLAN OF NJ/ 1787</b>		<b>\$29,419.57</b>
<b>FURST &amp; ASSOCIATES, INC./ 6796</b>							
	19-00384	11-000-222-500-68-000-000-/ ED MEDIA TECH SERVICE		CP	FEBRUARY 2019	44694	2,093.00
					<b>Total for Furst &amp; Associates, Inc./ 6796</b>		<b>\$2,093.00</b>
<b>KRAVITZ, ROBERT/ 8420</b>							
	19-1362	11-000-230-590-61-000-000-/ OTHER PURCH SERV (400-50		CF	REIMBURSEMENT	44698	90.00
					<b>Total for KRAVITZ, ROBERT/ 8420</b>		<b>\$90.00</b>
<b>ROESCH, KELLEY/ 8449</b>							
	19-00780	11-000-270-503-30-000-000-/ AID IN LIEU NON PUBLIC		CP	1ST HALF PAYMENT	44692	500.00
					<b>Total for ROESCH, KELLEY/ 8449</b>		<b>\$500.00</b>
<b>STATE OF NEW JERSEY/ 2826</b>							
	1900001	11-000-291-270-63-450-000-/ NJ STATE HEALTH BENEFITS		HP	FEB 2019 PAYMENT	1934	722,163.73
					<b>Total for STATE OF NEW JERSEY/ 2826</b>		<b>\$722,163.73</b>
<b>TD BANK - ENGLEWOOD/ 6346</b>							
	1900004	11-000-291-220-63-000-000-/ EMP BENEFITS SOC SEC		HP	PAYROLL 03/15/2019	1933	11,344.26
		11-000-291-220-63-000-000-/ EMP BENEFITS SOC SEC		HP	PAYROLL 03/29/2019	1935	11,778.46
					<b>Total for TD BANK - ENGLEWOOD/ 6346</b>		<b>\$23,122.72</b>
<b>TRANSWORLD SYSTEMS INC./ 9368</b>							
	19-01098	50-910-310-500-63-000-000-/ FOOD SERVICES		CF	INV #AJ0861-4392	44693	10,250.00
					<b>Total for TRANSWORLD SYSTEMS INC./ 9368</b>		<b>\$10,250.00</b>
<b>UNITED HEALTH CARE / SPECTERA INC./ 3966</b>							
	1900003	11-000-291-270-63-452-000-/ VISION BENEFITS		CP	apr 2019...inv #20190318000122	44696	6,501.52
					<b>Total for UNITED HEALTH CARE / SPECTERA INC./ 3966</b>		<b>\$6,501.52</b>
<b>Total for Posted Checks</b>							<b>\$812,955.54</b>

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

Run on 04/04/2019 at 02:22:09 PM

Page 1

**Englewood Public School District**  
**Bills And Claims Report By Vendor Name**  
for Batch 56 and Check Date is from 03/01/2019 to 03/31/2019

va\_bill5.102317  
03/01/2019

*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 04/04/2019 at 02:22:09 PM

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$57,419.09		\$745,286.45		\$802,705.54
	50	50	\$10,250.00				\$10,250.00
	GRAND	TOTAL	\$67,669.09	\$0.00	\$745,286.45	\$0.00	\$812,955.54

Chairman Finance Committee

Member Finance Committee



# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
<b>ALLIANCE COMMERCIAL PEST CONTROL, INC./ 7989</b>							
	19-00161	11-000-261-420-71-505-000-/ EXTERMINATION SVCS		CP	INV #400487,400123,400731	44699	475.50
					<b>Total for ALLIANCE COMMERCIAL PEST CONTROL, INC./ 7989</b>		<b>\$475.50</b>
<b>ALPER ENTERPRISES INC/ 9318</b>							
	19-01136	11-000-261-420-71-514-000-/ ROOF REPAIRS		CF	INV #4369	44700	4,300.00
					<b>Total for ALPER ENTERPRISES INC/ 9318</b>		<b>\$4,300.00</b>
<b>ATLANTIC TOMORROWS OFFICE/ 6860</b>							
	19-00017	11-000-251-600-60-203-000-/ COPY MACHINE STAPLES		CP	INV #ARIN512361	44701	169.80
					<b>Total for ATLANTIC TOMORROWS OFFICE/ 6860</b>		<b>\$169.80</b>
<b>AUTOZONE NORTHEAST, INC./ 6216</b>							
	19-00155	11-000-262-420-71-549-000-/ VEHICLE REPAIRS		CP	VARIOUS INVOICES	44702	494.65
					<b>Total for AUTOZONE NORTHEAST, INC./ 6216</b>		<b>\$494.65</b>
<b>BARNSTABLE ACADEMY/ 1292</b>							
	19-00359	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	INV #6416,6417...MAR-APR 2019	44703	12,409.80
	19-00574	20-253-100-500-40-000-000-/ OTHER PURCHASED SERVICES		CP	INV #6701,6702..MAR - APR 2019	44703	14,127.78
					<b>Total for BARNSTABLE ACADEMY/ 1292</b>		<b>\$26,537.58</b>
<b>BAYADA NURSES, INC./ 7690</b>							
	19-00196	11-000-213-320-40-000-000-/ HEALTH - ED SERVICES		CF	VARIOUS INVOICES	44704	6,968.25
					<b>Total for BAYADA NURSES, INC./ 7690</b>		<b>\$6,968.25</b>
<b>BAYNES, DR. JASON/ 6636</b>							
	19-00985	11-402-100-500-20-000-000-/ ATHLETICS		CF	AUG-DEC 2018 MEDICAL	44705	6,000.00
					<b>Total for BAYNES, DR. JASON/ 6636</b>		<b>\$6,000.00</b>
<b>BENJAMIN BROS. INC./ 4757</b>							
	19-00107	11-000-262-610-71-610-000-/ MISC SUPPLIES		CP	VARIOUS INVOICES	44706	307.11
					<b>Total for BENJAMIN BROS, INC./ 4757</b>		<b>\$307.11</b>
<b>BERGEN ARTS AND SCIENCES CHARTER SCHOOL/ 7162</b>							
	19-00092	10-000-100-561-63-238-000-/ TRANSFER OF FUNDS TO CHA		CP	MARCH & APRIL 2019	44707	6,702.00
					<b>Total for BERGEN ARTS AND SCIENCES CHARTER SCHOOL/ 7162</b>		<b>\$6,702.00</b>

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

Run on 04/04/2019 at 02:15:19 PM

Page 1

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
<b>BERGEN CNTY SPECIAL SERV/ 1407</b>							
	19-00319	20-253-200-300-40-030-000-/ PURCHASED PROFESSIONAL A		CP	INV #9V2079...FEB 2019	44708	41,075.00
	19-00345	20-502-100-300-40-000-000-/ NON PUB AUX COMP ED		CP	INV #9V2024...FEB 2019	44708	1,353.60
		20-503-100-300-40-000-000-/ NON PUB AUX ESL		CP	INV #9V2024...FEB 2019	44708	776.52
		20-506-100-300-40-000-000-/ NON PUB HAND SUPPL INSTR		CP	INV #9V2024...FEB 2019	44708	9,912.50
		20-507-100-300-40-229-000-/ NON PUB EXAM & CLASS		CP	INV #9V2024...FEB 2019	44708	7,638.72
		20-507-100-300-40-230-000-/ NON PUB EXAM & CLASS		CP	INV #9V2024...FEB 2019	44708	6,566.40
		20-508-100-300-40-000-000-/ NON PUB CORRECTIVE SPEEC		CP	INV #9V2024...FEB 2019	44708	9,999.36
	19-00322	11-150-100-320-40-000-000-/ PURCHASED PROFESSIONAL-E		CP	INV #9V2262...FEB 2019	44708	260.00
<b>Total for BERGEN CNTY SPECIAL SERV/ 1407</b>							<b>\$77,582.10</b>
<b>BERGEN CNTY SPECIAL SERV -REG/ 1367</b>							
	19-00518	11-000-100-565-40-000-000-/ TUITION CSSD SPEC		CP	INV #9V1978....FEB 2019	44709	26,122.30
<b>Total for BERGEN COUNTY SPECIAL SERVICES/ 1367</b>							<b>\$26,122.30</b>
<b>BERGEN COUNTY MECHANICAL SERVICES/ 8914</b>							
	19-00156	11-000-270-420-63-000-000-/ CLEANING, REPAIR, & MAIN		CP	FEB 2019 INVOICES	44710	6,821.95
<b>Total for BERGEN COUNTY MECHANICAL SERVICES/ 8914</b>							<b>\$6,821.95</b>
<b>BERGEN COUNTY SPECIAL SERVICES/ 1388</b>							
	19-00323	11-000-216-320-40-000-000-/ PURCHASED PROFESSIONAL -		CP	INV #9V2262,9V2125...FEB 2019	44711	33,602.80
	19-00590	11-000-100-565-40-000-000-/ TUITION CSSD SPEC		CP	INV #9V2262...FEB 2019	44711	18,488.96
<b>Total for BERGEN COUNTY SPECIAL SERVICES/ 1388</b>							<b>\$52,091.76</b>
<b>BERGEN COUNTY TECHNICAL SCHOOL/ 1377</b>							
	19-00490	11-000-100-564-40-000-000-/ TUITION VOCATIONAL SPEC		CP	INV #9V0417...FEB 2019	44712	52,800.00
	19-00018	11-000-100-563-77-000-000-/ TUITION VOCATIONAL REG		CP	INV #9V0417...FEB 2019	44712	28,363.20
<b>Total for BERGEN COUNTY TECHNICAL SCHOOL/ 1377</b>							<b>\$81,163.20</b>
<b>BERGEN FAMILY CENTER - ENGLEWOOD/ 8694</b>							
	19-00302	20-218-200-321-02-000-000-/ PURCHASED EDUC. SERVICES		CP	MARCH & APRIL 2109 LESS CR	44713	65,778.22
<b>Total for BERGEN FAMILY CENTER - ENGLEWOOD/ 8694</b>							<b>\$65,778.22</b>
<b>BERGEN PERFORMING ARTS/ 5208</b>							

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

Run on 04/04/2019 at 02:15:19 PM

Page 2

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
	19-01114	20-071-100-800-02-000-000-/ PNC GRANT - ASSEMBLIES		CF	INV #3006	44714	1,000.00
					<b>Total for BERGEN PERFORMING ARTS CENTER,/ 5208</b>		<b>\$1,000.00</b>
<b>BIOCCHI, RICH/ 7570</b>							
	19-1370	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44715	83.00
					<b>Total for BIOCCHI, RICH/ 7570</b>		<b>\$83.00</b>
<b>BUS PARTS WAREHOUSE/ 8264</b>							
	19-01120	11-000-219-600-40-000-000-/ CHILD STUDY TEAM SUPPLY		CF	INV #IN108132	44716	74.16
					<b>Total for BUS PARTS WAREHOUSE/ 8264</b>		<b>\$74.16</b>
<b>CABLEVISION LIGHTPATH, INC./ 7094</b>							
	19-01068	11-000-230-530-71-615-000-/ COMMUNICATION TELEPHONE		CP	ACCT #51267	44717	62,243.83
					<b>Total for Cablevision Lightpath, Inc./ 7094</b>		<b>\$62,243.83</b>
<b>CASCADE SCHOOL SUPPLY INC/ 1490</b>							
	19-80395	11-190-100-610-03-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #97041	44718	133.40
					<b>Total for C.S.S.I. INC./ 1490</b>		<b>\$133.40</b>
<b>CATAPULT LEARNING, LLC./ 4072</b>							
	19-00259	20-509-200-330-28-000-000-/ NON PUB NURSE SERV		CP	FEB 2019	44719	452.48
		20-509-200-330-32-000-000-/ NON PUB NURSE SERV		CP	FEB 2019	44719	12,888.72
		20-509-200-330-33-000-000-/ NON PUB NURSE SERV		CP	FEB 2019	44719	5,391.36
		20-509-200-330-34-000-000-/ PURCHASED PROFESSIONAL-E		CP	FEB 2019	44719	11.82
		20-509-200-330-35-000-000-/ NON PUB NURSE SERV		CP	FEB 2019	44719	8,171.28
		20-509-200-330-36-000-000-/ NON PUB NURSE SERV		CP	FEB 2019	44719	533.52
					<b>Total for CATAPULT LEARNING, LLC./ 4072</b>		<b>\$27,449.18</b>
<b>CHANCELLOR ACADEMY/ 9244</b>							
	19-00683	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	APRIL 2019, LESS FEB CR	44720	5,631.90
					<b>Total for CHANCELLOR ACADEMY/ 9244</b>		<b>\$5,631.90</b>
<b>CHANG, DIANA/ 9374</b>							
	19-01167	50-910-310-500-63-000-000-/ FOOD SERVICES		CF	ID # 154072...LUNCH REFUND	44721	20.20
					<b>Total for CHANG, DIANA/ 9374</b>		<b>\$20.20</b>
<b>CHAPEL HILL ACADEMY/ 8645</b>							
	19-00363	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	FEB CR...MAR-APR 2019 SVCS	44722	17,604.00
					<b>Total for CHAPEL HILL ACADEMY/ 8645</b>		<b>\$17,604.00</b>
<b>CIRCLE AUTO SERVICE, INC./ 5723</b>							

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

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
	19-00697	11-000-262-420-71-549-000-/ VEHICLE REPAIRS		CP	INV #8284	44723	327.57
					<b>Total for CIRCLE AUTO SERVICE, INC./ 5723</b>		<b>\$327.57</b>
<b>CLASSIC SYSTEM/ 5486</b>							
	19-01116	11-000-261-420-71-508-000-/ GENERAL REPAIRS		CF	INV #27906, 27907	44724	4,200.00
	19-01115	11-000-261-420-71-508-000-/ GENERAL REPAIRS		CF	INV #24866	44724	4,700.00
					<b>Total for CLASSIC SYSTEM/ 5486</b>		<b>\$8,900.00</b>
<b>COOPER ELECTRIC SUPPLY COMPANY, INC./ 8562</b>							
	19-00313	11-000-262-610-71-603-000-/ ELECTRICAL SUPPLIES		CP	VARIOUS INVOICES	44725	317.23
					<b>Total for COOPER ELECTRIC SUPPLY COMPANY, INC./ 8562</b>		<b>\$317.23</b>
<b>DI CARA / RUBINO ARCHITECTS/ 7927</b>							
	19-01233	12-000-400-334-71-000-000-/ FA & CS ARCH/ENG SVCS		CF	FINAL PAY PROJ 33254	44726	52,475.22
					<b>Total for DI CARA / RUBINO ARCHITECTS/ 7927</b>		<b>\$52,475.22</b>
<b>DISCOUNT SCHOOL SUPPLY / EARLY CHILDHOOD/ 8608</b>							
	19-00681	20-218-100-600-02-000-000-/ PRESCHOOL SUPPLIES		CF	INV #256007900101	44727	6,949.07
					<b>Total for DISCOUNT SCHOOL SUPPLY / EARLY CHILDHOOD/ 8608</b>		<b>\$6,949.07</b>
<b>DUDE SOLUTIONS INC./ 3854</b>							
	19-01111	11-000-262-800-71-000-000-/ OTHER OBJECTS		CF	INV #INV-46297	44728	795.00
					<b>Total for DUDE SOLUTIONS INC./ 3854</b>		<b>\$795.00</b>
<b>DYNAMIX ADVERTISING/ 8016</b>							
	19-01059	20-231-100-600-66-000-010-/ TITLE I - SUPPLIES/MATER		CF	INV DATED 1/25/2019	44729	3,137.00
					<b>Total for Dynamix Advertising/ 8016</b>		<b>\$3,137.00</b>
<b>EAG TECHNOLOGIES LLC/ 9337</b>							
	19-00997	20-434-200-890-35-000-000-/ NP SECURITY AID - MISC		CF	INV #1250	44730	4,740.00
					<b>Total for EAG TECHNOLOGIES LLC/ 9337</b>		<b>\$4,740.00</b>
<b>EASTWICK COLLEGE- HACKENSACK CAMPUS/ 6278</b>							
	19-00614	11-190-100-500-20-000-000-/ REG PROGRAM-UNDISTRIBUTE		CP	INV DATED 1/28 & 4/8	44731	22,464.00
					<b>Total for EASTWICK COLLEGE- HACKENSACK</b>		<b>\$22,464.00</b>

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

Run on 04/04/2019 at 02:15:19 PM

Page 4



# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
<b>CAMPUS/ 6278</b>							
<b>ECLC OF N.J./ 1975</b>							
	19-00365	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	JAN 1:1, APRIL 2019	44732	7,671.52
<b>Total for ECLC OF N.J./ 1975</b>							<b>\$7,671.52</b>
<b>EDMENTUM/ 8276</b>							
	19-01079	11-000-222-500-68-000-000-/ ED MEDIA TECH SERVICE		CF	INV #INV116233	44733	69.60
<b>Total for EDMENTUM/ 8276</b>							<b>\$69.60</b>
<b>EI US, LLC/ 9343</b>							
	19-01028	11-150-100-320-40-000-000-/ PURCHASED PROFESSIONAL-E		CP	INV #INV23231,21962,21410	44734	1,042.72
<b>Total for EI US, LLC/ 9343</b>							<b>\$1,042.72</b>
<b>ENGLEWOOD BOE - CAFETERIA ACCO/ 1777</b>							
	19-01008	11-190-100-500-05-000-000-/ OTHER PURCHASED SERVICES		CF	OTHER PURCHASED SERVICES	44735	300.00
<b>Total for ENGLEWOOD BOARD OF EDUCATION/ 1777</b>							<b>\$300.00</b>
<b>ENGLEWOOD BOE - TREASURER ACCO/ 1778</b>							
	19-00624	20-231-200-200-66-000-003-/ TITLE I - EMPLOYEE BENEF		CF	TITLE I - EMPLOYEE BENEF	44736	1,963.76
		20-231-200-200-66-000-005-/ TITLE I - EMPLOYEE BENEF		CF	TITLE I - EMPLOYEE BENEF	44736	1,506.98
		20-231-200-200-66-000-010-/ TITLE I - EMPLOYEE BENEF		CF	TITLE I - EMPLOYEE BENEF	44736	1,096.08
		20-231-200-200-66-000-020-/ TITLE I - EMPLOYEE BENEF		CF	TITLE I - EMPLOYEE BENEF	44736	5,609.49
	19-00625	20-241-200-200-66-000-000-/ TITLE III EMP BENE		CF	TITLE III EMP BENE	44736	704.06
	19-01021	20-231-200-200-66-000-003-/ TITLE I - EMPLOYEE BENEF		CF	TITLE I - EMPLOYEE BENEF	44736	1,549.44
		20-231-200-200-66-000-005-/ TITLE I - EMPLOYEE BENEF		CF	TITLE I - EMPLOYEE BENEF	44736	964.11
		20-231-200-200-66-000-010-/ TITLE I - EMPLOYEE BENEF		CF	TITLE I - EMPLOYEE BENEF	44736	559.40
	19-01024	20-241-200-200-66-000-000-/ TITLE III EMP BENE		CF	TITLE III EMP BENE	44736	75.60
<b>Total for ENGLEWOOD BD OF EDUCATION/ 1778</b>							<b>\$14,028.92</b>
<b>ENGLEWOOD ON THE PALISADES/ 2045</b>							
	19-00087	10-000-100-561-63-238-000-/ TRANSFER OF FUNDS TO CHA		CP	APRIL 2019	44737	254,347.00
<b>Total for ENGLEWOOD ON THE PALISADES/ 2045</b>							<b>\$254,347.00</b>
<b>ENGLEWOOD POLICE DEPARTMENT/ 2048</b>							
	19-01160	11-402-100-500-20-000-000-/ ATHLETICS		CF	INV #2356	44738	1,340.00
<b>Total for ENGLEWOOD POLICE DEPARTMENT/ 2048</b>							<b>\$1,340.00</b>
<b>EPIC HEALTH SERVICES INC./ 6911</b>							

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

Run on 04/04/2019 at 02:15:19 PM

Page 5

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
	19-00197	11-000-213-320-40-000-000-/ HEALTH - ED SERVICES		CF	INV #1452213	44739	300.00
				Total for EPIC HEALTH SERVICES INC./ 6911			\$300.00
ESS/ 9181							
	19-00435	11-204-100-500-63-723-000-/ DELTA - T		CP	#111339,111341,112509,112511	44740	22,886.02
		11-213-100-500-63-723-000-/ DELTA - T		CF	#111339,111341,112509,112511,	44740	236,473.92
		11-240-100-500-63-723-000-/ DELTA - T		CP	INV #114661,114663	44740	90,095.65
	19-00434	11-000-240-500-63-722-000-/ MISSION ONE		CP	I#111641,112510,113571,114662	44740	49,337.09
	19-00593	11-190-100-320-60-000-000-/ PURCHASED PROFESSIONAL-E		CP	VARIOUS INVOICES	44740	89,302.04
				Total for ESS/ 9181			\$488,094.72
ETA HAND2MIND/ 2079							
	19-80264	11-190-100-610-05-000-000-/ GENERAL SUPPLIES		CF	INV #60101183	44741	40.59
				Total for ETA HAND2MIND/ 2079			\$40.59
FELICIAN SCH EXCEPT CHILD/ 1954							
	19-00366	20-253-100-500-40-000-000-/ OTHER PURCHASED SERVICES		CP	APRIL - MAY 2019	44742	20,945.40
				Total for FELICIAN SCH EXCEPT CHILD/ 1954			\$20,945.40
FIRST STUDENT INC. 1309/ 2155							
	19-00631	11-000-270-511-84-000-000-/ TRANS HOME AND SCHOOL		CP	INV #11558109	44743	104,480.64
	19-00981	11-000-270-512-05-220-000-/ CONTR SERV(OTH. THAN BET		CF	INV #11561638	44743	1,500.00
				Total for FIRST STUDENT INC. 1309/ 2155			\$105,980.64
FOUNDATION FOR CRITICAL THINKING/ 2178							
	19-00191	11-190-100-640-03-000-000-/ REG PROGRAM-UNDISTRIBUTE		CP	INV #62920	44744	639.92
				Total for FOUNDATION FOR CRITICAL THINKING/ 2178			\$639.92
FRIDMAN, ESTHER M.D./ 5738							
	19-00071	11-000-219-320-40-000-000-/ CHILD STUDY TEAM SVCS		CP	DOE 2/11, 3/11	44745	1,300.00
				Total for FRIDMAN, ESTHER M.D./ 5738			\$1,300.00
FRONTLINE TECHNOLOGIES GROUP LLC/ 5201							
	19-01171	11-000-222-500-68-000-000-/ ED MEDIA TECH SERVICE		CF	INV #INVUS95048	44746	2,542.82
				Total for FRONTLINE TECHNOLOGIES GROUP LLC/ 5201			\$2,542.82
FURST & ASSOCIATES, INC./ 6796							
	19-00384	11-000-222-500-68-000-000-/ ED MEDIA TECH SERVICE		CP	MARCH 2019	44747	1,865.50
				Total for Furst & Associates, Inc./ 6796			\$1,865.50

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

Run on 04/04/2019 at 02:15:19 PM

Page 6

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
<b>GALLAGHER, FRANK/ 7884</b>							
	19-1371	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44748	77.00
					<b>Total for GALLAGHER, FRANK/ 7884</b>		<b>\$77.00</b>
<b>GARCIA, MERCEDES/ 2228</b>							
	19-00074	11-000-219-320-40-000-000-/ CHILD STUDY TEAM SVCS		CP	FEB EVALS	44749	1,350.00
					<b>Total for GARCIA, MERCEDES/ 2228</b>		<b>\$1,350.00</b>
<b>GARCIA, RICHARD/ 2231</b>							
	19-00075	11-000-219-320-40-000-000-/ CHILD STUDY TEAM SVCS		CP	EVAL 2/25, 3/9	44750	900.00
					<b>Total for GARCIA, RICHARD/ 2231</b>		<b>\$900.00</b>
<b>GARDEN STATE ENVIRONMENTAL, INC./ 8538</b>							
	19-00207	11-000-262-590-71-558-000-/ MISC PURCHASED SVCS		CP	INV #14523	44751	1,100.00
					<b>Total for GARDEN STATE ENVIRONMENTAL, INC./ 8538</b>		<b>\$1,100.00</b>
<b>GENERAL PLUMBING/ 7480</b>							
	19-00180	11-000-262-610-71-612-000-/ PLUMBING/HEAT SUPPLIES		CP	#S8126515.001,S8134360.001	44752	46.05
					<b>Total for GENERAL PLUMBING/ 7480</b>		<b>\$46.05</b>
<b>GLOBAL OPERATIONS SECURITY SVCS INC./ 9114</b>							
	19-01148	20-434-200-890-35-000-000-/ NP SECURITY AID - MISC		CF	INV #11383, 11385	44753	14,602.75
					<b>Total for GLOBAL OPERATIONS SECURITY SVCS INC./ 9114</b>		<b>\$14,602.75</b>
<b>GOODE, RICHARD/ 8949</b>							
	19-1372	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44754	77.00
					<b>Total for GOODE, RICHARD/ 8949</b>		<b>\$77.00</b>
<b>GOVCONNECTION, INC./ 5400</b>							
	19-01004	11-000-222-600-20-000-000-/ ED MEDIA SUPPLIES		CF	INV #56522074	44755	276.39
	19-00064	11-000-222-600-68-000-000-/ SUPPLIES AND MATERIALS		CP	INV #56618606	44755	440.00
	19-00158	11-000-222-600-68-000-000-/ SUPPLIES AND MATERIALS		CP	INV #56585059,56629203	44755	422.34
					<b>Total for GOVCONNECTION, INC./ 5400</b>		<b>\$1,138.73</b>
<b>HAUGHTON, HOWARD/ 7151</b>							
	19-01014	50-910-310-890-63-000-000-/ FOOD SERVICE - MISC		CF	REIMBURSEMENT/LUNCH	44756	16.75
					<b>Total for HAUGHTON, HOWARD/ 7151</b>		<b>\$16.75</b>
<b>HENRY SCHEIN INC./ 2437</b>							

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

Run on 04/04/2019 at 02:15:19 PM

Page 7

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
	19-80234	11-000-213-600-98-000-000-/ HEALTH SUPPLIES		CF	INV #56404967	44757	241.18
				Total for HENRY SCHEIN INC./ 2437			\$241.18
HERNANDEZ, ANTONIO/ 9377							
	19-1365	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44758	60.00
				Total for HERNANDEZ, ANTONIO/ 9377			\$60.00
HIGH POINT SCHOOL OF BERGEN COUNTY/ 4195							
	19-00368	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	APRIL 2019	44759	16,284.96
	19-01094	20-253-100-500-40-000-000-/ OTHER PURCHASED SERVICES		CP	JAN-FEB-MAR-APR 2019	44759	21,034.74
				Total for HIGH POINT SCHOOL OF BERGEN COUNTY/ 4195			\$37,319.70
HOLTZMAN, RICH/ 9378							
	19-1369	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44760	83.00
				Total for HOLTZMAN, RICH/ 9378			\$83.00
HOLY NAME HOSPITAL/ 2491							
	19-01072	11-000-213-320-40-000-000-/ HEALTH - ED SERVICES		CF	VARIOUS ACCOUNTS	44761	1,782.00
	19-01138	11-000-213-320-40-000-000-/ HEALTH - ED SERVICES		CF	ACCT #81406199 201809	44761	347.00
	19-01099	11-000-213-320-40-000-000-/ HEALTH - ED SERVICES		CF	ACCT #81406675 201901	44761	347.00
	19-01149	11-000-213-320-40-000-000-/ HEALTH - ED SERVICES		CF	#81406757,81406761,81406782	44761	741.00
				Total for HOLY NAME HOSPITAL/ 2491			\$3,217.00
HOME DEPOT/ 2494							
	19-01184	11-000-262-610-71-609-000-/ LUMBER SUPPLIES		CF	ACCT #6035 3225 3503 5673	44762	595.05
		11-000-262-610-71-612-000-/ PLUMBING/HEAT SUPPLIES		CF	ACCT #6035 3225 3503 5673	44762	2,560.65
				Total for HOME DEPOT/ 2494			\$3,155.70
HOOVER TRUCK CENTERS INC./ 9009							
	19-00294	11-000-262-420-71-549-000-/ VEHICLE REPAIRS		CP	INV #129038F	44763	192.68
				Total for HOOVER TRUCK CENTERS INC./ 9009			\$192.68
HOUGHTON MIFFLIN HARCOURT/ 2144							
	19-01046	11-000-219-600-40-000-000-/ CHILD STUDY TEAM SUPPLY		CF	INV #954254243	44764	2,851.98
				Total for HOUGHTON MIFFLIN HARCOURT/ 2144			\$2,851.98
HOWARD INDUSTRIES, INC./ 6469							
	19-01037	11-000-219-600-40-000-000-/ CHILD STUDY TEAM SUPPLY		CF	INV #19-00848843	44765	40.99
				Total for Howard Industries, Inc./ 6469			\$40.99

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

Run on 04/04/2019 at 02:15:19 PM

Page 8



# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
<b>HOWARD, TERRY/ 9350</b>							
	19-01047	20-270-200-500-36-000-000-/ TITLE II OTHER SVC N/P		CF	PD REIMBURSMENT	44766	75.00
					<b>Total for HOWARD, TERRY/ 9350</b>		<b>\$75.00</b>
<b>INTERSTATE WASTE SERVICES/ 9173</b>							
	19-00317	11-000-261-420-71-524-000-/ DUMPSTERS/WASTE		CP	INV #0006251753	44767	600.00
					<b>Total for INTERSTATE WASTE SERVICES/ 9173</b>		<b>\$600.00</b>
<b>JENNIFER M. SULLIVAN LLC/ 6639</b>							
	19-00065	11-000-216-320-40-000-000-/ PURCHASED PROFESSIONAL -		CP	NARCH 2019	44768	5,043.25
					<b>Total for JENNIFER M. SULLIVAN LLC/ 6639</b>		<b>\$5,043.25</b>
<b>JEWEL ELECTRIC SUPPLY CO./ 2659</b>							
	19-00298	11-000-262-610-71-603-000-/ ELECTRICAL SUPPLIES		CP	VARIOUS INVOICES	44769	656.62
					<b>Total for JEWEL ELECTRIC SUPPLY CO./ 2659</b>		<b>\$656.62</b>
<b>KDDS III, INC./ 5912</b>							
	19-01107	20-253-100-500-40-000-000-/ OTHER PURCHASED SERVICES		CF	INV #NB2939038	44770	2,870.64
					<b>Total for KDDS III, INC./ 5912</b>		<b>\$2,870.64</b>
<b>KEYBOARD CONSULTANTS, INC./ 5832</b>							
	19-00731	11-190-100-610-03-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #84239	44771	280.00
					<b>Total for KEYBOARD CONSULTANTS, INC./ 5832</b>		<b>\$280.00</b>
<b>KOZEL, SUE/ 9352</b>							
	19-01049	20-270-200-500-36-000-000-/ TITLE II OTHER SVC N/P		CF	REIMB FOR PD	44772	75.00
					<b>Total for KOZEL, SUE/ 9352</b>		<b>\$75.00</b>
<b>LERCH, VINCI &amp; HIGGINS/ 5839</b>							
	17-02879	11-000-230-332-63-000-000-/ GEN ADMIN AUDIT FEES		CP	INV #30246,32648,32649	44773	4,010.00
					<b>Total for LERCH, VINCI &amp; HIGGINS/ 5839</b>		<b>\$4,010.00</b>
<b>LEV, JULIE/ 9353</b>							
	19-01050	20-270-200-500-36-000-000-/ TITLE II OTHER SVC N/P		CF	REIMB FOR PD	44774	75.00
					<b>Total for LEV, JULIE/ 9353</b>		<b>\$75.00</b>
<b>LIFE SAVERS, INC./ 7523</b>							
	19-01086	11-000-223-320-20-000-000-/ STAFF TRAINING ED SVCS		CF	INV #1563213	44775	115.00
					<b>Total for Life Savers, Inc./ 7523</b>		<b>\$115.00</b>
<b>LIFESAVERS, INC./ 8486</b>							

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

Run on 04/04/2019 at 02:15:19 PM

Page 9

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
	18-01527	P1-190-100-610-20-000-000-/ REG PROGRAM-UNDISTRIBUTE	18-01527	CF	INV #139249	44776	108.00
					<b>Total for LIFESAVERS, INC./ 8486</b>		<b>\$108.00</b>
<b>LONGO, GARY/ 8847</b>							
	19-1364	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44777	60.00
	19-1363	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44777	60.00
					<b>Total for LONGO, GARY/ 8847</b>		<b>\$120.00</b>
<b>LUBIN, KATLYNE - MD, MPH, FAAP/ 3664</b>							
	19-01070	11-000-219-320-40-000-000-/ CHILD STUDY TEAM SVCS		CP	INV #1447,1452,1455	44778	7,150.00
					<b>Total for LUBIN, KATLYNE - MD, MPH, FAAP/ 3664</b>		<b>\$7,150.00</b>
<b>MANNA LAUNDRY EQUIPMENT/ 8664</b>							
	19-01104	11-000-261-420-71-508-000-/ GENERAL REPAIRS		CF	INV #3153	44779	344.15
	19-01158	11-000-261-420-71-508-000-/ GENERAL REPAIRS		CF	INV #3377	44779	254.87
					<b>Total for MANNA LAUNDRY EQUIPMENT/ 8664</b>		<b>\$599.02</b>
<b>MATH-U-SEE INC./ 8034</b>							
	19-00453	20-501-100-640-36-000-000-/ N.P TEXTBOOKS		CF	INV #0531049-IN	44780	952.00
					<b>Total for MATH-U-SEE INC./ 8034</b>		<b>\$952.00</b>
<b>MILLER, JUNE/ 9355</b>							
	19-01052	20-270-200-500-36-000-000-/ TITLE II OTHER SVC N/P		CF	REIMB FOR PD	44781	75.00
					<b>Total for MILLER, JUNE/ 9355</b>		<b>\$75.00</b>
<b>MIRACLES IN COMMUNICATION OF NORTHERN NJ/ 7483</b>							
	19-00069	11-204-100-320-40-000-000-/ SPEC ED-LEARN & LANG DIS		CP	FEB - MARCH 2019	44782	2,310.00
					<b>Total for MIRACLES IN COMMUNICATION OF NORTHERN NJ/ 7483</b>		<b>\$2,310.00</b>
<b>MUNICIPAL CAPITAL CORP/ 6893</b>							
	19-00379	11-000-262-490-63-202-000-/ OTHER PURCHASED PROPERTY		CP	LEASE #19804, #7 of 60	44783	7,790.00
					<b>Total for MUNICIPAL CAPITAL CORP/ 6893</b>		<b>\$7,790.00</b>
<b>NASCO/ 2537</b>							
	19-80449	11-190-100-610-20-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #317259	44784	68.00
					<b>Total for NASCO/ 2537</b>		<b>\$68.00</b>
<b>NJ SCHOOL BOARDS INSURANCE GROUP/ 3320</b>							

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

Run on 04/04/2019 at 02:15:19 PM

Page 10

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
	19-00314	11-000-291-260-63-000-000-/ WORKER'S COMP INS		CP	INV #CON-0000024278	44785	21,123.96
				Total for NJ SCHOOL BOARDS INSURANCE GROUP/ 3320			\$21,123.96
NJ SCHOOL BOARDS ASSOC./ 2560							
	19-01065	11-000-230-890-63-000-000-/ GEN ADMIN OTHER OBJECTS		CF	INV #0000244217	44786	99.00
	19-01038	11-000-230-890-63-000-000-/ GEN ADMIN OTHER OBJECTS		CF	INV #0000242776	44786	50.00
	19-01044	11-000-230-890-63-000-000-/ GEN ADMIN OTHER OBJECTS		CF	INV #0000242806	44786	49.00
	19-01025	11-000-230-890-63-000-000-/ GEN ADMIN OTHER OBJECTS		CP	INV #0000242567	44786	149.00
	19-01128	11-000-230-890-63-000-000-/ GEN ADMIN OTHER OBJECTS		CF	INV #0000244217	44786	99.00
				Total for NJSBA/ 2560			\$446.00
NJASA/ 3319							
	19-00953	11-000-230-890-61-000-000-/ GEN ADMIN OTHER OBJECTS		CF	POLICY-PRACTICE 01/22/2019	44787	149.00
				Total for NJASA/ 3319			\$149.00
NJSBA/ 3333							
	19-01165	11-000-230-890-63-000-000-/ GEN ADMIN OTHER OBJECTS		CF	INV #0000244664	44788	99.00
				Total for NJSBA/ 3333			\$99.00
NORTH HUDSON ACADEMY/ 2573							
	19-00455	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	FEB - MARCH 2019	44789	18,104.10
				Total for NORTH HUDSON ACADEMY/ 2573			\$18,104.10
NORTH JERSEY MEDIA GROUP/ 3344							
	19-01112	11-000-230-890-63-000-000-/ GEN ADMIN OTHER OBJECTS		CF	AD #0004319029	44790	86.05
				Total for NORTH JERSEY MEDIA GROUP/ 3344			\$86.05
NORTHERN VALLEY REGIONAL H.S./ 4229							
	19-00130	11-000-216-320-40-000-000-/ PURCHASED PROFESSIONAL -		CP	JAN - FEB 2019	44791	3,271.13
	19-00403	11-000-100-562-40-000-000-/ TUITION IN STATE SPECIAL		CP	APR - MAY 2019	44791	63,068.34
	19-00612	11-000-100-562-40-000-000-/ TUITION IN STATE SPECIAL		CP	APR - MAY 2019	44791	8,414.58
				Total for NORTHERN VALLEY REGIONAL H.S./ 4229			\$74,754.05
OMNI CHEER/ 5316							
	19-00663	11-402-100-600-20-000-000-/ ATHLETICS		CF	INV #P0683310	44792	526.35
				Total for OMNI CHEER/ 5316			\$526.35
ORIENTAL TRADING CO./ 3410							

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

Run on 04/04/2019 at 02:15:19 PM

Page 11

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
	19-01102	20-218-100-600-02-000-000-/ PRESCHOOL SUPPLIES		CF	INV #695379387-01	44793	289.96
					<b>Total for ORIENTAL TRADING CO. INC./ 3410</b>		<b>\$289.96</b>
<b>PARCO SCIENTIFIC CO/ 6922</b>							
	19-80362	11-190-100-610-20-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #PU107493	44794	53.75
	19-80349	11-190-100-610-20-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #PU107492	44794	57.75
					<b>Total for Parco Scientific Co/ 6922</b>		<b>\$111.50</b>
<b>PASCACK VALLEY REG H.S. DSTRCT/ 4978</b>							
	19-00446	20-253-100-500-40-000-000-/ OTHER PURCHASED SERVICES		CP	APRIL 2019	44795	8,957.00
					<b>Total for PASCACK VALLEY REG H.S. DSTRCT/ 4978</b>		<b>\$8,957.00</b>
<b>PLAY WITH A PURPOSE/ 6338</b>							
	19-00725	20-218-100-600-02-000-000-/ PRESCHOOL SUPPLIES		CF	INV #9553887	44796	637.11
					<b>Total for PLAY WITH A PURPOSE/ 6338</b>		<b>\$637.11</b>
<b>POMPTONIAN FOOD SERVICE/ 3536</b>							
	19-00211	50-910-310-500-63-000-000-/ FOOD SERVICES		CP	WK ENDING 3/15, 3/22, 3/29	44797	155,703.15
					<b>Total for POMPTONIAN FOOD SERVICE/ 3536</b>		<b>\$155,703.15</b>
<b>PRANITIS, LEONORA/ 3546</b>							
	19-01092	11-000-270-514-40-000-000-/ TRANS SPECIAL VENDORS		CF	STUDENT #144898	44798	3,624.50
					<b>Total for PRANITIS, LEONORA/ 3546</b>		<b>\$3,624.50</b>
<b>PRNY, PC/ 8693</b>							
	19-00271	11-000-216-320-40-000-000-/ PURCHASED PROFESSIONAL -		CP	FEB 2019	44799	540.00
					<b>Total for PRNY, PC/ 8693</b>		<b>\$540.00</b>
<b>R.D. SALES, LLC./ 3630</b>							
	19-00296	11-000-261-420-71-526-000-/ LOCKSMITH SERVICES		CP	INV #DH16200,DH16212	44800	1,441.50
					<b>Total for R.D. SALES, INC./ 3630</b>		<b>\$1,441.50</b>
<b>RANCONCAS VALLEY REGIONAL HIGH SCHOOL/ 8206</b>							
	19-00678	11-000-270-514-40-000-000-/ TRANS SPECIAL VENDORS		CP	SEPT, OCT, 2018 7 FEB 2019	44801	899.67
					<b>Total for RANCONCAS VALLEY REGIONAL HIGH SCHOOL/ 8206</b>		<b>\$899.67</b>
<b>REALLY GOOD STUFF/ 1307</b>							
	19-01100	11-190-100-610-02-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #6843306	44802	1,693.13

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

Run on 04/04/2019 at 02:15:19 PM

Page 12

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
Total for REALLY GOOD STUFF/ 1307							\$1,693.13
REINER GROUP, INC./ 7838							
	19-00945	12-000-100-732-20-000-000-/ EQUIPMENT NON INSTRUCTIO		CF	QUARLES SCHOOL PROJECT	44803	12,643.00
Total for REINER GROUP, INC./ 7838							\$12,643.00
RICKARD REHABILITATION SERVICE/ 3697							
	19-00044	11-000-216-320-40-000-000-/ PURCHASED PROFESSIONAL -		CP	FEB 2019	44804	1,498.50
Total for RICKARD REHABILITATION SERVICE/ 3697							\$1,498.50
RIDGEFIELD BOARD OF ED./ 2712							
	19-00370	11-000-100-562-40-000-000-/ TUITION IN STATE SPECIAL		CP	FEB 2019	44805	11,401.00
	19-00390	11-000-216-320-40-000-000-/ PURCHASED PROFESSIONAL -		CP	FEB 2019	44805	1,080.00
Total for RIDGEFIELD BOARD OF ED./ 2712							\$12,481.00
RIST, JULIANE/ 9354							
	19-01051	20-270-200-500-36-000-000-/ TITLE II OTHER SVC N/P		CF	REIMB FOR PD	44806	75.00
Total for RIST, JULIANE/ 9354							\$75.00
ROSE, DEREK/ 7768							
	19-00767	11-000-270-503-30-000-000-/ AID IN LIEU NON PUBLIC		CF	AID IN LIEU NON PUBLIC	44807	122.10
Total for ROSE, DEREK/ 7768							\$122.10
SAGE DAY/ 3784							
	19-00371	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	APRIL 2019	44808	11,390.00
Total for SAGE DAY/ 3784							\$11,390.00
SAL ELECTRIC CO., INC./ 3788							
	19-01161	11-000-261-420-71-513-000-/ PLUMBING/HEATING		CF	INV #19-1268	44809	3,934.84
Total for SAL ELECTRIC/ 3788							\$3,934.84
SCHOLASTIC CLASSROOM MAGAZINES/ 3845							
	19-00502	11-190-100-610-03-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #M6684541	44810	3,603.60
	19-00504	11-190-100-610-20-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #M6684573	44810	384.62
Total for SCHOLASTIC CLASSROOM MAGAZINES/ 3845							\$3,988.22
SCHOOL HEALTH SUPPLY CO/ 2768							
	19-00591	11-000-213-600-20-000-000-/ HEALTH SUPPLIES		CF	INV #3518454-00	44811	749.97
Total for SCHOOL HEALTH CORP/ 2768							\$749.97

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

Run on 04/04/2019 at 02:15:19 PM

Page 13



# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
<b>SCHOOL SPECIALTY ED ESSENTIALS/ 4964</b>							
	19-01093	11-190-100-610-05-000-000-/ GENERAL SUPPLIES		CF	INV #208122569197	44812	100.85
	19-01088	11-190-100-610-05-000-000-/ GENERAL SUPPLIES		CF	INV #208122569203	44812	41.16
	19-80037	11-190-100-610-03-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308103147639	44812	252.04
	19-80021	11-190-100-610-03-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308103147611	44812	200.00
	19-80017	11-190-100-610-03-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308103147589	44812	199.99
	19-80014	11-190-100-610-03-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308103147640	44812	195.30
	19-80053	11-190-100-610-98-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308103151876	44812	199.99
	18-70123	P1-190-100-610-10-000-000-/ REG PROGRAM-UNDISTRIBUTE	18-70123	CF	INV #208119431052	44812	1,039.99
<b>Total for SCHOOL SPECIALTY ED ESSENTIALS/ 4964</b>							<b>\$2,229.32</b>
<b>SCIARRILLO - CORNELL LAW OFFICE/ 8342</b>							
	19-01097	11-000-230-331-63-401-000-/ GENERAL ADMIN LEGAL FEES		CF	INV #8810,8811,8812,8813,8814	44813	63,034.07
	19-01177	11-000-230-331-63-401-000-/ GENERAL ADMIN LEGAL FEES		CF	INV #9043,9044,9045,9046,9047	44813	43,220.71
<b>Total for SCIARRILLO - CORNELL LAW OFFICE/ 8342</b>							<b>\$106,254.78</b>
<b>SERVIDEO, FRANK/ 8254</b>							
	19-1366	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44814	70.00
<b>Total for SERVIDEO, FRANK/ 8254</b>							<b>\$70.00</b>
<b>SHARP ELEVATOR COMPANY, INC./ 3882</b>							
	19-00159	11-000-261-420-71-528-000-/ ELEVATOR REPAIRS		CP	INV #45138EC, 45048MAINT	44815	900.00
<b>Total for SHARP ELEVATOR COMPANY, INC./ 3882</b>							<b>\$900.00</b>
<b>SOUTH BERGEN JOINTURE COMMISSION/ 3957</b>							
	19-00735	11-000-270-511-63-000-000-/ TRANS - DISPLACED		CF	VARIOUS INVOICES	44816	181,153.47
		11-000-270-513-00-000-000-/ CONTR SERV NON PUBLIC		CP	VARIOUS INVOICES	44816	63,702.39
	19-00372	11-000-100-562-40-000-000-/ TUITION IN STATE SPECIAL		CP	INV #56114	44816	11,500.00
	19-00286	11-000-270-515-40-000-000-/ TRANS SPEC JOINTURE		CF	INV #55915,56046	44816	227,069.77
	19-00321	11-000-216-320-40-000-000-/ PURCHASED PROFESSIONAL -		CP	VARIOUS INVOICES	44816	49,551.74
<b>Total for SOUTH BERGEN JOINTURE COMMISSION/ 3957</b>							<b>\$532,977.37</b>
<b>SPECTROTEL/ 8624</b>							
	19-00024	11-000-230-530-71-615-000-/ COMMUNICATION TELEPHONE		CP	ACCT #346472	44817	5,709.59
<b>Total for SPECTROTEL/ 8624</b>							<b>\$5,709.59</b>
<b>STANDARDS SOLUTION LLC/ 7456</b>							

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

Run on 04/04/2019 at 02:15:19 PM

Page 14

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
	19-00972	20-253-200-300-40-000-040-000/ PURCH PROFESSIONAL CEIS		CP	INV #3388	44818	2,200.00
				Total for Standards Solution LLC/ 7456			\$2,200.00
STAPLES ADVANTAGE/ 6570							
	18-01530	11-190-100-610-60-000-000-/ GENERAL SUPPLIES		CP	INV #3380920221	44819	151.06
				Total for STAPLES ADVANTAGE/ 6570			\$151.06
STAPLES CONTRACT & COMMERCIAL, INC./ 8593							
	19-80331	11-190-100-610-05-000-000-/ GENERAL SUPPLIES		CF	INV #3388486530	44820	187.96
	19-80328	11-190-100-610-05-000-000-/ GENERAL SUPPLIES		CF	#3388486519,3389662640	44820	246.70
	19-80323	11-190-100-610-05-000-000-/ GENERAL SUPPLIES		CF	INV #3388303346	44820	85.65
	19-00687	11-190-100-610-20-000-000-/ REG PROGRAM-UNDISTRIBUTE		CP	INV #3399535274	44820	1,047.11
	19-80314	11-190-100-610-10-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3388486509	44820	199.75
	19-80287	11-190-100-610-03-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3391039276,3391039272	44820	198.24
	19-80288	11-190-100-610-03-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3391039257	44820	199.89
	19-80297	11-190-100-610-20-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3388486431	44820	200.00
	19-80303	11-190-100-610-20-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3388486455,3388486449	44820	166.79
	19-80322	11-190-100-610-10-000-000-/ REG PROGRAM-UNDISTRIBUTE		CP	INV #3388303345	44820	96.10
	19-80306	11-190-100-610-20-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	ORD #168430142	44820	200.00
	19-80312	11-190-100-610-02-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	ORD #168426834	44820	192.07
				Total for STAPLES CONTRACT & COMMERCIAL, INC./ 8593			\$3,020.26
TEANECK FLOWERS AND GIFT/ 5199							
	19-01197	11-190-100-500-20-000-000-/ REG PROGRAM-UNDISTRIBUTE		CF	ACCT #2019626000	44821	177.14
				Total for TEANECK FLOWERS AND GIFT/ 5199			\$177.14
THE COMMUNITY SCHOOL/ 4605							
	19-00364	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	APRIL 2019	44822	9,417.32
				Total for THE COMMUNITY SCHOOL/ 4605			\$9,417.32
THE CTC ACADEMY, INC./ 4223							
	19-00362	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	APRIL - MAY 2019	44823	19,950.00
				Total for THE CTC ACADEMY, INC./ 4223			\$19,950.00
THE HOLMSTEAD SCHOOL/ 2918							
	19-00369	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	MARCH 2019 LESS CREDITS	44824	4,000.88
				Total for THE HOLMSTEAD SCHOOL/ 2918			\$4,000.88

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

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
<b>THE WINDWARD SCHOOL/ 8902</b>							
	19-00700	20-270-200-500-36-000-000-/ TITLE II OTHER SVC N/P		CF	INV #776	44825	345.00
					<b>Total for THE WINDWARD SCHOOL/ 8902</b>		<b>\$345.00</b>
<b>TIGHE, SUSAN/ 9351</b>							
	19-01048	20-270-200-500-36-000-000-/ TITLE II OTHER SVC N/P		CF	REIMB FOR PD	44826	75.00
					<b>Total for TIGHE, SUSAN/ 9351</b>		<b>\$75.00</b>
<b>TRI-STATE FOLDING PARTITIONS I/ 4296</b>							
	19-01121	11-402-100-500-20-000-000-/ ATHLETICS		CF	INV #4218	44827	2,350.00
					<b>Total for TRI-STATE FOLDING PARTITIONS I/ 4296</b>		<b>\$2,350.00</b>
<b>UNITED MOTOR PARTS INC./ 8791</b>							
	19-00126	11-000-262-420-71-549-000-/ VEHICLE REPAIRS		CP	VARIOUS INVOICES LESS CR	44828	147.17
					<b>Total for UNITED MOTOR PARTS INC./ 8791</b>		<b>\$147.17</b>
<b>W.W. GRAINGER INC/ 2060</b>							
	19-00108	11-000-262-610-71-610-000-/ MISC SUPPLIES		CP	VARIOUS INVOICES	44829	1,155.21
					<b>Total for W.W. GRAINGER INC/ 2060</b>		<b>\$1,155.21</b>
<b>WALSH-MERKEL, ROBYN MA, CCC-SLP/ 4740</b>							
	19-00068	11-204-100-320-40-000-000-/ SPEC ED-LEARN & LANG DIS		CP	EVAL DATES 3/5, 12,19,26	44830	540.00
					<b>Total for WALSH-MERKEL, ROBYN MA, CCC-SLP/ 4740</b>		<b>\$540.00</b>
<b>WARREN, TESHAWN/ 7185</b>							
	19-1367	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44831	60.00
	19-1368	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44831	60.00
					<b>Total for WARREN, TESHAWN/ 7185</b>		<b>\$120.00</b>
<b>WB MASON CO., INC./ 5743</b>							
	19-00665	11-000-222-600-68-000-000-/ SUPPLIES AND MATERIALS		CF	#161873984,164362970,LESS CR	44832	225.10
					<b>Total for WB MASON CO., INC./ 5743</b>		<b>\$225.10</b>
<b>WESTBRIDGE ACADEMY, INC./ 8932</b>							
	19-00373	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	APRIL 2019 LESS CR ADJ	44833	5,340.92
					<b>Total for WESTBRIDGE ACADEMY, INC./ 8932</b>		<b>\$5,340.92</b>
<b>WILLIAM PATERSON UNIVERSITY/ 5427</b>							
	19-00667	11-000-223-580-98-000-000-/ STAFF TRAINING TRAVEL		CF	INV #19163	44834	99.00

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

Run on 04/04/2019 at 02:15:19 PM

Page 16

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
<b>Unposted Checks</b>							
<b>WINDSOR BERGEN ACADEMY, INC./ 8422</b>							
	19-00374	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	MARCH - APRIL 2019 LESS CR ADJ	44835	1,694.61
	19-00611	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	APRIL 2019, LESS CR ADJ	44835	7,780.48
<b>Total for WINDSOR BERGEN ACADEMY, INC./ 8422</b>							<b>\$9,475.09</b>
<b>WINDSOR LEARNING CENTER/ 7841</b>							
	19-01095	20-253-100-500-40-000-000-/ OTHER PURCHASED SERVICES		CP	JAN, FEB, MAR, APR 2019	44836	17,980.00
	19-00377	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	APRIL 2019 LESS CR ADJ	44836	13,950.00
<b>Total for WINDSOR LEARNING CENTER/ 7841</b>							<b>\$31,930.00</b>
<b>WRIGHT, SHANA/ 9340</b>							
	19-01142	11-000-240-500-20-000-000-/ OTHER PURCHASED SERVICES		CF	JAN 22-28 2019, SVC DATE	44837	2,903.85
<b>Total for WRIGHT, SHANA/ 9340</b>							<b>\$2,903.85</b>
<b>YANCIUS, AL/ 7833</b>							
	19-1373	11-402-100-500-20-000-000-/ ATHLETICS		CF	ATHLETICS	44838	70.00
<b>Total for YANCIUS, AL/ 7833</b>							<b>\$70.00</b>
<b>YOUTH CONSULTATION SERVICE/ 4580</b>							
	19-00410	11-000-100-566-40-000-000-/ TUTION PSD IN STATE		CP	FEB 2019	44839	7,185.78
<b>Total for YOUTH CONSULTATION SERVICE/ 4580</b>							<b>\$7,185.78</b>
<b>Z &amp; Z SUPPLY INC./ 8630</b>							
	19-01030	11-000-262-610-71-612-000-/ PLUMBING/HEAT SUPPLIES		CP	INV #S4271198.001	44840	172.73
<b>Total for Z &amp; Z SUPPLY INC./ 8630</b>							<b>\$172.73</b>
<b>Total for Unposted Checks</b>							<b>\$2,661,072.80</b>

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

Run on 04/04/2019 at 02:15:19 PM

Page 17

# Englewood Public School District

## Bills And Claims Report By Vendor Name

for Batches 58,59 and Check Date is from 04/01/2019 to 04/30/2019

va\_bill5.102317  
03/01/2019

*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 04/04/2019 at 02:15:19 PM

Fund Summary		Fund	Sub	Computer	Computer	Hand	Hand	Total
Category	Fund		Fund	Checks	Checks Non/AP	Checks	Checks Non/AP	Checks
10	10		10	\$261,049.00				\$261,049.00
10	11		11	\$1,872,220.62				\$1,872,220.62
10	12		12	\$65,118.22				\$65,118.22
10	P1		P1	\$1,147.99				\$1,147.99
Fund 10	TOTAL			\$2,199,535.83				\$2,199,535.83
20	20		20	\$305,796.87				\$305,796.87
50	50		50	\$155,740.10				\$155,740.10
GRAND	TOTAL			\$2,661,072.80	\$0.00	\$0.00	\$0.00	\$2,661,072.80

Chairman Finance Committee

Member Finance Committee



**Englewood Public School District**  
**Bills And Claims Report By Account Number**  
 PAYROLL OF MARCH 15, 2019

va\_bill1.102317  
 02/01/2019

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
11-000-211-100-60-101-000- SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	4,388.91
11-000-211-172-74-000-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	4,236.25
11-000-211-172-76-000-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	2,567.50
11-000-211-173-60-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	6,107.70
11-000-211-173-67-103-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	61.00
11-000-213-100-67-103-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	750.00
11-000-213-100-73-101-000- HEALTH SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	22	4,236.25
11-000-213-100-74-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	22	3,274.00
11-000-213-100-76-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	22	2,880.00
11-000-213-100-77-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	22	2,374.20
11-000-213-100-85-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	22	4,709.30
11-000-213-100-98-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	22	2,374.20
11-000-216-100-40-101-000- RELATED SERVICES SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	RELATED SERVICES SALARY	22	38,811.28
11-000-218-104-73-101-000- GUIDANCE SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GUIDANCE SALARY	22	1,472.25
11-000-218-104-76-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GUIDANCE SALARY	22	8,704.90
11-000-218-104-77-101-000-							

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

# Englewood Public School District

## Bills And Claims Report By Account Number

PAYROLL OF MARCH 15, 2019

va\_bill1.102317  
02/01/2019

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
GUIDANCE SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GUIDANCE SALARY	22	24,279.30
11-000-219-104-40-101-000- CHILD STUDY TEAM SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	CHILD STUDY TEAM SALARY	22	57,311.32
11-000-219-105-40-101-000- CHILD STUDY TEAM SEC	19-0010		4614 / E.B.O.E.- PAYROLL	HP	CHILD STUDY TEAM SEC	22	2,798.45
11-000-221-102-60-101-000- SAL OF SUPERVISOR OF INS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL OF SUPERVISOR OF INS	22	5,725.91
11-000-221-102-64-101-000- IMPVT OF INSTRUCTION SAL	19-0010		4614 / E.B.O.E.- PAYROLL	HP	IMPVT OF INSTRUCTION SAL	22	17,046.37
11-000-222-100-60-101-000- ED MEDIA SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	22	12,450.50
11-000-222-100-60-104-000- SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	501.44
11-000-222-100-73-101-000-  	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	3,507.00
11-000-222-100-74-101-000-  	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	1,943.45
11-000-222-100-76-101-000- ED MEDIA SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	22	2,077.50
11-000-222-100-77-101-000-  	19-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	22	2,136.05
11-000-230-100-61-101-000- GENERAL ADMIN SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GENERAL ADMIN SALARY	22	10,790.16
11-000-230-100-67-103-000-  	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GENERAL ADMIN SALARY	22	171.35
11-000-240-103-60-101-000- SALARIES OF PRINCIPALS/A	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF PRINCIPALS/A	22	5,909.75
11-000-240-103-73-101-000- SCHOOL ADMIN SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	22	12,668.78
11-000-240-103-74-101-000-  	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	22	6,487.62

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

# Englewood Public School District

## Bills And Claims Report By Account Number

va\_bill1.102317

02/01/2019

PAYROLL OF MARCH 15, 2019

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
11-000-240-103-75-101-000- SCHOOL ADMIN SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	22	11,469.29
11-000-240-103-76-101-000- SCHOOL ADMIN SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	22	17,422.82
11-000-240-103-77-101-000- SCHOOL ADMIN SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	22	19,543.58
11-000-251-100-63-000-000- CENTRAL SERVICE SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	CENTRAL SERVICE SALARY	22	24,284.93
11-000-251-100-69-000-000- CENTRAL SERVICES SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	CENTRAL SERVICES SALARY	22	10,675.10
11-000-252-100-68-000-000- SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	10,384.58
11-000-261-100-71-101-000- SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	3,065.20
11-000-262-104-71-000-000- SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	22	5,526.20
11-000-266-100-60-101-000- SECURITY SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SECURITY SALARIES	22	30,017.03
11-000-270-160-60-000-000- SAL. FOR PUPIL TRANS(BET	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL. FOR PUPIL TRANS(BET	22	4,564.75
11-000-270-162-60-000-000- SAL. FOR PUPIL TRANS(BET	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL. FOR PUPIL TRANS(BET	22	5,118.63
11-110-100-101-67-103-000- PRESCHOOL/KINDERGARTEN -	19-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL/KINDERGARTEN -	22	300.00
11-110-100-101-80-102-000- REG PROGRAM-PRESCH/KINDE	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-PRESCH/KINDE	22	125.00
11-110-100-101-84-101-000- PRESCHOOL/KINDERGARTEN -	19-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL/KINDERGARTEN -	22	3,716.50
11-110-100-101-85-101-000- REG PROGRAM-PRESCH/KINDE	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-PRESCH/KINDE	22	50,634.85
11-120-100-101-67-103-000- PRESCHOOL/KINDERGARTEN -							

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

Run on 03/14/2019 at 12:15:46 PM

Page 3

# Englewood Public School District

## Bills And Claims Report By Account Number

PAYROLL OF MARCH 15, 2019

va\_bill1.102317  
02/01/2019

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
REG PROGRAM-GRADES 1-5	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	22	5,572.88
11-120-100-101-73-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	22	62,532.10
11-120-100-101-74-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	22	104,613.09
11-120-100-101-80-102-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	22	700.00
11-130-100-101-67-103-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	22	213.50
REG PROGRAM-GRADES 6-8	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	22	213.50
11-130-100-101-73-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 6-8 - SALARIES OF	22	5,240.40
GRADES 6-8 - SALARIES OF	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 6-8 - SALARIES OF	22	5,240.40
11-130-100-101-76-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	22	117,020.01
REG PROGRAM-GRADES 6-8	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	22	117,020.01
11-140-100-101-67-103-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	22	4,615.35
REG PROGRAM-GRADES 9-12	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	22	4,615.35
11-140-100-101-77-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	22	148,636.33
11-140-100-101-98-000-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	22	137,073.78
11-150-100-101-40-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HOME INSTRUCTION	22	1,921.50
HOME INSTRUCTION	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HOME INSTRUCTION	22	1,921.50
11-204-100-101-40-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-LEARN & LANG DIS	22	63,087.60
SPEC ED-LEARN & LANG DIS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-LEARN & LANG DIS	22	63,087.60
11-209-100-101-40-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-BEHAVIOR DISABLE	22	2,757.00
SPEC ED-BEHAVIOR DISABLE	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-BEHAVIOR DISABLE	22	2,757.00
11-212-100-101-40-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	MULTIPLE DISABILITIES	22	39,693.55
MULTIPLE DISABILITIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	MULTIPLE DISABILITIES	22	39,693.55
11-213-100-101-40-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	RESOURCE ROOM/CENTER	22	83,828.80
RESOURCE ROOM/CENTER	19-0010		4614 / E.B.O.E.- PAYROLL	HP	RESOURCE ROOM/CENTER	22	83,828.80
11-216-100-101-40-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-PRE HANDI FULL T	22	23,671.50
SPEC ED-PRE HANDI FULL T	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-PRE HANDI FULL T	22	23,671.50

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

# Englewood Public School District

## Bills And Claims Report By Account Number

PAYROLL OF MARCH 15, 2019

va\_bill1.102317  
02/01/2019

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
11-240-100-101-73-101-000- BILINGUAL ED	19-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	22	18,849.50
11-240-100-101-74-101-000- BILINGUAL ED	19-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	22	34,994.40
11-240-100-101-76-101-000- BILINGUAL ED	19-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	22	7,231.00
11-240-100-101-77-101-000- BILINGUAL ED	19-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	22	9,317.24
11-240-100-101-85-101-000- BILINGUAL ED	19-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	22	5,240.40
11-402-100-100-77-101-000- ATHLETICS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	ATHLETICS	22	1,570.00
20-218-100-101-02-000-000- PRESCHOOL SAL OF TEACH	19-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL SAL OF TEACH	22	30,960.75
20-218-200-104-02-000-000- SALARIES OF OTHER PROFES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF OTHER PROFES	22	7,717.00
20-231-100-100-66-103-003- TITLE I -SAL EXTRA COMP	19-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I -SAL EXTRA COMP	22	5,413.76
20-231-100-100-66-103-005- TITLE I - SAL EXTRA COMP	19-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I - SAL EXTRA COMP	22	5,688.27
20-231-100-100-66-103-010- TITLE I EXTRA COMP JEDMS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I EXTRA COMP JEDMS	22	1,151.38
20-231-200-100-66-000-002- SAL INST SUPPORT	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL INST SUPPORT	22	2,359.21
20-231-200-100-66-000-003- SAL INST. SUPPORT	19-0010		4614 / E.B.O.E.- PAYROLL	HF	SAL INST. SUPPORT	22	3,117.55
20-231-200-100-66-000-005- SAL INST. SUPPORT	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL INST. SUPPORT	22	2,949.04
20-231-200-100-66-000-010- SAL INST SUPPORT	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL INST SUPPORT	22	1,946.70
20-231-200-100-66-000-020- SAL INST SUPPORT							

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



**Englewood Public School District**  
**Bills And Claims Report By Account Number**  
 PAYROLL OF MARCH 15, 2019

va\_bill1.102317  
 02/01/2019

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
SAL INST SUPPORT	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL INST SUPPORT	22	5,263.30
20-253-100-100-40-000-040- SALARIES OF TEACH CEIS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF TEACH CEIS	22	3,716.50
Total for Unposted Checks							\$1,398,264.54

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

Run on 03/14/2019 at 12:15:46 PM

Page 6

**Englewood Public School District**  
**Bills And Claims Report By Account Number**  
PAYROLL OF MARCH 15, 2019

va\_bill1.102317  
02/01/2019

*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 03/14/2019 at 12:15:46 PM

**Fund Summary**

Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11			\$1,327,981.08		\$1,327,981.08
20	20			\$70,283.46		\$70,283.46
GRAND	TOTAL	\$0.00	\$0.00	\$1,398,264.54	\$0.00	\$1,398,264.54

Chairman Finance Committee

Member Finance Committee

# Englewood Public School District

## Bills And Claims Report By Account Number

MARCH 29, 2019 PAYROLL

va\_bill1.102317  
03/01/2019

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
11-000-211-100-60-101-000- SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	23	4,388.91
11-000-211-172-74-000-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	23	4,236.25
11-000-211-172-76-000-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	23	2,567.50
11-000-211-173-60-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	23	5,607.12
11-000-213-100-60-102-000- HEALTH SERVICES SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SERVICES SALARY	23	1,350.00
11-000-213-100-73-101-000- HEALTH SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	23	4,236.25
11-000-213-100-74-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	23	3,274.00
11-000-213-100-76-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	23	2,880.00
11-000-213-100-77-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	23	2,374.20
11-000-213-100-85-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	23	4,709.30
11-000-213-100-98-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	23	2,374.20
11-000-216-100-40-101-000- RELATED SERVICES SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	RELATED SERVICES SALARY	23	38,811.28
11-000-218-104-73-101-000- GUIDANCE SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GUIDANCE SALARY	23	1,472.25
11-000-218-104-76-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GUIDANCE SALARY	23	8,704.90
11-000-218-104-77-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GUIDANCE SALARY	23	24,279.30
11-000-219-104-40-101-000-							

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

# Englewood Public School District

## Bills And Claims Report By Account Number

MARCH 29, 2019 PAYROLL

va\_bill1.102317  
03/01/2019

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
CHILD STUDY TEAM SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	CHILD STUDY TEAM SALARY	23	57,311.32
<del>11-000-219-105-40-101-000-</del> CHILD STUDY TEAM SEC	19-0010		4614 / E.B.O.E.- PAYROLL	HP	CHILD STUDY TEAM SEC	23	2,675.00
<del>11-000-221-102-60-101-000-</del> SAL OF SUPERVISOR OF INS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL OF SUPERVISOR OF INS	23	5,725.91
<del>11-000-221-102-64-101-000-</del> IMPVT OF INSTRUCTION SAL	19-0010		4614 / E.B.O.E.- PAYROLL	HP	IMPVT OF INSTRUCTION SAL	23	17,046.37
<del>11-000-222-100-60-101-000-</del> ED MEDIA SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	23	12,041.86
<del>11-000-222-100-60-104-000-</del> SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	23	290.29
<del>11-000-222-100-73-101-000-</del>	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	23	3,507.00
<del>11-000-222-100-74-101-000-</del>	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	23	1,943.45
<del>11-000-222-100-76-101-000-</del> ED MEDIA SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	23	2,077.50
<del>11-000-222-100-77-101-000-</del>	19-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	23	2,136.05
<del>11-000-223-104-60-000-000-</del> STAFF TRAINING SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	STAFF TRAINING SALARY	23	305.00
<del>11-000-230-100-61-101-000-</del> GENERAL ADMIN SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GENERAL ADMIN SALARY	23	10,942.60
<del>11-000-230-100-67-103-000-</del>	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GENERAL ADMIN SALARY	23	154.22
<del>11-000-240-103-60-101-000-</del> SALARIES OF PRINCIPALS/A	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF PRINCIPALS/A	23	5,909.75
<del>11-000-240-103-73-101-000-</del> SCHOOL ADMIN SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	23	12,668.78
<del>11-000-240-103-74-101-000-</del>	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	23	6,487.62

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

# Englewood Public School District

## Bills And Claims Report By Account Number

MARCH 29, 2019 PAYROLL

va\_bill1.102317  
03/01/2019

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
11-000-240-103-75-101-000- SCHOOL ADMIN SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	23	11,469.29
11-000-240-103-76-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	23	17,422.82
11-000-240-103-77-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	23	19,543.58
11-000-251-100-63-000-000- CENTRAL SERVICE SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	CENTRAL SERVICE SALARY	23	24,637.05
11-000-251-100-69-000-000- CENTRAL SERVICES SALARY	19-0010		4614 / E.B.O.E.- PAYROLL	HP	CENTRAL SERVICES SALARY	23	10,397.82
11-000-252-100-68-000-000- SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	23	10,384.58
11-000-261-100-71-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	23	3,065.20
11-000-262-104-71-000-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	23	5,526.20
11-000-266-100-60-101-000- SECURITY SALARIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SECURITY SALARIES	23	34,072.64
11-000-270-160-60-000-000- SAL. FOR PUPIL TRANS(BET	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL. FOR PUPIL TRANS(BET	23	4,564.75
11-000-270-162-60-000-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL. FOR PUPIL TRANS(BET	23	5,161.90
11-110-100-101-67-103-000- PRESCHOOL/KINDERGARTEN -	19-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL/KINDERGARTEN -	23	461.00
11-110-100-101-84-101-000-	19-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL/KINDERGARTEN -	23	3,716.50
11-110-100-101-85-101-000- REG PROGRAM-PRESCH/KINDE	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-PRESCH/KINDE	23	50,634.85
11-120-100-101-67-103-000- REG PROGRAM-GRADES 1-5	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	23	5,083.00
11-120-100-101-73-101-000-							

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



# Englewood Public School District

## Bills And Claims Report By Account Number

MARCH 29, 2019 PAYROLL

va\_bill1.102317

03/01/2019

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
REG PROGRAM-GRADES 1-5	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	23	62,532.10
11-120-100-101-74-101-000-							
	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	23	104,613.09
11-120-100-101-80-102-000-							
	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	23	1,000.00
11-130-100-101-67-103-000-							
REG PROGRAM-GRADES 6-8	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	23	1,484.08
11-130-100-101-73-101-000-							
GRADES 6-8 - SALARIES OF	19-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 6-8 - SALARIES OF	23	7,098.65
11-130-100-101-76-101-000-							
REG PROGRAM-GRADES 6-8	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	23	118,797.51
11-140-100-101-67-103-000-							
REG PROGRAM-GRADES 9-12	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	23	4,909.35
11-140-100-101-77-101-000-							
	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	23	148,892.33
11-140-100-101-98-000-000-							
	19-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	23	137,073.78
11-204-100-101-40-101-000-							
SPEC ED-LEARN & LANG DIS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-LEARN & LANG DIS	23	63,087.60
11-209-100-101-40-101-000-							
SPEC ED-BEHAVIOR DISABLE	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-BEHAVIOR DISABLE	23	2,757.00
11-212-100-101-40-101-000-							
MULTIPLE DISABILITIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	MULTIPLE DISABILITIES	23	38,788.30
11-213-100-101-40-101-000-							
RESOURCE ROOM/CENTER	19-0010		4614 / E.B.O.E.- PAYROLL	HP	RESOURCE ROOM/CENTER	23	85,118.80
11-216-100-101-40-101-000-							
SPEC ED-PRE HANDI FULL T	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-PRE HANDI FULL T	23	23,421.50
11-240-100-101-73-101-000-							
BILINGUAL ED	19-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	23	19,359.50
11-240-100-101-74-101-000-							
	19-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	23	39,136.90

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

Run on 03/27/2019 at 11:54:28 AM

Page 4

# Englewood Public School District

## Bills And Claims Report By Account Number

va\_bill1.102317

03/01/2019

MARCH 29, 2019 PAYROLL

Account # Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
11-240-100-101-76-101-000- BILINGUAL ED	19-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	23	7,231.00
11-240-100-101-77-101-000- BILINGUAL ED	19-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	23	9,317.24
11-240-100-101-85-101-000- BILINGUAL ED	19-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	23	5,240.40
11-401-100-100-77-101-000- COCURRICULAR ACTIVITIES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	COCURRICULAR ACTIVITIES	23	2,835.00
11-402-100-100-77-101-000- ATHLETICS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	ATHLETICS	23	183.00
20-218-100-101-02-000-000- PRESCHOOL SAL OF TEACH	19-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL SAL OF TEACH	23	30,960.75
20-218-200-104-02-000-000- SALARIES OF OTHER PROFES	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF OTHER PROFES	23	7,717.00
20-231-100-100-66-103-005- TITLE I - SAL EXTRA COMP	19-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I - SAL EXTRA COMP	23	4,735.14
20-231-100-100-66-103-010- TITLE I EXTRA COMP JEDMS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I EXTRA COMP JEDMS	23	1,761.38
20-231-200-100-66-000-002- SAL INST SUPPORT	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL INST SUPPORT	23	2,359.21
20-231-200-100-66-000-003- SAL INST. SUPPORT	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL INST. SUPPORT	23	3,117.55
20-231-200-100-66-000-005- SAL INST. SUPPORT	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL INST. SUPPORT	23	2,949.04
20-231-200-100-66-000-010- SAL INST SUPPORT	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL INST SUPPORT	23	1,946.70
20-231-200-100-66-000-020- SAL INST SUPPORT	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL INST SUPPORT	23	5,263.30
20-233-100-100-66-000-003- SALARIES OF TEACHERS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF TEACHERS	23	5,695.88
20-253-100-100-40-000-040- SALARIES OF TEACHERS							

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

Run on 03/27/2019 at 11:54:28 AM

Page 5

**Englewood Public School District**  
**Bills And Claims Report By Account Number**  
MARCH 29, 2019 PAYROLL

va\_bill1.102317  
03/01/2019

Account #				Check	Check Description or		
Description	PO #	Inv #	Vendor # / Name	Type *	Multi Remit To Check Name	Check#	Check Amount
<b>UNPOSTED CHECKS</b>							
SALARIES OF TEACH CEIS	19-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF TEACH CEIS	23	3,716.50
Total for Unposted Checks							\$1,411,728.94

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

Run on 03/27/2019 at 11:54:28 AM

Page 6

**Englewood Public School District**  
**Bills And Claims Report By Account Number**  
MARCH 29, 2019 PAYROLL

va\_bill1.102317  
03/01/2019

*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 03/27/2019 at 11:54:28 AM

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11			\$1,341,506.49		\$1,341,506.49
	20	20			\$70,222.45		\$70,222.45
	GRAND	TOTAL	\$0.00	\$0.00	\$1,411,728.94	\$0.00	\$1,411,728.94

Chairman Finance Committee

Member Finance Committee

## **ADDENDUM TO EXTEND AGREEMENT**

This is an Addendum to an Agreement between **ESS Northeast, LLC**, a Delaware limited liability company (the "Company") located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the **Englewood Public School District** (hereinafter referred to as "LEA" for Local Education Agency).

Whereas, the LEA and the Company entered into an Agreement whereby Company is to provide substitute staffing to fill positions at the request of the District for a period ending June 30, 2019;

Whereas, LEA and Company are desirous of extending the term of the Agreement through June 30, 2020 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended from July 1, 2019 through June 30, 2020;
2. Effective July 1, 2019, Addendum "A" to the Agreement, Pricing, is amended as per the attached revised Addendum "A";
3. This Agreement will automatically renew for additional one (1) year periods unless either party provides written notice of termination at least ninety days prior to the end of the fiscal school year.
4. Company will comply with state law requiring paid leave. District will reimburse Company for paid leave days taken by Company staff for a district assignment per the service rate set forth in the pricing exhibit.
5. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth below.

**Englewood Public School District**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Date \_\_\_\_\_

**ESS Northeast, LLC**

By \_\_\_\_\_  
W. Andrew Hall, Executive V.P.



## **ADDENDUM TO EXTEND AGREEMENT**

This is an Addendum to an Agreement between **ESS Support Services, LLC** (the "Company") located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the **Englewood Public School District** (hereinafter referred to as "LEA" for Local Education Agency).

Whereas, the LEA and the Company entered into an Agreement whereby Company is to provide staffing to fill positions at the request of the District for a period ending June 30, 2019;

Whereas, LEA and Company are desirous of extending the term of the Agreement through June 30, 2020 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended from July 1, 2019 through June 30, 2020;
2. Effective July 1, 2019, Addendum "A" to the Agreement, Pricing, is amended as per the attached revised Addendum "A";
3. This Agreement will automatically renew for additional one (1) year periods unless either party provides written notice of termination at least ninety days prior to the end of the fiscal school year.
4. Company will comply with state law requiring paid leave. District will reimburse Company for paid leave days taken by Company staff for a district assignment per the service rate set forth in the pricing exhibit.
5. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth below.

### **Englewood Public School District**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Date \_\_\_\_\_

### **ESS Support Services, LLC**

By \_\_\_\_\_  
W. Andrew Hall, Executive V.P.

Hourly Bus Aide	\$14.00	\$18.06	
Extended School Year - Full Day 1:1 Student Assistance Special Education Paraprofessional	\$125.00	\$161.25	To be used during the extended school year program.
Extended School Year - Half Day 1:1 Student Assistance Special Education Paraprofessional	\$62.50	\$80.63	To be used during the extended school year program.
Extended School Year - Full Day Special Education Classroom Paraprofessional with Specialized Training	\$125.00	\$161.25	Requiring or having detailed training or expertise in a particular field or content area (discretionary). To be used during the extended school year program.
Extended School Year - Half Day Special Education Classroom Paraprofessional with Specialized Training	\$62.50	\$80.63	Requiring or having detailed training or expertise in a particular field or content area (discretionary). To be used during the extended school year program.
Extended School Year - Full Day Special Education Classroom Paraprofessional	\$115.00	\$148.35	To be used during the extended school year program.
Extended School Year - Half Day Special Education Classroom Paraprofessional	\$57.50	\$74.18	To be used during the extended school year program.
Extended School Year - Full Day General Education Classroom Paraprofessional	\$110.00	\$141.90	To be used during the extended school year program.
Extended School Year - Half Day General Education Classroom Paraprofessional	\$55.00	\$70.95	To be used during the extended school year program.
Extended School Year - Breakfast/Lunch Aide (per diem - 4.45 hours per day)	\$62.30	\$80.37	To be used during the extended school year program.
Extended School Year Breakfast/Lunch/Dismissal Aide (per diem - 5 hours per day)	\$70.00	\$90.30	To be used during the extended school year program.
Extended School Year - After Care Aide (per diem)	\$62.50	\$80.63	To be used during the extended school year program.
Extended School Year - After Care Aide (hourly)	\$20.00	\$25.80	To be used during the extended school year program.
Extended School Year - Extended Care Aide (per diem)	\$62.50	\$80.63	To be used during the extended school year program.
Extended School Year - Extended Care Aide (hourly)	\$20.00	\$25.80	To be used during the extended school year program.

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME: Englewood      COUNTY: Bergen

TYPE OF EXAMINATION: Carl D. Perkins Audit

DATE OF BOARD MEETING: April 11, 2019

CONTACT PERSON: Cheryl Balletto

TELEPHONE NUMBER: 201-862-6271    FAX NUMBER: 201-567-5382

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	EPSD must implement procedures to ensure that program costs are charged to the appropriate grant year.	The program director will ensure that all expenditures incurred take place during the applicable grant period	Program Director	04/30/2019
2	EPSD must adhere to the PSCL or UGG, whichever is more restrictive when obtaining goods and services for the Perkins program.	Internal controls will be established to ensure that federal quotation thresholds are followed.	Business Administrator	4/30/2019
3	EPSD must maintain an inventory of all Perkins grant and federally-funded equipment	All purchases received will be open timely in order to properly tag and log onto inventory reports	Program Director	4/30/2019

\_\_\_\_\_  
Chief School Administrator

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
CORRECTIVE ACTION PLAN  
PAGE 2**

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
4	EPSD must improve the procedures used to categorize expenditures related to the Perkins program to ensure conformity	Internal Controls will be established to ensure proper budget codes are for all purchases	Business Admin.	4/30/2019
5	EPSD must implement procedures to ensure personnel assigned to administer the Perkins Grants complies with program specific requirements.	Training and Perkins handbook will be created to ensure compliance with specific grant requirements	Business Admin.	4/30/2019

\_\_\_\_\_  
Chief School Administrator

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## AMERIFLEX

ADMINISTRATIVE SERVICES AGREEMENT  
v2.18.19

## RECITALS:

A. Interflex Payments, LLC DBA Ameriflex ("Ameriflex") offers a variety of administrative services to employers, including such services related to:

1. Group health plan continuation coverage services as governed by the provisions of § 4980B of the Internal Revenue Code of 1986, as amended ("Code") and Part 6, Subtitle B, Title I of ERISA (collectively referred to herein as "COBRA").
2. Health flexible spending arrangements ("Health FSAs") under Code § 105 to be offered under a Code § 125 cafeteria plan.
3. Dependent care flexible spending accounts (dependent care assistance programs ("DCFSA") under Code § 129) to be offered under a Code § 125 cafeteria plan.
4. Health reimbursement arrangements ("HRAs") under Code § 105.
5. Health savings account-oriented "plans" ("HSAs") under Code § 223.
6. Transportation fringe benefit plans ("commuter reimbursement plans" or "CRAs") under Code § 132.
7. Certain billing services related to collection of insurance premiums and the like but unrelated to COBRA.

B. Englewood Public School District ("Employer") desires to engage Ameriflex in the provision of such services, specifically services related to [check all that apply]

COBRA

☒ Health FSA

☒ DCFSA

CRA

HRA

HSA

Billing Services

All services selected above shall be deemed the "Selected Services" for purposes of Section 1.4. Any services not selected above shall not be deemed "Selected Services" for purposes of Section 1.4. Furthermore, any provisions in this Agreement specific to COBRA services (e.g., the provisions in Article IIA, Article IIIA, Article V, Article VIA, et. al.) shall be disregarded for purposes of this Agreement unless directly related to the "Selected Services."

C. In consideration of the mutual promises set forth in this Agreement, Employer and Ameriflex agree as follows:

## ARTICLE I: INTRODUCTION

## 1.1 Agreement Effective Date and Term

With regard to all of the Selected Services except COBRA, this Agreement is effective 7/1/2019 ("Effective Date"). And the initial term of this Agreement will be:

☒ The Initial 36-month period commencing on the Effective Date (the "Initial Term");

Thereafter, this Agreement will renew automatically for successive periods of 12 months ("Renewal Terms") unless this Agreement is terminated in accordance with the provisions of Section 8.4.

With regard to COBRA, this Agreement is effective ("Effective Date") and the initial term of this Agreement will be:

☒ The Initial 36-month period commencing on the Effective Date (the "Initial Term");

## 1.2 Scope of Services

Employer has sole and final authority to control and manage the operation of the Plans, including any and all discretionary authority over the Plans. Ameriflex is and shall remain an independent contractor with respect to the selected services being performed hereunder and shall not for any purpose be deemed an employee of Employer, nor shall Ameriflex be deemed a partner with Employer, engaged in a joint venture with Employer or governed by any legal relationship with Employer other than that of an independent contractor. Ameriflex does not assume any responsibility for the general policy design of the Plans, the adequacy of their funding, or any act or omission or breach of duty by Employer. Nor is Ameriflex in any way to be deemed an insurer, underwriter, or guarantor with respect to any benefits payable under the Plans. Ameriflex generally provides reimbursement services only and does not assume any financial risk or obligation with respect to claims for benefits payable by Employer under the Plans. Nothing herein shall be deemed to constitute Ameriflex as a party to the Plans or to confer upon Ameriflex any authority or control respecting management of the Plans, authority or responsibility in connection with administration of the Plans, responsibility for the terms or validity of the Plans, or any fiduciary duty or other obligation toward any participants in the Plans other than that which may be imposed by the judicial, administrative or other application of ERISA by a governmental authority. Nothing in this Agreement shall be deemed to impose upon Ameriflex any obligation

## 1.3 Definitions

"Agreement" means this Ameriflex Administrative Services Agreement, including all Appendices hereto.

"COBRA" means the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended, as well as coverage offered and/or provided to a Qualified Beneficiary.

"Code" means the Internal Revenue Code of 1986, as amended.

"Continuation Coverage" means coverage following a Qualifying Event provided to a Qualifying Beneficiary under COBRA.

"CRA" has the meaning given in the Recitals.

"DCFSA" has the meaning given in the Recitals.

"DOL" means the United States Department of Labor.

"Eligibility Reports" has the meaning given in Section 2.8.

"Employer" has the meaning given in the Recitals.

"ERISA" means the Employee Retirement Income Security Act of 1974, as amended.

"Effective Date" has the meaning given in Section 1.1.

"Health FSA" has the meaning given in the Recitals.

"HIPAA" means the Health Insurance Portability and Accountability Act of 1996, as amended.

"HSA" has the meaning given in the Recitals.

"IRS" means the United States Internal Revenue Service.

"Litigation" means any litigation or other proceeding including but not limited to any judicial or administrative proceeding involving a dispute arising under this Agreement, or an audit or proceeding by the IRS or DOL involving directly or indirectly the duties or responsibilities of Employer or Ameriflex.

"Named Fiduciary" means the named fiduciary as defined in ERISA § 402(a)(2).

"Participant" has the meaning given in Section 1.2.



to any employee of Employer or any person who is participating in the Plans ("Participant" or "Qualified Beneficiary," as applicable).

"PHI" means Protected Health Information.

"Plan Administrator" means the administrator as defined in ERISA § 3(16)(A).

"Plan" or "Plans" means any or all of the employee benefit plans defined in the Recitals, except for COBRA.

"Qualified Beneficiary" or "QB" has the meaning given to such term under COBRA.

"Qualifying Event" or "QE" has the meaning to such term under COBRA.

#### 1.4 Agreement Provisions Applicable to Selected Services Only

Any provision of this Agreement which is either specifically applicable, whether by virtue of its placement under certain Article headings or subheadings or for any other contextual reason, to any service that is not a Selected Service or could not be otherwise reasonably interpreted as applicable to a service that is a Selected Service shall be inoperative. No such inoperative provision shall render the remaining provisions of this Agreement inoperative by themselves or taken together as a whole.

## ARTICLE IIA: EMPLOYER RESPONSIBILITIES REGARDING COBRA ADMINISTRATION

### 2.1 General Duties Owed to Ameriflex

During the term of this Agreement, Employer will carry out all necessary duties to Ameriflex and furnish Ameriflex with all information necessary to provide COBRA administrative services, including, but not limited to:

- A. Providing Ameriflex, on a timely basis and in an accurate form, with all information necessary for Ameriflex to adequately fulfill its obligations under Article III. Ameriflex shall have no affirmative duty to pursue this information and shall not be responsible for the consequences of Employer's failure to provide it. A non-exhaustive list of such information is provided for Employer in Exhibit C to this Agreement. Employer's use of a third party to provide such information to Ameriflex does not absolve Employer of its obligations under this section.
- B. Upon notification by Ameriflex to Employer or the carrier, adding Qualified Beneficiaries who have elected Continuation Coverage under Employer's health Plan, including, if necessary, on a retroactive basis. Such notification shall include the provision of and/or access to online enrollment reports reflecting this and other related information.
- C. Making ultimate decisions with regard to pursuing Qualified Beneficiaries whose addresses are discovered to be mistaken, outdated or otherwise incorrect.
- D. Ensuring that information provided to Ameriflex, Plan documents and arrangements with carriers are consistent.
- E. Acknowledging that Ameriflex makes no guarantee of sufficient funds on checks or other forms of payment made payable to Ameriflex from Qualified Beneficiaries electing Continuation Coverage, and holding Ameriflex harmless for any payment deemed insufficient for such reasons.
- F. Acknowledging and understanding that any applicable laws, rules and regulations are subject to modification and amendment, which may require Ameriflex to adjust certain policies and procedures in order to discharge its duties.
- G. Maintaining its status as Plan Administrator for purposes of "ERISA" of any and all Plans for which Ameriflex is acting as third-party administrator for purposes of COBRA compliance.
- H. Notifying Ameriflex, in writing, of all entity changes, reorganizations, bankruptcies and any other transitions and their effect on benefit plans. Ameriflex shall take written direction from Employer regarding entity changes and shall have no duty to pursue such information.

Employer shall be responsible for all damages and/or overpayments that result or could have been avoided had Employer timely reviewed its reports or data and notified the appropriate parties of the discrepancies. All information required under this Section 2.1 will be provided in such format and at such intervals as is reasonably required by, and acceptable to, Employer and Ameriflex.

### 2.2 Premiums

Employer will determine the cost to the Plan for Continuation Coverage and establish the premium to be charged to Qualified Beneficiaries. Notwithstanding the foregoing, Ameriflex shall, at Employer's request, provide guidance with regard to the premium to be charged for any health FSA or HRA it administers for Employer, although the final determination of such premium shall remain the responsibility of Employer.

### 2.7 Service Charges; Funding

Employer shall pay Ameriflex the service charges set forth in the Exhibits hereto. Employer shall be ultimately responsible for the funding of the payment of Plans benefits as described in Article VII, including the provision of a prefund amount to Ameriflex, which shall be subject to a transition fee in the event of renewals. Payments pursuant to this Article shall be made via ACH. Employer shall execute the ACH authorization form in the New Client Application or Renewal Application, as applicable.

### 2.8 Information to Ameriflex

- A. Employer shall furnish the information requested by Ameriflex as determined necessary to perform Ameriflex's functions hereunder, including information concerning the Plans and the eligibility of individuals to participate in and receive benefits from the Plans. Such information shall be provided to Ameriflex in the time and in the manner agreed to by Employer and Ameriflex. Ameriflex shall have no responsibility with regard to benefits paid in error due to Employer's failure to timely update such information. From time to time thereafter, Ameriflex shall provide Employer with updated reports summarizing the eligibility data provided by Employer ("Eligibility Reports") by electronic medium unless otherwise agreed to in writing by the parties. Employer's use of a third party to provide such information to Ameriflex does not absolve Employer of its obligations under this section. Employer shall be exclusively responsible for the accuracy, completeness and timeliness of the information requested and provided to Ameriflex. Employer understands and agrees that Ameriflex has no duty or responsibility to review, audit, verify or otherwise inquire into any data or information provided by Employer to Ameriflex. Employer is solely responsible to correct all errors in any data, files or other information provided by Ameriflex to Employer created from the data and information originally provided to Ameriflex.

The Eligibility Reports shall specify the effective date for each Participant who is added to or terminated from participation in the Plans. Employer shall be responsible for ensuring the accuracy of its Eligibility Reports, and bears the burden of proof in any dispute with Ameriflex relating to the accuracy of any Eligibility Report. Ameriflex shall have no liability to Employer or any Participant as a consequence of an inaccurate Eligibility Report, and Ameriflex shall not have any obligation to credit Employer for any claims expenses or administrative fees incurred or paid to Ameriflex as a consequence of Employer failing to review Eligibility Reports for accuracy. Ameriflex shall assume that all such information is complete and accurate and is under no duty to question the completeness or accuracy of same.

Employer shall cooperate with Ameriflex with regard to the collection and reporting of any information regarding a Plan or Plans or any Participant or Participants which is deemed necessary as part of the fulfillment of any reporting obligation imposed upon Ameriflex by any governmental agency. If Employer fails to cooperate as aforementioned, Ameriflex reserves the right to report such failure to the governmental agency requesting the information. Furthermore, in addition to the indemnification obligations imposed elsewhere in this Agreement, Employer shall indemnify Ameriflex for any penalties or other negative actions undertaken by any such agency due to such failure by Employer to cooperate with such collection and reporting efforts by Ameriflex.

### 2.3 Provision of Names of Those Authorized to Act

Employer will provide Ameriflex with the names of individuals authorized to act for Employer in connection with this Agreement. In the case of a broker, agent or other third party who is not an owner or employee of Employer, Ameriflex may first require the execution of a Designation of Outside Plan Representative form, attached as Exhibit B, granting the authority to act for Employer in connection with this Agreement.

### 2.4 Settlement with Insurers

Employer shall be responsible for the settlement of billing and invoicing issues with insurance carriers arising from COBRA's time allowance for Qualified Beneficiaries to remit premium payments, including but not limited to, issues arising from the provision of Continuation Coverage to Qualified Beneficiaries who fail to remit premiums for such Continuation Coverage in a timely manner. Any efforts to settle such issues via the collection of payments from Qualified Beneficiaries, if any such efforts are necessary for same, will be the sole responsibility of Employer.

Employer shall be fully responsible for the settlement of billing and invoicing issues with insurance carriers arising from Employer's failure to reconcile the notification provided pursuant to Section 2.1.B. with insurer's bills and/or invoices in a timely fashion.

### 2.5 \*\*\*RESERVED\*\*\*

## ARTICLE IIB: EMPLOYER RESPONSIBILITIES REGARDING PLAN ADMINISTRATION (FSA/DCFSA/HRA/HSR/CRA)

### 2.6 Sole Responsibilities

- A. Employer has the sole authority and responsibility for the Plans and their operation, including the authority and responsibility for administering, construing and interpreting the provisions of the Plans and making all determinations thereunder. Employer gives Ameriflex the authority to act on behalf of Employer in connection with the Plans, but only as expressly stated in this Agreement or as otherwise mutually agreed in writing by Employer and Ameriflex. All final determinations as to a Participant's entitlement to Plan benefits, including access to the use of electronic payment cards for the enjoyment of said benefits, are to be made by Employer as well as any determination upon appeal of a denied claim for Plans benefits. Employer is considered the Plan Administrator and Named Fiduciary of the Plans benefits for purposes of ERISA. Employer is considered the administrator of the Plan commuter reimbursement accounts. As administrator, only Employer has the power to waive, alter, breach or modify the terms and conditions of the Plan and shall exercise all discretion and authority with respect to the disposition of available benefits.
- B. Without limiting Employer's responsibilities described herein, it shall be Employer's responsibility (as Plan Administrator) and duty to: ensure compliance with COBRA (except where Employer has otherwise engaged Ameriflex to provide COBRA services); amend the Plans as may be necessary to ensure ongoing compliance with applicable law, including but not limited to the 2010 Health Care Act as amended by the 2010 Health Care Reconciliation Act; prepare and file any required tax or governmental returns (including Form 5500 returns) relating to the Plans; determine if and when a valid election change has occurred; execute and retain required Plan and claims documentation; and take all other steps necessary to maintain and operate the Plans in compliance with applicable provisions of the Plans, ERISA, HIPAA, the Code and other applicable federal and state laws.

8. The parties agree that Employer is fully responsible for the accuracy and completeness of its electronic data submissions to Ameriflex and that the consequences of any error or errors in electronic data transmission made by Employer or its agent shall not be the responsibility of Ameriflex but rather that of Employer.

Furthermore, the parties agree that any such errors or errors requiring manual correction by Ameriflex shall result in the imposition of a Data Correction Fee to be paid by Employer determined by the amount of time undertaken by Ameriflex to correct the error or errors, to wit: \$150.00 for the first hour (not prorated) and \$30.00 for every quarter-hour thereafter (also not prorated). The parties further agree that any such manual correction shall not be undertaken until notice has been given to Employer that such correction is necessary and Employer has authorized same.

This Data Correction Fee shall be assessed on a transmission-by-transmission basis. That is, errors that occur in subsequent transmissions shall be considered new errors even if they are the same or similar to errors in previous transmissions.

Any such manual correction by Ameriflex shall not absolve Employer of responsibility for any consequences resulting from the error or errors existing prior to the manual correction. Furthermore, the refusal of Employer to authorize such manual correction shall not absolve Employer of any such responsibility.

### 2.9 Plan Documents and Plan Design

Except in the case of COBRA services, Ameriflex shall provide a single Plan document and a single summary Plan description to Employer for each Plan. Such documents shall be the sole property of Employer. It is Employer's responsibility to ensure that the information contained in these documents reflects the desires of Employer. If the Plan sponsor finds any errors with regard to intended Plan design in these documents, Ameriflex will make necessary corrections as warranted provided timely notice of such errors is given to Ameriflex. Ameriflex, however, reserves the right to decline to make alterations to these documents bearing no direct relation to Plan design (e.g., formatting, grammar, stylistic concerns, and the like). It is the sole responsibility of Employer to ensure that the Plan document is properly executed by a representative of the Plan sponsor and that summary plan descriptions are distributed to Participants in a proper fashion. Employer will notify Ameriflex of any changes to its Plans at least thirty (30) days before the effective date of such changes. If such changes require amendments to the Plan document and are to be made effective before the first day of the subsequent Plan year, Ameriflex shall levy a fee of \$150 to amend the Plan document for Employer. Employer may, in its discretion, amend its Plan documents on its own; however, Ameriflex is not responsible for compliance with any Plan document changes of which it is not made aware.

### 2.10 Liability for Claims

Employer is ultimately responsible for payment of claims made pursuant to, and the benefits to be provided by, the Plans. Ameriflex does not insure or underwrite the liability of Employer under the Plans. Except for expenses specifically assumed by Ameriflex in this Agreement, Employer is responsible for all expenses incident to the Plans.

### 2.11 - 2.12 \*\*\*Reserved\*\*\*

## ARTICLE IIIA: Ameriflex RESPONSIBILITIES - COBRA ADMINISTRATION

### 3.1 Ameriflex COBRA Administration Services

The obligations of Ameriflex shall encompass the following:

- A. Providing accurate COBRA General Rights letters for all new hires enrolled in the Plan with proof or confirmation of mailing within ten (10) business days of receiving complete and appropriate data from Employer.
- B. Providing COBRA Specific Rights/Qualifying Events letters, and enrollment forms for all Qualifying Events, to all Qualified Beneficiaries with proof or confirmation of mailing within ten (10) business days of receiving complete and appropriate data from Employer.
- C. Providing notices of expiration or termination of Continuation Coverage and notices of conversion rights (if applicable) within ten (10) business days of learning of an applicable

### 3.8 Benefits Payments

Ameriflex shall, on behalf of Employer, operate under the express terms of this Agreement and the Plans. Ameriflex shall initially determine if persons covered by the Plans (as described in the Eligibility Reports) are entitled to benefits under the Plans and shall pay benefits from the Plans in its usual and customary manner to Participants. Ameriflex shall have no duty or obligation with respect to claims incurred prior to the Effective Date ("Prior Reimbursement Requests"), if any, and/or administration of the Plans or other services arising prior to the Effective Date ("Prior Administration"), if any, regardless of whether such services were/are to be performed prior to or after the Effective Date.

Employer agrees that:

terminating event.

- D. Receiving and processing duly executed COBRA election forms received from Qualified Beneficiaries.
- E. Tracking, monitoring and recording Initial election periods for Qualified Beneficiaries.
- F. Notifying Employer or Employer-designated enrollment contacts when a Qualified Beneficiary elects Continuation Coverage upon receipt of completed enrollment form and first complete premium payment. Such notification can include the provision of and/or access to online reporting to Employer.
- G. When requested by Employer, preparing coupon booklets for Qualified Beneficiaries who elect Continuation Coverage.
- H. Tracking and monitoring the 45-day retroactive payment period for Qualified Beneficiaries in their election period.
- I. Tracking and monitoring monthly premium payments and 30-day grace periods for Qualified Beneficiaries.
- J. Collecting monthly premiums and remitting same to Employer on a monthly basis.
- K. Determining the duration of Continuation Coverage.
- L. Notifying the Employer-designated enrollment contacts promptly of any coverage termination of a Qualified Beneficiary who has previously elected Continuation Coverage. Such notification can include the provision of and/or access to online reporting to the Employer-designated contact.
- M. Providing reporting functionality to Employer regarding Qualified Beneficiary status levels, payments and remittances.
- N. Providing ARRA notifications and/or election periods to all Employer-identified eligible AEIs and Ineligible QBs, and tracking applicable AEI subsidies.
- O. Upon timely request by Employer and subject to the pricing terms in Exhibit D, sending open enrollment information to COBRA participants and processing same.

### 3.2 \*\*\*Reserved\*\*\*

### 3.3 Maintenance of Roster of Qualified Beneficiaries

Ameriflex will establish, maintain, and update a roster containing the names of all Qualified Beneficiaries who elect Continuation Coverage under the Plan and provide such roster to Employer on monthly basis.

### 3.4 Remission of Premium Payment

Ameriflex will maintain and render accounting of the premiums received from Qualified Beneficiaries for Continuation Coverage, and remit the amounts collected, minus the statutory 2% administration fee, to Employer at such times and in such manner as may be agreed upon by Ameriflex and Employer, but not more frequently than monthly.

### 3.5 \*\*\*Reserved\*\*\*

## ARTICLE IIIB: Ameriflex RESPONSIBILITIES - Plan Administration (FSA/DCFSA/HRA/HSA/CRA)

### 3.6 Sole Responsibilities

The sole responsibilities of Ameriflex shall be as described in this Agreement (including the obligations listed in any Exhibit to this Agreement).

### 3.7 Service Delivery

Ameriflex shall provide customer service personnel by telephone during normal business hours as determined by Ameriflex, and shall provide electronic administrative services. Ameriflex shall not be deemed in default of this Agreement, nor held responsible for, any cessation, interruption or delay in the performance of its obligations hereunder due to causes beyond its reasonable control, including, but not limited to, natural disaster, act of God, labor controversy, civil disturbance, disruption of the public markets, act of terrorism, war or armed conflict, or the inability to obtain sufficient materials or services required in the conduct of its business, including Internet access, or any change in or the adoption of any law, judgment or decree.

- A. Ameriflex has no responsibility or obligation with respect to Prior Reimbursement Requests and/or Prior Administration;
- B. Employer will be responsible for processing Prior Reimbursement Requests (including any run-out claims submitted after the Effective Date) and maintaining legally required records of all Prior Reimbursement Requests and Prior Administration sufficient to comply with applicable legal (e.g., IRS substantiation) requirements; and
- C. Employer shall indemnify and hold Ameriflex harmless for any liability relating to Prior Reimbursement Requests and/or Prior Administration.

### 3.9 \*\*\*Reserved\*\*\*

### 3.10 Reporting

Ameriflex shall from time to time make available to Employer via electronic medium (unless otherwise agreed by the parties) a master report showing the payment history and status of Participant claims and the amounts and transactions of Participant accounts. Ameriflex shall also make available to Participants electronic access to reports showing their individual payment history and the amounts and transactions in their individual accounts.

### 3.11 \*\*\*Reserved\*\*\*

### 3.12 \*\*\*Reserved\*\*\*

### 3.13 Recordkeeping

Ameriflex shall maintain, for the duration of this Agreement, the usual and customary books, records and documents, including electronic records, that relate to the Plans and its Participants that Ameriflex has prepared or that have otherwise come within its possession. These books, records, and documents, including electronic records, are the property of Employer, and Employer has the right of continuing access to them during normal business hours at Ameriflex's offices with reasonable prior notice. If this Agreement terminates, Ameriflex may deliver, or at Employer's request, will deliver all such books, records, and documents to Employer, subject to Ameriflex's right to retain copies of any records it deems appropriate. Employer shall be required to pay Ameriflex reasonable charges for transportation or duplication of such records. Provided, however, that upon termination of this Agreement, Ameriflex must destroy or return to Employer all PHI, including PHI that is in the possession of subcontractors or agents of Ameriflex. If it is infeasible to return or destroy PHI, Ameriflex shall provide to Employer notification of the conditions that make return or destruction infeasible. Upon Employer's agreement that return or destruction of PHI is infeasible, Ameriflex shall extend the protections of this Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as Ameriflex retains such PHI. Ameriflex shall pay all storage charges for any such PHI for so long as Ameriflex retains such PHI.

### 3.14 Standard of Care

Ameriflex shall use reasonable care and due diligence in the exercise of its powers and the performance of its duties under this Agreement. If Ameriflex makes any payment under this Agreement to an ineligible person, or if more than the correct amount is paid, Ameriflex shall make a diligent effort to recover any payment made to or on behalf of an ineligible person or any overpayment. However, Ameriflex will not be liable for such payment, unless Ameriflex would otherwise be liable under another provision of this Agreement, including but not necessarily limited to, Section 4.2.

### 3.15 Notices to Employer

Upon request of Employer, Ameriflex shall provide to Employer all notices (including any required opt-out notice) reflecting its privacy policies and practices.

### 3.16 Non-Discretionary Duties; Compliance Obligations; Additional Duties

Ameriflex and Employer agree that the duties to be performed hereunder by Ameriflex are non-discretionary duties. Ameriflex is merely a claims-paying agent of Employer. While Ameriflex may provide information to Employer from time to time, such information shall not be construed as legal, accounting or other professional advice. Any and all compliance obligations with regard to the Plans are the ultimate responsibility of Employer and Employer is obligated to consult with its own professional advisors as to what those obligations might be and how they should be met. Ameriflex and Employer may agree to additional duties in writing as may be specified in the Exhibits from time to time.

## ARTICLE IV: INDEMNIFICATION PROVISIONS

### 4.3 Survival of Provision

**4.1 Indemnification by Employer**

The provisions of this Article will survive the termination of this Agreement.

Employer agrees to indemnify and hold harmless Ameriflex from and against any and all claims, suits, causes of action, liabilities, losses, damages, costs, charges, expenses, (including but not limited to, reasonable attorneys' fees), judgments, and settlements that Ameriflex sustains as a result of any act or omission of Employer in connection with this Agreement. Employer will not be obligated to indemnify Ameriflex if it is determined that a judgment, determination, or settlement in litigation was entered into as a result of an act or omission by Ameriflex that was:

- A. Criminal or fraudulent; or
- B. A negligent, reckless or intentional disregard of Ameriflex's obligations under this Agreement.

Notwithstanding the foregoing, Employer will indemnify and hold Ameriflex harmless to the extent Employer concurred in, instructed, directed, or caused such acts or omissions by Ameriflex whether by its own acts, its own omissions, or both.

**4.2 Indemnification by Ameriflex**

Ameriflex agrees to indemnify and hold harmless Employer from and against any and all claims, suits, causes of action, liabilities, losses, damages, costs, charges, expenses, judgments, and settlements that Employer sustains as a result of any act or omission of Ameriflex in connection with the performance of services under this Agreement, provided that such acts or omissions do not arise out of or relate to verbal or written instructions or procedures supplied by Employer.

Ameriflex will not be obligated to indemnify Employer if it is determined that a judgment, determination, or settlement in litigation was entered into as a result of an act or omission by Employer which was:

- A. Criminal or fraudulent;
- B. A negligent, reckless or intentional disregard of Employer's obligations under this Agreement; or
- C. A decision election to proceed against any recommendation, advice or guidance of Ameriflex.

Notwithstanding the foregoing, Ameriflex will indemnify and hold Employer harmless to the extent Ameriflex concurred in, instructed, directed, or caused such acts or omissions by Employer whether by its own acts, its own omissions, or both.

Ameriflex's liability to Employer (including its agents and brokers of record), in any case or administrative action, whether arising in contract, tort (including, without limitation, negligence and strict liability) or otherwise, shall be limited, with the exception of any punitive damages that may be awarded by any judicial authority and with the exception of any fees, fines or penalties of any nature imposed by any federal governmental authority (including but not limited to the DOL and the IRS) to the amount equal to the total fees paid by Employer (including its agents and brokers of record) under this Agreement in the twelve (12) months prior to the incident. In no event shall Ameriflex be liable for special, incidental, indirect, consequential, or exemplary damages. In addition, Employer shall reimburse Ameriflex for any reasonable costs and expenses, including without limitation, those costs or expenses related to compliance with any third party subpoena or other discovery request, as a result of any litigation or third-party investigation of the acts or practices of Employer which is not the result of any acts or omissions by Ameriflex.

**ARTICLE V: BUSINESS LOSS COVERAGE**

Subject to the terms of this section, Ameriflex shall reimburse Employer in the amount of any aggregate loss ("Business Loss") resulting from Employer's offering a health FSA pursuant to this Agreement, such loss to be defined as the amount by which the total claims made against the Employer's health FSA over the course of the Plan year surpass the "Employee Contributions," (defined as the total salary reductions (plus any COBRA-related health FSA premiums) contributed by health FSA participants) plus the payroll tax (FICA) savings enjoyed by Employer by virtue of such salary reductions.

- A. Employer must be in compliance with all terms of this Agreement throughout the Plan year. Furthermore, Employer must participate in the automatic settlement program for purposes of the Health FSA throughout the Plan year. Notwithstanding the foregoing, for public sector clients opting for a three-year Term only, such participation in the automatic settlement program is not required.

- B. Employer must inform Ameriflex of its intent to claim a Business Loss within thirty (30) days of the end of the health FSA Plan year, or in the case of a health FSA with a grace period, within thirty (30) days of the expiration of such grace period, using a form provided by an Account Executive or online for that purpose. Employer must be an active health FSA client of Ameriflex on the date the claim is made.
- C. Amounts that are carried over to a subsequent Plan year shall not count as claims made against Employer's health FSA for the previous Plan year for purposes of determining a Business Loss, nor shall amounts carried over to a subsequent Plan year count as an Employee Contribution for such purposes.
- D. This Business Loss coverage is only available for health FSAs offered over the course of a 12-month Plan year. No such coverage is available for health FSAs offered over the course of a "short Plan year."
- E. No Business Loss Coverage shall be made available if any of the Business Loss is attributable to employee termination, reductions of hours or other actions undertaken by Employer for the primary purpose of experiencing and/or enhancing such Business Loss.
- F. In the event that a Business Loss claim is made and Ameriflex approves such claim, Employer shall have the option of receiving a lump sum payment or having such amount credited against administrative fees charged by Ameriflex to Employer for health FSA administration in the subsequent Plan year.

#### ARTICLE VIA: COBRA ADMINISTRATION SERVICE FEES

##### 6.1 Initial Case Set-Up Fee

An initial case set-up fee specified in Exhibit D, attached hereto and made a part hereof, will become payable to Ameriflex at the time this Agreement is executed.

##### 6.2 Service Fee

A service fee specified in Exhibit D will be paid by Employer to Ameriflex. For Renewal Terms only, Ameriflex reserves the right to increase or modify the service fee at any time upon thirty (30) days notice to Employer, but no more than once every twelve (12) months. The service fee will be paid regardless of whether a Qualified Beneficiary electing Continuation Coverage pays the premiums for such Continuation Coverage for the period billed or the month enrolled in such Continuation Coverage. Ameriflex shall have the right to increase service fees after the first year of service, on an annual basis up to three percent (3%).

##### 6.3 Additional Fees

Charges for additional services requested by Employer not included in this Agreement will be agreed upon prior to the performance of such services by Ameriflex.

##### 6.4 When Fees Are Payable

Ameriflex will transmit an invoice to Employer for service fees on a monthly or periodic basis and will transmit invoices to Employer for additional services immediately following the performance of such services. Payment of services is due upon receipt of such invoice.

##### 6.5 \*\*\*Reserved\*\*\*

##### 6.6 COBRA Administration Fee

Ameriflex will retain the 2% COBRA Administration fee paid by the Qualified Beneficiary. Ameriflex will also retain the 2% COBRA Administration fee for individuals on a COBRA disability extension. Ameriflex will remit to Employer the additional allowable 50% (after the initial eighteen (18) month continuation period has expired) payable during a period of disability extension.

#### ARTICLE VIB: PLAN ADMINISTRATION SERVICE FEES (FSA/DCFSA/HRA/HSA/CRA)

##### 6.7 Service Charges

The amounts of the monthly service charges of Ameriflex are described in the applicable Exhibits. For Renewal Terms only, Ameriflex reserves the right to increase or modify the service fee at any time upon thirty (30) days notice to Employer, but no more than once every twelve (12) months. Notwithstanding the foregoing, Ameriflex may also change the monthly service charges as of the date any change is made in the Plans. Employer acknowledges that Ameriflex has disclosed all sources of income to it pursuant to the administration of the Plan. Ameriflex shall have the right to increase service fees after the first year of service, on an annual basis up to three percent (3%).

##### 6.8 Billing of Charges

All service charges of Ameriflex, whether provided for in this or any other Section, shall be billed separately from statements for payment of claims so that proper accounting can be made by Employer of the respective amounts paid for claims and for administrative expenses.

##### 6.9 Payment of Charges

Employer shall provide bank instructions for the use of Automated Clearing House ("ACH") for the automated collection of the fees described in this Article. Ameriflex will transmit an invoice to Employer for service fees on a monthly or periodic basis as agreed upon and will transmit invoices to Employer for additional services immediately following the performance of such services, for the amount to be debited. If Employer does not provide bank instructions for the use of ACH, Ameriflex will submit an invoice to Employer and payment of each invoice is due upon receipt. Ameriflex reserves the right to charge a \$35 late fee, and to charge interest on the outstanding balance, on all unpaid invoices thirty (30) days past due and Employer will be liable for all reasonable collection and attorneys' fees arising out of Employer's failure to remit full payment.

#### ARTICLE VII. BENEFIT PROGRAM PAYMENT; EMPLOYER'S FUNDING RESPONSIBILITY FOR PLAN ADMINISTRATION (FSA/DCFSA/HRA/HSA/CRA)

##### 7.1 Payment of Benefits

The Employer's health FSA and/or its HRA shall be considered unfunded Plans. Each week or at such other interval as mutually agreed upon, Ameriflex will notify Employer of the amount needed to pay approved benefit claims and Employer shall pay or transfer into the bank account the amount needed for the payment of Plans benefits. Employer shall enter into such agreements and provide instructions to its bank as are necessary to implement this Section 7.1. Ameriflex shall have sole authority to provide whatever notifications, instructions, or directions as may be necessary to



accomplish the disbursement of such Plans funds to or on behalf of Participants in payment of approved claims.

## 7.2 Funding of Benefits

Funding for any payment on behalf of the Participants under the Plans, including but not limited to, all benefits to Participants in accordance with the Plans, is the sole responsibility of Employer, and Employer agrees to accept liability for, and provide sufficient funds to satisfy, all payments to Participants under the Plans, including claims for reimbursement for covered expenses, if such expenses are incurred and the claim is presented for payment during the term of this Agreement. Employer shall provide to Ameriflex all benefit claims funding amounts as chosen during implementation or as agreed to on a funding form, an order form or other similar form. Employer agrees that any funding submitted to Ameriflex shall be comprised of general assets, does not consist of Plan assets or participant/employee contributions within the meaning of ERISA and shall not be segregated by Ameriflex.

## ARTICLE VIII: GENERAL PROVISIONS

### 8.1 Notices/Communications

All notices, certificates, or other communications hereunder, which do not relate to any of the "service" terms of Articles II or III, will be sufficiently given and will be deemed given when mailed by certified or registered mail, postage prepaid with proper address, at such addresses as either party may designate in writing to the other from time to time for such purposes. Ameriflex and Employer may, by written notice given by each to the other, designate any address or addresses to which notices or other communications to them will be sent when required as contemplated by this Agreement.

Employer agrees that Ameriflex may communicate confidential, protected, privileged or otherwise sensitive information to Employer and specifically agrees to indemnify Ameriflex and hold it harmless: (1) for any such communications directed to Employer through the Named Contact attempted via telefax, mail, telephone, e-mail or any other media, acknowledging the possibility that such communications may be inadvertently misrouted or intercepted; and (2) from any claim for the improper use or disclosure of any PHI by Ameriflex if such PHI is used or disclosed in a manner consistent with its duties and responsibilities hereunder.

Unless otherwise agreed to in writing, Employer agrees that Ameriflex may deliver or furnish information to Participants by print or electronic media, including but not limited to, electronic message, Intranet or Internet websites.

### 8.2 Severability

The invalidity or unenforceability of any provision of this Agreement will not affect the other provisions of this Agreement, and this Agreement will be construed in all respects as if such invalid or unenforceable provision were omitted.

### 8.3 Survival of Obligations

The parties' obligations under this Agreement, which by their nature are intended to continue beyond the termination or expiration of this Agreement, will survive the termination or expiration of this Agreement.

### 8.4 Termination of Agreement

A. This Agreement, with respect to COBRA Administration, will terminate upon the first to occur of the following:

1. The expiration of thirty (30) days after written notice has been given by Employer or Ameriflex to the other party that Employer or Ameriflex has breached any material obligation under this Agreement, and such breach has not been cured after such notice has been given;
2. The date specified in a written notice given by Ameriflex to Employer of Ameriflex's termination of this Agreement due to Employer's failure to remit to Ameriflex charges for services; or,
3. The end of the 36-month period referenced in Section 1.1 if Employer or Ameriflex has given the other party at least thirty (30) days written notice of its intent to terminate the Agreement at the end of such period.

B. In the event of termination of this Agreement, Ameriflex will, unless Employer and Ameriflex otherwise agree:

### 8.7 Choice of Law

This Agreement and the obligations of Employer and Ameriflex will be governed and construed in accordance with the laws of the state in which Ameriflex is headquartered.

### 8.8 Arbitration and Limitations on Actions

Any controversy or claim arising out of or relating to this Agreement between Employer and Ameriflex, or the breach thereof, shall be subject to non-binding arbitration prior to the filing of a complaint in a court of law; provided, however, that such arbitration shall be final and binding and may be enforced in any court with the requisite jurisdiction if the parties agree in advance, in writing, that such arbitration shall have final, binding effect. All arbitration, whether binding or non-binding, shall be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The arbitration shall take place in a location within a fifty (50) mile radius of the city in which Ameriflex is headquartered. Neither party to this agreement may file such an arbitration request against the other party more than three (3) years after the act or omission giving rise to the action, nor may either party file a claim against the other party more than three (3) years after the act or omission giving rise to the action.

### 8.9 Audits

Each party shall be authorized to perform audits of the records of payment to all Participants and other data specifically related to performance of the parties under this Agreement upon thirty (30) day prior written notice to the other. Audits shall be performed during normal working hours. Audits may be performed by an agent of either party provided such agent signs an acceptable confidentiality agreement. Each party agrees to provide reasonable assistance and information to the auditors. Employer acknowledges and agrees that if it requests an audit, it shall reimburse Ameriflex for Ameriflex's reasonable expenses, including copying and labor costs, in assisting Employer to perform the audit. Each party also agrees to provide such additional information and reports as the other party shall reasonably request. In no event, however, shall Employer have access to Ameriflex's individual payroll and personnel files, any information relating to Ameriflex's other clients, or any of Ameriflex's overhead costs or related information.

### 8.10 Non-Disclosure of Proprietary Information

A. Employer and Ameriflex each acknowledge that in contemplation of entering into this Agreement (and as a result of the contractual relationship created hereby), each party has revealed and disclosed, and shall continue to reveal and disclose to the other, information which is proprietary and/or confidential information of such party. Employer and Ameriflex agree that each party shall: (1) keep such proprietary and/or confidential information of the other party in strict confidence; (2) not disclose confidential information of the other party to any third parties or to any of its employees not having a legitimate need to know such information; and (3) not use confidential information of the other party for any purpose not directly related to and necessary for the performance of its obligations under this Agreement (unless required to do so by a court of competent jurisdiction or a regulatory body having authority to require such disclosure).

B. Information revealed or disclosed by a party for any purpose not directly related to and necessary for the performance of such party's obligations under this Agreement shall not be considered confidential information of such party for purposes hereof: (1) if, when, and to the extent such information is or becomes generally available to the public without the fault or negligence of the party receiving or disclosing the information; or (2) if the unrestricted use of such information by the party receiving or disclosing the information

1. Complete the processing of all amounts received by Ameriflex as premiums payable by those who have elected Continuation Coverage prior to the termination, except that Ameriflex shall not be responsible for the termination of Qualified Beneficiaries from Continuation Coverage beyond the date of the termination of this Agreement;
  2. Release to Employer in any reasonably usable format agreed to by the parties, all necessary records and files relating to billings, and in-force records that have been developed and maintained by Ameriflex pursuant to this Agreement; and
  3. Deliver to Employer all unused materials, equipment, and specifications that were furnished by Employer. Employer will fulfill all lawful obligations with respect to policies affected by this Agreement, regardless of any dispute between Employer and Ameriflex.
  4. Ameriflex and Employer agree that Ameriflex shall not be in any way responsible for the termination of QBs from Continuation Coverage beyond the date of the termination of this Agreement.
- C. If Ameriflex performs any services pursuant to this Agreement following its termination, including but not limited to services described in this Section 8.4, Ameriflex will be entitled to its fees or other charges on the same basis as if this Agreement has continued in effect for the period during which such services were performed. Ameriflex will transmit an invoice to Employer for services rendered following termination of this Agreement, and this invoice will be payable upon receipt.
- D. This Agreement, with respect to FSA/DCFSA/HRA/HSA/CRA Administration will terminate upon the first to occur of the following:
1. The expiration of thirty (30) days after written notice has been given by Employer or Ameriflex to the other that Employer or Ameriflex has breached any material obligation under this Agreement, and such breach has not been cured after such notice has been given;
  2. The date specified in a written notice given by Ameriflex to Employer of Ameriflex's termination of this Agreement due to Employer's failure to remit to Ameriflex charges for services; or,
  3. The end of the 36-month period referenced in Section 1.1 If Employer or Ameriflex has given the other party at least thirty (30) days written notice of its intent to terminate this Agreement at the end of such period.
- If any or all of the Plans are terminated, Employer and Ameriflex may mutually agree in writing that this Agreement shall continue for the purpose of payment of any Plans benefit, expense, or claims incurred prior to the date of Plans termination. In addition, Employer and Ameriflex may mutually agree in writing that this Agreement shall continue for the purpose of payment of any claims for which requests for reimbursements have been received by Ameriflex before the date of such termination. If this Agreement is continued in accordance with this subsection D, Employer shall pay the monthly service charges incurred during the period that this Agreement is so continued and a final termination fee equal to the final month's service charge. This Agreement shall continue as provided by and subject to Section 3.13 if the return or destruction of PHI is determined to be infeasible.
- E. Nothing in Section 8.4 shall be construed to prevent Ameriflex from correcting any errors in administration, material or otherwise, within a reasonable period of time not to exceed thirty (30) days from notice of the error.
- F. Nothing in this Section 8.4 shall be construed to prevent Ameriflex from cancelling or terminating this Agreement prior to implementation, if implementation of the Services and/or Plans is not feasible to administer as Employer requests.
- G. Termination of this Agreement shall result in the return to Employer of any Employer-provided funds to the extent that such funds exceed the obligations of Ameriflex under this Agreement, and (except in cases of termination pursuant to the terms of Section 8.4.D.1.) minus a transition fee for the purpose of undertaking the transfer and/or closing-out of the Plan(s) on Employer's behalf. Such return of funds shall be effectuated upon the receipt by Ameriflex of a letter from an authorized representative of Employer on Employer's letterhead requesting same upon or after the conclusion of any applicable run-out period.
- H. When a group terminates with Ameriflex they must send a letter (on their letterhead) to Ameriflex requesting the release of their prefund dollars. This letter must be sent after the runout period for the terminated group.
- I. Nothing in this Section 8.4 shall prevent Employer from exercising its rights to terminate this Agreement without penalty under the terms of Section 8.14.

has been expressly authorized in writing and in advance by an authorized representative of the other party. For purposes of this Section 8.10, confidential information is any information in written, human-readable, machine-readable, or electronically recorded form (and marked as confidential and/or proprietary or words of similar import) and information disclosed verbally in connection with this Agreement and identified as confidential and/or proprietary (or words of similar import); and programs, policies, practices, procedures, files, records, and correspondence concerning the parties' respective businesses or finances. The terms and conditions of this Section 8.10 shall survive the termination of this Agreement.

#### 8.11 Designation of OPR Form

For purposes of the execution of this Agreement, Ameriflex will only accept the signature of a broker or other designated agent if a duly authorized representative of Employer executes the Designation of OPR form attached to this Agreement as Exhibit B. In accordance with the terms of this form, such designation shall also operate as a designation of an agent for purposes of Plan administration, meaning that Employer executing such form authorizes the agent to act on behalf of the Plan Administrator for Employer's Plans.

#### 8.12 Business Associate Agreement

A Business Associate Agreement is included in the Agreement as Exhibit A. The execution of this Agreement shall also operate as an execution of said Business Associate Agreement.

#### 8.13 Escheatment

Employer is responsible for compliance with all escheatment obligations.

#### 8.14 Changes to Agreement

In the event of changes to federal or state laws or regulations affecting any, some or all of the Selected Services, Ameriflex may make changes to this Agreement with thirty (30) days' notice to Employer. If, within thirty (30) days of the notification of the change or changes, Employer elects to terminate this Agreement, Employer may do so within thirty (30) days of such notification without penalty.

#### 8.15 Entire Agreement

This Agreement is entire and complete as to all of its terms and supersedes all previous agreements, promises, proposals and representations made between the parties, including any verbal or written representations made by any representatives and/or agents of Ameriflex, or any marketing materials, advertising or other media. It may be executed in duplicate counterparts, each of which may be considered as original and fully enforceable. Except as otherwise provided in Section 8.4, no termination, revocation, waiver, modification, or amendment of this Agreement will be binding unless agreed to in writing and signed by Employer and Ameriflex.

**IN WITNESS WHEREOF**, Employer and Ameriflex have caused this Agreement to be executed by their duly authorized representatives as of the day and year set forth above.

By:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

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

INTERFLEX PAYMENTS, LLC DBA AMERIFLEX

By: /s/ William Short

William Short

Title: CEO

**J. FOR MULTIYEAR AGREEMENTS IN WHICH EMPLOYER USES THE "PREFERRED FUNDING"**

**FUNDING OPTION ONLY:** Employer agrees that any early termination of this Agreement, for reasons other than that described in Section 8.4(d)(1), Ameriflex shall levy an early termination fee in the amount of the average invoice amount for the last three (3) invoices sent immediately before the notice of such termination is provided, multiplied by the number of months remaining in this Agreement, such amount to be paid by Employer within thirty (30) days after the early termination.

**8.5 No Waiver**

Employer's or Ameriflex's failure to insist on performance of any term or condition of this Agreement or to exercise any right or privilege hereunder will not be construed as a waiver of such term, condition, right, or privilege in the future.

**8.6 Counterparts/Facsimile**

The parties may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the parties need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other party to this Agreement. In proving this Agreement, a party must produce or account only for the executed counterpart of the party to be charged.

**EXHIBIT A:  
Business Associate Agreement**

**RECITALS**

- I. Employer, as a plan sponsor of health benefit plans, is required to enter into a Business Associate Agreement to obtain satisfactory assurances that Ameriflex, a Business Associate under the Health Insurance Portability and Accountability Act ("HIPAA"), will appropriately safeguard all Protected Health Information ("PHI") as defined herein, disclosed, created or received by Ameriflex on behalf of Employer.
- II. Employer desires to engage Ameriflex to perform certain functions described in the Administrative Services Agreement ("Agreement") of which this BA Agreement is a part, for, or on behalf of Employer involving the disclosure of PHI by Employer to Ameriflex, or the creation or use of PHI by Ameriflex, and Ameriflex desires to perform such functions.
- III. Ameriflex may be considered an organization that provides data transmission of Protected Health Information to Employer and requires access on a routine basis to Protected Health Information. As required under Section 13408 of the Health Information Technology for Economic and Clinical Health Act ("HITECH Act" or "HITECH"), Ameriflex will be treated as a Business Associate of Employer.

**TERMS OF AGREEMENT**

**I. Definitions of Words and Phrases Used Herein**

- a. *Breach*. "Breach" shall have the same meaning as the term "breach" in 45 CFR § 164.402.
- b. *Breach Notification Rule*. "Breach Notification Rule" shall mean the Standards and Implementation Specifications for Notification of Breaches of Unsecured Protected Health Information under 45 CFR Parts 160 and 164, subparts A and D.
- c. *Business Associate*. "Business Associate" shall mean Ameriflex.
- d. *Covered Entity*. "Covered Entity" shall mean Employer.
- e. *Electronic Protected Health Information*. "Electronic Protected Health Information" shall have the same meaning as the term "electronic protected health information" in 45 CFR § 160.103.
- f. *Electronic Transactions Rule*. "Electronic Transactions Rule" shall mean the final regulations issued by HHS concerning standard transactions and code sets under 45 CFR Parts 160 and 162.
- g. *Enforcement Rule*. "Enforcement Rule" shall mean the Enforcement Provisions set forth in 45 CFR Part 160.
- h. *Genetic Information*. "Genetic Information" shall have the same meaning as the term "genetic information" in 45 CFR § 160.103.
- i. *HHS*. "HHS" shall mean the Department of Health and Human Services.
- j. *HIPAA Rules*. "HIPAA Rules" shall mean the Privacy Rule, Security Rule, Breach Notification Rule, and Enforcement Rule.
- k. *HITECH Act*. "HITECH Act" shall mean the Health Information Technology for Economic and Clinical Health Act, enacted as part of the American Recovery and Reinvestment Act of 2009.
- l. *Privacy Rule*. "Privacy Rule" shall mean the Privacy Standards and Implementation Specifications at 45 CFR Parts 160 and 164, subparts A and E.
- m. *Protected Health Information*. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR § 160.103, limited to the information created, received, maintained, or transmitted by Business Associate from or on behalf of Covered Entity pursuant to this BA Agreement.
- n. *Required by Law*. "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR § 164.103.
- o. *Security Incident*. "Security Incident" shall have the same meaning as the term "security incident" in 45 CFR § 164.304.
- p. *Security Rule*. "Security Rule" shall mean the Security Standards and Implementation Specifications at 45 CFR Parts 160 and 164, subparts A and C.
- q. *Subcontractor*. "Subcontractor" shall have the same meaning as the term "subcontractor" in 45 CFR § 160.103.
- r. *Transaction*. "Transaction" shall have the meaning given as the term "transaction" in 45 CFR a. 160.103.
- s. *Unsecured Protected Health Information*. "Unsecured Protected Health Information" shall have the meaning given the term "unsecured protected health information" in 45 CFR § 164.402.

**II. Privacy and Security of Protected Health Information**

a. **Permitted Uses and Disclosures.** Business Associate is permitted to use and disclose Protected Health Information for the purpose of executing its obligations to Employer as set forth in the Agreement.

i. **Business Associate's Operations.** Business Associate may use Protected Health Information for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate. Business Associate may disclose Protected Health Information for the proper management and administration of the Business Associate or to carry out Business Associate's legal responsibilities, provided that:

A. The disclosure is Required by Law; or

B. Business Associate obtains reasonable assurance from any person or entity to which Business Associate will disclose Protected Health Information that the person or entity will:

1. Hold the Protected Health Information in confidence and use or further disclose the Protected Health Information only for the purpose for which Business Associate disclosed Protected Health Information to the person or entity or as Required by Law; and
2. Promptly notify Business Associate of any instance of which the person or entity becomes aware in which the confidentiality of Protected Health Information was breached.

ii. **Minimum Necessary.** Business Associate will, in its performance of the functions, activities, services, and operations specified above, make reasonable efforts to use, to disclose, and to request only the minimum amount of Protected Health Information reasonably necessary to accomplish the intended purpose of the use, disclosure, or request, except that Business Associate will not be obligated to comply with this minimum-necessary limitation if neither Business Associate nor Covered Entity is required to limit its use, disclosure, or request to the minimum necessary under the HIPAA Rules. Business Associate and Covered Entity acknowledge that the phrase "minimum necessary" shall be interpreted in accordance with the HITECH Act and the HIPAA Rules.

b. **Prohibition on Unauthorized Use or Disclosure.** Business Associate will neither use nor disclose Protected Health Information, except as permitted or required by this BA Agreement or in writing by Covered Entity or as Required by Law. This BA Agreement does not authorize Business Associate to use or disclose Covered Entity's Protected Health Information in a manner that would violate the HIPAA Rules if done by Covered Entity, except as permitted for Business Associate's proper management and administration, as described above.

c. **Information Safeguards.**

i. **Privacy of Protected Health Information.** Business Associate will develop, implement, maintain, and use appropriate administrative, technical, and physical safeguards to protect the privacy of Protected Health Information. The safeguards must reasonably protect Protected Health Information from any intentional or unintentional use or disclosure in violation of the Privacy Rule and limit incidental uses or disclosures made pursuant to a use or disclosure otherwise permitted by this BA Agreement. To any extent the parties agree or have agreed that the Business Associate will carry out directly one or more of Covered Entity's obligations under the Privacy Rule, Business Associate will comply with requirements of the Privacy Rule that apply.

ii. **Security of Covered Entity's Electronic Protected Health Information.** Business Associate will comply with the Security Rule and will use appropriate administrative, technical, and physical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information that Business Associate creates, receives, maintains, or transmits on Covered Entity's behalf.

d. **Subcontractors.** Business Associate will require each of its Subcontractors to agree, in a written agreement with Business Associate, to comply with the provisions of the Security Rule; to appropriately safeguard Protected Health Information created, received, maintained, or transmitted on behalf of Business Associate; and to apply the same restrictions and conditions that apply to Business Associate with respect to such Protected Health Information.

e. **Prohibition on Sale of Protected Health Information.** Business Associate shall not engage in any sale (as defined in the HIPAA rules) of Protected Health Information unless express, written permission for same is granted by any affected individual.

f. **Penalties for Noncompliance.** Business Associate acknowledges that it is subject to civil and criminal enforcement for failure to comply with the HIPAA Rules, to the extent provided by the HITECH Act and the HIPAA Rules.

III. **Compliance With Electronic Transactions Rule.** If Business Associate conducts in whole or part electronic Transactions on behalf of Covered Entity for which HHS has established standards, Business Associate will comply, and will require any Subcontractor it involves with the conduct of such Transactions to comply, with each applicable requirement of the Electronic Transactions Rule and of any operating rules adopted by HHS with respect to Transactions.

#### IV. Individual Rights.

a. **Access.** Business Associate will, within twenty-eight (28) calendar days following Covered Entity's request, make available to Covered Entity (or, at Covered Entity's written direction, to an individual or the individual's designee) for inspection and copying Protected Health Information about the individual that is in a Designated Record Set in Business Associate's custody or control, so that Covered Entity may meet its access obligations under 45 CFR § 164.524.

If Covered Entity requests an electronic copy of Protected Health Information that is maintained electronically in a Designated Record Set in Business Associate's custody or control, Business Associate will provide an electronic copy in the form and format specified by Covered Entity if it is readily producible in such format; if it is not readily producible in such format, Business Associate will work with Covered Entity to determine an alternative form and format that enable Covered Entity to meet its electronic access obligations under 45 CFR § 164.524.

b. **Amendment.** Business Associate will, upon receipt of written notice from Covered Entity, promptly amend or permit Covered Entity access to amend any portion of an individual's Protected Health Information that is in a Designated Record Set in the custody or control of Business Associate, so that Covered Entity may meet its amendment obligations under 45 CFR 164.526.

c. **Disclosure Accounting.** To allow Covered Entity to meet its obligations to account for disclosures of Protected Health Information under 45 CFR § 164.528:

i. **Disclosures Subject to Accounting.** Business Associate will record the information specified below ("Disclosure Information") for each disclosure of Protected Health Information, not excepted from disclosure accounting as specified below, that Business Associate makes to Covered Entity or to a third party.

ii. **Disclosures Not Subject to Accounting.** Business Associate will not be obligated to record Disclosure Information or otherwise account for disclosures of Protected Health Information if Covered Entity need not account for such disclosures under the HIPAA Rules.

iii. **Disclosure Information.** With respect to any disclosure by Business Associate of Protected Health Information that is not excepted from disclosure accounting under the HIPAA Rules, Business Associate will record the following Disclosure Information as applicable to the type of accountable disclosure made:

1. **Disclosure Information Generally.** Except for repetitive disclosures of Protected Health Information as specified below, the Disclosure Information that Business Associate must record for each accountable disclosure is (i) the disclosure date, (ii) the name and (if known) address of the entity to which Business Associate made the disclosure, (iii) a brief description of the Protected Health Information disclosed, and (iv) a brief statement of the purpose of the disclosure.

2. **Disclosure Information for Repetitive Disclosures.** For repetitive disclosures of Protected Health Information that Business Associate makes for a single purpose to the same person or entity (including Covered Entity), the Disclosure Information that Business Associate must record is either the Disclosure Information specified above

for each accountable disclosure, or (i) the Disclosure Information specified above for the first of the repetitive accountable disclosures; (ii) the frequency, periodicity, or number of the repetitive accountable disclosures; and (iii) the date of the last of the repetitive accountable disclosures.

- d. **Availability of Disclosure Information.** Business Associate will maintain the Disclosure Information for at least six (6) years following the date of the accountable disclosure to which the Disclosure Information relates. Business Associate will make the Disclosure Information available to Covered Entity within fifty-six (56) calendar days following Covered Entity's request for such Disclosure Information to comply with an individual's request for disclosure accounting.
- e. **Restriction Agreements and Confidential Communications.** Covered Entity shall notify Business Associate of any limitations in the notice of privacy practices of Covered Entity under 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information. Business Associate will comply with any notice from Covered Entity to (1) restrict use or disclosure of Protected Health Information pursuant to 45 CFR § 164.522(a), or (2) provide for confidential communications of Protected Health Information pursuant to 45 CFR § 164.522(b), provided that Covered Entity notifies Business Associate in writing of the restriction or confidential communications obligations that Business Associate must follow. Covered Entity will promptly notify Business Associate in writing of the termination of any such restriction or confidential communications requirement and, with respect to termination of any such restriction, instruct Business Associate whether any of the Protected Health Information will remain subject to the terms of the restriction agreement.

#### V. Breaches and Security Incidents

- a. **Impermissible Use or Disclosure.** Business Associate will report to Covered Entity any use or disclosure of Protected Health Information not permitted by this Agreement not more than ten (10) calendar days after Business Associate discovers such non-permitted use or disclosure.
- b. **Breach of Unsecured Protected Health Information.** Business Associate will report to Covered Entity any potential Breach of Unsecured Protected Health Information not more than ten (10) calendar days after discovery of such potential Breach. Business Associate will treat a potential Breach as being discovered in accordance with 45 CFR § 164.410. Business Associate will make the report to Covered Entity's Privacy Officer. If a delay is requested by a law-enforcement official in accordance with 45 CFR § 164.412, Business Associate may delay notifying Covered Entity for the applicable time period. Business Associate's report will include at least the following, provided that absence of any information will not be cause for Business Associate to delay the report:
  1. Identify the nature of the Breach, which will include a brief description of what happened, including the date of any Breach and the date of the discovery of any Breach;
  2. Identify the types of Protected Health Information that were involved in the Breach (such as whether full name, Social Security number, date of birth, home address, account number, diagnosis, or other information were involved);
  3. Identify who made the non-permitted use or disclosure and who received the non-permitted disclosure;
  4. Identify what corrective or investigational action Business Associate took or will take to prevent further non-permitted uses or disclosures, to mitigate harmful effects, and to protect against any further Breaches;
  5. Identify what steps the individuals who were subject to a Breach should take to protect themselves; and
  6. Provide such other information, including a written report and risk assessment under 45 CFR § 164.402, as Covered Entity may reasonably request.
- c. **Security Incidents.** Business Associate will report to Covered Entity any Security Incident of which Business Associate becomes aware. Business Associate will make this report on a per-incident basis, except if any such Security Incident resulted in a disclosure not permitted by this BA Agreement or Breach of Unsecured PHI, Business Associate will make the report in accordance with the provisions set forth above.
- d. **Mitigation.** Business Associate shall mitigate, to the extent practicable, any harmful effect known to Business Associate resulting from a use or disclosure in violation of this Agreement.

#### VI. Term and Termination.

- a. **Term.** This BA Agreement shall be effective as of the Effective Date of the Agreement and shall terminate as of the date the Agreement terminates, subject to any "wrap-up" provisions regarding the protection and destruction of Protected Health Information where applicable.
- b. **Right to Terminate for Cause.** Covered Entity may terminate this BA Agreement if it determines, in its sole discretion, that Business Associate has breached any provision of this BA Agreement, and after written notice to Business Associate of the breach, Business Associate has failed to cure the breach within ten (10) calendar days after receipt of the notice. Any such termination will be effective immediately or at such other date specified in Covered Entity's notice of termination. These termination terms shall override any termination terms in the Agreement.
- c. **Treatment of Protected Health Information on Termination.**
  - i. **Return or Destruction of Covered Entity's Protected Health Information Is Feasible and Consistent With Record Retention Rules.**  
Upon termination of this BA Agreement, Business Associate will, if feasible and if consistent with relevant record retention laws and rules regarding employee benefit plans, return to Covered Entity or destroy all Protected Health Information in whatever form or medium, including all copies thereof and all data, compilations, and other works derived therefrom that allow identification of any individual who is a subject of the Protected Health Information. This provision shall apply to Protected Health Information that is in the possession of any Subcontractors of Business Associate. Further, Business Associate shall require any such Subcontractor to certify to Business Associate that it has returned or destroyed all such information that could be returned or destroyed. Business Associate will complete these obligations as promptly as possible, but not later than sixty (60) calendar days following the effective date of the termination or other conclusion of this BA Agreement.
  - ii. **Procedure When Return or Destruction Is Not Feasible or Consistent with Record Retention Rules.**  
Business Associate will identify any Protected Health Information, including any Protected Health Information that Business Associate has disclosed to Subcontractors, that cannot feasibly or compliantly be returned to Covered Entity or destroyed and explain why return or destruction is infeasible. Business Associate will limit its further use or disclosure of such Protected Health Information to those purposes that make return or destruction of such Protected Health Information infeasible or noncompliant. Business Associate will complete these obligations as promptly as possible, but not later than sixty (60) calendar days following the effective date of the termination or other conclusion of this BA Agreement.
  - iii. **Continuing Privacy and Security Obligation.**  
Business Associate's obligation to protect the privacy and safeguard the security of Protected Health Information as specified in this BA Agreement will be continuous and survive termination or other conclusion of this BA Agreement.

#### VII. General Provisions.

- a. **Definitions.** All terms that are used but not otherwise defined in this BA Agreement shall have the meaning specified under HIPAA, including its statute, regulations, and other official government guidance.
- b. **Inspection of Internal Practices, Books, and Records.** Business Associate will make its internal practices, books, and records relating to its use and disclosure of Protected Health Information available to Covered Entity and to HHS to determine compliance with the HIPAA Rules.
- c. **Amendment to Agreement.** This BA Agreement may be amended only by a written instrument signed by the parties. In case of a change in applicable law, the parties agree to negotiate in good faith to adopt such amendments as are necessary to comply with the change in law.



- d. **No Third-Party Beneficiaries.** Nothing in this BA Agreement shall be construed as creating any rights or benefits to any third parties.
- e. **Interpretation.** Any ambiguity in this BA Agreement shall be resolved to permit Covered Entity and Business Associate to comply with the applicable requirements under the HIPAA Rules.
- f. **Governing Law, Jurisdiction, and Venue.** This BA Agreement shall be governed by the law of the state of Texas except to the extent preempted by federal law.
- g. **Severability.** The invalidity or unenforceability of any provisions of this BA Agreement shall not affect the validity or enforceability of any other provision of this BA Agreement, which shall remain in full force and effect.
- h. **Construction and Interpretation.** The section headings contained in this BA Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this BA Agreement.
- i. **Notices.** All notices and communications required by this BA Agreement shall be in writing. Such notices and communications shall be given in one of the following forms: (i) by delivery in person, (ii) by a nationally-recognized, next-day courier service, (iii) by first-class, registered or certified mail, postage prepaid; or (iv) by electronic mail to the address that each party specifies in writing.
- j. **Entire Agreement.** This BA Agreement constitutes the entire agreement between the parties with respect to its subject matter and constitutes and supersedes all prior agreements, representations and understandings of the parties, written or verbal, with regard to this same subject matter.

#### EXHIBIT B: Designation of Outside Plan Representative

**\*\*\*NOTE: This form is OPTIONAL. Leave this form blank if no representative will be designated for the plan outside of the Employer.\*\*\***

#### PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:

\_\_\_\_ There will be no representative designated for the Plan outside of Employer

\_\_\_\_ An OPR was already designated in the New Client Application

\_\_\_\_ An OPR will be designated as follows:

I, (Title): , of

(Employer); designate (Name):

of , as an outside Plan representative ( "OPR") with regard to the Plan(s).

#### The following terms and conditions shall apply to this designation:

1. **Plan Administrator.** The OPR shall be deemed a "plan administrator" for the Plan, including but not limited to, the power to make discretionary decisions regarding the Plan and/or participants in the Plan, including the proper application of any relevant federal, state or local laws to the Plan and/or participants in the Plan.
2. **Access to Protected Health Information.** The OPR shall, in his, her or its capacity as OPR, have the same access to Protected Health Information, as defined in the Business Associate Agreement or elsewhere in the Agreement, as a Plan Administrator would. Employer acknowledges that it has executed a Business Associate Agreement of its own with OPR detailing the protections the OPR will afford to any Protected Health Information received from Ameriflex and that a copy of such Business Associate Agreement has been provided to Ameriflex. (PLEASE NOTE: Where applicable, it is the responsibility of the Plan Administrator to have a duly executed Business Associate Agreement in place with the Outside Plan Representative protecting the privacy and security of the Protected Health Information referenced in this paragraph.) Notwithstanding the foregoing, Ameriflex shall reserve both the right to exercise its discretion with regard to the provision of Protected Health Information to OPR as well as the right to consult with Employer with regard to the same at any time.
3. **No Obligation to Notify.** Ameriflex shall consider any directives made by OPR with regard to the Plan and/or participants in the Plan to be directives made by Employer and shall be required to act accordingly. Ameriflex shall have no obligation to notify Employer of any such directives made by OPR, nor shall any approval be required from Employer before acting on any such directives.
4. **Indemnification.** Employer shall fully protect, defend and indemnify Ameriflex for any act or omission of Ameriflex resulting from any directive made by OPR to Ameriflex within the scope of the powers granted in Sections 1 and 2 of this document.
5. **Revocation.** The designation of OPR shall remain in effect perpetually. This designation can be revoked at any time with written notice of same to Ameriflex. Notwithstanding the foregoing, Ameriflex shall not be responsible for any act or omission resulting from any directive made by OPR within the scope of the powers granted in Section 1 of this document before such time as Ameriflex acknowledges receipt of any such revocation.

#### EXHIBIT C: Information Required by Ameriflex for the Administration of COBRA

**PLEASE NOTE: The Employer's use of a third party to provide the below information to Ameriflex does not absolve the Employer of its responsibilities to provide timely and accurate information to Ameriflex.**

1. Ameriflex Administrative Services Agreement signed by an authorized agent of Employer. [As soon as Ameriflex has been selected as COBRA Administrator]
2. Completed New Client Application. [As soon as Ameriflex has been selected as COBRA Administrator]
3. New Plan Member Information (I.e. people who enroll in the health plan as employees) [Within 30 days of employee's enrollment in the company plan]
  - a. The following information must be provided for each covered employee, spouse and dependant(s):
    - i. Name, Last-Known Mailing Address, DOB, Social Security Number, Contact Information
    - ii. Date of hire
    - iii. Date of original plan enrollment
    - iv. Gender
    - v. NOTE: Please verify that all information is current and correctly spelled. Mis-information can cause errors and delays in processing.
4. Takeover Qualified Beneficiary/Assistance Eligible Individual Information [Upon completion of Employer Application and Administrative Services Agreement]
  - a. The following information must be provided for each QB, including spouse and dependant(s):
    - i. Name, Last-Known Mailing Address, DOB, Social Security Number, Contact Information
    - ii. Relationship to covered employee (if spouse/dependant)
    - iii. Date and Type of Qualifying Event
    - iv. Date of hire

- v. Date of original plan enrollment
  - vi. Date of original Specific Rights Notice/Qualifying Events Notice
  - vii. Gender
  - viii. Specific group health plan information (i.e. the enrolled plan(s) before the QE)
  - ix. Paid-through date (if QB has elected COBRA) - Ameriflex will begin billing the month after the paid-through date.
  - x. Employer subsidies, if any
  - xi. NOTE: Please verify that all information is current and correctly spelled. Mis-information can cause errors and delays in processing.
5. New Qualified Beneficiary/Assistance Eligible Individual Information [Within 15 days of receiving notice of the Qualifying Event]
- a. The following information must be provided for each QB, including spouse and dependant(s):
    - i. Name, Last-Known Mailing Address, DOB, Social Security Number, Contact Information
    - ii. Relationship to covered employee (if spouse/dependant)
    - iii. Date and Type of Qualifying Event
    - iv. Date of hire
    - v. Date of original plan enrollment
    - vi. Gender
    - vii. Specific group health plan information (i.e. the enrolled plan(s) before the QE)
    - viii. Employer subsidies, if any
    - ix. NOTE: Please verify that all information is current and correctly spelled. Mis-information can cause errors and delays in processing.
6. Group Health Plan Information including each current plan option, plan levels, dependent status, current premium amounts, plan year dates, policy number, and policy contract dates [During Initial Implementation and 30 days before plan renewals].
- a. NOTE: If Ameriflex does not receive updated plan info/renewal rates 30 days prior to the plan renewal, participants cannot be properly billed and may lose coverage. The Department of Labor has said that COBRA participants cannot be back-billed for retroactive premium increases.
  - b. NOTE: If Employer offers an HRA or Medical FSA, it must be offered to QBs. Please include an HRA or Medical FSA as a separate plan. Employer should use an actuarial analysis to determine "cost" of any HRA plan for calculation of premium.
  - c. NOTE: If a Plan coverage ends "end of month" for new QBs, Ameriflex will assume "Extended Employer Notice Rule" applies pursuant to ERISA § 607(5); Code § 4980B(f)(8); Treas. Reg. § 54.4980B-7, Q/A-4(b).
7. A Summary Plan Document (SPD) if the plan does not conform to standard COBRA guideline minimums. [Upon completion of Employer Application]
8. A copy of each medical carrier invoice. If Ameriflex does not receive timely carrier invoices, the plan may be charged a penalty. [Upon completion of Employer Application and every 6 months thereafter]
9. Open Enrollment changes for active COBRA participants [Within 7 days of open enrollment period]
- a. NOTE: As the plan sponsor, Employer is solely responsible for the open enrollment of COBRA participants.
10. Customer Service and Enrollment Contact Information for each plan. [Concurrent with Employer Application and within 2 days of information changing]
- a. NOTE: Ameriflex will send all COBRA enrollment and termination notifications to the enrollment contact listed under each plan. Incorrect or out of date enrollment contact information will result in delays in processing.

#### EXHIBIT D: COBRA Fee Schedule

##### COBRA Administration Services, as Described in Article III

1. Initial Case Set-Up Fee	\$
2. Annual Renewal Fee	\$
3. Ameriflex Mongoose? Client Web Portal and Real-Time Reporting	\$
4. Per Enrolled Participant Per Month Fee	\$
5. Monthly Minimum Fee	\$
6. Individual General Rights Notification	\$0.00/letter
7. Open Enrollment Kits for COBRA Participants (upon request)	\$15.00/kit
8. Blanket Mailing of General Rights Notification (upon request)	\$5.00/letter
9. Nonstandard Reports, Letters, Special Requests, etc	case-by-case

**Note:** As part of its company-wide paperless "Go Green" initiative, Ameriflex shall levy an additional fee of five dollars (\$5.00) for each mailed paper Invoice for any Employer requiring same in lieu of electronic delivery. Ameriflex shall also levy an additional twenty-five dollar (\$25.00) fee for each month Employer pays its monthly fee by any means other than ACH debit.

**Note:** The Blanket Mailing of General Rights Notification (8) is optional upon request. This notification may be requested by the Employer if it is discovered that some new hires may not have received Initial letters or if it is preferred that Ameriflex send a blanket mailing of General Rights Notifications to all employees.

#### EXHIBIT E: Sample COBRA Implementation Timeline & Procedures

Action Item	Responsible Party	Start Date	Deadline	Notes
Review, sign and return Administrative Service Agmt and Client Application	Employer/Broker	Day 1	Day 5	All paperwork must be approved by Ameriflex Internal Sales & Support before installation and activation
Review and Sign Designation of OPR Form	Broker	Day 1	Day 5	Req'd if broker is acting on behalf of Employer
Installation and Activation of Employer data in Ameriflex Mongoose System	Ameriflex	Day 5	Day 15	

Action Item	Responsible Party	Start Date	Deadline	Notes
Ameriflex Installation Conference Call	Ameriflex	Day 5	Day 20	
Receive Current COBRA Participant Data	Employer	Day 5	Day 15	
Mail Administrator Change Letters to current COBRA Participants (Takeovers)	Ameriflex	Day 20	Day 20	

**EXHIBIT F: Health FSA Guidelines**

Capitalized terms used in this Exhibit and not defined have the meanings given in the Agreement.

**Service Charges:**

In addition to the initial setup fee of \$400.00 and an annual renewal fee of \$175.00, the monthly fees charged for each Participant enrolled in the Health FSA as of the first day of each month for the term of the Agreement shall be \$4.95 per Participant per month (subject to \$75.00 minimum fee per month).

**NOTE 1:** These service charges also include DCFSA and CRA services.

**NOTE 2:** If HRA or HSA is also elected, these fees reflect combined pricing.

**Note:** As part of its company-wide paperless "Go Green" initiative, Ameriflex shall levy an additional fee of five dollars (\$5.00) for each mailed paper invoice for any Employer requiring same in lieu of electronic delivery. Ameriflex shall also levy an additional twenty-five dollar (\$25.00) fee for each month Employer pays its monthly fee by any means other than ACH debit.

**Services Included:**

Employer is responsible for all legal requirements and administrative obligations with regard to the Health FSA, except for the following administrative duties (to be performed by Ameriflex):

1. As needed, Ameriflex shall make available enrollment and reimbursement forms and instructions for filing Participant claims.
2. Upon receiving instructions from Employer with regard to a Participant's change in status or other event that permits an election change under IRS regulations, Ameriflex shall make the requested change in the Participant's election as soon as practicable.
3. Upon request by the Employer only, Ameriflex shall prepare the information necessary to enable Employer to satisfy its Form 5500 filing obligation with regard to the Health FSA only. Employer shall be responsible for reviewing the information provided by Ameriflex to ensure its accuracy, and, unless otherwise agreed by the parties in writing, Employer shall prepare and submit any Form 5500.
4. Ameriflex shall provide online or other electronic tools with which the Employer may conduct unlimited discrimination testing for the health FSA at its convenience. It is strongly recommended that Employer conduct such testing both before the beginning of the plan year as well as periodically during the plan year.
5. Ameriflex shall administer claims on the Employer's behalf. Ameriflex shall notify Participants with regard to any claims that are denied due to inadequate substantiation or data submission and provide an adequate period of time for the Participant to resubmit the claim. Ameriflex shall follow the requirements of ERISA with regard to denial of claims.

**Services Not Included:**

Ameriflex is not responsible for any of the following:

1. Employer's compliance with COBRA (except where Ameriflex has been engaged to administer COBRA for the Employer) or compliance with HIPAA portability provisions.
2. Determining if and when an event has occurred under the IRS permitted election change regulations such that a change in election is permitted under the Health FSA and any "ultimate" decisions with regard to plan compliance.

**EXHIBIT G: DCFSA Guidelines**

Capitalized terms used in this Exhibit and not defined have the meanings given in the Agreement.

**Service Charges:**

See Note 1 in the "Service Charges" section of Exhibit F.

**Services Included:**

Employer is responsible for all legal requirements and administrative obligations with regard to the DCFSA, except for the following administrative duties (to be performed by Ameriflex):

1. As needed, Ameriflex shall make available enrollment and reimbursement forms and instructions for filing Participant claims.
2. Upon receiving instructions from Employer with regard to a Participant's change in status or other event that permits an election change under IRS regulations, Ameriflex shall make the requested change in the Participant's election as soon as practicable.
3. Ameriflex shall provide online or other electronic tools with which the Employer may conduct unlimited discrimination testing for the DCFSA at its convenience. Especially if highly-compensated employees are participating in the DCFSA, it is strongly recommended that Employer conduct such testing both before the beginning of the plan year as well as periodically during the plan year.
4. Ameriflex shall administer claims on the Employer's behalf. Ameriflex shall notify Participants with regard to any claims that are denied due to inadequate substantiation or data submission and provide an adequate period of time for the Participant to resubmit the claim. Ameriflex shall follow the requirements of ERISA with regard to denial of claims.

**Services Not Included:**

Ameriflex is not responsible for any of the following:

1. Determining if and when an event has occurred under the IRS permitted election change regulations such that a change in election is permitted under the DCFSA and any "ultimate" decisions with regard to plan compliance. These decisions remain the responsibility of the plan sponsor.

---

#### EXHIBIT H: CRA Guidelines

Capitalized terms used in this Exhibit and not defined have the meanings given in the Agreement.

##### Service Charges:

See Note 1 in the "Service Charges" section of Exhibit F.

##### Services Included:

Employer is responsible for all legal requirements and administrative obligations with regard to the CRA, except for the following administrative duties (to be performed by Ameriflex):

1. As needed, Ameriflex shall make available enrollment and reimbursement forms and instructions for filing Participant claims.
2. Upon receiving instructions from Employer with regard to a Participant's change in status or other event that permits an election change under IRS regulations, Ameriflex shall make the requested change in the Participant's election as soon as practicable.
3. Ameriflex shall administer claims on the Employer's behalf. Ameriflex shall notify Participants with regard to any claims that are denied due to inadequate substantiation or data submission and provide an adequate period of time for the Participant to resubmit the claim. Ameriflex shall follow the requirements of ERISA with regard to denial of claims.

##### Services Not Included:

Ameriflex is not responsible for any of the following:

1. Determining whether Employer's plan documents are in compliance with the Code or any other applicable state, federal, or local statutes or regulations.
2. Determining if and when an event has occurred under the IRS permitted election change regulations such that a change in election is permitted under the CRA and any "ultimate" decisions with regard to plan compliance. These decisions remain the responsibility of the plan sponsor.

---

#### EXHIBIT I: HRA Guidelines

Capitalized terms used in this Exhibit and not defined have the meanings given in the Agreement.

##### Service Charges:

(HRA only) In addition to the initial setup fee of \$<<<N/A>>> and an annual renewal fee of \$<<<N/A>>>, the monthly fees charged for each Participant enrolled in the HRA as of the first day of each month for the term of the Agreement shall be \$<<<N/A>>> per Participant per month (subject to \$<<<N/A>>> minimum fee per month).

(Combo) In addition to the initial setup fee of \$ for combined services of FSA and HRA (and COBRA administration if requested) and an annual renewal fee of \$, the monthly fees charged for each Participant enrolled in the HRA and/or the FSA as of the first day of each month for the term of the Agreement shall be \$ per Participant per month (subject to \$ minimum fee per month). The service charges described in Exhibit F are not in addition to the fees listed here.

**Note:** As part of its company-wide paperless "Go Green" Initiative, Ameriflex shall levy an additional fee of five dollars (\$5.00) for each mailed paper invoice for any Employer requiring same in lieu of electronic delivery. Ameriflex shall also levy an additional twenty-five dollar (\$25.00) fee for each month Employer pays its monthly fee by any means other than ACH debit.

##### Services Included:

Employer is responsible for all legal requirements and administrative obligations with regard to the HRA, except for the following administrative duties (to be performed by Ameriflex):

1. As needed, Ameriflex shall make available enrollment and reimbursement forms and instructions for filing Participant claims.
2. Upon request by the Employer only, Ameriflex shall prepare the information necessary to enable Employer to satisfy its Form 5500 filing obligation with regard to the HRA only. Employer shall be responsible for reviewing the information provided by Ameriflex to ensure its accuracy, and, unless otherwise agreed by the parties in writing, Employer shall prepare and submit any Form 5500.
3. Ameriflex shall provide online or other electronic tools with which the Employer may conduct unlimited discrimination testing for the HRA at its convenience. It is strongly recommended that Employer conduct such testing both before the beginning of the plan year as well as periodically during the plan year.
4. Ameriflex shall administer claims on the Employer's behalf. Ameriflex shall notify Participants with regard to any claims that are denied due to inadequate substantiation or data submission and provide an adequate period of time for the Participant to resubmit the claim. Ameriflex shall follow the requirements of ERISA with regard to denial of claims.

##### Services Not Included:

Ameriflex is not responsible for any of the following:

1. Employer's compliance with COBRA (except where Ameriflex has been engaged to administer COBRA for the Employer) or compliance with HIPAA portability provisions.

---

#### EXHIBIT J: HSA Guidelines

Capitalized terms used in this Exhibit and not defined have the meanings given in the Agreement.

##### Service Charges:

(HSA only) In addition to the initial setup fee of \$<<<N/A>>> and an annual renewal fee of \$<<<N/A>>>, the monthly fees charged for each Participant enrolled in the HRA as of the first day of each month for the term of the Agreement shall be \$<<<N/A>>> per Participant per month (subject to \$<<<N/A>>> minimum fee per month).

(Combo) In addition to the initial setup fee of \$<<<N/A>>> for combined services of HSA, FSA and HRA (and COBRA administration if requested) (in any combination) and an annual renewal fee of \$<<<N/A>>>, the monthly fees charged for each Participant enrolled in the HRA and/or the FSA as of the first day of each month for the term of the Agreement shall be \$<<<N/A>>> per Participant per

month (subject to \$<<N/A>> minimum fee per month). The service charges described in either Exhibit F or Exhibit H are not in addition to the fees listed here.

**Note:** As part of its company-wide paperless "Go Green" initiative, Ameriflex shall levy an additional fee of five dollars (\$5.00) for each mailed paper invoice for any Employer requiring same in lieu of electronic delivery. Ameriflex shall also levy an additional twenty-five dollar (\$25.00) fee for each month Employer pays its monthly fee by any means other than ACH debit.

**Services Included:**

Employer is responsible for all legal requirements and administrative obligations with regard to the HSA, except for the following administrative duties (to be performed by Ameriflex):

1. As needed, Ameriflex shall make available enrollment and reimbursement forms and instructions for filing Participant claims.
2. Upon request by the Employer only, Ameriflex shall prepare the information necessary to enable Employer to satisfy its Form 5500 filing obligation, if any, with regard to the HSA only. Employer shall be responsible for reviewing the information provided by Ameriflex to ensure its accuracy, and, unless otherwise agreed by the parties in writing, Employer shall prepare and submit any Form 5500.
3. Claims shall generally be paid via an electronic payment card administered by Ameriflex. For all other claims, Ameriflex shall make commercially reasonable efforts to disburse any benefit payments by check that it determines to be due within ten (10) business days of the day on which Ameriflex receives the claim. Ameriflex shall not be responsible for the failure to make payments due to acts or omissions of the HSA trustee or custodian.
4. Ameriflex shall be a claims-paying agent only and shall have no role or authority as an HSA trustee or custodian, nor shall it have any duties or obligations appurtenant thereto.

**Services Not Included:**

Ameriflex is not responsible for any of the following:

1. Determining whether Employer's plan documents are in compliance with the Code or any other applicable state, federal, or local statutes or regulations.
2. Any services normally provided by an HSA trustee or custodian, including any reporting requirements and any "ultimate" decisions with regard to plan compliance. These decisions remain the responsibility of the plan sponsor.

---

**EXHIBIT K: Billing Services Guidelines**

NOTE: This Exhibit is completed only if the Employer selected the Billing Services.

Capitalized terms used in this Exhibit and not defined have the meanings given in the Agreement.

**Effective Date and Term:**

Notwithstanding anything in the Agreement that may be to the contrary, with regard to Billing Services only, the Agreement shall be effective N/A ("Billing Services Effective Date") and the Initial term will be:

The Initial 12-month period commencing on the Billing Services Effective Date; or,  
From the Billing Services Effective Date through

Thereafter, this Agreement will renew automatically for successive periods of twelve (12) months unless this Agreement is terminated in accordance with the provisions of Section 8.4 of the Agreement.

**Services Included:**

Ameriflex shall be responsible for:

N/A

**Services Not Included:**

Ameriflex shall not be responsible for:

N/A

**Employer Responsibilities:**

Employer shall be responsible for:

N/A

**Service Charges:**

N/A

**Note:** As part of its company-wide paperless "Go Green" initiative, Ameriflex shall levy an additional fee of five dollars (\$5.00) for each mailed paper invoice for any Employer requiring same in lieu of electronic delivery. Ameriflex shall also levy an additional twenty-five dollar (\$25.00) fee for each month Employer pays its monthly fee by any means other than ACH debit.

---

###



# ENGLEWOOD PUBLIC SCHOOL DISTRICT

## JOB DESCRIPTION

**POSITION: STUDENT ATTENDANCE COORDINATOR/SCHOOL COMMUNITY LIAISON**  
**(Non-Certificated/Non-Guide/10-months)**

### QUALIFICATIONS:

1. Associate or Bachelor Degree preferred
2. Minimum of three years' experience working with and knowledge of the community
3. Demonstrated ability to work successfully with children and adults, with a sensitivity to cultural diversity
4. Ability to communicate well with parents, school personnel and community members
5. Proficiency with business and educational software and District propriety software to fulfill job functions
6. Valid New Jersey driver's license
7. Reliable method of personal transportation

**REPORTS TO:** The Student Attendance Coordinator/School Community Liaison reports to the Building Principal and/or his/her designee.

**JOB GOAL:** To monitor student attendance to minimize tardiness and truancy problems that inhibit access to educational opportunities in accordance with law, regulations and board policies. Develops positive working relationships with school personnel, parents, guardians and community agencies to enhance student achievement, promote student attendance and increase student responsibility.

### PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

1. Under the direction of the Building Principal and/or his/her designee, monitors student attendance to minimize tardiness and truancy.
2. Monitors and oversees the late check-in system at the security stations daily.
3. Maintains daily attendance registers and tardiness records.
4. Generates daily and/or period reports as needed and provide designated personnel and/or administrators with up-to-date attendance records.
5. Maintains period checks with the main office to ensure all students are present and accounted for.
6. Identifies students who are at-risk for chronic absenteeism and truancy.
7. Generates parent notification letters for all required absenteeism and truancy letters as per District policy.
8. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
9. Works closely with school principals, teachers, guidance counselors, school nurses, child study team members and student assistance coordinators, regarding students who are

- absent or tardy frequently and who have not responded to the corrective procedures implemented by the building administrators.
10. Organizes and schedules after-school detention program(s) for attendance and minor behavior infractions.
  11. Maintains proper documentation and follow-up on District related assignments.
  12. Assists with the reporting and dissemination of County, State and/or Federal Student Attendance reports.
  13. Monitors and responds to e-mails and other forms of communications daily.
  14. Under the direction of the Director of Pupil Personnel Services, in conjunction with the school building level administration, makes home visitations for the purposes of residency verification and/or school related matters.
  15. Provides information to parents/guardians concerning District policies and procedures such as, but not limited to, registration, assessments, and discipline.
  16. Works closely with building administrators in the monitoring of individual student's participation in school, academic, work and extracurricular activities.
  17. Consults with building administrators, guidance counselors, child study team members and parents/guardians regarding improving students' attitudes towards their educational achievement, attendance and/or behavior.
  18. Provides support to the administration in conducting orderly and efficient meetings, including, but not limited to, organization meetings, parent meetings and/or fundraising events.
  19. Develops and maintains school-based relationships with various community partners to provide assistance to parents/guardians and/or students (food bank, homeless shelters, etc.).
  20. Participates in appropriate in-service and professional learning opportunities and attends all required meetings.
  21. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire, personal grooming, and an effective work ethic.
  22. Displays ethical behavior in working with students, parents, school personnel, and outside agencies associated with the school.
  23. Serves as a liaison to District, County and/or State committees as assigned.
  24. Performs other duties and tasks as assigned by the Building Principal and/or his/her designee.

**APPOINTMENT:** Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

**TERMS OF EMPLOYMENT:** Ten (10) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of non-certificated personnel and the administrative procedures on non-certificated staff evaluation.

**BOE APPROVAL:**

**RESOLUTION:**

Revised from November 16, 2017 18-P-33

DRAFT

# ENGLEWOOD PUBLIC SCHOOL DISTRICT

## JOB DESCRIPTION

**POSITION: STUDENT ATTENDANCE COORDINATOR/SCHOOL COMMUNITY LIAISON**  
**(Non-Certificated/Non-Guide/12-months)**

### QUALIFICATIONS:

1. Associate or Bachelor Degree preferred
2. Minimum of three years' experience working with and knowledge of the community
3. Demonstrated ability to work successfully with children and adults, with a sensitivity to cultural diversity
4. Ability to communicate well with parents, school personnel and community members
5. Proficiency with business and educational software and District propriety software to fulfill job functions
6. Valid New Jersey driver's license
7. Reliable method of personal transportation

**REPORTS TO:** The Student Attendance Coordinator/School Community Liaison reports to the Building Principal and/or his/her designee.

**JOB GOAL:** To monitor student attendance to minimize tardiness and truancy problems that inhibit access to educational opportunities in accordance with law, regulations and board policies. Develops positive working relationships with school personnel, parents, guardians and community agencies to enhance student achievement, promote student attendance and increase student responsibility.

### PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

1. Under the direction of the Building Principal and/or his/her designee, monitors student attendance to minimize tardiness and truancy.
2. Monitors and oversees the late check-in system at the security stations daily.
3. Maintains daily attendance registers and tardiness records.
4. Generates daily and/or period reports as needed and provide designated personnel and/or administrators with up-to-date attendance records.
5. Maintains period checks with the main office to ensure all students are present and accounted for.
6. Identifies students who are at-risk for chronic absenteeism and truancy.
7. Generates parent notification letters for all required absenteeism and truancy letters as per District policy.
8. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
9. Works closely with school principals, teachers, guidance counselors, school nurses, child study team members and student assistance coordinators, regarding students who are absent or tardy frequently and who have not responded to the corrective procedures implemented by the building administrators.

10. Organizes and schedules after-school detention program(s) for attendance and minor behavior infractions.
11. Maintains proper documentation and follow-up on District related assignments.
12. Assists with the reporting and dissemination of County, State and/or Federal Student Attendance reports.
13. Monitors and responds to e-mails and other forms of communications daily.
14. Under the direction of the Director of Pupil Personnel Services, in conjunction with the school building level administration, makes home visitations for the purposes of residency verification and/or school related matters.
15. Provides information to parents/guardians concerning District policies and procedures such as, but not limited to, registration, assessments, and discipline.
16. Works closely with building administrators in the monitoring of individual student's participation in school, academic, work and extracurricular activities.
17. Consults with building administrators, guidance counselors, child study team members and parents/guardians regarding improving students' attitudes towards their educational achievement, attendance and/or behavior
18. Provides support to the administration in conducting orderly and efficient meetings, including, but not limited to, organization meetings, parent meetings and/or fundraising events.
19. Develops and maintains school-based relationships with various community partners to provide assistance to parents/guardians and/or students (food bank, homeless shelters, etc.).
20. Participates in appropriate in-service and professional learning opportunities and attends all required meetings.
21. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire, personal grooming, and an effective work ethic.
22. Displays ethical behavior in working with students, parents, school personnel, and outside agencies associated with the school.
23. Serves as a liaison to District, County and/or State committees as assigned.
24. Assists District Registrar during summer months with District-wide registration needs.
25. Performs other duties and tasks as assigned by the Building Principal and/or his/her designee.

**APPOINTMENT:** Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

**TERMS OF EMPLOYMENT:** Twelve (12) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of non-certificated personnel and the administrative procedures on non-certificated staff evaluation.



**BOE APPROVAL:**

**RESOLUTION:**

Revised from 18-P-43 December 14, 2017

DRAFT