

THE ENGLEWOOD BOARD OF EDUCATION

AGENDA – PUBLIC MEETING

November 17, 2016

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

II. OPEN PUBLIC MEETING 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, Co-Presidents of the ETA and EAA, Presidents of parent-teacher organizations and any person who has requested individual notice and paid the required fee.

III. ROLL CALL Stephen Brown, Junius Carter, Molly Craig-Berry, Carol Feinstein, Glenn Garrison, Betty Griffin, Henry Pruitt, George Garrison, III, Devry Pazant

IV. PLEDGE OF ALLEGIANCE

V. 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.

VI. APPROVAL OF MINUTES**TAB-1**

October 20, 2016 – Regular Board Meeting and Closed Session

VII. BOARD SECRETARY REPORT:**TAB-2**

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 September 2016 and Board Secretary's report for the month of September 2016; and

FUND	CASH BALANCE	APPROPRIATIONS	ENCUMBRANCES	EXPENDITURES	FUND BALANCE
General Current Expense Fund		\$ 68,607,250.93	\$ 54,241,393.80	\$ 10,167,277.92	\$ 4,198,579.21
(10),(11),(18) Current Expense	\$ 10,657,593.85	\$ 65,593,178.93	\$ 53,500,692.96	\$ 8,791,012.40	\$ 3,301,473.57
(12) Capital Outlay		\$ 3,014,072.00	\$ 740,700.84	\$ 1,376,265.52	\$ 897,105.64
(13) Special Schools					
Capital Reserve					
(20) Special Revenue Fund	\$ 78,022.49	\$ 4,204,071.32	\$ 2,834,085.37	\$ 502,882.86	\$ 867,103.09
(30) Capital Projects Fund	\$ (427,802.43)	\$ 1,541,928.60	\$ 878,008.00	\$ 663,920.60	\$ -
(40) Debt Service Fund	\$ 252,152.66	\$ 1,816,157.00		\$ 506,156.26	\$ 1,310,000.74
(50) Enterprise Fund	\$ 147,779.63				
(1) NET Payroll	\$ (13,885.76)				
(60) Enterprise Fund	\$ 104,205.77				
TOTAL	\$10,798,066.21	\$ 76,169,407.85	\$ 57,953,487.17	\$11,840,237.64	\$ 6,375,683.04

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).

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

X. REVIEW OF CONSENT AGENDA

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

Board	17-B-05
Administration	17-A-34 through 17-A-42
Finance	17-F-40 through 17-F-48
Personnel	17-P-49 through 17-P-53

Section	Section	Topic	Page	Tab
Board	17-B-	Approval – of Superintendent's Merit Action Plans 2016-2017	4	
Administration	17-A-34	Approval – Report of Student Suspensions	5	
	17-A-35	Approval – Superintendent's Harassment, Intimidation and Bullying Report	5	
	17-A-36	Approval – Field Trips	5	3
	17-A-37	Approval – Second Reading and Final Adoption of BOE Policies	6	4
	17-A-38	Approval – First Reading of Revised Board of Education Policies	6	5
	17-A-39	Approval – District Enrollment in Schools	7	
	17-A-40	Approval – Purchased Services 2016-2017	7	
	17-A-41	Approval – Nursing Services Plan 2016-2017	8	6
	17-A-42	Approval – School Bus Emergency Drills Have Been Conducted in Accordance with N.J.A.C. 6A: 27-11.2	8	
Finance	17-F-40	Approval – Staff and BOE Travel	9	7
	17-F-41	Approval – Line Item Transfers	9	8
	17-F-42	Approval – Bills List	9	9
	17-F-43	Approval – Change Orders – Framan Mechanical, Inc.	9	
	17-F-44	Approval – Nonpublic Security Program for the 2016-2017 School Year	10	
	17-F-45	Approval – Revised School Nursing Services for Nonpublic Schools and Acceptance of Funds	10	
	17-F-46	Approval – Revised Nonpublic School Technology Initiative for 2016-2017	11	
	17-F-47	Approval – Calendar for the Development of the 2017-2018 Budget	11	
	17-F-48	Approval – Amended Grant Application for NCLB Funding	12	
Personnel	17-P-50	Approval – 2016-2017 Contracted Appointments	13	
	17-P-51	Approval – 2016-2017 Employment of Personnel: Full-Time, Non-Guide, Part-Time Employees and Substitutes	13-14	
	17-P-52	Approval – 2016-2017 Extra Compensation Positions	14-15	
	17-P-53	Approval – 2016-2017 Retirement, Resignations, Leaves of Absence, Terminations	15	

XI. PRIVILEGE OF THE FLOOR**XII. APPROVAL OF CONSENT AGENDA**

- Motion to approve the consent agenda: _____ Second: _____
- Board Discussion
- Vote

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

BOARD**APPROVAL – OF SUPERINTENDENT’S MERIT ACTION PLANS 2016-2017****17-B-05**

WHEREAS on November 17 2016, the Englewood Board of Education (hereinafter referred to as the “Board”) approved merit action plans for the Superintendent for the 2016-2017 school year consisting of three (3) quantitative merit criteria and two (2) qualitative merit criteria and will submit same to the Executive County Superintendent for approval in accordance with N.J.A.C 6A: 23A-3.1(e) 10-11 (hereinafter referred to as “Merit Bonus Goals”); and

WHEREAS, the Board has created a goal for the Superintendent to create a new high school schedule, creating a task force that will include parents, teachers, administrators and students from both the Dwight Morrow and Academies programs. Moving forward, this group of individuals will have all of the options presented with a goal of an innovative schedule in our high school. This is a qualitative merit bonus of 2.5% of his annual salary in the amount of \$4,187.50; and

WHEREAS, the Board has created a goal for the Superintendent and determined that the Superintendent will launch a leadership trainee program with the purpose of sharing best practices in school leadership. On a monthly schedule employees will be invited to participate in a discussion about strong leadership models. This is a quantitative merit bonus of 3.33% of his annual salary in the amount of \$5,527.50; and

WHEREAS, the Board has created a goal for the Superintendent which will be to assist in the development of a district PTA Council. Englewood has had separate PTOs, PTAs, PPOs, PPAs. The goal is to facilitate the parent organizations to share best practices and insure that they are operating under a sound financial framework. School leadership will meet regularly and offer advice and suggestions. The goal will assist the organizations in creating bylaws and conducting regularly scheduled meetings. This is a qualitative goal, thereby entitling him to a qualitative merit bonus of 2.5% of his annual salary in the amount of \$4,187.50 and

WHEREAS, the Board has created a goal for the Superintendent where our district will create an app that will be available to all of the children in Englewood. A strong reason for this is to foster literacy in the whole community. A townwide campaign to get children reading before they actually attend school will be part of the campaign. The goal of the app is to increase early literacy for the City of Englewood. Inclusive of the goal is the marketing of the app to the population, adoption of the app and classes for the public, educating on the use of the app. This is a quantitative goal, thereby entitling him to a qualitative merit bonus of 3.3% of his annual salary in the amount of \$5,527.50; and

WHEREAS, the Board has created a goal for the Superintendent to create a strategic plan; therefore, the superintendent will create a new plan. The plan will include facilities, technology and curriculum. This is a quantitative goal, thereby entitling him to a quantitative merit bonus of 3.33% of his annual salary in the amount of \$5,527.50; and

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the aforementioned proposed merit bonuses for the 2016-2017 school year, subject to approval by the Executive County Superintendent.

ADMINISTRATION**17-A-34 APPROVAL - REPORT OF STUDENT SUSPENSIONS**

WHEREAS, school principals have reported to the Superintendent of Schools that during the month of **October 2016** 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	October '16
High School	8
Middle School	3
McCloud Elementary School	4
Grieco Elementary School	1
Quarles Elementary School	-
Total Suspensions:	16

Number of Suspensions	October '15
High School	7
Middle School	9
McCloud Elementary School	-
Grieco Elementary School	-
Quarles Elementary School	-
Total Suspensions:	16

17-A-35 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 **November 17, 2016** closed session meeting.

17-A-36 APPROVAL – FIELD TRIPS**TAB-3**

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.:

17-A-37

APPROVAL – SECOND READING AND FINAL ADOPTION OF BOE POLICIES

TAB-4

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
8454	MANAGEMENT OF PEDICULOSIS-NEW
8441	CARE OF INJURED AND ILL PERSONS
R8441	CARE OF INJURED AND ILL PERSONS- NEW
8630	EMERGENCY SCHOOL BUS PROCEDURES
R8630	EMERGENCY SCHOOL BUS PROCEDURES
0167	PUBLIC PARTICIPATION IN BOARD MEETINGS
0168	RECORDING BOARD MEETINGS-NEW
2425	PHYSICAL EDUCATION-Abolished
7481	UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)-NEW
R2431.2	MEDICAL EXAMINATION TO DETERMINE FITNESS FOR PARTICIPATION IN ATHLETICS
5330.01	ADMINISTRATION OF MEDICAL MARIJUANA-NEW
R5330.01	ADMINISTRATION OF MEDICAL MARIJUANA-NEW
5615	SUSPECTED GANG ACTIVITY
R8540	FREE AND REDUCED MEALS-Abolished
8820	OPENING EXERCISES/CEREMONIES

17-A-38

APPROVAL – FIRST READING OF BOARD OF EDUCATION POLICIES

TAB-5

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 policy at the forthcoming Board of Education meeting.

Number	Policy
5756	TRANSGENDER STUDENTS
0134	BOARD SELF EVALUATION
0152	BOARD OFFICERS
4431.1	FAMILY LEAVE
3431.1	FAMILY LEAVE

***Note:** Public comment on these policies will be accepted in writing through November 30, 2016.

17-A-39 APPROVAL – DISTRICT ENROLLMENT IN SCHOOLS

	30-Sep-16	15-Oct-16	31-Oct-16	YTD
Academies	483	485	485	2
DMHS	573	569	573	0
EAGLE	39	37	37	(2)
DMHS Total	1,095	1091	1095	0
JDMS	379	383	381	2
McCloud	577	582	577	0
Grieco	596	600	595	(1)
Quarles	424	432	425	1
In-District Total	3,071	3088	3073	2

17-A-40 APPROVAL – PURCHASED SERVICES 2016 – 2017

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:

Name	Service / Dates	Budget	Max. Fees
Slocum Skewes	Tuition Student (#149364) October 2016- June 2017	11-000-100-562-40-000-000	\$38,767.22
YCS-GWashington	Tuition Student (#153293) October 2016- June 2017	11-000-100-566-40-000-000	\$43,104.00
PRNY,PC	P/T Services @ Windsor Academy for OOD Student Student (#146496) October 2016- June 2017	11-000-216-320-40-000-000	\$10,000.00
First & Associates, Inc. School First Consultant	Webmaster Services/Technician In Dept. of Technology November 1, 2016- June 2017	11-000-230-339-61-000-000	\$15,930.00
Essex Educational Services Commission – Transportation Division	Transportation Students (#144560 and #1448806) November 2016-June 2017	11-000-100-561-63-000-000	\$27,000.00
Emerson Jr./Sr. High School	Revised Tuition Student (#146649) September 8, 2016- October 24, 2016	11-000-100-561-63-000-000	\$2,029.20
Inspired Instruction LLC and Standards Solution Holding, LLC	Technology Curriculum Writing Conduct Needs Assessment Meeting and Create Four Level Band Curricula School Year 2016-2017	11-000-221-500-64-000-000	\$20,000.00

17-A-41 APPROVAL – NURSING SERVICES PLAN 2016 – 2017**TAB-6**

WHEREAS, school nurses along with the Special Education/Pupil Services Department have provided to the Superintendent of Schools a description of the basic nursing services to be provided to all students; a summary of the specific medical needs of individual students, if any, and the nursing services required to address those needs; a description of how nursing services will be provided in emergency situations; detailed nursing assignments sufficient to prove the services to students in all of its school buildings as outlined in N.J.A.C. 6A:16-2.3(b) through (d); and , nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

BE IT RESOLVED, that the Board of Education approves the Nursing Services Plan on the recommendation of the Superintendent of Schools.

17-A-42 APPROVAL – SCHOOL BUS EMERGENCY DRILLS HAVE BEEN CONDUCTED IN ACCORDANCE WITH N.J.A.C. 6A: 27-11.2

WHEREAS, N.J.A.C. 6A:27-11.2 requires that school administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school and that all other students shall receive school bus evacuation at least once within the school year; and

WHEREAS, the school bus driver and bus aide shall participate in the emergency exit drills; and

WHEREAS, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity; and

WHEREAS, drills shall be documented in the minutes of the local Board of Education at the first Board meeting following the completion of the emergency exit drill. The minutes shall include, but not be limited to, the following:

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

WHEREAS, the following is a summary table of the recent school bus evacuation drills conducted in the School District:

School Name	Date of Drill	Time of Drill	Location of Drill	Route Number	Name of Person who Supervised
Janis Dismus Middle School	November 3, 2016	8 AM- 3 PM	Janis Dismus Middle School	Bus Route 111	Lamarr Thomas & Larry Hicks
Dr. Leroy McCloud Elementary	September 20, 2016	7:55 AM- 8:30 AM	Dr Leroy McCloud	Bus 1-8	Carol Sanchez
Dwight Morrow High School	October 2, 2016	8 AM- 3 PM	Outside in front of the Gym	District Bus	Joe Armental & Physical Ed Teacher
Dr. John Grieco Elementary	September 28, 2016	7:30 AM	On the side of the school in the bus lane	Bus# 6,3,1, 2, 5, 4 and Two small vans	Ms. Small-Bailey
Donald A. Quarles Elementary	October 5, 2016	7:30 AM	186 Davison Place	Yellow, Blue, Purple, Orange, Tan, Gray, Pink, Bus A, Bus Bus C, Bus D, Bus E	Arlene Ng & C. Nunziato

FINANCE**17-F-40 APPROVAL – STAFF AND BOE TRAVEL****TAB-7**

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.

17-F-41 APPROVAL – LINE ITEM TRANSFERS**TAB-8**

RESOLVED, the Englewood Board of Education approves the attached list of September 2016 budget transfers within the 2016-2017 budget pursuant to Policy 6422M.

17-F-42 APPROVAL – BILLS LIST**TAB-9**

RESOLVED, the Board of Education approves payment of the attached bills in the total amount of \$6,780,378.65

17-F-43 APPROVAL – CHANGE ORDERS – FRAMAN MECHANICAL, INC.

WHEREAS, it has been necessary to provide controls associated with the boiler inducer fan and control system; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approve the change orders below to Framan Mechanical Inc.:

#3	Provide control for fan and control system	\$7,818.30
#4	Draft Inducer	\$31,161.46
#5	New Elect Feeds	\$7,417.98
#6	Asbestos Removal	(\$75,000.00)

17-F-44 APPROVAL – NONPUBLIC SECURITY PROGRAM FOR THE 2016-2017 SCHOOL YEAR

WHEREAS, the Englewood Board of Education (EBOE) received state aid from the New Jersey Department of Education (NJDOE), Division of Finance in the amount of **\$100,600.00** to administer the Nonpublic Security Aid Program for the 2016-2017 school year; and

WHEREAS, under the initiative, the EBOE is mandated by NJDOE to distribute said monies to the following nonpublic schools for the provision of security services, equipment and technology to help ensure a safe and secure environment for students attending the following nonpublic schools:

- **\$2,200.00** – Ability School, 75 Knickerbocker Road, Englewood, NJ 07631;
- **\$45,900.00** – Dwight-Englewood School, 315 E. Palisade Avenue, Englewood, NJ 07631;
- **\$18,000.00** – The Elisabeth Morrow School, 435 Lydecker Street, Englewood, NJ 07631;
- **\$450.00** – First Presbyterian Preschool, 150 E. Palisade Avenue, Englewood, NJ 07631;
- **\$31,300.00** – Moriah School, 53 South Woodland Street, Englewood, NJ 07631;
- **\$2,750.00** – Yeshiva Ohr Simcha Englewood, 101 West Forest Avenue, Englewood, NJ 07631; and

BE IT RESOLVED, that the EBOE hereby accepts said funds and will require that a separate account be established by the Business Administrator/Board Secretary for each of the aforementioned nonpublic schools to record approved disbursements in compliance with generally accepted accounting principles.

**17-F-45 APPROVAL – REVISED SCHOOL NURSING SERVICES FOR NONPUBLIC SCHOOLS
AND ACCEPTANCE OF FUNDS**

WHEREAS, the Englewood Public Schools issued an RFP for a School Nursing Services for Nonpublic Schools using the competitive contracting methodology that was opened on July 8, 2014, for the 2014-2015 school year, and by resolution, that contract was awarded to Catapult Learning, and

WHEREAS, contracts awarded under competitive contracting may be renewed for subsequent terms not exceeding a total of 5 years, now

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approves the year 3 renewal of the contract with Catapult Learning, 2 Aquarium Drive, Suite 100, Camden, NJ 08103, for the 2016-2017 year at a cost not to exceed the New Jersey DOE allocation as follows, and accepts the funds from the State Department of Education:

- **\$3,960** – Ability School, 75 Knickerbocker Road, Englewood, NJ 07631;
- **\$82,620** – Dwight-Englewood School, 315 E. Palisade Avenue, Englewood, NJ 07631;
- **\$32,400** – The Elisabeth Morrow School, 435 Lydecker Street, Englewood, NJ 07631;
- **\$810** – First Presbyterian Preschool, 150 E. Palisade Avenue, Englewood, NJ 07631;
- **\$56,340** – Moriah School, 53 South Woodland Street, Englewood, NJ 07631;
- **\$4,950** – Yeshiva Ohr Simcha Englewood, 101 West Forest Avenue, Englewood, NJ 07631.

17-F-46 APPROVAL – REVISED NONPUBLIC SCHOOL TECHNOLOGY INITIATIVE FOR 2016-2017

WHEREAS, the Englewood Board of Education (EBOE) received state aid from the New Jersey Department of Education (NJDOE), Division of Finance in the amount of \$46,332 to administer the Nonpublic School Technology Initiative for the 2016-2017 fiscal period; and

WHEREAS, under the initiative, the EBOE is mandated by NJDOE to distribute said monies to the following nonpublic schools for the acquisition of computers, educational software, distance learning equipment and other technologies to enhance learning among nonpublic school students and improve nonpublic school teachers' technology skills for instructional purposes, accordingly:

- **\$1,066** – Ability School, 75 Knickerbocker Road, Englewood, NJ 07631;
- **\$19,786** – Dwight-Englewood School, 315 E. Palisade Avenue, Englewood, NJ 07631;
- **\$8,528** – The Elisabeth Morrow School, 435 Lydecker Street, Englewood, NJ 07631;
- **\$234** – First Presbyterian Preschool, 150 E. Palisade Avenue, Englewood, NJ 07631;
- **\$16,146** – Moriah School, 53 South Woodland Street, Englewood, NJ 07631;
- **\$572** – Yeshiva Ohr Simcha Englewood, 101 West Forest Avenue, Englewood, NJ 07631; and

WHEREAS, the guidelines associated with the initiative require EBOE staff to meet with authorized administrators of each of the nonpublic schools referenced above to discuss: the timelines for program implementation; allowable nonpublic school purchases; selection of state contract vendors for the purchase of technology equipment/peripherals; ordering, delivery and tagging of equipment as EBOE property, and other related areas, be advised that due diligence will be given to each of these areas through the Office of the Business Administrator to assure compliance with the guidelines set forth by NJDOE for program administration; and

BE IT RESOLVED, the Englewood Board of Education accepts these funds from the NJDOE for the purpose of technology purchases at nonpublic schools located in Englewood.

17-F-47 APPROVAL – CALENDAR FOR THE DEVELOPMENT OF THE 2017-2018 BUDGET

WHEREAS, a public school district shall develop a budget calendar on an annual basis; now

BE IT RESOLVED, the Englewood Board of Education approve the budget calendar below for the development of the 2017-2018 budget.

DECEMBER 2, 2016	All Directors, Principals and Supervisors must submit their 2017-2018 budget request to the Business Administrator
DECEMBER 23, 2016	The Business Administrator will submit the first draft of the budget to the Superintendent of Schools
JANUARY 17, 2017	Finance Committee meeting to review first draft of the 2017-2018 budget
FEBRUARY 1, 2017	Send first draft of 2017-2018 school budget to each Board member
FEBRUARY 15, 2017	State Aid/State Payments Notification to District*
FEBRUARY 22, 2017	Final Date for Board members to send questions to Business Administrator
MARCH 7, 2017	Finance Committee Meeting to review and recommend final tentative budget
MARCH 8, 2017	The final tentative budget is sent to all Board members
MARCH 16, 2017	Board meeting to approve preliminary 2017-2018 school budget*
MARCH 21, 2017	Business Administrator to send Board approved preliminary 2017-2018 budget and required supplemental information to the County Office for approval*
APRIL 24 TH - APRIL 27 TH	Annual School Budget hearing and final approval of 2017-2018 budget*

* Dates subject to change pending state budget calendar

17-F-48 APPROVAL – AMENDED GRANT APPLICATION FOR NCLB FUNDING

WHEREAS, the Englewood Public School District had funds available on June 30, 2016 in NCLB grant funding; and

WHEREAS, the district submitted final reports and requests to carryover funds available on June 30, 2016; and

WHEREAS, the New Jersey Department of Education has approved the district's request to utilize carryover funds; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education authorizes the Business Administrator to submit an amended grant application to include carryover funds and adjustments for district needs per the following:

Title I	\$126,580
Title II	\$ 83,400
Title III	\$ 47,331
Title III Immigrant	\$ 10,480

PERSONNEL**17-P-50 APPROVAL – 2016-2017 CONTRACTED APPOINTMENTS**

WHEREAS, the Superintendent of Schools, after considering the recommendation of his administrative staff which included consideration of experience, credentials, and references for the following candidates for employment in the school district, has determined that the appointment of these individuals is appropriate and in the best interest of the school district, be it

RESOLVED, upon recommendation of the Superintendent of Schools, that the following individuals be appointed to the positions indicated, as provided by the budget, in accord with terms of the employment specified:

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent's Office for emergent hiring.
2. A medical examination including satisfactory results of the Mantoux tuberculin skin test.

N = New

R = Replacement

RI = Reinstatement

<i>School Codes:</i>	<i>Grieco (04)</i>	<i>JDMS (10)</i>	<i>A@E (30)</i>	<i>DMHS (20)</i>
<i>Out-of-District (OOD)</i>	<i>Eagle Wings (05)</i>	<i>Central Office (60)</i>	<i>Quarles (01)</i>	<i>McCloud (03)</i>

Instructional Appointments

Name	Certification	Initial Loc	All salaries per annum unless noted	10 month	Effective Dates	Budget Code
Concepcion, Yeilen ² (N)	CEAS: Teacher of Spanish	(20)	BA, Step 1-2 \$54,060 pro rata	10	01/03/17-06/30/17	11-140-100-101-77-101-000 11-140-100-101-98-000-000
Corizzi, Ashley ^{1,2} (R-J.C.)	Standard: Elementary School Teacher K-6	(04)	BA, Step 1-2 \$54,060 pro rata	10	11/21/16-02/03/17	11-120-100-101-74-101-000

¹Leave Replacement/Non-Tenurable ²Pending Criminal History Archival

17-P-51 APPROVAL - 2016-2017 EMPLOYMENT OF PERSONNEL: FULL-TIME, NON-GUIDE, PART-TIME EMPLOYEES AND SUBSTITUTES

WHEREAS, the Superintendent of Schools, after considering the recommendation of his administrative staff which included consideration of experience, credentials, and references for the following candidates for employment in the school district, has determined that the appointment of these individuals is appropriate and in the best interest of the school district, be it

RESOLVED, upon recommendation of the Superintendent of Schools, that the following individuals be appointed to the positions indicated, as provided by the budget, in accord with terms of the employment specified:

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent's Office for emergent hiring.
2. A medical examination including satisfactory results of the Mantoux tuberculin skin test.

Name	Position	Loc	Salary/Budget	Effective Dates
Armpriester, Gabriella	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	11/21/16- 06/30/17
Carter, Darnell	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	11/21/16- 06/30/17
Corizzi, Ashley	Per-diem Substitute Teacher Standard: Elementary School Teacher in Grades K-6	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	02/06/17- 06/30/17
Dhamija, Lisa	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	11/21/16- 06/30/17
Diaz, Dianna	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	11/21/16- 06/30/17
Lax, Eric	Per-diem Substitute Teacher CEAS: Teacher of Social Studies	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	11/21/16- 06/30/17

17-P-52 2016-2017 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:

Name	Assignment	Rate	Effective Dates	Budget Account
Allen, Bradley	Assistant Coach Boys Basketball	\$5,670	2016-2017 WINTER SEASON	11-402-100-100-000-000
Altilio, Antonietta	Assistant Coach Winter Track	\$4,725	2016-2017 WINTER SEASON	11-402-100-100-000-000
Bogner, Jin	Winter Cheerleading	\$4,725	2016-2017 WINTER SEASON	11-402-100-100-000-000
Carter, Darnell	Assistant Football Coach	\$5,670	2016-2017 FALL SEASON	11-402-100-100-000-000
Dark, Chris	Assistant Coach Boys Basketball - Volunteer	n/a	2016-2017 WINTER SEASON	n/a
Drakeford, Jevon	Assistant Coach Boys Basketball	\$5,670	2016-2017 WINTER SEASON	11-402-100-100-000-000
Drumgoole, Kate	Assistant Coach Girls Basketball - Volunteer	n/a	2016-2017 WINTER SEASON	n/a
Dudsak, Marc	Assistant Coach Girls Basketball – JDMS	\$3,150	2016-2017 WINTER SEASON	11-402-100-100-000-000
Epps, Michael	Assistant Coach Winter Track	\$4,725	2016-2017 WINTER SEASON	11-402-100-100-000-000
Gonick, Travis	Sports: Extra Services Positions (Chart A)	See #17-P-37 09/22/16 for rates	2016-2017 WINTER SEASON	11-402-100-100-000-000
LaRusso, John	Assistant Coach Boys Basketball - JDMS	\$3,150	2016-2017 WINTER SEASON	11-402-100-100-000-000
Moyle, Brian	Crowd Control/Site Manager/Table Scorer	\$40/55/40	2016-2017 WINTER SEASON	11-402-100-100-000-000
Naem, Joseph	Assistant Coach Wrestling	\$4,725	2016-2017 WINTER SEASON	11-402-100-100-000-000
Osborne, Donald	Head Coach Boys Basketball	\$7,560	2016-2017 WINTER SEASON	11-402-100-100-000-000
Prescott, Jonathan	Assistant Coach Winter Track	\$4,725	2016-2017 WINTER SEASON	11-402-100-100-000-000

Scott, Jamayla	Head Coach Winter Track	\$7,560	2016-2017 WINTER SEASON	11-402-100-100-000-000
Taylor, Charles	Head Coach Wrestling	\$5,670	2016-2017 WINTER SEASON	11-402-100-100-000-000
Wejnert, Jason	Assistant Coach Girls Basketball	\$5,670	2016-2017 WINTER SEASON	11-402-100-100-000-000
Wejnert, Louis	Head Coach Girls Basketball	\$7,560	2016-2017 WINTER SEASON	11-402-100-100-000-000

After-Care Program Staff – All staff subject to hire contingent upon student enrollment.

Name	Assignment	Rate	Max	Effective Dates	Budget Account
Lewis, Brandi	EPSD After School Child Care Program	\$30.50 ph	400 hrs.	11/18/16-06/30/17	60-057-100-100-000
Montenegro, Casey	EPSD After School Child Care Program	\$30.50 ph	400 hrs.	11/18/16-06/30/17	60-057-100-100-000

17-P-53 APPROVAL - RETIREMENT, RESIGNATIONS, LEAVES OF ABSENCE, TERMINATIONS

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

<i>School Codes:</i>	<i>Grieco (04)</i>	<i>JDMS (10)</i>	<i>A@E (30)</i>	<i>DMHS (20)</i>
<i>Out-of-District</i>	<i>Eagle Wings (05)</i>	<i>Central Office (60)</i>	<i>Quarles (01)</i>	<i>McCloud (03)</i>

Leaves of Absence

Name	Notice/Position	Effective Date(s)
Bandazian, Lucie (04)	Paid Intermittent Family Medical Leave of Absence, Elementary School Teacher	November 14, 2016 - January 2, 2017
Capellan, Wilson (20)	Paid Medical Leave of Absence, Computer Technician	December 12, 2016 - January 2, 2017
D'Izzia, Elizabeth (04)	Paid Medical Leave of Absence, Unpaid Medical Leave of Absence, Personal Leave of Absence, Elementary School Teacher	November 24, 2016 - January 17, 2017 January 18, 2017 – February 23, 2017 February 24, 2017 – April 7, 2017
Skinner, Caroline (03)	Paid Medical Leave of Absence, Unpaid Personal Leave of Absence, Elementary School Teacher	December 1, 2016 - January 13, 2017 January 16, 2017 - February 28, 2017

Resignation

Name	Notice/Position	Effective Date
Diaz, Danielle (60)	Resignation, Human Resources Manager	December 31, 2016

THE ENGLEWOOD BOARD OF EDUCATION
MINUTES – PUBLIC MEETING
October 20, 2016 6:30 p.m.

The meeting was called to order at 6:38 p.m. and the NJ Open Public Meeting Statement was read by Mark Tabakin, Board Attorney

Present: Stephen Brown (arrived at 6:41 p.m.), Junius Carter, Molly Craig-Berry, Carol Feinstein, Glenn Garrison (arrived at 6:41 p.m.), Betty Griffin, Henry Pruitt (arrived at 9:27 p.m.) George Garrison, III, Devry Pazant

Also Present: Robert Kravitz, Superintendent of Schools, Cheryl Balletto, Business Administrator/
Board Secretary, Mark Tabakin, Board Attorney

Motion by Mr. George Garrison, III, seconded by Ms. Feinstein 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.

Motion by Mr. George Garrison, III, seconded by Ms. Griffin to reconvene to public meeting.

APPROVAL OF MINUTES

Motion by Ms. Feinstein, seconded by Mr. George Garrison, III to approve Board minutes.

August 11, 2016 – Regular Board Meeting and Closed Session
August 30, 2016 – Special Public Meeting and Closed Session

The Board minutes passed by a majority vote with Mr. Brown abstaining.

BOARD SECRETARY REPORT:

Motion by Mr. George Garrison, III; seconded by Mr. Carter.

The Board Secretary Report passed by a unanimous vote.

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 August 2016 and Board Secretary's report for the month of August 2016; and

FUND	CASH BALANCE	APPROPRIATIONS	ENCUMBRANCES	EXPENDITURES	FUND BALANCE
General Current Expense Fund	\$ 16,579,949.38	\$ 70,198,686.57	\$ 59,382,327.14	\$ 3,063,097.94	\$ 7,753,261.49
(10),(11),(18) Current Expense		\$ 67,000,242.57	\$ 57,366,197.09	\$ 2,897,180.99	\$ 6,736,864.49
(12) Capital Outlay		\$ 3,198,444.00	\$ 2,016,130.05	\$ 165,916.95	\$ 1,016,397.00
(13) Special Schools					
Capital Reserve					
(20) Special Revenue Fund	\$ 405,941.97	\$ 4,138,376.32	\$ 3,158,418.53	\$ 151,417.26	\$ 828,540.53
(30) Capital Projects Fund	\$ (40,377.64)	\$ 1,541,928.60	\$ 1,265,666.60	\$ 276,262.00	\$ -
(40) Debt Service Fund	\$ 252,152.66	\$ 1,816,157.00	\$ -	\$ 506,156.26	\$ 1,310,000.74
(50) Enterprise Fund	\$ 208,400.91				
(1) NET Payroll	\$ (8,067.34)				
(60) Enterprise Fund	\$ 76,511.59				
TOTAL	\$ 17,474,511.53	\$ 77,695,148.49	\$ 63,806,412.27	\$ 3,996,933.46	\$ 9,891,802.76

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).

COMMITTEE REPORTS

None

SUPERINTENDENT'S REPORT

PARCC Results

OPENED THE PRIVILEGE OF THE FLOOR

Ms. Schwartz – I am running for the school board. I would like to understand the send/receive relationship with Englewood Cliffs.

Ms. Midgette-David – I have the same question as Ms. Schwartz.

Mr. Matthews - 17-F-39 STEM Building Extension - there are no numbers associated with this. Can you explain this project in depth? I think we need to build up the programs we have now. Also, the attorney has gone to an hourly rate. If that's the case he should not be in public session. The resolution appointing Weiner Lesniak should be tabled. There should be a competition. It should not be open ended.

Mr. Caviness – 17-B-03 – Just because someone is looking into something doesn't mean we should write a blank check. I don't think it's a good thing to respond at this time. Did we adjust Pritchard's contract when we sent the Alternative School to St. Cecilia's? There was a significant increase. I think I would like to see the head of Guidance give the PARCC results.

Mr. Kravitz – 17-F-39 relates to QZAD funding. It is a federal funded program. That money is distributed on a first come first serve basis. We are trying to get a head start on QZAD funding, which begins in January.

Motion by Ms, Feinstein, seconded by Mr. Glenn Garrison to approve consent agenda.

BOARD DISCUSSION

Mr. Pazant – I am administratively pulling 17-B-03 for further discussion in closed session.

Motion by Mr. Carter; seconded by Ms. Griffin to table 17-B-03 for further discussion during Closed Session

Motion passes by a majority vote with Mr. Brown, Ms. Craig-Berry and Mr. Glenn Garrison voting no.

Mr. Carter – On 17-F-39 STEM Building Extension – Governor Christie wants that money to go to Charter Schools. Our focus should be on continuing movement of academic excellence.

Mr. Glenn Garrison – We're sending plans to the City of Englewood. As a courtesy, I think it would be nice if the Board saw the plans first.

Mr. Brown – There has been no resolution rescinding the purchase of the house on Manor Road.

Mr. Pazant – We can approve 17-F-36, 17-F-37 and 17-F-39 pending approval of the QSAD funding.

Mr. Pruitt – *What action do we need to take today so we can proceed and have further discussion next month.*

Mr. Kravitz – If we vote on it tonight and if it is approved, we can send the paperwork to the state. The state will then recognize that the Englewood School Board is interested in building these items on the facilities plan. We are asking for a vote – no financial commitment.

Mr. Kravitz - **We will administratively pull 17-F-36, 17-F-37 and 17-F-39. I am adding 17-F-40 Approval to Rescind the Purchase of the House on 360 Manor Road.**

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 – yes to all except:

Resolution #	Topic	Stephen Brown	Jeff Carter	Molly Craig-Berry	Carol Feinstein	Glenn Garrison	Betty Griffin	Henry Pruitt	George Garrison, III	Devry Pazant
17-B-03 Amended	Resolution Approving the Board Attorney and Administration to take the Necessary Steps to Protect the Board's Interests Relative to the Send/Receive Agreement with Englewood Cliffs		No				No			No
17-A-25	Approval – Report of Student Suspensions									
17-A-26	Approval – Purchased Services 2016-2017									
17-A-27	Approval – Second Reading and Final Adoption of BOE Policies									
17-A-28	Approval – Superintendent's Harassment, Intimidation and Bullying Report							Abs.		
17-A-29	Approval – Field Trips									
17-A-30	Approval – First Reading of Revised Board of Education Policies									
17-A-31	Approval – Submission Statement of Assurances (SOA) New Jersey Quality Single Accountability Continuum	Abs.						Abs.		
17-A-32	Approval – District Enrollment in Schools									
17-A-33 Addendum	Approval – Field Trip									
17-F-28	Approval – Staff and BOE Travel									
17-F-29	Approval – Line Item Transfers									
17-F-30	Approval – Bills List									
17-F-31	Approval – Comprehensive Maintenance Plan				Abs					
17-F-32	Approval – Title I School Wide Application									
17-F-33	Approval – Acceptance of Grant Monies from Bergen County Utilities Authority (BCUA)									
17-F-34	Change Order – Framan Mechanical, Inc.									
17-F-35	Approval – Revised Title I Salaries For 2016-2017									
17-F-36 Administratively Pulled	Approval – Update Long Range Facilities Plan									
17-F-37 Administratively Pulled	Approval - Resubmission of the Application for Qualified Zone Academy Bonds (QZAB)									
17-F-38	Approval – Staff and BOE Travel									
17-F-39 Administratively Pulled	Approval – STEM Building Extension – Dwight Morrow High School									
17-F-40 Addendum	Approval – Rescind the Purchase of the House at 360 Manor Road									
17-P-42	Approval – 2016-2017 Contracted Appointments									
17-P-43	Approval - 2016-2017 Employment of Personnel: Full-Time, Non-Guide, Part-Time Employees and Substitutes									
17-P-44	2016-2017 Extra Compensation Positions				Abs.					
17-P-45	Approval – Student Teacher, Practicum or Internship Placement(s)									
17-P-46	Approval – 2016-2017 Salary Adjustments, Reclassifications & Transfers				Abs.					
17-P-47	Approval – Retirement, Resignations, Leaves of Absence, Terminations									
17-P-48 Addendum	Approval – 2016-2017 Extra Compensation Positions									

Mr. Glenn Garrison – Mr. Carter voted on Personnel on which he has a conflict.

OLD/NEW BUSINESS

Mr. Brown – I want to add resolution 17-B-04 for consideration. It would be identical to 17-B-03 with the exception of a cap of \$5,000.

Ms. Feinstein – I thought we were going into Closed Session to discuss this. There are reservations about this. The last time we did this it cost us \$10,000,000.

Mr. Carter – Money should be spent on our kids – not on legal matters.

Mr. George Garrison – Let's do a roll call on that motion.

OPENED THE PRIVILEGE OF THE FLOOR

Mr. Matthews – Please look at the invoices I gave you. There's no rush. Let's see what they do. There's no urgency.

Mr. Caviness – There's no rush to go into something that may not exist.

Motion by Mr. Brown, seconded by Ms. Craig Berry to vote on 17-B-04 (identical to 17-B-03 with the exception of a cap of \$5,000).

Motion failed with Mr. Carter, Ms. Feinstein, Ms. Griffin, Mr. George Garrison, III, Mr. Pazant voting no; Mr. Pruitt abstaining.

Motion by Mr. Brown and seconded by Ms. Craig-Berry, to go to Closed Session to discuss potential litigation.

Motion by Ms. Feinstein and seconded by Mr. George Garrison, III to reconvene to Public Session to vote on 17-B-03

Mr. Tabakin – 17-B-03 is being reintroduced from the table for consideration with Item #3 and is amended as follows:

The Board hereby authorizes the Board Attorney, the Superintendent and the Business Administrator to take necessary affirmative legal action to preserve the send/receive relationship and enforce the District's rights under the terms and conditions of the send/receive agreement at a cost not to exceed \$7,500. After the filing of an action, the Board will assess next steps.

BOARD DISCUSSION

Mr. Glenn Garrison – I believe in a diverse community and school system. The School system is a reflection of the community. We are under Supreme Court orders to desegregate Dwight Morrow High school. We have to do everything in our power to defend that court order as required by law to create a school system that is diverse and reflects the community. That is why I support this resolution.

Mr. Carter – What Mr. Garrison said is true. The money could go to more important things like educating our children and improving scores.

Mr. Brown – I echo what Mr. Garrison said. I also am voting for this and any other resolution that comes before us to do the right thing to respect the legacy for people that came before us on this Board and previous Superintendents that create a solution to bring the Academies and other programs and the millions of dollars that the state has given us so that we can do a number of programs for K-12 with that money. Just because folks don't want to honor that in the other district doesn't mean that we should sit idly by. We have direction from our Superintendent with what he wants to do. To contradict him I think would be a serious move. We should vote for this resolution.

Mr. George Garrison – I agree with the co-trustees.

Ms. Griffin – Let us not forget what we're here for – to educate our children in this district.

Ms. Feinstein – I will agree to this because of the narrowing of the scope.

Mr. George Garrison – It's a shame that folks have to fight in this situation when the kids get along.

Motion to adjourn at 10:35 p.m. by Mr. Glenn Garrison; seconded by Ms. Feinstein

BOARD**17-B-03 RESOLUTION APPROVING THE BOARD ATTORNEY AND ADMINISTRATION TO
TAKE THE NECESSARY STEPS TO PROTECT THE BOARD'S INTERESTS
RELATIVE TO THE SEND/RECEIVE AGREEMENT WITH ENGLEWOOD CLIFFS**

WHEREAS, the Englewood Board of Education ("Board") has been a party to a send/receive relationship with the Englewood Cliffs Board of Education ("Englewood Cliffs") since in or around 1965; and

WHEREAS, Board members of Englewood Cliffs have openly sought to sever the parties send/receive relationship; and

WHEREAS, Englewood Cliffs has appointed special counsel and retained certain experts to conduct a feasibility study for the purpose of ending the send/receive relationship with the Board; and

WHEREAS, on September 28, 2016, the attorneys for Englewood Cliffs served Open Public Records Act ("OPRA") requests upon the Board seeking records relating to the send/receive relationship, signaling its intent to move forward with legal action to sever the send/receive relationship:

NOW, THEREFORE BE IT RESOLVED BY THE ENGLEWOOD BOARD OF EDUCATION AS FOLLOWS:

1. The Board believes that parties' send/receive relationship (and agreement) is a critical component to the New Jersey Supreme Court's mandate that the parties continue their efforts to ameliorate the racial imbalance at Dwight Morrow High School and that end the send/receive relationship is antithetical to such purpose;
2. The Board hereby authorizes the Board Attorney, the Superintendent and the Business Administrator to take any and all legal action necessary to defend the District from any legal action filed by Englewood Cliffs relating to severing the send/receive agreement.
3. The Board hereby authorizes the Board Attorney, the Superintendent and the Business Administrator to take necessary affirmative legal action to preserve the send/receive relationship and enforce the District's rights under the terms and conditions of the send/receive agreement at a cost not to exceed \$7,500. After the filing of an action, the Board will assess next steps.

Date

Devry Pazant, Board President

Date

Cheryl Balletto, Business, Board Secretary

ADMINISTRATION**17-A-25 APPROVAL - REPORT OF STUDENT SUSPENSIONS**

WHEREAS, school principals have reported to the Superintendent of Schools that during the month of **September 2016** 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	September '16
High School	7
Middle School	8
McCloud Elementary School	3
Grieco Elementary School	-
Quarles Elementary School	-
Total Suspensions:	18

Number of Suspensions	September '15
High School	1
Middle School	6
McCloud Elementary School	2
Grieco Elementary School	-
Quarles Elementary School	-
Total Suspensions:	9

17-A-26 APPROVAL – PURCHASED SERVICES 2016 – 2017

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:

Name	Service / Dates	Budget	Max. Fees
Chapel Hill Academy	1:1 Aide (revised) Student (#149964) September 2016-June 2017	11-000-100-566-40-000-000	\$27,000.00
North Hudson Academy	Tuition Student (#149753) October 2016-June 2017	11-000-100-566-40-000-000	\$42,845.44
Essex Junior Academy	Tuition Student (#148806) October 2016-June 2017	11-000-100-561-63-000-000	\$18, 402.00
Essex Junior Academy	Tuition Student (#150447) October 2016-June 2017	11-000-100-561-63-000-000	\$18, 402.00
Emerson Jr./Sr.	Tuition	11-000-100-561-63-000-000	\$15, 219.00

High School	Student (#146649) September 2016-June 2017		
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17-A-27

APPROVAL – SECOND READING AND FINAL ADOPTION OF BOE POLICIES

TAB-3

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

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

Number	Policy
5514	Student Use of Vehicles on School Grounds
8505	Wellness Policy/Nutrient Standards for Meals and Other Foods
3281	Inappropriate Staff Conduct
3125.2	Employment of Substitute Teachers
3125	Employment of Teaching Staff Members
3111	Creating Positions
3126	District Mentoring Program
R3126	District Mentoring Program
3141	Resignation
3144	Certification of Tenure Charges
R3144	Certification of Tenure Charges
3231	Outside Employment as Athletic Coach
3159	Teaching Staff Member/School District Reporting Responsibilities
3244	Policy Abolished
R3244	Regulation Abolished
4159	Support Staff Member/School District Reporting Responsibilities
5305	Health Services Personnel
9541	Student Teachers/Interns
3124	Employment Contract

17-A-28 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 **October 20, 2016** closed session meeting.

17-A-29 APPROVAL – FIELD TRIPS

TAB-4

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.:

17-A-30 APPROVAL – FIRST READING OF BOARD OF EDUCATION POLICIES

TAB-5

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
8454	Management of Pediculosis- New
8441	CARE OF INJURED AND ILL PERSONS
R8441	CARE OF INJURED AND ILL PERSONS- New
8630	BUS DRIVER/BUS AIDE RESPONSIBILITY
R8630	EMERGENCY SCHOOL BUS PROCEDURES
0167	PUBLIC PARTICIPATION IN BOARD MEETINGS
0168	RECORDING BOARD MEETINGS-New
2425	PHYSICAL EDUCATION-Abolished
7481	UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)-New
R2431.2	MEDICAL EXAMINATION TO DETERMINE FITNESS FOR PARTICIPATION IN ATHLETICS
5330.01	ADMINISTRATION OF MEDICAL MARIJUANA-New
R5330.01	ADMINISTRATION OF MEDICAL MARIJUANA-New
5615	SUSPECTED GANG ACTIVITY
R8540	FREE AND REDUCED MEALS-Abolished
8820	OPENING EXERCISES/CEREMONIES

**Note: Public comment on these policies will be accepted in writing through October 28, 2016.*

**17-A-31 APPROVAL – SUBMISSION STATEMENT OF ASSURANCES (SOA) NEW JERSEY
QUALITY SINGLE ACCOUNTABILITY CONTINUUM**

WHEREAS, the Englewood Board of Education in the County of Bergen is undergoing evaluation under NJ QSAC for the 2016-2017 school year, and

WHEREAS, the Englewood Board of Education in the County of Bergen has reviewed the district's Statement of Assurance and hereby approves this document, and

NOW THEREFORE BE IT RESOLVED, that the Englewood Board of Education does hereby authorize the Superintendent of Schools to submit the attached Statement of Assurances declaration page and a certified copy of the resolution of this meeting to the Commissioner of Education on or before November 15, 2016 in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f).

17-A-32 APPROVAL – DISTRICT ENROLLMENT IN SCHOOLS

	15-Oct-15	22-Jun-16	30-Sep-16
Academies	467	465	483
DMHS	552	544	573
EAGLE	48	55	39
DMHS Total	1,067	1,064	1,095
JDMS	415	422	379
McCloud	558	553	577
Grieco	591	606	596
Quarles	465	487	424
In-District Total	3,096	3,132	3,071

FINANCE**17-F-28 APPROVAL – STAFF AND BOE TRAVEL****TAB-6**

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.

17-F-29 APPROVAL – LINE ITEM TRANSFERS**TAB-7**

RESOLVED, the Englewood Board of Education approves the attached list of August 2016 budget transfers within the 2016-2017 budget pursuant to Policy 6422M.

17-F-30 APPROVAL – BILLS LIST**TAB-8**

RESOLVED, the Board of Education approves payment of the attached bills in the total amount of \$4,295,517.28

17-F-31 APPROVAL – COMPREHENSIVE MAINTENANCE PLAN**TAB-9**

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of Englewood School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Englewood School District hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for Englewood School District in compliance with Department of Education requirements.

17-F-32 **APPROVAL – TITLE I SCHOOL WIDE APPLICATION**

WHEREAS, the Englewood Public Schools has been notified as being eligible to operate a Title I One School Wide Program; now

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approves the submission of an application of intent to operate a Title I School Wide Program for Dwight Morrow High School and Dr. John Grieco Elementary School.

17-F-33 **APPROVAL – ACCEPTANCE OF GRANT MONIES FROM BERGEN COUNTY UTILITIES AUTHORITY (BCUA)**

WHEREAS, on October 7, 2016, the Dr. John Grieco Elementary School was awarded a grant in the amount of \$1,000.00 from the Bergen County Utilities Authority (BCUA), under the agency’s 2016 Environmental Awareness Challenge Grant Program for Bergen County; and

WHEREAS, said monies will continue to be used on behalf of students for project “Green Englewood” for the purpose of: 1) expanding our kindness garden 2) Purchasing necessary supplies for students to work in the garden and

WHEREAS, the aforementioned effort will be supported by students/staff in the school who all utilize the kindness garden and

WHEREAS, said monies will be deposited into the district’s special revenue fund account and a separate account will be established through the Office of the Business Administrator/Board Secretary to record approved disbursements in compliance with generally accepted accounting principles for audit purposes,

BE IT RESOLVED, that the Englewood Board of Education accepts the aforementioned funds on behalf of Dr. John Grieco Elementary School as specified above and extends its appreciation to BCUA for the generous donation.

17-F-34 **APPROVAL – CHANGE ORDER – FRAMAN MECHANICAL, INC.**

WHEREAS, it has been necessary to furnish and install gas piping and (4) – 3” regulators to boilers that are not shown on the contract boiler room piping drawing; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education approve change order #2 to Framan Mechanical Inc. for the amount of \$31,244.46.

17-F-35 **APPROVAL – REVISED TITLE I SALARIES FOR 2016-2017**

WHEREAS, The Englewood Board of Education receives funding from NCLB Title I, and;

WHEREAS, a plan has been developed to address this issue by the school administration in concert with the NJDOE Regional Achievement Center, and,

BE IT RESOLVED, the Englewood Board of Education approves a change to salaries of full-time staff paid with NCLB Funds.

<u>NCLB Title 1 and Regional Achievement Center Funding</u>			
DMHS – Focus School	Latoya Watt	\$29,120	49%
<u>NCLB Title 1 Funding</u>			
DMHS	Latoya Watt	\$30,535	51%

\$59,655

17-F-36 APPROVAL – UPDATE LONG RANGE FACILITIES PLAN

WHEREAS, the District has a need to update the Long Range Facilities Plan; now

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Englewood Board of Education authorizes the school architect to update the plan to include the following:

1. STEM Building at Dwight Morrow High School campus
2. Renovation to Winton White Stadium complex
3. Breezeways for Quarles School
4. Technology Infrastructure
5. Windows for the Dwight Morrow High School North Building

**17-F-37 APPROVAL - RESUBMISSION OF THE APPLICATION FOR QUALIFIED ZONE
ACADEMY BONDS (QZAB)**

WHEREAS, the Board of Education authorizes the Superintendent to apply for an allocation of up to \$22 million of Qualified Zone Academy Bonds (QZABs) to establish an academy (STEM), capital improvements and/or infrastructure upgrades at the following location(s): Quarles Early Learning Childhood Center, Dr. John Grieco Elementary School, Dr. Leroy McCloud Elementary School, Janis E. Dismus Middle School, Dwight Morrow High School and Winton White Stadium Complex. The District reasonably expects that at least 35 percent of the students attending each of the school buildings at which an academy is located will be eligible for free or reduced-cost lunches. QZABs are intended to be NO INTEREST bonds with a life of up to 25 years which are expected to generate substantial savings for District taxpayers over conventional bonds/loans; and

WHEREAS, the repayment of these projected NO INTEREST bonds/loans may come from tax revenues, the operating budget and/or savings generated by energy/mechanical upgrades, maintenance savings and/or other budget savings realized through the application of QZAB proceeds. The overall upgrade of the facilities and the educational program may generate increased enrollments in the future, thereby generating additional revenue; and

WHEREAS, in addition, the Englewood Board of Education authorizes the Superintendent to work with the National Education Foundation to form a five-year partnership and to accept from the National Education Foundation, as the required private contribution, free software with a fair market value of at least ten percent of the proceeds of the QZAB issue. The National Education Foundation is a non-profit foundation dedicated to helping students living in low income settings; and

WHEREAS, the attached QZAB Academic Plan is compatible with local, state and district curriculum and standards and is hereby approved by the Board of Education; now

THEREFORE BE IT RESOLVED, the Englewood Board of Education also authorizes the Superintendent, in consultation with the District's attorney and other appropriate District officials to select and to work with bond counsel and, upon obtaining QZAB approval, a financial advisor and/or underwriter and/or bank, as appropriate. The Englewood Board of Education also authorizes the superintendent to make the appropriate financial payments or transfers to balance all accounts within available revenue; now

THEREFORE BE IT FURTHER RESOLVED, the Englewood Board of Education further requests an annual update on this project for the next three years including finances, renovations, implementation of the academy and, when appropriate, the student results achieved at the academy.

PERSONNEL**17-P-42 APPROVAL – 2016-2017 CONTRACTED APPOINTMENTS**

WHEREAS, the Superintendent of Schools, after considering the recommendation of his administrative staff which included consideration of experience, credentials, and references for the following candidates for employment in the school district, has determined that the appointment of these individuals is appropriate and in the best interest of the school district, be it

RESOLVED, upon recommendation of the Superintendent of Schools, that the following individuals be appointed to the positions indicated, as provided by the budget, in accord with terms of the employment specified:

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent's Office for emergent hiring.
2. A medical examination including satisfactory results of the Mantoux tuberculin skin test.

N = New

R = Replacement

RI = Reinstatement

<i>School Codes:</i>	<i>Grieco (04)</i>	<i>JDMS (10)</i>	<i>A@E (30)</i>	<i>DMHS (20)</i>
<i>Out-of-District (OOD)</i>	<i>Vince Lombardi (05)</i>	<i>Central Office (60)</i>	<i>Quarles (01)</i>	<i>McCloud (03)</i>

Instructional Appointments

Name	Certification	Initial Loc	All salaries per annum unless noted	10 month	Effective Dates	Budget Code
Alston, Megan ^{1,2} (R-J.B.)	CEAS: Teacher of Music	(03)	MA, Step 1-2 \$46,248 pro rata (FTE: .8)	10	10/24/16- 06/30/17	11-130-100-101-76-101-000
Murray, Katelyn ^{1,2} (R-K.L.)	Standard: Elementary School Teacher	(04)	BA, Step 1-2 \$54,060 pro rata	10	10/24/16- 06/30/17	11-120-100-101-74-101-000
Samuel, Ashley ^{1,2} (R-J.Y.)	Standard: Teacher of Mathematics	(30)	MA+30, Step 5-7 \$70,045 pro rata	10	10/24/16- 04/28/17	11-140-100-101-98-000-000

¹Leave Replacement/Non-Tenurable ²Pending Criminal History Archival

17-P-43 APPROVAL - 2016-2017 EMPLOYMENT OF PERSONNEL: FULL-TIME, NON-GUIDE, PART-TIME EMPLOYEES AND SUBSTITUTES

WHEREAS, the Superintendent of Schools, after considering the recommendation of his administrative staff which included consideration of experience, credentials, and references for the following candidates for employment in the school district, has determined that the appointment of these individuals is appropriate and in the best interest of the school district, be it

RESOLVED, upon recommendation of the Superintendent of Schools, that the following individuals be appointed to the positions indicated, as provided by the budget, in accord with terms of the employment specified:

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent's Office for emergent hiring.
2. A medical examination including satisfactory results of the Mantoux tuberculin skin test.

Name	Position	Loc	Salary/Budget	Effective Dates
Brown, Lancelot	Per-diem Substitute Teacher	District	\$100 - \$110 per diem,	10/24/16-

	NJ Substitute Credential		Budget Code: Dependent upon location	06/30/17
Fuller, Stacy	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17
Hilton, Javaryl	Per-diem Substitute Teacher Standard: Teacher of Health and PE	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	12/01/16- 06/30/17
Hoyle, Joseph	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17
Lee, Grace	Per-diem Substitute Teacher CEAS: Elementary School Teacher K-6	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17
Miller, Brittany	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17
Naem, Joseph	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17
Pannell, Sandra	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17
Quinones, Vilma	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17
Scofi, Alexander	Per-diem Substitute Teacher CEAS: Teacher of English	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17
Stubblefield, Twyla	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17
White, Jasmin	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17
Wilson, Diadre	Per-diem Substitute Teacher NJ Substitute Credential	District	\$100 - \$110 per diem, Budget Code: Dependent upon location	10/24/16- 06/30/17

17-P-44 2016-2017 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:

Elementary School Tutors					
Name	Assignment	Rate	Max	Effective Dates	Budget Account
Alleyne, Eric	Elementary School Tutor	\$30.50 ph	27 hours	10/24/16- 12/23/16	11-120-100-101-67-103-000
Celuch, Nina	Elementary School Tutor	\$30.50 ph	27 hours	10/24/16- 12/23/16	11-120-100-101-67-103-000
Croce, Angelina	Elementary School Tutor	\$30.50 ph	27 hours	10/24/16- 12/23/16	11-120-100-101-67-103-000
DeLuca, Margaret	Elementary School Tutor	\$30.50 ph	27 hours	10/24/16- 12/23/16	11-120-100-101-67-103-000
Jano, Jaclyn	Elementary School Tutor	\$30.50 ph	27 hours	10/24/16- 12/23/16	11-120-100-101-67-103-000
Keenan, Andrea	Elementary School Tutor	\$30.50 ph	27 hours	10/24/16- 12/23/16	11-120-100-101-67-103-000
Mitchell, Basheba	Elementary School Tutor	\$30.50 ph	27 hours	10/24/16- 12/23/16	11-120-100-101-67-103-000
Perry, Debby	Elementary School Tutor	\$30.50 ph	27 hours	10/24/16- 12/23/16	11-120-100-101-67-103-000

Marching Band Staff

Name	Assignment	Rate	Max	Effective Dates	Budget Account
Brody, Matthew	Drum Instructor	\$30.50 ph	20 add'l hrs	16-17 SY	11-402-100-100-000-000
Hollander, Laura	Woodwind Instructor	\$30.50 ph	20 add'l hrs	16-17 SY	11-402-100-100-000-000
Lorick, Adrienne	Flag Instructor	\$30.50 ph	20 add'l hrs	16-17 SY	11-402-100-100-000-000
Stubbs, Kenia	Assistant Flag Instructor	\$30.50 ph	20 add'l hrs	16-17 SY	11-402-100-100-000-000

DMHS/AE Overload Provisions

Name	Assignment	Rate	Max	Effective Dates	Budget Account
Dodd, Jeffrey	Overload - Science	Per ETA Guide	\$5,120	09/06/16-06/30/17	11-140-100-101-67-103-000
Garrigo, Jose	Overload – Social Studies	Per ETA Guide	\$5,120	09/06/16-06/30/17	11-140-100-101-67-103-000
Gil, Saadia	Overload - Spanish	Per ETA Guide	\$5,120	09/06/16-06/30/17	11-140-100-101-67-103-000
Meltzer, Sandy	Overload - Music	Per ETA Guide	\$5,120	10/10/16-06/30/17	11-140-100-101-67-103-000
Moyle, Brian	Overload - Health & PE	Per ETA Guide	\$5,120	09/06/16-06/30/17	11-140-100-101-67-103-000
Nieto, Mariemma	Overload - Spanish	Per ETA Guide	\$5,120	09/06/16-06/30/17	11-140-100-101-67-103-000
Ravitz, Mitchell	Overload - Technology	Per ETA Guide	\$5,120	09/06/16-06/30/17	11-140-100-101-67-103-000

Welcome Amigos Club and Yearbook Co-Advisors - McCloud Elementary School

Name	Assignment	Rate	Max	Effective Dates	Budget Account
Barrientos, Yackelin	Welcome Amigos Club Co-Advisor	Per ETA Guide	\$600	09/06/16-06/30/17	11-120-100-101-67-103-000
McClaren, Tanisha	Welcome Amigos Club Co-Advisor	Per ETA Guide	\$600	09/06/16-06/30/17	11-120-100-101-67-103-000
Hincapie, Maribel	Welcome Amigos Club Co-Advisor	Per ETA Guide	\$600	09/06/16-06/30/17	11-120-100-101-67-103-000
Dalrymple-Williams, Delores	Yearbook Co-Advisor	Per ETA Guide	\$450	09/06/16-06/30/17	11-120-100-101-67-103-000
Ham, Eunson	Yearbook Co-Advisor	Per ETA Guide	\$450	09/06/16-06/30/17	11-120-100-101-67-103-000
Romba, Jillian	Yearbook Co-Advisor	Per ETA Guide	\$450	09/06/16-06/30/17	11-120-100-101-67-103-000
Siu, Stephanie	Yearbook Co-Advisor	Per ETA Guide	\$450	09/06/16-06/30/17	11-120-100-101-67-103-000

17-P-45 APPROVAL – STUDENT TEACHER, PRACTICUM OR INTERNSHIP PLACEMENT(S)

WHEREAS, the principal and/or department director to the assigned school has recommended that the following student(s) be approved for a student teaching, practicum or internship, be it

RESOLVED, that the name(s) listed below be approved for a student teaching, practicum or internship placement, with no compensation, subject to the dates indicated.

RESOLVED the Board Secretary shall give notice to this student regarding this approval as soon as possible.

<u>NAME</u>	<u>COLLEGE</u>	<u>DATES</u>	<u>LOC</u>	<u>INSTRUCTOR</u>	<u>CONCENTRATION</u>	<u>TYPE</u>
D'ercole, Alyssa	Montclair State Univ.	October 21, 2016 - December 31, 2016	DMHS/AE	LaRusso, John	Health & Physical Education	Field Work
Galese, Loren	William Paterson Univ.	October 21, 2016 - December 31, 2016	DMHS/AE	Syperski, Nicole	School Counseling	Internship

17-P-46 APPROVAL - 2016-2017 SALARY ADJUSTMENTS, RECLASSIFICATIONS & TRANSFERS

RESOLVED, upon recommendation of the Superintendent of Schools, that the following reclassification(s) be approved as provided by the budget:

<i>School Codes:</i>	<i>Grieco (04)</i>	<i>JDMS (10)</i>	<i>A@E (30)</i>	<i>DMHS (20)</i>
<i>Out-of-District</i>	<i>Vince Lombardi (05)</i>	<i>Central Office (60)</i>	<i>Quarles (01)</i>	<i>McCloud (03)</i>

Reclassifications

Name	From	To
Brown, Crystal (R-M.M.) (10)	Per-Diem Substitute Teacher, \$100 per diem	Long-Term Substitute Teacher, \$270.30 per diem Effective: 10/19/16-11/09/16
Kaine, Kevin (60)	Computer Specialist - Substitute	Computer Specialist – Substitute \$18.00 per hour, Hours not to exceed: 400 Effective Dates: 07/05/16-06/30/17 Budget Code: 11-000-222-100-67-103-000 Update of 16-P-123/June 23, 2016
Katsogiannos, Casandra (03) (R-M.C.)	Length of Leave Replacement Contractual Service: 08/31/16-11/30/17	Length of Leave Replacement Contractual Service: 08/31/16-02/10/17 Update of #17-P-27/August 30, 2016
McCain, Tracey (R-C.S.) (04)	Per-Diem Substitute Teacher, \$100 per diem	Long-Term Substitute Teacher, \$270.30 per diem Effective: 10/05/16-10/14/16
Robinson, Charles (R-L.R.) (20)	Per-Diem Substitute Teacher, \$100 per diem	Long-Term Substitute Teacher, \$270.30 per diem Effective: 10/06/16-11/02/16
Rodenberg, Shannon (R-Q.K.) (10)	Per-Diem Substitute Teacher, \$100 per diem	Long-Term Substitute Teacher, \$270.30 per diem Effective: 10/04/16-11/01/16
Rosa, Elizabeth (04)	MA, Step 13 \$60,805	MA+30, Step 13 \$72,055 pro rata Effective: 10/01/16-06/30/17

DMHS/AE Extended Day Stipends							
Effective date is September 6, 2016 – January 27, 2017 unless as noted below							
Name	Scale	Step	Base Salary	PM Stipend	Ext. Day Stip.	To (pro rata)	Effective Dates
Aronson, Judy	MA	13	\$60,805		\$5,120	\$65,925	
Frangiosa, Grace	BA	8	\$55,555		\$4,096	\$59,651	
Buzzerio, Anthony	BA	5-7	\$55,045		\$4,096	\$59,141	09/21/16-01/27/17
Campagnolo, Joseph	DOCT	11-12	\$73,430		\$5,120	\$78,550	

Cirilli, John	MA+30	11-12	\$71,555		\$5,120	\$76,675	
Clark, Constance	MA+30	16	\$79,105		\$5,120	\$84,225	
Corizzi, Thomas	BA	3-4	\$54,535		\$4,096	\$58,631	
Cyran, Shawn	MA+30	9-10	\$71,055		\$5,120	\$76,175	
Dailey, Kathleen	BA	5-7	\$55,045		\$4,096	\$59,141	
Dinallo, Anthony	MA	15	\$64,935	\$6,064.00	\$1,024	\$72,023	
Dodd, Jeffrey	MA	5-7	\$58,795		\$1,024	\$59,819	
Escobedo, Michelle	MA	9-10	\$59,805		\$1,024	\$60,829	
Fordice, Alison	MA	13	\$60,805		\$1,024	\$61,829	
Garrigo, Jose	BA	22	\$86,980		\$4,096	\$91,076	10/10/16-01/27/17
Ha, Ivy	BA	1-2	\$54,060		\$4,096	\$58,156	
Hall, Brian	DOCT	16	\$80,980		\$5,120	\$86,100	
Hanson, Stephen	MA	22	\$93,536		\$5,120	\$98,656	
Hollander, Gary	DOCT	11-12	\$73,430	\$6,064.00	\$4,096	\$83,590	
Jasinski, John	MA+30	11-12	\$71,555		\$1,024	\$72,579	
Nesfield, Cliff	BA	19	\$74,290		\$5,120	\$79,410	
Markowitz, Elyse	MA+30	5-7	\$70,045		\$4,096	\$74,141	
Mauder, Amanda	MA+30	3-4	\$69,535		\$4,096	\$73,631	
McClelland, Dorothy	MA+30	20	\$94,408		\$1,024	\$95,432	
Melillo, Joseph	BA	1-2	\$54,060		\$4,096	\$58,156	
Meltzer, Sandra	MA+30	22	\$104,158		\$4,096	\$108,254	
Murphy, Theodora	BA	9-10	\$56,055		\$5,120	\$61,175	
Lax, Eric	BA	1-2	\$54,060		\$1,024	\$55,084	
Pratt, Randall	MA+30	19	\$89,968		\$1,024	\$90,992	
Pribula, Andrea	BA	8	\$55,555		\$5,120	\$60,675	
Ravitz, Mitchell	BA	Off-Guide	\$86,330		\$5,120	\$91,450	
Rochman, Mindy	MA+30	11-12	\$71,555		\$5,120	\$76,675	
Rodriguez, Mauricio	BA	8	\$55,555		\$5,120	\$60,675	
Rose, Venus	MA+30	16	\$79,105		\$4,096	\$83,201	
Salvatore, Nicholas	BA	9-10	\$56,055		\$1,024	\$57,079	
Sebe, Alina	MA	22	\$93,536		\$5,120	\$98,656	
Sherry, Randy	MA	11-12	\$60,305	\$6,064.00	\$5,120	\$71,489	
Syperski, Nicole	MA	8	\$59,305		\$4,096	\$63,401	
Valcarcel, Jorge	BA	22	\$86,980		\$5,120	\$92,100	

17-P-47**APPROVAL - RETIREMENT, RESIGNATIONS, LEAVES OF ABSENCE, TERMINATIONS**

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

<i>School Codes:</i>	<i>Grieco (04)</i>	<i>JDMS (10)</i>	<i>A@E (30)</i>	<i>DMHS (20)</i>
<i>Out-of-District</i>	<i>Vince Lombardi (05)</i>	<i>Central Office (60)</i>	<i>Quarles (01)</i>	<i>McCloud (03)</i>

Leaves of Absence

Name	Notice/Position	Effective Date(s)
Alarcon, Abraham (04)	Paid Medical Leave of Absence, Vice Principal	October 10, 2016 - October 21, 2016
Carvajal, Dina (03)	Unpaid Personal Leave of Absence, Elementary School Teacher	August 31, 2016 - November 25, 2016 <i>Continuation of #17-P-26/August 30, 2016</i>
Chun, Kimberly (20)	Paid Medical Leave of Absence, Unpaid Medical Leave of Absence, Personal Leave of Absence, Teacher of Students with Disabilities	October 2, 2016 - November 2, 2016 November 3, 2016 - December 31, 2016 January 1, 2017 - June 30, 2017
Connors, Maura (03)	Unpaid Personal Leave of Absence, Elementary School Teacher	November 28, 2016 - February 6, 2017 <i>Continuation of #17-P-26/August 30, 2016</i>
Liberati, Kelly (04)	Paid Medical Leave of Absence, Unpaid Medical Leave of Absence, Personal Leave of Absence, Elementary School Teacher	August 31, 2016 – October 18, 2016 October 19, 2016 – December 31, 2016 January 1, 2017 - April 7, 2017 <i>Update of #16-P-110/May 19, 2016</i>
McCall, Mary (10)	Paid Medical Leave of Absence, Elementary MS Mathematics Teacher	September 26, 2016 - November 14, 2016
Silverstein, Wendy (20)	Unpaid Personal Leave of Absence, School Psychologist	November 1, 2016 - June 30, 2017 <i>Continuation of #16-P-94/April 24, 2016</i>
Yun, Junghye (30)	Paid Medical Leave of Absence, Unpaid Medical Leave of Absence, Personal Leave of Absence, Teacher of Mathematics	November 14, 2016 - November 30, 2016 December 1, 2016 - February 10, 2017 February 13, 2017 - March 31, 2017

Resignations

Name	Notice/Position	Effective Date(s)
Droste, Stephanie (04)	Resignation, Elementary School Teacher	September 30, 2016
Robinson, Lisa (20)	Resignation, Teacher of the Handicapped	October 31, 2016

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

District of Englewood

All Funds

For The Month Ending:

09/30/2016

CASH REPORT

FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
GOVERNMENTAL FUNDS				
General Fund - Fund 10	\$16,579,949.38	\$1,620,262.01	\$7,542,617.54	\$10,657,593.85
Special Revenue Fund - Fund 20	\$405,941.97	\$153,170.03	\$481,089.51	\$78,022.49
Capital Projects Fund - Fund 30	(\$40,377.64)	\$233.81	\$387,658.60	(\$427,802.43)
Debt Service Fund 40	\$252,152.66			\$252,152.66
Total Governmental Funds	\$17,197,666.37	\$1,773,665.85	\$8,411,365.65	\$10,559,966.57
Enterprise Fund - Fund 50	\$208,400.91	\$35,336.72	\$95,958.00	\$147,779.63
Enterprise Fund - Fund 60	\$76,511.59	\$41,655.00	\$13,960.82	\$104,205.77
Payroll Account (Net)	(\$8,067.34)	\$1,712,573.17	\$1,718,391.59	(\$13,885.76)
Total All Funds	\$17,474,511.53	\$3,563,230.74	\$10,239,676.06	\$10,798,066.21

Prepared and Submitted By:

Robert R. Brown, CPA

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/30/2016

ASSETS AND RESOURCES

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

101	Cash in bank	\$9,156,293.05
102-107	Cash and cash equivalents	\$1,501,300.00
121	Tax levy receivable	\$42,661,815.16
	Accounts receivable:	
132	Interfund	\$9,872.99
141	Intergovernmental - State	\$8,266,412.54
142	Intergovernmental - Federal	\$34,332.05
153,154	Other (net of est uncollectible of \$_____)	\$8,349,079.63
	Other Current Assets	\$2,500.00

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

301	Estimated Revenues	\$62,539,372.00
302	Less Revenues	(\$57,002,095.77)
		<u>\$5,537,276.23</u>
	Total assets and resources	<u>\$67,208,264.07</u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/30/2016

---	L I A B I L I T I E S ---	
421	Accounts Payable	(\$371,841.29)
	Other current liabilities	\$580,514.40

\$208,673.11

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	\$54,019,587.12
754	Reserve for Encumbrance - Prior Year	\$221,806.68

Reserved fund balance:

761	Capital reserve account -	\$2,975,005.00
604	Add: Increase in capital reserve	\$9,000.00

\$2,984,005.00

765	Reserve for Tuition Payments	\$700,000.00
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\$700,000.00

766	Reserve for Current Expense Emergencies	\$600,000.00
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607	Add: Increase in Emergency Reserve	\$2,000.00
-----	------------------------------------	------------

\$602,000.00

764	Reserve for Maintenance	\$1,003,800.00
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606	Add: Increase in Maintenance Reserve	\$3,900.00
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\$1,007,700.00

601	Appropriations	\$68,607,250.93
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602	Less : Expenditures	\$10,167,277.92
603	Encumbrances	\$54,241,393.80 (\$64,408,671.72)

\$4,198,579.21

\$63,733,678.01

Total Appropriated

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

770	Unreserved Fund Balance -	\$8,401,270.65
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303	Budgeted Fund Balance	(\$5,135,357.70)
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\$66,999,590.96

\$67,208,264.07

TOTAL FUND BALANCE

TOTAL LIABILITIES AND FUND EQUITY

Englewood Public School District
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/30/2016

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$68,607,230.93	\$64,408,671.72	\$4,198,579.21
Revenues	(\$62,539,372.00)	(\$57,002,095.77)	(\$5,537,276.23)
	<u>\$6,067,878.93</u>	<u>\$7,406,575.95</u>	<u>(\$1,338,697.02)</u>

Change in Capital Reserve accounts:

604 Plus - Increase in reserve \$9,000.00

Change in Tuition Reserve accounts:

Change in Emergency Reserve account:

607 Plus - Increase in reserve \$2,000.00

Change in Maintenance Reserve account:

606 Plus - Increase in reserve \$3,900.00

Subtotal Reserve Adjustments

\$14,900.00

\$14,900.00

Less: Adjust for prior year encumb.

(\$932,521.23)

(\$932,521.23)

Budgeted Fund Balance

\$5,150,257.70

\$6,488,954.72

(\$1,338,697.02)

Recapitulation of Budgeted Fund Balance by Subfund

Fund 10 (includes 10, 11, 12, and 13)

\$5,150,257.70

\$6,488,954.72

(\$1,338,697.02)

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

\$5,150,257.70

\$6,488,954.72

(\$1,338,697.02)

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 3 Month Period Ending 09/30/2016

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$52,348,657.00	\$50,905,239.00		\$1,443,418.00
3XXX From State Sources	\$10,109,835.00	\$6,014,594.40		\$4,095,240.60
4XXX From Federal Sources	\$80,880.00	\$82,262.37		(\$1,382.37)
TOTAL REVENUE/SOURCES OF FUNDS	\$62,539,372.00	\$57,002,095.77		\$5,537,276.23
*** EXPENDITURES ***				AVAILABLE BALANCE

--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$16,557,089.00	\$1,703,932.59	\$14,659,407.09	\$193,749.32
11-2XX-100-XXX Special Education - Instruction	\$7,241,566.81	\$557,615.82	\$6,650,671.98	\$33,279.01
11-240-100-XXX Bilingual Education - Instruction	\$1,863,861.00	\$144,470.90	\$1,685,890.10	\$33,500.00
11-401-100-XXX School-Spon. Cocurr. Acti-Instr	\$162,900.00	\$18,499.88	\$132,069.10	\$12,331.02
11-402-100-XXX School-Spons. Athletics - Instruction	\$899,300.00	\$49,379.92	\$625,618.72	\$224,301.36
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-100-XXX Instruction	\$4,878,276.00	\$255,235.86	\$4,369,008.12	\$254,032.02
11-000-211-XXX Attendance and Social Work Services	\$856,909.21	\$115,639.78	\$740,822.37	\$447.06
11-000-213-XXX Health Services	\$750,858.50	\$69,581.58	\$619,975.81	\$61,301.11
11-000-216-XXX Speech, OT,PT & Related Svcs	\$1,730,044.26	\$181,875.27	\$1,476,239.62	\$71,929.37
11-000-217-XXX Other Support Serv - Students Extra Srvc	\$15,000.00	\$0.00	\$0.00	\$15,000.00
11-000-218-XXX Guidance	\$588,315.84	\$58,186.38	\$490,031.30	\$40,098.16
11-000-219-XXX Child Study Teams	\$1,472,477.80	\$171,297.11	\$1,231,900.07	\$69,280.62
11-000-221-XXX Improv of Inst. - Instruc Staff	\$539,011.00	\$238,759.69	\$213,530.29	\$86,721.02
11-000-222-XXX Educational Media Serv/School Library	\$1,766,789.07	\$572,812.74	\$1,089,069.85	\$104,906.48
11-000-223-XXX Instructional Staff Training Services	\$199,005.00	\$11,312.32	\$115,760.68	\$71,932.00
11-000-230-XXX Supp. Serv.-General Administration	\$1,296,666.76	\$319,206.55	\$864,757.62	\$112,702.59
11-000-240-XXX Supp. Serv.-School Administration	\$3,011,442.32	\$555,623.83	\$2,432,396.16	\$23,422.33
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$1,271,735.35	\$282,747.61	\$962,111.63	\$26,876.11
11-000-261-XXX Require Maint. for School Facilities	\$630,468.65	\$119,932.00	\$351,226.15	\$159,310.50
11-000-262-XXX Custodial Services	\$4,699,024.40	\$1,020,519.91	\$3,420,055.82	\$258,448.67
11-000-263-XXX Care and Upkeep of Grounds	\$51,700.00	\$7,250.00	\$40,100.00	\$4,350.00
11-000-266-XXX Security	\$623,124.00	\$112,614.54	\$497,310.60	\$13,198.86
11-000-270-XXX Student Transportation Services	\$3,861,477.96	\$303,313.91	\$2,428,257.99	\$1,129,906.06
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$8,277,338.00	\$1,367,947.21	\$6,608,940.89	\$300,449.90
TOTAL GENERAL CURRENT EXPENSE	\$63,244,380.93	\$8,237,755.40	\$51,705,151.96	\$3,301,473.57
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 3 Month Period Ending 09/30/2016

	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** EXPENDITURES - cont'd ***				
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$108,400.00	\$0.00	\$16,768.00	\$91,632.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$2,905,672.00	\$1,376,265.52	\$723,932.84	\$805,473.64
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$3,014,072.00	\$1,376,265.52	\$740,700.84	\$897,105.64
10-000-100-56X Transfer of Funds to Charter Schools	\$2,348,798.00	\$553,257.00	\$1,795,541.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$68,607,250.93	\$10,167,277.92	\$54,241,383.80	\$4,198,579.21

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 3 Month Period Ending 09/30/2016

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$50,778,757.00	\$50,778,757.00	.00
1320 Tuition from LEAs Within State	\$600,000.00	\$4,597.76	\$595,402.24
1420-1440 Transp Fees from Other LEAs		\$25,582.12	(\$25,582.12)
1910 Rents and Royalties	\$350,000.00	\$60,716.73	\$289,283.27
199X Miscellaneous	\$619,900.00	\$35,585.39	\$584,314.61
TOTAL	\$52,348,657.00	\$50,905,239.00	\$1,443,418.00
--- STATE SOURCES ---			
3116 School Choice Aid	\$4,324,509.00	\$229,268.40	\$4,095,240.60
3121 Categorical Transportation Aid	\$687,644.00	\$687,644.00	.00
3131 Extraordinary Aid	\$460,000.00	\$460,000.00	.00
3132 Categorical Special Education Aid	\$1,813,061.00	\$1,813,061.00	.00
3177 Categorical Security	\$977,741.00	\$977,741.00	.00
3178 Adjustment Aid	\$1,754,930.00	\$1,754,930.00	.00
3190 Other Unrestricted State Aid	\$91,950.00	\$91,950.00	.00
TOTAL	\$10,109,835.00	\$6,014,594.40	\$4,095,240.60
--- FEDERAL SOURCES ---			
4200 Medicaid Reimbursement	\$80,880.00	\$82,262.37	(\$1,382.37)
TOTAL	\$80,880.00	\$82,262.37	(\$1,382.37)
--- OTHER FINANCING SOURCES ---			
TOTAL REVENUES/SOURCES OF FUNDS	\$62,539,372.00	\$57,002,095.77	\$5,537,276.23

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 3 Month Period Ending 09/30/2016

	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	\$1,426,895.50	\$117,699.53	\$1,309,195.97	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$4,264,199.00	\$412,374.20	\$3,851,824.80	.00
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$2,990,969.12	\$329,015.51	\$2,656,668.61	\$5,285.00
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$6,217,938.00	\$598,700.28	\$5,619,237.72	.00
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$80,000.00	\$3,034.75	\$76,965.25	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$26,434.76	.00	\$8,434.76	\$18,000.00
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	\$14,840.00	\$2,290.00	\$6,450.00	\$6,100.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$602,781.56	.00	\$602,781.56	.00
11-190-100-610 General Supplies	\$500,438.31	\$38,531.57	\$319,150.96	\$142,755.78
11-190-100-640 Textbooks	\$417,792.75	\$202,286.75	\$197,197.46	\$18,308.54
11-190-100-800 Other Objects	\$13,800.00	.00	\$11,500.00	\$2,300.00
TOTAL	\$16,557,089.00	\$1,703,932.59	\$14,659,407.09	\$193,749.32
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities:				
11-204-100-101 Salaries of Teachers	\$1,488,940.00	\$131,791.40	\$1,357,148.60	\$0.00
11-204-100-320 Purchased Prof.-Ed. Services	\$35,000.00	\$2,025.00	\$20,975.00	\$12,000.00
11-204-100-500 Other Purch. Serv. (400-500 series)	\$250,000.00	.00	\$250,000.00	.00
11-204-100-610 General Supplies	\$3,172.50	\$125.50	\$351.92	\$2,695.08
11-204-100-800 Other Objects	\$500.00	.00	.00	\$500.00
TOTAL	\$1,777,612.50	\$133,941.90	\$1,628,475.52	\$15,195.08
Multiple Disabilities:				
11-212-100-101 Salaries of Teachers	\$904,626.00	\$169,720.91	\$734,905.09	\$0.00
11-212-100-320 Purchased Prof.-Ed. Services	\$5,000.00	.00	.00	\$5,000.00
11-212-100-500 Other Purch. Serv. (400-500 series)	\$1,380,000.00	.00	\$1,380,000.00	.00
11-212-100-610 General supplies	\$7,400.00	.00	.00	\$7,400.00
TOTAL	\$2,297,026.00	\$169,720.91	\$2,114,905.09	\$12,400.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$1,976,125.00	\$188,482.20	\$1,787,642.80	\$0.00
11-213-100-500 Other Purch. Serv. (400-500 series)	\$300,000.00	.00	\$300,000.00	.00
11-213-100-610 General supplies	\$3,988.31	\$1,057.31	\$577.07	\$2,353.93
TOTAL	\$2,280,113.31	\$189,539.51	\$2,088,219.87	\$2,353.93
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$556,415.00	\$57,343.50	\$499,071.50	\$0.00
11-216-100-500 Other Purch.Serv. (400-500 series)	\$327,070.00	\$7,070.00	\$320,000.00	.00
11-216-100-600 General Supplies	\$2,930.00	.00	.00	\$2,930.00
11-216-100-800 Other Objects	\$400.00	.00	.00	\$400.00
TOTAL	\$886,815.00	\$64,413.50	\$819,071.50	\$3,330.00

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL SPECIAL ED - INSTRUCTION	\$7,241,566.81	\$557,615.82	\$6,650,671.98	\$33,279.01
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$1,630,361.00	\$144,470.90	\$1,485,890.10	\$0.00
11-240-100-500 Other Purch. Serv. (400-500 series)	\$200,000.00	.00	\$200,000.00	.00
11-240-100-610 General Supplies	\$33,500.00	.00	.00	\$33,500.00
TOTAL	\$1,863,861.00	\$144,470.90	\$1,685,890.10	\$33,500.00
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$125,300.00	\$1,575.00	\$120,025.00	\$3,700.00
11-401-100-500 Purchased Services (300-500 series)	\$13,820.00	\$478.70	\$8,340.00	\$5,001.30
11-401-100-600 Supplies and Materials	\$23,780.00	\$16,446.18	\$3,704.10	\$3,629.72
TOTAL	\$162,900.00	\$18,499.88	\$132,069.10	\$12,331.02
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$474,200.00	\$1,647.00	\$472,553.00	.00
11-402-100-500 Purchased Services (300-500 series)	\$282,777.73	\$16,534.54	\$116,063.63	\$150,179.56
11-402-100-600 Supplies and Materials	\$142,322.27	\$31,198.38	\$37,002.09	\$74,121.80
TOTAL	\$899,300.00	\$49,379.92	\$625,618.72	\$224,301.36
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other IEAs within State Regular	\$110,000.00	\$7,923.50	\$48,323.50	\$53,753.00
11-000-100-562 Tuition to Other IEAs within State Special	\$370,279.00	\$62,376.27	\$279,140.73	\$28,762.00
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$275,000.00	.00	\$225,000.00	\$50,000.00
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	\$409,320.00	.00	\$409,320.00	.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$1,996,962.00	\$26,715.00	\$1,917,109.00	\$53,138.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$1,651,122.00	\$158,221.09	\$1,447,940.89	\$44,960.02
11-000-100-568 Tuition - State Facilities	\$35,593.00	.00	\$35,398.00	\$195.00
11-000-100-569 Tuition - Other	\$30,000.00	.00	\$6,776.00	\$23,224.00
TOTAL	\$4,878,276.00	\$255,235.86	\$4,369,008.12	\$254,032.02
--- Attendance and social work services ---				
11-000-211-100 Salaries	\$88,731.00	\$21,932.72	\$66,798.28	.00
11-000-211-172 Sal. of Family Support Teams	\$618,302.00	\$54,445.04	\$563,856.96	.00
11-000-211-173 Sal. of Famly Liaisons/Comm. Prnt Inv. Spec.	\$148,535.00	\$38,540.81	\$110,013.59	\$0.60
11-000-211-600 Supplies and Materials	\$1,321.21	\$721.21	\$153.54	\$446.46
TOTAL	\$856,909.21	\$115,639.78	\$740,822.37	\$447.06
--- Health services ---				
11-000-213-100 Salaries	\$512,651.00	\$48,914.08	\$463,736.92	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$220,667.50	\$20,667.50	\$150,000.00	\$50,000.00
11-000-213-500 Other Purchd. Serv. (400-500 series)	\$3,390.00	.00	\$434.00	\$2,956.00
11-000-213-600 Supplies and Materials	\$12,850.00	.00	\$5,804.89	\$7,045.11
11-000-213-800 Other Objects	\$1,300.00	.00	.00	\$1,300.00
TOTAL	\$750,858.50	\$69,581.58	\$619,975.81	\$61,301.11
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$772,680.60	\$75,268.06	\$697,412.54	.00

Eaglewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-216-320 Purchased Prof. Ed. Services	\$948,255.66	\$105,783.41	\$777,172.25	\$85,300.00
11-000-216-600 Supplies and Materials	\$9,108.00	\$823.80	\$1,654.83	\$6,629.37
TOTAL	\$1,730,044.26	\$181,875.27	\$1,476,239.62	\$71,929.37
--- Other support services - Students - Extra Srvc				
11-000-217-320 Purchased Prof. Ed. Services	\$15,000.00	.00	.00	\$15,000.00
TOTAL	\$15,000.00	\$0.00	\$0.00	\$15,000.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$424,565.84	\$56,527.70	\$368,037.80	\$0.34
11-000-218-320 Purchased Prof. - Ed. Services	\$7,000.00	.00	\$1,397.00	\$5,603.00
11-000-218-500 Other Purchased Services (400-500 series)	\$98,000.00	.00	\$89,260.65	\$8,739.35
11-000-218-600 Supplies and Materials	\$31,750.00	\$1,658.68	\$7,335.85	\$22,755.47
11-000-218-800 Other Objects	\$27,000.00	.00	\$24,000.00	\$3,000.00
TOTAL	\$588,315.84	\$58,186.38	\$490,031.30	\$40,098.16
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$1,160,557.00	\$128,232.35	\$1,032,324.65	.00
11-000-219-105 Sal. Secr. & Clerical Asst.	\$58,690.80	\$17,084.76	\$41,606.04	.00
11-000-219-320 Purchased Prof. - Ed. Services	\$203,680.00	\$25,980.00	\$114,450.00	\$63,250.00
11-000-219-592 Misc Purch Ser (400-500 O/than Resid costs)	\$41,050.00	\$0.00	\$40,699.00	\$351.00
11-000-219-600 Supplies and Materials	\$8,000.00	.00	\$2,820.38	\$5,179.62
11-000-219-800 Other Objects	\$500.00	.00	.00	\$500.00
TOTAL	\$1,472,477.80	\$171,297.11	\$1,231,900.07	\$89,280.62
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$299,411.00	\$89,318.59	\$210,092.41	.00
11-000-221-500 Other Purchased Services (400-500 series)	\$227,800.00	\$149,441.10	.00	\$78,358.90
11-000-221-600 Supplies and Materials	\$11,800.00	.00	\$3,437.88	\$8,362.12
TOTAL	\$539,011.00	\$238,759.69	\$213,530.29	\$86,721.02
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$375,233.16	\$73,906.18	\$301,326.98	.00
11-000-222-500 Other Purchased Services (400-500 series)	\$818,958.91	\$70,502.15	\$681,399.10	\$67,057.66
11-000-222-600 Supplies and Materials	\$572,597.00	\$428,404.41	\$106,343.77	\$37,848.82
TOTAL	\$1,766,789.07	\$572,812.74	\$1,089,069.85	\$104,906.48
--- Instructional Staff Training Services ---				
11-000-223-104 Salaries Other Prof. Staff	\$124,105.00	\$10,583.32	\$113,521.68	.00
11-000-223-320 Purchased Prof. - Ed. Services	\$60,900.00	.00	\$515.00	\$60,385.00
11-000-223-500 Other Purchased Services (400-500 series)	\$14,000.00	\$729.00	\$1,724.00	\$11,547.00
TOTAL	\$199,005.00	\$11,312.32	\$115,760.68	\$71,932.00
--- Support services-General administration ---				
11-000-230-100 Salaries	\$504,001.00	\$137,181.22	\$366,819.78	\$0.00
11-000-230-331 Legal Services	\$93,013.00	\$21,140.19	\$36,064.22	\$35,808.59
11-000-230-332 Audit Fees	\$101,600.00	.00	\$50,600.00	\$51,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$24,000.00	\$13,452.00	\$6,548.00	\$4,000.00

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-530 Communications/Telephone	\$256,000.00	\$48,969.67	\$206,052.14	\$978.19
11-000-230-585 BOE Other Purchased Prof. Svc.	\$4,000.00	.00	\$3,610.64	\$389.36
11-000-230-590 Other Purchased Services	\$33,850.00	\$3,200.00	\$26,409.83	\$4,240.17
11-000-230-610 General Supplies	\$9,847.75	\$1,647.76	\$3,684.29	\$4,515.71
11-000-230-820 Judgments Against. School District.	\$209,000.00	\$60,000.00	\$149,000.00	.00
11-000-230-890 Misc. Expenditures	\$32,355.00	\$8,704.00	\$15,968.72	\$7,682.28
11-000-230-895 BOE Membership Dues and Fees	\$29,000.00	\$24,911.71	.00	\$4,088.29
TOTAL	\$1,296,656.76	\$319,206.55	\$864,757.62	\$112,702.59
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$2,493,118.73	\$551,504.43	\$1,941,614.30	.00
11-000-240-500 Other Purchased Services	\$473,661.00	.00	\$470,000.00	\$3,661.00
11-000-240-600 Supplies and Materials	\$40,862.59	\$4,119.40	\$19,421.54	\$17,321.65
11-000-240-800 Other Objects	\$3,800.00	.00	\$1,360.32	\$2,439.68
TOTAL	\$3,011,442.32	\$555,623.83	\$2,432,396.16	\$23,422.33
--- Central Services ---				
11-000-251-100 Salaries	\$860,215.27	\$212,428.15	\$647,787.12	.00
11-000-251-330 Purchased Prof. Services	\$35,400.00	\$17,189.00	\$18,189.00	\$22.00
11-000-251-340 Purchased Technical Services	\$101,076.20	\$4,600.00	\$95,475.91	\$1,000.29
11-000-251-592 Misc Pur Serv (400-500 series)	\$7,100.00	.00	\$6,841.95	\$258.05
11-000-251-600 Supplies and Materials	\$16,923.88	\$970.08	\$11,137.13	\$4,816.67
11-000-251-89X Other Objects	\$26,189.00	\$1,229.90	\$4,180.00	\$20,779.10
TOTAL	\$1,046,904.35	\$236,417.13	\$783,611.11	\$26,876.11
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$224,831.00	\$46,330.48	\$178,500.52	.00
TOTAL	\$224,831.00	\$46,330.48	\$178,500.52	\$0.00
TOTAL Cent. Svcs. & Admin IT	\$1,271,735.35	\$282,747.61	\$962,111.63	\$26,876.11
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$68,870.00	\$17,561.76	\$51,308.24	.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$561,598.65	\$102,370.24	\$299,917.91	\$159,310.50
TOTAL	\$630,468.65	\$119,932.00	\$351,226.15	\$159,310.50
--- Custodial Services ---				
11-000-262-1XX Salaries	\$126,646.77	\$31,661.64	\$94,985.13	\$0.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$1,948,000.00	\$310,277.54	\$1,602,303.76	\$35,418.70
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$240,096.00	\$113,365.28	\$126,634.72	\$96.00
11-000-262-490 Other Purchased Property Svc.	\$263,800.00	\$34,754.33	\$154,402.51	\$74,643.16
11-000-262-520 Insurance	\$407,500.00	\$403,162.84	.00	\$4,337.16
11-000-262-590 Misc. Purchased Services	\$456,300.00	\$29,534.48	\$396,974.09	\$29,791.43
11-000-262-610 General Supplies	\$277,181.63	\$22,055.69	\$165,384.99	\$89,740.95
11-000-262-622 Energy (Electricity)	\$950,000.00	\$75,708.11	\$872,770.62	\$1,521.27
11-000-262-8XX Other Objects	\$29,500.00	\$0.00	\$6,600.00	\$22,900.00
TOTAL	\$4,699,024.40	\$1,020,519.91	\$3,420,055.82	\$258,448.67

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Undistributed expenses				
12-000-100-730 Instruction	\$91,632.00	.00	.00	\$91,632.00
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$16,768.00	.00	\$16,768.00	.00
Undist. Exp. - Non-instructional Services				
TOTAL	\$108,400.00	\$0.00	\$16,768.00	\$91,632.00
---- Facilities acquisition and construction services ---				
12-000-400-334 Architectural/Engineering Services	\$122,320.00	\$101,558.94	\$20,760.84	\$0.22
12-000-400-450 Construction Services	\$2,098,580.00	\$1,274,706.58	\$518,400.00	\$305,473.42
12-000-400-722 Bldgs. Other than Lease Purch. Agree.	\$500,000.00	.00	.00	\$500,000.00
12-000-400-800 Other objects	\$184,772.00	.00	\$184,772.00	.00
Sub Total	\$2,905,672.00	\$1,376,265.52	\$723,932.84	\$805,473.64
TOTAL	\$2,905,672.00	\$1,376,265.52	\$723,932.84	\$805,473.64
TOTAL CAPITAL OUTLAY EXPENDITURES	\$3,014,072.00	\$1,376,265.52	\$740,700.84	\$897,105.64

Englewood Public School District
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Care and Upkeep of Grounds ---				
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$42,000.00	.00	\$38,600.00	\$3,400.00
11-000-263-610 General Supplies	\$9,700.00	\$7,250.00	\$1,500.00	\$950.00
TOTAL	\$51,700.00	\$7,250.00	\$40,100.00	\$4,350.00
--- Security ---				
11-000-266-100 Salaries	\$596,124.00	\$108,114.54	\$488,009.46	.00
11-000-266-300 Purchased Prof. & Tech. Svc.	\$10,000.00	.00	.00	\$10,000.00
11-000-266-420 Cleaning, Repair, & Maintenance Serv.	\$6,000.00	\$4,500.00	\$1,500.00	.00
11-000-266-610 General Supplies	\$11,000.00	.00	\$7,801.14	\$3,198.86
TOTAL	\$623,124.00	\$112,614.54	\$497,310.60	\$13,198.86
TOTAL Oper & Maint of Plant Services	\$6,004,317.05	\$1,260,316.45	\$4,308,692.57	\$435,308.03
--- Student transportation services ---				
11-000-270-160 Sal Pupil Trans(Bet Home & Sch)-reg	\$52,580.00	\$13,408.08	\$39,171.92	.00
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$185,000.00	\$13,334.28	\$171,665.72	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$40,000.00	\$8,895.46	\$30,869.24	\$235.30
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$1,690,478.60	\$8,243.40	\$815,885.20	\$866,350.00
11-000-270-512 Contract Svc (other btw home & sch)-vndrs	\$67,885.00	.00	\$23,595.00	\$44,290.00
11-000-270-514 Contract Svc (Sp Ed.)-vendors	\$459,120.00	\$178,864.80	\$280,254.90	\$0.30
11-000-270-515 Contract Svc (Sp Ed.)-joint agreements	\$743,922.96	\$79,538.89	\$664,307.03	\$77.04
11-000-270-503 Contr Svc-Aid in Lieu Payments-Non Pub Sch	\$212,491.40	.00	.00	\$212,491.40
11-000-270-593 Misc. Purchased Svc.- Transp.	\$405,000.00	\$150.00	\$400,000.00	\$4,850.00
11-000-270-615 Transportation Supplies	\$3,500.00	\$250.00	\$2,000.00	\$1,250.00
11-000-270-800 Misc. Expenditures	\$1,500.00	\$629.00	\$508.98	\$362.02
TOTAL	\$3,861,477.96	\$303,313.91	\$2,428,257.99	\$1,129,906.06
11-XXX-XXX-220 Social Security Contributions	\$435,000.00	\$61,304.80	\$352,554.33	\$21,140.87
11-XXX-XXX-241 Other Retirement Contrib. - PERS	\$70,000.00	.00	.00	\$70,000.00
11-XXX-XXX-248 Other Retirement - Deferred PERS	\$5,000.00	.00	.00	\$5,000.00
11-XXX-XXX-260 Workman's Compensation	\$317,100.00	\$61,139.29	\$51,651.68	\$204,309.03
11-XXX-XXX-270 Health Benefits	\$7,300,238.00	\$1,243,503.12	\$6,056,734.88	.00
11-XXX-XXX-290 Other Employee Benefits	\$150,000.00	\$2,000.00	\$148,000.00	.00
TOTAL	\$8,277,338.00	\$1,367,947.21	\$6,608,940.89	\$300,449.90
Total Undistributed Expenditures	\$36,519,664.12	\$5,763,856.29	\$27,951,494.97	\$2,804,312.86
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$63,244,380.93	\$8,237,755.40	\$51,705,151.96	\$3,301,473.57
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$63,244,380.93	\$8,237,755.40	\$51,705,151.96	\$3,301,473.57

Englewood Public School District
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 3 Month Period Ending 09/30/2016

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION JOBS FUND **				
*** FEMA COMMUNITY DEVELOPMENT BLOCK GRANT ***				
10-000-100-56X Transfer of Funds to Charter Schls.	\$2,348,798.00	\$553,257.00	\$1,795,541.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$68,607,250.93	\$10,167,277.92	\$54,241,393.80	\$4,198,579.21

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

For 3 Month Period Ending 09/30/2016

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 3 Month Period Ending 09/30/16

ASSETS AND RESOURCES

--- A S S E T S ---		
101	Cash in bank	\$78,022.49
	Accounts receivable:	
141	Intergovernmental - State	\$9,266.06
142	Intergovernmental - Federal	(\$148,847.00)
143	Intergovernmental - Other	\$864.00
		<u>(\$138,716.94)</u>

--- R E S O U R C E S ---		
301	Estimated Revenues	\$4,204,071.32
302	Less Revenues	<u>(\$450,313.03)</u>
		\$3,753,758.29
		<u>-----</u>
	Total assets and resources	<u>\$3,693,063.84</u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 3 Month Period Ending 09/30/16

LIABILITIES AND FUND EQUITY

--- LIABILITIES ---	
411 Intergovernmental accounts payable - State	\$84,341.00
412 Intergovernmental accounts payable - Federal	\$56,318.06
421 Accounts Payable	\$2,703.50
481 Deferred revenues	(\$681,818.74)
Other current liabilities	\$152,874.75
TOTAL LIABILITIES	(\$385,581.43)

FUND BALANCE

--- Appropriated ---

753 Reserve for encumbrances - Current Year	\$2,834,085.37
754 Reserve for encumbrances - Prior Year	\$377,456.81
601 Appropriations	\$4,204,071.32
602 Less: Expenditures	\$502,882.86
603 Encumbrances	\$2,834,085.37 (\$3,336,968.23)
	\$867,103.09

TOTAL FUND BALANCE

\$4,078,645.27

TOTAL LIABILITIES AND FUND EQUITY

\$3,693,063.84

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 3 Month Period Ending 09/30/16

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$16,620.84	\$1,313.00		\$15,307.84
3XXX From State Sources	\$1,996,484.48	\$449,000.03		\$1,547,484.45
4XXX From Federal Sources	\$2,190,966.00	.00		\$2,190,966.00
TOTAL REVENUE/SOURCES OF FUNDS	\$4,204,071.32	\$450,313.03		\$3,753,758.29
*** EXPENDITURES ***				
LOCAL PROJECTS:				
STATE PROJECTS:				
Preschool Education Aid	\$55,940.82	\$0.00	\$26,692.33	\$29,248.49
Nonpublic textbooks	\$1,214,565.50	\$257,063.92	\$895,267.49	\$62,234.09
Nonpublic auxiliary services	\$102,714.00	\$114.36	\$65,683.25	\$36,916.39
Nonpublic handicapped services	\$1,792.00	.00	\$1,792.00	.00
Nonpublic nursing services	\$310,081.00	.00	\$310,081.00	.00
Nonpublic Technology Aid	\$181,080.00	.00	\$181,080.00	.00
Other State Projects	\$46,332.00	.00	\$12,661.91	\$33,670.09
	\$100,600.00	\$0.00	\$0.00	\$100,600.00
TOTAL STATE PROJECTS	\$1,957,164.50	\$257,178.28	\$1,466,565.65	\$233,420.57
FEDERAL PROJECTS:				
NCLB Title I - Part A/D	\$821,205.00	\$147,481.33	\$300,065.75	\$373,657.92
I.D.E.A. Part B (Handicapped)	\$1,085,600.00	\$55,329.07	\$968,725.81	\$61,545.12
NCLB Title II - Part A/D	\$161,087.00	\$1,310.86	\$52,421.12	\$107,355.02
NCLB Title III - English Language Enhancement	\$97,574.00	\$41,583.32	\$19,614.71	\$36,375.97
Vocational Education	\$25,500.00	.00	.00	\$25,500.00
Other Federal Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FEDERAL PROJECTS	\$2,190,966.00	\$245,704.58	\$1,340,827.39	\$604,434.03
*** TOTAL EXPENDITURES ***	\$4,204,071.32	\$502,882.86	\$2,834,085.37	\$867,103.09

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 3 Month Period Ending 09/30/16

	ESTIMATED	ACTUAL	UNREALIZED
--- LOCAL SOURCES ---			
1XXX Other Revenue from Local Sources	\$16,620.84	\$1,313.00	\$15,307.84
Total Revenues from Local Sources	<u>\$16,620.84</u>	<u>\$1,313.00</u>	<u>\$15,307.84</u>
--- STATE SOURCES ---			
3218 Preschool Education Aid	\$1,214,565.50	\$238,367.00	\$976,198.50
32XX Other Restricted Entitlements	\$781,918.98	\$210,633.03	\$571,285.95
Total Revenue from State Sources	<u>\$1,996,484.48</u>	<u>\$449,000.03</u>	<u>\$1,547,484.45</u>
--- FEDERAL SOURCES ---			
4411-16 Title I	\$821,205.00	.00	\$821,205.00
4451-55 Title II	\$161,087.00	.00	\$161,087.00
4491-94 Title III	\$97,574.00	.00	\$97,574.00
4420-29 I.D.E.A. Part B (Handicapped)	\$1,085,600.00	.00	\$1,085,600.00
4430-39 Vocational Education	\$25,500.00	.00	\$25,500.00
Total Revenues from Federal Sources	<u>\$2,190,966.00</u>	<u>\$0.00</u>	<u>\$2,190,966.00</u>
TOTAL REVENUES/SOURCES OF FUNDS	<u>\$4,204,071.32</u>	<u>\$450,313.03</u>	<u>\$3,753,758.29</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 3 Month Period Ending 09/30/16

	Appropriations	Expenditures	Encumbrances	Available Balance
State Projects:				
PRESCHOOL EDUCATION AID				
---- Preschool Education Aid - Instruction ----				
20-218-100-101 Salaries of Teachers	\$822,100.50	\$76,164.30	\$745,936.20	.00
20-218-100-500 Other purchased servs. (400-500 series)	\$305,000.00	\$180,785.62	\$124,214.38	.00
20-218-100-600 General Supplies	\$40,000.00	\$114.00	\$25,116.91	\$14,769.09
TOTAL Instruction	\$1,167,100.50	\$257,063.92	\$895,267.49	\$14,769.09
---- Preschool Education Aid - Support Services ----				
20-218-200-511 Contr. Trans. Serv. (Bet. Home & Sch)	\$47,465.00	.00	.00	\$47,465.00
TOTAL Support Services	\$47,465.00	\$0.00	\$0.00	\$47,465.00
TOTAL PRESCHOOL EDUCATION AID	\$1,214,565.50	\$257,063.92	\$895,267.49	\$62,234.09
Other State Projects:				
PRESCHOOL EXPANSION GRANT				
TOTAL OTHER STATE PROJECTS	\$1,214,565.50	\$257,063.92	\$895,267.49	\$62,234.09
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$2,989,505.82	\$245,818.94	\$1,938,817.88	\$804,869.00
TOTAL EXPENDITURE	\$4,204,071.32	\$502,882.86	\$2,834,085.37	\$867,103.09

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

Special Revenue Fund - Fund 20
For 3 Month Period Ending 09/30/16

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 3 Month Period Ending 09/30/16

ASSETS AND RESOURCES

--- A S S E T S ---		
101	Cash in bank	(\$427,802.43)
	Accounts receivable:	
140	Intergovernmental - Accts. Recvble.	\$807,996.00
141	Intergovernmental - State	\$854,951.00
		<hr/>
		\$1,662,947.00
--- R E S O U R C E S ---		
302	Less Revenues	(\$716.80)
		<hr/>
	Total assets and resources	<u>\$1,234,427.77</u>

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 3 Month Period Ending 09/30/16

LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

754	Reserve for encumbrances - Prior Year	\$878,008.00
601	Appropriations	\$1,541,928.60
602	Less : Expenditures	\$663,920.60
603	Encumbrances	\$878,008.00 (\$1,541,928.60)
	Total Appropriated	\$878,008.00

--- Unappropriated ---

770	Fund balance	\$356,419.77
-----	--------------	--------------

TOTAL FUND BALANCE

\$1,234,427.77

TOTAL LIABILITIES AND FUND EQUITY

\$1,234,427.77

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 3 Month Period Ending 09/30/16

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$0.00	\$716.80		(\$716.80)
TOTAL REVENUE/SOURCES OF FUNDS	\$0.00	\$716.80		(\$716.80)
*** EXPENDITURES ***				
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-334 Architectural/Engineering Services	\$12,000.00	.00	\$12,000.00	.00
30-000-4XX-450 Construction services	\$1,529,928.60	\$663,920.60	\$866,008.00	.00
Total fac.acq.and constr. serv.	\$1,541,928.60	\$663,920.60	\$878,008.00	\$0.00
TOTAL EXPENDITURES	\$1,541,928.60	\$663,920.60	\$878,008.00	\$0.00
*** TOTAL EXPENDITURES AND TRANSFERS	\$1,541,928.60	\$663,920.60	\$878,008.00	\$0.00

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Englewood Public School District

Capital Projects Fund - Fund 30

For 3 Month Period Ending 09/30/16

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Englewood Public School District
Debt Service Fund - Fund 40
Interim Balance Sheet
For 3 Month Period Ending 09/30/16

ASSETS AND RESOURCES

--- A S S E T S ---		
101	Cash in bank	\$252,152.66
121	Tax levy receivable	\$1,397,113.10
--- R E S O U R C E S ---		
301	Estimated Revenues	\$1,816,157.00
302	Less Revenues	(\$1,902,343.58)
		(\$86,186.58)
Total assets and resources		\$1,563,079.18

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 3 Month Period Ending 09/30/16

LIABILITIES AND FUND EQUITY

FUND BALANCE

--- Appropriated ---

753 Reserve for encumbrances - Current Year \$253,078.13
Reserved fund balance:

601 Appropriations	\$1,816,157.00
602 Less : Expenditures	\$253,078.13
603 Encumbrances	(\$506,156.26)
	<u>\$1,310,000.74</u>

Total Appropriated \$1,563,078.87

--- Unappropriated ---

770 Fund Balance \$0.31

TOTAL FUND BALANCE	\$1,563,079.18
TOTAL LIABILITIES AND FUND EQUITY	<u>\$1,563,079.18</u>

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$1,816,157.00	\$506,156.26	\$1,310,000.74
Revenues	(\$1,816,157.00)	(\$1,902,343.58)	\$86,186.58
	<u>\$0.00</u>	<u>(\$1,396,187.32)</u>	<u>\$1,396,187.32</u>
--- Change in Maint. / Capital reserve account ---			
Subtotal	\$0.00	(\$1,396,187.32)	\$1,396,187.32
Less: Adjust for prior year encumb.	\$0.00	\$0.00	
	<u>\$0.00</u>	<u>(\$1,396,187.32)</u>	<u>\$1,396,187.32</u>
Budgeted Fund Balance			
	<u>\$0.00</u>	<u>(\$1,396,187.32)</u>	<u>\$1,396,187.32</u>

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 3 Month Period Ending 09/30/16

*** REVENUES/SOURCES OF FUNDS ***

--- Local Sources ---

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNEALIZED BALANCE
1210 Local tax levy	\$1,816,157.00	\$1,902,343.58		(\$86,186.58)
Total Local Sources	\$1,816,157.00	\$1,902,343.58		(\$86,186.58)
TOTAL REVENUE/SOURCES OF FUNDS	\$1,816,157.00	\$1,902,343.58		(\$86,186.58)

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 3 Month Period Ending 09/30/16

	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
*** EXPENDITURES ***			
--- Debt Service - Regular ---			
40-701-510-834 Interest on Bonds	\$506,157.00	\$506,156.26	\$0.74
40-701-510-910 Redemption of Principal	\$1,310,000.00	.00	\$1,310,000.00
TOTAL	\$1,816,157.00	\$506,156.26	\$1,310,000.74
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$1,816,157.00	\$506,156.26	\$1,310,000.74
*** TOTAL USES OF FUNDS ***	\$1,816,157.00	\$506,156.26	\$1,310,000.74

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

For 3 Month Period Ending 09/30/16

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

JDMS Grades: 7 & 8	Englewood TD Bank Englewood, NJ Purpose: The purpose is to have students examine the structure of a local bank.	November 18, 2016	Students: 5 Chaperones/ Teachers	Paid by District: Transportation: District 11-000-270-512-10-221-000 Overall Cost of Trip: Final Cost to District:	 <u>\$70</u> <u>\$70</u> \$70
JDMS Grades: 7 & 8	Englewood Board of Health Englewood, NJ Purpose: To have students examine the structure of local government.	November 22, 2016	Students: 5 Chaperones/ Teachers	Paid by District: Transportation: District 11-000-270-512-10-221-000 Overall Cost of Trip: Final Cost to District:	 <u>\$60</u> <u>\$60</u> \$60
JDMS Grades: 7 & 8	Meadowlands Environment Center Lyndhurst, NJ Purpose: To provide a learning experience for students that need to learn hand-on and making the curriculum real.	November 29, 2016	Students: 5 Chaperones/ Teachers	Paid by Students: Paid by District: Transportation: District Bus 11-000-270-512-10-220-000 Overall Cost of Trip: Final Cost to District:	<u>\$75</u> <u>\$100</u> <u>\$175</u> \$100
JDMS Grades: 7 & 8	Lillian Booth Actor Home Englewood, NJ Purpose: Purpose of the trip is to develop a connection between older adults and their community.	December 9, 2016	Students: 4 Chaperones/ Teachers	Paid by District: Transportation: District 11-000-270-512-10-221-000 Overall Cost of Trip: Final Cost to District:	 <u>\$60</u> <u>\$60</u> \$60
DMHS Grades: 11 & 12	YMCA Camp Bernie Port Murray, NJ Purpose: The Teen PEP group will learn to work effectively as a team. Peer educators will get to know one another and build a team for the upcoming year. To help them develop critical skills and a foundation of knowledge.	December 5-7, 2016	Students: 11 Chaperones/ Teachers	Admission: 11-190-100-500-20-000-000 Substitutes: 11-140-100-101-80-102-000 Overnight Stipend: 11-140-100-101-67-103-000 Transportation: First Student 11-000-210-512-20-221-000 Overall Cost of Trip: Final Cost to District	<u>\$2008.50</u> <u>\$300.00</u> <u>\$330.00</u> <u>\$700.00</u> <u>\$3,338.50</u> \$3,338.50

Englewood Board of Education

BYLAWS
0167/page 1 of 2
Public Participation in Board Meetings
Mar 16

[See POLICY ALERT Nos. 181, 197 and 208]

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, **municipality** place of residence, and group affiliation, if **applicable** appropriate;
2. Each statement made by a participant shall be limited to **(three)** 3 minutes' duration;]
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements, **questions, or inquiries** shall be directed to the presiding officer; **and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member** ~~no participant may address or question Board members individually;~~



Englewood Board of Education

BYLAWS

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Public Participation in Board Meetings

5. The presiding officer may:
- a. Interrupt, warn, **and/or** terminate a participant's statement, **question, or inquiry** when ~~it the statement~~ is too lengthy; abusive, obscene, or irrelevant;
 - b. **Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;**
 - cb. Request any **person** ~~individual~~ to leave the meeting when that person does not observe reasonable decorum;
 - de. Request the assistance of law enforcement officers in the removal of a disorderly person when **that person prevents or that person's conduct disrupts a meeting with an act that obstructs or** interferes with the orderly progress of the a meeting;
 - ed. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting ~~as to warrant such action;~~ and
 - fe. Waive these rules when necessary for the protection of privacy or **to maintain an the orderly operation of the Board meeting** ~~efficient administration of the Board's business.~~

N.J.S.A. 2C:33-8

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

Adopted: 28 February 2002

Revised: 26 September 2002

Revised: 26 February 2009

Revised:



Englewood Board of Education

OPERATIONS
8454/page 1 of 4
Management of Pediculosis
Jun 16

[See POLICY ALERT No. 209]

8454 MANAGEMENT OF PEDICULOSIS

The Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this healthy learning environment is to manage pediculosis, a condition of a person having head lice. Head lice are very small insects that have claws that cling to hair and spend their entire life cycle on the heads of people. Head lice do not spread any diseases and having head lice is not prevented by personal or household cleanliness, use of shampoos, or length of hair. All social and economic groups can be affected by head lice. Because it is very difficult to totally prevent head lice infestations in schools where children come into close head-to-head contact with each other frequently, the Board of Education authorizes appropriate steps to manage pediculosis.

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.

The presence of nits (the eggs of lice) will prohibit a child from attending school until the parent has provided proof of treatment to the school nurse and there is no evidence of nits in the student's hair.]

The Board recognizes parents have the primary responsibility for the detection and treatment of head lice and school staff members will work in a cooperative and collaborative manner to assist all families in managing pediculosis. The school nurse will compile a Management of Pediculosis Information Packet. The Board of Education's Management of Pediculosis Information Packet and this Policy will be provided to parents of children identified with active head lice or nits and be made available to all parents upon request. The Information Packet will include information about identifying, treating, and managing pediculosis.



Englewood Board of Education

OPERATIONS

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Management of Pediculosis

If the school nurse determines a student has active head lice or nits, the parent shall be notified by the school nurse as soon as reasonably possible. The parent will be provided a copy of the district's Management of Pediculosis Information Packet and this Policy. The school nurse will advise the parent that prompt treatment of active head lice and/or nits is in the best interest of their child and treatment shall be required before the student can return to school. The school nurse will determine to send the child home or have the child remain at school for the remainder of the school day based on the comfort of the child, the degree of the infestation, and the likelihood of the spread of head lice to other students. If the school nurse cannot contact the parent a letter from the school nurse informing the parent of the presence of active head lice or nits will be sent home with the student. In the event the parent cannot be reached on the day it is determined their child has active head lice or nits, the parent will be required to contact the school nurse the next school day to review the Board Policy, the Management of Pediculosis Information Packet, and treatment options.

The following action will be taken to prevent the spread of head lice in district schools:

1. Grades Kindergarten through Four – When a single case of active head lice has been identified by the school nurse, parents of all children in a class will be notified by the school nurse. The Principal will send home a copy of a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy to all parents of children in the class.
 - a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found in their child's scalp and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits in their child's scalp. The school nurse will perform a head check of any student if requested by the parent.
 - b. The school nurse will perform head checks of all students in a classroom where there are three or more active head lice cases or nits in the same classroom within a two week period.



Englewood Board of Education

OPERATIONS

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Management of Pediculosis

2. Grades Five through Eight – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.

3. Grades Nine through Twelve – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.]

When a case of active head lice has been identified by the school nurse, the school nurse shall perform a head check of any of the infested student's siblings in the school. If a sibling(s) attends a different school in the district, the school nurse in the sibling's school will be notified and the school nurse may conduct a head check of the sibling(s). In addition, anytime the school nurse has identified active head lice, the school nurse may conduct a head check of other students in the school who are most likely to have had head-to-head contact with the infested child. All other students to be checked shall be identified by the school nurse in consultation with the school administration. Parental approval shall be obtained by the Principal or designee or school nurse.]

Each school in the district will make available to parents the district's Management of Pediculosis Policy.

All school staff members will maintain a sympathetic attitude and will not stigmatize and/or blame families who experience difficulty with control measures. All school staff members will act responsibly and respectfully when dealing with members of the school and broader community regarding issues of head lice.



Englewood Board of Education

OPERATIONS

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Management of Pediculosis

Each school in the district will educate and encourage children and parents to learn about head lice in an attempt to remove any stigma or to prevent any harassment, intimidation, and bullying associated with this issue. Any instances of harassment, intimidation, and bullying shall be reported and investigated in accordance with the provisions of the district's Harassment, Intimidation, and Bullying Policy.

A student excluded from school for reasons outlined in this Policy shall be re-admitted only upon the examination and approval of the Principal or designee and the school nurse. The examination for re-admittance to school by the school nurse may be, but is not required to be, in the presence of the student's parent.

Cases of active head lice will be recorded by the school nurse in each school for the purpose of tracking incident rates and mandatory reporting of outbreaks will be done according to the New Jersey Department of Health criteria for reporting outbreaks.

Adopted:



0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this Bylaw.

Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Board Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The Board Secretary shall provide each Board member with a copy of the minutes prior to Board approval.



POLICY

SCHOOL DISTRICT BOARD OF EDUCATION

BYLAWS

0168/page 2 of 3

Recording Board Meetings

The recording shall be permanently preserved as a governmental record in accordance with the Open Public Records Act.

Recording by the Public

A member of the public may record the proceedings of a public meeting of the Board provided the audio or video recording process complies with reasonable guidelines as outlined in this Bylaw. These guidelines are adopted to ensure the recording of the public meeting does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of audio or video recording devices by members of the public to record public meetings.

Prior notice to audio or video record a public meeting is not required provided the person operates the recording device while sitting in the area designated by the Board for public seating. The recording of a meeting from this area shall not obstruct or distract any member of the public from observing and listening to the proceedings of the meeting. If the recording is obstructing the view or is distracting to members of the public, the presiding officer or designee will require the person recording the meeting to relocate to another area of the meeting room.



POLICY

SCHOOL DISTRICT BOARD OF EDUCATION

BYLAWS

0168/page 3 of 3

Recording Board Meetings

In the event a member of the public wants or needs to audio or video record a public meeting from an area other than the area designated for public seating, the person shall provide notice of such request to the Board Secretary in advance of the meeting. The Board Secretary or designee shall review the recording guidelines outlined in this Bylaw with the person requesting to record the meeting.

Any member of the public wanting to use a recording device from an area other than the area designated for public seating must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer or designee. Prior to the meeting, the presiding officer or designee will determine the location of each recording device so each video recording device can record the meeting with an unobstructed view and each audio recording device can record a meeting so the speakers and meeting proceedings can be properly recorded. The location of any recording device operated from an area other than the area designated for public seating will be in an area of the meeting room that is not distracting or obtrusive to Board members, members of the public, or the orderly operation of the meeting. Any recording device used outside the area designated for public seating shall be located within a similar distance from the Board as the public seating area. The presiding officer or designee shall determine when the number of recording devices used outside the area designated for public seating interferes with the conduct of a Board meeting and may order that an interfering recording device be removed or relocated.

Additional lighting shall not be used unless approved by the presiding officer or designee prior to the meeting. All recording devices and any related equipment must be battery operated or operational without the use of district electricity as the district will not permit such equipment to be connected to the school district's electrical service.

The presiding officer or designee shall determine if a recording device interferes with the conduct of a Board meeting and may order that an interfering device be relocated.

N.J.S.A. 10:4-14

Adopted:



8441 CARE OF INJURED AND ILL PERSONS (M)

M

The Board of Education ~~directs the Superintendent to~~ **will** provide ~~for the~~ prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school **grounds** ~~premises~~ or **during a** at school sponsored events, **activity, or field trip**.

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal **or designee**, ~~who will determine whether an emergency exists~~. Immediate steps may be taken as necessary to remove the injured or ill person from ~~imminent danger and/or to prevent exacerbation of the injury or illness disability~~. **Basic Routine** first aid ~~will may~~ be administered by district personnel as necessary to ensure the safety and comfort of the injured or ill person **until the school nurse or other medical professional arrives on the scene**.

The parent(s) ~~or legal guardian(s)~~ of an injured or ill student and, if necessary, the family of an injured or ill staff member or adult visitor will be notified promptly ~~and tactfully~~ of the injury or illness **and the ongoing health status of the injured or ill person**. If the school nurse or school **physician** ~~medical inspector~~ or, in the absence of both, the Principal **or designee**, determines ~~that~~ the injured or ill person should **receive** ~~be removed from school for rest and/or treatment at home or for a medical examination from consultation with a~~ **their medical professional** ~~private physician~~, the parent(s) ~~or legal guardian(s)~~, or family member ~~will shall~~ be required to remove the injured or ill person from the school or school event or activity ~~requested to provide transportation~~. **In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted.**

In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.



Optional

~~[A team of school district employees shall be assembled by the Principal in each school building and shall be trained and annually retrained in first aid procedures. Both the initial training of first aid team members and annual refresher courses will be at Board expense. The names of the first aid team members will be submitted to the Superintendent and distributed to all employees assigned to the school building. First aid team members shall assist the school nurse and may administer first aid in the absence of the school nurse.]~~

~~In a serious emergency requiring immediate medical attention, an ambulance may be summoned for transportation to a hospital or the school nurse may drive the injured or ill person to the hospital.~~

The **school nurse(s)** Superintendent shall, in consultation with the school **physician**, medical inspector and school nurse, **will develop** prepare standing orders **basic emergency first aid procedures** for the emergency treatment of **an injury injuries or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene** and disabilities by the school nurse and regulations for the handling of injured and ill persons by all other school employees. All district personnel will be briefed annually on the regulations governing the handling of injured and ill persons.

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy No. 2431 and implementing regulations. Student disabilities attributable to substance abuse will be handled in accordance with Policy No. 5530. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy No. 8630.

N.J.S.A. 18A:40-3

N.J.A.C. 6A:16-1.4(a)1; 6A:16-1.4(a)2; 6A:16-1.4(a)3 **6A:16-2.1(a)4**

Adopted: 28 August 2006

Revised:



OPERATIONS

R 8441/page 1 of 16

Care of Injured and Ill Persons

Jun 16

M

[See POLICY ALERT Nos. 117 and 209]

R 8441 CARE OF INJURED AND ILL PERSONSA. **Injuries and/or Illness Requiring Immediate Attention**

These regulations apply when a ~~person~~ student, staff member, or visitor, **or other person** on school grounds premises or **during in the course of** a school-sponsored event, **activity**, or field trip is injured or becomes suddenly ill. ~~A The school staff member or other responsible adult present who takes charge should act quickly but not hastily~~ **shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.**

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal **or designee**. ~~The report may be made directly (over an intercom) or by another adult or by a student messenger.~~
2. If it is clearly evident that the illness or injury is serious **and immediate medical attention may be required**, emergency medical assistance shall be immediately summoned by a telephone call to 911.
3. The **injured or ill person** ~~victim~~ shall be examined for **any obvious injuries or health problems** ~~breathing obstructions, bleeding, and broken bones.~~
4. The **injured or ill person** ~~victim~~ shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem ~~such as diabetes or epilepsy.~~
5. The **injured or ill person** ~~victim~~ **shall** ~~will~~ not be moved, except as may be absolutely necessary to remove the person from a dangerous environment. ~~If necessary, furniture or equipment will be moved to permit space around the victim.~~



6. The **injured or ill person** ~~victim~~ should be made as comfortable as possible, without moving him/her, ~~by loosening binding clothing and providing warm coverings.~~
7. No food or liquid should be given to the ~~victim~~ **injured or ill person** except on the orders of **the school nurse or another a medical health** professional.
8. The **injured or ill person** ~~victim shall~~ should be **informed when emergency medical assistance has been contacted** ~~calmed with assurances that he/she is receiving or is about to receive aid.~~

B. Emergency First Aid Procedures

1. **The school nurse or other medical professional will administer emergency first aid to an injured student, staff member, or visitor.**
2. **In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.**
 - a. **The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.**
 - b. **The school nurse will make such basic emergency first aid procedures available to school staff members.**

~~The school nurse shall administer the following emergency first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly or the victim's illness or injury is so serious as to warrant immediate attention, these first aid procedures may be followed by the responsible adult present.~~



1. ~~ALLERGIC REACTIONS~~

~~The victim may show sudden blotchy swelling of the skin (hives) and mucous membranes, difficulty in breathing, wheezing, increased pulse rate, nausea, abdominal cramps, vomiting, fall in blood pressure with weak pulse.~~

~~The use of a single dose auto-injector for epinephrine may be indicated. The school nurse or trained teacher shall decide whether or not to administer the appropriate dose.~~

~~In a severe allergic (anaphylaxis) reaction, the victim should be taken immediately to hospital emergency services or a doctor's office.~~

2. ~~BLEEDING, SEVERE~~

a. ~~Apply direct pressure with a sterile compress, if available; if no compress is available, the gloved or otherwise protected hand or fingers may be used until a compress can be obtained.~~

b. ~~Unless there is evidence of a fracture, a severe wound of the hand, neck, arm, or leg should be elevated above the level of the victim's heart.~~

c. ~~Apply pressure on the supplying artery if severe bleeding does not stop after application of direct pressure plus elevation.~~

d. ~~A tourniquet may be used only for a severe, life threatening hemorrhage that cannot be controlled by other means. The decision to use a tourniquet may be made only by a health professional.~~

3. ~~BREATHING OBSTRUCTION~~

a. ~~Tilt the victim's head, clear the airway, and begin mouth-to-mouth or mouth-to-nose breathing immediately.~~

OPERATIONS



- ~~Initially, give four quick, full breaths without allowing the lungs to fully deflate between each breath.~~
- b. ~~Maintain the head tilt and look, listen, and feel for exhalation of air. Check the carotid pulse for at least five but no more than ten seconds.~~
- c. ~~If there is no pulse and no breathing, cardiopulmonary resuscitation (CPR) should be commenced by a person trained to give CPR.~~
- d. ~~If there is a pulse but no breathing, mouth-to-mouth breathing should be continued until the victim breathes spontaneously.~~

4. ~~BURNS, MAJOR~~

~~The victim has sustained a second or third-degree burn, i.e. has burned the epidermis and underlying dermis and perhaps underlying tissues, possibly over a large area; the skin will appear red and blistered or, in a very serious burn, white or blackened.~~

- a. ~~If the burn was caused by exposure to a chemical,~~
 - (1) ~~Flush the affected area under cool running water for at least fifteen minutes;~~
 - (2) ~~Apply any first aid measures specified on the chemical container;~~
 - (3) ~~Cover the burn with a cool, wet dressing; and~~
 - (4) ~~Take the victim to hospital emergency services.~~
- b. ~~If the burn is a second degree burn that covers an area less than two or three inches across,~~
 - (1) ~~Rinse the burn with cool water and gently wash and rinse the burned area;~~

OPERATIONS

R 8441/page 5 of 16

Care of Injured and Ill Persons



- ~~(2) — Spray with an antiseptic spray and cover with a sterile dressing;~~
- ~~(3) — Do not apply ointments, petroleum jelly, margarine, grease, oil, or butter; and~~
- ~~(4) — Do not break blisters to avoid the risk of infection.~~
- ~~e. — If the burn affects an area more than two or three inches across or is a third-degree burn;~~
 - ~~(1) — Immerse the burned area in cold water or apply cold compresses to the affected area to bring skin temperature back to normal, and~~
 - ~~(2) — Wrap the victim loosely in a clean sheet and transport him/her to hospital emergency services or, if the burn affects more than ten percent of the body, to a specialized burn facility.~~

5. — CONCUSSION

~~The victim may be dazed or unconscious, bleed from mouth, nose or ears; have rapid but weak pulse; have eye pupils unequal in size; complain of headache and dizziness; be nauseated or vomiting;~~

- ~~a. — Keep victim lying down and warmly covered.~~
- ~~b. — Ice may be applied to head.~~
- ~~e. — Medical attention must be sought to determine extent of injury.~~

6. — CONVULSION OR SEIZURE

- ~~a. — Protect the victim from self-injury by lying him/her down, preferably on a padded surface, and loosen his/her clothing.~~

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- b. — Turn the victim's head to one side to keep the airway open and permit saliva to flow out of the mouth. If possible, place a rolled up handkerchief or other soft object (not a hard object) between the upper and lower teeth. Do not place a finger in the victim's mouth or try to force open the victim's clenched jaws.
- e. — Do not restrain the victim unless gentle restraint is necessary to prevent self-injury.
- d. — If vomiting occurs, turn the head so that vomitus is expelled from the mouth and is not inhaled.
- e. — If the seizure continues for more than a few minutes or recurs in a short time, summon an ambulance.

7. — INSULIN SHOCK

The victim may have a sudden onset of weak, drowsy appearance; moist and pale skin; drooling; intense hunger; vision disturbance; normal or shallow respirations; full and pounding pulse; irritability;

- a. — Administer some kind of carbohydrate, which can be in the form of sugar, fruit juice, candy, sugared soda pop (not artificially sweetened). If the victim has lost consciousness, honey or granulated sugar should be placed under the victim's tongue.
- b. — After symptoms have subsided (in ten to fifteen minutes), offer the victim a food snack.
- c. — If the symptoms do not subside, the victim should be taken to a hospital emergency service.

8. — DIABETIC COMA

The victim may have an extremely ill appearance, dry flushed skin, intense thirst, exaggerated respiration with hunger for air, weak and rapid pulse, dimming of vision, and acetone or fruity odor on breath. A person in diabetic coma must be taken immediately to a hospital emergency service.

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9. ~~HEAT EXHAUSTION~~

~~The victim may have pale, clammy skin, rapid and weak pulse, weakness, headache, nausea, cramps of abdomen or limbs.~~

- ~~a. The victim should lie down with his/her head lower than the body.~~
- ~~b. The victim should be protected from chilling.~~
- ~~c. If the symptoms do not subside, the victim should be taken to a hospital emergency service.~~

10. ~~POISONING~~

- ~~a. Contact the Poison Control Center by calling 911 for instructions. Be prepared to give information regarding the substance and amount ingested and the state of the victim.~~
- ~~b. If the Poison Control Center cannot be consulted and the poison can be identified with certainty and its original container is available, administer the antidote specified on the container in the method and dosage recommended and seek medical assistance.~~
- ~~c. If the poison is unknown, dilute the poison by requiring the victim to drink quantities of water or milk.~~
- ~~d. If the poison is not corrosive or a petroleum product (see paragraph B10e) and the victim is not unconscious, induce vomiting by:
 - ~~(1) Administering one to two tablespoons of Ipecac Syrup followed by water, or~~
 - ~~(2) Inserting a spoon handle or finger in the victim's throat to produce a gag reflex.~~~~

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- e. ~~If the poison is a corrosive substance (drain cleaner, lye, bleach, or other acid or alkali product) or a petroleum product, do not induce vomiting. Burns on or in the mouth may indicate a corrosive substance and a smell of petroleum on the victim's breath indicates a petroleum product.~~
- f. ~~Remove the victim, along with the container of the substance ingested and any vomitus, to hospital emergency services.~~

11. ~~SHOCK~~

~~The victim may be drained of color and have a clammy skin, weak and rapid pulse, irregular or labored breathing, perspiration on upper lip and forehead. Victim may be nauseated and/or thirsty.~~

- a. ~~Keep the victim covered and lying down, with feet raised higher than the heart.~~
- b. ~~Loosen tight clothing and keep the victim comfortably warm.~~
- e. ~~If the victim is conscious, has no abdominal injury, and is not vomiting, the victim may be given fluid.~~

C. ~~Routine First Aid Care~~

~~The school nurse shall administer the following routine first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly, these first aid procedures may be followed by the responsible adult present.~~

1. ~~ABDOMINAL PAIN~~

- a. ~~Take the victim's temperature and pulse rate.~~
- b. ~~Check for recent history of nausea, vomiting, and food ingestion and whether victim has had appendectomy.~~

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- e. ~~Require victim to lie down for rest period.~~



- d. — ~~If pain does not diminish or intensifies, notify parent(s) or legal guardian(s) or the school physician.~~

2. — ~~ABRASIONS AND LACERATIONS~~

- a. — ~~Wash area gently with bland soap and cool water, rinsing carefully.~~
- b. — ~~Apply an approved antiseptic.~~
- e. — ~~Cover area with a light protective adhesive bandage.~~

3. — ~~BITES and STINGS~~

- a. — ~~A wound resulting from the bite of an animal—dog, cat, hamster, mouse—should be treated as follows:~~
- (1) — ~~Wash wound immediately with soap under running water. Apply an antiseptic and an antibiotic.~~
- (2) — ~~If the wound is severe or a puncture wound, cleanse and send victim to hospital emergency services.~~
- (3) — ~~Attempt to identify and capture animal.~~
- b. — ~~A wound resulting from the bite of a human being should be washed and treated by a physician.~~
- c. — ~~A bee sting should be treated as follows:~~
- (1) — ~~Remove the stinger by scooping it out of the skin.~~
- (2) — ~~Apply an ice pack or flush with cold water.~~
- (3) — ~~Apply calamine lotion or cream to ease itching and swelling.~~
- (4) — ~~If severe allergic reaction occurs, take the victim to hospital emergency services.~~

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4. — ~~BLISTERS (other than those caused by burns)~~



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~~a. — Apply a light protective bandage.~~

~~b. — Do not break; allow tissues to absorb fluid.~~

~~c. — If blister ruptures, wash with antiseptic and water and apply sterile dressing.~~

~~5. — BOILS~~

~~a. — Apply dry dressing.~~

~~b. — If boil has erupted, cleanse area and apply sterile dressing.~~

~~6. — BRUISES~~

~~a. — Apply cold compresses or ice to bruised area.~~

~~b. — If bruise is black eye, examine student's eye and check victim for head injury.~~

~~7. — BURNS, MINOR~~

~~a. — Cool burned area under cold running water or with application of cold compress.~~

~~b. — Encourage victim to drink fluids.~~

~~8. — DIARRHEA~~

~~a. — Take the victim's temperature.~~

~~b. — Call parent(s) or legal guardian(s).~~

~~9. — DISLOCATIONS~~

~~a. — Apply ice or cold compress.~~

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~~b. — If possible, e.g., in the dislocation of a finger joint, apply a splint.~~



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~~c. Notify student's parent(s) or legal guardian(s).~~

~~d. Take victim to hospital emergency services or a doctor's offices.~~

~~10. EARACHE~~

~~a. Check victim's temperature and examine ear.~~

~~b. Place small piece of cotton gently in outer orifice to provide warmth and/or comfort.~~

~~c. Call parent(s) or legal guardian(s).~~

~~11. FAINTING~~

~~a. Recline victim to lying position on his/her back. Loosen clothing for comfort.~~

~~b. Check victim for pulse rate and breathing; if necessary, apply CPR.~~

~~c. Permit victim to recover slowly.~~

~~d. If recovery does not occur in reasonable period of time or other symptoms indicate possibly complications, take victim to hospital emergency services.~~

~~12. FOREIGN OBJECTS~~

~~a. If the object is in the eye;~~

~~(1) Wash hands and examine the inner surface of the lower lid by pulling lid gently down.~~

~~(2) Remove object with slightly moistened swab.~~

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~~(3) If object has not been removed, pull upper lid down over lower lid so that tears may wash object to corner of eye.~~



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- ~~(4) — Eye may be flushed with clean running water to dislodge object.~~
- ~~(5) — If object remains, take victim to hospital emergency services or doctor's office.~~
- b. — If the object is in the ear,
 - ~~(1) — Use tweezers to remove any soft object that is clearly visible.~~
 - ~~(2) — Tilt the victim's head so that affected ear is downward and gently shake the victim's head.~~
 - ~~(3) — Place oil in ear only to immobilize an insect in the victim's ear.~~
 - ~~(4) — If object remains, take victim to hospital emergency services or doctor's office.~~
- c. — If the object is in the nose,
 - ~~(1) — Use tweezers to remove any soft object that is clearly visible.~~
 - ~~(2) — Have victim gently blow his/her nose once or twice to attempt to dislodge the object.~~
 - ~~(3) — If object remains, take victim to hospital emergency services or doctor's office.~~
- d. — When a foreign object has been swallowed or is in the victim's air passages,
 - ~~(1) — Apply the Heimlich maneuver.~~
 - ~~(2) — Remove victim to hospital emergency services.~~

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13. — FRACTURES

- a. — When the fracture is simple (no wound or break in skin),



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- ~~(1) Support the fracture with a splint or bandage, as required.~~
- ~~(2) Take the victim to hospital emergency services or a doctor's office.~~
- b. ~~When the fracture is compound (punctures the skin);~~
 - ~~(1) Take measures to stop the bleeding and apply a protective dressing to the wound.~~
 - ~~(2) Provide support but do not move or handle the injured part until the bone has been splinted.~~
 - ~~(3) Summon the ambulance and keep victim warm and comfortable.~~
- c. ~~When the fracture occurs to the skull (to be suspected when the victim is unconscious or semiconscious after a blow to the head) or to the neck or spinal column;~~
 - ~~(1) Do not move the victim; be careful to keep neck in alignment with the rest of the spine.~~
 - ~~(2) Control any bleeding with gentle direct pressure.~~
 - ~~(3) If it is absolutely necessary to move victim (to remove him/her from a life threatening situation), first place victim on board or other firm object, with head, neck, and spine in alignment and immobilized.~~
 - ~~(4) Summon an ambulance to take the victim to hospital emergency services.~~

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14. HEADACHE

- a. ~~Ascertain how and when the headache started, the length of time it has persisted, and what medication, if any, has been taken.~~



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~~b. Take victim's temperature.~~

~~c. Have victim rest for ten minutes.~~

~~d. Offer fluid and apply ice pack to back of head.~~

~~e. In case of frequent recurring headaches or complicating symptoms, notify parent(s) or legal guardian(s).~~

~~15. MENSTRUAL DISCOMFORT~~

~~a. Have victim rest and apply heating pad for thirty minutes.~~

~~b. If a physician's permission has been given, administer analgesic.~~

~~c. If pain is severe, notify parent(s) or legal guardian(s).~~

~~16. NOSEBLEEDS (not associated with head injury)~~

~~a. Have victim sit with head angled slightly forward so that blood cannot run back into the throat.~~

~~b. If bleeding is from one nostril only, press that nostril toward the center; if from both nostrils, pinch nostrils together five to ten minutes. Ask victim to breathe through the mouth.~~

~~c. If bleeding persists when pressure is removed, make twist of sterile gauze or clean cloth and insert in nostril(s). Reapply pressure for ten minutes.~~

~~d. If bleeding stops, gently remove packing after thirty to sixty minutes.~~

~~e. If bleeding cannot be stopped or recurs frequently, notify parent(s) or legal guardian(s) or take victim to doctor's office.~~

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~~17. POISON IVY, OAK, SUMAC~~

~~a. If person has recently been exposed to toxic plant, wash exposed skin area with soap and rinse thoroughly.~~



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b. ~~After rash appears, apply calamine lotion to lessen itching and burning.~~

e. ~~Weeping rash should be covered with a dressing. Victim with weeping rash should be excluded from school.~~

18. ~~SORE THROAT~~

a. ~~Check victim's temperature.~~

b. ~~Observe throat for infection, redness, swollen tonsils, and the like.~~

e. ~~If fever or complicating symptom is present, notify parent(s) or legal guardian(s).~~

19. ~~SPLINTERS~~

a. ~~Cleanse area with soap and water, followed by alcohol.~~

b. ~~Remove visible splinter with tweezers or sterile needle and cleanse area again. Apply antiseptic and light protective adhesive bandage.~~

e. ~~If splinter is imbedded, do not remove. Notify parent(s) or legal guardian(s).~~

20. ~~SPRAIN~~

a. ~~Eliminate all stress on the injured part.~~

b. ~~Keep the area raised, elevated on a pillow or sling.~~

c. ~~Apply ice pack or cold compresses to the injured part to keep swelling down.~~

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d. ~~Bandage with elastic bandage for support.~~

e. ~~Notify parent(s) or legal guardian(s).~~

21. ~~TEETH~~



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- a. ~~Apply a mild analgesic (Anbesol) to a mild toothache if physician's or dentist's permission has been granted.~~
- b. ~~If the toothache is severe, notify the parent(s) or legal guardian(s) and suggest dental care. A cold pack may be applied for temporary relief.~~
- c. ~~If a tooth is broken or is knocked out, notify the parent(s) or legal guardian(s).~~
- d. ~~A permanent tooth knocked out should be placed in water or a clean wet cloth and sent with the victim to a dentist immediately.~~

~~This regulation shall not be in effect unless it has the specific approval of the School Medical Inspector.~~

Adopted:



M

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with the Board of Education that the individual has completed the training program within five business days of its completion. The Board shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).



BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten

days of the accident the Preliminary School Bus Accident Report prescribed by



BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular, ~~or other wireless telephone;~~ **or other electronic communication device** while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. 18A:25-2; 18A:39-28

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted: 12 April 2007

Revised:



R 8630 EMERGENCY SCHOOL BUS PROCEDURES (M)

M

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **Board of Education** ~~district shall~~ **will** administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. **The Board of Education will administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 for all school bus drivers and school bus aides:**



- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the Board shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the Board shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the Board of Education shall require a school bus driver or school bus aide employed by the Board to file a certification with the Board that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The Board shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3.

B. Emergency Bus Evacuation Drills

- 1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.



2. School bus drivers and bus aides shall participate in the emergency exit drills.
3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;



- i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.

C. Additional Precautions

- 1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the



(Transportation Supervisor or
Principal or designee).

2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.
 - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.
32. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
43. Each school bus shall be equipped with:
 - a. A list of the students assigned to that bus;
 - b. A first aid kit approved by the school nurse and inspected regularly by the school bus driver;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and



- e. Any other equipment or supplies determined to be included on the school bus by the administration.
54. Each school bus driver shall:
- a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;
 - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the _____ (**Principal, Transportation Supervisor, Other**) any potential driving hazard on his/her route, such as construction, road work, etc.;
 - f. Report promptly to the _____ (**Principal, Transportation Supervisor, Other**) any deviation in the bus route or schedule;
 - g. Drive at ~~safe~~ **within** speeds ~~limits~~ at all times and exercise extraordinary care in inclement weather;
 - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
 - i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
 - j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and



- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and:
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;;
 - (2) A potential exists for the position of the bus to shift thus endangering students;; or



- (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision;~~or~~.
 - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
 4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
 5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
 6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
 7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the _____
(Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other) of the number and location of the bus and the circumstances of the disability. The _____ **(Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other)** will make arrangements for the safety of the students.
- E. Specific Emergency Situations
1. In the event of an accident or vehicle failure the following procedures will be implemented:-
 - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency



medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.

- b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the



accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.

- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child



if transported to a hospital by ambulance or by other emergency personnel.

2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
 - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
 - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The _____ (**Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other**) shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
 - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.



- c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
- d. If the student's injury is not serious, and:
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
 - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room.; **or**
 - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued: 16 March 2007



ABOLISHED

2425 PHYSICAL EDUCATION

The Board of Education recognizes the value of physical activity in the development and maintenance of sound physical and mental health. Accordingly, the Board directs the establishment, in accordance with law, and the New Jersey Core Curriculum Content Standards of a program of physical education and the enrollment therein of every student in attendance in the schools of this district, insofar as each is physically capable of participation. Each course will provide students with a regimen of physical exercise and activity, assist students in the development of physical skills and achievements, encourage students in a spirit of sharing and cooperation, and instill in students a life-long appreciation for physical activity. The successive courses of physical education will be so designed as to provide students with exposure to a variety of athletic and physical activities.

N.J.S.A. 18A:35-5

Adopted: 16 August 2007



7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)

The Board of Education is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board of Education recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

The Board of Education prohibits the operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds at all times.

However, the Board of Education may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.

The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by a contractor must be approved by the Board of Education. Such request must include documentation (to include: the pilot's certificate, medical certification, aircraft registration, etc.) supporting the contractor's compliance with all applicable Federal Aviation Administration regulations and any State and local laws for the operation of an unmanned aircraft system and proof of insurance coverage for the specific use as required by the Board of Education. The minimum insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.



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Unmanned Aircraft Systems (UAS also known as Drones)

- The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by the Board of Education or owned and operated by a student and used in an approved school district program must be operated under the supervision of a school district staff member(s). The unmanned aircraft system shall only be operated on school grounds and the unmanned aircraft shall only be launched or landed on school grounds or flown over school grounds. The Superintendent or designee shall approve the specific activity(ies) or event(s) in which an unmanned aircraft system may be used. The Superintendent or designee shall ensure the use of a school district-owned or student-owned unmanned aircraft system is in compliance with all applicable Federal Aviation Administration regulations and State and local laws for the operation of an unmanned aircraft system. In addition, the Superintendent or designee shall ensure the Board of Education has insurance coverage for the use or operation of an unmanned aircraft system. The insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.]

The Board of Education may post signage on school grounds indicating the operation of an unmanned aircraft system or flying an unmanned aircraft over school grounds without Board of Education approval is prohibited at all times.

The Board of Education will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

Adopted:



**Medical Examination Prior to Determine Fitness for Participation in
Athletics on a School-Sponsored Interscholastic or Intramural Team or
Squad**

**R 2431.2 MEDICAL EXAMINATION PRIOR TO DETERMINE FITNESS
FOR PARTICIPATION IN ATHLETICS ON A SCHOOL-
SPONSORED INTERSCHOLASTIC OR
INTRAMURAL TEAM OR SQUAD**

- A. Students are required to receive medical examinations in accordance with the provisions of N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.2(f). Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility.

The school district shall ensure students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and prior to participation on a school-sponsored interscholastic or intramural team or squad for students in grades six through twelve.

1. Required Medical Examination

- a. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, advanced practice nurse (APN), or physician assistant (PA).
- b. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at, <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.

M



Medical Examination ~~Prior to Determine Fitness for Participation in~~
~~Athletics~~ **on a School-Sponsored Interscholastic or Intramural Team or**
Squad

- (1) Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41.d.
 - (a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
 - (2) The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
 - (3) An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse



**Medical Examination ~~Prior to Determine Fitness for Participation in~~
Athletics on a School-Sponsored Interscholastic or Intramural Team or
Squad**

and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- (1) Been advised by a licensed physician, APN, or PA not to participate in a sport;
- (2) Sustained a concussion, been unconscious, or lost memory from a blow to the head;
- (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;
- (4) Fainted or blacked out;
- (5) Experienced chest pains, shortness of breath, or heart racing;
- (6) Had a recent history of fatigue and unusual tiredness;
- (7) Been hospitalized, visited an emergency room, or had a significant medical illness;
- (8) Started or stopped taking any over the counter or prescribed medications; or
- (9) Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.

- d. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.



Medical Examination **Prior** to Determine Fitness for Participation in
~~Athletics~~ **on a School-Sponsored Interscholastic or Intramural Team or Squad**

- e. The Board of Education will not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.
- f. The school district shall distribute to a student-athlete and his or her parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
 - (1) A student-athlete and his or her parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it to the student's school pursuant to N.J.S.A. 18A:40-41.d.
 - (2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.
 - (3) The Commissioner shall distribute the pamphlet, at no charge, to all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.

Issued: 16 March 2007



5330.01 ADMINISTRATION OF MEDICAL MARIJUANA

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22, must adopt a Policy authorizing parents, guardians, and primary caregivers to administer medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and Policy and Regulation 5330.01.

A student enrolled in the school district must be authorized to engage in the medical use of marijuana and the primary caregiver, who may be the parent, must be authorized to administer medical marijuana to a qualifying student patient in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The student and the primary caregiver must complete the registration process to obtain a Registry Identification Card from the New Jersey Department of Health in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the student authorized to engage in the medical use of marijuana must submit a written request with supporting documentation to the Principal requesting approval to have a primary caregiver assist in the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical marijuana to the qualifying student patient. The medical use of marijuana by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal is provided to the parent.

Medical marijuana may only be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the primary caregiver in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical marijuana must be in the possession of the primary caregiver at all times, except during the administration process. The primary caregiver shall comply with the requirements of the Principal's written approval for the administration of medical marijuana to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.



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All health records related to the administration of medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of marijuana as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22. No custodial parent, guardian, or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of marijuana as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22.

N.J.S.A. 18A:40-12.22

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

N.J.A.C. 6A:16-2.4; 6A:32-7.4

Adopted:



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Administration of Medical Marijuana

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R 5330.01 ADMINISTRATION OF MEDICAL MARIJUANA

A custodial parent, guardian, or person having legal custody of a student requesting the administration of medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the procedures and requirements of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and this Regulation.

A. Definitions

For the purposes of this Policy:

1. "Bona fide physician-patient relationship" means a relationship in which the physician has ongoing responsibility for the assessment, care, and treatment of a qualifying student patient's debilitating medical condition.
2. "Certification" means a statement signed by a physician with whom a qualifying student patient has a bona fide physician-patient relationship, which attests to the physician's authorization for the patient to apply for registration for the medical use of marijuana.
3. "Marijuana" has the meaning given in Section 2 of the "New Jersey Controlled Dangerous Substances Act," N.J.S.A. 24:21-2.
4. "Medical use of marijuana" means the acquisition, possession, transport, or use of marijuana or paraphernalia by a registered qualifying student patient as authorized by the New Jersey Compassionate Medical Marijuana Act (Act).
5. "Parent" means the custodial parent, guardian, or person who has legal custody of a qualifying student patient who may also be the primary caregiver registered and provided a Registry Identification Card by the New Jersey Department of Health to administer medical marijuana to a student in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-4.
6. "Physician" means a person licensed to practice medicine and surgery pursuant to Title 45 of the Revised Statutes with whom the qualifying student patient has a bona fide physician-patient relationship and who is the primary care physician, hospice physician, or physician responsible for the ongoing treatment of a qualifying student patient's debilitating medical condition, provided; however, that the ongoing treatment shall not be limited to the provision of authorization for a qualifying student patient to use medical marijuana or consultation solely for that purpose.



7. “Primary caregiver” or “caregiver” means a resident of the State who:
 - a. Is at least eighteen years old;
 - b. Has agreed to assist with a registered qualifying student patient’s medical use of marijuana, is not currently serving as primary caregiver for another qualifying patient, and is not the qualifying student patient’s physician;
 - c. Has never been convicted of possession or sale of a controlled dangerous substance, unless such conviction occurred after the effective date [Oct. 1, 2010] of the Act and was for a violation of Federal law related to possession or sale of marijuana that is authorized under the Act;
 - d. Has registered with the Department of Health pursuant to N.J.S.A. 24:6I-4 and has satisfied the criminal history record background check requirement of N.J.S.A. 24:6I-4; and
 - e. Has been designated as primary caregiver on the qualifying student patient’s application or renewal for a Registry Identification Card or in other written notification to the Department of Health.
8. “Qualifying student patient” means a resident of the State who is a student enrolled and attending school in this school district who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship and has been issued a Registry Identification Card by the New Jersey Department of Health for medical use of marijuana in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A 24:6I-4.
9. “Qualifying patient” means a resident of the State who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship.
10. “Registry Identification Card” means a document issued by the Department of Health that identifies a person as a registered qualifying student patient or primary caregiver.

B. Registration – Qualifying Student Patient and Primary Caregiver

1. A qualifying student patient must be authorized to engage in the medical use of marijuana and the primary caregiver must be authorized to assist the qualifying student patient with the medical use of marijuana pursuant to the provisions of N.J.S.A. 24:6I-1 et seq.



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2. A qualifying student patient and their primary caregiver must complete the registration process in accordance with the provisions of N.J.S.A. 24:6I-4 and any other requirements of the New Jersey Department of Health.
3. The qualifying student patient's parent shall be responsible to immediately inform the Principal of any change in the status of the student's Registry Identification Card that would deem the Registry Identification Card null and void due to any reason outlined in N.J.S.A. 24:6I-4e or for any other reason.
4. The qualifying student patient's primary caregiver shall be responsible to immediately inform the Principal of any change in the status of any primary caregiver's Registry Identification Card that would deem the Registry Identification Card null and void due to any reason outlined in N.J.S.A. 24:6I-4e or for any other reason.

C. Submission for Authorization for Administration of Medical Marijuana

1. A parent of a qualifying student patient requesting the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must submit a written request to the Principal with a copy of a current New Jersey Department of Health Registry Identification Cards for the qualifying student patient and the primary caregiver and a copy of the physician's order or prescription indicating dosage information and the method of administration for the medical marijuana to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.

The Principal may request the parent provide additional documentation from the physician that the medical marijuana must be administered during the time of the day when the student is on school grounds, aboard a school bus, or attending a school-sponsored event and the medical marijuana cannot be administered and/or will not be effective during alternate times when the student is not on school grounds, aboard a school bus, or attending a school-sponsored event.

- a. The parent's written request and all supporting documentation must be submitted to the Principal at least five school days before the first day of the requested administration.



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2. The Principal shall review the submitted Registry Identification Cards and supporting documentation with the school physician, the school nurse, and the Superintendent of Schools.
3. Upon review and approval of the documentation submitted by the parent, the Principal will inform the parent or primary caregiver, if the parent is not the primary caregiver, in writing with the following information:
 - a. The location (school, office, etc.) where the primary caregiver shall report to administer the medical marijuana;
 - b. The school staff member(s) who the primary caregiver must see to coordinate the administration of medical marijuana;
 - c. The time the primary caregiver shall report to administer the medical marijuana;
 - d. The specific location where the medical marijuana shall be administered to the student; and
 - e. A copy of Policy and Regulation 5330.01 – Administration of Medical Marijuana.
4. In the event the Principal, after consultation with the school nurse, school physician, and Superintendent, has a question or concern regarding the Registry Identification Cards or supporting documentation submitted by the parent, the Principal or school physician will contact the parent with the question or concern.
5. The administration of medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event, pursuant to N.J.S.A. 18A:40-12.22, will only be authorized after the approval required by Policy and Regulation 5330.01.

D. Administration of Medical Marijuana

1. The medical marijuana shall only be administered by the primary caregiver and at the approved location, times, and method as indicated in the parent's request that was approved in writing by the Principal.



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2. In accordance with the provisions of N.J.S.A. 18A:40-12.22.b.(5), medical marijuana cannot be administered to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event by smoking or other form of inhalation.
3. The prescribed medical marijuana must always be in the possession of the primary caregiver and may not be in the possession of the qualifying student patient at any time on school grounds, aboard a school bus, or at a school-sponsored event.
4. The Principal, after consultation with the school nurse, school physician, and the Superintendent, will determine a specific location for the administration of the medical marijuana to the qualifying student patient.
 - a. The Principal will designate a private area, if possible, for the primary caregiver to administer the medical marijuana to the qualifying student patient. The amount of privacy provided for the administration will depend on the approved method of administration and the designated location. The location may be a nurse's office, a private office, a private restroom facility, or any other location appropriate for the approved method of administration.
5. The primary caregiver shall report to the approved location prior to the scheduled time for the administration of medical marijuana to the qualifying student patient. The primary caregiver must show the Registry Identification Card and a second form of identification which shall be a photograph identification.
6. The Principal or supervising school staff member of a school-sponsored event may designate a school staff member to escort the primary caregiver to the qualifying student patient at the designated time to the designated location for the administration.
7. The Principal may designate a school staff member to observe the administration of the medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event.
8. The primary caregiver shall assist in the administration of medical marijuana to the qualifying student patient in accordance with the method and dosage prescribed by the physician and included in the parent's request to the Principal.



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9. The qualifying student patient shall return to his/her class or event as soon as possible after the administration.
10. The primary caregiver will be escorted outside the school building, away from the school bus, or away from the school-sponsored event, if applicable, by a school staff member after the administration.
 - a. The qualifying student patient and/or primary caregiver may be asked to remain at the location of the administration by the school staff member in the event the student needs some additional time after the administration and before returning to their class or event.
11. The primary caregiver shall be responsible for the security of the medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event before, during, and after the administration. At no time shall the qualifying student patient have the medical marijuana in their possession except during the administration process by the primary caregiver.

Issued:



5615 SUSPECTED GANG ACTIVITY

Students that initiate, advocate, or promote **unacceptable activities or conduct**, openly or otherwise, and/or threaten the safety or well-being of others, disrupt the school environment and are harmful to the educational process in this school district. **This unacceptable conduct, including but not limited to, Any physical or verbal harassing, intimidating, or bullying conduct; unlawful use of force; threats; violence; or other violations of the school district's student code of conduct** by a student or group of students directed toward any school staff member or any other student or group of students anywhere on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where students are supervised by school district staff will not be tolerated.

In the event the Principal or designee, believes any **unacceptable activities or conduct** physical or verbal harassing, intimidating, or bullying conduct was, or is being committed, for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by those students representing a "criminal street gang" (hereinafter referred to as a "gang") as defined in N.J.S.A. 2C:44-3.h 2C:33-29.

In accordance with N.J.S.A 2C:33-29, "criminal street gang" means three or more persons associated in fact. Individuals are associated in fact if: (1) two of the following seven criteria that indicate criminal street gang membership apply: (a) self-proclamation; (b) witness testimony or official statement; (c) written or electronic correspondence; (d) paraphernalia or photographs; (e) tattoos; (f) clothing or colors; (g) any other indicia of street gang activity; and (2) individually or in combination with other members of a criminal street gang, while engaging in gang-related activity, have committed or conspired or attempted to commit, within the preceding five years from the date of the present offense, excluding any period of imprisonment, one or more offenses on separate occasions of robbery, carjacking, aggravated assault, assault, aggravated sexual assault, sexual assault, arson, burglary, kidnapping, extortion, tampering with witnesses and informants or a violation of Chapter 11, Section 3, 4, 5, 6, or 7 of Chapter 35, or Chapter 39 of Title 2C of the New Jersey Statutes.



If it is determined unacceptable **activities or** conduct was committed by students representing a gang **or by students that may be representing a gang**, the Principal or designee will assign appropriate disciplinary action and will notify the ~~parent(s) or legal guardian(s)~~ of the victim(s) and the offender(s). The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

To further ensure the safety and well-being of all students in the district and to increase awareness within the school community regarding potential gang activity, students are prohibited from wearing **while** on school grounds, at any school related or sponsored activity, on school buses, and any other place where students are supervised by school district staff, any type of clothing or accessory that would indicate a student has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

The ~~parent(s) or legal guardian(s)~~ of any student identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A student identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

The Superintendent of Schools, Assistant Superintendent, Principal, or other administrator employed by the school district shall attend a gang education seminar program pursuant to N.J.S.A. 52:17B-4.7 within the first year of initial employment as an administrator in the district. The Superintendent of Schools, Assistant Superintendent, Principal, or other administrator shall be exempt from this requirement if the administrator has successfully completed a gang education seminar conducted by a public school district which is substantially equivalent to the seminar required pursuant to N.J.S.A. 52:17B-4.7. Other sSchool staff members shall be provided in-service training on gangs and gang-related conduct and activities including, but not limited to, recruitment procedures; threats/intimidation; clothing; insignia; hand signs; symbols; graffiti; terminology; or other indicia of gang association.

Information regarding gangs shall be shared by school district staff to local law enforcement officials and the school district's administrative staff members will encourage local law enforcement to share gang-related information with school officials.



POLICY

ENGLEWOOD BOARD OF EDUCATION

Students
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SUSPECTED GANG ACTIVITY

Nothing in this Policy shall supersede or negate any existing New Jersey law or Board Policy regarding student discipline and/or the school district's student discipline code **of conduct**. This Policy shall be made available to school staff, students, and parent(s) or legal guardian(s).

N.J.S.A. 18A:11-9

N.J.S.A. 2C:44-3.h. **2C:33-29**

New Jersey State Police Street Gang **Units Bureau** – Know the Signs: A Guide to Gang Identification

Adopted: 21 June 2007



ABOLISHED

R 8540 FREE AND REDUCED MEALS

In order to accomplish the purposes of the National School Lunch Act, the Child Nutrition Act of 1966, the regulations and instructions governing the National School Lunch Program, School Breakfast Program and the Special Milk Program, issued thereunder, the New Jersey State Department of Education, hereinafter referred to as the "Department," and the school district hereinafter referred to as the "Sponsor," contract and agree that the Department and Sponsor shall use, define and construe the terms listed below as stated.

- A. Breakfast " A meal served to children during the morning hours, which meets the nutritional requirements specified in the U.S. Code.
- B. Fiscal Year " A period of twelve (12) calendar months beginning with October 1 of any calendar year and ending with September 30 of the following calendar year.
- C. Free Meal " A meal for which neither the child nor any member of the child's family pays or is required to work or perform any in-kind service.
- D. Lunch " A meal that meets nutritional requirements specified in the U.S. Code.
- E. Milk " Milk that meets state and local standards for fluid types of flavored or unflavored whole milk, unflavored low fat milk, skim milk or cultured buttermilk.
- F. Non- pricing " A system that does not establish a separate charge for meals or milk served to children. This shall include any such program in which children are normally provided meals or milk in a school or child care institution financed by a tuition, boarding, camping or other fee, or by private donations or endorsements.
- G. Nonprofit Food or Milk Service " Food or milk service maintained by or on behalf of the school for the benefit of children, all of the income from which issued solely for the operation or improvement of such food or milk service.
- H. Non-Public School (Nonprofit) " An elementary or secondary school in the state, other than a public school, organized and operated not for profit, offering



education for grades kindergarten through twelve (12), or any combination thereof, wherein a child may legally fulfill compulsory school attendance requirements; or a public or nonprofit, private, licensed residential child care institution not limited to group homes, orphanages, and juvenile detention centers. All non-public schools and residential child care institutions must be tax exempt under section 502Â©(3) of the Internal Revenue Code of 1954.

- I. Pricing “a system of collecting a separate charge for meals or milk served to children that is not included in any tuition or boarding fee.
- J. Reduced Price Meals “A meal that meets all of the criteria listed below:
 - 1. The price shall be less than the full price of the meal.
 - 2. The maximum price shall be established by the United States Department of Agriculture.
 - 3. Neither the child nor any member of the child’s family shall be required to supply an equivalent in work.
- K. Sponsor “The governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a school food service program therein. The term “Sponsor” also includes a nonprofit agency to which such governing body has delegated authority for the operation of a food service program in a school.
- L. Verification “Confirmation of income information provided on the application for free and reduced price meals. Households selected for verification must be given written notice.
- M. Obligations of the Department “To the extent of funds available, the Department shall reimburse the Sponsor for the National School Lunch Program, School Breakfast Program, or Special Milk Program in the schools in any fiscal year during which this Agreement is in effect. The amount of reimbursement for each program on behalf of any school shall not exceed:
 - 1. National School Lunch Program “The total amount equal to the number of lunches served to children multiplied by the rate of reimbursement assigned by the Department.



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2. National School Breakfast Program “ The total amount equal to the number of breakfasts served to children multiplied by the rate of reimbursement assigned by the Department.
3. Special Milk Program “ The amount equal to the number of half pints of fluid milk served to children multiplied by the rate of reimbursement assigned by the Department.

N. Obligations of the Sponsor

1. National School Lunch Program
 - a. Abide by all state and federal regulations and instructions governing the operation of the National School Lunch Program.
 - b. Serve lunches that meet the nutritional requirements of the National School Lunch Program during periods designated by the school
 - c. Encourage maximum participation in the National School Lunch Program.
 - d. Make maximum use of the reimbursement payments to reduce the price of meals to children as a means of encouraging participation.
 - e. Plan for and prepare lunches on the basis of participation trends with the objective of providing one meal per child per day. In no event shall the Sponsor claim reimbursement for lunches served in excess of one reimbursable lunch per child per day.
 - f. Make the National School Lunch Program available to all children enrolled.
 - g. Promote activities to involve students and parents or legal guardians in the National School Lunch Program.
2. School Breakfast Program
 - a. Abide by all state and federal regulations and instructions governing the operation of the School Breakfast Program.



- b. Serve breakfasts that meet the nutritional requirements for a school breakfast during morning periods designated by the school.
 - c. Encourage maximum participation in the School Breakfast Program.
 - d. Make maximum use of the reimbursement payments to reduce the price of meals to children as a means of encouraging participation.
 - e. Plan for and prepare breakfasts on the basis of participation trends with the objective of providing one meal per child per day. In no event shall the Sponsor claim reimbursement for breakfast served in excess of one reimbursable breakfast per child per day.
3. Special Milk Program
- a. Operate the program only in a school that does not participate in the National School Lunch or School Breakfast Program.
 - b. Make maximum use of the reimbursement payments to reduce the price of milk to children as a means of encouraging participation and consumption of fluid milk by children.
 - c. Purchase milk pursuant to New Jersey statutes.
 - d. Decide whether to provide free milk to eligible children in the schools or sites under its Sponsorship. Schools that provide free milk must make it available to all eligible children at times when milk is available to non-needy children under the program. Schools that do not provide free milk must be designated on the Schedule A under Special Milk Option.
4. Donated Commodities – Accept and use, within the allocation period and in as large a quantity as can be efficiently utilized in the school food service program, such foods as may be offered as a donation by the United States Department of Agriculture.
5. Price of Food and Beverage Items



- a. Price the school breakfast or lunch as a unit. Set the price of children's meals not to exceed the maximum prices established annually by the Department.
 - b. Set the price of all a la carte items, including milk sold to adults, to cover all costs. Price meals served to adults to exceed the price of meals served to children by an amount equal to or greater than the price established by the Department.
6. Competitive Food Service
 - a. Ensure that all income derived from the sale of food and beverage items within a school, including those items sold from vending machines, accrues to the School Nutrition Programs' account or to a school approved, nonprofit organization, except that during hours when the School Nutrition Programs are in operation, all such income must accrue to the School Nutrition Programs' account.
 - b. Prohibit the sale of foods of minimal nutritional value, (carbonated beverages, water ices, chewing gum, certain candies: hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy or candy coated popcorn) on the school property at any time before the end of the last lunch period in all schools which operate the National School Lunch Program, School Breakfast Program, or the Special Milk Program.
7. "a la Carte Food Service" Restrict extra food items offered during serving periods to those items recognized as making a significant contribution to the nutritional needs of children, or those items provided by the school as part of the lunch and/or breakfast. Restrict the number and type of such items offered in accordance with the "Nutritional Standards for School Nutrition Program" .
8. Nonprofit Requirement
 - a. Operate a nonprofit school food service program or milk program. Use all income solely for program purposes; provided, however, that such income shall not be to purchase land or to acquire or construct buildings.



- b. Limit the net cash resources of the school food service program or the special milk program to no more than three (3) months' average expenditures.
- 9. Policy for Free and Reduced Price Meals or Free Milk
 - a. Adopt and submit, annually, a copy of the Policy for Free and Reduced Price Meals or Free Milk to the Bureau of Child Nutrition Programs.
 - b. Follow the state guidelines in implementing said policy.
 - c. Develop and utilize procedures for collecting children's payments that prevent the overt identification of those children eligible for free or reduced price meals or free milk.
- 10. Verification
 - a. Verify a minimum of three per cent (3%) or three thousand (3,000), whichever is less, of approved free and reduced price applications on file selected randomly; or the lesser of one per cent (1%) or one thousand (1,000) of total approved applications selected from non-food stamp households with incomes near the eligibility levels, plus the lesser of one-half of one per cent (0.5%) or five hundred (500) of approved applications which substituted a food stamp/AFCID case number for income information. All verification activity must be completed by December 15 of each school year.
 - b. Maintain on file, for review, a description of the verification efforts including:
 - (1) Summary of efforts including the techniques to be used;
 - (2) Total number of applications on file as of October 31; and
 - (3) Percentage or number of applications verified.
 - c. Households selected for verification must be given written notice.



11. Reimbursement Claims – Meals served to children during the morning hours must meet the nutritional requirements specified in 7 CFR 220.8.
 - a. The Sponsor may claim reimbursement only for meals or milk actually served to children that meet the nutritional standards outlined herein.
 - b. The Sponsor should submit claims for reimbursement within ten (10) days following the calendar month of operation for which the claim is made. Federal regulations prohibit the payment of claims received after sixty (60) days following the month of operation.
 - c. In no event shall the Sponsor claim reimbursement for free or reduced price meals served in excess of one reimbursable lunch and/or breakfast per child per day.
 - d. The authorized representative that signs each reimbursement voucher shall be responsible for reviewing and analyzing meal counts to ensure the accuracy of the claim.
 - e. The Sponsor acknowledges that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension or termination of the program as specified in 7 CFR 210.24.
 - f. The Sponsor acknowledges that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity, the penalties specified in 7 CFR 210.25 shall apply.
12. Records
 - a. The Sponsor must maintain full and accurate records pertaining to the school food service or milk program within the school or school district, and retain such records for a period of three (3) years after the end of the fiscal year to which they pertain. However, if audit findings have not been resolved, the records shall be retained beyond the three (3) year period as long as required for the resolution of the issues raised by the audit.



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- b. The Sponsor must maintain the required statistical information for each school operation in districts where there are multiple school sites participating in the meal or milk program.
- c. The Sponsor must make all accounts and records pertaining to the school food service program available, upon request, to the Department and the United States Department of Agriculture for review and/or audit at a reasonable time and place.
- d. The Sponsor must keep full and accurate records, by calendar month, of the meal or milk program as a basis for the claim for reimbursement and for audit review purposes including:
 - (1) School Lunch Program
 - (a) Statistics “Daily number of lunches served to children eligible for free, reduced price or paid meals.
 - (b) Program Income (Revenue) “From children’s payments, from state and federal school lunch reimbursement, from food sales to adults, from all other sources, including loans to program, subsidies from the Sponsor, any interest accrued from food service interest bearing accounts, and any rebates.
 - (c) Program Costs (supported by invoices, receipts or other evidence of expenditure) “for food, labor and all other expenditures including repayment of loans to the program and fees paid to management companies.
 - (d) Dated menus of actual meals served.
 - (2) School Breakfast Program



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- (a) Statistics “ Daily number of breakfasts served to children eligible for free, reduced price or paid meal.
 - (b) Program Income (Revenue) “ From children’s payments, from federal reimbursement and from all other sources, including subsidies from the Sponsor, any interest accrued from food service interest bearing accounts, and any rebates.
 - (c) Programs Costs (supported by invoices, receipts or other evidence of expenditure) “ for food, labor and all other costs related to the breakfast program, including fees paid to management companies.
 - (d) Dated menus of actual meals served.
 - (e) Documentation for program costs specifically for Severe Need Rates of Reimbursement (if applicable).
- (3) Special Milk
- (a) Statistics
 - i. Daily number of half pints served to children,
 - ii. Daily number of half pints served free to needy children, if school provides free milk.
 - (b) Program Income (Revenue) “ From children’s and adult’s payments and federal reimbursement.
 - (c) Program Costs (supported by invoices, receipts or other evidence of expenditure) “ for milk and all other expenditures.



13. Accountability Requirements

- a. Point of Service Counts “ All claims for reimbursable meals or milk must be based on daily counts, taken at the “point of service,” which identify the number of meals or portions of milk served by reimbursement category. “Point of service” means that stage in the food service operation where a determination can be made accurately (at the time and place the meal or milk is served) that a reimbursable free, reduced price, or paid meal or milk has been served to an eligible child.
- b. Local Level Requirement to Review Schools and Claims
 - (1) Every school year, each Sponsor having more than one school in its district shall perform at least one on-site review of each of its schools before February 1 of each school year. If a school review discloses problems with a meal counting or claiming procedure, the Sponsor shall: (1) ensure that the school develops and implements a corrective action plan; and (2) within forty-five (45) calendar days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school’s claim is based on the counting system authorized in the Policy for Free and Reduced Price Meals and the Agreements with the Department and that this system, as implemented, yields the actual number of reimbursable free, reduced price, and paid lunches served for each day of operation.
 - (2) Prior to submission of a monthly claim for reimbursement, each Sponsor shall compare each school’s daily claim against data which will assist in the identification and correction of the claims in excess of the number of reimbursable free, reduced price, and paid lunches actually served that day to children eligible for such lunches. Such data shall, at a minimum, include the number of children currently approved for free and reduced price lunches in that school, and, for every month except September, the



average daily number of free, reduced price, and paid lunches served for the preceding month.

- (3) Sponsors also shall compare claims against any other data available, such as the school's average daily attendance (ADA), enrollment, and an attendance factor. Sponsors shall maintain a school-by-school file of all of the above data used in the claims review process.
 - (4) Sponsors shall make this information available to the State agency upon request.
- 14. Audit Requirements – The Sponsor agrees to comply with the Single Audit Act of 1984 as specified in OMB Circular A-128, "Audits in State and Local Governments," or OMB Circular A-110, "Uniform Administrative Requirements for Grants and Other Agreements and Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," and New Jersey Grants Management Information System Manual.
- 15. Facilities
 - a. The Sponsor shall maintain, in the storage, preparation and service of food, proper sanitation and health practices that meet the standards of the current sanitation code established by the New Jersey State Department of Health and all applicable state and local health laws and regulations. The Sponsor also shall maintain facilities to safeguard against theft.
 - b. The Board of Health is required to conduct a current inspection of each food service site. The board shall issue a certificate based on the results of its inspection. The certificate must be posted in a conspicuous place.
- 16. Anti-Discrimination
 - a. The Sponsor shall not discriminate against any individual participating in the nutritional program on the basis of race, sex, color, national origin, age, or disability.



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- b. The Sponsor shall assure the United States Department of Agriculture and the Department that it now complies with and shall comply with in the future, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1811 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines (28 CFR 50.3 AND 42); and Food and Nutrition Services (FNS) directives and guidelines, to the effect that no person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Sponsor receives Federal financial assistance from FNS: and hereby gives assurance that it immediately will take measures necessary to effectuate this Agreement. By rendering this assurance, the Sponsor agrees to compile data, maintain records and submit reports, as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel, during normal working hours, to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture and the FNS shall have the right to seek its judicial enforcement. This assurance is binding on the Sponsor and its successors, transferees and assignees, as long as they receive assistance or retain possession of any assistance from the Department. The person or persons designated shall be authorized to sign this assurance on behalf of the Sponsor.
- c. The Sponsor shall collect and maintain on file for three (3) years the racial/ethnic breakdown of applicants for free and reduced price benefits on a school-by-school basis.
- d. In the operation of U.S.D.A. Child Feeding Programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. An individual who believes he or she has been discriminated against in any U.S.D.A. related activity, should write to the Secretary of Agriculture, Washington, D.C. 20250.



17. Nutritional Requirements

- a. The Sponsor shall serve meals that meet the nutritional requirements specified in the current regulations for the National School Lunch Program (7 CFR 210), and/or School Breakfast Program (7 CFR 220).
- b. The Sponsor shall provide specific training for cashiers to ensure proper identification and accurate recording of reimbursable lunches and/or breakfasts. The Sponsor shall issue the nutritional requirements for lunch and/or breakfast, in writing, to each cashier.

18. Menus

- a. The Sponsor shall provide choices for lunches and breakfasts, in accordance with standards established by the Department.
- b. For student information purposes, the Sponsor shall display the daily menu specifying the food items composing the lunch and/or breakfast meals.
- c. The Sponsor shall keep on file with other records, dated menus for meals actually served. These records shall be accessible and available for review and/or audit purposes for a period of three (3) years after the close of the fiscal year to which they pertain. If an audit reveals discrepancies or errors, the records shall be retained beyond the three (3) year period for as long as required to obtain a final resolution of the discrepancies and/or errors.

19. Management Company or Vendor

- a. If the Sponsor employs a food service management company or vendor, the Sponsor shall still remain responsible for compliance with all aspects of this Agreement.
 - (1) The contract between the Sponsor and the management company must comply with the requirements specified in 7 CFR 210.9, 7 CFR 210.16 and all applicable New Jersey Statutes. The contract also shall include pertinent parts of this Agreement. A copy of the contract between the



Sponsor and the management company must be submitted with this Agreement.

- (2) The contract between the Sponsor and the vendor must comply with the requirements specified in 7 CFR 210.16 and all applicable New Jersey Statutes. The contract must be submitted with this Agreement.
 - a. The Sponsor shall ensure that the benefits derived from any federally donated commodities received by it and made available to the food service management company, vendor or a processor accrue only to the school's food service program and that the commodities are utilized in the food service program.
 - b. The Sponsor shall require the food service management company or vendor to make any and all of its books and records relating to the school food service program available for a period of three (3) years from the end of the fiscal year to which they relate, for inspection and/or audit by representatives of the Department, the United States Department of Agriculture, or the General Accounting Office of the United States, at a reasonable time and place.
 - c. All books and records pertaining to the school food service program shall remain the property of the school district.
 - d. The Sponsor shall establish an advisory board composed of parents or legal guardians, teachers and students to assist in menu planning in schools that contract with a food service management company or vendor.

Issued: 23 January 2003



OPENING EXERCISES/CEREMONIES

8820 OPENING EXERCISES/CEREMONIES

The Board of Education requires ~~that the students in each school in the school district to salute the United States flag and repeat the pledge of allegiance to the flag of the United States be conducted during each day's opening exercises in each school classroom in accordance with law~~ **in accordance with the provisions of N.J.S.A. 18A:36-3. The pledge of allegiance shall be rendered with the right hand over the heart, except that A students who have a has conscientious objection against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge or stand during such pledge or salute, but shall be required to show full respect to the flag while the pledge is being given** ~~objections that interfere with his/her full participation in the salute to the flag and the pledge of allegiance shall be exempted from the exercise but shall be required to maintain a respectful attitude throughout the ceremony.~~

~~The parent(s) or legal guardian(s) of any student who refuses to salute the flag shall be so informed by the Building Principal, and any such parent(s) or legal guardian(s) or the adult student shall be required to furnish a written statement of the student's conscientious objection.~~

The Board of Education authorizes observance of Commodore John Barry Day as required by N.J.S.A. 18A:36-10 through 12 and appropriate exercises for the development of a higher spirit of patriotism on the last day of school preceding Washington's Birthday (also celebrated as President's Day), Decoration of Memorial Day, Columbus Day, and Veterans Day as required by N.J.S.A. 18A:36-13. In accordance with N.J.S.A. 18A:36-13.1, the district may conduct a course of exercises or instruction in accordance with the Core Curriculum Content Standards to observe holidays, including, but not limited to, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Thanksgiving Day, Arbor Day, and other holidays as determined by the Board of Education.

N.J.S.A. 18A:36-3; 18A:36-10; 18A:36-11; 18A:36-12; 18A:36-13; 18A:36-13.1

Adopted: 7 February 2008



3431.1 FAMILY LEAVE (M)

M

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A. Introduction

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in ~~a~~ any twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member, **or because of any qualifying exigency arising out of the fact that the staff member's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty). In addition, eligible staff members may take up to a combined total of twenty-six workweeks in a single twelve month period to care for a covered servicemember with a serious injury or illness.**

NJFLA leave for teaching staff members shall be up to twelve weeks leave of absence in any twenty-four month period upon advance notice to the district so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

B. Applicability

The Board will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two laws.



1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.
2. The NJFLA provides twelve weeks leave in a twenty-four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.
3. In the event the reason for the family leave is recognized under one law and not the other law, the staff member is eligible for each law's leave entitlements within one twelve-month period. (Example: A staff member may use their FMLA leave for a twelve week family leave for their own pregnancy, which is considered a "serious health condition" under FMLA, and upon conclusion of the twelve week FMLA leave, the staff member would be eligible for a twelve week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.)

C. Definitions

1. Federal Family and Medical Leave Act (FMLA)

"Contingency operation" means a military operation that results in the call or order to, or retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the President or Congress.

"Covered active duty" or "call to covered active duty" means duty during deployment of a member with the Armed Forces to a foreign country and, in the case of a member of the Reserve components of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.



“Covered servicemember” means a current member of the Armed Forces (including National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

“Covered veteran” means an individual who was a member of the Armed Forces (including National Guard or Reserves), discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible staff member takes FMLA leave to care for the covered veteran. For a veteran discharged prior to March 8, 2013, the effective date of the FMLA Final Rule, the period between October 28, 2009 and March 8, 2013 will not count towards the determination of the five-year period. 29 CFR §825.127(b)(2)

“Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness under FMLA. 29 CFR §825.127

“Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered



servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to 29 CFR §825.122(k). 29 CFR §825.127(d)(3)

“Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. 29 CFR §825.127(b)(1)

~~“Son” or “daughter” means a biological, adopted or foster child, stepchild, legal ward, or a child of a person standing in loco parentis, who is under eighteen years of age or eighteen years of age or older but incapable of self care because of a mental or physical impairment.~~

“Parent” means a the biological, adoptive, step or foster father or mother, or any other parent of a staff member or an individual who stood in loco parentis to the employee a staff member when the employee staff member was a son or daughter as defined below. This term does not include parents “in law.”

“Parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. “Serious health condition”



may include treatment of substance abuse pursuant to 29 CFR §825.119.

“Serious injury or illness,” only in the case of a veteran or current member of the Armed Forces, means:

- a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating; and
- b. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - (1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or



- (3) A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
- (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. 29 CFR §825.127(c)

“Single twelve-month period” means that a military caregiver’s leave begins on the first day the staff member takes FMLA leave and ends twelve months after that date, regardless of the twelve-month period established by the district for other FMLA leave reasons. 29 CFR §825.127(e)(1)

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Son or daughter of the covered servicemember” means a covered servicemember's biological, adopted or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age. 29 CFR §825.127(d)(1)

“Son or daughter on covered active duty or call to covered active duty status” means the staff member's biological, adopted or foster child, stepchild, legal ward, or a child for whom the staff member stood in loco parentis, who is on covered active duty or call to covered active duty status, and who is of any age. 29 CFR §825.126(a)(5)

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with



whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage. 29 CFR §825.122

~~“Week” is the number of days an employee normally works each calendar week.~~

“Staff member” means an employee eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

2. New Jersey Family Leave Act (NJFLA)

“Child” means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen years of age or a child eighteen years of age or older but incapable of self-care because of a mental or physical impairment.

“Continuing medical treatment” or “continuing supervision by a health care provider” means a period of incapacity or a period of absence in accordance with N.J.A.C. 13:14.

“Parent” means is a biological, adoptive, or foster parent; step-parent; parent-in-law; a legal guardian having a “parent-child relationship” with a child as defined by law; or a person who has sole or joint legal or physical custody, care, guardianship, or visitation with a child.

“Serious health condition” means is an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.

“Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.

~~“Week” is the number of days an employee normally works each~~



calendar week.

“Staff member” means is an employee eligible for family leave in accordance with the New Jersey Family Leave Act.

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

D. Eligibility

1. Federal Family and Medical Leave Act (FMLA)

A staff member shall become eligible for FMLA leave after he/she has been employed at least twelve months in this district and employed for at least 1250 hours of service during the twelve-month period immediately preceding the commencement of the leave. The twelve months the staff member must have been employed need not be consecutive months pursuant to 29 CFR Part §825-Section.110(b). The minimum 1250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FSLA) for determining compensable hours of work pursuant to 29 CFR Part §785. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care shall expire at the end of the twelve-month period beginning on the date of such birth or placement.

Pursuant to 29 CFR Part §825-Section-202.201, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the spouse, son, or daughter after placement; or to care for parent of the staff member's parent with a serious health condition.

The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be

[Select one option

___ - the calendar year.



___ - a school year.

___ - the staff member's employment anniversary date.

___ - the twelve month period measured forward from when the staff member's first leave begins.

___ - a "rolling" twelve month period measured backward from the date a staff member uses any family leave.]

A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

2. New Jersey Family Leave Act (NJFLA)

A staff member shall become eligible for NJFLA leave after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.

The district shall grant a family leave under NJFLA to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for the leave. N.J.A.C. 13:14-1.12

A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member



on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be

___ - the twenty-four month period measured forward from when the staff member's first leave begins.

___ - a "rolling" twenty-four month period measured backward from the date a staff member uses any leave.

E. Types of Leave

1. Federal Family and Medical Leave Act (FMLA)

A staff member may take FMLA leave **to include servicemember qualifying exigency leave or military caregiver leave** in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

- a. Leave for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care **[Board option – may or may not]** be taken by a staff member intermittently or on a reduced leave schedule.
- b. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.



- c. Intermittent leave means leave scheduled for periods of time from one hour or more to several weeks; however, the total time within which the leave is taken can not exceed a twelve month period for each serious health condition episode. Intermittent leave may be taken for a serious health condition that requires periodic treatment by a health care provider, rather than one continuous period of time. Intermittent leave may also be taken for absences where the staff member is incapacitated or unable to perform the essential functions of the position because of a serious health condition even if the staff member does not receive treatment by a health care provider. The staff member shall make a reasonable effort to schedule intermittent leave so as not to unduly disrupt the operations of the instructional/educational program.
- d. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule not exceeding twenty-four consecutive weeks. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.
- e. The fact that a holiday may occur within the week taken by a staff member as Family Leave has no effect and the week is counted as a week of Family Leave. However, if the staff member is out on Family Leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the



school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

- f. "Instructional employees" as defined in 29 CFR §825-~~Section.600~~(c) are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers and/or bus drivers are not considered instructional employees for the purposes of this policy. Semester as defined in 29 CFR §825-~~Section.602~~(a)(3)(b) means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. A school district can have no more than two semesters in a school year.
 - i.(1) Leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive leave.
 - ii.(2) In accordance with 29 CFR §825-~~Section.601~~(a)(1), eligible instructional staff members that need intermittent or reduced leave to care for a family member, or for the staff member's own serious health condition which is foreseeable based on planned medical treatment and the staff member would be on leave more than twenty percent of the total number of working days over the period the leave would extend, the district:



- (a) May require the staff member to take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - (b) Transfer the staff member temporarily to an available alternative position for which the staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the staff member's regular position.
- iii.(3) In accordance with 29 CFR §825.601, if the instructional staff member does not give the required notice for leave that is foreseeable and desires the leave to be taken intermittently or on a reduced leave schedule, the district may require the staff member to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the staff member to delay taking the leave until the notice provision is met.
- iv.(4) In accordance with 29 CFR §825-Section.602, if an instructional staff member begins leave more than five weeks before the end of the school year, the district may require the staff member to continue taking leave until the end of the semester if:
 - (a) The leave will last three weeks; and
 - (b) The staff member would return to work during the three-week period before the end of the semester.
- v.(5) In accordance with 29 CFR §825-Section.602, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the five-week period before



the end of the semester, the district may require the staff member to continue taking leave until the end of the semester if:

- (a) The leave will last more than two weeks; and
- (b) The ~~employee~~ **staff member** would return to work during the two-week period before the end of the semester.

(Example of leave falling within these provisions: If a staff member plans two weeks of leave to care for a family member which will begin three weeks before the end of the term, the district could require the staff member to stay out on leave until the end of the term.)

~~vi.~~(6) In accordance with 29 CFR §825-~~Section.602~~, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the three week period before the end of a semester, the district may require the staff member to continue taking leave until the end of the semester if the leave will last more than five working days.

~~vii.~~(7) In the event the district requires the instructional staff member to take additional leave to the end of the semester in accordance with (4) ~~iv.~~, (5) ~~v.~~, or (6) ~~vi.~~ above, the additional leave days shall not be counted as FMLA leave.

g. **Servicemember qualifying exigency leave may arise out of the foreign deployment of the staff member's spouse, child, or parent 29 CFR §§825.122 and 126:**

- (1) **The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected leave during any twelve-month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered**



active duty, or has been notified of an impending call or order to covered active duty.

- (2) The military member must be the spouse, son, daughter, or parent of the staff member taking FMLA exigency leave.
- (3) FMLA leave can be granted for one or more of the following exigencies:
 - (a) Short-notice deployment:
 - i. Notification of duty seven or less calendar days prior to date of deployment;
 - ii. Leave can be used for a period of seven calendar days beginning on the date the military member is notified.
 - (b) Military events and related activities, including official ceremonies, programs, or events sponsored by the military and related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross.
 - (c) Childcare and school activities including arranging for alternative childcare; providing childcare on an urgent, immediate need basis (not routine, regular, or everyday basis); to enroll in or transfer to a new school or day care



facility; or to attend meetings with staff at a school or day care facility:

- i. The son or daughter must be the son or daughter of the covered servicemember.
- (d) Financial and legal arrangements made to address the military member's absence while on covered active duty or call to covered active duty status.
- (e) Counseling, provided by someone other than a health care provider for oneself, for the military member, or qualified child, if the need arises from the covered active duty or call to covered active duty status of the military member.
- (f) Rest and Recuperation (R&R) to spend time with the military member on short-term, temporary R&R leave during a term of deployment:
 - i. Can be used for a period of fifteen calendar days beginning on the date the military member commences each instance of R&R leave.
- (g) Post-deployment activities such as ceremonies or briefings including any that arise from the death of the military member while on covered active duty.
- (h) Parental care for one meeting the definition of a "parent" and incapable of self care including: arranging alternative care; providing care on an immediate



need basis; and to attend meetings or arrange services at a care facility.

- (i) Additional activities in accordance with 29 CFR §825.126(b)(9).
- h. Military caregiver leave provides care for a covered servicemember with a serious injury or illness 29 CFR §§825.122 and 127:
 - (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected leave during a “single twelve-month period” to care for a covered servicemember with a serious injury or illness.
 - (a) The eligible staff member must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.
 - (b) The staff member is limited to a combined total of twenty-six workweeks for any FMLA-qualifying reasons during the single twelve-month period. Up to twelve of the twenty-six weeks may be for an FMLA-qualifying reason other than military caregiver leave.
 - (c) Spouses who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of twenty-six workweeks of leave during a single twelve-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee's parent with a serious health



condition, or to care for a covered servicemember with a serious injury or illness. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full twenty-six workweeks of FMLA leave.

(2) Leave entitlement is applied on a per-covered-servicemember, per-injury basis.

(a) The staff member may take an additional twenty-six weeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent serious injury or illness, except that no more than twenty-six weeks of leave may be taken within any single twelve-month period.

(b) An eligible staff member may take military caregiver leave to care for more than one current service member or covered veteran at the same time or for the same family member with the same serious injury or illness both when the family member is a current servicemember and when the family member is a veteran.

(c) Military caregiver leave may be taken by eligible staff members whose family members are recent veterans with serious injuries or illnesses incurred or aggravated in the line of duty on active duty, and that manifested before or after the veteran left active duty.

2. New Jersey Family Leave Act (NJFLA)

A staff member may take NJFLA leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who



requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program. **The district shall not require a staff member to take a leave of absence beyond the period of time the staff member requests family leave. N.J.A.C. 13:14-1.5(f)**

- a. In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary. The total time within which the leave is taken, can not exceed a twelve-month period for each serious health condition episode. The staff member will provide the district with prior notice of the leave in a manner which is reasonable and practicable; and the staff member shall make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional/educational program. In the case of the birth or adoption of a healthy child, the leave may be taken intermittently only if agreed to by the staff member and the district.
- b. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule for a period not exceeding twenty-four consecutive weeks. The staff member is not entitled to take the leave on a reduced leave schedule without an agreement between the staff member and the district if the leave is taken for the birth or adoption of a healthy child. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall



not result in a reduction of the total amount of leave to which a staff member is entitled.

- c. The fact that a holiday may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave. However, if the staff member is out on family leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

F. Notice

1. Federal Family and Medical Leave Act (FMLA)

- a. Foreseeable Leave - A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the _____ if the need for the leave is foreseeable based on an expected birth, placement for adoption of foster care, or planned medical treatment for a serious health condition of the staff member or a family member. If thirty days is not practical, the staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case. For foreseeable leave where it is not possible to give as much as thirty days notice "as soon as practical" ordinarily would mean at least verbal notification to the _____ within one or two business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for



the leave, the anticipated duration of the leave and the anticipated start of the leave.

When planning medical treatment, the staff member must consult with the _____ and make a reasonable effort to schedule the leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider. Staff members are ordinarily expected to consult with the _____ prior to scheduling of treatment that would require leave for a schedule that best suits the needs of the district and the staff member.

The district may delay the staff member taking leave for at least thirty days if the staff member fails to give thirty days notice for foreseeable leave with no reasonable excuse for the delay.

- b. Unforeseeable Leave - When the approximate timing of the need for leave is not foreseeable, a staff member should give notice to the _____ for leave as soon as practicable under the facts and circumstances of the particular case. It is expected the staff member will give notice to the _____ within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not foreseeable. The staff member should provide notice to the employer either in person or by telephone, telegraph, facsimile machine or other electronic means.

2. New Jersey Family Leave Act (NJFLA)

- a. Foreseeable Leave - A staff member eligible for NJFLA leave must give at least a thirty day advance written notice to the _____ of the need to take family leave except where the need to take family leave is not foreseeable.
 - 1. Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the



leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the employee **staff member** shall provide such notice that is reasonable and practicable.

ii.(2) Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.

iii.(3) When the _____ is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide timely notice within two business days of returning to work to have the time considered for family leave in accordance with the Family Leave Act.

b. Unforeseeable Leave - When the need for leave is not foreseeable, the staff member must provide notice "as soon as practicable" which shall be at least verbal notice to the _____ within one or two business days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the _____, but any verbal notice must be followed by written notice delivered within _____ working days.

G. Leave Designation

An eligible staff member shall designate FMLA or NJFLA leave upon providing notice of the need for the leave or when the need for leave commences. The _____ shall provide the staff member with this Policy to assist the staff member in determining the type of leave.



H. Benefits

**Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA or NJFLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.
29 CFR §825.100**

~~The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act shall be~~

Choose only one of the following alternatives:

~~_____ unpaid leave.~~

~~_____ paid leave, subject to any applicable negotiated agreements.~~

~~_____ a combination of paid and unpaid leave, subject to any applicable negotiated agreements.~~

The Board will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the staff member had continued to work instead of taking the leave. If the staff member was paying all or part of the premium payments prior to the leave, the staff member would continue to pay his/her share during the leave time. Any instructional employee who is on leave under NJFLA or FMLA at the end of the school year will be provided with any benefits over the summer that the ~~employee~~ **staff member** would normally receive if they had been working at the end of the school year.

I. Returning from Leave

~~The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act~~

A staff member returning from leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction in force or layoff and the staff member would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to



the good faith operation of a bona fide layoff and recall system including a system under any collective bargaining agreement, the staff member shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes, and laws. The staff member's tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

The return of a staff member prior to the expiration of the requested family leave may be permitted by the Board if the return does not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract.

The Board may, in accordance with the provisions of 29 CFR §825.312 delay restoration of employment of a staff member using FMLA leave for the staff member's serious health condition until the staff member submits a fitness-for-duty examination from his/her health care provider indicating that the staff member is able to resume work. In the event the Board requires such a fitness-for-duty examination before restoration of the staff member after leave, the Board will provide the staff member specific notice either at the time the staff member gives notice of the need for leave or immediately after the leave commences and the staff member advises the Board of the medical circumstances for the leave.

If leave is taken under FMLA, and the staff member does not return to work after the leave expires, the Board is entitled to recover health insurance costs paid while the staff member was on FMLA. The Board's right to recover premiums would not apply if the staff member fails to return to work due to:

1. The continuation, onset or recurrence of a serious health condition of the staff member; or
2. Circumstances beyond the staff member's control.

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act (FMLA)



The district may deny job restoration after FMLA leave if the staff member is a “key employee” as defined in 29 CFR §825-~~Section~~.217 if such denial is necessary to prevent substantial and grievous economic injury to the district or the district may delay restoration to a staff member who fails to provide a fitness for duty certificate to return to work for leave that was the staff member’s own serious health condition. A “key employee” is a salaried, staff member who is among the highest paid ten percent of the school district staff employed by the district within 75 miles of the worksite. No more than ten percent of the school district staff within 75 miles of the worksite may be “key employees.”

In the event the _____ believes that reinstatement may be denied to a key employee, the _____ must give written notice to the staff member at the time the staff member gives notice of the need for leave, or when the need for leave commences, if earlier, that he/she qualifies as a key employee. The key employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if the district should determine that substantial and grievous economic injury to the district’s operations will result if the staff member is reinstated from leave. The district’s notice must explain the basis for the district’s finding that substantial and grievous economic injury will result, and if leave has commenced, must provide the staff member a reasonable time in which to return to work. If the staff member on leave does not return to work in response to the notice of intent to deny restoration, the staff member continues to be entitled to maintenance of health insurance.

A key employee’s rights under the FMLA continue unless and until the staff member either gives notice that he/she no longer wishes to return to work or the district actually denies reinstatement at the conclusion of the leave period. A staff member is still entitled to request reinstatement at the end of the leave period even if the staff member did not return to work in response to the district’s notice. The district will then again determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that substantial and grievous economic injury will



result, the district will notify the staff member in writing (in person or by certified mail) of the denial of the restoration.

2. New Jersey Family Leave Act

The district may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent of the school district staff or one of the seven highest paid employees of the district, whichever is greater, if the denial is necessary to prevent substantial and grievous economic injury to the school district's operations. The _____ shall notify the staff member of the intent to deny the leave at the time the _____ determines the denial is necessary. If the leave has already commenced at the time of the district's notification of denial, the staff member shall be permitted to return to work within ten working days of the date of notification.

K. Verification of Leave

1. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent; **or for a servicemember's qualifying exigency or serious injury; or for illness** due to the staff member's own serious health condition, that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. **The medical certification required encompasses both physical and psychological care and includes situations where a family member is unable to care for his/her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself/herself to the doctor. It can also include providing psychological comfort and reassurance beneficial to a child, spouse, or parent with a serious health condition who is receiving inpatient or home care and can include situations where the staff member may be needed to substitute for others who normally care for the family member or covered servicemember or to make arrangements for changes in care. The staff member need not be the only individual or family**



member available to care for the family member or covered servicemember. 29 CFR §825.124

The certification must meet the requirements of 29 CFR Section §§825.306, 309, and 310 to include: which part of the definition of “serious health condition” applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments will be required for the condition; and/or if the patient’s incapacity will be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider’s knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

In the event the _____ doubts the validity of the certification, in accordance with 29 CFR Section §825.307, the district may require, at the district’s expense, the staff member obtain an opinion regarding the serious health condition from a second health care provider designated by the district, but not employed on a regular basis by the district. If the second opinion differs from the staff member’s health care provider, the district may require, at the district’s expense, the staff member obtain the opinion of a third health care provider designated by the district or approved jointly, in good faith, by the district and the staff member. The opinion of the third health care provider shall be final and binding on the district and the staff member.

The district may require re-certification pursuant to the requirements of 29 CFR Section §825.308. In accordance with 29 CFR Section §825.309, the staff member on leave must provide a written report to the _____ every thirty workdays. The report shall include the staff member’s status and intended date to return to work. In the event the staff member’s circumstances change, the staff member must provide reasonable notice to the _____ if the staff member intends to return to work on a date sooner than previously noticed to the district. The



staff member is not required to take more leave than necessary to resolve the circumstance that precipitated the need for leave. As a condition of returning to work after the leave for the staff member's own serious health condition, and in accordance with 29 CFR Section §825.310, the district requires a staff member to provide a certification from their health care provider that the staff member is able to resume work.

In accordance with 29 CFR Section §825.311, the district may delay the taking of FMLA leave to a staff member who fails to provide certification within fifteen days after being requested to do so by the district. In accordance with 29 CFR Section §825.312, the district may delay the taking of leave until thirty days after the date the staff member provides notice to the district of foreseeable leave or the district may delay continuation of leave if a staff member fails to provide a requested medical certification in a timely manner.

2. New Jersey Family Leave Act

The Board shall require the certification of a duly licensed health care provider verifying the purpose of requested NJFLA leave. Certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate.

In the event the _____ doubts the validity of the certification for the serious health condition of a family member of the staff member, the district may require, at the district's expense, the staff member to obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the district. If the second opinion differs from the certification the district may require, at the district's expense, that the staff member obtain the opinion of a third health care provider designated or approved jointly by the district and the staff member concerning the serious



health condition. The opinion of the third health care provider shall be final and binding on the district and the staff member.

L. Interference with Family Leave Rights

The Federal Family and Medical Leave Act and the New Jersey Family Leave Act prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the Federal Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

M. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend the ~~employee's~~ **staff member's** employment beyond the expiration of his/her employment contract.

N. Record Keeping

In order that staff member's entitlement to FMLA leave and NJFLA leave can be properly determined, the Superintendent shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave. The Superintendent will publish a notice explaining the Act's provisions and provide information concerning the procedures for filing complaints of violations of the FMLA and NJFLA.

O. Processing of Complaints

1. **Federal Family and Medical Leave Act (FMLA)**
29 CFR §§825.400-401



- a. If there is a dispute between the district and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the district. Such discussions and the decision shall be documented by the school district.
 - b. The staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.
2. New Jersey Family Leave Act N.J.A.C. 13:14-1.16
 - a. Any complaint alleging a violation of the Act shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

Implementation of FMLA and NJFLA will be consistent with provisions in collective bargaining agreement(s) in the district.

~~29 U.S.C. 2601 et seq.~~
~~29 CFR C.F.R. §825.200 et seq.~~
29 CFR §785
~~N.J.S.A. 34:11B-1 et seq.~~ **10:5-1**
N.J.A.C. 13:14-1 et seq.

Adopted: 26 August 2004
Revised: 18 May 2006
Revised:



POLICY

ENGLEWOOD
BOARD OF EDUCATION

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FAMILY LEAVE (M)



4431.1 FAMILY LEAVE (M)

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A. Introduction

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in ~~a any~~ twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member, **or because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty).** In addition, eligible employees may take up to a combined total of twenty-six workweeks in a single twelve month period to care for a covered servicemember with a serious injury or illness.

NJFLA leave for eligible staff members shall be up to twelve weeks leave of absence in any twenty-four month period upon advance notice to the district so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

B. Applicability

The Board will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two laws.

1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and



be applied to both laws.

2. The NJFLA provides twelve weeks leave in a twenty-four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.
3. In the event the reason for the family leave is recognized under one law and not the other law, the staff member is eligible for each law's leave entitlements within one twelve-month period. (Example: A staff member may use their FMLA leave for a twelve week family leave for their own pregnancy, which is considered a "serious health condition" under FMLA, and upon conclusion of the twelve week FMLA leave, the staff member would be eligible for a twelve week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.)

C. Definitions

1. Federal Family and Medical Leave Act (FMLA)

"Contingency operation" means a military operation that results in the call or order to, or retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the President or Congress.

"Covered active duty" or "call to covered active duty" means duty during deployment of a member with the Armed Forces to a foreign country and, in the case of a member of the Reserve components of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

"Covered servicemember" means a current member of the Armed Forces (including National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a



covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

“Covered veteran” means an individual who was a member of the Armed Forces (including National Guard or Reserves), discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible staff member takes FMLA leave to care for the covered veteran. For a veteran discharged prior to March 8, 2013, the effective date of the FMLA Final Rule, the period between October 28, 2009 and March 8, 2013 will not count towards the determination of the five-year period. 29 CFR § 825.127(b)(2)

“Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness under FMLA. 29 CFR §825.127

“Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the



covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to 29 CFR §825.122(k). 29 CFR §825.127(d)(3)

"Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. 29 CFR § 825.127(b)(1)

~~"Son" or "daughter" means a biological, adopted or foster child, stepchild, legal ward, or a child of a person standing in loco parentis, who is under eighteen years of age or eighteen years of age or older but incapable of self care because of a mental or physical impairment.~~

"Parent" means ~~a the biological, adoptive, step or foster father or mother, or any other parent of a staff member or an individual~~ who stood in loco parentis to **the employee** ~~a staff member~~ when the **employee** ~~staff member~~ was a son or daughter as defined below. This term does not include parents "in law."

"Parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. **"Serious health condition"** may include treatment of substance abuse pursuant to 29 CFR §825.119.

"Serious injury or illness," only in the case of a veteran or current member of the Armed Forces, means:



- a. **In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the servicemember medically unfit to perform the duties of the member's office, grade, rank, or rating; and**
- b. **In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:**
 - (1) **A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or**
 - (2) **A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or**
 - (3) **A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or**



- (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. 29 CFR 825 §127(c)

“Single twelve-month period” means that a military caregiver’s leave begins on the first day the staff member takes FMLA leave and ends twelve months after that date, regardless of the twelve-month period established by the district for other FMLA leave reasons. 29 CFR §825.127(e)(1)

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Son or daughter of the covered servicemember” means a covered servicemember’s biological, adopted or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age. 29 CFR §825.127(d)(1)

“Son or daughter on covered active duty or call to covered active duty status” means the staff member’s biological, adopted or foster child, stepchild, legal ward, or a child for whom the staff member stood in loco parentis, who is on covered active duty or call to covered active duty status, and who is of any age. 29 CFR §825.126(a)(5)

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage. 29 CFR §825.122



~~“Week” is the number of days an employee normally works each calendar week.~~

“Staff member” means an employee eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

2. New Jersey Family Leave Act (NJFLA)

“Child” means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen years of age or a child eighteen years of age or older but incapable of self-care because of a mental or physical impairment.

“Continuing medical treatment” or “continuing supervision by a health care provider” means a period of incapacity or a period of absence in accordance with N.J.A.C. 13:14.

“Parent” means is a biological, adoptive, or foster parent; step-parent; parent-in-law; a legal guardian having a “parent-child relationship” with a child as defined by law; or a person who has sole or joint legal or physical custody, care, guardianship, or visitation with a child.

“Serious health condition” means is an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.

“Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.

~~“Week” is the number of days an employee normally works each calendar week.~~

“Staff member” means is an employee eligible for family leave in accordance with the New Jersey Family Leave

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

D. Eligibility



1. Federal Family and Medical Leave Act (FMLA)

A staff member shall become eligible for FMLA leave after he/she has been employed at least twelve months in this district and employed for at least 1250 hours of service during the twelve-month period immediately preceding the commencement of the leave. The twelve months the staff member must have been employed need not be consecutive months pursuant to 29 CFR ~~Part §825~~Section.110(b). The minimum 1250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FSLA) for determining compensable hours of work pursuant to 29 CFR ~~§-Part-785~~. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care shall expire at the end of the twelve-month period beginning on the date of such birth or placement.

Pursuant to 29 CFR ~~Part §825-Section-202.201~~, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the spouse, son, or daughter **after placement; or to care for parent of the staff member's parent** with a serious health condition.

The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be

[Select one option

☐ - the calendar year.

☐ - a school year.

☐ - the staff member's employment anniversary date.

☒ - the twelve-month period measured forward from when the staff member's first leave begins.



___ - a “rolling” twelve-month period measured backward from the date a staff member uses any family leave.]

A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

2. New Jersey Family Leave Act (NJFLA)

A staff member shall become eligible for NJFLA leave after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.

The district shall grant a family leave under NJFLA to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for the leave. N.J.A.C. 13:14-1.12

A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.



The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be

[Select one option

- ☐ - the calendar year.
- ☐ - a school year.
- ☐ - the staff member's employment anniversary date.
- ☐ - the twenty-four month period measured forward from when the staff member's first leave begins.
- ☐ - a "rolling" twenty-four month period measured backward from the date a staff member uses any leave.]

E. Types of Leave

1. Federal Family and Medical Leave Act (FMLA)

A staff member may take FMLA leave to **include servicemember qualifying exigency leave or military caregiver leave** in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

- a. Leave for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care **[Board option – may or may not]** be taken by a staff member intermittently or on a reduced leave schedule.
- b. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.
- c. Intermittent leave means leave scheduled for periods of time from one hour or more to several weeks; however, the total time within which the leave is taken can not exceed a



twelve month period for each serious health condition episode. Intermittent leave may be taken for a serious health condition that requires periodic treatment by a health care provider, rather than one continuous period of time. Intermittent leave may also be taken for absences where the staff member is incapacitated or unable to perform the essential functions of the position because of a serious health condition even if the staff member does not receive treatment by a health care provider. The staff member shall make a reasonable effort to schedule intermittent leave so as not to unduly disrupt the operations of the instructional/educational program.

- d. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule not exceeding twenty-four consecutive weeks. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.
- e. The fact that a holiday may occur within the week taken by a staff member as Family Leave has no effect and the week is counted as a week of Family Leave. However, if the staff member is out on Family Leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.



Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

f. Servicemember qualifying exigency leave may arise out of the foreign deployment of the staff member's spouse, child, or parent 29 CFR §§825.122 and 126:

- (1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected leave during a twelve-month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.**
- (2) The military member must be the spouse, son, daughter, or parent, of the staff member taking FMLA exigency leave.**
- (3) FMLA leave can be granted for one or more of the following exigencies:**
 - (a) Short-notice deployment:**
 - i. Notification of duty seven or less calendar days prior to date of deployment;**
 - ii. Leave can be used for a period of seven calendar days beginning on the date the military member is notified.**
 - (b) Military events and related activities, including official ceremonies, programs, or events sponsored by the military and**



related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross.

- (c) Childcare and school activities including arranging for alternative childcare; providing childcare on an urgent, immediate need basis (not routine, regular, or everyday basis); to enroll in or transfer to a new school or day care facility; or to attend meetings with staff at a school or day care facility:
 - i. The son or daughter must be the son or daughter of the covered servicemember.
- (d) Financial and legal arrangements made to address the military member's absence while on covered active duty or call to covered active duty status.
- (e) Counseling, provided by someone other than a health care provider for oneself, for the military member, or qualified child, if the need arises from the covered active duty or call to covered active duty status of the military member.
- (f) Rest and Recuperation (R&R) to spend time with the military member on short-term, temporary R&R leave during a term of deployment:
 - i. Can be used for a period of fifteen calendar days beginning on the



date the military member commences each instance of R&R leave.

- (g) Post-deployment activities such as ceremonies or briefings including any that arise from the death of the military member while on covered active duty.
 - (h) Parental care for one meeting the definition of a “parent” and incapable of self care including: arranging alternative care; providing care on an immediate need basis; and to attend meetings or arrange services at a care facility.
 - (i) Additional activities in accordance with 29 CFR §825.126(b)(9).
- g. Military caregiver leave provides care for a covered servicemember with a serious injury or illness 29 CFR §§825.122 and 127:
 - (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected leave during a “single twelve-month period” to care for a covered servicemember with a serious injury or illness.
 - (a) The eligible staff member must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.
 - (b) The staff member is limited to a combined total of twenty-six workweeks for any FMLA-qualifying reasons during the single twelve-month period. Up to twelve of the twenty-six weeks may be for an FMLA-qualifying reason other than military caregiver leave.



- (c) Spouses who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of twenty-six workweeks of leave during a single twelve-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee's parent with a serious health condition, or to care for a covered servicemember with a serious injury or illness. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full twenty-six workweeks of FMLA leave.
- (2) Leave entitlement is applied on a per-covered-servicemember, per-injury basis.
 - (a) The staff member may take an additional twenty-six weeks of leave if the leave is to care for different covered servicemembers or to care for the same servicemember with a subsequent serious injury or illness, except that no more than twenty-six weeks of leave may be taken within any single twelve-month period.
 - (b) An eligible staff member may take military caregiver leave to care for more than one current service member or covered veteran at the same time or for the same family member with the same serious injury or illness both when the family member is a current servicemember and when the family member is a veteran.



- (c) **Military caregiver leave may be taken by eligible staff members whose family members are recent veterans with serious injuries or illnesses incurred or aggravated in the line of duty on active duty, and that manifested before or after the veteran left active duty.**

2. New Jersey Family Leave Act (NJFLA)

A staff member may take NJFLA leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program. **The district shall not require a staff member to take a leave of absence beyond the period of time the staff member requests family leave. N.J.A.C. 13:14-1.5(f)**

- a. In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary. The total time within which the leave is taken, can not exceed a twelve-month period for each serious health condition episode. The staff member will provide the district with prior notice of the leave in a manner which is reasonable and practicable; and the staff member shall make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional/educational program. In the case of the birth or adoption of a healthy child, the leave may be taken intermittently only if agreed to by the staff member and the district.
- b. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to



take leave on a reduced leave schedule for a period not exceeding twenty-four consecutive weeks. The staff member is not entitled to take the leave on a reduced leave schedule without an agreement between the staff member and the district if the leave is taken for the birth or adoption of a healthy child. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

- c. The fact that a holiday may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave. However, if the staff member is out on family leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

F. Notice

- 1. Federal Family and Medical Leave Act (FMLA)



- a. Foreseeable Leave - A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the _____ if the need for the leave is foreseeable based on an expected birth, placement for adoption of foster care, or planned medical treatment for a serious health condition of the staff member or a family member. If thirty days is not practical, the staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case. For foreseeable leave where it is not possible to give as much as thirty days notice "as soon as practical" ordinarily would mean at least verbal notification to the _____ within one or two business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

When planning medical treatment, the staff member must consult with the _____ and make a reasonable effort to schedule the leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider. Staff members are ordinarily expected to consult with the _____ prior to scheduling of treatment that would require leave for a schedule that best suits the needs of the district and the staff member.

The district may delay the staff member taking leave for at least thirty days if the staff member fails to give thirty days notice for foreseeable leave with no reasonable excuse for the delay.

- b. Unforeseeable Leave - When the approximate timing of the need for leave is not foreseeable, a staff member should give notice to the _____ for leave as soon as practicable under the facts and circumstances of the particular case. It is expected the staff member will give notice to the _____ within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances where such notice is



not foreseeable. The staff member should provide notice to the employer either in person or by telephone, telegraph, facsimile machine or other electronic means.

2. New Jersey Family Leave Act (NJFLA)

- a. Foreseeable Leave - A staff member eligible for NJFLA leave must give at least a thirty day advance written notice to the _____ of the need to take family leave except where the need to take family leave is not foreseeable.

i.(1) Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the **employee staff member** shall provide such notice that is reasonable and practicable.

ii.(2) Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.

iii.(3) When the _____ is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide timely notice within two business days of returning to work to have the time considered for family leave in accordance with the Family Leave Act.

- b. Unforeseeable Leave - When the need for leave is not foreseeable, the staff member must provide notice "as soon as practicable" which shall be at least verbal notice to the _____ within one or two business days of the staff



member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the _____, but any verbal notice must be followed by written notice delivered within _____ working days.

G. Leave Designation

An eligible staff member shall designate FMLA or NJFLA leave upon providing notice of the need for the leave or when the need for leave commences. The _____ shall provide the staff member with this Policy to assist the staff member in determining the type of leave.

H. Benefits

Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA or NJFLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable. 29 CFR §825.100

~~The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act shall be~~

~~Choose only one of the following alternatives:~~

~~_____unpaid leave.~~

~~_____paid leave, subject to any applicable negotiated agreements.~~

~~_____a combination of paid and unpaid leave, subject to any applicable negotiated agreements.~~

The Board will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the staff member had continued to work instead of taking the leave. If the staff member was paying all or part of the premium payments prior to the leave, the staff member would continue to pay his/her share during the leave time. Any ten month staff member who is on leave under NJFLA or FMLA at the end of the school year will be provided with any benefits over the summer that the ~~employee~~ **staff member** would normally receive if they had been working at the end of the school year.



I. Returning from Leave

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act

A staff member returning from leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction in force or layoff and the staff member would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under any collective bargaining agreement, the staff member shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes, and laws. The staff member's tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

The return of a staff member prior to the expiration of the requested family leave may be permitted by the Board if the return does not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract.

The Board may, in accordance with the provisions of 29 CFR §825.312 delay restoration of employment of a staff member using FMLA leave for the staff member's serious health condition until the staff member submits a fitness-for-duty examination from his/her health care provider indicating that the staff member is able to resume work. In the event the Board requires such a fitness-for-duty examination before restoration of the staff member after leave, the Board will provide the staff member specific notice either at the time the staff member gives notice of the need for leave or immediately after the leave commences and the staff member advises the Board of the medical circumstances for the leave.

If leave is taken under FMLA, and the staff member does not return to work after the leave expires, the Board is entitled to recover health insurance costs paid while the staff member was on FMLA. The Board's right to recover premiums would not apply if the staff member fails to return to work due to:



1. The continuation, onset or recurrence of a serious health condition of the staff member; or
2. Circumstances beyond the staff member's control.

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act (FMLA)

The district may deny job restoration after FMLA leave if the staff member is a "key employee" as defined in 29 CFR §825-~~Section~~.217 if such denial is necessary to prevent substantial and grievous economic injury to the district or the district may delay restoration to a staff member who fails to provide a fitness for duty certificate to return to work for leave that was the staff member's own serious health condition. A "key employee" is a salaried, staff member who is among the highest paid ten percent of the school district staff employed by the district within 75 miles of the worksite. No more than ten percent of the school district staff within 75 miles of the worksite may be "key employees."

In the event the _____ believes that reinstatement may be denied to a key employee, the _____ must give written notice to the staff member at the time the staff member gives notice of the need for leave, or when the need for leave commences, if earlier, that he/she qualifies as a key employee. The key employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if the district should determine that substantial and grievous economic injury to the district's operations will result if the staff member is reinstated from leave. The district's notice must explain the basis for the district's finding that substantial and grievous economic injury will result, and if leave has commenced, must provide the staff member a reasonable time in which to return to work. If the staff member on leave does not return to work in response to the notice of intent to deny restoration, the staff member continues to be entitled to maintenance of health insurance.

A key employee's rights under the FMLA continue unless and until the staff member either gives notice that he/she no longer



wishes to return to work or the district actually denies reinstatement at the conclusion of the leave period. A staff member is still entitled to request reinstatement at the end of the leave period even if the staff member did not return to work in response to the district's notice. The district will then again determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that substantial and grievous economic injury will result, the district will notify the staff member in writing (in person or by certified mail) of the denial of the restoration.

2. New Jersey Family Leave Act

The district may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent of the school district staff or one of the seven highest paid employees of the district, whichever is greater, if the denial is necessary to prevent substantial and grievous economic injury to the school district's operations. The _____ shall notify the staff member of the intent to deny the leave at the time the _____ determines the denial is necessary. If the leave has already commenced at the time of the district's notification of denial, the staff member shall be permitted to return to work within ten working days of the date of notification.

K. Verification of Leave

1. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent; **or for a servicemember's qualifying exigency or serious injury; or for illness** due to the staff member's own serious health condition, that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. **The medical certification required encompasses both physical and psychological care and includes situations where a family member is unable to care for his/her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself/herself to the doctor. It can also include**



providing psychological comfort and reassurance beneficial to a child, spouse, or parent with a serious health condition who is receiving inpatient or home care and can include situations where the staff member may be needed to substitute for others who normally care for the family member or covered servicemember or to make arrangements for changes in care. The staff member need not be the only individual or family member available to care for the family member or covered servicemember. 29 CFR §825.124

The certification must meet the requirements of 29 CFR Section §§825.306, 309, and 310 to include: which part of the definition of "serious health condition" applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments will be required for the condition; and/or if the patient's incapacity will

be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

In the event the _____ doubts the validity of the certification, in accordance with 29 CFR Section §825.307, the district may require, at the district's expense, the staff member obtain an opinion regarding the serious health condition from a second health care provider designated by the district, but not employed on a regular basis by the district. If the second opinion differs from the staff member's health care provider, the district may require, at the district's expense, the staff member obtain the opinion of a third health care provider designated by the district or approved jointly, in good faith, by the district and the staff member. The opinion of the third health care provider shall be final and binding on the district and the staff member.



The district may require re-certification pursuant to the requirements of 29 CFR Section §825.308. In accordance with 29 CFR Section §825.309, the staff member on leave must provide a written report to the _____ every thirty workdays. The report shall include the staff member's status and intended date to return to work. In the event the staff member's circumstances change, the staff member must provide reasonable notice to the _____ if the staff member intends to return to work on a date sooner than previously noticed to the district. The staff member is not required to take more leave than necessary to resolve the circumstance that precipitated the need for leave. As a condition of returning to work after the leave for the staff member's own serious health condition, and in accordance with 29 CFR Section §825.310, the district requires a staff member to provide a certification from their health care provider that the staff member is able to resume work.

In accordance with 29 CFR Section §825.311, the district may delay the taking of FMLA leave to a staff member who fails to provide certification within fifteen days after being requested to do so by the district. In accordance with 29 CFR Section §825.312, the district may delay the taking of leave until thirty days after the date the staff member provides notice to the district of foreseeable leave or the district may delay continuation of leave if a staff member fails to provide a requested medical certification in a timely manner.

2. New Jersey Family Leave Act

The Board shall require the certification of a duly licensed health care provider verifying the purpose of requested NJFLA leave. Certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate.



In the event the _____ doubts the validity of the certification for the serious health condition of a family member of the staff member, the district may require, at the district's expense, the staff member to obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the district. If the second opinion differs from the certification the district may require, at the district's expense, that the staff member obtain the opinion of a third health care provider designated or approved jointly by the district and the staff member concerning the serious health condition. The opinion of the third health care provider shall be final and binding on the district and the staff member.

L. Interference with Family Leave Rights

The Federal Family and Medical Leave Act and the New Jersey Family Leave Act prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the Federal Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

M. Non-Tenured Staff Member

Family leave granted to a nontenured staff member cannot extend the ~~employee's~~ **staff member's** employment beyond the expiration of his/her employment contract.

N. Record Keeping

In order that staff member's entitlement to FMLA leave and NJFLA leave can be properly determined, the Superintendent shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave. The Superintendent will publish a notice explaining the Act's provisions and provide information concerning the procedures for filing complaints of violations of the FMLA and NJFLA.

O. Processing of Complaints



1. **Federal Family and Medical Leave Act (FMLA)
29 CFR §§825.400-401**
 - a. **If there is a dispute between the district and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the district. Such discussions and the decision shall be documented by the school district.**
 - b. **The staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.**
2. **New Jersey Family Leave Act N.J.A.C. 13:14-1.16**
 - a. **Any complaint alleging a violation of the Act shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.**

Implementation of FMLA and NJFLA will be consistent with provisions in collective bargaining agreement(s) in the district.

~~29 U.S.C. 2601 et seq.~~
~~29 CFR C.F.R. §825.200 et seq.~~
29 CFR §785
~~N.J.S.A. 34:11B-1 et seq.~~ **10:5-1**
N.J.A.C. 13:14-1 et seq.

Adopted: 28 February 2002
Revised: 22 June 2006



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ENGLEWOOD
BOARD OF EDUCATION

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FAMILY LEAVE (M)



5465 EARLY GRADUATION (M)

M

The Board of Education will award a State-endorsed diploma to a student that has met all State and local requirements for high school graduation. In addition, t~~The Board of Education shall award a State-endorsed high school diploma to any currently enrolled pupil~~ **student** in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) ~~who has not completed the twelfth grade.~~

In accordance with the provisions of N.J.A.C. 6A:8-5.2(e), **the Board of Education** ~~a State-endorsed high school diploma will~~ **shall be awarded a State-endorsed high school diploma** early ~~by the Board of Education~~ to any currently enrolled ~~pupil~~ **student** who:

1. ~~Has performed at a proficient or advanced proficient level of achievement in all sections of the HSPA or applicable High School Competency Assessments~~ **demonstrated proficiencies in the Statewide assessments as required by the New Jersey Department of Education for high school graduation;**
2. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and
3. Has formally requested an early award of a State-endorsed high school diploma.

The diploma will bear the date of its issuance. The ~~pupil~~ **student** may be permitted to participate in graduation ceremonies with his/her classmates without formal readmission to the school district on application to and approval of the high school Principal.

N.J.S.A. 18A:7C-1 et seq.

N.J.A.C. 6A:8-5.1 et seq.; 6A:8-5.2 et seq.

Adopted: 28 August 2006

Revised: 14 October 2010

Revised:



5756 TRANSGENDER STUDENTS

The Board of Education is committed to provide a safe, supportive, and inclusive learning environment for all students. In furthering this goal, the Board adopts this Policy to ensure all students, including transgender students, have equal educational opportunities and equal access to the school district's educational programs and activities. The Board of Education, administration, and all school staff members will comply with Federal and State laws and regulations regarding transgender students and no student shall be subjected to discrimination on the basis of gender identity or expression.

For the purposes of this Policy:

1. "Gender expression" refers to the way a student represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
2. "Gender identity" means a student's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth.
3. "Gender identity or expression" also means having or being perceived as having a gender-related identity or expression whether or not stereotypically associated with a person's assigned sex at birth.
4. "Gender nonconforming" describes a student whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous.
5. "Transgender" describes students whose gender identity is different from their gender assigned at birth.

The Board of Education believes the responsibility for determining a student's gender identity rests with the student or, in the case of young students not yet able to advocate for themselves, with the parent. Therefore, the Board will accept a student's assertion of his or her gender identity when there is consistent and uniform assertion of the gender identity, or any other evidence that the gender identity is sincerely held as a part of the student's core identity. The Board of Education will not question or disregard the assertion of a student's gender identity. However, the Board authorizes the Superintendent or designee to question a student's asserted gender identity when there is a



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Transgender Students

credible basis for believing the student's gender identity is being asserted for some improper purpose.

Confirmation of a student's asserted gender identity must include a letter from a parent to the Superintendent of Schools indicating the student is gender non-conforming. In the event the parent does not consent to the student's gender identity, the Superintendent or designee will meet with the parent and the student to determine how the student's gender identity shall be addressed by the school district.

— The Board recognizes school-related issues regarding transgender students will vary on a case-by-case basis. Therefore, the Superintendent of Schools or designee will meet with the parent and student to discuss school-related issues such as the name and pronoun to be used by district staff in referring to the student, the gender identification to be used on the student's records, district staff members that should be informed of the student's access and use of restrooms, locker rooms, changing facilities, physical education classes, intramural programs, interscholastic athletic programs, and other gender issues affecting the transgender student and his/her attendance at school and participation in school programs. The school district will take reasonable measures to accommodate the needs of transgender students in accordance with Federal and State laws and regulations.

In the event a student no longer identifies with a previously asserted gender other than their gender at birth, a parent of the student must submit a letter to the Superintendent of Schools indicating the student is no longer gender nonconforming. The Superintendent or designee will meet with the parent and the student to discuss the transition of the student from gender nonconforming to gender conforming. In the event the parent does not consent to the student's assertion the student is no longer gender nonconforming, the Superintendent or designee will meet with the parent and the student to determine how the student's gender identity should be addressed by the school district.

The school district and school staff members will ensure the privacy of any student's transgender status and will not disclose or acknowledge a student's transgender status unless required to in accordance with any Federal law, State statute, administrative code, or if the parent and student have authorized such disclosure.

N.J.S.A. 10:5-1 et seq.
Title IX, 20 U.S.C. Section 1681

Adopted:



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 of Education may determine to conduct a self-evaluation on a periodic or regular basis. In the event the Board determines to conduct a self-evaluation, it The Board will annually adopt an evaluation instrument that permits individual Board members to record their assessments of the **conduct of the Board in fulfilling its responsibilities in accordance with applicable statutes and administrative codes** ~~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 **by the Board President or designee** and presented for discussion at a 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's **future conduct** ~~in the ensuing school year.~~

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

Adopted: 28 February 2002
Revised



0152 BOARD OFFICERS

The Board of Education shall organize **at its first regular meeting** by electing one of its members as President and another as Vice-President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by a ~~roll-call~~ vote when the nominations for that office are closed. The candidate receiving ~~the votes of~~ a **majority vote of the members of the Board present and constituting a quorum**

~~Choose only one of the following alternatives:~~

~~_____ plurality of Board members~~

~~or~~

~~_____ majority of Board members~~

Optional

~~{present and voting}~~

~~will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.~~

Voting shall take place by verbal roll call **vote after nominations are closed. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.**

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the **Executive** County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.



POLICY

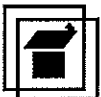
ENGLEWOOD BOARD OF EDUCATION

Bylaws
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BOARD OFFICERS

A President or Vice-President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote ~~of all~~ of the **Board** members **present and constituting a quorum** ~~of the Board~~. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the **Executive** County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 28 February 2002
Revised: 26 February 2009
Revised



Nursing Services Plan

Englewood Public Schools

2016-2017

Denise Londono, RN
Barbara Manche, RN
Debra McCrosson, RN
Nancy Norell, RN
Ketsia Sadler, RN

Nursing Service Plan

September 2015-June 2016

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I. Description of Basic Nursing Services Provided to all Students

The Certified School Nurses in the Englewood Public Schools have a multitude of roles within the scope of their professional practice. In an ongoing effort to ensure that children remain healthy and ready to learn, the school nurses take on the following roles:

1. Nursing care provider
2. Investigator
3. Communicator
4. Counselor
5. Educator
6. Child advocate
7. Community liaison
8. Recorder and record keeper
9. Manager

Nursing Care Provider

Within the role of nursing care provider, the school nurses use the nursing process, which includes assessing, planning, implementing, and evaluating the nursing care in an ongoing manner.

The school nurse:

- Provides nursing health care and execute medical regimes for students as per:
 - NJ Nurse Practice Act
 - District collaborative Standing orders approved by the district physician.
- The administration of medications, health care treatments, and procedure to students in the school setting by the following authorized individuals:
 - The school physician
 - A certified school nurse or noncertified nurse
 - A substitute school nurse employed by the school district
 - The student's parent
 - A student approved to self-administer medication pursuant to N.J.A.C.6A:16-2.1(a)5iii and 9 and N.J.S.A. 18A:40-12.3 and 12.4;
 - Other school employees designated as a delegate and trained to administer glucagon pursuant to N.J.S.A. 18A:40-12.14. School staff must volunteer to be a delegate.
 - Administers all medications, health care treatments and procedures for students.
- Provides health care in emergency situations, including:
 - The care of any student who becomes injured or ill while at school.
 - Assumes the role of first responder to all medical emergencies for all staff and students.
 - Arranges for transportation and supervision of students in need of emergency care.
 - The notification to parents of any student determined to be in need of immediate medical care.

- Administers emergency medications, as per medical protocols and school physician's orders.
 - Administers emergency administration of epinephrine via Epi-pen auto-injector pursuant to N.J.S.A. 18A:40-12.5
 - Administers the emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14
 - Determines and arranges for the transportation and supervision of any student assessed to be in need of immediate care; and
 - The notification to parents of any student determined to be in need of immediate medical care.
- Cardiac or Respiratory Distress Action Plan
 - AEDs (Automatic External Defibrillators) deployment and delegates trained
 - CPR/AED certified school nurse
 - Asthma Nebulizer trained nurses
 - All nurses are trained to use nebulizers as part of administration of medications.
 - Universal Precautions trained staff
 - Human Resources determine and maintains list of staff needing Universal Precautions Training.
 - CPR trained coaches/athletic trainers/teachers/staff
- Writes and annually updates student Individualized Health Care Plans (IHP) and Individualized Emergency Health Care Plans (IEHPs) for students' medical needs and instruction of staff.
 - Isolates, excludes, and re-admits any student or employee with a communicable disease.
 - Reports Communicable Diseases to the Englewood Health Department, which in turn communicates with the county Health Department.
 - Collaborates with students, parents, and physicians and coordinates the self-administration of medication for students.
 - Cares for all sick and injured students and staff. Many students have chronic health issues, such as, but not limited to diabetes, seizures, asthma, and life threatening allergies. The school nurse must care for these students while they are in school, ensuring their most optimal health and well-being. As their health conditions change, the school nurse must assess and deliver nursing care as needed.
 - Establishes, annually reviews and implements Standards of Care/Collaborative Standing Orders with the school physician for the deliverance of daily and emergency health care.

Investigator

As investigators the school nurse:

- Seeks information regarding health histories, health practice, environmental concerns, safety issues, communicable disease patterns, current health information relevant to the practice of school nursing.
- Consults with parents and guardians, pediatricians, specialists, health agencies, classroom teachers, custodial staff, and maintenance staff in order to gather information.
- Conducts annual health screenings, such as height, weight, blood pressure, vision, hearing, and scoliosis. The nurse sends a written referral to the parents/guardians of students whose screenings are not within the normal range.

Communicator

As communicators, the school nurses:

- Share important information with students, parents, staff members, physicians, health care agencies, administration, and governmental entities.
 - The nurses communicate in a variety of different methods including:
 - Telephone conferences
 - Personal letters
 - Bulletin board postings
 - E-mail communications
 - Personal conferences
 - Departmental meetings
 - Intervention and Referral Service Meetings
 - Child Study Team meetings
 - 504 meetings
 - Grade level team meetings
- FERPA and HIPPA regulations are strictly followed and enforced.

Counselor

As counselors, the school nurses confer with students, parents, and staff regarding health issues and personal concerns. Referrals are made to the school psychologist, student assistance counselor, private physicians, or community health resources as needed.

Educator

The role of educator is a vital role for the certified school nurse. The school nurses;

- Teach in the classroom for certain grades as NJ State mandates. This includes units from the health curriculum that focus on the sensitive topics such as:
 - HIV, AIDS, and puberty and the human body
 - Personal safety
 - Mental health
 - Personal hygiene
 - Food allergies
 - Conflict resolution.
- Conduct informal teaching continuously on a one-to-one basis during the delivery of nursing care to both staff and students.
- Conduct staff education on pertinent health topics such as, but not limited to:
 - Asthma and allergies
 - Diabetes
 - OSHA
 - Child abuse
 - Seizure disorders
- Conduct parental education through written materials, video presentations and discussion, and programs.

Child Advocate

The school nurses work closely with staff and families to ensure that students' health needs and accommodations are identified and met. Advocacy can be extended beyond these arenas to include but not limited to:

- Referrals for health services
- Counseling
- Community programs and/or camps
- Child Protective Services (formally DYFS).

Community Liaison

The school nurses work with local groups and organizations including the city and county health departments to bring special programs into schools.

Recorder and Record Keeper

The school nurses have an extremely important role of recorder and record keeper that involves an immense amount of time.

1. EPSD nurses maintain records for every student.
 - A legal medical record, the A-45 must be maintained for each student.
 - Findings of health histories, medical examinations and health screenings pursuant to N.J.A.C.6A:16-2.2 and 4.3; and
 - Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:58-4.1, 4.3, and 4.4
 - **Adherence to FERPA and HIPPA**
 - The nurse is responsible for sending this record upon request to the receiving school whenever the student transfers out of the district.
 - Many times the record is sent to the school guidance department, and will be sent to the school with the student's academic records.
 - Immunizations for each student must be reviewed yearly in order to:
 - Ensure compliance with state regulations.
 - Update new and required immunizations to be recorded on the A-45.
 - Documentation for each incident of nursing care is required, which includes:
 - Maintaining individualized student logs along with the A-45.
 - These individualized student records include the date, time, and major complaint, nursing assessment, plan of care, implementation and evaluation.
 - Written communication from parents or health care providers is included in the student record.
 - Student physicals (both athletic and new student) are charted on to the A 45. Copies of physicals are also maintained in each student's chart.
 - Data is also collected and recorded for state agencies relating to immunizations, and tuberculosis testing.
 - Information for all student and employee injuries is also maintained.

Manager

As managers, the school nurse must prioritize health related concerns at all times during the school year and the school day. The school nurse takes on a variety of roles, all of which must be balanced at any given point in time. In the school setting, it is essential to aggressively manage any health problems that are likely to compromise learning.

Reports of each school and numbers

Donald Quarles Early Childhood Center

Grade Levels: Pre-K3, Pre-k4, Kindergarten

School Year: 2015-2016

Enrollment: 485

School Nurse: Debra McCrosson RN

Summary of specific medical needs of individual students and nursing services required to address those needs:

1. Quarles has 16 students with severe food allergies requiring the administration of medication in the event of a severe allergic reaction (including respiratory arrest).
2. Quarles has 11 asthmatic students requiring treatment with an inhaler and/or nebulizer in the event of respiratory distress.
3. More than half of the Quarles School population is entering a public school system for the first time. Records are created and reviewed for deficiencies. Students with deficiencies are brought into compliance as per N.J. State law.
4. Quarles has several students with cardiac or hematological diagnosis. These students require frequent monitoring and observation.
5. Quarles has 8 regular education classes, 9 self-contained classes, 8 inclusion classes and 8 dual language classes. Each of these classes are unique and has individual nursing needs that are met using various nursing strategies.
6. Quarles has seen an increase in the number of special needs students with medical issues in the past year:
 - a. An increase in the number of students with behavioral problems who need to be restrained in order to protect themselves and others from injury. After an incident the student who has been restrained is examined to ensure that no injury has occurred and proper documentation of the incident and related injuries is completed.
 - b. Three students with seizure disorders who require the administration of emergency medication in the event of seizure activity with EMS follow up.
 - c. In compliance with Janet's Law Quarles School has 8 AED/defibrillators on the school campus.

Dr. John Grieco Elementary School

Grade Level: 1- 3

School Year: 2015-2016

Enrollment: 606 (average)

School Nurse: Nancy Norell, RN

Summary of specific medical needs of individual students and nursing services required to address those needs:

1. Dr. John Grieco Elementary School have an extensive list of health problems and health needs that require the assistance of a health care professional:
 - a. 55 students have a history of asthma. 15 students require inhalers and 8 students require nebulizer treatments for their respiratory problems. The other students require monitoring.
 - b. 81 students have severe food allergies. 26 students have Epi-Pens. Epi-pens need to be injected during an anaphylaxis episode and 911 must be called. The rest of the students need benadryl. These students have life threatening food, insect and environmental allergies.
 - c. 1 student on pain medication, PRN
 - d. 1 student is on medication for stomach discomfort, PRN.
 - e. 3 students with Type 1 diabetes need to be seen multiple times during the school day for blood glucose monitoring and treatment. 2 students are on insulin pumps. These children require multiple office visits for blood glucose checks, treatment of hypoglycemia and hyperglycemia, to monitor ketones in their urine and when sick.
 - f. 2 students with seizures precautions and on Diastat for seizure activity. Diastat is to be given rectally for seizures lasting 2 mins or more. After the administration of the medication 911 must be called.
2. Dr. John Grieco has multiple students with health conditions that require observation, monitoring and treatment when needed.
 - a. 2 students have migraine headaches.
 - b. 50 students with Eczema and other skin conditions.
 - c. 81 students with seasonal allergies.
 - d. 2 students with hypothyroidism.
 - e. 4 students with sickle cell trait.
 - f. 9 students on ADHD medication
 - g. 15 students with murmurs and heart conditions
 - h. 5 students with immunization medical and religious exemption. These students may need to be excluded from school in the event of a health outbreak.
 - i. 91 students with known medical condition. Monitoring and care is provided as needed as these students do not have medications at the school.
 - j. Referrals are made based on the students' needs.
 - k. Most injuries occur in the playground. Students are picked up by their parents and taken to their primary care physicians or the emergency department.
 - l. Staff members are seen for first aid, monitoring or to discuss health issues.

- m. Collaboration is active between the school doctor, student's primary practitioner , health department and the mobile dentist.
3. Dr. John Grieco Elementary School had 5,564 visits for various health issues during this school year.

Dr. Leroy McCloud Elementary School

School Year: 2015-2016

Enrollment: 553

School Nurse: Ketsia Sadler RN

Summary of specific medical needs of individual students and nursing services required to address those needs:

1. Forty-one students are allergic to different nuts, but only nine have orders for epi-pens and one has Benadryl orders
 - a. Two stock epi-pens are on hand, should they be needed.
2. Eighty-one students have diagnoses of history of asthma
 - a) Only twenty students have orders for inhalers and/or nebulizer treatments as needed.
 - b) One student saw the nurse on a daily basis for inhaler use prior to physical education or recess.
 - c) Though students may carry their inhalers with them, they are instructed to visit the nurse when needed in order to be assessed prior to use and to ensure proper use of the inhaler and re-inforce teaching when needed.
 - d) There are three nebulizers machines in the office, two of which are battery operated.
3. Forty-two students have varied food allergies.
 - a. McCloud School policy is to acknowledge students' birthdays on one day/per month.
 - b. Teachers and parents received notices as to which food allergies are in the classroom so that those items would not be brought in.
 - c. The parent handbook included suggested items that were allowed and parents contacted the nurse to ask about specific items, which were not included in the handbook.
4. One student received daily medicine for ADHD.
5. One student had a PRN order for migraine medication.
6. 7 students have religious exemptions for immunizations.
7. The Mobile Vision team performed vision screenings for 255 students.
8. Of the 148 Scoliosis screenings performed, 13 students were referred.
9. The Mobile Dentist team examined 88 students on two visits.
10. Pennies for Leukemia fundraiser and Jump Rope for Heart Fundraiser were held.
11. Three newsletters were sent home with information about pertinent health information.
12. Collaborated with the Englewood Health Dept. to set up a flu shot clinic for the staff.

13. In compliance with Janet's Law, there are 2 AED's in the building, each located centrally on each floor.

14. The School Nurse also cares for the staff when they have health concerns and illnesses.

There were 3,549 visits to the McCloud School Health Office.

Janis E. Dismus Middle School

Grade Levels: 7-8

Enrollment: 422

School year: 2015-2016 School Year

Nurse: Denise Londono RN

Summary of specific medical needs of individual students and nursing services required to address those needs:

Janis E. Dismus Middle School (JDMS) has a student body with a variety of immediate and potential health issues. JDMS has multiple students with health conditions that require observation, monitoring and treatment when needed:

1. 1 student suffered frequent severe psychological crises with numerous visits to the Health Office. This student also had severe asthmatic attacks and was sent to the ER twice via ambulance.
2. 6 students had frequently recurring documented migraines which required occasional medication and monitoring.
3. 1 student had documented Lupus and had activity restrictions.
4. 3 students survived cancer (leukemia, germ cell, and spinal cord tumor).
5. 4 students had documented heart murmurs. All four were seen with intermittent chest discomfort, which required monitoring and rest.
6. 3 students had Type II Diabetes, with blood sugar monitoring from 1-3 times per day each. Two of these students took medication at home. One was diet controlled.
7. 1 student had Type I Diabetes and had an insulin pump. Blood sugar monitoring was at minimum twice per day. The student had several low days that required fast carbohydrate administration.
8. 6 students had documented severe food allergies, which required the Health Office to have an Epi Pen available when needed. Four of the students had their own Epi Pens in the Health Office. The Health Office also has 2 Epi Pens available
9. 75 students had documented food or medication allergies.
10. 60 students had documented asthma. Ten students kept medication in the Health Office. All ten visited the Health Office numerous times for treatments ranging from inhalers to nebulizers.
11. 15 students had documented ADHD and 1 student with ADD. Medications were given at home.
12. 1 student had Autism.
13. 1 student had documented high blood pressure and required nephrology and cardiology work-up.
14. 5 students were + scoliosis and 1 was + kyphosis. None wore braces.
15. There were more than 50 seasonal allergy sufferers this year that had numerous Health Office visits.
16. 2 students had documented religious immunization exemptions.
17. 4 students had kidney issues. One had documented increased urinary frequency and had unrestricted bathroom privileges. One student had only one kidney.
18. 1 student had documented Juvenile Rheumatoid Arthritis.

19. 5 students had documented seizure history.
20. 5 students had documented hearing loss. 1 student wore aids.
21. 1 students had blindness in one eye.
22. 1 student had documented Goldenhor Syndrome and is blind in the left eye and deaf in the left ear.
23. 1 student had documented microtia (small ear) and is deaf in the right ear
24. 2 students had history of concussion.
25. 1 student had skeletal dysplasia (short stature) and had activity restrictions.
26. 3 students suffered from frequent epistaxis (nose bleeds) and had numerous visits to the Health Office.
27. 1 student had documented history of Lyme disease.
28. 1 student had an appendectomy.
29. 2 students had knee surgery.
30. 1 student was a paraplegic with a neurogenic bladder. This student had a 1:1 LPN daily to assist in activities of daily living (transferring to and from wheelchair, toileting needs-emptying urine collection bag daily).3 students were placed on home instruction (HI). 1 student was on HI for one month for viral meningitis; 1 student was on HI for more than six months for major depression; and 1 student was on HI for more than six months for asthma triggered by unknown chemical in the school.

* There were 3,433 total visits to the Health Office.

Dwight Morrow High School, The Academies @ Englewood, and Eagle Academy

Grade Levels: 9-12

Enrollment: 1072

School year: 2015-2016 School Year

Nurse: Barbara Manche RN

Summary of specific medical needs of individual students and nursing services required to address those needs:

1. Dwight Morrow High School, The Academies @ Englewood, and Eagle (the alternative high school) have 2 students with Type 1 diabetes.
 - a. 2 students were on the DMAE campus. These students came to the nurse's office when needed per their physician. Both student had insulin pumps. One student also had many blood sugar checks throughout the year. She tended to be hypoglycemic often, and needed to eat/drink carbohydrates in order to keep her blood sugar in a normal range.
2. Dwight Morrow High School and The Academies @ Englewood have twenty-three students who have severe food allergies for which an Epi-pen or Auvi Q (medication injected in the event of a severe allergic reaction) has been ordered. Eagle had one student with severe food allergy and had orders for an Epi pen.
 - a. Twenty one students on the DMAE campus have self-administration orders and are allowed to carry their Epinephrine. Plans are in effect if these students have allergic reactions and need to self-administrate.
 - b. Two stock Epi-pens are kept in the nurse's office in case of emergency.
3. Dwight Morrow High School, The Academies @ Englewood, and Eagle have many other students who have mild to moderate allergies and may require that an oral antihistamine be administered. Many have self-administration orders for their Benadryl.
4. Dwight Morrow High School and the Academies at Englewood had one student who has grand mal seizures. A medication was ordered to be given rectally if a seizure lasted more than 2 minutes. This student did not have any seizures during the school year.
5. Dwight Morrow High School and The Academies @ Englewood have approximately ninety three on the Dwight Morrow High School campus who have asthma; many required care during the year. Four students on the Eagle campus have asthma.
 - a. Fifty one students have orders to carry and self-administer their own inhaler on the DMAE campus; twenty-nine students have orders for medication via nebulizer.
 - b. Two students on the Eagle campus have orders for both inhalers and medication via the nebulizer.

6. Dwight Morrow High School and the Academies at Englewood have other students with a variety of chronic health issues, including ADHD and ADD, irritable bowel syndrome, Chron's Disease, seizure disorders, hearing loss, migraines, vertigo, dysmenorrhea, fibromyalgia, Juvenile Rheumatoid Arthritis, supraventricular tachycardia, cystic ovaries, and Lupus.
 - a. Many other students with various histories of health issues which are dealt with as needed.
 - b. Many students are counseled on their sexuality, pregnancy, and STI's. Referrals are made regularly to the appropriate place.
7. Dwight Morrow High School, the Academies at Englewood, and Eagle all have active Physical Education Programs. Many injuries occur during physical education class during the year. Some students need to be sent home or transported directly to the Emergency Room.
8. Approximately twelve 911 calls were made during the year on the Dwight Morrow Campus. Two 911 call was made on the Eagle Campus.
9. Dwight Morrow High School and the Academies at Englewood have many students who enter school directly from another county.
 - a. Approximately twenty four students have to be followed to ensure that their immunization status meet State mandates.
 - b. Ten students have religious exemptions for immunizations.
10. In compliance with Janet's Law DMAE has 5 AED/defibrillators on the school campus.
 - a. The DMAE school nurse coordinated the CPR/AED training of twenty one staff members. All were trained at the Englewood Hospital and Medical Center Training Center.
 - b. The agency nurse at the Eagle program coordinated the CPR/AED training of fourteen staff members. All were trained at the Englewood Hospital and Medical Center Training Center.

Dwight Morrow High School and the Academies at Englewood had five thousand two hundred and seventy eight (5278)) visits to the Health Office from students.

There were eight hundred and ninety three (893) visits to the health office on the Eagle campus.

The School Nurse also cares for staff. Many staff members come for blood pressure checks and advise about health issues. The district nurses collaborated with the Englewood Health Dept. to set up a flu shot clinics for staff.

III Description of How Nursing Services will be provided in Emergency Situations

Emergency Management (N.J.A.C. 6A 16-2.1 (1) 4)

Emergency management is a description of how nursing services will be provided in all emergency situations for the entire school district.

A. Acute Care Management Plan:

1. Creation and maintenance of an Emergency Management Kit (“Go-box”, crash cart, etc.) for utilization in Crisis and Emergency Evacuations.
 - a) Each school in the EPSD has a “jump bag” located in the nurse’s office. This bag contains emergency medical supplies and is located in an easily accessible location for any emergency situation that occurs in our schools.
2. Cardiac or Respiratory Distress Action Plan
 - a) AEDs (Automatic External Defibrillators) deployment and delegates trained
 - b) CPR/AED certified school nurse
3. Asthma Nebulizer trained nurses
 - a) All nurses are trained to use nebulizers as part of administration of medications.
4. Universal Precautions trained staff
 - a) Human Resources determine and maintains list of staff needing Universal Precautions Training.
5. CPR trained coaches/athletic trainers/teachers/staff

A. Janet’s Law:<http://www.nileg.state.nj.us/2012/Bills/AL12/51 .pdf>

- a) Effective September 1, 2014
2. Each public or nonpublic school has an AED which is made available in an unlocked location on school property with an appropriate identifying sign.
3. The defibrillator shall be accessible and within reasonable proximity during the school day AND any other time when a school-sponsored athletic event or team practice is taking place.
4. A team coach, licensed athletic trainer, or other designated staff member is trained in CPR and the use of the defibrillator.
5. A list of no less than 5 school employees, team coaches, or licensed athletic trainers who hold current certifications from the American Red Cross, American Heart Association, other training program recognized by the Department of Health and Senior Services. This list shall be updated, as necessary, at least once each semester, of the school year.

B. Asthma Nebulizer trained nurses

1. EPSD nurses are asthma/nebulizer trained according to the Pediatric/Adult Asthma Coalition of N.J. guidelines

C. Universal Precautions trained staff

- All Nurses, Related Arts Teachers, CST members and Science Teachers are trained in Universal Precautions by attending Blood Borne Pathogen training each school year.

D. IEHP's/Chronic Care Management Plans:

1. Epinephrine Auto-Injector/ Anaphylaxis Action Plan-(see attached)
2. Asthma Action Plan-(see attached)
 - All students requiring medication for asthma will have an asthma action plan or medication orders completed by their personal physician.
3. Diabetic Action Plan-(see attached)
4. Lock-Down Health Care Action Plan-Each school building has an individualized action plan that was developed according to the physical layout of that school. These plans are on file in each school building.

E. District Crisis Management Plan:

Triage Action Plans in District Crisis Management Plan

The triage action plan is located in the individual school Emergency Procedure Manual.

The School Nurse is to triage and geographically separate victims into three categories: those with life-threatening symptoms, those who need assessment by paramedics but are not exhibiting life-threatening symptoms, and those who do not require immediate paramedic assistance.

F. Community Rescue Squad and Emergency Paramedic Services

How are emergency response services provided to your district schools?

Emergency response services are provided by the City Of Englewood Ambulance Corps. The Englewood School Nurses dial 911.

CARDIAC AND/OR RESPIRATORY ACTION PLAN

Each school has a different physical layout. Each emergency is unique, depending on the precipitating circumstances and the physical location in the school.

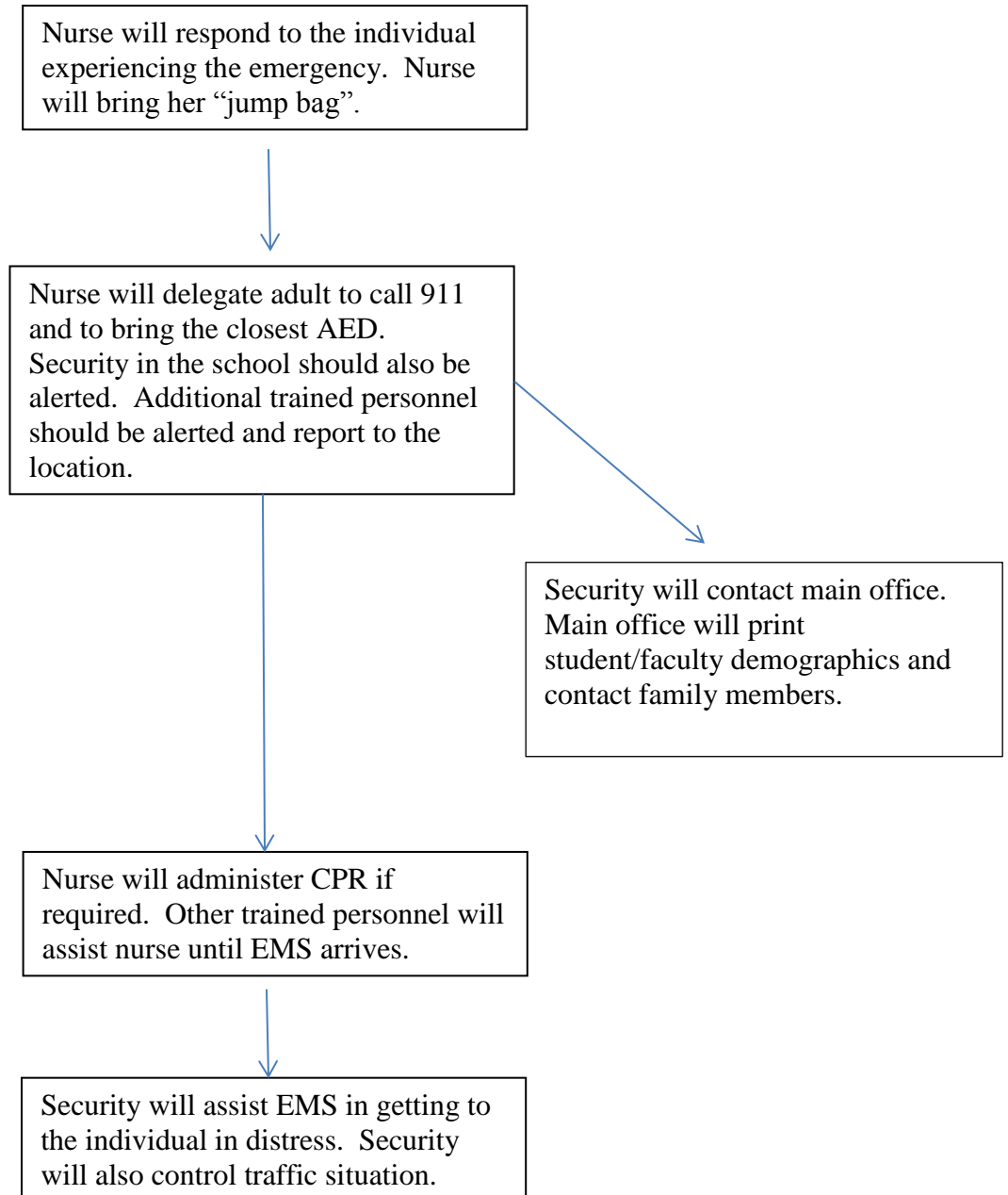
The AED's are located:

1. Quarles-
 - a. Main office A building
 - b. B building main hall
 - c. C building main hall
 - d. D building main hall
 - e. E building Rm. E2
 - f. F building Rm F2
 - g. G building Rm G2
 - h. H building center hall
2. Grieco
 - a. 1st floor next to the elevator
 - b. 2nd floor next to the elevator
 - c. 3rd floor next to the elevator
3. Mc Cloud
 - a. 1st floor 4th grade wing
 - b. 2nd floor 5th grade wing
4. Dismus
 - a. In the main office near the principal's office
 - b. Outside the gym across from the bathroom
 - c. 2nd floor-centrally located by the security desk.
 - d. Portable unit in the gym in PE teacher 's office
5. Dwight Morrow High School
 - a. North building
 - i. 1st floor in the main office
 - ii. 2nd floor outside the business office
 - b. South building:
 - i. Basement-next to the elevator
 - ii. 1st floor-in the main office
 - iii. 2nd floor- next to the elevator.

- c. Athletic Department
 - i. 2 portables are in the Trainer's office
 - ii. 1 portable is in the Trainer's room in the field house at the stadium.
- 6. Eagle (St. Cecilia's)
 - a. In nurse's office.

CARDIAC AND/OR RESPIRATORY ACTION PLAN

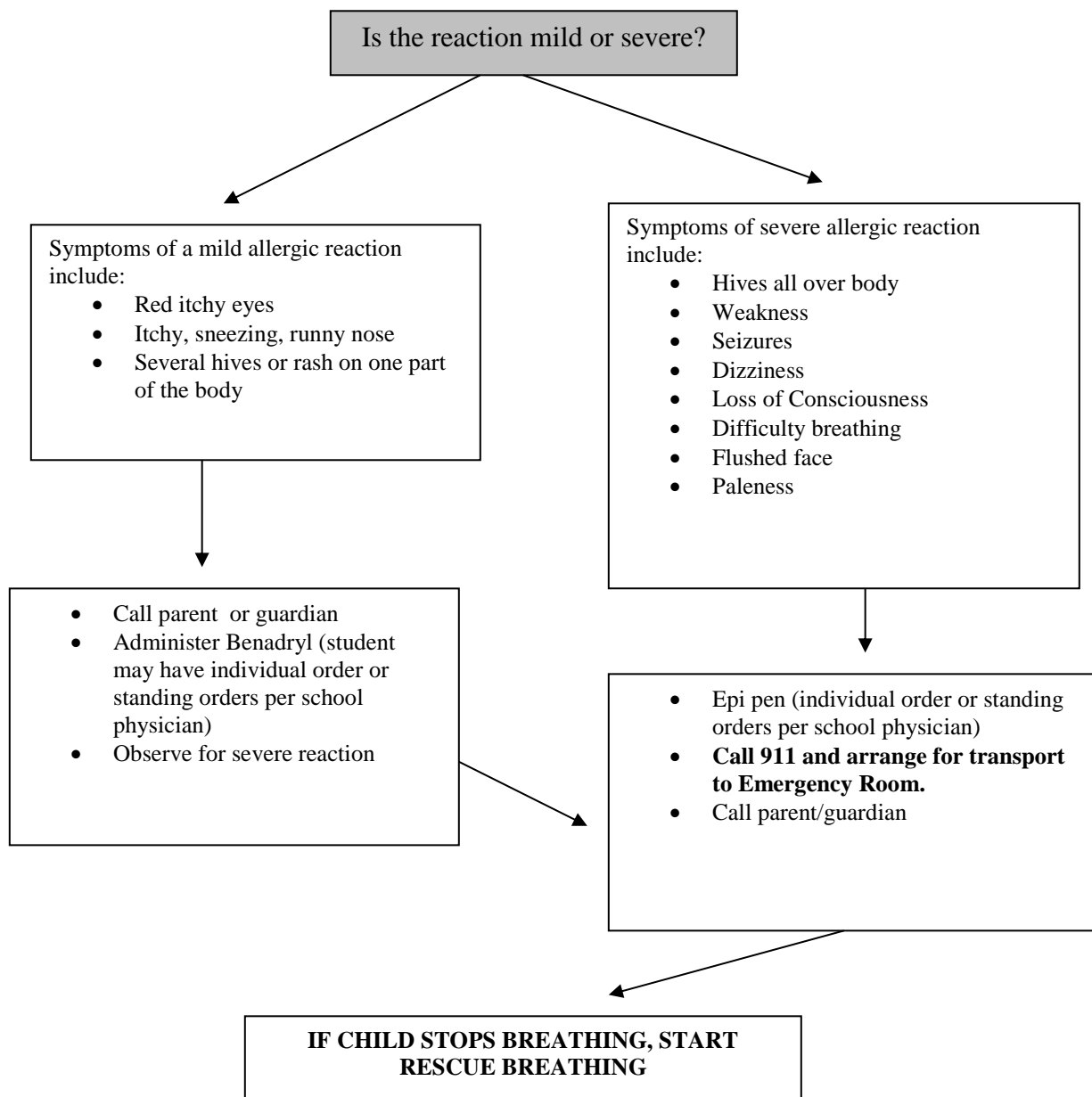
(Continued)



EPINEPHRINE AUTO-INJECTOR/ ANAPHYLAXIS ACTION PLAN

**AN ALLERGY EMERGENCY CARE
PLAN SHOULD BE DEVELOPED FOR
STUDENTS WITH ALLERGIES**

**CHILDREN MAY EXPERIENCE
A DELAYED ALLERGIC
REACTION UP TO 2 HOURS
FOLLOWING FOOD**



ASTHMA/WHEEZING OR DIFFICULTY BREATHING ACTION PLAN

Students with a history of breathing difficulties, including asthma should be known to the staff

Students with asthma may have difficulties which include

- Rapid breathing
- Tightness in chest, or chest pain
- Excessive coughing
- Wheezing high pitched sound during breathing out
- Increased use of stomach and chest muscles
- Blueness of lips or nail beds

If available, refer to student's Asthma Action Plan

Does student have approved medication?

YES

- Medication via inhaler or nebulizer as ordered by private physician
- Medication may take 10-15 minutes to take effect. Observe closely.
- Call parent or guardian if warranted.

NO

- Encourage the student to sit quietly, breathe slowly and deeply.
- Call Parent or guardian

- Are the lips or nail beds turning blue?
- Are the symptoms getting worse?

NO

YES

- Call parent/guardian
- Arrange of medical care by parent or guardian.

YES

Call 911 and arrange for transport to Emergency Room

DIABETIC ACTION PLAN

HYPOGLYCEMIA

(Low Blood Sugar) Emergency Protocol

Never send a student with suspected low blood sugar anywhere alone

Causes of Hypoglycemia

- Too much insulin
- Missed food
- Delayed food
- Too much or too intense exercise
- Unscheduled exercise

Onset

- SUDDEN

SYMPTOMS

MILD

Hunger
Shakiness
Weakness
Paleness
Anxiety
Dizziness

Sweating
Drowsiness
Personality change
Inability to concentrate
Irritability

MODERATE

Headache
Weakness
Slurred Speech
Behavior change

Blurry vision
Confusion
Poor coordination

SEVERE

Loss of Consciousness
Seizure
Inability to swallow

If possible, check blood sugar.

When in Doubt, always TREAT FOR HYPOGLYCEMIA

MILD

Student may self treat if able and old enough to perform task.

- with 15 grams of carbohydrates such as 3-4 glucose tabs, 4 oz juice
- Wait 10-15 minutes and recheck blood sugar
- Repeat food if symptoms persist

MODERATE

Someone assists

- Give student quick sugar source
- Wait 10-15 minutes and repeat blood sugar
- Repeat until blood sugars are stabilized

SEVERE

- Do not give anything by mouth
- Position on side if able
- Administer Glucagon as prescribed.
- Call 911 and arrange for transportation to Emergency room
- Contact parents

DIABETIC ACTION PLAN

HYPERGLYCEMIA (High Blood Sugar) Emergency Protocol

Causes of Hyperglycemia

Too much food Illness
Too little insulin Infection
Decrease activity Stress

Onset

Over time-several hours or days

SYMPTOMS

Mild

Thirst
Frequent urination
Fatigue/sleepiness
Increased hunger
Blurred Vision
Weight loss
Stomach pains
Flushing of Skin
Lack of concentration
Sweet, fruity breath

Moderate

Mild symptoms, plus
Dry mouth
Nausea
Stomach cramping
Vomiting

Severe

Mild and moderate plus:
Labored breathing
Very weak
Confused
Unconscious

Actions Needed

- Allow free use of bathroom
- Encourage student to drink water to drink water or sugar free soda
- If student is nauseous, vomiting, or lethargic:
 - Call the parent
 - Check blood sugar, and administer insulin
 - Call the medical assistance if parent cannot be reached.

Treatment of Hyperglycemia:

Test urine for Ketones as ordered by MD
Give insulin as ordered by MD

IV Detailed Nursing Assignments in all schools in the Englewood Public School District

Englewood District Nursing Services Plan 2016-2017

(NJAC 6A:16-2.1 through 2.5)

District Name: Englewood Public School District
School Year: 2016-2017 (Reflects data from 9/2015-6/2016)

Board of Education Approval Date: ____/____/____
District Contact Person: Mr. Robert Kravitz Superintendent

Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A 16-2.1 (b) 2 (i))

Basic services: NJAC and NJSA, federal law and N.J. Sanitation Code. Under the direction of the School Physician, the following services are provided to students:

A. Health Records (N.J.A.C. 8:57-4.1 through 4.20)	
1. Maintain and review student health documents	(N.J.A.C. 6A:16-2.2 (g))
a) State of New Jersey Health History and Appraisal record i.e., A-45 cards	
b) Immunization record	(N.J.A.C.:16-2.2 (a))
c) Medical history	
d) Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statues)	(N.J.A.C. 6A:16-2.2 (k))
e) Physical examinations for:	
(1) Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	(NJAC 6A:16-2.2 (f) 6) and (N.J.A.C. 6A:16-2.2 (h) 1)
(2) New or transfer student	(N.J.A.C. 6A:16-2.2 (h) 2)
(3) Working Papers health exam	(N.J.A.C. 6A:16-2.2 (h) 3)
(4) Comprehensive child study team evaluation	(N.J.A.C. 6A:16-2.2 (h) 4)
(5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance	(N.J.A.C. 6A:16-2.2 (h) 5)
f) Transference and request of health records i.e. A-45 and current physical exam	(N.J.A.C. 6A:16-2.4 (d))
g) Adherence to Family Education Rights and Privacy Act	(FERPA- 20 U.S.C.§1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.2 (h) 5 and

	N.J.A.C. 6A:32-7)
2. Determine student status for admission or retention with unacceptable evidence of immunizations	
3. Conduct tuberculosis testing as directed by the NJ DHSS	(N.J.S.A. 18A:40-16 & N.J.A.C. 6A:16-2.2 (a))
B. Medications, health care treatments, procedures and care:	(N.J.A.C. 6A:16-2.1 (a) 2)
1. Administer authorized medications, health care treatments and care	(N.J.A.C. 6A:16-2.1 (a) 2)
2. Approval of self-administered medications	(N.J.A.C. 18A:40-12.3 & 12.4 & N.J.A.C. 6A:16-2.1 (a) 2v)
3. Designate and train annually epinephrine auto injector delegates	(N.J.S.A. 18A:40-12.5 & 12.6)
C. Review and create IHP/IEHP for Do Not Resuscitate (DNR) orders	(N.J.A.C. 6A:16-2.1 (a) 3)
D. Provide Health Care	(N.J.A.C. 6A:16-2.1 (a) 4)
1. Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP, and Medical Home Practitioner's orders.	(N.J.A.C. 6A:16-2.1 (a) 4 (ii)), N.J.A.C. 6A:16-1.4 (a)) and N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
2. Isolate, exclude and re-admit any student or employee with a communicable disease	(N.J.A.C. 6A:16-1.4 (a))
3. Report "Reportable Communicable Disease" to County health officer	(N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2 (d))
4. Arrange for transportation and supervision of students in need of emergency health care	(N.J.A.C. 6A:16-2.1 (a) 4 (iii))
5. Notify parents of need for emergency care	(N.J.A.C. 6A:16-2.1 (a) 4 (iv))
6. Administer emergency medications i.e., anaphylaxis (epinephrine) or asthma medications etc.	(N.J.A.C. 6A:16-2.1 (a) 4 (v))
7. Write and update annually student individualized health care plans (IHP's) and individualized emergency health care plan (IEHP's) for student's medical needs and instruction of staff.	(N.J.A.C. 6A:16-2.3 (b) 5 (xiii))
8. Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care	(N.J.A.C. 6A:16-2.3 (b)xi)
E. Administer asthma related care	(N.J.A.C. 6A:16-2.1 (a) 5)
1. Obtain training for administration of medication via nebulizer	(N.J.S.A.18A:40-12.8 (a) & (N.J.A.C. 6A:16-2.1(a) 5(i))

2. Maintain one nebulizer per school	(N.J.A.C. 6A:16-2.1 (a) 5)
3. Require Students to have a current “Asthma Action Plan	(N.J.A.C. 6A:16-2.1 (a) 5 (iii))
F. Health history and examinations	(N.J.S.A. 18A:40-4, NJSA 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1 (a) 6)
1. Provide health examination for student’s without medical homes	(N.J.A.C. 6A:16-2.2 (f) 6)
2. Maintain Athletic Pre-Participation Physical Examination Form Part A & B as part of student’s health record	(N.J.A.C.6A:16-2.2 (f) 6)
G. Establish and maintain procedures for universal precautions	(N.J.A.C.6A:16-2.1 (a) 7)
H. Provide nursing services to nonpublic school located in district	(N.J.A.C. 6A:16-2.1 (a) 8)
I. Instruct students/ teachers/staff:	(N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b)5 (xv))
1. communicable diseases, blood borne pathogens	
2. Asthma management	
3. Anaphylaxis	
4. classroom health curriculum (not CSN with a “Non-Instructional” certificate)	
5. other health concerns	
J. Provide information for:	
1. NJ Family Care program	(N.J.A.C. 6A:16-2.2 (i))
2. Pregnancy Assistance	
K. Implementation of the Nurse Practice Act by.....	
L. Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse	N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
1. <u>Nursing Diagnosis /Case-finding of actual or potential physical health problems</u>	
2. <u>Provision of nursing care for actual or potential emotional health problems</u>	
3. <u>Health teaching in health office</u>	
4. <u>Health teaching in classroom</u>	
5. <u>Health counseling</u>	

Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.	Quarles Elementary School	Grieco Elementary School	McCloud Elementary School	Dismus Middle School	DMAE/ Eagle
First-Aid, splinting, Ace-wrap etc.	1435	2,454	1377	840	1830
Dental: tooth avulsion, caries, braces, etc.	5	186	110	36	62
Health Screenings Ht., Wt., & BP yearly	504	499	353	560	3000
Visual Acuity screening K,2,4,6,8,10	161	122	314	258	322
Auditory screening K,1,2,3,4,6,7,10	156	499	286	184	322
Scoliosis screening biennially age 10-18	n/a	n/a	148	102	530
Diabetic Glucose testing, insulin pump management This the number of diabetic students in the school	n/a	3	0	4	2
Blood sugars, insulin administration, and or treatment of diabetes	n/a	1,055	0	870	131
Mantoux/PPD testing (# of mantoux read/ no testing done at school)	14	5	10	1	10
Medication Administration- daily	110	221	120	3	0
Medication Administration - PRN	201	20	26	216	115
Nebulizer/inhalers/peak flow measurements	100	19	376	35	43
Tube feedings	n/a	n/a	0	0	0
Urinary catheterizations	n/a	n/a	0	0	0
Ventilator care	n/a	n/a	0	0	0
Referral for vision evaluations	10	3	79	75	70
Referral for hearing evaluations	3	0	5	20	7
Referral for Alcohol and drug use/abuse testing	n/a	n/a	0	1	13
Referral for pregnancy	n/a	n/a	0	0	2
Nursing Diagnosis /Case-finding of actual or potential physical health problems Defined as illness visits, weight and hypertension referrals	1100	1,250	1540	1130	1419
Provision of nursing care for actual or potential emotional health problems	39	5	0	20	25
Casefinding Defined as number of provisional students and number of students who needed mantoux	202	0	20	15	55
Health teaching in health office	122	daily	daily	570	250
Health teaching in classroom	247	0	7	0	0
Health counseling	212	daily	daily	570	253
Other	817		84	791	2294
Student accidents	12	9	13	31	63
Employee emergencies	16	3	2	11	6
911 calls	0	3	1	7	15

Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.	Quarles Elementary School	Grieco Elementary School	McCloud Elementary School	Dismus Middle School	DMAE/ Eagle
2 Blood drives at DMAE	n/a	n/a	n/a	n/a	DMAE
Flu Vaccination program for faculty in conjunction with the Englewood Board of Health	Quarles	yes	McCloud	JDMS	DMAE
Dental screening program in conjunction with the Englewood Health Department	Quarles	no	n/a	n/a	n/a
Mobile Dentist	n/a	yes	yes, 2	JDMS	n/a
Jump Rope For Heart	n/a	n/a	McCloud	n/a	n/a
JDRD Walk	n/a	n/a	n/a	n/a	n/a
Wear red day	Quarles	n/a	McCloud	JDMS	n/a
Wellness Day	n/a	n/a	n/a	JDMS	n/a
Asthma training for staff	Quarles	yes	McCloud	JDMS	DMAE
Biggest Loser Weight Reduction Program for Staff	n/a	n/a	n/a	n/a	n/a
Autism Walk	Quarles	n/a	n/a	n/a	n/a
Enrollment number (approximate for year)	485	606	553	422	1123
Number of students receiving:					
Special Services/ IEP's	125	107	73	46	101
504's	0	3	4	55	36
I&RS	46	70	2	10	44
IHP's	29	24	4	18	20
IEHP's	24	107	4	7	21
Nursing Assignments- number of:					
Certified School Nurse- CSN	1	1	1	1	1
Registered Nurse- not CSN	0	0	0	0	1 Eagle
Licensed Practice Nurse- LPN	0	0	0	1	0
CPR Certified	5	5	12	55	31
AED Certified	5	3	12	55	32
Asthma Nebulizer trained	1	1	1	1	1
Unlicensed Assistive Personnel Assignments					
Nursing Assistants	0	0	0	0	0
Health Aides	0	0	0	0	0

V Nursing Services and Additional Medical Services provided to Non-Public Schools, Non-public nursing services (NJAC 6A 6A:16-2.3 (b) through (d))

Non-public nursing services are not provided by the Englewood School Nurses

Nursing Services Plan Reviewed by:

Name: _____

Title: _____

Signature: _____

Date: ____/____/____

Name: _____

Title: _____

Signature: _____

Date: ____/____/____

Name: _____

Title: _____

Signature: _____

Date: ____/____/____

November 17, 2016
Staff/Board Travel

PURPOSE	DESTINATION	DATE	NAME	BUDGET CODE	REGISTRATION	TRAVEL/ ACCOMODATIONS	SUBSTITUTE	TOTAL
Using the WEB Successfully in Class	Bergen ETTC Paramus, NJ	12/19/2016	Gina Cerrato	20-270-200-500-66-000-000	\$75.00	\$1.01	\$0.00	\$76.01
Go Google in the Elementary Class	Bergen ETTC Paramus, NJ	12/13/2016	Gena Cerrato	20-270-200-500-66-000-000	\$75.00	\$1.01	\$0.00	\$76.01
Harassment, Intimidation and Bullying - Prevention Training Program	Strauss Esmay Associates Toms River, NJ	11/21/2016	Marietto Ng	11-000-223-580-10-000-000	\$125.00	\$0.00	\$0.00	\$125.00
			Fina Espinal-Flores	11-000-223-580-10-000-000	\$125.00	\$0.00	\$0.00	\$125.00
			Carolyn Kendrick	11-000-223-580-10-000-000	\$125.00	\$0.00	\$0.00	\$125.00
			Donald Osbourne	11-000-223-580-10-000-000	\$125.00	\$0.00	\$0.00	\$125.00
			Toni Foster	11-000-223-580-10-000-000	\$125.00	\$0.00	\$0.00	\$125.00
			Morris Lucky	11-000-223-580-20-000-000	\$125.00	\$65.30	\$0.00	\$190.30
Bookshare for Beginners	Bergen ETTC Paramus, NJ	12/1/2016	Lauren Burke	20-270-200-500-66-000-000	\$75.00	\$0.00	\$0.00	\$75.00
			Lauren Capilli	20-270-200-500-66-000-000	\$75.00	\$0.00	\$0.00	\$75.00
Annual Felician University Holiday Luncheon	Rutherford, NJ	12/2/2016	Venus Rose					No Charge to District
			Nicole Cartwright					No Charge to District
Introduction to Respolnsive Classroom for Administrators	Pace University NYC	12/2/2016	Carroll Sanchez					No Charge to District

November 17, 2016
Staff/Board Travel

[illegible]

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09/01/2016

Englewood Public School District

Monthly Transfer Report

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX 18-1XX-100-XXX	16,423,126.62	37,189.38	16,460,316.00	1,646,031.60	96,773.00	0.59	1,742,804.60	193,749.32
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	10,786,033.60	99,438.47	10,885,472.07	1,088,547.21	(35,000.00)	-0.32	1,053,547.21	153,708.38
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	1,023,800.00	34,800.00	1,058,600.00	105,860.00	3,600.00	0.34	109,460.00	236,632.38
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		28,232,960.22	171,427.85	28,404,388.07					584,090.08
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	5,064,681.00	26,715.00	5,091,396.00	509,139.60	(213,120.00)	-4.19	296,019.60	254,032.02
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	4,772,035.71	163,314.71	4,935,350.42	493,535.04	500,000.00	10.13	993,535.04	276,033.43
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	890,683.00	72,000.00	962,683.00	96,268.30	(224,667.00)	-23.34	0.00	158,653.02
General Administration	1X-000-230-XXX	954,752.00	52,247.76	1,006,999.76	100,699.98	289,667.00	28.77	390,366.98	112,702.59
School Administration	1X-000-240-XXX	3,177,295.00	6,223.59	3,183,518.59	318,351.86	(172,076.27)	-5.41	146,275.59	23,422.33
Central Services & Administrative Information Technology	1X-000-25X-XXX	1,095,570.00	4,089.08	1,099,659.08	109,965.91	172,076.27	15.65	282,042.18	26,876.11
Operation and Maintenance of Plant Services	1X-000-26X-XXX	6,202,336.77	16,980.28	6,219,317.05	621,931.71	(215,000.00)	-3.46	406,931.71	435,308.03
Student Transportation Services	1X-000-270-XXX	3,673,985.00	23,622.96	3,697,607.96	369,760.80	163,870.00	4.43	533,630.80	1,129,906.06

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09/01/2016

Englewood Public School District

Monthly Transfer Report

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	8,643,861.00	0.00	8,643,861.00	864,386.10	(366,523.00)	-4.24	497,863.10	300,449.90
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL CURRENT EXPENSE		34,475,199.48	365,193.38	34,840,392.86					2,717,383.49
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	108,000.00	0.00	108,000.00	10,800.00	400.00	0.37	11,200.00	91,632.00
Facilities Acquisition and Construction Services	12-000-4XX-XXX	2,509,772.00	395,900.00	2,905,672.00	0.00	0.00	0.00	0.00	805,473.64
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		2,617,772.00	395,900.00	3,013,672.00					897,105.64
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	2,348,798.00	0.00	2,348,798.00	234,879.80	0.00	0.00	234,879.80	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		67,674,729.70	932,521.23	68,607,250.93					4,198,579.21

School Business Administrator Signature

Date

	BUDGET TRANSFER			
	SEPTEMBER, 2016			
DATE	ACCOUNT	FROM	TO	DESCRIPTION
09/30/16	11-000-270-503-30-000-000	\$ 75,508.60		Student Transportation Services - Contracted Services - Aid In Lieu of Payment for Non-public School Students
09/30/16	11-000-270-511-84-000-000		\$ 75,508.60	Student Transportation Services - Contracted Services - Transportation (Between Home and School) - Vendors
09/30/16	11-000-262-520-63-455-000	\$ 25,000.00		Custodial Services - Insurance
09/30/16	11-000-100-562-40-000-000	\$ 143,120.00		Instruction - Tuition to Other LEAs within the State - Special Education
09/30/16	11-000-270-514-40-000-000		\$ 168,120.00	Student Transportation Services - Contracted Services (Special Education Students) - Vendors
09/30/16	11-401-100-600-20-000-000	\$ 200.00		School Sponsored Co-curricular and Extra-curricular Activities - Instruction - Supplies and Materials
09/30/16	11-401-100-500-20-000-000		\$ 200.00	School Sponsored Co-curricular and Extra-curricular Activities - Instruction - Other Purchased Services
09/30/16	11-000-251-890-63-000-000	\$ 1,000.00		Central Services - Miscellaneous Expenditures
09/30/16	11-000-251-330-63-000-000		\$ 1,000.00	Central Services - Other Purchased Professional Services
09/30/16	11-140-100-101-67-103-000	\$ 10,000.00		Grades 9-12 - Instruction - Salaries of Teachers
09/30/16	11-130-100-101-67-103-000		\$ 10,000.00	Grades 6-8 - Instruction - Salaries of Teachers
09/30/16	11-000-213-580-40-000-000	\$ 1,000.00		Health Services - Travel
09/30/16	11-000-213-500-40-000-000		\$ 1,000.00	Health Services - Other Purchased Services
09/30/16	11-000-230-331-63-401-000	\$ 7,000.00		General Administration - Legal Services
09/30/16	11-000-230-339-63-000-000	\$ 6,000.00		General Administration - Other Professional Services
09/30/16	11-000-230-585-63-000-000	\$ 3,000.00		General Administration - Board of Education - Other Purchased Services
09/30/16	11-000-230-590-69-000-000	\$ 7,000.00		General Administration - Miscellaneous Purchased Services
09/30/16	11-000-230-890-62-000-000	\$ 1,000.00		General Administration - Miscellaneous Expenditures
09/30/16	11-000-230-890-63-000-000	\$ 2,000.00		General Administration - Miscellaneous Expenditures
09/30/16	11-000-230-820-63-459-000		\$ 26,000.00	General Administration - Judgments Against the School District
09/30/16	11-000-100-562-40-000-000	\$ 91,336.00		Instruction - Tuition to Other LEAs within the State - Special Education
09/30/16	11-000-100-564-40-000-000		\$ 91,336.00	Instruction - Tuition to County Vocational School Districts - Special
09/30/16	11-000-100-562-40-000-000	\$ 45,000.00		Instruction - Tuition to Other LEA's within the State - Special Education
09/30/16	11-000-230-820-63-459-000		\$ 45,000.00	General Administration - Judgments Against the School District
09/30/16	11-000-217-320-60-000-000	\$ 35,000.00		Extraordinary Services - Purchased Professional - Educational Services
09/30/16	11-000-100-561-63-000-000		\$ 35,000.00	Instruction - Tuition to Other LEAs within the State - Regular
09/30/16	11-000-251-890-63-000-000	\$ 17,861.00		Central Services - Miscellaneous Expenditures
09/30/16	11-000-251-340-63-000-000		\$ 17,861.00	Central Services - Purchased Technical Services
09/30/16	11-000-230-530-71-615-000	\$ 45,000.00		General Administration - Communications/Telephone
09/30/16	11-000-230-820-63-459-000		\$ 18,000.00	General Administration - Judgments Against the School District
09/30/16	11-000-230-331-40-403-000		\$ 13,500.00	General Administration - Legal Services
09/30/16	11-000-230-331-63-401-000		\$ 13,500.00	General Administration - Legal Services
09/30/16	11-000-230-610-62-000-000	\$ 550.00		General Administration - General Supplies
09/30/16	11-000-230-590-62-000-000		\$ 550.00	General Administration - Miscellaneous Purchased Services
09/30/16	11-401-100-600-20-000-000	\$ 20.00		School Sponsored Co-curricular and Extra-curricular Activities - Instruction - Supplies and Materials
09/30/16	11-401-100-500-20-000-000		\$ 20.00	School Sponsored Co-curricular and Extra-curricular Activities - Instruction - Other Purchased Services
09/30/16	11-000-100-566-40-000-000	\$ 80,687.00		Instruction - Tuition to Private Schools for the Disabled within the State
09/30/16	11-000-100-565-40-000-000		\$ 80,687.00	Instruction - Tuition to County Special Services Districts and Regional Day Schools
09/30/16	11-000-240-580-03-000-000	\$ 639.00		School Administration - Travel

	BUDGET TRANSFER SEPTEMBER, 2016			
DATE	ACCOUNT	FROM	TO	DESCRIPTION
09/30/16	11-000-240-800-03-000-000	\$ 200.00		School Administration - Other Objects
09/30/16	11-000-240-600-03-000-000		\$ 839.00	School Administration - Supplies and Materials
09/30/16	11-000-240-600-98-000-000	\$ 200.00		School Administration - Supplies and Materials
09/30/16	11-000-240-800-98-000-000		\$ 200.00	School Administration - Other Objects
09/30/16	11-000-222-500-68-000-000	\$ 19,000.00		Educational Media/Library Services - Other Purchased Services
09/30/16	11-000-222-600-68-000-000		\$ 19,000.00	Educational Media/Library Services - Supplies and Materials
09/30/16	11-000-291-270-63-450-000	\$ 56,523.00		Personnel Services - Unallocated Employee Benefits - Health Benefits
09/30/16	11-190-100-500-00-000-000		\$ 56,523.00	Regular Programs - Instruction - Other Purchased Services
09/30/16	11-190-100-610-03-000-000	\$ 400.00		Regular Programs - Instruction - General Supplies
09/30/16	12-000-100-731-03-000-000		\$ 400.00	Capital Outlay - Instruction - Instructional Equipment
09/30/16	12-000-400-450-20-000-000	\$ 320.00		Capital Outlay - Facilities Acquisition and Constructions Services - Construction Services
09/30/16	12-000-400-334-71-000-000		\$ 320.00	Capital Outlay - Facilities Acquisition and Construction Services - Architectural/Engineering Services
09/30/16	20-060-200-590-66-710-000	\$ 1,450.00		Asia Society Grant - Support Services - Miscellaneous Purchased Services
09/30/16	20-060-100-600-66-710-000		\$ 1,450.00	Asia Society Grant - Instruction - Supplies and Materials
09/30/16	20-044-100-100-66-000-000	\$ 590.00		Confucius Classroom - Instruction - Personnel Services - Salaries
09/30/16	20-044-200-580-66-000-000		\$ 590.00	Confucius Classroom - Support Services - Travel
09/30/16	20-241-200-800-66-000-000	\$ 300.00		Title III - Support Services - Other Objects
09/30/16	20-241-100-600-66-000-000		\$ 3,000.00	Title III - Instruction - Supplies and Materials
09/30/16	50-910-310-500-63-000-000	\$ 3,906.17		Food Services - Food Service Operations - Other Purchased Services
09/30/16	50-910-310-732-63-000-000		\$ 3,906.17	Food Services - Food Service Operations - Non-Instructional Equipment
09/30/16	60-050-100-100-66-000-000	\$ 475.99		Summer Program - Instruction - Personnel Services - Salaries
09/30/16	60-050-291-220-66-000-000		\$ 475.99	Summer Program - Personnel Services - Unallocated Employee Benefits - Social Security
09/30/16	60-057-100-100-02-000-000	\$ 438.24		After School Program - Instruction - Personnel Services - Salaries
09/30/16	60-057-100-100-03-000-000	\$ 193.99		After School Program - Instruction - Personnel Services - Salaries
09/30/16	60-057-100-100-05-000-000	\$ 293.81		After School Program - Instruction - Personnel Services - Salaries
09/30/16	60-057-291-220-02-000-000		\$ 438.24	After School Program - Personnel Services - Unallocated Employee Benefits - Social Security
09/30/16	60-057-291-220-03-000-000		\$ 193.99	After School Program - Personnel Services - Unallocated Employee Benefits - Social Security
09/30/16	60-057-291-220-05-000-000		\$ 293.81	After School Program - Personnel Services - Unallocated Employee Benefits - Social Security
09/30/16	60-057-100-100-02-000-000	\$ 986.43		After School Program - Instruction - Personnel Services - Salaries
09/30/16	60-057-100-100-03-000-000	\$ 518.57		After School Program - Instruction - Personnel Services - Salaries
09/30/16	60-057-100-100-05-000-000	\$ 820.82		After School Program - Instruction - Personnel Services - Salaries
09/30/16	60-057-291-220-02-000-000		\$ 986.43	After School Program - Personnel Services - Unallocated Employee Benefits - Social Security
09/30/16	60-057-291-220-03-000-000		\$ 518.57	After School Program - Personnel Services - Unallocated Employee Benefits - Social Security
09/30/16	60-057-291-220-05-000-000		\$ 820.82	After School Program - Personnel Services - Unallocated Employee Benefits - Social Security

	BUDGET TRANSFER			
	SEPTEMBER, 2016			
DATE	ACCOUNT	FROM	TO	DESCRIPTION
		\$ 684,538.62	\$ 684,538.62	

Englewood Public School District

Bills And Claims Report By Vendor Name

for Batch 50 and Check Date is from 10/01/2016 to 10/31/2016

va_bill5.10272014
09/01/2016

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
BORGATA HOTEL CASINO & SPA/ 4533	17-01770	11-000-230-585-63-000-000/ BOE OTHER PURCHASED SERV		CF	BOE OTHER PURCHASED SERV	38394	2,728.00
		11-000-230-590-62-000-000/ GEN ADMIN OTHER SVC		CF	GEN ADMIN OTHER SVC	38394	682.00
Total for BORGATA HOTEL CASINO & SPA/ 4533							\$3,410.00
CAPITAL ONE BANK/ 6982	17-01467	11-000-291-220-63-000-000/ EMP BENEFITS SOC SEC		HP	PAYROLL 10/31/2016	1716	14,677.92
DELL FINANCIAL SERVICES, LLC/ 7652	17-01523	11-000-222-500-68-000-000/ ED MEDIA TECH SERVICE		CF	INV #78649081	38395	400,309.75
DIAMOND CONSTRUCTION/ 7201	17-01561	12-000-400-450-20-000-000/ CONSTRUCTION SERVICES		CF	CHANG ORDER 2	38396	17,500.00
	17-01811	12-000-400-450-20-000-000/ CONSTRUCTION SERVICES		CF	CHANGE ORDER #1	38396	64,000.00
Total for DIAMOND CONSTRUCTION/ 7201							\$81,500.00
EPIC HEALTH SERVICES INC./ 6911	16-02693	11-000-213-320-40-000-000/ HEALTH - ED SERVICES	16-02693	CF	PAST DUE INVOICES 2015-2016 YE	38399	20,667.50
	17-01621	11-000-213-320-40-000-000/ HEALTH - ED SERVICES		CP	JULY-AUG-SEPT 2016	38399	16,082.50
Total for EPIC HEALTH SERVICES INC./ 6911							\$36,750.00
GARCIA, MERCEDES/ 2228	16-01075	11-000-219-320-40-000-000/ CHILD STUDY TEAM SVCS		CF	PAST DUE INVOICES	38400	150.00
	17-01412	11-000-219-320-40-000-000/ CHILD STUDY TEAM SVCS		CP	PAST DUE INVOICES	38400	6,600.00
Total for GARCIA, MERCEDES/ 2228							\$6,750.00
GARCIA, RICHARD/ 2231	16-01076	11-000-219-320-40-000-000/ CHILD STUDY TEAM SVCS		CF	PAST DUE INVOICES	38401	600.00
	17-01413	11-000-219-320-40-000-000/ CHILD STUDY TEAM SVCS		CP	PAST DUE INVOICES	38401	6,150.00
Total for GARCIA, RICHARD/ 2231							\$6,750.00
TRUSTEES OF THE CARMELITE FATHERS OF NJ/ 7102	17-01193	11-000-262-441-71-000-000/ RENTAL OF BUILDING		CP	BASE RENT NOVEMBER 1, 2016	38397	9,376.00
ZATUCHNI & ASSOCIATES, LLC/ 8669	17-01807	11-000-230-820-63-459-000/ COURT JUDGEMENTS		CF	COURT JUDGEMENTS	38398	18,000.00
Total for Unposted Checks							\$577,523.67

Englewood Public School District

Bills And Claims Report By Vendor Name

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va_bill5.10272014
09/01/2016

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 11/14/2016 at 01:00:18 PM

Fund Summary		Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
		10	11	\$481,345.75		\$14,677.92		\$496,023.67
		10	12	\$81,500.00				\$81,500.00
		Fund 10	TOTAL	\$562,845.75		\$14,677.92		\$577,523.67
		GRAND	TOTAL	\$562,845.75	\$0.00	\$14,677.92	\$0.00	\$577,523.67

Chairman Finance Committee

Member Finance Committee

Englewood Public School District
Bills And Claims Report By Vendor Name
for Batch 51 and Check Date is from 11/01/2016 to 11/30/2016

va_bill5.10272014
09/01/2016

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
CAPITAL ONE BANK/ 6982	17-01467	11-000-291-220-63-000-000/ EMP BENEFITS SOC SEC		HP	PAYROLL 11/15/2016	1719	17,346.73
INTEGRITY HOUSE/ 8691	17-01943	11-000-100-561-63-241-000/ TUITION - DISPLCED REG		CF	TUITION - DISPLCED REG	38403	8,400.00
PRESTIGE/ 8668	17-01825	11-000-100-561-63-000-000/ TUITION TO OTHER LEAS WI		CP	INV # 626	38402	5,000.00
STATE OF NEW JERSEY/ 2826	17-01183	11-000-291-270-63-450-000/ NJ STATE HEALTH BENEFITS		HP	NOVEMBER 2016	1718	646,387.18
Total for Unposted Checks							\$677,133.91

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

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Englewood Public School District
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va_bill5.10272014
09/01/2016

*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 11/14/2016 at 01:01:33 PM

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$13,400.00		\$663,733.91		\$677,133.91
	GRAND	TOTAL	\$13,400.00	\$0.00	\$663,733.91	\$0.00	\$677,133.91

Chairman Finance Committee

Member Finance Committee

Englewood Public School District

Bills And Claims Report By Vendor Name

for Batches 52,53 and Check Date is 11/17/2016

va_bill5.10272014
09/01/2016

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
A&A RIDGEWOOD REGISTERED PROF ASSOC/ 1000	17-01586	11-000-213-320-40-000-000/ HEALTH - ED SERVICES		CP	sept 2016	38404	7,684.05
AAA METAL & GLASS, INC./ 7627	17-01223	11-000-261-420-71-523-000/ WINDOW REPAIRS		CP	INV #18794	38405	315.00
AAS TECHNOLOGIES INC./ 8611	17-01260	11-000-261-420-71-519-000/ SECURITY ALARMS		CF	INV #320151721	38406	1,485.00
ACADEMIC THERAPY PUBLICATIONS/ 1030	17-01468	11-000-216-600-40-000-000/ OT/PT/SPEECH SUPPLIES		CF	INV #218710	38407	45.00
ALAN PARTY & TENT RENTALS, INC./ 6854	17-01717	11-190-100-610-20-413-000/ GEN SUPPLIES GRADUATION		CF	INV #2008-12	38408	1,146.40
ALBANESE, JOHN/ 8642	17-1119	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38409	60.00
ALLIANCE COMMERCIAL PEST CONTROL, INC./ 7989	17-01111	11-000-261-420-71-505-000/ EXTERMINATION SVCS		CP	VARIOUS INVOICES	38410	2,727.00
ALPINE VALLEY SERVICE CENTER, INC/ 6740	17-01696	11-000-262-420-71-549-000/ VEHICLE REPAIRS		CF	DATE OF SERVICE 9/24/16	38411	527.83
AM CONSULTANTS/ 6581	17-01711	11-000-251-330-63-000-000/ CENTRAL SCVS - SERVICE		CF	INV #21396	38412	1,000.00
AMERICAN PAPER & SUPPLY COMPANY/ 5732	17-01302	11-000-262-610-71-602-000/ CLEANING SUPPLIES		CP	INV #J1121485	38413	101.97
AMERICAN PAYROLL ASSOCIATION/ 5908	17-01148	11-000-251-592-63-000-000/ CENTRAL SVCS - OTHER SVC		CF	MEM #178356...L. BROWN	38414	219.00
AP EXAMINATIONS/ 1171	17-01526	11-190-100-500-20-414-000/ AP TESTING		CF	ACCT #310350	38415	16,245.00
ARFSTEN, TED/ 8456	17-1093	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38416	110.00
ARNIE FENCE COMPANY/ 1215	17-01580	11-000-261-420-71-502-000/ MAINTENANCE LANDSCAPING		CF	HS COURT YARD 8/30/16Z	38417	2,172.00
ASTO, RICARDO/ 7230	17-1158	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38418	78.00

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

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Bills And Claims Report By Vendor Name

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va_bill5.10272014
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Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
ATLANTIC BUSINESS PRODUCTS/ 1226	17-01614	11-000-251-340-63-000-000/ CENTRAL SVCS TECH SVC		CP	INV #CNIN568259,578037,574637	38419	16,230.00
ATLANTIC TOMORROWS OFFICE/ 6860	17-01172	11-000-251-600-60-203-000/ COPY MACHINE STAPLES		CP	INV #ARIN361791,362162	38420	247.40
AUERBACH, BOB/ 7722	17-1113	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38421	110.00
AUTOZONE NORTHEAST, INC./ 6216	17-01213	11-000-262-420-71-549-000/ VEHICLE REPAIRS		CP	#1135588219,1135594054	38422	283.37
BABE'S TAXI/ 1263	17-01403	11-000-270-514-40-000-000/ TRANS SPECIAL VENDORS		CP	SEPT 2016	38423	2,139.72
BAPTIST, GARY/ 7423	17-1152	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38424	85.00
BARNES & NOBLE BOOKSELLERS/ 4731	17-01687	11-190-100-640-60-000-000/ TEXTBOOKS		CF	INV #3341587	38425	13,376.30
	17-01663	11-000-221-600-64-000-000/ IMPVT OF INST SUPPLIES		CF	ORD #392340	38425	2,694.60
Total for BARNES & NOBLE BOOKSELLERS/ 4731							\$16,070.90
BARNES & NOBLE BOOKSELLERS/ 6830	17-01270	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3308433	38426	44.97
BARNSTABLE ACADEMY/ 1292	17-01672	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CP	SEPT -OCT 2016	38427	2,620.00
		11-000-270-514-40-000-000/ TRANS SPECIAL VENDORS		CF	SEPT - OCT 2016	38427	7,950.00
Total for BARNSTABLE ACADEMY/ 1292							\$10,570.00
BAUDVILLE/ 1302	17-01678	11-000-230-610-61-000-000/ SUPPLIES AND MATERIALS		CF	INV #3090061	38428	254.09
BCASA/ 1360	17-01664	11-000-230-890-61-000-000/ GEN ADMIN OTHER OBJECTS		CF	MEM. DUES R. KRAVITZ	38429	500.00
BECKERS SCHOOL SUPPLIES/ 1325	17-60628	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #1390629-IN	38430	82.78
BEJAR, AMIT/ 8654	17-1090	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38431	58.00
BENDEZU, JULIO/ 8688	17-1147	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38432	58.00
BENJAMIN BROS. INC./ 4757	17-01227	11-000-262-610-71-610-000/ MISC SUPPLIES		CP	VARIOUS INVOICES	38433	409.48
BERGEN ARTS AND SCIENCES CHARTER SCHOOL/ 7162	17-01564	10-000-100-561-63-238-000/ TRANSFER OF FUNDS TO CHA		CP	NOV 2016	38434	1,664.00

* 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 52,53 and Check Date is 11/17/2016

va_bill5.10272014
09/01/2016

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
BERGEN CENTER FOR CHILD/ 1412	17-01442	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CP	SEPT, OCT, NOV 2016	38435	80,435.29
BERGEN COMMUNITY COLLEGE/ 1383	17-01830	11-190-100-500-07-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #V568	38436	18,585.00
BERGEN COUNTY SPECIAL SERVICES/ 1388	17-01829	11-000-216-320-40-000-000/ PURCHASED PROFESSIONAL -		CP	INV #M201600224	38437	2,400.00
BERGEN COUNTY TECHNICAL SCHOOL/ 1377	17-01805	11-000-100-564-40-000-000/ TUITION VOCATIONAL SPEC		CP	INV #V201600062,V201600115	38438	76,524.00
	17-01170	11-000-100-563-77-000-000/ TUITION VOCATIONAL REG		CP	INV #V201600062,V201600115	38438	71,136.00
Total for BERGEN COUNTY TECHNICAL SCHOOL/ 1377							\$147,660.00
BERGEN ETTIC/ 1362	17-01763	11-000-223-320-05-000-000/ PURCHASED PROFESSIONAL -		CF	INV #2016147	38439	75.00
	17-01767	11-000-223-320-05-000-000/ PURCHASED PROFESSIONAL -		CF	INV #2016240	38439	200.00
Total for BERGEN ETTIC/ 1362							\$275.00
BERGEN PROTECTIVE SYSTEMS/ 1363	17-01460	11-000-261-420-71-519-000/ SECURITY ALARMS		CP	INV #R 1502, + SHRT PAY	38440	402.00
BINGHAM COMMUNICATIONS, INC./ 4393	17-01286	11-000-261-420-71-530-000/ PA SYSTEM REPAIRS		CP	INV #30114	38441	697.50
BLICK ART MATERIALS/ 5120	17-60675	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #6759296	38442	57.81
BOSLAND'S LEARNING PLUS/ 1446	17-60662	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #12897	38443	131.36
BRIGGS, WAYNE/ 7419	17-1105	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38444	60.00
CAMCOR, INC./ 5818	17-01627	20-071-100-600-02-000-000/ PNC GRANT - SUPPLIES		CF	INV #2401467,2401176	38445	2,100.90
CAMPBELL, JUNE/ 7315	17-1143	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38446	58.00

* 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 52,53 and Check Date is 11/17/2016

va_bill5.10272014
09/01/2016

Vendor # / Name	PO #	Account # / Description	Inv #	Check Type *	Check Description or Multi Remit To Check Name	Check #	Check Amount
Unposted Checks							
CANOLA, JOHN/ 7301	17-1097	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38447	58.00
CAPPELLUTI, JOSEPH/ 8671	17-1095	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38448	58.00
CAROLINA BIOLOG SUPPLY CO/ 1488	17-60221	11-190-100-610-05-000-000/ GENERAL SUPPLIES		CF	INV #49570932,49572097	38449	21.36
	17-60521	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #4957403949653776,49641774	38449	464.25
Total for CAROLINA BIOLOGICAL SUPPLY CO./ 1488							\$485.61
CARTRIDGE WORLD OF RAMSEY CO-OP NJ/ 5471	17-01792	11-000-251-600-63-000-000/ CENTRAL SVCS SUPPLIES		CF	INV #134008	38450	236.81
CARUTH, BRIAN/ 7756	17-1118	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38451	60.00
CASCADE SCHOOL SUPPLY INC/ 1490	17-60322	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #37971	38452	3.41
	17-60657	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #36081	38452	36.07
	17-60325	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #33671	38452	165.00
	17-60637	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #36082	38452	24.40
	17-60294	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #45251	38452	2.15
	17-60647	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #34009	38452	20.04
	17-60296	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #36309	38452	4.29
	17-60629	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #36080	38452	8.82
	17-60632	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #35968	38452	34.42
	17-60690	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #47553	38452	33.38
Total for C.S.S.I. INC./ 1490							\$331.98
CASCO INTERSTATE MUSIC, INC/ 8602	17-60366	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #485022	38453	187.90
CATAPULT LEARNING, LLC./ 4072	17-01405	20-509-200-330-28-000-000/ NON PUB NURSE SERV		CP	SEPT 2016	38454	800.28
		20-509-200-330-32-000-000/ NON PUB NURSE SERV		CP	SEPT 2016	38454	14,376.96

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Unposted Checks							
CATAPULT LEARNING, LLC./ 4072		20-509-200-330-33-000-000/ NON PUB NURSE SERV		CP	SEPT 2016	38454	4,998.24
		20-509-200-330-35-000-000/ NON PUB NURSE SERV		CP	SEPT 2016	38454	8,704.80
		20-509-200-330-36-000-000/ NON PUB NURSE SERV		CP	SEPT 2016	38454	379.08
		Total for CATAPULT LEARNING, LLC./ 4072					\$29,259.36
CDW-G/ 4584	17-01668	20-510-100-600-35-000-000/ GENERAL SUPPLIES		CF	INV #FNG0729	38455	5,036.30
	17-01676	20-510-100-600-35-000-000/ GENERAL SUPPLIES		CF	INV #FPW8292	38455	1,800.00
		Total for CDW-G/ 4584					\$6,836.30
CECE, ROSANDRA/ 7403	17-1169	11-000-230-590-61-000-000/ OTHER PURCH SERV (400-50		CF	OTHER PURCH SERV (400-50	38456	251.84
CHAPEL HILL ACADEMY/ 8645	17-01799	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CP	SEPT - NOV 2016	38457	27,360.00
CHUN, MIKE/ 8685	17-1142	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38458	58.00
CINTAS CORPORATION NO.2/ 8483	17-01246	11-000-262-610-71-610-000/ MISC SUPPLIES		CP	INV #5006085099	38459	77.36
CKEPUSA, LLC/ 8632	17-01583	50-910-310-732-63-000-000/ FOOD SERVICES		CF	INV #CK00129	38460	2,774.61
CLARK, GERRY/ 7902	17-1111	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38461	58.00
CLASSIC SYSTEM/ 5486	17-01113	11-000-261-420-71-520-000/ FIRE		CP	INV #25651,25637,25596	38462	819.00
CLIFFSIDE PARK BD OF ED/ 1581	17-01673	11-000-270-514-40-000-000/ TRANS SPECIAL VENDORS		CP	SEPT - DEC 2016	38463	7,560.00
COGELJA, IVICA/ 8681	17-1136	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38464	78.00
COLUMBUS PERCUSSION/ 7199	17-01157	11-190-100-610-60-224-000/ GENERAL SUPPLIES - MUSIC		CF	INV #1-279781,280727,284403	38465	1,728.83
COMMAND RADIO COMMUNICATIONS,/ 1678	17-01588	11-000-266-610-71-620-000/ SECURITY UNIFORMS		CF	INV #128206	38466	289.10
	17-01483	11-000-266-610-71-620-000/ SECURITY UNIFORMS		CF	INV #128023	38466	2,813.40
		Total for COMMAND RADIO COMMUNICATIONS,/ 1678					\$3,102.50
COMPREHENSIVE EDUCATIONAL SERVICES/ 7399	17-01408	11-000-219-320-40-000-000/ CHILD STUDY TEAM SVCS		CP	INV #11728, 11735	38467	800.00

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CONBOY, MARY ANN/ 8163	17-1112	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38468	110.00
CONCEPT PRINTING, INC/ 1693	17-01115	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #38439	38469	299.80
		11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #38439	38469	299.80
	17-01642	11-000-230-610-61-000-000/ SUPPLIES AND MATERIALS		CF	INV #38758	38469	175.00
Total for CONCEPT PRINTING, INC/ 1693							\$774.60
COOPER ELECTRIC SUPPLY COMPANY, INC./ 8562	17-01266	11-000-262-610-71-603-000/ ELECTRICAL SUPPLIES		CP	VARIOUS INVOICES	38470	78.68
COSTARELLI, ERIC/ 8680	17-1135	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38471	50.00
COTTRELL GRAPHICS/ 5417	17-01659	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	INV #916-37	38472	288.75
CRESKILL BOARD OF EDUCATION/ 1749	17-01503	20-253-100-500-40-000-000/ OTHER PURCHASED SERVICES		CP	SEPT SVCS, OTC - NOV 2016 TUIT	38473	6,599.40
CRYSTAL PROFESSIONAL W.C.P./ 6358	17-01694	11-000-261-420-71-518-000/ FLOOR REPAIRS		CF	CARPET CLEAN HIGH SCHOOL	38474	700.00
D/B/A MEDCO SPORTS MEDICINE/ 7641	17-01166	11-401-100-600-20-000-000/ COCURRICULAR ACTIVITIES		CF	INV #42120704,42119980	38475	2,391.66
DECKER EQUIPMENT/ 4413	17-01697	11-000-262-610-71-610-000/ MISC SUPPLIES		CF	ORD #166957A	38476	42.45
DELONG, WARD/ 7887	17-1098	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38477	110.00
DELORENZO, RICH/ 7311	17-1153	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38478	85.00
DELTA DENTAL PLAN OF NJ/ 1787	17-01184	11-000-291-270-63-451-000/ DENTAL BENEFITS		CP	NOV 2016 PAYMENT	38479	34,845.68
DISCOUNT SCHOOL SUPPLY / EARLY CHILDHOOD/ 8608	17-60640	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #204770700101	38480	117.17
	17-60353	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #204771890101	38480	20.67
	17-60694	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #D23342530101	38480	15.19
Total for DISCOUNT SCHOOL SUPPLY / EARLY CHILDHOOD/ 8608							\$153.03

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Unposted Checks							
DOUNN, BARRY/ 7220	17-1096	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38481	78.00
EAI EDUCATION/ 4639	17-60661	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #INV0784176	38482	11.24
	17-60222	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #INV0785160	38482	14.40
Total for EAI EDUCATION/ 4639							\$25.64
EAST COAST FIRE SYSTEMS/ 1633	17-01323	11-000-261-420-71-507-000/ FIRE EXTINGUISHERS		CP	INV #19510	38483	116.40
ECLC OF N.J./ 1975	17-01444	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CP	JULY SVCS, SEPT- NOV TUITION	38484	24,998.74
EDS/ 8058	17-01540	11-000-222-500-68-000-000/ ED MEDIA TECH SERVICE		CF	INV #INV0384	38485	3,450.00
EDUCATIONAL DATA SERVICES/ 1897	17-01290	11-000-251-330-63-000-000/ CENTRAL SCVS - SERVICE		CP	REF #127094	38486	2,215.00
EDUCATORS PUBLISHING SER/ 1896	17-01389	20-501-100-640-33-000-000/ N.P TEXTBOOKS		CF	INV #10885804	38487	407.00
	17-01382	20-501-100-640-33-000-000/ N.P TEXTBOOKS		CF	INV #10885809	38487	54.00
	17-01387	20-501-100-640-33-000-000/ N.P TEXTBOOKS		CF	INV #10885837	38487	433.13
	17-01388	20-501-100-640-33-000-000/ N.P TEXTBOOKS		CF	INV #10885851	38487	1,485.00
	17-01384	20-501-100-640-33-000-000/ N.P TEXTBOOKS		CF	INV #10894095	38487	258.06
Total for EDUCATORS PUBLISHING SERVICE I/ 1896							\$2,637.19
ENGLEWOOD BOE - CAFETERIA ACCO/ 1777	16-02434	11-190-100-500-03-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	REG PROGRAM-UNDISTRIBUTE	38488	411.00
	16-02436	11-190-100-500-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	REG PROGRAM-UNDISTRIBUTE	38488	457.36
Total for ENGLEWOOD BOARD OF EDUCATION/ 1777							\$868.36
ENGLEWOOD BOE - TREASURER ACCO/ 1778	17-01790	11-000-291-220-63-000-000/ EMP BENEFITS SOC SEC		CF	EMP BENEFITS SOC SEC	38489	592.66
	17-01823	60-057-291-220-02-000-000/ SOCIAL SECURITY		CF	SOCIAL SECURITY	38489	438.24
		60-057-291-220-03-000-000/ SOCIAL SECURITY		CF	SOCIAL SECURITY	38489	193.99
		60-057-291-220-05-000-000/ SOCIAL SECURITY		CF	SOCIAL SECURITY	38489	293.81
	17-01824	20-231-200-200-66-000-020/ TITLE I - EMPLOYEE BENEF		CF	TITLE I - EMPLOYEE BENEF	38489	42.00
Total for ENGLEWOOD BD OF EDUCATION/ 1778							\$1,560.70

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Unposted Checks							
ENGLEWOOD ON THE PALISADES/ 2045	17-01508	10-000-100-561-63-238-000/ TRANSFER OF FUNDS TO CHA		CP	NOVEMBER 2016	38490	195,761.00
ENGLEWOOD POLICE DEPARTMENT/ 2048	17-01772	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #540, 520	38491	940.00
ERNEST HAUPT LLC/ 5926	17-01310	50-910-310-500-63-000-000/ FOOD SERVICES		CP	INV #2014850	38492	125.00
ERRANTE, RICHARD/ 8390	17-1115	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38493	60.00
	17-1129	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38493	60.00
Total for ERRANTE, RICHARD/ 8390							\$120.00
ESPIRTU, TONY/ 7712	17-1139	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38494	78.00
EXPRESS HEATING CO. INC./ 1948	17-01498	11-000-261-420-71-503-000/ MAINTENANCE BOILER		CP	#00120522,00120523,00120524	38495	11,189.75
FELICIAN SCH EXCEPT CHILD/ 1954	17-01445	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CP	NOV 2016	38496	17,214.00
FIELDER, DENNIS/ 7713	17-1116	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38497	60.00
FOLLETT SCHOOL SOLUTIONS, INC./ 7907	17-01666	20-501-100-640-32-000-000/ N.P. TEXTBOOKS		CF	INV #474401F-2	38498	58.00
	17-01117	11-000-222-600-03-000-000/ ED MEDIA SUPPLIES		CP	INV #429029F-1	38498	100.38
Total for FOLLETT SCHOOL SOLUTIONS, INC./ 7907							\$158.38
FRAMAN MECHANICAL, INC/ 8515	16-02186	30-917-400-450-20-000-000/ SDA CONSTRUCTION SERVICE		CP	APPLICATION #7	38499	291,054.57
FRED J. MILLER, INC./ 5119	17-01131	11-401-100-600-20-000-000/ COCURRICULAR ACTIVITIES		CF	INV #202290	38500	1,186.50
FRED PRYOR SEMINARS/ 6191	17-01684	11-000-230-590-69-000-000/ GEN ADMIN OTHER SVC		CF	INV #20792083	38501	199.00
FREY SCIENTIFIC CO./ 2195	17-60528	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	#202501346730,202501330002	38502	82.44
FRONTLINE TECHNOLOGIES GROUP LLC/ 5201	17-01592	11-000-222-500-68-000-000/ ED MEDIA TECH SERVICE		CF	INV #INVUS63875	38503	2,162.50

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FURST & ASSOCIATES, INC./ 6796	17-01392	11-000-230-339-61-000-000/ GENERAL ADMIN OTHER SVC		CF	OCT 2016	38504	2,340.00
GARFIELD PUBLIC SCHOOL/ 8188	17-01446	20-253-100-500-40-000-000/ OTHER PURCHASED SERVICES		CP	SEPT-OCT-NOV 2016	38505	11,724.00
GARRISON, GEORGE/ 6296	17-1168	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38506	168.64
GAUL, TIM/ 7571	17-1163	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38507	50.00
GENESIS EDUCATIONAL SERVICES/ 8532	17-01683	11-000-222-500-68-000-000/ ED MEDIA TECH SERVICE		CF	INV #16-566	38508	350.00
GIGANTE, MARIA/ 8670	17-1094	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38509	110.00
	17-1123	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38509	58.00
Total for GIGANTE, MARIA/ 8670							\$168.00
GIL, MERCEDES/ 5072	17-1131	20-241-200-500-66-000-000/ OTHER PURCHASED SERVICES		CF	OTHER PURCHASED SERVICES	38510	64.33
GIORDANO, RON/ 8677	17-1124	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38511	78.00
GLENCOE/MCGRAW HILL/ 2276	17-01373	20-501-100-640-35-000-000/ N.P TEXTBOOKS		CF	INV #93195505001	38512	1,431.00
	17-01370	20-501-100-640-35-000-000/ N.P TEXTBOOKS		CF	INV #93111414001	38512	454.02
Total for GLENCOE DIVISION/ 2276							\$1,885.02
GOJDYCZ, JOHN/ 8686	17-1145	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38513	70.00
GOLDEN CORRAL OF DELRAN/ 8665	17-01863	11-401-100-500-20-000-000/ PURCHASED SERVICES (300-		CF	lunch & brkfst Parade day	38514	4,420.00
GORMAN, TOM/ 8490	17-1137	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38515	58.00
GOVCONNECTION, INC./ 5400	17-01634	11-000-222-600-68-000-000/ SUPPLIES AND MATERIALS		CF	INV #54201980	38516	213.90
	17-01554	11-000-222-600-68-000-000/ SUPPLIES AND MATERIALS		CF	#54126262,54160992,54190466	38516	4,620.00
Total for GOVCONNECTION, INC./ 5400							\$4,833.90

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GRAFF, VINNIE/ 8674	17-1106	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38517	60.00
HANDWRITING WITHOUT TEARS/ 2388	17-01544	20-501-100-640-34-000-000/ N.P TEXTBOOKS		CF	INV #1068581-1	38518	177.65
HARBOR SCHOOL, LLC/ 8585	17-01447	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CP	OCT. 2016	38519	9,339.00
		11-000-100-566-40-000-000/ TUTION PSD IN STATE		CP	NOV 2016	38519	8,405.00
Total for HARBOR SCHOOL, LLC/ 8585							\$17,744.00
HARTFORD STEAM BOILER/ 4804	17-01727	11-000-262-590-71-558-000/ MISC PURCHASED SVCS		CF	#427964,427899,427894,427880	38520	1,105.00
HELD, JOE/ 7435	17-1117	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38521	60.00
	17-1107	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38521	60.00
Total for HELD, JOE/ 7435							\$120.00
HENRY SCHEIN INC./ 2437	17-60312	11-000-213-600-02-000-000/ HEALTH SUPPLIES		CF	INV #33590885	38522	67.91
HERON BOOKS/ 2446	17-01599	20-501-100-640-36-000-000/ N.P TEXTBOOKS		CF	REF # P.O.17-01599	38523	319.70
HERTZ FURNITURE SYSTEMS/ 2448	17-01651	11-000-240-600-98-000-000/ SCHOOL ADMIN SUPPLIES		CF	INV #590021	38524	145.76
	17-01123	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #582095	38524	3,716.74
	17-01624	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #587901	38524	2,471.90
		20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #587901	38524	2,471.91
	17-01337	11-190-100-610-07-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #584255	38524	5,350.40
Total for HERTZ FURNITURE SYSTEMS/ 2448							\$14,156.71
HIGH POINT SOLUTIONS, INC./ 8571	16-02516	11-000-222-500-20-000-000/ OTHER PURCHASED SERVICES		CP	INV #75541,75384	38525	89,660.00
HOFFMAN, KEN/ 7287	17-1140	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38526	78.00
HOHOKUS SCHOOL OF TRADE/ 5762	17-01733	11-190-100-500-07-000-000/ REG PROGRAM-UNDISTRIBUTE		CP	SEPT - OCT 2016	38527	1,925.00

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Unposted Checks

HOLTZBRINCK PUBLISHERS, LLC/ 8326 17-01250

11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE

CF INV #93223099

38528 1,325.93

11-190-100-640-20-000-000/ REG PROGRAM-UNDISTRIBUTE

CF INV #93223099

38528 4,603.66

17-01613 11-190-100-640-20-000-000/ REG PROGRAM-UNDISTRIBUTE

CF INV #98734393

38528 612.00

Total for HOLTZBRINCK PUBLISHERS, LLC/ 8326

\$6,541.59

HOME DEPOT/ 2494

17-01734 11-000-262-610-71-610-000/ MISC SUPPLIES

CF ACCT #6035322535035673

38529 413.59

17-01461 11-000-262-610-71-610-000/ MISC SUPPLIES

CF ACCT #6035322535035673

38529 7,306.58

Total for HOME DEPOT/ 2494

\$7,720.17

HOWARD INDUSTRIES, INC./ 6469

17-01705 11-000-222-600-68-000-000/ SUPPLIES AND MATERIALS

CF INV #16-00772745

38530 640.00

17-01650 20-008-200-600-71-000-000/ SECURITY SUPPLIES

CF INV #16-00771788

38530 816.55

20-072-400-732-20-000-000/ NONINSTRUCTIONAL EQUIPME

CF INV #16-00771788

38530 17,787.45

Total for Howard Industries, Inc./ 6469

\$19,244.00

INNOVATIVE TRANSPORTATION LLC/ 8631

17-01573 11-000-270-511-63-000-000/ TRANS - DISPLACED

CP INV SEPT 2016

38531 846.00

INTEGRITY HOUSE/ 8691

17-01944 11-000-100-561-63-241-000/ TUITION - DISPLCED REG

CP JULY 2016

38532 2,400.00

INTREPID SEA, AIR & SPACE MUSEUM/ 6265

16-02269 P2-065-100-800-03-000-000/ TARGET - OTHER OBJECTS

CF ORD #2093539

38533 299.00

JCC THURNAUER SCHOOL OF MUSIC/ 5066

17-01946 11-190-100-500-00-000-000/ JCC MUSIC PROGRAM

CP JCC MUSIC PROGRAM

38534 34,584.00

JENNIFER M. SULLIVAN LLC/ 6639

17-01421 11-000-216-320-40-000-000/ PURCHASED PROFESSIONAL -

CP SEPT - OCT 2016

38535 9,637.50

JEWEL ELECTRIC SUPPLY CO./ 2659

17-01253 11-000-262-610-71-603-000/ ELECTRICAL SUPPLIES

CP VARIOUS INVOICES

38536 4,204.40

JOHNSON CONTROLS/ 2685

17-01747 11-000-261-420-71-510-000/ HVAC MAINTENANCE

CF INV #1-41556713127

38537 3,349.20

K & S MUSIC INC/ 8603

17-60368 11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE

CF INV #1058124

38538 707.00

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

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Unposted Checks							
KAVOUNTZIS, OSMAN/ 7257	17-1148	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38539	58.00
KIBALA, KEVIN/ 8683	17-1138	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38540	58.00
KRAVITZ, ROBERT/ 8420	17-1170	11-000-230-590-61-000-000/ OTHER PURCH SERV (400-50		CF	OTHER PURCH SERV (400-50	38541	144.84
KRONYAK, KEVIN/ 8690	17-1156	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38542	85.00
KURTZ BROS., INC./ 8609	17-60648	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #52857.00	38543	18.37
	17-60644	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #52860.00	38543	12.30
	17-60633	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #52828.00	38543	24.07
	Total for KURTZ BROS., INC./ 8609						\$54.74
LAKESHORE LEARNING MATERIALS/ 4766	17-60643	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #4159990816	38544	89.55
	17-60656	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #4160100816	38544	44.98
	17-60638	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #4160080816	38544	17.99
	17-60641	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #4160060816	38544	89.55
	17-60665	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	INV #43338740816	38544	240.35
	17-60626	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #4160020816	38544	53.99
	17-60669	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #4333710816	38544	89.98
	17-60645	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #4160040816	38544	75.55
	17-60650	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #4160050816	38544	33.29
	17-60630	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #4160010816	38544	53.98
	17-60634	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #4159980816	38544	25.17
	17-60667	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	INV #4333780816	38544	93.12
	17-60631	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #4160110816	38544	138.59

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Unposted Checks							
LAKESHORE LEARNING MATERIALS/ 4766	17-60688	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #1323210916	38544	100.76
	17-60692	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #1322860916	38544	125.08
Total for LAKESHORE LEARNING MATERIALS/ 4766							\$1,271.93
LEONIA BOARD OF EDUCATION/ 3614	17-01414	11-000-216-320-40-000-000/ PURCHASED PROFESSIONAL -		CP	INV #17-00028	38545	520.00
LEWIS, MIKE/ 7308	17-1157	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38546	85.00
LEZAK, TOM/ 8689	17-1155	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38547	85.00
LIFE SAVERS, INC./ 7523	17-01136	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #107054	38548	1,376.65
LIGON, GENE/ 7424	17-1126	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38549	58.00
	17-1127	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38549	58.00
Total for LIGON, GENE/ 7424							\$116.00
LIGREGNI, ANTHONY/ 7831	17-1149	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38550	60.00
MANNA LAUNDRY EQUIPMENT/ 8664	17-01720	11-000-262-590-71-558-000/ MISC PURCHASED SVCS		CF	INV #1766	38551	351.09
MC MANUS, DONALD/ 7840	17-1125	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38552	78.00
	17-1130	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38552	60.00
	17-1159	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38552	78.00
Total for Mc MANUS, DONALD/ 7840							\$216.00
MEDICA, JOHN/ 7888	17-1088	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38553	58.00
METZ, KURT/ 8634	17-1121	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38554	60.00
MGL PRINTING SOLUTIONS/ 3085	17-01620	11-000-251-600-63-000-000/ CENTRAL SVCS SUPPLIES		CF	INV #140698	38555	999.00
MIRACLES IN COMMUNICATION OF NORTHERN NJ/ 7483	17-01417	11-204-100-320-40-000-000/ SPEC ED-LEARN & LANG DIS		CP	SEPT 2016	38556	750.00

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Unposted Checks							
MISSION ONE EDUCATIONAL STAFFING SERV LL/ 7338	17-01194	11-216-100-500-63-723-000/ DELTA - T		CP	OCT 2016	38557	286,907.10
MOSCA, PERRIN/ 7915	17-1103	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38558	58.00
MULLINS, MICHAEL/ 8410	17-1164	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38559	58.00
	17-1166	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38559	58.00
Total for MULLINS, MICHAEL/ 8410							\$116.00
MUNICIPAL CAPITAL CORP/ 6893	17-01528	11-000-262-490-63-202-000/ OTHER PURCHASED PROPERTY		CP	LEASE #15921..OCT -NOV 2016	38560	12,746.14
	17-01529	11-000-262-490-63-202-000/ OTHER PURCHASED PROPERTY		CP	LEASE #12519..NOV 2016	38560	1,139.99
Total for MUNICIPAL CAPITAL CORP/ 6893							\$13,886.13
NAFASH, GARY/ 8656	17-1092	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38561	58.00
NASCO/ 2537	17-60664	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	INV #67804	38562	9.40
	17-60655	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #67799	38562	8.00
	17-60496	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #82718	38562	68.80
	17-60649	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #70255	38562	5.73
	17-60537	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #72838	38562	28.04
	17-60642	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #70254	38562	3.83
	17-60449	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #72678	38562	128.14
	17-60451	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #67810	38562	56.34
	17-60446	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #70238,70239,94291,84964	38562	3,429.26
	17-60666	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	INV #70252,925088	38562	120.26
	17-60691	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #161997	38562	5.00

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Unposted Checks							
NASCO/ 2537	17-60332	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #72837,75161	38562	189.70
Total for NASCO/ 2537							\$4,052.50
NATIONAL ART & SCHOOL SUPPLIES INC./ 8594	17-60658	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #670790	38563	10.30
	17-60651	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #670789	38563	8.30
Total for NATIONAL ART & SCHOOL SUPPLIES INC./ 8594							\$18.60
NATIONAL SCHOOL FORMS/ 3241	17-01640	11-000-213-600-02-000-000/ HEALTH SUPPLIES		CF	INV #93154	38564	204.59
		11-000-213-600-03-000-000/ HEALTH SUPPLIES		CF	INV #93154	38564	204.59
		11-000-213-600-05-000-000/ SUPPLIES AND MATERIALS		CF	INV #93154	38564	204.59
		11-000-213-600-10-000-000/ HEALTH SUPPLIES		CF	INV #93154	38564	204.59
		11-000-213-600-20-000-000/ HEALTH SUPPLIES		CF	INV #93154	38564	204.59
Total for NATIONAL SCHOOL FORMS/ 3241							\$1,022.95
NEFF COMPANY/ 2557	17-01454	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #002485883	38565	1,350.00
NELSON, NAT/ 7294	17-1089	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38566	58.00
NESTOR AND SONS MECHANICAL SERVICES/ 7699	17-01746	11-000-261-420-71-513-000/ PLUMBING/HEATING		CF	INV #06658	38567	875.00
NEW K.F. SUPERMARKET INC./ 8434	16-01783	P2-044-200-600-66-000-000/ CONFUCIUS SUPPLY		CF	CONFUCIUS SUPPLY	38568	80.22
NJ SCHOOL BOARDS INSURANCE GROUP/ 3320	17-01725	11-000-291-260-63-000-000/ WORKER'S COMP INS		CF	INV #CON-0000018914	38569	25,825.84
NJASA/ 3319	17-01590	11-000-230-590-62-000-000/ GEN ADMIN OTHER SVC		CF	MEMBER DUES 2016-2017	38570	1,859.00
	17-01601	11-000-230-590-62-000-000/ GEN ADMIN OTHER SVC		CF	MEMBER DUES..MILTEER, D.	38570	1,859.00
Total for NJASA/ 3319							\$3,718.00

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Unposted Checks							
NORTH JERSEY MEDIA GROUP/ 3344	17-01785	11-000-230-590-69-000-000/ GEN ADMIN OTHER SVC		CF	AD #0004049715, PLUS MORE	38571	3,718.50
	17-01769	11-000-230-890-63-000-000/ GEN ADMIN OTHER OBJECTS		CF	AD #0004085699	38571	57.13
	17-01827	11-000-240-800-98-000-000/ SCHOOL ADMIN OTHER		CF	AD #S0003936748, 0004087218	38571	1,200.00
Total for NORTH JERSEY MEDIA GROUP/ 3344							\$4,975.63
NORTHERN VALLEY REGIONAL H.S./ 4229	17-01449	11-000-100-562-40-000-000/ TUITION IN STATE SPECIAL		CP	NOV-DEC 2016	38572	39,524.18
O DIBELLA MUSIC INC./ 2603	17-01178	11-190-100-610-60-224-000/ GENERAL SUPPLIES - MUSIC		CF	INV #1142044	38573	1,529.00
ON-SITE FLEET SERVICE, INC./ 6789	17-01307	11-000-270-420-63-000-000/ CLEANING, REPAIR, & MAIN		CP	INV #110070445,110070447	38574	1,606.53
ORREI, VINCENT/ 8676	17-1120	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38575	60.00
PALACIOS, JONATHAN/ 8648	17-1150	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38576	60.00
PALMS, BRIAN/ 7309	17-1154	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38577	85.00
PARSEGHIAN, STEVE/ 8679	17-1134	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38578	78.00
PASCACK VALLEY REG H.S. DSTRCT/ 4978	17-01629	11-000-100-562-40-000-000/ TUITION IN STATE SPECIAL		CP	sept - oct 2016	38579	15,019.80
PASSAIC ARTS AND SCIENCE CHARTER SCHOOL/ 8544	17-01563	10-000-100-561-63-238-000/ TRANSFER OF FUNDS TO CHA		CP	NOV 2016	38580	2,078.00
PASSON'S SPORTS & US GAMES, BSN SPORTS/ 8591	17-60450	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #98169078	38581	139.68
	17-60464	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #98170930	38581	9.00
	17-60453	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #98169076	38581	186.72
	17-60447	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #98169079	38581	57.96
Total for PASSON'S SPORTS & US GAMES, BSN SPORTS/ 8591							\$393.36

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PAYSCHOOLS/ 8366	17-01665	50-910-310-500-63-000-000/ FOOD SERVICES		CF	INV #8921, 8922	38582	1,330.00
	16-01637	50-910-310-732-63-000-000/ FOOD SERVICES		CF	INV #6560	38582	2,072.00
	16-01712	50-910-310-500-63-000-000/ FOOD SERVICES		CF	INV #6580	38582	500.00
	Total for PAYSCHOOLS/ 8366						\$3,902.00
PAZANT, DEVRY/ 7733	17-1167	11-000-230-585-63-000-000/ BOE OTHER PURCHASED SERV		CF	BOE OTHER PURCHASED SERV	38583	168.64
PEARSON EDUCATION/ 3477	17-01511	11-190-100-640-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	VARIOUS INVOICES	38584	25,372.04
PEARSON EDUCATION/ 6354	17-01369	20-501-100-640-35-000-000/ N.P TEXTBOOKS		CF	INV#4024738130	38585	610.82
PEDIATRIC OCCUPATIONAL THERAPY/ 3482	17-01423	11-000-216-320-40-000-000/ PURCHASED PROFESSIONAL -		CP	SEPT 2016	38586	1,470.00
PEREZ, JOSEPH/ 7223	17-1099	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38587	110.00
PHILLIPS SPORTS, LLC/ 8580	17-01643	11-402-100-600-20-000-000/ ATHLETICS		CF	INV #268	38588	1,485.00
PHIPPS, CARL/ 7241	17-1128	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38589	60.00
PITSCO/ 5269	17-60673	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #652370-1	38590	84.62
POMPTONIAN FOOD SERVICE/ 3536	17-01222	50-910-310-500-63-000-000/ FOOD SERVICES		CP	OCT 2016	38591	169,252.63
PRITCHARD INDUSTRIES/ 4537	17-01214	11-000-262-420-71-501-000/ CUST/MAINT CONTRACT		CP	INV #0020012098..OCT 2016	38592	160,977.97
	17-01215	11-000-262-420-71-500-000/ CUST/MAINT EXTRA HOURS		CP	INV #0020012067-12068,12174	38592	4,721.52
Total for PRITCHARD INDUSTRIES/ 4537							\$165,699.49
PROJECT LEAD THE WAY, INC./ 3587	17-01189	11-190-100-320-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #64274	38593	3,000.00
PUBLIC SERVICE ELECTRIC & GAS/ 2672	17-01493	11-000-262-622-71-516-000/ ELECTRICITY		CP	VARIOUS ACCOUNTS	38594	77,139.20

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Unposted Checks							
PYRAMID IMPRINTS/ 5080	17-01626	20-073-100-600-02-000-000/ PBSIS QUARLES SUPPLIES		CF	INV #0001805	38595	1,806.00
R.D. SALES, LLC./ 3630	17-01258	11-000-261-420-71-519-000/ SECURITY ALARMS		CP	INV #DH11861	38596	993.00
	17-01256	11-000-261-420-71-526-000/ LOCKSMITH SERVICES		CP	VARIOUS INVOICES	38596	5,779.75
Total for R.D. SALES, INC./ 3630							\$6,772.75
RAPID PUMP & METER SERVICE CO., INC./ 8663	17-01719	11-000-261-420-71-510-000/ HVAC MAINTENANCE		CF	INV #RSRI52879	38597	4,003.97
RAPP, JIM/ 7256	17-1104	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38598	60.00
REALLY GOOD STUFF/ 6385	17-60652	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #5671153	38599	23.29
	17-01231	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #5616717	38599	178.93
	17-60654	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #5671495	38599	33.29
	17-60663	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #5671147	38599	15.53
	17-60659	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #5671150	38599	33.28
	17-60689	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #5802577	38599	811.88
Total for REALLY GOOD STUFF/ 6385							\$1,096.20
REINER GROUP, INC./ 7838	17-01714	11-000-261-420-71-510-000/ HVAC MAINTENANCE		CF	VARIOUS INVOICES	38600	2,468.00
RICKARD REHABILITATION SERVICE/ 3697	17-01420	11-000-216-320-40-000-000/ PURCHASED PROFESSIONAL -		CP	JULY - AUG 2016	38601	3,712.00
RIDDELL/ ALL AMERICAN/ 3698	17-01654	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98745367	38602	172.50
	17-01655	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98745368	38602	78.00
	17-01645	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98695253	38602	151.50
	17-01644	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98695256	38602	63.00
	17-01658	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98795494	38602	109.20

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Unposted Checks							
RIDDELL/ ALL AMERICAN/ 3698	17-01656	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98745369	38602	127.50
	17-01653	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98795496	38602	28.50
	17-01652	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98795495	38602	25.50
	17-01647	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98695252	38602	60.00
	17-01646	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98695254	38602	111.00
	17-01648	11-402-100-500-20-000-000/ ATHLETICS		CF	INV #98695255	38602	57.00
Total for RIDDELL/ALL AMERICAN SPORTS CO/ 3698							\$983.70
RIDGEWOOD PRESS/ 3699	17-01632	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #107065	38603	176.00
	17-01618	11-000-222-600-68-000-000/ SUPPLIES AND MATERIALS		CF	INV #107064	38603	352.00
Total for RIDGEWOOD PRESS/ 3699							\$528.00
RIKER, SCOTT/ 8367	17-1102	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38604	58.00
ROBERTSON, KEITH/ 7748	17-1160	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38605	78.00
ROSZCZYK, ARTUR/ 8687	17-1146	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38606	70.00
ROTO-ROOTER/ 4376	17-01217	11-000-261-420-71-513-000/ PLUMBING/HEATING		CP	VARIOUS INVOICES	38607	421.00
ROUX, RAYMOND/ 8043	17-1108	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38608	78.00
	17-1161	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38608	78.00
Total for ROUX, RAYMOND/ 8043							\$156.00
RUSSO, RICH/ 7420	17-1109	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38609	110.00
SAGE DAY/ 3784	17-01547	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CP	OCT, NOV, DEC 2016	38610	33,588.00
SAM ASH NEW JERSEY MEGASTORES LLC/ 8606	17-60367	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #0806614CIFN	38611	165.00
SARGENT WELCH/VWR INTERNATIONAL LLC/ 8599	17-60490	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #8045858856	38612	319.55
	17-60479	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CP	INV #8045869500	38612	16.25

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Unposted Checks							
Total for SARGENT WELCH/VWR INTERNATIONAL LLC/ 8599							\$335.80
SAVATREE/ 4355	17-01401	11-000-263-420-71-509-000/ UPKEEP OF GROUNDS		CF	INV #4023105,4014098	38613	10,400.00
SCHEFFLER, PETER/ 7856	17-1091	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38614	58.00
SCHOLASTIC INC./ 2763	17-01349	20-501-100-640-32-000-000/ N.P. TEXTBOOKS		CF	INV #13643107	38615	13.20
SCHOOL SPECIALTY/ 6612	17-01205	11-190-100-610-03-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116645785	38616	494.95
	17-60627	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116871885	38616	23.95
	17-60636	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116871881	38616	21.10
	17-60639	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116871879	38616	15.99
	17-60646	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116871874	38616	32.70
	17-60653	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116871877	38616	6.62
	17-60660	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116871876	38616	26.91
	17-60668	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	INV #208116871874	38616	2.55
	17-60670	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208117125150	38616	27.99
	17-60693	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208117303693	38616	74.66
Total for SCHOOL SPECIALTY/ 6612							\$727.42
SCHOOL SPECIALTY INC/ 2770	17-01229	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116682655	38617	187.50
	17-01301	11-000-240-600-02-000-000/ SCHOOL ADMIN SUPPLIES		CF	INV #208117242491,308102589675	38617	1,642.20
	17-01304	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102576294	38617	2,411.76
	17-01464	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102594916	38617	1,967.80
	17-01471	11-000-230-610-61-000-000/ SUPPLIES AND MATERIALS		CF	INV #308102607538	38617	238.82

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Unposted Checks							
SCHOOL SPECIALTY INC/ 2770	17-01637	11-190-100-610-02-000-000/ REG		CF	INV #208117310525	38617	1,248.25
		PROGRAM-UNDISTRIBUTE					
		20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208117310525	38617	1,248.25
Total for SCHOOL SPECIALTY INC/ 2770							\$8,944.58
SCHOOL SPECIALTY / ABILITATIONA/ 8610	17-60538	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896882	38618	7.26
	17-60540	11-190-100-610-02-000-000/ REG		CF	INV #208116896890	38618	79.50
		PROGRAM-UNDISTRIBUTE					
	17-60680	11-190-100-610-05-000-000/ GENERAL SUPPLIES		CF	INV #208117212274	38618	44.79
Total for SCHOOL SPECIALTY / ABILITATIONS/ 8610							\$131.55
SCHOOL SPECIALTY ED ESSENTIALS/ 4964	17-60014	11-190-100-610-03-000-000/ REG		CF	INV #208116776171,208117383980	38619	103.11
		PROGRAM-UNDISTRIBUTE					
	17-60041	11-190-100-610-20-000-000/ REG		CF	INV #308102548174	38619	163.79
		PROGRAM-UNDISTRIBUTE					
	17-60042	11-190-100-610-20-000-000/ REG		CF	INV #308102533944	38619	46.19
		PROGRAM-UNDISTRIBUTE					
	17-60043	11-190-100-610-20-000-000/ REG		CF	INV #208116775839	38619	199.89
		PROGRAM-UNDISTRIBUTE					
	17-60051	11-190-100-610-20-000-000/ REG		CF	INV #208116775836	38619	199.92
		PROGRAM-UNDISTRIBUTE					
	17-60052	11-190-100-610-98-000-000/ REG		CF	INV #308102550457	38619	178.18
		PROGRAM-UNDISTRIBUTE					
	17-60055	11-190-100-610-98-000-000/ REG		CF	INV #208116802153	38619	23.39
	PROGRAM-UNDISTRIBUTE						
17-60056	11-190-100-610-98-000-000/ REG		CF	INV #308102556213	38619	190.00	
	PROGRAM-UNDISTRIBUTE						
17-60058	11-190-100-610-20-000-000/ REG		CF	INV #308102580761	38619	100.89	
	PROGRAM-UNDISTRIBUTE						
17-60060	11-190-100-610-98-000-000/ REG		CF	INV #308102550465	38619	185.63	
	PROGRAM-UNDISTRIBUTE						
17-60062	11-190-100-610-20-000-000/ REG		CF	INV #208116801378	38619	49.20	
	PROGRAM-UNDISTRIBUTE						

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Unposted Checks							
SCHOOL SPECIALTY ED ESSENTIALS/ 4964	17-60071	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102548307	38619	189.00
	17-60072	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102553018	38619	180.75
	17-60074	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102548893	38619	210.70
	17-60079	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102594147,208117273806	38619	132.63
	17-60081	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102553298	38619	186.78
	17-60083	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116881694	38619	183.15
	17-60084	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102548896,208117345514	38619	199.95
	17-60087	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116882102	38619	123.81
	17-60089	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116875589	38619	21.80
	17-60090	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102548891	38619	87.55
	17-60091	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102588341	38619	128.13
	17-60092	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116897067	38620	71.95
	17-60093	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116897322	38620	1.95
	17-60094	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116875911	38620	8.00
	17-60095	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116897323	38620	3.27
	17-60099	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102584988	38620	461.70
	17-60102	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102562416	38620	178.75

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Unposted Checks							
SCHOOL SPECIALTY ED ESSENTIALS/ 4964	17-60104	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116897313	38620	115.94
	17-60106	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102578188	38620	250.09
	17-60113	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102551397	38620	249.86
	17-60119	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102549130	38620	201.50
	17-60120	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102557227	38620	179.18
	17-60121	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102597394,208117241847	38620	251.05
	17-60124	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208117236369,308102599241	38620	249.96
	17-60126	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102560424	38620	214.35
	17-60135	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102571774	38620	248.74
	17-60140	11-190-100-610-05-000-000/ GENERAL SUPPLIES		CF	INV #308102557250	38620	250.88
	17-60141	11-190-100-610-05-000-000/ GENERAL SUPPLIES		CF	INV #308102551417	38620	251.93
	17-60161	11-190-100-610-05-000-000/ GENERAL SUPPLIES		CF	INV #208117236374,308102599426	38620	197.72
	17-60169	11-190-100-610-05-000-000/ GENERAL SUPPLIES		CF	ORD/REF #28532115	38620	246.54
	17-60181	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896880	38620	235.76
	17-60182	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896873	38620	225.52
	17-60183	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #308102569803	38620	256.01
	17-60184	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896893	38621	221.63
	17-60185	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896868	38621	240.41
	17-60186	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #308102590344	38621	246.92
	17-60187	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896908	38621	187.71
	17-60188	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896885	38621	35.99
	17-60189	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896879	38621	121.76
	17-60192	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896869	38621	251.90
	17-60193	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #308102557585	38621	249.87

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SCHOOL SPECIALTY ED ESSENTIALS/ 4964	17-60194	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896887	38621	116.59
	17-60195	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116896901	38621	156.66
	17-60196	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #308102557582	38621	70.71
	17-60198	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102557566	38621	227.33
	17-60199	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102557559	38621	220.39
	17-60200	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116896883	38621	249.43
	17-60201	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116896878	38621	249.91
	17-60202	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116896870	38621	199.31
	17-60204	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116896881	38621	253.20
	17-60207	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208117185917,208116896898	38621	206.01
	17-60206	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102599425,208117185881	38621	214.19
	17-60205	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208117185880,308102599424	38621	222.55
	17-60197	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208117241797,308102599410	38621	146.56
	17-60208	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116896905	38621	249.60
	17-60209	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116896875	38622	202.46
	17-60211	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102569807	38622	251.21
	17-60212	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	INV #308102576474	38622	231.60
	17-60213	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	INV #208116896871	38622	33.00
	17-60214	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116896900	38622	23.59

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SCHOOL SPECIALTY ED ESSENTIALS/ 4964	17-60676	11-190-100-610-05-000-000/ GENERAL SUPPLIES		CF	INV #308102624860	38622	2,379.32
	17-60681	11-000-251-600-63-000-000/ CENTRAL SVCS SUPPLIES		CF	INV #208117303691	38622	57.42
Total for SCHOOL SPECIALTY ED ESSENTIALS/ 4964							\$14,952.32
SCHOOL SPECIALTY, INC/SPORTIME/ 8592	17-60448	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116882122	38623	12.32
	17-60454	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116882121	38623	12.32
Total for SCHOOL SPECIALTY, INC./SPORTIME/ 8592							\$24.64
SCHOOL SPECIALTY/SAX ARTS EDUCATION/ 8595	17-60256	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102588361	38624	5,160.08
	17-60262	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102576407	38624	667.64
	17-60295	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #208116874330	38624	22.13
	17-60297	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #208116874331	38624	15.52
	17-60300	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #308102549175	38624	1,885.91
Total for SCHOOL SPECIALTY/SAX ARTS EDUCATION/ 8595							\$7,751.28
SEEVERS, KEVIN/ 8684	17-1141	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38625	58.00
SHARP ELEVATOR COMPANY, INC./ 3882	17-01335	11-000-261-420-71-528-000/ ELEVATOR REPAIRS		CP	VARIOUS INVOICES	38626	2,160.00
SHINGELO, ANGELO/ 7685	17-1151	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38627	60.00
SHOKOOHY, EHSAN/ 8673	17-1101	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38628	58.00
	17-1122	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38628	58.00
	17-1162	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38628	58.00
	17-1165	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38628	58.00
Total for SHOKOOHY, EHSAN/ 8673							\$232.00

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Unposted Checks							
SINGAPORE MATH/ 6942	17-01343	20-501-100-640-32-000-000/ N.P. TEXTBOOKS		CF	INV #335591	38629	11,226.60
SMALL, TERRY/ 8675	17-1114	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38630	58.00
SOUTH BERGEN JOINTURE COMMISSION/ 3957	17-01622	20-250-200-300-40-000-000/ PURCHASED PROFESSIONAL A		CP	VARIOUS INVOICES	38631	26,592.00
SPECTROTEL/ 8624	17-01510	11-000-230-530-71-615-000/ COMMUNICATION TELEPHONE		CP	ACCT #346472	38632	3,932.43
SPORTS IMPORTS, INC./ 5264	17-01509	11-402-100-600-20-000-000/ ATHLETICS		CF	INV #126856	38633	795.70
SPORTS TIME, INC/ 3972	17-01557	11-402-100-600-20-000-000/ ATHLETICS		CF	INV #1639812	38634	2,319.25
STAPLES CONTRACT & COMMERCIAL, INC./ 8593	17-60380	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3313691001	38635	34.70
	17-60381	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3313404566,3313691004	38635	55.25
	17-60683	11-000-251-600-63-000-000/ CENTRAL SVCS SUPPLIES		CF	INV #3316033198	38635	1,241.74
	17-60395	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3313691056	38635	13.14
	17-60397	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3313691058	38635	19.86
	17-60398	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3313802758	38635	42.30
	17-60400	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3313922905	38635	65.38
	17-60401	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3312809068	38635	114.47
	17-60431	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #3313802783	38635	88.37
	17-60432	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #3313922940	38635	39.92
	17-60433	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #3313802784	38635	9.22
	17-60434	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #3313691142	38635	26.31
	17-60435	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	ORD #148493081	38635	72.48
	17-60436	20-218-100-600-02-000-000/ PRESCHOOL SUPPLIES		CF	INV #3313922946	38635	43.76

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Unposted Checks							
STAPLES CONTRACT & COMMERCIAL, INC./ 8593	17-60437	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #3313691155	38635	24.82
	17-60438	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	INV #3313691159,3313802788	38635	236.23
	17-60439	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	ORD #148502797	38635	218.51
	17-60440	11-000-219-600-40-000-000/ CHILD STUDY TEAM SUPPLY		CF	INV #3313691164	38635	233.18
	17-60678	11-190-100-610-05-000-000/ GENERAL SUPPLIES		CF	ORD #148963935	38635	600.21
Total for STAPLES CONTRACT & COMMERCIAL, INC./ 8593							\$3,179.85
STEPS TO LITERACY/ 4128	16-02390	P2-241-100-600-66-000-000/ GENERAL SUPPLIES		CF	INV # / SO #168309	38636	1,337.28
STONE SURFACES INC./ 8018	17-01433	11-000-261-420-71-508-000/ GENERAL REPAIRS		CF	COUNTER TOP	38637	6,300.00
SUPPLYWORKS/ 3877	17-01275	11-000-262-610-71-612-000/ PLUMBING/HEAT SUPPLIES		CP	VARIOUS INVOICES	38638	2,321.90
T & R ALARM SYSTEMS, INC./ 2894	17-01737	11-000-261-420-71-519-000/ SECURITY ALARMS		CF	INV #79945,79946,79947	38639	2,134.00
		11-000-262-590-71-558-000/ MISC PURCHASED SVCS		CF	INV #79945,79946,79947	38639	1,136.00
Total for T & R ALARM SYSTEMS, INC./ 2894							\$3,270.00
TALKTOOLS LLC/ 6898	17-01675	11-000-216-600-40-000-000/ OT/PT/SPEECH SUPPLIES		CF	INV #144624	38640	117.69
TARIARCO ARTS & CRAFTS, LLC/ 8596	17-60301	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #80523	38641	19.36
	17-60298	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #80517	38641	3.00
Total for TRIARCO ARTS & CRAFTS, LLC/ 8596							\$22.36
TEACHER'S DISCOVERY/ 2912	17-60315	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #90499,90626	38642	95.02
	17-60314	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #90421	38642	148.69
Total for TEACHER'S DISCOVERY/ 2912							\$243.71
TENAFly MULTISERVICES/ 6880	17-01435	11-000-261-420-71-508-000/ GENERAL REPAIRS		CF	AUDITORIUM WORK	38643	2,800.00

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TEQUIPMENT, INC/ 7647	17-01731	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #102140	38644	261.00
THE CTC ACADEMY, INC./ 4223	17-01443	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CP	OCTOBER NOVEMBER 2016	38645	14,943.63
THE HOLMSTEAD SCHOOL/ 2918	17-01784	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CF	PAST DUE 2015-2016	38646	10,260.47
THE SHERWIN-WILLIAMS CO./ 4603	17-01209	11-000-262-610-71-611-000/ PAINT SUPPLIES		CP	VARIOUS INVOICES	38647	2,009.06
TOLOMEO, JIM/ 7687	17-1110	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38648	110.00
TRI-STATE FOLDING PARTITIONS I/ 4296	17-01715	11-000-261-420-71-531-000/ BLEACHER REPAIRS		CF	INV #2882	38649	1,650.00
UNIQUE PHOTO, INC./ 6651	17-01144	11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #198700	38650	2,107.69
UNITED HEALTH CARE / SPECTERA INC./ 3966	17-01185	11-000-291-270-63-452-000/ VISION BENEFITS		CP	INV #20161017000197	38651	7,273.80
VANDORBCK, DON/ 8672	17-1100	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38652	58.00
VERIZON WIRELESS/ 3759	17-01268	11-000-261-420-71-512-000/ PAGING SERVICES		CP	ACCT #586021457-00001	38653	3,059.96
W.W. GRAINGER INC/ 2060	17-01206	11-000-262-610-71-610-000/ MISC SUPPLIES		CP	VARIOUS INVOICES	38654	3,419.12
WALKER, MICHAEL/ 8391	17-1144	11-402-100-500-20-000-000/ ATHLETICS		CF	ATHLETICS	38655	58.00
WALSH-MERKEL, ROBYN MA, CCC-SLP/ 4740	17-01416	11-204-100-320-40-000-000/ SPEC ED-LEARN & LANG DIS		CP	SEPT - OCT EVALS	38656	810.00
WARD'S/ 4434	17-60498	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #8045858852	38657	339.58
WB MASON CO., INC./ 5743	17-01321	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	#I37749909,I37788837,CR3582840	38658	2,151.20
	17-60283	11-190-100-610-05-000-000/ GENERAL SUPPLIES		CF	INV #I37384870,I37625952	38658	214.98

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Unposted Checks							
WB MASON CO., INC./ 5743	17-60299	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #I38071125	38658	88.73
	17-60260	11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #I38115833	38658	141.00
	17-60271	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #I37385053,I37709135	38658	80.06
	17-60282	11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #I37384971,I37951216	38658	264.09
	17-60293	11-190-100-610-05-000-000/ GENERAL SUPPLIES		CF	#I37951229,I38115927,I38398090	38658	531.86
	17-01623	11-000-240-600-02-000-000/ SCHOOL ADMIN SUPPLIES		CF	INV #I38030800	38658	172.06
	17-60302	11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #I37750200,I37951245	38658	94.73
	16-02563	11-000-216-600-40-000-000/ OT/PT/SPEECH SUPPLIES	16-02563	CF	INV #I36915341	38658	823.80
		11-000-218-600-20-000-000/ GUIDANCE SUPPLIES	16-02563	CF	INV #I36915341	38658	823.88
		11-000-230-610-62-000-000/ SUPPLIES AND MATERIALS	16-02563	CF	INV #I36915341	38658	823.88
		11-000-230-610-69-000-000/ SUPPLIES AND MATERIALS	16-02563	CF	INV #I36915341	38658	823.88
		11-000-240-600-03-000-000/ SCHOOL ADMIN SUPPLIES	16-02563	CF	SCHOOL ADMIN SUPPLIES	38658	823.88
		11-000-240-600-05-000-000/ SUPPLIES AND MATERIALS	16-02563	CF	SUPPLIES AND MATERIALS	38658	823.88
		11-000-240-600-07-000-000/ SCHOOL ADMIN SUPPLIES	16-02563	CF	SCHOOL ADMIN SUPPLIES	38658	823.88
		11-000-240-600-20-000-000/ SCHOOL ADMIN SUPPLIES	16-02563	CF	SCHOOL ADMIN SUPPLIES	38658	823.88
		11-000-240-600-98-000-000/ SCHOOL ADMIN SUPPLIES	16-02563	CF	SCHOOL ADMIN SUPPLIES	38658	823.88
		11-000-251-600-63-000-000/ CENTRAL SVCS SUPPLIES	16-02563	CF	CENTRAL SVCS SUPPLIES	38659	823.88
		11-190-100-610-02-000-000/ REG PROGRAM-UNDISTRIBUTE	16-02563	CF	REG PROGRAM-UNDISTRIBUTE	38659	823.88
		11-190-100-610-03-000-000/ REG PROGRAM-UNDISTRIBUTE	16-02563	CF	REG PROGRAM-UNDISTRIBUTE	38659	823.88
		11-190-100-610-05-000-000/ GENERAL SUPPLIES	16-02563	CF	GENERAL SUPPLIES	38659	823.88
		11-190-100-610-10-000-000/ REG PROGRAM-UNDISTRIBUTE	16-02563	CF	REG PROGRAM-UNDISTRIBUTE	38659	823.88
		11-190-100-610-20-000-000/ REG PROGRAM-UNDISTRIBUTE	16-02563	CF	REG PROGRAM-UNDISTRIBUTE	38659	823.88
		11-190-100-610-98-000-000/ REG PROGRAM-UNDISTRIBUTE	16-02563	CF	REG PROGRAM-UNDISTRIBUTE	38659	823.88
Total for WB MASON CO., INC./ 5743							\$16,920.71

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Unposted Checks							
WINDSOR BERGEN ACADEMY, INC./ 8422	17-01723	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CF	INV #105036	38660	2,761.50
	17-01708	11-000-100-569-40-227-000/ TUITION ADJUSTMENTS		CF	INV #104917	38660	4,374.00
	Total for WINDSOR BERGEN ACADEMY, INC./ 8422						\$7,135.50
WINDSOR LEARNING CENTER/ 7841	17-01453	11-000-100-566-40-000-000/ TUTION PSD IN STATE		CP	OCT - NOV 2016	38661	11,590.00
	17-01730	20-253-100-500-40-000-000/ OTHER PURCHASED SERVICES		CF	INV 317229,17232, CR #17331	38661	7,320.00
	Total for WINDSOR LEARNING CENTER/ 7841						\$18,910.00
YES PRESS/ 4974	16-02514	11-190-100-610-20-413-000/ GEN SUPPLIES GRADUATION		CF	INV #11349	38662	2,225.00
YOUNG AUDIENCES OF NEW JERSEY/ 4575	17-01473	11-190-100-500-10-000-000/ REG PROGRAM-UNDISTRIBUTE		CF	INV #INV010317	38663	1,980.00
ZANER-BLOSER, INC./ 4591	17-01574	20-501-100-640-36-000-000/ N.P TEXTBOOKS		CF	INV #10090465	38664	862.83
Total for Unposted Checks							\$2,380,412.12

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*Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator,
be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.*

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10	\$199,503.00				\$199,503.00
	10	11	\$1,574,453.50				\$1,574,453.50
	Fund 10	TOTAL	\$1,773,956.50				\$1,773,956.50
	20	20	\$136,704.27				\$136,704.27
	20	P2	\$1,716.50				\$1,716.50
	Fund 20	TOTAL	\$138,420.77				\$138,420.77
	30	30	\$291,054.57				\$291,054.57
	50	50	\$176,054.24				\$176,054.24
	60	60	\$926.04				\$926.04
	GRAND	TOTAL	\$2,380,412.12	\$0.00	\$0.00	\$0.00	\$2,380,412.12

Chairman Finance Committee

Member Finance Committee

Englewood Public School District

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UNPOSTED CHECKS							
11-000-211-100-60-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	3,572.12
11-000-211-172-07-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	8,479.25
11-000-211-172-60-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	8,359.97
11-000-211-172-73-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	1,776.38
11-000-211-172-76-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	4,427.91
11-000-211-172-77-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	2,187.27
11-000-211-172-85-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	1,776.37
11-000-211-173-60-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	5,564.75
11-000-211-173-67-103-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	1,869.00
11-000-213-100-60-102-000/ HEALTH SERVICES SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SERVICES SALARY	7	1,550.00
11-000-213-100-67-103-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	200.00
11-000-213-100-73-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	7	3,903.00
11-000-213-100-74-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	7	2,852.75
11-000-213-100-76-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	7	2,802.75
11-000-213-100-77-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	7	2,146.70
11-000-213-100-85-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	7	6,676.51
11-000-213-100-98-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	7	2,146.70
11-000-216-100-40-101-000/ RELATED SERVICES SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	RELATED SERVICES SALARY	7	37,634.03
11-000-218-104-67-103-000/ SALARIES OF OTHER PROFES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF OTHER PROFES	7	1,708.00
11-000-218-104-76-101-000/ GUIDANCE SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GUIDANCE SALARY	7	8,076.15
11-000-218-104-77-101-000/ GUIDANCE SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GUIDANCE SALARY	7	8,834.90
11-000-219-104-40-101-000/ CHILD STUDY TEAM SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	CHILD STUDY TEAM SALARY	7	52,976.05
11-000-219-105-40-101-000/ CHILD STUDY TEAM SEC	17-0010		4614 / E.B.O.E.- PAYROLL	HP	CHILD STUDY TEAM SEC	7	2,893.81
11-000-221-102-64-101-000/ IMPVT OF INSTRUCTION SAL	17-0010		4614 / E.B.O.E.- PAYROLL	HP	IMPVT OF INSTRUCTION SAL	7	5,520.83
11-000-221-102-65-101-000/ IMPVT OF INSTRUCTION SAL	17-0010		4614 / E.B.O.E.- PAYROLL	HP	IMPVT OF INSTRUCTION SAL	7	5,412.50

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UNPOSTED CHECKS							
11-000-222-100-60-101-000/ ED MEDIA SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	7	6,864.29
11-000-222-100-60-104-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	963.90
11-000-222-100-73-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	2,145.08
11-000-222-100-74-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	1,855.76
11-000-222-100-76-101-000/ ED MEDIA SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	7	1,983.83
11-000-222-100-77-101-000/ ED MEDIA SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	7	2,039.71
11-000-223-104-60-000-000/ STAFF TRAINING SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	STAFF TRAINING SALARY	7	5,291.66
11-000-230-100-61-101-000/ GENERAL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GENERAL ADMIN SALARY	7	10,909.81
11-000-230-100-62-101-000/ GENERAL ADMIN - SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GENERAL ADMIN - SALARY	7	13,208.33
11-000-230-100-67-103-000/ GENERAL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GENERAL ADMIN SALARY	7	229.11
11-000-240-103-07-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	7	6,554.16
11-000-240-103-40-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	7	6,175.00
11-000-240-103-60-101-000/ SALARIES OF PRINCIPALS/A	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF PRINCIPALS/A	7	10,625.00
11-000-240-103-73-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	7	11,217.04
11-000-240-103-74-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	7	12,061.36
11-000-240-103-75-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	7	10,916.66
11-000-240-103-76-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	7	17,025.37
11-000-240-103-77-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	7	18,329.16
11-000-240-103-98-101-000/ SALARIES OF PRINCIPALS/A	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF PRINCIPALS/A	7	11,410.22
11-000-251-100-63-000-000/ CENTRAL SERVICE SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	CENTRAL SERVICE SALARY	7	26,089.40
11-000-251-100-69-000-000/ CENTRAL SERVICES SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	CENTRAL SERVICES SALARY	7	9,119.63
11-000-252-100-63-000-000/ ADMIN TECH SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	ADMIN TECH SALARY	7	9,916.19
11-000-261-100-71-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	2,926.96
11-000-262-104-71-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	5,276.94
11-000-266-100-60-101-000/ SECURITY SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SECURITY SALARIES	7	29,513.39
11-000-270-160-60-000-000/ SAL. FOR PUPIL TRANS(BET	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL. FOR PUPIL TRANS(BET	7	2,234.68
11-000-270-162-60-000-000/ SAL. FOR PUPIL TRANS(BET	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL. FOR PUPIL TRANS(BET	7	9,399.14

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

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Account # / Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
UNPOSTED CHECKS							
11-000-291-290-60-132-000/ VACATION /SICK PAY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	VACATION /SICK PAY	7	2,095.38
11-110-100-101-67-103-000/ PRESCHOOL/KINDERGARTEN -	17-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL/KINDERGARTEN -	7	100.00
11-110-100-101-80-102-000/ REG PROGRAM-PRESCH/KINDE	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-PRESCH/KINDE	7	800.00
11-110-100-101-84-101-000/ PRESCHOOL/KINDERGARTEN -	17-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL/KINDERGARTEN -	7	4,941.12
11-110-100-101-85-101-000/ REG PROGRAM-PRESCH/KINDE	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-PRESCH/KINDE	7	51,949.43
11-120-100-101-67-103-000/ REG PROGRAM-GRADES 1-5	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	7	1,930.50
11-120-100-101-73-101-000/ REG PROGRAM-GRADES 1-5	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	7	69,758.12
11-120-100-101-73-710-000/ GRADES 1-5 - SALARIES OF	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 1-5 - SALARIES OF	7	2,351.80
11-120-100-101-74-101-000/ REG PROGRAM-GRADES 1-5	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	7	123,383.95
11-120-100-101-74-710-000/ GRADES 1-5 - SALARIES OF	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 1-5 - SALARIES OF	7	5,879.50
11-120-100-101-80-102-000/ REG PROGRAM-GRADES 1-5	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	7	7,900.00
11-130-100-101-67-103-000/ REG PROGRAM-GRADES 6-8	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	7	200.00
11-130-100-101-73-101-000/ GRADES 6-8 - SALARIES OF	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 6-8 - SALARIES OF	7	12,406.29
11-130-100-101-74-101-000/ GRADES 6-8 - SALARIES OF	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 6-8 - SALARIES OF	7	12,906.35
11-130-100-101-76-101-000/ REG PROGRAM-GRADES 6-8	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	7	115,396.07
11-130-100-101-80-102-000/ REG PROGRAM-GRADES 6-8	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	7	8,100.00
11-140-100-101-07-101-000/ REG PROGRAM-GRADES 9-12	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	7	14,653.70
11-140-100-101-67-103-000/ REG PROGRAM-GRADES 9-12	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	7	3,350.42

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

Englewood Public School District

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Account # / Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
UNPOSTED CHECKS							
11-140-100-101-77-101-000/ REG PROGRAM-GRADES 9-12	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	7	128,797.08
11-140-100-101-80-102-000/ REG PROGRAM-GRADES 9-12	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	7	8,700.00
11-140-100-101-98-000-000/ REG PROGRAM-GRADES 9-12	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	7	154,682.18
11-150-100-101-40-101-000/ HOME INSTRUCTION	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HOME INSTRUCTION	7	732.00
11-204-100-101-40-101-000/ SPEC ED-LEARN & LANG DIS	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-LEARN & LANG DIS	7	66,458.20
11-212-100-101-40-101-000/ MULTIPLE DISABILITIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	MULTIPLE DISABILITIES	7	51,386.05
11-213-100-101-40-101-000/ RESOURCE ROOM/CENTER	17-0010		4614 / E.B.O.E.- PAYROLL	HP	RESOURCE ROOM/CENTER	7	94,759.10
11-216-100-101-40-101-000/ SPEC ED-PRE HANDI FULL T	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-PRE HANDI FULL T	7	28,810.64
11-240-100-101-73-101-000/ BILINGUAL ED	17-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	7	9,891.38
11-240-100-101-74-101-000/ BILINGUAL ED	17-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	7	40,771.62
11-240-100-101-76-101-000/ BILINGUAL ED	17-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	7	4,411.87
11-240-100-101-77-101-000/ BILINGUAL ED	17-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	7	8,588.18
11-240-100-101-84-101-000/ SALARIES OF TEACHERS	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF TEACHERS	7	3,364.50
11-240-100-101-85-101-000/ BILINGUAL ED	17-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	7	5,207.90
11-402-100-100-76-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	7	5,630.00
11-402-100-100-77-101-000/ ATHLETICS	17-0010		4614 / E.B.O.E.- PAYROLL	HP	ATHLETICS	7	52,175.50
20-044-100-100-66-000-000/ CONFUCIUS SAL OF TEACHER	17-0010		4614 / E.B.O.E.- PAYROLL	HP	CONFUCIUS SAL OF TEACHER	7	228.75
20-218-100-101-02-000-000/ PRESCHOOL SAL OF TEACH	17-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL SAL OF TEACH	7	38,219.65
20-218-100-101-80-102-000/ PRESCHOOL SAL OF TEACH	17-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL SAL OF TEACH	7	700.00
20-231-100-100-66-000-003/ TITLE I - SALARY TEACHER	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I - SALARY TEACHER	7	3,602.75
20-231-100-100-66-000-010/ TITLE I - TEACHER SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I - TEACHER SALARY	7	3,013.93
20-231-100-100-66-000-020/ TITLE I - SALARY TEACHER	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I - SALARY TEACHER	7	2,182.34
20-231-100-100-66-724-020/ TITLE I FOCUS TEACH SAL	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I FOCUS TEACH SAL	7	8,442.91
20-270-100-100-66-000-000/ TITLE II SAL OF TEACH	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE II SAL OF TEACH	7	18,589.81

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

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UNPOSTED CHECKS							
60-057-100-100-02-000-000/ SALARIES - QUARLES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES - QUARLES	7	4,341.97
60-057-100-100-03-000-000/ SALARIES - MCCLOUD	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES - MCCLOUD	7	3,021.05
60-057-100-100-05-000-000/ SALARIES - GRIECO	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES - GRIECO	7	4,511.61
Total for Unposted Checks							\$1,616,953.08

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Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed. Run on 10/17/2016 at 12:25:50 PM

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11			\$1,530,098.31		\$1,530,098.31
	20	20			\$74,980.14		\$74,980.14
	60	60			\$11,874.63		\$11,874.63
	GRAND	TOTAL	\$0.00	\$0.00	\$1,616,953.08	\$0.00	\$1,616,953.08

Chairman Finance Committee

Member Finance Committee

Englewood Public School District

Bills And Claims Report By Account Number

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Account # / Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
UNPOSTED CHECKS							
11-000-211-100-60-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	3,572.12
11-000-211-172-07-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	7,455.25
11-000-211-172-60-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	8,710.15
11-000-211-172-73-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	1,776.38
11-000-211-172-76-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	4,427.91
11-000-211-172-77-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	2,187.27
11-000-211-172-85-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	1,776.37
11-000-211-173-60-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	5,564.75
11-000-211-173-67-103-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	1,869.00
11-000-213-100-60-102-000/ HEALTH SERVICES SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SERVICES SALARY	8	150.00
11-000-213-100-73-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	8	3,903.00
11-000-213-100-74-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	8	2,852.75
11-000-213-100-76-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	8	2,802.75
11-000-213-100-77-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	8	2,146.70
11-000-213-100-85-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	8	6,676.51
11-000-213-100-98-101-000/ HEALTH SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HEALTH SALARIES	8	2,146.70
11-000-216-100-40-101-000/ RELATED SERVICES SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	RELATED SERVICES SALARY	8	37,634.03
11-000-218-104-67-103-000/ SALARIES OF OTHER PROFES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF OTHER PROFES	8	366.00
11-000-218-104-76-101-000/ GUIDANCE SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GUIDANCE SALARY	8	8,076.15
11-000-218-104-77-101-000/ GUIDANCE SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GUIDANCE SALARY	8	8,834.90
11-000-219-104-40-101-000/ CHILD STUDY TEAM SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	CHILD STUDY TEAM SALARY	8	52,976.05
11-000-219-105-40-101-000/ CHILD STUDY TEAM SEC	17-0010		4614 / E.B.O.E.- PAYROLL	HP	CHILD STUDY TEAM SEC	8	2,826.39
11-000-221-102-64-101-000/ IMPVT OF INSTRUCTION SAL	17-0010		4614 / E.B.O.E.- PAYROLL	HP	IMPVT OF INSTRUCTION SAL	8	5,520.83
11-000-221-102-65-101-000/ IMPVT OF INSTRUCTION SAL	17-0010		4614 / E.B.O.E.- PAYROLL	HP	IMPVT OF INSTRUCTION SAL	8	5,412.50

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

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UNPOSTED CHECKS							
11-000-222-100-60-101-000/ ED MEDIA SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	8	6,864.29
11-000-222-100-60-104-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	3,197.88
11-000-222-100-73-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	2,145.08
11-000-222-100-74-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	1,855.76
11-000-222-100-76-101-000/ ED MEDIA SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	8	1,983.83
11-000-222-100-77-101-000/ ED MEDIA SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	ED MEDIA SALARY	8	2,039.71
11-000-223-104-60-000-000/ STAFF TRAINING SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	STAFF TRAINING SALARY	8	5,291.66
11-000-230-100-61-101-000/ GENERAL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GENERAL ADMIN SALARY	8	10,514.71
11-000-230-100-62-101-000/ GENERAL ADMIN - SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GENERAL ADMIN - SALARY	8	13,208.33
11-000-240-103-07-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	8	6,554.16
11-000-240-103-40-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	8	6,175.00
11-000-240-103-60-101-000/ SALARIES OF PRINCIPALS/A	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF PRINCIPALS/A	8	10,625.00
11-000-240-103-73-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	8	11,217.04
11-000-240-103-74-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	8	12,061.36
11-000-240-103-75-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	8	10,916.66
11-000-240-103-76-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	8	17,025.37
11-000-240-103-77-101-000/ SCHOOL ADMIN SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SCHOOL ADMIN SALARY	8	18,329.16
11-000-240-103-98-101-000/ SALARIES OF PRINCIPALS/A	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF PRINCIPALS/A	8	11,410.22
11-000-251-100-63-000-000/ CENTRAL SERVICE SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	CENTRAL SERVICE SALARY	8	26,014.40
11-000-251-100-69-000-000/ CENTRAL SERVICES SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	CENTRAL SERVICES SALARY	8	9,119.63
11-000-252-100-63-000-000/ ADMIN TECH SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	ADMIN TECH SALARY	8	9,916.19
11-000-261-100-71-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	2,926.96
11-000-262-104-71-000-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	5,276.94
11-000-266-100-60-101-000/ SECURITY SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SECURITY SALARIES	8	27,129.40
11-000-270-160-60-000-000/ SAL. FOR PUPIL TRANS(BET	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL. FOR PUPIL TRANS(BET	8	2,234.68
11-000-270-162-60-000-000/ SAL. FOR PUPIL TRANS(BET	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SAL. FOR PUPIL TRANS(BET	8	7,743.91
11-110-100-101-67-103-000/ PRESCHOOL/KINDERGARTEN -	17-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL/KINDERGARTEN -	8	250.00

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Account # / Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
UNPOSTED CHECKS							
11-110-100-101-80-102-000/ REG PROGRAM-PRESCH/KINDE	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-PRESCH/KINDE	8	1,200.00
11-110-100-101-84-101-000/ PRESCHOOL/KINDERGARTEN -	17-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL/KINDERGARTEN -	8	4,941.12
11-110-100-101-85-101-000/ REG PROGRAM-PRESCH/KINDE	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-PRESCH/KINDE	8	51,646.23
11-120-100-101-67-103-000/ REG PROGRAM-GRADES 1-5	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	8	1,050.00
11-120-100-101-73-101-000/ REG PROGRAM-GRADES 1-5	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	8	69,758.12
11-120-100-101-73-710-000/ GRADES 1-5 - SALARIES OF	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 1-5 - SALARIES OF	8	2,351.80
11-120-100-101-74-101-000/ REG PROGRAM-GRADES 1-5	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	8	124,080.41
11-120-100-101-74-710-000/ GRADES 1-5 - SALARIES OF	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 1-5 - SALARIES OF	8	5,879.50
11-120-100-101-80-102-000/ REG PROGRAM-GRADES 1-5	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 1-5	8	6,903.10
11-130-100-101-67-103-000/ REG PROGRAM-GRADES 6-8	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	8	556.56
11-130-100-101-73-101-000/ GRADES 6-8 - SALARIES OF	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 6-8 - SALARIES OF	8	11,333.00
11-130-100-101-74-101-000/ GRADES 6-8 - SALARIES OF	17-0010		4614 / E.B.O.E.- PAYROLL	HP	GRADES 6-8 - SALARIES OF	8	12,906.35
11-130-100-101-76-101-000/ REG PROGRAM-GRADES 6-8	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	8	112,349.04
11-130-100-101-80-102-000/ REG PROGRAM-GRADES 6-8	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 6-8	8	6,662.40
11-140-100-101-07-101-000/ REG PROGRAM-GRADES 9-12	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	8	13,117.70
11-140-100-101-67-103-000/ REG PROGRAM-GRADES 9-12	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	8	4,177.78
11-140-100-101-77-101-000/ REG PROGRAM-GRADES 9-12	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	8	128,778.67
11-140-100-101-80-102-000/ REG PROGRAM-GRADES 9-12	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	8	7,422.60

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

Run on 10/25/2016 at 02:56:45 PM

Englewood Public School District

Bills And Claims Report By Account Number

OCTOBER 31, 2016 PAYROLL

va_bill1.10272014
09/01/2016

Account # / Description	PO #	Inv #	Vendor # / Name	Check Type *	Check Description or Multi Remit To Check Name	Check#	Check Amount
UNPOSTED CHECKS							
11-140-100-101-98-000-000/ REG PROGRAM-GRADES 9-12	17-0010		4614 / E.B.O.E.- PAYROLL	HP	REG PROGRAM-GRADES 9-12	8	152,398.60
11-150-100-101-40-101-000/ HOME INSTRUCTION	17-0010		4614 / E.B.O.E.- PAYROLL	HP	HOME INSTRUCTION	8	732.00
11-204-100-101-40-101-000/ SPEC ED-LEARN & LANG DIS	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-LEARN & LANG DIS	8	64,185.44
11-212-100-101-40-101-000/ MULTIPLE DISABILITIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	MULTIPLE DISABILITIES	8	50,874.05
11-213-100-101-40-101-000/ RESOURCE ROOM/CENTER	17-0010		4614 / E.B.O.E.- PAYROLL	HP	RESOURCE ROOM/CENTER	8	94,247.10
11-216-100-101-40-101-000/ SPEC ED-PRE HANDI FULL T	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SPEC ED-PRE HANDI FULL T	8	28,810.64
11-240-100-101-73-101-000/ BILINGUAL ED	17-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	8	9,891.38
11-240-100-101-74-101-000/ BILINGUAL ED	17-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	8	40,771.62
11-240-100-101-76-101-000/ BILINGUAL ED	17-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	8	4,411.87
11-240-100-101-77-101-000/ BILINGUAL ED	17-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	8	8,588.18
11-240-100-101-84-101-000/ SALARIES OF TEACHERS	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES OF TEACHERS	8	3,364.50
11-240-100-101-85-101-000/ BILINGUAL ED	17-0010		4614 / E.B.O.E.- PAYROLL	HP	BILINGUAL ED	8	5,207.90
11-402-100-100-76-101-000/ SALARIES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES	8	2,362.50
11-402-100-100-77-101-000/ ATHLETICS	17-0010		4614 / E.B.O.E.- PAYROLL	HP	ATHLETICS	8	250.00
20-218-100-101-02-000-000/ PRESCHOOL SAL OF TEACH	17-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL SAL OF TEACH	8	38,219.65
20-218-100-101-80-102-000/ PRESCHOOL SAL OF TEACH	17-0010		4614 / E.B.O.E.- PAYROLL	HP	PRESCHOOL SAL OF TEACH	8	1,000.00
20-231-100-100-66-000-003/ TITLE I - SALARY TEACHER	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I - SALARY TEACHER	8	3,602.75
20-231-100-100-66-000-010/ TITLE I - TEACHER SALARY	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I - TEACHER SALARY	8	3,013.93
20-231-100-100-66-000-020/ TITLE I - SALARY TEACHER	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I - SALARY TEACHER	8	1,670.34
20-231-100-100-66-724-020/ TITLE I FOCUS TEACH SAL	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE I FOCUS TEACH SAL	8	8,442.91
20-241-100-100-66-000-000/ TITLE III SAL OF TEACH	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE III SAL OF TEACH	8	335.50
20-270-100-100-66-000-000/ TITLE II SAL OF TEACH	17-0010		4614 / E.B.O.E.- PAYROLL	HP	TITLE II SAL OF TEACH	8	640.50
60-057-100-100-02-000-000/ SALARIES - QUARLES	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES - QUARLES	8	8,552.59
60-057-100-100-03-000-000/ SALARIES - MCCLOUD	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES - MCCLOUD	8	3,757.63
60-057-100-100-05-000-000/ SALARIES - GRIECO	17-0010		4614 / E.B.O.E.- PAYROLL	HP	SALARIES - GRIECO	8	6,218.12
Total for Unposted Checks							\$1,528,355.87

* 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
OCTOBER 31, 2016 PAYROLL

va_bill1.10272014
09/01/2016

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 10/25/2016 at 02:56:45 PM

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11			\$1,452,901.95		\$1,452,901.95
	20	20			\$56,925.58		\$56,925.58
	60	60			\$18,528.34		\$18,528.34
	GRAND	TOTAL	\$0.00	\$0.00	\$1,528,355.87	\$0.00	\$1,528,355.87

Chairman Finance Committee

Member Finance Committee