

NJSA 18A Statutes

18A:12-24.1- Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

L.2001,c178,s.5.

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT is made and entered into this ___ day of _____, 2012, by and between the

RANDOLPH TOWNSHIP BOARD OF EDUCATION, with offices located at 25 School House Road, Randolph, New Jersey 07869 (hereinafter referred to as the "Board"), and **Jennifer Fano** (hereinafter referred to as the "Employee").

WITNESSETH:

1. **EMPLOYMENT** The Board agrees to appoint Employee as Assistant Superintendent of Schools. She shall be responsible for the planning, oversight and supervision of the personnel operations of the Randolph School District under the auspices of the Superintendent of Schools. Employee shall be vested with such duties and responsibilities in said position as are specified in Title 18A of the New Jersey Revised Statutes and all other applicable laws and regulations, as well as in accordance with all Board policies, administrative regulations and job descriptions pertaining to the functions, responsibilities, powers and authority of an Assistant Superintendent.

Employee accepts said appointment as Assistant Superintendent and represents that she will faithfully and fully perform and carry out the duties and responsibilities of said office throughout the term of this Contract, including attendance at all meetings and school affairs required by the Superintendent or the Board.

2. **FULL-TIME COMMITMENT** Employee shall devote her full time skill, labor and attention to the discharge of her duties during the term of the Agreement, provided, however, with prior approval of the Superintendent she may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties, obligations and activities with or without remuneration, so long as such activities do not interfere with the full and faithful discharge of the Employee's duties and responsibilities as specified herein including, but not limited to, attendance at all board meetings and other meetings of a professional nature as prescribed by the Superintendent.

3. **TERM** The term of this Contract shall be from July 1, 2012 through June 30, 2013.

4. **CERTIFICATION** Employee represents that she is certified by the New Jersey State Board of Examiners to serve as Assistant Superintendent in New Jersey, and that she shall maintain her certification in full force and effect throughout the life of this Agreement. Failure to do so shall render this Agreement null and void upon the date of suspension or revocation thereof.

5. **COMPENSATION** Employee shall receive an annual salary of \$149,640 (One Hundred and Forty-Nine Thousand Six Hundred and Forty Dollars). Said salary shall be paid in equal installments according to the payment schedule for other certified District personnel.

6. **HEALTHCARE BENEFITS** The Board shall pay the monthly premiums for all health insurance premiums, on behalf of Employee. Employee shall receive the "PPO plan" or its equivalent, including prescription and dental coverage. This shall be the same plan for all certified district staff. Employee shall be responsible for all of the co-pays and deductibles, delineated in the current plan. The Board reserves the right to transfer any of the insurance coverage set forth above to other insurance companies as deemed in the best interest of the School District. Any new plan will be discussed with the employee prior to change, and shall be at least equal to the previous coverage.

Employee shall be subject to the contribution requirements of P.L. 2011, c. 78. Said contribution will be automatically deducted from the employee's salary payments in equal installments, corresponding with the payment schedule for other certified District personnel. In accordance with P.L. 2011, c. 78, the contribution is determined as a specified percentage of the health benefits/ prescription drug premiums for a salary range, but not less than one and one half (1.5%) of base salary. These contribution requirements do not apply if Employee waives benefits.

7. **VACATION** Employee shall be granted twenty (20) vacation days annually, all of which shall be available on July 1st of each year, but shall be considered earned on a monthly pro-rata basis. Vacation days may be taken with the prior approval of the Superintendent, which shall not be unreasonably withheld. Vacation days not used because of business demands maybe carried over into the next school year and used before the end of that school year.

8. **HOLIDAYS** Employee shall be entitled to the same paid holidays to which other central office administrators are entitled.

9. **SICK DAYS** Employee shall receive 12 (twelve) paid sick leave days per year. Any unused sick days shall accumulate and may be used in future years.

10. SEPARATION FROM EMPLOYMENT Employee shall receive at retirement from TPAF, if she is still employed by the District, compensation for her accrued sick days at her then per diem rate (1/260 of base salary) up to a maximum compensation payout of \$15,000.00.

Upon separation from employment or retirement, Employee shall be entitled to payment for unused earned vacation days remaining during her last year of employment at the per diem rate of 1/260 of the Employee's yearly salary, up to a maximum of thirty (30) days.

11. PERSONAL & BEREAVEMENT DAYS Four (4) paid personal days per year shall be provided, of which may be taken without the need to provide a reason. A total of five (5) paid days shall be granted for the death of an immediate family member. A total of three (3) paid days shall be granted following the death of a relative and one (1) paid day shall be granted for the death of a friend or other close acquaintance. The bereavement days listed above shall be taken in close proximity to the death.

12. PROFESSIONAL DUES The Board shall pay for all annual professional dues attributed to the Employee's membership in the New Jersey Association of School Administrators, the American Association of School Administrators, the American Educational Research Association and other professional/civic groups with the prior approval of the Superintendent. The Board shall pay for the employee's attendance at such conferences, seminars and workshops as are educationally necessary and financially prudent, which shall be submitted for approval, by the Board, in advance and which may be attended only upon the recommendation of the Superintendent. If recommended by the Superintendent, the Board's approval shall not be unreasonably withheld. All such costs shall be subject to the provisions of N.J.S.A. 18A:11-12 and the OMB circulars and regulations. Reimbursement shall occur only upon presentation of a duly executed voucher with supporting documentation.

13. PROFESSIONAL GROWTH The Board encourages the continuing professional growth of the Employee through her participation in the following:

- (a) the operations, programs, and other activities conducted or sponsored by local, state and national school administrators and school board associations;
- (b) seminars and courses offered by public or private educational institutions;
- (c) informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Employee to perform her professional responsibilities for the Board;

- (d) visits to other institutions; and,
- (e) other activities promoting the professional growth of the Employee.

The Board shall permit a reasonable amount of release time for the Employee, as she deems appropriate, and as approved by the Superintendent, to attend such matters.

14. TERMINATION OF EMPLOYMENT This Contract may be terminated by either party upon:

- (a) mutual agreement of the parties;
- (b) unilateral termination by the Employee upon sixty (60) days written notice to the Superintendent;
- (c) upon the Superintendent's decision not to recommend Employee to the Board for renewal of employment in any year prior to Employee's attainment of tenure under applicable State law;
- (d) dismissal in accord with State law; or
- (e) the Board upon sixty (60) days' notice. In the event of such termination, Employee shall be returned to her former position as Assistant Principal pursuant to the provisions of N.J.S.A. 18A:28-6(c).

15. DISTRICT GOALS & OBJECTIVES Within sixty (60) days of the execution of this Employment Contract, if not completed already, the Superintendent and Employee shall meet to establish the performance goals and objectives for the school year. Said goals and objectives shall be reduced to writing and shall be among the criteria by which Employee is evaluated. On or prior to June 1st of each succeeding school year, the parties will meet to establish the performance goals and objectives for the next succeeding school year, in the same manner and with the same effect as heretofore described.

16. EVALUATION The Superintendent shall evaluate the performance of Employee at least once a year, on or before April 30. All evaluations shall be in writing, shall include areas of commendation and recommendation, and shall provide direction as to any aspects of performance in need of improvement. The annual summative evaluation shall be, at a minimum based on the goals and objectives of Employee, and the responsibilities delineated in her job description, and such other criteria as the State Board of Education shall by regulation prescribe. Employee and Superintendent shall meet to discuss the evaluation.

In the event that the Superintendent determines that the performance of Employee is unsatisfactory in any respect, it shall describe in writing and in reasonable detail the specific instances of unsatisfactory performance. The evaluation shall include specific recommendations for improvement in all instances where the Superintendent deems performance to be unsatisfactory. Employee shall have the right to respond in writing to the evaluation. This response shall become a permanent attachment to Employee's personnel file upon the Employee's request.

17. DEATH OF EMPLOYEE In the event of the death of the Employee during the life of this Contract, payments due and owing to him for accrued, unused vacation days shall be payable to her Estate.

18. PERSONNEL RECORDS Employee shall have the right, upon request, to review the contents of her personnel file and to receive copies at Board expense of any documents contained therein. She shall be entitled to have a representative accompany him/her during such review. At least once every year, Employee shall have the right to indicate those documents and/or other materials in her file that she believes to be obsolete or otherwise inappropriate to retain; such documents identified by her shall be destroyed with the permission of the Superintendent.

No material derogatory to the Assistant Superintendent's conduct, service, character or personality shall be placed in her personnel file unless she has had an opportunity to review the material. The Assistant Superintendent shall acknowledge that she has had the opportunity to review such material by affixing her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. Employee shall also have the right to submit a written answer to such material. The contents of Employee's personnel file shall not be subject to public disclosure, unless ordered by a Court of competent jurisdiction or dictated by law.

19. COMPUTER & MOBILE PHONE The Board shall provide Employee with a laptop computer and mobile phone for school related purposes. These items shall remain the property of the Board. The Board shall assume the monthly charges associated with the mobile phone.

20. RIGHT TO LEGAL COUNSEL Employee acknowledges that she has been informed of her right to be represented by legal counsel regarding the negotiation, development, and approval of this Contract and that the Board's legal counsel does not represent her in the matter. However, Employee shall have the right to contact the Board attorney for legal assistance on all other matters as the need arises in carrying out her duties.

21. **INDEMNIFICATION** Employee shall be indemnified by the Board of Education in accordance with New Jersey law.

20. **ENTIRE AGREEMENT** This Agreement contains the entire understanding of the parties. It is subject to approval by the Board of Education.

22. **AMENDMENTS OR MODIFICATIONS** This Agreement may not be modified or amended except by mutual agreement of the parties incorporated in writing, and signed by both parties. Any changes/modifications must have approval of the Executive County Superintendent of Schools prior to Board approval.

23. **NEW JERSEY LAW** This Agreement shall be construed in accordance with the provisions of the laws of New Jersey.

24. **SEPARABILITY** In the event that any provision of this Contract is deemed to be illegal by a court or agency of competent jurisdiction then the remaining provisions shall remain in full force and effect.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Contract effective on the day and year first above written.

BOARD OF EDUCATION OF THE RANDOLPH SCHOOL DISTRICT

JENNIFER FANO
Assistant Superintendent

BY: _____
AMY SACHS
Board President

WITNESS:

MICHAEL S. NEVES
Board Secretary

BY: _____

Date: _____ Date: _____

EMPLOYMENT CONTRACT

THIS EMPLOYMENT CONTRACT is made and entered into this ___ day of _____, 2012, by and between the

RANDOLPH TOWNSHIP BOARD OF EDUCATION, with offices located at 25 School House Road, Randolph, New Jersey 07869 (hereinafter referred to as the "Board"), and **Michael Neves** (hereinafter referred to as the "Employee" or "Mr. Neves").

WITNESSETH:

1. **EMPLOYMENT** Mr. Neves is employed by the Board as its Business Administrator/Board Secretary. He is vested with such duties and responsibilities in said position as are specified in Title 18A of the New Jersey Revised Statutes and all other applicable laws and regulations, as well as in accordance with all Board policies, administrative regulations and job descriptions pertaining to the functions, responsibilities, powers and authority of a Business Administrator/Board Secretary. Employee accepts said appointment as Business Administrator/Board Secretary and represents that he will faithfully and fully perform and carry out the duties and responsibilities of said office throughout the term of this Contract, including attendance at all meetings and school affairs required by the Superintendent or the Board.
2. **FULL-TIME COMMITMENT** Employee shall devote his full time skill, labor and attention to the discharge of his duties during the term of the Agreement, provided, however, with prior approval of the Superintendent he may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties, obligations and activities with or without remuneration, so long as such activities do not interfere with the full and faithful discharge of the Employee's duties and responsibilities as specified herein including, but not limited to, attendance at all board meetings and other meetings of a professional nature as prescribed by the Superintendent.
3. **TERM** The term of this Contract shall be from July 1, 2012 through June 30, 2013.
4. **CERTIFICATION** Employee represents that he is certified by the New Jersey State Board of Examiners to serve as a Business Administrator in the State of New Jersey, and that he shall

maintain his certification in full force and effect throughout the life of this Agreement. Failure to do so shall render this Agreement null and void upon the date of suspension or revocation thereof.

5. **COMPENSATION** Employee shall receive an annual salary of \$163,354.00 (One Hundred Sixty Three Thousand, Three Hundred and Fifty-four Dollars). Said salary shall be paid in equal installments according to the payment schedule for other certified District personnel. Employee shall be eligible for an annual salary increase, the amount of which shall be determined by the Board, on the basis of performance evaluations, the recommendation of the Superintendent and consultation with Employee.

6. **ANNUITY** Employee may elect to participate in a 403(B) tax sheltered annuity plan. The Board will match the Business Administrator's contribution up to 6% of his base salary. Employee shall have the right to designate his mutual fund agent under the 403(B) provision.

7. **HEALTHCARE BENEFITS** The Board shall pay the monthly premiums for all health insurance premiums, on behalf of Employee. Employee shall receive the "PPO plan" or its equivalent, including prescription and dental coverage, as set in Paragraph 7 & 8 below. This shall be the equivalent plan for all other certified district staff. Employee shall be responsible for all of the co-pays and deductibles, delineated in the current plan. The Board reserves the right to transfer any of the insurance coverage set forth above to other insurance companies as deemed in the best interest of the School District. Any new plan will be discussed with the employee prior to change, and shall be at least equal to the previous coverage. Employee shall be eligible to continue the foregoing healthcare coverage at his expense upon retirement.

Employee shall be subject to the contribution requirements of P.L. 2011, c. 78 for all health, prescription and dental coverage. Said contribution will be automatically deducted from the employee's salary payments in equal installments, corresponding with the payment schedule for other certified District personnel. In accordance with P.L. 2011, c. 78, the contribution is determined as a specified percentage of the health benefits/prescription drug premiums for a salary range, but not less than one and one half (1.5%) of base salary.

Should Employee waive the health benefits coverage set forth in this paragraph, he will be given a waiver payment equal to 25% or \$5,000 of the premium cost, whichever is greater, after the amount of the contribution he would have paid pursuant to P.L. 2011, c. 78, is deducted.

8. DENTAL COVERAGE

a.) The Board shall provide a dental plan (Delta Dental Plan IA) with orthodontics. The Board shall pay 100% for the employee coverage and shall pay 50% of the cost dependent coverage. The employee is responsible for remaining 500 of the premium. Provisions of IA with for the orthodontics are as follows: The plan shall have a co-payment feature as follows:

- (1) Preventive and diagnostic - 100%,
- (2) Remaining basic services - 70/300
- (3) Prosthodontic benefits - 70/300 including crowns inlays and gold restoration)
- (4) Orthodontics (child and adult) - 50/500

b.) The maximum amount payable by the carrier or the above dental services, excluding orthodontic benefits, provided to an eligible patient in any calendar year is \$1000. Orthodontic benefits are subject to a \$2000 maximum per case which is separate from the maximums mentioned above applicable to basic and prosthodontic benefits.

c.) The plan provides for a \$40 deductible per patient per calendar year which is not applicable to preventive and diagnostic services.

d.) \$120 family maximum aggregate deductible which is not applicable to preventive and diagnostic benefits.

9. PRESCRIPTION COVERAGE

The Board shall provide Employee with a prescription drug plan. The Board shall pay 100% of the prescription premium for the Blue Choice Plan and shall pay 65% of the coverage for the PPO plan. (Single, H/W or Family).

10. VACATION Employee shall be granted twenty (20) vacation days annually, all of which shall be available on July 1st of each year, but shall be considered earned on a monthly pro-rata basis. Vacation days may be taken with the prior approval of the Superintendent, which shall not be unreasonably withheld. Vacation days not used because of business demands maybe carried over into the next school year and used before the end of that school year.

11. HOLIDAYS Employee shall be entitled to the same paid holidays to which other central office administrators are entitled.

12. **SICK DAYS** Employee shall receive 12 (twelve) paid sick leave days per year. Any unused sick days shall accumulate and may be used in future years.

13. **SEPARATION FROM EMPLOYMENT**

a. Employee shall receive at retirement from TPAF, if he is still employed by the District, compensation for his accrued sick days at his then per diem rate (1/260 of base salary) up to a maximum compensation payout of \$15,000.00 or the value of those accumulated days (based upon his then per diem rate) on June 8, 2007, whichever is greater, pursuant to the requirements of N.J.S.A. 18A:30-3.5(1).

b. Upon separation from employment or retirement, Employee shall be entitled to payment for unused earned vacation days remaining during his last year of employment at the per diem rate of 1/260 of the Employee's yearly salary, up to a maximum of thirty (30) days.

Any payments required by this Article shall be paid within sixty (60) days of separation from employment.

14. **PERSONAL & BEREAVEMENT DAYS** Four (4) paid personal days per year shall be provided, of which may be taken without the need to provide a reason. A total of five (5) paid days shall be granted for the death of an immediate family member. A total of three (3) paid days shall be granted following the death of a relative and one (1) paid day shall be granted for the death of a friend or other close acquaintance. The bereavement days listed above shall be taken in close proximity to the death.

15. **JURY DUTY**

Employee must formally request an exemption from jury duty while school is in session. If the request is denied by the Court, Employee will be compensated with no loss in pay.

16. **PROFESSIONAL DUES** The Board shall pay for all annual professional dues attributed to the Employee's membership in the New Jersey Association of School Business Administrators and other local, State or National Associations that Employee wishes to join so long as Employee submits periodic reports to the Board explaining the benefits of maintaining these membership and his activities with these associations.

17. **PROFESSIONAL DEVELOPMENT** Upon the recommendation of the Superintendent and approval by the Board, the Employee may attend such State and National conferences, seminars and workshops as are related to Employee's position in the District and which are deemed to be fiscally prudent. If approved, all such reasonable conference costs shall be reimbursed subject to the provisions of N.J.S.A. 18A:11-12 and the OMB circulars and regulations. Reimbursement shall occur only upon presentation of a duly executed voucher with supporting documentation.

18. **TUITION REIMBURSEMENT** The Board shall reimburse Employee up to \$750.00 during the life of this contract for registration fees, tuition and/or text books for graduate school coursework taken by Employee in a course of study related to his position in the District, subject to the requirements of N.J.S.A. 18A:6-8.5. Employee shall submit itemized statements and documentation verifying the expense for which tuition reimbursement is sought.

19. **EVALUATION** The Superintendent shall evaluate the performance of Employee at least once a year, on or before April 30. All evaluations shall be in writing, shall include areas of commendation and recommendation, and shall provide direction as to any aspects of performance in need of improvement. The annual summative evaluation shall be, at a minimum based on the goals and objectives of Employee, and the responsibilities delineated in his job description, and such other criteria as the State Board of Education shall by regulation prescribe. Employee and Superintendent shall meet to discuss the evaluation.

20. **DEATH OF EMPLOYEE** In the event of the death of the Employee during the life of this Contract, payments due and owing to him for accrued, unused vacation days shall be payable to his Estate.

21. **TERMINATION OF EMPLOYMENT** This Contract may be terminated by either party upon:

(a) mutual agreement of the parties;

(b) unilateral termination by the Employee upon sixty (60) days written notice to the Superintendent; or

(c) tenure dismissal in accord with State law.

22. **RIGHT TO LEGAL COUNSEL** Employee acknowledges that he has been informed of his right to be represented by legal counsel regarding the negotiation, development, and approval of this Contract and that the Board's legal counsel does not represent his in the matter. However, Employee shall have the right to contact the Board attorney for legal assistance on all other matters as the need

arises in carrying out his duties.

23. **INDEMNIFICATION** Employee shall be indemnified by the Board of Education in accordance with New Jersey law.

24. **ENTIRE AGREEMENT** This Agreement contains the entire understanding of the parties. It is subject to approval by the Board of Education.

25. **AMENDMENTS OR MODIFICATIONS** This Agreement may not be modified or amended except by mutual agreement of the parties incorporated in writing, and signed by both parties. Any changes/modifications must have approval of the Executive County Superintendent of Schools prior to Board approval.

26. **NEW JERSEY LAW** This Agreement shall be construed in accordance with the provisions of the laws of New Jersey.

27. **SEPARABILITY** In the event that any provision of this Contract is deemed to be illegal by a court or agency of competent jurisdiction then the remaining provisions shall remain in full force and effect.

IN WITNESS WHEREOF, they set their hands and seals to this Employment Contract effective on the day and year first above written.

BOARD OF EDUCATION OF THE RANDOLPH SCHOOL DISTRICT

_____	BY: _____
MICHAEL S. NEVES	AMY SACHS
Business Administrator/Board Secretary	Board President

WITNESS:

_____ BY: _____

Date: _____

Date: _____



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:	Paraprofessional-Job Coach	REPORTS TO:	Director of Special Services/Transition Coordinator
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QUALIFICATIONS:	Possess at least 60 college credits and County substitute certificate
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GENERAL DESCRIPTION:

The Paraprofessional-Job Coach will have knowledge of or experience with technical and occupational education services, provide job support to students with educational disabilities, and will assist pupils with job skills in the work place.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Provide supplemental instruction to identified students and assist with job and work readiness skills in a supported employment setting.
2. Provide short-term or long-term job coaching to students with disabilities under the direct supervision of the Transition Coordinator.
3. Ensure that student workers are trained and monitored to maintain their job.
4. Promote the integration of students with co-workers, supervisors, and community members.
5. Maintain logs and records of students who receive support and submit a quarterly report to the Transition Coordinator.
6. Complete additional duties and obligations as assigned by the Director of Special Services or designee.

WORK YEAR:

1.0 Position (184 days work-year obligation)

DATE APPROVED:	
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BY:	Board of Education
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RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : May

va_chkr3.101405
05/31/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
73584	Non A/P	Chk	DB63-181, CR63-101	8010/LAND OF MAKE BELIEVE	0	975.00	Stars and Disc 6-29-12	05/29/2012	C
73585	Non A/P	Chk	DB63-181, CR63-101	9751/WILD WEST CITY	0	100.00	Deposit Summer Kids 8/7	05/31/2012	C
73586	Non A/P	Chk	DB63-181, CR63-101	7292/BRONX ZOO	0	1,742.00	Camp Disc 7-19-12	05/31/2012	C
73587	Non A/P	Chk	DB63-181, CR63-101	9949/INTREPID MUSEUM FOUNDATION, INC.	0	862.00	Camp Disc 7-11-12	05/31/2012	C
73588	Non A/P	Chk	DB63-181, CR63-101	7291/MORRIS MUSEUM OF ARTS & SCI	0	117.00	Summ Kids 7-12-12	05/31/2012	C
73589	Non A/P	Chk	DB63-181, CR63-101	6444/PAX AMICUS CASTLE THEATRE	0	202.50	Summer Kids 7-17-12	05/31/2012	C
73590	1203533		11-000-240-610-04-2504	4914/PETTY CASH - SHONGUM SCHOOL	79	37.04	Petty Cash May 2012	05/31/2012	C
73591	1203571		11-000-263-420-18-7208	4917/PETTY CASH BOARD OFFICE	79	60.00	Petty Cash May 2012	05/31/2012	C
73592	1203549		11-190-100-610-01-2401	4918/PETTY CASH CENTER GROVE SCHOOL	79	22.60	Petty Cash May 2012	05/31/2012	C
73593	1203527		11-000-240-610-02-2502	4920/PETTY CASH FERNBROOK SCHOOL	79	76.55	Petty Cash May 2012	05/31/2012	C
73594	1203524		11-000-240-610-03-2503	4921/PETTY CASH IRONIA SCHOOL	79	24.52	Petty Cash May 2012	05/31/2012	C
73595	1203546		11-190-100-610-06-2486	4923/PETTY CASH RANDOLPH HIGH SCHOOL	79	192.97	Petty Cash May 2012	05/31/2012	C
73596	1203525		11-190-100-610-05-0460	4924/PETTY CASH RANDOLPH MIDDLE SCH	79	16.93	Petty Cash May 2012	05/31/2012	C
	1203525		11-190-100-610-05-2410	4924/PETTY CASH RANDOLPH MIDDLE SCH	79	13.95	Petty Cash May 2012	05/31/2012	C
Total For Check Number 73596						\$30.88			
73597	1203550		63-602-100-800-37-0000	4922/PETTY CASH RCS- Kinderkids	79	102.89	Petty Cash May 2012	05/31/2012	C
73598	1203545		11-190-100-610-06-2416	4929/PETTY CASH-Consumer Sci HS	79	11.43	Petty Cash May 2012	05/31/2012	C
	1203545		11-190-100-610-06-2487	4929/PETTY CASH-Consumer Sci HS	79	90.82	Petty Cash May 2012	05/31/2012	C
Total For Check Number 73598						\$102.25			
* 905152012	1201238		11-000-213-104-15-4102	5138/RANDOLPH BOARD OF ED AGENCY AC	79	32,711.75	SALARIES SCH NURSES	05/15/2012	H
	1201238		11-000-213-104-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	79	3,192.80	SUBSTITUTE NURSES K-12	05/15/2012	H
	1201238		11-000-213-110-15-4101	5138/RANDOLPH BOARD OF ED AGENCY AC	79	1,250.00	SAL SCHOOL DOCTOR	05/15/2012	H
	1201238		11-000-216-100-15-2114	5138/RANDOLPH BOARD OF ED AGENCY AC	79	52,503.65	SALARIES-THERAPISTS	05/15/2012	H
	1201238		11-000-216-100-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	79	500.00	SALARIES-THERAPIST-EXTRA	05/15/2012	H
	1201238		11-000-217-100-15-2702	5138/RANDOLPH BOARD OF ED AGENCY AC	79	30,955.75	SALARIES-EXTRAORDINARY S	05/15/2012	H

* Break in Chk. # Sequence

RANDOLPH TOWNSHIP SCHOOL DISTRICT

va_chkr3.101405

05/31/2012

Check Register By Check Number

Posted Checks : Selected Cycle : May

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
905152012	1201238		11-000-217-106-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	79	425.00	SALARIES-SP ED AID-EXTRA	05/15/2012	H
	1201238		11-000-218-104-15-2142	5138/RANDOLPH BOARD OF ED AGENCY AC	79	58,669.00	SALARIES/GUIDANCE COUNSE	05/15/2012	H
	1201238		11-000-218-105-15-2152	5138/RANDOLPH BOARD OF ED AGENCY AC	79	8,795.98	SALARY CLERICAL GUIDANCE	05/15/2012	H
	1201238		11-000-219-104-15-2143	5138/RANDOLPH BOARD OF ED AGENCY AC	79	76,944.38	SAL CHILD STUDY TEAM	05/15/2012	H
	1201238		11-000-219-105-15-2153	5138/RANDOLPH BOARD OF ED AGENCY AC	79	6,375.69	SAL CLERICAL CST	05/15/2012	H
	1201238		11-000-221-102-15-2120	5138/RANDOLPH BOARD OF ED AGENCY AC	79	32,894.52	SALARY SUPERVISORS	05/15/2012	H
	1201238		11-000-221-105-15-2157	5138/RANDOLPH BOARD OF ED AGENCY AC	79	3,000.00	SALARY SUPERVISOR SECRET	05/15/2012	H
	1201238		11-000-222-104-15-2141	5138/RANDOLPH BOARD OF ED AGENCY AC	79	28,695.25	SALARY - LIBRARIANS	05/15/2012	H
	1201238		11-000-223-102-15-2705	5138/RANDOLPH BOARD OF ED AGENCY AC	79	1,731.30	SAL SUPVR STAFF TRAINING	05/15/2012	H
	1201238		11-000-230-104-15-1106	5138/RANDOLPH BOARD OF ED AGENCY AC	79	13,020.83	SALARY SUPT OFFICE PROF	05/15/2012	H
	1201238		11-000-230-105-15-1107	5138/RANDOLPH BOARD OF ED AGENCY AC	79	15,368.65	SALARY CLERICAL SUPT OFF	05/15/2012	H
	1201238		11-000-230-110-15-1103	5138/RANDOLPH BOARD OF ED AGENCY AC	79	464.20	SALARY TREASURER	05/15/2012	H
	1201238		11-000-240-103-15-2110	5138/RANDOLPH BOARD OF ED AGENCY AC	79	69,202.63	SALARY PRINCIPALS	05/15/2012	H
	1201238		11-000-240-105-15-2151	5138/RANDOLPH BOARD OF ED AGENCY AC	79	35,262.10	SAL CLERICAL SCHOOL OFFI	05/15/2012	H
	1201238		11-000-240-105-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	79	1,860.00	SALARY SUB SECTYS	05/15/2012	H
	1201238		11-000-251-100-15-0104	5138/RANDOLPH BOARD OF ED AGENCY AC	79	6,672.96	SALARIES BUS. ADMINISTRA	05/15/2012	H
	1201238		11-000-251-100-15-0105	5138/RANDOLPH BOARD OF ED AGENCY AC	79	17,689.23	SALARIES CLERICAL	05/15/2012	H
	1201238		11-000-251-110-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	79	674.55	AVA REPAIRS & COMPUTERS	05/15/2012	H
	1201238		11-000-252-100-15-0110	5138/RANDOLPH BOARD OF ED AGENCY AC	79	15,554.01	OTHER SALARIES-TECH	05/15/2012	H
	1201238		11-000-261-110-15-7102	5138/RANDOLPH BOARD OF ED	79	18,124.96	MAINT - SALARY	05/15/2012	H

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POSTED CHECKS									
905152012				AGENCY AC					
905152012	1201238		11-000-261-110-15-7104	5138/RANDOLPH BOARD OF ED	79	4,906.90	MAINT - OT	05/15/2012	H
				AGENCY AC					
	1201238		11-000-262-105-15-0000	5138/RANDOLPH BOARD OF ED	79	2,305.95	CLERICAL FACILITIES	05/15/2012	H
				AGENCY AC					
	1201238		11-000-262-107-15-2167	5138/RANDOLPH BOARD OF ED	79	9,665.65	SALARIES/CAFETERIA AIDES	05/15/2012	H
				AGENCY AC					
	1201238		11-000-262-110-15-6106	5138/RANDOLPH BOARD OF ED	79	70,004.12	CUSTODIAL SALARIES	05/15/2012	H
				AGENCY AC					
	1201238		11-000-262-110-15-9998	5138/RANDOLPH BOARD OF ED	79	8,168.64	CUSTODIAL OVERTIME	05/15/2012	H
				AGENCY AC					
	1201238		11-000-262-110-15-9999	5138/RANDOLPH BOARD OF ED	79	5,343.75	CUSTODIAL SUBSTITUTES	05/15/2012	H
				AGENCY AC					
	1201238		11-000-263-110-15-7101	5138/RANDOLPH BOARD OF ED	79	17,473.44	GROUNDS SALARIES	05/15/2012	H
				AGENCY AC					
	1201238		11-000-263-110-15-7104	5138/RANDOLPH BOARD OF ED	79	3,425.48	GROUNDS-OVERTIME	05/15/2012	H
				AGENCY AC					
	1201238		11-000-266-110-15-7501	5138/RANDOLPH BOARD OF ED	79	4,943.10	SECURITY - SALARIES	05/15/2012	H
				AGENCY AC					
	1201238		11-000-270-160-15-5101	5138/RANDOLPH BOARD OF ED	79	7,880.28	SAL ADMIN TRANSP	05/15/2012	H
				AGENCY AC					
	1201238		11-000-270-160-15-5102	5138/RANDOLPH BOARD OF ED	79	69,802.23	SALARY BUS DRIVERS	05/15/2012	H
				AGENCY AC					
	1201238		11-000-270-160-15-5105	5138/RANDOLPH BOARD OF ED	79	6,365.16	SALARIES MECHANICS	05/15/2012	H
				AGENCY AC					
	1201238		11-000-270-162-15-5106	5138/RANDOLPH BOARD OF ED	79	5,438.58	MECHANICS OVERTIME	05/15/2012	H
				AGENCY AC					
	1201238		11-000-270-162-15-9999	5138/RANDOLPH BOARD OF ED	79	25,869.22	EXTRA CURRIC DISTRICT	05/15/2012	H
				AGENCY AC					
	1201238		11-000-291-270-40-8203	5138/RANDOLPH BOARD OF ED	79	54,013.98	MEDICAL INSURANCE	05/15/2012	H
				AGENCY AC					
	1201238		11-110-100-101-15-2131	5138/RANDOLPH BOARD OF ED	79	27,038.90	SAL KINDERGARTEN	05/15/2012	H
				AGENCY AC					
	1201238		11-120-100-101-15-2133	5138/RANDOLPH BOARD OF ED	79	384,668.73	SALARY GRADES 1-5	05/15/2012	H
				AGENCY AC					
	1201238		11-120-100-101-15-2134	5138/RANDOLPH BOARD OF ED	79	8,092.50	SUBSTITUTE GRADES 1-5	05/15/2012	H
				AGENCY AC					
	1201238		11-120-100-101-15-2161	5138/RANDOLPH BOARD OF ED	79	1,637.16	SALARY-CAF DUTY ELEMENTA	05/15/2012	H
				AGENCY AC					

* Break in Chk. # Sequence

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905152012	1201238		11-120-100-101-15-2162	5138/RANDOLPH BOARD OF ED AGENCY AC	79	1,119.96	SALARY-BUS DUTY ELEMENTA	05/15/2012	H
	1201238		11-120-100-101-15-2163	5138/RANDOLPH BOARD OF ED AGENCY AC	79	48.76	SALARY-CLASS COVERAGE EL	05/15/2012	H
	1201238		11-120-100-101-15-2170	5138/RANDOLPH BOARD OF ED AGENCY AC	79	2,942.99	SALARY-RECESS DUTY ELEM	05/15/2012	H
	1201238		11-130-100-101-15-2135	5138/RANDOLPH BOARD OF ED AGENCY AC	79	309,835.60	SALARY GRADES 6-8	05/15/2012	H
	1201238		11-130-100-101-15-2136	5138/RANDOLPH BOARD OF ED AGENCY AC	79	8,250.00	SUBSTITUTES GRADES 6-8	05/15/2012	H
	1201238		11-130-100-101-15-2161	5138/RANDOLPH BOARD OF ED AGENCY AC	79	4,833.52	SALARY- CAF DUTY RMS	05/15/2012	H
	1201238		11-130-100-101-15-2163	5138/RANDOLPH BOARD OF ED AGENCY AC	79	204.54	SALARY-CLASS COVERAGE RM	05/15/2012	H
	1201238		11-140-100-101-15-2137	5138/RANDOLPH BOARD OF ED AGENCY AC	79	396,978.70	SALARY GRADES 9-12	05/15/2012	H
	1201238		11-140-100-101-15-2138	5138/RANDOLPH BOARD OF ED AGENCY AC	79	10,902.50	SUBSTITUTES GRADES 9-12	05/15/2012	H
	1201238		11-140-100-101-15-2161	5138/RANDOLPH BOARD OF ED AGENCY AC	79	10,022.40	SALARY-CAF DUTY HS	05/15/2012	H
	1201238		11-140-100-101-15-2163	5138/RANDOLPH BOARD OF ED AGENCY AC	79	2,045.40	SALARY-CLASS COVERAGE HS	05/15/2012	H
	1201238		11-150-100-101-15-2115	5138/RANDOLPH BOARD OF ED AGENCY AC	79	11,812.50	HOME INSTRUCTION	05/15/2012	H
	1201238		11-190-100-106-15-2199	5138/RANDOLPH BOARD OF ED AGENCY AC	79	43,361.50	LONG TERM SUBS - INSTRCT	05/15/2012	H
	1201238		11-204-100-101-15-2101	5138/RANDOLPH BOARD OF ED AGENCY AC	79	25,690.50	SALARY-L/L DISABLE	05/15/2012	H
	1201238		11-204-100-106-15-2102	5138/RANDOLPH BOARD OF ED AGENCY AC	79	4,979.00	SALARY-L/L AIDES	05/15/2012	H
	1201238		11-213-100-101-15-2109	5138/RANDOLPH BOARD OF ED AGENCY AC	79	152,621.02	SALARY - RESOURCE CENTER	05/15/2012	H
	1201238		11-213-100-106-15-2113	5138/RANDOLPH BOARD OF ED AGENCY AC	79	22,658.37	SALARY RESOUCE CENTER AI	05/15/2012	H
	1201238		11-216-100-101-15-2111	5138/RANDOLPH BOARD OF ED AGENCY AC	79	12,083.25	SALARY-PRE SCH DIS. TEAC	05/15/2012	H
	1201238		11-216-100-106-15-2112	5138/RANDOLPH BOARD OF ED AGENCY AC	79	13,320.82	SALARY-PRE SCH DIS. AIDE	05/15/2012	H
	1201238		11-230-100-101-15-2116	5138/RANDOLPH BOARD OF ED	79	19,428.25	SALARY BASIC SKILLS	05/15/2012	H

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POSTED CHECKS									
905152012				AGENCY AC					
905152012	1201238		11-240-100-101-15-2117	5138/RANDOLPH BOARD OF ED	79	11,755.50	SALARY ESL	05/15/2012	H
	1201238		11-401-100-110-15-1014	5138/RANDOLPH BOARD OF ED	79	100.00	CO-CURRICULAR DISTRICT	05/15/2012	H
	1201238		11-402-100-105-15-0000	5138/RANDOLPH BOARD OF ED	79	2,037.79	ATHLETIC CLERICAL SALARY	05/15/2012	H
	1201238		11-402-100-110-15-1013	5138/RANDOLPH BOARD OF ED	79	9,568.33	SALARY ATHLETICS	05/15/2012	H
	1201238		11-402-100-110-15-1015	5138/RANDOLPH BOARD OF ED	79	166.25	ATHLETIC STIPENDS	05/15/2012	H
	1201238		11-402-100-110-15-1017	5138/RANDOLPH BOARD OF ED	79	250.00	ATHLETIC EVENT WORKERS	05/15/2012	H
	1201238		20-231-100-100-08-3210	5138/RANDOLPH BOARD OF ED	79	1,256.85	TITLE 1A FB SAL SY 12	05/15/2012	H
	1201238		20-271-100-100-08-4500	5138/RANDOLPH BOARD OF ED	79	200.00	TITLE IIA SALARIES SY12	05/15/2012	H
	1201238		60-000-291-270-60-0000	5138/RANDOLPH BOARD OF ED	79	678.68	BENEFITS	05/15/2012	H
	1201238		60-000-310-100-60-0000	5138/RANDOLPH BOARD OF ED	79	15,767.45	SALARIES	05/15/2012	H
	1201238		63-602-100-101-37-0000	5138/RANDOLPH BOARD OF ED	79	35,991.23	SALARIES COMMUNITY SCHOO	05/15/2012	H
Total For Check Number 905152012						\$2,380,494.62			
* 905312012	1201238		11-000-213-104-15-4102	5138/RANDOLPH BOARD OF ED	80	32,711.75	SALARIES SCH NURSES	05/31/2012	H
	1201238		11-000-213-104-15-9999	5138/RANDOLPH BOARD OF ED	80	3,322.80	SUBSTITUTE NURSES K-12	05/31/2012	H
	1201238		11-000-213-110-15-4101	5138/RANDOLPH BOARD OF ED	80	1,250.00	SAL SCHOOL DOCTOR	05/31/2012	H
	1201238		11-000-216-100-15-2114	5138/RANDOLPH BOARD OF ED	80	52,828.65	SALARIES-THERAPISTS	05/31/2012	H
	1201238		11-000-216-100-15-9999	5138/RANDOLPH BOARD OF ED	80	500.00	SALARIES-THERAPIST-EXTRA	05/31/2012	H
	1201238		11-000-217-100-15-2702	5138/RANDOLPH BOARD OF ED	80	31,645.25	SALARIES-EXTRAORDINARY S	05/31/2012	H
	1201238		11-000-217-106-15-9999	5138/RANDOLPH BOARD OF ED	80	1,405.00	SALARIES-SP ED AID-EXTRA	05/31/2012	H
	1201238		11-000-218-104-15-2142	5138/RANDOLPH BOARD OF ED	80	58,669.00	SALARIES/GUIDANCE COUNSE	05/31/2012	H

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905312012				AGENCY AC					
905312012	1201238		11-000-218-105-15-2152	5138/RANDOLPH BOARD OF ED	80	8,795.98	SALARY CLERICAL GUIDANCE	05/31/2012	H
				AGENCY AC					
	1201238		11-000-219-104-15-2143	5138/RANDOLPH BOARD OF ED	80	76,944.38	SAL CHILD STUDY TEAM	05/31/2012	H
				AGENCY AC					
	1201238		11-000-219-104-15-9999	5138/RANDOLPH BOARD OF ED	80	187.50	SALARY-CST-EXTRA	05/31/2012	H
				AGENCY AC					
	1201238		11-000-219-105-15-2153	5138/RANDOLPH BOARD OF ED	80	6,375.69	SAL CLERICAL CST	05/31/2012	H
				AGENCY AC					
	1201238		11-000-221-102-15-2120	5138/RANDOLPH BOARD OF ED	80	32,229.52	SALARY SUPERVISORS	05/31/2012	H
				AGENCY AC					
	1201238		11-000-221-104-15-2168	5138/RANDOLPH BOARD OF ED	80	150.00	SALARY-CURRICULUM DEVELO	05/31/2012	H
				AGENCY AC					
	1201238		11-000-221-105-15-2157	5138/RANDOLPH BOARD OF ED	80	3,000.00	SALARY SUPERVISOR SECRET	05/31/2012	H
				AGENCY AC					
	1201238		11-000-222-104-15-2141	5138/RANDOLPH BOARD OF ED	80	28,695.25	SALARY - LIBRARIANS	05/31/2012	H
				AGENCY AC					
	1201238		11-000-223-102-15-2705	5138/RANDOLPH BOARD OF ED	80	1,696.30	SAL SUPVR STAFF TRAINING	05/31/2012	H
				AGENCY AC					
	1201238		11-000-230-104-15-1106	5138/RANDOLPH BOARD OF ED	80	13,020.83	SALARY SUPT OFFICE PROF	05/31/2012	H
				AGENCY AC					
	1201238		11-000-230-105-15-1107	5138/RANDOLPH BOARD OF ED	80	15,368.65	SALARY CLERICAL SUPT OFF	05/31/2012	H
				AGENCY AC					
	1201238		11-000-230-110-15-1103	5138/RANDOLPH BOARD OF ED	80	464.20	SALARY TREASURER	05/31/2012	H
				AGENCY AC					
	1201238		11-000-240-103-15-2110	5138/RANDOLPH BOARD OF ED	80	69,202.63	SALARY PRINCIPALS	05/31/2012	H
				AGENCY AC					
	1201238		11-000-240-105-15-2151	5138/RANDOLPH BOARD OF ED	80	35,262.10	SAL CLERICAL SCHOOL OFFI	05/31/2012	H
				AGENCY AC					
	1201238		11-000-240-105-15-9999	5138/RANDOLPH BOARD OF ED	80	216.00	SALARY SUB SECTYS	05/31/2012	H
				AGENCY AC					
	1201238		11-000-251-100-15-0104	5138/RANDOLPH BOARD OF ED	80	6,672.96	SALARIES BUS. ADMINISTRA	05/31/2012	H
				AGENCY AC					
	1201238		11-000-251-100-15-0105	5138/RANDOLPH BOARD OF ED	80	17,545.96	SALARIES CLERICAL	05/31/2012	H
				AGENCY AC					
	1201238		11-000-252-100-15-0110	5138/RANDOLPH BOARD OF ED	80	15,554.01	OTHER SALARIES-TECH	05/31/2012	H
				AGENCY AC					
	1201238		11-000-261-110-15-7102	5138/RANDOLPH BOARD OF ED	80	18,124.96	MAINT - SALARY	05/31/2012	H
				AGENCY AC					

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905312012	1201238		11-000-262-105-15-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,305.95	CLERICAL FACILITIES	05/31/2012	H
	1201238		11-000-262-107-15-2167	5138/RANDOLPH BOARD OF ED AGENCY AC	80	10,366.26	SALARIES/CAFETERIA AIDES	05/31/2012	H
	1201238		11-000-262-110-15-6106	5138/RANDOLPH BOARD OF ED AGENCY AC	80	70,004.12	CUSTODIAL SALARIES	05/31/2012	H
	1201238		11-000-262-110-15-9998	5138/RANDOLPH BOARD OF ED AGENCY AC	80	273.00	CUSTODIAL OVERTIME	05/31/2012	H
	1201238		11-000-262-110-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	5,725.00	CUSTODIAL SUBSTITUTES	05/31/2012	H
	1201238		11-000-263-110-15-7101	5138/RANDOLPH BOARD OF ED AGENCY AC	80	17,473.44	GROUNDS SALARIES	05/31/2012	H
	1201238		11-000-266-110-15-7501	5138/RANDOLPH BOARD OF ED AGENCY AC	80	4,943.10	SECURITY - SALARIES	05/31/2012	H
	1201238		11-000-270-160-15-5101	5138/RANDOLPH BOARD OF ED AGENCY AC	80	7,880.28	SAL ADMIN TRANSP	05/31/2012	H
	1201238		11-000-270-160-15-5102	5138/RANDOLPH BOARD OF ED AGENCY AC	80	69,856.71	SALARY BUS DRIVERS	05/31/2012	H
	1201238		11-000-270-160-15-5105	5138/RANDOLPH BOARD OF ED AGENCY AC	80	6,365.16	SALARIES MECHANICS	05/31/2012	H
	1201238		11-000-291-270-40-8203	5138/RANDOLPH BOARD OF ED AGENCY AC	80	44,851.84	MEDICAL INSURANCE	05/31/2012	H
	1201238		11-110-100-101-15-2131	5138/RANDOLPH BOARD OF ED AGENCY AC	80	27,038.90	SAL KINDERGARTEN	05/31/2012	H
	1201238		11-120-100-101-15-2133	5138/RANDOLPH BOARD OF ED AGENCY AC	80	384,668.73	SALARY GRADES 1-5	05/31/2012	H
	1201238		11-120-100-101-15-2134	5138/RANDOLPH BOARD OF ED AGENCY AC	80	23,525.00	SUBSTITUTE GRADES 1-5	05/31/2012	H
	1201238		11-120-100-101-15-2161	5138/RANDOLPH BOARD OF ED AGENCY AC	80	3,566.67	SALARY-CAF DUTY ELEMENTA	05/31/2012	H
	1201238		11-120-100-101-15-2162	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,503.65	SALARY-BUS DUTY ELEMENTA	05/31/2012	H
	1201238		11-120-100-101-15-2163	5138/RANDOLPH BOARD OF ED AGENCY AC	80	862.08	SALARY-CLASS COVERAGE EL	05/31/2012	H
	1201238		11-120-100-101-15-2170	5138/RANDOLPH BOARD OF ED AGENCY AC	80	3,917.49	SALARY-RECESS DUTY ELEM	05/31/2012	H
	1201238		11-130-100-101-15-2135	5138/RANDOLPH BOARD OF ED AGENCY AC	80	309,835.60	SALARY GRADES 6-8	05/31/2012	H
	1201238		11-130-100-101-15-2136	5138/RANDOLPH BOARD OF ED	80	9,087.50	SUBSTITUTES GRADES 6-8	05/31/2012	H

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905312012				AGENCY AC					
905312012	1201238		11-130-100-101-15-2161	5138/RANDOLPH BOARD OF ED	80	3,664.12	SALARY- CAF DUTY RMS	05/31/2012	H
				AGENCY AC					
	1201238		11-130-100-101-15-2163	5138/RANDOLPH BOARD OF ED	80	1,198.02	SALARY-CLASS COVERAGE RM	05/31/2012	H
				AGENCY AC					
	1201238		11-130-100-101-15-2169	5138/RANDOLPH BOARD OF ED	80	150.00	SALARY RMS ENVIRONMENTAL	05/31/2012	H
				AGENCY AC					
	1201238		11-140-100-101-15-2137	5138/RANDOLPH BOARD OF ED	80	396,978.70	SALARY GRADES 9-12	05/31/2012	H
				AGENCY AC					
	1201238		11-140-100-101-15-2138	5138/RANDOLPH BOARD OF ED	80	9,022.50	SUBSTITUTES GRADES 9-12	05/31/2012	H
				AGENCY AC					
	1201238		11-140-100-101-15-2161	5138/RANDOLPH BOARD OF ED	80	876.96	SALARY-CAF DUTY HS	05/31/2012	H
				AGENCY AC					
	1201238		11-150-100-101-15-2115	5138/RANDOLPH BOARD OF ED	80	8,900.00	HOME INSTRUCTION	05/31/2012	H
				AGENCY AC					
	1201238		11-190-100-106-15-2199	5138/RANDOLPH BOARD OF ED	80	44,104.84	LONG TERM SUBS - INSTRCT	05/31/2012	H
				AGENCY AC					
	1201238		11-204-100-101-15-2101	5138/RANDOLPH BOARD OF ED	80	25,690.50	SALARY-L/L DISABLE	05/31/2012	H
				AGENCY AC					
	1201238		11-204-100-106-15-2102	5138/RANDOLPH BOARD OF ED	80	4,979.00	SALARY-L/L AIDES	05/31/2012	H
				AGENCY AC					
	1201238		11-213-100-101-15-2109	5138/RANDOLPH BOARD OF ED	80	147,557.28	SALARY - RESOURCE CENTER	05/31/2012	H
				AGENCY AC					
	1201238		11-213-100-106-15-2113	5138/RANDOLPH BOARD OF ED	80	22,658.37	SALARY RESOUCE CENTER AI	05/31/2012	H
				AGENCY AC					
	1201238		11-216-100-101-15-2111	5138/RANDOLPH BOARD OF ED	80	12,083.25	SALARY-PRE SCH DIS. TEAC	05/31/2012	H
				AGENCY AC					
	1201238		11-216-100-106-15-2112	5138/RANDOLPH BOARD OF ED	80	14,693.63	SALARY-PRE SCH DIS. AIDE	05/31/2012	H
				AGENCY AC					
	1201238		11-230-100-101-15-2116	5138/RANDOLPH BOARD OF ED	80	19,428.25	SALARY BASIC SKILLS	05/31/2012	H
				AGENCY AC					
	1201238		11-240-100-101-15-2117	5138/RANDOLPH BOARD OF ED	80	11,755.50	SALARY ESL	05/31/2012	H
				AGENCY AC					
	1201238		11-401-100-110-15-1014	5138/RANDOLPH BOARD OF ED	80	200.00	CO-CURRICULAR DISTRICT	05/31/2012	H
				AGENCY AC					
	1201238		11-402-100-105-15-0000	5138/RANDOLPH BOARD OF ED	80	2,037.79	ATHLETIC CLERICAL SALARY	05/31/2012	H
				AGENCY AC					
	1201238		11-402-100-110-15-1013	5138/RANDOLPH BOARD OF ED	80	9,568.33	SALARY ATHLETICS	05/31/2012	H
				AGENCY AC					

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Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
905312012	1201238		20-231-100-100-08-3210	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,256.85	TITLE 1A FB SAL SY 12	05/31/2012	H
	1201238		60-000-291-270-60-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	678.68	BENEFITS	05/31/2012	H
	1201238		60-000-310-100-60-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	15,130.40	SALARIES	05/31/2012	H
	1201238		63-602-100-101-37-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	37,440.44	SALARIES COMMUNITY SCHOO	05/31/2012	H
Total For Check Number 905312012						\$2,325,943.26			
*	910680260	Non A/P Chk	DB10-141, CR10-101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	129,130.55	State Share FICA 5/15	05/31/2012	H
		Non A/P Chk	DB10-141, CR10-101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	128,854.51	Stte Share FICA 5/31/12	05/31/2012	H
		Non A/P Chk	DB63-141, CR63-101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	231.34	State Share FICA 5/15	05/31/2012	H
		Non A/P Chk	DB63-141, CR63-101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	231.34	State Share FICA 5/31/2012	05/31/2012	H
	1201471		11-000-291-220-40-8102	5138/RANDOLPH BOARD OF ED AGENCY AC	0	90,321.30	Dist FICA May 2012	05/31/2012	H
	1201471		11-000-291-250-40-8103	5138/RANDOLPH BOARD OF ED AGENCY AC	0	12,927.61	Dist SUI May 2012	05/31/2012	H
	1201471		20-271-200-200-08-4505	5138/RANDOLPH BOARD OF ED AGENCY AC	0	15.30	TITLE IIA BENE SY12	05/31/2012	H
	1201471		60-000-291-220-60-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	0	2,363.69	FICA- FOOD SERVICE May	05/31/2012	H
	1201471		60-000-291-250-60-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	0	216.28	SUI - FOOD SERVICE May	05/31/2012	H
	1201471		63-602-291-220-37-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	0	5,044.65	FICA RCS May 2012	05/31/2012	H
	1201471		63-602-291-250-37-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	0	503.93	SUI RCS May 2012	05/31/2012	H
Total For Check Number 910680260						\$369,840.50			
*	934124964	1201397	11-000-291-270-40-8203	5138/RANDOLPH BOARD OF ED AGENCY AC	0	488.09	Teamsters May 2012	05/31/2012	H
*	937252592	1201828	11-000-291-241-40-8101	5138/RANDOLPH BOARD OF ED AGENCY AC	79	82.52	DCRP May 2012	05/31/2012	H
*	938433870	1201396	11-000-291-241-40-8101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	8,847.94	Lincoln Inv 5/2012	05/31/2012	H
	939436072	1201396	11-000-291-241-40-8101	5138/RANDOLPH BOARD OF ED	0	449.32	AXA Equit 5/2012	05/31/2012	H

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POSTED CHECKS

939436072

AGENCY AC

Total Posted Checks

\$5,090,794.45

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Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10				\$257,985.06	\$257,985.06
	10	11	\$546.81		\$4,711,154.08		\$4,711,700.89
	Fund 10	TOTAL	\$546.81		\$4,711,154.08	\$257,985.06	\$4,969,685.95
	20	20			\$2,729.00		\$2,729.00
	60	60			\$34,835.18		\$34,835.18
	63	63	\$102.89	\$3,998.50	\$78,980.25	\$462.68	\$83,544.32
	GRAND	TOTAL	\$649.70	\$3,998.50	\$4,827,698.51	\$258,447.74	\$5,090,794.45

* Total Prior Cycle Checks Voided in selected cycle(s): **\$0.00**
Total Checks from selected cycle(s) voided in the selected cycle(s): \$0.00

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Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
73599	1202717		11-000-270-517-28-5201	7021/ANTON; JOANNE	60	442.00	2ND SEMESTER - OWEN	06/08/2012	C
	1202716		11-000-270-517-28-5201	7021/ANTON; JOANNE	60	442.00	2ND SEMESTER - NORA	06/08/2012	C
	1202714		11-000-270-517-28-5201	7021/ANTON; JOANNE	60	442.00	2ND SEMESTER - MARGOT	06/08/2012	C
	1202713		11-000-270-517-28-5201	7021/ANTON; JOANNE	60	442.00	2ND SEMESTER - JODY	06/08/2012	C
Total For Check Number 73599						\$1,768.00			
73600	1202671		11-000-270-517-28-5201	8360/APPLEBY; ROBIN	60	442.00	2nd SEMESTER - LAUREN	06/08/2012	C
73601	1202698		11-000-270-517-28-5201	9631/BECKER; WENDY	60	442.00	2ND SEMESTER - VALERIE	06/08/2012	C
	1202696		11-000-270-517-28-5201	9631/BECKER; WENDY	60	442.00	2ND SEMESTER - SANDRA	06/08/2012	C
Total For Check Number 73601						\$884.00			
73602	1202657		11-000-270-517-28-5201	9248/Shari Bekhor	60	442.00	2ND SEMESTER - ESTHER	06/08/2012	C
	1202659		11-000-270-517-28-5201	9248/Shari Bekhor	60	442.00	2ND SEMESTER - MICHAL	06/08/2012	C
	1202660		11-000-270-517-28-5201	9248/Shari Bekhor	60	442.00	2ND SEMESTER - SARAH	06/08/2012	C
Total For Check Number 73602						\$1,326.00			
73603	1202860		11-000-270-517-28-5201	7028/BENTON; FEDERICK	60	442.00	2ND SEMESTER - MAXWELL	06/08/2012	C
	1202859		11-000-270-517-28-5201	7028/BENTON; FEDERICK	60	442.00	2ND SEMESTER - SAMUEL	06/08/2012	C
Total For Check Number 73603						\$884.00			
73604	1202800		11-000-270-517-28-5201	9896/LAWRENCE BERKOWITZ	60	442.00	2ND SEMESTER - ELIZABETH	06/08/2012	C
73605	1202785		11-000-270-517-28-5201	9888/FRANCES BERMEL	60	442.00	2ND SEMESTER - BRUCE	06/08/2012	C
73606	1202643		11-000-270-517-28-5201	8362/BOLAN; KRISTEN	60	442.00	2ND SEMESTER - AUSTIN	06/08/2012	C
	1202644		11-000-270-517-28-5201	8362/BOLAN; KRISTEN	60	442.00	2ND SEMESTER - JORDYN	06/08/2012	C
	1202645		11-000-270-517-28-5201	8362/BOLAN; KRISTEN	60	442.00	2ND SEMESTER - PRESTON	06/08/2012	C
Total For Check Number 73606						\$1,326.00			
73607	1202756		11-000-270-517-28-5201	9651/BORGHINI; ANGEL	60	442.00	2ND SEMESTER - ANGELO	06/08/2012	C
	1202757		11-000-270-517-28-5201	9651/BORGHINI; ANGEL	60	442.00	2ND SEMESTER - FRANCESCA	06/08/2012	C
Total For Check Number 73607						\$884.00			
73608	1202818		11-000-270-517-28-5201	9110/BOYER; CHRISTOPHER	60	442.00	2ND SEMESTER - JAKE	06/08/2012	C
73609	1202711		11-000-270-517-28-5201	7033/BRENNAN; EILEEN	60	442.00	2ND SEMESTER - MICHAEL	06/08/2012	C
73610	1202742		11-000-270-517-28-5201	7035/BRENNAN; STEPHEN	60	442.00	2ND SEMESTER - ELIZABETH	06/08/2012	C
	1202743		11-000-270-517-28-5201	7035/BRENNAN; STEPHEN	60	442.00	2ND SEMESTER - KATHLEEN	06/08/2012	C
	1202745		11-000-270-517-28-5201	7035/BRENNAN; STEPHEN	60	442.00	2ND SEMESTER - MARGARET	06/08/2012	C
	1202746		11-000-270-517-28-5201	7035/BRENNAN; STEPHEN	60	442.00	2ND SEMESTER - STEPHEN JR.	06/08/2012	C
	1202748		11-000-270-517-28-5201	7035/BRENNAN; STEPHEN	60	442.00	2ND SEMESTER - TARA	06/08/2012	C
Total For Check Number 73610						\$2,210.00			
73611	1202749		11-000-270-517-28-5201	9637/BRENNER; FRANK	60	442.00	2ND SEMESTER - JOSEPH	06/08/2012	C
73612	1202777		11-000-270-517-28-5201	9099/BROWN; CHERYL	60	442.00	2ND SEMESTER - WILLIAM	06/08/2012	C
73613	1202699		11-000-270-517-28-5201	7862/CAMMARATA; SUE K.	60	442.00	2ND SEMESTER - NINA	06/08/2012	C
73614	1202689		11-000-270-517-28-5201	7041/CLENNENY; LORETTA M.	60	442.00	2ND SEMESTER - DANIEL	06/08/2012	C
	1202673		11-000-270-517-28-5201	7041/CLENNENY; LORETTA M.	60	442.00	2ND SEMESTER - JOHN	06/08/2012	C

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Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
Total For Check Number 73614						\$884.00			
73615	1202794		11-000-270-517-28-5201	8772/COHEN, MIRIAN	60	442.00	2ND SEMESTER - HARPER	06/08/2012	C
73616	1202996		11-000-270-517-28-5201	9408/SUSAN COLTON	60	442.00	2ND SEMESTER - JESSICA	06/08/2012	C
73617	1202701		11-000-270-517-28-5201	9632/COMPTON; JEREMY	60	442.00	2ND SEMESTER - JESSICA	06/08/2012	C
73618	1202737		11-000-270-517-28-5201	9401/AUSRA COVALESKY	60	442.00	2ND SEMESTER - BERNARDAS	06/08/2012	C
	1202738		11-000-270-517-28-5201	9401/AUSRA COVALESKY	60	442.00	2ND SEMESTER - JONAS	06/08/2012	C
Total For Check Number 73618						\$884.00			
73619	1202861		11-000-270-517-28-5201	9905/BETTY DARCY	60	442.00	2ND SEMESTER - JULIA	06/08/2012	C
73620	1202724		11-000-270-517-28-5201	7866/DE DEO; JANICE	60	442.00	2ND SEMESTER - JENNIFER	06/08/2012	C
73621	1202788		11-000-270-517-28-5201	9891/LINDA GNESIN DEMPSEY	60	442.00	2ND SEMESTER - BRANDON	06/08/2012	C
73622	1202784		11-000-270-517-28-5201	9890/MARYELLEN DICATALDO	60	442.00	2ND SEMESTER - KAITLYN	06/08/2012	C
73623	1202804		11-000-270-517-28-5201	9694/APRIL DICKENS	60	442.00	2ND SEMESTER - BRIANNA WILLIAM	06/08/2012	C
73624	1202642		11-000-270-517-28-5201	9090/DISCHER; LINDA	60	442.00	2ND SEMESTER - JENNA	06/08/2012	C
73625	1202741		11-000-270-517-28-5201	7053/DISCHLER; JOSEPHINE	60	442.00	2ND SEMESTER - ALEXA	06/08/2012	C
	1202675		11-000-270-517-28-5201	7053/DISCHLER; JOSEPHINE	60	442.00	2ND SEMESTER - NICHOLAS	06/08/2012	C
Total For Check Number 73625						\$884.00			
73626	1202802		11-000-270-517-28-5201	9882/MICHELE DOMASH	60	442.00	2ND SEMESTER - ALEXANDER	06/08/2012	C
73627	1202774		11-000-270-517-28-5201	9287/DOTRO; BETH	60	442.00	2ND SEMESTER - DANIEL	06/08/2012	C
73628	1202704		11-000-270-517-28-5201	7054/DRUCKER; ANNE	60	442.00	2ND SEMESTER - WILLIAM	06/08/2012	C
73629	1202786		11-000-270-517-28-5201	9886/BERNARD ELBAUM	60	442.00	2ND SEMESTER - DAHLIA	06/08/2012	C
73630	1202787		11-000-270-517-28-5201	9887/FATIMA EMBDEN	60	442.00	2ND SEMESTER - ISABELLE	06/08/2012	C
73631	1202806		11-000-270-517-28-5201	9417/JUAN ESPINOSA	60	442.00	2ND SEMESTER - ISABELLA	06/08/2012	C
	1202805		11-000-270-517-28-5201	9417/JUAN ESPINOSA	60	442.00	2ND SEMESTER - SOFIA	06/08/2012	C
Total For Check Number 73631						\$884.00			
73632	1202752		11-000-270-517-28-5201	7868/FETROW; MARY LYNN	60	442.00	2ND SEMESTER - EMMA	06/08/2012	C
	1202753		11-000-270-517-28-5201	7868/FETROW; MARY LYNN	60	442.00	2ND SEMESTER - JESSICA	06/08/2012	C
Total For Check Number 73632						\$884.00			
73633	1202739		11-000-270-517-28-5201	7870/FOSTER; CARMALEE	60	442.00	2ND SEMESTER - ARIANA	06/08/2012	C
	1202740		11-000-270-517-28-5201	7870/FOSTER; CARMALEE	60	442.00	2ND SEMESTER - SASHA	06/08/2012	C
Total For Check Number 73633						\$884.00			
73634	1202783		11-000-270-517-28-5201	9889/CRISTINA FRAZZANO	60	442.00	2ND SEMESTER - JACK	06/08/2012	C
73635	1202676		11-000-270-517-28-5201	9405/LISA GARCIA	60	442.00	2ND SEMESTER - ALEXA	06/08/2012	C
	1202677		11-000-270-517-28-5201	9405/LISA GARCIA	60	442.00	2ND SEMESTER - GEORGE	06/08/2012	C
Total For Check Number 73635						\$884.00			
73636	1202801		11-000-270-517-28-5201	9884/RENATA GEDZIOR	60	442.00	2ND SEMESTER - SONYA	06/08/2012	C
73637	1202754		11-000-270-517-28-5201	7065/CARLA RUSSO-GELPK	60	442.00	2ND SEMESTER - ALEXANDER	06/08/2012	C
	1202691		11-000-270-517-28-5201	7065/CARLA RUSSO-GELPK	60	442.00	2ND SEMESTER - ANNA	06/08/2012	C

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Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
Total For Check Number 73637						\$884.00			
73638	1202790		11-000-270-517-28-5201	9893/JASMIN GERAGHTY	60	442.00	2ND SEMESTER - HELENA	06/08/2012	C
73639	1202665		11-000-270-517-28-5201	8776/GOOEN, KAREN	60	442.00	2ND SEMESTER - SANDRA	06/08/2012	C
73640	1202679		11-000-270-517-28-5201	8505/GUTIERREZ; JUAN A.	60	442.00	2ND SEMESTER - ANTONIO	06/08/2012	C
73641	1202758		11-000-270-517-28-5201	9115/HALPERN, LISA	60	442.00	2ND SEMESTER - SAMUEL	06/08/2012	C
73642	1202799		11-000-270-517-28-5201	9883/ANAND HARIHARAN	60	442.00	2ND SEMESTER - ANJALI	06/08/2012	C
73643	1202812		11-000-270-517-28-5201	9878/KIMBERLY HART	60	442.00	2ND SEMESTER - KAYLA	06/08/2012	C
73644	1202668		11-000-270-517-28-5201	8751/HUDES, ADEENA	60	137.51	2ND SEMESTER - ITAI	06/08/2012	C
	1202669		11-000-270-517-28-5201	8751/HUDES, ADEENA	60	137.51	2ND SEMENSTER - ADEENA	06/08/2012	C
Total For Check Number 73644						\$275.02			
73645	1202760		11-000-270-517-28-5201	7877/IATI; ROBERT	60	442.00	2ND SEMESTER - LUCIE	06/08/2012	C
	1202761		11-000-270-517-28-5201	7877/IATI; ROBERT	60	442.00	2ND SEMESTER - NOELLE	06/08/2012	C
Total For Check Number 73645						\$884.00			
73646	1202730		11-000-270-517-28-5201	9108/JONES; ANN MARIE	60	442.00	2ND SEMESTER-ALIYAH O'DONNELL	06/08/2012	C
	1202731		11-000-270-517-28-5201	9108/JONES; ANN MARIE	60	442.00	2ND SEMESTER -MEKAYLA O'DONNELL	06/08/2012	C
Total For Check Number 73646						\$884.00			
73647	1202798		11-000-270-517-28-5201	9414/LYNNE JONES	60	442.00	2ND SEMESTER - NICK	06/08/2012	C
73648	1202768		11-000-270-517-28-5201	9640/KAHLON; AMARDEEP	60	442.00	2ND SEMESTER - ANEEL	06/08/2012	C
	1202769		11-000-270-517-28-5201	9640/KAHLON; AMARDEEP	60	442.00	2ND SEMESTER - MANRAJ	06/08/2012	C
Total For Check Number 73648						\$884.00			
73649	1202767		11-000-270-517-28-5201	9740/KALAVROUZOTIS; PENELOPE	60	442.00	2ND SEMESTER - MICHAEL	06/08/2012	C
73650	1202680		11-000-270-517-28-5201	9629/KAMHOLZ; SHARON	60	442.00	2ND SEMESTER - MATTHEW	06/08/2012	C
73651	1203249		11-000-270-517-28-5201	9100/KEENAN; MAUREEN	60	442.00	2ND SEMESTER - MEGHAN	06/08/2012	C
73652	1202780		11-000-270-517-28-5201	7082/KELLER; RICH	60	442.00	2ND SEMESTER - ZACHARY	06/08/2012	C
73653	1202997		11-000-270-517-28-5201	9638/KNESL; OLIVER	60	442.00	2ND SEMESTER - DANIELLE	06/08/2012	C
73654	1202661		11-000-270-517-28-5201	7088/KOVAL; ANDREW	60	442.00	2ND SEMESTER - NETANYA	06/08/2012	C
	1202662		11-000-270-517-28-5201	7088/KOVAL; ANDREW	60	442.00	2ND SEMESTER - SHLOMIT	06/08/2012	C
	1202663		11-000-270-517-28-5201	7088/KOVAL; ANDREW	60	442.00	2ND SEMESTER - SHTERNA	06/08/2012	C
	1202664		11-000-270-517-28-5201	7088/KOVAL; ANDREW	60	442.00	2ND SEMESTER - ZALMAN	06/08/2012	C
Total For Check Number 73654						\$1,768.00			
73655	1202781		11-000-270-517-28-5201	9134/KREITZER; GAIL	60	442.00	2ND SEMESTER - MACKENZIE	06/08/2012	C
73656	1202810		11-000-270-517-28-5201	9879/DONNA KRYNICKI	60	442.00	2ND SEMESTER - JOHN	06/08/2012	C
73657	1202803		11-000-270-517-28-5201	7096/LIENHARDT; KATHRYN M.	60	442.00	2ND SEMESTER - JOHN	06/08/2012	C
73658	1202646		11-000-270-517-28-5201	7097/LIFRAK; DIANE	60	442.00	2ND SEMESTER - ADDISON	06/08/2012	C
	1202647		11-000-270-517-28-5201	7097/LIFRAK; DIANE	60	442.00	2ND SEMESTER - JADEN	06/08/2012	C
Total For Check Number 73658						\$884.00			

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73659 1202670		11-000-270-517-28-5201	7098/LONDON; FRANCES E.	60	442.00	2ND SEMESTER - TORREY	06/08/2012	C
73660 1202775		11-000-270-517-28-5201	7099/JOSE LOPEZ	60	442.00	2ND SEMESTER - EMMANUEL	06/08/2012	C
73661 1202759		11-000-270-517-28-5201	7889/Marks, Gary	60	442.00	2ND SEMESTER - REBECCA	06/08/2012	C
73662 1202681		11-000-270-517-28-5201	8757/TARA MATHIESEN	60	442.00	2ND SEMESTER - JAMES	06/08/2012	C
73663 1202776		11-000-270-517-28-5201	9626/MATTSON; SANDRA	60	442.00	2ND SEMESTER - JAMES	06/08/2012	C
73664 1202672		11-000-270-517-28-5201	8373/MC HUGH; AMY	60	442.00	2ND SEMESTER - MARY	06/08/2012	C
73665 1202750		11-000-270-517-28-5201	7109/MC HUGH; PATRICIA	60	442.00	2ND SEMESTER - COURTNEY	06/08/2012	C
73666 1202770		11-000-270-517-28-5201	9409/HEATHER E. MCCLANAHAN	60	442.00	2ND SEMESTER - GRAYSON EVERETT	06/08/2012	C
73667 1202682		11-000-270-517-28-5201	9406/JAMES MCLAUGHLIN	60	442.00	2ND SEMESTER - DANIEL	06/08/2012	C
73668 1202811		11-000-270-517-28-5201	8814/JOHN MICHEL	60	442.00	2ND SEMESTER - AVALINA	06/08/2012	C
73669 1202695		11-000-270-517-28-5201	7114/IMITSCH; TRINA	60	442.00	2ND SEMESTER - ELIZABETH	06/08/2012	C
73670 1202683		11-000-270-517-28-5201	9101/MORRONE; JOANNE	60	442.00	2ND SEMESTER - JOHN	06/08/2012	C
73671 1202666		11-000-270-517-28-5201	8777/NESSSEL, CRAIG	60	442.00	2ND SEMESTER - AARON	06/08/2012	C
	1202667	11-000-270-517-28-5201	8777/NESSSEL, CRAIG	60	442.00	2ND SEMESTER - ZACHARY	06/08/2012	C
Total For Check Number 73671					\$884.00			
73672 1202684		11-000-270-517-28-5201	8759/PICCIRILLO, DONNA	60	442.00	2ND SEMESTER-LYNN	06/08/2012	C
73673 1202772		11-000-270-517-28-5201	9308/JANET POLLIO	60	442.00	2ND SEMESTER-LAUREN O'NEILL	06/08/2012	C
73674 1202712		11-000-270-517-28-5201	9650/POPE; JEFFREY C.	60	442.00	2ND SEMESTER - CHRISTOPHER	06/08/2012	C
73675 1202707		11-000-270-517-28-5201	7133/PRESS; SUZY H.	60	442.00	2ND SEMESTER - DANA	06/08/2012	C
	1202708	11-000-270-517-28-5201	7133/PRESS; SUZY H.	60	442.00	2ND SEMESTER - MATTHEW	06/08/2012	C
Total For Check Number 73675					\$884.00			
73676 1202736		11-000-270-517-28-5201	9133/RACHAPUDI; RAMESH	60	442.00	2ND SEMESTER - LALASA	06/08/2012	C
73677 1202732		11-000-270-517-28-5201	8381/RADICE; DIANE	60	442.00	2ND SEMESTER - GABRIELLE	06/08/2012	C
	1202733	11-000-270-517-28-5201	8381/RADICE; DIANE	60	442.00	2ND SEMESTER - PAUL	06/08/2012	C
Total For Check Number 73677					\$884.00			
73678 1202705		11-000-270-517-28-5201	9410/ELAINE RAGO	60	442.00	2ND SEMESTER - EVA	06/08/2012	C
	1202706	11-000-270-517-28-5201	9410/ELAINE RAGO	60	442.00	2ND SEMESTER - THOMAS	06/08/2012	C
Total For Check Number 73678					\$884.00			
73679 1203141		11-000-270-517-28-5201	8789/RAIA, JACQUELINE	60	442.00	2ND SEMESTER-JACQUES ST GERMAI	06/08/2012	C
73680 1202771		11-000-270-517-28-5201	7136/RAYFIELD; R. ARLYN	60	442.00	2ND SEMESTER-MARIAH BECK	06/08/2012	C
73681 1202649		11-000-270-517-28-5201	8747/REINKE, DENISE	60	442.00	2ND SEMESTER-ADAM	06/08/2012	C
	1202650	11-000-270-517-28-5201	8747/REINKE, DENISE	60	442.00	2ND SEMESTER-DANIEL	06/08/2012	C
	1202652	11-000-270-517-28-5201	8747/REINKE, DENISE	60	442.00	2ND SEMESTER- GRACE	06/08/2012	C
Total For Check Number 73681					\$1,326.00			

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73682	1202728		11-000-270-517-28-5201	7138/RETTINO; PAMELA	60	442.00	2ND SEMESTER - GIANNA	06/08/2012	C
	1202685		11-000-270-517-28-5201	7138/RETTINO; PAMELA	60	442.00	2ND SEMESTER - JOSEPH	06/08/2012	C
Total For Check Number 73682						\$884.00			
73683	1202813		11-000-270-517-28-5201	9877/TERRI RICH	60	442.00	2ND SEMESTER - BRYAN	06/08/2012	C
73684	1202735		11-000-270-517-28-5201	8382/RIEGER; KATHLEEN M.	60	442.00	2ND SEMESTER - ROBERT	06/08/2012	C
73685	1202797		11-000-270-517-28-5201	9413/THERESA RODRIGUEZ	60	442.00	2ND SEMESTER - KIANA	06/08/2012	C
73686	1202792		11-000-270-517-28-5201	9892/VERONICA ROJAS	60	442.00	2ND SEMESTER - MARIANA GARATE	06/08/2012	C
73687	1202959		11-000-270-517-28-5201	7201/SCHALAGO; LYNN	60	442.00	2ND SEMESTER-KAITLYN	06/08/2012	C
	1202958		11-000-270-517-28-5201	7201/SCHALAGO; LYNN	60	442.00	2ND SEMESTER - STEPHANIE	06/08/2012	C
Total For Check Number 73687						\$884.00			
73688	1202686		11-000-270-517-28-5201	8509/SCHIMANSKI; SHEILA	60	442.00	2ND SEMESTER-MICHAEL	06/08/2012	C
73689	1202779		11-000-270-517-28-5201	9193/SCHWARTZ; DAWN	60	442.00	2ND SEMESTER - WILLIAM	06/08/2012	C
73690	1202687		11-000-270-517-28-5201	8385/SCOFIELD; JOANNE	60	442.00	2ND SEMESTER-DYLAN	06/08/2012	C
73691	1202678		11-000-270-517-28-5201	8774/SEGAL, EYAL	60	442.00	2ND SEMESTER - NOA	06/08/2012	C
73692	1203090		11-000-270-517-28-5201	9634/SEITEL; JULIE	60	442.00	2ND SEMESTER - METTHEW	06/08/2012	C
73693	1202791		11-000-270-517-28-5201	9894/MANISH SHAH	60	442.00	2ND SEMESTER - ARNAV	06/08/2012	C
73694	1202755		11-000-270-517-28-5201	8386/SHORT; PATRICIA A.	60	442.00	2ND SEMESTER - NICOLAS	06/08/2012	C
73695	1202726		11-000-270-517-28-5201	7158/SIDEBOTHAM; HELEN	60	442.00	2ND SEMESTER - BENJAMIN	06/08/2012	C
73696	1202789		11-000-270-517-28-5201	9445/ELIZABETH SMITH	60	442.00	2ND SEMESTER - NORA	06/08/2012	C
73697	1202727		11-000-270-517-28-5201	9131/SRIVASTAVA; RAHUL	60	442.00	2ND SEMESTER - REYA	06/08/2012	C
73698	1202718		11-000-270-517-28-5201	7169/STEFANELLI; MARIA	60	442.00	2ND SEMESTER - MARLENA	06/08/2012	C
	1202719		11-000-270-517-28-5201	7169/STEFANELLI; MARIA	60	442.00	2ND SEMESTER - MIKAYLA	06/08/2012	C
	1202720		11-000-270-517-28-5201	7169/STEFANELLI; MARIA	60	442.00	2ND SEMESTER - STEPHEN	06/08/2012	C
Total For Check Number 73698						\$1,326.00			
73699	1202796		11-000-270-517-28-5201	9885/LORI LATHROP STERN	60	442.00	2ND SEMESTER-CLAIRE	06/08/2012	C
73700	1202721		11-000-270-517-28-5201	8769/STITES, ELENA	60	442.00	2ND SEMESTER - SANDRA	06/08/2012	C
	1202722		11-000-270-517-28-5201	8769/STITES, ELENA	60	442.00	2ND SEMESTER-THEODORE	06/08/2012	C
Total For Check Number 73700						\$884.00			
73701	1202709		11-000-270-517-28-5201	7170/TAUB; MARC	60	442.00	2ND SEMESTER - MELANIE	06/08/2012	C
73702	1202795		11-000-270-517-28-5201	9895/DINA TUCKER	60	442.00	2ND SEMESTER-TAYLOR	06/08/2012	C
73703	1202807		11-000-270-517-28-5201	9881/BERTHA VENTURA/LAM	60	442.00	2ND SEMESTER - LARA	06/08/2012	C
73704	1202710		11-000-270-517-28-5201	9411/CYNTHIA WALLACH	60	442.00	2ND SEMESTER- CHARLEY	06/08/2012	C
73705	1202814		11-000-270-517-28-5201	9897/JIA WANG	60	442.00	2ND SEMESTER-ETHAN JI	06/08/2012	C
73706	1202793		11-000-270-517-28-5201	9423/MARK B. WELLS	60	442.00	2ND SEMESTER - JACK	06/08/2012	C
73707	1202653		11-000-270-517-28-5201	8793/WESTPY, ANTHONY AND NELLIE	60	442.00	2ND SEMESTER - ANTHONY	06/08/2012	C
	1202654		11-000-270-517-28-5201	8793/WESTPY, ANTHONY AND NELLIE	60	442.00	CONTR SVC AIDE IN LIEU	06/08/2012	C

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73707	1202655		11-000-270-517-28-5201	8793/WESTPY, ANTHONY AND NELLIE	60	442.00	2ND SEMESTER - JAKE	06/08/2012	C
	1202656		11-000-270-517-28-5201	8793/WESTPY, ANTHONY AND NELLIE	60	442.00	2ND SEMESTER - MICAH	06/08/2012	C
Total For Check Number 73707						\$1,768.00			
73708	1202816		11-000-270-517-28-5201	9898/ANN WEXLER	60	442.00	2ND SEMESTER- BRANDON	06/08/2012	C
	1202817		11-000-270-517-28-5201	9898/ANN WEXLER	60	442.00	2ND SEMESTER - NICOLAS	06/08/2012	C
Total For Check Number 73708						\$884.00			
73709	1202809		11-000-270-517-28-5201	9880/MIMI YANG	60	442.00	2ND SEMESTER-JI MIN PARK	06/08/2012	C
73710	1202751		11-000-270-517-28-5201	7914/ZIOLO; GREGORY	60	442.00	2ND SEMESTER - JOHN	06/08/2012	C
73711	1203551		63-602-100-800-37-0000	10002/CHAVEZ; GISELLA	58	184.00	CHILD CARE	06/08/2012	C
73712	1203341	XFRJ3XW79	63-602-100-600-37-0000	2366/DELL MARKETING - HARDWARE	58	1,567.42	SUPPLY	06/08/2012	C
73713	1203466		63-602-100-800-37-0000	9993/FARRUGGIO; ALESSANDRA	58	339.60	CHILD 1 - WITHDR. PM KINDERKID	06/08/2012	C
	1203466		63-602-100-800-37-0000	9993/FARRUGGIO; ALESSANDRA	58	339.60	CHILD 2 - WITHDR CG ASK	06/08/2012	C
Total For Check Number 73713						\$679.20			
73714	1202930	58	63-602-100-320-37-0000	9443/GARDEN STATE GOLF ACADEMY	58	2,520.00	PURCHASED PROF SERVICES	06/08/2012	C
	1203096	58A	63-602-100-320-37-0000	9443/GARDEN STATE GOLF ACADEMY	58	2,750.00	PURCHASED PROF SERVICES	06/08/2012	C
Total For Check Number 73714						\$5,270.00			
73715	1200821	04870112299	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	189.27	SUPPLY	06/08/2012	C
	1200821	04870221345	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	175.27	SUPPLY	06/08/2012	C
	1200821	04870199278	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	134.34	SUPPLY	06/08/2012	C
	1200821	04870435637	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	95.95	SUPPLY	06/08/2012	C
	1200821	04870441109	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	49.41	SUPPLY	06/08/2012	C
	1200821	04870217797	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	40.72	SUPPLY	06/08/2012	C
Total For Check Number 73715						\$684.96			
73716	1200822	386834	63-602-100-600-37-0000	4980/POCONO PRODUCE COMPANY	58	2,321.36	SUPPLY	06/08/2012	C
73717	1203467		63-602-100-800-37-0000	9994/POETSCH; DEBBIE	58	51.50	CHILD 1 - WITHDR. CG EB	06/08/2012	C
	1203467		63-602-100-800-37-0000	9994/POETSCH; DEBBIE	58	51.50	CHILD 2 - WITHDR. CG EB	06/08/2012	C
Total For Check Number 73717						\$103.00			
73718	1200692	123070	63-602-100-320-37-0000	5097/QUALITY DISCOUNT TIRE	58	102.00	PURCHASED PROF SERVICES	06/08/2012	C
73719	1203485		63-602-100-800-37-0000	8781/RICUPERO, GIOVANNI	58	101.50	CHILD 1 - WITHDR. SH ASK	06/08/2012	C
	1203485		63-602-100-800-37-0000	8781/RICUPERO, GIOVANNI	58	101.50	CHILD 2 - WITHDR. SH ASK	06/08/2012	C
Total For Check Number 73719						\$203.00			
73720	1203534		63-602-100-800-37-0000	10000/SALINAS; GRIET	58	177.00	OVERPAYMENT - KINDERKIDS	06/08/2012	C
73721	1203303	12-0001	63-602-100-320-37-0000	9342/SMITH; DONALD C. JR.	58	400.00	PURCHASED PROF SERVICES	06/08/2012	C

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73722	1203468		63-602-100-800-37-0000	9995/SNYDER; DOUGLAS	58	158.00	WITHDR. CG ASK	06/08/2012	C
73723	1200820	973-361-7380	63-602-100-530-37-0000	6197/VERIZON	58	61.33	TELEPHONE	06/08/2012	C
		05/12							
	1200820	973-895-3571	63-602-100-530-37-0000	6197/VERIZON	58	63.13	TELEPHONE	06/08/2012	C
		05/12							
	1200820	973-442-9641	63-602-100-530-37-0000	6197/VERIZON	58	29.13	TELEPHONE	06/08/2012	C
		05/12							
	1200820	973-328-4884	63-602-100-530-37-0000	6197/VERIZON	58	49.03	TELEPHONE	06/08/2012	C
		05/12							
	1200820	973-927-7385	63-602-100-530-37-0000	6197/VERIZON	58	51.03	TELEPHONE	06/08/2012	C
		05/2012							
	1200820	973-366-0466	63-602-100-530-37-0000	6197/VERIZON	58	31.43	TELEPHONE	06/08/2012	C
		05/2012							
Total For Check Number 73723						\$285.08			
73724	1200826	8058010646	63-602-100-320-37-0000	9693/VERIZON COMMUNICATIONS	58	58.90	PURCHASED PROF SERVICES	06/08/2012	C
		05/2012							
73725	1200653	061768253	63-602-100-440-37-0000	6405/XEROX CORPORATION	58	72.58	LEASE RENTAL	06/08/2012	C
73726	1203302	2012-002	63-602-100-320-37-0000	9156/WILLIAM M. YARZAB	58	200.00	PURCHASED PROF SERVICES	06/08/2012	C
	1203302	2012-003	63-602-100-320-37-0000	9156/WILLIAM M. YARZAB	58	200.00	PURCHASED PROF SERVICES	06/08/2012	C
Total For Check Number 73726						\$400.00			
73727	1202204	M201102010	11-000-100-562-07-8701	1558/BERGEN COUNTY SPEC.SVCS.SCH.DI	57	600.00	04/2012	06/08/2012	C
73728	1201687	201202968	11-000-100-565-07-8703	2609/EDUCATIONAL SVCS.COMM. OF MORR	57	5,740.00	06/2012	06/08/2012	C
73729	1202100	12-9495	20-251-200-320-07-3605	2704/ESSEX REGIONAL EDUCATIONAL SVCES COMM	57	1,458.41	IDEA NON PUBLIC SY12	06/08/2012	C
	1202053	121486	20-502-200-320-07-5040	2704/ESSEX REGIONAL EDUCATIONAL SVCES COMM	57	1,352.48	04/2012	06/08/2012	C
	1202053	121486	20-503-200-320-07-5030	2704/ESSEX REGIONAL EDUCATIONAL SVCES COMM	57	86.20	04/2012	06/08/2012	C
	1202053	121486	20-505-200-320-07-5050	2704/ESSEX REGIONAL EDUCATIONAL SVCES COMM	57	2,133.20	04/2012	06/08/2012	C
	1202053	121486	20-506-200-320-07-5060	2704/ESSEX REGIONAL EDUCATIONAL SVCES COMM	57	2,034.35	04/2012	06/08/2012	C
	1202053	122312	20-507-200-320-07-5070	2704/ESSEX REGIONAL EDUCATIONAL SVCES COMM	57	645.46	CHP 193 INT EX/CLASS	06/08/2012	C
	1202053	122349	20-507-200-320-07-5070	2704/ESSEX REGIONAL EDUCATIONAL SVCES COMM	57	645.46	CHP 193 INT EX/CLASS	06/08/2012	C
	1202053	121486	20-508-200-320-07-5080	2704/ESSEX REGIONAL	57	1,895.52	04/2012	06/08/2012	C

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73729									
				EDUCATIONAL SVCES COMM					
Total For Check Number 73729						\$10,251.08			
73730	1201513	21843OR	11-000-216-320-07-0000	9527/KDDS TOO, INC.	57	2,460.00	04/2012	06/08/2012	C
73731	1202126	12-00503	11-000-100-563-07-8702	6741/MORRIS COUNTY SCHOOL OF TECHNOLOGY	57	3,647.20	05/2012	06/08/2012	C
	1202126	12-00503	11-000-100-563-07-8702	6741/MORRIS COUNTY SCHOOL OF TECHNOLOGY	57	22,790.00	05/2012	06/08/2012	C
	1202126	12-00503	11-000-100-563-07-8702	6741/MORRIS COUNTY SCHOOL OF TECHNOLOGY	57	3,647.20	06/2012	06/08/2012	C
	1202126	12-00503	11-000-100-563-07-8702	6741/MORRIS COUNTY SCHOOL OF TECHNOLOGY	57	22,790.00	06/2012	06/08/2012	C
	1202126	12-00503	11-000-100-564-07-8706	6741/MORRIS COUNTY SCHOOL OF TECHNOLOGY	57	2,458.00	05/2012	06/08/2012	C
	1202126	12-00503	11-000-100-564-07-8706	6741/MORRIS COUNTY SCHOOL OF TECHNOLOGY	57	2,458.00	06/2012	06/08/2012	C
Total For Check Number 73731						\$57,790.40			
73732	1202282	04/2012	11-000-100-562-07-8701	6869/MORRIS SCHOOL DISTRICT	57	1,496.50	04/2012	06/08/2012	C
	1202282	04/2012	11-000-100-562-07-8701	6869/MORRIS SCHOOL DISTRICT	57	1,496.50	04/2012	06/08/2012	C
Total For Check Number 73732						\$2,993.00			
73733	1201333	7470	11-000-100-562-07-8701	4314/MORRIS-UNION JOINTURE COMM.	57	8,046.60	06/2012	06/08/2012	C
	1201333	7470	11-000-100-562-07-8701	4314/MORRIS-UNION JOINTURE COMM.	57	8,043.60	06/2012	06/08/2012	C
	1201333	7470	11-000-100-562-07-8701	4314/MORRIS-UNION JOINTURE COMM.	57	8,049.60	06/2012	06/08/2012	C
	1201333	7376	11-000-100-562-07-8701	4314/MORRIS-UNION JOINTURE COMM.	57	8,046.60	05/2012	06/08/2012	C
	1201333	7376	11-000-100-562-07-8701	4314/MORRIS-UNION JOINTURE COMM.	57	8,046.60	05/2012	06/08/2012	C
	1201333	7376	11-000-100-562-07-8701	4314/MORRIS-UNION JOINTURE COMM.	57	8,046.60	05/2012	06/08/2012	C
Total For Check Number 73733						\$48,279.60			
73734	1201669	05/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	126.00	05/2012	06/08/2012	C
	1201669	05/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	453.60	05/2012	06/08/2012	C
	1201669	05/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	907.20	05/2012	06/08/2012	C
	1201669	05/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	453.60	05/2012	06/08/2012	C

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73734				EDUCAT					
73734	1201669	05/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	453.60	05/2012 - CHILD 5	06/08/2012	C
	1201669	05/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	453.60	05/2012 - CHILD 6	06/08/2012	C
Total For Check Number 73734						\$2,847.60			
73735	1203441	433006012012	11-000-100-566-07-8704	9989/ROCK BROOK SCHOOL	57	6,570.75	PRIVATE-SPEC.ED.	06/08/2012	C
73736	1203256	01/2012	11-000-100-562-07-8701	8805/Roxbury Township Board of Education	57	1,294.50	OTHER LEA - TUITION	06/08/2012	C
	1203256	02/2012	11-000-100-562-07-8701	8805/Roxbury Township Board of Education	57	1,294.50	OTHER LEA - TUITION	06/08/2012	C
	1203256	03/2012	11-000-100-562-07-8701	8805/Roxbury Township Board of Education	57	1,294.50	OTHER LEA - TUITION	06/08/2012	C
	1203256	04/2012	11-000-100-562-07-8701	8805/Roxbury Township Board of Education	57	1,294.50	OTHER LEA - TUITION	06/08/2012	C
Total For Check Number 73736						\$5,178.00			
73737	1203368	0112	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	01/2012 OT	06/08/2012	C
	1203368	0112	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	01/2012 ST	06/08/2012	C
	1203368	0212	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	02/2012 OT	06/08/2012	C
	1203368	0212	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	02/2012 ST	06/08/2012	C
	1203368	0312	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	03/2012 OT	06/08/2012	C
	1203368	0312	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	03/2012 ST	06/08/2012	C
	1203368	0412	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	04/2012 OT	06/08/2012	C
	1203368	0412	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	04/2012 ST	06/08/2012	C
Total For Check Number 73737						\$1,200.00			
73738	1203552		11-000-291-280-40-8210	10003/AQUINO; EILEEN	56	1,451.55	ASSISTIVE TECHNOLOGY	06/08/2012	C
73739	1203482		11-000-291-280-40-8210	9586/ASHLEY; MARALINE	56	475.00	THE ADOLESCENT BRAIN	06/08/2012	C
	1203482		11-000-291-280-40-8210	9586/ASHLEY; MARALINE	56	495.00	INTRO TO TEACHER LEADERSHIP	06/08/2012	C
Total For Check Number 73739						\$970.00			
73740	1203437		11-000-223-580-05-2625	9393/BERGER; MICHAEL	56	35.42	MILEAGE - SIOP 10/20/11	06/08/2012	C

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73740	1203437		11-000-223-580-05-2625	9393/BERGER; MICHAEL	56	35.42	MILEAGE - SIOP 10/21/11	06/08/2012	C
	1203437		11-000-223-580-05-2625	9393/BERGER; MICHAEL	56	35.42	MILEAGE - SIOP 10/27/11	06/08/2012	C
	1203437		11-000-223-580-05-2625	9393/BERGER; MICHAEL	56	15.04	MILEAGE - SIOP 10/28/11	06/08/2012	C
	1203553		11-000-291-280-40-8210	9393/BERGER; MICHAEL	56	1,549.14	EDUCATIONAL LAW	06/08/2012	C
	1203542		11-402-100-500-16-1723	9393/BERGER; MICHAEL	56	85.76	MILEAGE-NJSIAA WREST. 3/1-4/12	06/08/2012	C
	1203437		20-241-200-500-08-4104	9393/BERGER; MICHAEL	56	20.38	MILEAGE - SIOP 10/28/11	06/08/2012	C
	1203437		20-241-200-500-08-4104	9393/BERGER; MICHAEL	56	35.42	MILEAGE - SIOP 12/16/11	06/08/2012	C
Total For Check Number 73740						\$1,812.00			
73741	1203448		20-241-200-500-08-4104	8905/BLACK; NANCY P.	56	320.00	REGIS. - TESOL 03/29/12	06/08/2012	C
	1203448		20-241-200-500-08-4104	8905/BLACK; NANCY P.	56	249.52	HOTEL	06/08/2012	C
	1203448		20-241-200-500-08-4104	8905/BLACK; NANCY P.	56	11.70	FOOD	06/08/2012	C
	1203448		20-241-200-500-08-4104	8905/BLACK; NANCY P.	56	46.00	PARKING - HOTEL	06/08/2012	C
	1203448		20-241-200-500-08-4104	8905/BLACK; NANCY P.	56	14.00	PARKING - CONFERENCE	06/08/2012	C
	1203448		20-241-200-500-08-4104	8905/BLACK; NANCY P.	56	59.76	MILEAGE	06/08/2012	C
Total For Check Number 73741						\$700.98			
73742	1203481		11-000-223-320-01-2622	9010/BOWDEN; MARIA	56	100.00	REGIS - NJABA CONFERENCE	06/08/2012	C
	1203481		11-000-223-320-01-2622	9010/BOWDEN; MARIA	56	10.14	MILEAGE - 03/23/12	06/08/2012	C
Total For Check Number 73742						\$110.14			
73743	1203554		11-000-291-280-40-8210	9517/Brinkerhoff, Lindsay	56	1,549.14	NEUROPHY BASIS OF LEARNING PRO	06/08/2012	C
73744	1203555		11-000-291-280-40-8210	6832/CARLSON; CHRISTINE	56	1,125.00	ORGANIC EVOLUTION	06/08/2012	C
73745	1203487		11-000-291-280-40-8210	9034/MARYELLA CARLUCCI	56	342.00	PRINCIPLES OF SOCIOLOGY	06/08/2012	C
73746	1203556		11-000-221-580-44-0440	1838/CARMONA; ELIZABETH	56	8.09	MILEAGE 03/16/12 - 05/09/12	06/08/2012	C
73747	1203537		11-000-291-280-40-8210	6922/DiAgostino, Lisa	56	1,022.63	CONTEMP. STUDIES IN HUMANITIES	06/08/2012	C
73748	1203488		11-000-291-280-40-8210	8054/DOUGLAS; GLENN R.	56	980.00	DEALING WITH ADHD TYPE BEHAVIO	06/08/2012	C
73749	1203480		11-240-100-500-47-0470	2493/DRUCKER; NOREEN	56	37.00	MILEAGE 02/09/12 - 05/09/12	06/08/2012	C
	1203503		20-039-100-610-02-9039	2493/DRUCKER; NOREEN	56	99.83	FOOD FOR MEETINGS - GRANT	06/08/2012	C
Total For Check Number 73749						\$136.83			
73750	1203538		11-000-291-280-40-8210	6904/FALCON-DURAN; EVERLYDIS	56	1,482.00	SCHOOL LAW & FINANCE	06/08/2012	C
	1203538		11-000-291-280-40-8210	6904/FALCON-DURAN; EVERLYDIS	56	1,482.00	EDUC. ADMIN. LDSHP I-ORG. LEAD	06/08/2012	C
Total For Check Number 73750						\$2,964.00			
73751	1203479		11-000-223-320-08-2622	9785/FROMME; LYN	56	400.00	REGIS - LEADERSHIP ACADEMY	06/08/2012	C
	1203479		11-000-223-320-08-2622	9785/FROMME; LYN	56	567.65	AIRFARE	06/08/2012	C
	1203479		11-000-223-320-08-2622	9785/FROMME; LYN	56	339.00	HOTEL (11/04-06/2011)	06/08/2012	C

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73751	1203479		11-000-223-320-08-2622	9785/FROMME; LYN	56	21.24	SHUTTLE	06/08/2012	C
	1203479		11-000-223-320-08-2622	9785/FROMME; LYN	56	112.68	MEALS	06/08/2012	C
	1203479		11-000-223-320-08-2622	9785/FROMME; LYN	56	50.00	LUGGAGE CHARGES	06/08/2012	C
Total For Check Number 73751						\$1,490.57			
73752	1203557		11-000-291-280-40-8210	9294/STEVEN HAGEMANN	56	1,549.14	LEARNING THEORIES	06/08/2012	C
73753	1203478		11-000-223-320-01-2622	9572/HAMBLIN; DANIELLE	56	160.00	REGIS-AUTISM/ASPER CONF. 4/27/	06/08/2012	C
	1203558		11-000-223-320-01-2622	9572/HAMBLIN; DANIELLE	56	175.00	REGIS-EDUCA LAW CONF. 05/11/12	06/08/2012	C
Total For Check Number 73753						\$335.00			
73754	1203477		11-000-223-320-08-2622	8439/HICOK; ALISSA	56	125.00	REGIS-1ST CLASS KINDER 1/9/12	06/08/2012	C
73755	1203547		11-000-251-580-30-0000	6610/HRUSKA; COLLEEN	56	99.00	2012 PENSION LAWS - REGISTRATI	06/08/2012	C
73756	1203559		11-000-291-280-40-8210	9824/KAYSER; CASEY	56	1,451.55	MANAGING CHALLENGING BEHAVIORS	06/08/2012	C
73757	1203476		11-000-291-280-40-8210	8474/MARLENE KONG	56	1,220.00	THE GENDERED BRAIN	06/08/2012	C
73758	1203560		20-251-200-500-07-3614	8479/Koroski, Robert	56	175.00	REGIS - SPEC ED LAW CONF	06/08/2012	C
	1203560		20-251-200-500-07-3614	8479/Koroski, Robert	56	35.65	MILEAGE - 05/11/12	06/08/2012	C
Total For Check Number 73758						\$210.65			
73759	1203438		20-241-200-500-08-4104	6723/LAND; MICHELLE	56	535.00	REGIS. - TESOL 03-29-30/12	06/08/2012	C
	1203438		20-241-200-500-08-4104	6723/LAND; MICHELLE	56	137.00	HOTEL	06/08/2012	C
	1203438		20-241-200-500-08-4104	6723/LAND; MICHELLE	56	24.95	DAY 1 MEALS	06/08/2012	C
	1203438		20-241-200-500-08-4104	6723/LAND; MICHELLE	56	21.68	DAY 2 MEALS	06/08/2012	C
	1203438		20-241-200-500-08-4104	6723/LAND; MICHELLE	56	54.80	MILEAGE	06/08/2012	C
	1203438		20-241-200-500-08-4104	6723/LAND; MICHELLE	56	16.29	PARKING	06/08/2012	C
Total For Check Number 73759						\$789.72			
73760	1203475		11-000-291-280-40-8210	6627/LITTLE; JEAN	56	1,482.00	BEHAVIOR DISORDERS IN CHILDREN	06/08/2012	C
73761	1203474		11-000-291-280-40-8210	8223/MASON; LUKE	56	339.00	PRINCIPLES OF COACHING	06/08/2012	C
	1203474		11-000-291-280-40-8210	8223/MASON; LUKE	56	339.00	REEL READING: FILM AND LITERAC	06/08/2012	C
Total For Check Number 73761						\$678.00			
73762	1203539		11-000-291-280-40-8210	9141/MC KEEVER; REBECCA	56	1,549.14	CURR. DEVEL. IN ELEM SCHOOL	06/08/2012	C
73763	1203473		11-000-291-280-40-8210	7839/MOUSIS; GEORGE	56	1,260.00	MEETING NEEDS OF ALL STUDENTS	06/08/2012	C
73764	1203472		11-000-291-280-40-8210	8673/JACKI PASQUA	56	1,220.00	INQUIRY IN PRACTICE	06/08/2012	C
73765	1203561		11-000-291-280-40-8210	9972/SCALICE; KIMBERLY	56	1,451.55	MANAGING CHALLENGING BEHAVIORS	06/08/2012	C

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73766	1203562		11-000-270-580-28-0000	6628/SCHENKER; JERRY	56	9.23	MILEAGE 10/17/11 - 05/09/12	06/08/2012	C
73767	1203563		11-000-291-280-40-8210	9644/SLATEN; CHRISTINA	56	1,549.14	TEACHING LANG. & SOCIAL SKILLS	06/08/2012	C
73768	1203564		11-000-291-280-40-8210	6927/SUFLAY; COLLEEN	56	1,482.00	SCHOOL LAW/FINANCE	06/08/2012	C
73769	1203469		11-402-100-500-16-1723	8412/SUK; MICHAEL	56	1,152.00	HOTEL: NJSIAA STATE WRESTLING	06/08/2012	C
	1203469		11-402-100-500-16-1723	8412/SUK; MICHAEL	56	439.28	MEALS (03/02-04/2012)	06/08/2012	C
	1203469		11-402-100-500-16-1723	8412/SUK; MICHAEL	56	94.32	MILEAGE	06/08/2012	C
Total For Check Number 73769						\$1,685.60			
73770	1203471		11-000-291-280-40-8210	8725/Tartaglia, Victoria	56	142.50	HUMAN RESOURCE DEVELOPMENT	06/08/2012	C
73771	1203540		11-000-291-280-40-8210	9261/Valvano, Brienne	56	1,549.14	ETHICAL ISSUES	06/08/2012	C
	1203541		11-000-291-280-40-8210	9261/Valvano, Brienne	56	1,549.14	SUPERVISION OF INSTRUCTION	06/08/2012	C
Total For Check Number 73771						\$3,098.28			
73772	1203470		11-000-291-280-40-8210	9173/WATSON; STACY	56	1,220.00	MOTIVATION: THE ART & SCIENCE	06/08/2012	C
73773	1202097	1078124	60-000-310-400-60-0001	9525/METZ & ASSOCIATES INC.	59	3,740.22	EQUIPMENT REPAIR-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-500-60-1000	9525/METZ & ASSOCIATES INC.	59	8,131.27	SALARIES-FSMC MGMT	06/08/2012	C
	1202097	1078124	60-000-310-500-60-1001	9525/METZ & ASSOCIATES INC.	59	2,683.32	TAX & FRINGE-MGMT-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-500-60-2000	9525/METZ & ASSOCIATES INC.	59	5,192.19	SALARIES-STAFF-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-500-60-2001	9525/METZ & ASSOCIATES INC.	59	1,713.42	TAX & FRINGE-STAFF-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-500-60-3000	9525/METZ & ASSOCIATES INC.	59	66.68	ADV/PROMOTIONAL EXP-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-500-60-8000	9525/METZ & ASSOCIATES INC.	59	3,190.05	PURCH SVC-ADMIN FEE-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-500-60-9000	9525/METZ & ASSOCIATES INC.	59	2,668.25	PURCH SVC-MGMT FEE-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-520-60-0000	9525/METZ & ASSOCIATES INC.	59	234.98	GENL LIAB INS EXP-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-600-60-0000	9525/METZ & ASSOCIATES INC.	59	32,924.62	GENERAL SUPPLIES	06/08/2012	C
	1202097	1078124	60-000-310-600-60-1000	9525/METZ & ASSOCIATES INC.	59	1,057.24	SUPPLIES-PAPER-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-600-60-2000	9525/METZ & ASSOCIATES INC.	59	210.06	SUPPLIES-CLEANING-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-600-60-3000	9525/METZ & ASSOCIATES INC.	59	294.28	SUPPLIES-SMALLWARES-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-600-60-5000	9525/METZ & ASSOCIATES INC.	59	282.40	SUPPLIES-OFFICE-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-800-60-0000	9525/METZ & ASSOCIATES INC.	59	5.20	MISC EXPENSE FOOD SERV	06/08/2012	C
	1202097	1078124	60-000-310-800-60-5000	9525/METZ & ASSOCIATES INC.	59	3,000.00	DEPN/AMORT EXP-FSMC	06/08/2012	C
	1202097	1078124	60-000-310-800-60-9000	9525/METZ & ASSOCIATES INC.	59	112.60	COMPUTER EXP-FSMC	06/08/2012	C
Total For Check Number 73773						\$65,506.78			
73774	1201033	505680	11-190-100-610-05-2411	9334/A & P - THE GREAT A & P TEA CO.	54	109.44	ED SUPP/CONSUMER SCIENCE	06/08/2012	C
	1201033	501599	11-190-100-610-05-2411	9334/A & P - THE GREAT A & P TEA CO.	54	137.22	ED SUPP/CONSUMER SCIENCE	06/08/2012	C
	1201033	501600	11-190-100-610-05-2411	9334/A & P - THE GREAT A & P TEA CO.	54	105.88	ED SUPP/CONSUMER SCIENCE	06/08/2012	C

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73774				CO.					
73774	1201033	505681	11-190-100-610-05-2411	9334/A & P - THE GREAT A & P TEA CO.	54	93.65	ED SUPP/CONSUMER SCIENCE	06/08/2012	C
	1201033	505682	11-190-100-610-05-2411	9334/A & P - THE GREAT A & P TEA CO.	54	100.36	ED SUPP/CONSUMER SCIENCE	06/08/2012	C
	1201033	505683	11-190-100-610-05-2411	9334/A & P - THE GREAT A & P TEA CO.	54	142.54	ED SUPP/CONSUMER SCIENCE	06/08/2012	C
	1201336	505607	11-190-100-610-06-2487	9334/A & P - THE GREAT A & P TEA CO.	54	39.90	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
Total For Check Number 73774						\$728.99			
73775	1202561	05/2012	11-000-216-320-07-0000	9853/ABC SPEECH & LANGUAGE THERAPY LLC	54	2,925.00	RELATED SVC.-PPS	06/08/2012	C
73776	1202887	20810782858720-251-100-600-07-3607		9491/SCHOOL SPECIALTY ABILITATIONS	54	32.09	IDEA NP SUPPLIES SY12	06/08/2012	C
73777	1200714	70345	11-000-261-420-18-7206	1055/ABLE SECURITY LOCKSMITHS, INC	54	504.00	MAINT - RHS CONTR. SERV.	06/08/2012	C
	1200714	9365	11-000-261-420-18-7206	1055/ABLE SECURITY LOCKSMITHS, INC	54	9.00	MAINT - RHS CONTR. SERV.	06/08/2012	C
	1200714	6358	11-000-261-420-18-7206	1055/ABLE SECURITY LOCKSMITHS, INC	54	304.00	MAINT - RHS CONTR. SERV.	06/08/2012	C
	1200714	9394	11-000-261-420-18-7206	1055/ABLE SECURITY LOCKSMITHS, INC	54	27.20	MAINT - RHS CONTR. SERV.	06/08/2012	C
	1200714	6393	11-000-261-420-18-7206	1055/ABLE SECURITY LOCKSMITHS, INC	54	399.50	MAINT - RHS CONTR. SERV.	06/08/2012	C
	1200714	9399	11-000-261-420-18-7206	1055/ABLE SECURITY LOCKSMITHS, INC	54	124.00	MAINT - RHS CONTR. SERV.	06/08/2012	C
	1200714	70366	11-000-261-420-18-7206	1055/ABLE SECURITY LOCKSMITHS, INC	54	131.00	MAINT - RHS CONTR. SERV.	06/08/2012	C
Total For Check Number 73777						\$1,498.70			
73778	1202477	65249	11-000-261-420-18-5678	9851/ACCURATE WASTE SYSTEMS, INC.	54	715.00	MAINT - GENERAL CONTRACT	06/08/2012	C
	1202477	65248	11-000-261-420-18-5678	9851/ACCURATE WASTE SYSTEMS, INC.	54	135.00	MAINT - GENERAL CONTRACT	06/08/2012	C
Total For Check Number 73778						\$850.00			
73779	1203382	12-118	11-000-261-420-18-7201	8559/ACKERSON DRAPERY & DECORATOR SVCE INC.	54	2,079.92	MAINT - CG CONTR. SERV.	06/08/2012	C
73780	1201337	P933000G601	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	112.70	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
	1201337	P933000GA01	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	94.38	SUPPLIES-FAMILY SCIENCE	06/08/2012	C

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73780		KWS3J7							
73780	1201337	P933000GQ0	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	59.73	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		1KWS2YT							
	1201337	P933000GQ0	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	46.46	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		1KWS3MS							
	1201337	P933000GH011	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	27.33	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		KWS366							
	1201337	P933000GJ01	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	202.76	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		KWS31Y							
	1201337	P933000GL01	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	74.31	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		KWS38Q							
	1201337	P933000GN011	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	4.78	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		KWS2V5							
	1201337	P933000GN011	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	92.15	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		KWS313							
	1201337	P933000GR011	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	128.32	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		KWS39J							
	1201337	P933000GS01	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	35.05	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		KWS386							
	1201337	P933000GZ01	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	38.40	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		KWS3PG							
	1201337	P933000GZ01	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	205.73	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		KWS38T							
	1201337	P933000H201	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	90.01	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
		KWS2S1							
Total For Check Number 73780						\$1,212.11			
73781	1201374	F-2012-005	11-000-230-339-30-1205	7729/ADAM ROSELLI AGENCY	54	1,391.80	SPEC. CONTR. SERV.	06/08/2012	C
73782	1201092	20799	11-190-100-340-04-0000	6840/ADAMS; PAUL	54	125.00	PURCHASED TECH. SVC.	06/08/2012	C
	1200939	20713	11-190-100-340-05-0000	6840/ADAMS; PAUL	54	125.00	PURCH. TECH. SVC.	06/08/2012	C
	1200989	20725	11-401-100-890-06-1021	6840/ADAMS; PAUL	54	125.00	RHS COCURRICULAR ACTIVIT	06/08/2012	C
Total For Check Number 73782						\$375.00			
73783	1202464	12-4763	11-000-262-340-18-2565	1133/AHERA CONSULTANTS INC	54	2,425.00	RTK/AHERA/PEOSHA	06/08/2012	C
	1202464	12-4764	11-000-262-340-18-2565	1133/AHERA CONSULTANTS INC	54	3,930.00	RTK/AHERA/PEOSHA	06/08/2012	C
Total For Check Number 73783						\$6,355.00			
73784	1201502	05/2012	11-000-216-320-07-0000	9595/AJL PHYSICAL AND OCCUPATIONAL THERAPY	54	368.00	OT	06/08/2012	C
	1201502	05/2012	11-000-216-320-07-0000	9595/AJL PHYSICAL AND OCCUPATIONAL THERAPY	54	460.00	PT	06/08/2012	C
Total For Check Number 73784						\$828.00			

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73785	1200680	12-10990	11-000-261-420-18-7201	8460/ALARM & COMMUNICATION TECH., INC.	54	638.50	MAINT - CG CONTR. SERV.	06/08/2012	C
	1200680	12-11101	11-000-261-420-18-7201	8460/ALARM & COMMUNICATION TECH., INC.	54	162.00	MAINT - CG CONTR. SERV.	06/08/2012	C
	1200680	12-11185	11-000-261-420-18-7201	8460/ALARM & COMMUNICATION TECH., INC.	54	1,925.00	MAINT - CG CONTR. SERV.	06/08/2012	C
	1200680	12-11076	11-000-261-420-18-7202	8460/ALARM & COMMUNICATION TECH., INC.	54	202.50	MAINT - FB CONTR. SERV.	06/08/2012	C
	1200680	12-10989	11-000-261-420-18-7204	8460/ALARM & COMMUNICATION TECH., INC.	54	202.50	MAINT - SH CONTR. SERV.	06/08/2012	C
Total For Check Number 73785						\$3,130.50			
73786	1200716	305536	11-000-261-420-18-7201	7006/APS CORPORATION	54	95.50	MAINT - CG CONTR. SERV.	06/08/2012	C
	1200716	305747	11-000-261-420-18-7204	7006/APS CORPORATION	54	95.50	MAINT - SH CONTR. SERV.	06/08/2012	C
Total For Check Number 73786						\$191.00			
73787	1201250	11621564	11-000-262-610-18-6502	7267/AMERICAN TIME AND SIGNAL CO.	54	117.43	CUST - FB SUPPLIES	06/08/2012	C
73788	1200034	351533	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	22.00	MAINT - GENERAL CONTRACT	06/08/2012	C
	1200034	669	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	22.00	MAINT - GENERAL CONTRACT	06/08/2012	C
	1200034	355672	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	22.00	MAINT - GENERAL CONTRACT	06/08/2012	C
	1200034	357814	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	22.00	MAINT - GENERAL CONTRACT	06/08/2012	C
	1200034	656818	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	35.85	MAINT - GENERAL CONTRACT	06/08/2012	C
	1200034	656817	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	60.00	MAINT - GENERAL CONTRACT	06/08/2012	C
	1200034	656816	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	70.00	MAINT - GENERAL CONTRACT	06/08/2012	C
	1200035	355671	11-000-262-420-18-7201	6456/AMERICAN WEAR	54	50.38	CUST - CG CONTR. SERV.	06/08/2012	C
	1200035	357813	11-000-262-420-18-7201	6456/AMERICAN WEAR	54	50.38	CUST - CG CONTR. SERV.	06/08/2012	C
	1200035	359970	11-000-262-420-18-7201	6456/AMERICAN WEAR	54	50.38	CUST - CG CONTR. SERV.	06/08/2012	C
	1200035	362121	11-000-262-420-18-7201	6456/AMERICAN WEAR	54	50.38	CUST - CG CONTR. SERV.	06/08/2012	C
	1200036	355674	11-000-262-420-18-7202	6456/AMERICAN WEAR	54	51.38	CUST - FB CONTR. SERV.	06/08/2012	C
	1200036	357816	11-000-262-420-18-7202	6456/AMERICAN WEAR	54	51.38	CUST - FB CONTR. SERV.	06/08/2012	C
	1200036	359973	11-000-262-420-18-7202	6456/AMERICAN WEAR	54	51.38	CUST - FB CONTR. SERV.	06/08/2012	C
	1200036	362124	11-000-262-420-18-7202	6456/AMERICAN WEAR	54	51.38	CUST - FB CONTR. SERV.	06/08/2012	C
	1200037	340729	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/08/2012	C
	1200037	345067	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/08/2012	C
	1200037	1539	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/08/2012	C
	1200037	675	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/08/2012	C
	1200037	355678	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/08/2012	C
	1200037	359978	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/08/2012	C
	1200038	355673	11-000-262-420-18-7204	6456/AMERICAN WEAR	54	55.64	CUST - SH CONTR. SERV.	06/08/2012	C
	1200038	357815	11-000-262-420-18-7204	6456/AMERICAN WEAR	54	55.64	CUST - SH CONTR. SERV.	06/08/2012	C

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73788	1200038	359972	11-000-262-420-18-7204	6456/AMERICAN WEAR	54	85.64	CUST - SH CONTR. SERV.	06/08/2012	C
	1200039	355676	11-000-262-420-18-7205	6456/AMERICAN WEAR	54	86.50	CUST - RMS CONTR. SERV.	06/08/2012	C
	1200039	357819	11-000-262-420-18-7205	6456/AMERICAN WEAR	54	86.50	CUST - RMS CONTR. SERV.	06/08/2012	C
	1200039	359976	11-000-262-420-18-7205	6456/AMERICAN WEAR	54	86.50	CUST - RMS CONTR. SERV.	06/08/2012	C
	1200040	667	11-000-262-420-18-7206	6456/AMERICAN WEAR	54	115.72	CUST. - RHS CONTR. SERV.	06/08/2012	C
	1200040	355670	11-000-262-420-18-7206	6456/AMERICAN WEAR	54	136.72	CUST. - RHS CONTR. SERV.	06/08/2012	C
	1200040	357812	11-000-262-420-18-7206	6456/AMERICAN WEAR	54	115.72	CUST. - RHS CONTR. SERV.	06/08/2012	C
	1200040	359969	11-000-262-420-18-7206	6456/AMERICAN WEAR	54	115.72	CUST. - RHS CONTR. SERV.	06/08/2012	C
	1200040	362120	11-000-262-420-18-7206	6456/AMERICAN WEAR	54	115.72	CUST. - RHS CONTR. SERV.	06/08/2012	C
Total For Check Number 73788						\$2,064.01			
73789	1200037	362128	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/08/2012	C
	1200038	362123	11-000-262-420-18-7204	6456/AMERICAN WEAR	54	55.64	CUST - SH CONTR. SERV.	06/08/2012	C
Total For Check Number 73789						\$113.49			
73790	1201179A	2133	11-000-263-610-18-7408	7502/ANDY MATT INC.	54	140.00	GROUNDS - SUPPLIES	06/08/2012	C
	1201179A	2132	11-000-263-610-18-7408	7502/ANDY MATT INC.	54	810.00	GROUNDS - SUPPLIES	06/08/2012	C
Total For Check Number 73790						\$950.00			
73791	1203267	9993612481	11-000-221-890-42-0420	1339/APPLE INC.	54	116.31	MISC EXPENCE SCIENCE	06/08/2012	C
	1203516	9996701385	11-000-240-610-06-2507	1339/APPLE INC.	54	1,268.00	MISC SUPPL/GENL/RHS	06/08/2012	C
	1203402	9995520884	11-190-100-610-06-2486	1339/APPLE INC.	54	1,268.00	SUPPLY/EQUIP HS	06/08/2012	C
	1203370	9994472192	11-190-100-610-11-0011	1339/APPLE INC.	54	1,268.00	ED SUPPL/REPL/P.E.	06/08/2012	C
	1203317	9994539122	11-190-100-610-23-2495	1339/APPLE INC.	54	149.70	SUPPL/EQUIP COMPUTERS	06/08/2012	C
	1203317	9994503258	11-190-100-610-23-2495	1339/APPLE INC.	54	288.00	SUPPL/EQUIP COMPUTERS	06/08/2012	C
	1203267	9993612481	11-190-100-610-24-0000	1339/APPLE INC.	54	1,582.69	GENERAL SUPPLIES	06/08/2012	C
	1203266	9993500176	11-190-100-610-24-0000	1339/APPLE INC.	54	354.00	GENERAL SUPPLIES	06/08/2012	C
	1203266	9993957247	11-190-100-610-24-0000	1339/APPLE INC.	54	1,497.00	GENERAL SUPPLIES	06/08/2012	C
	1203413	9995546939	20-251-100-600-07-3607	1339/APPLE INC.	54	110.08	IDEA NP SUPPLIES SY12	06/08/2012	C
	1203413	9995546939	20-253-100-600-07-3609	1339/APPLE INC.	54	7,869.92	IDEA NP SUPPLIES SY11 CO	06/08/2012	C
Total For Check Number 73791						\$15,771.70			
73792	1200771	2792	11-000-270-390-16-0000	7668/ARISTOCRAT LIMOUSINE & BUS, INC.	54	575.00	OTHER PURCH. PROF. & TEC	06/08/2012	C
	1200771	3035	11-000-270-390-16-0000	7668/ARISTOCRAT LIMOUSINE & BUS, INC.	54	575.00	OTHER PURCH. PROF. & TEC	06/08/2012	C
	1203497	3036	11-190-100-580-10-0000	7668/ARISTOCRAT LIMOUSINE & BUS, INC.	54	1,350.00	TRAVEL EXPENSE	06/08/2012	C
Total For Check Number 73792						\$2,500.00			
73793	1203407	0010841359	11-190-100-610-05-2410	1399/ASCD	54	90.90	ED SUPP/GENL/RMS	06/08/2012	C
73794	1203205	524010	11-213-100-610-07-0004	6555/AUDIO ENHANCEMENT	54	403.00	SUPPLIES-RESOURCE	06/08/2012	C
73795	1203433	2326623	11-000-222-640-03-2304	1500/BARNES & NOBLE	54	146.52	LIBRARY BOOKS - IRONIA	06/08/2012	C

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73795				BOOKSELLERS					
73796	1200402	239955	11-190-100-610-23-2495	8698/BATTERIES PLUS	54	134.36	SUPPL/EQUIP COMPUTERS	06/08/2012	C
	1200402	240073	11-190-100-610-23-2495	8698/BATTERIES PLUS	54	134.36	SUPPL/EQUIP COMPUTERS	06/08/2012	C
Total For Check Number 73796						\$268.72			
73797	1201054	2208	11-000-291-270-40-8203	9253/Benecard Services, Inc.	54	-2,363.29	2208 CERIDIAN 09/2011	06/08/2012	C
			CERIDIAN 8/2011						
	1201054	2208	11-000-291-270-40-8203	9253/Benecard Services, Inc.	54	3,875.02	2208 CERIDIAN 08/2011	06/08/2012	C
			CERIDIAN 8/2011						
	1201054	2208	11-000-291-270-40-8203	9253/Benecard Services, Inc.	54	-2,260.24	2208 CERIDIAN 10/2011	06/08/2012	C
			CERIDIAN 11/11						
	1201054	2208	11-000-291-270-40-8203	9253/Benecard Services, Inc.	54	3,829.63	2208 CERIDIAN 11/2011	06/08/2012	C
			CERIDIAN 11/11						
	1201054	2208	11-000-291-270-40-8203	9253/Benecard Services, Inc.	54	3,875.02	07/2011	06/08/2012	C
			CERIDIAN 7/2011						
	1201054	2208	11-000-291-270-40-8203	9253/Benecard Services, Inc.	54	1,813.54	12/2011	06/08/2012	C
			CERIDIAN 12/11						
	1201054	2208	11-000-291-270-40-8203	9253/Benecard Services, Inc.	54	178,646.79	MEDICAL INSURANCE	06/08/2012	C
			1000-8000 06/12						
	1201054	2208	11-000-291-270-40-8203	9253/Benecard Services, Inc.	54	1,671.78	MEDICAL INSURANCE	06/08/2012	C
			CERIDIAN 06/12						
Total For Check Number 73797						\$189,088.25			
73798	1203028A		20-039-100-610-02-9039	9923/BILINGUAL BOOKS FOR KIDS, INC.	54	159.38	BOOKS ASSORTED 05/17/12	06/08/2012	C
73799	1201558	3096035	11-000-262-610-18-6502	1599/BIO-SHINE INC.	54	605.88	CUST - FB SUPPLIES	06/08/2012	C
	1201558	3096165	11-000-262-610-18-6505	1599/BIO-SHINE INC.	54	242.18	CUST - RMS SUPPLIES	06/08/2012	C
	1201558	3096275	11-000-262-610-18-6506	1599/BIO-SHINE INC.	54	18.11	CUST - RHS SUPPLIES	06/08/2012	C
Total For Check Number 73799						\$866.17			
73800	1203086	142434	11-230-100-610-03-0000	1656/BOOKSOURCE	54	226.84	SUPPLIES BASIC SKILLS	06/08/2012	C
	1203087	142774	11-230-100-610-03-0000	1656/BOOKSOURCE	54	432.37	SUPPLIES BASIC SKILLS	06/08/2012	C
Total For Check Number 73800						\$659.21			
73801	1203190		11-401-100-890-06-1021	8604/JENNIFER WILLSEA BRANCH	54	210.003	REHEARSALS - GUYS & DOLLS	06/08/2012	C

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73801	1203190		11-401-100-890-06-1021	8604/JENNIFER WILLSEA BRANCH	54	400.00	4 PERFORMANCES	06/08/2012	C
Total For Check Number 73801						\$610.00			
73802	1200597	20140	11-000-261-420-18-7201	1717/BUDGET SEWER & DRAIN, INC	54	185.00	MAINT - CG CONTR. SERV.	06/08/2012	C
73803	1202628	E03522	11-000-230-610-30-1303	1735/BURRINI'S OLDE WORLD MARKET	54	356.07	BOE SUPPLIES	06/08/2012	C
73804	1203411	110507	11-000-261-420-18-7201	7456/C.J. VANDERBECK & SON, INC.	54	1,620.00	MAINT - CG CONTR. SERV.	06/08/2012	C
	1203411	110509	11-000-261-420-18-7203	7456/C.J. VANDERBECK & SON, INC.	54	3,220.00	MAINT - IR CONTR. SERV.	06/08/2012	C
	1203411	110506	11-000-261-420-18-7204	7456/C.J. VANDERBECK & SON, INC.	54	1,620.00	MAINT - SH CONTR. SERV.	06/08/2012	C
	1203411	110505	11-000-261-420-18-7205	7456/C.J. VANDERBECK & SON, INC.	54	4,050.00	MAINT - RMS CONTR. SERV.	06/08/2012	C
	1203411	110114	11-000-261-420-18-7206	7456/C.J. VANDERBECK & SON, INC.	54	875.00	MAINT - RHS CONTR. SERV.	06/08/2012	C
	1203411	110508	11-000-261-420-18-7206	7456/C.J. VANDERBECK & SON, INC.	54	2,430.00	MAINT - RHS CONTR. SERV.	06/08/2012	C
Total For Check Number 73804						\$13,815.00			
73805	1202900	CI10259243	11-000-222-640-05-2306	6923/CAPSTONE	54	661.72	LIBRARY BOOKS/MIDDLE SCH	06/08/2012	C
73806	1201218	48052793 RI	11-190-100-610-06-0420	1842/CAROLINA BIOLOGICAL SUPPLY CO., INC.	54	83.01	INV. REC'D AFTER 1200500 CLOSE	06/08/2012	C
73807	1203330	13018	11-190-100-610-03-2403	8461/CASCADE SCHOOL SUPPLIES, INC.	54	336.64	ED SUPP\REPL\IR	06/08/2012	C
	1203324	13019	20-251-100-600-07-3607	8461/CASCADE SCHOOL SUPPLIES, INC.	54	50.53	IDEA NP SUPPLIES SY12	06/08/2012	C
Total For Check Number 73807						\$387.17			
73808	1203121	K421100	11-000-222-610-03-2323	8130/CDW GOVERNMENT, INC.	54	93.99	AV/IRONIA	06/08/2012	C
	1203189	J591771	11-000-261-610-18-6505	8130/CDW GOVERNMENT, INC.	54	198.75	MAINT - RMS SUPPLIES	06/08/2012	C
	1203189	J140791	11-000-261-610-18-6505	8130/CDW GOVERNMENT, INC.	54	50.35	MAINT - RMS SUPPLIES	06/08/2012	C
	1203431	K917254	11-190-100-610-04-2404	8130/CDW GOVERNMENT, INC.	54	93.04	ED SUPP/REPL/SH	06/08/2012	C
	1203251	J851646	11-190-100-610-44-0440	8130/CDW GOVERNMENT, INC.	54	18.41	ED SUPPL/REPL/MUSIC	06/08/2012	C
	1203420	L350336	20-251-100-600-07-3607	8130/CDW GOVERNMENT, INC.	54	1,314.60	IDEA NP SUPPLIES SY12	06/08/2012	C
	1203420	L331029	20-251-100-600-07-3607	8130/CDW GOVERNMENT, INC.	54	109.55	IDEA NP SUPPLIES SY12	06/08/2012	C
	1203420	L267591	20-251-100-600-07-3607	8130/CDW GOVERNMENT, INC.	54	766.85	IDEA NP SUPPLIES SY12	06/08/2012	C
Total For Check Number 73808						\$2,645.54			
73809	1203443	0B61517832	11-000-261-420-18-7206	7216/CINTAS FIRE PROTECTION, INC.	54	380.88	MAINT - RHS CONTR. SERV.	06/08/2012	C
73810	1202080	RBE033112	11-000-216-320-07-0000	9706/COMMUNITY PERSONNEL SERVICES, INC.	54	3,420.00	RELATED SVC.-PPS	06/08/2012	C
	1202080	RBE043012	11-000-216-320-07-0000	9706/COMMUNITY PERSONNEL SERVICES, INC.	54	2,490.00	RELATED SVC.-PPS	06/08/2012	C
Total For Check Number 73810						\$5,910.00			
73811	1203424	89643	11-000-230-890-30-1309	2184/COUNCIL FOR EXCEPTIONAL CHILDREN	54	177.00	SUPT MEMBERSHIP DUES	06/08/2012	C

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POSTED CHECKS									
73812	1203261	001776186	11-000-213-610-48-0480	2187/COUNTY COLLEGE OF MORRIS	54	408.41	DIST MEDICAL SUPPLY	06/08/2012	C
	1203174	001776186A	11-000-230-610-30-1303	2187/COUNTY COLLEGE OF MORRIS	54	233.95	BOE SUPPLIES	06/08/2012	C
	1203105	001776186B	11-000-240-610-06-2507	2187/COUNTY COLLEGE OF MORRIS	54	164.96	MISC SUPPL/GENL/RHS	06/08/2012	C
	1203453	001771569	11-402-100-610-16-1674	2187/COUNTY COLLEGE OF MORRIS	54	2,100.00	SWIMMING SUPPLIES	06/08/2012	C
Total For Check Number 73812						\$2,907.32			
73813	1203377	190195	11-000-263-610-18-7408	9459/COUNTY CONCRETE CORPORATION	54	156.03	GROUNDS - SUPPLIES	06/08/2012	C
	1203377	189930	11-000-263-610-18-7408	9459/COUNTY CONCRETE CORPORATION	54	313.03	GROUNDS - SUPPLIES	06/08/2012	C
Total For Check Number 73813						\$469.06			
73814	1200403	78212	11-000-240-610-06-2507	8733/D & J COMPUTERS	54	610.71	MISC SUPPL/GENL/RHS	06/08/2012	C
	1200403	78137	11-000-240-610-06-2507	8733/D & J COMPUTERS	54	1,029.99	MISC SUPPL/GENL/RHS	06/08/2012	C
	1200403	78161	11-000-240-610-06-2507	8733/D & J COMPUTERS	54	229.00	MISC SUPPL/GENL/RHS	06/08/2012	C
	1200403	78241	11-000-240-610-06-2507	8733/D & J COMPUTERS	54	576.00	MISC SUPPL/GENL/RHS	06/08/2012	C
	1200403	78112	11-190-100-610-23-2495	8733/D & J COMPUTERS	54	725.00	SUPPL/EQUIP COMPUTERS	06/08/2012	C
	1200403	78212	11-190-100-610-23-2495	8733/D & J COMPUTERS	54	445.29	SUPPL/EQUIP COMPUTERS	06/08/2012	C
Total For Check Number 73814						\$3,615.99			
73815	1200769	15555	11-402-100-500-16-1647	2295/D. LOVENBERG'S PORTABLE TOILET	54	140.00	BOYS SPRING TRACK CONTR	06/08/2012	C
	1200769	15838	11-402-100-500-16-1647	2295/D. LOVENBERG'S PORTABLE TOILET	54	52.00	BOYS SPRING TRACK CONTR	06/08/2012	C
	1200769	15839	11-402-100-500-16-1647	2295/D. LOVENBERG'S PORTABLE TOILET	54	514.71	BOYS SPRING TRACK CONTR	06/08/2012	C
	1200769	15839	11-402-100-500-16-1648	2295/D. LOVENBERG'S PORTABLE TOILET	54	232.29	GIRLS SPRING TRACK CONTR	06/08/2012	C
	1200769	15840	11-402-100-500-16-1648	2295/D. LOVENBERG'S PORTABLE TOILET	54	156.00	GIRLS SPRING TRACK CONTR	06/08/2012	C
	1200769	15841	11-402-100-500-16-1648	2295/D. LOVENBERG'S PORTABLE TOILET	54	104.00	GIRLS SPRING TRACK CONTR	06/08/2012	C
Total For Check Number 73815						\$1,199.00			
73816	1201481	010555144	11-000-230-890-30-1315	2307/DAILY RECORD	54	44.88	PUBLISHING & PRINTING	06/08/2012	C
	1201481	0101555386	11-000-230-890-30-1315	2307/DAILY RECORD	54	52.16	PUBLISHING & PRINTING	06/08/2012	C
	1201481	0101551420	11-000-230-890-30-1315	2307/DAILY RECORD	54	52.94	PUBLISHING & PRINTING	06/08/2012	C
	1201481	0101573628	11-000-230-890-30-1315	2307/DAILY RECORD	54	44.88	PUBLISHING & PRINTING	06/08/2012	C
Total For Check Number 73816						\$194.86			
73817	1203332	54253	11-402-100-500-16-1699	2327/DAVE'S SOUND REPAIR	54	200.00	ATHLETICS GENL PURCH SVC	06/08/2012	C
73818	1203415	XFRW39JK5	11-190-100-610-04-2404	2366/DELL MARKETING - HARDWARE	54	685.00	ED SUPP/REPL/SH	06/08/2012	C
73819	1201053	2012-06-01-07	11-000-291-270-40-8204	2370/DELTA DENTAL OF NJ	54	55,654.68	06/2012	06/08/2012	C

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73819		325								
73819	1201053	2012-06-01-0760-000-291-270-60-0000		2370/DELTA DENTAL OF NJ	54	2,920.44	06/2012	06/08/2012	C	
		325								
	1201053	2012-06-01-0763-602-291-270-37-0000		2370/DELTA DENTAL OF NJ	54	452.38	06/2012	06/08/2012	C	
		325								
Total For Check Number 73819						\$59,027.50				
73820	1200027	314930-1	11-000-262-490-18-6412	2478/DOVER WATER COMMISSIONER	54	1,527.22	WATER-FERNBROOK	06/08/2012	C	
		05/07/12								
73821	1200385	6296	11-190-100-610-42-0421	9511/ECA EDUCATIONAL SERVICES, INC.	54	902.75	SCIENCE K-5	06/08/2012	C	
	1200385	6301	11-190-100-610-42-0421	9511/ECA EDUCATIONAL SERVICES, INC.	54	773.15	SCIENCE K-5	06/08/2012	C	
Total For Check Number 73821						\$1,675.90				
73822	1202474	4903	11-000-100-566-07-8704	7009/EMPLOYMENT HORIZONS	54	850.00	PRIVATE-SPEC.ED.	06/08/2012	C	
73823	1201501	04/2012	11-000-216-320-07-0000	8968/ESSEX PEDIATRIC REHABILITATION LLC	54	787.50	RELATED SVC.-PPS	06/08/2012	C	
73824	1200687	45394	11-190-100-340-02-0000	2730/EXTEL COMMUNICATIONS, INC.	54	165.00	PURCHASED TECHNICAL SERV	06/08/2012	C	
73825	1202899	174055	11-000-222-640-05-2306	7654/FACTS ON FILE, INC.	54	915.15	LIBRARY BOOKS/MIDDLE SCH	06/08/2012	C	
		1202899	174055/2	11-000-222-640-05-2306	7654/FACTS ON FILE, INC.	54	30.00	LIBRARY BOOKS/MIDDLE SCH	06/08/2012	C
		1202899	174055/1	11-000-222-640-05-2306	7654/FACTS ON FILE, INC.	54	24.95	LIBRARY BOOKS/MIDDLE SCH	06/08/2012	C
Total For Check Number 73825						\$970.10				
73826	1203387	65438	11-190-100-320-06-0000	9967/FCD EDUCATIONAL SERVICES, INC.	54	300.00	PURCH PROF. ED. SVC.	06/08/2012	C	
	1203387	65458	11-190-100-320-06-0000	9967/FCD EDUCATIONAL SERVICES, INC.	54	300.00	PURCH PROF. ED. SVC.	06/08/2012	C	
Total For Check Number 73826						\$600.00				
73827	1201258	21868	11-000-218-390-49-0490	9311/FIRST URGENT MEDICAL CARE P.C.	54	150.00	OTHER PURCH. PROF & TECH	06/08/2012	C	
	1201258	21623A	11-000-218-390-49-0490	9311/FIRST URGENT MEDICAL CARE P.C.	54	150.00	OTHER PURCH. PROF & TECH	06/08/2012	C	
	1201258	21961	11-000-218-390-49-0490	9311/FIRST URGENT MEDICAL CARE P.C.	54	150.00	OTHER PURCH. PROF & TECH	06/08/2012	C	
	1201258	21971	11-000-218-390-49-0490	9311/FIRST URGENT MEDICAL CARE P.C.	54	150.00	OTHER PURCH. PROF & TECH	06/08/2012	C	
	1201258	05619A	11-000-218-390-49-0490	9311/FIRST URGENT MEDICAL CARE P.C.	54	150.00	OTHER PURCH. PROF & TECH	06/08/2012	C	
Total For Check Number 73827						\$750.00				
73828	1201099	86780	11-000-291-270-40-8204	2816/FLAGSHIP HEALTH SYSTEMS,	54	464.48	DENTAL INSURANCE	06/08/2012	C	

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POSTED CHECKS									
73828				INC.					
73829	1201791	457282-3	11-000-222-640-02-2303	2832/FOLLETT LIBRARY RESOURCES	54	455.57	LIBRARY BOOKS/FERNBROOK	06/08/2012	C
	1201791	457282F-2	11-000-222-640-02-2303	2832/FOLLETT LIBRARY RESOURCES	54	177.87	LIBRARY BOOKS/FERNBROOK	06/08/2012	C
	1203427	613704F-4	11-000-222-640-02-2303	2832/FOLLETT LIBRARY RESOURCES	54	27.06	LIBRARY BOOKS/FERNBROOK	06/08/2012	C
	1203322	608059-3	11-000-222-640-02-2303	2832/FOLLETT LIBRARY RESOURCES	54	89.53	LIBRARY BOOKS/FERNBROOK	06/08/2012	C
	1203322	608059F-2	11-000-222-640-02-2303	2832/FOLLETT LIBRARY RESOURCES	54	57.21	LIBRARY BOOKS/FERNBROOK	06/08/2012	C
Total For Check Number 73829						\$807.24			
73830	1201569	THIRD TUITION PMT.	11-000-251-340-30-0000	7785/FEA/NJ-L2L	54	750.00	JULY 2011 MODEL #4	06/08/2012	C
73831	1203445	INVUS11430	11-000-223-320-09-2622	8101/Frontline Placement Tech.	54	850.00	PURCH PROF SVC STAFF TRA	06/08/2012	C
73832	1203155	1869071	11-000-222-610-03-2333	9671/GBC/ACCO BRANDS USA, LLC.	54	217.80	LIBRARY SUPPLIES/IRONIA	06/08/2012	C
73833	1203325	8480691	11-190-100-610-05-2410	3036/GOPHER SPORT	54	233.77	ED SUPP/GENL/RMS	06/08/2012	C
	1203186	8477965	11-190-100-610-11-0011	3036/GOPHER SPORT	54	520.60	ED SUPPL/REPL/P.E.	06/08/2012	C
Total For Check Number 73833						\$754.37			
73834	1201115	54273	11-000-263-610-18-7408	3062/GRASS ROOTS TURF PRODUCTS	54	266.00	GROUNDS - SUPPLIES	06/08/2012	C
73835	1203339	960402981	11-190-100-610-05-2410	3066/GRAYBAR ELECTRIC COMPANY INC.	54	580.61	ED SUPP/GENL/RMS	06/08/2012	C
73836	1200726	164054	11-000-261-420-18-7205	8869/HAIG'S SERVICE CORPORATION	54	520.00	MAINT - RMS CONTR. SERV.	06/08/2012	C
73837	1203381	03/29/12	11-000-219-320-07-2621	6577/HARAN; PAHIRATHI E., M.D.	54	475.00	PURCH PROF SVCS SPEC SVC	06/08/2012	C
	1203381	05/03/12	11-000-219-320-07-2621	6577/HARAN; PAHIRATHI E., M.D.	54	475.00	PURCH PROF SVCS SPEC SVC	06/08/2012	C
	1203381	05/23/12	11-000-219-320-07-2621	6577/HARAN; PAHIRATHI E., M.D.	54	475.00	PURCH PROF SVCS SPEC SVC	06/08/2012	C
Total For Check Number 73837						\$1,425.00			
73838	1203258	6048860	11-190-100-610-01-2401	8642/HEINEMANN WORKSHOPS	54	1,171.50	ED SUPP/REPL/CG	06/08/2012	C
	1203429	6054528	11-190-100-610-01-2401	8642/HEINEMANN WORKSHOPS	54	583.00	ED SUPP/REPL/CG	06/08/2012	C
Total For Check Number 73838						\$1,754.50			
73839	1202957	3266835-01	11-000-213-610-03-4203	7362/HENRY SCHEIN, INC.	54	337.53	HEALTH SUPPL IR	06/08/2012	C
73840	1200032	H12860671	11-000-262-621-18-6301	8103/HESS CORPORATION	54	770.11	HEAT - CG - GAS	06/08/2012	C
	1200032	H12860672	11-000-262-621-18-6302	8103/HESS CORPORATION	54	669.31	HEAT - FERNBROOK- GAS	06/08/2012	C
	1200032	H12832100	11-000-262-621-18-6303	8103/HESS CORPORATION	54	794.91	HEAT - IRONIA-GAS	06/08/2012	C
	1200032	H12860670	11-000-262-621-18-6305	8103/HESS CORPORATION	54	1,508.94	HEAT - RMS-GAS	06/08/2012	C
	1200032	H12860669	11-000-262-621-18-6306	8103/HESS CORPORATION	54	1,513.10	HEAT - H.S.-GAS	06/08/2012	C

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Total For Check Number 73840						\$5,256.37			
73841	1203099	51258846	11-000-222-610-01-2321	7958/HEWLETT PACKARD COMPANY	54	249.00	AV/CENTER GROVE	06/08/2012	C
	1203081	51173702	11-000-222-610-05-2325	7958/HEWLETT PACKARD COMPANY	54	92.25	AV/RMS	06/08/2012	C
	1203428	51273992	11-190-100-610-01-2401	7958/HEWLETT PACKARD COMPANY	54	861.28	ED SUPP/REPL/CG	06/08/2012	C
	1203092	51194265	11-190-100-610-23-2495	7958/HEWLETT PACKARD COMPANY	54	900.00	SUPPL/EQUIP COMPUTERS	06/08/2012	C
	1203403	51284257	11-190-100-610-23-2495	7958/HEWLETT PACKARD COMPANY	54	747.12	SUPPL/EQUIP COMPUTERS	06/08/2012	C
	1203390	51268690	11-190-100-610-23-2495	7958/HEWLETT PACKARD COMPANY	54	1,146.00	SUPPL/EQUIP COMPUTERS	06/08/2012	C
Total For Check Number 73841						\$3,995.65			
73842	1203391	12-0187	11-000-223-320-08-2622	9535/IDE CORPORATION	54	2,060.00	PURCH PROF SVC STAFF TRA	06/08/2012	C
73843	1200654	1473819	11-000-261-610-18-6501	3415/IRONBOUND ELECTRIC CORPORATION	54	14.64	MAINT - CG SUPPLIES	06/08/2012	C
	1200654	1473275	11-000-261-610-18-6505	3415/IRONBOUND ELECTRIC CORPORATION	54	83.08	MAINT - RMS SUPPLIES	06/08/2012	C
	1200654	1474117	11-000-261-610-18-6506	3415/IRONBOUND ELECTRIC CORPORATION	54	805.74	MAINT - RHS SUPPLIES	06/08/2012	C
Total For Check Number 73843						\$903.46			
73844	1200041	95003899829	11-000-262-622-18-5516	3502/JERSEY CENTRAL POWER & LIGHT C	54	1,028.96	ELECTRICITY- TRANSPORTAT	06/08/2012	C
	1200041	95003863273	11-000-262-622-18-5516	3502/JERSEY CENTRAL POWER & LIGHT C	54	80.28	ELECTRICITY- TRANSPORTAT	06/08/2012	C
	1200041	95003899829	11-000-262-622-18-6421	3502/JERSEY CENTRAL POWER & LIGHT C	54	6,585.41	ELECTRICITY - CG	06/08/2012	C
	1200041	95003863273	11-000-262-622-18-6421	3502/JERSEY CENTRAL POWER & LIGHT C	54	4.72	ELECTRICITY - CG	06/08/2012	C
	1200041	95003899829	11-000-262-622-18-6422	3502/JERSEY CENTRAL POWER & LIGHT C	54	4,457.39	ELECTRICITY-FERNBROOK	06/08/2012	C
	1200041	95003863273	11-000-262-622-18-6422	3502/JERSEY CENTRAL POWER & LIGHT C	54	4.07	ELECTRICITY-FERNBROOK	06/08/2012	C
	1200041	95003899829	11-000-262-622-18-6423	3502/JERSEY CENTRAL POWER & LIGHT C	54	4,462.07	ELECTRICITY-IRONIA	06/08/2012	C
	1200041	95003899829	11-000-262-622-18-6424	3502/JERSEY CENTRAL POWER & LIGHT C	54	3,900.06	ELECTRICITY-SHONGUM	06/08/2012	C
	1200041	95003899829	11-000-262-622-18-6425	3502/JERSEY CENTRAL POWER & LIGHT C	54	16,164.45	ELECTRICITY - RMS	06/08/2012	C
	1200041	95003863273	11-000-262-622-18-6425	3502/JERSEY CENTRAL POWER & LIGHT C	54	4.21	ELECTRICITY - RMS	06/08/2012	C
	1200041	95003899829	11-000-262-622-18-6426	3502/JERSEY CENTRAL POWER & LIGHT C	54	34,101.48	ELECTRICITY - H.S.	06/08/2012	C
Total For Check Number 73844						\$70,793.10			

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POSTED CHECKS									
73845	1201117	61139129	11-000-263-610-18-7408	6510/JOHN DEERE LANDSCAPE, Inc	54	384.15	GROUNDS - SUPPLIES	06/08/2012	C
	1201117	61365391	11-000-263-610-18-7408	6510/JOHN DEERE LANDSCAPE, Inc	54	332.40	GROUNDS - SUPPLIES	06/08/2012	C
Total For Check Number 73845						\$716.55			
73846	1200599	13679	11-000-261-420-18-7206	3536/JOHNNY DEE'S GLASS CO.	54	1,296.00	MAINT - RHS CONTR. SERV.	06/08/2012	C
	1203178	13542	11-190-100-610-05-2410	3536/JOHNNY DEE'S GLASS CO.	54	315.00	ED SUPP/GENL/RMS	06/08/2012	C
Total For Check Number 73846						\$1,611.00			
73847	1201269	15204143	11-190-100-890-06-0000	3557/JOSTENS	54	22.19	OTHER OBJECTS-GRADUATION	06/08/2012	C
	1201269	15204688	11-190-100-890-06-0000	3557/JOSTENS	54	7,350.00	OTHER OBJECTS-GRADUATION	06/08/2012	C
	1201269	15240477	11-190-100-890-06-0000	3557/JOSTENS	54	1,281.00	OTHER OBJECTS-GRADUATION	06/08/2012	C
Total For Check Number 73847						\$8,653.19			
73848	1201003	876375	11-000-261-420-18-5678	3577/KAHANT ELECTRICAL SUPPLY CO.	54	168.58	MAINT - GENERAL CONTRACT	06/08/2012	C
	1200600	876112	11-000-261-610-18-6501	3577/KAHANT ELECTRICAL SUPPLY CO.	54	76.00	MAINT - CG SUPPLIES	06/08/2012	C
	1200600	876374	11-000-261-610-18-6501	3577/KAHANT ELECTRICAL SUPPLY CO.	54	79.00	MAINT - CG SUPPLIES	06/08/2012	C
	1200600	876262	11-000-261-610-18-6505	3577/KAHANT ELECTRICAL SUPPLY CO.	54	37.80	MAINT - RMS SUPPLIES	06/08/2012	C
Total For Check Number 73848						\$361.38			
73849	1200988	4006	11-401-100-890-06-1021	7223/KARIN MENZEL VIOLINS, LLC	54	642.00	RHS COCURRICULAR ACTIVIT	06/08/2012	C
73850	1203260	24486.00	11-000-222-610-01-2321	9899/KURTZ BROTHERS	54	312.50	AV/CENTER GROVE	06/08/2012	C
73851	1200601	0044390-IN	11-000-261-610-18-1234	3733/LASHEN ELECTRONICS, INC	54	69.95	MAINT - GENERAL SUPPLIES	06/08/2012	C
	1200601	0044438-IN	11-000-261-610-18-1234	3733/LASHEN ELECTRONICS, INC	54	129.87	MAINT - GENERAL SUPPLIES	06/08/2012	C
	1200601	0044491-IN	11-000-261-610-18-1234	3733/LASHEN ELECTRONICS, INC	54	63.00	MAINT - GENERAL SUPPLIES	06/08/2012	C
	1200601	0044671	11-000-261-610-18-1234	3733/LASHEN ELECTRONICS, INC	54	132.51	MAINT - GENERAL SUPPLIES	06/08/2012	C
	1200601	0044621	11-000-261-610-18-1234	3733/LASHEN ELECTRONICS, INC	54	103.23	MAINT - GENERAL SUPPLIES	06/08/2012	C
	1200401	0044800	11-190-100-610-23-2495	3733/LASHEN ELECTRONICS, INC	54	597.50	SUPPL/EQUIP COMPUTERS	06/08/2012	C
	1200401	0044859	11-190-100-610-23-2495	3733/LASHEN ELECTRONICS, INC	54	486.36	SUPPL/EQUIP COMPUTERS	06/08/2012	C
Total For Check Number 73851						\$1,582.42			
73852	1203298	00306509000	11-000-222-610-01-2331	3820/LIBRARY VIDEO COMPANY	54	676.03	LIBRARY SUPPLIES/CENTER	06/08/2012	C
73853	1203253	45137	11-000-213-610-48-0480	3825/LIFESAVERS, INC.	54	1,785.97	DIST MEDICAL SUPPLY	06/08/2012	C
73854	1200757	54098	11-190-100-610-44-0440	3894/LOSERS MUSIC COMPANY	54	427.20	ED SUPPL/REPL/MUSIC	06/08/2012	C
	1200991	54099	11-401-100-890-06-1021	3894/LOSERS MUSIC COMPANY	54	192.41	RHS COCURRICULAR ACTIVIT	06/08/2012	C
	1200991	54563	11-401-100-890-06-1021	3894/LOSERS MUSIC COMPANY	54	170.49	RHS COCURRICULAR ACTIVIT	06/08/2012	C
	1200991	54564	11-401-100-890-06-1021	3894/LOSERS MUSIC COMPANY	54	79.36	RHS COCURRICULAR ACTIVIT	06/08/2012	C
Total For Check Number 73854						\$869.46			
73855	1203146	54135	12-000-261-730-18-6501	9063/MALL CHEVROLET, INC.	54	20,889.00	EQUIP FACILITIES OPERAT	06/08/2012	C
73856	1200866	00937147	11-000-261-420-18-7201	4282/MORRIS COUNTY ELEVATOR	54	131.25	MAINT - CG CONTR. SERV.	06/08/2012	C

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73856	1200866	00937090	11-000-261-420-18-7205	4282/MORRIS COUNTY ELEVATOR	54	215.00	MAINT - RMS CONTR. SERV.	06/08/2012	C
	1200866	00937091	11-000-261-420-18-7206	4282/MORRIS COUNTY ELEVATOR	54	238.00	MAINT - RHS CONTR. SERV.	06/08/2012	C
Total For Check Number 73856						\$584.25			
73857	1200850	468712	11-000-263-610-18-7408	7196/NAPA AUTO PARTS	54	165.67	GROUND - SUPPLIES	06/08/2012	C
	1200850	468858	11-000-263-610-18-7408	7196/NAPA AUTO PARTS	54	9.99	GROUND - SUPPLIES	06/08/2012	C
Total For Check Number 73857						\$175.66			
73858	1200033	10-1148-1198-11-000-262-621-18-5517		4573/NJ NATURAL GAS CO.	54	40.03	HEAT-TRANSPORTATION-GAS	06/08/2012	C
		11							
	1200033	10-1148-1001-11-000-262-621-18-5517		4573/NJ NATURAL GAS CO.	54	33.09	HEAT-TRANSPORTATION-GAS	06/08/2012	C
		17 5/12							
	1200033	10-1149-2205-11-000-262-621-18-6301		4573/NJ NATURAL GAS CO.	54	1,831.43	HEAT - CG - GAS	06/08/2012	C
		16 5/12							
	1200033	08-1136-2780-11-000-262-621-18-6302		4573/NJ NATURAL GAS CO.	54	1,621.98	HEAT - FERNBROOK- GAS	06/08/2012	C
		14 5/12							
	1200033	10-1148-1000-11-000-262-621-18-6303		4573/NJ NATURAL GAS CO.	54	1,562.38	HEAT - IRONIA-GAS	06/08/2012	C
		1Y 4/12							
	1200033	10-1149-2195-11-000-262-621-18-6305		4573/NJ NATURAL GAS CO.	54	3,776.55	HEAT - RMS-GAS	06/08/2012	C
		15 5/12							
	1200033	10-1149-2190-11-000-262-621-18-6306		4573/NJ NATURAL GAS CO.	54	3,579.89	HEAT - H.S.-GAS	06/08/2012	C
		13 5/12							
Total For Check Number 73858						\$12,445.35			
73859	1200719	12-18064	11-000-261-420-18-7204	9208/NORTHEAST ROOF MAINTENANCE, INC.	54	1,013.35	MAINT - SH CONTR. SERV.	06/08/2012	C
73860	1200652	05/24/12	11-000-261-610-18-6505	4786/P.J.'S SUPPLY, INC.	54	19.95	MAINT - RMS SUPPLIES	06/08/2012	C
	1200652	05/07/12	11-000-261-610-18-6505	4786/P.J.'S SUPPLY, INC.	54	455.85	MAINT - RMS SUPPLIES	06/08/2012	C
	1200652	03/30/12	11-000-261-610-18-6506	4786/P.J.'S SUPPLY, INC.	54	294.69	MAINT - RHS SUPPLIES	06/08/2012	C
	1200652	04/17/12	11-000-261-610-18-6506	4786/P.J.'S SUPPLY, INC.	54	265.24	MAINT - RHS SUPPLIES	06/08/2012	C
Total For Check Number 73860						\$1,035.73			
73861	1200030	60330168250911-000-262-621-18-6304		4787/P.S.E.& G. CO.	54	5,376.20	HEAT - SHONGUM-GAS	06/08/2012	C
	1200030	60370165371311-000-262-621-18-6304		4787/P.S.E.& G. CO.	54	4,564.14	HEAT - SHONGUM-GAS	06/08/2012	C
Total For Check Number 73861						\$9,940.34			
73862	1200594	353652	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	15.97	MAINT - GENERAL SUPPLIES	06/08/2012	C
	1200594	354486	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	38.33	MAINT - GENERAL SUPPLIES	06/08/2012	C
	1200594	353666	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	21.96	MAINT - GENERAL SUPPLIES	06/08/2012	C
	1200594	354420	11-000-261-610-18-1234	4812/PARK UNION BUILDING	54	43.97	MAINT - GENERAL SUPPLIES	06/08/2012	C

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73862				SUPPLS.					
73862	1200833	353656	11-000-263-610-18-7408	4812/PARK UNION BUILDING	54	7.19	7.19 GROUNDS - SUPPLIES	06/08/2012	C
				SUPPLS.					
Total For Check Number 73862						\$127.42			
73863	1200929	15382	11-000-261-610-18-1234	9474/PERFORMANCE FORD	54	63.02	63.02 MAINT - GENERAL SUPPLIES	06/08/2012	C
73864	1200873	282374	11-000-263-610-18-7408	5009/POWER PLACE	54	128.46	128.46 GROUNDS - SUPPLIES	06/08/2012	C
	1200873	289461	11-000-263-610-18-7408	5009/POWER PLACE	54	86.82	86.82 GROUNDS - SUPPLIES	06/08/2012	C
	1200873	289613	11-000-263-610-18-7408	5009/POWER PLACE	54	27.81	27.81 GROUNDS - SUPPLIES	06/08/2012	C
	1200873	289460	11-000-263-610-18-7408	5009/POWER PLACE	54	76.47	76.47 GROUNDS - SUPPLIES	06/08/2012	C
Total For Check Number 73864						\$319.56			
73865	1203507	121452	11-000-261-610-18-1234	5097/QUALITY DISCOUNT TIRE	54	938.00	938.00 MAINT - GENERAL SUPPLIES	06/08/2012	C
73866	1200031	116 31	11-000-262-490-18-5518	5180/RANDOLPH TOWNSHIP MUA	54	43.06	43.06 WATER - TRANSPORTATION	06/08/2012	C
		04/16/12							
	1200031	116 34	11-000-262-490-18-6411	5180/RANDOLPH TOWNSHIP MUA	54	847.15	847.15 WATER - C.G.	06/08/2012	C
		04/16/12							
	1200031	116 34 T02	11-000-262-490-18-6411	5180/RANDOLPH TOWNSHIP MUA	54	20.00	20.00 WATER - C.G.	06/08/2012	C
		04/17/12							
	1200031	116 34 T03	11-000-262-490-18-6411	5180/RANDOLPH TOWNSHIP MUA	54	3,266.35	3,266.35 WATER - C.G.	06/08/2012	C
		04/17/12							
	1200031	9999 131	11-000-262-490-18-6411	5180/RANDOLPH TOWNSHIP MUA	54	20.00	20.00 WATER - C.G.	06/08/2012	C
		04/16/12							
	1200031	110 11	11-000-262-490-18-6412	5180/RANDOLPH TOWNSHIP MUA	54	220.24	220.24 WATER-FERNBROOK	06/08/2012	C
		04/17/12							
	1200031	48 5 T01	11-000-262-490-18-6413	5180/RANDOLPH TOWNSHIP MUA	54	946.55	946.55 WATER - IRONIA	06/08/2012	C
		04/16/12							
	1200031	168 58	11-000-262-490-18-6414	5180/RANDOLPH TOWNSHIP MUA	54	4,358.35	4,358.35 WATER - SHONGUM	06/08/2012	C
		04/17/12							
	1200031	116 28 T01	11-000-262-490-18-6415	5180/RANDOLPH TOWNSHIP MUA	54	11,615.95	11,615.95 WATER - RMS	06/08/2012	C
		04/17/12							
	1200031	116 30	11-000-262-490-18-6416	5180/RANDOLPH TOWNSHIP MUA	54	20.00	20.00 WATER - H.S.	06/08/2012	C
		04/17/12							
	1200031	9999 129	11-000-262-490-18-6416	5180/RANDOLPH TOWNSHIP MUA	54	20.00	20.00 WATER - H.S.	06/08/2012	C
		04/16/12							
	1200031	9999 594	11-000-262-490-18-6416	5180/RANDOLPH TOWNSHIP MUA	54	35.00	35.00 WATER - H.S.	06/08/2012	C
		04/16/12							
Total For Check Number 73866						\$21,412.65			
73867	1201546	RHRS791	11-000-216-320-07-0000	7667/REVOLUTION NEW JERSEY, INC.	54	1,495.00	1,495.00 RELATED SVC.-PPS	06/08/2012	C
73868	1203022	5968	11-000-263-420-18-7208	5276/RJP CREATIONS, INC.	54	485.00	485.00 GROUNDS - CONTR. SERV.	06/08/2012	C

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73869	1200417	4129	11-000-262-340-18-2565	5345/RULLO & JULLIET ASSOCIATES, IN	54	7,700.00	RTK/AHERA/PEOSHA	06/08/2012	C
73870	1203385	12-0010	11-000-263-420-18-7208	9974/RUTGERS, THE STATE UNIVERSITY.	54	225.00	\	06/08/2012	C
73871	1201103	9317680777	11-000-263-420-18-7208	5509/SETON IDENTIFICATION PRODUCTS	54	209.01	GROUNDS - CONTR. SERV.	06/08/2012	C
73872	1200655	1375732-0001	11-000-261-610-18-6505	5521/SHEAFFER SUPPLY, INC.	54	179.40	MAINT - RMS SUPPLIES	06/08/2012	C
	1200655	1378111-0001	11-000-261-610-18-6506	5521/SHEAFFER SUPPLY, INC.	54	548.46	MAINT - RHS SUPPLIES	06/08/2012	C
	1200831	1376647-0001	11-000-263-610-18-7408	5521/SHEAFFER SUPPLY, INC.	54	59.25	GROUNDS - SUPPLIES	06/08/2012	C
Total For Check Number 73872						\$787.11			
73873	1200596	1639-1	11-000-262-610-18-6504	5532/SHERWIN WILLIAMS CO.	54	192.95	CUST - SH SUPPLIES	06/08/2012	C
	1200596	1722-5	11-000-262-610-18-6506	5532/SHERWIN WILLIAMS CO.	54	210.41	CUST - RHS SUPPLIES	06/08/2012	C
Total For Check Number 73873						\$403.36			
73874	1200678	14880	11-000-261-420-18-7204	6872/SPEEDWELL ELECTRIC MOTORS	54	199.20	MAINT - SH CONTR. SERV.	06/08/2012	C
	1200678	14879	11-000-261-420-18-7204	6872/SPEEDWELL ELECTRIC MOTORS	54	395.56	MAINT - SH CONTR. SERV.	06/08/2012	C
	1200678	14840	11-000-261-420-18-7204	6872/SPEEDWELL ELECTRIC MOTORS	54	257.00	MAINT - SH CONTR. SERV.	06/08/2012	C
	1200678	14859	11-000-261-420-18-7206	6872/SPEEDWELL ELECTRIC MOTORS	54	400.00	MAINT - RHS CONTR. SERV.	06/08/2012	C
Total For Check Number 73874						\$1,251.76			
73875	1200834	564144	11-000-263-610-18-7408	5756/STORR TRACTOR CO	54	889.66	GROUNDS - SUPPLIES	06/08/2012	C
73876	1203169	55201	11-000-261-610-18-6505	9709/TEQUIPMENT, INC.	54	2,691.00	MAINT - RMS SUPPLIES	06/08/2012	C
73877	1202056	10330	11-000-216-320-07-0000	5920/THERAPEUTIC REHAB SERVICES, LLC.	54	180.00	RELATED SVC.-PPS	06/08/2012	C
	1202056	10329	11-000-216-320-07-0000	5920/THERAPEUTIC REHAB SERVICES, LLC.	54	180.00	RELATED SVC.-PPS	06/08/2012	C
	1202056	10362	11-000-216-320-07-0000	5920/THERAPEUTIC REHAB SERVICES, LLC.	54	288.00	05/2012 CHILD 1	06/08/2012	C
	1202056	10363	11-000-216-320-07-0000	5920/THERAPEUTIC REHAB SERVICES, LLC.	54	288.00	CHILD 2 05/2012	06/08/2012	C
Total For Check Number 73877						\$936.00			
73878	1200677	2531	11-000-261-420-18-7202	6966/UNITED WELDING & PLUMBING CORP	54	931.48	MAINT - FB CONTR. SERV.	06/08/2012	C
	1200677	2532	11-000-261-420-18-7202	6966/UNITED WELDING & PLUMBING CORP	54	1,434.72	MAINT - FB CONTR. SERV.	06/08/2012	C
	1200677	2533	11-000-261-420-18-7202	6966/UNITED WELDING & PLUMBING CORP	54	1,494.72	MAINT - FB CONTR. SERV.	06/08/2012	C

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Total For Check Number 73878						\$3,860.92			
73879	1200588	S4142154.001	11-000-261-610-18-6502	6154/UNIVERSAL SUPPLY GROUP INC.	54	190.25	MAINT - FB SUPPLIES	06/08/2012	C
	1200588	S4141183.001	11-000-261-610-18-6505	6154/UNIVERSAL SUPPLY GROUP INC.	54	252.68	MAINT - RMS SUPPLIES	06/08/2012	C
	1200588	S4119870.001	11-000-261-610-18-6506	6154/UNIVERSAL SUPPLY GROUP INC.	54	34.39	MAINT - RHS SUPPLIES	06/08/2012	C
	1200588	S4125262.001	11-000-261-610-18-6506	6154/UNIVERSAL SUPPLY GROUP INC.	54	346.01	MAINT - RHS SUPPLIES	06/08/2012	C
Total For Check Number 73879						\$823.33			
73880	1200840	9822958360	11-000-261-610-18-6501	3053/W W GRAINGER, INC.	54	87.92	MAINT - CG SUPPLIES	06/08/2012	C
	1200840	9835214892	11-000-261-610-18-6505	3053/W W GRAINGER, INC.	54	156.00	MAINT - RMS SUPPLIES	06/08/2012	C
	1200840	9836309626	11-000-261-610-18-6505	3053/W W GRAINGER, INC.	54	48.92	MAINT - RMS SUPPLIES	06/08/2012	C
	1200840	9809908370	11-000-261-610-18-6506	3053/W W GRAINGER, INC.	54	193.89	MAINT - RHS SUPPLIES	06/08/2012	C
	1200840	9816863295	11-000-261-610-18-6506	3053/W W GRAINGER, INC.	54	41.58	MAINT - RHS SUPPLIES	06/08/2012	C
	1200840	9831584751	11-000-261-610-18-6506	3053/W W GRAINGER, INC.	54	1,443.71	MAINT - RHS SUPPLIES	06/08/2012	C
	1200715	9808775812	11-000-262-610-18-6501	3053/W W GRAINGER, INC.	54	71.28	CUST - CG SUPPLIES	06/08/2012	C
	1200715	9825796957	11-000-262-610-18-6501	3053/W W GRAINGER, INC.	54	575.10	CUST - CG SUPPLIES	06/08/2012	C
	1200715	9828687328	11-000-262-610-18-6504	3053/W W GRAINGER, INC.	54	586.24	CUST - SH SUPPLIES	06/08/2012	C
	1200715	9830393527	11-000-262-610-18-6504	3053/W W GRAINGER, INC.	54	47.50	CUST - SH SUPPLIES	06/08/2012	C
	1200715	9816290010	11-000-262-610-18-6504	3053/W W GRAINGER, INC.	54	459.17	CUST - SH SUPPLIES	06/08/2012	C
	1200715	9822141207	11-000-262-610-18-6504	3053/W W GRAINGER, INC.	54	248.64	CUST - SH SUPPLIES	06/08/2012	C
Total For Check Number 73880						\$3,959.95			
73881	1201100	2417237B	11-000-263-420-18-7208	6307/WESTERN PEST SERVICES	54	60.50	GROUNDS - CONTR. SERV.	06/08/2012	C
	1201100	2417428B	11-000-263-420-18-7208	6307/WESTERN PEST SERVICES	54	88.50	GROUNDS - CONTR. SERV.	06/08/2012	C
Total For Check Number 73881						\$149.00			
73882	1202546	434568	11-000-270-610-28-5502	9863/A & I EQUIPMENT LLC	55	264.60	FUEL/OIL/LUBRICANTS	06/08/2012	C
73883	1200707	674	11-000-270-800-28-5505	6456/AMERICAN WEAR	55	14.80	GARAGE EXPENSES	06/08/2012	C
	1200707	355677	11-000-270-800-28-5505	6456/AMERICAN WEAR	55	14.80	GARAGE EXPENSES	06/08/2012	C
	1200707	357820	11-000-270-800-28-5505	6456/AMERICAN WEAR	55	14.80	GARAGE EXPENSES	06/08/2012	C
	1200707	359977	11-000-270-800-28-5505	6456/AMERICAN WEAR	55	14.80	GARAGE EXPENSES	06/08/2012	C
Total For Check Number 73883						\$59.20			
73884	1201778	3008465558	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	501.81	FUEL/OIL/LUBRICANTS	06/08/2012	C
	1201778	3008574344	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	347.43	FUEL/OIL/LUBRICANTS	06/08/2012	C
Total For Check Number 73884						\$849.24			
73885	1200709	267861	11-000-270-610-28-5504	2214/CRANE CHEVROLET-GEO INC.	55	28.57	REPAIR PARTS	06/08/2012	C
73886	1200711	15854	11-000-270-610-28-0000	2295/D. LOVENBERG'S PORTABLE TOILET	55	104.00	SUPPLIES AND MATERIALS	06/08/2012	C

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73886	1200711	15925	11-000-270-610-28-0000	2295/D. LOVENBERG'S PORTABLE TOILET	55	104.00	SUPPLIES AND MATERIALS	06/08/2012	C
Total For Check Number 73886						\$208.00			
73887	1201260	390420	11-000-270-610-28-5502	2336/DAVID WEBER OIL CO.	55	849.10	FUEL/OIL/LUBRICANTS	06/08/2012	C
73888	1200785	176685	11-000-270-610-28-5504	2374/DELTA PRODUCTS	55	419.81	REPAIR PARTS	06/08/2012	C
73889	1200712	124868	11-000-270-610-28-5504	2465/DOVER BRAKE & CLUTCH CO., INC.	55	75.60	REPAIR PARTS	06/08/2012	C
	1200712	125037	11-000-270-610-28-5504	2465/DOVER BRAKE & CLUTCH CO., INC.	55	68.46	REPAIR PARTS	06/08/2012	C
	1200712	125187	11-000-270-610-28-5504	2465/DOVER BRAKE & CLUTCH CO., INC.	55	29.91	REPAIR PARTS	06/08/2012	C
	1200712	125278	11-000-270-610-28-5504	2465/DOVER BRAKE & CLUTCH CO., INC.	55	45.16	REPAIR PARTS	06/08/2012	C
Total For Check Number 73889						\$219.13			
73890	1200786	S56835	11-000-270-610-28-5504	2895/G & G DIESEL	55	272.68	REPAIR PARTS	06/08/2012	C
	1200786	S57531	11-000-270-610-28-5504	2895/G & G DIESEL	55	34.01	REPAIR PARTS	06/08/2012	C
Total For Check Number 73890						\$306.69			
73891	1203326	174019	11-190-100-640-06-0460	7557/MARCO BOOK COMPANY	55	2,688.14	TEXT/REPL/HS,LA	06/08/2012	C
73892	1203389	06/07/2012	11-000-218-610-49-0490	7935/MARIOS PIZZERIA	55	362.00	SUPPLIES	06/08/2012	C
73893	1202897	R890285	11-000-222-640-05-2306	4025/MARSHALL CAVENDISH CORPORATION	55	442.00	LIBRARY BOOKS/MIDDLE SCH	06/08/2012	C
73894	1203327	175348A	20-039-100-610-02-9039	7505/MASTER COMMUNICATIONS/ASIA FOR KIDS	55	57.89	MSU RRR GRANT (FB) SPPLY	06/08/2012	C
73895	1200777	0100479951-7	11-000-230-530-18-6441	9440/METTEL	55	2,514.18	TELEPHONE BASIC SERVICES	06/08/2012	C
		87-4							
73896	1200770	180215364	11-402-100-610-16-1683	8217/MOBILE MINI	55	96.96	AHTLETIC DIRECTOR SUPPLI	06/08/2012	C
73897	1203523	1175639	11-000-240-610-06-2507	6976/MORRIS COUNTY FARMS, INC.	55	97.25	MISC SUPPL/GENL/RHS	06/08/2012	C
	1200750	1160939	11-401-100-610-43-0430	6976/MORRIS COUNTY FARMS, INC.	55	68.25	EXPENSES EXTRA ART	06/08/2012	C
Total For Check Number 73897						\$165.50			
73898	1200977	2137790	11-190-100-340-01-0000	4358/MUSIC DEN	55	6.50	PURCHASED PROFESSIONAL-E	06/08/2012	C
	1201868	2137367	11-190-100-610-01-2401	4358/MUSIC DEN	55	229.99	ED SUPP/REPL/CG	06/08/2012	C
	1200720	2145066	11-190-100-610-02-2402	4358/MUSIC DEN	55	205.90	ED SUPP/REPL/FB	06/08/2012	C
	1200718	2135917	11-190-100-610-02-2402	4358/MUSIC DEN	55	40.00	ED SUPP/REPL/FB	06/08/2012	C
	1201197	2137787	11-401-100-610-04-0000	4358/MUSIC DEN	55	30.00	SUPPLIES-COCURRICULAR	06/08/2012	C
	1201197	2144547	11-401-100-610-04-0000	4358/MUSIC DEN	55	35.00	SUPPLIES-COCURRICULAR	06/08/2012	C
	1201197	2144551	11-401-100-610-04-0000	4358/MUSIC DEN	55	35.00	SUPPLIES-COCURRICULAR	06/08/2012	C
	1201199	2135918	11-401-100-610-04-0000	4358/MUSIC DEN	55	45.00	SUPPLIES-COCURRICULAR	06/08/2012	C
Total For Check Number 73898						\$627.39			

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73899	1200987	117832	11-401-100-890-06-1021	4367/MUSIC SHOP LLC	55	80.40	RHS COCURRICULAR ACTIVIT	06/08/2012	C
	1200987	118782	11-401-100-890-06-1021	4367/MUSIC SHOP LLC	55	175.00	RHS COCURRICULAR ACTIVIT	06/08/2012	C
	1200987	117531	11-401-100-890-06-1021	4367/MUSIC SHOP LLC	55	101.50	RHS COCURRICULAR ACTIVIT	06/08/2012	C
	1200987	118785	11-401-100-890-06-1021	4367/MUSIC SHOP LLC	55	30.00	RHS COCURRICULAR ACTIVIT	06/08/2012	C
	1200987	117532	11-401-100-890-06-1021	4367/MUSIC SHOP LLC	55	58.00	RHS COCURRICULAR ACTIVIT	06/08/2012	C
Total For Check Number 73899						\$444.90			
73900	1201155	467284	11-000-270-610-28-5504	7196/NAPA AUTO PARTS	55	125.26	REPAIR PARTS	06/08/2012	C
	1201155	467418	11-000-270-610-28-5504	7196/NAPA AUTO PARTS	55	83.14	REPAIR PARTS	06/08/2012	C
	1201155	469838	11-000-270-610-28-5504	7196/NAPA AUTO PARTS	55	78.66	REPAIR PARTS	06/08/2012	C
Total For Check Number 73900						\$287.06			
73901	1203501	03/01/2012	11-190-100-610-11-0011	9563/NATIONAL SAFETY COUNCIL	55	55.00	ED SUPPL/REPL/P.E.	06/08/2012	C
73902	1200787	846339	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	290.84	REPAIR PARTS	06/08/2012	C
	1200787	847273	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	41.30	REPAIR PARTS	06/08/2012	C
	1200787	847271	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	36.04	REPAIR PARTS	06/08/2012	C
	1200787	847497	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	63.41	REPAIR PARTS	06/08/2012	C
	1200787	847567	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	276.77	REPAIR PARTS	06/08/2012	C
	1200787	847895	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	18.57	REPAIR PARTS	06/08/2012	C
Total For Check Number 73902						\$726.93			
73903	1200781	859792722-09	11-000-219-610-07-2509	6738/NEXTEL COMMUNICATIONS	55	199.99	MISC SUPPLIES/SPECIAL SE	06/08/2012	C
		2							
	1200781	859792722-09	11-000-230-530-18-6441	6738/NEXTEL COMMUNICATIONS	55	1,747.13	TELEPHONE BASIC SERVICES	06/08/2012	C
		2							
	1200781	859792722-09	11-190-100-610-23-2495	6738/NEXTEL COMMUNICATIONS	55	599.97	SUPPL/EQUIP COMPUTERS	06/08/2012	C
		2							
Total For Check Number 73903						\$2,547.09			
73904	1203414	IN5-00045229	11-000-223-320-01-2622	8202/NORTHEAST FOUNDATION FOR CHILDREN	55	1,075.00	PURCH PROF SVC STAFF TRA	06/08/2012	C
	1203414	IN5-00045229	11-000-223-320-03-2622	8202/NORTHEAST FOUNDATION FOR CHILDREN	55	1,025.00	PURCH PROF SVC STAFF TRA	06/08/2012	C
Total For Check Number 73904						\$2,100.00			
73905	1202496	5284	11-190-100-610-03-2403	4762/ORANGE CARPET & WOOD GALLERY	55	4,533.30	ED SUPP/REPL/IR	06/08/2012	C
73906	1203196	044-0695587	11-190-100-610-01-2401	4781/P. C. RICHARD & SON	55	1,027.91	ED SUPP/REPL/CG	06/08/2012	C
73907	1203489	I0436470	11-190-100-640-06-0460	4889/PEOPLES EDUCATION, INC.	55	2,691.97	TEXT/REPL/HS,LA	06/08/2012	C
73908	1200752	05/14/2012	11-000-221-320-44-0440	9057/POLCER; SUSAN J	55	100.00	PURCHASED PROFESSIONAL S	06/08/2012	C
73909	1203203	0158087-IN	11-230-100-610-03-0000	5029/PRIMARY CONCEPTS	55	220.64	SUPPLIES BASIC SKILLS	06/08/2012	C
73910	1200772	3050	11-000-270-390-16-0000	6698/PROGRESSIVE TOURS	55	475.00	OTHER PURCH. PROF. & TEC	06/08/2012	C
	1200772	3049	11-000-270-390-16-0000	6698/PROGRESSIVE TOURS	55	475.00	OTHER PURCH. PROF. & TEC	06/08/2012	C

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73910	1200772	3032	11-000-270-390-16-0000	6698/PROGRESSIVE TOURS	55	420.00	OTHER PURCH. PROF. & TEC	06/08/2012	C
	1200772	3033	11-000-270-390-16-0000	6698/PROGRESSIVE TOURS	55	400.00	OTHER PURCH. PROF. & TEC	06/08/2012	C
	1200772	3039	11-000-270-390-16-0000	6698/PROGRESSIVE TOURS	55	475.00	OTHER PURCH. PROF. & TEC	06/08/2012	C
	1200772	3077	11-000-270-390-16-0000	6698/PROGRESSIVE TOURS	55	475.00	OTHER PURCH. PROF. & TEC	06/08/2012	C
	1200772	3080	11-000-270-390-16-0000	6698/PROGRESSIVE TOURS	55	400.00	OTHER PURCH. PROF. & TEC	06/08/2012	C
	1200772	3082	11-000-270-390-16-0000	6698/PROGRESSIVE TOURS	55	625.00	OTHER PURCH. PROF. & TEC	06/08/2012	C
	1200772	3081	11-000-270-390-16-0000	6698/PROGRESSIVE TOURS	55	420.00	OTHER PURCH. PROF. & TEC	06/08/2012	C
Total For Check Number 73910						\$4,165.00			
73911	1201276	902	11-190-100-890-06-0000	5070/PROVOST SQUARE ASSOC., INC.	55	631.00	OTHER OBJECTS-GRADUATION	06/08/2012	C
	1201276	931	11-190-100-890-06-0000	5070/PROVOST SQUARE ASSOC., INC.	55	147.50	OTHER OBJECTS-GRADUATION	06/08/2012	C
Total For Check Number 73911						\$778.50			
73912	1203406	05/07/2012	11-000-230-890-09-0000	5160/RANDOLPH HS STUDENT ACTIVITIES	55	80.00	MISCELLANEOUS EXPENDITUR	06/08/2012	C
73913	1203336	10780605201211-000-218-610-49-0490	5182/RANDOLPH TOWNSHIP SCHOOL LUNCH	55	500.00	SUPPLIES		06/08/2012	C
	1201369	10780515201211-000-230-610-30-1303	5182/RANDOLPH TOWNSHIP SCHOOL LUNCH	55	162.00	BOE SUPPLIES		06/08/2012	C
	1201737	10780503201211-000-240-610-06-2599	5182/RANDOLPH TOWNSHIP SCHOOL LUNCH	55	43.00	MISC SUPPL/SECURITY/RHS		06/08/2012	C
	1200971	10780522201211-190-100-610-05-2410	5182/RANDOLPH TOWNSHIP SCHOOL LUNCH	55	250.00	ED SUPP/GENL/RMS		06/08/2012	C
	1200971	10780507201211-190-100-610-05-2410	5182/RANDOLPH TOWNSHIP SCHOOL LUNCH	55	250.00	ED SUPP/GENL/RMS		06/08/2012	C
	1201338A	10780505201211-190-100-610-06-2487	5182/RANDOLPH TOWNSHIP SCHOOL LUNCH	55	727.75	SUPPLIES-FAMILY SCIENCE		06/08/2012	C
	1200751	10780501201211-401-100-610-43-0430	5182/RANDOLPH TOWNSHIP SCHOOL LUNCH	55	300.00	EXPENSES EXTRA ART		06/08/2012	C
	1200751	10780508201211-401-100-610-43-0430	5182/RANDOLPH TOWNSHIP SCHOOL LUNCH	55	300.00	EXPENSES EXTRA ART		06/08/2012	C
	1200751	10780506201211-401-100-610-43-0430	5182/RANDOLPH TOWNSHIP SCHOOL LUNCH	55	300.00	EXPENSES EXTRA ART		06/08/2012	C
Total For Check Number 73913						\$2,832.75			
73914	1203388	L426297	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP SCHOOLS	55	191.00	TRAVEL EXPENSE	06/08/2012	C
73915	1203214	0105	11-190-100-610-10-0000	9966/RARITAN HEADWATERS ASSOCIATION	55	75.00	GENERAL SUPPLIES	06/08/2012	C
73916	1201694	781570	11-000-230-331-30-1202	9767/SCHENCK, PRICE, SMITH &	55	6,410.65	Legal Services - Board Work	06/08/2012	C

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73916				KING, LLP					
73916	1201694	781577	11-000-230-331-30-1202	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	1,402.50	Legal Services - Board Work	06/08/2012	C
	1201694	781572	11-000-230-331-30-1203	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	1,155.00	LEGAL-NEGOTIATIONS	06/08/2012	C
	1201694	781573	11-000-230-331-30-1203	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	676.57	LEGAL-NEGOTIATIONS	06/08/2012	C
	1201694	781576	11-000-230-331-30-1203	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	610.50	LEGAL-NEGOTIATIONS	06/08/2012	C
	1201694	781571	11-000-230-331-30-1206	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	231.00	LEGAL - SPECIAL SERVICES	06/08/2012	C
	1201694	781575	11-000-230-331-30-1206	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	1,782.00	LEGAL - SPECIAL SERVICES	06/08/2012	C
	1201694	781574	11-000-230-331-30-1207	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	23.17	Legal Services - Labor Rel	06/08/2012	C
Total For Check Number 73916						\$12,291.39			
73917	1201208	10827916	11-000-270-610-28-5504	5445/SCHOOL BUS PARTS	55	53.71	REPAIR PARTS	06/08/2012	C
	1201208	10827815	11-000-270-610-28-5504	5445/SCHOOL BUS PARTS	55	74.82	REPAIR PARTS	06/08/2012	C
	1201208	10827814	11-000-270-610-28-5504	5445/SCHOOL BUS PARTS	55	251.51	REPAIR PARTS	06/08/2012	C
Total For Check Number 73917						\$380.04			
73918	1203041	319346	11-190-100-610-05-0460	9755/SCHOOLWIDE INC	55	2,280.00	ED SUPP/LA/RMS	06/08/2012	C
73919	1200791	F63789-07	11-000-270-610-28-5503	8158/SERVICE TIRE TRUCK CENTER INC.	55	136.25	TIRES & TUBES	06/08/2012	C
73920	1202763	94528918	11-402-100-610-16-1683	8040/SPORT SUPPLY GROUP, INC.	55	410.14	AHTLETIC DIRECTOR SUPPLI	06/08/2012	C
73921	1200783	473362450	11-000-230-530-18-6441	5677/SPRINT	55	12.23	TELEPHONE BASIC SERVICES	06/08/2012	C
	1200783	473478280	11-000-230-530-18-6441	5677/SPRINT	55	17.25	TELEPHONE BASIC SERVICES	06/08/2012	C
	1200783	625992410	11-000-230-530-18-6441	5677/SPRINT	55	12.23	TELEPHONE BASIC SERVICES	06/08/2012	C
	1200783	451877740	11-000-230-530-18-6441	5677/SPRINT	55	12.23	TELEPHONE BASIC SERVICES	06/08/2012	C
	1200783	357738850	11-000-230-530-18-6441	5677/SPRINT	55	763.46	TELEPHONE BASIC SERVICES	06/08/2012	C
Total For Check Number 73921						\$817.40			
73922	1201553	7352	11-000-223-320-08-2622	9013/STAFF DEVELOPMENT WORKSHOPS INC.	55	-400.00	cm#7372	06/08/2012	C
	1201553	7352	11-000-223-320-08-2622	9013/STAFF DEVELOPMENT WORKSHOPS INC.	55	5,200.00	inv#7352	06/08/2012	C

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Total For Check Number 73922						\$4,800.00			
73923	1203460	05/11/2012	11-000-230-890-09-0000	9992/ANNE STANDRIDGE	55	33.55	MISCELLANEOUS EXPENDITUR	06/08/2012	C
73924	1202272	113608038	11-000-219-610-07-2509	5704/STAPLES BUSINESS ADVANTAGE	55	200.68	MISC SUPPLIES/SPECIAL SE	06/08/2012	C
	1203373	113452139	11-000-221-890-42-0420	5704/STAPLES BUSINESS ADVANTAGE	55	58.69	MISC EXPENCE SCIENCE	06/08/2012	C
	1203262	113401418	11-000-222-610-03-2323	5704/STAPLES BUSINESS ADVANTAGE	55	245.04	AV/IRONIA	06/08/2012	C
	1203373	113452139	11-000-230-600-42-0420	5704/STAPLES BUSINESS ADVANTAGE	55	100.00	SUPPLIES	06/08/2012	C
	1203316	113500287	11-000-240-610-06-2507	5704/STAPLES BUSINESS ADVANTAGE	55	681.38	MISC SUPPL/GENL/RHS	06/08/2012	C
	1203373	113452139	11-190-100-610-42-0421	5704/STAPLES BUSINESS ADVANTAGE	55	10.02	SCIENCE K-5	06/08/2012	C
Total For Check Number 73924						\$1,295.81			
73925	1203301	33150	11-000-221-610-44-0440	5838/TANNER NORTH JERSEY INC.	55	389.04	SUPPLIES-IMPROV. OF INST	06/08/2012	C
	1203430	33202	11-190-100-610-06-2486	5838/TANNER NORTH JERSEY INC.	55	1,361.12	SUPPLY/EQUIP HS	06/08/2012	C
Total For Check Number 73925						\$1,750.16			
73926	1202417	SINV00267435	11-000-222-640-06-0000	5874/TEACHING COMPANY, LLC	55	302.10	LIBRARY BOOKS	06/08/2012	C
73927	1203094	663205	11-000-230-610-30-1303	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	18.00	BOE SUPPLIES	06/08/2012	C
	1203094	663204	11-000-230-610-30-1303	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	99.00	BOE SUPPLIES	06/08/2012	C
	1201339	663335	11-000-240-610-06-2507	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	507.60	MISC SUPPL/GENL/RHS	06/08/2012	C
Total For Check Number 73927						\$624.60			
73928	1203384	G778638	11-190-100-610-06-2487	6439/TOYS "R" US	55	549.22	SUPPLIES-FAMILY SCIENCE	06/08/2012	C
73929	1203434	80098	11-000-218-610-49-0490	9658/TRIM AND TASSELS, LLC/GRADUATION OUTLET	55	226.50	SUPPLIES	06/08/2012	C
73930	1203304	673558	11-402-100-610-16-1683	6079/TROXELL COMMUNICATIONS INC.	55	59.60	AHTLETIC DIRECTOR SUPPLI	06/08/2012	C
	1203304	674766	11-402-100-610-16-1683	6079/TROXELL COMMUNICATIONS INC.	55	226.00	AHTLETIC DIRECTOR SUPPLI	06/08/2012	C
	1203304	674317	11-402-100-610-16-1683	6079/TROXELL COMMUNICATIONS INC.	55	596.00	AHTLETIC DIRECTOR SUPPLI	06/08/2012	C
Total For Check Number 73930						\$881.60			
73931	1200410	0000E804192	11-000-230-530-30-0000	9058/UNITED PARCEL SERVICES	55	8.12	POSTAGE	06/08/2012	C

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73931		02							
73932	1202590	JJ0089	11-402-100-610-16-1682	9612/UNIVERSAL LACROSSE COMPANY	55	862.50	BOYS LACROSSE SUPPLIES	06/08/2012	C
	1203000	JJ0242	11-402-100-610-16-1682	9612/UNIVERSAL LACROSSE COMPANY	55	418.00	BOYS LACROSSE SUPPLIES	06/08/2012	C
	1203051	JJ0260	11-402-100-610-16-1683	9612/UNIVERSAL LACROSSE COMPANY	55	192.50	AHTLETIC DIRECTOR SUPPLI	06/08/2012	C
	1203000	JJ0242	11-402-100-610-16-1686	9612/UNIVERSAL LACROSSE COMPANY	55	319.00	GIRLS LACROSSE SUPPLIES	06/08/2012	C
	1203165	JJ0294	11-402-100-610-16-1686	9612/UNIVERSAL LACROSSE COMPANY	55	308.25	GIRLS LACROSSE SUPPLIES	06/08/2012	C
Total For Check Number 73932						\$2,100.25			
73933	1202729	0001188062	11-190-100-610-02-2402	6180/VALIANT NATIONAL AV SUPPLY	55	348.70	ED SUPP/REPL/FB	06/08/2012	C
	1201918	0001201602	11-190-100-610-05-2410	6180/VALIANT NATIONAL AV SUPPLY	55	169.10	ED SUPP/GENL/RMS	06/08/2012	C
	1201918	0001204538	11-190-100-610-05-2410	6180/VALIANT NATIONAL AV SUPPLY	55	348.70	ED SUPP/GENL/RMS	06/08/2012	C
Total For Check Number 73933						\$866.50			
73934	1200839	0000663758	11-000-262-420-18-7209	4756/VEOLIA ES SOLID WASTE OF NJ	55	5,187.08	GARBAGE & RUBBISH COLLEC	06/08/2012	C
	1200839	0000663758	11-000-262-420-18-7209	4756/VEOLIA ES SOLID WASTE OF NJ	55	245.52	GARBAGE & RUBBISH COLLEC	06/08/2012	C
		REC TAX							
Total For Check Number 73934						\$5,432.60			
73935	1200782	973-895-2168	11-000-230-530-18-6441	6197/VERIZON	55	69.55	TELEPHONE BASIC SERVICES	06/08/2012	C
		MAY 12							
	1200782	973-895-4993	11-000-230-530-18-6441	6197/VERIZON	55	29.13	TELEPHONE BASIC SERVICES	06/08/2012	C
		MAY 12							
	1200782	973-895-5056	11-000-230-530-18-6441	6197/VERIZON	55	88.80	TELEPHONE BASIC SERVICES	06/08/2012	C
		MAY 12							
	1200782	973-584-8588	11-000-230-530-18-6441	6197/VERIZON	55	771.82	TELEPHONE BASIC SERVICES	06/08/2012	C
		MAY 12							
	1200782	973-361-1661	11-000-230-530-18-6441	6197/VERIZON	55	4,607.29	TELEPHONE BASIC SERVICES	06/08/2012	C
		MAY 12							
Total For Check Number 73935						\$5,566.59			
73936	1200780	2744683529	11-000-230-530-18-6441	6199/VERIZON WIRELESS	55	-15.59	adjustment	06/08/2012	C
	1200780	2744683529	11-000-230-530-18-6441	6199/VERIZON WIRELESS	55	40.01	inv#2744683529	06/08/2012	C
Total For Check Number 73936						\$24.42			
73937	1203321	I05332421	11-000-213-610-48-0480	6236/W B MASON CO INC	55	304.80	DIST MEDICAL SUPPLY	06/08/2012	C
	1201259	I05150141	11-000-218-610-49-0490	6236/W B MASON CO INC	55	82.33	SUPPLIES	06/08/2012	C
	1201259	I05288371	11-000-218-610-49-0490	6236/W B MASON CO INC	55	34.28	SUPPLIES	06/08/2012	C

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Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
73937	1200706	105151042	11-000-240-610-03-2503	6236/W B MASON CO INC	55	12.66	MISC SUPPL/IRONIA	06/08/2012	C
	1200706	105443278	11-000-240-610-03-2503	6236/W B MASON CO INC	55	136.31	MISC SUPPL/IRONIA	06/08/2012	C
	1201428	104358014	11-000-251-600-30-0000	6236/W B MASON CO INC	55	512.00	BUSINESS OFFICE SUPPLIES	06/08/2012	C
	1201549	105442915	11-000-261-610-18-1234	6236/W B MASON CO INC	55	34.87	MAINT - GENERAL SUPPLIES	06/08/2012	C
	1201167	104938844	11-000-270-610-28-0000	6236/W B MASON CO INC	55	26.24	SUPPLIES AND MATERIALS	06/08/2012	C
	1203100	105429922	11-190-100-610-01-2401	6236/W B MASON CO INC	55	1,419.60	ED SUPP/REPL/CG	06/08/2012	C
	1203040	105079848	11-190-100-610-05-2410	6236/W B MASON CO INC	55	2,366.00	ED SUPP/GENL/RMS	06/08/2012	C
	1202339	54853-001	63-602-100-600-37-0000	6236/W B MASON CO INC	55	-15.74	cm#cr0454426	06/08/2012	C
	1202339	54853-001	63-602-100-600-37-0000	6236/W B MASON CO INC	55	154.32	inv#548513-001	06/08/2012	C
	1203308	104938182	63-602-100-600-37-0000	6236/W B MASON CO INC	55	530.06	SUPPLY	06/08/2012	C
Total For Check Number 73937						\$5,597.73			
73938	1203360	9822797529	11-190-100-610-05-2410	3053/W W GRAINGER, INC.	55	1,175.00	ED SUPP/GENL/RMS	06/08/2012	C
73939	1201423	0512	11-000-252-330-23-0000	9086/WALSH; RICHARD	55	7,980.00	OTHER PURCHASED PROF SER	06/08/2012	C
73940	1203315	0001443678	11-000-222-610-01-2331	6389/WORLD BOOK, INC.	55	234.00	LIBRARY SUPPLIES/CENTER	06/08/2012	C
	1203315	0001443653	11-000-222-610-01-2331	6389/WORLD BOOK, INC.	55	438.00	LIBRARY SUPPLIES/CENTER	06/08/2012	C
Total For Check Number 73940						\$672.00			
73941	1201158	062069422	11-000-251-440-30-0000	6405/XEROX CORPORATION	55	817.46	RENTALS- COPIERS	06/08/2012	C
	1201158	062069422	11-000-251-440-30-0000	6405/XEROX CORPORATION	55	8.00	RENTALS- COPIERS	06/08/2012	C
				OVERAGES					
	1201157	062069423	11-000-251-440-30-0000	6405/XEROX CORPORATION	55	350.84	RENTALS- COPIERS	06/08/2012	C
	1201157	062069423	11-000-251-440-30-0000	6405/XEROX CORPORATION	55	114.04	RENTALS- COPIERS	06/08/2012	C
				OVERAGES					
	1200664	061768251	11-000-252-330-23-0000	6405/XEROX CORPORATION	55	64.17	OTHER PURCHASED PROF SER	06/08/2012	C
	1200649	061768254	11-000-261-420-18-5678	6405/XEROX CORPORATION	55	135.05	MAINT - GENERAL CONTRACT	06/08/2012	C
	1201293	061768252	11-000-270-390-28-5701	6405/XEROX CORPORATION	55	337.86	PURCH PROF SVC TRANSP	06/08/2012	C
	1200941	800596162	11-190-100-440-01-0000	6405/XEROX CORPORATION	55	2,359.13	PURCHASED TECH SVC-INSTR	06/08/2012	C
	1200699	800594538	11-190-100-440-02-0000	6405/XEROX CORPORATION	55	2,542.11	PURCHASED PROFESSIONAL S	06/08/2012	C
	1200593	800595571	11-190-100-440-03-0000	6405/XEROX CORPORATION	55	2,566.20	RENTALS	06/08/2012	C
	1201921	800595143	11-190-100-440-04-0000	6405/XEROX CORPORATION	55	2,679.41	RENTALS-COPIERS	06/08/2012	C
	1200938	800595179	11-190-100-440-05-0000	6405/XEROX CORPORATION	55	4,217.13	PURCH. SVC.-COPIER RENTA	06/08/2012	C
	1202233	800594945	11-190-100-440-06-0000	6405/XEROX CORPORATION	55	7,053.31	PURCH. SVC.-COPIER RENTA	06/08/2012	C
	1201157	062069423	63-602-100-440-37-0000	6405/XEROX CORPORATION	55	558.00	LEASE RENTAL	06/08/2012	C
Total For Check Number 73941						\$23,802.71			
73942	1200990	218108	11-401-100-890-06-1021	9328/YOUNG'S MUSIC STORE INC	55	-58.58	cm#217935	06/08/2012	C
	1200990	218108	11-401-100-890-06-1021	9328/YOUNG'S MUSIC STORE INC	55	-18.91	allowable discount	06/08/2012	C
	1200990	218108	11-401-100-890-06-1021	9328/YOUNG'S MUSIC STORE INC	55	189.10	inv#218108	06/08/2012	C
Total For Check Number 73942						\$111.61			
73943	1201438	201 V632085	11-000-230-530-23-6442	6197/VERIZON	70	8,727.11	TELE INTERNET SERVICES	06/08/2012	C

MAY 12

RANDOLPH TOWNSHIP SCHOOL DISTRICT

va_chkr3.101405

06/18/2012

Check Register By Check Number

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
73944	1201437	M555231997-12123	11-000-230-530-23-6442	8393/VERIZON - ACCESS BILLING	70	409.21	TELE INTERNET SERVICES	06/08/2012	C
73945	1201436	69432120	11-000-230-530-23-6442	9396/VERIZON BUSINESS COMMUNICATIONS	70	7,450.29	TELE INTERNET SERVICES	06/08/2012	C
73946	1203635		11-000-230-339-30-1205	9732/M.C. SOIL CONSERVATION DISTRICT	0	1,400.00	Fernbrook Parking Lot	06/11/2012	C
73947	1203440	12.138.01	11-000-230-339-30-1205	9592/SOLUTIONS ARCHITECTURE, LLC	51	1,250.00	DOE Sumission	06/11/2012	C
	1203440	12.138.01	11-000-230-339-30-1205	9592/SOLUTIONS ARCHITECTURE, LLC	51	4,400.00	Site Survey	06/11/2012	C
	1203440	12.138.01	11-000-230-339-30-1205	9592/SOLUTIONS ARCHITECTURE, LLC	51	6,240.00	Const. Documents	06/11/2012	C
	1203440	12.138.01	11-000-230-339-30-1205	9592/SOLUTIONS ARCHITECTURE, LLC	51	142.36	Direct Expenses	06/11/2012	C
Total For Check Number 73947						\$12,032.36			
73948	1201026	MAY 2012 SC	11-000-216-320-07-0000	2070/CODIGNOTTO; Stephen	50	21,666.67	RELATED SVC.-PPS	06/11/2012	C
73949	1203350	0101551307	30-000-400-390-18-0010	2307/DAILY RECORD	50	120.02	2011 RFRNDM PROF SVCS	06/11/2012	C
	1203350	0101559657	30-000-400-390-18-0010	2307/DAILY RECORD	50	123.92	2011 RFRNDM PROF SVCS	06/11/2012	C
	1203350	0101559666	30-000-400-390-18-0010	2307/DAILY RECORD	50	122.36	2011 RFRNDM PROF SVCS	06/11/2012	C
Total For Check Number 73949						\$366.30			
73950	1200812	201203155	11-000-270-513-28-5202	2609/EDUCATIONAL SVCS.COMM. OF MORR	50	-34,003.83	Deposit Credit	06/11/2012	C
	1200812	201203155	11-000-270-513-28-5202	2609/EDUCATIONAL SVCS.COMM. OF MORR	50	70,937.30	May SE Transportation	06/11/2012	C
	1200813	201203112	11-000-270-513-28-5202	2609/EDUCATIONAL SVCS.COMM. OF MORR	50	6,474.53	TRANSP JOINTURES	06/11/2012	C
	1201981	201200457JU NE 2012	20-509-200-330-30-5090	2609/EDUCATIONAL SVCS.COMM. OF MORR	50	1,480.10	NON PUBLIC NURSING	06/11/2012	C
Total For Check Number 73950						\$44,888.10			
73951	1101225		11-000-291-270-40-8203	3270/HORIZON BLUE CROSS BLUE SHIELD	50	896,726.78	Weekly Claims 5/2011 & 6/2011	06/11/2012	C
73952	1200808	JUNE 2012	11-000-270-513-28-5202	6775/Mendham Township Board of Ed	50	5,021.37	TRANSP JOINTURES	06/11/2012	C
73953	1201323	6936934JUN12	11-000-251-440-30-0000	4958/PITNEY BOWES INC.	50	309.00	RENTALS- COPIERS	06/11/2012	C
	1201323	6936934JUN12	11-190-100-440-01-0000	4958/PITNEY BOWES INC.	50	54.00	PURCHASED TECH SVC-INSTR	06/11/2012	C
	1201323	6936934JUN12	11-190-100-440-02-0000	4958/PITNEY BOWES INC.	50	54.00	PURCHASED PROFESSIONAL S	06/11/2012	C
	1201323	6936934JUN12	11-190-100-440-03-0000	4958/PITNEY BOWES INC.	50	54.00	RENTALS	06/11/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

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06/18/2012

Check Register By Check Number

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
73953		2							
73953	1201323	2779122JUN1	11-190-100-440-04-0000	4958/PITNEY BOWES INC.	50	159.00	RENTALS-COPIERS	06/11/2012	C
		2							
	1201323	6936934JUN1	11-190-100-440-05-0000	4958/PITNEY BOWES INC.	50	287.00	PURCH. SVC.-COPIER RENTA	06/11/2012	C
		2							
	1201323	6936934JUN1	11-190-100-440-06-0000	4958/PITNEY BOWES INC.	50	298.00	PURCH. SVC.-COPIER RENTA	06/11/2012	C
		2							
Total For Check Number 73953						\$1,215.00			
73954	1203010	12.104.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	16,911.30	Phase 20 Design Development	06/11/2012	C
	1203010	12.104.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	48,316.00	Phase 30 Const Documents	06/11/2012	C
	1203011	12.106.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	19,796.00	Phase 30 Const. Documents	06/11/2012	C
	1203011	12.106.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	2,475.00	Phase 40 Bidding	06/11/2012	C
	1203011	12.106.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	400.00	Direct Expense	06/11/2012	C
	1203012	12.107.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	11,340.00	Phase 30 Const. Documents	06/11/2012	C
	1203012	12.107.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	1,200.00	Phase 40 Bidding	06/11/2012	C
	1203012	12.107.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	600.00	Direct Expenses	06/11/2012	C
	1203013	12.108.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	2,380.00	Phase 30 Const Documents	06/11/2012	C
	1203013	12.108.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	5,000.00	Phase 40 Bidding	06/11/2012	C
	1203013	12.108.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	900.00	Phase 50 Const Admin	06/11/2012	C
	1203013	12.108.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	400.00	Direct Expense	06/11/2012	C
	1203014	12.109.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	90,630.00	Phase 30 Const Documents	06/11/2012	C
	1203014	12.109.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	17,850.00	Phase 40 Bidding	06/11/2012	C
	1203014	12.109.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	625.00	Direct Expense	06/11/2012	C
	1203008	12.110.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	19,296.00	Phase 30 Const Documents	06/11/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

va_chkr3.101405

06/18/2012

Check Register By Check Number

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
73954				LLC					
73954	1203008	12.110.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	3,618.00	Phase 40 Bidding	06/11/2012	C
	1203008	12.110.03	30-000-400-334-18-0009	9592/SOLUTIONS ARCHITECTURE, LLC	50	375.00	Direct Expenses	06/11/2012	C
Total For Check Number 73954						\$242,112.30			
73955	1200814	274330	SEPJU 11-000-270-513-28-5202	5806/SUSSEX COUNTY REGIONAL COOPERA	50	-2,630.99	Annual Fee Deposit	06/11/2012	C
	1200814	274330	SEPJU 11-000-270-513-28-5202	5806/SUSSEX COUNTY REGIONAL COOPERA	50	2,825.38	Annual Fee Actual	06/11/2012	C
	1200814	274330	SEPJU 11-000-270-513-28-5202	5806/SUSSEX COUNTY REGIONAL COOPERA	50	-6,577.48	Credit Deposit	06/11/2012	C
	1200814	274330	SEPJU 11-000-270-513-28-5202	5806/SUSSEX COUNTY REGIONAL COOPERA	50	14,069.20	May/June Trans	06/11/2012	C
	1200816	274330	MAYS 11-000-270-513-28-5202	5806/SUSSEX COUNTY REGIONAL COOPERA	50	-8,654.71	25% Deposit Credit	06/11/2012	C
	1200816	274330	MAYS 11-000-270-513-28-5202	5806/SUSSEX COUNTY REGIONAL COOPERA	50	19,555.23	May SE Transportation	06/11/2012	C
Total For Check Number 73955						\$18,586.63			
73956	1203270	516131	11-000-230-610-30-1303	6236/W B MASON CO INC	50	8,279.15	BOE SUPPLIES	06/11/2012	C
73957	1203669		30-000-400-390-18-0010	9732/M.C. SOIL CONSERVATION DISTRICT	0	1,700.00	HS Fields&Grandstand Renov	06/13/2012	C
73958	1203725		11-000-230-580-30-1310	9427/Browne, David	0	425.00	NJASA May 2012	06/14/2012	C
* 984567627	1201122		11-000-291-270-40-8203	3270/HORIZON BLUE CROSS BLUE SHIELD	0	694,853.35	June 2012 Health Ins	06/05/2012	H
	1201122		60-000-291-270-60-0000	3270/HORIZON BLUE CROSS BLUE SHIELD	0	9,732.97	June 2012 Health Ins	06/05/2012	H
	1201122		63-602-291-270-37-0000	3270/HORIZON BLUE CROSS BLUE SHIELD	0	6,563.98	June 2012 Health Ins	06/05/2012	H
Total For Check Number 984567627						\$711,150.30			
Total Posted Checks						\$2,962,817.24			

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	11	\$1,879,767.55		\$694,853.35		\$2,574,620.90
	10	12	\$20,889.00				\$20,889.00
	Fund 10	TOTAL	\$1,900,656.55		\$694,853.35		\$2,595,509.90
	20	20	\$24,059.05				\$24,059.05
	30	30	\$244,178.60				\$244,178.60
	60	60	\$68,427.22		\$9,732.97		\$78,160.19
	63	63	\$14,345.52		\$6,563.98		\$20,909.50
	GRAND	TOTAL	\$2,251,666.94	\$0.00	\$711,150.30	\$0.00	\$2,962,817.24

* Total Prior Cycle Checks Voided in selected cycle(s): **\$0.00**
 Total Checks from selected cycle(s) voided in the selected cycle(s): **\$0.00**

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Monthly Transfer Report

va_s1701
05/31/2012

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	26,383,688.19	331,769.15	26,715,457.34	2,671,545.73	(271,505.92)	-1.02	2,400,039.81	204,587.70
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Extraordinary Services	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	7,309,988.92	24,735.81	7,334,724.73	733,472.47	453,020.72	6.18	1,186,493.19	6,795.28
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 Instructional Programs	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX	1,585,738.00	42,863.09	1,628,601.09	162,860.11	(13,530.32)	-0.83	149,329.79	92,969.09
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		35,279,415.11	399,368.05	35,678,783.16					304,352.07
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	2,945,631.81	83,437.93	3,029,069.74	302,906.97	(91,718.60)	-3.03	211,188.37	9,034.87
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	4,760,182.00	15,466.22	4,775,648.22	477,564.82	42,786.63	0.90	520,351.45	27,063.58
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	1,365,013.00	16,011.25	1,381,024.25	138,102.43	(134,101.62)	-9.71	4,000.81	147,511.25
General Administration	1X-000-230-XXX	1,941,012.00	88,167.72	2,029,179.72	202,917.97	(202,916.01)	-10.00	1.96	76,899.09
School Administration	1X-000-240-XXX	2,772,499.00	4,609.71	2,777,108.71	277,710.87	(150,430.50)	-5.42	127,280.37	20,960.65
Central Svcs & Admin Info Technology	1X-000-25X-XXX	1,290,831.50	7,429.84	1,298,261.34	129,826.13	93,306.32	7.19	223,132.45	11,288.49
Operation and Maintenance of Plant Services	1X-000-26X-XXX	5,937,319.00	214,516.05	6,151,835.05	615,183.51	60,152.30	0.98	675,335.81	159,101.15
Student Transportation Services	1X-000-270-XXX	3,944,513.00	73,072.40	4,017,585.40	401,758.54	67,137.25	1.67	468,895.79	74,037.29
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	14,798,516.00	1,050,211.03	15,848,727.03	1,584,872.70	(122,787.20)	-0.77	1,462,085.50	190,321.46
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
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Monthly Transfer Report

va_s1701
05/31/2012

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
TOTAL GENERAL CURRENT EXPENSE		39,755,517.31	1,552,922.15	41,308,439.46					716,217.83
Equipment	1X-XXX-XXX-73X	303,831.00	86,773.75	390,604.75	39,060.48	257,449.95	65.91	296,510.43	0.00
Facilities Acquisition and Construction Services	1X-000-4XX-XXX	1,165,880.00	111,853.71	1,277,733.71	0.00	0.00	0.00	0.00	50,624.94
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		1,469,711.00	198,627.46	1,668,338.46					50,624.94
TOTAL SPECIAL SCHOOLS	11-XXX-XXX-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	12-XXX-XXX-XXX								
	13-XXX-XXX-XXX								
	15-XXX-XXX-XXX								
	16-XXX-XXX-XXX								
	17-XXX-XXX-XXX								
	18-XXX-XXX-XXX								
Transfer of Funds to Charter Schools	10-000-100-56X	33,679.00	9,363.00	43,042.00	4,304.20	22,228.00	51.64	26,532.20	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		76,538,322.42	2,160,280.66	78,698,603.08					1,071,194.84

School Business Administrator Signature

Date

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

05/31/2012

Selected Cycle : May

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000415	APPROP ADDTNL \$ FOR	60-000-310-530-60-0000	TELEPHONE EXP-FSMC	05/03/2012	RCALHOUN	\$831.37	\$500.00	\$1,331.37
	APPROP ADDTNL \$ FOR	60-000-310-580-60-1000	TRAVEL/LODGING EXP-FSMC	05/03/2012	RCALHOUN	\$1,020.00	\$1,500.00	\$2,520.00
	APPROP ADDTNL \$ FOR	60-000-310-800-60-0000	MISC EXPENSE FOOD SERV	05/03/2012	RCALHOUN	\$2,026.20	\$500.00	\$2,526.20
Total for Adjustment # 000415							\$2,500.00	
000416	Music Dept Chairs	11-000-221-320-44-0440	PURCHASED PROFESSIONAL S	05/04/2012	MEMMEL	\$4,309.40	(\$389.04)	\$3,920.36
	Music Dept Chairs	11-000-221-610-44-0440	SUPPLIES-IMPROV. OF INST	05/04/2012	MEMMEL	\$0.00	\$389.04	\$389.04
Total for Adjustment # 000416							\$0.00	
000417	1203332 move to corr GAAP	11-402-100-500-16-1699	ATHLETICS GENL PURCH SVC	05/07/2012	MEMMEL	\$1,600.00	\$200.00	\$1,800.00
	1203332 move to corr GAAP	11-402-100-610-16-1683	AHTLETIC DIRECTOR SUPPLI	05/07/2012	MEMMEL	\$12,324.40	(\$200.00)	\$12,124.40
Total for Adjustment # 000417							\$0.00	
000418	RMS Staff Deve	11-000-223-104-15-9999	DISTRICT PD SUBS	05/07/2012	MEMMEL	\$9,848.09	\$103.00	\$9,951.09
	RMS Staff Deve	11-000-223-320-05-2622	PURCH PROF SVC STAFF TRA	05/07/2012	MEMMEL	\$2,200.00	\$249.00	\$2,449.00
	RMS Staff Deve	11-190-100-610-05-0460	ED SUPP/LA/RMS	05/07/2012	MEMMEL	\$15,288.66	(\$352.00)	\$14,936.66
Total for Adjustment # 000418							\$0.00	
000419	State Aid Tuition Regional Day	11-000-100-562-07-8701	OTHER LEA - TUITION	05/07/2012	MEMMEL	\$446,670.06	(\$34,492.07)	\$412,177.99
	State Aid Tuition Regional Day	11-000-100-565-07-8703	REGIONAL DAY SCHOOLS	05/07/2012	MEMMEL	\$112,677.93	\$34,492.07	\$147,170.00
Total for Adjustment # 000419							\$0.00	
000420	State Aid Tuition State Facili	11-000-100-566-07-8704	PRIVATE-SPEC.ED.	05/07/2012	MEMMEL	\$1,962,946.22	(\$30,750.00)	\$1,932,196.22
	State Aid Tuition State Facili	11-000-100-568-07-8705	STATE FACILITIES	05/07/2012	MEMMEL	\$30,750.00	\$30,750.00	\$61,500.00
Total for Adjustment # 000420							\$0.00	
000421	Garage Rental for June	11-000-262-441-28-5507	TRANSP RENTAL GARAGE	05/07/2012	MEMMEL	\$85,644.00	\$4,410.00	\$90,054.00
	Garage Rental for June	11-000-270-610-28-5504	REPAIR PARTS	05/07/2012	MEMMEL	\$125,651.00	(\$4,410.00)	\$121,241.00
Total for Adjustment # 000421							\$0.00	
000422	CG Maint Cont Services	11-000-222-610-01-2321	AV/CENTER GROVE	05/07/2012	MEMMEL	\$21,116.00	(\$1,040.00)	\$20,076.00
	CG Maint Cont Services	11-000-261-420-18-7201	MAINT - CG CONTR. SERV.	05/07/2012	MEMMEL	\$52,366.00	\$1,040.00	\$53,406.00
Total for Adjustment # 000422							\$0.00	
000423	CG Supply	11-000-222-610-01-2321	AV/CENTER GROVE	05/07/2012	MEMMEL	\$20,076.00	(\$1,606.59)	\$18,469.41
	CG Supply	11-190-100-610-01-2401	ED SUPP/REPL/CG	05/07/2012	MEMMEL	\$66,748.41	\$1,606.59	\$68,355.00
Total for Adjustment # 000423							\$0.00	
000424	SH Supply	11-190-100-440-04-0000	RENTALS-COPIERS	05/07/2012	MEMMEL	\$35,722.00	(\$2,000.00)	\$33,722.00
	SH Supply	11-190-100-610-04-2404	ED SUPP/REPL/SH	05/07/2012	MEMMEL	\$83,575.84	\$2,000.00	\$85,575.84
Total for Adjustment # 000424							\$0.00	
000425	Ironia and Shongum Cont Serv	11-000-261-420-18-5678	MAINT - GENERAL CONTRACT	05/07/2012	MEMMEL	\$59,281.25	(\$5,000.00)	\$54,281.25
	Ironia and Shongum Cont Serv	11-000-261-420-18-7203	MAINT - IR CONTR. SERV.	05/07/2012	MEMMEL	\$22,250.00	\$2,500.00	\$24,750.00
	Ironia and Shongum Cont Serv	11-000-261-420-18-7204	MAINT - SH CONTR. SERV.	05/07/2012	MEMMEL	\$26,600.00	\$2,500.00	\$29,100.00

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Total for Adjustment # 000425							\$0.00	
000426	Health Benefits	11-000-291-270-40-8203	MEDICAL INSURANCE	05/08/2012	MEMMEL	\$10,491,384.48	\$33,895.80	\$10,525,280.28
	Health Benefits	11-000-291-270-40-8204	DENTAL INSURANCE	05/08/2012	MEMMEL	\$575,806.50	(\$33,895.80)	\$541,910.70
Total for Adjustment # 000426							\$0.00	
000427	RMS Consumer Science	11-190-100-610-05-2410	ED SUPP/GENL/RMS	05/08/2012	MEMMEL	\$76,539.25	(\$200.00)	\$76,339.25
	RMS Consumer Science	11-190-100-610-05-2411	ED SUPP/CONSUMER SCIENCE	05/08/2012	MEMMEL	\$7,000.00	\$200.00	\$7,200.00
Total for Adjustment # 000427							\$0.00	
000428	RMS Prof Dev Sub for KB	11-000-223-104-15-9999	DISTRICT PD SUBS	05/08/2012	MEMMEL	\$9,951.09	\$103.00	\$10,054.09
	RMS Prof Dev Sub for KB	11-000-223-580-05-2625	STAFF DEVELOPMENT MILEAG	05/08/2012	MEMMEL	\$4,794.00	(\$103.00)	\$4,691.00
Total for Adjustment # 000428							\$0.00	
000429	Super Membership Line	11-000-230-580-30-1310	SUPT OFFICE TRAVEL	05/08/2012	MEMMEL	\$2,500.00	(\$100.00)	\$2,400.00
	Super Membership Line	11-000-230-890-30-1309	SUPT MEMBERSHIP DUES	05/08/2012	MEMMEL	\$6,576.00	\$100.00	\$6,676.00
Total for Adjustment # 000429							\$0.00	
000430	District Medical Supplies	11-000-213-390-48-0480	DIST-MEDICAL TECH SERVIC	05/08/2012	MEMMEL	\$7,695.00	(\$5,000.00)	\$2,695.00
	District Medical Supplies	11-000-213-610-48-0480	DIST MEDICAL SUPPLY	05/08/2012	MEMMEL	\$14,650.00	\$5,000.00	\$19,650.00
Total for Adjustment # 000430							\$0.00	
000431	move to correct GAAP account	11-000-223-320-03-2622	PURCH PROF SVC STAFF TRA	05/08/2012	MEMMEL	\$2,408.29	\$406.95	\$2,815.24
	move to correct GAAP account	11-000-240-580-03-2523	TRAVEL EXPENSE IRONIA	05/08/2012	MEMMEL	\$1,000.00	(\$406.95)	\$593.05
Total for Adjustment # 000431							\$0.00	
000432	Set Up MAC SADD 2011	20-001-100-101-15-2043	MAC SADD SY10-11 (11\$)	05/08/2012	MEMMEL	\$0.00	\$1,000.00	\$1,000.00
000433	Set Up MAC SADD 2012	20-001-100-101-15-2044	MAC SADD SY11-12 (12\$)	05/08/2012	MEMMEL	\$0.00	\$275.00	\$275.00
000434	Item over \$2000 moved to Capit	11-000-213-610-48-0480	DIST MEDICAL SUPPLY	05/08/2012	MEMMEL	\$19,650.00	(\$4,790.00)	\$14,860.00
	Item over \$2000 moved to Capit	12-000-230-730-30-7500	EQUIP GENL ADMIN	05/08/2012	MEMMEL	\$2,640.00	\$4,790.00	\$7,430.00
Total for Adjustment # 000434							\$0.00	
000435	Within 10% Move to Clear Line	20-231-100-600-08-3224	TITLE IA RMS SUPP SY12	05/10/2012	MEMMEL	\$387.00	(\$0.01)	\$386.99
	Within 10% Move to Clear Line	20-231-200-200-08-3225	TITLE IA RMS FICA SY12	05/10/2012	MEMMEL	\$2,031.00	\$0.01	\$2,031.01
Total for Adjustment # 000435							\$0.00	
000436	Title IIA Subs Elementar	11-000-291-220-40-8102	EMPLOYEE INSURANCE FICA	05/10/2012	MEMMEL	\$953,745.84	(\$225.68)	\$953,520.16
	Title IIA Subs Elementar	20-271-200-200-08-4505	TITLE IIA BENE SY12	05/10/2012	MEMMEL	\$3,203.00	\$225.68	\$3,428.68
Total for Adjustment # 000436							\$0.00	
000437	Reverse Previous Transfer	11-000-291-220-40-8102	EMPLOYEE INSURANCE FICA	05/10/2012	MEMMEL	\$953,520.16	\$225.68	\$953,745.84
	Reverse Previous Transfer	20-271-200-200-08-4505	TITLE IIA BENE SY12	05/10/2012	MEMMEL	\$3,428.68	(\$225.68)	\$3,203.00
Total for Adjustment # 000437							\$0.00	
000438	Title III SY11 NP CO	20-242-100-100-08-4108	TITLE III SAL NON P SY11	05/10/2012	MEMMEL	\$255.00	(\$255.00)	\$0.00
	Title III SY11 NP CO	20-242-200-200-08-4018	TITLE III NP BENE	05/10/2012	MEMMEL	\$20.00	(\$20.00)	\$0.00
	Title III SY11 NP CO	20-243-100-100-08-4108	TITLE III SY11 NP CO SAL	05/10/2012	MEMMEL	\$0.00	\$255.00	\$255.00

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Current Appropriation Adjustments								
000438	Title III SY11 NP CO	20-243-200-200-08-4018	TITLE III SY11 NP CO BEN	05/10/2012	MEMMEL	\$0.00	\$20.00	\$20.00
Total for Adjustment # 000438							\$0.00	
000439	FB Projector Bulb	11-190-100-440-02-0000	PURCHASED PROFESSIONAL S	05/16/2012	MEMMEL	\$36,532.00	(\$200.00)	\$36,332.00
	FB Projector Bulb	11-190-100-610-02-2402	ED SUPP/REPL/FB	05/16/2012	MEMMEL	\$98,122.45	\$200.00	\$98,322.45
Total for Adjustment # 000439							\$0.00	
000440	Service Learning Travel Expens	11-190-100-580-10-0000	TRAVEL EXPENSE	05/16/2012	MEMMEL	\$3,000.00	\$1,000.00	\$4,000.00
	Service Learning Travel Expens	11-190-100-610-10-0000	GENERAL SUPPLIES	05/16/2012	MEMMEL	\$10,000.00	(\$1,000.00)	\$9,000.00
Total for Adjustment # 000440							\$0.00	
000441	World Lang Textbooks	11-190-100-340-47-0470	PURC TECH SER FORG LANG	05/16/2012	MEMMEL	\$5,000.00	(\$3,250.00)	\$1,750.00
	World Lang Textbooks	11-190-100-640-06-0470	TEXT/REPL/HS,FL	05/16/2012	MEMMEL	\$10,300.00	\$3,250.00	\$13,550.00
Total for Adjustment # 000441							\$0.00	
000442	World Lang Computer	11-190-100-340-47-0470	PURC TECH SER FORG LANG	05/16/2012	MEMMEL	\$1,750.00	(\$1,600.00)	\$150.00
	World Lang Computer	11-190-100-610-47-0470	ELEM. FOREIGN LANGUAGE	05/16/2012	MEMMEL	\$1,500.00	\$1,600.00	\$3,100.00
Total for Adjustment # 000442							\$0.00	
000443	Lang Arts Supply	11-190-100-610-06-0460	ED SUPPL/REPL/HS/LA	05/16/2012	MEMMEL	\$17,897.00	\$1,000.00	\$18,897.00
	Lang Arts Supply	11-190-100-610-46-0460	LANGUAGE ARTS K-5	05/16/2012	MEMMEL	\$1,800.00	(\$1,000.00)	\$800.00
Total for Adjustment # 000443							\$0.00	
000444	Delta Dental	11-000-291-220-40-8102	EMPLOYEE INSURANCE FICA	05/16/2012	MEMMEL	\$953,745.84	(\$2,799.86)	\$950,945.98
	Delta Dental	11-000-291-270-40-8204	DENTAL INSURANCE	05/16/2012	MEMMEL	\$541,910.70	\$4,135.86	\$546,046.56
	Delta Dental	11-000-291-290-40-8212	SHOE & UNIFORM ALLOWNCES	05/16/2012	MEMMEL	\$9,436.00	(\$1,336.00)	\$8,100.00
Total for Adjustment # 000444							\$0.00	
000445	Contract Services	11-000-230-339-30-1205	SPEC. CONTR. SERV.	05/16/2012	MEMMEL	\$90,000.00	\$26,823.52	\$116,823.52
	Contract Services	11-000-230-530-18-6441	TELEPHONE BASIC SERVICES	05/16/2012	MEMMEL	\$90,505.36	(\$26,823.52)	\$63,681.84
Total for Adjustment # 000445							\$0.00	
000446	Contracted Salaries	11-000-216-100-15-9999	SALARIES-THERAPIST-EXTRA	05/16/2012	MEMMEL	\$4,300.00	\$500.00	\$4,800.00
	Contracted Salaries	11-000-217-106-15-9999	SALARIES-SP ED AID-EXTRA	05/16/2012	MEMMEL	\$5,745.58	\$115.92	\$5,861.50
	Contracted Salaries	11-000-219-104-15-9999	SALARY-CST-EXTRA	05/16/2012	MEMMEL	\$7,999.42	(\$615.92)	\$7,383.50
Total for Adjustment # 000446							\$0.00	
000447	Contracted Salaries	11-000-261-110-15-7104	MAINT - OT	05/16/2012	MEMMEL	\$51,328.19	\$4,906.60	\$56,234.79
	Contracted Salaries	11-000-262-107-15-2167	SALARIES/CAFETERIA AIDES	05/16/2012	MEMMEL	\$141,942.94	\$7,803.29	\$149,746.23
	Contracted Salaries	11-000-262-110-15-9998	CUSTODIAL OVERTIME	05/16/2012	MEMMEL	\$140,000.86	\$8,168.64	\$148,169.50
	Contracted Salaries	11-000-262-110-15-9999	CUSTODIAL SUBSTITUTES	05/16/2012	MEMMEL	\$83,100.91	\$5,343.75	\$88,444.66
	Contracted Salaries	11-000-262-621-18-6306	HEAT - H.S.-GAS	05/16/2012	MEMMEL	\$181,631.28	(\$26,222.28)	\$155,409.00
Total for Adjustment # 000447							\$0.00	
000448	Contracted Salaries	11-000-270-162-15-5106	MECHANICS OVERTIME	05/16/2012	MEMMEL	\$50,368.24	\$5,438.58	\$55,806.82

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Current Appropriation Adjustments								
000448	Contracted Salaries	11-000-270-513-28-5202	TRANSP JOINTURES	05/16/2012	MEMMEL	\$1,126,858.00	(\$5,438.58)	\$1,121,419.42
Total for Adjustment # 000448							\$0.00	
000449	Contracted Salaries	11-000-221-102-15-2120	SALARY SUPERVISORS	05/16/2012	MEMMEL	\$810,583.60	(\$6,723.08)	\$803,860.52
	Contracted Salaries	11-120-100-101-15-2134	SUBSTITUTE GRADES 1-5	05/16/2012	MEMMEL	\$202,056.50	\$5,142.50	\$207,199.00
	Contracted Salaries	11-120-100-101-15-2170	SALARY-RECESS DUTY ELEM	05/16/2012	MEMMEL	\$50,867.01	\$1,580.58	\$52,447.59
Total for Adjustment # 000449							\$0.00	
000450	Contracted Salaries	11-000-240-103-15-2110	SALARY PRINCIPALS	05/16/2012	MEMMEL	\$1,644,930.52	(\$8,778.52)	\$1,636,152.00
	Contracted Salaries	11-130-100-101-15-2136	SUBSTITUTES GRADES 6-8	05/16/2012	MEMMEL	\$91,289.50	\$3,945.00	\$95,234.50
	Contracted Salaries	11-130-100-101-15-2161	SALARY- CAF DUTY RMS	05/16/2012	MEMMEL	\$47,769.99	\$4,833.52	\$52,603.51
Total for Adjustment # 000450							\$0.00	
000451	Contracted Salaries	11-000-240-105-15-9999	SALARY SUB SECTYS	05/16/2012	MEMMEL	\$45,000.00	(\$16,376.10)	\$28,623.90
	Contracted Salaries	11-140-100-101-15-2138	SUBSTITUTES GRADES 9-12	05/16/2012	MEMMEL	\$97,466.00	\$7,081.50	\$104,547.50
	Contracted Salaries	11-140-100-101-15-2161	SALARY-CAF DUTY HS	05/16/2012	MEMMEL	\$76,396.92	\$9,294.60	\$85,691.52
Total for Adjustment # 000451							\$0.00	
000452	Contracted Salaries	11-000-221-102-15-2120	SALARY SUPERVISORS	05/16/2012	MEMMEL	\$803,860.52	(\$8,575.65)	\$795,284.87
	Contracted Salaries	11-110-100-101-15-2132	SUBSTITUTES KINDERGARTEN	05/16/2012	MEMMEL	\$7,033.63	(\$2,000.00)	\$5,033.63
	Contracted Salaries	11-150-100-101-15-2115	HOME INSTRUCTION	05/16/2012	MEMMEL	\$72,437.50	\$11,812.50	\$84,250.00
	Contracted Salaries	11-150-100-320-07-0000	PPS-HOME INSTRUCTION	05/16/2012	MEMMEL	\$19,725.00	(\$1,236.85)	\$18,488.15
Total for Adjustment # 000452							\$0.00	
000453	Contracted Salaries	11-000-219-104-15-9999	SALARY-CST-EXTRA	05/16/2012	MEMMEL	\$7,383.50	(\$2,000.00)	\$5,383.50
	Contracted Salaries	11-000-221-102-15-2120	SALARY SUPERVISORS	05/16/2012	MEMMEL	\$795,284.87	\$6,400.00	\$801,684.87
	Contracted Salaries	11-000-240-103-15-2110	SALARY PRINCIPALS	05/16/2012	MEMMEL	\$1,636,152.00	(\$2,400.00)	\$1,633,752.00
	Contracted Salaries	11-120-100-101-15-2161	SALARY-CAF DUTY ELEMENTA	05/16/2012	MEMMEL	\$37,915.00	(\$2,000.00)	\$35,915.00
Total for Adjustment # 000453							\$0.00	
000454	Contracted Salaries	11-000-100-564-07-8706	COTY VO TECH SPE ED TUIT	05/16/2012	MEMMEL	\$32,281.90	(\$4,500.00)	\$27,781.90
	Contracted Salaries	11-000-230-105-15-1107	SALARY CLERICAL SUPT OFF	05/16/2012	MEMMEL	\$398,008.01	(\$1,250.00)	\$396,758.01
	Contracted Salaries	11-000-262-621-18-6302	HEAT - FERNBROOK- GAS	05/16/2012	MEMMEL	\$52,710.70	(\$3,750.00)	\$48,960.70
	Contracted Salaries	11-000-262-621-18-6303	HEAT - IRONIA-GAS	05/16/2012	MEMMEL	\$46,706.27	(\$3,750.00)	\$42,956.27
	Contracted Salaries	11-000-262-621-18-6306	HEAT - H.S.-GAS	05/16/2012	MEMMEL	\$155,409.00	(\$6,577.00)	\$148,832.00
	Contracted Salaries	11-190-100-106-15-2199	LONG TERM SUBS - INSTRCT	05/16/2012	MEMMEL	\$435,119.01	\$19,827.00	\$454,946.01
Total for Adjustment # 000454							\$0.00	
000456	P1 \$\$ into current yr	11-000-100-566-07-8704	PRIVATE-SPEC.ED.	05/16/2012	MEMMEL	\$1,932,196.22	\$9,091.00	\$1,941,287.22
000457	Shongum supplies	11-190-100-440-04-0000	RENTALS-COPIERS	05/23/2012	MEMMEL	\$33,722.00	(\$720.00)	\$33,002.00
	Shongum supplies	11-190-100-610-04-2404	ED SUPP/REPL/SH	05/23/2012	MEMMEL	\$85,575.84	\$825.97	\$86,401.81
	Shongum supplies	11-190-100-610-04-2474	TEACHER RECOGNITION-SHON	05/23/2012	MEMMEL	\$500.00	(\$96.33)	\$403.67
	Shongum supplies	11-190-100-640-04-2204	TEXTBOOKS/REPLACEMENT/SH	05/23/2012	MEMMEL	\$8,716.00	(\$9.64)	\$8,706.36

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Total for Adjustment # 000457							\$0.00	
000458	hongum Supply	11-190-100-440-04-0000	RENTALS-COPIERS	05/23/2012	MEMMEL	\$33,002.00	(\$550.45)	\$32,451.55
	hongum Supply	11-190-100-610-04-2484	SUPPL/EQUIP SH	05/23/2012	MEMMEL	\$0.00	\$550.45	\$550.45
Total for Adjustment # 000458							\$0.00	
000459	shongum supplies	11-000-240-580-04-2524	TRAVEL EXPENSE SHONGUM	05/23/2012	MEMMEL	\$550.00	(\$550.00)	\$0.00
	shongum supplies	11-000-240-610-04-2504	MISC SUPP/SHONGUM	05/23/2012	MEMMEL	\$2,628.31	\$1,300.00	\$3,928.31
	shongum supplies	11-000-240-890-04-2554	MISC EXPENSE SHONGUM	05/23/2012	MEMMEL	\$800.00	(\$750.00)	\$50.00
Total for Adjustment # 000459							\$0.00	
000460	Shongum Heat Expense	11-000-262-621-18-6304	HEAT - SHONGUM-GAS	05/23/2012	MEMMEL	\$59,772.09	\$15,000.00	\$74,772.09
	Shongum Heat Expense	11-000-262-621-18-6306	HEAT - H.S.-GAS	05/23/2012	MEMMEL	\$148,832.00	(\$15,000.00)	\$133,832.00
Total for Adjustment # 000460							\$0.00	
000461	FB Petty Cash	11-000-240-610-02-2502	MISC SUPPL/FERNBROOK	05/29/2012	MEMMEL	\$4,700.00	\$500.00	\$5,200.00
	FB Petty Cash	11-190-100-440-02-0000	PURCHASED PROFESSIONAL S	05/29/2012	MEMMEL	\$36,332.00	(\$500.00)	\$35,832.00
Total for Adjustment # 000461							\$0.00	
000462	RCS Misc Expense	63-602-100-512-37-0000	TRANSPORTATION	05/31/2012	MEMMEL	\$69,237.84	(\$10,000.00)	\$59,237.84
	RCS Misc Expense	63-602-100-800-37-0000	MISC EXPENSE COMM SCHOOL	05/31/2012	MEMMEL	\$25,000.00	\$10,000.00	\$35,000.00
Total for Adjustment # 000462							\$0.00	
000463	Spec Ed Related Services	11-000-100-563-07-8702	COTY VO TECH REG ED TUIT	05/31/2012	MEMMEL	\$285,247.00	(\$7,500.00)	\$277,747.00
	Spec Ed Related Services	11-000-100-566-07-8704	PRIVATE-SPEC.ED.	05/31/2012	MEMMEL	\$1,941,287.22	(\$5,228.40)	\$1,936,058.82
	Spec Ed Related Services	11-000-216-320-07-0000	RELATED SVC.-PPS	05/31/2012	MEMMEL	\$459,975.30	\$32,000.00	\$491,975.30
	Spec Ed Related Services	11-000-216-610-07-0000	RELATED SVC.-SUPPLIES	05/31/2012	MEMMEL	\$4,500.00	(\$1,725.43)	\$2,774.57
	Spec Ed Related Services	11-000-217-320-07-2631	PURC SERV- PERSONAL AIDE	05/31/2012	MEMMEL	\$156,396.30	(\$7,824.00)	\$148,572.30
	Spec Ed Related Services	11-000-219-580-07-2534	TRAVEL SPEC SVC	05/31/2012	MEMMEL	\$6,441.20	(\$2,500.00)	\$3,941.20
	Spec Ed Related Services	11-204-100-610-07-0001	SUPPLIES-LLD	05/31/2012	MEMMEL	\$2,930.52	(\$794.72)	\$2,135.80
	Spec Ed Related Services	11-204-100-610-07-0005	SUPPLIES-LLD	05/31/2012	MEMMEL	\$4,000.00	(\$1,370.86)	\$2,629.14
	Spec Ed Related Services	11-204-100-610-07-0006	SUPPLIES-LLD	05/31/2012	MEMMEL	\$2,500.00	(\$28.95)	\$2,471.05
	Spec Ed Related Services	11-207-100-610-07-0005	SUPPLIES-SPEECH	05/31/2012	MEMMEL	\$700.00	(\$38.77)	\$661.23
	Spec Ed Related Services	11-212-100-610-07-0001	SUPPLIES-MD	05/31/2012	MEMMEL	\$500.00	(\$283.00)	\$217.00
	Spec Ed Related Services	11-212-100-610-07-0003	SUPPLIES-MD	05/31/2012	MEMMEL	\$500.00	(\$283.00)	\$217.00
	Spec Ed Related Services	11-212-100-610-07-0004	SUPPLIES-MD	05/31/2012	MEMMEL	\$500.00	(\$209.78)	\$290.22
	Spec Ed Related Services	11-212-100-610-07-0005	SUPPLIES-MD	05/31/2012	MEMMEL	\$1,000.00	(\$264.90)	\$735.10
	Spec Ed Related Services	11-212-100-610-07-0006	SUPPLIES-MD	05/31/2012	MEMMEL	\$650.00	(\$313.35)	\$336.65
	Spec Ed Related Services	11-213-100-610-07-0001	SUPPLIES-RESOURCE	05/31/2012	MEMMEL	\$2,000.00	(\$72.75)	\$1,927.25
	Spec Ed Related Services	11-213-100-610-07-0003	SUPPLIES-RESOURCE	05/31/2012	MEMMEL	\$1,620.50	(\$304.26)	\$1,316.24
	Spec Ed Related Services	11-213-100-610-07-0004	SUPPLIES-RESOURCE	05/31/2012	MEMMEL	\$2,379.50	(\$15.11)	\$2,364.39
	Spec Ed Related Services	11-213-100-610-07-0005	SUPPLIES-RESOURCE	05/31/2012	MEMMEL	\$6,000.00	(\$264.83)	\$5,735.17
	Spec Ed Related Services	11-213-100-610-07-0006	SUPPLIES-RESOURCE	05/31/2012	MEMMEL	\$5,752.00	(\$855.03)	\$4,896.97
	Spec Ed Related Services	11-216-100-610-07-0001	SUPPLIES PRE SCH DIS.	05/31/2012	MEMMEL	\$5,810.01	(\$2,122.86)	\$3,687.15

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

05/31/2012

Selected Cycle : May

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000463							\$0.00	
000464	MS Water Bill	11-000-262-490-18-6415	WATER - RMS	05/31/2012	MEMMEL	\$53,935.00	\$10,593.87	\$64,528.87
	MS Water Bill	11-000-262-490-18-6416	WATER - H.S.	05/31/2012	MEMMEL	\$28,172.00	(\$10,593.87)	\$17,578.13
Total for Adjustment # 000464							\$0.00	
000465	SH Subs for Running Records	11-000-223-320-04-2622	PURCH PROF SVC STAFF TRA	05/31/2012	MEMMEL	\$10,062.92	(\$1,534.00)	\$8,528.92
	SH Subs for Running Records	11-120-100-101-15-2134	SUBSTITUTE GRADES 1-5	05/31/2012	MEMMEL	\$207,199.00	\$1,534.00	\$208,733.00
Total for Adjustment # 000465							\$0.00	
000466	Contract Serv Dist	11-000-230-331-30-1206	LEGAL - SPECIAL SERVICES	05/31/2012	MEMMEL	\$26,177.00	(\$569.84)	\$25,607.16
	Contract Serv Dist	11-000-230-339-30-1205	SPEC. CONTR. SERV.	05/31/2012	MEMMEL	\$116,823.52	\$569.84	\$117,393.36
Total for Adjustment # 000466							\$0.00	
000467	Prof Development	11-000-223-320-08-2622	PURCH PROF SVC STAFF TRA	05/31/2012	MEMMEL	\$146,444.29	\$5,997.54	\$152,441.83
	Prof Development	11-000-223-580-08-2625	STAFF DEVELOPMENT MILEAG	05/31/2012	MEMMEL	\$700.00	(\$489.71)	\$210.29
	Prof Development	11-000-240-580-08-2535	TRAVEL EXPENSE CURRICULU	05/31/2012	MEMMEL	\$4,500.00	(\$2,750.00)	\$1,750.00
	Prof Development	11-000-240-610-08-2536	ELEM CURR SUPPLIES	05/31/2012	MEMMEL	\$4,000.00	(\$2,757.83)	\$1,242.17
Total for Adjustment # 000467							\$0.00	
000468	Prof Deve Travel Expense	11-000-223-320-06-2622	PURCH PROF SVC STAFF TRA	05/31/2012	MEMMEL	\$10,950.10	(\$250.00)	\$10,700.10
	Prof Deve Travel Expense	11-000-223-580-06-2625	STAFF DEVELOPMENT MILEAG	05/31/2012	MEMMEL	\$0.00	\$250.00	\$250.00
Total for Adjustment # 000468							\$0.00	
000469	MAC 2012 Set Up	20-001-100-101-15-2011	MAC 2012 FB HOMEWK CLUB	05/31/2012	MEMMEL	\$0.00	\$2,240.00	\$2,240.00
	MAC 2012 Set Up	20-001-100-101-15-2012	MAC 2012 CG HOMEWK CLUB	05/31/2012	MEMMEL	\$0.00	\$1,680.00	\$1,680.00
	MAC 2012 Set Up	20-001-100-101-15-2013	MAC 2012 RMS HOMEWK CLUB	05/31/2012	MEMMEL	\$0.00	\$3,840.00	\$3,840.00
	MAC 2012 Set Up	20-001-100-610-01-2014	MAC 2012 CG RED RIBBON	05/31/2012	MEMMEL	\$0.00	\$160.00	\$160.00
	MAC 2012 Set Up	20-001-100-610-02-2015	MAC 2012 FB RED REBBON	05/31/2012	MEMMEL	\$0.00	\$160.00	\$160.00
	MAC 2012 Set Up	20-001-100-610-03-2016	MAC 2012 IR RED RIBBON	05/31/2012	MEMMEL	\$0.00	\$160.00	\$160.00
	MAC 2012 Set Up	20-001-100-610-04-2017	MAC 2012 SH RED RIBBON	05/31/2012	MEMMEL	\$0.00	\$160.00	\$160.00
	MAC 2012 Set Up	20-001-100-610-05-2018	MAC 2012 RMS RED RIBBON	05/31/2012	MEMMEL	\$0.00	\$400.00	\$400.00
Total for Adjustment # 000469							\$8,800.00	
000470	MAC 2012 Match	11-401-100-110-15-2011	MAC 2012 FB MATCH SALARY	05/31/2012	MEMMEL	\$0.00	\$560.00	\$560.00
	MAC 2012 Match	11-401-100-110-15-2012	MAC 2012 CG MATCH SALARY	05/31/2012	MEMMEL	\$0.00	\$420.00	\$420.00
	MAC 2012 Match	11-401-100-110-15-2013	MAC 2012 RMS MATCH SALAR	05/31/2012	MEMMEL	\$0.00	\$960.00	\$960.00
	MAC 2012 Match	11-401-100-610-01-2014	MAC 2012 CG RED RIBBON	05/31/2012	MEMMEL	\$0.00	\$40.00	\$40.00
	MAC 2012 Match	11-401-100-610-02-2015	MAC 2012 FB RED RIBBON	05/31/2012	MEMMEL	\$0.00	\$40.00	\$40.00
	MAC 2012 Match	11-401-100-610-03-2016	MAC 2012 IR RED RIBBON	05/31/2012	MEMMEL	\$0.00	\$40.00	\$40.00
	MAC 2012 Match	11-401-100-610-04-2017	MAC 2012 SH RED RIBBON	05/31/2012	MEMMEL	\$0.00	\$40.00	\$40.00
	MAC 2012 Match	11-401-100-610-05-2018	MAC 2012 RMS RED RIBBON	05/31/2012	MEMMEL	\$0.00	\$100.00	\$100.00
Total for Adjustment # 000470							\$2,200.00	
000471	District Match for MAC 2012	11-000-251-610-30-1306	BD SECTY SUPPLIES	05/31/2012	MEMMEL	\$650.00	(\$260.00)	\$390.00
	District Match for MAC 2012	11-401-100-110-15-1014	CO-CURRICULAR DISTRICT	05/31/2012	MEMMEL	\$360,642.00	(\$1,940.00)	\$358,702.00

FFT Exhibit 2.2

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

05/31/2012

Selected Cycle : May

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000471							(\$2,200.00)	
000472	Day Top Placement SE Student	11-000-100-562-07-8701	OTHER LEA - TUITION	05/31/2012	MEMMEL	\$412,177.99	(\$469.92)	\$411,708.07
	Day Top Placement SE Student	11-000-100-566-07-8704	PRIVATE-SPEC.ED.	05/31/2012	MEMMEL	\$1,936,058.82	\$469.92	\$1,936,528.74
Total for Adjustment # 000472							\$0.00	
000473	Nurse Serv SE Placement	11-000-100-563-07-8702	COTY VO TECH REG ED TUIT	05/31/2012	MEMMEL	\$277,747.00	(\$6,000.00)	\$271,747.00
	Nurse Serv SE Placement	11-000-100-564-07-8706	COTY VO TECH SPE ED TUIT	05/31/2012	MEMMEL	\$27,781.90	(\$2,522.50)	\$25,259.40
	Nurse Serv SE Placement	11-000-219-320-07-2621	PURCH PROF SVCS SPEC SVC	05/31/2012	MEMMEL	\$50,000.00	\$8,522.50	\$58,522.50
Total for Adjustment # 000473							\$0.00	
000474	Verizon Internet	11-000-230-530-18-6441	TELEPHONE BASIC SERVICES	05/31/2012	MEMMEL	\$63,681.84	(\$825.00)	\$62,856.84
	Verizon Internet	11-000-230-530-23-6442	TELE INTERNET SERVICES	05/31/2012	MEMMEL	\$179,215.64	\$825.00	\$180,040.64
Total for Adjustment # 000474							\$0.00	
000475	Dist Legal Expense	11-000-230-331-30-1202	LEGAL FEES- BOARD WORK	05/31/2012	MEMMEL	\$82,430.97	(\$2,997.50)	\$79,433.47
	Dist Legal Expense	11-000-230-331-30-1203	LEGAL-NEGOTITATIONS	05/31/2012	MEMMEL	\$43,871.13	\$2,997.50	\$46,868.63
Total for Adjustment # 000475							\$0.00	
000476	Dist SUI	11-000-291-250-40-8103	UNEMPLOYMENT	05/31/2012	MEMMEL	\$156,115.00	\$3,459.90	\$159,574.90
	Dist SUI	11-000-291-270-40-8203	MEDICAL INSURANCE	05/31/2012	MEMMEL	\$10,525,280.28	(\$3,459.90)	\$10,521,820.38
Total for Adjustment # 000476							\$0.00	
000477	APPROP ADDTNL \$ FOR	60-000-310-400-60-0001	EQUIPMENT REPAIR-FSMC	05/31/2012	RCALHOUN	\$30,000.00	\$5,000.00	\$35,000.00
	APPROP ADDTNL \$ FOR	60-000-310-500-60-2000	SALARIES-STAFF-FSMC	05/31/2012	RCALHOUN	\$48,695.60	\$8,000.00	\$56,695.60
	APPROP ADDTNL \$ FOR	60-000-310-500-60-2001	TAX & FRINGE-STAFF-FSMC	05/31/2012	RCALHOUN	\$16,069.55	\$3,000.00	\$19,069.55
Total for Adjustment # 000477							\$16,000.00	
000478	Contracted Salaries	11-000-216-100-15-9999	SALARIES-THERAPIST-EXTRA	05/31/2012	MEMMEL	\$4,800.00	\$500.00	\$5,300.00
	Contracted Salaries	11-000-216-320-30-2008	REL SVC-COMM FOR BLIND	05/31/2012	MEMMEL	\$16,500.00	(\$500.00)	\$16,000.00
Total for Adjustment # 000478							\$0.00	
000479	Contracted Salaries	11-000-216-320-30-2008	REL SVC-COMM FOR BLIND	05/31/2012	MEMMEL	\$16,000.00	(\$1,405.00)	\$14,595.00
	Contracted Salaries	11-000-217-106-15-9999	SALARIES-SP ED AID-EXTRA	05/31/2012	MEMMEL	\$5,861.50	\$1,405.00	\$7,266.50
Total for Adjustment # 000479							\$0.00	
000480	Contracted Salaries	11-000-240-103-15-2110	SALARY PRINCIPALS	05/31/2012	MEMMEL	\$1,633,752.00	(\$1,929.78)	\$1,631,822.22
	Contracted Salaries	11-000-240-105-15-9999	SALARY SUB SECTYS	05/31/2012	MEMMEL	\$28,623.90	(\$5,116.34)	\$23,507.56
	Contracted Salaries	11-000-251-100-15-0104	SALARIES BUS. ADMINISTRA	05/31/2012	MEMMEL	\$158,589.00	(\$2,344.20)	\$156,244.80
	Contracted Salaries	11-000-251-110-15-9999	AVA REPAIRS & COMPUTERS	05/31/2012	MEMMEL	\$19,557.46	(\$3,602.57)	\$15,954.89
	Contracted Salaries	11-000-261-110-15-7104	MAINT - OT	05/31/2012	MEMMEL	\$56,234.79	\$0.30	\$56,235.09
	Contracted Salaries	11-000-262-107-15-2167	SALARIES/CAFETERIA AIDES	05/31/2012	MEMMEL	\$149,746.23	\$10,366.26	\$160,112.49
	Contracted Salaries	11-000-262-110-15-6106	CUSTODIAL SALARIES	05/31/2012	MEMMEL	\$1,685,255.06	(\$2,223.59)	\$1,683,031.47
	Contracted Salaries	11-000-262-110-15-9998	CUSTODIAL OVERTIME	05/31/2012	MEMMEL	\$148,169.50	\$273.00	\$148,442.50
	Contracted Salaries	11-000-262-110-15-9999	CUSTODIAL SUBSTITUTES	05/31/2012	MEMMEL	\$88,444.66	\$5,725.00	\$94,169.66
	Contracted Salaries	11-000-263-110-15-7104	GROUNDS-OVERTIME	05/31/2012	MEMMEL	\$33,596.18	(\$74.31)	\$33,521.87

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

05/31/2012

Selected Cycle : May

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000480	Contracted Salaries	11-000-270-162-15-9999	EXTRA CURRIC DISTRICT	05/31/2012	MEMMEL	\$293,966.98	(\$1,073.77)	\$292,893.21
Total for Adjustment # 000480							\$0.00	
000481	Contracted Salaries	11-110-100-101-15-2132	SUBSTITUTES KINDERGARTEN	05/31/2012	MEMMEL	\$5,033.63	(\$2,181.13)	\$2,852.50
	Contracted Salaries	11-120-100-101-15-2133	SALARY GRADES 1-5	05/31/2012	MEMMEL	\$7,853,171.14	(\$23,872.32)	\$7,829,298.82
	Contracted Salaries	11-120-100-101-15-2134	SUBSTITUTE GRADES 1-5	05/31/2012	MEMMEL	\$208,733.00	\$21,991.00	\$230,724.00
	Contracted Salaries	11-120-100-101-15-2161	SALARY-CAF DUTY ELEMENTA	05/31/2012	MEMMEL	\$35,915.00	\$999.06	\$36,914.06
	Contracted Salaries	11-120-100-101-15-2162	SALARY-BUS DUTY ELEMENTA	05/31/2012	MEMMEL	\$25,878.00	\$653.39	\$26,531.39
	Contracted Salaries	11-120-100-101-15-2163	SALARY-CLASS COVERAGE EL	05/31/2012	MEMMEL	\$7,380.00	(\$1,507.49)	\$5,872.51
	Contracted Salaries	11-120-100-101-15-2170	SALARY-RECESS DUTY ELEM	05/31/2012	MEMMEL	\$52,447.59	\$3,917.49	\$56,365.08
Total for Adjustment # 000481							\$0.00	
000482	Contracted Salaries	11-130-100-101-15-2135	SALARY GRADES 6-8	05/31/2012	MEMMEL	\$6,199,119.04	(\$10,694.48)	\$6,188,424.56
	Contracted Salaries	11-130-100-101-15-2136	SUBSTITUTES GRADES 6-8	05/31/2012	MEMMEL	\$95,234.50	\$9,087.50	\$104,322.00
	Contracted Salaries	11-130-100-101-15-2161	SALARY- CAF DUTY RMS	05/31/2012	MEMMEL	\$52,603.51	\$3,664.12	\$56,267.63
	Contracted Salaries	11-130-100-101-15-2162	SALARY-BUS DUTY RMS	05/31/2012	MEMMEL	\$3,499.62	(\$1,968.52)	\$1,531.10
	Contracted Salaries	11-130-100-101-15-2163	SALARY-CLASS COVERAGE RM	05/31/2012	MEMMEL	\$10,490.00	(\$238.62)	\$10,251.38
	Contracted Salaries	11-130-100-101-15-2169	SALARY RMS ENVIRONMENTAL	05/31/2012	MEMMEL	\$0.00	\$150.00	\$150.00
Total for Adjustment # 000482							\$0.00	
000483	Contracted Salaries	11-140-100-101-15-2137	SALARY GRADES 9-12	05/31/2012	MEMMEL	\$8,024,718.84	(\$9,384.46)	\$8,015,334.38
	Contracted Salaries	11-140-100-101-15-2138	SUBSTITUTES GRADES 9-12	05/31/2012	MEMMEL	\$104,547.50	\$9,022.50	\$113,570.00
	Contracted Salaries	11-140-100-101-15-2139	SUB-PRO DEVEL-GRADE 9-12	05/31/2012	MEMMEL	\$515.00	(\$515.00)	\$0.00
	Contracted Salaries	11-140-100-101-15-2161	SALARY-CAF DUTY HS	05/31/2012	MEMMEL	\$85,691.52	\$876.96	\$86,568.48
Total for Adjustment # 000483							\$0.00	
000484	Home Instruction	11-140-100-101-15-2137	SALARY GRADES 9-12	05/31/2012	MEMMEL	\$8,015,334.38	(\$8,900.00)	\$8,006,434.38
	Home Instruction	11-150-100-101-15-2115	HOME INSTRUCTION	05/31/2012	MEMMEL	\$84,250.00	\$8,900.00	\$93,150.00
Total for Adjustment # 000484							\$0.00	
000485	Long Term Subs	11-120-100-101-15-2133	SALARY GRADES 1-5	05/31/2012	MEMMEL	\$7,829,298.82	(\$10,000.00)	\$7,819,298.82
	Long Term Subs	11-130-100-101-15-2135	SALARY GRADES 6-8	05/31/2012	MEMMEL	\$6,188,424.56	(\$15,000.00)	\$6,173,424.56
	Long Term Subs	11-140-100-101-15-2137	SALARY GRADES 9-12	05/31/2012	MEMMEL	\$8,006,434.38	(\$19,104.84)	\$7,987,329.54
	Long Term Subs	11-190-100-106-15-2199	LONG TERM SUBS - INSTRCT	05/31/2012	MEMMEL	\$454,946.01	\$44,104.84	\$499,050.85
Total for Adjustment # 000485							\$0.00	
000486	Contracted Salaries	11-000-213-104-15-9999	SUBSTITUTE NURSES K-12	05/31/2012	MEMMEL	\$20,385.00	\$2,974.95	\$23,359.95
	Contracted Salaries	11-000-213-890-48-0480	MISC EXP. DIST HEALTH	05/31/2012	MEMMEL	\$4,308.00	(\$2,974.95)	\$1,333.05
Total for Adjustment # 000486							\$0.00	

RANDOLPH TOWNSHIP SCHOOL DISTRICT
Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

05/31/2012

Selected Cycle : May

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total Current Appropriation Adjustments							\$37,666.00	

6/6 4:25pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 General Fund - Fund 10 (including subfunds 16, 17 & 18)
 Interim Balance Sheet
 For 11 Month Period Ending 05/31/2012

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

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

101	Cash in bank	\$6,229,187.78
102-108	Cash and cash equivalents	\$1,857,013.52
121	Tax levy receivable	\$5,376,024.50
	Accounts receivable:	
132	Interfund	(\$100,555.38)
141	Intergovernmental - State	\$595,608.51
		\$495,053.13
	Other Current Assets	\$1,127.00

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

301	Estimated Revenues	\$76,553,028.00
302	Less Revenues	(\$76,670,136.78)
		_____ (\$117,108.78)
	Total assets and resources	_____ \$13,841,297.15 =====

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 General Fund - Fund 10 (including subfunds 16, 17 & 18)
 Interim Balance Sheet
 For 11 Month Period Ending 05/31/2012

=====
 LIABILITIES AND FUND EQUITY
 =====

--- LIABILITIES ---

421	Accounts Payable	\$654,539.84
	Other current liabilities	\$1,999,794.26
TOTAL LIABILITIES		\$2,654,334.10

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$7,263,210.19
754	Reserve for encumbrance - Prior Year	\$499,219.03
Reserved fund balance:		

601	Appropriations	\$78,707,694.08
602	Less : Expenditures	\$69,874,070.02
603	Encumbrances	\$7,762,429.22 (\$77,636,499.24)
		\$1,071,194.84

Total Appropriated \$8,833,624.06

--- Unappropriated ---

770	Fund Balance -	\$2,347,724.41
303	Budgeted Fund Balance	\$5,614.58

TOTAL FUND BALANCE \$11,186,963.05

TOTAL LIABILITIES AND FUND EQUITY \$13,841,297.15

RANDOLPH TOWNSHIP SCHOOL DISTRICT
General Fund - Fund 10 (including subfunds 16, 17 & 18)
Interim Balance Sheet
For 11 Month Period Ending 05/31/2012

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$78,707,694.08	\$77,636,499.24	\$1,071,194.84
Revenues	(\$76,553,028.00)	(\$76,670,136.78)	\$117,108.78
	\$2,154,666.08	\$966,362.46	\$1,188,303.62
Less: Adjust for prior year encumb.	(\$2,160,280.66)	(\$2,160,280.66)	
Budgeted Fund Balance	(\$5,614.58)	(\$1,193,918.20)	\$1,188,303.62
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	(\$5,614.58)	(\$1,193,918.20)	\$1,188,303.62
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	(\$5,614.58)	(\$1,193,918.20)	\$1,188,303.62

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 11 Month Period Ending 05/31/2012

		BUDGETED	ACTUAL TO	NOTE: OVER	UNREALIZED
		ESTIMATED	DATE	OR (UNDER)	BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$64,754,368.00	\$64,976,476.78		(\$222,108.78)
3XXX	From State Sources	\$11,314,526.00	\$11,209,526.00		\$105,000.00
4XXX	From Federal Sources	\$484,134.00	\$484,134.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$76,553,028.00	\$76,670,136.78		(\$117,108.78)
=====					
					AVAILABLE
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$26,443,951.42	\$23,883,289.86	\$2,356,073.86	\$204,587.70
11-2XX-100-XXX	Special Education - Instruction	\$4,828,672.22	\$4,342,439.80	\$486,227.42	\$5.00
11-230-100-XXX	Basic Skills - Remedial Instruction	\$394,515.00	\$352,957.67	\$38,856.50	\$2,700.83
11-240-100-XXX	Bilingual Education - Instruction	\$241,794.13	\$216,526.68	\$23,548.00	\$1,719.45
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$435,339.04	\$115,951.76	\$304,166.30	\$15,220.98
11-402-100-XXX	School-Spons. Athletics - Instruction	\$1,179,731.73	\$864,267.86	\$237,715.76	\$77,748.11
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$2,937,351.14	\$2,800,094.51	\$128,221.76	\$9,034.87
11-000-213-XXX	Health Services	\$771,893.02	\$694,798.73	\$71,019.87	\$6,074.42
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$1,572,595.56	\$1,404,993.95	\$165,231.61	\$2,370.00
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$750,168.54	\$693,969.34	\$56,199.20	\$0.00
11-000-218-XXX	Guidance	\$1,482,452.77	\$1,330,975.72	\$137,712.18	\$13,764.87
11-000-219-XXX	Child Study Teams	\$1,884,773.58	\$1,692,633.84	\$185,997.35	\$6,142.39
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$939,139.14	\$840,853.34	\$36,552.13	\$61,733.67
11-000-222-XXX	Educational Media Serv/School Library	\$679,315.48	\$619,414.28	\$58,819.30	\$1,081.90
11-000-223-XXX	Instructional Staff Training Services	\$307,783.49	\$201,948.97	\$20,056.94	\$85,777.58
11-000-230-XXX	Supp. Serv.-General Administration	\$1,826,263.71	\$1,464,396.16	\$284,968.46	\$76,899.09
11-000-240-XXX	Supp. Serv.-School Administration	\$2,626,678.21	\$2,358,466.57	\$247,250.99	\$20,960.65
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$1,391,567.66	\$1,274,489.62	\$105,789.55	\$11,288.49
11-000-261-XXX	Require Maint. for School Facilities	\$1,161,490.63	\$1,026,298.76	\$58,455.47	\$76,736.40
11-000-262-XXX	Custodial Services	\$4,200,119.45	\$3,654,955.95	\$472,675.24	\$72,488.26
11-000-263-XXX	Care and Upkeep of Grounds	\$748,308.73	\$693,234.35	\$45,197.89	\$9,876.49
11-000-266-XXX	Security	\$102,068.54	\$92,182.34	\$9,886.20	\$0.00
11-000-270-XXX	Student Transportation Services	\$4,084,722.65	\$3,470,636.21	\$540,049.15	\$74,037.29
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$15,241,805.83	\$13,768,216.56	\$1,283,267.81	\$190,321.46
TOTAL GENERAL CURRENT EXPENSE					
EXPENDITURES/USES OF FUNDS		\$76,232,501.67	\$67,857,992.83	\$7,353,938.94	\$1,020,569.90
=====					

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 and 18)
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 11 Month Period Ending 05/31/2012

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$648,054.70	\$239,564.42	\$408,490.28	\$0.00
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$1,277,733.71	\$1,227,108.77	.00	\$50,624.94
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$1,925,788.41	\$1,466,673.19	\$408,490.28	\$50,624.94
18-XXX-XXX-XXX Education Jobs Fund	\$484,134.00	\$484,134.00	\$0.00	\$0.00
TOTAL EDUCATION JOBS FUND	\$484,134.00	\$484,134.00	\$0.00	\$0.00
10-000-100-56X Transfer of Funds to Charter Schools	\$65,270.00	\$65,270.00	.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$78,707,694.08	\$69,874,070.02	\$7,762,429.22	\$1,071,194.84

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 11 Month Period Ending 05/31/2012

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$64,504,368.00	\$64,504,368.00	.00
1310 Tuition- From Individuals		\$44,530.50	(\$44,530.50)
1320-1340 Other Tuition		\$103,386.56	(\$103,386.56)
1410 Transp fees from Individuals		\$1,645.00	(\$1,645.00)
1420 -1440 Transp Fees from Other LEAs	\$15,000.00	\$40,383.00	(\$25,383.00)
1XXX Miscellaneous	\$235,000.00	\$282,163.72	(\$47,163.72)
TOTAL	\$64,754,368.00	\$64,976,476.78	(\$222,108.78)
	=====	=====	=====
--- STATE SOURCES ---			
3131 Extraordinary Aid	\$105,000.00	.00	\$105,000.00
3132 Categorical Special Education Aid	\$3,113,470.00	\$3,113,470.00	.00
3176 Equalization	\$8,096,056.00	\$8,096,056.00	.00
TOTAL	\$11,314,526.00	\$11,209,526.00	\$105,000.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4522 ED JOBS	\$484,134.00	\$484,134.00	.00
TOTAL	\$484,134.00	\$484,134.00	\$0.00
	=====	=====	=====
--- OTHER FINANCING SOURCES ---			
TOTAL REVENUES/SOURCES OF FUNDS	\$76,553,028.00	\$76,670,136.78	(\$117,108.78)
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 11 Month Period Ending 05/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$539,522.63	\$485,444.83	\$54,077.80	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$8,175,705.86	\$7,417,886.95	\$757,716.64	\$102.27
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$6,420,132.67	\$5,802,147.95	\$591,078.72	\$26,906.00
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$8,323,953.40	\$7,497,615.73	\$818,269.93	\$8,067.74
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$93,150.00	\$93,150.00	\$0.00	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$18,833.60	\$12,781.60	\$6,052.00	.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$499,050.85	\$499,050.85	.00	.00
11-190-100-320 Purchased Prof.-Ed. Services	\$69,164.90	\$64,201.22	\$300.00	\$4,663.68
11-190-100-340 Purchased Technical Services	\$38,990.90	\$33,307.93	\$1,088.87	\$4,594.10
11-190-100-500 Other Purch. Serv. (400-500 series)	\$320,020.90	\$246,234.39	\$50,431.58	\$23,354.93
11-190-100-610 General Supplies	\$1,420,982.11	\$1,246,427.14	\$46,461.35	\$128,093.62
11-190-100-640 Textbooks	\$490,399.10	\$470,445.11	\$13,138.63	\$6,815.36
11-190-100-800 Other Objects	\$34,044.50	\$14,596.16	\$17,458.34	\$1,990.00
TOTAL	\$26,443,951.42	\$23,883,289.86	\$2,356,073.86	\$204,587.70
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities:				
11-204-100-101 Salaries of Teachers	\$594,053.67	\$522,682.97	\$71,370.70	\$0.00
11-204-100-106 Other Salaries for Instruction	\$99,707.76	\$89,749.76	\$9,958.00	.00
11-204-100-610 General Supplies	\$14,238.82	\$14,238.82	.00	.00
TOTAL	\$708,000.25	\$626,671.55	\$81,328.70	\$0.00
11-207-100-610 General Supplies	\$2,852.45	\$2,852.45	.00	.00
TOTAL	\$2,852.45	\$2,852.45	\$0.00	\$0.00
11-212-100-610 General supplies	\$2,021.17	\$2,021.17	.00	.00
TOTAL	\$2,021.17	\$2,021.17	\$0.00	\$0.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$3,102,054.83	\$2,797,935.83	\$304,119.00	\$0.00
11-213-100-106 Other Salaries for Instruction	\$447,983.29	\$402,661.55	\$45,316.74	\$5.00
11-213-100-610 General supplies	\$19,365.37	\$19,365.37	.00	.00
TOTAL	\$3,569,403.49	\$3,219,962.75	\$349,435.74	\$5.00
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$242,050.46	\$217,883.96	\$24,166.50	\$0.00
11-216-100-106 Other Salaries for Instruction	\$290,350.94	\$259,268.52	\$31,082.42	.00
11-216-100-600 General Supplies	\$13,993.46	\$13,779.40	\$214.06	.00
TOTAL	\$546,394.86	\$490,931.88	\$55,462.98	\$0.00
TOTAL SPECIAL ED - INSTRUCTION	\$4,828,672.22	\$4,342,439.80	\$486,227.42	\$5.00
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$388,515.00	\$349,658.50	\$38,856.50	\$0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 11 Month Period Ending 05/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
11-230-100-610 General Supplies	\$3,000.00	\$2,314.22	.00	\$685.78
11-230-100-640 Textbooks	\$3,000.00	\$984.95	.00	\$2,015.05
TOTAL	\$394,515.00	\$352,957.67	\$38,856.50	\$2,700.83
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$235,110.00	\$211,599.00	\$23,511.00	\$0.00
11-240-100-500 Other Purch. Serv. (400-500 series)	\$1,000.00	\$373.03	\$37.00	\$589.97
11-240-100-610 General Supplies	\$3,019.13	\$2,458.92	.00	\$560.21
11-240-100-640 Textbooks	\$2,665.00	\$2,095.73	.00	\$569.27
TOTAL	\$241,794.13	\$216,526.68	\$23,548.00	\$1,719.45
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$360,642.00	\$66,917.70	\$293,724.30	.00
11-401-100-600 Supplies and Materials	\$36,192.02	\$28,117.55	\$5,402.09	\$2,672.38
11-401-100-800 Other Objects	\$38,505.02	\$20,916.51	\$5,039.91	\$12,548.60
TOTAL	\$435,339.04	\$115,951.76	\$304,166.30	\$15,220.98
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$909,044.48	\$690,601.20	\$213,375.76	\$5,067.52
11-402-100-500 Purchased Services (300-500 series)	\$153,172.75	\$82,135.58	\$19,253.71	\$51,783.46
11-402-100-600 Supplies and Materials	\$63,754.50	\$53,936.08	\$5,086.29	\$4,732.13
11-402-100-800 Other Objects	\$53,760.00	\$37,595.00	.00	\$16,165.00
TOTAL	\$1,179,731.73	\$864,267.86	\$237,715.76	\$77,748.11
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-562 Tuition to Other LEAs within State Special	\$427,231.09	\$355,518.16	\$71,582.22	\$130.71
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$271,747.00	\$269,841.60	.00	\$1,905.40
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	\$25,259.40	\$24,580.00	.00	\$679.40
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$147,170.00	\$147,170.00	.00	.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$2,004,443.65	\$1,941,484.75	\$56,639.54	\$6,319.36
11-000-100-568 Tuition - State Facilities	\$61,500.00	\$61,500.00	.00	.00
TOTAL	\$2,937,351.14	\$2,800,094.51	\$128,221.76	\$9,034.87
--- Health services ---				
11-000-213-100 Salaries	\$736,931.79	\$669,008.29	\$67,923.50	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$2,695.00	\$741.52	\$621.50	\$1,331.98
11-000-213-500 Other Purchd. Serv. (400-500 series)	\$725.00	\$211.09	.00	\$513.91
11-000-213-600 Supplies and Materials	\$30,208.18	\$24,837.83	\$2,474.87	\$2,895.48
11-000-213-800 Other Objects	\$1,333.05	.00	.00	\$1,333.05
TOTAL	\$771,893.02	\$694,798.73	\$71,019.87	\$6,074.42
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$1,060,182.69	\$964,573.64	\$95,609.05	.00
11-000-216-320 Purchased Prof. Ed. Services	\$509,638.30	\$437,645.74	\$69,622.56	\$2,370.00
11-000-216-600 Supplies and Materials	\$2,774.57	\$2,774.57	.00	.00
TOTAL	\$1,572,595.56	\$1,404,993.95	\$165,231.61	\$2,370.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 11 Month Period Ending 05/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$593,436.24	\$540,149.04	\$53,287.20	.00
11-000-217-320 Purchased Prof. Ed. Services	\$156,732.30	\$153,820.30	\$2,912.00	.00
TOTAL	\$750,168.54	\$693,969.34	\$56,199.20	\$0.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$1,231,140.28	\$1,113,802.28	\$117,338.00	.00
11-000-218-105 Sal Sec. & Clerical Asst.	\$211,103.16	\$193,511.20	\$17,591.96	.00
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$16,350.00	\$14,496.34	\$186.00	\$1,667.66
11-000-218-500 Other Purchased Services (400-500 series)	\$750.00	\$7.03	.00	\$742.97
11-000-218-600 Supplies and Materials	\$22,069.33	\$8,806.37	\$2,596.22	\$10,666.74
11-000-218-800 Other Objects	\$1,040.00	\$352.50	.00	\$687.50
TOTAL	\$1,482,452.77	\$1,330,975.72	\$137,712.18	\$13,764.87
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$1,652,117.83	\$1,507,658.17	\$142,738.66	\$1,721.00
11-000-219-105 Sal Sec. & Clerical Asst.	\$153,016.63	\$140,265.25	\$12,751.38	.00
11-000-219-320 Purchased Prof. - Ed. Services	\$59,822.50	\$29,852.50	\$29,970.00	.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$1,500.00	\$321.00	.00	\$1,179.00
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$4,110.24	\$1,275.71	\$210.47	\$2,624.06
11-000-219-600 Supplies and Materials	\$12,631.38	\$12,205.21	\$326.84	\$99.33
11-000-219-800 Other Objects	\$1,575.00	\$1,056.00	.00	\$519.00
TOTAL	\$1,884,773.58	\$1,692,633.84	\$185,997.35	\$6,142.39
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$801,684.87	\$715,544.38	\$30,544.04	\$55,596.45
11-000-221-104 Salaries Other Prof. Staff	\$51,100.00	\$50,672.66	.00	\$427.34
11-000-221-105 Sal Sec. & Clerical Asst.	\$72,000.00	\$66,000.00	\$6,000.00	.00
11-000-221-320 Purchased Prof. - Ed. Services	\$5,701.28	\$4,685.55	.00	\$1,015.73
11-000-221-500 Other Purchased Services (400-500 series)	\$3,367.44	\$1,053.52	\$8.09	\$2,305.83
11-000-221-600 Supplies and Materials	\$2,350.09	\$1,457.23	.00	\$892.86
11-000-221-800 Other Objects	\$2,935.46	\$1,440.00	.00	\$1,495.46
TOTAL	\$939,139.14	\$840,853.34	\$36,552.13	\$61,733.67
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$573,905.00	\$516,514.50	\$57,390.50	.00
11-000-222-600 Supplies and Materials	\$101,691.48	\$99,180.78	\$1,428.80	\$1,081.90
11-000-222-800 Other Objects	\$3,719.00	\$3,719.00	.00	.00
TOTAL	\$679,315.48	\$619,414.28	\$58,819.30	\$1,081.90
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$43,785.40	\$36,431.34	\$1,607.60	\$5,746.46
11-000-223-104 Salaries Other Prof. Staff	\$10,054.09	.00	.00	\$10,054.09
11-000-223-11X Other Salaries	\$5,000.00	(\$9,034.89)	.00	\$14,034.89
11-000-223-320 Purchased Prof. - Ed. Services	\$236,502.43	\$167,865.92	\$18,328.04	\$50,308.47
11-000-223-500 Other Purchased Services (400-500 series)	\$12,441.57	\$6,686.60	\$121.30	\$5,633.67
TOTAL	\$307,783.49	\$201,948.97	\$20,056.94	\$85,777.58

RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 11 Month Period Ending 05/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
--- Support services-general administration ---				
11-000-230-100 Salaries	\$721,984.01	\$655,566.55	\$54,707.29	\$11,710.17
11-000-230-331 Legal Services	\$209,734.43	\$153,038.43	\$30,029.00	\$26,667.00
11-000-230-332 Audit Fees	\$147,500.00	\$84,250.00	\$63,250.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$131,193.86	\$47,654.81	\$83,539.05	.00
11-000-230-340 Purchased Tech. Services	\$29,918.77	\$12,910.46	\$1,487.20	\$15,521.11
11-000-230-530 Communications/Telephone	\$251,132.70	\$209,718.38	\$30,730.18	\$10,684.14
11-000-230-590 Other Purchased Services	\$215,698.59	\$204,683.00	\$500.00	\$10,515.59
11-000-230-610 General Supplies	\$70,366.12	\$49,297.50	\$20,380.72	\$687.90
11-000-230-890 Misc. Expenditures	\$21,180.55	\$20,434.33	\$345.02	\$401.20
11-000-230-895 BOE Membership Dues and Fees	\$27,554.68	\$26,842.70	.00	\$711.98
TOTAL	\$1,826,263.71	\$1,464,396.16	\$284,968.46	\$76,899.09
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$1,631,822.22	\$1,493,416.96	\$138,405.26	.00
11-000-240-105 Sal Secr. & Clerical Asst.	\$898,290.53	\$827,766.33	\$70,524.20	.00
11-000-240-300 Purchased Prof. & Tech. Svc.	\$5,486.50	(\$3,282.80)	\$8,181.00	\$588.30
11-000-240-500 Other Purchased Services	\$3,466.46	\$594.13	.00	\$2,872.33
11-000-240-600 Supplies and Materials	\$66,849.72	\$34,903.37	\$19,747.53	\$12,198.82
11-000-240-800 Other Objects	\$20,762.78	\$5,068.58	\$10,393.00	\$5,301.20
TOTAL	\$2,626,678.21	\$2,358,466.57	\$247,250.99	\$20,960.65
--- Central Services ---				
11-000-251-100 Salaries	\$583,286.19	\$538,324.61	\$44,961.58	.00
11-000-251-340 Purchased Technical Services	\$30,316.55	\$28,725.71	.00	\$1,590.84
11-000-251-592 Misc Pur Serv (400-500 series)	\$34,205.18	\$31,301.71	\$1,819.10	\$1,084.37
11-000-251-600 Supplies and Materials	\$11,618.27	\$6,762.28	\$1,097.72	\$3,758.27
11-000-251-890 Other Objects	\$9,496.93	\$6,520.09	\$6.35	\$2,970.49
TOTAL	\$668,923.12	\$611,634.40	\$47,884.75	\$9,403.97
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$374,380.07	\$343,272.05	\$31,108.02	.00
11-000-252-330 Purchased Prof. Services	\$346,864.47	\$319,448.98	\$26,796.78	\$618.71
11-000-252-500 Other Pur Serv. (400-500 series)	\$1,400.00	\$134.19	.00	\$1,265.81
TOTAL	\$722,644.54	\$662,855.22	\$57,904.80	\$1,884.52
TOTAL Cent. Svcs. & Admin IT	\$1,391,567.66	\$1,274,489.62	\$105,789.55	\$11,288.49
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$515,755.34	\$467,475.14	\$36,249.92	\$12,030.28
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$483,875.69	\$439,726.09	\$16,920.49	\$27,229.11
11-000-261-610 General Supplies	\$161,859.60	\$119,097.53	\$5,285.06	\$37,477.01
TOTAL	\$1,161,490.63	\$1,026,298.76	\$58,455.47	\$76,736.40
--- Custodial Services ---				
11-000-262-1XX Salaries	\$2,033,074.93	\$1,883,161.44	\$149,913.49	\$0.00
11-000-262-107 Salaries of Non-Instructional Aids	\$160,112.49	\$160,112.49	.00	.00
11-000-262-300 Purchased Prof. & Tech. Svc.	\$24,000.00	\$11,635.00	\$2,365.00	\$10,000.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT
GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 11 Month Period Ending 05/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$125,734.46	\$106,180.55	\$7,787.65	\$11,766.26
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$90,054.00	\$90,050.50	.00	\$3.50
11-000-262-490 Other Purchased Property Svc.	\$130,668.00	\$120,721.21	\$5.47	\$9,941.32
11-000-262-520 Insurance	\$62,280.00	\$62,280.00	.00	.00
11-000-262-610 General Supplies	\$182,800.00	\$148,428.60	\$805.12	\$33,566.28
11-000-262-621 Energy (Natural Gas)	\$453,359.72	\$391,324.05	\$56,824.77	\$5,210.90
11-000-262-622 Energy (Electricity)	\$928,285.85	\$674,637.49	\$253,648.36	.00
11-000-262-624 Energy (Oil)	\$9,750.00	\$6,424.62	\$1,325.38	\$2,000.00
TOTAL	\$4,200,119.45	\$3,654,955.95	\$472,675.24	\$72,488.26
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$459,296.43	\$424,349.57	\$34,946.86	.00
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$208,462.30	\$199,067.65	\$1,727.75	\$7,666.90
11-000-263-610 General Supplies	\$80,550.00	\$69,817.13	\$8,523.28	\$2,209.59
TOTAL	\$748,308.73	\$693,234.35	\$45,197.89	\$9,876.49
--- Security ---				
11-000-266-100 Salaries	\$102,068.54	\$92,182.34	\$9,886.20	.00
TOTAL	\$102,068.54	\$92,182.34	\$9,886.20	\$0.00
TOTAL Oper & Maint of Plant Services	\$6,211,987.35	\$5,466,671.40	\$586,214.80	\$159,101.15
--- Student transportation services ---				
11-000-270-160 al Pupil Trans(Bet Home & Sch)-reg	\$1,776,035.70	\$1,598,842.60	\$177,193.10	.00
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$348,700.03	\$256,106.72	\$87,351.00	\$5,242.31
11-000-270-390 Other Purch. Prof. & Tech Svc.	\$64,686.13	\$52,262.30	\$10,729.75	\$1,694.08
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$6,000.00	(\$7,150.31)	\$1,663.75	\$11,486.56
11-000-270-513 Contract Svc (btw home & sch.)-joint agree	\$1,162,067.14	\$1,035,756.69	\$95,192.85	\$31,117.60
11-000-270-517 Contract Svc (reg std) - ESCs	\$149,908.00	\$72,462.01	\$69,669.02	\$7,776.97
11-000-270-580 Travel	\$750.00	\$570.04	\$9.23	\$170.73
11-000-270-593 Misc. Purchased Svc.- Transp.	\$56,893.00	\$52,846.00	\$4,004.00	\$43.00
11-000-270-610 General Supplies	\$506,093.87	\$397,653.68	\$92,063.50	\$16,376.69
11-000-270-800 Misc. Expenditures	\$13,588.78	\$11,286.48	\$2,172.95	\$129.35
TOTAL	\$4,084,722.65	\$3,470,636.21	\$540,049.15	\$74,037.29
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$950,945.98	\$933,276.07	\$1,948.86	\$15,721.05
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$1,167,547.00	\$1,154,483.47	\$13,063.53	.00
11-XXX-XXX-250 Unemployment Compensation	\$159,574.90	\$159,574.90	.00	.00
11-XXX-XXX-260 Workman's Compensation	\$510,472.00	\$439,300.00	.00	\$71,172.00
11-XXX-XXX-270 Health Benefits	\$12,118,077.97	\$10,858,907.61	\$1,236,948.66	\$22,221.70
11-XXX-XXX-280 Tuition Reimbursement	\$195,000.00	\$85,326.53	\$31,306.76	\$78,366.71
11-XXX-XXX-290 Other Employee Benefits	\$140,187.98	\$137,347.98	.00	\$2,840.00
TOTAL	\$15,241,805.83	\$13,768,216.56	\$1,283,267.81	\$190,321.46
Total Undistributed Expenditures	\$42,708,498.13	\$38,082,559.20	\$3,907,351.10	\$718,587.83
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$76,232,501.67	\$67,857,992.83	\$7,353,938.94	\$1,020,569.90

RANDOLPH TOWNSHIP SCHOOL DISTRICT
GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 11 Month Period Ending 05/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$76,232,501.67	\$67,857,992.83	\$7,353,938.94	\$1,020,569.90

RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 11 Month Period Ending 05/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance	
*** CAPITAL OUTLAY ***					
--- EQUIPMENT ---					
Undistributed expenses					
12-000-100-730	Instruction	\$2,932.50	\$2,932.50	.00	.00
12-000-220-730	Support services-instruc. staff	\$44,890.17	\$44,890.17	.00	.00
12-000-230-730	General administration	\$86,353.75	\$81,563.75	\$4,790.00	.00
12-000-261-730	Undist. Exp.-Req. Maint. Schl Facilities	\$113,428.00	\$102,328.00	\$11,100.00	.00
Undist. Exp. - Non-instructional Services					
12-000-270-732	Non-instructional equip.	\$7,850.00	\$7,850.00	.00	.00
12-000-270-733	School buses - regular	\$392,600.28	.00	\$392,600.28	.00
TOTAL		\$648,054.70	\$239,564.42	\$408,490.28	\$0.00
--- Facilities acquisition and construction services ---					
12-000-4XX-450	Construction Services	\$1,230,851.71	\$1,227,108.77	.00	\$3,742.94
12-000-4XX-8XX	Other objects	\$46,882.00	.00	.00	\$46,882.00
Sub Total		\$1,277,733.71	\$1,227,108.77	\$0.00	\$50,624.94
TOTAL		\$1,277,733.71	\$1,227,108.77	\$0.00	\$50,624.94
TOTAL CAPITAL OUTLAY EXPENDITURES		\$1,925,788.41	\$1,466,673.19	\$408,490.28	\$50,624.94

RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 11 Month Period Ending 05/31/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
--- Unallocated Benefits ---				
18-000-291-2XX Benefit	\$484,134.00	\$484,134.00	.00	.00
TOTAL	<u>\$484,134.00</u>	<u>\$484,134.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL EDUCATION JOBS FUND	<u>\$484,134.00</u>	<u>\$484,134.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
10-000-100-56X Transfer of Funds to Charter Schls.	\$65,270.00	\$65,270.00	.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$78,707,694.08	\$69,874,070.02	\$7,762,429.22	\$1,071,194.84

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
General Fund - Fund 10 (including subfunds 16, 17 & 18)

For 11 Month Period Ending 05/31/2012

I, MICHAEL S. NEVES, 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.

Michael S. Neves
Board Secretary/Business Administrator

6-6-12
Date

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

6/6 4:25pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 11 Month Period Ending 05/31/12

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

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

101	Cash in bank		(\$248,000.89)
	Accounts receivable:		
141	Intergovernmental - State	\$0.13	
142	Intergovernmental - Federal	\$40,426.15	
		\$40,426.28	

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

301	Estimated Revenues	\$1,803,731.66	
302	Less Revenues	(\$1,415,472.75)	
		\$388,258.91	
	 Total assets and resources		 \$180,684.30

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 11 Month Period Ending 05/31/12

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LIABILITIES AND FUND EQUITY

=====

--- LIABILITIES ---

411	Intergovernmental accounts payable - State	\$0.19
421	Accounts Payable	\$22,044.26
481	Deferred revenues	\$28,451.08
TOTAL LIABILITIES		\$50,495.53

=====

FUND BALANCE

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--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$74,061.23
601	Appropriations	\$1,813,806.66
602	Less: Expenditures	\$1,673,542.89
603	Encumbrances	\$74,061.23 (\$1,747,604.12)
TOTAL FUND BALANCE		\$66,202.54
TOTAL LIABILITIES AND FUND EQUITY		\$140,263.77
		\$190,759.30

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP 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 11 Month Period Ending 05/31/12

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$18,606.73	\$4,600.00		\$14,006.73
2XXX From Intermediate Sources		\$10,075.00		(\$10,075.00)
3XXX From State Sources	\$115,572.00	\$102,606.75		\$12,965.25
4XXX From Federal Sources	\$1,669,552.93	\$1,298,191.00		\$371,361.93
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL REVENUE/SOURCES OF FUNDS	\$1,803,731.66	\$1,415,472.75		\$388,258.91
	<hr/>	<hr/>	<hr/>	<hr/>
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
	<hr/>	<hr/>	<hr/>	<hr/>
LOCAL PROJECTS:	\$28,681.73	\$10,576.87	\$9,294.21	\$8,810.65
STATE PROJECTS:				
Nonpublic textbooks	\$10,362.00	\$10,362.00	.00	.00
Nonpublic auxiliary services	\$30,647.00	\$25,949.60	\$4,697.40	.00
Nonpublic handicapped services	\$59,762.00	\$42,151.76	\$17,610.24	.00
Nonpublic nursing services	\$14,801.00	\$14,801.00	.00	.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL STATE PROJECTS	\$115,572.00	\$93,264.36	\$22,307.64	\$0.00
	<hr/>	<hr/>	<hr/>	<hr/>
FEDERAL PROJECTS:				
NCLB Title I - Part A/D	\$132,932.69	\$75,675.62	\$21,975.75	\$35,281.32
I.D.E.A. Part B (Handicapped)	\$1,412,247.85	\$1,386,231.55	\$15,525.33	\$10,490.97
NCLB Title II - Part A/D	\$106,688.73	\$100,023.43	.00	\$6,665.30
NCLB Title III - English Language Enhancement	\$17,683.66	\$7,771.06	\$4,958.30	\$4,954.30
Other Federal Projects	\$0.00	\$0.00	\$0.00	\$0.00
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FEDERAL PROJECTS	\$1,669,552.93	\$1,569,701.66	\$42,459.38	\$57,391.89
	<hr/>	<hr/>	<hr/>	<hr/>
*** TOTAL EXPENDITURES ***	\$1,813,806.66	\$1,673,542.89	\$74,061.23	\$66,202.54
	<hr/>	<hr/>	<hr/>	<hr/>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 11 Month Period Ending 05/31/12

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT

Special Revenue Fund - Fund 20
For 11 Month Period Ending 05/31/12

I, MICHAEL S. NEVES, 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.

Michael S. Neves
Board Secretary/Business Administrator

6-6-12
Date

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

ACCOUNT NUMBER	DESCRIPTION	APPROPRIATION	EXPENDITURE	ENCUMBERANCES	AVAILABLE BALANCE
20-000-200-320	MENTOR TRAINING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20-230-100-100	TITLE 1A	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 11 Month Period Ending 05/31/12

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

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

101	Cash in bank		\$11,282,120.05
	Accounts receivable:		
132	Interfund	\$128,934.46	
141	Intergovernmental - State	\$51,834.00	
			\$180,768.46

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

302	Less Revenues	(\$11,667,206.14)	
			(\$11,667,206.14)
	Total assets and resources		(\$204,317.63)

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT

Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 11 Month Period Ending 05/31/12

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$1,635,144.40
601	Appropriations	\$11,667,900.00	
602	Less : Expenditures	\$385,086.09	
603	Encumbrances	\$1,635,144.40	(\$2,020,230.49)
			<u>\$9,647,669.51</u>
	Total Appropriated		<u>\$11,282,813.91</u>

--- Unappropriated ---

770	Fund balance	\$180,768.46
303	Budgeted Fund Balance	<u>(\$11,667,900.00)</u>

TOTAL FUND BALANCE (\$204,317.63)

TOTAL LIABILITIES AND FUND EQUITY (\$204,317.63)

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REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP 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 11 Month Period Ending 05/31/12

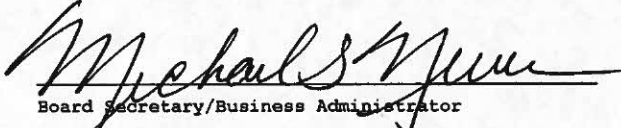
	<u>BUDGETED ESTIMATED</u>	<u>ACTUAL TO DATE</u>	<u>NOTE: OVER OR (UNDER)</u>	<u>UNREALIZED BALANCE</u>
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$0.00	\$11,667,206.14		(\$11,667,206.14)
<hr/>				
TOTAL REVENUE/SOURCES OF FUNDS	\$0.00	\$11,667,206.14		(\$11,667,206.14)
<hr/>				
	<u>APPROPRIATIONS</u>	<u>EXPENDITURES</u>	<u>ENCUMBRANCES</u>	<u>AVAILABLE BALANCE</u>
*** EXPENDITURES ***				
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-331 Legal services	\$19,091.05	\$19,091.05	.00	.00
30-000-4XX-334 Architectural/Engineering Services	\$754,400.00	\$333,227.70	\$421,172.30	.00
30-000-4XX-390 Other purchased prof. & tech. serv.	\$33,500.00	\$32,767.34	\$732.66	.00
30-000-4XX-450 Construction services	\$10,860,908.95	.00	\$1,213,239.44	\$9,647,669.51
<hr/>				
Total fac.acq.and constr. serv.	\$11,667,900.00	\$385,086.09	\$1,635,144.40	\$9,647,669.51
<hr/>				
TOTAL EXPENDITURES	\$11,667,900.00	\$385,086.09	\$1,635,144.40	\$9,647,669.51
<hr/>				
*** TOTAL EXPENDITURES AND TRANSFERS	\$11,667,900.00	\$385,086.09	\$1,635,144.40	\$9,647,669.51
<hr/>				

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT

Capital Projects Fund - Fund 30
For 11 Month Period Ending 05/31/12

I, MICHAEL S. NEVES, 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

6-6-12
Date

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

6/6 4:25pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 Debt Service Fund - Fund 40
 Interim Balance Sheet
 For 11 Month Period Ending 05/31/12

=====

ASSETS AND RESOURCES

=====

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

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

301	Estimated Revenues	\$4,101,580.00	
302	Less Revenues	(\$4,101,580.00)	
		-----	-----
			=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT

Debt Service Fund - Fund 40
Interim Balance Sheet
For 11 Month Period Ending 05/31/12

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

601	Appropriations		\$4,101,580.00
602	Less : Expenditures	\$4,101,580.00	
			(\$4,101,580.00)

--- Unappropriated ---

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$4,101,580.00	\$4,101,580.00	\$0.00
Revenues	(\$4,101,580.00)	(\$4,101,580.00)	\$0.00
--- Change in Maint. / Capital reserve account ---			
Less: Adjust for prior year encumb.	\$0.00	\$0.00	

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP 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 11 Month Period Ending 05/31/12

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210	Local tax levy	\$3,806,737.00	\$3,806,737.00	.00
	Total Local Sources	\$3,806,737.00	\$3,806,737.00	\$0.00
--- State Sources ---				
3160	Debt service aid Type II	\$294,843.00	\$294,843.00	.00
	Total State Sources	\$294,843.00	\$294,843.00	\$0.00
	TOTAL REVENUE/SOURCES OF FUNDS	\$4,101,580.00	\$4,101,580.00	\$0.00

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP 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 11 Month Period Ending 05/31/12

*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	-----	-----	-----
--- Debt Service - Regular ---			
40-701-510-910 Redemption of Principal	\$2,880,000.00	\$2,880,000.00	.00
	-----	-----	-----
TOTAL	\$2,880,000.00	\$2,880,000.00	\$0.00
	=====	=====	=====
--- Additional State School Bldg. Aid - Ch. 74 ---			
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TOTAL	\$1,221,580.00	\$1,221,580.00	\$0.00
	=====	=====	=====
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$4,101,580.00	\$4,101,580.00	\$0.00
	=====	=====	=====
*** TOTAL USES OF FUNDS ***	\$4,101,580.00	\$4,101,580.00	\$0.00
	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
Debt Service Fund - Fund 40

For 11 Month Period Ending 05/31/12

I, MICHAEL S. NEVES, 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

6-6-12
Date

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

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
10- -	4072	SUBSCRIPTION BUSSING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1210-000	4000	LOCAL TAX LEVY	64,504,368.00	64,504,368.00	0.00	5,376,024.50	59,128,343.50	5,376,030.00	5,376,024.50
10-1310-000	4002	TUITION FROM	0.00	0.00	0.00	0.00	44,530.50	5,700.00	-44,530.50
10-1320-000	4003	TUITION FROM LEAS W/IN	0.00	0.00	0.00	0.00	103,386.56	8,276.80	-103,386.56
10-1340-000	4004	TUITION FROM OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1410-000	4005	TRANSPORTATION FEES	0.00	0.00	0.00	0.00	1,645.00	0.00	-1,645.00
10-1440-000	4006	TRANSPORTATION FEES	15,000.00	15,000.00	0.00	0.00	40,383.00	1,045.50	-25,383.00
10-1510-000	4007	INTEREST ON	15,000.00	15,000.00	0.00	0.00	44,066.32	6,445.34	-29,066.32
10-1710-000	4009	ATHLETIC RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1730-000	4128	ATHLETIC PARTICIPANT	80,000.00	80,000.00	0.00	0.00	114,541.59	2,775.00	-34,541.59
10-1735-000	4150	EXTRA CURRICULAR FEES	80,000.00	80,000.00	0.00	0.00	19,700.00	300.00	60,300.00
10-1790-000	4112	HS PARKING FEES	0.00	0.00	0.00	0.00	19,180.45	0.00	-19,180.45
10-1910-000	4011	RENTALS	40,000.00	40,000.00	0.00	0.00	46,093.09	501.50	-6,093.09
10-1950-000	4129	PROFESSNL DEVELOPMT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1960-000	4143	SVC PROVIDED LOCAL	0.00	0.00	0.00	0.00	18,876.00	3,900.00	-18,876.00
10-1981-000	4013	BENEFITS CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1990-000	4014	MISCELLANEOUS	20,000.00	20,000.00	0.00	0.00	19,706.27	35.00	293.73
10-1991-000	4015	COBRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3111-000	4019	CORE CURRICULUM AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3120-000	4020	TRANSPORTATION AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3121-000	4121	CAT. TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3130-000	4021	SPECIAL EDUCATION AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3131-000	4109	EXTRAORDINARY AID	105,000.00	105,000.00	0.00	0.00	0.00	0.00	105,000.00
10-3132-000	4118	CAT. SPECIAL ED AID	3,113,470.00	3,113,470.00	0.00	0.00	3,113,470.00	0.00	0.00
10-3140-000	4022	BILINGUAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3150-000	4023	AID FOR AT RISK PUPILS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3171-000	4024	STABILIZATION AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3176-000	4119	EQUALIZATION AID	8,096,056.00	8,096,056.00	0.00	466,754.00	7,629,302.00	1,304,977.00	466,754.00
10-3177-000	4120	CAT. SECURITY AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3190-000	4025	OTHER STATE AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3193-000	4026	ACADEMIC ACHIEVEMNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3194-000	4027	STATE REIMB MENTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3195-000	4099	CONSOLIDATED AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3196-000	4100	ADDITIONAL FORMULA AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16-4520-000	4136	ARRA-ESF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17-4521-000	4137	ARRA-GSF	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FINANCE EXHIBIT #3.2

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
18-4522-000	4161	EDUCATION JOBS	469,428.00	484,134.00	14,706.00	0.00	484,134.00	0.00	0.00
20-1300-300	4028	MAC GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1560-425	4029	ATT FAMILY SCIENCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1910-001	4077	CENTER GROVE	84,177.00	0.00	-84,177.00	0.00	0.00	0.00	0.00
20-1910-002	4079	DONATION CST LIB/ FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1910-005	4081	MSU-CAULKINS (FB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1911-002	4083	FOOD GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-002	4080	EXXON/MOBIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-003	4075	WALMART	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-004	4113	ATT FAMILY SCIENCE	0.00	681.96	681.96	0.00	0.00	0.00	681.96
20-1920-005	4074	MSU-CALIKNS (FB)	0.00	20.08	20.08	0.00	0.00	0.00	20.08
20-1920-006	4110	DASILVA RAC GRANT	0.00	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00
20-1920-007	4092	BAUER FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-008	4114	MSU-4TH GR (IR)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-009	4115	MAC 07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-010	4111	WALMART 0708	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-011	4076	THORNBURG CORP. (IR)	0.00	1,600.00	1,600.00	0.00	1,600.00	0.00	0.00
20-1920-012	4122	SPRINT AHEAD FOR ED-SG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-013	4125	EARTHWATCH INST. (FB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-014	4126	TARGET FIELD TRIP (SG)	0.00	4.00	4.00	0.00	0.00	0.00	4.00
20-1920-015	4127	MOLINARO NAMING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-016	4130	REBEL TOBACCO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-017	4138	HERITAGE BANK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-018	4139	MSU/DODGE GRANT (RHS)	0.00	388.97	388.97	0.00	0.00	0.00	388.97
20-1920-019	4141	MSU 2ND GR WRITING (FB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-020	4142	MSU REACH STUDNTS	0.00	13.70	13.70	0.00	0.00	0.00	13.70
20-1920-021	4145	TIDES FOUNDATION (RMS)	0.00	911.69	911.69	0.00	0.00	0.00	911.69
20-1920-022	4144	ESSEX LODGE #7 (FB)	0.00	4.41	4.41	0.00	0.00	0.00	4.41
20-1920-023	4146	MSU (RHS) TCHR STUDY	0.00	11.49	11.49	0.00	0.00	0.00	11.49
20-1920-025	4148	DASILVA (RHS) ART	0.00	43.09	43.09	0.00	0.00	0.00	43.09
20-1920-026	4149	RU PRIDE SURVEY (RMS)	0.00	0.04	0.04	0.00	0.00	0.00	0.04
20-1920-028	4151	RHS MASS MEDIA LAB	0.00	2,197.80	2,197.80	0.00	0.00	0.00	2,197.80
20-1920-029	4152	MCMUA GRANT (RMS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-030	4153	MCMUA GRANT (RHS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-031	4154	BASF SEALIFE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-032	4156	MSG GRANT (RHS)	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00

FINANCE EXHIBIT #3.2

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
20-1920-033	4157	PSEG ENVIRNMNTL ED	0.00	108.47	108.47	0.00	0.00	0.00	108.47
20-1920-034	4155	OPTIMUM LIGHTPATH (FB)	0.00	1,493.11	1,493.11	0.00	0.00	0.00	1,493.11
20-1920-035	4158	TOSHIBA GRANT (FB)	0.00	540.00	540.00	0.00	0.00	0.00	540.00
20-1920-036	4160	BASF LEGO GRANT (RMS)	0.00	31.38	31.38	0.00	0.00	0.00	31.38
20-1920-037	4163	PTO GRANTS (RMS)	0.00	4,356.54	4,356.54	0.00	0.00	0.00	4,356.54
20-1920-038	4164	WRESTLING GRANT	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
20-1920-039	4167	MSU (FB) RR&R GRANT	0.00	500.00	500.00	0.00	500.00	0.00	0.00
20-1920-040	4168	MSU (RHS) ESL/ELL GRANT	0.00	500.00	500.00	0.00	500.00	0.00	0.00
20-2100-000	4073	EXXON/MOBIL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-2200-001	4090	MAC GRANT	0.00	0.00	0.00	0.00	10,075.00	9,075.00	-10,075.00
20-2200-008	4093	MONTCLAIR ST GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3213-213	4030	DISTANCE LEARNING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3230-510	4031	NON PUBLIC TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3231-501	4032	NON PUBLIC TEXTBOOKS	8,276.00	10,362.00	2,086.00	0.00	10,362.00	0.00	0.00
20-3232-502	4033	CHAPTER 192 BASIC	16,629.00	8,453.00	-8,176.00	0.00	81,144.00	9,266.00	-72,691.00
20-3233-503	4034	CHAPTER 192 E S L	0.00	862.00	862.00	0.00	0.00	0.00	862.00
20-3235-505	4035	CHAPTER 192 TRANSP	0.00	21,332.00	21,332.00	0.00	0.00	0.00	21,332.00
20-3236-506	4036	CHAPTER 193 SUPPL	45,952.00	23,197.00	-22,755.00	0.00	0.00	0.00	23,197.00
20-3237-507	4037	CHAPTER 193 EXAM &	0.00	20,768.00	20,768.00	0.00	0.00	0.00	20,768.00
20-3238-508	4038	CHAPTER 193 SPEECH	0.00	15,797.00	15,797.00	0.00	0.00	0.00	15,797.00
20-3239-509	4039	NON PUBLIC NURSING	9,806.00	14,801.00	4,995.00	0.00	11,100.75	0.00	3,700.25
20-3240-510	4101	NONPUBLIC TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3290-431	4040	TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3290-432	4041	CHARACTER EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3550-550	4042	SYSTEMATIC (SSI)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4262-262	4043	CLASS SIZE REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4411-231	4044	TITLE I	137,470.00	93,039.00	-44,431.00	0.00	28,029.00	18,333.00	65,010.00
20-4412-232	4132	TITLE IA R/O	0.00	32,535.01	32,535.01	0.00	47,270.00	1,662.00	-14,734.99
20-4413-233	4162	TITLE IA C/O	0.00	7,358.68	7,358.68	0.00	0.00	0.00	7,358.68
20-4413-234	4045	TITLE I C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4415-260	4046	TITLE VI (CH 2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4416-261	4047	TITLE VI C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4417-265	4103	TITLE VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4417-266	4104	TITLE VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4417-267	4105	TITLE VI R/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4418-268	4106	TITLE VI C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FINANCE EXHIBIT #3.2

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
20-4418-269	4107	TITLE VI C/O R/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4421-250	4048	IDEA PART B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4421-251	4098	IDEA BASIC	887,324.00	1,022,391.00	135,067.00	0.00	760,179.00	224,263.00	262,212.00
20-4422-252	4086	IDEA R/O	0.00	334,243.12	334,243.12	0.00	323,038.00	0.00	11,205.12
20-4422-253	4140	IDEA BASIC C/O	0.00	257.73	257.73	0.00	0.00	0.00	257.73
20-4423-255	4049	IDEA P/S HANDICAPPED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4424-257	4087	IDEA P/S R/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4426-256	4097	IDEA PRESCHOOL	0.00	46,059.00	46,059.00	0.00	42,497.00	0.00	3,562.00
20-4426-257	4165	IDEA P/S R/O	0.00	8,276.00	8,276.00	0.00	5,917.00	0.00	2,359.00
20-4426-258	4131	IDEA PRESCHOOL C/O	0.00	1,021.00	1,021.00	0.00	0.00	0.00	1,021.00
20-4451-270	4050	TITLE II [IKE]	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4451-271	4094	TITLE II A	102,771.00	98,944.00	-3,827.00	0.00	72,368.00	25,333.00	26,576.00
20-4452-272	4089	TITLE II R/O	0.00	5,432.55	5,432.55	0.00	7,499.00	0.00	-2,066.45
20-4453-271	4051	EISENHOWER MATH/SCI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4453-273	4117	TITLE II A C/O	0.00	2,067.83	2,067.83	0.00	0.00	0.00	2,067.83
20-4453-281	4052	NO CHILD LEFT BEHIND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4454-275	4123	TITLE II D	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4455-276	4159	TITLE II D R/O	0.00	16.80	16.80	0.00	0.00	0.00	16.80
20-4455-277	4166	TITLE II D C/O	0.00	227.55	227.55	0.00	0.00	0.00	227.55
20-4471-280	4053	TITLE IV (SDFCA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4471-281	4054	TITLE IV (SDFCA)	6,627.00	0.00	-6,627.00	0.00	0.00	0.00	0.00
20-4472-282	4091	TITLE IV R/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4481-282	4055	SAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4491-240	4102	TITLE III	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4491-241	4084	TITLE III	59,823.00	15,654.00	-44,169.00	0.00	6,100.00	3,002.00	9,554.00
20-4492-242	4085	TITLE III R/O	0.00	962.26	962.26	0.00	5,294.00	0.00	-4,331.74
20-4493-243	4116	TITLE III C/O	0.00	400.40	400.40	0.00	0.00	0.00	400.40
20-4494-245	4124	TITLE III IM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4494-246	4133	TITLE III IM R/O	0.00	667.00	667.00	0.00	0.00	0.00	667.00
20-4495-261	4095	TITLE V	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4496-262	4088	TITLE V R/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4511-000	4082	HURRICANE RELIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4514-451	4135	ARRA IDEA BASIC SUM 09	214,613.00	0.00	-214,613.00	0.00	0.00	0.00	0.00
20-4515-461	4134	ARRA IDEA P/K SUMMER 09	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-1510-000	4056	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-3255-000	4108	ADDTNL STATE SCHL	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FINANCE EXHIBIT #3.2

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
30-5110-000	4057	BOND PRINCIPAL	0.00	0.00	0.00	0.00	11,667,206.14	0.00	-11,667,206.14
30-5200-000	4058	CAPITAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-5700-000	4096	PROCEEDS OF REFUNDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-1210-000	4059	LOCAL TAX LEVY	3,806,737.00	3,806,737.00	0.00	0.00	3,806,737.00	0.00	0.00
40-1510-000	4060	INTEREST OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-3160-000	4061	STATE AID	294,843.00	294,843.00	0.00	0.00	294,843.00	0.00	0.00
60-1600-000	4078	FOOD SERVICE-MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1610-000	4065	DAILY SALES-REIMB. USDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1611-000	4147	DAILY SALES-SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1613-000	4066	DAILY SALES-SPECIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1620-000	4067	DAILY SALES-NO	0.00	0.00	0.00	0.00	1,001,435.73	109,638.64	-1,001,435.73
60-1630-000	4068	SPECIAL FUNCTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-3220-000	4069	STATE SCHOOL LUNCH	0.00	0.00	0.00	0.00	7,103.62	696.03	-7,103.62
60-4462-000	4070	NATIONAL SCHOOL LUNCH	0.00	0.00	0.00	0.00	128,434.06	12,989.45	-128,434.06
60-4463-000	4071	SPECIAL MILK PROGRAM	0.00	0.00	0.00	0.00	2,009.22	209.51	-2,009.22
63-1800-000	4064	COMMUNITY SCHOOL	0.00	0.00	0.00	0.00	1,385,226.43	87,221.17	-1,385,226.43
FA-1930-000	4062	GAIN/LOSS FROM SALE OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
Fund Summary :									
		Fund Sub Fund							
		10 10	76,068,894.00	76,068,894.00	0.00	5,842,778.50	70,343,224.28	6,709,986.14	5,725,669.72
		Fund 10 TOTAL	76,068,894.00	76,068,894.00	0.00	5,842,778.50	70,343,224.28	6,709,986.14	5,725,669.72
		16 16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 16 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		17 17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 17 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		18 18	469,428.00	484,134.00	14,706.00	0.00	484,134.00	0.00	0.00
		Fund 18 TOTAL	469,428.00	484,134.00	14,706.00	0.00	484,134.00	0.00	0.00
		20 20	1,573,468.00	1,803,731.66	230,263.66	0.00	1,415,472.75	290,934.00	388,258.91
		Fund 20 TOTAL	1,573,468.00	1,803,731.66	230,263.66	0.00	1,415,472.75	290,934.00	388,258.91
		30 30	0.00	0.00	0.00	0.00	11,667,206.14	0.00	-11,667,206.14
		Fund 30 TOTAL	0.00	0.00	0.00	0.00	11,667,206.14	0.00	-11,667,206.14
		40 40	4,101,580.00	4,101,580.00	0.00	0.00	4,101,580.00	0.00	0.00
		Fund 40 TOTAL	4,101,580.00	4,101,580.00	0.00	0.00	4,101,580.00	0.00	0.00
		60 60	0.00	0.00	0.00	0.00	1,138,982.63	123,533.63	-1,138,982.63
		Fund 60 TOTAL	0.00	0.00	0.00	0.00	1,138,982.63	123,533.63	-1,138,982.63
		63 63	0.00	0.00	0.00	0.00	1,385,226.43	87,221.17	-1,385,226.43
		Fund 63 TOTAL	0.00	0.00	0.00	0.00	1,385,226.43	87,221.17	-1,385,226.43
		FA FA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund FA TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals :				82,458,339.66		5,842,778.50		7,211,674.94	
			82,213,370.00		244,969.66		90,535,826.23		-8,077,486.57

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

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Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
10-000-100-560-07-0000	7000	TRANSFER TO CHARTER	33,679.00	22,228.00	65,270.00	65,270.00	0.00	0.00	0.00
11-000-100-562-07-8701	7001	OTHER LEA - TUITION	294,003.30	117,704.77	427,231.09	346,747.16	71,582.22	8,771.00	130.71
11-000-100-563-07-8702	7002	COTY VO TECH REG ED	309,679.00	-37,932.00	271,747.00	216,967.20	0.00	52,874.40	1,905.40
11-000-100-564-07-8706	8184	COTY VO TECH SPE ED	31,812.00	-6,552.60	25,259.40	19,664.00	0.00	4,916.00	679.40
11-000-100-565-07-8703	7003	REGIONAL DAY SCHOOLS	130,060.00	17,110.00	147,170.00	141,430.00	0.00	5,740.00	0.00
11-000-100-566-07-8704	7004	PRIVATE-SPEC.ED.	2,149,327.51	-212,798.77	2,004,443.65	1,934,064.00	59,517.98	7,420.75	3,440.92
11-000-100-568-07-8705	7005	STATE FACILITIES	30,750.00	30,750.00	61,500.00	61,500.00	0.00	0.00	0.00
11-000-211-110-15-3101	7006	SAL ATTENDANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-104-15-4102	7007	SALARIES SCH NURSES	708,550.00	-50,301.38	658,248.62	592,825.12	65,423.50	0.00	0.00
11-000-213-104-15-9998	7008	NURSES-SUMMER	18,100.00	7,223.22	25,323.22	25,323.22	0.00	0.00	0.00
11-000-213-104-15-9999	7009	SUBSTITUTE NURSES K-12	20,250.00	3,109.95	23,359.95	23,359.95	0.00	0.00	0.00
11-000-213-110-15-4101	7010	SAL SCHOOL DOCTOR	30,000.00	0.00	30,000.00	27,500.00	2,500.00	0.00	0.00
11-000-213-390-48-0480	7011	DIST-MEDICAL TECH	18,695.00	-16,000.00	2,695.00	741.52	621.50	0.00	1,331.98
11-000-213-580-48-0480	7012	DIST- NURSE TRAVEL EXP	725.00	0.00	725.00	211.09	0.00	0.00	513.91
11-000-213-610-01-4201	7013	HEALTH SUPPL CG	1,750.00	0.00	1,750.00	1,733.19	0.00	0.00	16.81
11-000-213-610-02-4202	7014	HEALTH SUPPL FB	2,000.00	383.20	2,383.20	2,369.94	0.00	0.00	13.26
11-000-213-610-03-4203	7015	HEALTH SUPPL IR	2,500.00	0.00	2,500.00	1,709.69	0.00	337.53	452.78
11-000-213-610-04-4204	7016	HEALTH SUPPL SH	1,900.00	0.00	2,494.36	1,968.75	0.00	0.00	525.61
11-000-213-610-05-4205	7017	HEALTH SUPPL RMS	3,000.00	0.00	3,000.00	2,956.43	0.00	0.00	43.57
11-000-213-610-06-4206	7018	HEALTH SUPPL RHS	2,830.00	0.00	2,830.00	2,754.55	0.00	0.00	75.45
11-000-213-610-48-0480	7019	DIST MEDICAL SUPPLY	3,650.00	11,210.00	15,250.62	8,813.37	2,474.87	2,194.38	1,768.00
11-000-213-890-05-0000	7020	MISC. EXPENSE MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-890-48-0480	7021	MISC EXP. DIST HEALTH	4,308.00	-2,974.95	1,333.05	0.00	0.00	0.00	1,333.05
11-000-216-100-15-2114	7022	SALARIES-THERAPISTS	819,947.42	213,660.85	1,033,608.27	937,999.22	95,609.05	0.00	0.00
11-000-216-100-15-9998	7023	SALARY-THERAPIST-SUMM	20,000.00	1,274.42	21,274.42	21,274.42	0.00	0.00	0.00
11-000-216-100-15-9999	7024	SALARIES-THERAPIST-EXT	16,220.00	-10,920.00	5,300.00	5,300.00	0.00	0.00	0.00
11-000-216-320-07-0000	7025	RELATED SVC.-PPS	460,000.00	31,975.30	495,043.30	387,289.97	69,622.56	38,130.77	0.00
11-000-216-320-30-2008	7026	REL SVC-COMM FOR BLIND	16,500.00	-1,905.00	14,595.00	12,225.00	0.00	0.00	2,370.00
11-000-216-610-07-0000	7027	RELATED SVC.-SUPPLIES	5,000.00	-2,225.43	2,774.57	2,774.57	0.00	0.00	0.00
11-000-217-100-15-2702	7028	SALARIES-EXTRAORDINAR	444,662.00	141,507.74	586,169.74	532,882.54	53,287.20	0.00	0.00
11-000-217-106-15-9999	7029	SALARIES-SP ED	7,250.00	16.50	7,266.50	7,266.50	0.00	0.00	0.00
11-000-217-320-07-2631	7030	PURC SERV- PERSONAL	90,000.00	58,572.30	156,732.30	153,820.30	2,912.00	0.00	0.00
11-000-218-104-15-2142	7031	SALARIES/GUIDANCE	1,066,632.00	123,641.02	1,190,273.02	1,072,935.02	117,338.00	0.00	0.00
11-000-218-104-15-9998	7032	GUIDANCE - SUMMER PAY	32,350.00	3,409.67	35,759.67	35,759.67	0.00	0.00	0.00
11-000-218-104-15-9999	7033	SALARIES-GUIDANCE-	4,330.00	777.59	5,107.59	5,107.59	0.00	0.00	0.00
11-000-218-105-15-2152	7034	SALARY CLERICAL	209,781.00	1,322.16	211,103.16	193,511.20	17,591.96	0.00	0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

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Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-000-218-390-49-0490	7035	OTHER PURCH. PROF &	15,920.00	0.00	16,350.00	13,746.34	186.00	750.00	1,667.66
11-000-218-580-05-0000	7036	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-580-49-0490	7037	TRAVEL	750.00	0.00	750.00	7.03	0.00	0.00	742.97
11-000-218-600-02-0000	7038	SUPPLIES-GUIDANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-600-03-0000	7039	SUPPLIES-GUIDANCE	1,500.00	-880.67	619.33	595.00	0.00	0.00	24.33
11-000-218-610-01-0000	7040	SUPPLIES-GUIDANCE	900.00	0.00	900.00	833.00	0.00	0.00	67.00
11-000-218-610-04-0000	7041	SUPPLIES GUIDANCE	500.00	0.00	500.00	334.92	0.00	0.00	165.08
11-000-218-610-05-0000	7042	SUPPLIES-GUIDANCE	2,500.00	0.00	2,500.00	954.62	0.00	0.00	1,545.38
11-000-218-610-49-0490	7043	SUPPLIES	17,550.00	0.00	17,550.00	5,745.72	2,596.22	343.11	8,864.95
11-000-218-890-49-0490	7044	OTHER OBJECTS	1,040.00	0.00	1,040.00	352.50	0.00	0.00	687.50
11-000-219-104-15-2143	7045	SAL CHILD STUDY TEAM	1,577,963.00	-60,957.30	1,517,005.70	1,374,267.04	142,738.66	0.00	0.00
11-000-219-104-15-9998	7046	SALARY-CST-SUMMER	75,600.00	54,128.63	129,728.63	129,728.63	0.00	0.00	0.00
11-000-219-104-15-9999	7047	SALARY-CST-EXTRA	10,725.00	-5,341.50	5,383.50	3,662.50	0.00	0.00	1,721.00
11-000-219-105-15-2153	7048	SAL CLERICAL CST	150,417.00	2,599.63	153,016.63	140,265.25	12,751.38	0.00	0.00
11-000-219-320-07-2621	7049	PURCH PROF SVCS SPEC	50,000.00	8,522.50	59,822.50	28,427.50	29,970.00	1,425.00	0.00
11-000-219-390-07-2510	8323	PURCH TECH SERV	1,500.00	0.00	1,500.00	321.00	0.00	0.00	1,179.00
11-000-219-580-07-2534	7050	TRAVEL SPEC SVC	7,000.00	-3,058.80	4,110.24	1,275.71	210.47	0.00	2,624.06
11-000-219-610-07-2509	7051	MISC SUPPLIES/SPECIAL	15,500.00	-3,417.75	12,631.38	11,804.54	326.84	400.67	99.33
11-000-219-890-07-2511	8430	OTHER OBJ-	0.00	1,575.00	1,575.00	1,056.00	0.00	0.00	519.00
11-000-221-102-15-2120	7052	SALARY SUPERVISORS	831,922.60	-30,237.73	801,684.87	715,544.38	30,544.04	0.00	55,596.45
11-000-221-104-15-2168	7053	SALARY-CURRICULUM	51,100.00	0.00	51,100.00	50,672.66	0.00	0.00	427.34
11-000-221-105-15-2157	7054	SALARY SUPERVISOR	63,852.00	8,148.00	72,000.00	66,000.00	6,000.00	0.00	0.00
11-000-221-320-11-0011	8454	PE STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-320-41-0410	7055	PURCHASED	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
11-000-221-320-43-0430	8453	STAFF DEVEL WORKSHOP	0.00	780.92	780.92	776.15	0.00	0.00	4.77
11-000-221-320-44-0440	7056	PURCHASED	4,000.00	-79.64	3,920.36	3,809.40	0.00	100.00	10.96
11-000-221-580-01-1212	7057	TRAVEL-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-02-1212	7058	TRAVEL-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-03-1212	7059	TRAVEL-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-04-1212	7060	TRAVEL-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-05-1212	7061	TRAVEL-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-12-0000	7062	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-41-0410	7063	OTHER PURCHASED	600.00	0.00	600.00	89.00	0.00	0.00	511.00
11-000-221-580-42-0420	7064	PURCHASED PROF. SVCS.	900.00	-100.37	799.63	370.18	0.00	0.00	429.45
11-000-221-580-43-0430	7065	TRAVEL-IMPROVEMENT OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-44-0440	7066	TRAVEL-IMPROVEMENT OF	450.00	-240.92	209.08	38.87	8.09	0.00	162.12

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

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Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-000-221-580-45-0450	7067	OTHER PURCH PROF	1,300.00	-141.27	1,158.73	430.47	0.00	0.00	728.26
11-000-221-580-46-0460	7068	PURCHASED	600.00	0.00	600.00	125.00	0.00	0.00	475.00
11-000-221-580-47-0470	7069	PURCHASED PROF. SVC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-01-1212	7070	SUPPLIES-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-02-1212	7071	SUPPLIES-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-03-1212	7072	SUPPLIES-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-04-0000	7073	SUPPLIES & MATERIALS	1,500.00	0.00	1,500.00	649.55	0.00	0.00	850.45
11-000-221-610-04-1212	7074	SUPPLIES-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-05-1212	7075	SUPPLIES-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-12-0000	7076	SUPPLIES-IMPROV. OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-40-2632	7077	SUPERVISORS SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-43-0430	7078	SUPPLIES-IMPROV. OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-44-0440	7079	SUPPLIES-IMPROV. OF	0.00	389.04	389.04	0.00	0.00	389.04	0.00
11-000-221-610-45-0450	8437	MISC SUPPLY	0.00	461.05	461.05	418.64	0.00	0.00	42.41
11-000-221-890-01-1212	7080	MISC EXPENSE-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-02-1212	7081	MISC EXPENSE-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-03-1212	7082	MISC EXPENSE-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-04-1212	7083	MISC EXPENSE-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-05-1212	7084	MISC EXPENSE-G&T	1,000.00	-204.54	795.46	300.00	0.00	0.00	495.46
11-000-221-890-12-0000	7085	MISC EXPENSE DIST G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-41-0410	7086	MISC EXPENSE MATH	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
11-000-221-890-42-0420	7087	MISC EXPENCE SCIENCE	700.00	440.00	1,140.00	965.00	0.00	175.00	0.00
11-000-221-890-44-0440	7088	MISC. EXPENSE MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-47-0470	7089	MISC EXP FORG LA / ESL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-104-15-2141	7090	SALARY - LIBRARIANS	566,016.00	7,889.00	573,905.00	516,514.50	57,390.50	0.00	0.00
11-000-222-104-15-9999	7091	SALARIES-ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-610-01-2301	7092	LIBRARY BOOKS/CENTER	2,500.00	0.00	2,500.00	2,480.32	0.00	0.00	19.68
11-000-222-610-01-2311	7093	PERIODICALS/CENTER	650.00	0.00	650.00	639.63	0.00	0.00	10.37
11-000-222-610-01-2321	7094	AV/CENTER GROVE	25,000.00	-6,530.59	21,025.41	20,442.34	0.00	561.50	21.57
11-000-222-610-01-2331	7095	LIBRARY	2,000.00	0.00	2,000.00	632.78	0.00	1,348.03	19.19
11-000-222-610-02-2302	7096	LIBRARY SUPPLIES	1,500.00	413.15	1,913.15	1,913.15	0.00	0.00	0.00
11-000-222-610-02-2312	7097	PERIODICALS/FERNBROOK	1,000.00	0.00	1,000.00	988.95	0.00	0.00	11.05
11-000-222-610-02-2322	7098	AV/FERNBROOK	4,000.00	706.66	4,706.66	4,679.96	0.00	0.00	26.70
11-000-222-610-02-2332	7099	LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-610-03-2313	7100	PERIODICALS/IRONIA	1,000.00	0.00	1,000.00	932.89	0.00	0.00	67.11
11-000-222-610-03-2323	7101	AV/IRONIA	9,000.00	0.00	9,000.00	8,582.11	0.00	339.03	78.86

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11-000-222-610-03-2333	7102	LIBRARY SUPPLIES/IRONIA	3,000.00	0.00	3,000.00	2,039.34	346.75	217.80	396.11
11-000-222-610-04-2314	7103	PERIODICALS/SHONGUM	1,000.00	0.00	1,000.00	910.81	0.00	0.00	89.19
11-000-222-610-04-2324	7104	AV/SHONGUM	3,000.00	0.00	4,071.47	4,061.74	0.00	0.00	9.73
11-000-222-610-04-2334	7105	LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-610-05-2315	7106	PERIODICALS/RMS	1,500.00	-265.11	1,234.89	1,234.89	0.00	0.00	0.00
11-000-222-610-05-2325	7107	AV/RMS	7,000.00	-1,382.51	5,617.49	5,491.36	0.00	92.25	33.88
11-000-222-610-05-2335	7108	LIBRARY SUPPLIES/RMS	1,500.00	-260.76	3,727.40	3,724.66	0.00	0.00	2.74
11-000-222-610-06-2316	7109	PERIODICALS/HIGH	3,500.00	0.00	3,500.00	3,455.69	0.00	0.00	44.31
11-000-222-610-06-2327	7110	AV/RHS	1,400.00	0.00	1,919.92	1,592.10	246.33	0.00	81.49
11-000-222-610-06-2336	7111	LIBRARY SUPPLIES/HIGH	1,400.00	3,930.00	5,736.58	5,731.56	0.00	0.00	5.02
11-000-222-640-01-2301	8393	LIBRARY BOOKS/CENTER	0.00	0.00	3,675.42	3,657.06	0.00	0.00	18.36
11-000-222-640-02-2303	7112	LIBRARY	8,000.00	-4,046.81	3,953.19	3,090.42	0.00	807.24	55.53
11-000-222-640-03-2304	7113	LIBRARY BOOKS - IRONIA	6,000.00	0.00	6,000.00	5,804.87	0.00	146.52	48.61
11-000-222-640-04-2305	7114	LIBRARY BOOKS SH	2,500.00	0.00	3,815.52	3,811.25	0.00	0.00	4.27
11-000-222-640-05-2306	7115	LIBRARY BOOKS/MIDDLE	8,000.00	-1,925.62	6,074.38	3,569.43	835.72	1,631.82	37.41
11-000-222-640-06-0000	7116	LIBRARY BOOKS	8,500.00	-3,930.00	4,570.00	4,267.18	0.00	302.10	0.72
11-000-222-890-05-2316	7117	RMS- SUBSCRIPTIONS	2,000.00	24.00	2,024.00	2,024.00	0.00	0.00	0.00
11-000-222-890-44-0440	7118	MASS MEDIA PURC SERV	28,500.00	-26,805.00	1,695.00	1,695.00	0.00	0.00	0.00
11-000-223-102-15-2705	7119	SAL SUPVR STAFF	43,785.40	0.00	43,785.40	36,431.34	1,607.60	0.00	5,746.46
11-000-223-104-15-9999	7120	DISTRICT PD SUBS	103.00	9,951.09	10,054.09	0.00	0.00	0.00	10,054.09
11-000-223-110-15-9999	7121	MENTOR SALARIES	5,000.00	0.00	5,000.00	-9,034.89	0.00	0.00	14,034.89
11-000-223-320-01-2622	7122	PURCH PROF SVC STAFF	7,800.00	-2,361.91	5,438.09	834.29	445.14	1,075.00	3,083.66
11-000-223-320-02-2622	7123	PURCH PROF SVC STAFF	300.00	718.00	1,018.00	940.00	0.00	0.00	78.00
11-000-223-320-03-2622	7124	PURCH PROF SVC STAFF	0.00	2,815.24	2,995.23	1,970.23	0.00	1,025.00	0.00
11-000-223-320-04-2622	7125	PURCH PROF SVC STAFF	5,000.00	3,528.92	8,528.92	5,738.48	0.00	0.00	2,790.44
11-000-223-320-05-2622	7126	PURCH PROF SVC STAFF	2,200.00	249.00	2,673.60	2,271.60	0.00	0.00	402.00
11-000-223-320-06-2622	7127	PURCH PROF SVC STAFF	0.00	10,700.10	10,700.10	295.73	0.00	0.00	10,404.37
11-000-223-320-08-2622	7128	PURCH PROF SVC STAFF	265,800.00	-113,358.17	168,048.49	143,305.59	17,882.90	6,860.00	0.00
11-000-223-320-09-0001	7129	PURC SER PRIN	0.00	3,100.00	3,100.00	2,700.00	0.00	0.00	400.00
11-000-223-320-09-2622	7130	PURCH PROF SVC STAFF	30,000.00	-3,100.00	26,900.00	0.00	0.00	850.00	26,050.00
11-000-223-320-10-2622	8124	PURCHASED	9,900.00	-3,000.00	6,900.00	0.00	0.00	0.00	6,900.00
11-000-223-320-47-0470	8431	STAFF DEVEL WORKSHOP	0.00	200.00	200.00	0.00	0.00	0.00	200.00
11-000-223-580-01-2625	7131	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-223-580-02-2625	7132	STAFF DEVELOPMENT	0.00	70.00	70.00	68.68	0.00	0.00	1.32
11-000-223-580-03-2625	7133	STAFF DEVELOPMENT	0.00	465.28	465.28	450.42	0.00	0.00	14.86
11-000-223-580-04-2625	7134	STAFF DEVELOPMENT	30,000.00	-23,645.00	6,355.00	5,096.86	0.00	0.00	1,258.14

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11-000-223-580-05-2625	7135	STAFF DEVELOPMENT	5,000.00	-309.00	4,691.00	835.35	121.30	0.00	3,734.35
11-000-223-580-06-2625	7136	STAFF DEVELOPMENT	0.00	250.00	250.00	0.00	0.00	0.00	250.00
11-000-223-580-08-2625	7137	STAFF DEVELOPMENT	200.00	10.29	210.29	210.29	0.00	0.00	0.00
11-000-223-580-09-2625	7138	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-223-580-47-0470	8432	STAF DEVE WKSHOP	0.00	400.00	400.00	25.00	0.00	0.00	375.00
11-000-230-104-15-1106	7140	SALARY SUPT OFFICE	344,085.00	-30,000.00	314,085.00	288,183.23	23,041.59	0.00	2,860.18
11-000-230-105-15-1107	7141	SALARY CLERICAL SUPT	403,783.00	-7,024.99	396,758.01	357,170.92	30,737.30	0.00	8,849.79
11-000-230-105-15-1112	7142	SALARY CLERICAL BD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-110-15-1103	7143	SALARY TREASURER	11,141.00	0.00	11,141.00	10,212.40	928.40	0.00	0.20
11-000-230-331-30-1202	7144	LEGAL FEES- BOARD	125,798.00	-46,364.53	89,033.47	62,456.97	20,029.00	0.00	6,547.50
11-000-230-331-30-1203	8099	LEGAL-NEGOTITATIONS	25,000.00	21,868.63	49,081.13	44,081.13	5,000.00	0.00	0.00
11-000-230-331-30-1204	7145	LEGAL-OUTSIDE	125,000.00	-110,684.83	14,315.17	8,000.00	0.00	0.00	6,315.17
11-000-230-331-30-1206	8100	LEGAL - SPECIAL	89,677.00	-64,069.84	28,007.16	14,266.87	4,000.00	0.00	9,740.29
11-000-230-331-30-1207	8101	LEGAL-LABOR RELATIONS	25,000.00	0.00	29,297.50	24,233.46	1,000.00	0.00	4,064.04
11-000-230-332-30-1201	7146	PUBLIC SCHOOL	50,000.00	49,950.00	147,500.00	84,250.00	63,250.00	0.00	0.00
11-000-230-339-30-1205	7148	SPEC. CONTR. SERV.	50,000.00	67,393.36	131,193.86	46,263.01	83,539.05	1,391.80	0.00
11-000-230-339-30-1313	7149	SUPER PURCH PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-340-09-0000	7150	PURCHASED TECHNICAL	30,000.00	-81.23	29,918.77	12,910.46	1,487.20	0.00	15,521.11
11-000-230-500-27-0000	7151	PURCHASED	4,500.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00
11-000-230-530-18-6441	7152	TELEPHONE BASIC	308,183.00	-245,326.16	63,492.06	28,273.10	14,862.00	10,669.72	9,687.24
11-000-230-530-23-6442	8325	TELE INTERNET SERVICES	0.00	180,040.64	180,040.64	146,760.85	15,868.18	16,586.61	825.00
11-000-230-530-30-0000	7153	POSTAGE	7,600.00	0.00	7,600.00	7,419.98	0.00	8.12	171.90
11-000-230-580-09-0000	7154	TRAVEL EXPENSE	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
11-000-230-580-27-0000	7155	OTHER PURCHASED PROF.	500.00	0.00	500.00	0.00	0.00	0.00	500.00
11-000-230-580-30-1302	7156	BOE TRAVEL	2,500.00	-700.00	1,800.00	210.00	0.00	0.00	1,590.00
11-000-230-580-30-1305	7157	BD. SECTY TRAVEL	2,000.00	-39.41	1,960.59	935.00	500.00	0.00	525.59
11-000-230-580-30-1310	7158	SUPT OFFICE TRAVEL	2,500.00	-100.00	2,400.00	0.00	0.00	0.00	2,400.00
11-000-230-590-40-8202	7159	LIABILITY INSURANCE	239,294.00	-35,756.00	203,538.00	203,538.00	0.00	0.00	0.00
11-000-230-600-42-0420	7160	SUPPLIES	1,000.00	0.00	1,000.00	900.00	0.00	100.00	0.00
11-000-230-610-09-0000	7161	SUPPLIES AND MATERIALS	3,500.00	0.00	3,500.00	2,805.79	656.60	0.00	37.61
11-000-230-610-30-1303	7162	BOE SUPPLIES	7,000.00	16,862.00	23,934.00	3,774.19	19,290.79	869.02	0.00
11-000-230-610-30-1307	7163	ELECTION EXPENSES	20,900.00	-1,558.88	20,941.12	20,941.12	0.00	0.00	0.00
11-000-230-610-30-1311	7164	SUPT OFFICE SUPPLIES	6,575.00	8,416.00	20,991.00	19,907.38	433.33	0.00	650.29
11-000-230-610-43-1312	7165	SUPERVISORS OFFICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-890-09-0000	7166	MISCELLANEOUS	1,000.00	81.23	1,081.23	918.73	0.00	113.55	48.95
11-000-230-890-27-0000	7167	MISC EXPENSE TESTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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11-000-230-890-30-1309	7168	SUPT MEMBERSHIP DUES	6,576.00	100.00	6,676.00	6,475.00	0.00	177.00	24.00
11-000-230-890-30-1315	7169	PUBLISHING & PRINTING	15,000.00	-1,904.93	13,095.07	12,555.19	345.02	194.86	0.00
11-000-230-890-45-0450	7170	MISC EXPENSE SOCIAL	400.00	-71.75	328.25	0.00	0.00	0.00	328.25
11-000-230-895-30-1301	7171	BOE MEMBERSHIP DUES	31,500.00	-3,945.32	27,554.68	26,842.70	0.00	0.00	711.98
11-000-240-103-15-2110	7172	SALARY PRINCIPALS	1,769,279.00	-137,456.78	1,631,822.22	1,493,416.96	138,405.26	0.00	0.00
11-000-240-105-15-2151	7173	SAL CLERICAL SCHOOL	866,901.00	7,881.97	874,782.97	804,258.77	70,524.20	0.00	0.00
11-000-240-105-15-2155	7174	CONTRACT SETTLEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-105-15-9999	7175	SALARY SUB SECTYS	45,000.00	-21,492.44	23,507.56	23,507.56	0.00	0.00	0.00
11-000-240-390-05-2660	7176	PTS MIDDLE SCHOOL	500.00	0.00	500.00	0.00	0.00	0.00	500.00
11-000-240-390-06-2668	7177	PTS RHS GENERAL	30,469.00	-25,482.50	4,986.50	-3,282.80	8,181.00	0.00	88.30
11-000-240-580-01-2521	7178	TRAVEL EXPENSE CENTER	100.00	0.00	100.00	0.00	0.00	0.00	100.00
11-000-240-580-02-2522	7179	TRAVEL EXPENSE	250.00	0.00	250.00	21.44	0.00	0.00	228.56
11-000-240-580-03-2523	7180	TRAVEL EXPENSE IRONIA	1,000.00	-406.95	660.82	377.88	0.00	0.00	282.94
11-000-240-580-04-2524	7181	TRAVEL EXPENSE	550.00	-550.00	0.00	0.00	0.00	0.00	0.00
11-000-240-580-05-2525	7182	TRAVEL EXPENSE RMS	600.00	0.00	600.00	-0.17	0.00	0.00	600.17
11-000-240-580-06-2531	7183	TRAVEL/RHS/ALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-580-06-2543	7184	TRAVEL CO-OP ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-580-08-2535	7185	TRAVEL EXPENSE	5,000.00	-3,250.00	1,855.64	194.98	0.00	0.00	1,660.66
11-000-240-610-01-2501	7186	MISC SUPPL/CG	2,000.00	500.00	2,500.00	2,475.91	0.00	0.00	24.09
11-000-240-610-02-2502	7187	MISC SUPPL/FERNBROOK	4,200.00	1,000.00	5,200.00	4,634.17	123.43	0.00	442.40
11-000-240-610-03-2503	7188	MISC SUPPL/IRONIA	7,300.00	2,028.38	9,525.78	9,138.50	88.99	148.97	149.32
11-000-240-610-04-2504	7189	MISC SUPPL/SHONGUM	2,700.00	1,228.31	4,340.15	2,132.00	1,484.94	0.00	723.21
11-000-240-610-05-2505	7190	MISC SUPPL/RMS	2,000.00	0.00	2,471.04	1,370.94	0.00	0.00	1,100.10
11-000-240-610-06-2507	7191	MISC SUPPL/GENL/RHS	12,500.00	25,713.56	40,843.43	11,699.33	17,928.67	2,725.05	8,490.38
11-000-240-610-06-2599	7192	MISC	0.00	700.00	727.15	535.50	121.50	43.00	27.15
11-000-240-610-08-2536	8102	ELEM CURR SUPPLIES	4,000.00	-2,757.83	1,242.17	0.00	0.00	0.00	1,242.17
11-000-240-890-01-2551	7193	MISC EXPENSE CENTER	200.00	0.00	200.00	0.00	0.00	0.00	200.00
11-000-240-890-02-2552	7194	MISC EXPENSE	0.00	0.00	699.00	699.00	0.00	0.00	0.00
11-000-240-890-03-2553	7195	MISC EXPENSE IRONIA	650.00	0.00	650.00	50.00	0.00	0.00	600.00
11-000-240-890-04-2554	7196	MISC EXPENSE SHONGUM	800.00	-750.00	50.00	50.00	0.00	0.00	0.00
11-000-240-890-05-2556	7197	MISC EXPENSE RMS	5,000.00	0.00	5,000.00	2,637.50	2,000.00	0.00	362.50
11-000-240-890-05-2557	7198	RMS GRADUATION	7,000.00	3,000.00	10,000.00	1,442.10	8,363.00	0.00	194.90
11-000-240-890-06-0450	7199	MISC EXP BUSINESS	500.00	-336.22	163.78	70.58	30.00	0.00	63.20
11-000-240-890-06-2562	7200	MISC EXP RHS	4,000.00	0.00	4,000.00	119.40	0.00	0.00	3,880.60
11-000-240-890-06-2563	7201	MISC EXPENSE RHS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-890-44-0441	7202	MISC EXPENSE MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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11-000-251-100-15-0104	7203	SALARIES BUS.	158,589.00	-2,344.20	156,244.80	146,804.95	9,439.85	0.00	0.00
11-000-251-100-15-0105	7204	SALARIES CLERICAL	364,590.50	46,496.00	411,086.50	375,564.77	35,521.73	0.00	0.00
11-000-251-104-15-1101	7205	SALARIES-ASST. BA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-110-15-9999	7206	AVA REPAIRS &	31,000.00	-15,045.11	15,954.89	15,954.89	0.00	0.00	0.00
11-000-251-340-30-0000	7207	PURCHASED TECH.	23,700.00	3,414.87	27,114.87	25,806.00	0.00	750.00	558.87
11-000-251-340-30-1308	8391	TD BANK PURCH SERV	0.00	1,585.13	3,201.68	2,169.71	0.00	0.00	1,031.97
11-000-251-440-30-0000	7208	RENTALS- COPIERS	27,931.00	-8,416.00	20,347.39	16,293.17	1,720.10	1,290.34	1,043.78
11-000-251-450-30-0000	8163	INTERLOCAL FUEL	11,100.00	-1,364.25	9,735.75	9,735.75	0.00	0.00	0.00
11-000-251-580-30-0000	7209	BUSINESS OFFICE TRAVEL	1,500.00	2,199.52	4,122.04	3,982.45	99.00	0.00	40.59
11-000-251-600-30-0000	7210	BUSINESS OFFICE	10,630.00	-3,960.11	10,228.27	5,331.83	937.72	512.00	3,446.72
11-000-251-610-30-1306	7211	BD SECTY SUPPLIES	4,150.00	-3,760.00	1,390.00	918.45	160.00	0.00	311.55
11-000-251-832-30-0000	7212	INTEREST ON LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-890-30-0000	7213	BUSINESS OFFICE	3,882.00	-960.07	2,921.93	12.44	0.00	0.00	2,909.49
11-000-251-890-30-1304	7214	BD SECTY DUES	1,575.00	0.00	1,575.00	1,514.00	0.00	0.00	61.00
11-000-251-890-30-1305	7215	MISC EXPENSE BUSINESS	5,000.00	0.00	5,000.00	4,993.65	6.35	0.00	0.00
11-000-252-100-15-0110	7217	OTHER SALARIES-TECH	337,394.00	33,375.82	370,769.82	339,661.80	31,108.02	0.00	0.00
11-000-252-100-15-9999	7218	SALARY - TECHS -	5,000.00	-1,389.75	3,610.25	3,610.25	0.00	0.00	0.00
11-000-252-330-23-0000	7219	OTHER PURCHASED PROF	303,990.00	42,874.47	346,864.47	319,384.81	26,796.78	64.17	618.71
11-000-252-440-23-0000	8324	OTHER PURCHASED	800.00	0.00	800.00	0.00	0.00	0.00	800.00
11-000-252-580-23-0000	7220	OHTER	0.00	600.00	600.00	134.19	0.00	0.00	465.81
11-000-252-600-23-0000	7221	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-261-104-15-1110	7222	SALARY - DIR. OF FACILIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-261-110-15-7102	7223	MAINT - SALARY	430,692.00	4,597.47	435,289.47	399,039.55	36,249.92	0.00	0.00
11-000-261-110-15-7104	7224	MAINT - OT	14,250.00	41,985.09	56,235.09	56,235.09	0.00	0.00	0.00
11-000-261-110-15-9999	7225	SALARIES-MAINT-STIPEND	27,013.00	-2,782.22	24,230.78	12,200.50	0.00	0.00	12,030.28
11-000-261-420-18-5678	7226	MAINT - GENERAL	38,500.00	15,781.25	54,281.25	43,204.12	901.47	1,407.48	8,768.18
11-000-261-420-18-7201	7227	MAINT - CG CONTR. SERV.	57,250.00	-3,844.00	123,176.52	104,771.32	1,371.20	6,837.17	10,196.83
11-000-261-420-18-7202	7228	MAINT - FB CONTR. SERV.	29,250.00	17,926.54	47,176.54	39,164.23	1,530.99	4,063.42	2,417.90
11-000-261-420-18-7203	7229	MAINT - IR CONTR. SERV.	19,250.00	5,500.00	24,750.00	18,921.66	588.67	3,220.00	2,019.67
11-000-261-420-18-7204	7230	MAINT - SH CONTR. SERV.	19,600.00	9,500.00	29,241.28	21,493.71	2,354.16	3,783.11	1,610.30
11-000-261-420-18-7205	7231	MAINT - RMS CONTR.	46,250.00	0.00	47,259.65	36,541.99	4,019.43	4,785.00	1,913.23
11-000-261-420-18-7206	7232	MAINT - RHS CONTR.	101,800.00	30,416.00	153,990.45	141,964.30	4,804.57	7,118.58	103.00
11-000-261-420-18-7212	7233	MAINT - ASBESTOS	10,000.00	-6,000.00	4,000.00	2,450.00	1,350.00	0.00	200.00
11-000-261-610-18-1234	7234	MAINT - GENERAL	24,200.00	15,718.75	39,918.75	33,153.66	2,125.71	1,654.68	2,984.70
11-000-261-610-18-6501	7235	MAINT - CG SUPPLIES	14,500.00	3,000.00	17,500.00	2,530.39	248.64	257.56	14,463.41
11-000-261-610-18-6502	7236	MAINT - FB SUPPLIES	9,750.00	0.00	9,750.00	6,896.29	214.84	190.25	2,448.62

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11-000-261-610-18-6503	7237	MAINT - IR SUPPLIES	11,000.00	-2,000.00	9,000.00	5,648.53	397.82	0.00	2,953.65
11-000-261-610-18-6504	7238	MAINT - SH SUPPLIES	9,750.00	940.85	10,690.85	4,456.13	697.87	0.00	5,536.85
11-000-261-610-18-6505	7239	MAINT - RMS SUPPLIES	30,750.00	-4,000.00	26,750.00	16,933.16	1,574.57	4,173.78	4,068.49
11-000-261-610-18-6506	7240	MAINT - RHS SUPPLIES	29,250.00	19,000.00	48,250.00	39,229.39	25.61	3,973.71	5,021.29
11-000-262-105-15-0000	7241	CLERICAL FACILITIES	55,046.00	296.80	55,342.80	50,730.90	4,611.90	0.00	0.00
11-000-262-107-15-2167	7364	SALARIES/CAFETERIA	150,572.00	9,540.49	160,112.49	160,112.49	0.00	0.00	0.00
11-000-262-110-15-1111	7242	REA SETTLEMENT 2.8%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-110-15-6106	7245	CUSTODIAL SALARIES	1,728,252.00	-45,220.53	1,683,031.47	1,537,729.88	145,301.59	0.00	0.00
11-000-262-110-15-7101	7246	GROUND SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-110-15-7102	7247	GROUND - SUMMER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-110-15-9997	7249	CUSTODIAN SUMMER	35,484.00	16,604.50	52,088.50	52,088.50	0.00	0.00	0.00
11-000-262-110-15-9998	7250	CUSTODIAL OVERTIME	126,395.00	22,047.50	148,442.50	148,442.50	0.00	0.00	0.00
11-000-262-110-15-9999	7251	CUSTODIAL SUBSTITUTES	90,000.00	4,169.66	94,169.66	94,169.66	0.00	0.00	0.00
11-000-262-340-18-2565	7252	RTK/AHERA/PEOSHA	14,000.00	0.00	14,000.00	3,935.00	2,365.00	7,700.00	0.00
11-000-262-390-18-0910	8162	MAINT-PURCH TECH SERV	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
11-000-262-420-02-7202	7253	CUST - FB CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-03-7203	7254	CUST - IR CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-04-7204	7255	CUST - SH CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-05-7205	7256	CUST - RMS CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-06-7206	7257	CUST. - RHS CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-18-7201	7258	CUST - CG CONTR. SERV.	7,200.00	0.00	7,200.00	5,237.75	151.61	201.52	1,609.12
11-000-262-420-18-7202	7259	CUST - FB CONTR. SERV.	5,500.00	948.46	6,448.46	5,862.96	379.98	205.52	0.00
11-000-262-420-18-7203	7260	CUST - IR CONTR. SERV.	8,200.00	0.00	8,200.00	3,898.10	264.80	347.10	3,690.00
11-000-262-420-18-7204	7261	CUST - SH CONTR. SERV.	5,900.00	375.00	6,275.00	5,077.16	322.56	196.92	678.36
11-000-262-420-18-7205	7262	CUST - RMS CONTR. SERV.	10,000.00	3,375.00	13,375.00	11,559.18	346.32	259.50	1,210.00
11-000-262-420-18-7206	7263	CUST. - RHS CONTR. SERV.	15,000.00	375.00	15,375.00	12,981.68	330.94	599.60	1,462.78
11-000-262-420-18-7208	7264	GROUND - CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-18-7209	7266	GARBAGE & RUBBISH	89,750.00	-20,889.00	68,861.00	54,320.96	5,991.44	5,432.60	3,116.00
11-000-262-420-18-7210	7265	CONTR SVC SNOW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-441-28-5507	7267	TRANSP RENTAL GARAGE	85,644.00	4,410.00	90,054.00	90,050.50	0.00	0.00	3.50
11-000-262-441-40-8301	7268	RENTALS - EMERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-490-18-5518	8152	WATER -	220.00	0.00	220.00	88.84	0.00	43.06	88.10
11-000-262-490-18-6411	7269	WATER - C.G.	24,268.00	-7,743.58	16,524.42	10,144.14	0.00	4,153.50	2,226.78
11-000-262-490-18-6412	7270	WATER-FERNBROOK	6,486.00	0.00	6,486.00	4,372.22	0.80	1,747.46	365.52
11-000-262-490-18-6413	7271	WATER - IRONIA	4,080.00	0.00	4,080.00	2,867.67	4.67	946.55	261.11
11-000-262-490-18-6414	7272	WATER - SHONGUM	13,507.00	7,743.58	21,250.58	15,348.48	0.00	4,358.35	1,543.75

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11-000-262-490-18-6415	7273	WATER - RMS	53,935.00	10,593.87	64,528.87	52,912.92	0.00	11,615.95	0.00
11-000-262-490-18-6416	7274	WATER - H.S.	28,172.00	-10,593.87	17,578.13	12,047.07	0.00	75.00	5,456.06
11-000-262-520-40-8201	7275	PROPERTY/MULTI PERIL IN	62,280.00	0.00	62,280.00	62,280.00	0.00	0.00	0.00
11-000-262-610-03-6503	7276	CUST - IR SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-610-04-6504	7277	CUST - SH SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-610-18-6501	7278	CUST - CG SUPPLIES	21,400.00	0.00	21,400.00	18,063.38	39.33	646.38	2,650.91
11-000-262-610-18-6502	7279	CUST - FB SUPPLIES	17,800.00	6,000.00	23,800.00	21,014.77	72.32	723.31	1,989.60
11-000-262-610-18-6503	7280	CUST - IR SUPPLIES	19,250.00	0.00	19,250.00	15,868.99	179.42	0.00	3,201.59
11-000-262-610-18-6504	7281	CUST - SH SUPPLIES	19,600.00	-2,000.00	17,600.00	14,704.24	260.11	1,534.50	1,101.15
11-000-262-610-18-6505	7282	CUST - RMS SUPPLIES	43,250.00	-7,000.00	36,250.00	19,291.93	180.32	242.18	16,535.57
11-000-262-610-18-6506	7283	CUST - RHS SUPPLIES	64,500.00	0.00	64,500.00	56,110.40	73.62	228.52	8,087.46
11-000-262-610-18-6507	7284	CUST - RHS SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-610-18-7408	7285	GROUNDS - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-621-18-5517	8151	HEAT-TRANSPORTATION-G	2,437.00	0.00	2,437.00	1,910.79	453.09	73.12	0.00
11-000-262-621-18-6301	7287	HEAT - CG - GAS	64,053.00	0.00	64,053.00	55,799.54	5,651.92	2,601.54	0.00
11-000-262-621-18-6302	7288	HEAT - FERNBROOK- GAS	55,972.00	-7,011.30	48,960.70	38,562.56	7,101.20	2,291.29	1,005.65
11-000-262-621-18-6303	7289	HEAT - IRONIA-GAS	55,822.00	-12,865.73	42,956.27	33,589.80	5,902.21	2,357.29	1,106.97
11-000-262-621-18-6304	7290	HEAT - SHONGUM-GAS	46,225.00	28,547.09	74,772.09	57,930.77	6,900.98	9,940.34	0.00
11-000-262-621-18-6305	7291	HEAT - RMS-GAS	94,863.00	-8,514.34	86,348.66	75,154.81	5,908.36	5,285.49	0.00
11-000-262-621-18-6306	7292	HEAT - H.S.-GAS	197,787.00	-63,955.00	133,832.00	100,733.72	24,907.01	5,092.99	3,098.28
11-000-262-622-18-5516	7286	ELECTRICITY-	12,000.00	0.00	12,726.26	10,955.52	1,770.74	0.00	0.00
11-000-262-622-18-6421	7295	ELECTRICITY - CG	92,169.00	-15,000.00	82,375.64	63,595.02	18,780.62	0.00	0.00
11-000-262-622-18-6422	7296	ELECTRICITY-FERNBROOK	84,667.00	-12,000.00	78,161.51	47,736.18	30,425.33	0.00	0.00
11-000-262-622-18-6423	7297	ELECTRICITY-IRONIA	64,000.00	-5,000.00	62,924.39	42,671.30	20,253.09	0.00	0.00
11-000-262-622-18-6424	7298	ELECTRICITY-SHONGUM	65,000.00	-4,000.00	64,420.55	37,222.44	27,198.11	0.00	0.00
11-000-262-622-18-6425	7299	ELECTRICITY - RMS	173,856.00	-3,500.00	184,243.38	158,694.28	25,549.10	0.00	0.00
11-000-262-622-18-6426	7300	ELECTRICITY - H.S.	437,986.00	-10,000.00	443,434.12	313,762.75	129,671.37	0.00	0.00
11-000-262-624-18-6313	8149	HEAT-IRONIA-OIL	300.00	500.00	800.00	528.87	271.13	0.00	0.00
11-000-262-624-18-6316	8150	HEAT-HIGH SCHOOL-OIL	450.00	4,500.00	4,950.00	2,364.19	585.81	0.00	2,000.00
11-000-262-624-18-6317	7293	HEAT - FIELD HOUSE-OIL	3,000.00	1,000.00	4,000.00	3,531.56	468.44	0.00	0.00
11-000-263-110-15-7101	7896	GROUNDS SALARIES	417,173.00	-2,554.69	414,618.31	379,671.45	34,946.86	0.00	0.00
11-000-263-110-15-7102	7900	GROUNDS-SUMMER HELP	7,200.00	2,268.75	9,468.75	9,468.75	0.00	0.00	0.00
11-000-263-110-15-7103	8125	GROUNDS SUBSTITUE	3,000.00	-1,312.50	1,687.50	1,687.50	0.00	0.00	0.00
11-000-263-110-15-7104	7901	GROUNDS-OVERTIME	49,600.00	-16,078.13	33,521.87	33,521.87	0.00	0.00	0.00
11-000-263-420-18-7208	7897	GROUNDS - CONTR. SERV.	75,750.00	46,083.05	195,545.35	185,082.69	1,727.75	1,068.01	7,666.90
11-000-263-420-18-7210	7902	GROUNDS-SNOW SVCS	22,000.00	-9,083.05	12,916.95	12,916.95	0.00	0.00	0.00

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11-000-263-610-18-7408	7898	GROUNDS - SUPPLIES	75,550.00	5,000.00	80,550.00	65,964.20	8,523.28	3,852.93	2,209.59
11-000-266-110-15-7501	7899	SECURITY - SALARIES	97,713.00	4,355.54	102,068.54	92,182.34	9,886.20	0.00	0.00
11-000-270-160-15-5101	7303	SAL ADMIN TRANSP	191,568.00	-3,380.78	188,187.22	172,426.66	15,760.56	0.00	0.00
11-000-270-160-15-5102	7304	SALARY BUS DRIVERS	1,413,589.00	21,495.62	1,435,084.62	1,286,382.40	148,702.22	0.00	0.00
11-000-270-160-15-5105	7305	SALARIES MECHANICS	151,803.00	960.86	152,763.86	140,033.54	12,730.32	0.00	0.00
11-000-270-162-15-5106	7306	MECHANICS OVERTIME	39,002.00	16,804.82	55,806.82	55,806.82	0.00	0.00	0.00
11-000-270-162-15-5117	7307	CONTRACT SETTLEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-162-15-9999	7308	EXTRA CURRIC DISTRICT	310,000.00	-17,106.79	292,893.21	200,299.90	87,351.00	0.00	5,242.31
11-000-270-390-16-0000	7309	OTHER PURCH. PROF. &	16,000.00	4,000.00	20,312.50	16,372.50	2,790.00	1,150.00	0.00
11-000-270-390-28-5701	7310	PURCH PROF SVC TRANSP	20,684.00	0.00	44,373.63	34,401.94	7,939.75	337.86	1,694.08
11-000-270-420-28-5601	7311	MTCE BY PRIVATE	6,000.00	0.00	6,000.00	-7,150.31	1,663.75	0.00	11,486.56
11-000-270-513-28-5202	7312	TRANSP JOINTURES	1,146,858.00	-25,438.58	1,162,067.14	1,023,049.21	95,192.85	12,707.48	31,117.60
11-000-270-517-28-5201	7313	CONTR SVC AIDE IN LIEU	202,908.00	-53,000.00	149,908.00	72,462.01	70,553.02	0.00	6,892.97
11-000-270-580-28-0000	7314	TRAVEL-	200.00	550.00	750.00	570.04	9.23	0.00	170.73
11-000-270-593-28-5401	7315	TRANSPORTATION	58,393.00	-1,500.00	56,893.00	52,846.00	4,004.00	0.00	43.00
11-000-270-610-28-0000	7316	SUPPLIES AND MATERIALS	11,575.00	21,200.00	36,138.88	29,704.11	1,644.93	234.24	4,555.60
11-000-270-610-28-5502	7317	FUEL/OIL/LUBRICANTS	204,748.00	106,962.10	313,308.42	241,563.15	69,782.33	1,962.94	0.00
11-000-270-610-28-5503	7318	TIRES & TUBES	27,000.00	5,000.00	32,000.00	30,165.01	68.47	136.25	1,630.27
11-000-270-610-28-5504	7319	REPAIR PARTS	130,651.00	-9,410.00	124,646.57	91,519.75	20,567.77	2,368.23	10,190.82
11-000-270-800-28-5505	7320	GARAGE EXPENSES	13,534.00	0.00	13,588.78	11,227.28	2,172.95	59.20	129.35
11-000-291-220-40-8102	7321	EMPLOYEE INSURANCE	1,114,245.00	-163,299.02	950,945.98	933,276.07	1,948.86	0.00	15,721.05
11-000-291-241-40-8101	7322	PERS/TSA	1,263,882.00	-96,335.00	1,167,547.00	1,154,483.47	13,063.53	0.00	0.00
11-000-291-250-40-8103	7323	UNEMPLOYMENT	156,115.00	3,459.90	159,574.90	159,574.90	0.00	0.00	0.00
11-000-291-260-40-8209	7324	WORKERS COMP	632,176.00	-121,704.00	510,472.00	439,300.00	0.00	0.00	71,172.00
11-000-291-270-40-8203	7325	MEDICAL INSURANCE	10,702,004.00	-180,183.62	11,572,031.41	10,145,994.50	1,236,948.66	189,088.25	0.00
11-000-291-270-40-8204	7326	DENTAL INSURANCE	611,658.00	-65,611.44	546,046.56	467,705.70	0.00	56,119.16	22,221.70
11-000-291-280-40-8210	7327	TUITION REIMBURSEMENT	195,000.00	0.00	195,000.00	85,326.53	31,306.76	0.00	78,366.71
11-000-291-290-09-8206	7328	EMPLOYEE ASSISTANCE	14,000.00	0.00	14,000.00	11,160.00	0.00	0.00	2,840.00
11-000-291-290-40-8208	7329	ACCUMULATED SICK	100,000.00	18,087.98	118,087.98	118,087.98	0.00	0.00	0.00
11-000-291-290-40-8212	7330	SHOE & UNIFORM	9,436.00	-1,336.00	8,100.00	8,100.00	0.00	0.00	0.00
11-000-310-930-40-0000	7331	TRANSFERS TO COVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-110-100-101-15-2131	7332	SAL KINDERGARTEN	659,059.50	-122,389.37	536,670.13	482,592.33	54,077.80	0.00	0.00
11-110-100-101-15-2132	7333	SUBSTITUTES	10,805.00	-7,952.50	2,852.50	2,852.50	0.00	0.00	0.00
11-110-100-101-15-2133	7334	PRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-120-100-101-15-2133	7335	SALARY GRADES 1-5	8,181,249.00	-361,950.18	7,819,298.82	7,061,582.18	757,716.64	0.00	0.00
11-120-100-101-15-2134	7336	SUBSTITUTE GRADES 1-5	209,280.00	21,444.00	230,724.00	230,724.00	0.00	0.00	0.00

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11-120-100-101-15-2135	7337	SUB-PRO DEVEL-GRADES	2,940.00	-2,940.00	0.00	-102.27	0.00	0.00	102.27
11-120-100-101-15-2161	7338	SALARY-CAF DUTY	67,915.00	-31,000.94	36,914.06	36,914.06	0.00	0.00	0.00
11-120-100-101-15-2162	7339	SALARY-BUS DUTY	39,181.00	-12,649.61	26,531.39	26,531.39	0.00	0.00	0.00
11-120-100-101-15-2163	7340	SALARY-CLASS	11,380.00	-5,507.49	5,872.51	5,872.51	0.00	0.00	0.00
11-120-100-101-15-2170	7341	SALARY-RECESS DUTY	78,350.00	-21,984.92	56,365.08	56,365.08	0.00	0.00	0.00
11-130-100-101-15-2135	7342	SALARY GRADES 6-8	6,212,328.80	-38,904.24	6,173,424.56	5,601,065.84	572,358.72	0.00	0.00
11-130-100-101-15-2136	7343	SUBSTITUTES GRADES 6-8	146,755.00	-42,433.00	104,322.00	104,322.00	0.00	0.00	0.00
11-130-100-101-15-2137	7344	SUBS-PRO DEVEL-GRADE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-130-100-101-15-2138	7345	PAY-6TH PERIOD-GR 6-8	0.00	47,280.00	47,280.00	28,560.00	18,720.00	0.00	0.00
11-130-100-101-15-2161	7346	SALARY- CAF DUTY RMS	74,103.00	-17,835.37	56,267.63	56,267.63	0.00	0.00	0.00
11-130-100-101-15-2162	7347	SALARY-BUS DUTY RMS	20,251.00	-18,719.90	1,531.10	1,531.10	0.00	0.00	0.00
11-130-100-101-15-2163	7348	SALARY-CLASS	25,490.00	-15,238.62	10,251.38	10,251.38	0.00	0.00	0.00
11-130-100-101-15-2165	7349	SALARY RMS TEAM/UNIT	26,906.00	0.00	26,906.00	0.00	0.00	0.00	26,906.00
11-130-100-101-15-2166	7350	SALARY RMS CHEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-130-100-101-15-2169	7351	SALARY RMS	0.00	150.00	150.00	150.00	0.00	0.00	0.00
11-140-100-101-15-2137	7352	SALARY GRADES 9-12	7,987,024.70	304.84	7,987,329.54	7,223,059.61	764,269.93	0.00	0.00
11-140-100-101-15-2138	7353	SUBSTITUTES GRADES	115,740.00	-2,170.00	113,570.00	113,570.00	0.00	0.00	0.00
11-140-100-101-15-2139	7354	SUB-PRO DEVEL-GRADE	420.00	-420.00	0.00	0.00	0.00	0.00	0.00
11-140-100-101-15-2140	7355	PAY-6TH PERIOD-GR 9-12	56,000.00	61,840.00	117,840.00	63,840.00	54,000.00	0.00	0.00
11-140-100-101-15-2161	7356	SALARY-CAF DUTY HS	106,484.00	-19,915.52	86,568.48	86,568.48	0.00	0.00	0.00
11-140-100-101-15-2163	7357	SALARY-CLASS	50,000.00	-37,257.62	12,742.38	10,577.64	0.00	0.00	2,164.74
11-140-100-101-15-2166	7358	SALARY HS CHEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-140-100-101-15-2171	7359	SALARY HS LEAD	5,903.00	0.00	5,903.00	0.00	0.00	0.00	5,903.00
11-150-100-101-15-2115	7360	HOME INSTRUCTION	61,820.00	31,330.00	93,150.00	93,150.00	0.00	0.00	0.00
11-150-100-320-07-0000	7361	PPS-HOME INSTRUCTION	35,000.00	-16,511.85	18,833.60	12,781.60	6,052.00	0.00	0.00
11-190-100-106-15-2130	7362	KINDERGARTEN AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-106-15-2162	7363	REA SETTLEMENT 2.8%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-106-15-2199	8185	LONG TERM SUBS -	238,762.00	260,288.85	499,050.85	499,050.85	0.00	0.00	0.00
11-190-100-320-05-0000	7366	PURCHASED PROF ED.	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
11-190-100-320-06-0000	7367	PURCH PROF. ED. SVC.	5,000.00	0.00	5,000.00	736.32	300.00	300.00	3,663.68
11-190-100-320-24-0000	7368	PURCHASED	80,000.00	-16,835.10	63,164.90	63,164.90	0.00	0.00	0.00
11-190-100-340-01-0000	7365	PURCHASED	1,000.00	0.00	1,000.00	428.23	290.27	6.50	275.00
11-190-100-340-02-0000	7904	PURCHASED TECHNICAL	960.00	0.00	960.00	540.00	10.00	165.00	245.00
11-190-100-340-03-0000	7905	PURCHASED TECHNICAL	0.00	1,000.00	1,000.00	375.05	599.95	0.00	25.00
11-190-100-340-04-0000	7369	PURCHASED TECH. SVC.	600.00	460.00	1,060.00	665.00	0.00	125.00	270.00
11-190-100-340-05-0000	7370	PURCH. TECH. SVC.	4,875.00	0.00	4,875.00	2,836.35	188.65	125.00	1,725.00

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11-190-100-340-05-0410	8186	PURCH TECH SERV MS	4,500.00	0.00	4,500.00	3,364.20	0.00	0.00	1,135.80
11-190-100-340-05-0460	8187	PURCH TECH SERV MS LA	0.00	3,364.20	3,364.20	3,364.20	0.00	0.00	0.00
11-190-100-340-06-0410	8188	PURCH TECH SERV HS	1,750.00	0.00	1,750.00	1,201.50	0.00	0.00	548.50
11-190-100-340-06-0460	8189	PURCH TECH SERV HS LA	0.00	3,001.50	3,001.50	3,001.50	0.00	0.00	0.00
11-190-100-340-23-2430	7371	DISTRICT TECH-PURCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-340-41-0410	8190	PURCH TECH SERV K-5	8,000.00	0.00	8,000.00	7,630.20	0.00	0.00	369.80
11-190-100-340-42-0420	7372	ED TECH/ PURCH TECH	1,700.00	0.00	1,700.00	1,700.00	0.00	0.00	0.00
11-190-100-340-44-0440	7373	PURCH TECH SERV MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-340-46-0460	8191	PURCH TECH SERV K-5 LA	7,200.00	430.20	7,630.20	7,630.20	0.00	0.00	0.00
11-190-100-340-47-0470	7374	PURC TECH SER FORG	5,000.00	-4,850.00	150.00	150.00	0.00	0.00	0.00
11-190-100-440-01-0000	7375	PURCHASED TECH	32,000.00	-1,500.00	32,859.13	24,903.55	4,772.26	2,359.13	824.19
11-190-100-440-02-0000	7376	PURCHASED	37,000.00	-1,168.00	38,374.11	26,015.10	5,138.22	2,542.11	4,678.68
11-190-100-440-03-0000	7377	RENTALS	31,276.00	0.00	34,025.80	26,256.00	5,186.40	2,566.20	17.20
11-190-100-440-04-0000	7378	RENTALS-COPIERS	36,438.00	-3,986.45	34,977.07	26,779.84	5,517.82	2,679.41	0.00
11-190-100-440-05-0000	7379	PURCH. SVC.-COPIER	62,000.00	0.00	66,217.13	45,358.30	10,221.26	4,217.13	6,420.44
11-190-100-440-06-0000	7380	PURCH. SVC.-COPIER	100,000.00	0.00	109,268.18	72,322.02	19,404.62	7,053.31	10,488.23
11-190-100-500-47-0470	7381	TRAVEL FOREIGN LANG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-580-10-0000	7382	TRAVEL EXPENSE	0.00	4,000.00	4,000.00	1,550.00	191.00	1,350.00	909.00
11-190-100-580-24-0000	7383	OTHER PURCHASED	2,800.00	-2,643.12	299.48	282.29	0.00	0.00	17.19
11-190-100-610-01-1212	7384	SUPPLIES-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-01-2401	7385	ED SUPP/REPL/CG	58,500.00	9,855.00	68,355.00	61,474.86	2,784.18	3,873.68	222.28
11-190-100-610-01-2471	7386	TEACHER	500.00	0.00	500.00	458.60	0.00	0.00	41.40
11-190-100-610-01-2481	7387	INST EQUIPSUPPLY/EQUIP	13,640.00	-4,177.44	9,462.56	9,462.56	0.00	0.00	0.00
11-190-100-610-02-1212	7388	SUPPLIES-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-02-2402	7389	ED SUPP/REPL/FB	96,910.00	1,412.45	98,411.26	96,989.78	795.12	594.60	31.76
11-190-100-610-02-2472	7390	TEACHER	500.00	0.00	500.00	500.00	0.00	0.00	0.00
11-190-100-610-02-2482	7391	SUPPL/EQUIP FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-03-1212	7392	SUPPLIES-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-03-2403	7393	ED SUPP/REPL/IR	77,570.00	2,687.78	80,455.18	75,285.94	284.92	4,869.94	14.38
11-190-100-610-03-2473	7394	TEACHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-03-2483	7395	SUPPL/EQUIP IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-04-1212	7396	SUPPLIES-G&T	0.00	0.00	451.10	451.10	0.00	0.00	0.00
11-190-100-610-04-2404	7397	ED SUPP/REPL/SH	74,445.00	11,956.81	92,351.89	89,349.92	1,251.37	778.04	972.56
11-190-100-610-04-2474	7398	TEACHER	500.00	-96.33	403.67	403.67	0.00	0.00	0.00
11-190-100-610-04-2484	7399	SUPPL/EQUIP SH	0.00	550.45	7,492.82	6,793.19	680.80	0.00	18.83
11-190-100-610-05-0410	7400	ED SUPP/MATH/RMS	5,500.00	-3,908.85	1,591.15	1,591.15	0.00	0.00	0.00

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11-190-100-610-05-0420	7401	ED SUPP/SCIENCE/RMS	7,100.00	446.08	7,546.08	7,259.65	159.39	0.00	127.04
11-190-100-610-05-0421	7402	RMS BUS/TECH SUPPLIES	4,000.00	0.00	4,000.00	3,870.26	0.00	0.00	129.74
11-190-100-610-05-0450	7403	ED SUPP/SS/RMS	7,000.00	0.00	7,000.00	6,837.27	0.00	0.00	162.73
11-190-100-610-05-0460	7404	ED SUPP/LA/RMS	15,800.00	-863.34	18,536.66	13,834.18	605.55	2,280.00	1,816.93
11-190-100-610-05-0470	7405	ED SUPP/FL/RMS	18,400.00	-16,000.00	2,400.00	2,024.99	334.10	0.00	40.91
11-190-100-610-05-1212	7406	SUPPLIES-G&T	1,000.00	0.00	1,000.00	216.77	0.00	0.00	783.23
11-190-100-610-05-2410	7407	ED SUPP/GENL/RMS	82,079.19	-5,739.94	91,661.01	66,634.55	5,698.09	5,779.08	13,549.29
11-190-100-610-05-2411	8326	ED SUPP/CONSUMER	0.00	7,200.00	7,200.00	6,300.85	210.06	689.09	0.00
11-190-100-610-05-2412	8327	ED SUPP/MEDIA ARTS	0.00	2,500.00	2,500.00	2,483.94	0.00	0.00	16.06
11-190-100-610-05-2475	7408	TEACHER	500.00	0.00	500.00	0.00	0.00	0.00	500.00
11-190-100-610-05-2485	7409	SUPPL/EQUIP RMS GENL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-06-0410	7410	ED SUPPL/REPL/HS/MATH	3,250.00	0.00	3,250.00	1,102.64	195.00	0.00	1,952.36
11-190-100-610-06-0420	7411	ED	20,000.00	1,397.36	21,397.36	20,655.05	0.00	83.01	659.30
11-190-100-610-06-0450	7412	ED SUPPL/REPL/HS/SOC	7,050.00	0.00	7,050.00	7,036.65	0.00	0.00	13.35
11-190-100-610-06-0451	7413	ED SUPPL/BUSINESS &	6,100.00	0.00	6,100.00	5,768.63	0.00	0.00	331.37
11-190-100-610-06-0460	7414	ED SUPPL/REPL/HS/LA	17,897.00	1,000.00	18,897.00	16,509.22	1,927.25	0.00	460.53
11-190-100-610-06-0470	7415	ED SUPPL/REPL/HS/FL	6,000.00	-200.00	5,800.00	5,003.75	0.00	0.00	796.25
11-190-100-610-06-2416	7416	ED SUPPL/REPL/HS/GEN	65,000.00	-7,261.63	66,210.25	63,950.49	1,604.30	0.00	655.46
11-190-100-610-06-2476	7417	TEACHER	500.00	0.00	500.00	0.00	0.00	0.00	500.00
11-190-100-610-06-2486	7418	SUPPLY/EQUIP HS	15,300.00	0.00	41,390.12	35,326.13	1,361.12	1,268.00	3,434.87
11-190-100-610-06-2487	7419	SUPPLIES-FAMILY	13,500.00	-1,046.00	12,454.00	9,374.90	89.15	2,489.08	500.87
11-190-100-610-08-0000	7139	SUPPLIES AND MATERIALS	109,983.00	0.00	110,545.00	20,629.22	4,029.14	0.00	85,886.64
11-190-100-610-08-2458	7420	ED SUPP/NEW	36,000.00	-30,042.56	7,607.44	7,607.44	0.00	0.00	0.00
11-190-100-610-10-0000	7421	GENERAL SUPPLIES	10,000.00	-1,000.00	9,000.00	984.35	0.00	75.00	7,940.65
11-190-100-610-11-0011	7436	ED SUPPL/REPL/P.E.	15,080.00	0.00	20,115.56	14,584.94	2,666.63	1,843.60	1,020.39
11-190-100-610-12-2423	7422	ED SUPPL/REPL/G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-23-2495	7423	SUPPL/EQUIP COMPUTERS	204,630.00	26,639.27	423,784.53	409,662.15	8,018.46	5,867.30	236.62
11-190-100-610-24-0000	7424	GENERAL SUPPLIES	20,207.00	-16,603.78	3,603.22	0.00	169.53	3,433.69	0.00
11-190-100-610-27-2430	7425	DISTRICT TESTING	25,000.00	0.00	36,513.12	23,230.16	11,190.25	0.00	2,092.71
11-190-100-610-41-0410	7426	MATH K-5	1,000.00	0.00	1,000.00	821.11	0.00	0.00	178.89
11-190-100-610-42-0420	7427	ED	25,000.00	-152.51	24,847.49	24,847.49	0.00	0.00	0.00
11-190-100-610-42-0421	7428	SCIENCE K-5	35,500.00	-1,440.00	34,060.00	30,136.78	1,733.41	1,685.92	503.89
11-190-100-610-42-0422	7429	ED SUPPL/REPL/CO-OP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-43-0430	7430	ED SUPPL/REPL/ART	40,000.00	-431.62	39,568.38	39,546.77	0.00	0.00	21.61
11-190-100-610-44-0440	7431	ED SUPPL/REPL/MUSIC	19,000.00	-215.05	19,284.34	18,713.10	125.63	445.61	0.00
11-190-100-610-44-0441	7432	SUPPLY/EQUIP MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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11-190-100-610-45-0450	7433	SOC STUD K-5	1,800.00	-14.08	1,785.92	1,771.35	0.00	0.00	14.57
11-190-100-610-46-0460	7434	LANGUAGE ARTS K-5	1,800.00	-1,000.00	800.00	0.00	0.00	0.00	800.00
11-190-100-610-47-0470	7435	ELEM. FOREIGN	1,500.00	1,600.00	3,100.00	885.95	882.00	0.00	1,332.05
11-190-100-640-01-2201	7438	TEXT/REPL/CG	2,000.00	-2,000.00	0.00	0.00	0.00	0.00	0.00
11-190-100-640-02-2202	7439	TEXT/REPL/FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-640-03-2203	7440	TEXTBOOKS/REPLACEMEN	8,000.00	-5,634.84	2,365.16	2,356.21	0.00	0.00	8.95
11-190-100-640-04-2204	7441	TEXTBOOKS/REPLACEMEN	8,000.00	706.36	10,171.44	4,233.24	5,938.20	0.00	0.00
11-190-100-640-05-0410	7442	TEXT/REPL/MS/MATH	6,000.00	-4,665.03	1,334.97	1,334.97	0.00	0.00	0.00
11-190-100-640-05-0420	7443	TEXT/REPL/MS/SCIENCE	500.00	-500.00	0.00	0.00	0.00	0.00	0.00
11-190-100-640-05-0450	7444	TEXT/REPL/MS/SOC	4,000.00	0.00	4,000.00	3,978.98	0.00	0.00	21.02
11-190-100-640-05-0460	7445	TEXT/REPL/MS/L.A.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-640-05-0470	7446	TEXT REPL/MS/F.L.	2,100.00	18,500.00	20,600.00	20,480.80	0.00	0.00	119.20
11-190-100-640-06-0410	7447	TEXT/REPL/HS/MATH	10,000.00	0.00	10,000.00	6,756.97	0.00	0.00	3,243.03
11-190-100-640-06-0420	7448	TEXT/REPL/HS/SCIENCE	5,500.00	-1,397.36	4,102.64	4,031.55	0.00	0.00	71.09
11-190-100-640-06-0450	7449	TEXT/REPL/HS,SS	6,950.00	-975.54	5,974.46	5,938.36	0.00	0.00	36.10
11-190-100-640-06-0451	7450	TEXT/NEW/HS/BUSINESS &	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
11-190-100-640-06-0460	7451	TEXT/REPL/HS,LA	11,000.00	-3,627.08	7,372.92	1,942.20	2,691.97	2,688.14	50.61
11-190-100-640-06-0470	7452	TEXT/REPL/HS,FL	10,300.00	3,250.00	13,550.00	8,184.74	4,912.49	0.00	452.77
11-190-100-640-08-2266	7453	TEXTBOOKS/NEW/CURRIC	265,551.00	119,355.71	409,927.51	408,518.95	0.00	0.00	1,408.56
11-190-100-640-43-0430	7454	TEXTBOOKS/REPLACEMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-640-44-0440	7455	TEXTBOOKS/REPLACEMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-890-05-2578	7456	RMS-MISC. EXPENSE	0.00	300.00	800.00	800.00	0.00	0.00	0.00
11-190-100-890-06-0000	7457	GRADUATION-OTHER	31,500.00	0.00	33,244.50	5,142.97	17,458.34	8,653.19	1,990.00
11-190-100-890-10-0000	7458	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-890-12-0000	7459	G&T FIELD TRIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-890-24-0000	7460	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-204-100-101-15-2101	7461	SALARY-L/L DISABLE	885,781.00	-291,727.33	594,053.67	522,682.97	71,370.70	0.00	0.00
11-204-100-106-15-2102	7462	SALARY-L/L AIDES	287,692.50	-187,984.74	99,707.76	89,749.76	9,958.00	0.00	0.00
11-204-100-610-07-0001	7463	SUPPLIES-LLD	3,000.00	-864.20	2,382.32	2,382.32	0.00	0.00	0.00
11-204-100-610-07-0002	7464	SUPPLIES-LLD	3,000.00	2,686.40	5,985.90	5,985.90	0.00	0.00	0.00
11-204-100-610-07-0003	7465	SUPPLIES-LLD	0.00	0.00	185.76	185.76	0.00	0.00	0.00
11-204-100-610-07-0004	7466	SUPPLIES-LLD	0.00	0.00	297.15	297.15	0.00	0.00	0.00
11-204-100-610-07-0005	7467	SUPPLIES-LLD	4,000.00	-1,370.86	2,629.14	2,629.14	0.00	0.00	0.00
11-204-100-610-07-0006	7468	SUPPLIES-LLD	2,500.00	-28.95	2,758.55	2,758.55	0.00	0.00	0.00
11-207-100-610-07-0001	7469	SUPPLIES-SPEECH	500.00	69.48	569.48	569.48	0.00	0.00	0.00
11-207-100-610-07-0002	7470	SUPPLIES-SPEECH	500.00	-128.26	371.74	371.74	0.00	0.00	0.00

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11-207-100-610-07-0003	7471	SUPPLIES-SPEECH	500.00	0.00	500.00	500.00	0.00	0.00	0.00
11-207-100-610-07-0004	7472	SUPPLIES-SPEECH	500.00	0.00	500.00	500.00	0.00	0.00	0.00
11-207-100-610-07-0005	7473	SUPPLIES-SPEECH	700.00	-38.77	661.23	661.23	0.00	0.00	0.00
11-207-100-610-07-0006	7474	SUPPLIES-SPEECH	250.00	0.00	250.00	250.00	0.00	0.00	0.00
11-212-100-101-15-2107	7475	SALARY-MULTIPLE	91,850.00	-91,850.00	0.00	0.00	0.00	0.00	0.00
11-212-100-106-15-2108	7476	SALARY-MULT DIS-AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-212-100-610-07-0001	7477	SUPPLIES-MD	500.00	-283.00	217.00	217.00	0.00	0.00	0.00
11-212-100-610-07-0002	7478	SUPPLIES-MD	500.00	-274.80	225.20	225.20	0.00	0.00	0.00
11-212-100-610-07-0003	7479	SUPPLIES-MD	500.00	-283.00	217.00	217.00	0.00	0.00	0.00
11-212-100-610-07-0004	7480	SUPPLIES-MD	500.00	-209.78	290.22	290.22	0.00	0.00	0.00
11-212-100-610-07-0005	7481	SUPPLIES-MD	1,000.00	-264.90	735.10	735.10	0.00	0.00	0.00
11-212-100-610-07-0006	7482	SUPPLIES-MD	650.00	-313.35	336.65	336.65	0.00	0.00	0.00
11-213-100-101-15-2109	7483	SALARY - RESOURCE	2,634,626.00	467,428.83	3,102,054.83	2,797,935.83	304,119.00	0.00	0.00
11-213-100-106-15-2113	7484	SALARY RESOUCE	412,745.00	35,238.29	447,983.29	402,661.55	45,316.74	0.00	5.00
11-213-100-610-07-0001	7485	SUPPLIES-RESOURCE	2,000.00	-72.75	1,927.25	1,927.25	0.00	0.00	0.00
11-213-100-610-07-0002	7486	SUPPLIES-RESOURCE	2,000.00	59.41	2,059.41	2,059.41	0.00	0.00	0.00
11-213-100-610-07-0003	7487	SUPPLIES-RESOURCE	2,000.00	-683.76	1,812.34	1,812.34	0.00	0.00	0.00
11-213-100-610-07-0004	7488	SUPPLIES-RESOURCE	2,000.00	364.39	2,637.19	2,234.19	0.00	403.00	0.00
11-213-100-610-07-0005	7489	SUPPLIES-RESOURCE	6,000.00	-264.83	5,735.17	5,735.17	0.00	0.00	0.00
11-213-100-610-07-0006	7490	SUPPLIES-RESOURCE	6,000.00	-1,103.03	5,194.01	5,194.01	0.00	0.00	0.00
11-216-100-101-15-2111	7491	SALARY-PRE SCH DIS.	230,219.00	11,831.46	242,050.46	217,883.96	24,166.50	0.00	0.00
11-216-100-106-15-2112	7492	SALARY-PRE SCH DIS.	147,067.50	143,283.44	290,350.94	259,268.52	31,082.42	0.00	0.00
11-216-100-610-07-0001	7493	SUPPLIES PRE SCH DIS.	6,000.00	-2,312.85	13,993.46	13,779.40	214.06	0.00	0.00
11-230-100-101-15-2116	7494	SALARY BASIC SKILLS	447,416.50	-58,901.50	388,515.00	349,658.50	38,856.50	0.00	0.00
11-230-100-580-22-0000	7495	PURCH SERV BSI TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-610-01-0000	7496	SUPPLIES BASIC SKILLS	500.00	0.00	500.00	0.00	0.00	0.00	500.00
11-230-100-610-02-0000	7497	SUPPLIES BASIC SKILLS	500.00	0.00	500.00	500.00	0.00	0.00	0.00
11-230-100-610-03-0000	7498	SUPPLIES BASIC SKILLS	2,000.00	0.00	2,000.00	934.37	0.00	879.85	185.78
11-230-100-610-04-0000	7499	SUPPLIES BASIC SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-610-05-0000	7500	SUPPLIES BASIC SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-610-22-2428	7501	SUPPLIES BASIC SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-640-22-2225	7502	TEXT/REPL/BASIC SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-640-41-0410	7503	TEXTBOOKS BSI	3,000.00	0.00	3,000.00	984.95	0.00	0.00	2,015.05
11-240-100-101-15-2117	7504	SALARY ESL	233,712.00	1,398.00	235,110.00	211,599.00	23,511.00	0.00	0.00
11-240-100-500-47-0470	7505	TRAVEL ESL BETWEEN	1,000.00	0.00	1,000.00	373.03	37.00	0.00	589.97
11-240-100-610-47-0470	7506	SUPPLIES ESL	5,100.00	-2,900.00	3,019.13	2,458.92	0.00	0.00	560.21

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11-240-100-640-47-0470	7507	ESL TEXTBOOKS	2,100.00	565.00	2,665.00	2,095.73	0.00	0.00	569.27
11-401-100-110-15-1014	7508	CO-CURRICULAR DISTRICT	356,832.00	1,870.00	358,702.00	66,917.70	291,784.30	0.00	0.00
11-401-100-110-15-2011	7509	MAC 2012 FB MATCH	0.00	560.00	560.00	0.00	560.00	0.00	0.00
11-401-100-110-15-2012	7511	MAC 2012 CG MATCH	0.00	420.00	420.00	0.00	420.00	0.00	0.00
11-401-100-110-15-2013	7510	MAC 2012 RMS MATCH	0.00	960.00	960.00	0.00	960.00	0.00	0.00
11-401-100-110-15-2050	8192	MAC 2010 FB HMWK CL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-110-15-2052	8194	MAC 2010 RMS HMWK CL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-110-15-2053	8195	MAC 2010 FB IS FIT MATC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-320-05-2709	7512	MAC 06 MS BULLY MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-320-06-2004	7513	MAC 2009 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-320-30-2022	7514	MAC 2008 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-320-30-2105	7515	MAC 2007 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-320-30-2710	7516	MAC 2006 PROF SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-01-0000	7517	SUPPLIES-CO-CURRICULA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-01-2014	8470	MAC 2012 CG RED RIBBON	0.00	40.00	40.00	0.00	0.00	0.00	40.00
11-401-100-610-01-2054	8258	MAC2010 CG REDR SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-01-2705	7518	MAC 2006 RAIN CG MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-02-0000	7519	SUPPLIES-COCURRICULAR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-02-2002	7520	MAC 2009 RED RIB ELE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-02-2015	8372	MAC 2012 FB RED RIBBON	0.00	40.00	80.00	40.00	0.00	0.00	40.00
11-401-100-610-02-2024	7521	MAC 2008 RD RIB SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-02-2055	8255	MAC2010 FB REDR SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-03-0000	7522	SUPPLIES-COCURRICULAR	2,100.00	-1,000.00	1,100.00	197.96	738.00	0.00	164.04
11-401-100-610-03-2016	8373	MAC 2012 IR RED RIBBON	0.00	40.00	80.00	40.00	0.00	0.00	40.00
11-401-100-610-03-2056	8202	MAC2010 IR REDR SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-04-0000	7523	SUPPLIES-COCURRICULAR	1,660.00	-460.00	1,200.00	894.80	197.11	100.00	8.09
11-401-100-610-04-2017	8374	MAC 2012 SH RED RIBBON	0.00	40.00	80.00	40.00	0.00	0.00	40.00
11-401-100-610-04-2057	8203	MAC2010 SH REDR SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-04-2704	7524	MAC 2006 RAIN SH MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-04-2708	7525	MAC 2006 PIP SH MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-1020	7526	EXPENSES RMS	2,000.00	-200.00	1,800.00	1,398.33	299.34	0.00	102.33
11-401-100-610-05-2010	7528	MAC 2009 PLAID MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-2018	8375	MAC 2012 RMS RED	0.00	100.00	200.00	100.00	0.00	0.00	100.00
11-401-100-610-05-2022	7529	MAC 2008 HOWK SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-2025	7530	MAC 2008 RD RIB RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-2059	7527	MAC 2010 RED RIB RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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11-401-100-610-05-2101	7531	MAC 2007 RANBOW SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-2706	7532	MAC 04 RMS HOME MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-2707	7533	MAC 04 RMS RAIN MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-06-1021	7534	RHS EXTRA CURRIC	19,500.00	-455.00	19,045.00	13,799.85	3,430.00	0.00	1,815.15
11-401-100-610-06-1028	7535	EXPENSES/COMPETITIONS	7,500.00	-4,321.30	7,067.02	6,902.02	0.00	0.00	165.00
11-401-100-610-06-1029	7536	PEER GROUP	3,000.00	0.00	3,000.00	2,842.23	0.00	0.00	157.77
11-401-100-610-06-2003	7537	MAC 2009 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-30-2023	7538	MAC 2008 TM HARM SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-30-2102	7539	MAC 2007 TM HARM SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-43-0430	7540	EXPENSES EXTRA ART	2,500.00	0.00	2,500.00	794.11	737.64	968.25	0.00
11-401-100-610-45-0451	7541	MAC 05 TEAM HA MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-49-0490	7542	MAC 2007 RED RIB MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-890-05-0000	7543	CO-CURRICULAR-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-890-06-1021	7544	RHS COCURRICULAR	37,650.00	0.00	38,505.02	19,707.25	5,039.91	1,209.26	12,548.60
11-401-100-890-44-0440	7545	MISC EXP COCURRICULAR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-402-100-105-15-0000	7546	ATHLETIC CLERICAL	45,772.00	3,134.96	48,906.96	44,831.38	4,075.58	0.00	0.00
11-402-100-110-15-1010	7547	SALARY INTRAMURALS	7,242.00	0.00	7,242.00	4,828.00	0.00	0.00	2,414.00
11-402-100-110-15-1013	7548	SALARY ATHLETICS	214,508.00	0.00	214,508.00	198,896.26	15,611.74	0.00	0.00
11-402-100-110-15-1015	7549	ATHLETIC STIPENDS	616,293.00	0.00	616,293.00	422,604.56	193,688.44	0.00	0.00
11-402-100-110-15-1017	7550	ATHLETIC EVENT	24,000.00	-1,905.48	22,094.52	19,441.00	0.00	0.00	2,653.52
11-402-100-440-16-1690	7551	PURCH TECH SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-402-100-500-16-1631	7552	BASEBALL CONTR SVC	3,232.00	0.00	3,232.00	3,232.00	0.00	0.00	0.00
11-402-100-500-16-1632	7553	BOYS BASKETBALL CONTR	9,228.00	0.00	9,228.00	9,228.00	0.00	0.00	0.00
11-402-100-500-16-1633	7554	GIRLS BASKETBALL	9,228.00	0.00	9,228.00	9,228.00	0.00	0.00	0.00
11-402-100-500-16-1634	7555	BOYS CROSS COUNTRY	280.00	-250.00	30.00	0.00	0.00	0.00	30.00
11-402-100-500-16-1635	7556	GIRLS X-COUNTRY CONTR	280.00	0.00	280.00	280.00	0.00	0.00	0.00
11-402-100-500-16-1636	7557	FIELD HOCKEY CONTR	2,164.00	0.00	2,164.00	2,164.00	0.00	0.00	0.00
11-402-100-500-16-1637	7558	FOOTBALL CONTR SVC	2,188.00	0.00	2,188.00	2,188.00	0.00	0.00	0.00
11-402-100-500-16-1639	7559	GYMNASTICS CONTR SVC	576.00	0.00	576.00	576.00	0.00	0.00	0.00
11-402-100-500-16-1640	7560	ICE HOCKEY CONTR SVC	7,620.00	0.00	7,620.00	7,620.00	0.00	0.00	0.00
11-402-100-500-16-1641	7561	BOYS SOCCER CONTR	5,002.00	0.00	5,002.00	5,002.00	0.00	0.00	0.00
11-402-100-500-16-1642	7562	GIRLS SOCCER CONTR	5,002.00	0.00	5,002.00	5,002.00	0.00	0.00	0.00
11-402-100-500-16-1643	7563	SOFTBALL CONTR SVC	4,304.00	0.00	4,304.00	4,304.00	0.00	0.00	0.00
11-402-100-500-16-1644	7564	SWIMMING CONTR SVC	544.00	0.00	544.00	544.00	0.00	0.00	0.00
11-402-100-500-16-1647	7565	BOYS SPRING TRACK	1,268.00	0.00	1,268.00	561.29	0.00	706.71	0.00
11-402-100-500-16-1648	7566	GIRLS SPRING TRACK	2,366.00	0.00	2,366.00	0.00	575.00	492.29	1,298.71

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11-402-100-500-16-1651	7567	WRESTLING CONTR SVC	4,745.00	0.00	4,745.00	4,745.00	0.00	0.00	0.00
11-402-100-500-16-1652	7568	BOYS LACROSSE CONTR	3,478.00	0.00	3,623.16	3,623.16	0.00	0.00	0.00
11-402-100-500-16-1654	7569	GIRLS LACROSSE CONTR	5,478.00	0.00	5,478.00	5,478.00	0.00	0.00	0.00
11-402-100-500-16-1655	7570	RECONDITIONING	43,550.00	-8,900.00	71,725.15	9,692.49	16,907.35	0.00	45,125.31
11-402-100-500-16-1656	7571	CHEERLEADING CONTR	300.00	0.00	300.00	300.00	0.00	0.00	0.00
11-402-100-500-16-1657	7572	VOLLEYBALL	3,390.00	0.00	3,390.00	3,390.00	0.00	0.00	0.00
11-402-100-500-16-1699	8153	ATHLETICS GENL PURCH	1,000.00	800.00	1,800.00	1,484.29	0.00	200.00	115.71
11-402-100-500-16-1723	7573	TRAVEL EXP ATHLETICS	9,000.00	-600.00	9,079.44	2,094.35	1,771.36	0.00	5,213.73
11-402-100-610-16-1661	7574	BASEBALL SUPPLIES	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
11-402-100-610-16-1662	7575	BOYS BASKETBALL	1,500.00	0.00	1,500.00	1,499.91	0.00	0.00	0.09
11-402-100-610-16-1663	7576	GIRLS BASKETBALL	1,500.00	0.00	1,500.00	1,494.31	0.00	0.00	5.69
11-402-100-610-16-1664	7577	BOYS X-COUNTRY	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
11-402-100-610-16-1665	7578	GIRLS X-COUNTRY	1,000.00	-1,000.00	0.00	0.00	0.00	0.00	0.00
11-402-100-610-16-1666	7579	FIELD HOCKEY SUPPLIES	1,500.00	0.00	1,500.00	1,499.81	0.00	0.00	0.19
11-402-100-610-16-1667	7580	FOOTBALL SUPPLIES	7,500.00	0.00	7,500.00	7,473.50	0.00	0.00	26.50
11-402-100-610-16-1668	7581	GOLF SUPPLIES	1,000.00	0.00	1,000.00	0.00	360.25	0.00	639.75
11-402-100-610-16-1669	7582	GYMNASTICS SUPPLIES	1,500.00	0.00	1,500.00	1,384.00	0.00	0.00	116.00
11-402-100-610-16-1670	7583	ICE HOCKEY SUPPLIES	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
11-402-100-610-16-1671	7584	BOYS SOCCER SUPPLIES	1,500.00	0.00	1,500.00	1,494.67	0.00	0.00	5.33
11-402-100-610-16-1672	7585	GIRLS SOCCER SUPPLIES	1,500.00	0.00	1,500.00	1,499.32	0.00	0.00	0.68
11-402-100-610-16-1673	7586	SOFTBALL SUPPLIES	1,500.00	12.60	1,512.60	1,512.60	0.00	0.00	0.00
11-402-100-610-16-1674	7587	SWIMMING SUPPLIES	3,000.00	0.00	3,000.00	0.00	0.00	2,100.00	900.00
11-402-100-610-16-1675	7588	BOYS TENNIS SUPPLIES	950.00	0.00	950.00	949.40	0.00	0.00	0.60
11-402-100-610-16-1676	7589	GIRLS TENNIS SUPPLIES	950.00	0.00	950.00	928.60	0.00	0.00	21.40
11-402-100-610-16-1677	7590	BOYS SPRING TRACK	1,500.00	250.00	1,750.00	1,663.49	0.00	0.00	86.51
11-402-100-610-16-1678	7591	GIRLS SPRING TRACK	1,500.00	-1,500.00	0.00	0.00	0.00	0.00	0.00
11-402-100-610-16-1679	7592	BOYS WINTER TRACK	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
11-402-100-610-16-1680	7593	GIRLS WINTER TRACK	1,000.00	-432.50	567.50	567.00	0.00	0.00	0.50
11-402-100-610-16-1681	7594	WRESTLING SUPPLIES	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
11-402-100-610-16-1682	7595	BOYS LACROSSE	1,500.00	0.00	1,500.00	207.10	1,280.50	0.00	12.40
11-402-100-610-16-1683	7596	AHTLETIC DIRECTOR	12,898.00	-773.60	12,124.40	7,342.25	1,945.54	1,388.70	1,447.91
11-402-100-610-16-1684	7597	LETTERS/AWARDS	2,400.00	0.00	2,400.00	2,400.00	0.00	0.00	0.00
11-402-100-610-16-1685	7598	MEDICAL SUPPLIES	10,000.00	0.00	10,000.00	9,531.42	0.00	0.00	468.58
11-402-100-610-16-1686	7599	GIRLS LACROSSE	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	0.00
11-402-100-610-16-1687	7600	CHEERLEADING SUPPLIES	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00
11-402-100-610-16-1688	7601	VOLLEYBALL	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00

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11-402-100-890-16-1600	7602	NJSIAA & CONFERENCE	3,950.00	0.00	3,950.00	3,950.00	0.00	0.00	0.00
11-402-100-890-16-1601	7603	BASEBALL ENTRY FEES	225.00	0.00	225.00	0.00	0.00	0.00	225.00
11-402-100-890-16-1602	7604	BOYS BASKETBALL FEES	575.00	0.00	575.00	0.00	0.00	0.00	575.00
11-402-100-890-16-1603	7605	GIRLS BASKETBALL FEES	475.00	0.00	475.00	0.00	0.00	0.00	475.00
11-402-100-890-16-1604	7606	BOYS X-COUNTRY FEES	860.00	0.00	860.00	0.00	0.00	0.00	860.00
11-402-100-890-16-1605	7607	GIRLS X-COUNTRY FEES	920.00	0.00	920.00	0.00	0.00	0.00	920.00
11-402-100-890-16-1606	7608	FIELD HOCKEY FEES	225.00	0.00	225.00	0.00	0.00	0.00	225.00
11-402-100-890-16-1607	7609	FOOTBALL ENTRY FEES	100.00	0.00	100.00	0.00	0.00	0.00	100.00
11-402-100-890-16-1608	7610	GOLF FEES	3,375.00	0.00	3,375.00	3,375.00	0.00	0.00	0.00
11-402-100-890-16-1609	7611	GYMNASTICS FEES	185.00	0.00	185.00	0.00	0.00	0.00	185.00
11-402-100-890-16-1610	7612	ICE HOCKEY RENTAL/FEES	8,430.00	0.00	8,430.00	0.00	0.00	0.00	8,430.00
11-402-100-890-16-1611	7613	BOYS SOCCER FEES	1,175.00	0.00	1,175.00	1,175.00	0.00	0.00	0.00
11-402-100-890-16-1612	7614	GIRLS SOCCER FEES	1,175.00	0.00	1,175.00	1,175.00	0.00	0.00	0.00
11-402-100-890-16-1613	7615	SOFTBALL FEES	425.00	0.00	425.00	0.00	0.00	0.00	425.00
11-402-100-890-16-1614	7616	SWIMMING RENTAL/FEES	13,650.00	0.00	13,650.00	12,000.00	0.00	0.00	1,650.00
11-402-100-890-16-1615	7617	BOYS TENNIS FEES	635.00	0.00	635.00	0.00	0.00	0.00	635.00
11-402-100-890-16-1616	7618	GIRLS TENNIS FEES	635.00	0.00	635.00	0.00	0.00	0.00	635.00
11-402-100-890-16-1617	7619	BOYS SPRING TRACK	2,750.00	0.00	2,750.00	2,750.00	0.00	0.00	0.00
11-402-100-890-16-1618	7620	GIRLS SPRING TRACK	2,750.00	0.00	2,750.00	2,750.00	0.00	0.00	0.00
11-402-100-890-16-1619	7621	BOYS WINTER TRACK	3,295.00	0.00	3,295.00	3,295.00	0.00	0.00	0.00
11-402-100-890-16-1620	7622	GIRLS WINTER TRACK	3,295.00	0.00	3,295.00	3,295.00	0.00	0.00	0.00
11-402-100-890-16-1621	7623	WRESTLING FEES	1,805.00	0.00	1,805.00	1,805.00	0.00	0.00	0.00
11-402-100-890-16-1622	7624	BOYS LACROSSE FEES	225.00	0.00	225.00	0.00	0.00	0.00	225.00
11-402-100-890-16-1623	7625	GIRLS LACROSSE FEES	225.00	0.00	225.00	0.00	0.00	0.00	225.00
11-402-100-890-16-1624	7626	CHEERLEADING FEES	2,025.00	0.00	2,025.00	2,025.00	0.00	0.00	0.00
11-402-100-890-16-1625	7627	GIRLS VOLLEYBALL	375.00	0.00	375.00	0.00	0.00	0.00	375.00
12-000-100-730-06-2499	7628	HIGH SCHOOL EQUIPMENT	0.00	2,932.50	2,932.50	2,932.50	0.00	0.00	0.00
12-000-100-730-24-0000	7629	UNDISTRIBUTED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-100-730-30-0001	7630	DIST PORTION CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-100-730-44-0440	7631	MUSIC DEPT EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-220-730-23-7353	7632	EQUIP COMPUTERS	8,460.00	36,430.17	44,890.17	44,890.17	0.00	0.00	0.00
12-000-230-730-30-7500	8103	EQUIP GENL ADMIN	0.00	7,430.00	86,353.75	81,563.75	4,790.00	0.00	0.00
12-000-261-730-18-6501	7633	EQUIP FACILITIES OPERAT	91,968.00	21,460.00	113,428.00	81,439.00	11,100.00	20,889.00	0.00
12-000-270-732-28-5303	7634	EQUIP TRANSP	24,000.00	-24,000.00	7,850.00	7,850.00	0.00	0.00	0.00
12-000-270-733-28-5301	7635	EQUIP TRANSP	179,403.00	213,197.28	392,600.28	0.00	392,600.28	0.00	0.00
12-000-400-450-18-9102	7636	DISTRICT BUILDING	1,118,998.00	0.00	1,230,851.71	1,227,108.77	0.00	0.00	3,742.94

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12-000-400-710-30-9003	7637	DIST CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-716-16-9004	7638	CLIMBING WALL CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-721-30-0102	7639	LEASE PURCHASE OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-800-30-0000	8183	OTHER OBJECTS	46,882.00	0.00	46,882.00	0.00	0.00	0.00	46,882.00
12-140-100-732-08-7306	7640	TEXTBOOK LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16-213-100-101-15-2109	8143	ARRA ESF SALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17-213-100-101-15-2109	8144	ARRA GSF SALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-270-40-8203	8451	MEDICAL INSURANCE	0.00	484,134.00	484,134.00	484,134.00	0.00	0.00	0.00
20-000-200-320-08-2005	7641	MENTOR TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2011	7642	MAC 2012 FB HOMEWK	0.00	2,240.00	2,240.00	0.00	2,240.00	0.00	0.00
20-001-100-101-15-2012	7643	MAC 2012 CG HOMEWK	0.00	1,680.00	1,680.00	0.00	1,680.00	0.00	0.00
20-001-100-101-15-2013	7644	MAC 2012 RMS HOMEWK	0.00	3,840.00	3,840.00	0.00	3,840.00	0.00	0.00
20-001-100-101-15-2014	7645	MAC 2009 HOMEWORK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2015	7646	MAC 2006 RANIBOWS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2016	7647	MAC 2006 RAINBOWS RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2034	8087	SUP MAC 09 STAY FIT FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2043	8466	MAC SADDSY10-11 (11\$)	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00
20-001-100-101-15-2044	8467	MAC SADD SY11-12 (12\$)	0.00	275.00	275.00	0.00	275.00	0.00	0.00
20-001-100-101-15-2050	8262	MAC 2010 FB HOMWORK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2052	8264	MAC 2010 RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2053	8263	MAC 2010 FB FIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-320-05-2709	7648	MAC 06 MS BULLY PROG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-320-06-2004	7649	MAC 2009 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-320-30-2005	7650	MAC 06 PROF SERV PROG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-320-30-2017	7651	MAC 2008 TEAM HARMONY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-320-49-2031	8088	SUP MAC 09 FRESH FOCUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-01-2014	8266	MAC 2012 CG RED RIBBON	0.00	160.00	160.00	0.00	0.00	0.00	160.00
20-001-100-610-01-2705	7652	MAC 06 RAINBOWS CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-02-2002	7653	MAC 2009 RED RIBBON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-02-2015	8267	MAC 2012 FB RED REBBON	0.00	160.00	160.00	0.00	0.00	0.00	160.00
20-001-100-610-02-2058	8270	MAC 2010 FB FIT SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-03-2016	8268	MAC 2012 IR RED RIBBON	0.00	160.00	160.00	0.00	0.00	0.00	160.00
20-001-100-610-04-2017	8269	MAC 2012 SH RED RIBBON	0.00	160.00	160.00	0.00	0.00	0.00	160.00
20-001-100-610-04-2704	7654	MAC 06 RAINBOW SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-04-2708	7655	MAC 2006 PIP SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-05-2001	7656	MAC 2009 RED RIB RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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20-001-100-610-05-2010	7657	MAC 2009 PLAID RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-05-2018	7658	MAC 2012 RMS RED	0.00	400.00	400.00	0.00	0.00	0.00	400.00
20-001-100-610-05-2042	8265	MAC SADD SY09-10 (10\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-05-2059	7659	MAC 2010 RED RIBBON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-06-2003	7660	MAC 06 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-06-2004	7661	MAC 09 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-30-2019	7662	MAC 2008 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-49-203	8089	SUP MAC 09 FRESH FOCUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-002-100-600-02-0001	7663	EXXON/MOBIL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-003-100-600-03-0001	7664	WAL-MART GRANT IRONIA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-004-100-600-02-0000	7665	ATT FAMILY SCIENCE	0.00	681.96	681.96	0.00	0.00	0.00	681.96
20-004-200-100-15-0000	7666	SALARIES-ATT FAMILY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-005-100-610-02-9005	8090	MSU CALKINS (FB) GEN	0.00	20.08	20.08	16.44	0.00	0.00	3.64
20-006-400-732-18-0000	7667	DI SILVA ATHLETICS	0.00	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00
20-007-100-610-16-1599	7668	BAUER GRT FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-008-100-610-02-0002	7669	FB-MONTCLAIR ST 3RD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-008-100-610-03-9008	7670	MSU 4TH GR (IR) GENL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-009-100-320-30-2022	7671	MAC 2007 TEAM HARMONY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-009-100-610-05-2023	7672	MAC 2007 RAINBOWS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-009-100-610-30-2021	7673	MAC 2007 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-010-100-600-03-0001	7674	WALMART GENL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-011-100-610-03-9011	8450	THORNBURG SUPPLIES	0.00	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00
20-012-200-300-04-9990	7675	SPRINT AHEAD PURCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-012-200-610-04-9990	7676	SPRINT AHEAD SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-013-100-101-15-2500	7677	EARTHWATCH SUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-014-100-890-04-9014	8091	FIELD TRIP ADMISSIONS	0.00	4.00	4.00	0.00	0.00	0.00	4.00
20-015-400-720-18-9015	8271	MOLINARO BALLFLD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-016-100-101-15-9016	8092	REBEL PROG SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-017-400-732-30-9017	8148	HERITAGE BANK SCOREBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-018-100-610-06-9018	8272	MSU/DODGE (RHS) SY10	0.00	388.97	388.97	0.00	0.00	0.00	388.97
20-019-100-610-02-9019	8273	MSU(FB) 2ND GR WRITING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-020-100-610-05-9020	8274	MSU (RMS) RDS SUPPLIES	0.00	13.70	13.70	0.00	0.00	0.00	13.70
20-021-100-101-15-9021	8276	TIDES (RMS) SUBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-021-100-610-05-9021	8275	TIDES (RMS) SUPPLIES	0.00	911.69	911.69	911.69	0.00	0.00	0.00
20-021-200-200-05-9021	8277	TIDES (RMS) FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-021-200-320-05-9021	8278	TIDES (RMS) PURCH SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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20-022-100-640-02-9022	8279	ESSEX LODGE (FB)	0.00	4.41	4.41	0.00	0.00	0.00	4.41
20-023-100-610-06-9023	8280	MSU (RHS) TCHR STUDY	0.00	11.49	11.49	0.00	0.00	0.00	11.49
20-025-200-110-15-9025	8314	DASILVA ART GALLERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-025-200-610-44-9025	8281	DASILVA ART GALLERY	0.00	43.09	43.09	0.00	0.00	0.00	43.09
20-026-100-610-05-9026	8282	RU PRIDE SURVEY	0.00	0.04	0.04	-800.00	0.00	0.00	800.04
20-027-100-101-15-*027	8283	STEM GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-028-100-610-23-9028	8305	RHS MEDIA LAB SUPPLIES	0.00	2,197.80	2,197.80	1,999.00	0.00	0.00	198.80
20-028-100-730-23-9028	8306	RHS MEDIA LAB EQUIPMT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-029-100-610-05-9029	8322	MCMUA GRANT SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-030-100-610-06-9030	8321	MCMUA GRANT SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-032-100-610-06-9032	8444	MSG GRANT SUPPLIES	0.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00
20-033-100-610-42-9033	8445	PSEG ENV ED SUPPLIES	0.00	108.47	108.47	0.00	0.00	0.00	108.47
20-034-100-610-02-9034	8414	OPTIMUM L/P SUPPLIES	0.00	1,493.11	1,493.11	1,493.11	0.00	0.00	0.00
20-035-100-610-02-9035	8456	TOSHIBA F/F SUPPLIES (FB)	0.00	540.00	540.00	0.00	0.00	0.00	540.00
20-036-100-610-42-9036	8446	BASF LEGO SUPPLIES	0.00	31.38	31.38	0.00	0.00	0.00	31.38
20-037-100-610-05-9037	8415	PTO GRANTS (RMS)	0.00	4,356.54	4,356.54	3,701.70	0.00	0.00	654.84
20-038-100-610-06-9038	8447	WRESTLING GRANT (RHS)	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00
20-039-100-610-02-9039	8452	MSU RRR GRANT (FB)	0.00	500.00	500.00	90.04	259.21	57.89	92.86
20-040-100-610-06-9040	8455	MSU TSG (RHS) ESL/ELL	0.00	500.00	500.00	107.00	0.00	0.00	393.00
20-230-100-100-08-3200	7678	TITLE 1A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-100-08-3201	7679	TITLE IA SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-100-08-3210	8093	TITLE 1A FB SAL SY 12	0.00	26,681.00	26,681.00	19,010.60	2,513.70	0.00	5,156.70
20-231-100-100-08-3220	8094	TITLE IA RMS SAL SY 12	0.00	26,550.00	26,550.00	12,000.00	14,550.00	0.00	0.00
20-231-100-600-08-3212	8126	TITLE 1A FB SUPPLY SY12	0.00	114.00	114.00	113.60	0.00	0.00	0.40
20-231-100-600-08-3224	8131	TITLE IA RMS SUPP SY12	0.00	386.99	386.99	386.99	0.00	0.00	0.00
20-231-200-100-08-3202	7680	TITLE IA PROG ADM SY 12	0.00	4,322.00	4,322.00	582.27	0.00	0.00	3,739.73
20-231-200-200-08-3207	8136	TITLE IA ADMIN FICA SY12	0.00	330.00	330.00	44.54	0.00	0.00	285.46
20-231-200-200-08-3214	8127	TITLE 1A FB FICA SY12	0.00	10,616.00	10,616.00	0.00	3,799.04	0.00	6,816.96
20-231-200-200-08-3225	8132	TITLE IA RMS FICA SY12	0.00	2,031.01	2,031.01	918.00	1,113.01	0.00	0.00
20-231-200-300-08-3215	8128	TITLE IA FB PUR SER SY12	0.00	3,400.00	3,400.00	3,400.00	0.00	0.00	0.00
20-231-200-300-08-3226	8133	TITLE IA RMS PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-500-08-3216	8129	TITLE IA FB PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-500-08-3227	8134	TITLE IA RMS PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-600-08-3205	7683	TITLE IA ADMIN SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-600-08-3217	8130	TITLE IA FB SUPPL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-600-08-3228	8135	TITLE IA RMS SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
20-231-200-800-08-3218	8433	TITLE IA TRANSP SY12	0.00	18,608.00	18,608.00	0.00	0.00	0.00	18,608.00
20-232-100-100-08-3210	8107	TITLE IA FB SAL SY11	0.00	10,593.98	10,593.98	10,593.98	0.00	0.00	0.00
20-232-100-100-08-3220	8108	TITLE IA RMS SAL SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-100-600-08-3212	8316	TITLE 1A FB SUPP SY11	0.00	11,764.04	11,764.04	11,764.04	0.00	0.00	0.00
20-232-100-600-08-3224	8287	TITLE IA RMS SUP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-100-800-08-3229	8311	TITLE IA OTHER OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-200-100-08-3202	8109	TITLE IA SAL ADM SY11	0.00	1,622.12	1,622.12	1,622.12	0.00	0.00	0.00
20-232-200-200-08-3207	8291	TITLE IA ADM FICA SY11	0.00	124.09	124.09	124.09	0.00	0.00	0.00
20-232-200-200-08-3214	8284	TITLE 1A FB FICA SY11	0.00	810.44	810.44	810.44	0.00	0.00	0.00
20-232-200-200-08-3225	8288	TITLE IA RMS FICA SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-200-300-08-3215	8285	TITLE 1A FB PRSV CO SY10	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00
20-232-200-300-08-3226	8113	TITLE IA RMS PPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-200-500-08-3216	8286	TITLE IA FB PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-200-500-08-3227	8289	TITLE IA RMS PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-200-600-08-3205	8313	TITLE IA ADM SUP SY11	0.00	915.45	915.45	915.45	0.00	0.00	0.00
20-232-200-600-08-3217	8300	TITLE 1A FB SUP SY11	0.00	494.11	494.11	494.11	0.00	0.00	0.00
20-232-200-600-08-3228	8290	TITLE IA RMS SUP SY11	0.00	4,849.37	4,849.37	4,849.37	0.00	0.00	0.00
20-233-100-100-08-3210	8292	TITLE IA FB SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-233-100-100-08-3220	8293	TITLE IA RMS SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-233-100-600-08-3212	8461	TITLE IA FB SUPP CO SY11	0.00	291.50	291.50	0.00	0.00	0.00	291.50
20-233-100-600-08-3228	8462	TITLE IA RMS SUP CO SY11	0.00	300.66	300.66	0.00	0.00	0.00	300.66
20-233-200-600-08-3217	8421	TITLE IA FB SUPP CO SY11	0.00	1,283.25	1,283.25	1,201.34	0.00	0.00	81.91
20-233-200-600-08-3228	8422	TITLE IA RMS SUP CO SY10	0.00	5,844.68	5,844.68	5,844.68	0.00	0.00	0.00
20-240-100-600-08-4701	7684	TITLE III SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-240-200-500-08-2902	7685	TITLE III OTH PUR SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-100-100-08-4100	7686	TITLE III SALARIES SY12	0.00	8,710.00	8,710.00	2,740.00	2,550.00	0.00	3,420.00
20-241-100-100-08-4108	8139	TITLE III NP SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-100-600-08-4101	7687	TITLE III - SUPPLY SY12	0.00	2,907.00	2,907.00	2,240.28	666.72	0.00	0.00
20-241-100-610-08-4109	8436	TITLE III SY12 NP SUPPLY	0.00	252.00	252.00	245.00	0.00	0.00	7.00
20-241-100-800-08-4110	8319	TITLE III SY 11 FIELD TR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-200-100-08-4102	7688	TITLE III - PERS SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-200-200-08-4103	7689	TITLE III BENEFITS SY12	0.00	666.00	666.00	209.62	195.08	0.00	261.30
20-241-200-200-08-4109	8140	TITLE III NP BENE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-200-300-08-4107	7690	TITLE III PROF TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-200-500-08-4104	7691	TITLE III - PUR SERV 12	0.00	1,881.00	1,881.00	233.57	1,546.50	0.00	100.93
20-241-200-600-08-4105	7692	TITLE III SUPPLIES SY12	0.00	1,238.00	1,238.00	1,238.00	0.00	0.00	0.00

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20-241-200-800-08-4106	7693	TITLE III OTH OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-100-100-08-4100	8303	TITLE III SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-100-100-08-4108	8104	TITLE III SAL NON P SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-100-600-08-4101	8301	TITLE III SUPP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-100-800-08-4102	8312	TITLE III FLD TRP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-100-800-08-4110	8425	TITLE III FIELD TRP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-100-08-2901	7694	TITLE III SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-200-08-4018	8105	TITLE III NP BENE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-200-08-4109	8304	TITLE III NP BENE SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-300-08-4107	8123	TITLE III PUR SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-500-08-4104	8302	TITLE III PURC SER SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-600-08-2903	7695	TITLE III SUPPLY SY11	0.00	681.19	681.19	681.19	0.00	0.00	0.00
20-243-100-100-08-4108	8468	TITLE III SY11 NP CO SAL	0.00	255.00	255.00	0.00	0.00	0.00	255.00
20-243-200-200-08-4018	8469	TITLE III SY11 NP CO BEN	0.00	20.00	20.00	0.00	0.00	0.00	20.00
20-243-200-600-08-2902	8428	TITLE III NP SUP CO SY10	0.00	217.00	217.00	0.00	0.00	0.00	217.00
20-243-200-600-08-2903	8426	TITLE III SUPP CO SY11	0.00	189.47	189.47	183.40	0.00	0.00	6.07
20-245-100-100-08-6001	7696	TITLE III IM SALARY SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-100-600-08-6002	7697	TITLE III IM SUPP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-200-200-08-6003	7698	TITLE III IM BENE SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-200-300-08-6004	7699	TITLE III IM PURSEV SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-200-500-08-6005	7700	TITLE III IM PURSER SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-200-600-08-6006	7701	TITLE III IM SUPP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-200-600-08-6007	8318	TITLE IIIM SY11 NP SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-100-100-08-6001	8118	TITLE III IM SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-100-100-08-6008	8423	TITLE IIIM NP SAL SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-100-600-08-6002	8106	TITLE III M SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-100-600-08-6009	8429	TITLE III M NP SUPP SY11	0.00	667.00	667.00	0.00	0.00	0.00	667.00
20-246-200-200-08-6003	8119	TITLE III IM BENE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-200-200-08-6009	8424	TITLE IIIM NP BENE SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-200-300-08-6004	8120	TITLE III IM PURSEV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-200-500-08-6005	8121	TITLE III IM PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-200-600-08-6006	8122	TITLE III IM SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-251-100-101-07-3601	7702	IDEA-SALARIES SY12	0.00	8,002.50	8,002.50	8,002.50	0.00	0.00	0.00
20-251-100-500-07-3650	7703	IDEA OTHER PUR SERV	0.00	950,000.00	950,000.00	950,000.00	0.00	0.00	0.00
20-251-100-600-07-3607	8441	IDEA NP SUPPLIES SY12	0.00	10,952.00	10,952.00	8,372.00	165.85	2,383.70	30.45
20-251-100-610-07-3604	7704	IDEA SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
20-251-100-800-07-3611	7705	IDEA OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-251-200-105-07-3610	7706	IDEA SY11 SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-251-200-200-07-3603	7707	IDEA BENE SY12	0.00	997.50	997.50	612.20	0.00	0.00	385.30
20-251-200-300-07-3615	7708	IDEA PURCH TEC/PRO	0.00	17,250.00	17,250.00	8,550.00	0.00	0.00	8,700.00
20-251-200-320-07-3605	7709	IDEA NON PUBLIC SY12	0.00	27,000.00	27,000.00	10,392.76	15,148.83	1,458.41	0.00
20-251-200-500-07-3614	7710	IDEA OTHER PUR SER	0.00	4,439.00	4,439.00	3,103.13	210.65	0.00	1,125.22
20-251-200-610-07-3616	7711	IDEA SUPPLIES SY12	0.00	3,750.00	3,750.00	3,500.00	0.00	0.00	250.00
20-251-400-731-07-3617	7712	IDEA INSTR EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-100-101-07-3601	7713	IDEA SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-100-500-07-3650	7714	IDEA PUR SERV SY11	0.00	281,017.00	281,017.00	281,017.00	0.00	0.00	0.00
20-252-100-610-07-3604	7715	IDEA SUP SY11	0.00	7,833.43	7,833.43	7,833.43	0.00	0.00	0.00
20-252-100-800-07-3611	7716	IDEA OTHER OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-200-105-07-3610	7717	IDEA SAL SUPPORT SY11	0.00	1,300.00	1,300.00	1,300.00	0.00	0.00	0.00
20-252-200-200-07-3603	7718	IDEA BENEFITS SY11	0.00	1,057.23	1,057.23	1,057.23	0.00	0.00	0.00
20-252-200-300-07-3615	7719	IDEA PUR SERV SY11	0.00	17,830.00	17,830.00	17,830.00	0.00	0.00	0.00
20-252-200-320-07-3605	8449	IDEA NP PURCH SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-200-320-07-3616	7720	IDEA NP PURCH SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-200-500-07-3614	7721	IDEA OTHER PUR SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-400-731-07-3617	8299	IDEA INST EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-100-500-07-3602	8463	IDEA PURC SERV SY 11 CO	0.00	14,809.37	14,809.37	14,809.37	0.00	0.00	0.00
20-253-100-600-07-3605	8315	IDEA NON PUB SY10 CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-100-600-07-3609	8464	IDEA NP SUPPLIES SY11	0.00	10,653.82	10,653.82	2,783.90	0.00	7,869.92	0.00
20-253-100-610-36-3604	7722	IDEA SUPPLY CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-100-800-36-3611	7723	IDEA OTHER OBJECT CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-200-104-36-0000	7724	IDEA SALARY CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-200-200-07-3603	7725	IDEA BENEFITS CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-200-200-36-3603	7726	IDEA BENEFITS CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-200-320-07-3605	7727	IDEA NP PUR SERV CO 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-200-500-36-3614	7728	IDEA OTHER PURCH CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-255-100-500-36-3650	7729	IDEA PREK OTHER PURC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-100-100-07-3625	7730	IDEA -PRE-K-SAL TEAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-100-300-07-3622	7731	IDEA PRE-K NON-PUBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-100-500-07-3626	7732	IDEA PRE-K PUR SEV SY12	0.00	46,059.00	46,059.00	46,059.00	0.00	0.00	0.00
20-256-100-600-07-3624	7733	IDEA PRE-K SUPPL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-200-100-07-3628	7734	IDEA SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-200-200-07-3623	7735	IDEA PRE-K BENEFI	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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20-256-200-300-07-3629	7736	IDEA PRE-K PURCH S	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-200-320-07-3627	7737	IDEA PRE-K NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-257-100-610-07-3624	8298	IDEA PRE-K SUPP	0.00	4,268.81	4,268.81	4,268.81	0.00	0.00	0.00
20-257-200-200-07-3606	7738	IDEA PRE K BENES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-257-200-300-07-3629	8317	IDEA PRE-K PUR SER SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-257-200-320-07-3605	7739	IDEA- PREK NON PUBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-258-100-500-07-3608	8465	IDEA PURC SERV SY 11 CO	0.00	4,844.25	4,844.25	4,844.25	0.00	0.00	0.00
20-258-100-600-07-3613	8307	IDEA PRE-K SY09 CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-258-100-610-07-3624	8427	IDEA PRE-K SUPP SY10 CO	0.00	183.94	183.94	183.94	0.00	0.00	0.00
20-258-200-300-07-3613	8164	IDEA PREK PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-258-200-320-07-3614	7740	IDEA PK PR SER NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-200-200-08-4402	7741	TITLE V BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-200-300-08-4403	7742	TITLE V P P/TEC SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-200-500-08-4412	7743	TITLE V - OTHER PUR SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-200-580-08-4411	7744	TITLE V TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-100-100-08-4109	7745	TITLE V SALARIES SY08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-200-200-08-4109	7746	TITLE V BENEFITS 08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-200-300-08-4110	7747	TITLE V PUR PRO SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-200-600-08-4111	7748	TITLE V SUPPLIES SY 08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-200-800-08-4112	7749	TITLE V OTHER OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-262-200-100-08-4401	7750	TITLE V PER SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-262-200-600-08-4402	7751	TITLE V -SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-262-200-800-08-4403	7752	TITLE V OTH OBJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-101-15-4601	7753	TITLE IIA SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-300-08-4602	7754	TITLE IIA PUR SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-101-15-4601	7755	TITLE IIA PERSER SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-200-08-4603	7756	TITLE IIA BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-320-08-4604	7757	TITLE IIA -PPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-500-08-4608	7758	TITLE IIA OTHPURC SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-600-08-4606	7759	TITLE IIA, SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-800-08-4609	7760	TITLE IIA OTHER OBJE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-100-100-08-4500	7761	TITLE IIA SALARIES SY12	0.00	41,863.00	41,863.00	36,600.28	0.00	0.00	5,262.72
20-271-100-600-08-4506	8137	TITLE IIA INST SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-100-600-08-4508	8434	TITLE IIA NP SY12 HEBR	0.00	2,721.00	2,721.00	2,535.00	0.00	0.00	186.00
20-271-200-100-08-0001	7762	NOT IN USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-200-200-08-4505	7763	TITLE IIA BENE SY12	0.00	3,203.00	3,203.00	2,799.94	0.00	0.00	403.06

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20-271-200-300-08-4501	7764	TITLE IIA PUR PRO SER 12	0.00	42,040.00	42,040.00	41,520.00	0.00	0.00	520.00
20-271-200-320-08-4507	8138	TITLE IIA NP PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-200-500-08-4502	7765	TITLE IIA OTH PUR SER 12	0.00	746.00	746.00	585.02	0.00	0.00	160.98
20-271-200-520-08-4509	8435	TITLE IIA NP APPLE SY12	0.00	406.00	406.00	406.00	0.00	0.00	0.00
20-271-200-600-08-4503	7766	TITLE IIA SUPP SY 12	0.00	7,965.00	7,965.00	7,832.46	0.00	0.00	132.54
20-271-200-800-08-4504	7767	TITLE IIA OTH OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-100-100-08-4500	7768	TITLE IIA SAL SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-100-600-08-4506	8416	TITLE IIA SUPPLY SY 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-200-200-08-4505	7769	TITLE IIA BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-200-300-08-4501	7770	TITLE IIA PP SER SY 11	0.00	500.00	500.00	500.00	0.00	0.00	0.00
20-272-200-500-08-4502	7771	TITLE IIA OTH PURS SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-200-600-08-4503	7772	TITLE IIA SUPP SY 11	0.00	4,932.55	4,932.55	4,932.55	0.00	0.00	0.00
20-272-200-800-08-0005	7773	TITLE IIA OTHER OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-273-100-100-08-4600	7774	TITLE IIA SAL CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-273-200-200-08-4601	7775	TITLE IIA BENES CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-273-200-300-08-4501	8417	TITLE IIA PP SER SY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-273-200-600-08-4503	8418	TITLE IIA SUPP SY10 CO	0.00	2,067.83	2,067.83	2,067.83	0.00	0.00	0.00
20-275-100-100-08-5002	8147	TITLE IID SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-275-200-200-08-5003	8146	TITLE IID BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-275-200-500-08-5001	7776	TITLE IID PURCSERV SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-275-200-600-08-5004	8320	TITLE IID SY11 SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-276-100-100-08-5002	8310	TITLE IID SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-276-200-200-08-5003	8309	TITLE IID BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-276-200-500-08-5001	8308	TITLE IID PUR SER SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-276-200-600-08-5004	8419	TITLE IID SUPPLY SY11	0.00	16.80	16.80	16.80	0.00	0.00	0.00
20-277-200-600-08-5004	8420	TITLE IID SUPPLY CO SY10	0.00	227.55	227.55	227.55	0.00	0.00	0.00
20-280-100-100-15-3901	7777	TITLE IV PER SERV SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-200-08-3902	7778	TITLE IV BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-300-08-3903	7779	TITLE IV- PUR TECPROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-500-08-3904	7780	TITLE IV-OTH PUR SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-580-08-3905	7781	TITLE IV TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-600-08-3906	7782	TITLE IV SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-800-08-3907	7783	TITLE IV OTH OBEJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-100-100-08-3908	7784	TITLE IV SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-100-600-08-3914	7785	TITLE IV SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-200-200-08-3913	7786	TITLE IV BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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20-281-200-300-08-3909	7787	TITLE IV PPS SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-200-500-08-3910	7788	TITLE IV OTH PUR SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-200-600-08-3911	7789	TITLE IV SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-200-800-08-3912	7790	TITLE IV OTHER OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-100-100-08-3908	8294	TITLE IV SALARIES SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-100-600-08-3914	8295	TITLE IV SUPPLIES SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-200-200-08-3913	8296	TITLE IV BENEFITS SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-200-300-08-3909	7791	TITLE IV PUR SER SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-200-500-08-3910	8297	TITLE IV PUR SERV SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-200-600-08-3902	7792	TITLE IV SUPPLYSY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-200-800-08-3903	7793	NOT IN USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-100-100-06-9991	7794	HS THT WORK TEACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-100-06-9992	7795	HS THT WORK NON-INST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-200-06-9993	7796	HS THT WORK BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-300-06-9994	7797	HS THT WORK PUR TEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-500-06-9995	7798	HS THT WORK OTH PURC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-580-06-9996	7799	HS THT WORK TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-600-06-9997	7800	HS THT WORK SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-431-100-320-08-0007	7801	CHARACTER ED SY06 PPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-431-100-610-01-4329	7802	CHARACTER ED CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-431-100-610-02-4330	7803	CHARACTER ED FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-431-100-610-03-4331	7804	CHARACTER ED IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-431-100-610-04-4332	7805	CHARACTER ED SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-100-07-4501	8154	ARRA IDEA SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-500-07-4502	8155	ARRA IDEA PURH SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-610-07-4503	8095	ARRA IDEA SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-610-07-4504	8156	ARRA IDEA NP SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-200-07-4505	8157	ARRA IDEA BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-300-07-4506	8158	ARRA IDEA PURCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-600-07-4507	8159	ARRA IDEA SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-400-731-07-4508	8096	ARRA IDEA SUMMER O9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-459-100-610-06-0006	7806	HURRICANE RELIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-100-100-07-4601	8116	ARRA IDEA PRE-K SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-100-600-07-4602	8098	ARRA IDEA PRE-K SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-100-610-07-4603	8160	ARRA IDEA PRE-K NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-200-200-07-4604	8117	ARRA IDEA PRE-K	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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20-461-200-300-07-4605	8097	ARRA IDEA PRE-K PURC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-200-600-07-4606	8161	ARRA IDEA PRE-K SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-501-100-640-08-5010	7807	NON PUBLIC TEXTBOOKS	0.00	10,362.00	10,362.00	10,362.00	0.00	0.00	0.00
20-502-200-320-07-5040	8448	CHP 192 COMPENSATORY	0.00	8,453.00	8,453.00	7,100.52	0.00	1,352.48	0.00
20-503-200-320-07-5030	7808	CH 192 ESL	0.00	862.00	862.00	344.80	431.00	86.20	0.00
20-505-200-320-07-5050	7809	CH 192 TRANSPORTATION	0.00	21,332.00	21,332.00	14,932.40	4,266.40	2,133.20	0.00
20-506-200-320-07-5060	7810	CHP 193 SUPPL INST	0.00	19,643.00	19,643.00	12,593.15	5,015.50	2,034.35	0.00
20-507-200-320-07-5070	7811	CHP 193 INT EX/CLASS	0.00	16,895.00	16,895.00	8,206.73	7,397.35	1,290.92	0.00
20-507-200-320-07-5071	7812	CHP 193 ANU EX/CLASS	0.00	3,873.00	3,873.00	3,873.00	0.00	0.00	0.00
20-508-200-320-07-5080	7813	CHP 193 SPEECH	0.00	19,351.00	19,351.00	12,258.09	5,197.39	1,895.52	0.00
20-509-200-330-30-5090	7814	NON PUBLIC NURSING	0.00	14,801.00	14,801.00	13,320.90	0.00	1,480.10	0.00
20-509-200-600-08-5090	7815	NP NURSE SUP APPLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-509-200-600-08-5091	7816	NP NURSE SUP ACADEMY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-509-200-600-08-5092	7817	NP NURSE SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-510-200-320-08-5095	7818	NON-PUBLIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-000-400-331-18-0008	8458	2012 RFRNDM LEGAL FEES	0.00	19,091.05	19,091.05	19,091.05	0.00	0.00	0.00
30-000-400-334-18-0009	8459	2012 RFRNDM ARCHTCT	0.00	754,400.00	754,400.00	333,227.70	421,172.30	0.00	0.00
30-000-400-390-18-0010	8460	2012 RFRNDM PROF SVCS	0.00	33,500.00	33,500.00	32,767.34	732.66	0.00	0.00
30-000-400-450-18-0001	7819	CENTER GROVE	0.00	1,618,000.00	1,618,000.00	0.00	321,250.00	0.00	1,296,750.00
30-000-400-450-18-0002	7820	FERNBROOK	0.00	1,272,800.00	1,272,800.00	0.00	300,931.00	0.00	971,869.00
30-000-400-450-18-0003	7821	IRONIA	0.00	1,390,000.00	1,390,000.00	0.00	0.00	0.00	1,390,000.00
30-000-400-450-18-0004	7822	SHONGUM	0.00	1,495,000.00	1,495,000.00	0.00	0.00	0.00	1,495,000.00
30-000-400-450-18-0005	7823	MIDDLE SCHOOL	0.00	375,000.00	375,000.00	0.00	247,842.03	0.00	127,157.97
30-000-400-450-18-0006	7824	HIGH SCHOOL	0.00	4,194,000.00	4,194,000.00	0.00	343,216.41	0.00	3,850,783.59
30-000-400-450-18-0007	8457	2012 RFRNDM	0.00	516,108.95	516,108.95	0.00	0.00	0.00	516,108.95
30-000-400-450-30-0006	8055	HIGH SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-000-498-450-18-3001	7825	ADM.BLDG.-GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-701-510-910-40-8402	7826	DEBT SERVICE PRINCIPAL	2,880,000.00	0.00	2,880,000.00	2,880,000.00	0.00	0.00	0.00
40-704-510-834-40-8401	7827	DEBT SERVICE INTEREST	1,221,580.00	0.00	1,221,580.00	1,221,580.00	0.00	0.00	0.00
60-000-291-220-60-0000	7828	FICA- FOOD SERVICE	37,000.00	0.00	37,000.00	26,283.07	10,716.93	0.00	0.00
60-000-291-250-60-0000	7829	SUI - FOOD SERVICE	3,000.00	0.00	3,000.00	2,288.37	711.63	0.00	0.00
60-000-291-270-60-0000	7830	BENEFITS	336,000.00	0.00	336,000.00	293,821.36	24,396.83	2,920.44	14,861.37
60-000-310-100-60-0000	7831	SALARIES	393,000.00	0.00	393,000.00	324,606.42	47,319.75	0.00	21,073.83
60-000-310-300-60-0000	7832	PURCH TECH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-340-60-1000	8348	PURCH SVC-HRZN	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	0.00
60-000-310-400-60-0000	8343	PURCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

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Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
60-000-310-400-60-0001	7833	EQUIPMENT REPAIR-FSMC	20,000.00	15,000.00	35,000.00	27,507.95	3,751.83	3,740.22	0.00
60-000-310-400-60-0002	7834	EQUIPMENT REPAIR-FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-0003	7835	EQUIPMENT REPAIR-IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-0004	7836	EQUIPMENT REPAIR-SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-0005	7837	EQUIPMENT REPAIR-MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-0006	7838	EQUIPMENT REPAIR-HS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1001	7839	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1002	7840	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1003	7841	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1004	7842	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1005	7843	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1006	7844	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-500-60-1000	8328	SALARIES-FSMC MGMT	81,312.70	0.00	81,312.70	56,918.89	16,262.54	8,131.27	0.00
60-000-310-500-60-1001	8329	TAX &	26,833.19	0.00	26,833.19	18,783.24	5,366.63	2,683.32	0.00
60-000-310-500-60-2000	8330	SALARIES-STAFF-FSMC	48,695.60	8,000.00	56,695.60	46,353.69	5,149.72	5,192.19	0.00
60-000-310-500-60-2001	8331	TAX &	16,069.55	3,000.00	19,069.55	15,296.72	2,059.41	1,713.42	0.00
60-000-310-500-60-2002	8438	CASUAL LABOR-FSMC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-500-60-3000	8344	ADV/PROMOTIONAL	3,640.00	0.00	3,640.00	1,815.58	1,757.74	66.68	0.00
60-000-310-500-60-4000	8350	PURCH SVC-JOB	650.00	0.00	650.00	0.00	650.00	0.00	0.00
60-000-310-500-60-8000	8351	PURCH SVC-ADMIN	51,652.42	0.00	51,652.42	28,045.15	20,417.22	3,190.05	0.00
60-000-310-500-60-9000	8352	PURCH SVC-MGMT	43,203.70	0.00	43,203.70	23,457.86	17,077.59	2,668.25	0.00
60-000-310-520-60-0000	8346	GENL LIAB INS EXP-FSMC	5,769.49	0.00	5,769.49	2,030.25	3,504.26	234.98	0.00
60-000-310-530-60-0000	8337	TELEPHONE EXP-FSMC	831.37	500.00	1,331.37	925.00	406.37	0.00	0.00
60-000-310-580-60-0000	7845	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-580-60-1000	8338	TRAVEL/LODGING	520.00	2,000.00	2,520.00	1,749.33	770.67	0.00	0.00
60-000-310-600-60-0000	7846	SUPPLIES-FOOD-FSMC	464,396.00	0.00	464,396.00	297,398.03	133,949.05	32,924.62	124.30
60-000-310-600-60-0001	7847	SUPPLIES-FOOD-CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-0002	7848	SUPPLIES-FOOD-FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-0003	7849	SUPPLIES-FOOD-IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-0004	7850	SUPPLIES-FOOD-SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-0005	7851	SUPPLIES-FOOD-MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-0006	7852	SUPPLIES-FOOD-HS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1000	8336	SUPPLIES-PAPER-FSMC	13,242.03	0.00	13,242.03	8,926.40	3,258.39	1,057.24	0.00
60-000-310-600-60-1001	7853	SUPPLIES-PAPER-CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1002	7854	SUPPLIES-PAPER-FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1003	7855	SUPPLIES-PAPER-IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

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Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
60-000-310-600-60-1004	7856	SUPPLIES-PAPER-SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1005	7857	SUPPLIES-PAPER-MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1006	7858	SUPPLIES-PAPER-HS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2000	8335	SUPPLIES-CLEANING-FSM	8,284.53	0.00	8,284.53	4,947.74	3,126.73	210.06	0.00
60-000-310-600-60-2001	7859	SUPPLIES-CLEANING-CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2002	7860	SUPPLIES-CLEANING-FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2003	7861	SUPPLIES-CLEANING-IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2004	7862	SUPPLIES-CLEANING-SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2005	7863	SUPPLIES-CLEANING-MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2006	7864	SUPPLIES-CLEANING-HS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-3000	8442	SUPPLIES-SMALLWARES-F	4,160.00	0.00	4,160.00	2,120.16	1,745.56	294.28	0.00
60-000-310-600-60-3001	7865	SUPPLIES-PROPANE-CG	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	0.00
60-000-310-600-60-3005	7866	SUPPLIES-PROPANE-MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-4000	8332	SUPPLIES-MENU/BOOKS-F	1,570.00	0.00	1,570.00	580.79	989.21	0.00	0.00
60-000-310-600-60-5000	8340	SUPPLIES-OFFICE-FSMC	2,080.00	0.00	2,080.00	712.30	1,085.30	282.40	0.00
60-000-310-600-60-6000	8443	SUPPLIES-PRINTING-FSMC	364.00	0.00	364.00	272.38	91.62	0.00	0.00
60-000-310-800-60-0000	7867	MISC EXPENSE FOOD	1,452.20	1,074.00	2,526.20	2,140.92	380.08	5.20	0.00
60-000-310-800-60-1000	7868	PUBLIC RELATIONS	5,000.00	0.00	5,000.00	3,192.35	1,807.65	0.00	0.00
60-000-310-800-60-1001	7869	PUBLIC RELATIONS-CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-1002	7870	PUBLIC RELATIONS-FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-1003	7871	PUBLIC RELATIONS-IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-1004	7872	PUBLIC RELATIONS-SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-2000	7873	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-3000	8333	UNIFORM EXPENSE-FSMC	2,080.00	0.00	2,080.00	845.76	1,234.24	0.00	0.00
60-000-310-800-60-3001	7874	UNIFORM EXPENSE-CG	1,395.00	0.00	1,395.00	1,395.00	0.00	0.00	0.00
60-000-310-800-60-3002	7875	UNIFORM EXPENSE-FB	1,395.00	0.00	1,395.00	1,395.00	0.00	0.00	0.00
60-000-310-800-60-3003	7876	UNIFORM EXPENSE-IR	1,395.00	0.00	1,395.00	1,395.00	0.00	0.00	0.00
60-000-310-800-60-3004	7877	UNIFORM EXPENSE-SH	1,395.00	0.00	1,395.00	930.00	0.00	0.00	465.00
60-000-310-800-60-3005	7878	UNIFORM EXPENSE-MS	2,325.00	0.00	2,325.00	1,395.00	0.00	0.00	930.00
60-000-310-800-60-3006	7879	UNIFORM EXPENSE-HS	3,255.00	0.00	3,255.00	3,255.00	0.00	0.00	0.00
60-000-310-800-60-4000	7880	VEHICLE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-5000	8345	DEPN/AMORT EXP-FSMC	30,000.00	0.00	30,000.00	21,000.00	6,000.00	3,000.00	0.00
60-000-310-800-60-6000	8349	LICENSES &	900.00	0.00	900.00	385.50	514.50	0.00	0.00
60-000-310-800-60-8000	8440	RENTALS-FSMC	0.00	1,000.00	1,000.00	17.82	982.18	0.00	0.00
60-000-310-800-60-9000	8439	COMPUTER EXP-FSMC	2,500.00	0.00	2,500.00	1,013.40	1,374.00	112.60	0.00
60-000-400-730-60-5000	7881	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

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Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
63-602-100-101-37-0000	7882	SALARIES COMMUNITY	960,000.00	0.00	960,000.00	907,666.68	52,333.32	0.00	0.00
63-602-100-320-37-0000	7883	PURCHASED PROF	63,000.00	0.00	63,000.00	39,597.05	4,744.14	6,230.90	12,427.91
63-602-100-440-37-0000	7884	LEASE RENTAL	18,000.00	0.00	18,000.00	7,511.81	655.80	630.58	9,201.81
63-602-100-512-37-0000	7885	TRANSPORTATION	70,000.00	-10,762.16	71,822.34	50,169.50	0.00	0.00	21,652.84
63-602-100-530-37-0000	7886	TELEPHONE	4,200.00	0.00	4,200.00	3,014.08	300.84	285.08	600.00
63-602-100-580-37-0000	7887	TRAVEL	89,000.00	0.00	89,000.00	16,055.70	430.00	0.00	72,514.30
63-602-100-600-37-0000	7888	SUPPLY	91,000.00	0.00	91,000.00	50,700.76	13,374.62	4,712.32	22,212.30
63-602-100-620-37-0000	7889	GASOLINE	4,000.00	762.16	4,762.16	4,066.41	695.75	0.00	0.00
63-602-100-730-37-0000	7890	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63-602-100-800-37-0000	7891	MISC EXPENSE COMM	25,000.00	10,000.00	35,000.00	22,075.51	3,208.33	0.00	9,716.16
63-602-262-441-37-0000	7892	BUILDING RENTAL	43,500.00	0.00	43,500.00	4,021.57	0.00	0.00	39,478.43
63-602-291-220-37-0000	7893	FICA COMMUNITY	80,000.00	-2,500.00	77,500.00	63,643.14	13,856.86	0.00	0.00
63-602-291-250-37-0000	7894	UNEMPLOYMENT RCS	4,500.00	2,500.00	7,000.00	5,705.02	1,294.98	0.00	0.00
63-602-291-270-37-0000	7895	BENEFITS	85,000.00	0.00	85,000.00	77,054.68	6,641.58	452.38	851.36

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
Fund Summary :									
		Fund Sub Fund							
		10 10	33,679.00	22,228.00	65,270.00	65,270.00	0.00	0.00	0.00
		10 11	75,034,932.42	-754,720.95	76,232,501.67	67,224,341.99	7,358,439.51	633,650.84	1,016,069.33
		10 12	1,469,711.00	257,449.95	1,925,788.41	1,445,784.19	408,490.28	20,889.00	50,624.94
		10 18	0.00	484,134.00	484,134.00	484,134.00	0.00	0.00	0.00
		Fund 10 TOTAL	76,538,322.42	9,091.00	78,707,694.08	69,219,530.18	7,766,929.79	654,539.84	1,066,694.27
		16 16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 16 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		17 17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 17 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		20 20	0.00	1,813,806.66	1,813,806.66	1,651,500.20	74,061.23	22,042.69	66,202.54
		Fund 20 TOTAL	0.00	1,813,806.66	1,813,806.66	1,651,500.20	74,061.23	22,042.69	66,202.54
		30 30	0.00	11,667,900.00	11,667,900.00	385,086.09	1,635,144.40	0.00	9,647,669.51
		Fund 30 TOTAL	0.00	11,667,900.00	11,667,900.00	385,086.09	1,635,144.40	0.00	9,647,669.51
		40 40	4,101,580.00	0.00	4,101,580.00	4,101,580.00	0.00	0.00	0.00
		Fund 40 TOTAL	4,101,580.00	0.00	4,101,580.00	4,101,580.00	0.00	0.00	0.00
		60 60	1,628,366.78	30,574.00	1,658,940.78	1,223,201.43	329,857.63	68,427.22	37,454.50
		Fund 60 TOTAL	1,628,366.78	30,574.00	1,658,940.78	1,223,201.43	329,857.63	68,427.22	37,454.50
		63 63	1,537,200.00	0.00	1,549,784.50	1,251,281.91	97,536.22	12,311.26	188,655.11
		Fund 63 TOTAL	1,537,200.00	0.00	1,549,784.50	1,251,281.91	97,536.22	12,311.26	188,655.11
Grand Totals :									
			83,805,469.20	13,521,371.66	99,499,706.02	77,832,179.81	9,903,529.27	757,321.01	11,006,675.93

PETTY CASH REPORT

FOR THE PERIOD ENDING: 5/31/2012

EXHIBIT # 3-4

<u>SCHOOL/DEPARTMENT</u>	<u>EXPENDITURES</u>	<u>CASH ON HAND</u>	<u>Net Cash</u>	<u>APPROVED PETTY CASH FUND</u>
CENTER GROVE	\$22.60	\$77.40	\$0.00	\$100.00
FERNBROOK	\$76.55	\$23.45	\$0.00	\$100.00
IRONIA	\$24.52	\$75.48	\$0.00	\$100.00
SHONGUM	\$37.04	\$62.96	\$0.00	\$100.00
MIDDLE SCHOOL	\$30.88	\$169.12	\$0.00	\$200.00
HIGH SCHOOL	\$192.97	\$7.03	\$0.00	\$200.00
CENTRAL OFFICE	\$60.00	\$140.00	\$0.00	\$200.00
FAMILY CONSUMER SCIENCE - RHS	\$102.25	\$97.75	\$0.00	\$200.00
FAMILY CONSUMER SCIENCE - RMS	\$0.00	\$200.00	\$0.00	\$200.00
KINDER KIDS	\$102.89	\$97.11	\$0.00	\$200.00
RANDOLPH COMMUNITY SCHOOL	\$0.00	\$1,000.00	\$0.00	\$1,000.00
SPECIAL SERVICES	\$0.00	\$200.00	\$0.00	\$200.00
TRANSPORTATION	\$0.00	\$200.00	\$0.00	\$200.00
	\$649.70	\$2,350.30	\$3,000.00	\$3,000.00

TO THE BOARD OF EDUCATION

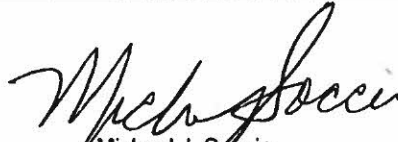
District of Randolph Township

All Funds

For the Month Ending April 30, 2012

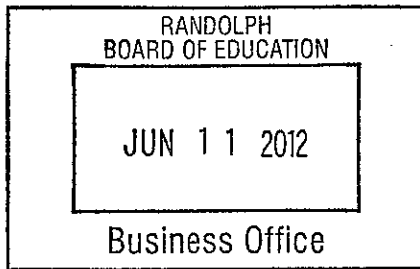
CASH REPORT					
FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
GOVERNMENTAL FUNDS					
1	General Fund - Fund 10, 16, 17 and 18	\$7,754,996.80	\$7,731,384.52	\$7,449,610.34	\$8,036,770.98
2	Special Revenue Fund - Fund 20	(\$413,478.12)	\$185,038.00	\$227,854.77	(\$456,294.89)
3	Capital Projects Fund - Fund 30	\$11,530,380.87	\$0.00	\$247,993.48	\$11,282,387.39
4	Debt Service Fund - Fund 40	\$0.00	\$0.00	\$0.00	\$0.00
5	Cafeteria - Fund 60	(\$758,324.94)	\$122,104.18	\$138,844.21	(\$775,064.97)
6	Community School - Fund 63	\$476,851.17	\$128,699.42	\$101,633.22	\$503,917.37
Total Governmental Funds (Lines 1 thru 4)		\$18,590,425.78	\$8,167,226.12	\$8,165,936.02	\$18,591,715.88

Prepared and Submitted By


Michael J. Soccio
 Treasurer of School Moneys

May 18, 2012

Date



APPENDIX B

ELECTRIC GENERATION SERVICE AGREEMENT

BETWEEN

[PARTICIPATING MEMBER OF THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (ACES)],

Randolph Twp Bd of Ed

AND

Hess Corporation

DATED

April 11, 2012

**ELECTRIC GENERATION SERVICE AGREEMENT
BETWEEN**

ALLIANCE FOR COMPETITIVE ENERGY SERVICE ("ACES") PARTICIPATING MEMBER

Randolph Twp Bd of Ed

AND

RETAIL ELECTRIC POWER SUPPLIER Hess Corporation

DATED APRIL 11, 2012

This Power Purchase Agreement ("Contract") is made effective MAY 1, 2012, by and between Hess Corporation ("**Supplier**") and Randolph Twp Bd of Ed ("**Customer**") also referenced herein as "Party" or collectively as "Parties." This Contract incorporates all transaction-specific Confirmation Agreements, and the Request for Bids for Electric Supply Service ("Request for Bid" or "RFB") issued by the Alliance for Competitive Energy Services ("ACES" on February 29, 2012.

Definitions:

"Award Letter" means the letter issued by the Executive Director of the New Jersey School Boards Association ("NJSBA"), acting as Lead Agency of ACES, notifying Supplier of the bid award resulting from the RFB and memorializing the Contract Price as provided for in Supplier's Bid submitted to ACES.

"Block Energy Price" means a fixed price per kilowatt-hour for a defined block (in kilowatts or "kw") of electricity as defined in the RFB and the Confirmation Agreement. The Block Energy Price is only applicable to the extent that Customer is served under a Block and Index pricing product as defined in the RFB

"Confirmation Agreement" means the Award Letter which memorializes the Contract Price as provided for in Supplier's Bid submitted to ACES, and the list of Customer's accounts to be served under this Agreement, attached hereto as Appendix A,.

"Administrative Fee" shall mean the per kilowatt-hour fee as provided for in the RFB, which shall be included in the Contract Price, collected by Supplier and remitted by Supplier to the ACES Independent Financial Manager.

"Delivery Point" means a point where the PJM transmission grid meets the EDC delivery system.

"EDC" means the electric distribution company, otherwise referred to as the electric utility, in whose service territory Customer's accounts served under this Contract are located.

"FERC" means the Federal Energy Regulatory Commission.

"Fixed Adder" shall be as defined in the RFB, and is only applicable to the extent that Customer is served under a Index Price pricing product as defined in the RFB.

"Fixed Price" pricing product shall be as defined in the RFB

"Kwh" means a kilowatt-hour, which is a standard measurement of electric energy consumption or production.

"NIT" means Network Integration Transmission service tariffs approved by the FERC and implemented and assessed by PJM on load in the applicable EDC transmission zone, including any applicable surcharges, and net of any applicable credits.

"NJBPU" means the New Jersey Board of Public Utilities.

“PJM” means the PJM Interconnection, which is a regional transmission organization or “RTO” that coordinates the movement of electricity in all or parts of thirteen states in the Mid-Atlantic and surrounding regions and the District of Columbia.

“Day-Ahead Locational Marginal Price” means the hourly day-ahead spot energy market price applicable in the PJM transmission zone for the applicable EDC.

“RPM” means the Reliability Pricing Model established and implemented by PJM to establish market prices for generation capacity.

“Renewable Portfolio Standards” means minimum percentages of various forms renewable energy required to be included in each Electric Power Supplier’s energy portfolio pursuant to New Jersey State law and NJBPU regulations.

1. **Nature of Transaction:** Customer and **Supplier** respectively agree to purchase and sell the full electric generation service requirements for the accounts listed, together with such ancillary services that may be shown on the Confirmation Agreements. **Supplier** will serve as agent for Customer in accordance with the policies and procedures of Customer’s electric distribution company (“EDC”) in order to provide supply coordination functions, including, but not limited to, nominating, scheduling and balancing. Customer will utilize **Supplier** as its sole electricity Supplier for all electrical requirements, net of any on-site, behind-the-meter renewable energy project generation, during the term of this Contract for the accounts listed on the Confirmation Agreement.
2. **Contract Term and Sales Period(s):** The effective term of this Contract shall commence with the May 2012 meter reading date for each account listed on the Confirmation Agreements, and shall continue until the __ May 2013 (12-month Contract term) or __ May 2014 (24-month Contract term) meter reading date (check one for selected term, hereinafter referred to as the “Sales Period”). This Contract shall remain effective for the duration of any and all Sales Period(s) specified in the Confirmation Agreement(s). Moreover, if the initial term of this Contract is twelve (12) months, the term may be extended for a term of up to twenty-four (24) additional months or, if the initial term of this Contract is twenty-four (24) months, the term may be extended for a term of up to twelve (12) additional months, by the mutual, written consent of both parties, at a Contract Price to be agreed upon by the Parties, memorialized in a supplemental Confirmation Agreement and established in accordance with applicable law. Any such extension(s) shall be executed no less than twenty (20) days before the termination date. If no such extension is executed the Contract shall terminate at the end of its initial term and Supplier shall initiate a drop of accounts to be effective at the end of the initial term.
3. **Quantity:** **Supplier** shall tender for delivery to Customer, and Customer must accept for receipt from **Supplier**, the Customer’s full power usage requirements, net of any on-site, behind-the-meter renewable energy project generation, for the accounts listed on the Confirmation Agreement(s).
4. **Contract Price:** For each kilowatt-hour (“kWh”) of power delivered to and measured at the Customer meter, Customer shall pay Supplier the Contract Price specified in Supplier’s Bid submitted in response to the Request for Bids and memorialized in the Confirmation Agreement attached hereto. The Contract Price includes all charges, fees and taxes that are imposed on the power prior to its delivery to Customer’s EDC, and shall also include the Administrative Fee. For the Index price pricing product, the Fixed Adder component of the Contract Price, which shall be assessed on each kWh delivered to and measured at the Customer meter, shall include the cost of capacity, transmission, ancillary services, Renewable Portfolio Standards requirements, supplier margin, and the Administrative Fee in the amount specified in the RFB. The Contract Price shall also include energy charges, which will be the sum of the hourly energy usage in each hour multiplied by the PJM zonal Day-Ahead Locational Marginal Price in each corresponding hour, grossed up for State sales and use tax. Customer shall retain the right to convert the Index Price pricing product to a Fixed Price, at a price that is subject to the mutual written agreement of the parties, and that is otherwise in accordance with applicable law. Unless otherwise specified in the Confirmation Agreement, all taxes applicable to such power for which the taxable incident arises upon or after the Delivery Point, including but not limited to sales, use, transfer, gross receipts or energy taxes will also be included in the Contract Price.

5. **Adjustments to Contract Price:** An adjustment to the Contract Price shall be permitted under the following circumstances:
- a) A legislated change in the current 7% State Sales and Use Tax ("SUT"), in which case the price adjustment shall reflect the difference between newly-enacted SUT rate and the 7% SUT rate in effect at the time Supplier submitted its Bid. ;
 - b) In the event of a change of greater than 25% in the aggregate monthly Kwh usage of the Customer accounts receiving service under the Agreement, in which case Seller may adjust the price to reflect the incremental cost of purchasing energy in excess of the 125% bandwidth at market, or any incremental loss incurred by Supplier in re-selling unused energy below the 75% bandwidth at market. Notwithstanding the foregoing, there shall be no price adjustments permitted for aggregate usage reductions, even those that exceed 25%, associated with the operation of an on-site renewable energy project(s) by Customer.; or
 - c) A change in FERC-approved transmission NIT charges implemented after the Effective Date of the Agreement. In such instance Supplier may adjust the Contract Price by a percentage amount up to the percentage change in Supplier's direct total cost to provide Electric Generation Service to Customer directly caused by the change in FERC-approved transmission NIT charges.

6. **Title, Possession and Control:** Supplier shall deliver Customer's electricity requirements to a "Delivery Point". The Delivery Point shall be on the EDC transmission system and will be determined by Supplier at the time of scheduling. Title and risk of loss shall pass to Customer at the Delivery Point, and Customer shall be responsible for obtaining delivery service to its facility from the Delivery Point under the applicable New Jersey Board of Public Utilities-regulated tariffs of Customer's EDC. Customer is responsible for all distribution and service charges imposed by Customer's EDC relative to the delivery of power to Customer's facility. Customer shall be responsible for, and shall cooperate with Supplier in obtaining from its EDC metering and historical load information reasonably necessary to record values of consumed kW and kWh on a continuous basis necessary to allow for proper billing. Supplier shall not be responsible for any variation in the quality, including zero voltage, of the electric service provided by the EDC to Customer.

7. **Transportation Balancing and Overruns:** Supplier will be responsible for any and all charges or penalties imposed by Customer's EDC for failing to deliver Customer's power usage requirements to the Delivery Point on the EDC transmission system..

8. **Billing and Payment:** During the term of this Contract, Supplier shall bill Customer on a monthly basis based on the prior month's delivery of electricity. The monthly billing periods shall correspond to the meter read dates of Customer's EDC. All amounts due hereunder shall be paid within forty-five (45) days of the date of receipt of the invoice. Seller may assess late fees on payments received after the due date, at a rate not to exceed 1% per month. If an amount due is not received from Customer when due, Supplier may issue written notice to Customer, and Customer shall have a five (5) business days cure period from date of receipt of such notice. Upon completion of the 5 business day cure period, if payment of overdue amounts is not made by Customer, Supplier may suspend deliveries, terminate this agreement, and liquidate any power purchased for delivery to Customer during future periods. Notwithstanding the foregoing deliveries shall not be curtailed and interest shall not be accrued, and the Agreement shall not be terminated, where Customer provides written evidence of a good faith billing dispute and pays the undisputed amount. Customer agrees to reimburse Supplier for all reasonable cost that Supplier incurs, including reasonable attorneys' fees, in any attempt to collect undisputed past due amounts from Customer.

9. **Credit:** If, at any time, Customer does not meet Supplier's commercially reasonable creditworthiness standards, Supplier may require Customer to provide credit assurance in a form and amount reasonably acceptable to Supplier, such as a letter of credit, third-party guarantee, deposit or prepayment.

10. **Force Majeure:** Neither Party shall be liable for failure of performance due to causes beyond its reasonable control (force majeure), such as: failure of transmission grid or EDC distribution facilities; acts of God; fire; civil

disturbances; terrorist acts or threats; labor dispute; labor or material shortage; sabotage; action or restraint by court order or public or governmental authority (so long as the Claiming Party has not applied for or assisted in the application for such government action). A Party claiming inability to perform due to force majeure must provide the other Party with prompt notice stating the reason for its inability, and must make reasonable efforts to promptly resolve such inability to perform. Economic hardship, including, without limitation, **Supplier's** ability to sell power at a higher or more advantageous price than the Contract Price or Customer's ability to purchase power at a lower or more advantageous price than the Contract Price, shall not excuse a party's obligation to perform under this Contract.

11. Failure to Deliver/Accept - Exclusive Remedy: If for an unexcused reason either Party fails to perform its obligation hereunder to tender for delivery (in the case of **Supplier**) or accept power tendered for delivery (in the case of Customer), the other Party's exclusive remedy shall be a) in the case of **Supplier** failure, the positive difference, if any, between the price Customer paid for replacement supplies, including administrative fees, brokerage fees and other similar costs, and the Contract Price, multiplied by the quantity of power **Supplier** failed to deliver; or b) in the case of Customer's failure, the positive difference, if any, between the Contract Price and the price **Supplier**, acting in a commercially reasonable manner, obtained from a replacement market, multiplied by the quantity of power not accepted by Customer. A Party shall act reasonably to minimize its damages, which shall include but not be limited to reasonable efforts to obtain replacement supplies or a replacement market, where applicable. In the event that such reasonable efforts are unsuccessful or only partly successful, the Party failing to perform shall be responsible for an amount calculated by multiplying the Contract Price times the quantity of power for which the other Party failed to obtain a replacement supply or replacement market, whichever applicable, in addition to any amounts calculated with respect to replacement supplies or replacement market(s). In calculating damages owed under this Section, Supplier shall net or aggregate, as appropriate: (i) any and all amounts owing between the parties under the Contract; (ii) any amount owed to Customer against any margin or other collateral provided by Customer and held by Supplier relating to the Contract; and (iii) any amount payable to Customer against any amount(s) payable by the Customer to Supplier under any other agreement or arrangement between the parties, so that all such amounts are netted or aggregated to a single liquidated amount payable by one party to the other.

LIMITATION OF DAMAGES: IN NO INSTANCE AND FOR NO PURPOSE SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES, REGARDLESS OF WHETHER A CLAIM IS MADE OR REMEDY IS SOUGHT IN CONTRACT, TORT, OR OTHERWISE.

12. Bankruptcy: The Parties specifically agree that this Contract and all Transactions pursuant hereto are "Forward Contracts" as such term is defined in the United States Bankruptcy Code, 11 U.S.C., Section 101(25). If either Party becomes subject to Bankruptcy Code proceedings, it is understood and agreed that the other Party shall be entitled to exercise its right to liquidate this Contract as a "Forward Contract Merchant" under Section 556 of the U.S. Bankruptcy Code.

13. Notices: Notice(s) required hereunder shall be deemed properly made if telecopied, delivered personally or sent by regular or certified mail to the following addresses or facsimile.

Customer Representative:

Supplier Representative:

HESS CORPORATION
ONE HESS PLAZA
WOODBIDGE, NJ 07095
KEVIN GEORGE
PHONE (732) 750-6888
FAX (732) 750-6927

14. Miscellaneous: This Contract shall be construed in accordance with the laws of the State of New Jersey, without recourse to provisions governing choice of law. Any action brought in law or equity with respect to this Contract shall only be filed in the Superior Court of New Jersey, regardless of federal question, citizenship or amount in controversy. Venue shall be laid in the county of the Customer. Prior to the institution of such action, the parties

shall agree to the Alternate Dispute Resolution procedure of mediation under the auspices of the American Arbitration Association, or such other agency upon which the parties may agree. No assignment of this Contract, in whole or in part, will be made without the prior written consent of the non-signing party, which consent will not be unreasonably withheld or delayed; provided, however, that (i) Supplier may, without the consent of Customer, transfer, sell, pledge, encumber or assign this Contract or the accounts, revenues or proceeds hereof in connection with any financing or other financial arrangements, and (ii) either party may, upon notice to the other, transfer or assign this Contract to an affiliate, which affiliate's creditworthiness is comparable to or higher than that of such party, or transfer or assign this Contract to any person or entity succeeding to all or substantially all of the assets of such party.

EACH PARTY HEREBY DISCLAIMS ANY AND ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, OF ANY KIND WHATSOEVER. SELLER HEREBY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE ELECTRICITY, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

EACH PARTY HERETO KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVES ITS RIGHT TO A TRIAL BY JURY IN RESPECT OF ANY ACTION OR OTHER LEGAL PROCEEDING ARISING OUT OF OR RELATING HERETO.

AGREED AND ACCEPTED

AGREED AND ACCEPTED

CUSTOMER: Randolph Twp Bd of Ed

SUPPLIER: Hess Corporation

BY: _____

BY:  _____

TITLE: _____

TITLE: Government Sales Manager

DATE: _____

DATE: 4/11/2012

Member	Customer	Fixed Price	LDC	Tariff
Randolph Twp Bd of Ed	08014069810000497275	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000726517	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000726523	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000854973	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000855389	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000856125	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000856263	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000856265	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000913553	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000926184	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000957281	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810003038127	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810003095715	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810005563013	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810006452637	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014517980005384044	0.06768	JCP&L	GS
Randolph Twp Bd of Ed	08014069810000494612	0.06768	JCP&L	GS3
Randolph Twp Bd of Ed	08014069810000726317	0.06768	JCP&L	GS3
Randolph Twp Bd of Ed	08014069810000726319	0.06768	JCP&L	GS3
Randolph Twp Bd of Ed	08014069810000726324	0.06768	JCP&L	GS3
Randolph Twp Bd of Ed	08014069810000856165	0.06768	JCP&L	GS3
Randolph Twp Bd of Ed	08014069810006411763	0.06768	JCP&L	GS3
Randolph Twp Bd of Ed	08014069810006411765	0.06768	JCP&L	GS3
Randolph Twp Bd of Ed	08014069810006411768	0.06768	JCP&L	GS3
Randolph Twp Bd of Ed	08014069810000726520	0.07466	JCP&L	RS

RANDOLPH TOWNSHIP PUBLIC SCHOOLS



25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

(973) 361-0808

INSTRUCTIONAL SERVICES AGREEMENT FOR CHAPTERS 192/193
SCHOOL YEAR 2012-2013

A. Pursuant to official action taken at a meeting of the Board of Education of Randolph Township, in the County of Morris held on June 26, 2012

- 1. Said District agrees that the Board of Directors of the Essex Regional Educational Services Commission (ERESC), shall provide auxiliary services limited to instruction and the necessary equipment, supplies, administration and supervision inherent in providing 1) Compensatory Education, 2) English as a Second Language, 3) Home Instruction, 4) Supplementary Instruction, 5) Speech-Language and 6) Evaluation and Determination of Eligibility to the eligible nonpublic school students in accordance with N.J.S.A. 18A:46-1 et seq. (Laws of 1977, Chapter 192) and N.J.S.A. 18A:46-19.1 et seq. (Laws of 1977, Chapter 193), and the rules and regulations governing auxiliary services to nonpublic schools.**
- 2. The terms of the Agreement shall be in effect from July 1, 2012 through June 30, 2013.**
- 3. The ERESC will provide the following:**
 - a) Pupil Identification Process**
 - b) Child Study and Speech Pupil Evaluation**
 - c) Development of required individual pupil educational plans. (ISIPs and Service Plans)**
 - d) Instructional Equipment, Facilities and Specialized Instruction Supplies and Materials.**
 - e) Staff Development, Observation and Evaluation(s) per law.**
 - f) Supervision and Administration required for the implementation of services and programs.**

B. BILLING & PAYMENT

- 1. The annual billing charge for each eligible pupil provided services in Compensatory Education, English as a Second Language, Home Instruction, Speech-Language, Supplementary Instruction, and Evaluation and Determination of Eligibility shall be based on approved State Aid figures and listed on Schedule A of this Agreement when provided by the New Jersey State Department of Education.**
- 2. The District agrees to pay to the ERESA the per student rate established by the State Legislature for each contracted service. In no event shall the District be required to pay any fee to ERESA in excess of the per student rate established by the State Legislature. The District agrees to a ten (10) month billing, equal to the projected and actual student counts, under the provision of P.L. 192/193. The claimant's certification should be processed as an annual purchase order and payable in ten (10) installments. In the event the student count is changed at any time during the year, it is agreed that the District will forward the billing amount until such time as the ERESA forwards an updated billing statement. The District also agrees to accept any changes in billing and collection procedures that may be provided in any revisions of statutes, administrative law procedures, or by resolution of the Board of Directors of the ERESA.**
- 3. To the extent that the District is eligible for the funding of maintenance of mobile classrooms and trailers, the District agrees to pay to the ERESA all such funding received from classrooms used in the delivery of 192 services to the District.**
- 4. The forwarding of payments to the ERESA by the District is of utmost importance in order for the ERESA to meet its obligation in a timely manner. The District shall forward to the ERESA the payment due per the monthly invoice by the 30th of the following month in which the services were provided. The initial payment is due no later than October 30th.**
- 5. In the event the District Project Completion Report indicates there are unexpended monies, said funds will be returned to the State of New Jersey by the District.**
- 6. The Board Secretary of the District will check and initial services**

desired:

Comp. Ed.	_____	Initial _____	Supp. Instruction	<input checked="" type="checkbox"/>	Initial _____
E. S .L.	_____	Initial _____	Speech	<input checked="" type="checkbox"/>	Initial _____
Home Instruction	_____	Initial _____	Evaluation & Determination	<input checked="" type="checkbox"/>	Initial _____

C. PROCESSING OF FORMS

- 1. The District agrees to allow the Board of Directors of the ERESK to act as its agent in the distribution, collection, processing and preparation of all forms, including the 1) 407-1 series 2) Additional Funding, 3) State Aid and 4) Final Project Completion Reports promulgated and required by the State Department of Education for the implementation of the appropriate legislative acts. These will be completed by the ERESK for signature by the District. Be it also agreed that all forms required to implement services under P.L. 192/193 will be sent directly to the ERESK by the nonpublic schools.**
- 2. Student and services verification will be provided to the District by the use of student printouts and 407-1 forms. The printouts will indicate the names of students by school and services provided.**

D.

DISTRICT AUTHORIZATIONS

- a) The District authorizes parents or nonpublic schools to submit student applications (407-1 Forms) directly to the ERESK.**
b) The District authorizes the ERESK to verify eligibility and complete the disposition section of the student application (407-1 Form).
c) The District authorizes the ERESK to sign the disposition section of the student application (407-1 Form).
d) The District authorizes the ERESK to maintain electronic files and to make those files available to district personnel as needed.
- 2. Staff. The ERESK shall employ all staff required to provide the educational programs and services identified in this agreement. The ERESK shall ensure that all staff have the appropriate certifications and are employed in accordance with all rules and regulations of the New Jersey Department of Education.**
- 3. Facilities. The ERESK shall provide instructional trailers or mobile classrooms as needed. Whenever possible, instruction will take place in the nonpublic school.**

4. **Records.** The ERESK shall maintain all student records and shall provide the names of students and new student applications (407-1 Forms) to the District with the monthly billing statements. The ERESK shall also make said records available to the District in electronic media, whenever possible.
5. **Administration.** The Commission shall provide all administrative staff required to manage and evaluate staff and services provided. The Commission shall ensure that all administrative staff are properly certified and employed in accordance with all rules and regulations of the New Jersey Department of Education.
6. **Application Documents and Procedure.** Enrollment in the educational programs for Chapters 192/193 is based upon State eligibility requirements.

E. INSTRUCTIONAL SERVICE

1. The Essex Regional Educational Services Commission will offer each nonpublic school serviced by this contract, subject to receipt of appropriate funding, the following MINIMUM time allotments of service:

Comp. Ed.	One (1)	45 minute period per week for Communication
Comp. Ed.	One (1)	45 minute period per week for Computation
E. S. L.	One (1)	45 minute period per week
Supp. Instruc.	Two (2)	35 minute periods per week
Speech	One (1)	35 minute period per week

2. The Essex Regional Educational Services Commission teachers will begin to visit their assigned schools the week of September 1, 2012 for scheduling and testing of new students. Upon the completion of all scheduling and testing, the teachers will begin the actual classroom instruction of students. All teachers will terminate instructional services no later than June 30, 2013.

In addition to ongoing written communications, which will be mailed to all public and nonpublic school administrators, the ERESK will consult with public and nonpublic school administrators to update and to receive input from school administrators regarding program needs and problems.

This contract is subject to the rules and regulations for the delivery of

Chapters 192/193 services promulgated by the New Jersey State Department of Education. The ERESC shall not be liable for delays or termination of services by reason of actions of the State Department of Education pertaining to funding, facilities approval or lack thereof.

F. STATE MONITORING

In the event the District is scheduled to be monitored during the 2012-2013 year, the ERESC will provide assistance to the District in preparation for the monitoring.

IN WITNESS WHEREOF, the Board of Education of Randolph Township, in the County of Morris, and the Board of Directors of the ERESC have, by resolution, directed that their respective presidents and secretaries must affix to this Agreement, a certified copy of the board resolution approving said Agreement.

BOARD OF DIRECTORS OF THE ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

Approved: _____
Date President Date
(ERESC) Seal

Secretary Date

BOARD OF EDUCATION OF THE DISTRICT OF RANDOLPH

Approved: _____
Date Amy Sachs, President Date
(District Seal)

Michael S. Neves Date
Business Administrator/Board Secretary

Any alteration of this Agreement/Contract is expressly prohibited without the written consent of the District and Essex Regional Educational Services Commission.

The Essex Regional Educational Services Commission is an Equal Opportunity Employer (EOE) and as such, is governed by the employment goals promulgated by federal and state regulations.



ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

SCHEDULE A

**PUBLIC LAW 1977 CHAPTERS 192-193
2012 - 2013**

Per Pupil Costs:

<u>Chapter 192</u>	
Compensatory Education	T.B.D.
ESL	T.B.D.
Home Instruction	T.B.D.
<u>Chapter 193</u>	
Initial Examination/Classification/Reevaluations	T.B.D.
Annual Review	T.B.D.
Corrective Speech	T.B.D.
Supplemental Instruction	T.B.D.

Program Cost:
Administration:
Other:

Rates to be determined by State of New Jersey.

RANDOLPH TOWNSHIP PUBLIC SCHOOLS



25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

(973) 361-0808

IDEA-B SERVICES
SCHOOL YEAR 2012 – 2013

- A. Pursuant to official action taken at the meeting of the Board of Education of Randolph Township in the County of Morris held on June 26,2012:
1. Said District agrees that the Board of Directors of the Essex Regional Educational Services Commission (ERESC) shall provide IDEA-B Services to classified student(s) attending nonpublic schools in the district of Randolph.
 2. The terms of the Agreement shall be in effect from September 1, 2012 through August 31, 2013.

Whereas, the Board of Education of Randolph Township has the authority to employ outside agencies to provide necessary and appropriate IDEA-B services for the classified students attending nonpublic schools in the DISTRICT; and

NOW, THEREFORE, the parties agree as follows:

First: The ERESO, in consideration of the making of this Contract for the 2012-2013 school year, agrees to be paid hereunder by the District as the maximum and full compensation. ERESO shall provide services as needed during the 2012-2013 school year to classified students who are attending nonpublic schools in the District. The District shall provide the ERESO with the services to be provided after consultation with the nonpublic school administrators. The District shall provide the ERESO in writing with the proportionate share allocated for the nonpublic schools. If the District chooses to have the ERESO responsible to expend the carryover monies from the previous school year, the District must provide to the ERESO the amount of carryover in writing. The District after consultation with the nonpublic schools shall indicate below the services to be provided. A representative of the ERESO will be present at these consultation meetings whenever possible.

IDEA-B SERVICES

SCHOOL YEAR 2012 – 2013

Second: The District shall remit payment to the ERESC after the above-mentioned services have been rendered. Payment is contingent upon proper execution by the ERESC of the District’s vouchers and other documents which may be required for the proper fiscal management of the District.

Third: This Contract may be terminated by either party upon giving thirty (30) days written notice. In the event of termination, the ERESC shall be entitled to payment for services performed up to the date of the notice of termination.

IN WITNESS WHEREOF, the Board of Education of Randolph Township, in the County of Morris, and the Board of Directors of the ERESC have, by resolution, directed that their respective presidents and secretaries must affix to this Agreement, a certified copy of the board resolution approving said Agreement.

BOARD OF DIRECTORS OF THE ESSEX REGIONAL EDUCATIONAL SERVICES OMISSION

Approved: _____	_____	_____
Date	President	Date (ERESC) Seal
	_____	_____
	Secretary	Date

BOARD OF EDUCATION OF THE DISTRICT OF RANDOLPH

Approved: _____	_____	_____
Date	Amy Sachs, President	Date (District Seal)
	_____	_____
	Michael S. Neves, Business Administrator/Board Secretary	Date

Any alteration of this Agreement/Contract is expressly prohibited without the written consent of the District and Essex Regional Educational Services Commission.

The Essex Regional Educational Services Commission is an Equal Opportunity Employer (EOE) and as such, is governed by the employment goals promulgated by federal and state regulations.

MEMBERSHIP RESOLUTION

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

The Board of Education of School District No. _____ County of _____
State of New Jersey, as provided for in Chapter 172 Laws 1979 (*N.J.S.A. 18A:11-3, et seq.*)

herewith enrolls Randolph High School
as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved
interschool athletic program sponsored by the NJSIAA.

This resolution to continue in effect until or unless rescinded by the Board of Education and shall
be included among those policies adopted annually by the Board. *Pursuant to N.J.S.A. 18A:11-3 in
adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by,
the Constitution Bylaws and Rules and Regulations of the NJSIAA.*

A photocopy of the minutes signifying the adoption of this membership resolution is attached.

Administrative Responsibility—The Association must rely upon the voluntary compliance by its
member schools in enforcing the eligibility standards set forth in Bylaws, Article V. Toward that end,
the Principal in each member school has the affirmative obligation to report to the NJSIAA any
violations of these standards. The fact that a school has disclosed that there has been an eligibility
violation will not relieve the affected school of sanctions that may be imposed against it, pursuant to
Article X of the Bylaws, including the forfeiture of games or events. However, the failure to disclose
an eligibility violation may be grounds for imposing additional sanctions upon the offending school.

Date of Board Approval

Signature/Secretary Board of Education

**Preschool Progress Report
(3 Year Olds)**

Child's Name _____

Age / Date of Birth _____

Teacher _____

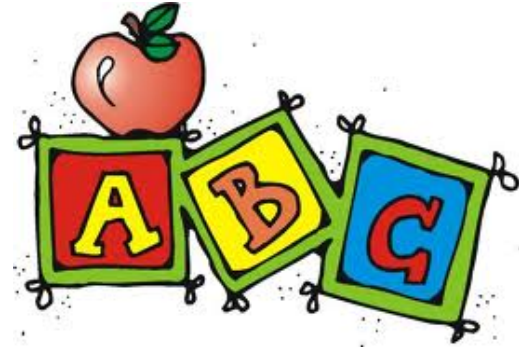
(AM or PM)

MARKING KEY

N= Not Yet

P= Prompts Needed

I=Independently



Social and Emotional Development	Fall	Winter	Spring
Expresses curiosity and motivation			
Is an active and motivated listener			
Follow daily routines and classroom expectations			
Respects personal space of others			
Demonstrates ability to share with others			
Communicates appropriately with adults			
Communicates appropriately with peers			
Participates verbally in games and group activities			
Participates physically in games and group activities			
Can take turns			
Plays cooperatively with other children			
Works cooperatively in small group			
Works cooperatively in large group			
Demonstrates reasonable self-control			
Accepts teacher feedback			
Accepts changes in routines			
Asks for assistance when needed			

General Knowledge	Fall	Winter	Spring
Recognizes FIRST name by sight			
Identifies colors (8 pack of crayons)			
Knows age			
Sings alphabet			
Knows and uses names of teachers			
Knows and uses names of classmates			
Speaking and Listening	Fall	Winter	Spring
Attends to tasks for a developmentally appropriate period of time			
Attends to speaker during conversation			
Uses "words" for a variety of purposes (e.g.-initiate play, express ideas, etc.)			
Asks questions to obtain information			
Remains on topic			
Uses age appropriate expressive language			
Uses age appropriate receptive language			
Reading & Writing Readiness	Fall	Winter	Spring
Shows interest/enjoyment of stories			
Engages in songs, stories, and poems			
Follows along with repetitive phrases and patterns in songs, poems, or words			
Answer simple "wh" questions about stories			
Models "reading" in their environment (e.g.- words, movements, or gestures)			
Demonstrates understanding of positional words (e.g.- above, below, on, next to, etc.)			
Creative Expression	Fall	Winter	Spring
Creates, composes & illustrates own "stories"			
Explores different art mediums			
Participates in dramatic play			
Participates in music & movement			

Mathematical Applications	Fall	Winter	Spring
Can count to 10			
Identify numbers randomly to 5			
Identify numbers randomly to 10			
Count objects to 5			
Count objects to 10			
Identify basic shapes (square, circle, triangle)			
Continue an AB pattern			
Understands comparatives terms (e.g.- bigger/smaller, more/less)			
Demonstrate understanding of ordinal numbers (1 to 3)			
Demonstrates understanding of calendar			
Science and Technology	Fall	Winter	Spring
Demonstrates understanding of weather and change of seasons			
Participates in activities using technology (e.g.-SMART Table, computer)			
Participates in classroom activities through observation and exploration			
Motor Skills	Fall	Winter	Spring
Demonstrates emerging self-help skills (e.g.-wash hands, put on coat, pack/unpack items)			
Participates in simple sequence of movements with or without music			
Demonstrates the safe and appropriate use of classroom materials and tools.			
Shows hand dominance (NOT required at age 3)			
Demonstrates age-appropriate crayon grasp			
Demonstrates age-appropriate scissor grasp			
"Write" messages as part of play and other activities (e.g.-scribbling, drawing, etc.)			
Demonstrate basic tracing, cutting, coloring skills			

**Preschool Progress Report
(4-5 Year Olds)**

Child's Name _____

Age / Date of Birth _____

Teacher _____

(AM or PM)

MARKING KEY

N= Not Yet

P= Prompts Needed

I=Independently



Social and Emotional Development	Fall	Winter	Spring
Expresses curiosity and motivation			
Is an active and motivated listener			
Follow daily routines and classroom expectations			
Respects personal space of others			
Demonstrates ability to share with others			
Communicates appropriately with adults			
Communicates appropriately with peers			
Participates verbally in games and group activities			
Participates physically in games and group activities			
Can take turns			
Plays cooperatively with other children			
Works cooperatively in small group			
Works cooperatively in large group			
Demonstrates reasonable self-control			
Accepts teacher feedback			
Accepts changes in routines			
Asks for assistance when needed			

General Knowledge	Fall	Winter	Spring
Recognizes FIRST name by sight			
Identifies letters of FIRST name			
Identifies colors (8 pack of crayons)			
Knows age			
Knows birthday (month and date)			
Recites alphabet			
Recites days of the week			
Recites months of the year			
Knows address (town and state)			
Speaking and Listening	Fall	Winter	Spring
Attends to tasks for a developmentally appropriate period of time			
Attends to speaker during conversation			
Uses "words" for a variety of purposes (e.g.-initiate play, express ideas, etc.)			
Asks questions to obtain information			
Remains on topic			
Uses age appropriate expressive language			
Uses age appropriate receptive language			
Reading & Writing Readiness	Fall	Winter	Spring
Shows interest/enjoyment of stories			
Engages in songs, stories, and poems			
Follows along with repetitive phrases and patterns in songs, poems, or words			
Answer simple "wh" questions about stories			
Models "reading" in their environment (e.g.- words, movements, or gestures)			
Can sequence pictures (3-4 steps)			
Recognizes rhyming words			
Demonstrates understanding of positional words (e.g.- above, below, on, next to, etc.)			
Recognizes upper case letters			
Associates some letters with appropriate sounds			
Creative Expression	Fall	Winter	Spring
Creates, composes & illustrates own "stories"			
Explores different art mediums			
Participates in dramatic play			
Participates in music & movement			

Mathematical Applications	Fall	Winter	Spring
Can count to 20			
Identify numbers randomly to 10			
Identify numbers randomly to 20			
Can match quantity to symbol up to 20			
Count objects to 10			
Count objects to 20			
Identify basic shapes (square, circle, triangle, rectangle, oval, diamond, and star)			
Create an AB pattern			
Understands comparatives terms (e.g.- bigger/smaller, more/less)			
Demonstrate understanding of ordinal numbers (1 to 5)			
Demonstrates understanding of calendar			
Science and Technology	Fall	Winter	Spring
Demonstrates understanding of weather and change of seasons			
Associates months with holidays			
Participates in activities using technology (e.g.-SMART Table, computer)			
Participates in classroom activities through observation and exploration			
Motor Skills	Fall	Winter	Spring
Demonstrates emerging self-help skills (e.g.-wash hands, put on coat, pack/unpack items)			
Participates in simple sequence of movements with or without music			
Demonstrates the safe and appropriate use of classroom materials and tools.			
Shows hand dominance			
Demonstrates age-appropriate crayon grasp			
Demonstrates age-appropriate scissor grasp			
"Write" messages as part of play and other activities (e.g.-scribbling, drawing, etc.)			
Demonstrate basic tracing, cutting, coloring skills			

Kindergarten Developmental Report Card

Student's Name _____ Birth Date _____

Teacher Name _____ Year _____

SOCIAL AND EMOTIONAL READINESS MARKING CODE:

- + = Satisfactory
- x = Developing Skill
- √ = Needs Improvement

	MP1	MP2	MP3
Social and Emotional Readiness			
1. Communicates with classroom teacher			
2. Works independently			
3. Accepts responsibility for personal belongings			
4. Accepts responsibility for actions			
5. Follows classroom rules and routines			
6. Accepts teacher's suggestions and guidance			
7. Shows self-control			
8. Respects personal space			
9. Gets along with others			
10. Is able to work with a group			

ACADEMICS MARKING CODE

- S = Secure
- D = Developing
- B = Beginning

	MP1	MP2	MP3
General Knowledge			
Identifies colors			
Recites alphabet			
Recites the days of the week			
Knows phone number			
Knows address			
Knows birthday			
Fine Motor			
Colors appropriately			
Uses correct pencil grasp			
Prints letters correctly			
Prints numerals correctly			
Prints name correctly			
Cutting Skills			
Communication			
Listens attentively to speaker			
Follows a series of directions			
Expresses ideas logically and clearly			
Speaks in complete sentences			
Speaks using appropriate volume			
Contributes to discussion			

Kindergarten Developmental Report Card

Student's Name _____ Birth Date _____

Teacher Name _____ Year _____

Reading Readiness			
Works from left to right			
Identifies upper case letters			
Identifies lower case letters			
Demonstrates knowledge of consonant sounds			
Demonstrates knowledge of vowel sounds			
Identifies beginning sounds in words			
Identifies ending sounds in words			
Recognizes rhyming words			
Supplies rhyming words			
Recognizes basic sight words			
Blend and segment short vowel words			
Comprehends story elements using picture clues			
Developmental Writing Process			
Engages in developmental writing			
Is aware of sentence structure			
Mathematics			
Identifies basic shapes			
Identifies numbers			
Demonstrates the ability to count by 1s			
Demonstrates the ability to count by 10s			
Counts up to 10 objects			
Creates patterns			
Compares numbers (more/less)			
Addition activities within 5			
Subtraction activities within 5			
Science			
Demonstrates knowledge of concepts and vocabulary			
Participates productively in lesson and activities			
Social Studies			
Demonstrates knowledge of concepts and vocabulary			
Participates productively in lesson and activities			

ATTENDANCE	MP1	MP2	MP3	TOTAL
Days Possible				
Days Absent				
Days Tardy				

Kindergarten Developmental Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

Comments

Marking Period One Comments

Marking Period Two Comments

Marking Three Comments

1st Grade Report Card

Student's Name _____

Birth Date _____

Teachers Name(s) _____

Year _____

Academic Marking Code:

- E = Expands on essential curriculum standard
- M = Meets essential curriculum standards
- P = Progresses toward essential curriculum standards
- R = Requires extensive support with essential curriculum standards
- * = with Modifications

Reading Level Range	Grade Level Equivalent
A-C	K
B-I	1
H-M	2
L-P	3
O-T	4
S-W	5
V-Y	6

Academic Core

	MP1	MP2	MP3
Reading			
Reading Level			
Identifies main ideas and events in a story			
Uses illustrations and details to describe story elements			
Compares and contrasts stories			
Understands and uses new vocabulary			
Applies grade-level phonics and word analysis skills in decoding words			
Reads with fluency to support comprehension			
Identifies key facts using informational text			
Writing			
Demonstrates willingness to write			
Plans and organizes ideas for writing			
Uses complete sentences in writing			
Uses capitalization and punctuation correctly			
Applies knowledge of spelling patterns			
Mathematics			
Demonstrates accuracy for addition within 10			
Demonstrates accuracy for subtraction within 10			
Counts, reads and writes up to 120			
Tells and writes time to the hour and half-hour			
Uses addition and subtraction within 20 to solve word problems			
Demonstrates understanding of place value			
Adds two-digit numbers			
Subtracts two-digit numbers			
Measures and compares lengths of objects			
Demonstrates understanding of geometric shapes			
Demonstrates understanding of simple fractions			
Science			
Demonstrates knowledge of concepts and vocabulary			
Observes, records, and communicates information			
Handles materials with respect			
Social Studies			
Demonstrates knowledge of concepts and vocabulary			
Participates productively in lesson activities			

1st Grade Report Card

Student's Name _____

Birth Date _____

Teachers Name(s) _____

Year _____

Art			
Understands concepts			
Demonstrates appropriate skills			
Willingly participates in class activities and/or discussions			
Music			
Understands concepts			
Demonstrates appropriate music skills			
Willingly participates in class activities and/or discussions			
Physical Education			
Demonstrates skills			
Demonstrates effort/preparation			
Health			

Work Study Habits and Social & Emotional Development Marking Code:

- O = Outstanding
- S = Satisfactory
- P = Progressing

Work & Study Habits

	MP1	MP2	MP3
Listens and observes attentively			
Follows directions			
Works carefully			
Works independently			
Seeks help when needed			
Exhibits organizational skills			
Completes work in a timely manner			
Contributes to classroom discussion			
Uses appropriate oral presentation techniques (eye contact, projection, and expression)			
Works cooperatively			
Forms letters and numbers correctly and neatly			
Completes homework assignments			

Social & Emotional Development

	MP1	MP2	MP3
Exercises self-control			
Observes rules and regulations			
Communicates feelings and needs appropriately			
Shows courtesy and respect for others			

MP1	MP1	MP2	MP3	TOTAL
Days Possible				
Days Absent				
Days Tardy				

1st Grade Report Card

Student's Name _____

Birth Date _____

Teachers Name(s) _____

Year _____

COMMENTS

Marking Period One Comments

Marking Period Two Comments

Marking Period Three Comments

2nd Grade Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

Academic Marking Code:

- E = Expands on essential curriculum standard
- M = Meets essential curriculum standards
- P = Progresses toward essential curriculum standards
- R = Requires extensive support with essential curriculum standards
- * = with Modifications

Reading Level Range	Grade Level Equivalent
A-C	K
B-I	1
H-M	2
L-P	3
O-T	4
S-W	5
V-Y	6

Academic Core

	MP1	MP2	MP3
Reading			
Reading Level			
Demonstrates understanding of main ideas and details in a range of texts			
Describes story elements (characters, setting and plot)			
Describes a sequence of events			
Compares and contrasts story elements			
Identifies key facts using informational text			
Identifies the author's purpose of a text			
Understands and applies new vocabulary			
Applies phonics and word analysis skills in decoding words			
Reads with fluency to support comprehension			
Writing			
Plans and organizes ideas for writing			
Revises drafts (i.e. adding pictures, add details, transition words)			
Edits for mechanics (i.e. complete sentences, capitalization, punctuation, and spelling)			
Independently utilizes the writing process for a sustained time			
Uses knowledge of spelling patterns to spell words			
Demonstrates command of standard English grammar and usage			
Mathematics			
Adds and subtracts single-digit numbers accurately			
Solves word problems involving addition and subtraction			
Demonstrates understanding of place value			
Adds and subtracts two- and three-digit numbers			
Tells and writes time to the nearest 5 minutes			
Identifies and knows the value of coins			
Knows the equivalent value of coins			
Represents and interprets data using graphs			
Demonstrates understanding of geometric shapes and fractional parts			
Measures and estimates lengths in standard units			
Solves word problems involving money			
Science			
Demonstrates knowledge of concepts and vocabulary			
Predicts, observes, records, communicates, and makes meaning of information			
Handles materials with respect			
Social Studies			
Demonstrates knowledge of concepts and vocabulary			
Demonstrates understanding of geography concepts			
Applies geography skills			

2nd Grade Report Card

Student's Name _____ Birth Date _____

Teacher Name _____ Year _____

Art			
Understands concepts			
Demonstrates appropriate skills			
Willingly participates in class activities and/or discussions			
Music			
Understands concepts			
Demonstrates appropriate music skills			
Willingly participates in class activities and/or discussions			
Physical Education			
Demonstrates skills			
Demonstrates effort/preparation			
Health* Hygiene/Nutrition			

Work Study Habits and Social & Emotional Development Marking Code:

- O = Outstanding
- S = Satisfactory
- P = Progressing

Work & Study Habits

	MP1	MP2	MP3
Listens and observes attentively			
Follows directions			
Works carefully			
Works independently			
Seeks help when needed			
Exhibits organizational skills			
Completes work in a timely manner			
Contributes to classroom discussion			
Uses appropriate oral presentation techniques (eye contact, projection, and expression)			
Works cooperatively			
Forms letters and numbers correctly and neatly			
Completes homework assignments			

Social & Emotional Development

	MP1	MP2	MP3
Exercises self-control			
Observes rules and regulations			
Communicates feelings and needs appropriately			
Shows courtesy and respect for others			

ATTENDANCE	MP1	MP2	MP3	TOTAL
Days Possible				
Days Absent				
Days Tardy				

2nd Grade Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

COMMENTS

Marking Period One Comments

Marking Period Two Comments

Marking Period Three Comments

3rd Grade Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

Academic Marking Code:

- E = Expands on essential curriculum standard
- M = Meets essential curriculum standards
- P = Progresses toward essential curriculum standards
- R = Requires extensive support with essential curriculum standards
- * = with Modifications

Reading Level Range	Grade Level Equivalent
A-C	K
B-I	1
H-M	2
L-P	3
O-T	4
S-W	5
V-Y	6

Academic Core

	MP1	MP2	MP3
Reading			
Reading Level			
Reads and comprehends grade level text			
Reads with accuracy and fluency to support comprehension			
Determines the meanings of words and phrases			
Uses evidence from text to support oral and written responses			
Compares and contrasts themes, plots, characters, settings, and genre			
Writing			
Produces clear and coherent writing appropriate to task, purpose and audience			
Strengthens writing by planning, revising, and editing			
Enriches writing through varied vocabulary and sentence structure			
Demonstrates command of Standard English grammar			
Demonstrates command of spelling			
Uses varied sources to support a research topic			
Communication			
Engages effectively in discussions with a range of partners			
Summarizes oral and written information supported with evidence			
Uses appropriate oral presentation techniques			
Mathematics			
Represents and solves problems involving addition and subtraction			
Represents and solves problems involving multiplication and division			
Understands place-value and performs operations with multi-digit whole numbers			
Uses mathematical strategies to solve real-world problems			
Develops understanding of fractions as numbers			
Uses and applies measurement concepts			
Represents and interprets data			
Identifies and classifies geometric shapes by their properties			
Science			
Demonstrates an understanding of scientific concepts			
Demonstrates ability to perform and understand lab tasks and document observations			
Demonstrates inquiry and problem solving skills			
Social Studies			

3rd Grade Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

Demonstrates knowledge of concepts and vocabulary			
Demonstrates understanding of geography concepts			
Applies geography skills			
Art			
Demonstrates appropriate effort and intent			
Demonstrates an application of skills and techniques			
Values craftsmanship & takes pride in his/her work			
Music			
Understands concepts			
Demonstrates appropriate music skills			
Willingly participates in class activities and/or discussions			
Physical Education & Health			
Demonstrates skills			
Demonstrates effort/preparation			
Knows grade appropriate comprehensive health concepts			

Work Study Habits and Social & Emotional Development Marking Code:

O = Outstanding

S = Satisfactory

P = Progressing

Work & Study Habits

	MP1	MP2	MP3
Listens attentively			
Follows directions—oral			
Follows directions—written			
Demonstrates responsibility for self-directed learning			
Participates in class and/or discussions			
Works well with others			
Exhibits organizational skills			
Seeks help when needed			
Completes homework assignments			
Presents completed work in a legible format			

Social & Emotional Development

	MP1	MP2	MP3
Exercises self-control			
Observes school /classroom rules			
Shows courtesy & respect for peers			
Shows courtesy & respect for adults			

ATTENDANCE	MP1	MP2	MP3	TOTAL
Days Possible				
Days Absent				
Days Tardy				

3rd Grade Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

COMMENTS

Marking Period One Comments

Marking Period Two Comments

Marking Period Three Comments

4th Grade Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

Academic Marking Code:

- E = Expands on essential curriculum standard
- M = Meets essential curriculum standards
- P = Progresses toward essential curriculum standards
- R = Requires extensive support with essential curriculum standards
- * = with Modifications

Reading Level Range	Grade Level Equivalent
A-C	K
B-I	1
H-M	2
L-P	3
O-T	4
S-W	5
V-Y	6

Academic Core

	MP1	MP2	MP3
Reading			
Reading Level			
Reads and comprehends grade level text			
Reads with accuracy and fluency to support comprehension			
Determines the meanings of words and phrases			
Uses evidence from text to support oral and written responses			
Compares, contrasts and analyzes features of literature and informational text			
Writing			
Produces clear and coherent writing appropriate to task, purpose and audience			
Strengthens writing by planning, revising, and editing			
Enriches writing through varied vocabulary and sentence structure			
Demonstrates command of Standard English grammar			
Demonstrates command of spelling			
Uses varied sources to support a research topic			
Communication			
Engages effectively in discussions with a range of partners			
Summarizes oral and written information supported with evidence			
Uses appropriate oral presentation techniques			
Mathematics			
Writes and interprets numerical expressions, patterns and relationships			
Understands place-value			
Performs operations with multi-digit whole numbers (+ - * /)			
Understands and applies fractional and decimal concepts			
Uses mathematical strategies to solve real-world problems			
Uses and applies measurement concepts			
Draws, identifies and classifies geometric shapes by properties			
Science			
Demonstrates an understanding of scientific concepts			
Demonstrates ability to perform and understand lab tasks and document observations			
Demonstrates inquiry and problem solving skills			
Social Studies			
Demonstrates knowledge of concepts and vocabulary			
Demonstrates understanding of geography concepts			
Applies geography skills			

4th Grade Report Card

Student's Name _____ Birth Date _____

Teacher Name _____ Year _____

Comprehends the relationship between social, economic, environmental and political influences on the development of society			
Art			
Demonstrates appropriate effort and intent			
Demonstrates an application of skills and techniques			
Values craftsmanship & takes pride in his/her work			
Music			
Understands concepts			
Demonstrates appropriate music skills			
Willingly participates in class activities and/or discussions			
Physical Education & Health			
Is appropriately prepared and willingly participates			
Demonstrates knowledge, skill acquisition and application during movement tasks, games, and fitness enhancing activities			
Knows grade appropriate comprehensive health concepts			
Chorus – Participates willingly in rehearsals & performances			
Band/Strings			
Demonstrates proper physical fundamentals during performance			
Performs with appropriate tone quality and articulation/bowing			
Performs with rhythmic and melodic accuracy			
Participates willingly in lessons/sectionals/rehearsals/performances			

Work Study Habits and Social & Emotional Development Marking Code:

- O = Outstanding
- S = Satisfactory
- P = Progressing

Work & Study Habits

	MP1	MP2	MP3
Listens attentively and follows directions			
Demonstrates responsibility for self-directed learning			
Strives to achieve personal best			
Works carefully and accurately/writes legibly and neatly			
Exhibits organizational skills			
Works cooperatively			
Contributes to classroom discussion			
Completes homework assignments			
Demonstrates positive attitude			

Social & Emotional Development

	MP1	MP2	MP3
Exercises self-control			
Observes school and classroom rules			
Shows courtesy & respect for peers			
Shows courtesy & respect for adults			

ATTENDANCE	MP1	MP2	MP3	TOTAL
Days Possible				
Days Absent				
Days Tardy				

COMMENTS

4th Grade Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

Marking Period One Comments

Marking Period Two Comments

Marking Period Three Comments

5th Grade Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

Academic Marking Code:

- E = Expands on essential curriculum standard
- M = Meets essential curriculum standards
- P = Progresses toward essential curriculum standards
- R = Requires extensive support with essential curriculum standards
- * = with Modifications

Reading Level Range	Grade Level Equivalent
A-C	K
B-I	1
H-M	2
L-P	3
O-T	4
S-W	5
V-Y	6

Academic Core

	MP1	MP2	MP3
Reading			
Reading Level			
Reads and comprehends grade level text			
Reads with accuracy and fluency to support comprehension			
Determines the meanings of words and phrases			
Uses evidence from text to support oral and written responses			
Compares, contrasts, and analyzes features of literature and informational text			
Writing			
Produces clear and coherent writing appropriate to task, purpose and audience			
Strengthens writing by planning, revising, and editing			
Enriches writing through varied vocabulary and sentence structure			
Demonstrates command of Standard English grammar			
Demonstrates command of spelling			
Uses varied sources to support a research topic			
Communication			
Engages effectively in discussions with a range of partners			
Summarizes oral and written information supported with evidence			
Uses appropriate oral presentation techniques			
Mathematics			
Writes and interprets numerical expressions, patterns and relationships			
Understands place-value and performs operations with multi-digit whole numbers (+ - * /)			
Understands and applies fractional and decimal concepts			
Uses mathematical strategies to solve real-world problems			
Uses and applies measurement concepts			
Represents and interprets data			
Science			
Demonstrates an understanding of scientific concepts			
Demonstrates ability to perform and understand lab tasks and document observations			
Demonstrates inquiry and problem solving skills			
Social Studies			
Demonstrates knowledge of concepts and vocabulary			
Interprets maps, graphs and charts			

5th Grade Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

Comprehends the relationship between key historical events and the development of the United States			
Art			
Demonstrates appropriate effort and intent			
Demonstrates an application of skills and techniques			
Values craftsmanship & takes pride in his/her work			
Music			
Understands concepts			
Demonstrates appropriate music skills			
Willingly participates in class activities and/or discussions			
Physical Education & Health			
Is appropriately prepared and willingly participates			
Demonstrates knowledge, skill acquisition and application during movement tasks, games, and fitness enhancing activities			
Knows grade appropriate comprehensive health concepts			
Chorus – Participates willingly in rehearsals & performances			
Band/Strings			
Demonstrates proper physical fundamentals during performance			
Performs with appropriate tone quality and articulation/bowing			
Performs with rhythmic and melodic accuracy			
Participates willingly in lessons/sectionals/rehearsals/performances			

Work Study Habits and Social & Emotional Development Marking Code:

- O = Outstanding
- S = Satisfactory
- P = Progressing

Work & Study Habits

	MP1	MP2	MP3
Listens attentively and follows directions			
Demonstrates responsibility for self-directed learning			
Strives to achieve personal best			
Works carefully and accurately/writes legibly and neatly			
Exhibits organizational skills			
Works cooperatively			
Contributes to classroom discussion			
Completes homework assignments			
Demonstrates positive attitude			

Social & Emotional Development

	MP1	MP2	MP3
Exercises self-control			
Observes school and classroom rules			
Shows courtesy & respect for peers			
Shows courtesy & respect for adults			

ATTENDANCE	MP1	MP2	MP3	TOTAL
Days Possible				
Days Absent				
Days Tardy				

5th Grade Report Card

Student's Name _____

Birth Date _____

Teacher Name _____

Year _____

COMMENTS

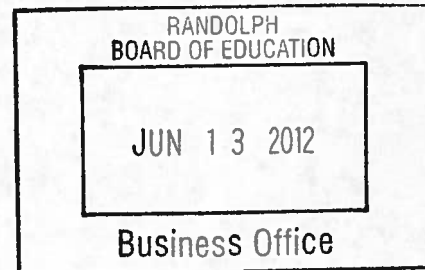
Marking Period One Comments

Marking Period Two Comments

Marking Period Three Comments

**ATTACHMENT 2
2012-2013 AGREEMENT**

**MSG VARSITY NETWORK LLC
ONE MEDIA CROSSWAYS
WOODBURY, NEW YORK 11797**



May 24, 2012

Mrs. Debbie Iosso
Randolph HS
511 Millbrook Avenue
Randolph, NJ 07869

Re: Extension of School Registration and Participation Agreement

Dear Mrs. Iosso:

Thank you for being an MSG Varsity partner school during the 2011-2012 school year. We have enjoyed working with your school, its students, faculty and administrators in bringing their activities to your community. We trust that you have seen the value in the MSG Varsity media creation program as well, and are interested in continuing our beneficial relationship for the 2012-2013 school year.

This letter will therefore serve to extend the existing School Registration and Participation Agreement, as may have been amended (the "Agreement") between your school and MSG Varsity for an additional one (1) year period through June 30, 2013. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

Please confirm your agreement to the foregoing extension by signing this letter below where indicated and returning it to us. Certainly if you have any questions, feel free to contact your MSG Varsity Outreach Manager.

Sincerely,

Theresa Chillianis
SVP & General Manager

Accepted and agreed:

Randolph High School

By: _____
Name:
Title:
Date:

**2011-2012 AGREEMENT WITH
AMENDMENTS**

**MSG VARSITY NETWORK LLC
ONE MEDIA CROSSWAYS
WOODBURY, NEW YORK 11797**

June 1st, 2011

Mr. Michael Neves
Randolph High School
511 Millbrook Avenue
Randolph, NJ 07869

Re: Extension of School Registration and Participation Agreement

Dear Mr. Neves:

Thank you for being an MSG Varsity partner school during the 2010-2011 school year. We have enjoyed working with your school, its students, faculty and administrators in bringing their activities to your community. We trust that you have seen the value in your MSG Varsity partnership as well, and are interested in continuing our beneficial relationship for the 2011-2012 school year.

This letter will therefore serve to extend the existing School Registration and Participation Agreement (the "Agreement") between your school and MSG Varsity for an additional one (1) year period through June 30, 2012. Please be advised that we are making some adjustments to the stipend, grant funds and scholarships described in the existing Agreement for the 2011-2012 school year (and each subsequent school year in which the Agreement is in effect). MSG Varsity will continue to provide your school an annual grant of \$2,000 in connection with the delivery of "School Produced Content", **all of which shall be paid in October.** The stipend and student scholarships shall no longer be provided as partial consideration under the Agreement. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

Please confirm your agreement to the foregoing extension by signing this letter below where indicated and returning it to us. Certainly if you have any questions, feel free to contact your MSG Varsity High School Partnership Manager.

Sincerely,

Theresa Chillianis
SVP & General Manager

Accepted and agreed:

Randolph High School

By: _____
Name:
Title:
Date:

2361 ACCEPTABLE USE OF COMPUTER NETWORKS/
COMPUTERS AND RESOURCES

The Board of Education recognizes ~~that as telecommunications and other~~ new technologies shift the manner in which information is accessed, communicated, and transferred; ~~these that those~~ changes will alter the nature of teaching and learning. Access to ~~telecommunications~~ **technology** will allow pupils to explore databases, libraries, Internet sites, **and** bulletin boards ~~and the like~~ while exchanging information with individuals throughout the world. The Board supports access by pupils to ~~these~~ information sources but reserves the right to limit in-school use to materials appropriate ~~for to~~ educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes ~~that telecommunications~~ **technology will** allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to ~~the~~ computer networks/computers at any time, for any reason. ~~School The Board retains the right to have~~ district personnel **will** monitor networks **and online** activity, ~~in any form necessary,~~ to maintain the integrity of the networks, ~~and ensure their~~ **proper use, and ensure compliance with Federal and State laws that regulate Internet safety.**

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.



- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
1. Intentionally disrupts network traffic or crashes the network;
 2. Degrades or disrupts equipment or system performance;
 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 4. Steals data or other intellectual property;
 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another **person user**;
 6. Gains or seeks unauthorized access to resources or entities;
 7. Forges electronic mail messages or uses an account owned by others;
 8. Invades privacy of others;
 9. Posts anonymous messages;
 10. Possesses any data which is a violation of this **Pp**olicy; and/or
 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, ~~t~~The school district **shall be** ~~is~~ in compliance with the Children's Internet Protection Act, **the Neighborhood Children's Internet Protection Act**, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries.; **The technology protection must** ~~that~~ block and/or filter **material and** visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other



material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

~~The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.~~

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and ~~w~~World ~~w~~Wide ~~w~~Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the **material and** visual depictions prohibited in the Children's Internet Protection Act **and the Neighborhood Children's Internet Protection Act**, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly ~~B~~board meeting or during a designated special ~~B~~board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. **Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.**

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.



POLICY

RANDOLPH BOARD OF EDUCATION

PROGRAM
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Acceptable Use of Computer Networks/
Computers and Resources

Consent Requirement

No pupil shall be allowed to use the **school districts'** computer networks/**computers** and the Internet unless they ~~shall~~ have filed a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this ~~P~~policy shall be subject to the consequences as indicated in Regulation ~~No.~~ 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act-

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted:

Revised: 1st Reading 17 April 2012

Formatted: Superscript



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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3000 TEACHING STAFF MEMBERS

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RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Creating Positions

3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of pupils of the district and each school within the district.

Positions shall, to the maximum extent possible, conform to certification regulations of the State Board of Education. When district organization requires the creation of a nonconforming, unrecognized position, the approval of the County Superintendent shall be sought before the position is filled.

N.J.S.A. 18A:16-1; 18A:28-1 et seq.

Adopted: 18 January 2006



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Abolishing Positions

3112 ABOLISHING POSITIONS

The Board of Education will provide the professional staff necessary for the economical and efficient implementation of the educational program of the district. The Board reserves the right to abolish positions and reduce district staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of pupils, or other good cause so warrant. The Superintendent shall continually review the efficiency and effectiveness of the district organization and recommend to the Board the abolishment of positions and the reallocation of duties and positions.

N.J.S.A. 18A:28-1; 18A:28-9 et seq.

Adopted: 18 January 2006



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RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Employment Contract

3124 EMPLOYMENT CONTRACT

The Board of Education requires that all non-tenured certificated staff annually sign an employment contract for a term of not more than one year. The employment contract with the district will specify that sixty (60) days notice shall be given by either party prior to unilateral termination of the contract.

The employment contract shall include; name of the employee, the beginning and ending dates of service, the salary to be paid and the manner of payment, employer and employee signatures, the date of signatures, and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

N.J.S.A. 18A:27-2 et seq.; 18A:28-8

N.J.A.C. 6A:9-5.1; 6A:9-5.2

Adopted: 20 February 2008



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

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3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

The Superintendent shall recruit, screen, and recommend to the Board suitable candidates for district employment. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district. Approval shall be given only to those candidates for employment recommended by the Superintendent.

The Superintendent may appoint a person to fill a sudden vacancy, subject to ratification of that action by the Board at the next Board meeting, and may appoint substitute teachers in accordance with this policy.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes.

The Superintendent shall require proof of any candidate's certification or pending application for certification.

No person shall be employed in a position involving regular contact with pupils unless the Board has notice that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

Criminal history record checks will be required pursuant to New Jersey Department of Education regulations and procedures. Any person to be employed by the district, other than a school bus driver, must undergo a criminal history background check. School bus drivers are subject to criminal history record checks in accordance with New Jersey and Federal licensing requirements. All contracted employees having regular pupil contact must undergo a criminal record history check. Approval letters will be valid only for the district or contract service provider through which the person to be employed made application for employment.

A permanent employee hired prior to October 8, 1986, who applies for and is selected for a different position in the district is "grandfathered" and not required to undergo a criminal history background check. An employee hired after October 8, 1986 for a position without regular pupil contact and later receives a position with pupil contact, must undergo a criminal history background check at the time of transfer to the new position.

Individuals who provide volunteer services are not subject to this criminal history record information requirement. Student teachers are subject to this criminal history record information requirement. An individual shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for crimes as defined in N.J.S.A. 18A:6-7.1 et seq.



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

Substitute employees, who are rehired annually by the Board, are required to undergo a criminal history record check upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check. A substitute employee later selected for a permanent position within the district does not need to undergo a new criminal history background check provided there is no break in service in the substitute employment. A break in service is when the employee is no longer approved by the employing Board of Education. An employee who has been laid off (dismissed because of employee reduction) and is asked to be re-employed by the district and/or contractor must submit to a new criminal history background check.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history records check if the Board or contractor demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.lc. In the event the criminal background check is not completed for an emergent hired employee within three months, the Board or contractor may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be furnished unless the applicant provided written consent to the check. The applicant shall bear the cost for the check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history background check.

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

All new employees will be required, within three days of the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

Summer School Teachers

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in the summer school program established for this district. The Board will employ only those candidates recommended by the Superintendent.



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

Athletic Coaches

The Board authorizes the Superintendent to recommend the employment of qualified coaches for the district interscholastic and intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to the pupils they coach.

The Superintendent shall advertise a vacancy in a coaching position by posting notice of the vacancy in this school district and by simultaneously advertising the vacancy by appropriate means throughout the region. The Superintendent may thereafter recommend to the Board the employment of any qualified candidate for the coaching position who possesses an instructional certificate issued by the New Jersey State Board of Examiners.

All athletic coaches are employed only for the specific season for which they are approved and do not have any entitlement to a particular coaching position for a future year. All coaching positions will be posted on an annual basis and the Superintendent will make recommendations to the Board based upon the applicants qualifications.

An athletic coach employed under a county substitute's certificate shall be employed for a single designated sports season and the 20-day limitation provided in N.J.A.C. 6:11-4.5(c) shall not apply to such coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend that would be paid to a district employee in the same position and shall be supervised by the Athletic Director. No out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-4 and 18A:26-5.

N.J.S.A. 18A:6-5 et seq.; 18A:6-7.1 et seq.;
18A:16-1; 18A:26-1 et seq.; 18A:27-1;
18A:27-4 et seq.

N.J.A.C. 6:11-3.1; 6:11-4.2 et seq.;
6:11-5.1 et seq.; 6:11-3.24; 6:11-11.21

Adopted: 15 October 2008

Revised: 13 July 2010

Revised:



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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Employment of Substitute Teachers

3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. 6A:9-6.5. All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A-6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et. seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a certificate of eligibility or a certificate of eligibility with advanced standing issued by the New Jersey State Board of Examiners and working in an area authorized by their credentials for a total amount of time exceeding sixty school days. The Executive County Superintendent of Schools may grant an extension upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original sixty-day time limit. In the event that one individual employed pursuant to this provision is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A16-1.1c., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a certificate of eligibility or a certificate of eligibility with advanced standing issued by the New Jersey State Board of Examiners and working in an area not authorized by their



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RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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Employment of Substitute Teachers

credentials for a total amount of time exceeding twenty school days. The Executive County Superintendent of Schools may grant an extension of up to an additional twenty days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

In accordance with the provisions of N.J.S.A. 18A:16-1.1d., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a standard instructional certificate issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding forty school days.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a., a vacant teaching position shall not be filled in any school year by one or more individuals holding a substitute credential issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for a total amount of time exceeding twenty school days. The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;
18A:16-1.1c.; 18A:16-1.1d.

Adopted: 19 December 2007



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Induction Program for Provisional Teachers

3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS

The Board of Education may employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9-8.4.

The State-approved district training program shall provide essential knowledge and skills through training that includes on-going mentoring, observations and evaluations, formal instruction in professional education aligned with the Professional Standards for Teachers, and other provisions as outlined in N.J.A.C. 6A:9-8.3(b). The training may be provided by the school district or consortia of districts in conjunction with a college or university in accordance with N.J.A.C. 6A:9-8.4(c). The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation. In the event the district is unable to provide formal instruction to provisional teachers in their employ, the district may provide access to formal instruction through a network of Department of Education authorized providers.

The district's local mentor plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9-8.4. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty-four weeks for provisional teachers holding a CE. Provisional teachers shall participate for a proportionally longer period of time if in a part-time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3. In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. **[Optional – The district may, at its discretion, pay all or part of the mentoring fee.]**

A local Professional Development Committee shall be established pursuant to N.J.A.C. 6A:9-15.3(d) and this Committee shall develop a local mentor plan that includes the requirements as outlined in N.J.A.C. 6A:9-8.4(c). The Professional Development Committee shall submit the local mentor plan to the Board of Education for initial approval. The Professional Development Committee shall submit the addendum for the twenty-day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval. After plan review, the Board shall



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RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Induction Program for Provisional Teachers

submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of Education of plan approval. Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.

The Board of Education shall be responsible for the implementation of the local mentor plan and the district shall submit a report on the effectiveness of the local mentor plan to the Department on an annual basis. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and recommended program changes and additions. The district shall align the mentor plan with the Professional Standards for Teachers.

The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program. The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for stipends for mentor teachers, the costs associated with release time, substitutes for mentor teachers and novice teachers, and/or professional development and training activities related to the program.

An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State-developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education knowledge and skills. Evaluations shall be completed in accordance with the requirements of N.J.A.C. 6A:9-8.6 et seq. Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Induction Program for Provisional Teachers

Within thirty days after the conclusion of the State-approved district training program, the Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher. The final evaluation for each provisional teacher shall include a recommendation of approved, insufficient, or disapproved. Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. 6A:9-8.3; 6A:9-8.4; 6A:9-8.6; 6A:9-8.7

Adopted: 17 December 2008

Revised:



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Terms and Conditions for Confidential and
Non-Represented Supervisory Staff

3127 TERMS AND CONDITIONS FOR CONFIDENTIAL AND NON-REPRESENTED SUPERVISORY STAFF

This policy sets forth terms and conditions of employment for those employees who are not members of a bargaining unit with which the Board has a collective bargaining agreement and/or are not covered by an individual employment contract approved by the Board.

A. Definitions:

1. “Immediate family” members shall include husband, wife, children, mother, father, grandparents, sisters, brothers, sisters-in-law, brothers-in-law, parents-in-law and other relatives who reside in the employee’s household.
2. “Salary” is defined as the employee’s base pay excluding stipends, overtime, compensatory time off, or tax-sheltered annuity contributions by the Board.
3. “Year” and “work year” are defined as the period from July 1 to June 30.

B. Work Year

The work year for twelve (12) month employees shall be two hundred sixty (260) days. The work year for ten (10) month employees shall be two hundred seventeen (217) days.

C. Part-time employees

Employees who work at least 20 hours per week and at least 217 days per year will earn the benefits discussed in this policy on a pro-rated basis.

D. Vacation

Employees shall be granted twenty (20) days of paid vacation each year. Employees shall accrue vacation at a rate of thirteen and one-third (13.33) hours per month worked. Employees who wish to carry over vacation time from one year to the next must have the advance approval of the Superintendent. Employees will be permitted to carry over a maximum of five (5) days of accrued, unused vacation. Employees may have a maximum total accumulation of twenty five (25) days vacation at any given time. Employees hired after the beginning of the school year will earn vacation time on a pro-rated basis of thirteen and one-third (13.33) hours per month worked. An employee must work past the 15th day of the month to accrue vacation for that month.



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E. Holidays

The employee will be entitled to paid time off for the following nine (11) holidays:

1. Independence Day (or designated State day) for 12-month employees only
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Christmas
6. New Year's Day
7. Martin Luther King Day
8. Presidents' Day
9. Memorial Day
10. Good Friday
11. New Year's Eve Day

F. Paid Leaves of Absence

1. Sick Leave

Employees will be credited with their annual allotment of sick leave on the first workday of the year. An employee must subsequently earn the accrued leave at the rate of one (1) day of paid sick leave for each month worked during the school year. A twelve-month employee who works a full year will earn twelve (12) days; a ten-month employee who works a full year will earn ten (10) days. Accrued but unused sick leave will accumulate from year to year.

2. Personal Leave

Employees may take up to four (4) days of personal leave each year. Personal leave should be requested for personal business which cannot be scheduled outside of business hours or for religious holidays that are not included in section E of this policy. Leave requests must be submitted for approval to the employee's immediate supervisor at least one week in advance of the time at which it must be taken, except in cases of emergency. Personal leave may not be requested by an employee on a day immediately preceding or immediately following a vacation day or holiday. Personal leave will not be granted during the week immediately preceding the start of school or the last week of school. Requirements for advance approval of personal leave and restrictions of use adjacent to holidays, vacation, the week before school starts and the last week of school do not apply in an emergency. The Superintendent may require proof of an actual emergency after the employee returns from emergency leave.



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3. Compassionate Leave

The use of compassionate leave is restricted to illness or emergencies in the immediate family. An employee may use unused personal days to build a compassionate leave bank containing a maximum of five (5) days. Once banked, single compassionate leave days may be used by the employee with permission of the employees supervisor. Employees who desire to use two (2) or more compassionate leave days in succession, or who wish to use a compassionate leave day in tandem with personal days, holidays or vacation days, must secure the approval of the Superintendent.

4. Bereavement Leave

Employees make take up to five (5) consecutive days of paid leave in the event of a death in the immediate family. Absence due to the death of a non-immediate family member or a non-family member living in the employee's home shall be allowed for one (1) day for the day of the funeral. Up to an additional two (2) days may be granted for travel at the discretion of the Superintendent.

5. Jury Duty/Court Leave

Absence from work by reason of subpoena or jury duty shall be allowed at no loss in pay. The District reserves the right to review the circumstances surrounding the request for court leave due to subpoena. The District may deny court leave by reason of subpoena if the employee stands to gain from the court appearance or cause of action itself.

G. Unpaid Leaves of Absence

1. Pregnancy Disability Leave

- a. An employee may, upon confirmation of her pregnancy, apply to the Board for a disability leave. Such leave will be granted in conformance with the following procedures.
- b. Such request will be accompanied by a physician's written confirmation of the anticipated date of disability and the anticipated date of delivery. This confirmation shall be sent to the Superintendent no later than sixty (60) days prior to the anticipated date of delivery, except in the case of emergency.



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- c. The employee may use all or part of her accumulated sick days during the period of the disability, and the Board shall grant such use under the same terms and conditions governing leave of absence for other illness or medical disabilities.
- d. The period of disability leave for pregnancy shall be determined by the employee's physician subject to confirmation by the Board's physician if required by the Superintendent. Differences of opinion will be resolved in accordance with the provisions of paragraph g. (2) (iii) below.
- e. In addition to the medical certificate of disability referenced in F (1) b. above, all employees shall be required to produce an additional medical certificate within fourteen (14) calendar days following the date of the delivery. This certificate shall state the specific period and termination date of the post-partum disability period. In the event that normal conditions do not prevail for post-partum, the employee's physician may submit an additional certificate of disability.
- f. The Board shall not maintain any policy or practice for removal of any employee from her duties based solely on pregnancy or term of pregnancy but shall consider the employees ability to perform the essential duties of the job and treat each employee on an individual basis.
- g. The Board may remove any pregnant employee from her duties on any one of the following bases:
 - 1. Performance: Her work performance has declined because of disability from the time immediately prior to her pregnancy
 - 2. Physical incapacity: Her physical condition or capacity is such that her health would be impaired if she were to continue or resume working, and which physical incapacity shall be deemed to exist only if:
 - i. the pregnant employee fails to produce a certificate from her doctor that she is medically able to continue work following a request by the Board for such certification ; or
 - ii. the Board's physician and the employee's physician agree that she cannot continue working; or



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- iii. following any difference of medical opinion between the Board's physician and the employee's physician, the Board requests expert consultation in which case the Morris County Medical Society shall appoint an impartial third physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue working or to remain on disability leave due to pregnancy. The expense of any examination by an impartial third physician shall be borne by the Board.
 - h. The employee may return to work immediately following the medically-certified disability period established under section F (1) (d) or (e) above.
 - i. In the event that normal conditions attendant upon pregnancy and birth do not prevail, the employee may apply to the Board in writing to return to her position prior to the end of the disability period for which leave had been requested initially. Such return shall be effective no later than seventy-five (75) calendar days from the date of application by the employee seeking early return from disability leave. During this period of time between the end of the medical disability period and the date of return to duty, the employee shall be placed on an unpaid leave of absence.
2. Child-Rearing Leave
- a. In the case of the birth or adoption of a child, any employee with three or more years of continuous service in the district immediately prior to the leave request will have the right to apply for a leave of absence without pay for child-rearing purposes. In cases where both spouses are employed in this district, only one parent will be eligible to apply for such leave at any one time.
 - b. A child-rearing leave may be granted for not more than two (2) years from the birth or adoption of the child.
 - c. Application for a child rearing leave must be filed at least sixty (60) days before the anticipated birth or adoption of the child. Application shall specify the intended period of leave requested by the employee. Application deadlines may be waived in the case of emergency.



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- d. Child-rearing leave for employees on pregnancy disability leave shall begin immediately upon the termination of the pregnancy disability as certified by the employee's physician subject to Section F(1)(e) above.
- e. Notification by the employee of intent to return from leave, request for a leave extension, or request for shortening of time for a previously-approved child-rearing leave must be submitted to the Superintendent no later than sixty (60) days before the expiration of the leave. Failure to give written notice of intent to return from leave may be considered job abandonment and lead to termination of employment.
- f. A child-rearing leave may be granted to an employee with less than three (3) years of continuous experience but shall not be extended beyond June 30 in the "contract year" which the leave began.
- g. Any employee returning from child rearing leave is entitled to all benefits to which employees returning from other unpaid leave would be entitled.

H. Health Benefits

Employees will be provided health insurance benefits, beginning in the first workday following sixty (60) calendar days of employment, under a plan established by the Board. The health insurance provider(s) will be determined by the Board.

I. Tax Sheltered Plans

Any employee who works twenty (20) hours per week or more is eligible to participate in tax-sheltered plans upon employment. The Board will match the employee's contribution up to 6% of the employee's yearly salary. The Board match will vest at 20% per year over a five (5) year period. The Board match will be fully vested on the date of the employee's 5 (five) year anniversary of employment.

J. Professional Association Membership Fees

The employee may be reimbursed for the cost of membership fees charged by local, state, regional and national professional associations with approval by the Superintendent. The employee must, at the request of the Superintendent or the Board, submit reports on the benefits of maintaining these memberships and activities with these associations.



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K. Continuing Educational Reimbursement

The employee shall be reimbursed for 75% of registration fees, tuition, and text books for undergraduate and graduate school work taken in a subject matter related to the professional responsibilities of the employee and approved by the Superintendent. The reimbursement should not exceed \$5,000 per work year. The employee shall comply with the current Board policy with respect to submission of itemized statements and documentation verifying the expenses for which the continuing educational reimbursement is sought.

L. Professional Development

With prior approval of the Superintendent, the employee may be excused from work to attend appropriate professional meetings at the local, state or national level with approval of the Superintendent. Under the travel reimbursement policy No. 0147, subject to the Superintendent's decision to set lower limits, the employee will be reimbursed for reasonable costs of attending professional development. These costs include attendance, travel, food and lodging, providing the costs do not exceed the reimbursement limits set by the Superintendent.

M. Evaluations

All employees with less than three (3) years of service will be evaluated by their immediate supervisor three (3) times each year. Employees with three (3) or more years of service shall receive an evaluation once each year performed by the immediate supervisor. The timing, form of the evaluation instrument, and process and procedures regarding the evaluations will be established by the Superintendent.

N. Termination and Non Renewal

If any employee is lawfully precluded from performing the employee's duties by any judgment, order or direction of any court of competent jurisdiction or the Commissioner of Education, the employee's employment will terminate.

Employees must provide thirty (30) days notice prior to resignation. Such notice should be in writing and sent via certified mail, addressed to the Superintendent.

The Board may terminate the employee's employment, in accordance with applicable state laws or regulations adopted by the New Jersey State Board of Education.



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O. Payment for unused sick days

Employees who leave the employ of the Board, and who at the time of separation become officially retired, under the provisions of the NJ State Pension Plan, shall receive reimbursement from the Board for a percentage of accrued but unused sick days. The percentage shall be thirty-three percent (33%). Sick leave payment will be calculated as follows:

1. A day's pay shall be calculated by using 1/260 of the contracted salary of the employee for twelve-month employees and 1/217 for ten-month employees.
2. The formula to be used to determine the amount to be paid will be the current salary divided by 260 times the accumulated but unused sick day bank times 33%.
3. There will be a cap of \$10,000 for sick time payout.
4. Sick time payout upon retirement may be made over two (2) fiscal years at the discretion of the Superintendent.
5. In the event of the death of an employee who has completed fifteen (15) years of service in the district, payment of such terminal pay as calculated in accordance with numbers 1 – 4 above shall accrue to said employee's estate and/or designated beneficiary(s). Payment of such entitlement shall be made to the beneficiary and/or estate in lump sum payment within one (1) month of the death or within the calendar year.

Adopted: 18 October 2006
Revised: 20 December 2006
Revised:



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Assignment and Transfer

3130 ASSIGNMENT AND TRANSFER

The Superintendent is responsible to assign teachers to positions in which their service will best benefit the educational program.

The Board may approve an assignment that requires a teaching staff member's transfer to a different building, to a different seniority employment category, or to a different tenure position, or to a nontenable position only upon the recommendation of the Superintendent and by a roll call majority vote of the full membership of the Board. The Board may not withhold its approval of the Superintendent's recommendation for arbitrary and capricious reasons. A teaching staff member may be transferred without the teaching staff member's consent. No teacher will be assigned to supervise his or her spouse or close relative.

The Superintendent shall recommend such teaching staff member transfers as will contribute to the provision of a thorough and efficient educational system.

N.J.S.A. 18A:25-1; 18A:27-4.1; 18A:28-6

Adopted: 28 February 2007

Revised:



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Assignment of Additional Duties

3134 ASSIGNMENT OF ADDITIONAL DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Board of Education. The Board will appoint teaching staff members to extra duty positions including, but not necessarily limited to, the positions of department chairperson, account treasurer, co-curricular activity advisor, athletic coach, monitor, and chaperone.

A teaching staff member who requests appointment to an extra duty position may be given preference over other candidates for the position. Wherever possible, the Board will fill athletic coaching positions with physical education teachers.

Any teaching staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A member's refusal to serve or resignation from extra duty service without permission may constitute an act of insubordination subject to discipline.

A teaching staff member can accrue no tenure or seniority rights in an extra duty position and is not entitled to reappointment to an extra duty position.

Performance in an extra duty position will be considered in a teacher staff member's evaluation, in determining whether to renew a nontenured member, and in determining which of two or more tenured members with identical seniority entitlements will be retained in a reduction in force.

The Superintendent will inform the Board of extra duty positions required for the implementation of the district's program, post notice of vacancies in those positions, and recommend appointments to those positions.

N.J.S.A. 18A:27-4

Adopted:



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Resignation

3141 RESIGNATION

The Board of Education will enter a contract with each nontenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with Policy No. 3124.

An employee's resignation must be tendered to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days notice to the Board and without the express permission of the Board. The certificate of any such member may be suspended.

N.J.S.A. 18A:26-10; 18A:28-8

N.J.A.C. 6A:9-17.9

Adopted:



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Nonrenewal of Nontenured Teaching Staff Member

3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

The Board of Education recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the pupils of this district. The Board shall discharge that obligation by retaining in service only those nontenured teaching staff members who meet those standards. The Board shall renew the employment contract of a teaching staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.

When the nontenured teaching staff member's performance does not meet the standards of the district, the Superintendent shall not recommend to renew the teaching staff member's contract. A nontenured teaching staff member who is not recommended for renewal by the Superintendent shall be deemed nonrenewed. Prior to notifying the staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the staff member's contract and the reasons for the recommendation. The Superintendent will ordinarily give notice to the Board giving adequate time for Board review and in consideration of the May 15 deadline. The Superintendent may notify the Board in a written notice or in executive session at a full Board Meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the staff member their employment will be discussed in executive session in order for the staff member to exercise their statutory right to request a public discussion.

The Superintendent shall notify each teaching staff member to whom reemployment will not be offered of such nonrenewal in writing on or before May 15. Any teaching staff member who received written notice a contract will not be offered may within fifteen days of notification request in writing a statement of the reasons for nonrenewal. The Superintendent will provide a written statement of reasons within thirty days after the receipt of any such request.

The nontenured teaching staff member shall have the right to an informal appearance before the Board to permit the staff member an opportunity to convince the members of the Board to offer reemployment. The staff member must request the appearance before the Board within ten calendar days of receipt of the statement of reasons.



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Nonrenewal of Nontenured Teaching Staff Member

The Board is not required to offer reemployment or vote on reemployment after an informal hearing with a nontenured teaching staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the teaching staff member reemployment after an informal hearing.

N.J.S.A. 18A:27-3.1 et seq.; 18A:27-4.1; 18A:27-10 et seq.
N.J.A.C. 6A:32-4.5; 6A:32-4.6

Adopted: 28 February 2007



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Dismissal

3143 DISMISSAL

The Board of Education will enter a contract with each nontenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with Board Policy No. 3124.

The Board may dismiss a nontenured teaching staff member when dismissal is in the best interest of the school district. Termination notice will be duly given in writing and will state the reason therefore.

However, the Board reserves the right to terminate a nontenured employee without notice when sufficient cause warrants.

The Board will determine whether to permit an employee to continue to perform services during the period between the giving of notice and the date of termination.

N.J.S.A. 18A:6-30; 18A:6-30.1; 18A:27-9

Adopted:



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Certification of Tenure Charges

3144 CERTIFICATION OF TENURE CHARGES

Tenure charges may be instituted against a tenured teaching staff member of the district in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of the filing and certification of tenure charges, other than for reasons of inefficiency, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed. In the event the tenure charges are charges of inefficiency, except in the case of Building Principals and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(c) shall be observed.

Filing and service of petition of appeal as outlined in N.J.A.C. 6A:3-1.3, shall not apply in a case of charges preferred before the Commissioner of Education against an employee of a Board of Education or of a school district under full State intervention pursuant to the Tenure Employees' Hearing Act. In place of the usual petition, the Board of Education or the State District Superintendent shall file the written charges and the required certificate of determination with the Commissioner together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between the Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed in order to impose minor discipline on a person serving under tenure.

The Board of Education or the State District Superintendent shall determine whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting. In the event the Board of Education or the State District Superintendent finds that such probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file such written charges with the Commissioner. The charge(s) shall be stated with specificity as to the action or behavior underlying the charges or the nature of the alleged inefficiency and shall be accompanied by the required certificate of determination



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Certification of Tenure Charges

together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

The certificate of determination which accompanies the written charges shall contain a certification including that a determination was made of the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary; of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay; that such determination was made by a majority vote of the full Board or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39; and in the case of a charge of inefficiency, that the employee was given at least ninety days prior written notice of the nature and particulars of the alleged inefficiency.

An individual against whom tenure charges are certified shall file a written response to the charges in accordance with the provisions of N.J.A.C. 6A:3-5.3 et seq. The Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary in accordance with the provisions of N.J.A.C. 6A:3-5.5 et seq. Any withdrawal, settlement, or mooting of tenure charges shall be in accordance with the provisions of N.J.A.C. 6A:3-5.6.

N.J.S.A. 18A:6-8.3; 18A:6-10; 18A:6-11; 18A:6-13; 18A:6-14; 18A:6-16; 18A:25-6; 18A:25-7
N.J.A.C. 6A:3-5.1; 6A:3-5.2; 6A:3-5.3; 6A:3-5.5; 6A:3-5.6; 6A:9-17.4; 6A:9-17.5

Adopted: 21 January 2009
Revised: 21 December 2010



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Conduct of Reduction in Force

3146 CONDUCT OF REDUCTION IN FORCE

The Board of Education shall provide the teaching staff necessary for the operation of the district in a manner that is efficient and economical.

The Board of Education reserves the right to eliminate teaching staff positions and reduce district staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of students, or other good cause so warrant as required by law.

No tenured teaching staff member will be transferred or dismissed in a reduction in force affecting a category of employment in which a non-tenured teaching staff member is employed.

Seniority entitlements will govern the transfer and dismissal of tenured teaching staff members affected by a reduction in force, except that, when two or more tenured teaching staff members within the same employment category affected by a reduction in force possess an identical seniority entitlement to that category, the teaching staff member(s) shall be retained in that category who has demonstrated greater competence in the sole discretionary judgment of management.

The Superintendent or designee shall collect and maintain the information requisite to the calculation of each tenured teaching staff member's seniority status. The Superintendent or designee shall develop and maintain district seniority lists and shall recommend terminations and/or transfers in a reduction in force in accordance with those lists. No seniority list shall be a public document or published.

Nothing herein shall prevent the Superintendent or designee from making such seniority lists available for review by the appropriate employee representative organization. Teaching staff members affected by a reduction in force will be informed of their seniority status and of the effect of the reduction in force on their employment, as promptly as possible after the Board's action to eliminate positions. Wherever possible, the Board will give sixty (60) days notice of a pending dismissal. If notice cannot be given a full sixty (60) days before the end of the employee's service, salary in lieu of notice will be given for the remaining notice period beyond the end of service.

N.J.S.A. 18A:28-1; 18A:28-9 et seq.
N.J.A.C. 6A:32-5.1

Adopted: 20 April 2009



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Discipline

3150 DISCIPLINE

The Board of Education directs all teaching staff members to observe statutes of the State of New Jersey, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies and regulations will be subject to discipline.

The Superintendent shall deal with disciplinary matters on a case-by-case basis. Discipline measures will include verbal and written warnings as appropriate and will provide, wherever possible, for progressive penalties for repeated violations. Penalties may include suspension, withholding one or more increments, and dismissal.

In the event disciplinary action is contemplated, notice will be given to the teaching staff member in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based; the text of the statute, policy, or rule that the member is alleged to have violated; a date when the member may be heard and the administrator who will hear the matter; and the penalty that may be imposed.

N.J.S.A. 18A:25-7; 18A:27-4
N.J.S.A. 34:13A-1 et seq.; 34:19-1

Adopted:



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Withholding an Increment

3152 WITHHOLDING AN INCREMENT

Advancements on the salary guide, including annual employment and adjustment increments, are not automatically granted and must be earned by satisfactory performance. Advancements require favorable evaluations of the employee's performance of assigned duties, a satisfactory attendance record, and adherence to the rules of this district and high standards of professional conduct.

The Board of Education may determine, by recorded roll call majority vote of the full membership and at any time prior to the commencement of the school year or contract year in which the employee's salary will vest, to withhold any or all of the increments indicated by the salary guide or by Board policy. In no case will the Board withhold a portion of an increment.

The Board shall, within ten days of its formal action to withhold an increment, give written notice to the affected employee of both the action and the reason or reasons for which it was taken.

The purpose of the Board in withholding increments is to improve the educational program and encourage the highest possible professional performance of its employees. Accordingly, all reasonable efforts will be made to inform employees of any deficiencies that may result in the withholding of an increment and to assist them in the correction of those deficiencies.

An increment withheld may be restored only by action of the Board. Nothing in this policy shall limit the right of a successor Board to restore an employee from whom an increment or increments have been withheld to that place on the salary guide he/she would have achieved had the increment or increments not been withheld.

N.J.S.A. 18A:25-7; 18A:29-14

N.J.A.C. 6A:3-4.1

Adopted:



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Teaching Staff Member/School District
Reporting Responsibilities

3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days in accordance with the provisions of N.J.A.C. 6A:9-17.1. For purposes of this policy, “certificate holders” shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the State Board of Examiners. For purposes of this policy, the term “certificate” shall include all standard, emergency and provisional certificates, all credentials, and all CEs and CEASs issued by the State Board of Examiners.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for revocation or suspension of certification pursuant to N.J.A.C. 6A:9-17.5. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization pursuant to N.J.A.C. 6A:9-4.1(b) that is mandated in order for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district’s employ; or
5. The Superintendent has received a report from the Division of Youth and Family Services (DYFS) substantiating allegations of abuse or neglect or establishing “concerns” regarding a certificated teaching staff member.



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Teaching Staff Member/School District
Reporting Responsibilities

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

N.J.S.A. 18A:16-1.3

N.J.A.C. 6A:9-17.1; 6A:9-17.4

Adopted:



POLICY

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Physical Examination

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3160 HEALTH EXAMINATION

The Board of Education requires that each newly employed teaching staff member undergo a physical examination. The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include height and weight; blood pressure; pulse and respiratory rate; vision screening; hearing screening; and Mantoux test for tuberculosis.

A teaching staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.

This pre-employment physical examination shall not be used to determine a candidate's disabilities. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, American with Disabilities Act of 1990.

The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks and to detect any health risks to pupils or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and shall be borne by the employee.

All staff members' medical and health records, including computerized records, will be secured and will be stored and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. The section of the medical record that contains the health history may be shared with the staff member's Building Principal and the school nurse with the consent of the staff member.



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Physical Examination

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 or disability in accordance with policy 3425.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2 et seq.
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3



POLICY

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Adopted: 21 January 2009

TEACHING STAFF MEMBERS

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Examination for Cause

3161 EXAMINATION FOR CAUSE

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any teaching staff member who shows evidence of deviation from normal physical or mental health.

The Superintendent will recommend to the Board the examination of any teaching staff member whose physical or mental conditions so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.

A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within three working days of the receipt of the notice.

A teaching staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.

The teaching staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the teaching staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a teaching staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the teaching staff member.

If the teaching staff member's request is denied, or if the teaching staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the teaching staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.



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Examination for Cause

If the results of the examination confirm an illness, the teaching staff member will be placed on sick leave and compensated in accordance with his/her paid sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured teaching staff member or a period of two years in the case of a tenured teaching staff member.

A teaching staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-4; 18A:25-7; 18A:28-5;
18A:30-1 et seq.

N.J.A.C. 6:3-4A.4

Adopted: 17 January 2007



POLICY

RANDOLPH BOARD OF EDUCATION

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Code of Ethics

3211 CODE OF ETHICS

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

Preamble

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

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

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

Principle I - Commitment to the Pupil

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

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

1. Shall not unreasonably restrain the pupil from independent action in the pursuit of learning.
2. Shall not unreasonably deny the pupil access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the pupil's progress.
4. Shall make reasonable effort to protect the pupil from conditions harmful to learning or to health and safety.



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RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Code of Ethics

5. Shall not intentionally expose the pupil to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - a. Exclude any pupil from participation in any program;
 - b. Deny benefits to any pupil; and
 - c. Grant any advantage to any pupil.
7. Shall not use professional relationships with pupils for private advantage.
8. Shall not disclose information about pupils obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

Principle II - Commitment to the Profession

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

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

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

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.



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Code of Ethics

5. Shall not assist a non-educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

Adopted:



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Consulting Outside the District

3211.3 CONSULTING OUTSIDE THE DISTRICT

The Board of Education recognizes that teaching staff members will have expertise and knowledge in areas that other school districts, agencies, and other entities may desire. Recognizing that the school district will request the expertise from teaching staff members from other school districts, agencies and other entities, the Board supports sharing of its teaching staff members with other school districts, agencies, and other entities to the extent it does not interfere with the efficient operation of the school district.

The Superintendent may recommend to the Board a teaching staff member's attendance in another school district, agency or other entity without additional remuneration to the teaching staff member or school district, upon a written request from the agency or from the teaching staff member.

The Board of Education recognizes teaching staff members will have expertise and knowledge in areas that other school districts, public and private agencies, and private business organizations may desire to compensate as a paid consultant. When a teaching staff member serves as a paid consultant, the teaching staff member is not permitted to use normal work hours for any paid consulting activities. The teaching staff member must complete any paid consulting activities on their own time to include vacation days, evenings, weekends, and/or school holidays.

The teaching staff member must comply with the New Jersey School Ethics Act N.J.S.A. 18A:12-21 et seq. and, if required, must comply with financial disclosure requirements of N.J.S.A. 18A:12-24 and 12-25.

N.J.S.A. 18A:12-21 et seq.

Adopted:



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Attendance

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3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is essential to the efficient operation of the school district and the educational program. Because absenteeism exacts a high cost in the depletion of district resources and in the disruption of the educational program, the Board of Education is vitally interested in the attendance of each employee and considers conscientious attendance an important criterion of satisfactory job performance.

The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day.

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences without good cause may be subject to discipline, which may include the withholding of one or subsequent salary increments and/or certification of tenure charges.

No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the contract negotiated with the member's majority representative or provided in the policies of the Board.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.

Adopted: 15 March 2006



POLICY

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Conflict of Interest

3214 CONFLICT OF INTEREST

No teaching staff member of the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the teaching staff member's duties.

No teaching staff member shall use or attempt to use his/her position to secure unwarranted privileges or advantages.

No teaching staff member of the Board shall act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest.

No teaching staff member of the Board shall accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the teaching staff member in the discharge of his/her duties.

The Board of Education discourages the presentation of gifts to teaching staff members by pupils and their parent(s) or legal guardian(s), because it may embarrass pupils with limited means and give the appearance of currying favor.

The Board directs that teaching staff members instruct their pupils to express their appreciation by means other than gifts.

Teaching staff members may receive gifts of only nominal value from pupils or their parent(s) or legal guardian(s).

The Superintendent may approve an act or gift of appreciation to an individual teaching staff member when special circumstances warrant.

N.J.S.A. 18A:6-8; 18A:11-1

Adopted:



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Use of Corporal Punishment

3217 USE OF CORPORAL PUNISHMENT

The Board of Education cannot condone an employee's resort to force or fear in the treatment of pupils, even those pupils whose conduct appears to be open defiance of authority. Each pupil is protected by law from bodily harm and from offensive bodily touching.

Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove pupils from the classroom or school by the lawful procedures established for the suspension and expulsion of pupils.

A teaching staff member who:

1. Uses force or fear to discipline a pupil except as such force or fear may be necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, to act in self-defense, or to protect persons or property;
2. Touches a pupil in an offensive way even though no physical harm is intended;
3. Permits pupils to harm one another by fighting; or
4. Punishes pupils by means that are cruel or unusual;

will be subject to discipline by this Board and may be dismissed.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted:



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RANDOLPH BOARD OF EDUCATION

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Substance Abuse

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3218 SUBSTANCE ABUSE

The Board of Education recognizes that chemical dependency is an illness which is preceded by the misuse and/or abuse of alcohol, anabolic steroids, and other drugs. The Board recognizes that the use/misuse of alcohol, anabolic steroids, and other drugs, and the problems associated with it, are becoming increasingly commonplace in today's society. It is generally accepted that alcoholism and other chemical dependencies are illnesses that can be treated successfully if they are identified as early as possible, and if appropriate treatment is promptly instituted. The Board believes that the therapeutic approach to the problem is more effective than one which is solely punitive in nature.

For purposes of this policy, "substance" shall mean:

1. All controlled dangerous substances as defined and prohibited in New Jersey Statutes and Codes;
2. All chemicals which release toxic vapors as defined and prohibited in New Jersey Statutes and Codes;
3. All alcoholic beverages; and
4. Anabolic steroids.

Standard of Conduct

The Board clearly prohibits the unlawful possession, use, or distribution of illicit substances, drugs, alcohol, and/or anabolic steroids on school premises or as part of any of its activities by any employee of the district as well as reporting to the workplace under the influence of any illicit substances, drugs, alcohol, and/or anabolic steroids. Compliance with this standard of behavior is mandatory.

The Board will make every effort to educate its employees regarding the misuse of illegal substances, alcohol, drugs, and anabolic steroids. Further, the Board will assist and provide guidance to an employee who is having a problem concerning the abuse of these substances on how to receive additional help and counseling.



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Substance Abuse

Program Review

The Board shall review its substance abuse program on a biennial basis to determine its effectiveness and implement changes as required and to ensure that disciplinary sanctions are consistently enforced.

Any information gathered through a school investigation, counseling session, request by an employee for help, etc., shall comply with the confidentiality requirements established in Federal regulations found in 42 CFR Part II. Employees shall be subject to procedures and sanctions defined in Regulation No. 3218. All employees shall be provided with a copy of this policy and the accompanying regulations.

N.J.S.A. 2C:33-15 et seq.

N.J.S.A. 24:21-2 et seq.

42 C.F.R. II

34 CFR 85.600 et seq.

20 U.S.C. 1145g, 3224a

41 U.S.C.A. 701 et seq.

Adopted: 17 December 2008



POLICY

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TEACHING STAFF MEMBERS

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Evaluation of Nontenured Teaching Staff Members

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3221 EVALUATION OF NONTENURED TEACHING STAFF MEMBERS

The Board of Education recognizes the importance of implementing a program for the evaluation of nontenured teaching staff members in accordance with law for the purposes of identifying and correcting deficiencies, improving professional competence, improving the quality of instruction received by pupils of this district, and assisting the Board in determining the member's reemployment.

The program of evaluation of nontenured teaching staff members shall include the observation and evaluation of each such employee in the performance of his or her duties by an appropriate supervisor no fewer than three times during each school year, but not less than once during each semester. Evaluations are to take place before April 30 of each year. The evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three evaluations must be completed prior to April 30. The number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year. Each evaluation shall be followed by a conference between the teaching staff member and his or her superior or supervisor(s). The purpose of the observation and evaluation of nontenured teaching staff members shall be to improve professional competence, identify deficiencies, extend assistance for the correction of such deficiencies, provide a basis for recommendations regarding reemployment, and improve the quality of instruction received by the pupils served by the school(s) in the district.

Supervisors shall make every effort to assist nontenured teaching staff members in the remediation of deficiencies disclosed by observation and evaluation and may conduct additional observations and evaluations. Supervisors should recognize the purposes of this policy cannot be realized by evaluations that do not record the weaknesses as well as the strengths of teaching staff members. Assessments that are less than honest and candid serve neither the professional growth of the employee nor the interest of the district in building a staff of highly competent, well-trained personnel.

This Policy shall be distributed to each teaching staff member at the beginning of his or her employment.

N.J.S.A. 18A:27-3.1 et seq.

N.J.A.C. 6A:9-8.6; 6A:32-4.5

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Evaluation of Teaching Staff Members

3222 EVALUATION OF TEACHING STAFF MEMBERS

Non-Tenured Teachers

- A. The Board of Education recognizes the importance of evaluating non-tenured teaching staff members for the purposes
 - 1. Improving the quality of instruction,
 - 2. Improving professional competence,
 - 3. Identifying and correcting deficiencies,
 - 4. Assisting the Board in determining the member's reemployment.
- B. The program of evaluation of non-tenured teaching staff members shall include:
 - 1. The observation of each such employee in the performance of assigned duties by an appropriate supervisor no fewer than three times annually and at least once each semester;
 - 2. A summary, written evaluation of both the employee's performance during observations and the employee's total employment performance,
 - 3. A timely conference between the employee and the evaluating supervisor during which the employee's strengths and areas for improvement are discussed,
 - 4. An opportunity for the employee to record a timely written response to the evaluation.
- C. Supervisors shall make every effort to assist non-tenured teaching staff members in the remediation of deficiencies disclosed by evaluation and may conduct additional observations and evaluations of employees who are inexperienced or marginally competent. Supervisors should recognize that the purposes of this policy cannot be realized by evaluations that do not record the improvements needed as well as the strengths of teaching staff members. Performance assessments must be honest and candid.



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Evaluation of Teaching Staff Members

Tenured Teachers

- A. The Board of Education recognizes that the continuing evaluation of tenured teaching staff members is essential to the achievement of the educational goals of this district. The purpose of a program of evaluation will be to:
1. Improve pupil learning and growth,
 2. Promote professional excellence and improve the skills of tenured teaching staff members,
 3. Provide a basis for the review of teaching staff member performance.

Each tenured teaching staff member shall be evaluated annually by appropriately certified and trained administrators or supervisors against criteria that evolve logically from prior observations or evaluations, the instructional priorities and program objectives set forth in the teaching staff member's professional development plan or a district or school initiative.

The Superintendent shall develop procedures for the evaluation of tenured teaching staff members that include:

1. Collecting and reporting data about performance that is appropriate to the job description, including observation of classroom instruction,
2. Observation conferences between the tenured teaching staff member and the evaluating supervisor,
3. The preparation of individual professional improvement plans,
4. The preparation by the administrator of an annual written performance report, which shall include the teaching staff member's performance areas of strength and areas for improvement, an individual professional improvement plan developed by the member and the supervisor, and a summary of the results of formal and informal assessments of the member's pupils along with a statement as to how these pupil indicators relate to the effectiveness of the member's performance,



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RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Evaluation of Teaching Staff Members

5. The conduct of an annual summary conference between the supervisor and the member that will include a review of the member's performance, progress toward the objectives set forth in the professional development plan prepared at the previous annual conference, pupil assessments and growth toward program objectives, and the written performance report prepared by the supervisor.

N.J.A.C. 6A:32-4.4

Adopted: 23 January 2008



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TEACHING STAFF MEMBERS

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Evaluation of Administrators

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3223 EVALUATION OF ADMINISTRATORS

Definitions

1. “Administrator” as used in this policy, includes persons holding a position requiring an administrator or supervisory credential. It does not include Assistant Superintendent(s), Business Administrator or the Superintendent.
2. “Supervising Administrator” means an appropriately certified person holding a position that includes the duty to evaluate the performance of an administrator.

The continuing evaluation of administrators is essential to the achievement of the educational goals of this district. In order to ensure the greatest benefit to the district of a program of administrator evaluation, the district will provide adequate resources for supervision and professional development, time for the proper conduct of evaluations, and time for in-service training to encourage improvement in job performance.

Non-tenured Administrators

Non-tenured administrators shall be evaluated annually for the purpose of identifying and correcting deficiencies, improving professional competence, establishing a means for determining reemployment, and improving the quality of the educational program of this district.

The evaluation of non-tenured administrators shall be conducted by appropriately certified supervising administrators and shall include, as a minimum:

1. The observation of the administrator in the performance of duties, and
2. The conduct of a conference between the non-tenured administrator and the supervising administrator(s), and
3. The preparation of a written evaluation report of the non-tenured administrator's total performance, which shall be signed and retained by both parties to the conference and may be augmented by the written disclaimer of the non-tenured administrator, provided that such disclaimer is submitted no later than ten working days after the conference.

The Superintendent or designee shall provide each non-tenured administrator with a copy of this policy on his/her appointment.



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Evaluation of Administrators

Tenured Administrators

Tenured administrators shall be evaluated annually in order to promote professional growth and improve skills, enhance pupil learning and growth, and to provide a basis for the review of administrative performance.

Each tenured administrator shall be evaluated annually by an appropriately certified and trained supervising administrator. The Superintendent shall, in consultation with administrators, develop procedures for the evaluation of tenured administrators that include, as a minimum:

1. Collecting and reporting evaluation data appropriate to the job description and evaluation criteria, including observations of the administrator's performance,
2. Observation conferences between the administrator and the supervising administrator,
3. Preparing of individual professional development plans,
4. An annual written performance report that includes the administrator's performance areas of strengths and areas for improvement an individual professional development plan developed by the supervising administrator and the administrator, a summary of available indicators of pupil progress and growth and a statement of how these indicators relate to the effectiveness of the overall program and the performance of the individual administrator, and provision for entry into the record by the administrator, within ten working days after the signing of the report, a written response from the administrator.
5. The summary conference between the administrator and the supervising administrator shall be held before the written performance report is filed. The conference shall include, but not be limited to, a review of the administrator's performance based upon the job description and a review of the progress toward the objectives of the individual professional development plan developed at the previous annual conference and a review of available indicators of pupil progress and growth toward the program objectives.

N.J.S.A. 18A:27-3.1 et seq.

N.J.A.C. 6A:32-4.4; 6A:32-4.5

Adopted: 23 January 2008



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TEACHING STAFF MEMBERS

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Outside Activities

3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside the schools in which they enjoy associations and engage in activities for a variety of personal, economic, religious, or cultural reasons. The Board believes that the role of the teaching profession is such that teachers exert a continuing influence away from the schools. Further, the Board has directed the evaluation of staff in terms of their faithfulness to and effectiveness in discharging professional duties. Accordingly, the Board reserves the right to determine when activities outside the schools interfere with a staff member's professional performance and the discharge of the member's responsibilities to the pupils of this district.

The Board directs that all teaching staff members be governed in the conduct of personal activities by the following guidelines:

1. Teaching staff members should refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;
2. Teaching staff members should not devote time during the working day to an outside activity without valid reason. They should not solicit or accept customers for private enterprises on school premises or during the school day without the express permission of the Principal;
3. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of pupils who travel on such trips. No staff member may solicit pupils of this district for such trips within the facilities or on the school grounds of the district;
4. Teaching staff members shall not campaign on school premises on behalf of any candidate for local, state, or national office or for any public question on the ballot;
5. Teaching staff members should not as a practice tutor pupils currently enrolled in their classes privately for compensation;
6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4

N.J.S.A. 19:1.1 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS
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Outside Employment as Athletic Coach

3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member's professional responsibilities in this district.

A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the Superintendent of this district if the staff member may need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be consideration for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member's request to the Superintendent must be in writing and must indicate with specificity the accommodation(s) that may be required. The Superintendent, in consultation with the staff member's Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis.

N.J.A.C. 6A:9-5.19

Adopted:



POLICY

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Tutoring

3232 TUTORING

The Board of Education recognizes that its responsibility is to provide a thorough and efficient system of education for each child in the district who may require special help for some students beyond the regular classroom program. Tutorial instruction shall be interpreted to mean individualized instruction additional to, and in support of, regular classroom instruction, for pay.

Wherever possible within the working day, each teaching staff member shall assist assigned students in the remediation of individual learning difficulties.

In certain cases where extra help is desirable and the parents/guardians request such assistance, a teacher or administrator may recommend that the parents/guardians secure tutorial services for the student.

To avoid placing a teacher in a position where he/she may have a conflict of interest, teachers shall not tutor for a fee students enrolled in their classes or whose evaluation or assignment they may be called upon to pass. Nor shall any employee of the Board of Education make a commitment to perform services for extra pay when he/she has been instrumental in recommending the need for those services.

Teachers shall not tutor any student for pay during regular working hours or on school premises. Programs offered through the Randolph Community School in the evening or during the summer shall not be considered to be tutoring. This policy shall not govern private instruction conducted off school premises during the summer months when school is not in session.

Adopted: 18 August 2009



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Political Activities

3233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including teaching staff members, to engage in political activity. The Board prohibits the use of school premises and school time, however, for partisan political purposes.

The Board establishes the following guidelines to govern teaching staff members in their political activities:

1. A teaching staff member shall not engage in political activity on school premises unless permitted in accordance with Board Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. A teaching staff member shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to pupils nor solicit campaign funds or campaign workers on school premises;
3. A teaching staff member shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place;
4. A teaching staff member shall not engage in any activity in the presence of pupils while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.
5. A certificated staff member employed by this district who is a member of the Senate or General Assembly of the State of New Jersey shall be entitled to time off from school district duties, without loss of pay, during the periods of his/her attendance at regular or special sessions of the legislature and hearings or meetings of any legislative committee or commission.
6. A certificated staff member employed by this district who is a member of the Board of Chosen Freeholders of any county of New Jersey shall be entitled to time off from his/her duties, without pay, during the periods of his/her attendance at regular or special meetings of the Board and of any committee thereof and at such other times as he/she shall be engaged in performing the necessary functions and duties of his/her office as a member of the Board.



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Political Activities

7. No other teaching staff member who holds elective or appointive office is so entitled to time off, except as such time off may be provided for by Board policy or negotiated agreement.

The provisions of this policy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, the conduct of pupil elections, or the conduct of employee representative elections.

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or pupil.

N.J.S.A. 11:17-2

N.J.S.A. 18A:6-8.1; 18A:6-8.2; 18A:6-8.4; 18A:42-4

N.J.S.A. 19:34-42

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division A-2528-98T5

Adopted: 18 August 2009



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Professional Development

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3240 PROFESSIONAL DEVELOPMENT

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

Each active teacher shall be required to complete 100 clock hours of State-approved continuing professional development and/or in-service every five years pursuant with N.J.A.C. 6A:9-15.2 et seq. Professional activities/meetings referenced in this Policy shall align with the Professional Standards for Teachers as set forth in N.J.A.C. 6A:9-3.3.

The Superintendent shall prepare and distribute to all teaching staff members regulations governing professional development activities. The Superintendent shall report regularly to the Board on the professional development activities of teaching staff members.

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:9-15.2; 6A:9-15.3; 6A:13-2.1

Adopted: 19 July 2006

Revised:



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In-Service Training

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3244 IN-SERVICE TRAINING

The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. The Board accepts the responsibility for providing training for staff members in order to encourage and foster their professional growth and improve the instructional and support services of this district. Staff training shall include district-wide and school-wide programs as well as individual personal improvement programs.

The Superintendent shall plan and present to the Board a program of in-service training that is consistent with the assessed needs and goals of the district. The in-service training program will be developed in consultation with appropriate teaching staff members and shall include the demonstrable results by which the effectiveness of the program will be evaluated.

The Superintendent shall report periodically to the Board on the conduct of the in-service training program and the results of its evaluation.

N.J.A.C. 6:8-2.8(a)4

Adopted: 17 April 2006



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Research Projects By Staff Members

3245 RESEARCH PROJECTS BY STAFF MEMBERS

The Board of Education encourages the participation of teaching staff members in research projects that are soundly designed and professionally conducted.

Teaching staff members may seek funding from local, state, and federal sources, public and private, for locally-conducted research projects. Any research project involving pupils must be approved by the Board; all other research projects involving district personnel, facilities, and/or resources may be approved by the Superintendent.

An application for approval of a proposed research project must set forth the purpose of the project; a detailed description of the project; the degree to which, if any, the project will interrupt or displace the regular instructional program; a projection of the number of pupils, if any, and staff members who will be involved, the period of time that will be devoted to the project, and the project costs; the source of funding; any background information necessary to an understanding of the project; the means by which the project will be evaluated; and an assessment of the contribution the project will make to the educational program of this district.

A written report must be made to the Superintendent when a research project is terminated, either completed or incomplete. The Superintendent may also require progress reports during the course of any research project and may notify appropriate administrators of the conduct of any research project.

Adopted: 17 January 2007



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Professional Responsibilities

3270 PROFESSIONAL RESPONSIBILITIES

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

The Board directs the Superintendent to require the preparation of lesson plans by each teacher that implement the goals and objectives of the educational program. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will be subject to periodic review by the Principal or designee.

The Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct:

1. During the work day, teaching staff members may be assigned extra or alternative duties by the Principal in accordance with Board Policy No. 3134;
2. Teaching staff members are expected to attend every faculty meeting unless expressly excused by the Principal;
3. A teaching staff member who is excused from attending a faculty meeting must meet with the Principal or designee the following day to review the topics covered at the meeting;
4. In order to leave the school building during the school day, teaching staff members must report to the main office.

Teaching staff members who are assigned as department heads or who are assigned to work on curriculum revision during the regular school day will be given an appropriate reduction in teaching assignments.

Adopted: 18 February 2009



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Liability for Pupil Welfare

3280 LIABILITY FOR PUPIL WELFARE

Teaching staff members are responsible for supervision of pupils and must discharge that responsibility with the highest levels of care and prudent conduct. All teaching staff members of this district shall be governed by the following rules in order to protect the well being of pupils and to avoid any assignment of liability to this Board of Education or to a staff member personally in the event a pupil is injured.

The Superintendent shall prepare such regulations as may be required to enforce the following rules:

1. Each teaching staff member must maintain a standard of care for supervision, control, and protection of pupils commensurate with the member's assigned duties and responsibilities;
2. A teaching staff member should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumed responsibilities carry the same potential for liability as do assigned responsibilities;
3. A teaching staff member must provide proper instruction in safety wherever course guides so provide;
4. A teaching staff member must report immediately to the Building Principal any accident or safety hazard the member detects;
5. A teaching staff member must not send pupils on personal errands;
6. A teaching staff member must never transport pupils in a personal vehicle without the approval of the Building Principal;
7. A teaching staff member must not require a pupil to perform tasks that may be detrimental to the health or well being of the pupil or other pupils;
8. A teaching staff member will refrain from the use of personal furnishings and equipment in the classroom without the express permission of the Principal;



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Liability for Pupil Welfare

9. A teaching staff member must immediately report any instance of substance abuse, violence, vandalism, accidents, or suspected child abuse in accordance with Policy Nos. 8442, 8461, and 8462.

N.J.S.A. 9:6-8.8 et seq.

N.J.S.A. 18A:25-2

N.J.S.A. 59:1-1 et seq.

Adopted:



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Inappropriate Staff Conduct

3281 INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

The Commissioner of Education has determined inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but are not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.



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Inappropriate Staff Conduct

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Assistant Superintendent. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.1 et seq. and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Assistant Superintendent of all reports, including anonymous reports. The Assistant Superintendent will investigate all reports with a final report to the Superintendent of Schools. The Assistant Superintendent upon reviewing an initial report or the Superintendent, upon reviewing the Assistant Superintendent investigation report, may take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.2 et seq., and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at anytime, upon request.

N.J.S.A. 18A:28-5 et seq.

N.J.A.C. 6A:16-10.1 et seq.

Adopted:



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Academic Freedom

3310 ACADEMIC FREEDOM

The curriculum adopted by the Board of Education is designed to address the educational goals established for this school district and to meet the needs of pupils. The course guides prepared for each course of study describe the material to be covered in each course and, in general, the approach to be employed by the teaching staff member responsible for the course.

The Board recognizes that some deviation from the course guide is necessary to the free exchange of ideas within the classroom. Exposure to a wide range of ideas encourages the spirit of inquiry that is essential to the learning process; the thorough examination of those ideas aids pupils in developing powers of reasoning and in acquiring habits of academic discipline.

The Board directs that the discussion of any issue not specifically covered by the course guide be conducted in an unprejudiced and dispassionate manner. The Board will not condone classroom discussion that is unrelated to the educational goals of this district or to the subject of the course of study, disrupts the educational process, does not match the maturity level of the pupils, neglects to inform pupils of various responsible points of view on the subject under discussion, or fails to take into account the sensibilities of the community.

Adopted:



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Acceptable Use of Computer Network(s)/Computers and
Resources by Teaching Staff Members

3321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY TEACHING STAFF MEMBERS

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow teaching staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by teaching staff members to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow teaching staff members access to information sources that have not been pre-screened using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking any other appropriate action as deemed necessary.

The Board provides access to computer network(s)/computers for administrative and educational purposes only. The Board retains the right to restrict or terminate teaching staff members access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Superintendent or designee, monitor network activity, in any form necessary, to maintain the integrity of the network(s) and ensure its proper use.

Standards for Use of Computer Network(s)

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

1. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.



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Acceptable Use of Computer Network(s)/Computers and
Resources by Teaching Staff Members

2. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Using the computer network(s) in a manner that:
 - a. Intentionally disrupts network traffic or crashes the network;
 - b. Degrades or disrupts equipment or system performance;
 - c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 - d. Steals data or other intellectual property;
 - e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - f. Gains or seeks unauthorized access to resources or entities;
 - g. Forges electronic mail messages or uses an account owned by others;
 - h. Invades privacy of others;
 - i. Posts anonymous messages;
 - j. Possesses any data which is a violation of this policy; and/or
 - k. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 3150, Discipline which includes but are not limited to:

1. Use of the network(s)/computers only under direct supervision;
2. Suspension of network privileges;



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Acceptable Use of Computer Network(s)/Computers and
Resources by Teaching Staff Members

3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension;
7. Dismissal;
8. Legal action and prosecution by the authorities; and/or
9. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

N.J.S.A. 2A:38A-3

Adopted: 21 January 2009



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Staff Member's Use of Cellular Telephones

3322 STAFF MEMBER'S USE OF CELLULAR TELEPHONES

The Randolph Board of Education recognizes a school teaching staff member may need to make a personal telephone call during their workday when the telephone call cannot be made before the staff member reports to work and/or after the staff member's workday has concluded.

In the event the staff member has an occasion to make a personal telephone call during their workday, and the telephone call is of such a nature that it cannot be made before the staff member's workday begins or after the workday has concluded, the school staff member may make a personal telephone call using their personal cellular telephone during the workday provided the telephone call is made during the staff member's duty free lunch or break periods and is made outside the presence of pupils in an area inside the school building designated by the Building Principal or staff member's immediate supervisor.

A personal telephone call by a school staff member on their personal cellular telephone shall not be made while the staff member is performing assigned school district responsibilities.

In the event the staff member has an emergency requiring immediate attention that requires the personal use of their personal cellular telephone, the teaching staff member shall inform their Building Principal or immediate supervisor before or immediately after using the cellular telephone, depending on the nature of the emergency.

Adopted:



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Grievance

3340 GRIEVANCE

The Board of Education shall develop and practice reasonable and effective means for the resolution of disputes that may arise in the employment of teaching staff members not covered by the terms of a Collective Negotiations Agreement. Grievances brought by staff members covered by the terms of a Collective Negotiations Agreement shall be governed by that Agreement rather than by this policy.

The Board of Education directs that any grievance not provided for by negotiated agreement be resolved by submission to the following grievance procedure, which is designed to promote proper and equitable settlement of grievances at the lowest appropriate level and to facilitate an orderly process for the resolution of grievances.

For the purposes of this policy, “grievance” means an unresolved problem concerning the application or interpretation by an officer or employee of this district of law, regulations of the State Board of Education, the bylaws or policies of the Board, or the administrative regulations of the Superintendent; “grievant” is a district employee who alleges a grievance or the employee’s representative; “party” means the grievant or any person named in the grievance as allegedly having violated a law, bylaw, policy, or regulation; and “day” means a school or work day as defined by the appropriate school calendar.

If the same or substantially the same alleged grievance is made by more than one employee, a single grievant may process the grievance through the grievance procedure on behalf of all grievants. The names of all the grievants will appear on all documents related to the settlement of the grievance.

A grievant may be represented or accompanied at any time by a person whom the grievant chooses.

A grievant may use personal leave time when it becomes necessary to process a grievance during school hours. A grievance that arises late in the school term will be submitted to an expedited process in order that the grievance may be resolved as soon after the school term as possible. There be no reprisal of any kind taken against any employee or employee's representative for participation in a grievance.

All documents, communications, and records regarding the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants of the grievance.

Any alleged grievance should, at the first instance, be discussed in one or more private, informal conferences between the parties involved or between the grievant and his/her immediate supervisor. A grievance not resolved in one or more such private meetings may be processed in accordance with the following procedure.



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Grievance

Level One

Within twenty (20) working days of the occurrence of the act or omission being grieved, the grievant must present his/her grievance in writing to the grievant's immediate supervisor. The written document will be a clear, concise statement of the grievance and will include the law, rule, policy, or regulation that the grievant alleges to have been violated; the factual circumstances on which the grievance is based; the person or persons involved; the decision, if any, rendered at the private conference; and the remedy sought.

Within ten (10) school days the supervisor shall present a decision to the grievant in writing. If the supervisor does not respond during the time permitted, the grievant may appeal to the next level.

Level Two

A grievant not satisfied with a decision at Level One may appeal that decision in writing to the Superintendent within five (5) school days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal will include a copy of the original grievance; the decision rendered, if any; the name of the grievant representative, if any; and a clear, concise statement of the reasons for the appeal of the decision. The Superintendent shall present a decision to the grievant within ten (10) school days. If no decision is rendered within that time limit, the grievant may appeal to the next level.

Level Three

A grievant not satisfied with a decision at Level Two may appeal that decision in writing to the Board of Education within ten (10) school days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Board of Education will include copies of the original grievance, the appeal of that grievance at Level Two, and the decision, if any, rendered at Level Two. The Board of Education may, in its discretion, grant a hearing to the grievant, which hearing, if granted, shall be held within twenty (20) school days of receipt of the appeal. Any hearing shall be held in closed session.

Within thirty (30) working days of the receipt of the appeal, or within twenty (20) days of the appeal hearing, the Board of Education shall submit a written decision to the grievant.

The decision of the Board of Education shall be final.

N.J.S.A. 34:13A-5.3

Adopted: 18 August 2009



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Healthy Workplace Environment

3351 HEALTHY WORKPLACE ENVIRONMENT

The Board of Education recognizes a healthy workplace environment enables school district administrative and teaching staff members to fully contribute their expertise and skills to their school district responsibilities. A healthy workplace environment can improve productivity, reduce absenteeism, and reduce staff turnover while having a positive impact on the school district's programs provided to pupils in the school district.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

Unacceptable conduct, for the purposes of this policy, is not conduct toward an employee of a protected class or because of the employee's protected activity. These employees and activities are afforded the legal protections under various Federal and State anti-discrimination laws. In addition, unacceptable conduct for the purposes of this policy shall not be confused with conduct of management employees exercising management rights including, but not limited to, assigning tasks, reprimanding, assigning discipline, or directing.

Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools. The written report shall provide specific details supporting the claim including, but not limited to, the specific conduct; the names of witnesses (if any) who may have observed such conduct; dates or times when such conduct occurred; and any other information the person(s) making the report believes will be informative and helpful to an investigation of the allegations. Upon receipt of a report, the Superintendent or designee will conduct an investigation and upon completion of the investigation will inform the person(s) who made the report such an investigation was completed. The amount of investigation information shared with the person(s) making the report will be at the discretion of the Superintendent or designee and may vary depending on whether the conduct reported was directed to the person(s) making the report, confidential personnel matters, and/or other issues as determined by the Superintendent or designee.



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Healthy Workplace Environment

If the investigation determines conduct prohibited by this policy has taken place, the Superintendent or designee will meet with the offender(s) and the victim(s) to review the investigation results and to implement remedial measures to ensure such conduct does not continue or reoccur. Appropriate disciplinary action may be taken depending on the severity of conduct.

There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

Adopted:



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Sexual Harassment

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3362 SEXUAL HARASSMENT

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

The Superintendent shall instruct all employees and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 11 January 1994

Revised: 18 March 1996; 15 November 2006



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Teaching Staff Member Tenure

3370 TEACHING STAFF MEMBER TENURE

The Board of Education recognizes that the benefit of tenure is conferred by law on teaching staff members who have completed the requisite period of probationary service in this school district. The Board also recognizes that certain service does not qualify the teaching staff member who performs that service for the grant of tenure.

Tenure in any administrative or supervisory position as listed in N.J.S.A. 18A:28-5 shall accrue only by employment in that administrative or supervisory position. Tenure so accrued will not extend to any other administrative or supervisory position and nothing shall limit or restrict tenure rights which were or may be acquired pursuant to N.J.S.A. 18A:28-6.

The Board specifically directs that service in the following positions will not accrue toward the tenure status and will be performed only under contract renewable at the discretion of the Board:

1. Substitute teacher acting in the absence of another employee;
2. Summer school teacher;
3. Co-curricular advisor;
4. Athletic coach; and
5. Department chairperson other than a supervisor.

Nothing in this policy will be deemed to confer tenure on any employee who serves in a position not listed above and for whom tenure is not provided by law.

N.J.S.A. 18A:16-1.1; 18A:28-3 et seq.; 18A:28-5 et seq.

Adopted:



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Protection Against Retaliation

3381 PROTECTION AGAINST RETALIATION

The Board of Education will take no retaliatory action, by discharge, demotion, suspension, or any other adverse action, against an employee because that employee has conscientiously:

1. Disclosed or threatened to disclose to a supervisor or public body an activity, policy, or practice of this Board or any district officer that the employee reasonably believes to be in violation of law or rule;
2. Provided information to a public body conducting an investigation, hearing, or inquiry into any alleged violation of law by the Board or an officer of this district; or
3. Objected to or refused to participate in an activity, policy, or practice of this district that the employee reasonably believes to be in violation of law or rule, fraudulent, criminal, or incompatible with a clear mandate of public policy concerning the public health, safety, or welfare or protection of the environment.

An employee who has reason to believe that the Board has engaged in an illegal activity or an activity contrary to public policy must report that belief in writing to the Superintendent before notice is given to a supervisor or a public body. The Superintendent shall promptly report the same to the Board and institute an investigation of the reported activity. The findings of the investigation will be reported in writing to the Board and to the employee.

The protection of law and this policy apply only to employees who have given notice in accordance with this policy and have afforded the Board a reasonable period of time to take any corrective action that may be required or have acted in circumstances that the employee believes in good faith constitute an emergency.

The Superintendent shall post notice of this policy and inform employees of their rights under the New Jersey Conscientious Employee Protection Act.

N.J.S.A. 34:19-1

Adopted:



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Benefits

3420 BENEFITS

The Board of Education will establish benefits for teaching staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:6-6; 18A:16-12 et seq.; 18A:27-4

Adopted:



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Employee Counseling Service

3421 EMPLOYEE COUNSELING SERVICE

The Randolph Board of Education recognizes that problems of a personal nature can have an adverse effect on job performance. It also recognizes there are times when neither the efforts of the employee nor the intervention of the supervisor have the desired effect of resolving an employee's problems and that job performance problems can persist.

The Randolph Board of Education recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and the appropriate intervention is made. This applies whether the problem be individual depression, anxiety, stress or emotional illness; marital or family distress; alcoholism; drug abuse; financial problems or other concerns.

The Randolph Board of Education believes it is in the interest of the employee and the employee's family to provide an employee service which deals with such persistent problems and has, therefore, contracted with Family Service of Morris County to provide Employee counseling services (ECS).

Policy for the implementation and use of Employee Counseling Service.

Administration

1. The Board Secretary shall be designated as the district liaison with Employee Counseling Service. This liaison will receive quarterly reports; insure that mailings are sent to employees and their families introducing Employee Counseling Service and that additional printed material is disseminated as appropriate throughout the contract year; arrange time for supervisory Training and Employee Orientations to ECS; assume responsibility for the timely payment of quarterly bills and, in general, work with ECS to promote the acceptance and use of the program.
2. Participation in ECS is open to all full and part time employees. Participation is voluntary and confidential.
3. Participation in ECS is open to dependents, family members and others who reside in the home of full time and part time employees. Participation is voluntary and confidential.
4. Participation in ECS does not exempt employees from the standard administrative practices applicable to job performance requirements nor from the district's positive disciplinary procedures.



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Employee Counseling Service

5. The employee has the option of using sick time or using off work time in participating in ECS.

Fees

1. ECS sessions are offered at no cost to the employee. If an employee chooses to continue in counseling with Family Service of Morris County staff, the cost of the counseling is based on the actual cost of the service and the ability of the employee to pay. The latter is determined by income, family size and extenuating circumstances.
2. Whenever outside referral to a community resource or practitioner is deemed advisable for or is requested by an employee, ECS will make the referral to the appropriate treatment service. If these services are not covered by the employee's regular health insurance, the costs will be assumed by the employee. Every effort will be made in the referral process to help the employee minimize costs.

Confidentiality

1. Confidentiality of Records
 - a. Records are the property of Family Services of Morris County. As such, employees and family members who participate in ECS will have complete assurance of the confidential nature of this program. This confidentiality of records is governed by and in accordance with federal and state laws and regulations regarding the confidentiality of records.
 - b. Information concerning participation in ECS does not enter an employee's personnel file unless specifically requested by the employee.
 - c. The career of an employee will not be jeopardized for successful efforts to resolve any health or personal problems, including treatment for the disease of alcoholism or chemical dependency.
2. Release of Information
 - a. Information will be released only to those persons or agencies authorized in writing by the participant to receive such information. In all cases, written consent forms will be utilized prior to the release of any information to anyone, regardless of the relationship to the participant.



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- b. If an ECS participant authorizes information to be released to the employer, the content of the information released will be limited to attendance in ECS and the employee's willingness to participate in the program.
- c. In most instances, the ECS participant will personally assume the responsibility of contacting other referral sources. When it is appropriate for ECS to do so, information that is necessary in making the appropriate referral will be released upon authorization of the participant.
- d. If an ECS participant is referred to an outside resource for specific services, the confidentiality of records and release of information will be subject to the policies of that referral resource. ECS will not have access to this information unless this is authorized by the participant through a release of information.

Referral Procedures

1. Self Referral

Employees who suspect they have an alcohol, drug abuse, or emotional problem or who are affected by an alcohol, drug abuse, or emotional problem of another, whether or not it currently affects their work, are encouraged to use ECS voluntarily on a confidential basis by simply calling the office of choice to make an appointment. Family members are also encouraged to participate in ECS.

2. Peer Referral

An employee may notice that a fellow worker seems to be struggling with a problem. It would be appropriate if, out of friendship or concern that the peer suggests the employee seek consultation with ECS.

Manager/Supervisor Referral

1. Responsibilities in Regard to ECS

- a. Managers and supervisors play a critical role in the effective implementation of ECS. They are responsible for learning about ECS policy and procedures, for informing their employees about the services available, and for referring employees to the program on the basis of poor performance or misconduct.



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- b. A supervisor's responsibility in cases where employees are suspected of having health or personal problems should be limited to noting and documenting performance problems and referring to the Employee Counseling Service. Supervisors should not be burdened with diagnostic responsibilities regarding health and personal problems nor should they have to serve as professional counselors to employees.
- c. Supervisors who refer an employee for professional help because of a documented performance problem, which may require job action if not corrected, should strongly encourage the employee to follow through, and point out the consequences of not making necessary changes in performance. If the employee does not accept the offer of help and performance does not improve, normal supervisory procedures will follow. Personnel who accept professional help but continue to display unacceptable performance will also be subject to appropriate supervisory action. This regulation shall apply to all levels of administration, professional and support staff.

Adopted: 8 March 1994



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Work Related Disability Pay

3425 WORK RELATED DISABILITY PAY

The Board of Education will permit, in accordance with law, absence without loss of pay or of annual or accumulated sick leave benefits of a teaching staff member disabled by accident or injury arising out of and in the course of employment. Any such employee shall seek the workers' compensation benefits to which he/she is entitled by law.

An employee whose disability has qualified for the receipt of workers' compensation benefits shall be presumed eligible for work-related disability pay under this policy. When an employee's disability is so brief as to preclude the employee's application for workers' compensation benefits, the employee may request and the Board may grant work-related disability pay.

Any employee who qualifies for work-related disability pay under this policy will be entitled to receive full pay during the period he/she is on disability leave of absence, for up to twelve consecutive months. As a condition of receiving full salary, an employee who receives workers' compensation benefits for his/her work-related disability must endorse and deliver to the Board all workers' compensation temporary disability checks received for the period covered by this policy.

N.J.S.A. 18A:30-2.1; 18A:66-32.1

N.J.S.A. 34:15-38

Adopted: 17 January 2007



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Modified Duty Early Return to Work
Program – Teaching Staff Members

3425.1 MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – TEACHING STAFF MEMBERS

New Jersey's workers' compensation laws provide lost wages and pay medical expenses for an employee who sustains an injury as a result of an on-the-job accident, injury, or occupational disease. Workers' compensation is designed to protect school district employees and their families against the hardships from injury arising in the workplace. In an effort to assist school staff in recovering from an eligible workers' compensation injury, the Board provides a Modified Duty Early Return To Work Program. The Program is provided to staff members who have been injured on the job, but who are not permanently disabled. The Program is intended to minimize the negative psychological impact to an injured staff member due to being out of work and to provide a transition and adjustment period for the injured staff member to return to work while recovering from an on-the-job injury.

The school district may assign temporary modified duties and responsibilities to staff members that have sustained an eligible workers' compensation injury. These employees may temporarily perform duties and responsibilities that may or may not be within their job description, or may or may not be within their department. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

The modified duties and responsibilities will be determined by the School Business Administrator/Board Secretary, the district's designated Workers' Compensation Coordinator, after a medical examination and evaluation of the injured staff member by the Board's designated workers' compensation physician. The Workers' Compensation Coordinator will determine if the injured staff member is eligible for modified duties or responsibilities. This determination will be based on:

1. The workers' compensation physician's examination and evaluation report;
2. The injured staff member's capabilities to assume modified duties or responsibilities;
3. The availability of modified duties and responsibilities within the district at the time; and/or
4. Other issues that may impact the district's ability to assign modified duties and responsibilities.



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Modified Duty Early Return to Work
Program – Teaching Staff Members

This Modified Duty Early Return to Work Program will be administered consistent with applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

Adopted:



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Family Leave

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3431.1 FAMILY LEAVE

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 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.

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.



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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)

"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 the biological parent of a staff member or an individual who stood in loco parentis to a staff member when the staff member was a son or daughter. 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.

"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).

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.

"Parent" 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.



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“Serious health condition” 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.

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

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

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 (FLSA) 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, 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, daughter, or parent of the staff member 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 a “rolling” twelve month period measured backward from the date a staff member uses any family leave.



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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.

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 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 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.



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- 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 may 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.



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- 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 principle function is to teach and instruct pupils 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. Leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive leave.
- ii. 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:



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- (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. 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. 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. 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 would return to work during the two-week period before the end of the semester.



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

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.

- 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



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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 Director of Human Resources 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



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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 Director of Human Resources 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 Director of Human Resources 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 Director of Human Resources 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 Director of Human Resources 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 Director of Human Resources 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 Director of Human Resources of the need to take family leave except where the need to take family leave is not foreseeable.
 - i. 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 shall provide such notice that is reasonable and practicable.



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- ii. 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. When the Director of Human Resources 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 Director of Human Resources 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 Director of Human Resources, but any verbal notice must be followed by written notice delivered within two 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 Director of Human Resources shall provide the staff member with this Policy to assist the staff member in determining the type of leave.

H. Benefits

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act shall be unpaid leave.

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 would normally receive if they had been working at the end of the school year.



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Family Leave

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.

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



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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 Director of Human Resources believes that reinstatement may be denied to a key employee, the Director of Human Resources 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 Director of Human Resources shall notify the staff member of the intent to deny the leave at the time the Director of Human Resources 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.



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Family Leave

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 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 certification must meet the requirements of 29 CFR Section 825.306 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 Director of Human Resources 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 Director of Human Resources 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 Director of Human Resources



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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 Director of Human Resources 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.



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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 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.

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 C.F.R. 825.200 et seq.
N.J.S.A. 34:11B-1 et seq.
N.J.A.C. 13:14-1 et seq.

Adopted: 19 November 2008



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New Jersey's Family Leave Insurance Program

3431.3 NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

[Optional - An employee will be required to use _____ (up to ten) workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to illness or injury and therefore may not be used for NJFLI purposes.]



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New Jersey's Family Leave Insurance Program

All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey – Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey - Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey – Department of Labor and Workforce Development.

A printed notification of covered individuals' rights relative to the receipt of benefits under the NJFLI will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43:21-25 et seq.

N.J.A.C. 12:21-1.1 et seq.

Adopted:



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Sick Leave

3432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to teaching staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.

Adopted:



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Vacations

3433 VACATIONS

The Board of Education believes that the school district benefits when teaching staff members employed to work twelve months a year are given periodic relief from the responsibilities of their positions without loss of compensation.

The Board reserves the right to determine the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:30-7

Adopted:



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Anticipated Disability

3435 ANTICIPATED DISABILITY

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not covered by the terms of a negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at birth, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after birth, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in the educational program in accordance with Policy No. 3431. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C. 2000e-2

29 C.F.R. 1604-1 et seq.

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

N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted:



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Personal Leave

3436 PERSONAL LEAVE

The Board of Education will provide compensated absence for reasons of personal necessity for teaching staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity.

N.J.S.A. 18A:30-7

Adopted:



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Military Leave

3437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all days in which he/she is engaged in any period of State or Federal active duty. The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all work days he/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed thirty work days in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.



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Military Leave

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:28-11.1; 18A:29-11; 18A:66-8.1

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4—4; 52:13H-2.1;

N.J.A.C. 5A:2-2.1

Uniformed Services Employment and reemployment Rights Act
(USERRA), 38 U.S.C. Section 4301 et seq.

Adopted:



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Jury Duty

3439 JURY DUTY

The district will indemnify any teaching staff member against loss of pay incurred by a call to jury duty. No such employee will be penalized in any way for an absence caused by a call for service or service on a panel of grand or petit jurors. The time any such employee is absent on jury duty will not be charged against personal leave and will count as school district service.

Teaching staff members shall report a call to jury duty during the school term to the Principal or their immediate supervisor who shall determine whether or not a replacement is available. Teaching staff members scheduled for jury service during the school term for whom the administration indicates a replacement cannot reasonably be found shall seek from the appropriate authority an excusal or deferment of service. Teaching staff members shall obtain from the Superintendent, or designee, a letter indicating the lack of availability of a substitute in such instances.

Full-time teaching staff members who must be absent from school duties for jury duty will receive their usual compensation from the school district for each day of absence for jury duty. In the event there is any jury duty compensation, including mileage and lodging, paid to teaching staff members for time on jury duty, they will be entitled to keep such compensation.

An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor and forward a copy of the summons to the Personnel Department. On return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

N.J.S.A. 2B:20-1 et seq.; 2B:20-10; 2B:20-16

Adopted: 14 April 2008



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4000 SUPPORT STAFF MEMBERS

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Creating Positions

4111 CREATING POSITIONS

The Board of Education recognizes its authority to establish support staff positions that, when filled by qualified employees, will assist the district in the achievement of educational goals set by the Board.

The Board will create new positions as required, approve a job title appropriate to the position, and determine the number of persons required to staff adequately each such position.

The Superintendent shall recommend to the Board such new positions or additional staffing in existing positions as may be required by pupil enrollments and the operational needs of the district.

N.J.S.A. 18A:16-1; 18A:17-24; 18A:28-1

Adopted:



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Employment Contract

4124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured employee annually sign an employment contract for a term of not more than one year.

The employment contract shall include the date; name of the employee; the beginning and ending dates of service; the salary to be paid and the manner of payment; an authorization for salary deductions as applicable; and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

Adopted: 20 February 2008



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SUPPORT STAFF MEMBERS

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Employment of Support Staff Members

M

4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Superintendent shall recruit, screen, and recommend to the Board suitable candidates for district employment. The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district. Approval shall be given only to those candidates for employment recommended by the Superintendent.

No person shall be employed in a position which involves regular contact with students unless the Board has notice that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

Criminal history record checks will be required pursuant to New Jersey Department of Education regulations and procedures. Any person to be employed by the district must undergo a criminal history background check. All contracted employees having regular student contact must undergo a criminal record history check.

A permanent employee hired prior to October 8, 1986, who applies for and is selected for a different position in the district is "grandfathered" and not required to undergo a criminal history background check. An employee hired after October 8, 1986 for a position without regular student contact and later receives a position with student contact, must undergo a criminal history background check at the time of transfer to the new position.

Substitute employees, who are rehired annually by the Board, are required to undergo a criminal history record check upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one (1) year of the approval of the criminal history record check. A substitute employee later selected for a permanent position within the district does not need to undergo a new criminal history background check provided there is no break in service in the substitute employment. A break in service is when the employee is no longer approved by the employing Board of Education. An employee who has been laid off (dismissed because of employee reduction) and is asked to be re-employed by the district and/or contractor must submit to a new criminal history background check.

School bus drivers to be employed by the district must submit to a criminal history background check upon initial employment within the district and upon renewal of their school bus driver endorsement.



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Employment of Support Staff Members

The Board may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history records check if the Board demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal background check is not completed for an emergent hired employee within three months, the Board may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be furnished unless the applicant provides written consent to the check. The applicant shall bear the cost for the check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history background check.

The responsible administrator(s) shall seek candidates for employment who possess the attributes of good character, appreciation of children, good health, and emotional maturity. They may administer such screening tests as may bear upon a candidate's ability to perform the tasks for which he/she is being considered and review such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Application records will be retained in confidence and for official use only.

All new employees will be required to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

An employee's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

Bus Drivers

In order to qualify for employment as a regular or substitute school bus driver a candidate must be a reliable person of good moral character, physically fit, have a minimum of three years' previous driving experience, and possess a valid bus driver's license approved by the New Jersey Department of Law and Public Safety, Division of Motor Vehicles that is neither suspended nor revoked.

The Board will annually submit to the County Superintendent, prior to the assignment of any driver, the following information regarding each driver and substitute driver employed by this Board or by any contractor supplying transportation services to this Board:



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1. The driver's name and social security number;
2. Certification of the driver's possession of a valid school bus driver's license; and
3. Certification that the driver has qualified for employment after a criminal background check.

Prior to employment as a bus driver, and upon application for renewal of a school bus driver's license, a bus driver shall submit to the Commissioner of Education his/her name, address and fingerprints taken by a State or municipal law enforcement agency. No criminal history record check shall be furnished unless the applicant provided written consent to the check. The Commissioner shall notify the applicant, in writing, of the applicant's qualification or disqualification as a school bus driver. A school bus driver shall be disqualified from employment or service if the individual's check reveals a record of conviction for crimes and offenses as prescribed in N.J.S.A. 18A:39-19.1. The Board shall also be notified of a disqualification.

Any bus driver who fails to comply with the requirements of this policy will be subject to discipline and may be dismissed.

Aides/Paraprofessionals

The Board will employ school aides and/or classroom aides to assist in the supervision of student activities under the direction of a principal, teacher or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of teaching staff members.

In accordance with the requirements of No Child Left Behind Act of 2001, each school district receiving Title I funds shall ensure that all paraprofessionals hired after January 8, 2002 and working in a program supported with Title I funds shall have:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and can demonstrate, through formal State or local academic assessment:
 - a. Knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or



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- b. Knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness as appropriate.

Paraprofessionals hired before January 8, 2002 and working in a program supported with Title I funds are required to satisfy the above stated requirements not later than four years after the date of January 8, 2002. A district that is implementing a School-wide Program must comply with all the requirements outlined above and a district that has a Target Assistance Program must ensure that all paraprofessionals paid in whole or part with Title I funds meet the requirements outlined above. The Superintendent will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

The Superintendent shall submit a job description for aides to be employed in the district, setting forth the duties to be performed, the types of proficiency needed, the qualifications to be required, and the arrangement for the supervision of aides to the County Superintendent for approval. In addition, the Superintendent shall annually submit to the County Superintendent the names of persons employed as aides, a statement certifying that these persons meet the approved qualifications and the positions are being supervised in accordance with approved plan for the use of school and/or classroom aides.

The Board may employ part-time support staff members as district needs require. Part-time employment shall be for periods and hours specified in the Board's resolution of employment.

Substitutes

The Board will employ substitutes for absent support staff members as necessary to ensure continuity in the operation of the school district. The Board shall annually approve a list of support staff substitutes and the positions in which each is permitted to serve and may approve additional substitutes during the school year.

N.J.S.A. 18A:6-5 et seq.; 18A:6-7.1 et seq.; 18A:16-1 et seq.;

18A:17-41; 18A:27-4.1; 18A:39-17 et seq.

N.J.A.C. 6A:9-7.1; 6A:27-12.1

No Child Left Behind Act of 2001 – Section 1119(c)

Adopted: 15 October 2008



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Termination

4140 TERMINATION

The Board of Education will enter a contract with each non-tenured support staff member providing, in part, for the termination of employment by either party. The Board may terminate the employment of an employee for incompetence, immorality, unfitness for service, insubordination, reduction in force, or other good cause. Any notification of termination for cause will include a full statement of the reasons for the dismissal on notice duly given a nonprobationary employee.

The Board may terminate an employment contract with a non-tenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. N.J.S.A. 18A:27-4.1.

The Board may temporarily suspend an employee with or without pay and without notice when his/her continued services may be inimical to the interests of pupils.

N.J.S.A. 18A:6-10; 18A:17-2; 18A:17-3; 18A: 27-4.1

Adopted:



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Reduction in Force

4145 REDUCTION IN FORCE

The Board of Education shall provide the support staff necessary for the operation of the district in a manner that is efficient and economical.

The Board of Education reserves the right to eliminate support staff positions and reduce district staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of students, or other good cause so warrant as required by law.

The Superintendent shall continually review the efficiency and effectiveness of district organization and recommend to the Board the creation and abolishment of support staff positions and the reallocation of duties and positions.

When two or more employees are employed in the same classification of employment in which a position is abolished, the employee shall be reemployed who has had greater length of service in this district.

When, as the result of the abolishment of a position, an employee is demoted in position, the employee shall receive the salary of the position to which he/she has been assigned.

The name of any employee dismissed in a reduction in force shall be placed on a preferred eligible list in the order of dismissal for reemployment whenever vacancies occur. Any such reemployed employee shall be given full recognition for previous years of service in district employment and in his/her classification and for military service performed while in district employment or prior thereto.

N.J.S.A. 18A:6-10; 18A:17-4

Adopted: 20 April 2009



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Nonrenewal of Nontenured Support Staff Member

4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

Prior to notifying the support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the staff member their employment will be discussed in executive session in order for the support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall notify each support staff member to whom reemployment will not be offered in writing on or before May 15. The support staff member whose contract is not renewed has the right to a written statement for the reasons for nonrenewal, provided the request for the statement of reasons is made within fifteen days of the Superintendent's written notification of nonrenewal to the support staff member. The statement of reasons shall be provided to the staff member within thirty days after the receipt of the request. The nontenured support staff member shall have the right to an informal appearance before the Board to permit the staff member an opportunity to convince the members of the Board to offer reemployment, provided that a request for such an appearance is received within ten days after the support staff member receives the statement of reasons provided by the Superintendent.

The Board is not required to offer reemployment or vote on reemployment after an informal hearing with a support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the support staff member reemployment after the employee has had the opportunity to meet informally with the Board.

This policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

N.J.S.A. 18A:27-4.1.

Adopted:



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Discipline

4150 DISCIPLINE

The Board of Education directs all support staff members to observe statutes, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies, and regulations will be subject to discipline.

The Superintendent, in consultation with the immediate supervisor, shall deal with disciplinary matters on a case-by-case basis. Discipline will include, as appropriate, verbal and written warnings, transfer, suspension, freezing wages, and dismissal; discipline will provide, wherever possible, for progressive penalties for repeated violations.

In the event disciplinary action is contemplated, notice will be given to the employee in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based; the text of the statute, policy, rule, or regulation that the employee is alleged to have violated; a date when the employee may be heard and the administrator who will hear the matter; and the penalty that will be imposed.

N.J.S.A. 18A:25-7; 18A:27-4

N.J.S.A. 34:13A-1 et seq.; 34:19-1

Adopted:



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Freezing or Reducing Wages

4152 FREEZING OR REDUCING WAGES

The Board of Education recognizes that any advancement on a salary schedule, including annual increments and raises, is not automatic but rests within the discretion of the Board.

Advancement on any salary schedule shall require favorable reports covering the employee's competence and thoroughness in the performance of assigned duties as well as the employee's record of attendance and compliance with district regulations.

The Superintendent shall base a recommendation for wage freeze or reduction on evaluations of the employee's performance and conduct. The Superintendent must also show to the satisfaction of the Board that the standards by which an employee has been evaluated are not exceptional or unusual and are expected of all employees in a similar classification.

N.J.S.A. 18A:29-14

Adopted:



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Support Staff Member/School District
Reporting Responsibilities

4159 SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, “support staff members” shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. 6A:9-17.1.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

Adopted:



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Physical Examination

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4160 PHYSICAL EXAMINATION

The Board of Education requires each newly employed support staff member undergo a physical examination. The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include height and weight; blood pressure; pulse and respiratory rate; vision screening; hearing screening; and Mantoux test for tuberculosis.

A support staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency. School employee physicals, examinations and/or annual medical updates do not require screening or disclosure of HIV status.

Candidates for employment will be required to undergo a physical examination to include a health history, health screening and medical evaluation. This pre-employment physical examination shall not be used to determine a candidate's disabilities. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, American with Disabilities Act of 1990.

The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to pupils or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

All staff members' medical and health records, including computerized records, will be secured and will be stored and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. The section of the medical record that contains the health history may be shared with the staff member's Building Principal and the school nurse with the consent of the staff member.



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Physical Examination

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6:3-4A.4. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 3161 or disability in accordance with Policy Nos. 3425 and 3435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



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Examination for Cause

4161 EXAMINATION FOR CAUSE

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any support staff member who shows evidence of deviation from normal physical or mental health.

The Superintendent shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.

A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within three working days of the receipt of the notice.

A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.

The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.

If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.



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Examination for Cause

If the results of the examination show mental abnormality or communicable disease, the support staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.

A support staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education.

42 U.S.C.A. 12101
N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-4; 18A:30-1 et seq.
N.J.A.C. 6A:32-6.3

Adopted: 14 April 2008



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Attendance

4211 ATTENDANCE

Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education considers satisfactory attendance an important criterion of job performance.

District employment imposes on each employee the responsibility to maintain a good attendance record. This responsibility requires that employees maintain good health, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.

The Administration will employ a program of progressive discipline, which may culminate in employment termination, to address excessive absenteeism or tardiness.

The Superintendent will develop regulations to implement this policy.

N.J.S.A. 18A:30-1 et seq.

Adopted: 28 February 2007



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Consulting Outside the District

4211.3 CONSULTING OUTSIDE THE DISTRICT

The Board of Education recognizes that support staff members will have expertise and knowledge in areas that other school districts, agencies, and other entities may desire. Recognizing that the school district will request the expertise from support staff members from other school districts, agencies and other entities, the Board supports sharing of its support staff members with other school districts, agencies, and other entities to the extent it does not interfere with the efficient operation of the school district.

The Superintendent may recommend to the Board a support staff member's attendance in another school district, agency or other entity without additional remuneration to the support staff member or school district, upon a written request from the agency or from the support staff member.

The Board of Education recognizes support staff members will have expertise and knowledge in areas that other school districts, public and private agencies, and private business organizations may desire to compensate as a paid consultant. When a support staff member serves as a paid consultant, the support staff member is not permitted to use normal work hours for any paid consulting activities. The support staff member must complete any paid consulting activities on their own time to include vacation days, evenings, weekends, and/or school holidays.

The support staff member must comply with the New Jersey School Ethics Act N.J.S.A. 18A:12-21 et seq. and, if required, must comply with financial disclosure requirements of N.J.S.A. 18A:12-24 and 12-25.

N.J.S.A. 18A:12-21 et seq.

Adopted:



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Conflict of Interest

4214 CONFLICT OF INTEREST

No support staff member of the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the support staff member's duties.

No support staff member shall use or attempt to use his/her position to secure unwarranted privileges or advantages.

No support staff member of the Board shall act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest.

No support staff member of the Board shall accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the support staff member in the discharge of his/her duties.

The Board of Education discourages the presentation of gifts to support staff members by pupils and their parent(s) or legal guardian(s), because it may embarrass pupils with limited means and give the appearance of currying favor.

The Board directs that support staff members instruct pupils to express their appreciation by means other than gifts.

Support staff members may receive gifts of only nominal value from pupils or their parent(s) or legal guardian(s).

The Superintendent may approve an act or gift of appreciation to an individual support staff member when special circumstances warrant.

N.J.S.A. 18A:6-8; 18A:11-1

Adopted:



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Code of Ethics

4215 CODE OF ETHICS

All support staff employees will:

Represent themselves honestly in the application and selection procedure;

Report to work as scheduled;

Discuss complaints with their immediate superior, or through approved channels;

Not advise or counsel pupils except in special cases with the knowledge and consent of the Principal;

Complete thoroughly their assigned tasks;

Endeavor to establish good working relationships with other employees, professional as well as non-professional;

Commit themselves to providing the best possible services for pupils;

Uphold all rules and regulations as set by the Board, the Superintendent, and the Principals;

Keep the trust under which confidential information may be given;

Adhere to all the conditions of a contract;

Give prompt notice of any change in availability for continued employment; and

Protect and care for district property.

Adopted:



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Substance Abuse
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4218 SUBSTANCE ABUSE

The district recognizes that chemical dependency is an illness which is preceded by the misuse and/or abuse of alcohol, anabolic steroids, and other drugs.

For purposes of this policy, “substance” shall mean:

1. All controlled dangerous substances as defined and prohibited in New Jersey Statutes and Codes;
2. All chemicals which release toxic vapors as defined and prohibited in New Jersey Statutes and Codes;
3. All alcoholic beverages; and
4. Anabolic steroids.

Standard of Conduct

The district clearly prohibits the unlawful possession, use, or distribution of illicit substances, drugs, alcohol, and/or anabolic steroids on school premises or as part of any of its activities by any employee of the district as well as reporting to the workplace under the influence of any illicit substances, drugs, alcohol, and/or anabolic steroids. Compliance with this standard of behavior is mandatory.

The Board of Education will make every effort to educate its employees regarding the misuse of illegal substances, alcohol, drugs, and anabolic steroids. Further, the Board will assist and provide guidance to an employee who is having a problem concerning the abuse of these substances on how to receive additional help and counseling.

Program Review

The Board of Education shall review its substance abuse program on a biennial basis to determine its effectiveness and implement changes as required and to ensure that disciplinary sanctions are consistently enforced.



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Substance Abuse

Any information gathered through a school investigation, counseling session, request by an employee for help, etc., shall comply with the confidentiality requirements established in Federal regulations found in 42 CFR Part 11. Employees shall be subject to procedures and sanctions defined in Regulation No. 3218. All employees shall be provided with a copy of this policy and the accompanying regulations.

N.J.S.A. 2C:33-15 et seq.; 24:21-2 et seq.
42 C.F.R. II
34 CFR 85.600 et seq.
20 U.S.C. 1145g, 3224a
41 U.S.C.A. 701 et seq.

Adopted: 17 December 2008



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Commercial Driver Controlled Substance and
Alcohol Use Testing

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4219 COMMERCIAL DRIVER CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient and alcohol and drug-free workplace, that protects the district's pupils as well as the health and safety of its employees and the general public. The Board requires all drivers performing any safety-sensitive function are free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 C.F.R. 382 et seq. and 49 C.F.R. 40 et seq. Safety-sensitive function as defined by 49 C.F.R. 382.107 means all time from the time a driver begins work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. Safety-sensitive function shall include:

1. All time at the terminal facility or any public property waiting to be dispatched unless relieved from duty;
2. All time inspecting equipment;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time other than driving time in or upon the commercial vehicle except in an area defined as a sleeping berth;
5. All time loading and unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipments loaded and unloaded;
6. All time spent performing driver requirements related to accidents; and
7. All time repairing, obtaining assistance, or remaining in attendance with the vehicle.

The Omnibus Transportation Employee Testing Act requires all operators of commercial motor vehicles subject to the Commercial Drivers License requirements to be tested for controlled substances and alcohol. Federal regulations of the U.S. Department of Transportation require that school bus drivers as well as drivers of private carriers of passengers contracted by the Board be required to submit to alcohol and controlled substance testing in accordance with 49 C.F.R. Part 40. The Board designates the Director of Transportation as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal Regulations.



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Commercial Driver Controlled Substance and
Alcohol Use Testing

No driver at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No driver shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit a driver that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use.

Violations

Any violation of this policy may result in discipline, up to and including termination.

Prohibited Substances

The presence of any of the following controlled substances in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in the policy, is prohibited for any employee assigned to a classification covered by this policy. All cutoff concentrations are as per 49 C.F.R. 40.87 and are expressed in nanograms per milliliter (ng/mL).

<u>Type of Drug or Metabolite</u>	<u>Initial Test</u>	<u>Confirmation Test</u>
Marijuana metabolites	50	
Delta-9-tetrahydrocanna- Binol-9-carboxylic acid (THC)		15
Cocaine metabolites (Benzoyllecgonine)	300	150
Phencyclidine (PCP)	25	25
Amphetamines		1000
Amphetamine		500
Methamphetamine		500*

(*Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/mL.)



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<u>Type of Drug or Metabolite</u>	<u>Initial Test</u>	<u>Confirmation Test</u>
Opiate metabolites		2000
Codeine		2000
Morphine		2000
6-acetylmorphine (6-AM)		10**
(**Test for 6-AM in the specimen. Conduct this test only when specimen contains morphine at a concentration greater than or equal to 2000 ng/mL.)		
Alcohol	.02 or higher	.02 or higher

Testing Procedures

All testing for controlled dangerous substances will be conducted in accordance with 49 C.F.R. Part 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for the above stated five drugs or classes of drugs in accordance with 49 C.F.R. 40.85. Testing for alcohol will be conducted in accordance with 49 C.F.R. Part 40, Subparts J, K, L, M and N.

Definitions

“Alcohol” means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication) containing alcohol.

“Confirmatory Drug Test” means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

“Confirmed Drug Test” means a confirmation drug test received by a Medical Review Officer (MRO) from a certified laboratory.

“Controlled substances” means those substances identified in 49 C.F.R. 40.85.

“CCF” means the Federal Drug Testing Custody and Control Form.

“Designated Employer Representative” is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The Designated Employer Representative (DER) shall receive test results and other communications for the employer, consistent with the requirements of this policy and 49 C.F.R. 40. Service agents cannot act as a DER.



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“FMCSA” means Federal Motor Carrier Safety Administration.

“Initial Drug Test” means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

“Initial Validity Screening” means the first test used to determine if a specimen is adulterated, diluted or substituted.

“Medical Review Officer” is a licensed physician responsible for receiving and reviewing laboratory results generated by the district’s drug testing program and evaluating medical explanations for certain drug test results.

"Possess" means either in or on the driver’s person, personal effects, motor vehicle or areas substantially entrusted to the control of the driver.

“Service agent” is any person or entity, other than an employee of the Board, who provides services specified under 49 C.F.R. 40 to the Board.

“Substance Abuse Professional” is a person who evaluates employees who have violated a drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare. Individuals permitted to act as Substance Abuse Professionals must possess the credentials as outlined in 49 C.F.R. 40.281.

“Work Site” means any motor vehicle, office, building, yard or other location at which the driver is to perform work.

Categories of Testing

For the purpose of this policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy No. 4160. Such screening shall be conducted in accordance with the procedures set forth in this policy and 49 C.F.R. 40. No individual receiving a positive confirmed test result will be employed by the Board.



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An exception to the pre-employment screening may be made if the prospective employee:

- a. Has participated in a controlled substance testing program that met the requirements of 49 C.F.R. 382 et seq. within the previous thirty days and while participating in that program either:
 - (1) Was tested for controlled substances within the past six months (from the date of application to the commission), or
 - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application to the commission), and
 - (3) The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substance testing program within the previous six months.

If an individual is so exempted, the Designated Employer Representative (DER) shall contact the alcohol and/or controlled substances testing program in which the driver participated and obtain the following information in accordance with 49 C.F.R. 382.301(c):

- a. Name and address of the program;
- b. Verification of the driver's participation;
- c. Verification that the program conforms to federal guidelines;
- d. Verification the driver qualified and did not refuse to be tested for controlled substances;
- e. The date the driver was last tested for controlled substances; and
- f. The results of any tests taken within the last six months and any other violations.



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An individual who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position now required to operate a Board vehicle, shall submit a written consent authorizing the commission to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the individual's application date or transfer into the new position. The written consent from the individual will permit the Designated Employer Representative (DER) to obtain the following information from previous DOT-regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the individual.

The DER will obtain and review this information before the employee first performs any driving and/or safety-sensitive functions. If this is not feasible, the DER will not permit the individual to work after thirty days from the individual's first date of employment in the position unless the DER has obtained or made and documented a good faith effort to obtain this information.

2. Random Testing

A covered employee shall be subject to submit to alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 C.F.R. 383.305(i). Random testing will be spread reasonably throughout any given calendar year.



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The minimum annual percentage rate for random alcohol testing shall be 10% of the average number of drivers. The minimum rate of random controlled substances testing shall be 50% of the average number of drivers. These rates may be adjusted as determined by the FHWA (Federal Highway Administration) Administrator in accordance with 49 C.F.R. 382.305.

Drivers shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person, who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or
 - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.



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As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person, who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or
 - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

A driver who is subject to post-accident testing shall remain readily available for such testing or be deemed to have refused to submit for testing. A driver who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing. Nothing herein shall be construed to prevent the driver from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

4. Reasonable Suspicion Testing

The DER may require a driver to submit to an alcohol and/or controlled substance test when the driver is observed by a supervisor or school official who is trained in accordance with 49 C.F.R. 382.603 and causes the observer to have reasonable suspicion to believe the driver has violated 49 C.F.R. 382 et seq. Reasonable suspicion must exist to require the driver to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.



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Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the driver is required to be in compliance with the testing requirements of 49 C.F.R. 382 et seq.

Reasonable suspicion testing may be required of a driver while the driver is performing, just before the driver will perform or just after the driver has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech and performance indicators of alcohol misuse. The driver will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the driver's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

5. Return to Duty Testing

The commission is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The Designated Employer Representative (DER) may recommend to the Superintendent of Schools the individual's employment be terminated depending on the circumstances.



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In the event the DER does not recommend termination, the DER shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function, the driver shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled-substances test with a result indicating a verified negative result for controlled-substances use as required in 49 C.F.R. 40.305.

Drivers permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a Substance Abuse Professional (SAP). These individuals must participate in an assistance program prescribed by the SAP and as required in 49 C.F.R. 40 Subpart O.

The SAP will determine a written follow-up testing plan for any individual who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed sixty months. Alcohol follow-up testing shall be performed only when the driver is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 C.F.R. 40.307. The SAP will comply with all reporting requirements of 49 C.F.R. 40.311.

Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a medical review officer who is a licensed physician (M.D. or D.O.) and shall designate the Medical Review Officer as the individual responsible for receiving laboratory results generated by the testing program. The medical review official shall have knowledge of substance abuse disorders and have appropriate medical training to interpret and evaluate the individuals confirmed positive test together with his/her medical history and other biomedical data. The Medical Review Officer will perform all functions and responsibilities as required in 49 C.F.R. 49 Subpart G.

Employer Notification

The Medical Review Officer may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the Medical Review Officer's evaluation. The Medical Review Officer must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 C.F.R. 40.163.



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Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 C.F.R. 40 Subpart H. Under split-sample collection procedures, the driver has seventy-two hours from the time of notification of a positive result to request the MRO to order a test of the split specimen. If the driver does not request a split specimen test within seventy-two hours, the driver may present to the MRO information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the individual from making a timely request.

If the split specimen is unavailable or appears insufficient, the laboratory will continue the testing process of the primary specimen as the laboratory would normally. The laboratory will report the results for the primary specimen without providing the MRO information regarding the unavailable split specimen. In the event the MRO requests the split specimen be forwarded to another laboratory, the laboratory will report to the MRO the split specimen is unavailable for testing and the laboratory will provide the MRO with as much information as possible about the cause of the unavailability.

Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 C.F.R. 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 C.F.R. 40.43.

Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 C.F.R. 40. The laboratory will perform all responsibilities as required in accordance with 49 C.F.R. 40 Subpart F.

Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a representative of the Board at a designated site. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 C.F.R. 40.211 and 49 C.F.R. 40.213.



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Refusal to Submit

A driver will be deemed as refusing to take a drug test as described in 49 C.F.R. 40.191. As per 49 C.F.R. 40.191, an individual refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take a second test the DER or collector has directed the individual to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under Sec. 40.193(d). In the case of a pre-employment drug test, the individual is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process); or
9. If the MRO reports the driver had a verified adulterated or substituted test result.



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If an individual refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "refused to test because" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the driver refuses to take a non-DOT test or to sign a non-DOT form, the driver has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse affect on the driver's ability to properly perform safety-sensitive functions.

Consequences to Drivers Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a substance abuse professional who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;



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4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a substance abuse professional to determine that the driver has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow up alcohol and/or controlled substance abuse testing;
7. Be subject to the disciplinary policy and regulations of the Board.

Return-to-Work Agreement

An employee who has returned to work and who fails to comply with any of the terms of the Return to Work Agreement shall be subject to termination.

Maintenance and Retention of Records

The DER shall maintain and retain all records as required by federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process
 - a. Collection logbooks (if used);
 - b. Documents related to the random selection process;
 - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
 - d. Documentation of Breath Alcohol Technician (BAT) training;
 - e. Documentation of reasoning for reasonable suspicion testing;
 - f. Documentation of reasoning for post-accident testing;
 - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and



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- h. Consolidated annual calendar year summaries.
2. Records Related to the Driver's Test Results
 - a. Employer's copy of the alcohol test form, including results;
 - b. Employer's copy of the drug test chain of custody and control form;
 - c. Documents sent to the employer by the Medical Review Officer;
 - d. Documentation of any driver's refusal to submit to a required alcohol or controlled substance test; and
 - e. Documents provided by a driver to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Rules
4. Records Related to Evaluations and Training
 - a. Records pertaining to Substance Abuse Professional's (SAP's) determination of driver's need for assistance;
 - b. Records concerning a driver's compliance with SAP's recommendations, and records related to education and training;
 - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
 - d. Documentation of compliance with requirement to provide drivers with educational material, including driver's signed receipt of materials;
 - e. Documentation of supervisor training; and
 - f. Certification that training conducted under this rule complies with all requirements of the rule.
5. Records Related to Drug Testing
 - a. Agreements with collection site facilities, laboratories, Medical Review Officers (MRO's) and consortia;



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- b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
- c. Monthly statistical summaries of urinalysis; and
- d. The employer's drug testing policy and procedures.

6. Required Period of Retention

<u>Document to be maintained</u>	<u>Period required to be maintained</u>
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Refusals to submit to required alcohol or controlled substance tests (including substituted or adulterated test results)	5 Years
Required calibration of Evidential Breath Testing Devices (EBT's)	2 Years
All follow-up tests and schedules for follow-up tests	5 Years
Substance Abuse Professional's (SAP's) evaluations and referrals	5 Years
Annual calendar year summary	5 Years



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<u>Document to be maintained</u>	<u>Period required to be maintained</u>
Records related to the collection process (except calibration) and required training	2 Years
Negative and canceled controlled substance test results	1 Year
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
Records obtained from previous employers concerning alcohol and drug testing	3 Years

7. Location of Records

All required records shall be maintained in accordance with Policy No. 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the Federal Highway Administration.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the Federal Highway Administration (FHWA) will provide the annual summary to that agency in the required format.

9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each driver receives information in the manner specified below:



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- a. By receiving a copy of this policy and any subsequent revisions.
- b. Through attendance at a meeting at which a detailed discussion of the following is conducted:
 - (1) The identity of the person designated by the employer to answer driver questions about the materials;
 - (2) Which drivers are subject to the alcohol misuse and controlled substance requirements;
 - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the driver is required to be in compliance;
 - (4) Specific information concerning driver conduct that is prohibited;
 - (5) The circumstances under which a driver will be tested for alcohol and/or controlled substances;
 - (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
 - (7) The requirement that a driver submit to alcohol and controlled substance tests;
 - (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
 - (9) The consequences for drivers found to have violated the prohibitions of this rule, including the immediate removal of the driver from safety-sensitive functions;
 - (10) The consequences for drivers found to have an alcohol concentration level of 0.02 or greater but less than 0.04;



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- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and or referral to management.

Omnibus Transportation Act of 1991

49 C.F.R. 40 et seq.

49 C.F.R. 382 et seq.

49 C.F.R. 395.2

Adopted: 20 April 2009



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Employee Evaluation

4220 EMPLOYEE EVALUATION

The Board of Education recognizes the importance of employee evaluations in the reinforcement of performance strengths and the remediation of areas for improvement.

The Superintendent shall develop a plan for the evaluation of support staff members.

The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of discipline or dismissal when an employee fails to improve his/her performance. Each employee will be provided access to the job description for the position held. Employees will be evaluated annually by their administrators. Evaluations will become part of the employee's personnel file and subject to district policy on personnel records.

Adopted: 23 January 2008



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Outside Activities

4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that employees enjoy a private life outside the school in which they enjoy associations and engage in activities with others for a variety of personal, economic, religious, or cultural reasons. The Board believes that school employees exert a continuing influence away from the school. Further, the Board has directed the evaluation of staff in terms of their faithfulness to and effectiveness in discharging district duties. Accordingly, the Board reserves the right to determine when activities outside the school interfere with an employee's performance and the discharge of the employee's responsibilities to this district.

The Board directs that all employees be governed in their activities outside the school by the following guidelines:

1. Employees should not devote time during the working day to an outside activity without valid reason, and they should not solicit or accept customers for private enterprises on school premises or during the school day without the express permission of the immediate supervisor;

The Board will not endorse, support, nor assume liability for any employee who conducts a private activity in which pupils or employees of this district participate;

2. Employees shall refrain from public utterances or conduct that have an adverse or harmful effect upon the school community or interfere with the harmonious working relationships expected of district employees;
3. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by employees in the performance of their school district duties reside with and may be claimed by the Board.

Adopted:



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Political Activities

4233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including school employees, to engage in political activity. However, the Board prohibits the use of school premises and school time for partisan political purposes.

The Board establishes the following guidelines to govern all support staff members in their political activities:

1. An employee shall not engage in political activity on school premises unless permitted in accordance with Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. An employee shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to pupils nor solicit campaign funds or campaign workers on school premises;
3. An employee shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place;
4. An employee shall not engage in any activity in the presence of pupils while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

The provisions of this policy do not apply to the conduct of employee representative elections.

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or pupil.

N.J.S.A. 18A:42-4

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division A-2528-98T5

Adopted: 18 August 2009



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Employee Training

4240 EMPLOYEE TRAINING

The Board of Education believes that continuing training and study is essential to the improvement of employee performance and the acquisition of technological skills. The Board encourages all employees to participate in appropriate training programs.

The Board will reimburse employee requests for attendance at training programs provided participation has been approved in advance by the immediate supervisor.

Adopted: 17 December 2008



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Inappropriate Staff Conduct

4281 INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

The Commissioner of Education has determined inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but are not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and school staff members shall protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.



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Inappropriate Staff Conduct

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Director of Human Resources. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.1 et seq. and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The Director of Human Resources will investigate all reports with a final report to the Superintendent of Schools. The Director of Human Resources or the Superintendent may, at any time after receiving a report take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.2 et seq., and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at anytime upon request.

N.J.S.A. 18A:28-5 et seq.

N.J.A.C. 6A:16-10.1 et seq.

Adopted:



POLICY

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Acceptable Use of Computer Network(s)/Computers and
Resources by Support Staff Members

4321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY SUPPORT STAFF MEMBERS

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow support staff members to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by support staff members to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of support staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow support staff members access to information sources that have not been pre-screened using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer network(s) and declares unethical, unacceptable, inappropriate or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, instituting legal action or taking any other appropriate action as deemed necessary.

The Board provides access to computer network(s)/computers for administrative and educational purposes only. The Board retains the right to restrict or terminate support staff members access to the computer network(s)/computers at any time, for any reason. The Board retains the right to have the Superintendent or designee monitor network activity, in any form necessary, to maintain the integrity of the network(s) and ensure its proper use.

Standards for Use of Computer Network(s)

Any individual engaging in the following actions declared unethical, unacceptable or illegal when using computer network(s)/computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network(s). Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.



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Acceptable Use of Computer Network(s)/Computers and
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- C. Using the computer network(s) in a manner that:
1. Intentionally disrupts network traffic or crashes the network;
 2. Degrades or disrupts equipment or system performance;
 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 4. Steals data or other intellectual property;
 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 6. Gains or seeks unauthorized access to resources or entities;
 7. Forges electronic mail messages or uses an account owned by others;
 8. Invades privacy of others;
 9. Posts anonymous messages;
 10. Possesses any data which is a violation of this policy; and/or
 11. Engages in other activities that do not advance the educational purposes for which computer network(s)/computers are provided.

Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 4150, Discipline which includes but are not limited to:

1. Use of the network(s)/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;



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Acceptable Use of Computer Network(s)/Computers and
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6. Suspension;
7. Dismissal;
8. Legal action and prosecution by the authorities; and/or
9. Any appropriate action that may be deemed necessary as determined by the Superintendent and approved by the Board of Education.

N.J.S.A. 2A:38A-3

Adopted: 21 January 2009



POLICY

RANDOLPH BOARD OF EDUCATION

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Grievance

4340 GRIEVANCE

The Board of Education shall develop and practice reasonable and effective means for the resolution of disputes that may arise in the employment of support staff members not covered by the terms of a Collective Negotiations Agreement. Grievances brought by employees covered by the terms of a Collective Negotiations Agreement shall be governed by that Agreement rather than by this policy.

The Board of Education directs that any grievance not provided for by negotiated agreement be resolved by submission to the following grievance procedure, which is designed to promote proper and equitable settlement of grievances at the lowest appropriate level and to facilitate an orderly process for the resolution of grievances.

For the purposes of this policy, “grievance” means an unresolved problem concerning the application or interpretation by an officer or employee of this district of law, regulations of the State Board of Education, the bylaws or policies of the Board, or the administrative regulations of the Superintendent; “grievant” is a district employee who alleges a grievance or the employee's representative; “party” means the grievant or any person named in the grievance as allegedly having violated a law, bylaw, policy, or regulation; and “day” means a school or work day as defined by the appropriate school calendar.

If the same or substantially the same alleged grievance is made by more than one employee, a single grievant may process the grievance through the grievance procedure on behalf of all grievants. The names of all the grievants will appear on all documents related to the settlement of the grievance.

A grievant may be represented or accompanied at any time by a person whom the grievant chooses.

A grievant may use personal leave time when it becomes necessary to process a grievance during the working day. There will be no reprisal of any kind taken against any employee or employee's representative for participation in a grievance. \

All documents, communications, and records regarding the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants of the grievance.

Any alleged grievance should, at the first instance, be discussed in one or more private, informal conferences between the parties involved or between the grievant and his/her immediate supervisor. A grievance not resolved in one or more such private meetings may be processed in accordance with the following procedure.



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Grievance

Level One

Within twenty (20) working days of the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing to the grievant's immediate supervisor. The written document will be a clear, concise statement of the grievance and will include the law, rule, policy, or regulation that the grievant alleges to have been violated; the factual circumstances on which the grievance is based; the person or persons involved; the decision, if any, rendered at the private conference; and the remedy sought.

Within ten (10) school days the supervisor shall present a decision to the grievant in writing. If the supervisor does not respond during the time permitted, the grievant may appeal to the next level.

Level Two

A grievant not satisfied with a decision at Level One may appeal that decision in writing to the Superintendent within five (5) school days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal will include a copy of the original grievance; the decision rendered, if any; the name of the grievant's representative, if any; and a clear, concise statement of the reasons for the appeal of the decision. The Superintendent shall present a decision to the grievant within ten (10) school days. If no decision is rendered within that time limit, the grievant may appeal to the next level.

Level Three

A grievant not satisfied with a decision at Level Two may appeal that decision in writing to the Board of Education within ten (10) school days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Board of Education will include copies of the original grievance, the appeal of that grievance at Level Two, and the decision, if any, rendered at Level Two. The Board may, in its discretion, grant a hearing to the grievant, which hearing, if granted shall be held within twenty (20) school days of receipt of the appeal. Any hearing shall be held in closed session.

Within thirty (30) working days of the receipt of the appeal, or within twenty (20) days of the appeal hearing, the Board of Education shall submit a written decision to the grievant.

The decision of the Board shall be final.

Adopted: 18 August 2009



POLICY

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Healthy Workplace Environment

4351 HEALTHY WORKPLACE ENVIRONMENT

The Board of Education recognizes a healthy workplace environment enables school support staff members to fully contribute their expertise and skills to their school district responsibilities. A healthy workplace environment can improve productivity, reduce absenteeism, and reduce staff turnover while having a positive impact on the school district's programs provided to pupils in the school district.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

Unacceptable conduct, for the purposes of this policy, is not conduct toward an employee of a protected class or because of the employee's protected activity. These employees and activities are afforded the legal protections under various Federal and State anti-discrimination laws. In addition, unacceptable conduct for the purposes of this policy shall not be confused with conduct of management employees exercising management rights including, but not limited to, assigning tasks, reprimanding, assigning discipline, or directing.

Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools. The written report shall provide specific details supporting the claim including, but not limited to, the specific conduct; the names of witnesses (if any) who may have observed such conduct; dates or times when such conduct occurred; and any other information the person(s) making the report believes will be informative and helpful to an investigation of the allegations. Upon receipt of a report, the Superintendent or designee will conduct an investigation and upon completion of the investigation will inform the person(s) who made the report such an investigation was completed. The amount of investigation information shared with the person(s) making the report will be at the discretion of the Superintendent or designee and may vary depending on whether the conduct reported was directed to the person(s) making the report, confidential personnel matters, and/or other issues as determined by the Superintendent or designee.



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Healthy Workplace Environment

If the investigation determines conduct prohibited by this policy has taken place, the Superintendent or designee will meet with the offender(s) and the victim(s) to review the investigation results and to implement remedial measures to ensure such conduct does not continue or reoccur. Appropriate disciplinary action may be taken depending on the severity of conduct.

There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

Adopted:



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Sexual Harassment

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4352 SEXUAL HARASSMENT

Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the New Jersey Division on Civil Rights or to the United States Equal Employment Opportunity Commission. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation 1530, Equal Employment Opportunity.

The Director of Personnel shall instruct all employees of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 19 November 2008



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Support Staff Member Tenure

4360 SUPPORT STAFF MEMBER TENURE

The Board of Education directs that the tenure status of support staff members be determined only in accordance with law and this policy and such contractual terms as may have been negotiated with the employee's majority representative.

Persons employed as janitors, custodians, and maintenance personnel including supervisory personnel will be employed on fixed term contracts and will not acquire tenure in their positions.

The Board will not grant tenure to any employee for whom such tenure has not been provided in law.

N.J.S.A. 18A:17-2; 18A:17-3

Adopted:



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Protection Against Retaliation

4381 PROTECTION AGAINST RETALIATION

The Board of Education will take no retaliatory action, by discharge, demotion, suspension, or any other adverse action, against an employee because that employee has conscientiously:

1. Disclosed or threatened to disclose to a supervisor or public body an activity, policy, or practice of this Board or any district officer that the employee reasonably believes to be in violation of law or rule;
2. Provided information to a public body conducting an investigation, hearing, or inquiry into any alleged violation of law by the Board or an officer of this district; or
3. Objected to or refused to participate in an activity, policy, or practice of this district that the employee reasonably believes to be in violation of law or rule, fraudulent, criminal, or incompatible with a clear mandate of public policy concerning the public health, safety, or welfare or protection of the environment.

An employee who has reason to believe that the Board has engaged in an illegal activity or an activity contrary to public policy must report that belief in writing to the Superintendent before notice is given to a supervisor or a public body. The Superintendent shall promptly report the same to the Board and institute an investigation of the reported activity. The findings of the investigation will be reported in writing to the Board and to the employee.

The protection of law and this policy apply only to employees who have given notice in accordance with this policy and have afforded the Board a reasonable period of time to take any corrective action that may be required or have acted in circumstances that the employee believes in good faith constitute an emergency.

The Superintendent shall post notice of this policy and inform employees of their rights under the New Jersey Conscientious Employee Protection Act.

N.J.S.A. 34:19-1

Adopted:



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Overtime Compensation

4413 OVERTIME COMPENSATION

The Board of Education will compensate overtime work in accordance with law. "Overtime work" means work in excess of forty hours in a single workweek.

No overtime shall be worked without the express advance approval of the immediate supervisor.

Employees who work overtime and for whom no contrary provision has been collectively bargained shall earn compensatory time at the rate of one and one-half hours for every hour of overtime worked, in lieu of overtime compensation. Such employees who accrue compensatory time beyond two hundred forty hours shall be compensated at the rate earned by the employee at the time compensation is paid.

An employee who has unused accrued compensatory time when his/her employment is terminated shall be paid, upon termination, for the unused time at a rate of pay not less than:

1. The average rate received by the employee during the last three years of employment; or
2. The final rate received by the employee, whichever is the higher rate.

A request for the use of compensatory time shall be submitted to the employee's supervisor and must be approved by the Superintendent and/or the School Business Administrator. An employee will be permitted the use of accrued compensatory time within a reasonable time of his/her request for time off, provided the requested time off does not unduly disrupt the operations of the school district.

The immediate supervisor is directed to make and maintain such records regarding employees' hours and wages as may be required by law.

29 U.S.C.A. 207(o)
29 U.S.C.A. 207(p)
N.J.S.A. 34:11-56(a)4

Adopted:



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Substitute Wages

4415 SUBSTITUTE WAGES

In order to ensure reliable delivery of services in the absence of regular support staff employees, the Board of Education will offer competitive compensation to qualified substitute secretaries, clerks, custodians, maintenance workers, bus drivers, teacher aides, and cafeteria workers. The Superintendent or designee will determine whether to employ a substitute for any particular absence.

Substitute support staff members will be paid at a per diem rate which may be reviewed periodically by the Board.

Adopted: 19 December 2007



POLICY

RANDOLPH BOARD OF EDUCATION

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Benefits

4420 BENEFITS

The Board of Education reserves the right to establish benefits for support staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:6-6; 18A:16-12 et seq.

Adopted:



POLICY

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Employee Counseling Service

4421 EMPLOYEE COUNSELING SERVICE

The Randolph Board of Education recognizes that problems of a personal nature can have an adverse effect on job performance. It also recognizes there are times when neither the efforts of the employee nor the intervention of the supervisor have the desired effect of resolving an employee's problems and that job performance problems can persist.

The Randolph Board of Education recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and the appropriate intervention is made. This applies whether the problem be individual depression, anxiety, stress or emotional illness; marital or family distress; alcoholism; drug abuse; financial problems or other concerns.

The Randolph Board of Education believes it is in the interest of the employee and the employee's family to provide an employee service which deals with such persistent problems and has, therefore, contracted with Family Service of Morris County to provide Employee counseling services (ECS).

Policy for the implementation and use of Employee Counseling Service.

Administration

1. The Board Secretary shall be designated as the district liaison with Employee Counseling Service. This liaison will receive quarterly reports; insure that mailings are sent to employees and their families introducing Employee Counseling Service and that additional printed material is disseminated as appropriate throughout the contract year; arrange time for supervisory Training and Employee Orientations to ECS; assume responsibility for the timely payment of quarterly bills and, in general, work with ECS to promote the acceptance and use of the program.
2. Participation in ECS is open to all full and part time employees. Participation is voluntary and confidential.
3. Participation in ECS is open to dependents, family members and others who reside in the home of full time and part time employees. Participation is voluntary and confidential.



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Employee Counseling Service

4. Participation in ECS does not exempt employees from the standard administrative practices applicable to job performance requirements nor from the district's positive disciplinary procedures.
5. The employee has the option of using sick time or using off work time in participating in ECS.

Fees

1. ECS sessions are offered at no cost to the employee. If an employee chooses to continue in counseling with Family Service of Morris County staff, the cost of the counseling is based on the actual cost of the service and the ability of the employee to pay. The latter is determined by income, family size and extenuating circumstances.
2. Whenever outside referral to a community resource or practitioner is deemed advisable for or is requested by an employee, ECS will make the referral to the appropriate treatment service. If these services are not covered by the employee's regular health insurance, the costs will be assumed by the employee. Every effort will be made in the referral process to help the employee minimize costs.

Confidentiality

1. Confidentiality of Records
 - a. Records are the property of Family Services of Morris County. As such, employees and family members who participate in ECS will have complete assurance of the confidential nature of this program. This confidentiality of records is governed by and in accordance with federal and state laws and regulations regarding the confidentiality of records.
 - b. Information concerning participation in ECS does not enter an employee's personnel file unless specifically requested by the employee.
 - c. The career of an employee will not be jeopardized for successful efforts to resolve any health or personal problems, including treatment for the disease of alcoholism or chemical dependency.



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Employee Counseling Service

2. Release of Information
 - a. Information will be released only to those persons or agencies authorized in writing by the participant to receive such information. In all cases, written consent forms will be utilized prior to the release of any information to anyone, regardless of the relationship to the participant.
 - b. If an ECS participant authorizes information to be released to the employer, the content of the information released will be limited to attendance in ECS and the employee's willingness to participate in the program.
 - c. In most instances, the ECS participant will personally assume the responsibility of contacting other referral sources. When it is appropriate for ECS to do so, information that is necessary in making the appropriate referral will be released upon authorization of the participant.
 - d. If an ECS participant is referred to an outside resource for specific services, the confidentiality of records and release of information will be subject to the policies of that referral resource. ECS will not have access to this information unless this is authorized by the participant through a release of information.

Referral Procedures

1. Self Referral

Employees who suspect they have an alcohol, drug abuse, or emotional problem or who are affected by an alcohol, drug abuse, or emotional problem of another, whether or not it currently affects their work, are encouraged to use ECS voluntarily on a confidential basis by simply calling the office of choice to make an appointment. Family members are also encouraged to participate in ECS.

2. Peer Referral

An employee may notice that a fellow worker seems to be struggling with a problem. It would be appropriate if, out of friendship or concern that the peer suggests the employee seek consultation with ECS.



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Employee Counseling Service

Manager/Supervisor Referral

1. Responsibilities in Regard to ECS
 - a. Managers and supervisors play a critical role in the effective implementation of ECS. They are responsible for learning about ECS policy and procedures, for informing their employees about the services available, and for referring employees to the program on the basis of poor performance or misconduct.
 - b. A supervisor's responsibility in cases where employees are suspected of having health or personal problems should be limited to noting and documenting performance problems and referring to the Employee Counseling Service. Supervisors should not be burdened with diagnostic responsibilities regarding health and personal problems nor should they have to serve as professional counselors to employees.
 - c. Supervisors who refer an employee for professional help because of a documented performance problem, which may require job action if not corrected, should strongly encourage the employee to follow through, and point out the consequences of not making necessary changes in performance. If the employee does not accept the offer of help and performance does not improve, normal supervisory procedures will follow. Personnel who accept professional help but continue to display unacceptable performance will also be subject to appropriate supervisory action. This regulation shall apply to all levels of administration, professional and support staff.

Adopted:



POLICY

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Work Related Disability Pay

4425 WORK RELATED DISABILITY PAY

The Board of Education will permit, in accordance with law, the absence without loss of pay or of annual or accumulated sick leave benefits of a support staff member disabled by accident or injury arising out of and in the course of employment. Any such employee shall seek the workers' compensation benefits to which he/she is entitled by law.

An employee whose disability has qualified for the receipt of workers' compensation benefits shall be presumed eligible for work related disability pay under this policy. When an employee's disability is so brief as to preclude the employee's application for worker's compensation benefits, the employee may request and the Board may grant work related disability pay.

Any employee who qualified for work related disability pay under this policy shall receive full pay during the period he/she is on disability leave of absence, up to twelve consecutive months. As a condition of receiving full salary, an employee who receives workers' compensation benefits for his/her work-related disability must endorse and deliver to the Board all workers' compensation temporary disability checks received for the period covered by this policy.

N.J.S.A. 18A:30-2.1; 18A:66-32.1

N.J.S.A. 34:15-38

Adopted:



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Modified Duty Early Return to Work
Program – Support Staff Members

4425.1 MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – SUPPORT STAFF MEMBERS

New Jersey's workers' compensation laws provide lost wages and pay medical expenses for an employee who sustains an injury as a result of an on-the-job accident, injury, or occupational disease. Workers' compensation is designed to protect school district employees and their families against the hardships from injury arising in the workplace. In an effort to assist school staff in recovering from an eligible workers' compensation injury, the Board provides a Modified Duty Early Return To Work Program. The Program is provided to staff members who have been injured on the job, but who are not permanently disabled. The Program is intended to minimize the negative psychological impact to an injured staff member due to being out of work and to provide a transition and adjustment period for the injured staff member to return to work while recovering from an on-the-job injury.

The school district may assign temporary modified duties and responsibilities to staff members that have sustained an eligible workers' compensation injury. These employees may temporarily perform duties and responsibilities that may or may not be within their job description, or may or may not be within their department. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

The modified duties and responsibilities will be determined by the School Business Administrator/Board Secretary, the district's designated Workers' Compensation Coordinator, after a medical examination and evaluation of the injured staff member by the Board's designated workers' compensation physician. The Workers' Compensation Coordinator will determine if the injured staff member is eligible for modified duties or responsibilities. This determination will be based on:

1. The workers' compensation physician's examination and evaluation report;
2. The injured staff member's capabilities to assume modified duties or responsibilities;
3. The availability of modified duties and responsibilities within the district at the time; and/or
4. Other issues that may impact the district's ability to assign modified duties and responsibilities.



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Modified Duty Early Return to Work
Program – Support Staff Members

This Modified Duty Early Return to Work Program will be administered consistent with applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

Adopted:



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4431.1 FAMILY LEAVE

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 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.

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.



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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)

"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 the biological parent of a staff member or an individual who stood in loco parentis to a staff member when the staff member was a son or daughter. 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.

"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).

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.

"Parent" 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.



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“Serious health condition” 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.

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

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

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 (FLSA) 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, 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, daughter, or parent of the staff member 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 a “rolling” twelve month period measured backward from the date a staff member uses any family leave.



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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.

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 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 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.



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- 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 may 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.



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- 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.

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.

- 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



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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 Director of Human Resources 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 Director of Human Resources 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.



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When planning medical treatment, the staff member must consult with the Director of Human Resources 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 Director of Human Resources 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 Director of Human Resources 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 Director of Human Resources 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 Director of Human Resources of the need to take family leave except where the need to take family leave is not foreseeable.
 - i. 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 shall provide such notice that is reasonable and practicable.
 - ii. 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.



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iii. When the Director of Human Resources 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 Director of Human Resources 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 Director of Human Resources, but any verbal notice must be followed by written notice delivered within two 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 Director of Human Resources shall provide the staff member with this Policy to assist the staff member in determining the type of leave.

H. Benefits

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act shall unpaid leave.

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 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



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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.

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."



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In the event the Director of Human Resources believes that reinstatement may be denied to a key employee, the Director of Human Resources 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 Director of Human Resources shall notify the staff member of the intent to deny the leave at the time the Director of Human Resources 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.



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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 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 certification must meet the requirements of 29 CFR Section 825.306 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 Director of Human resources 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 Director of Human Resources 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 Director of Human Resources



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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 Director of Human Resources 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.



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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 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.

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 C.F.R. 825.200 et seq.

N.J.S.A. 34:11B-1 et seq.

N.J.A.C. 13:14-1 et seq.

Adopted: 19 November 2008



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New Jersey's Family Leave Insurance Program

4431.3 NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

[Optional - An employee will be required to use _____ (up to ten) workdays of earned vacation, personal or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to illness or injury and therefore may not be used for NJFLI purposes.]



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New Jersey's Family Leave Insurance Program

All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey – Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. In addition, the school district administrative and related staff will comply with the State of New Jersey - Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey – Department of Labor and Workforce Development.

A printed notification of covered individuals' rights relative to the receipt of benefits under the NJFLI will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43:21-25 et seq.

N.J.A.C. 12:21-1.1 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS
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Sick Leave

4432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to support staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS
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Vacations

4433 VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

The Board reserves the right to determine the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:30-7

Adopted:



POLICY

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Holidays

4434 HOLIDAYS

The Board of Education will compensate support staff members for holidays in accordance with the holiday provisions of current valid negotiated contracts.

Compensation for holidays for non-association/non-union represented support staff members will be in accordance with the Randolph Education Association agreement and the school calendar.

N.J.S.A. 36:1-1

Adopted:



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Anticipated Disability

4435 ANTICIPATED DISABILITY

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not otherwise covered by the terms of the negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at parturition, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after parturition, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C.A. 2000e-2(a)

29 C.F.R. 1604-1 et seq.

N.J.S.A. 10:5-12(a)

N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted:



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Personal Leave

4436 PERSONAL LEAVE

The Board of Education will provide for an employee's compensated absence for reason of personal necessity not covered by the terms of a negotiated agreement or in an individual contract with the Board.

The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity.

N.J.S.A. 18A:30-7

Adopted:



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Military Leave

4437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all days in which he/she is engaged in any period of State or Federal active duty. The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all work days he/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed thirty work days in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.



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Military Leave

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:29-11

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;

N.J.A.C. 5A:2-2.1

Uniformed Services Employment and reemployment Rights Act (USERRA),

38 U.S.C. Section 4301 et seq.

Adopted:



POLICY

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SUPPORT STAFF MEMBERS

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Jury Duty

4438 JURY DUTY

The Board of Education will indemnify all full-time employees against loss of pay incurred by a call to jury duty. No employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent will not be charged against personal leave and will count toward district service.

A full-time employee who is absent from their school district duties while on jury duty for any court of New Jersey, any court of any other State, any federal district court, or in the U.S. District Court for New Jersey will receive their usual compensation from the school district for each day the support staff member is present for jury duty. In the event there is any jury duty compensation, excluding mileage and lodging, paid to the employee for their time on jury duty, the employee will reimburse the school district the amount of any jury duty compensation paid to the staff member.

An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor and forward a copy of the summons to the Personnel Department.

On return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

N.J.S.A. 2B:20-1 et seq.; 2B:20-16

Adopted: 14 April 2008



POLICY

RANDOLPH BOARD OF EDUCATION

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Substance Abuse
M

5530 SUBSTANCE ABUSE

It is the Board of Education's intent to provide a wholesome atmosphere in which pupils may develop and learn. Therefore, the Randolph Township Board of Education prohibits the use, possession and distribution of any controlled dangerous substance by pupils, staff, or others on school property at any time and at any school-related activity.

In this policy substance abuse refers to the use, possession or distribution of the following controlled or dangerous substances:

1. All substances so designated and prohibited by New Jersey statutes; all chemicals which release toxic vapors (glue, etc.) as defined and prohibited by New Jersey statutes;
2. All alcoholic beverages;
3. All prescription drugs and controlled, dangerous substances, not prescribed for that person, except those for which permission for use in school has been granted pursuant to Board policy;
4. All non-prescription drugs with the potential for abuse; and
5. All anabolic steroids.

In the absence of the Building Principal, all of the Principal's duties under this policy shall be performed by the Principal's designee.

The following are administrative procedures for:

- A. Referring a pupil who may be under the influence of drugs, alcohol, or certain toxic chemical compounds on the school property, at school sponsored functions off school premises, or on school sponsored transportation.
 1. Any teaching staff member, school nurse, or other educational personnel who believes that a pupil may be using or under the influence of drugs or substances designated in one thru five above shall report the name of the pupil as soon as possible to the school nurse, substance awareness coordinator, and/or the Building Principal or designee.

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Substance Abuse

2. The Principal shall have the pupil report immediately to the school office, or, if at a school-sponsored function, to the person in charge. The Principal will contact the parent(s) and/or legal guardian(s) and request the parent(s) and/or legal guardian(s) to come to school ~~for a conference concerning the matter~~. The Principal will also notify the Superintendent of schools.
 - a. The Principal shall arrange for an immediate examination/assessment of the pupil by a medical doctor/treatment center ~~selected by the parent(s) and/or legal guardian(s), or if such medical doctor/treatment center is not immediately available, by the school physician/medical inspector, if he/she is available~~. **If a parent/guardian so chooses he/she they can visit a medical doctor/facility of his/her their choice within two hours.** In the event that anabolic steroid use is suspected, the medical assessment and examination shall be arranged as soon as possible. The parent(s) and/or legal guardian(s) shall be asked to take the pupil to the medical doctor or medical inspector for the examination. In all cases the pupil will be evaluated by a physician.
 - b. If the pupil's medical doctor/treatment center, or school physician/medical inspector is not immediately available, the pupil shall be taken to an emergency facility with comprehensive diagnostic services for examination. The pupil will be accompanied by a member of the school staff (nurse, guidance counselor, substance awareness coordinator, Principal or designee) and a parent(s) and/or legal guardian(s) of the pupil, if available.
 - c. If the parent or guardian cannot be located, the principal shall make the necessary arrangements to have the student examined by;
 - (1) Drug and alcohol treatment center with evaluation/assessment capabilities,
 - (2) Family physician,
 - (3) Medical inspector, or
 - (4) Attending physician at the emergency facility.
 - (a) The school security guard, nurse, substance awareness coordinator, guidance counselor, or other school staff member, shall accompany the student to the place of examination.

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Substance Abuse

- (b) The Building Principal shall notify the parent as promptly as possible of the action taken.
- d. Medical assessment of the pupil shall include level of consciousness and awareness, vital signs, urine testing, pupil size and reaction to light, orientation to time and place, and any other medical attention deemed necessary for the welfare of the pupil.
- e. Results of medical assessment
 - (1) If the physician returns a positive written report for anabolic steroids, the pupil will be referred to the substance awareness coordinator or other appropriately certified and trained staff member.
 - (2) Unless the examining physician reports that the examination is positive, the pupil shall be returned within twenty-four hours to the school program. The pupil may stay in school until positive results are reported.
 - (3) If necessary, a referral to an appropriate treatment program will be made. All facilities used by the Randolph Township Schools have the capability of reporting results within twenty-four hours.
 - (4) **If the drug screen returns a negative result, all costs will be at the district's expense. If the drug screen returns a positive result, the costs of the drug screen portion will be paid by the parent/guardian.**
- f. If the written report of the examining physician indicates a positive diagnosis for alcohol; any substance so designated and prohibited by New Jersey statutes; any chemical which releases toxic vapors (glue, etc.) as defined and prohibited by New Jersey statutes; any prescription drug and controlled dangerous substance, the pupil shall be returned to his/her home as soon as possible and appropriate data shall be furnished to the Department of Health. The pupil shall not resume attendance at school until he/she submits to the Principal a written report certifying that he/she is physically and mentally able to return to school. Student's personal physician, medical inspector or the attending physician who examined the student shall prepare the written report, and a copy thereof shall be given

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Substance Abuse

to the parent or guardian of the student. The principal shall notify the Superintendent of the report.

- g. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40-A-12 for medical assessment shall be deemed a violation of the compulsory education (N.J.S.A.18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.
- 3. Where a search of pupil's person or property is necessary, it will be conducted in conformity with Board Policy.
- 4. Pupils found to be under the influence of illegal drugs, alcohol, or other toxic chemical compounds:
 - a. Will be suspended as follows: (in same academic year)

1st offense	5 days	Alternative Educational Placement External/Internal suspension 5th-day in-school suspension
2nd offense	10 days	Alternative Educational Placement External Suspension
3rd and subsequent offenses		Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion

~~After every offense, all pupils found to be positive must have an evaluation by a licensed medical facility or professional and follow the recommendation of said agency before re-entering school.~~ **Additional random test will be required within a month's time to prove negative compliance. Any positive result will be considered a second offense.**

1st offense	Complete substance evaluation recommended
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POLICY

RANDOLPH BOARD OF EDUCATION

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2nd offense

Must have a complete substance evaluation and show evidence of following through with recommendations. Failure to comply will result in further consequences / Superintendent review. After a second offense, administration reserves the right to ask for a random drug test at any point during that school year.

- b. Will lose privilege to participate in school activities including, but not limited to clubs, sports, field trips, dances, prom.

1st offense

Up to 1 month suspension from competition

2nd offense

Up to 2 months suspension from competition

3rd offense
and subsequent offences

Suspension from all activities until Superintendent's review and/or Board of Education hearing to consider expulsion from all activities for the remainder of the pupil's enrollment at Randolph High Schools

External suspensions are included in time frame.

~~Note: See Athletic Training Rules Policy for athletes.~~

- c. After the examination by a medical professional for the purpose of diagnosing whether the pupil is under the influence of alcohol and/or other drugs, the pupil may be referred for an:

- (1) Evaluation by the Child Study Team to determine a pupil's eligibility for special education and/or related services when the pupil has been identified as potentially educationally handicapped;
- (2) Assessment by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention; and/or

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Substance Abuse

- (3) Referral to a community agency approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.
 5. The provision of intervention and treatment-referral services for pupils who are affected by alcohol or other drug use shall be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention.
 6. Every referral of substance abuse is to be reported as part of the district's Annual Report of Violence, Vandalism and Substance Abuse. This includes referrals which are not carried beyond the building level.
- B. Pupils suspected of possessing illegal drugs or, toxic chemical compounds/**drug paraphernalia.****
1. Any pupil who possesses illegal drugs or toxic compounds in school, on the school grounds, or at school-sponsored functions is in violation of the law. The Principal will immediately call the appropriate law enforcement agency so that the proper investigation may be conducted. If the parent(s) and/or legal guardian(s) are not available, the police will be contacted and the parent(s) and/or legal guardian(s) then will be informed as soon as they are available.
 2. If the Principal suspects illegal drugs or toxic chemical components are contained in a pupil's locker or on a pupil's person, the Principal may, in the presence of a teaching staff member, conduct a search of the locker or the person.
 3. **Any pupil in possession of illegal substances will be sent for a drug screen and be subject to consequences as listed in #A4 above.**
 4. The Principal shall notify the Superintendent of the incident and the action taken. In addition, the Board of Education may take further action based on recommendations from the administration, provided however, that before any such action the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.
 5. Any pupil found to be in possession of illegal drugs, alcohol, or other toxic chemical compounds will be suspended as follows:

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Substance Abuse

- a.
- | | |
|---|--|
| 1 st offense – 5-10 days | Alternative Educational Placement/
External/Internal suspension |
| 2 nd offense – 10 days | Alternative Educational Placement/ External
Suspension; External Suspension until
Superintendent’s review and/or Board of
Education hearing to consider expulsion |
| 3rd and subsequent offenses | External Suspension until Superintendent’s
review and/or Board of Education hearing to
consider expulsion. |

~~After every offense all pupils found to be positive must have an evaluation by a licensed medical facility or professional and follow the recommendation of said agency before re-entering school.~~

- b. Will lose the privilege to participate in school activities, including, but not limited to clubs, sports, field trips, dances, proms.

- | | |
|---|--|
| 1st offense | Up to ± 2 months suspension from competition |
| 2nd offense | 2 months suspension Suspension until Superintendent’s review and/or Board of Education hearing to consider expulsion from all activities for the remainder of the pupil’s enrollment at Randolph High School |
| 3rd offense and/or Subsequent offenses | Suspension until Superintendent’s review and/or Board of Education hearing to consider expulsion from all activities for the remainder of the pupil’s enrollment at Randolph High School |

External suspensions are included in time frame.

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Substance Abuse

Note: see Athletic Training Rules Policy for athletes.

~~C.~~ Possession of Drug Paraphernalia

- ~~1.~~ Any pupil who possesses drug related paraphernalia in school, on the school grounds or at school sponsored functions is in violation of school policy. The Principal will notify the parent(s) and/or legal guardian(s) of the violation immediately.
- ~~2.~~ Any pupil found to be in possession of drug related paraphernalia may be suspended based on the type of paraphernalia and quantity involved.
- ~~3.~~ The Principal shall notify the Superintendent of the incident and the action taken. In addition, the Board of Education may take further action based on recommendations from the administration, provided however, that before any such action the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.

~~D.~~ C. Sale or Distribution of Drugs on School Property

- ~~3.~~ 1. The parent(s) and/or legal guardian(s) will be apprised that the Principal will inform the local police department of the pupil's activity. In addition, the Board of Education may take further action, provided however, that before any such action is taken the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.
- ~~4.~~ 2. When the school Principal or any staff member has reasonable cause to believe that a pupil is selling or distributing drugs on school property, the Principal shall inform the pupil of the basis of the belief. Also, the pupil shall be advised of the school's intention to inform the pupil's parent(s) and/or legal guardian(s) as soon as possible of this suspected activity.
- ~~2.~~ 3. The Principal, in the presence of a teaching staff member, may conduct a search of the pupil's locker or of a pupil's person if the Principal suspects illegal drugs, alcohol, or toxic chemical compounds are contained in the locker or on the pupil.
4. Any pupil found selling or distributing drugs on school property will be suspended as follows:

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Substance Abuse

All offenses ranging from ~~one-day~~ suspension to expulsion and police involvement.

- ~~E. D.~~ Non-pupils on the school grounds under the influence of drugs or certain toxic chemical compounds.

Any teaching staff member or other employee who believes that a non-Randolph pupil on school property is under the influence of drugs or certain toxic chemical compounds shall report the same to the Principal of the school who in turn shall immediately report the incident to the Randolph Police Department for investigation.

- ~~F E.~~ Evaluation services for pupils who are affected by substance abuse.

1. All substance abuse offenses shall require the involvement of a district Substance Awareness Coordinator.
2. Upon completion of treatment, further assessment can be made by the ~~Pupil Assistance Committee~~ **Intervention and Referral Services (I&RS) Team** regarding the extent of the effect of the pupil's substance use or dependency on his/her educational performance and program. Recommendations by the ~~Pupil Assistance Committee~~ **Intervention and Referral Services (I&RS) Team** may be made for additional medical and/or educational testing.

- ~~G- F.~~ Treatment services for pupils who are affected by substance abuse.

1. All pupils will be instructed about substance abuse as part of the health curriculum. Pupils who have identified substance abuse problems will be included in sessions conducted by the Substance Awareness Coordinator.
2. Pupils and/or parent(s) and/or legal guardian(s) will be provided with the names of local or county agencies that will assist them in dealing with substance abuse dependency, as well as names of appropriate rehabilitation programs.
3. Counseling services will be provided to pupils by support personnel such as a substance awareness coordinator, ~~Pupil Assistance Committee~~ **Intervention and Referral Services (I&RS) Team**, and guidance counselors.
4. Liaison will be maintained with the rehabilitation center by school personnel regarding the enrolled pupil. Counseling will be provided to pupils who are discharged or who participate in part-time rehabilitation programs.

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Substance Abuse

5. Pupils who have been identified as being involved with, in possession of, distribution of, under the influence of controlled dangerous substance, or in possession of drug paraphernalia will be required to participate in a Board approved program designed to improve pupil decision making and substance avoidance.
6. Refusal to participate in a district - approved substance abuse treatment program will result in referral to the Superintendent for appropriate placement.

~~H. G.~~ Annual review of district's substance abuse policy.

The annual review of the district's substance abuse policy will be completed no later than the end of June of the preceding school year. The final report and recommendations for revision will then be presented to the Policy Committee and the Board of Education for consideration and approval. The following groups and individuals may have input into the annual review process:

1. Administrators, guidance counselors, student assistance counselors, school resource officers, School Physician/Medical Inspector.
2. Pupil government representatives and the pupil representative seated on the Board of Education.
3. Appropriate community agencies.

~~I. H.~~ Dissemination procedures for substance abuse policy and procedures.

The Substance Abuse Policy and Procedures shall be distributed on an annual basis to staff, pupils, and parent(s) and/or legal guardian(s) through ~~printed materials~~ **electronic distribution** and on the website. ~~The policy will be mailed to the Middle School and High School pupils prior to the beginning of school in September.~~

~~J. I.~~ Violence, vandalism and substance abuse incident report.

1. Each substance abuse incident will be reported immediately by the respective Building Principal to the Superintendent of Schools.
2. At the end of each school year, the Superintendent of Schools will review and compile all data necessary to properly complete the Violence, Vandalism, and Substance Abuse Incident Report. This report will be reviewed by the Board of Education and then be sent to the county and State authorities.

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Substance Abuse

~~K.~~ J. Legal Compliance

1. The district will comply with all legal requirements such as the Drug Free School Zones Act.
2. The district will provide for compliance with the confidentiality requirements established in federal regulations found at 42CFR Part 2.

K. Pupil Curriculum Standards

1. Randolph Township Schools serving Kindergarten through grade six shall incorporate into its curriculum, at each grade level, alcohol and other drug education, including tobacco and anabolic steroids, appropriate for the pupil's age and maturity, in accordance with Department of Education Chemical Health Guidelines as outlined in the district health curriculum.
2. Randolph Township Schools serving grades seven through twelve shall incorporate into its curriculum, at each grade level, a minimum of ten clock hours per school year of alcohol and other drug education, including tobacco and anabolic steroids. These requirements are outlined in the district health curriculum.

L. Parental Education

Parent(s) and/or legal guardian(s) are provided with substance awareness education programs throughout the school year.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.
N.J.A.C. 6A:16-4.1 et seq.

Adopted: 16 March 2005
Revised: 17 August 2005; 19 July 2006; 14 April 2008

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6112	Reimbursement of Federal and Other Grant Expenditures
6141	Tax Revenues
6150	Tuition Income
6160	Grants from Private Sources
6162	Corporate Sponsorships
6210	Fiscal Planning
6220	Budget Preparation
6230	Budget Hearing
6311	Contracts for Goods or Services Funded by Federal Grants
6320	Purchases Subject to Bid
6340	Multiple Year Contracts
6350	Competitive Contracting
6360	Political Contributions
6362	Contributions to Board Members and Contract Awards
6421	Purchases Budgeted
6422	Budget Transfers
6423	Expenditures for Non-Employee Activities, Meals, and Refreshments
6424	Emergency Contracts
6440	Cooperative Purchasing
6450	Choice of Vendor
6470	Payment of Claims
6471	School District Travel
6472	Tuition Assistance
6480	Purchase of Food Supplies
6510	Payroll Authorization
6520	Payroll Deductions
6620	Petty Cash
6630	Athletic Fund
6640	Cafeteria Fund
6650	Scholarship Fund
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6700	Investments
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6810	Financial Objectives



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<u>Number</u>	<u>Title</u>
6820	Financial Reports
6830	Audit and Comprehensive Annual Financial Report
6831	Withholding or Recovering State Aid
6832	Conditions of Receiving State Aid



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Special Education Medicaid Initiative (SEMI) Program

M

6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements of N.J.A.C. 6A:23A-5.3 pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b), shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) Program by following policies and procedures to maximize participation in the program as set forth in N.J.A.C. 6A:23A-5.3(d) and to comply with all program requirements as set forth in N.J.A.C. 6A:23A-5.3(e).

The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3 in accordance with the procedures as outlined in N.J.A.C. 6A:23A-5.3(b). As part of the annual budget information, the Department of Education shall provide each school district with a projection of available SEMI reimbursement for the budget year, as determined by the State Department of Treasury's third party administrator for SEMI.

Beginning with the 2009-2010 school year, the school district shall recognize as revenue in its annual school district budget no less than ninety percent of the projection provided by the Department of Education. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration that the numbers it used in calculating the projection are more accurate than the projection provided.

The school district shall strive to achieve maximum participation in the SEMI program. "Maximum participation" means obtaining a ninety percent return rate of parental consent forms for all SEMI eligible pupils. Districts shall enter all pupils following their evaluations into the third-party system to identify the district's universe of eligible pupils. This can be done without parental consent.

Districts participating in the SEMI reimbursement program shall comply with program requirements as outlined in N.J.A.C. 6A:23A-5.3(e).

A school district that has less than ninety percent participation of SEMI eligible pupils in the prebudget year or that has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the school district's proposed budget submission. The district's SEMI action plan shall include the components as outlined in N.J.A.C. 6A:23A:5.3(g).



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Special Education Medicaid Initiative (SEMI) Program

Districts that did not achieve ninety percent participation or achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate that they fully implemented their Department of Education approved SEMI action plan, shall be subject to review for the withholding of State aid by the Commissioner pursuant to N.J.S.A. 18A:55-3 in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.

N.J.A.C. 6A:23A-5.3

Adopted: 21 January 2009

Revised: 19 April 2010



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Reimbursement of Federal and Other
Grant Expenditures

M

6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under Titles I, II-A, II-D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006 shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Reimbursement requests shall be made for individual titles and awards and only one reimbursement request per month may be submitted for an individual title or award. Reimbursement requests may only be for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is made.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures by the last calendar day of the month in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with approved grant applications.

The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award or \$50,000 for IDEA, Perkins, and NCLB (per title); whichever is less.



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Reimbursement of Federal and Other
Grant Expenditures

A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the applicable Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local, and Indian Tribal Governments;" A-122, "Cost Principles for Non-Profit Organizations;" and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended according to the requirements of the CMIA.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – July 2008

Adopted:



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Tax Revenues

6141 TAX REVENUES

The Board of Education believes that the interests of district taxpayers as well as the interests of the educational program are best served by the orderly, planned transfer of tax revenues to the school district as such funds are required to pay the debts of the district.

The Board Secretary shall request the Municipal Treasurer to transfer tax revenues in anticipation of district expenditures in accordance with law and an annual schedule of transfer approved annually by this Board of Education.

N.J.S.A. 18A:17-34

N.J.S.A. 54:4-75

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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Tuition Income

6150 TUITION INCOME

The Board of Education will charge and assess tuition for pupils attending this school district that are not entitled to receive a free public education in this district or from a pupil's sending district for the pupil attending this school district as provided for by State statute.

A receiving public school district Board and a sending public school district Board will establish a written contractual agreement for the ensuing school year with a tentative tuition charge multiplied by the estimated average daily enrollment in accordance with N.J.A.C. 6A:23A-17.1(f). The sending district is required in the contractual agreement to pay ten percent of the tentative tuition charge no later than the first of each month from September through June of the contract year. Adjustments will be made in accordance with N.J.A.C. 6A:23A-17.1(f).

The Board will, with the consent of the Board upon such terms, admit nonresident pupils on a tuition basis pursuant to N.J.S.A. 18A:38-3.

The Board Secretary shall be responsible for the assessment and collection of tuition.

The Executive County Superintendent in the county in which the receiving district is located should be consulted to mediate disputes that arise from tuition matters as defined in N.J.A.C. 6A:23A-17.1(f)5.

N.J.S.A. 18A:38-3; 18A:38-19; 18A:46-21
N.J.A.C. 6A:23A-17.1; N.J.A.C. 6A:14-7.8

Adopted:



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Grants from Private Sources

6160 GRANTS FROM PRIVATE SOURCES

The Board of Education encourages the development of proposals to private foundations and other sources of financial aid to subsidize such activities as innovative projects, feasibility studies, long-range planning, and research and development. Any such activity must:

1. Be based on a specific set of project objectives that relate to the established goals of the district;
2. Provide measures for evaluating whether or not project objectives are being achieved; and
3. Conform to applicable state and federal laws and to Board policies.

All grant proposals must be approved by the Board before being submitted to the funding agency. The Superintendent shall establish regulations for the processing of proposal ideas throughout the district.

Adopted:



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Corporate Sponsorships

6162 CORPORATE SPONSORSHIPS

The Randolph Board of Education desires to provide optimal financial support for the essential needs of its schools. To that end, the Randolph Board of Education recognizes that support can take shape in many forms. Booster clubs are an example of an organization that can support the schools. Grants, gifts and donations are another means of support.

The Randolph Board of Education recognizes that school-business relationships based on sound principles and community input can contribute to high quality education. Positive school-business relationships should be ethical and structured in accordance with the following:

1. Corporate involvement must support the goals and objectives of the district and its schools.
2. Programs of corporate involvement must be structured to meet identified educational needs and must be evaluated for educational effectiveness by the school district.
3. The school district should hold sponsored and donated material to the same standards used for the selection and purchase of all school materials.
4. Corporate involvement programs shall not limit the discretion of schools and teachers to the use of sponsored materials.
5. Sponsor recognition and/or corporate logos may be posted on school property but shall be limited to the identification of the sponsor and shall not contain other advertisement. All such logo and/or name placements will be approved with specific time frames and compensation outlined and approved through a recommendation by the Superintendent and approved by the Board of Education.
6. In the event there are competing proposals, the Board's Finance/Facilities & Transportation Committee will make a recommendation of action to the Board.
7. Public signs indicating the district's appreciation of an enterprise's support for education shall be permitted.
8. Posting of signs or logos shall not constitute an endorsement of the product or service of a company.
9. All public-private sector partnerships entered into by the school district shall be age appropriate, in the best interest of students and consistent with the educational mission of the school.



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Corporate Sponsorships

10. No pupil or staff member will be required to participate in surveys and/or focus groups as a condition of sponsorship.
11. If the economic partnership exceeds \$10,000 to the school district, the partnership shall be set forth in a written agreement, signed and approved by the Superintendent of Schools or designee. The Superintendent of Schools, or designee, shall present the partnership to the Board of Education at a public meeting for community input.
12. All public-private sector partnerships shall be consistent with all labor contracts, competitive bid requirements and all applicable federal and State laws and district policy, rules and procedures.
13. Corporate sponsorship/recognition shall be reviewed on an annual basis by the Finance/Facility & Transportation Committee and they will make a recommendation to the Board.
14. All privacy policies and laws shall be strictly implemented.
15. All donated items shall become property of the Board of Education.
16. No public-private sector partnership shall provide direct personal financial gain to district employees, pupils, parent(s) or legal guardian(s), school Board members, or any of their immediate family.

Corporate sponsorships, in various forms, can be a means of support for school programs that also help alleviate expense to community members. It is essential that any and all such donations are accepted from organizations that do not conflict with the educational goals of the district. It is equally important that this policy be administered with the intention of fully protecting against the exploitation of the pupil and staff.

Adopted: 16 March 2005



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Fiscal Planning

6210 FISCAL PLANNING

The Business Administrator shall collect, assemble and report to the Board as appropriate the information necessary for the fiscal management of the school district and to plan for the financial needs of the educational program.

Accordingly, the Board directs the Superintendent or designee, to prepare a long range plan for the maintenance and replacement of facilities and equipment, to forecast an estimated expenditure budget, to maintain a plan of anticipated state and federal revenues, and to report to the Board financial forecasts that emerge from the district's fiscal planning as appropriate for the Boards policy making responsibility.

Adopted: 20 November 2007



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RANDOLPH BOARD OF EDUCATION

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Budget Preparation
M

6220 BUDGET PREPARATION

The annual budget is the financial plan for the effectuation of the educational plan for the district; its preparation is, therefore, one of the most important functions performed by the Board of Education. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district.

A proposed budget requires the critical analysis of every member of the Board during its preparation. The administration shall work with the Board to ensure Board members have a thorough understanding of the budget appropriations, budget revenue, the proposed educational program and the budget's impact to the local tax levy. The Board shall also provide for community input during the budget development process.

The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F et seq. and N.J.A.C. 6A:23A-8.1 et seq. The Board will obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with the provisions of N.J.A.C. 6A:23A-8.4.

The Board will submit its proposed budget and supporting documentation as prescribed by the Commissioner to the Executive County Superintendent for approval.

The budget will be presented to the Board of Education to allow adequate time for review and adoption. The budget should evolve primarily from the needs of the individual schools as expressed by the Building Principals and the district educational program as expressed by the central administrative staff and be compatible with approved district plans.

The Board shall include in the budget application to the Executive County Superintendent a complete reporting of revenues and appropriations and other requirements pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:7F-5 through 63.

The Board, upon submission of its budget application to the Executive County Superintendent or by the statutory submission date, whichever is earlier, shall make available upon request for public inspection all budget and supporting documentation contained in the budget application and all other documents listed in N.J.A.C. 6A:23A-8.1 once the budget application has been submitted to the Executive County Superintendent for approval.



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Budget Preparation

The budget as adopted for the school year pursuant to N.J.S.A. 18A:7F-5 shall be provided for public inspection on the district's Internet site, if one exists, and made available in print in a "user-friendly" plain language budget summary format in accordance with the provisions of N.J.A.C. 6A:23A-8.1(c).

All budgetary and accounting systems used in the school district must be in accordance with double entry bookkeeping and Generally Accepted Accounting Principles as required in N.J.A.C. 6A:23A-16.1 et seq.

N.J.S.A. 18A:7F et seq.; 18A:22-7 et seq.
N.J.A.C. 6A:23A-8.1 et seq.; 6A:23A-16.1 et seq.

Adopted: 19 December 2007
Revised:



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RANDOLPH BOARD OF EDUCATION

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Budget Hearing
M

6230 BUDGET HEARING

The annual budget adopted by the Board of Education and approved by the Executive County Superintendent represents the Board's position on the allocation of resources required to operate a thorough and efficient system of education. All reasonable means shall be employed by the Board to present and explain that position to residents and taxpayers of the community. A public budget hearing will be conducted in accordance with law. Each member of the Board and each district administrator shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the public.

N.J.S.A. 18A:7A-51;18A:22-10 et seq.;
18A:22-37 et seq.

Adopted: 14 April 2008



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RANDOLPH BOARD OF EDUCATION

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Contracts for Goods or Services Funded by
Federal Grants

6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Federal Acquisition Regulations (FAR) Subpart 9.4 – Debarment, Suspension, and Ineligibility.

The School Business Administrator/Board Secretary shall be responsible to check the web-based Excluded Parties Lists System (EPLS) maintained by the General Services Administration (GSA). The purpose of the EPLS is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall review the EPLS to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also review the EPLS list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the EPLS list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in FAR Subpart 9.405.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the EPLS list or proposed for disbarment shall be in accordance with the limitations as outlined in FAR Subparts 9.405.1 and 9.405.2.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

Federal Acquisition Regulations (FAR) Subpart 9.4

Adopted:



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RANDOLPH BOARD OF EDUCATION

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Purchases Subject to Bid

6320 PURCHASES SUBJECT TO BID

The Board of Education directs the establishment and conduct of bidding procedures that serve the public interest and provide each qualified vendor an equal opportunity to furnish goods and services to the district.

Every contract for the performance of work or the purchase or lease of materials or supplies not exempted by law will be subject to public bidding whenever the aggregate value of such a contract within one contract year exceeds the bid threshold established by law and in accordance with N.J.S.A. 18A:18A-3.(a). Whenever possible, purchases will be aggregated; purchases may not intentionally be divided to avoid the requirements for competitive bidding as required in N.J.S.A. 18A:18A-8. The purchase of textbooks and materials that exceed the bid threshold and are approved by the Board pursuant to N.J.S.A. 18A:34-1 shall not require the further adoption of a resolution for purchase.

Bid specifications will be prepared and/or are coordinated by the Superintendent or School Business Administrator/Board Secretary. Each bid specification will offer a common standard of competition and will assert the Board's right to accept reasonable equivalents and to reject all bids and readvertise. The Superintendent or School Business Administrator/Board Secretary is authorized to advertise for bids in accordance with N.J.S.A. 18A:18A-21 without the prior approval of the Board, but shall inform the Board of any such advertisement at the Board meeting next following. Records of advertisements will be kept in detail sufficient to show that a reasonable number of qualified vendors were invited to bid.

Bids shall be opened publicly by the Superintendent or School Business Administrator/Board Secretary before one or more witnesses at a previously designated time and place. Contracts will be awarded, on a resolution duly adopted by the Board, to the lowest responsible bidder who submits the lowest responsible bid, except that the Board may choose to reject all bids, to readvertise, or to purchase under a State contract. The Board may disqualify a bidder who would otherwise be determined to be the lowest responsible bidder in accordance with N.J.S.A. 18A:18A-4. Whenever two or more bids are the lowest bids submitted by responsible bidders, the Board shall determine to which bidder the contract will be awarded.

The bid of a vendor who claims, before bids are opened, a mistake or omission in its preparation will be returned unopened. A bidder who discovers a mistake or omission after bids have been opened may withdraw the erroneous bid provided he or she gives immediate written notice of the mistake or omission and certification, supported by clear evidence, that he or she exercised reasonable care in the examination of the specifications and preparation of the bid.



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RANDOLPH BOARD OF EDUCATION

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Purchases Subject to Bid

In accordance with the provisions of N.J.A.C. 6A:23A-5.4, pursuant to the authority granted the Commissioner of Education under N.J.S.A. 18A:55-2 and N.J.S.A. 18A:7F-60, the Commissioner shall subject to review for the withholding of State funds any school district that fails to obey the provisions of the Public Contract law, N.J.S.A. 18A:18A-1 et seq. The amount of funds to be withheld shall equal the amount of the contract awarded in violation of the provisions of N.J.S.A. 18A:18A-1 et seq. except for violations related to the award of contracts under the extraordinary unspecifiable services (EUS) provision which shall be governed by the provisions of N.J.S.A. 18A:18A-46.1.

N.J.S.A. 18A:18A-1 et seq.
N.J.A.C. 6A:23A-5.4; 6A:27-9.1 et seq.

Adopted: 20 November 2007
Revised:



POLICY

RANDOLPH BOARD OF EDUCATION

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Multiple Year Contracts

6340 MULTIPLE YEAR CONTRACTS

The Board of Education may enter a multiple year contract for goods and services permitted by law whenever the extended contract will serve the needs of the district and yield greater return for the expenditure.

The School Business Administrator or designee is directed to investigate the advantage to the district of multiple year contracts. Investigation should include, but need not be limited to, a comparison of the costs of multiple year and single year contracts, an analysis of trends in the costs and availability of the goods or services to be provided, the projected needs of the district, and an inquiry into the reliability and stability of the vendor.

Except for those contracts exempted from the requirement by law, all multiple year contracts will contain a cancellation clause or a clause conditioning annual extension of the contract on the appropriation of sufficient funds to meet the Board's obligation.

All multiple year contracts must be approved by the Board. When the estimated annual cost of a multiple year contract exceeds the bid threshold established by law and the subject of the contract is not exempt from bidding, the contract shall be advertised in accordance with law and the bidding procedures of this district.

N.J.S.A. 18A:18A-5; 18A:18A-42

Adopted:



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Competitive Contracting

6350 COMPETITIVE CONTRACTING

Competitive contracting may be used in lieu of public bidding for specialized goods or services that exceed the bid threshold provided the process is administered by a purchasing agent, by legal counsel of the Board of Education, or by the School Business Administrator and pursuant to N.J.S.A. 18A:18A-4.1. et seq. Competitive contracting may only be used for the purposes provided in N.J.S.A. 18A:18A-4.1. Unless an exception is provided for under N.J.S.A. 18A:18A-42 permitting a longer contract duration, contracts awarded under competitive contracting may be for a term not to exceed five years.

The purchasing agent will prepare a request for proposal documentation, which will include all requirements deemed appropriate and necessary to allow for full and free competition between vendors, information necessary for potential vendors to submit a proposal, and a methodology by which the Board will evaluate and rank proposals received from vendors. The methodology for the awarding of competitive contracts will be based on an evaluation and ranking and will be developed in a way that is intended to meet the specific needs of the district and where such criteria will not unfairly or illegally discriminate against or exclude otherwise capable vendors. The methodology for awarding competitive contracts will comply with such rules and regulations as the Director of the Division of Local Government Services in the Department of Community Affairs may adopt in accordance with N.J.S.A. 18A-4.4.

Request for Proposal documentation will be published in an official newspaper of the Board at least twenty days prior to the date established for the submission of proposals. The Board may charge a fee for the proposal documentation that will not exceed \$50.00 or the cost of reproducing the documentation, whichever is greater.

Each interested vendor will be required to submit a proposal which will include all the information required by the request for proposals. Failure to meet the requirements of the request for proposals may result in the Board disqualifying the vendor from further consideration. Under no circumstances will the provisions of a proposal be subject to negotiation by the Board.

If the Board, at the time of solicitation, utilizes its own employees to provide the goods or perform the services, or both considered for competitive contracting, the Board will, at any time prior to, but no later than the time of solicitation for competitive contracting proposals, notify affected employees of the Board's intention to solicit competitive contracting proposals pursuant to N.J.S.A. 18A:18A-4.5.c. Employees or their representatives will be permitted to submit recommendations and proposals affecting wages, hours, and terms and conditions of employment in such a manner as to meet the goals of the competitive contract. If employees are represented by an organization that has negotiated a contract with the Board, only the bargaining



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Competitive Contracting

unit will be authorized to submit such recommendations or proposals. When requested by such employees, the Board will provide such information regarding budgets and the costs of performing the services by such employees as may be available. Nothing will prevent such employees from making recommendations that may include modifications to existing labor agreements in order to reduce such costs in lieu of award of a competitive contract, and agreements implementing such recommendations may be considered as cause for rejecting all other proposals.

The purchasing agent will evaluate all proposals only in accordance with the methodology described in the request for proposals. After proposals have been evaluated, the purchasing agent will prepare a report evaluating and recommending the award of a contract or contracts. The report will be prepared pursuant to N.J.S.A. 18A:18A-4.5.d. The report will be made available to the public at least 48 hours prior to the awarding of the contract, or when made available to the Board, whichever is sooner. The Board will have the right to reject all proposals for any of the reasons set forth in N.J.S.A. 18A:18A-22.

Award of a contract will be made by resolution of the Board within sixty days of the receipt of the proposals, except that the proposals of any vendors who consent thereto, may, at the request of the Board, be held for consideration for such longer period as may be agreed.

The report prepared pursuant to this Policy and Regulation No. 6350 will become part of the public record and will reflect the final action of the Board. Contracts will be executed pursuant to N.J.S.A. 18A:18A-40.

The Secretary of the Board will publish a notice in the official newspaper of the Board summarizing the award of a contract pursuant to N.J.S.A. 18A:18A-4.5g.

N.J.S.A. 18A:18A-1 et seq.

Adopted:



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RANDOLPH BOARD OF EDUCATION

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Political Contributions
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6360 POLITICAL CONTRIBUTIONS

Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of \$17,500, regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

“Business entity” means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The \$17,500 contract amount is not related to the Board’s bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The \$17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500 in a school district’s fiscal year, a PCD form shall be required.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a “public emergency” that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.



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Political Contributions

PCD forms are required for Board of Education contracts in excess of \$17,500 with a New Jersey Department of Education “Approved In-State Private School for the Disabled.” Chapter 271 also applies to in-State private special education schools, supplemental educational services under NCLB, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than \$17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.

N.J.A.C. 6A:23A-6.3

New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted:



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RANDOLPH BOARD OF EDUCATION

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Contributions to Board Members and Contract Awards

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6362 CONTRIBUTIONS TO BOARD MEMBERS AND CONTRACT AWARDS

As a condition of receiving State aid, the school district shall comply with the provisions of N.J.A.C. 6A:23A-6.3 to ensure the school district maintains honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance, and corruption in its contracting processes and practices.

For the purposes of this Policy, “business” means any corporation, partnership, firm, enterprise, franchise, trust, association, sole proprietorship, union, political organization, or other legal entity but shall not include a local public school district or any other public entity. “Business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other State or foreign jurisdiction. “Interest” means the ownership or control of more than ten percent of the profits or assets of a business entity or ten percent of the stock in the case of a business entity that is a corporation for profit, as appropriate.

In accordance with the provisions of N.J.A.C. 6A:23A-6.3:

1. No Board of Education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one-year period.
2. Contributions reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to any member of the Board of Education from any business entity doing business with the school district are prohibited during the term of a contract.
3. When a business entity referred to in 2. above is a natural person, a contribution by that person’s spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.
4. The disclosure requirement set forth in section 2 of P.L. 2005, c. 271 (N.J.S.A. 19:44A-20.26) also shall apply when the contract is required by law to be publicly advertised for bids.



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Contributions to Board Members and Contract Awards

A Business Entity Disclosure Certification (BED-C) shall be submitted by the business entity for all contracts of \$17,500 or greater in order to facilitate disclosure of contributions to Board members by a business entity. The BED-C shall be reviewed prior to the award of any contract in excess of \$17,500 to ensure the Board of Education's compliance with N.J.A.C. 6A:23A-6.3(a).

The requirements of N.J.A.C. 6A:23A-6.3 shall not apply to a contract when a district emergency requires the immediate delivery of goods or services. With the exception of districts previously subject to the requirements of N.J.A.C. 6A:10-2.1(e), N.J.A.C. 6A:23A-6.3 shall not apply to contributions made prior to its effective date.

N.J.A.C. 6A:23A-6.3

Adopted: 15 October 2008

Revised:



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Purchases Budgeted

6421 PURCHASES BUDGETED

The Board of Education directs the establishment of procedures for the purchase of budgeted goods and services that will make prudent use of district resources and yield the maximum value for the school district. The School Business Administrator shall authorize all purchases that are within a budget line item and are consistent with the purpose for which the funds were appropriated

No purchase order may be placed until the Business office has determined whether the proposed purchase is subject to bid, whether sufficient funds exist in the line item, and whether the goods are available elsewhere in the district.

Whenever the estimated value of a purchase or contract for goods or services other than professional services N.J.S.A. 18A:18A-5(1) and work by employees of the Board N.J.S.A. 18A:18A-5(3) is fifteen percent or more of the bid threshold established in accordance with N.J.S.A. 18A:18A-3 and N.J.S.A. 18A:18A-37 and is not made under a state contract, the purchasing agent shall, whenever practicable, solicit at least two quotations from independent vendors. All quotations received will be attached to and retained with a copy of the voucher used to pay the vendor.

The purchase or contract may be awarded on the basis of the lowest responsible quotation received or to the vendor who submits the quotation most advantageous to the Board on the basis of price and other factors. If it is determined that it is impractical to seek quotations for an extraordinary, unspecifiable service or that the purchase or contract for which quotations were sought should not be awarded on the basis of the lowest quotation received, the reasons for that determination will be set forth in writing and attached to the resulting purchase order or contract.

Supplies commonly used in the various schools will be standardized to the extent that it is educationally feasible to do so. Alternate suggestions will be made to a requisitioner if better service, delivery, economy, or utility can be achieved by a change in the proposed order.

When a purchase order is placed or a contract entered, the Business office shall commit the expenditure against a specific budget line item or project category in order to guard against the creation of liabilities in excess of appropriations.

N.J.S.A. 18A:18A-1 et seq.; 18A:18A-37; 18A:22-8
N.J.A.C. 5:34-2.1; 5:34-2.2

Adopted:



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Budget Transfers
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6422 BUDGET TRANSFERS

Except as otherwise provided pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.1 et seq., whenever the school district desires to transfer amounts among line items and program categories, the transfers shall be by resolution of the Board approved by a two-thirds affirmative vote of the authorized membership of the Board. Each resolution shall indicate the exact amount of the transfers and from the applicable accounts or fund balance.

However, this Board of Education in accordance with the provisions of N.J.S.A. 18A:22-8.1 and this Policy as adopted by the Board, designates the Superintendent of Schools to approve such transfers as are necessary between meetings of the Board. Transfers approved by the Superintendent shall be reported to the Board, ratified and duly recorded in the minutes at a subsequent meeting of the Board, but not less than monthly.

Transfers from line accounts that include waiver amounts approved by the Commissioner and expenditures and/or reallocations directed by the Commissioner are prohibited unless approved in writing by the Executive County Superintendent and in accordance with the provisions of N.J.S.A. 18A:22-8.1. The Board shall submit written requests for transfers including the amount to be transferred, the account(s) to be reduced, the account(s) to be increased, the purpose, and justification. These transfers shall not be requested or made prior to December 1 of the applicable budget year and shall only be approved for an emergent circumstance(s).

Where actual audited undesignated general fund balance at the fiscal year-end exceeds the estimated amount reflected in the school district's originally approved budget that contained an adjustment to the tax levy limitation approved by the Commissioner, any excess amount shall be reserved for the offset of the Commissioner's waiver requests, if any, in the second subsequent year's budget and reflected as such in the CAFR for the budget year.

Whenever the Executive County Superintendent shall, pursuant to N.J.S.A. 18A:7-8, disapprove a portion of the school district's proposed budget because the district has not implemented all potential efficiencies in its administrative operations or because the budget includes excessive non-instructional expenses, the school district shall not transfer funds back into those accounts during the budget year.



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Budget Transfers

Transfers of surplus amounts or any other unbudgeted or underbudgeted revenue to line items and program categories shall require the approval of the Commissioner of Education and shall only be approved between April 1 and June 30 for line items and program categories necessary to achieve the thoroughness standards established pursuant to section 4 of P.L.2007, c.260 (N.J.S.A. 18A:7F-46); except that upon a two-thirds affirmative vote of the authorized membership of the Board, the Board may petition the Commissioner of Education for authority to transfer such revenue prior to April 1 due to an emergent circumstance and the Commissioner may authorize the transfer if he determines that the transfer is necessary to meet such emergency.

Transfers from any general fund appropriation account that, on a cumulative basis, exceed 10% of the amount of the account included in the school district's budget as certified for taxes shall require the approval of the Commissioner of Education. In a school district wherein the Commissioner of Education has directed an in-depth evaluation pursuant to N.J.S.A. 18A:7A-14, the Board shall obtain the written approval of the Executive County Superintendent of Schools prior to implementing any Board authorized transfer of funds.

No transfer may be made under N.J.S.A 18A:22-8.1 from appropriations or surplus accounts for interest and debt redemption charges, capital reserve account or items classified as general fund expenses except to other items so classified, or to the capital projects fund to supplement the proceeds from a bond authorization or lease purchase agreement upon application to and a formal finding by the Commissioner that the transfer is in the best interest of both the pupils and taxpayers of the district after consideration of alternative corrective actions.

N.J.S.A. 18A:22-8.1; 18A:22-8.2

N.J.A.C. 6A:23A-13.1; 6A:23A-13.2; 6A:23A-13.3

Adopted: 20 February 2008

Revised: 19 October 2010



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Expenditures for Non-Employee Activities, Meals
and Refreshments

6423 EXPENDITURES FOR NON-EMPLOYEE ACTIVITIES, MEALS AND REFRESHMENTS

There may be school district activities where expenditures for non-employee activities, meals, and refreshments may occur. Expenditures for non-employee activities, meals, and refreshments for school district activities are allowed provided the expenses are in accordance with the provisions of N.J.A.C. 6A:23A-5.8. For the purposes of this Policy, unless the context clearly indicates otherwise, “activities” means events or functions provided or held for the benefit of pupils, dignitaries, and other “non-district” employees (e.g. parents) which are paid from public funds. “Dignitary” means a notable or prominent public figure; a high level official; or one who holds a position of honor. A dignitary, for purposes of this Policy, is not a school district employee or Board of Education member.

Allowable expenditures for non-employee school district activities shall include:

1. All reasonable costs, including light meals and refreshments, directly related to activities that benefit pupils and are part of the instructional program including expenditures for field trips and extracurricular programs that are not solely for entertainment. Nothing in this Policy or N.J.A.C. 6A:23A-5.8 shall preclude the district from using student activity funds or accepting donations to support pupil activities that are solely for pupil entertainment;
2. All reasonable costs directly related to activities of dignitaries and other “non-district” employees (e.g. parents), including light meals and refreshments and any other directly related expense. Expenditures for this purpose shall be minimal and infrequent;
3. All reasonable costs of commencement and convocation activities for pupils; and
4. Expenditures related to district employees to the extent such employees are essential to the conduct of the activity.

The Board shall, at a minimum, take actions regarding pupil activities as follows:

1. Pre-approve field trip destinations;
2. Establish dollar thresholds for awards to recognize special accomplishments; and



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Expenditures for Non-Employee Activities, Meals
and Refreshments

3. Establish a budget supported by general fund revenues for each category of activity in a non-discriminatory manner (e.g. football, boys soccer, girls soccer, photography club). Student activity funds are excluded.

Pursuant to N.J.S.A. 18A:11-12 and State of New Jersey Department of Treasury, Office of Management and Budget Circular 08-19-OMB and 06-14-OMB, the following costs shall not be permitted using public funding:

1. Receptions, dinners, or other social functions held for or honoring any employee or group of employees of the district (e.g. breakfast, luncheon, dinner, or reception for retirees or award recipients). This does not prohibit the district from honoring employees without a social function or using public funds to support reasonable costs of employee recognition awards (e.g. teacher of the year awards, years of service awards). Use of public funds for reasonable costs of employee awards is a local discretionary expenditure;
2. Meals or refreshments served to guests at any athletic event or other games or contests; and/or
3. Expenses for alcoholic beverages.

The School Business Administrator/Board Secretary and/or designee shall maintain documentation to support activities, meals, and refreshments at district events. The documentation shall include a description of the activity, the purpose/justification of the activity, expressed in terms of the goal(s) or objective(s) of the district, the make-up of the group participating in the activity, and the names and titles of Board members or employees included in the group.

N.J.A.C. 6A:23A-5.8

Adopted:



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Emergency Contracts

6424 EMERGENCY CONTRACTS

Any contract may be negotiated or awarded for a Board of Education without public advertising for bids and bidding notwithstanding that the contract price will exceed the bid threshold when an emergency affecting the health or safety of occupants of school property requires the immediate delivery of goods or the performance of services.

An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service. Emergency contracts may not be used unless the need for the goods or services could not have been reasonably foreseen or the need for such goods or services has arisen notwithstanding a good faith effort on the school district to plan for the purchase of any goods or services required by the school district. Under no circumstance shall emergency purchasing procedures be used to enter into a multi-year contract.

If the School Business Administrator/Board Secretary is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs pursuant to the provisions of N.J.S.A. 18A:18A-7 et seq.

If conditions permit, the School Business Administrator/Board Secretary shall seek quotations from more than one source. If the expenditures are expected to be in excess of the bid threshold, the School Business Administrator/Board Secretary shall attempt to obtain no fewer than three quotations.

As soon as possible, but within three days of declaring the emergency, the Superintendent of Schools shall notify the Executive County Superintendent of the nature of the emergency and the estimated need for goods or services necessary to respond to it.

When emergency conditions have eased, the School Business Administrator/Board Secretary shall utilize the regular purchasing system to obtain estimates from suppliers, vendors, and contractors for materials and/or services that will eliminate the circumstances that created the emergency.

The School Business Administrator/Board Secretary shall prepare and submit a final report to the Board on every occasion an emergency contract is negotiated or awarded in accordance with the provisions of N.J.S.A. 18A:18A-7.

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

N.J.A.C. 5:34-6.1

Adopted:



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Cooperative Purchasing

6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing tends to maximize the value received for each dollar spent. The Administration is encouraged to seek savings that may accrue to this district by means of joint agreements for the purchase of goods or services with the governing body of the municipality or the county within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.

A cooperative pricing system is a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own needs and for the prices to be extended to registered members, and notifies them of the bid prices awarded. The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract.

A joint purchasing system is a cooperative purchasing system in which the lead agency has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.

A cooperative purchasing system is either a joint purchasing or cooperative pricing system.

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services are Boards of Education, the purchase of work, materials or supplies shall be conducted pursuant to the Public Schools Contract Law (N.J.S.A. 18A:18A-11 et seq.)

The School Business Administrator/Board Secretary is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

No cooperative or joint purchase may be entered without Board approval of an agreement that specifies the categories of work, materials and supplies to be purchased; the manner of advertising for bids and the awarding of contracts; the method by which payment will be made by each participating Board of Education, municipality or county, and such other terms deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.



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Cooperative Purchasing

Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the manner as for other expenses of the participant.

The Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties.

Any party to a contract for joint operation of electronic data processing services may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or a county) to any such agreement, the same shall be referred to the County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education and the State Board pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.



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Cooperative Purchasing

In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Education or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.

N.J.S.A. 18A:18A-10 through 14
N.J.S.A. 40A:11-1 et seq.
N.J.A.C. 5:34-7
N.J.A.C. 6A:23-7.4

Adopted: 20 February 2008



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Choice of Vendor

6450 CHOICE OF VENDOR

The Board of Education recognizes its position as a major purchaser of goods and services in the community served by the school district. It is the intention of the Board to purchase goods and services of the requisite quality at the lowest possible cost and to invite widespread competition in order to achieve this end. Where all other considerations are equal, however, the Board will exercise a preference for dealing with established local merchants and service providers from within the boundaries of the school district.

The School Business Administrator or designee is authorized to place purchase orders with local merchants and providers when their prices and terms are competitive with other vendors. Nothing in this policy shall be deemed to circumvent the requirements of law regarding public purchasing.

All vendors shall supply assurances that they do not practice discrimination as described in the administrative code. All vendors shall be informed that harassment of any kind, of district pupils or employees by their representatives is prohibited.

N.J.S.A. 18A:6-8; 18A:12-2; 18A:18A-15(b)

Adopted:



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Payment of Claims
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6470 PAYMENT OF CLAIMS

The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the school district, provided that each bill or obligation of this Board is fully itemized and verified before a warrant is drawn for its payment.

When an invoice is received, the School Business Administrator/Board Secretary or designee shall verify the voucher is properly submitted, acceptable goods were received or satisfactory services rendered, the expenditure is included in the Board's budget and funds are available for its payment, and the amount of the invoice is correct.

The School Business Administrator/Board Secretary shall identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found by the School Business Administrator/Board Secretary that an increase to a purchase order is warranted, the School Business Administrator/Board Secretary shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found an increase is not warranted, the purchase order shall be cancelled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.

The school district's financial systems shall be programmed to:

1. Limit system access so that only appropriate Business office staff may make purchase order adjustments;
2. Reject adjustments in excess of any established approval thresholds;
3. Prevent unauthorized changes to be processed;
4. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order amount plus any authorized adjustments;
5. Reject duplicate purchase order numbers;
6. Reject duplicate invoice numbers; and
7. Prepare an edit/change report listing all payments made in excess of the originally approved purchase order amount.



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Payment of Claims

The School Business Administrator/Board Secretary shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.

If funds are not available in the budget line account to which the expenditure will be charged, funds may be transferred in accordance with Policy No. 6422.

The Board must approve all claims for payment, except, in accordance with N.J.S.A. 18A:19-4.1, the School Business Administrator/Board Secretary and the Superintendent are authorized to approve payment of claims not greater than the bid threshold, interest on bonds as it becomes due, payments to redeem bonds as they become due, progress payments to contractors in accordance with a contract approved by the Board, and warrants to cover approved payrolls and agency account deposits prior to presentation to the Board. Any such approval of payment must be presented to the Board for ratification at the next regular Board meeting.

All claims will be submitted for Board review and approval or ratification. Claims must be submitted to the Board in the form of a list that includes the number, amount, and date of the warrant; the payee; the reason for the expenditure; and the account charged. The list of claims must be accompanied by the original records that include copies of the purchase order, the receiving report, the vendor's invoice, and the purchase requisition. The list of approved warrants will be included in the minutes of the Board meeting.

When a claim for payment is duly approved in accordance with this policy, the School Business Administrator/Board Secretary and/or a designated staff member shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants must be signed by the President, Board Secretary, and Treasurer of School Moneys.

N.J.S.A. 18A:17-36; 18A:19-1 et seq.; 18A:22-8.1
N.J.A.C. 6A:23A-6.10

Adopted: 19 December 2007
Revised:



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RANDOLPH BOARD OF EDUCATION

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School District Travel
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6471 SCHOOL DISTRICT TRAVEL

Board members receive no payment for their services. With Board approval, they may be reimbursed for out-of-pocket expenses incurred on Board business.

Travel and Related Expenses

Travel reimbursement will be paid only upon compliance with the Board's policy provisions and approval requirements. Board members and employees shall only be reimbursed for work-related travel that is directly related to and within the scope of the Board member and employee's current work responsibilities. Board members and employees shall only be reimbursed for travel that:

- A. Promotes the delivery of instruction and is critical to the instructional needs of the school district or furthers the efficient operation of the school district,
- B. Is educationally necessary and fiscally prudent, and
- C. Is directly related to and within the scope of the Board member's current responsibilities, and for school district employees, the school district's professional development plan.

As described in this policy, school district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees to and for the travel event. School district travel expenditures include costs for all required training and all travel authorized in existing school district employee contracts and School Board policies. This includes, but is not limited to, required professional development and other staff training, required training for new School Board members, and attendance at specific conferences authorized in existing employee contracts.

Travel Payments

Travel payments will be paid only upon compliance with the school board's policy provisions and approval requirements. The school board will not ratify or approve payments or reimbursements for travel after completion of the travel event. All Board members and employees shall adhere to the following specifications to be considered for reimbursement:

- A. Reimbursement may not exceed State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letters including but not limited to the types of travel, methods of transportation, mileage allowance, meal allowance, overnight travel and supporting documentation.



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School District Travel

- B. Reimbursement must also be in compliance with OMB Circular A-87 (found at www.whitehouse.gov/omb/circulars_a087_2004). No reimbursement will be issued without submission of written documentation such as receipts, checks and vouchers detailing the amount of each expenditure. Such documentation must be submitted within a timeframe to be established by the board.
- C. Travel expenditures must be in compliance with State travel payment guidelines as established by the Department of the Treasury and with guidelines established by the federal Office of Management and Budget; except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall comply with the applicable restrictions and requirements set forth in the State and federal guidelines including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks or vouchers.
- D. Board members and employees shall provide within one week a brief report that includes, as appropriate, but may not be limited to, a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. This report will be submitted to the Board secretary or other appropriate party designated by the board.
- E. Pursuant to N.J.A.C 6A:23A-5.8 Concerning out-of-state and high-cost travel events, out-of-state travel shall be limited to the fewest number of board members or employees needed to present the content at the conclusion of the event. Lodging may only be provided if the event occurs on two or more consecutive days and where home-to-event commute exceeds 50 miles. Prior written approval of the executive county superintendent may be required when the travel event has a total cost that exceeds \$5,000.

In addition to the requirements above, employee travel, to be reimbursable, must be directly related to the employee's professional development. No district employee shall be reimbursed for travel and related expenses without prior written approval of the chief school administrator and prior approval by a majority of the full voting membership of the board (as set forth below).



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School District Travel

Prior Approval is Required

Board members shall only be reimbursed for travel and related expenses that have received prior approval by a majority of the full voting membership of the board, and is in compliance with N.J.S.A. 18A:12-24 and 24.1 of the School Ethics Act.

- A. Specifically, a board member must recuse himself from voting on travel if the board member, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his objectivity or independence of judgment.
- B. Also, a board member shall not: act in his official capacity in any matter in which he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his independence of judgment in the execution of his official duties.
- C. For employees, a board of education requires that travel occur only upon prior written approval of the chief school administrator and prior approval by a majority of the full voting membership of the board.
- D. For board members, travel may occur only upon prior approval by a majority of the full voting membership of the board and that the travel be in compliance with section 4 of P.L.1991, c.393 (C.18A:12-24) and section 5 of P.L.2001, c.178 (C.18A:12-24.1).

Regular Business Travel Authorization and Approval

Regular business travel, such as NJDOE meetings and association events, is authorized by the board not to exceed \$1,500 per employee, pursuant to N.J.A.C. 6A:23A-7.3(b). Approval by the chief school administrator or designee is required, including justification for the travel. Regular business travel is authorized for regularly scheduled in-state professional development activities for which the registration fee does not exceed \$150 per employee or board member.

School District Travel Advances are Banned

An employee of the school board, a school board member, or organization, shall not receive an amount for travel and travel-related expenses in advance of the travel pursuant to N.J.S.18A:19-1 et seq.



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School District Travel

Annual Maximum Travel Expenditure Amount

The Board shall:

- A. Allot in its annual budget a maximum travel expenditure amount and annually review its policy to assure that it properly reflects the amount budgeted.
- B. Vote to authorize each reimbursement; specifying the way in which it promotes the delivery of instruction or furthers the efficient operation of the school district, within the maximum annual amount.
- C. Annually in the pre-budget year, establish by school board resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year. The school board resolution shall also include the maximum amount established for the pre-budget year and the amount spent to date.
- D. Provide that the maximum school district travel expenditure amount shall include all travel in accordance with this policy supported by local and State funds.

Additional Detailed Accounting Requirements which Demonstrate Compliance

In order to demonstrate compliance with this policy, documentation of all reimbursed travel expenses shall be maintained on file. This record may include receipts, checks and vouchers submitted in connection with any reimbursement. The district shall maintain separate accounting for school district travel expenditures as necessary, to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the board's policy and this section, and shall provide auditable information.

To minimize travel expenditures, school board and staff will take the following steps:

- A. "Retreats" will be held at school district facilities, if available. A retreat is a meeting of school district employees and school board members, held away from the normal work environment, at which organizational goals and objectives are discussed.
- B. A school district shall not bear costs for car rentals, limousine services, and chauffeuring costs to or during the event, as well as costs for employee attendance for coordinating other attendee accommodations at the travel event.



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School District Travel

- C. One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement except in limited circumstances authorized in Department of the Treasury guidelines.
- D. Overnight travel is eligible for a subsistence payment or reimbursement as authorized in Department of the Treasury guidelines, except as otherwise superseded by the following:
1. Per diem payment or reimbursement for lodging and meals will be actual reasonable costs, not to exceed the federal per diem rates as established in the federal register for the current year;
 2. Lodging expenses may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the federal per diem rates. If the hotel at the site of the convention, conference, seminar, or meeting is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;
 3. Receipts are required for hotel expenses. Meal expenses under the federal per diem allowance limits do not require receipts;
 4. In any case in which the total per diem reimbursement is greater than the federal per diem rate, except when the going rate for lodging at the site of the convention or meeting exceeds federal per diem rates, the costs will be considered to be excessive and shall not be paid by school district funds;
 5. School districts shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits; and
 6. Payment or reimbursement is approved for the full cost of an official convention meal that the employee or school board member attends, when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement.
 7. Air and rail tickets shall be purchased via the internet, if possible, using online travel services such as Travelocity, Expedia, Hotwire or Priceline.

Blanket or general pre-approval for travel is not authorized, and will not be permitted by the board. Specifically, approval shall be itemized by event, event total cost, a number of employees and school board members attending the event. However a school board may also approve, at any time prior to the event, travel for multiple months as long as the school board approval, as detailed in school board minutes, itemizes the approval by event, total cost, and number of employees and school board members attending the event.



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School District Travel

Types of Expenditures Not Eligible for Reimbursement

Unnecessary and excessive travel expenditures as listed in N.J.A.C. 6A:23A:7.8 are prohibited. Prohibited types of expenditures include: travel by spouses and other relatives; costs for unnecessary employee attendance (for example employees who merely coordinate other attendees' accommodations at the travel event); charges for laundry, valet service and entertainment; district payment for alcoholic beverages; excessive tipping and gratuities; airfare without documentation of at least three (3) price quotes; and souvenirs. Travel expenses, subsistence expenses and incidental travel expenses shall only be allowable when consistent with N.J.A.C. 6A:23A-7.

Penalties:

The Board by this policy informs its members and staff, that the penalties for violating this policy based on State law include:

- A. By law, any district board of education that violates its established maximum travel expenditure, or that otherwise is not in compliance with the travel limitations set forth in this section may be subject to sanctions by the commissioner as authorized pursuant to N.J.S.A.18A:4-23, and N.J.S.A.18A:4-24, including reduction of State aid in an amount equal to any excess expenditure.
- B. A person who approves any travel in violation of the school district's policy or this section shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.
- C. An employee or member of the board of education who travels in violation of the school district's policy or this section shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.

The Chief School Administrator may develop regulations to implement this policy.

N.J.S.A. 18A:11-12 et seq.
N.J.A.C. 6A:23A-5.9; 6A:23A-7 et seq.

Adopted: 19 September 2007
Revised: 17 August 2010



POLICY

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Tuition Assistance

6472 TUITION ASSISTANCE

The Board of Education recognizes the importance of advanced educational experience, coursework, and degrees for employees. The Board of Education may provide tuition assistance to an employee in accordance with contract provisions in a collective bargaining agreement, an individual employment contract, or as per any other employment agreement or contract approved by the Board.

In accordance with the provisions of N.J.S.A. 18A:6-8.5, in order for the Board of Education to provide tuition assistance to an employee for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education, the institution shall be a duly authorized institution of higher education as defined in Section 3 of P.L.1986, c.87 (C.18A:3-15.3).

The employee shall be required to obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought. In the event the Superintendent denies the approval, the employee may appeal the denial to the Board of Education. In the case of tuition assistance for the Superintendent of Schools, the approval shall be obtained from the Board of Education.

In accordance with the provisions of N.J.S.A. 18A:6-8.5.c., tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

Nothing in N.J.S.A. 18A:6-8.5 shall be construed to limit the authority of the Board to establish more stringent requirements for the provision of tuition assistance or additional compensation. The provisions of this Policy and N.J.S.A. 18A:6-8.5 shall not be deemed to impair an obligation set forth in a collective negotiations agreement or an individual contract of employment in effect on May 6, 2010.

N.J.S.A. 18A:6-8.5

Adopted:



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Purchase of Food Supplies
M

6480 PURCHASE OF FOOD SUPPLIES

The Board of Education authorizes the purchase of certain food supplies without resort to advertising for bids.

For the purpose of this policy, "food supplies" means only those supplies that are to be eaten or drunk and those substances that may enter into the composition of a food in the operation of a school cafeteria or in a home economics class.

The Director of Food Services may purchase all food supplies with or without advertising for bids in accordance with N.J.A.C. 6A:23-2.6(c), except the following food supplies which will be purchased in accordance with N.J.S.A. 18A:18A-4 et seq. and N.J.S.A. 18A:18A-6:

Ice Cream	Milk
Bread	Paper Products

The Director of Food Services shall obtain price quotations for food supplies purchased without advertising for bids in accordance with N.J.A.C. 6A:23-2.6 et seq. Uniform specifications setting standards of quality shall be given to each interested vendor. Opportunity shall be provided to as many responsible suppliers as possible to do business with the district. Lists of potential suppliers for various types of foods shall be maintained, and quotations shall be solicited in accordance with N.J.S.A. 18A:18A-4 et seq. Food purchases up to \$250 in any one month may be made without solicitation of quotations provided that the purchaser files a statement indicating the reason why quotations could not be obtained.

Food shall be purchased from the vendor who submits the lowest quotation, except that food may be purchased from another vendor when the Director of Food Services has reason to justify the purchase at a higher price. Any such justification, together with all quotations received, shall be kept in permanent record form, attached to the purchase order and available to school officials, the Board, and the State Department of Education for a minimum of three years following the purchase. The Board shall offer a hearing to any unsuccessful vendor whose quotation for food supplies was lower than the quotation accepted.

N.J.S.A. 18A:18A-4 et seq.; 18A:18A-5a.(6); 18A:18A-6
N.J.A.C. 6A:23-2.6

Adopted:



POLICY

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Payroll Authorization
M

6510 PAYROLL AUTHORIZATION

The most substantial allocation of public funds for the operation of the school district is that made to the employees of the Board of Education for their services. Compensation will be tendered only to persons duly employed by this Board and only for services rendered.

Each Board resolution to employ or reemploy a person will include the person's name, position, and tenure status; the salary or rate of pay the person is to receive, the method of payment, the wage guide from which wages are derived, and the budget category to which the wages are to be charged; the period of time for which employment is authorized; and the school, grade, class or special assignment, as appropriate.

No person may be assigned duties as a substitute employee whose employment has not been approved by the Board. The list to be approved by the Board will include the names of recommended substitutes, the duties to which each may be assigned, and the rate of pay. Substitute authorization will ordinarily be valid for one school year.

The minutes of Board meetings will record personnel actions of the Board, to include, but not be limited to, the appointment, promotion, resignation, retirement, death, discharge, compensation, or leave of absence for each employee. The minutes will also include effective dates for personnel action.

Certain categories of staff members designated by the Superintendent of Schools, shall be required to use a time clock or sign in and out of work daily in order to verify days and hours worked. The service of extra-duty personnel must be certified by the appropriate supervisor before payment can be made.

The School Business Administrator/Board Secretary is authorized to withhold salary or wages for services not rendered, in accordance with Board policy.

Staff members shall be paid in accordance with the provisions in their collective bargaining agreement and/or in accordance with a schedule provided to all employees prior to the beginning of the contract or school year.

In accordance with N.J.A.C. 6A:23A-5.7, beginning with the 2008-2009 school year, at least once every three years, between the months of September through May, the Superintendent of Schools shall require each district employee to report to a central location(s) and produce picture identification and sign for release of his or her paycheck or direct deposit voucher. The accepted picture identification shall be in the form of a district-issued identification card, valid drivers' license, official passport, or other picture identification issued by a State, county, or other local government agency.



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Payroll Authorization

The Superintendent of Schools shall designate an appropriately qualified staff member to match the picture identification to the position control roster maintained by the office of personnel or human resources prior to release of the pay check or direct deposit voucher. If the district elects to conduct this payroll verification prior to the district's required implementation of the position control roster pursuant to N.J.A.C. 6A:23A-6.8, the district may use similar and suitable office of personnel or human resources generated listing of employees. Where no appropriate identification can be produced, the School Business Administrator/Board Secretary shall withhold paychecks or stop direct deposits until such time the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded, as appropriate to the circumstances.

Upon completion of the payroll check distribution verification procedures set forth in this Policy and N.J.A.C. 6A:23A-5.7, the Superintendent of Schools shall submit a certification of compliance, in a form prescribed by the Department of Education, to the Executive County Superintendent. Verification of the district's compliance with the provisions of N.J.A.C. 6A:23A-5.7 will be required as part of the annual audit.

The payroll journal will be certified by the Board Secretary, the President of the Board, and approved by the Superintendent.

N.J.S.A. 18A:17-35; 18A:19-9 et seq.
N.J.A.C. 6A:23A-5.7

Adopted: 19 December 2007
Revised:



POLICY

RANDOLPH BOARD OF EDUCATION

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Payroll Deductions

6520 PAYROLL DEDUCTIONS

The Board of Education shall, in accordance with law or employee authorization, make deductions from an employee's paycheck and remit the amounts deducted to the agent designated by the employee.

Deductions will routinely be made as required for federal income tax, social security and medicare; New Jersey income tax, unemployment assistance, and other miscellaneous taxes; and by the New Jersey Division of Pensions.

Deductions may also be made, provided they have been duly authorized by the employee in writing, for contributions on the employee's behalf for:

1. The payment of premiums for group life, accidental death or dismemberment, hospitalization, medical, surgical, major medical, health and accident, and legal insurance plans, N.J.S.A. 18A:16-13;
2. Tax sheltered annuities or custodial accounts, N.J.S.A. 18A:66-127;
3. Payments to a credit union, N.J.S.A. 40A:19-17;
4. An approved charitable fund raising campaign, N.J.S.A. 52:14-15.9c;
5. Bona fide organizational dues, N.J.S.A. 52:14-15.9e: and
6. Other deductions as per collective bargaining agreements.

Contributions shall be made as soon as is reasonably possible after the funds have been deducted from an employee's salary. No contribution shall be made on behalf of an employee until the amount contributed has been deducted from the employee's salary.

N.J.S.A. 18A:16-9; 18A:66-19; 18A:66-30; 18A:66-78;
18A:66-128

N.J.S.A. 43:3C-9

N.J.S.A. 52:14-15.9; 52:18A-107 et seq.

N.J.S.A. 54:8A-9

N.J.A.C. 6A:23-2.8; 6A:23-2.10

Adopted: 11 March 2009



POLICY

RANDOLPH BOARD OF EDUCATION

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Petty Cash
M

6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

Account Title	Custodian(s)	Amount	Maximum Single Expenditure
Board Office	Operations Manager - Business	\$ 200.00	\$ 50.00
Center Grove School	Principal	\$ 100.00	\$ 50.00
Randolph Community School	Operations Manager – Superintendent	\$1,000.00	\$ 50.00
Consumer Science - Randolph High School	Principal	\$ 200.00	\$ 50.00
Consumer Science - Randolph Middle School	Principal	\$ 200.00	\$ 50.00
Facilities	Facilities Director	\$ 50.00	\$ 50.00
Food Services	Food Service Director	\$ 500.00	\$ 50.00
Fernbrook School	Principal	\$ 100.00	\$ 50.00
High School	Principal	\$ 200.00	\$ 50.00
Ironia School	Principal	\$ 100.00	\$ 50.00
Kinder Kids	Operations Manager – Superintendent	\$ 200.00	\$ 50.00
Middle School	Principal	\$ 200.00	\$ 50.00
Shongum School	Principal	\$ 100.00	\$ 50.00
Special Services	Operations Manager - Curriculum	\$ 200.00	\$ 50.00
Transportation	Transportation Director	\$ 200.00	\$ 50.00



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RANDOLPH BOARD OF EDUCATION

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Petty Cash

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Business Administrator a request for replenishment when the monies available in the fund have declined to twenty (20) percent or less of the authorized amount of the fund. The Business Administrator shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund monthly.

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 6A:23-2.9 et seq.

Adopted: 23 January 2008



POLICY

RANDOLPH BOARD OF EDUCATION

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Athletic Fund

6630 ATHLETIC FUND

The Board of Education directs the establishment of an athletic fund for the financial administration of the interscholastic athletic program. Moneys may be collected from and disbursed for only the interscholastic athletic program duly approved by the Board of Education.

The Board may facilitate the interscholastic athletic program by providing sufficient funds to overcome any deficit existing in the athletic fund at the conclusion of the school year.

The High School Principal or designee shall be responsible for the administration of the athletic fund. The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will include income and expenses separately for each approved athletic program.

All gate receipts must be turned in to the Principal or designee within twenty four (24) hours of collection and must be deposited by the next business day after they are received.

All payments for supplies, equipment, and services for the interscholastic athletic program will be made in accordance with established purchasing procedures of the district including fees for referees, ticket takers, and security personnel. Purchase orders for goods and services purchased through the athletic fund will be approved by the Principal or designee. Disbursements from the athletic fund will be made by check and approved by the Principal or designee.

Payment to the district employees will be made by payroll check upon receipt of a signed voucher with all appropriate documentation. Non-district employees will be paid through the athletic fund by check upon receipt of a signed voucher with all appropriate documentation. The athletic fund will issue annual IRS statements in accordance with IRS regulations.

N.J.S.A. 18A:19-14; 18A:23-2

Adopted: 15 October 2008



POLICY

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Cafeteria Fund

6640 CAFETERIA FUND

The Board of Education directs that all moneys derived from the operation, maintenance, or sponsorship of the food service facilities of this district be deposited in the Randolph Township Food Services Program Account, a special checking account, and shall be administered by the Director of Food Services and/or Board Secretary in the same manner as are other moneys belonging to the district. All food service purchases will be in accordance with district purchasing procedures.

Cafeteria funds shall be expended in such manner as may be approved by the Board, but no amount shall be transferred from the Randolph Township Food Services Program Account to any other account or fund of this district, except as authorized by the Board.

The Director of Food Services and/or Board Secretary is authorized to disburse funds from the Randolph Township Food Services Program Account in accordance with law.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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Scholarship Fund

6650 SCHOLARSHIP FUND

In order to administer special funds bequeathed to this district for scholarship purposes, the Board of Education requires each such fund to be deposited in a separate interest bearing bank account carrying the name of the fund.

The Board Secretary/Assistant School Business Administrator is authorized to obtain interest for each scholarship fund at the fixed bank rate on such terms as may seem to him/her advisable and to make, execute, and deliver all instruments of assignment and transfer.

Disbursements from a scholarship fund shall be made by the Director of Guidance in accordance with a schedule having the prior approval of the Board.

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

Adopted:



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RANDOLPH BOARD OF EDUCATION

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Student Activity Fund
M

6660 STUDENT ACTIVITY FUND

The Board of Education authorizes the establishment of a student activity account for funds derived from events and activities of pupil organizations and to account for the accumulation of money to pay for pupil group activities. The Board of Education may establish individual student activity accounts within a student activity account by Board resolution.

Student activity funds are maintained under the jurisdiction of the Board of Education and are under the supervision of the School Business Administrator/Board Secretary.

In accordance with the provisions of N.J.A.C. 6A:23A-16.12(a), the School Business Administrator/Board Secretary designates the school Principal to administer the student activity account in each school building.

Funds collected for a student activity shall be turned into the Principal or designee and deposited in the bank within twenty-four hours or the next school day after collection. Student activity funds shall be maintained in a secured and locked location prior to being deposited in the bank.

The student activity funds shall be maintained in an interest-bearing bank account separate from all other Board of Education funds and shall be classified by school in the event only a single student activity account is established for all schools in the district. The interest earned shall be disbursed to each individual student activity fund in proportion to the balances on deposit for each activity.

All student activity fund receipts shall be detailed and recorded by the individual student activity showing the date, source, purpose, and amount. The administrator of the student activity account shall provide a written receipt to the individual student activity advisor or coordinator when any student activity funds are turned in for deposit. A copy of these written receipts shall be maintained by the administrator of the student activity account and shall be traceable to the actual receipts or groups of receipts. All bank deposits shall agree with the copies of the written receipts for all deposits.

All requests for disbursements from the student activity account shall be submitted to the school's administrator of the student activity account and must be supported by a claim, bill, invoice, or written order. All disbursements from the student activity account shall be recorded chronologically by school and individual student activity showing date, vendor, check number, purpose, and amount. All disbursements shall be made by check requiring at least two signatures as authorized and approved by Board of Education resolution.



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RANDOLPH BOARD OF EDUCATION

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Student Activity Fund

The student activity account shall be reconciled with the student activity bank account on a monthly basis and if the School Business Administrator designated an administrator of a student activity account, a copy of the reconciliation shall be submitted to the School Business Administrator/Board Secretary for review and approval. The bank account reconciliation shall be completed in accordance with the procedures and requirements established by the School Business Administrator/Board Secretary. Copies of canceled checks, bank statements, and bank account reconciliations shall be retained for examination by the licensed public school accountant as part of the annual audit required under N.J.S.A. 18A:23-1 et seq. and stated in N.J.A.C. 6A:23A-16.2(i).

Borrowing funds from any student activity account is prohibited. In addition, the Board of Education shall not be responsible for the protection of and the accounting for funds collected by any teacher or pupil for an outside school organization. In addition, the Board of Education shall not approve such funds for deposit in a student activity account.

Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated shall revert to the school's activity accounts in the same manner as interest earned on the bank account is disbursed.

N.J.S.A. 18A:19-14; 18A:23-2
N.J.A.C. 6A:23A-16.12

Formerly Policy 660 Policy on Money in School Buildings Student Activity Fund
Adopted: 19 April 2004

Adopted: 23 January 2008
Revised: 18 February 2009
Revised:



POLICY

RANDOLPH BOARD OF EDUCATION

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Investments

6700 INVESTMENTS

The Board of Education directs the prompt investment at interest of any unencumbered funds available for the discretionary use of the Board. Such funds may be invested in bonds or other obligations of the United States; bonds of those federal agencies in which such investment is permitted by law; the New Jersey Cash Management Fund; bonds or obligations of a county, municipality, or school district; and public depositories located within the boundaries of the State of New Jersey that secure public funds in accordance with statute.

The Treasurer of School Monies is authorized to invest district funds in accordance with this policy.

Any interest earned on the investment of district funds will be combined with general district revenues.

The Treasurer shall report to the Board each month the cash in all accounts on deposit and all investment assets. The Board Secretary shall report to the Board each month the amount of funds in investments, investment interest earned, and all investment transactions.

N.J.S.A. 17:9-41 et seq.; 17:12B-241

N.J.S.A. 18A:17-34; 18A:17-36; 18A:20-37; 18A:24-47

N.J.S.A. 40:3-7

N.J.S.A. 40A:5-14; 40A:5-15.1

Adopted: 19 December 2007



POLICY

RANDOLPH BOARD OF EDUCATION

FINANCES
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Reserve Accounts

6740 RESERVE ACCOUNTS

The Board of Education or Board of School Estimate, as appropriate, may at any time establish by Board resolution a capital reserve account, pursuant to N.J.S.A. 18A:21-2 and 3, and 18A:7G-31.

Funds in the capital reserve account shall not be used for current expenses, pursuant to N.J.S.A. 18A:22-8.2, and shall only be used for purposes as outlined in N.J.A.C. 6A:23A-14.1(b). The Board of Education may increase the balance in the capital reserve account by appropriating funds in the annual general fund budget certified for taxes to meet the needs of the Long-Range Facilities Plan (LRFP) that are not met by State support. The balance in the account may also be increased by requesting approval from the Executive County Superintendent, as the Commissioner's designee, to appropriate any excess unreserved general fund balance as calculated in the supporting documentation of the proposed budget into capital reserve in the proposed budget pursuant to N.J.S.A. 18A:7F-7b only when the Board of Education has formally established a capital reserve account and obtained an approved LRFP in accordance with N.J.A.C. 6A:26-2. The Board of Education, at its option, may satisfy the withdrawal approval requirements set forth in N.J.A.C. 6A:23A-14.1(h) in accordance with the procedures as outlined in N.J.A.C. 6A:23A-14.1(d).

The Board of Education may request express approval of the voters for appropriation of additional amounts into the capital reserve in accordance with the procedures as outlined in N.J.A.C. 6A:23A-14.1(e). The Board of Education shall not deposit into a capital reserve account audited excess undesignated, unreserved general fund balance. The Board of Education shall reserve and designate such funds in the subsequent year's budget pursuant to N.J.A.C. 6A:23A-8.5(b). The Board of Education shall maintain an amount of funds in the capital reserve account that does not exceed the amount needed to implement capital projects in a school district's LRFP that are not met by State support.

The Board of Education may withdraw funds from the capital reserve account at any time in accordance with the provisions of N.J.A.C. 6A:23A-14.1(h). However, the Board of Education or Board of School Estimate, as appropriate, may at any time, apply to the Commissioner for approval to withdraw funds from its capital reserve account for uses authorized in N.J.A.C. 6A:23A-14.1(b). The Board of Education or Board of School Estimate, as appropriate, may make a withdrawal pursuant to N.J.A.C. 6A:23A-14.1(i) only upon receipt of written approval of the Commissioner and the Board of Education shall establish to the satisfaction of the Commissioner that an emergent condition exists necessitating an immediate withdrawal of capital reserve account funds.



POLICY

RANDOLPH BOARD OF EDUCATION

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Reserve Accounts

The Board of Education shall administer and account for the capital reserve account in accordance with the requirements of N.J.A.C. 6A:23A-14.1(j). Funds in capital reserve accounts in existence prior to July 18, 2000 are subject to the Educational Facilities Construction and Financing Act (EFCFA), P.L. 2000, c. 72, and N.J.A.C. 6A:23A-14, and the Board of Education shall only use such funds for the original purpose for which the funds were deposited and as outlined in N.J.A.C. 6A:23A-14.1(k)1. and (k)2.

The Board of Education shall establish, by resolution, a maintenance reserve account in accordance with the provisions of N.J.A.C. 6A:23A-14.2 to be used to implement required maintenance of the school district's facilities. The Board of Education is prohibited from using such funds for routine or capital maintenance and the account shall be established and maintained in accordance with Generally Accepted Accounting Principles (GAAP) and shall be subject to annual audit pursuant to N.J.S.A. 18A:23-1 et seq. The balance in the maintenance reserve account may be increased by appropriating funds in the annual general fund budget certified for taxes. Funds may be withdrawn from the maintenance reserve account and appropriated into the required maintenance account lines at budget time or any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4 in accordance with the provisions of N.J.A.C. 6A:23A-14.2(d). In any year that maintenance reserve account funds are withdrawn, the Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

The Board of Education shall, by resolution, transfer to the general fund on an annual basis any interest earned on the investments in the maintenance reserve account. Such interest may be transferred on a more frequent basis at the discretion of the Board of Education. The Board of Education shall ensure the maintenance reserve account balance does not, at any time, exceed four percent of the replacement cost of the school district's school facilities for the current year. If the account exceeds this maximum amount at June 30, the Board of Education shall reserve and designate such excess in the subsequent year's budget.

The Board of Education or Board of School Estimate, as appropriate, may supplement a capital reserve account in accordance with requirements as outlined in N.J.A.C. 6A:23A-14.3. The Board of Education or a Board of School Estimate, as appropriate, may through the adoption of a Board resolution, establish a current expense emergency reserve account, a debt service reserve account, and a tuition adjustment reserve account in accordance with requirements as outlined in N.J.A.C. 6A:23A-14.4.



POLICY

RANDOLPH BOARD OF EDUCATION

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Reserve Accounts

All reserve accounts shall be recorded in accordance with GAAP and subject to annual audit. Any capital gains or interest earned shall become part of the reserve account. A separate bank account is not required; however, a separate identity for each reserve account shall be maintained.

N.J.S.A. 18A:7G-31; 18A:21-2

N.J.A.C. 6A:23A-14.1; 6A:23A-14.2; 6A:23A-14.3; 6A:23A-14.4; 6A:23A-14.5

Adopted:



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6810 FINANCIAL OBJECTIVES

The Board of Education recognizes its responsibility to the taxpayers of the district and the State to expend public moneys wisely and prudently for the maintenance of a thorough and efficient system of public education and to institute appropriate controls and accounting procedures.

The Board shall use accounting and reporting directives as prepared, published and distributed by the Commissioner of Education in addition to any books, materials or bulletins, for the guidance of school officials in establishing and maintaining the double entry bookkeeping and accounting system mandated in N.J.A.C. 6A:23-2.1.

The Board shall develop a system of accounting and reporting objectives that make it possible to present fairly and with full disclosure the funds and activities of the district and to determine and demonstrate compliance with finance-related legal and contractual matters. The Board shall develop an accounting system that is organized and operated on a fund basis and shall report governmental, proprietary and fiduciary funds in the fund financial statements to the extent they have activities that meet the criteria for using those funds. The Board shall establish and maintain those funds required by law and sound financial administration (only the minimum number of funds consistent with legal and operating requirements should be established) and use the modified accrual or accrual basis of accounting as appropriate in measuring financial position and operating results in accordance with GAAP and regulatory provisions. Transfers shall be recognized in the accounting period in which the interfund receivable and payable arise.

The Board shall adopt an annual budget and include the adopted annual budget in the minutes of the Board. A detailed budget statement, which includes the classification of expenditures by program and function shall be prepared on a fund basis in accordance with N.J.S.A. 18A:22-8 and on a form prescribed by the Commissioner. A detailed budget shall be prepared for each special project, capital project, and Federal or State grant. This budget shall be maintained, along with all authorized revisions, on file in the district Board of Education or Charter School Board of Trustees business office. The Board shall take appropriate action, as necessary, to maintain a balanced budget.

The Board shall ensure the accounting system provides the basis for appropriate budgetary control, and that budgetary comparison schedules are included in the appropriate financial statements and schedules for governmental funds in accordance with GAAP.

The Board shall use a common terminology and classification consistently throughout the budget, the accounts, and the financial reports of each fund, and shall adopt a chart of accounts prepared in conformity with N.J.A.C. 6A:23-2.2(g)1.

N.J.S.A. 18A:4-14; 18A:4-14.1; 18A:18A-1 et seq.; 18A:19-1 et seq.; 18A:22-7 et seq.
N.J.A.C. 6A:23-2.2 et seq.

Adopted: 21 September 2010



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6820 FINANCIAL REPORTS

The Board of Education directs the School Business Administrator/Board Secretary and the Treasurer of School Moneys, or designee, to make such accurate and timely reports to county, State, and Federal offices as required by law and rules of the State Board of Education. In addition, the School Business Administrator/Board Secretary and Treasurer, or designee, shall report to the Board on the financial condition of the school district in accordance with law and in the manner and form required by the State Department of Education. There shall be a common terminology and classification system used consistently throughout the budget, the accounts, and the financial reports of each fund. The district will establish and implement an adequate internal control structure and procedures for financial reporting.

The School Business Administrator/Board Secretary shall prepare monthly financial statements, reports of financial condition, operating results, and other pertinent information in accordance with directions issued by the Commissioner of Education, to facilitate management control of financial operations, legislative oversight and, where necessary or desired, for external reporting purposes.

In the event the Board has approved a budget with an expanded coding structure, the School Business Administrator/Board Secretary shall present the financial report in two forms. One form shall use the minimum level chart of accounts established by the State Department of Education and the other shall use the expanded chart of accounts approved by this Board in accordance with Policy No. 6220.

If no line item account has encumbrances and expenditures that in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a), the School Business Administrator/Board Secretary shall so certify to the Board each month. If a violation has occurred, corrective action as outlined in N.J.A.C. 6A:23A-16.10(c)3.i shall be taken by the Board.

The Board of Education, after review of the monthly financial reports and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no fund has been overexpended in violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. If the Board is unable to make such a certification, the Superintendent of Schools shall initiate the steps outlined in N.J.A.C. 6A:23A-16.10(b) and shall reflect such directive in the minutes of the Board. If the Board makes such certification but one or more Board members vote no to the certification, the Board shall provide to the Executive County Superintendent the Board vote, names of the members that voted no, and the reason for the no vote.



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Financial Reports

If the reports of the School Business Administrator/Board Secretary and the Treasurer differ in cash receipts or expenditures, the School Business Administrator/Board Secretary shall resolve the difference prior to the next meeting of the Board. Any difference that cannot be rectified shall be referred immediately to the Auditor. In the event the School Business Administrator/Board Secretary is more than two months behind in submitting the financial report to the Board pursuant to N.J.S.A. 18A:17-9, the Superintendent of Schools shall report this non-compliance to the Executive County Superintendent.

N.J.S.A. 18A:17-9; 18A:17-36

N.J.S.A. 54:4-75

N.J.A.C. 6A:23A-16.2; 6A:23A-16.9; 6A:23A-16.10

Adopted: 17 September 2008

Revised:



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Audit and Comprehensive Annual Financial Report

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6830 AUDIT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT

The Board of Education will prepare and publish a Comprehensive Annual Financial Report (CAFR) in accordance with the requirements of N.J.S.A. 18A:23-1 through 18A:23-7 and N.J.A.C. 6A:23A-16.2(i).

The Board shall annually cause an audit to be made of the district's accounts and financial transactions. The audit will be conducted in accordance with law by the public school accountant appointed by the Board. The Board will engage only a licensed public school accountant to conduct the audit in accordance with N.J.S.A. 18A:23-1 et seq. who has an external peer/quality report performed in accordance with the requirements of N.J.A.C. 6A:23A-16.2(i).

The audit shall include test measures to assure that documentation prepared for income tax purposes complies fully with the requirements of Federal and State laws and regulations regarding the compensation which is required to be reported and the requirements of N.J.A.C. 6A:23A-4.2 and 6A:23A-4.3.

The Board Secretary will receive the audit report and recommendations of the public school accountant and prepare or have prepared a synopsis or a summary of the annual audit and recommendations prior to the holding of the Board meeting where the Board will take action on the report. Copies of the synopsis or summary will be available for distribution to interested parties at the meeting.

Within thirty days of the receipt of the audit report, the Board will, at a regularly scheduled public meeting, cause the recommendations of the public school accountant to be read and discussed and the discussion duly noted in the minutes of the Board meeting.

The Board will implement the audit recommendations and report such implementation to the Commissioner.

In the event the district has repeat audit findings in the Auditor's Management Report submitted with the CAFR in any year shall, within thirty days of the CAFR submission, submit to the Executive County Superintendent or State fiscal monitor, as applicable, a specific corrective action plan for addressing the repeat audit findings in accordance with the provisions of N.J.A.C. 6A:23A-4.4.



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Audit and Comprehensive Annual Financial Report

The Board directs the Superintendent and other appropriate district officers and employees to cooperate fully with the public school accountant and to keep faithfully such records and reports as will assist in the audit process.

N.J.S.A. 18A:23-1; 18A:23-2; 18A:23-2.1; 18A:23-3; 18A:23-4;

18A:23-5; 18A:23-8

N.J.A.C. 6A:23A-4.2; 6A:23A-4.3

Adopted: 20 November 2007

Revised:



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Withholding or Recovering State Aid

6831 WITHHOLDING OR RECOVERING STATE AID

In the event the New Jersey Department of Education identifies ineffective or inefficient expenditure(s) by any school district, including, but not limited to the practices prohibited in N.J.A.C. 6A:23A-5.2 through 5.9, the Commissioner shall, except as otherwise provided in N.J.A.C. 6A:23A-5.1(h) provide the school district the opportunity to be heard as to why the amount of the ineffective or inefficient expenditure(s) shall not be withheld from State aid or refunded to the Department of Education.

The proceeding shall be instituted by an Order to Show Cause filed by the petitioner. The filing shall include a statement of factual findings along with a letter memorandum setting forth the basis for the position that the expenditure(s) was ineffective or inefficient. The respondent(s) to whom the order is directed shall file, within fifteen days, a response to the letter memorandum and an answer that meets the filing, service, and format requirements for answers as set forth in N.J.A.C. 6A:3, Controversies and Disputes. The petitioner may file a reply to the response within ten days.

Upon review of the filings, the Commissioner may decide to hear the matter directly pursuant to N.J.S.A. 52:14F-8 or refer the matter to the Office of Administrative Law. If the Commissioner decides to transmit the matter to the Office of Administrative Law, such transmission shall be done on an expedited basis. If the Commissioner is hearing the matter directly, upon receipt of the filings set forth above, or upon expiration of the time for their submission, the Commissioner shall review the total record before him or her and render a written decision. The Commissioner's decision shall include a determination of whether the expenditure was ineffective or inefficient and, if so, the amount of funds to be withheld from State aid or refunded by the district.

Nothing shall preclude the Commissioner from immediately and summarily withholding State aid, consistent with N.J.S.A. 18A:55-2, if, at any time, it is determined that the fiscal practices, actions, or expenditures of a school official, Board member, Board, or any other party under the Commissioner's jurisdiction are in violation of any statute, regulation, rule, or directive of the State Board of Education or Commissioner of Education.

N.J.A.C. 6A:23A-5.1

Adopted:



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Conditions of Receiving State Aid

6832 CONDITIONS OF RECEIVING STATE AID

The school district, as a condition of receiving State Aid, will comply with the standards set forth at N.J.S.A. 18A:55-3 and the requirements set forth in N.J.A.C. 6A:23A-6 concerning nepotism, contributions to Board members and contract awards, and the internal control requirements in N.J.A.C. 6A:23A-6.

In addition, in accordance with the provisions of N.J.A.C. 6A:23A-6.1, the school district shall be required to examine, no less than once every three years, all available group options for every insurance policy held by the district, including the self-insurance plan administered by the New Jersey School Boards Association (NJSBA) Insurance Group on behalf of districts, and the district shall participate in the most cost-effective plan. This examination shall include the review of annual claims data and other experience rating information, as applicable.

The district shall also: take steps to maximize participation in the Federal Universal Service Program (E-rate) and the ACT telecommunications program offered through the New Jersey School Business Officials; participate in the Alliance for Competitive Energy Services (ACES) Program offered through NJSBA, unless the school district is able to demonstrate to the Commissioner of Education that it receives goods or services at a cost less than or equal to the cost achieved by participants of the program based on an analysis of the prior two years; and take appropriate steps to maximize the local public school district's participation in the Special Education Medicaid Initiative (SEMI) Program pursuant to N.J.A.C. 6A:23A-5.3.

The district shall refinance all outstanding debt in accordance with the provisions of N.J.S.A. 18A:24-61.1 et seq. for which a three percent net present value savings threshold is achievable. This refinance provision of N.J.A.C. 6A:23A-6.1(b)5 shall also be monitored by the Executive County Superintendent or State Monitor, if applicable, pursuant to N.J.A.C. 6A:23A-9.11.

N.J.S.A. 18A:55-3
N.J.A.C. 6A:23A-6.1

Adopted:



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Long-Range Facilities Planning
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7100 LONG-RANGE FACILITIES PLANNING

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with N.J.A.C. 6A:26-2.1 et seq., will maintain and submit a Long-Range Facilities Plan (LRFP) to the New Jersey Department of Education. Except as provided in N.J.A.C. 6A:26-3.16, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.

The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.

The Board shall review all facilities annually to determine if any of them are substandard pursuant to 6A:26-8.1 et seq. All substandard facilities must be initially approved by the County Superintendent of Schools. Such approvals are given for a maximum of two consecutive years, unless inspected by the New Jersey Department of Education, Division of Finance. The Board shall not continue their use without the express written consent of the County Superintendent of Schools. No substandard educational facility will be approved unless inspected by the Division of Facilities and Transportation in the Department of Education to ensure:

1. The facilities meet health, safety and educational adequacy standards for temporary, substandard facilities, as specified in N.J.A.C. 6A:26;
2. A plan has been developed by the district and approved by the County Superintendent of Schools to upgrade the facilities to standard, fully approved conditions.

The County Superintendent will annually monitor the district's plans to upgrade facilities to fully approved status. The district will provide funds in the next immediate annual budget to correct the deficiencies about which the district is notified by the County Superintendent on or before October 1 annually. Failure to budget for the correction of deficiencies and to implement the corrections by the next September 1 following the October 1 notice will result in the Division of Facilities and Transportation ordering that the substandard facility be abandoned immediately.



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Long-Range Facilities Planning

The factors as outlined in N.J.A.C. 6A:26-8.1(e) will be taken into account in making a determination upon any application for the use of emergency substandard facilities.

N.J.S.A. 18A:7G-1 et seq.; 18A:11-1;
18A:33-1 et seq.; 18A:46-13
N.J.A.C. 6:23-1.1 et seq.; 6A:26-2.1 et seq.;
6A:26-8.1 et seq.

Adopted: 14 April 2008
Revised:



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Educational Adequacy of Capital Projects

7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the criteria for educational adequacy must be reviewed and approved by the Division of Facilities and Transportation. The criteria are the number, configuration, size, location or use of educational spaces within a school facility. The review for educational adequacy will take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; change-of-use that requires certain alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations; installation of temporary facilities; and any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.

New Jersey Economic Development Authority and non-authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval.

Educational specifications for educational adequacy reviews will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications will be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will refer to the Core Curriculum Content Standards wherever appropriate. The educational specifications will include an itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space will be included, together with their estimated areas in square feet, as well as an estimate of the total room area required for each space. The educational specifications will also include specific technical and environmental criteria, adjacencies and other requirements for the educational program will be noted and a building space program that indicates the number and area in square feet of each instructional, specialized instructional, administrative and support space in each existing or proposed building included in the capital project.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.



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Educational Adequacy of Capital Projects

A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter indicating project document submission to the County Superintendent and a copy of the transmittal letter indicating the date of plan submission to the local planning board (whenever the building footprint, volume, pedestrian or vehicular access are altered by the project) must be submitted to the Division of Facilities and Transportation.

The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.

In the case of an authority school facilities project, upon completion of detailed plans and specifications, the authority on behalf of the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C.6A:26-5.4(a). In the case of a non-authority school facilities project or another capital project, upon the completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b).

The Division of Facilities and Transportation will collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

N.J.A.C. 6A:26-5.1 et seq.

Adopted:



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Site Selection and Acquisition

7102 SITE SELECTION AND ACQUISITION

The District may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.13 and N.J.A.C. 6A:26-7.1 through 7.3.

A. Voter Approval

The district may obtain voter approval for funding of the acquisition of land prior to the Division of Facilities and Transportation approval of the purchase of land, but shall not take any action to acquire land prior to obtaining Division approval.

B. Submission to the Division of Facilities and Transportation

1. The district, or the authority on behalf of the district, shall submit the following information to the Division to obtain approval for the acquisition:
 - a. A written request for approval from the district, which shall include a statement, signed by the Board President and the chief school administrator, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP:
 - b. Statement from a local or county water/sewerage agency certifying that:
 - (1) The land can be adequately provided with the necessary water for the proposed maximum enrollment;
 - (2) The land can be adequately provided with the necessary and acceptable sewerage disposal system for the proposed maximum enrollment; and
 - (3) Water and sewer infrastructure is, or is not, in place to service the site.
 - c. Statement from New Jersey Department of Environmental Protection or a licensed architect, engineer or professional planner, indicating whether:



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Site Selection and Acquisition

- (1) The land is subject to regulation under wetlands, pinelands, or the waterfront development acts, the Greenacres Act, or other statutes, regulations or Executive Orders administered by agencies of state or federal government;
 - (2) If so subject, the steps necessary to obtain approval from such agencies, and adequate documentation to demonstrate to the Division that such approvals will be obtainable and not affect the adequacy of the site; and
 - (3) The land is in an area designated for growth under the New Jersey State Development and Redevelopment Plan.
- d. A statement from a New Jersey registered architect or licensed engineer indicating that the land to be acquired is suitable for the proposed use;
 - e. A completed plot plan of the land to be acquired showing topographical and contour lines, all adjacent properties and access roads. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in C. below;
 - f. A map of the district showing the location of the land and the location of existing schools in the district;
 - g. A map showing the attendance area to be served by the school and the number of pupils who reside therein;
 - h. Data regarding the impact of the acquisition on racial balance within the district's public schools;
 - i. If existing buildings are located on the land to be acquired, the intended use and/or disposition of these buildings. Any building to be acquired and used must comply with the requirements of the Uniform Construction Code for educational occupancy, and the requirements of N.J.A.C. 6A:26-5.1 et seq. which apply to the construction of a new building;
 - j. Recommendations of the local planning board of the municipality in which the site is situated and which has an approved master plan, as required by N.J.S.A. 40:55D-31, 18A:18A-49 and 18A:18A-16;



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Site Selection and Acquisition

- k. Prior approvals of other agencies, such as the New Jersey Departments of Agriculture and Environmental Protection and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition;
- l. Documentation that available data on soil conditions have been examined by the architect or engineer;
- m. Reports by the architect or engineer of actual soil test borings and percolation tests on any site located less than one mile from a landfill;
- n. A full, detailed appraisal of the market value of the property prepared by a licensed professional; and
- o. The recommendation of the County Superintendent of Schools based on the requirements specified in this subchapter.

C. Size of School Sites

- 1. School site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.
- 2. All school sites require sufficient acreage for the following:
 - a. The placement of the school facility;
 - b. Expansion of the building to its maximum potential enrollment;
 - c. The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages and any other structure, above or below ground, which is to be placed thereon;
 - d. Multi-purpose physical education and recreation field(s) required to support the achievement of the Core Curriculum Content Standards as defined by the educational specifications under N.J.A.C. 6A:26-5.1 et seq.;
 - e. Disabled-accessible pedestrian walkways, roadways and parking areas on which people and vehicles access the building;



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Site Selection and Acquisition

- f. Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and
 - g. A thirty-foot wide access around the entire building.
- D. Land owned by the school district which does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented by adjacent municipally owned land if such land is formally leased on a long-term basis to the district Board of Education for exclusive use during school hours.
- E. The approval of the Division shall remain effective for three years, after which time Division approval shall again be obtained prior to acquiring land.
- F. Approval for Acquisition of Existing Facilities
 - 1. If the district has an opportunity to acquire an existing facility through purchase, gift, lease or otherwise the district will comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 18A:20-4.2 as per N.J.A.C. 6A:26-7.3.
 - 2. The district shall also have the facility approved in accordance with N.J.A.C. 6A:26-3 which applies to the acquisition of a school site and for the construction of a new facility.
 - 3. Off-site facilities which are to be procured for temporary, emergency use must comply with N.J.A.C. 6A:26-8, Substandard School Facilities.
- G. Districts Eligible for 100% State Support Only

The authority may acquire land on behalf of a district eligible for 100% State support of final eligible costs, for school facilities projects that are consistent with such district's approved LRFP. For such districts, the Department requires submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with these regulations. The authority may submit the required information on behalf of such districts.

N.J.A.C. 6A:26-3.13; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3

Adopted:



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School Closing

7130 SCHOOL CLOSING

The Board of Education recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, or other good cause may require that the use of one or more district facilities for educational purposes be abandoned.

The Board will not commit itself to the closing of any school facility without first having collected and considered appropriate information regarding pupil enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.

The Board must receive a letter of approval from the Department of Education before making a final determination to close a school. To receive the letter of approval from the Department of Education, the Board must provide the Division of Facilities and Transportation and the County Superintendent of Schools assurances as required in N.J.A.C. 6A:26-7.5.

The proposed closing must be consistent with the district's approved LRFP, demonstrating that sufficient school building capacity exists to house district pupils following such closing for the succeeding five years. The use of substandard spaces in the remaining schools within the district must not result or increase from an overall facilities shortage caused by the school closing. The re-assignment of pupils to other schools in the district does not produce, sustain nor contribute to unlawful segregation, separation or isolation of pupil populations on the basis of race or national origin.

N.J.S.A. 18A:11-1; 18A:20-36; 18A:33-1
N.J.A.C. 6A:26-7.5 et seq.

Adopted:



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Gifts, Grants and Donations

7230 GIFTS, GRANTS AND DONATIONS

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept by resolution duly passed at a public meeting any gift or grant of land, with or without improvement, and of money or other personal property, except that the Superintendent may accept on behalf of the Board any such gift less than \$100 in value. Grants of land are subject to the appropriate legal limitations and approvals.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this district or any gift the ownership of which would tend to deplete the resources of the district. The Board shall not provide public moneys for the purchase of any school property on a matching fund basis.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board, and shall be subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts, subject to any joint agreement with another governmental body.

The Board will respect the intent of the donor in its use of a gift, but reserves the right to utilize any gift it accepts in the best interests of the pupils and the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

1. Counsel potential donors on the appropriateness of contemplated gifts and encourage such donors to choose as gifts supplies or equipment not likely to be purchased with public funds;
2. Encourage individuals and organizations considering a contribution to the schools to consult with the Principal or Superintendent before appropriating funds to that end;
3. Report to the Board all gifts that have been accepted on behalf of the Board;
4. Acknowledge the receipt of any gift accepted by the Board; and



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PROPERTY
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Gifts, Grants and Donations

5. Prepare fitting means for recognizing or memorializing gifts to the school district.
6. Donors who fund more than 50% of the cost of a major capital project may be granted naming rights with the approval of the Board of Education.

N.J.S.A. 18A:20-4; 18A:20-11 et seq.

Adopted: 19 July 2006



POLICY

RANDOLPH BOARD OF EDUCATION

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Supervision of Construction

7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the School Business Administrator or designee be responsible for the supervision of all building construction in this district. Supervision shall include field inspection of the contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The School Business Administrator or designee shall report periodically to the Board that by his/her personal knowledge the work of the construction contractor and the architect is being performed in accordance with the plans, specifications, and contracts approved by the Board.

A change order involving additional cost will be submitted by the architect for Board review.

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the architect.

N.J.S.A. 18A:18A-16; 18A:18A-43; 18A:18A-44

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
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Disposition of Property

7300 DISPOSITION OF PROPERTY

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will be in accordance with this policy and applicable laws.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 and N.J.A.C. 6A:26-7.4. If an approved site is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the Department of Education in accordance with the requirements of N.J.A.C. 6A:26-7.4 et seq. The Department of Education will notify the district of its approval or disapproval.

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.

Notwithstanding anything to the contrary in this policy, property acquired with federal funds for use in a federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A:20-6 et seq.
N.J.A.C. 6A:26-7.4

Adopted: 17 September 2008



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
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Maintenance and Repair
M

7410 MAINTENANCE AND REPAIR

The Board will develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26A-3.1 and 6A:26A-3.2. A “comprehensive maintenance plan” means a multi-year maintenance plan developed by a school district covering required maintenance activities for each school facility in the school district pursuant to N.J.A.C. 6A:26A-1.1 et seq.

Required maintenance activities, in accordance with N.J.A.C. 6A:26A-2.1, are those specific activities necessary for the purpose of keeping a school facility open and safe for the use or in its original condition, and for keeping its constituent building systems fully and efficiently functional and for keeping their warranties valid. The activities address interior and exterior conditions; include preventative and corrective measures; and prevent premature breakdown or failure of the school facility and its building systems.

Expenditures for required maintenance activities set forth in N.J.A.C. 6A:26A-2.1 shall be accounted for in accordance with the requirements of N.J.A.C. 6A:26A-2.2.

The required annual maintenance budget amount in the comprehensive maintenance plan shall be included in the district’s annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26A-4.1(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26A:4.1(b). The Executive County Superintendent, in accordance with the provisions of N.J.A.C. 6A:26A:4.1(c), may not approve the school district’s budget if the required annual maintenance budget is not included in the budget certified for taxes.

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.

N.J.S.A. 18A:18A-43; 18A:21-1
N.J.A.C. 6A:26A:-1.1 et seq.; 6A:23A-6.9

Adopted: 11 March 2009
Revised:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
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Hygienic Management
M

7420 HYGIENIC MANAGEMENT

The Board of Education recognizes that the health and physical well-being of the pupils and staff of this district depend in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members. Each school shall be inspected for cleanliness and sanitation by the Building Principal and Head Custodian not less than once each year.

The Board will cooperate with the local board of health in the sanitary inspection of the schools' toilets, washrooms, food vending machines, water supply, and sewage disposal systems.

The Superintendent shall prepare, in consultation with the school physician, regulations, first aid and emergency medical procedures that utilize universal precautions in the handling and disposal of blood and body fluids, whether or not pupils or staff members with HIV infection are present. School staff members and volunteers shall be provided the supplies for implementing the procedures. In particular, school nurses, custodians, and teachers shall be trained in proper handling procedures. These regulations and procedures will comply with the regulations of the State Department of Health and State Department of Labor (OSHA Standards for Occupational Exposure to Bloodborne Pathogens) and recommendations of the Centers for Disease Control and Prevention.

Bloodborne Pathogens

The Board recognizes that school employees may in the performance of their duties reasonably anticipate contact with human blood or other potentially infectious body fluids that may expose them to bloodborne pathogens such as Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). In accordance with federal OSHA regulations, the Board will establish a written Exposure Control Plan designed to eliminate or minimize employee exposure to such infection. The plan shall list all job classifications and tasks in which exposure occurs; describe and require the implementation of workplace controls to eliminate or minimize exposure; require the provision of hepatitis B vaccination to employees who have occupational exposure; and require the provision of a training program for employees who have occupational exposure. The plan shall be updated annually and as required to include new or revised employees positions with occupational exposure. A copy of the plan shall be made accessible to employees.



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RANDOLPH BOARD OF EDUCATION

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Hygienic Management

Disposal of Medical Waste

The Superintendent shall prepare, in consultation with the school physician, a medical waste disposal program to ensure all medical waste, including needles and sharps, are disposed of in accordance with the rules and regulations of the New Jersey Department of Health.

Chemical Hygiene

The Board also recognizes that certain school employees who work in laboratories may be exposed to hazardous chemicals in the course of their duties. In accordance with federal OSHA regulations, the Board will establish practices that are capable of protecting employees from health hazards presented by hazardous chemicals used in the workplace. The plan shall contain the locations of hazardous chemicals and shall enunciate a plan capable of protecting employees from associated health hazards and keeping exposure of employees below specified limits. The Chemical Hygiene Plan shall be readily available to employees and shall contain at least the following elements:

1. Standard operating procedures for using hazardous chemicals in laboratory work;
2. Criteria that the Board will use to determine and implement control measures to reduce employee exposure;
3. The requirement that fume hoods and other protective equipment are functioning properly and that measures are taken to ensure adequate performance of such equipment;
4. Provision for employee information and training;
5. The circumstances under which a particular laboratory operation, procedure or activity shall require prior approval from the Chief of Grounds before implementation;
6. Provisions for medical consultation;
7. Designation of personnel responsible for implementation of the chemical hygiene plan; and
8. Provisions for additional employee protection for work with particularly hazardous substances.



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Hygienic Management

The Board of Education directs that the program of chemical hygiene be implemented by the Chemical Hygiene Officer. The Chief of Grounds will serve as Chemical Hygiene Officer for all schools in the district and shall be responsible for the examination of all school facilities to determine where hazardous chemicals are used and to ensure compliance of all school facilities with the Chemical Hygiene Plan.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, school grounds, and school equipment pursuant to statute, rules of the State Board of Education, and regulations of the State Board of Health.

The day to day monitoring of the cleanliness of each school building shall be the responsibility of the Building Principal.

29 C.F.R. 1910

N.J.A.C. 6:3-8.1; 6A:16-1.4; 6A:16-2.3(e); 6A:26-12.4

Adopted: 11 March 2009



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
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Indoor Air Quality Standards

7421 INDOOR AIR QUALITY STANDARDS

The Board of Education will provide air quality for school employees in school buildings that meet the standards established by the New Jersey Department of Labor pursuant to N.J.A.C. 12:100-13.

The Board will designate the Chief of Facilities as the individual who is responsible to assure compliance with New Jersey Department of Labor standards. The designated person will assure that preventative maintenance programs for heating, ventilating and air conditioning (HVAC) systems are implemented and documented and that general and local exhaust ventilation is used for employees working with equipment or products that could reasonably be expected to result in hazardous chemicals or particulate exposure. The designated person shall check to make sure HVAC systems are working properly when the building temperatures are outside of the range of 68 to 79 degrees Fahrenheit and make sure buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational. The designated person will also promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses.

The Board will make sure air quality will be maintained at acceptable standards during renovation and remodeling that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health. The designated person will notify employees at least twenty-four hours in advance, or promptly in emergency situations of work to be performed on the building that may induce air contaminants into their work area.

The designated person will respond to a complaint received by the Department of Labor within fifteen working days of receipt of the complaint.

N.J.A.C. 12:100-13.2 et seq.

N.J.A.C. 5:23

Adopted:



POLICY

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School Integrated Pest Management Plan
M

7422 SCHOOL INTEGRATED PEST MANAGEMENT PLAN

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Randolph School District.

IPM Coordinator (IPMC)

The Chief of Grounds shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

Integrated Pest Management Procedures in Schools

Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.



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RANDOLPH BOARD OF EDUCATION

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School Integrated Pest Management Plan

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Recordkeeping

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to students, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.



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School Integrated Pest Management Plan

Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop Regulations/Procedures for the implementation of School Integrated Pest Management Plan.

N.J.S.A. 13:1F-19 through 13:1F-33

Adopted: 17 September 2008



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RANDOLPH BOARD OF EDUCATION

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School Safety
M

7430 SCHOOL SAFETY

Pupil safety is a primary district concern. The Superintendent or designee shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources to develop a district-wide safety program with emphasis on accident prevention.

Facilities

The Superintendent or designee shall maintain facilities and equipment in proper condition to provide a safe learning environment, ensuring compliance with state law on handling, labeling and storing hazardous substances. Playground equipment will be maintained and supervised in compliance with the law.

Staff Education and Training

The Superintendent or designee shall inform all newly-employed staff of district safety rules and regulations within sixty (60) days of the effective date of their employment. All district employees will receive the appropriate in-service training to recognize and respond appropriately to safety concerns including emergencies and crises, in accordance with the district safety plans, procedures and mechanisms. The district safety plan will be updated as appropriate and all employees will be notified of updates and changes to the safety plan in writing. Regulations concerning use and maintenance of eye protective devices shall be enforced.

Student Supervision

Students in classrooms, cafeterias and on playgrounds will be supervised during regular school hours. Further, the Superintendent shall seek the cooperation of the police and other appropriate agencies in providing for the safety of pupils on or around school property.

No pupil shall leave the school before the end of the school day without permission of the principal. Employers of work/study pupils are required to report to the school if a pupil has not reported for work within one hour of the expected arrival time. Students given parent permission to drive to school may sign out of school without being met by parent. Other pupils leaving before regular dismissal must be met in the school office and signed out by a parent/guardian or a person authorized to act in his/her behalf.



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RANDOLPH BOARD OF EDUCATION

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School Safety

No pupil shall run errands on school business off the school property during the school day. The curriculum shall include courses in safety as required by state law. The Superintendent shall oversee development and implementation of a vocational education safety program correlated with coursework as appropriate. In development of courses, the safety of participating pupils shall be a primary consideration.

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Principal of any change in the pupil's custody. Either parent of a child may authorize the removal of a child from school unless the Principal of the school has been provided a certified original document, or certified copy, from a court of competent jurisdiction indicating that parental rights of a parent have been terminated.

Supervision of Students during Dismissal

Student dismissal from school will be supervised. District staff will be assigned to specific locations and given defined responsibilities to supervise student dismissal in each school. Regular and early dismissal will be supervised according to the same protocol unless otherwise specified.

Supervision of Non-bused Students at Dismissal

The parent/guardian must notify the school in advance of any arrangements for students requiring appropriate escort or designated transportation. The district requires signed permission for a student to be dismissed to walk home unescorted.

All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon prior written notification to the school principal. The school principal or designee is the custodian of records pertaining to dismissal arrangements requested by the parents/guardians. The school principal or designee is responsible for implementing the appropriate dismissal supervision in accommodation of these arrangements.

Notification of Dismissal Protocols

The Superintendent or designee shall ensure that parents are notified of the following:

- A. School calendar including school closure and early dismissal dates and times; and any adjustments to the calendar,
- B. The school dismissal policy,



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School Safety

- C. Dismissal protocol for all bused students, non-bused students and students in after-school programs or activities,
- D. Supervision arrangements for students at dismissal,
- E. Emergency plan for supervision of students left at school,
- F. After school program opportunities,
- G. Procedures for enrolling students in after-school programs.

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures. It is the parents/guardians responsibility to resume the custody of their child at the end of each school day.

Release to an Individual Impaired by Drugs/Alcohol Prohibited

Students will not be released into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the student if released to such a person.

N.J.S.A. 18A:6-2; 18A:40-12.1; 18A:40-12.2
N.J.S.A. 40:67-16.7
N.J.A.C. 6A:16-1.4; 6A:23-2.10

Adopted: 18 April 1995
Revised: 21 August 1995, 21 March 2007, 23 January 2008



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Employee Safety

7430.1 EMPLOYEE SAFETY

Through its overall safety program, the Board of Education shall seek to ensure the safety of employees during working hours.

The Board shall be diligent in maintaining safe working conditions for employees. It shall expect employees to follow all established safety rules and regulations, such as those pertaining to the use of safety equipment, the wearing of safety clothing and protective eye devices where appropriate, and the lifting or shifting of heavy weights.

Employees shall report all accidents to their supervisor or school nurse within twenty-four (24) hours of the accident.

Adopted: 15 October 2008



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RANDOLPH BOARD OF EDUCATION

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Eye Protection
M

7432 EYE PROTECTION

The Board of Education directs the rigorous implementation and enforcement of eye safety practices for pupils, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.

The Superintendent shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which pupils, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

Each pupil, staff member, and visitor exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey Administrative Code. The eye protective device shall be supplied by the Board, except that the pupil, staff member, or visitor may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District owned eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which pupils or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the Department of Education.

The Building Principal shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing pupils in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of pupils in the course who wear contact lenses.



POLICY

RANDOLPH BOARD OF EDUCATION

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Eye Protection

A pupil who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on pupil attendance, and an accumulation of such absences may result in loss of course credit.

A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.

A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.

The Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide in-service training to staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.

N.J.S.A. 18A:40-12.1; 18A:40-12.2
N.J.A.C. 6A:12-5

Adopted:



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RANDOLPH BOARD OF EDUCATION

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Hazardous Substances

7433 HAZARDOUS SUBSTANCES

The Board of Education will enforce the law governing hazardous substances in the school district. Employees of this district shall be informed of the hazards related to the handling of certain substances and trained to work with hazardous substances.

Hazardous substance means any substance or substance in a mixture included on the hazardous substance list developed by the New Jersey Department of Health and Senior Services. Hazardous substances shall not include:

1. Any article containing a hazardous substance if the hazardous substance is present in a solid form which does not pose any acute or chronic health hazard to any person exposed to it;
2. Any hazardous substance constituting less than one percent of a mixture unless the hazardous substance is present in an aggregate amount of five hundred pounds or more in a container in a public or private school or child care center building;
3. Any hazardous substance which is a special health hazardous substance constituting less than the threshold percentage established by the Department of Health and Senior Services pursuant to P.L.1983, c.315 (C.34:5A-1 et seq.), for that special health hazardous substance when present in a mixture;
4. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended primarily for commercial use;
5. Any fuel in a motor vehicle;
6. Tobacco or tobacco products;
7. Wood or wood products;
8. Foods, drugs, or cosmetics;
9. Hazardous substances which are an integral part of a building's structure or furnishings;
10. Products which are personal property and are intended for personal use; and



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RANDOLPH BOARD OF EDUCATION

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Hazardous Substances

11. Any substance used in the routine maintenance of a public or private school or child care center building or its grounds, any substance used in a classroom science laboratory, any substance used in a school occupational training facility, including laboratories and shops, and any substance used in the normal operation of the classrooms or administrative offices of a public or private school or child care center, including any substance used in the heating or cooling of the school or child care center.

No person shall use or allow the use of any hazardous substance in or on any building or grounds used as a public school or child care center when children are expected to be present.

The Superintendent may delegate authority for the maintenance of hazardous substances and for the development of safety and training standards for the handling of such substances to a safety officer.

The Supervisor of Science and/or Director of Facilities shall conduct periodic audits of hazardous substances in use in the district, ascertain that such substances are being handled in accordance with appropriate safety requirements, and determine that the employees who are required to handle hazardous substances are properly equipped to do so.

The Supervisor of Science and/or Director of Facilities shall inform the Superintendent of all hazardous substances in use in the district, the purpose of each, and the precautions required for each. The Superintendent shall take such action as may be necessary and feasible to minimize the use of hazardous substances in the district.

The Superintendent shall report periodically to the Board on hazardous substances in district use and the purpose of each.

N.J.S.A. 34:5A-1 et seq.; 34:5A-10.1 et seq.
N.J.A.C. 6A:16-1.4; 6A:19-10.5
N.J.A.C. 8:59-1 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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Smoking on School Grounds
M

7434 SMOKING ON SCHOOL GROUNDS

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purposes of this policy, “smoking” means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked.

For the purposes of this policy, “school grounds” means and includes land, portions of land, structures, buildings, and vehicles owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

In accordance with law, the Board prohibits smoking at all times anywhere on school grounds.

Notwithstanding any provision of this policy, smoking by pupils is governed by Policy No. 5533.

A sign indicating smoking is prohibited on school grounds as defined above will be posted at each public entrance in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this policy or law after being ordered to stop smoking on school grounds and may request the assistance of law enforcement to accomplish this departure and removal.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 26:3D-55 through 26:3D-63
N.J.A.C. 6A:16-1.3

Adopted: 17 September 2008
Revised:



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RANDOLPH BOARD OF EDUCATION

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Alcoholic Beverages on School Premises

7435 ALCOHOLIC BEVERAGES ON SCHOOL PREMISES

The knowing possession, without legal authority, or knowing consumption of any alcoholic beverage by any person on school premises is a disorderly persons offense.

The Board of Education prohibits the possession and consumption of an alcoholic beverage, without the express written permission of the Superintendent, by any person in any school building and on school property or at any school sponsored activity.

The Board will report to law enforcement officials and prosecute as appropriate any person who violates law and this policy, except that any pupil who possesses or uses or is under the influence of alcohol on school premises or at any school sponsored activity will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

School district employees who violate this policy or are present on school premises or at any school sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate.

N.J.S.A. 2C:33-15 et seq.
N.J.S.A. 18A:40A-12
N.J.S.A. 24:21-2 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
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Drug Free Workplace
M

7436 DRUG FREE WORKPLACE

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

Every employee of this district must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal, or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching his/her position will be deemed to have forfeited his/her public employment, pursuant to N.J.S.A. 2C:51-2.

An employee who is convicted of a drug related offense must report the conviction to the Superintendent within five days of its occurrence. The Superintendent will, within ten days of the date on which notice of the conviction is received, report any such conviction resulting from drug use in the workplace to any federal agency from which the district has received funds through a grant.

The Board directs the Superintendent to establish and maintain a program to:

1. Alert employees as to the dangers of drug abuse in the workplace;
2. Inform employees of the prohibitions against drugs set forth in this policy;
3. Inform employees of available drug counseling, rehabilitation, and assistance programs; and
4. Warn employees of the penalties that may be imposed for violations of prohibitions set forth in this policy.

The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy. A pupil or employee who violates this policy will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

This policy will be distributed to each district employee, including all those engaged in the performance of services under a federal grant, and will be prominently posted in the district.

41 U.S.C.A. Chapter 10
34 CFR 85.600 et seq.
N.J.S.A. 2C:33-15 et seq.; 24:21-2 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
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Security of School Premises

7440 SECURITY OF SCHOOL PREMISES

The Board of Education believes that the buildings and facilities of this district represent a substantial community investment. The Board directs the development and implementation of a plan for district security to protect that investment.

The district security program will include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment. The Board directs close cooperation of district officials with local law enforcement officers, fire fighters, the sheriff's office, and insurance company inspectors.

Personal access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

Building records and funds shall be kept in a safe place and under lock and key as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of security guards in situations in which special risks are involved.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY

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Electronic Surveillance In School Buildings
and On School Grounds

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a pupil record, in which it will be subject to the Board of Education policy and regulations regarding confidential pupil records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest.

The following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used:

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and pupils that electronic surveillance may be used in school buildings and on school grounds through publication in pupil and staff handbooks, school calendars, notice sent home with pupils, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
7450/page 1 of 1
Property Inventory

7450 PROPERTY INVENTORY

As steward of this district's school property, the Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depend upon an accurate inventory and properly maintained property records.

The Board shall conduct a complete inventory by physical count of all district-owned equipment and supplies through a perpetual inventory.

For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, costs at least \$2,000 as a single unit, and does not lose its identity when incorporated into a more complex unit.

The Business office shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board. Property records of consumable supplies shall be maintained on a continuous inventory basis.

The Business office shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14
N.J.A.C. 6:20-4.3

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
7480/page 1 of 1
Motor Vehicles on School Property

7480 MOTOR VEHICLES ON SCHOOL PROPERTY

The school grounds owned and maintained by this Board of Education are subject to damage by motor vehicles. Accordingly, the Board has provided areas, adjacent to the school building, in which employees of the district and visitors to the school may drive and park motor vehicles.

The Board prohibits the use or presence of any motor vehicle, including motorcycles, all-terrain vehicles, snow mobiles, and mopeds, for any purpose on any part of the school property owned by the Board other than the driving and parking areas established by the Board except as expressly permitted by the Building Principal.

The Board directs the Superintendent to have conspicuous notices posted forbidding the parking of motor vehicles in undesignated areas of the school grounds.

The Board reserves the right to prosecute in a court of competent jurisdiction any person whose violation of this rule results in damage to the property of this district.

N.J.S.A. 2C:17-3
N.J.S.A. 18A:37-3

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
7490/page 1 of 1
Animals on School Property

7490 ANIMALS ON SCHOOL PROPERTY

The Board of Education will make every reasonable effort to maintain school grounds in a condition appropriate for the activities of school pupils.

Pet animals are not permitted on school district grounds, except by the express permission of the Building Principal. Without such permission, a pet owner who brings or permits his/her animal on school grounds has committed an act of trespass. If an animal is found running at large on school grounds, its owner will be deemed to have permitted the animal to enter school property.

The Board directs the Building Principal to give notice regarding the prohibition of pets by posting appropriate signs on school property. The Principal shall report to the appropriate municipal authorities any pet that runs at large on school property and any pet owner whose animal is present on school property is in violation of this policy.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
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Use of School Facilities

7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Chief of Buildings, except that the Board, through its administration staff, reserves the right to withdraw permission after it has been granted.

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

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
2. Uses and organizations indirectly related to the schools, including the PTA/PTO;
3. Departments and agencies of municipal government;
4. Governmental agencies generally;
5. Community organizations formed for charitable, civic, social, or educational purposes;
6. Community religious groups.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. Users shall be financially liable for damage to the facilities and for proper chaperonage. All activities must terminate by 10:00 p.m.

All security procedures established by the Randolph Board of Education must be adhered to and is the responsibility of the user. The Board of Education reserves the right to require additional security measures as it deems necessary.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. No item of equipment may be used except by a Board of Education staff member or by a qualified operator approved by the board.



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
7510/Page 2 of 3
Use of School Facilities

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

1. The use of school facilities for activities directly related to the educational programs, athletic programs and district service organization shall be without cost.
2. Use of the district's buildings and/or grounds by the following organizations shall be without cost except that the user shall be responsible for additional staff services required by their use, any fees charged by a law enforcement agency in connection with the use and any additional utility costs generated by the user.
 - a. Randolph Board of Education recognized booster clubs, and service clubs;
 - b. Randolph Township;
 - c. PTA/PTO and PTSA;
 - d. Randolph Scouting Organizations.
3. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use, any fees charged by a law enforcement agency in connection with the use and any utility costs generated by the user.
4. The district reserves the right to close its buildings to use as it deems appropriate. Any request for access by any group during these periods will be subject to all applicable costs as determined by the board.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

1. The following organization will be assessed fees only to cover, and in the amount of, any personnel charges that are the result of overtime incurred by the district.
 - a. Randolph Township and its affiliated township entitles;
 - b. Randolph Board of education recognized booster clubs and service clubs;



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
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Use of School Facilities

- c. Randolph Township scouting organizations;
 - d. PTA/PTO organizations;
 - e. PTSA organizations;
 - f. Randolph Education Foundation.
2. The following organization will not pay any facility use fee, utility charge or any associated personnel charges.
- a. PEC organization;
 - b. The Ironia Reelers.

Adopted: 28 February 2007

Revised: 18 August 2009, 17 November 2009, 13 July 2010



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
7513/page 1 of 1
Recreational Use of Playgrounds

7513 RECREATIONAL USE OF PLAYGROUNDS

The Board of Education requires that the playground of the school affords residents with a recreational area when school is not in session. The Board reserves the right to determine, in the interest of the safety of district residents and the integrity of the school facility, the uses to which the playground may be put and the hours when it may be used.

The Board will publish rules of conduct, which shall govern all persons who use the facilities of this district. Pupils and employees of this district who violate those rules will be subject to discipline. The Board directs that any other person who violates a rule of this Board be requested to leave the school premises.

Because of its potential for hazard, no object that is powered by fuel or battery shall be brought onto the school grounds for any purpose that is primarily recreational without the express permission of the Principal. Such objects include, but are not limited to, mini-bikes, mopeds, motorized model airplanes, and rockets.

N.J.S.A. 18A:20-17 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
7520/page 1 of 1
Loan of School Equipment

7520 LOAN OF SCHOOL EQUIPMENT

From time to time an educational institution or a charitable organization may wish to borrow a piece of equipment belonging to the Randolph Township Board of Education for use off Board property. Such loans may be made at the discretion of the Building Principal and he/she shall assure that loaned equipment is returned promptly and in the exact condition in which it was loaned. The borrower shall assume full responsibility for returning said equipment in the condition in which he/she received it or make restitution to the district for repairs or replacement.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish a task arising from their school or job responsibilities. The consent of the Superintendent or designee is required for such removal. The removal of school equipment from school property by pupils or employees for personal use is prohibited.

The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, regardless of any assignment of negligence, and shall be responsible for its safe return. When equipment authorized for loan requires the services of a qualified operator, the user shall employ the services of a person designated by this district and shall pay such costs as may have been set for such services.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
7540/page 1 of 1
Joint Use of Facilities

7540 JOINT USE OF FACILITIES

The Board of Education advocates the joint expenditure of district funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board may, as opportunity or need arises and as it is entitled to do so by law, join with the local municipal governing body in acquiring, improving, equipping, operating, or maintaining jointly used facilities.

N.J.S.A. 18A:20-19 et seq.; 18A:20-34

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
7610/page 1 of 1
Vandalism

7610 VANDALISM

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. Where the damage to district property is more than minimal and has been caused by a minor, the district will hold liable for the amount of the damage the parent(s) or legal guardian(s) having legal custody of the minor responsible for the damage.

”Graffiti writing” is an act that involves painting, writing on, drawing on, or other defacing of school property. A person who commits an act of graffiti writing on school district property will reimburse the district for the cost of damages and maybe required to remove the graffiti. If the act of graffiti writing is committed by a minor, the parents(s) or legal guardian(s) will be held liable for the damages.

The Superintendent will develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss.

N.J.S.A. 2C:33-10 et seq.
N.J.S.A. 18A:34-2; 18A:37-3

Adopted: 24 October 2007



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY

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School Vehicle Assignment, Use, Tracking, Maintenance,
and Accounting

M

7650 SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE, AND ACCOUNTING

The Board of Education adopts this Policy concerning the assignment, use, tracking, maintenance, and accounting of school district vehicles in accordance with the provisions of N.J.A.C. 6A:23A-6.11 and 6A:23A-6.12. For the purposes of this Policy, a “school district vehicle” means a vehicle purchased, leased, leased-purchased, or acquired without cost by gift, donation, or other method by the school district regardless of funding source.

School district vehicle assignment and use shall be in compliance with N.J.A.C. 6A:23A-6.12 and in accordance with OMB Circular 08-16-ADM or any superseding circulars. The Board of Education, upon the recommendation of the Superintendent, may authorize, at its discretion, by an affirmative vote of the Board’s full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business.

The vehicles may be assigned either to individuals or to units within the school district for pool use according to classifications as outlined in N.J.A.C. 6A:23A-6.12(b). No individual assignment shall be made for the primary purpose of commuting. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

A school district vehicle shall only be used for business purposes and incidental and reasonable personal use of a school vehicle is prohibited without the approval of the Superintendent or his designee.

If a school district vehicle is misused the driver's driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate.

The Superintendent or his designee shall be the school vehicle coordinator(s) for district vehicles. The school vehicle coordinator(s) shall maintain inventory control records pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)1., driving records of operators of school district vehicles pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)2., and the records of maintenance, repair and body work pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)3.

N.J.A.C. 6A:23A-6.11; 6A:23A-6.12

Adopted: 15 October 2008



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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8000 OPERATIONS

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POLICY

RANDOLPH BOARD OF EDUCATION

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8760	Pupil Accident Insurance
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8860	Memorials



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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Attendance Areas

8110 ATTENDANCE AREAS

The school grades in this district are Kindergarten through twelve. They shall be divided into elementary Kindergarten through five, middle school six through eight, and high school nine through twelve. Additional educational services for special education may be purchased from other districts.

The Superintendent shall review annually the school attendance areas. Should changes be required for reasons of population changes or for any other just cause, the Superintendent shall recommend for adoption by the Board such adjustments in the attendance areas as will serve the safety needs of children and the financial and administrative needs of the district.

It shall be the policy of the Board to discuss at public meetings all matters having to do with the general assignment of pupils within the school district. Problems having to do with individual pupils and referral situations will not be discussed in public.

The Superintendent may make exceptions to the attendance requirements on an individual basis for pupils upon whom a hardship would be worked through strict adherence to the approved district attendance area.

Adopted: 17 July 1995



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
8130/page 1 of 1
School Organization
M

8130 SCHOOL ORGANIZATION

The Board of Education directs the organization of the instructional program of this district.

The Superintendent shall continually monitor the effectiveness of the district organizational plan and recommend to the Board such modifications in the plan as may be in the best interest of pupils, make most effective use of district resources, and serve the educational goals of the Board.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
8140/page 1 of 1
Pupil Enrollments
M

8140 PUPIL ENROLLMENTS

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of pupils resident in this district and enrolled in district classes and programs.

Pupil attendance shall be recorded in the school register during school hours on each day the school is in session. Separate registers shall be kept for pupils attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular pupils, shared-time classes for pupils with disabilities, full-time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).

A pupil who has been placed on home instruction shall have his or her attendance status recorded on the regular register attendance pages for the program in which the pupil is enrolled. For the period beginning the first day the pupil is unable to attend school and ending the day before the first instructional day at the pupil's place of confinement, the pupil shall be marked absent. No absences will be recorded for the pupil while on home instruction, providing the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a pupil on home instruction shall be the same as for other pupils in the program in which the pupil is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:32-8.1; 6A:32-8.2

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
8210/page 1 of 1
School Year

8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district.

Definitions

1. A “school day” shall consist of a day when school is in session and students are provided at least four (4) hours of actual instruction exclusive of recess periods or lunch periods. In an approved Kindergarten, one continuous session of two (2) and one half hours may be considered a school day.
2. A “school year” will consist of no fewer than one hundred eighty (180) school days.
3. A “work year” for employees in a bargaining unit will be the number of days specified in the appropriate collective bargaining agreement. For employees not included in a bargaining unit, the work year is set forth in Policy 3127 or in official employment documents provided by the Personnel Department of the District.

Calendar Adoption

The Board will adopt a school-year calendar that specifies the school days and the work year of teachers and other members of the bargaining unit to which teachers belong. The Board may elect to adopt a calendar annually or for more than a single year.

The Board reserves the right to alter the school calendar at any time it deems necessary.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
N.J.A.C. 6A:32-8.3

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
8220/page 1 of 1
School Day

8220 SCHOOL DAY

The Board of Education shall determine the times that school will be in session for the purpose of providing adequate time for pupils to profit from the educational program of the district.

The schools of the district will be in session for pupils on those days specified by the Board.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of pupils and staff members. The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

N.J.A.C. 6:20-1.3; 6:21-2.5

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
8310/page 1 of 5
Public Records

8310 PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of New Jersey for inspection and reproduction. The Board of Education designates the Custodian of District Records on an annual basis.

Government Record or Record (N.J.S.A. 47:1A-1.1)

“Government records” or “records” pursuant to N.J.S.A. 47:1A-1.1 include any record that has been required by law to be made, maintained, or kept on file by the Board of Education, its officials, or its employees. Except such records that may be exempted by law or this policy, a “government record” or “record” means any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of the official business of the Board of Education or that has been received in the course of the official business of the Board of Education.

Board of Education meeting minutes may be inspected and copied as soon as they are prepared; unapproved minutes will be so labeled. Minutes of executive/closed session Board of Education meetings conducted in accordance with the Open Public Meetings Act will be preserved separately. The minutes of the executive/closed session will be made available to the public upon a determination of the Board of Education that making such matters public will be consistent with the Open Public Meetings Act, the public interest will no longer be served by confidentiality and/or the need for confidentiality no longer exists. Once this determination has been made, the executive/closed session minutes will be integrated with the minutes of the public meetings.

A “government record” or “record” does not include inter-agency or intra-agency advisory, consultative, or deliberative material. A “government record” or “record” does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq. Victims’ records; trade secrets and proprietary commercial or financial information; any record within the attorney-client privilege; administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security; emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security; security measures and surveillance techniques and information which, if disclosed, would give an advantage to competitors or bidders are examples of excluded government records.



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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Public Records

Information generated by or on behalf of the Board of Education or Board of Education employees in connection with any sexual harassment complaint filed within the Board of Education or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position; information which is a communication between the district and its insurance carrier, administrative service organization or risk management office; information which is to be kept confidential pursuant to court order and that portion of most documents which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; and personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that show conformity with qualifications for employment and pensions, are examples of excluded government records.

Test questions, scoring keys and other examinations data pertaining to the administration of an examination for employment or academic examination; information concerning individual pupil records grievance or disciplinary proceedings against a pupil to the extent disclosure would reveal the identity of the pupil and all other information as defined as not being a government record in N.J.S.A. 47:1A-1 et seq.

Records of Investigation in Progress (N.J.S.A. 47:1A-3 et seq.)

Records which are sought to be inspected, copied, or examined that pertain to an investigation in progress by the Board of Education and/or administration will be inspected, copied and/or examined pursuant to N.J.S.A. 47:1A-3.

Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)

The Custodian of District Records will permit the government record to be inspected, examined, and copied pursuant to N.J.S.A. 47:1A-5 et seq. by any person during regular business hours.

Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size or smaller, and \$.07 per legal size page or larger. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5.c.



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Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.

If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5.b. the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.

Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this policy is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district may charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The Custodian of District Records will provide the requestor an opportunity to review and object to the charge prior to it being incurred.

The Custodian of District Records will permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the Custodian of District Records will either convert the record to the medium requested or provide a copy in some other meaningful medium. If a request is for a record in a medium not routinely used by the district, not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district may charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.

Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.



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The Custodian of District Records will adopt a form for the use of any person who requests access to a government record held or controlled by the district. The request form will include information in accordance with the requirements of N.J.S.A. 47:1A-5.f. Requests for access to a government record shall be in writing and hand-delivered or mailed to the custodian. The custodian will also accept a request for access to a government record that is transmitted electronically. The Custodian of District Records will promptly comply with a request in accordance with N.J.S.A. 47:1A-5.g.

Any officer or employee of the district who receives a request for access to a government record will forward the request to the Custodian of District Records or direct the requestor to the Custodian of District Records.

The Custodian of District Records will grant access to a government record or deny a request for access to a government record in accordance with N.J.S.A. 47:1A-5.i and as soon as possible, but not later than seven (7) business days after receiving the request, provided that the record is currently available and not in storage or archived.

The Custodian of District Records will post prominently in public view in the part of the office of the Custodian of District Records that is open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

Challenge to Access upon Denial (N.J.S.A. 47:1A-6)

A person who is denied access to a government record by the Custodian of District Records, at the option of the requestor, may institute a proceeding to challenge the Custodian of District Record's decision by filing an action in Superior Court or in lieu of filing an action in Superior Court file a complaint with the Government Records Council established pursuant to Section 8 of P.L.2001, c. 404 (C.47:1A-7). If it is determined that access was improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee. A public official, officer, employee, or custodian who knowingly and willfully violates N.J.S.A. 47:1A-1 et seq. and is found to have unreasonably denied access under the totality of the circumstances shall be subject to the penalties and disciplinary proceedings in accordance with N.J.S.A. 47:1A-11.

Government Records Council (N.J.S.A. 47:1A-7 et seq.)

The Board of Education and the Custodian of District Records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.



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Common Law Right of Access (N.J.S.A. 47:1A-8)

Nothing contained in N.J.S.A. 47:1A-1 et seq. shall be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

Construction with Other Laws (N.J.S.A. 47-1A-9 et seq.)

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any Federal law; Federal regulation; or Federal order.

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public or government record.

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

N.J.S.A. 47:1A-1.1 et seq.; 47:3-16

N.J.A.C. 6:3-6.1 et seq.

Adopted: 18 September 2009

Revised: 21 December 2010



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Managing Electronic Mail

8311 MANAGING ELECTRONIC MAIL

School district e-mail messages, like paper records, must be retained and destroyed according to established records management procedures as required by New Jersey's Division of Archives & Records Management (NJDARM). E-mail messages are electronic documents created and sent or received by a computer system. This definition applies equally to the contents of the communication, the transactional information, and any attachments associated with such communication. Thus, e-mail messages are similar to other forms of communicated messages, such as correspondence and memoranda.

N.J.S.A. 47:3-16, as amended, defines public records as follows:

“Public records” mean any paper, written or printed book, document or drawing, map or plan, photograph, microfilm, data processed or image processed document, sound recording or in a similar device, or any copy thereof, that has been made or required by law to be received for filing, indexing, or reproducing by any officer, commission agency, or authority of the State or any political subdivision thereof, including any subordinate boards thereof, or that has been received in the course of his/her or its official business by such officer, commission, agency, or authority of the State or of any political subdivision thereof, including subordinate boards thereof, in connection with the transaction of public business and has been retained by such recipient or its successor as evidence of its activities or because of the information contained therein.

An e-mail message that meets the criteria of the definition of public records per N.J.S.A. 47:3-16, as amended, whether it is subject to access by the general public or not, must be retained according to records retention and disposition schedules approved by the State Records Committee. No public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content of e-mail messages may vary considerably and therefore, the content must be evaluated to determine the length of time the message must be retained.

For the purposes of this Policy, there are non-record e-mail messages and public record e-mail messages.



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Non-record e-mail messages are personal correspondence that do not meet the criteria of public records as per N.J.S.A. 47:3-16, as amended, and may be deleted at any time unless they become part of some official record as a result of a special circumstance. These types of messages may include personal correspondence not received or created in the course of school district business and may be deleted at any time since it is not an official public record. Non-record e-mail messages are also non-governmental publications that are publications, promotional material from vendors, and similar materials that are publicly available to anyone. These e-mail messages are not public records as defined by N.J.S.A. 47:3-16, as amended, unless specifically incorporated into other official public records, and may also be deleted at any time. However, if an e-mail message is used to justify an expenditure or is included in a proposal, the e-mail message becomes an official public record and must be retained according to records retention and disposition schedules in accordance with the appropriate retention schedules.

All public record e-mail messages shall be maintained by the individual who sends the e-mail message and the primary recipient. The sender and primary recipient are encouraged to print a hard copy of a public record e-mail and file the e-mail in school district files for continued access. The district may establish a district-wide system to facilitate public record e-mail management for continued access and retention. All public record e-mails shall be retained according to records retention and disposition schedules approved by the State Records Committee and no public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

An e-mail message that meets the criteria of the definition of a “government record” per N.J.S.A. 47:1A-1.1 must be made available to the public upon request under New Jersey’s Open Public Records Act during the required retention period, unless the content of the message falls under one of the exceptions contained in the Act or any other statute, regulation, Executive Order by the Governor, rule of Court, or Federal law, regulation or order.

State of New Jersey – Circular Letter 03-10-ST – Managing Electronic Mail: Guidelines and Best Practices – 7/11/02

Adopted:



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Personnel Records

8320 PERSONNEL RECORDS

The orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

Sufficient records shall be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

Only that information pertaining to the professional role of the employee and submitted by duly-authorized school administrative personnel or the Board may be entered in an employee's personnel file.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained in the Personnel Department; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years (6) following his/her termination of district service, provided the employment history record card is maintained; otherwise eighty (80) years.

Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this district and any computerized files maintained by this district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions during the pending of a Board vote on the person's employment.



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An employee may inspect his/her personnel file provided that the employee requests such access in writing to the Personnel Department, reviews the record in the presence of an administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected. An employee may submit a written request to the Superintendent for the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32
N.J.S.A. 47:1A-1 et seq.

Adopted: 14 April 2008



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Pupil Records
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8330 PUPIL RECORDS

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

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

For purposes of this Policy:

1. "Adult pupil" means a pupil who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.
2. "Parent" means the natural or adoptive parent, the legal guardian, surrogate parent, or a person acting in place of a parent in accordance with N.J.A.C. 6A:32-2.1. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. "Parent" shall also include, for the purposes of N.J.A.C. 6A:32, the adult pupil. A foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent's authority to make educational decisions on the pupil's behalf has been terminated by a court of appropriate jurisdiction.

General Considerations

Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of certified school personnel who originate the record. The district shall notify parents and adult pupils annually in writing of their rights in regard to pupil records and pupil participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The district shall make every effort to notify parents and adult pupils in their dominant language.



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

No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing pupil records in accordance with Department of Education rules.

Pupil Information Directory

A pupil information directory is a publication of a school district that includes pupil information as defined in N.J.A.C. 6A:32-2.1. In the event the district publishes information included in the pupil information directory, the Superintendent or designee will inform parents or adult pupils of such publication, and parents or adult pupils will be afforded a ten-day period to submit a written statement to the Superintendent prohibiting the school district from including any and all types of information about the pupil in any pupil information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and P.L. 107-110 sec. 9528, Armed Forces Recruiter Access to Students and Student Recruiting Information of the No Child Left Behind Act of 2001.

School Contact Directory

The district shall compile and maintain, but need not publish, a school contact directory for official use, which is separate and distinct from the pupil information directory. School personnel shall provide information from the school contact directory for official use only to judicial, law enforcement, and medical personnel who are currently providing services to the pupil in question. In order for a parent or adult pupil to exclude any information from the school contact directory for official use, the parent or adult pupil shall notify the Superintendent or designee in writing on a form prescribed by the Commissioner of Education.

Mandated and Permitted Pupil Records

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

Permitted pupil records are records authorized by the Board to be collected in order to promote the educational welfare of the pupil. The Board shall authorize the permitted records to be collected by adopting at a regular public Board meeting a resolution listing such permitted records or Regulation 8330, which will list such permitted records.



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Maintenance and Security of Pupil Records

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

Records for each individual pupil shall be maintained in a central file at the school attended by the pupil. When records are maintained in different locations, a notation in the central file as to where such other records may be found is required.

Pupil health records shall be maintained and located in a locked cabinet or room in the school building or complex where the pupil is assigned. Records kept in electronic form shall be both accessible and secure. Pupil health records shall be maintained separately from other pupil records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Security blocks will be installed for records stored in any computer system to protect against any security violations of the records stored therein. To guard against the loss of pupil records, the district shall maintain an updated hard copy and backup versions of pupil records.

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

Access to Pupil Records

The district shall control access to, disclosure of, and communication regarding information contained in pupil health records to assure access only to those authorized organizations, agencies, and persons under the conditions permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district may charge a reasonable fee for reproduction, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-2, provided that the cost does not effectively prevent the parents or adult pupils from exercising their rights under N.J.A.C. 6A:32-7 or under rules and regulations regarding pupils with disabilities.

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



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The following authorized organizations, agencies, and persons shall have access to pupil records:

1. The pupil who has the written permission of a parent and the parent of a pupil under the age of eighteen whether or not the child resides with that parent except per N.J.S.A. 9:2-4; the place of residence shall not be disclosed and access shall not be provided if denied by a court.
2. Pupils at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education.
3. The adult pupil and the pupil's parent who has the written permission of such pupil, except that the parent shall have access without consent of the pupil as long as the pupil is financially dependent on the parent and enrolled in the public school system or if the pupil has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult pupil may not disclose information contained in the adult pupil's record to a second or third party without the consent of the adult pupil.
4. Certified school district personnel who have assigned educational responsibility for the pupil shall have access to the general pupil record, but not to the pupil health record except under conditions permitted in N.J.A.C. 6A:16-1.5.
5. Certified educational personnel who have assigned educational responsibility for the pupil and who are employed by agencies as indicated in N.J.A.C. 6A:32-7.5(e)5 shall have access to the general pupil record, but not to the pupil health record, except under conditions permitted in N.J.A.C. 6A:16-1.5.
6. In order to fulfill its legal responsibility as a Board, the Board has access through the Superintendent or designee to information contained in a pupil's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult pupil.
7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to those portions of the record to the extent that is necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to those pupil files which such staff are directed to enter or record information and shall cease when the specific assigned task is completed.



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8. Accrediting organizations in order to carry out their accrediting functions, the Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibility which necessitates the review of such records.
9. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the pupil is placed, registered, or seeks to enroll subject to the following conditions:
 - a. Original mandated pupil records school districts have been directed to compile by New Jersey statute, regulation or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult pupil;
 - b. Original permitted pupil records which the Board has required shall be forwarded to the receiving school district only with the written consent of the parent or adult pupil except where a formal sending-receiving relationship exists between the school districts;
 - c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the pupil has transferred within ten school days after the transfer has been verified by the requesting school district;
 - d. The Superintendent or designee shall request all pupil records in writing from the school district of last attendance within two weeks from the date that the pupil enrolls in the new school district;
 - e. The Superintendent or designee of the school district of last attendance shall upon request, provide a parent(s) or an adult pupil with a copy of the records disclosed to other educational agencies or institutions; and
 - f. Proper identification, such as a certified copy of the pupil's birth certificate, shall be requested at the time of enrollment in a new school district.
10. Officials of the United States Department of Education who have assigned responsibilities which necessitate review of such records.



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11. Officers and employees of a State agency who are responsible for protective and investigative services for pupils referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the district shall ask such State agency for its cooperation in sharing the findings of the investigation.
12. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult pupil, except that these organizations, agencies, and persons shall not transfer pupil record information to a third party without the written consent of the parent or adult pupil.
13. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5(e), upon the presentation of a court order.
14. Bona fide researchers who explain in writing, in advance to the Superintendent, the nature of the research project and the relevance of the records sought and who satisfy the Superintendent or designee that the records are to be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher.

Nothing shall be construed to prohibit school personnel from disclosing information contained in the pupil health record to pupils or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the pupil or other persons.

In providing access to pupil records in accordance with N.J.A.C. 6A:32-7.5, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions for Access to Pupil Records

All authorized organizations, agencies, and persons with access to pupil records shall have access to the records of a pupil subject to the following conditions:

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



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3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of pupil records by persons other than parents, pupil, or individuals who have assigned educational responsibility for the individual pupil, an entry shall be made in the pupil's record of the names of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used.
4. Unless otherwise judicially instructed, the district shall, prior to the disclosure of any pupil records to organizations, agencies, or persons outside the school district pursuant to a court order, give the parent or adult pupil at least three days' notice of the name of the requesting agency and the specific records requested. Such notification shall be provided in writing if practicable. Only those records related to the specific purpose of the court order shall be disclosed.
5. A record may be withheld from a parent of a pupil under eighteen or from an adult pupil only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court may be withheld. When the district has or obtains evidence of such court order, the parent or adult pupil shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.

Rights of Appeal for Parents and Adult Pupils

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

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:

1. A parent or adult pupil shall notify the Superintendent in writing of the specific issues relating to the pupil's record.
2. Within ten days of notification, the Superintendent or designee shall notify the parent or adult pupil of the school district's decision.



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3. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult pupil to revise the issues set forth in the appeal.
4. If the matter is not satisfactorily resolved, the parent or adult pupil may appeal this decision either to the Board of Education or the Commissioner of Education within ten days.
5. If appeal is made to the Board of Education, a decision shall be rendered within twenty days. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4, Appeals.
6. At all stages of the appeal process, the parent or adult pupil shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made part of the pupil's record with copies made available to the parent or adult pupil.

Appeals relating to pupil records for pupils with disabilities shall be processed in accordance with the requirements of 1 through 6 above.

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

Retention and Disposal of Pupil Records

A pupil's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the pupil is enrolled in the school district.

The school district shall retain the pupil health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.



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Pupil records of currently enrolled pupils, other than that described in 1. below, may be disposed of after the information is no longer necessary to provide educational services to a pupil. Such disposition shall be accomplished only after written parental or adult pupil notification and written parental or adult pupil permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult pupil permission have been unsuccessful.

Upon graduation or permanent departure of a pupil from the school district, the parent or adult pupil shall be notified in writing that a copy of the entire pupil's record will be provided to them upon request. Information in pupil records, other than that described in 1. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be accomplished only after written parental or adult pupil notification and written parental or pupil permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult pupil permission have been unsuccessful and prior written authorization has been obtained from the New Jersey Department of State, Records Committee.

1. In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the pupil from the school district shall keep for 100 years a mandated record of a pupil's name, date of birth, name of parents, gender, citizenship, address, telephone number, health history and immunization, standardized assessment and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

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

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

Adopted: 17 September 2008
Revised:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS

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Family Educational Rights and Privacy Act

8335 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Board of Education policies and regulations will be in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and adult pupils certain rights with respect to the pupil's education records. FERPA requires the district to provide parents and adult pupils the right to inspect and review the pupil's education records within forty-five days of the day the school district receives a request for access, to request an amendment(s) of the pupil's education records the parent or adult pupil believes are inaccurate, and to consent to disclosures of personally identifiable information contained in the pupil's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure of pupil records without consent if the disclosure is to school officials with legitimate educational interests. FERPA permits the school district to disclose education records without a parent's or adult pupil's consent to officials of another school district in which a pupil seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or adult pupil of the records request unless it states in its annual notification that it intends to forward records on request.

The parent or adult pupil has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The New Jersey Administrative Code 6A:32-7 – Pupil Records adopted by the New Jersey Department of Education incorporates the requirements of FERPA and Board of Education Policy 8330 ensures parents and adult pupils are afforded certain rights with respect to the pupil's education records as required by FERPA.

20 U.S.C. Sec. 1232g. – The Family Educational Rights and Privacy Act
N.J.A.C. 6A:32-7

Adopted:



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Emergency and Crisis Situations

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8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, pupils, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration



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Emergency and Crisis Situations

to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 et seq.

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: 21 December 2010

Revised: 15 February 2011



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Preparedness for Toxic Hazard

8431 PREPAREDNESS FOR TOXIC HAZARD

The Board of Education is concerned for the safety of the pupils and staff members assigned to district schools and will take reasonable steps to protect pupils and staff members from hazards that may result from industrial accidents beyond the control of school officials.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will, in accordance with procedures prepared by the Superintendent, identify potential sources of toxic hazard and develop a plan that includes preventive and remedial measures to be followed in the event pupils and staff members are exposed to a toxic hazard. The plan will also include a system for the periodic evaluation of school environments.

The THP Officer will enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard. The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.

The plan for toxic hazard preparedness developed by the THP Officer and approved by this Board will be disseminated to the public. Teaching staff members will be instructed in the specific measures to be taken when toxic hazard is present and in the recognition of toxic hazards in the environment. A teaching staff member who detects a toxic hazard in school shall immediately notify the school Principal and the school nurse or, in the absence of either, the person authorized to perform that office.

Nothing in this policy should be construed in any way as an assumption of liability by the Board of Education for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

N.J.S.A. 13:1K-19 et seq.
N.J.S.A. 34:5A-1 et seq.
N.J.A.C. 6A:16-1.4
N.J.A.C. 7:1G-2.1
N.J.A.C. 8:59-1.4

Adopted:



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Care of Injured and Ill Persons

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8441 CARE OF INJURED AND ILL PERSONS

The Board of Education directs the Superintendent to provide for prompt and appropriate medical attention for pupils, staff members, or visitors who are injured or become ill on school premises or at school sponsored events.

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal, 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 prevent exacerbation of the disability. Routine first aid will be administered by district personnel as necessary to ensure the safety and comfort of the injured or ill person.

The parent(s) or legal guardian(s) of an injured or ill pupil 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. If the school nurse or school medical inspector or, in the absence of both, the Principal, determines that the injured or ill person should be removed from school for rest and/or treatment at home or for consultation with a private physician, the parent(s) or legal guardian(s), or family member shall be requested to provide transportation.

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 Superintendent shall, in consultation with the school medical inspector and school nurse, prepare standing orders for the emergency treatment of injuries 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. Pupil 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

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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Reporting Accidents

8442 REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the pupils and employees of this district. To that end and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a pupil, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the district business office. Injured persons shall be referred immediately to the school nurse for such medical attention as may be appropriate.

The injured employee or visitor or the staff member responsible for an injured pupil shall complete a form, available in the office of the Building Principal, that includes the date, time and place of the incident; the names of persons involved; the nature of the injury, to the extent that it is known; and a description of all relevant circumstances. The Building Principal shall retain a copy and a copy shall be sent to the business office.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the Building Principal or job supervisor, as appropriate, no later than twenty-four hours following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

Adopted:



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Control of Communicable Disease

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8451 CONTROL OF COMMUNICABLE DISEASE

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools.

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of pupils who have contracted a communicable disease and of teachers and pupils who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the Morris County Board of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the Principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease. A pupil may be isolated in school to await the arrival of or instructions from an adult member of his/her family. If the school medical inspector or the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.

Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupil.

Any pupil or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

The Superintendent shall develop procedures for the control of communicable disease that include the instruction of teaching staff members in the detection of disease and measures for its prevention and control; the removal from school premises to the care of a responsible adult for pupils identified and excluded in accordance with this policy; the preparation of standards for the readmission of pupils who have recovered from communicable disease; the provision of appropriate home instruction to excluded pupils in accordance with law; and the filing of reports as required by law.

When pupils are taken suddenly ill in school, they shall be sent or escorted to the nurse's office. If the nurse is not in the medical office, the pupil shall be sent or taken to the Building Principal's office. In general, the same procedures that apply to accidents shall apply to sudden pupil illness. The Chief School Administrator, in cooperation with the School Physician, shall implement this policy.



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS

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Control of Communicable Disease

Pursuant to regulations of the State Board of Education, the Board directs that the following rules concerning the control of communicable diseases be promulgated throughout the school system.

- A. Any student who appears to be ill or is suspected of having a communicable disease shall, on recommendation of the school physician, nurse, or in their absence, the classroom teacher, be excluded from school by the principal or isolated at school to await instructions from, or the arrival of, an adult member of the family, the medical inspector, or the nurse.
- B. Any student retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to the classroom until the student presents a written certificate indicating freedom from contagious infection from an attending physician, or the school physician. Such certification may be made by a phone call from the physician or the school nurse.
- C. The Board shall adhere to the rules of the local Board of Health and the State Department of Health regarding communicable diseases.
- D. The school physician shall comply with the regulations of the State Department of Health and the State Department of Education requiring the reporting of communicable diseases.
- E. The New Jersey Administrative Code of Education and the New Jersey Administrative Code for Health will be scrupulously obeyed for any student who has been identified as having AIDS and HIV. The district will comply with all regulations and procedures of the State Department of Education, the State Department of Health and the local board of health.
- F. The nurses shall disseminate and review the universal precautions for the prevention of infection with employees in each school.

N.J.S.A. 18A:40-3; 18A:40-7 et seq.

N.J.S.A. 26:4-4; 26:4-6

N.J.A.C. 6A:16-1.4

N.J.A.C. 8:57-1.3; 8:57-1.6; 8:57-2.1 et seq.;

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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HIV/AIDS

8453 HIV/AIDS

The Board of Education will comply with rules of the State Board of Education and the State Department of Health and Senior Services with regard to the admission and employment of persons who may be diagnosed with Acquired Immune Deficiency Syndrome (AIDS) or infected with Human Immunodeficiency Virus (HIV). "AIDS" means a condition affecting a person who has a reliably diagnosed disease that meets the criteria for AIDS specified by the Center for Disease Control of the United States Public Health Services. "HIV infection" means infection with the human immunodeficiency virus or any other related virus identified as a probable causative agent of AIDS. Laboratory results indicative of infection with HIV shall mean laboratory results showing the presence of HIV or components of HIV, or laboratory results showing the presence of antibodies to HIV, or results from laboratory tests conducted to measure the presence of HIV RNA (viral load tests), such as quantitative PCR tests.

AIDS or HIV infection shall not be considered a communicable disease for purposes of admission to or attendance in a school or for eligibility for educational transportation.

In accordance with N.J.A.C. 6A:16-1.4(a)8, no person, pupil or employee, will be excluded from school solely because he/she is infected with HIV or lives with or is related to a person infected with HIV. Pupils infected with HIV, including those who may be symptomatic or diagnosed with AIDS, may be excluded from school only as a pupil not infected with HIV or diagnosed with AIDS may be excluded from school. A school employee infected with HIV may be restricted in his/her employment only if the employee has another illness that would affect his/her employment.

Any pupil excluded from the regular school program will be provided with home instruction in accordance with rules of the State Board of Education and Policy No. 2412.

No pupil, staff member, or visitor may attend or visit school if he/she has an uncoverable and/or uncovered weeping skin lesion, whether or not the person has been screened for HIV.

It is not required that anyone in the school be especially notified that an HIV-infected pupil or employee is present. School employee physicals, pupil physicals and athletic physicals do not require disclosure of HIV status. Records of health and medical examinations should not include information about an individual's infection with HIV. Therefore, HIV/AIDS status is an exception to records required pursuant to pupil physical examinations, N.J.A.C. 6A:16-2.2, and school employee physical examinations, N.J.A.C. 6A:32-6.1 et seq. In the event the school nurse or a school official is apprised that a pupil or employee is HIV-infected, the fact of the infection will be held in strict confidence and will not be classified as a communicable disease for admission, local health reporting or educational transportation.



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HIV/AIDS

Information that identifies a pupil as having an HIV infection or AIDS shall be shared only with prior written informed consent of the pupil age twelve or greater, or of the pupil's parent(s)/legal guardian(s) as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the pupil. The person who receives such information shall not reveal it to any other person without the express written consent of the minor pupil's parent(s) or legal guardian(s), or the adult pupil.

The Board shall annually provide pupils, parent(s) or legal guardian(s), staff members, school volunteers, and members of the community with information intended to increase awareness of HIV and AIDS, including information regarding the nature of the disease and its prevention. The Board will cooperate with other agencies to provide HIV/AIDS awareness information to the community.

N.J.S.A. 26:5C-5; 26:5C-6; 26:5C-7; 26:5C-8;
26:5C-9; 26:5C-10; 26:5C-11;
26:5C-12; 26:5C-13; 26:5C-14

N.J.A.C. 6A:16-1.3; 6A:16-1.4; 6A:16-1.5; 6A:16-3.2; 6A:32-9.1

N.J.A.C. 8:57-2.1 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS

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Reporting Violence, Vandalism, Harassment,
Intimidation, Bullying, Alcohol,
and Other Drug Abuse
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8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT, INTIMIDATION, BULLYING, ALCOHOL, AND OTHER DRUG ABUSE

The Board of Education shall observe “School Violence Awareness Week” during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence. Activities shall include, but are not limited to, age-appropriate opportunities for pupil discussion on conflict resolution, issues of pupil diversity, and tolerance. The Board shall invite law enforcement personnel to join members of the teaching staff in the discussions and provide programs for school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence.

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession and/or distribution of alcohol or other drugs on school grounds, and any school employee who reports a pupil for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form adopted by the Board to include all of the incident detail and offender and victim information that are reported on the Electronic Violence and Vandalism Reporting System (EVVRS).

A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

The Building Principal, for each incident report of violence, vandalism, harassment, intimidation, bullying, alcohol, or other drug abuse, shall review the incident report for accuracy; forward a copy of the incident report to the Superintendent; and notify the Superintendent of the action taken regarding the incident. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.

The majority representative of the school employees’ bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46. Personally identifying information may be provided to the majority representative of the school employees’ bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.



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RANDOLPH BOARD OF EDUCATION

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Reporting Violence, Vandalism, Harassment,
Intimidation, Bullying, Alcohol,
and Other Drug Abuse

Two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing held pursuant to N.J.S.A. 18A:17-46, the Superintendent shall report to the Board all acts of violence, vandalism, harassment, intimidation, bullying, and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3. The report shall include the number of reports of harassment, intimidation, or bullying, the status of all investigations, the nature of the bullying based on one of the protected categories identified in section 2 of P.L.2002, c.83 (C.18A:37-14), the names of the investigators, the type and nature of any discipline imposed on any pupil engaged in harassment, intimidation, or bullying, and any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying. The information shall also be reported once during each reporting period to the Department of Education. The report must include data broken down by the enumerated categories as listed in section 2 of P.L.2002, c.83 (C.18A:37-14), and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by Federal or State law for public release.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with the provisions of P.L. 2002, c.83 (C.18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district. The Commissioner shall promulgate guidelines for a program to grade schools for the purposes of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website. The grade for the district and each school of the district shall be posted on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within ten days of the receipt of a grade by the school and district.

Whenever it is alleged a school employee has knowingly falsified the report on violence, vandalism, harassment, intimidation, or bullying required under N.J.S.A. 18A:17-46, the Board shall make a determination regarding whether the employee committed the act. The Board shall provide written notice of the allegations to the employee and the employee shall be entitled to a hearing before the Board in accordance with the provisions of N.J.A.C. 6A:16-5.3(g)2. Upon a determination by the Board that an employee has knowingly falsified the report, the Board may take appropriate action as outlined in N.J.A.C. 6A:16-5.3(g)3. Any action taken by the Board shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record. Any employee having been found responsible for the falsification of the report by the Board shall have the right to file a grievance



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Reporting Violence, Vandalism, Harassment,
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under their respective bargaining agreements, appeal the Board's determination to the Commissioner of Education and subsequently to the State Board of Education, or appeal the decision to the Superior Court of New Jersey. The availability of appeal options shall be based upon the action taken by the Board.

A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

The Board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements of N.J.S.A. 18A:17-46.

N.J.S.A. 18A:17-46; 18A:36-5.1

N.J.A.C. 6A:16-5.2; 6A:16-5.3

Adopted: 19 September 2007

Revised:



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RANDOLPH BOARD OF EDUCATION

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Reporting Potentially Missing or Abused Children

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8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-25 and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may, prior to notifying designated child welfare authorities, inform the Building Principal or designee if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Building Principal or designee of the notification, if such had not occurred prior to the notification. Notice to the Building Principal or designee need not be given when the person believes that such notice would likely endanger the reporter or pupil involved or when the person believes that such disclosure would likely result in retaliation against the pupil or in discrimination against the reporter with respect to his or her employment.

The Building Principal or designee, upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.



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Reporting Potentially Missing or Abused Children

The Superintendent will serve as the district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The Superintendent will serve as the district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the memorandum of understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent shall provide training to school district employees, volunteers, and/or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, and/or interns shall receive the required information and training as part of their orientation.

The Board of Education and administration assure all school personnel there will be no retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. 2A:4A-85; 2C:24-4

N.J.S.A. 9:6-8.8 et seq.

N.J.S.A. 18A:36-25

N.J.A.C. 6A:16-10.1 et seq.

Adopted: 19 November 2008



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RANDOLPH BOARD OF EDUCATION

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Hate Crimes and Bias-Related Acts

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8465 HATE CRIMES AND BIAS-RELATED ACTS

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Hate crimes and bias-related acts involving pupils can lead to further violence and retaliation. Hate crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. The school district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias-related acts.

Definitions

A "hate crime" is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color, disability, religion, sexual orientation, or ethnicity.

A "bias-related act" is an act directed at a person, group of persons, private property, or public property that is motivated in whole or part by racial, gender, disability, religion or sexual orientation, or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense. All hate crimes are also bias-related acts, but not all bias-related acts will constitute a hate crime.

Required Actions

Whenever any school employee in the course of his/her employment develops reason to believe that (1) a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours, or (2) a pupil enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during operating school hours, the school employee shall immediately notify the Building Principal and Superintendent, who in turn shall notify the Randolph Police Department and Bias Investigation Officer for the county prosecutor's office. The Principal shall notify the Randolph Police Department and the county prosecutor's office immediately if there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a pupil or there is otherwise reason to believe that a life has been or will be threatened.



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Hate Crimes and Bias-Related Acts

Whenever any school employee in the course of his/her employment has reason to believe that a bias-related act has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school property and whether or not such bias-related act was or is to be committed during operating school hours, the school employee should immediately notify the Building Principal and Superintendent, who in turn should promptly notify the Randolph Police Department.

In deciding whether to refer the matter of a bias-related act to the Randolph Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider the nature and seriousness of the conduct and the risk that the conduct posed to the health, safety and well-being of any pupil, school employee or member of the general public. The Building Principal and Superintendent should also consider the possibility that the suspected bias-related act could escalate or result in some form of retaliation which might occur within or outside school property.

It is understood a referral to the Randolph Police Department or county prosecutor's office is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the Randolph Police Department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected hate crime or bias-related act occurring on school property and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected hate crime or bias-related act pending the arrival of the R Police Department or the county prosecutor's office. The school officials, when feasible, will cover or conceal such evidence until the arrival of the Randolph Police Department or county prosecutor's office.

N.J.A.C. 6A:16-6.1 et seq.; 6A:16-6.3(e)

State Memorandum of Agreement approved by the Department of Law & Public Safety and the Department of Education

Adopted:



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Weapons
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8467 WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Building Principal or designee. The Building Principal or designee shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the weapon has been taken into custody by a law enforcement officer, the Building Principal or designee shall immediately store any confiscated weapon in a securely locked box or container and report the presence of the weapon to the Superintendent. The Superintendent shall promptly notify, by telephone call and by letter, the Chief of Police of Randolph that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.



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Weapons

Any pupil who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Pupils convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Any pupil who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Pupils with disabilities violating the provisions of this policy shall be dealt with in accordance with Policy No. 2460 and Regulation No. 2460.7.

Nothing in this policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of federal or state law to crimes committed by a child with disabilities.

Any pupil requiring removal from the regular education program for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611.

The Superintendent, or designee, shall prepare regulations to implement this policy for the guidance of school staff in dealing with incidents involving weapons in the school district.

N.J.S.A. 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C. 1415

Adopted: 16 July 2008



POLICY

RANDOLPH BOARD OF EDUCATION

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Crisis Response

8468 CRISIS RESPONSE

The Board of Education recognizes its responsibility to be prepared to confront circumstances in which the physical and/or mental well-being of pupils, staff and other individuals on school grounds is threatened or overtly impacted upon by an individual or group of individuals. Situations at issue include, but are not limited to, acts of terrorism, hostage situations and other threats or acts of a violent nature. The Board further recognizes there is a need to deal with the aftermath of such events and circumstances, and to contend with the psychological trauma, pain and confusion which may ensue as the result of these events.

The Board establishes through the person of the Superintendent or his/her designee, a Crisis Team whose responsibility it shall be to act:

1. As a source of information;
2. As a vehicle through which direct services may be delivered;
3. In an advisory capacity to the Superintendent, or his/her designee, and/or other agents or agencies dealing with the crisis situation.

The Crisis Team shall consist of the following membership:

1. The Superintendent of Schools, or his/her designee;
2. An administrator from each of the schools within the district;
3. School Psychologist(s);
4. Guidance Counselor(s);
5. School Social Worker(s);
6. Director of Special Services and/or Guidance;
7. Director of Buildings and Grounds;
8. Teacher representative(s);



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Crisis Response

9. A representative of local/State Police;
10. A representative of local medical facility/hospital;
11. School Nurse; and
12. Others as deemed appropriate to the function of the Crisis Team; e.g., a fire department representative, EMT specialist, other school or community representatives.

The Crisis Team shall be convened at least on an annual basis:

1. To review established policy and procedures;
2. To orient new members as to their responsibilities;
3. To maintain and reinforce lines of communication between the various disciplines and specialists who make up the Crisis Team.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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Lunch Programs

8500 LUNCH PROGRAMS

The Randolph Township Board of Education is fortunate to have suitable lunchroom facilities in each of its schools for all of its students. Hot, nutritious lunches are served in all cafeterias. All students, therefore, are required to remain in their school buildings or on the grounds thereof during the lunch period.

The district participates in the Federal Free and Reduced Lunch Program. Information concerning the Federal Program is made available to all students and parents at the opening of school each September.

N.J.S.A. 18A:18A-42.1; 18A:33-3 et seq.;

18A:58-7.1

N.J.A.C. 6:20-2A.5 et seq.

N.J.A.C. 8:24-2.1 through 7.5

Adopted: 14 December 1976

Revised: 19 March 2001



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School Nutrition
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8505 SCHOOL NUTRITION

The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, fat-free or low-fat (1%) milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After School Snack Program shall meet the standards as outlined within this Policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturers nutritional data or nutrient facts labels:
 - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - b. No more than two grams of saturated fat per serving.



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School Nutrition

2. All beverages shall not exceed 12 ounces, with the following exceptions:
 - a. Water.
 - b. Milk.

Schools shall make potable water available to children at no charge in the place where lunch meals are served during the meal service. Schools may offer water pitchers with cups on tables and/or make potable water available for pupils to fill their own cups or water bottles by means of a water faucet or water fountain that is available without restriction in or near the location meals are served. A faucet or fountain outside the cafeteria is acceptable as long as pupils can request and receive permission to access the faucet or fountain.

Schools may not serve any whole milk or any reduced fat milk (2%). Schools may only serve fat-free milk, low-fat (1%) milk, fat free or low fat lactose reduced/lactose free milk, fat-free or low-fat buttermilk, or acidified milk or fat-free or low-fat acidified milk. Schools must offer at least two choices of these milks. These approved milk products may be either white or flavored milk varieties. All milk products must be pasteurized fluid milk that meets the State and local standards, as currently required in 7 CFR Part 210.10(m)(1)(ii).

In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices.

In middle and high schools, at least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the standards in this Policy for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for pupil meal service and consumption. The school district shall provide a pleasant dining environment for pupils, and schools shall attempt to schedule physical education or recess before lunch whenever possible.



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School Nutrition

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.

N.J.A.C. 2:36-1.7(a); 2:36-1.7(b)

Adopted: 20 September 2006
Revised:



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School Lunch Program Biosecurity Plan

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8506 SCHOOL LUNCH PROGRAM BIOSECURITY PLAN

The Board of Education is committed to protecting the health of the children and adults in school buildings by strengthening the safety of food service operations. The Superintendent shall create and implement a School Lunch Program Biosecurity Plan by November 1, 2006 that will keep school meals free from intentional contamination and enable the food service to respond to threats or incidents of bioterrorism. A bi-annual report of the Plan shall be presented to the Board upon request.

The School Lunch Program Biosecurity Plan shall be a document that spells out school lunch program policies and procedures that minimize the risk of intentional contamination of food and reduce the risk of illness or death in the school community. The Plan shall describe strategies for preventing threats and incidents of product tampering and food contamination. The Plan shall also include appropriate response actions to be taken should an incident occur. There may be a general Plan for all the schools in the district; however, the Plan will address the specific roles and responsibilities for individual schools or locations where food is served.

The School Lunch Program Biosecurity Plan shall be prepared, revised, and updated in accordance with the requirements of N.J.A.C. 2:36-1.13 - Biosecurity for School Food Service and the U.S. Department of Agriculture, "A Biosecurity Checklist for School Food Service Programs," March 2004 version, as amended and supplemented, as New Jersey's Biosecurity Policy for Child Nutrition Programs.

N.J.A.C. 2:36-1.13

Adopted: 20 September 2006



POLICY

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Free and Reduced Rate Meals

8540 FREE AND REDUCED RATE MEALS

The Board of Education recognizes the importance of good nutrition to each pupil's educational performance and directs that needy pupils be provided with lunch at reduced rates or free of charge.

Pupils shall be eligible for free or reduced rate meals who would not otherwise receive proper nourishment. The Board designates the Director of Food Services to determine, in accordance with standards issued annually by the State Department of Education, the pupils eligible for free or reduced rate meals.

The Superintendent shall annually notify all interested persons in the school district of the availability, eligibility requirements, and application procedures for free and reduced rate meals by the distribution of an application for such meals to the family of each pupil enrolled in the district, by placing a notice in the Board's official newspaper, and by informing appropriate municipal agencies and community organizations.

A parent(s) or legal guardian(s) who so requests shall be given an application form and at least two weeks to prepare and submit the form. Where necessary, the Principal or the Principal's designee shall assist the applicant in the preparation of the form. The pupil's eligibility shall be determined and the applicant shall be notified of that determination in writing within five working days of the receipt of the application. Any pupil found eligible shall be offered free or reduced rate meals immediately and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility.

A denial of eligibility for free or reduced rate meals shall be in writing and shall include the reasons for which eligibility was denied, notice of the applicant's right to appeal the denial, and the procedures for appeal. Appeal procedures shall include a hearing, held with reasonable promptness and at the convenience of the applicant and before a hearing officer other than the school official who denied the application; the applicant's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the Board Secretary/Assistant School Business Administrator.

The identity of pupils who receive free or reduced rate meals will be protected, and they shall not be required to work in consideration for receiving such meals.

The Superintendent shall develop regulations to implement this policy and shall seek out and apply for such federal, state, and local funds as may be applied to the district's program of free and reduced rate meals.

7 C.F.R. 210.1 et seq.
N.J.S.A. 18A:33-5; 18A:58-7.2
N.J.A.C. 2:36

Adopted:



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Transportation
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8600 TRANSPORTATION

The Randolph Township School District shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq. and Board policy. Transportation shall be provided only to eligible public and non-public school students, authorized school staff members, and adults serving as approved chaperones.

The Randolph Township School District shall provide transportation to and from school for public school students less than remote from their school in grades K-8 who live more than 2.0 miles from the school they attend and in grades 9 - 12 who live more than 2.5 miles from the school they attend.

The Randolph Township School District may decide to enter into a contract to provide transportation to and from school for public and non-public school students less than remote from their school with the parent or legal guardian paying costs in accordance with N.J.S.A. 18A:39-1.3. Students shall not be excluded from receiving these transportation services if it is determined the parent/legal guardian cannot pay the cost in accordance with N.J.S.A. 18A:39-1.4.

The Randolph Township School District shall transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.

The Randolph Township School District shall transport disabled students in accordance with N.J.S.A. 18A:46-1 et seq.

The Randolph Township School District shall approve all bus routes by June 30th of each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated. The Randolph Township School District will consider, but shall not be limited to, the criteria outlined in N.J.S.A 18A:39-1.5 in determining "Hazardous Routes."

The Randolph Township School District shall not be responsible for the transportation of non-resident students to or from school, except that transportation to and from school shall be provided for homeless children for whom the district is determined to be the district of residence and for homeless children enrolled in this district when no district of residence has been determined.



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Transportation

The Randolph Township School District shall transport resident children who attend a non-public school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of students enrolled in the schools of this district. Pursuant to N.J.A.C. 6A:27-2.2, students living more than twenty miles from their non-public school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same non-public school.

N.J.S.A. 18A:39-1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1.

Adopted: 15 March 2011



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Pupil Supervision After School Dismissal

M

8601 PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten through Grade 5, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal, may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s). Parents may designate an escort in lieu of personally picking up their child(ren).

The Superintendent will develop regulations to implement this policy, including any necessary forms.

Adopted: 24 October 2007



POLICY

RANDOLPH BOARD OF EDUCATION

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Subscription Busing

8611 SUBSCRIPTION BUSING

The Board of Education will offer subscription bus transportation to and from school for pupils that are not to receive; and/or transportation provided by the Board in accordance with Policy No. 8600 for Board provided and funded transportation. Subscription busing will be offered in accordance with N.J.S.A. 18A:39-1.3 and 1.4. Subscription busing may not be available for all pupils depending on the availability of contracted buses (or district buses), the cost to provide the transportation service and/or the number of parent(s) or legal guardian(s) that are interested in contracting for such service.

In accordance with N.J.S.A. 18A:39-1.3, the Board may enter into a contract (and/or use its own bus(es) to provide this subscription busing to pupils with the parent(s) or legal guardian(s) paying all the costs including but not limited to the cost of the contract and/or the cost of fuel, driver salaries and insurance, if district bus(es) are used.

The Board will notify the New Jersey Department of Education when it elects to provide subscription transportation in accordance with N.J.S.A. 18A:39-1.3.

N.J.S.A. 18A:39-1.3; 18A:39-1.4; 18A:39-2

Adopted:



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Bus Driver Responsibility
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8630 BUS DRIVER RESPONSIBILITY

The Board of Education requires all school bus drivers employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications and communication skills necessary to perform the duties of the position. The school bus driver will possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and is subject to all the Federal and State requirements to maintain the appropriate license.

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 pupil from the school bus, but if unable to manage a pupil, the school bus driver will report the unmanageable pupil to the Principal or designee of the school in which the pupil attends.

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

In the event of an emergency, the school bus driver shall follow procedures established by this Board. 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 a Preliminary School Bus Accident Report prescribed by the Commissioner of Education and provide the Report to the Principal of the receiving school by the end of the next working day. 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.

A school bus driver, during the driver's work schedule, may only use a cellular, or other wireless telephone, for school related business. The driver is prohibited from using a cellular, or other wireless telephone, while operating a school bus. A cellular, or other wireless telephone, may only be used for school related business by the school bus driver while operating the school bus, when the school bus is parked in a safe area off a highway or in an emergency situation. A driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.



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Bus Driver Responsibility

The school bus driver is responsible for the safety of his/her pupils and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of his/her school bus.

N.J.S.A. 18A:25-2

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

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

Adopted:



POLICY

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Pupil Transportation Vehicles and School Buses

8635 PUPIL TRANSPORTATION VEHICLES AND SCHOOL BUSES

All pupil transportation vehicles and school buses will be scheduled to maximize their use while ensuring all routes are scheduled in a safe manner for drivers and passengers.

Pupil transportation vehicles and school buses will have time periods during the day between scheduled bus routes when they are not in use. These time periods may vary from route to route and vehicle to vehicle depending on issues such as a school's opening and ending times and the location of pupils transported to and from the school. Based on scheduling issues and the amount of time between transportation routes, the school bus driver may be required to return the school vehicle/bus to the school district transportation facility during the school day. In the event the schedule does not provide adequate time or it is not practical for the vehicle/bus to be returned to the school district's transportation facility between routes during the school day, the school bus driver may be required to park the vehicle/bus at another school building or location in the school district designated by the Transportation Coordinator.

If the transportation route is for pupil transportation to and from a school building out-of-district, the driver may be required to return the transportation vehicle/bus to the district's transportation facility or to a school building or location designated by the Transportation Coordinator for the time period between routes. In the event there is not adequate time or it is not practical for a vehicle/bus to return to the school district between out-of-district transportation routes, the Transportation Coordinator will authorize the vehicle/bus remain at an approved location between such routes. The Transportation Coordinator, in consultation with the driver and the out-of-district school, will designate a location for the driver to maintain the vehicle/bus in between the scheduled routes.

The safety and security of the transportation staff and the school vehicle/bus will be the most important consideration in designating an out-of-district location for vehicles that may not return to the transportation facility during the school day.

Adopted:



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RANDOLPH BOARD OF EDUCATION

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Community Use of Transportation

M

8651 COMMUNITY USE OF TRANSPORTATION

The Board of Education will permit the school busing vehicles owned or leased by this district to be used for the purpose of transporting senior citizens' groups, children and adults participating in a recreation or other program operated by the Randolph Board of Education in accordance with law and rules of the State Board of Education. The Board will not permit the use of school busing vehicles for any purpose not expressly authorized by law and Board policy.

The transportation of senior citizens shall be restricted to destinations that are within this school district or any contiguous school district. The transportation of disabled citizens may be within any district. The transportation of children and adults participating in a recreation or other program shall be limited by the location of the program.

The transportation of community members under this policy shall be limited to those hours and days when vehicles are not required for the transportation of pupils. No transportation will be supplied for weekends, holidays, summer vacation time, or for the purpose of attendance at political activities. The Board reserves the right to refuse or cancel any community transportation in the interests of the educational program or the efficient operation of the district.

Vehicles must be operated by the holder of a valid New Jersey bus driver's license who has been approved by this Board.

The costs of community transportation shall be reimbursed to the Board in full.

A request for community transportation must be submitted to the Director of Transportation no less than four (4) weeks prior to the planned trip and must be approved by the Director of Transportation.

N.J.S.A. 18A:39-22 et seq.

N.J.S.A. 39:3B-5.4;

N.J.A.C. 6:21-12.1 et seq.

Adopted: 17 September 2008



POLICY

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Transportation by Private Vehicle

M

8660 TRANSPORTATION BY PRIVATE VEHICLE

The Board of Education authorizes the transportation by private vehicle of pupils of this district between the school and a school activity approved by the Superintendent or designee in accordance with this policy.

Any such transportation must be approved in advance and in writing by the Superintendent or designee. The writing must set forth the date, the time, the places from and to which pupils will be transported; and the names of the pupils to be transported.

No person shall be approved as driver for the transportation of pupils in a private vehicle who is not an employee of this Board or the parent(s) or legal guardian(s) of a pupil enrolled in this district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

Any private vehicle used for the transportation of pupils must have the capacity to hold not more than eight persons; and must conform to registration, inspection, and insurance requirements of the State of New Jersey for privately owned vehicles. Seat belts shall be worn by the driver and the passengers while the vehicle is in motion. No vehicle may be used to transport more persons than its normal load capacity.

The responsibility of teaching staff members for the discipline and control of pupils will extend to their transportation of pupils in a private vehicle. Drivers who are not teaching staff members are requested to report pupil misconduct to the Building Principal.

Expenses incurred by drivers of private vehicles in the course of transporting pupils will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees. Anticipated expenses must be pre-approved by the Superintendent or designee.

N.J.S.A. 18A:16-6; 18A:25-2; 18A:39-20.1

N.J.A.C. 6A:27-7.6; 6A:27-7.7

Adopted: 17 December 2008



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS

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Transportation of Disabled Pupils

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8670 TRANSPORTATION OF DISABLED PUPILS

The Board of Education shall provide transportation services for pupils with disabilities as required by law and dictated by the pupil's educational needs and physical welfare. The Board will provide the transportation specified as a related service in the program of special education approved for a disabled pupil. Such transportation will conform to the pupil's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team or prescribed by the school physician. Transportation to a placement outside this district will conform to the school calendar of the receiving school.

The transportation of a disabled pupil may include such special equipment, transportation aides, and special arrangements for other assistance to and from and in and around the school. When necessary for the pupil's welfare, the case manager will provide the transportation coordinator and driver with specific information about the pupil. For pupils with disabilities below the age of five, safety belts or restraint systems will be used.

The transportation of disabled pupils to special education programs approved by the Board and located outside the state will conform to guidelines established by the New Jersey State Department of Education. Such transportation services will be dictated by the pupil's IEP and approved by the Child Study Team. The individual plan for a disabled pupil's out-of-state transportation will be submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out-of-state disabled pupils will be by the most economical and expeditious mode consistent with the pupil's special needs and will be limited to travel at the beginning and the ending of the school year.

State aid will be sought for the services provided in accordance with law and this policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-2.1; 18A:46-19.6; 18A:46-23

N.J.A.C. 6A:14-3.9(a)7; 6A:27-5.1 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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Property Insurance

8710 PROPERTY INSURANCE

The Board of Education recognizes its responsibility under law to insure the replacement value of the property of this school district, both real and personal, against loss or damage by fire and expressly extends such insurance coverage to loss or damage caused by theft, water, glass breakage, explosion, boiler failure, smoke, windstorm, vandalism, and other hazards.

In placing property insurance coverage, the Board shall be guided by the price of the coverage, the ability of the insurer to meet obligations promptly and fully, the reputation and past performance of the insurer's agent, and the goal of distributing the insurance coverage of the district through one insurance broker only.

The Board shall annually appoint an insurance advisor who shall review the insurance program of the district, consider alternatives, and report recommendations to the Board; recommend specific insurance placement and prepare specifications; assist the Board in the establishment and maintenance of property valuation and insurance records; provide annual safety and fire inspections; process all claims; provide workshops and lectures on fire safety and prevention and safety precautions to the appropriate staff members; and recommend such measures as may reduce the cost of insurance premiums.

To be eligible to represent this Board an insurance agent must write all insurance through a company whose minimum financial status, so far as loss paying ability is concerned, is rated by A.M. Best and Company to be no less than A+; and must derive over fifty percent of his/her income from insurance premium commissions or receive no less than \$100,000 annually in premium income from sources other than this school district.

N.J.S.A. 18A:18A-42(e); 18A:20-25
N.J.S.A. 40A:10-52 et seq.

Adopted: 17 September 2008



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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Bonding

8740 BONDING

The Board of Education recognizes that the prudent trusteeship of the resources of this district dictates that employees responsible for the safekeeping of district moneys and property be bonded.

The Board directs the indemnification of the district against loss of money and property by the bonding of the Treasurer of School Moneys in accordance with the requirements of N.J.A.C. 6A:23A-16.4 and by the bonding of the Business Administrator/Board Secretary in accordance with the requirements of N.J.S.A. 18A:17-6. If the district does not have a Treasurer of School Moneys, the Board will ensure surety bonds are obtained in accordance with the rules of the State Board of Education. All other employees may be covered under a blanket bond in an amount to be determined by the Board or as required by the rules of the State Board of Education.

The District shall bear the cost of bonding each employee required to be bonded by law or by this policy.

N.J. Consti., Art. 7, §1, 4
N.J.S.A. 18A:6-58; 18A:17-6; 18A:17-26; 18A:17-32
N.J.A.C. 6A:23A-16.4

Adopted: 20 February 2007
Revised: 26 April 2011



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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Employee Indemnification

8750 EMPLOYEE INDEMNIFICATION

The Board of Education recognizes that officers and employees of this district are exposed to certain risks in the course of the performance of their duties and will provide insurance coverage against losses that may be incurred by such risks.

The Board shall in accordance with law, insure employees of the school district against injury and death arising out of or in the course of their employment.

The Board shall provide indemnification to any person holding any office, position or employment under the jurisdiction of the Board, including any pupil teacher/intern, or person assigned to other professional pre-teaching field experience, for damages, losses, and costs incurred as a result of a civil or administrative action or other legal proceeding brought against any such persons for any acts or omissions arising out of and in the course of their employment, pupil teaching, or other assignment to professional field experience with this Board. This indemnification will include all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and will hold harmless and protect such person from any financial loss resulting from such action. No employee will be held harmless or have his/her defense costs defrayed in a disciplinary proceeding instituted against him/her by the Board or when the employee is appealing an action taken by the Board. Indemnification for exemplary or punitive damages is not required and will be governed by the standards and procedures set forth in N.J.S.A. 59:10-4. The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

The Board shall provide indemnification to any person holding any office, position or employment under the jurisdiction of the Board, including any pupil teacher/intern, or person assigned to other professional pre-teaching field experience, for the costs of defense against any criminal or quasi-criminal action for any such act or omission when such prosecution is dismissed or results in a final disposition favorable to the officer or employee. This indemnification will include the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals. No employee will be held harmless or have his/her defense costs defrayed as a result of a criminal or quasi-criminal complaint filed against the employee by or on behalf of the Board. The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

The Board shall insure against any liability arising out of the use of motor vehicles in the course of the conduct of automobile driver training courses and against any liability arising from the use of a motor vehicle by a person duly appointed by the Board to transport pupils and while in the course of such transportation.



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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Employee Indemnification

The Board may insure against any major liability arising from the use of a motor vehicle by an employee or pupil of the district in the performance of district business.

The Board may, in accordance with law, enter a joint contract for the purchase of liability insurance.

N.J.S.A. 18A:16-6; 18A:16-6.1; 18A:18A-3.2;
18A:18A-42(e); 18A:18B-1; 18A:18B-2;
18A:39-6; 18A:39-6.1; 18A:39-20.1

N.J.S.A. 40A:10-52

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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Pupil Accident Insurance

8760 PUPIL ACCIDENT INSURANCE

The Board of Education recognizes injuries to pupils may occur from accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the school district.

In accordance with the provisions of N.J.S.A. 18A:43-1, the Board is not required to, but may arrange for, maintain, and may pay the premiums for insurance coverage by a qualified insurer for loss sustained by pupils through accidental means while participating in those school activities insured by the Board's insurance provider. This insurance coverage, if purchased by the Board, will not cover all school activities and will be secondary insurance requiring all claims be submitted to the pupil's parent's or legal guardian's insurance provider before being submitted to the school district's insurance provider. All claim decisions and payment amounts will be made by the school district's insurance provider in accordance with the terms of the insurance policy purchased by the Board. The insurance coverage provided under this program will be based on a payment schedule and may not provide for full payment of such claims.

The Board, if such insurance is provided, may require payment to the Board by pupils to whom the benefit of such insurance is extended, of a proportional share of premiums or any part thereof in accordance with the provisions of N.J.S.A. 18A:43-2. In the event the Board requires such payment, the amount to be paid by pupils shall be established by a schedule determined by the Board, but no pupil electing not to participate in the accident insurance coverage shall be required to make any payment toward the cost of the premiums.

The Board may provide parent(s) or legal guardian(s) the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by pupils occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the school district.

The Superintendent and/or designee will recommend suitable and qualified insurance providers for Board consideration and approval. Parent(s) or legal guardian(s) of pupils who may be eligible for such insurance coverage will be notified of its availability.

In accordance with the provisions of N.J.S.A. 18A:43-3, in the event the Board elects to provide this pupil accident insurance, it shall not be construed to impose any liability on the part of the Board for an injury sustained by a pupil as a result of or in connection with any activities outlined in N.J.S.A. 18A:43-1 or as a result of or in connection with the conduct of the physical education program of the school district.

N.J.S.A. 18A:43-1; 18A:43-2; 18A:43-3

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
8770/page 1 of 1
School Board Insurance Group

8770 SCHOOL BOARD INSURANCE GROUP

The Board of Education shall provide insurance for loss or damage to school district property, real or personal; loss or damage from liability resulting from the use of district property; loss or damage from liability for the acts and omissions of school district officers or employees; loss or damage from liability established by the workers' compensation statutes; and the expenses of defending any claim against the Board members, officers, or employees of this district arising out of and in the course of the performance of their duties.

The Board recognizes the benefits to the school district of joining with other Boards of Education in providing coverage for the insurance needs of this district and in participating in programs of risk management to prevent loss and to control liability.

The Board may, upon formal resolution duly adopted, become a member of a school board insurance group in order to participate in any joint self-insurance fund or funds, risk management programs, or related services offered or provided by the group. The Board's membership in the group will be governed by the bylaws of the insurance group, which must be reviewed and approved by the Commissioner of Insurance in accordance with State law.

Trustees of the school board insurance group shall be selected in accordance with the bylaws of the insurance group; if the bylaws do not provide for the manner of a trustee's election, the trustee or trustees representing this Board of Education shall be elected by a plurality vote of those Board members present and voting.

N.J.S.A. 18A:18B-1 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
8810/page 1 of 1
Religious Holidays

8810 RELIGIOUS HOLIDAYS

The Board of Education recognizes the acknowledgment of religious holidays in the public school may be a source of community concern. It is a goal of the district educational program to teach mutual understanding and brotherhood and respect for group differences. In pursuing this goal, the educational program may recognize that various religious groups celebrate different holidays with different practices.

In the acknowledgment or observance of any religious holiday, the Superintendent shall ensure the school and/or school officials do not mandate, organize, participate in an official capacity, endorse, persuade, compel, prevent or deny participation in constitutionally protected prayer or religion in violation of the governing principles of the First Amendment of the United States Constitution. Consistent with these principles, the Superintendent shall ensure:

1. No worship or religious service of any kind is sponsored by the school district and conducted during the school day, whether or not conducted by a clergyman;
2. Religious exhibits or displays include only materials that are a necessary or integral part of the curriculum;
3. Any religious music played is selected primarily for its artistic content; and
4. Any acknowledgment of a religious holiday neither advances nor inhibits any particular religious sect or religion consistent with the governing principles of the First Amendment of the United States Constitution.

U.S. Const., First Amendment

N.J. Const., Art. 1, paragraph 4

United States Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

N.J.S.A. 18A:36-16

N.J.A.C. 6:20-1.3(j)

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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Opening Exercises

8820 OPENING EXERCISES

The Board of Education requires that 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. A pupil who has conscientious 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 pupil 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 pupil shall be required to furnish a written statement of the pupil's conscientious objection.

N.J.S.A. 18A:36-3

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
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Memorials

8860 MEMORIALS

The Board of Education recognizes that each officer and employee of this district is important not only to the school district but to the community at large. The loss of any officer or employee of this Board by death is a loss that the Board and the district share with the community.

In order to memorialize that loss in a fitting manner, the Board directs that, whenever notice is received of the death of a Board member or a person employed by the Board, the flag of the United States at each school district building shall be flown at half mast for one school day. Written notice shall be posted in an appropriate manner in each district building on that day in order that pupils, staff members, and visitors are informed of the purpose of the memorialization.

The Superintendent may, in his/her discretion, grant an employee of this district a brief absence without loss of pay or personal leave for the purpose of attending the funeral of his/her direct supervisor or subordinate provided that no disruption in the educational program will be caused by any such absence.

The Superintendent shall recommend to the Board and the Board may approve appropriate recognition measures beyond those provided for in this policy when the deceased Board officer or employee has, by length of service or extraordinary accomplishment, especially distinguished his/her service to this school district.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

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9000 COMMUNITY

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POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Public Relations

9100 PUBLIC RELATIONS

The Board of Education directs the implementation of a public relations program to foster the continuing and constructive cooperation of this school district with parent(s) or legal guardian(s), community organizations and institutions, representatives of business and industry, and other members of the community served by the school district.

The Superintendent shall consult with representatives of the community in the development of educational goals for the district, objectives and standards for the educational program, and the family life education curriculum. The Board encourages the involvement of community members in the governance of the district through advisory committees, in accordance with Policy No. 9140.

The Board respects the contributions to community life made by business, industry, labor, charitable organizations, cultural institutions, volunteer associations, and other community groups that enrich the educational potential of the community. The Superintendent shall be alert to opportunities for an educational program expanded and enriched by utilization, both within and without the schools, of a diversity of community resources. A file of community resources shall be maintained in each school building.

All district employees are encouraged to make parent(s) or legal guardian(s) feel welcome in the school and in the classroom; moreover they should cooperate with parent organizations and other groups of residents seeking information or offering assistance to the schools; treat all pupils with firmness, sensitivity, intelligence, and fairness so as to command their respect and enlist the cooperation of their parent(s) or legal guardian(s); and work with others in a manner conducive to high morale and meriting the respect of the community.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Public Relations Program
M

9120 PUBLIC RELATIONS PROGRAM

The Board of Education believes all reasonable means should be employed to keep the community served by the school district informed on matters of importance regarding district programs, finances, personnel, policies, and operations.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release. The Board President may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives. The release of all other publications, photographs, and documents depicting the accomplishments of the pupils and staff of the district shall be approved by the Superintendent of Schools or designee.

The school district will not release or publish photographs or release other personal identifying information of an individual district pupil without the prior written permission of the parent(s) or legal guardian(s) or from the adult pupil. Written permission slips for such release from each parent(s) or legal guardian(s) or adult pupil will be obtained by the Principal or designee for the pupils in their school building or by the Program Administrator for pupils in programs where a Principal is not assigned. These written permission forms shall be maintained by the Principal or Program Administrator. Group photographs may be released by the district without permission, but in no event will an individual pupil in a group photograph be identified by name and/or by other personal identifier without written permission from the parent(s) or legal guardian(s) or adult pupil.

The Superintendent of Schools shall direct an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the schools. As a minimum, information shall be disseminated regarding the district's educational goals; the district's guarantee of equal educational opportunity; the district's programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of Statewide assessment tests. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

The public information program is overseen by the Superintendent and Communications Coordinator and may include the publication and distribution of a district newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed calendars and notices of events, the Superintendent's annual report, and a pupil handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Public Relations Program

The Board of Education adopts the following strategies to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14 in accordance with N.J.A.C. 6A:23A-5.2.

School district publications shall be produced and distributed in the most cost-efficient manner possible that will enable the school district to inform and educate the target community. The use of expensive materials or production techniques where lower cost methods are available and appropriate, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.

The school district will not distribute, via mass mailings or other means to the district community at large, publications that include the picture(s) of any members of the Board of Education within ninety days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district. Any publication(s) distributed by the Board via mass mailings or other means to the district community at large within sixty days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district must be submitted to the Executive County Superintendent for review prior to distribution to ensure that the public funds are being expended in a reasonable and cost-effective manner.

Public relations activities, such as booths at Statewide conferences, marketing activities and celebrations for opening schools and community events, and TV productions that are not part of the instructional program or do not provide information about district or Board operations to the public, that are excessive in nature are prohibited. All activities involving promotional efforts to advance a particular position on school elections or any referenda are prohibited.

Nothing in N.J.A.C. 6A:23A-5.2 and this Policy shall preclude the school district from accepting donations or volunteer services from community members, local private education foundations and local business owners to conduct or assist in public relations services. Examples include, but are not limited to: providing school district flyers, newsletters, or other materials containing school-related information of public concern to local businesses, public meeting places, or other local organizations to display or make available for dissemination; making school district related information of public concern available to local newspapers to publish related articles; and utilizing volunteered services of local community members, district employees, members of parent organizations or local businesses with expertise in related areas such as printing, advertising, publishing, or journalism.



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Public Relations Program

The Board of Education will establish annually prior to budget preparation, a maximum dollar limit for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14. In the event it becomes necessary to exceed the established maximum dollar limit for public relations, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount for public relations. Any increase in the maximum dollar amount shall require formal Board action.

N.J.A.C. 6A:23A-5.2

Adopted: 19 November 2008



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Communications

9121 COMMUNICATIONS

The Randolph Township Board of Education recognizes the importance of maintaining open and honest communications. In August of each school year, the Superintendent or Communications Coordinator shall address two-way communication that focuses on fostering student achievement and civic engagement, strengthening the education process. Regular, informative, factual information shall be shared with parents, staff, students and the community. The communications flow among all these groups shall be encouraged and recognized.

The plan shall embody the following objectives:

1. Disseminate accurate, timely information about school policies, programs, procedures, achievements, decisions, critical issues;
2. Provide and publicize multiple communication vehicles;
3. Design programs and practices to provide an open climate that will elicit ideas, suggestions, reactions from the community and employees alike;
4. Build effective working relationships with the news media;
5. Encourage, maintain and reward an organizational environment where all district staff members are aware that they share the responsibility for communication of school policies, programs and activities to parents, their peers, and other members of the community;

Adopted: 18 October 2006



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Public Concerns

9130 PUBLIC CONCERNS

Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district. The Board directs the Superintendent to establish procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment. Under no circumstances will an individual be allowed to criticize any employee of this district at an open public Board meeting.

When a Board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the Superintendent, who shall review the complaint according to established procedures.

Only in those cases where satisfactory adjustment cannot be made by the Superintendent and/or the staff shall communications and complaints be referred to the Board for resolution.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the Building Principal; a complaint about instructional or resource materials should be addressed to the Assistant Superintendent for Curriculum and Instruction.

The Superintendent shall establish procedures for the hearing of requests and complaints regarding district personnel, the educational program, instructional and resource materials, and the operation of the school district. Procedures will be governed by the following guidelines:

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education, as set forth in the procedures established by the Superintendent.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.
4. All appeals must be made to each successive level within 10 days of receipt of a written determination.



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Public Concerns

5. In the case of complaints about instructional or resource materials, the initial complaint must set forth in writing the author, title, and publisher of the materials as well as those specific portions of the material or the work to which objection is taken; the complainant's familiarity with the work; the reasons for the objection; and the use of the work in the schools. The Superintendent shall appoint a committee of professional staff members and community representatives to review the challenged material against the standards for the selection of resource materials established by Board policy. The committee will report its findings to the Board. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board of Education, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.
6. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.

Adopted: 18 January 2006
Revised: 13 July 2010



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Citizens Advisory Committees
M

9140 CITIZENS ADVISORY COMMITTEES

The Board encourages the participation of the citizens of this district in the affairs of the school. As the need arises, the Board will form and support advisory committees on an ad hoc basis to study various topics of current interest as may from time to time be requested by the Board. Such advisory committees are for consultative purposes only. The Board will carefully consider but is not bound by their conclusions.

In creating a new advisory committee, the Board will specify its scope; appoint as consultant a member of the professional staff; appoint a chairman pro tem, and appoint committee members who are interested in the subject, concerned about the schools and knowledgeable about the subject. Every effort shall be made to obtain a group that is representative of the entire community. After the committee has been formed, it shall organize itself. The Board will give the committee a carefully written limited charge, at least one preliminary reporting date, and a final reporting date.

N.J.A.C. 6:30-1.5; 6:31-1.14(b)
20 U.S.C.A. 3801 et seq.

Adopted: 14 April 2008



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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School Visitors

9150 SCHOOL VISITORS

A “visitor”, for purposes of this policy, is anyone who seeks entry into a school during the school day and is not a student of the school, an employee assigned to the school, a volunteer approved by the Principal, or a district-level administrator.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may engage in any contact with a student, other than casual conversation in passing, except with his or her own child, without the approval of the Principal. Any such contact with a student other than the visitor’s child may take place only in the presence of a teaching staff member and/or school administrator.

District administrators are authorized to prohibit the entry of any person into a school or other district facilities or to expel any person from the school or district facility when there is reason to believe the presence of such person would be inimical to the orderly operation of school business. If such a person refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request from the local law enforcement whatever assistance is required to remove the individual.

The Superintendent shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

N.J.S.A. 2C:18-3

N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Adopted: 14 April 2008



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Public Attendance at School Events

9160 PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools of the district and acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of such events.

The Board may bar the attendance of any person at a school event whose conduct constitutes a disruption. The Board prohibits the possession and consumption of alcoholic beverages at any function sponsored by the district, and, further, prohibits wagering on school premises.

A schedule of fees for all school events shall be prepared by the Superintendent and adopted by the Board.

Senior Citizens Attendance at School Events

All residents of Randolph Township who display a Randolph Township Senior Citizen ID card, are welcomed as our guests at all school functions.

For purposes of this policy, a school function shall be defined as any pupil activity open to the public free of charge as well as pupil activities for which admission is charged and the admission fees are turned over directly to the Board of Education as revenues, or to the school pupil activity account. Such activities would include interscholastic sports events, band concerts, and pupil drama productions.

Not considered school functions are those activities which are sponsored by PTA's and other organizations which use school facilities for the purpose of raising money for various school-related activities. Also not considered as school functions are those events in which the sponsoring organization is charged a rental fee for the use of a school facility and the sponsor is charging admission for the purpose of fund raising or simply to cover costs of the event.

Indoor high school graduation ceremonies shall not be subject to provisions of this policy. Also not subject to this policy are Iron Hills Conference championship games and championship contests sponsored by the New Jersey State Interscholastic Athletic Association.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Crowd Control

9161 CROWD CONTROL

The Board of Education believes in order to achieve its goals for interscholastic competition, that the student body and the general public attending an interscholastic event conduct themselves in such a manner as to make a positive contribution toward the educational objectives of this district.

The Board directs the Superintendent to prepare regulations for pupil and public behavior at interscholastic events and to publicly post such regulations and to devise procedures for the control of crowds.

The Board authorizes school officials to have expelled from any district event by the law enforcement officers on duty, any spectator who willfully violates the rules and regulations of the district or whose behavior jeopardizes the safe conduct of the event. Further, any spectator involved in continual violations of the rules and regulations shall be prohibited from attending further school events.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
9180/page 1 of 2
School Volunteers

9180 SCHOOL VOLUNTEERS

The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services in the school(s) of the school district.

[Options – Select One Option Below:

- ___ An unpaid volunteer is not required to complete a criminal history record check. A volunteer [___ **shall or** ___ **is not required to**] be approved by the Board.
- ___ An unpaid volunteer, as defined below, shall be required to complete a criminal history record check. The Board of Education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2.

For the purpose of this Policy, a “volunteer” is a person who is not paid by the Board of Education, who assists with classroom or other school activities under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for school activities on a “regular basis” throughout the school year.

For the purpose of this Policy, “regular basis” means volunteering services more than _____ occasions during a school year.

For the purpose of this Policy, a “volunteer” is not a person who is invited into a school and provides occasional assistance for school activities, chaperones a class trip, or assists with classroom or other school activities less than _____ (same as above) occasions during the school year.

The Superintendent or designee shall determine if a person meets or will meet the requirements to be a “volunteer” for the purpose of this Policy.

A volunteer must be approved by the Board upon the recommendation of the Superintendent.]

The Principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks, and must submit their names for Board approval.



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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School Volunteers

Volunteers must be persons of known character, responsibility, and integrity

Optional

[and must reside in the school district.]

Neither the Superintendent nor any Principal shall be obligated to utilize the proffered services of a volunteer whose abilities or interests do not serve the needs of pupils.

Each school volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of school volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriately certified or licensed staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteers serve only in a support capacity; only appropriately certified or licensed staff members are responsible for educational planning and decisions and the teaching of new concepts;
4. Volunteers shall respect the individuality, dignity, and worth of each child;
5. Volunteers are not permitted access to pupil records;
6. Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
7. Volunteers may consult with the Principal regarding their duties and responsibilities; and
8. Volunteers shall receive no financial remuneration from the Board.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Volunteer Athletic Coaches

9181 VOLUNTEER ATHLETIC COACHES

The Superintendent or designee will recruit, screen, and assign volunteer coaches. The district is not obligated to utilize the proffered services of a volunteer coach whose abilities or interests do not serve the needs of the school district as determined by the Superintendent. Coaching volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any coaching responsibilities. No individual may be appointed as a volunteer coach who is a relative of a student athlete participating in the same program. For the purposes of this policy, "relative" means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

The following guidelines shall govern the service of a volunteer athletic coach:

1. Volunteer athletic coaches may serve only under the direction and immediate supervision of a head and/or assistant coach employed by the Board,
2. Volunteer athletic coaches must clearly understand their duties and responsibilities and perform no services outside those duties. This policy applies to any individual who is appointed after the adoption of this policy,
3. Volunteer athletic coaches serve only in a support capacity. Head or assistant coaches employed by the Board are responsible for the supervision and instruction provided to pupils participating in the athletic program,
4. Volunteer athletic coaches shall respect the individuality, dignity and worth of each pupil,
5. Volunteer athletic coaches are not permitted access to pupil records,
6. Volunteer athletic coaches must exercise discretion in disclosing any confidential pupil matters the coach becomes aware of as a result of their volunteer responsibilities,
7. Volunteer athletic coaches must consult with the Athletic Director regarding any matters or questions regarding their duties and responsibilities,
8. Volunteers shall receive no financial remuneration from the district,



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Volunteer Athletic Coaches

9. Volunteer athletic coaches may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties,
10. Prior to commencing coaching responsibilities, volunteer athletic coaches must sign a certification attesting that he/she is in agreement with policy 9181.

All volunteer coaches must have an approved:

1. New Jersey teaching certificate or a County substitute certificate; and
2. Criminal background check and be fingerprinted at volunteer's expense; and
3. Documentation that a Mantoux test has been administered; and passed.

N.J.S.A. 18A:6-7.1

Adopted: 19 December 2007
Revised: 15 December 2009



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Community Organizations

9190 COMMUNITY ORGANIZATIONS

The Board of Education respects the contributions to community life made by business, industry, labor, charitable organizations, cultural institutions, volunteer associations and other community groups that enrich the educational potential of the community.

The Board directs the Superintendent to be alert to the opportunities for an educational program expanded and enriched by utilization, both within and without the school district, of a diversity of community resources.

The Superintendent shall establish and maintain a file of community resources and invite the appropriate participation of community organizations and resource persons in the instructional program. The Superintendent shall determine those schools, instructional programs, and/or district operations that would profit by the involvement of community resources.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Booster Clubs

9191 BOOSTER CLUBS

The Board of Education recognizes that the support offered by booster clubs can benefit the school district. Because the activities of booster clubs also reflect on the district, the Board establishes guidelines for the operation of booster clubs in order to ensure that their activities assist in the attainment of district goals and objectives.

A booster club that is organized for the purpose of endorsing and supporting a school sponsored activity shall:

1. Be incorporated as a nonprofit organization;
2. Enter into a contract with this Board for the conduct of intended activities;
3. Obtain liability insurance indemnifying the Board against all suits arising from the conduct of club activities;
4. Account to the Board for all funds raised through the conduct of school related activities;
5. Utilize all funds raised through the conduct of school related activities for the benefit of school programs;
6. Certify adherence to the policies of the school district;
7. Request permission of the Board before taking any group of pupils on a trip; and
8. Obtain the approval of the Superintendent before raising funds in the name of the district.

Nothing in this policy shall be construed as the Board's assumption of responsibility for any activity conducted by a booster club.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY

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Raffles, Lotteries and Similar Games of Chance
School Related Groups and Associations

9192 RAFFLES, LOTTERIES AND SIMILAR GAMES OF CHANCE SCHOOL RELATED GROUPS AND ASSOCIATIONS

The Board of Education recognizes the significant support given to school district educational and athletic programs by various school related groups and associations. Community members serving in such groups, whether as members of athletic booster associations, or non-athletic related parent(s) or legal guardian(s) groups or associations, contribute their time and personal resources in support of the education of Randolph youth. The Board reaffirms its support of such groups.

The groups may, from time to time, desire to conduct raffles, lotteries, or similar games of chance during school related functions to raise funds in support of their activities. While the Board does not endorse any gambling activity, it shall not prohibit such activities during school functions provided the following conditions are satisfied:

1. That the group or association maintaining such activity is a recognized school related organization and has obtained the necessary legal permit(s) or license(s) required to conduct the proposed raffle, lottery, or game.
2. Any group desiring to maintain an activity as described in this policy shall first advise the Building Principal of its intention, in writing. It shall describe the activity sought to be conducted, provide a copy of the permit(s) or license(s) obtained, and shall indicate the person(s) who shall be in charge of such activity during the event in question.
3. That the activity in question shall not in any manner interfere with the school functions or activity.
4. In no event shall minors under the age of eighteen be enlisted to run, maintain, or collect funds in connection with such activities. Sales shall not be made to minors.

Notwithstanding the existence of this policy, the Building Principal may withhold permission to conduct such an activity if, in the decision of the Building Principal, such activity would be inappropriate or incompatible with the school activity being conducted or would create any form of hazard to the health, safety, or welfare of persons attending the school function.



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY

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Raffles, Lotteries and Similar Games of Chance
School Related Groups and Associations

The Board of Education expressly declares that it shall bear no responsibility or liability whatever for insuring that the activities of school related groups in conducting raffles or lotteries or similar activities are lawful, that a valid permit(s) or license(s) has been obtained, or that the funds collected in connection with such activities are properly handled, audited, or distributed. This responsibility must be directly assumed by the school groups maintaining the activity in question.

Adopted: 11 November 1994



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Cooperation Between Parents and School

9200 COOPERATION BETWEEN PARENTS AND SCHOOL

The Board of Education believes that the education of children is a joint responsibility that the Board shares with the parent(s) or legal guardian(s) of pupils. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

It is the position of the Board that parent(s) or legal guardian(s) bear the ultimate responsibility for their children's in-school behavior, including the behavior of pupils who have reached the legal age of majority, but are still for all practical purposes under parental authority.

The Board directs that cooperation be encouraged by parent-teacher conferences that permit two-way communication between home and school; open houses in district schools that provide parent(s) or legal guardian(s) with the opportunity to see the school facilities, meet the faculty, and observe the program on a first hand basis; meetings of staff members and groups of the parent(s) or legal guardian(s) of those pupils having special abilities, needs, or problems; and special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of pupils and parent(s) or legal guardian(s), and are of general interest to the schools or community.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Parent Organizations

9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support organizations of parent(s) or legal guardian(s) whose objectives are to promote the educational interests of district pupils.

No parent organization may organize pupils or sponsor school activities or solicit moneys in the name of this school district or of any school in the district without the prior approval of the Board. Such approval must be sought by written application to the Superintendent.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district.

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization whose actions are inimical to the interests of the pupils of this district.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Parental Responsibilities

9230 PARENTAL RESPONSIBILITIES

The Board of Education believes that children benefit when parent(s) or legal guardian(s) recognize and discharge a responsibility to encourage and support the learning process.

Parent(s) or legal guardian(s) can help children learn by:

1. Requiring that children obey all school rules and by accepting responsibility for a child's improper conduct;
2. Sending children to school with proper attention to health, personal cleanliness, and dress;
3. Maintaining an active interest in each child's daily work and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study;
4. Reading communications from the school and signing and returning them promptly when so requested;
5. Attending conferences arranged for the exchange of information on the child's progress in school; and
6. Scheduling family matters to minimize interference with school time.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Rights of Parents

9240 RIGHTS OF PARENTS

The Board of Education recognizes that the parent(s) or legal guardian(s) of each child are ultimately responsible for the care and custody of that child, and that both parent(s) or legal guardian(s) share that responsibility equally. The Board recognizes as well that, where only one parent has legal custody of a child, the rights and responsibilities of the other parent may be limited. The Board believes that the interests of the child are best served by the continuing involvement of both parents in the child's life and well-being.

The Board will presume that each natural or adoptive parent(s) or legal guardian(s) of a pupil enrolled in this district possesses full parental rights of access to the pupil and to information about the pupil, notwithstanding any separation of the parent(s) or legal guardian(s) or dissolution of their marriage. Accordingly, and in the absence of notice to the contrary, the Board directs that school administrators accommodate the needs of both parent(s) or legal guardian(s) for access to their child, to their child's teachers, and to information about their child.

Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his/her unemancipated child, including, but not limited to, medical, dental, insurance, child care and educational records, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

The place of residence of either parent shall not appear on any records or information released pursuant to the provisions of this section.

A child's parent(s), guardian(s) or legal custodian(s) may petition the court to have a parent's access to the records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the child or that the access sought is for the purpose of causing detriment to the other parent, the court may order that access to the records be limited. Proper notice of court action consists of the custodial parent's sworn affidavit or certification supported by a copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitation of the noncustodial parent or terminates the parental rights of the noncustodial parent.

Nothing in this policy shall be construed as limiting in any way the rights of the noncustodial parent whose parental rights have not been terminated to full access to his/her child's records.

N.J.S.A. 18A:35-4.6 et seq.; 18A:47-4; 18A:47-8

N.J.A.C. 6:3-6.1; 6:3-6.5; 6A:14-1.3; 6A:14-2.9

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Parental Liability for Vandalism

9260 PARENTAL LIABILITY FOR VANDALISM

The school property held in trust by this Board of Education represents a substantial investment of the taxpayers of the school district; liability for the willful and malicious destruction of that property should be borne by those directly and indirectly responsible.

The Board further believes that parent(s) or legal guardian(s) are ultimately responsible for the supervision and discipline of pupils and that the knowledge that they are vicariously liable for the acts of their children and wards will encourage parent(s) or legal guardian(s) to exercise that responsibility more vigorously.

Where any property, real or personal, owned by this Board has been willfully and maliciously damaged by any minor, whether or not the person is enrolled in this district, the Board shall bring civil action against the parent(s) or legal guardian(s) having legal custody and control of the person at the time the damage was caused, for the full amount of the damage.

N.J.S.A. 18A:37-3

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Home Schooling and Equivalent Education
Outside the Schools
M

9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

The Board of Education encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that parents have a constitutional right to choose the type and character of education they feel is best suited for their children, be it secular or sectarian. Home schooling is an option that parent(s) or legal guardian(s) may choose to educate their children. When parents choose this option the program will be carried out in the pupil's home rather than the school.

In the event a child is receiving an education outside the district schools, the Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not offered instruction outside the schools equivalent to that offered in the public schools for children of similar ages or attainments. If the Superintendent makes such report, the parent(s) or legal guardian(s) of a pupil receiving instruction elsewhere other than school may notify the Superintendent of their child's educational program status and provide sufficient information to satisfy the district that equivalent instruction is being offered.

The parent(s) or legal guardian(s) or other person having charge and control of a child between the ages of six and sixteen, who shall fail to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.

If a child who seeks admission to this the school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer pupil, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Home Schooling and Equivalent Education
Outside the Schools

When children are educated at home and are not enrolled in a school, the school district will not provide any of the entitlements or privileges of pupils enrolled in the school district unless specifically provided in the federal special education laws.

A child educated at home shall not receive a state endorsed high school diploma from the Board of Education.

N.J.S.A. 18A:38-25; 18A:38-25 through 18A:38-31
U.S.C.A. 1401 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Parent Conferences

9280 PARENT CONFERENCES

The Superintendent is directed to schedule parent-teacher conferences at such times as will permit the maximum attendance of parent(s) or legal guardian(s), including working parent(s) or legal guardian(s); to encourage the participation of parent(s) or legal guardian(s); and to provide in-service training to teachers to assist them in making most effective use of the conference.

All teachers are required to attend the parent conferences scheduled for the children assigned to them. A teacher's failure to observe this policy may be cause for discipline.

The Board of Education regards parent-teacher conferences as non-adversarial meetings in which all persons present are united in a common interest in the educational well-being of the pupil. With appropriate notice, the parent(s) or legal guardian(s) of the pupil may bring to the conference additional persons who share that interest and wish to aid the parent(s) or legal guardian(s) and the teacher. When a parent(s) or legal guardian(s) desires the representation of legal counsel at the conference, however, the Board may wish to be similarly represented. Accordingly, the parent(s) or legal guardian(s) who plans to bring legal counsel to a parent-teacher conference shall notify the school Principal of that intention no later than five (5) working days in advance of the conference in order that the Superintendent may secure such legal representation as he/she may deem advisable.

In the middle school, parents may request a conference with an individual teacher or the team. This applies to all schools in the district.

Any person present may make and preserve notes, for his/her benefit, of the information shared and may make a tape recording of the conference as an aid to memory or to share with an absent parent or legal guardian.

Adopted: 15 September 2009



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Cooperation with Township

9310 COOPERATION WITH TOWNSHIP

The President of the Randolph Township Board of Education will annually appoint a committee of the Board to be known as the “Liaison Committee with the Township Council”. Said committee will work cooperatively with the Township Council on all matters of mutual concern, particularly those having to do with the health, safety and welfare of children.

Adopted: 11 August 1981
Revised: 11 February 1997



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
9320/page 1 of 1

Cooperation with Law Enforcement Agencies
M

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

The Board of Education acknowledges the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school district.

The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1 et seq. to ensure cooperation between school staff and law enforcement officials in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, as defined in N.J.S.A. 24:21-2, including anabolic steroids, drug paraphernalia, alcoholic beverages and/or firearms as defined in subsection f. of N.J.S.A. 2C:39-1.(f); and other deadly weapons as defined in N.J.S.A. 2C:39-1.(r) and in the planning and conduct of law enforcement activities and operations occurring on school property, including arrest procedures and undercover school operations. The Board directs the Superintendent to institute a program of such communication and cooperation.

Policy and Regulation 9320, as adopted by the Board, will be submitted for approval to the County Superintendent of Schools in accordance with N.J.A.C. 6A:16-6.2(a)2.

Policy and Regulation 9320 have been developed and approved by the Board to protect the interests of pupils and serve the legitimate needs of law enforcement in accordance with N.J.A.C. 6A:16-6.1 et seq.

N.J.A.C. 6A:16-6.1 et seq.

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Notification of Juvenile Offender Case Disposition

9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

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

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

A law enforcement or prosecuting agency shall at the time of charge, adjudication or disposition, advise the school Principal of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function or was committed against an employee or official of the school; or
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. An offense, if committed by an adult, would constitute a crime and the offense:
 - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury; or
 - b. Involved the unlawful use or possession of a firearm or other weapon; or
 - c. Involved the unlawful manufacture, distribution or possession with intent to distribute a controlled dangerous substance or controlled substance analog; or
 - d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; or



POLICY

RANDOLPH BOARD OF EDUCATION

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Notification of Juvenile Offender Case Disposition

- e. Would be a crime of the first or second degree.

Information provided in accordance with the section above shall be treated as confidential. The school Principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or to planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile pupil's permanent school record and shall not be maintained except as authorized by regulation of the Department of Education.

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

The Principal who requests and/or receives information as specified in this policy shall notify the Superintendent or designee within twenty-four hours.

The school district shall comply with the Department of Education rules and regulations concerning the creation, maintenance and disclosure of pupil records regarding school Principal notification of juvenile offender case disposition and this policy.

P.L.1982, c.79
R.S.53:1-15
P.L.1985, c.69

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Sex Offender Registration and Notification

9324 SEX OFFENDER REGISTRATION AND NOTIFICATION

The Board of Education and administration will comply with the guidelines developed by the New Jersey Attorney General's Office and will work cooperatively with the County Prosecutor's Office and the Randolph Police Department regarding the requirements of N.J.S.A. 2C:7-1 et seq. (Megan's Law).

The Megan's Law notification statute applies to all sex offenders who are required to register pursuant to N.J.S.A. 2C:7-1 et seq. The offenses requiring registration by persons convicted, an adjudicated delinquent or a person acquitted by reason of insanity are as indicated in New Jersey Statutes Annotated.

Definitions

- A. Tier One offenders encompass those that are a "low risk of re-offense", thus constituting a low risk of harm to the community. This offender is one who, because of the type of crime, the lack of violence in his/her behavior, the lack of a substantial criminal history and the existence of ties to the community presents no more than a possible risk of re-offense.
- B. Tier Two offenders encompass those who are a "moderate risk of re-offense", thus constituting a moderate risk of harm to the community in that the pertinent documents demonstrate that they are reasonably likely to re-offend, warranting limited notice for the protection of the public.
- C. Tier Three offenders encompass those who are a "high risk of re-offense" in that the available record demonstrates that there is a probable risk of re-offense, warranting notice to the community likely to encounter the offender.

The County Prosecutors Office determines the specific schools, community organizations and residences to receive notification.

The School District is automatically included on the notification list and is not required to register to be notified under Tier Two or Tier Three notifications. Where the risk of re-offense is determined by the County Prosecutor's Office to be moderate or high in accordance with the law, the County Prosecutor's Office and/or the appropriate law enforcement office will notify the Superintendent and the Principal of the targeted school(s). The Superintendent should not notify the target school(s), but may contact the Prosecutor's Office if the Superintendent thinks that a school in the notification area has been inadvertently omitted. The school district is entitled to receive the offender's name and a recent photograph, along with a physical description, the offense of which he/she was convicted, their address, place of employment and/or schooling, and vehicle license number.



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Sex Offender Registration and Notification

The Board of Education shall take appropriate steps to educate and alert those staff members who are charged with the care and supervision of children, emphasizing that this information is intended to assist such staff members in the protection of their charges, not to provide notification to the community at large. All sex offender notification information to the community must be released by the appropriate law enforcement agency or the County Prosecutor's Office. The school district and/or any school staff member shall keep all sex offender notification information confidential. In the event the school district is notified a pupil is a Tier One or Two sex offender, the school district will cooperate with the local law enforcement and the County Prosecutor's Office on community notification consistent with the law and guidelines of the New Jersey Attorney General's Office.

The County Prosecutor's Office will be asked to provide guidance to the school district staff members. The Board of Education, working in conjunction with the County Prosecutor's Office and/or a local law enforcement office, will hold meetings and other educational programs at a particular school for staff regarding the safeguarding of the school district's children. There will be a strong emphasis on providing pertinent information, constructive knowledge and guidance to the community, as well as advice concerning the consequences of vigilante activity.

The Building Principal of each school notified by the Prosecutor's Office will have the discretion to make the determination as to which employees within the school should be informed of the notification. The Building Principal should share the notice with any person who in the course of the duties of his/her employment or assignment is regularly in a position to observe unauthorized persons in or near the property of the notified school. If any persons to be notified by the Building Principal are employees of private contractors, the Principal or the Superintendent will notify the private vendor who will provide notice to the employees.

The Principal shall only notify school appropriate district staff of Tier Two or Tier Three notifications and not to provide notification to the community at large. Guidance to the school district in providing this information to staff members will be obtainable from the County Prosecutor's Office.

N.J.S.A. 2C:7-1 et seq.
Guidelines - New Jersey Office of the Attorney General

Adopted:



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Cooperation with Public Library

9340 COOPERATION WITH PUBLIC LIBRARY

The public library can and should play an important role in the intellectual and educational development of children attending district schools, serving them as a resource that reinforces and augments the school library in many areas and by providing services and materials that may go beyond those that the school library alone can provide.

The Board of Education encourages the effective utilization of the public library by communication and cooperation between the school and library staff. School staff members should be kept informed of new materials and services available from the public library, and library staff members should be kept advised of school projects and programs that call for pupil use of the public library.

N.J.A.C. 15:22-1.1 et seq.

Adopted:



POLICY

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News Media Relations

9400 NEWS MEDIA RELATIONS

Public Information

The success of the school system is dependent upon the cooperation and participation of many people. The Board believes that the advancement of education is served when the community has confidence in the school system, and that such confidence is grounded in an understanding of the Board's purposes and an awareness of the school's programs and facilities.

Any position statement of the Board shall be approved by the Board at a regular meeting and made a part of the official minutes.

Board of Education Communications Committee

The Board recognizes the need for maximum Board-school-community interaction relating to the policy and operation of the Randolph schools. In addition to utilizing the appropriate media to keep the public informed, the Board solicits the views of individuals and organizations on present and future educational programs and processes.

The Board Communications Committee will establish a regular meeting schedule and encourage the public to inquire, learn about, and express a continuing interest in the operation of the schools. The committee will keep the Board apprised of questions, comments and suggestions which are expressed by residents of the community.

School Beat

In support of this policy, the Board shall utilize appropriate media through which the purposes, values, and needs of the schools may be communicated and shall assist representatives of such media in presenting a true picture of the school system. One such method to be used in informing the community as to what is happening in the schools is the district publication School Beat to be published with school and Board news.

The Board and the Superintendent shall follow a continuing program of information designed to acquaint the citizens of the community and the public with the achievements and the needs of the schools. For this purpose, the Communications Coordinator shall be responsible for:

1. School Beat;
2. New releases and the publication of education reports; and
3. The photographing of school activities for publication.



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News Media Relations

In order to coordinate the dissemination of pupil and staff information, staff members will submit articles slated for publication to the Building Principal, supervisor or the Communications Coordinator.

The Superintendent prior to release to the media shall approve all press releases on district programs or procedures representing the official position of this district by any of its employees.

The President of the Board of Education prior to release must approve official Board press releases representing the Board's position.

Adopted:



POLICY

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Cooperation with Educational Agencies

9500 COOPERATION WITH EDUCATIONAL AGENCIES

Upon invitation of the College Entrance Examination Board, the Board of Education retains membership in that organization. The President of the Board will also appoint annually a delegate to the Morris County Educational service commission (MOCESCOM). The Board will participate fully in the activities of the Commission. The Board will retain membership in appropriate educational organizations in order to benefit the educational program offered by the schools.

20 U.S.C.A. §3066

N.J.S.A. 18A:38-13.1 et seq.; 18A:40-23 et seq.;
18A:46-19.1 et seq.; 18A:46A-1 et seq.;
18A:58-37.1 et seq.

N.J.A.C. 6A:23-6.1 et seq.; 6A:14-6.2 et seq.

Adopted 14 January 1975

Revised: 16 April 1996



POLICY

RANDOLPH BOARD OF EDUCATION

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Student Teachers/Interns

9541 STUDENT TEACHERS/INTERNS

The Board of Education authorizes cooperation with colleges and universities in the education of teachers.

The Superintendent will recommend to the Board student teachers/interns to be assigned to district schools.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education.

Student teachers shall at all times be subject to the policies of this district. Student teachers serving in the schools of this district shall be responsible to the Principal for their conduct and performance.

Students and other affiliates of educational institutions may be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. 6A:9-6.5; 6A:9-10.2; 6A:9-10.3; 6A:9-10.4

Adopted: 20 February 2008



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Educational Research Projects

9550 EDUCATIONAL RESEARCH PROJECTS

The Board of Education will cooperate, whenever appropriate and feasible, with organizations and individuals conducting bona fide educational research involving pupils enrolled in the schools of this district.

All educational research by persons other than district employees must be approved in advance by the Board. A written application for approval must state the purpose of the research, the specific ways in which pupils will be involved, the estimated duration of the project, the persons who will conduct the research project and their relevant affiliations, and any possible benefits to pupils or to the school district. Approval will be granted only to those projects that will serve the interests of pupils and the educational program; approval will not be granted to projects that will impede or significantly disrupt the instructional program approved by the Board.

Parent(s) or legal guardian(s) will be informed of any educational research project that involves their children and may request the removal of their children from the project.

The conduct of research activities must rigorously protect pupils' privacy. Approved researchers may be given access to pupil records in accordance with rules of the State Board of Education and Board Policy No. 8330, but shall not abuse this privilege by using information in any way that may embarrass or harm individual pupils or their families. The Board must be satisfied that strict standards of anonymity and confidentiality will be observed.

N.J.A.C. 6A:32-7.5

Adopted:



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RANDOLPH BOARD OF EDUCATION

PUPILS

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Administration of School Surveys

9560 ADMINISTRATION OF SCHOOL SURVEYS

The Protection of Pupil Rights Amendment (PPRA) requires written consent for certain pupil surveys, analysis and/or evaluations funded in whole or in part by a program of the United States Department of Education. The district will comply with the PPRA consent requirements and Policy 2415.05 for certain pupil surveys, analysis, and/or evaluations.

The district will also comply with the requirements of 34 CFR Part 98 – Student Rights in Research, Experimental Programs and Testing for certain programs administered by the Secretary of the United States Department of Education:

1. Instructional material used in connection with any research or experimentation program and project shall be made available for inspection by parents/legal guardians of pupils engaged in such program or project in accordance with the requirements of 34 CFR Part 98.3.
2. Prior written parental/legal guardian consent is required for any surveys, analysis, and/or evaluations that involve psychiatric or psychological examination, testing, or treatment; if the primary purpose is to reveal information as specified in 34 CFR Part 98.4(a)(1).
 - a. Psychiatric or psychological examination or test means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs or feelings.
 - b. Psychiatric or psychological treatment means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group.

However, academic and nonacademic surveys, assessments, analyses, and/or evaluations may be administered to pupils for programs or activities that are not funded in whole or in part by a program of the United States Department of Education and/or programs not administered by the Secretary of the United States Department of Education as defined in 34 CFR Part 98.1. In accordance with N.J.S.A. 18A:36-34, the district shall receive prior written informed consent from a pupil's parent or legal guardian before administering these academic and nonacademic surveys, assessments, analyses, and/or evaluations that reveal information concerning:



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PUPILS
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Administration of School Surveys

1. Political affiliations;
2. Mental or psychological problems potentially embarrassing to the pupil or the pupil's family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom a respondent has a close family relationship;
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
7. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program;
8. Social security number; and
9. Religious practices, affiliations, or beliefs of the pupil or parent(s) or legal guardian(s).

When administering an academic and/or nonacademic survey, assessment, analysis, and/or evaluation that concern the issues listed in 1. through 8. above, the Building Principal or designee shall request written informed consent at least two weeks prior to the administration of the survey. The request for consent shall provide the parent(s) or legal guardian(s) the opportunity to view a copy of the document at a convenient location and time. The pupil shall not participate in the administration of the academic and/or nonacademic surveys, assessments, analyses, and/or evaluations if the requested written informed consent is not obtained.

N.J.S.A. 18A:36-34
34 CFR Part 98

Adopted:



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Special Interest Groups

9700 SPECIAL INTEREST GROUPS

The Board of Education recognizes the contributions of persons and organizations outside the school district may take the form of materials, activities, and awards that tend to serve the interests of the contributor as well as benefit the school district and pupils. For the purposes of this Policy, “organizations outside the school district” shall be any organization, group, activity, club, association, agency, or individual that is not approved or sponsored by the Board of Education.

The Board reserves the right to review, approve, or reject proposed contributions from organizations outside the school district. Proposed contributions may be rejected by the Board, including but not limited to, proposed contributions that have the primary effect of advancing the name, product, or special interest of a person, corporation, or organization; fail to meet district standards of accuracy and good taste; are of little or no educational value to pupils; make unreasonable demands upon the time and energies of staff and pupils or upon the resources of the district; interrupt or interfere with the regular school program; or involve a direct cost to the district.

The approval of the use of any material or the conduct of any activity offered by an organization outside the school district shall not under any circumstances be construed as an endorsement by this Board of any interest, cause, or organization.

Permission to solicit or raise funds on school premises will be granted only to those persons and organizations whose purposes are consistent with the goals of this district and the interests of the community and are in accordance with the Board’s fundraising policy. Solicitation or fundraising may not interfere with the orderly operation of the schools. The Board will not be responsible for the protection of or accounting for such funds and these funds may not be deposited in any district account.

The Board will not permit the distribution of literature to or through pupils in the school district for any organization outside the school district.

However, distribution of literature to or through pupils in the school district may be approved by the Superintendent of Schools or designee if the organization requesting the distribution of literature is a local, State, county or Federal governmental agency or a community, non-profit organization and the information is determined by the Superintendent or designee to be of special interest to school district pupils or the community. Written requests for the distribution of this literature must be submitted to the Superintendent or designee with one copy of the specific literature to be distributed. The approval and method of the distribution of literature will be at the discretion of the Superintendent or designee. Any approval for such distribution will be consistent with the governing principles of the First Amendment of the United States Constitution. In no circumstance will the school district release confidential pupil information.



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Special Interest Groups

The Board prohibits the distribution of political literature to or through the pupils of this district in school buildings or on school grounds that promotes, favors, or opposes the candidacy of any candidate for election at any annual school election, or the adoption of any bond issue, proposal, or any public question submitted at any general, municipal or school election. No pupil shall be requested or directed by any school official or employee to engage in any activity that tends to promote, favor, or oppose any such candidacy, bond issue, proposal or a public question submitted at any election.

The Board will permit the award of scholarships or prizes to deserving pupils provided that information regarding pupils is released only in accordance with Policy No. 8330 on Pupil Records, the manner of selection of the recipient is approved by the Superintendent or designee and includes consultation with appropriate staff members, and the nature of the prize or award is approved by the Superintendent or designee.

N.J.S.A. 18A:42-4

United States Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Recruitment by Special Interest Groups
M

9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

The Board of Education will permit access to school pupils on school premises and access to certain information about individual pupils for educational, occupational, and military recruitment activities. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law.

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit pupils on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing twenty working days before the planned activity and must be approved in advance by the Superintendent. The Superintendent shall not favor one recruiter over another, but shall not approve an activity that, in the Superintendent's judgment, carries a substantial likelihood of disrupting the educational program of this district.

Each representative of a bona fide educational institution, occupational agency, and the United States Armed Forces will be given, on request, a copy of the pupil information directory, compiled in accordance with Policy No. 8330.

Parent(s) or legal guardian(s) and adult pupils will be informed annually in writing of their right to request a pupil's excusal from participation in all recruitment activities and/or from a listing in the pupil information directory distributed for recruitment purposes.

Nothing in this policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1
No Child Left Behind §9528

Adopted:



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
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Solicitations by Vendors

9720 SOLICITATIONS BY VENDORS

The Board of Education will permit vendors to solicit pupils and parent(s) or legal guardian(s) for the sale of goods and services through the schools of this district, provided that the Board has given prior approval to the vendor and to the solicitation.

The Superintendent shall review each vendor's request to solicit sales and shall recommend to the Board for its approval only those that offer a product or service that is related to the educational goals of this district and offers good value to purchasers.

Any funds collected on behalf of a vendor approved by the Board under this policy shall be kept in a separate account pending transfer to the vendor. The Board disclaims any responsibility for any such funds.

In the event that more than one vendor requests permission to solicit sales of a particular product or service, or the Superintendent seeks a vendor to provide a particular product or service to parent(s) or legal guardian(s) or pupils, the Superintendent shall seek quotations from qualified vendors in order to determine which will provide the greater value to purchasers.

The Board reserves the right to withdraw its approval of any vendor at any time.

Adopted:

