# HAZLET TOWNSHIP BOARD OF EDUCATION
## REGULAR MEETING
## RARITAN VALLEY SCHOOL
## 37 CRESCI BLVD., HAZLET, NJ 07730
## MINUTES
## October 27, 2025

The Board of Education of Hazlet Township met for the purpose of a Workshop - Executive - Regular Meeting on Monday, October 27, 2025, at Raritan Valley School, 37 Cresci Blvd., Hazlet, NJ.

**A. CALL TO ORDER - WORKSHOP #1**

Tracy Petrino, Business Administrator/Board Secretary called the Workshop meeting to order at 5:15 p.m.

**B. SALUTE TO FLAG**

**ROLL CALL**

**The following members were present**: David Asfour (6:15pm), Edward Barrett, Lisa Brown, Maria Geoghan, Laura Golebiewski, Victor J. Iannello (5:46pm), Jodie Moreno and Laura O'Hara

**Absent**: Steve Grossman

**Also present**: Dr. Scott Ridley, Superintendent of Schools, Joseph J. Annibale, Assistant Superintendent and Tracy Petrino, Business Administrator/Board Secretary

**C. WORKSHOP SESSION**

Jennifer Martins, Co-Director of Curriculum & Testing presented the 2024-2025 NJSLA Test Data and Stacy Greenleaf presented the DLM Test data.

***"1" Finance***

Tracy Petrino, Business Administrator presented and discussed the following:

A. Bill List Questions - none

B. June 30, 2025 Audit - waiting for final excess surplus. For 2025-2026 the excess s surplus used for the budget was $4.9 million; the preliminary figure for 2026-2027 is $3.3 million. There will be no deposits to reserve accounts from 2024-2025.

C. 2026 SEHBP Rate increase has been finalized for 2026. The 2026 increase for State Health Benefits for 2026 is expected to be $2.8 million. Tracy is hosting a panel on November 14th with the BA's in MCASBO (Monmouth County Association of Business Officials and Brown & Brown to review Health Benefits and possible options to save money in the budget.

D. 2026-2027 Budget - To begin the 2026-2027 budget process the District has scheduled initial budget meetings with the Administration, Principals and Directors last week of November. The District will not have the $420,000 revenue stream from the land sale in 2026-2027; the Maintenance Reserve available balance to fund the budget is $400,000 which is a decrease of $200,000 from 2025-2026; excess surplus available for the 2026-2027 budget is less than 2025-2026. Tracy reviewed some ideas for the District to reduce expenses and create revenue streams. To reduce costs the District has been forward thinking and entered into a second Solar PPA (Phase 1) that includes SD, BS, CR, MR and RVS allowing the District to lock

in energy savings for the next 15 years. The District will be paying 3.5 cents per kilowatt for 2025-2026. This is a reduction of approximately 12.5 cents per kilowatt. The District will be bidding to replace the current PPA (Phase 2) at RHS, HMS and LDS that is set to expire July 2026 to create an additional decrease in energy costs. The Phase 2 PPA Bid will also include an option for Community Solar. Community Solar allows the District to lease space to companies to place Solar in return for a revenue stream that can continue out for 20 years.
The District will review Transportation routes for efficiency to reduce the amount of routes/ reduce costs and offer parental transportation contracts when possible for OOD students; review Special Education programs in District to ensure that students are educated in the least restrictive environment, possibly bring in tuition paying students to District Special Education programs. The District will review programs offered at RHS to take tuition paying students to programs such as the Aviation program. The District is always reviewing possible staff changes due to attrition as teachers retire.

*****Board President, Victor J. Iannello, Jr. entered the meeting at 5:46PM*****

***"2" Facilities***

Tracy Petrino, Business Administrator presented and discussed the following:

A. Solar Update - As of today all 5 schools for Solar PPA Phase 1 have been tested with JCP&L. A final review is necessary with the next step to commission the solar and switch over to Solar power. This should be completed by the end of November 2025. The District will see a savings in energy costs in 2025-2026.

***"3" Transportation***

Tracy Petrino, Business Administrator presented the following:

A. Transportation - Tracy will be reviewing all transportation routes for efficiency to save money in the budget.

***"4" Other Committee Updates***

A. Security - Joe Annibale stated they will have one more meeting before 12/23. Dara Van Pelt will take over for Joe Annibale, effective January 1, 2026.

B. Foodservice

- Negative Balances - Tracy reported that cafeteria balances to date are $29,785.

*****David Asfour, Board Member, entered the meeting at 6:15PM*****

C. Policy - Joe Annibale discussed the Policy regarding absenteeism. This policy is being updated tonight. This adjusts the procedure for students that are absent 10 consecutive days. After the District follows up on these students they will be removed from the roll.

D. Other

- Joe Annibale updated the Board on chronic absenteeism. The schools presented their information at their Presented at Back to School Nights and all have created an Action Plan.
- Parent Teacher conferences - Parent Teacher Conference times are being updated based on feedback from staff.
- District & Superintendent Goals

A motion was made by Maria Geoghan, seconded by Edward Barrett and unanimously carried by a roll call vote 8-0 to adjourn from Workshop at 6:28 p.m.

A motion was made by Laura O'Hara, seconded by Maria Geoghan and unanimously carried by a roll call vote 8-0 to go into Executive Session at 6:29 p.m.

## D. EXECUTIVE SESSION

**ROLL CALL**

**The following members were present**: David Asfour, Edward Barrett, Lisa Brown, Maria Geoghan, Laura Golebiewski, Victor J. Iannello, Jodie Moreno and Laura O'Hara
**Absent**: Steve Grossman
**Also present**: Dr. Scott Ridley, Superintendent of Schools, Joseph J. Annibale, Assistant Superintendent and Tracy Petrino, Business Administrator/Board Secretary

**Motion To Go Into Executive Caucus**

**WHEREAS,** the Sen. Byron M. Baer Open Public meetings Act, N.J.S.A. 10:4-6 et seq., (the "Act") provides that the Hazlet Township Board of Education may hold an "Executive Session" from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed Section 12(b) of the Act; and

**WHEREAS,** it is recommended by the Superintendent that the Hazlet Township Board of Education go into Executive Session on this date at Raritan Valley School, 37 Cresci Blvd., Hazlet, New Jersey to discuss matters that are permissible for discussion in Executive Session; and

**WHEREAS,** the length of the Executive Session is estimated to be sixty (60) minutes after which the public meeting of the Board shall reconvene and proceed with business; and

**WHEREAS,** that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

**NOW, THEREFORE, BE IT RESOLVED** by the Hazlet Township Board of Education that the Board shall go into Executive Session to discuss the following items:

- X 1. Confidential Matters per Statute or Court Order
- ___ 2. Impact Rights to Receive Federal Funds
- ___ 3. Unwarranted Invasion of Individual Privacy
- ___ 4. Collective Bargaining
- ___ 5. Acquisition of Real Property or Investment of Funds
- ___ 6. Public Safety Procedures
- ___ 7. Litigation or Contract Matters or Att./Client Privilege
- X 8. Personnel Matters
- ___ 9. Imposition of Penalties Upon an Individual

***ITEMS DISCUSSED IN EXECUTIVE SESSION MAY RESULT IN BOARD ACTION WHEN THE BOARD RECONVENES TO PUBLIC SESSION.***

A motion was made by Edward Barrett, seconded by Victor J. Iannello, Jr. and unanimously carried by a roll call vote 8-0 to adjourn from Executive Session at 6:45 p.m.

**A-1. CALL TO ORDER - WORKSHOP #2**

Tracy Petrino, Business Administrator/Board Secretary called the Workshop meeting #2 to order at 6:45 p.m.

**C-2. ROLL CALL**

**The following members were present**: David Asfour, Edward Barrett, Lisa Brown, Maria Geoghan, Laura Golebiewski, Victor J. Iannello, Jodie Moreno and Laura O'Hara
**Absent**: Steve Grossman
**Also present**: Dr. Scott Ridley, Superintendent of Schools, Joseph J. Annibale, Assistant Superintendent and Tracy Petrino, Business Administrator/Board Secretary

**C-3. WORKSHOP SESSION**

Dr. Ridley provided an update on the remaining workshop session items not addressed earlier.

**OTHER -** The Board questioned the scores. Dr. Ridley stated that Jen Martins is working with teachers to embrace the connection of the curriculum and testing standards to improve test scores.

- **Curriculum** - Board members said that we should see what high performing Districts are doing to improve scores.
- **Preschool** - Dr. Ridley discussed possible changes to the current Preschool program for the future. The District will send out a survey to get input from the public regarding their needs for preschool. The results should be compiled for review before Christmas for the Board to review.
- **November** Board Meeting - Given that the November meeting is scheduled to take place shortly after tonight's meeting following the District closure for Fall Break, the November Board meeting will be canceled.

A motion was made by Lisa Brown, seconded by Laura O'Hara and unanimously carried by a roll call vote 8-0 to adjourn from Workshop session #2 at 7:04pm.

**E. CALL TO ORDER - REGULAR MEETING -** Victor J. Iannello, Jr. Board President

Victor J. Iannello, Jr., Board President called the meeting to order at 7:05 p.m.

**ROLL CALL**

**The following members were present**: David Asfour, Lisa Brown, Maria Geoghan, Laura Golebiewski, Steve Grossman, Victor J. Iannello, Jr., Jodie Moreno and Laura O'Hara and student member Sophia Errico
**Absent**: Edward Barrett
**Also present**: Dr. Scott Ridley, Superintendent of Schools, Joseph J. Annibale, Assistant Superintendent and Tracy Petrino, Business Administrator/Board Secretary

**F. FIRE ANNOUNCEMENT - SALUTE TO FLAG**
**ANNOUNCEMENT OF ADEQUATE NOTICE**

***Victor J. Iannello, Jr., Board President read the following statement:***

Fire exits are located in the direction I am indicating. In case of a fire, you will be notified in the following way: bell, horn or public address system. If you are alerted for fire, please move in a calm orderly manner to the nearest smoke free exits, or as directed by the establishment over the public address system. Thank you.

**The Pledge of Allegiance**

**Announcement of Adequate Notice Chapter 231, Laws of 1975**

Victor J. Iannello, Jr., announced the "Adequate notice of this meeting was provided in writing to each Board Member, The Asbury Park Press and The Star Ledger, Township Clerk, posted on the bulletin board in the lobby of Township Hall and the Hazlet Township Library."

**G. STUDENT MEMBER UPDATE - Sophia Errico**

Miss Errico reported that school is closed for Fall break from November 3-7; early dismissal for Veterans day and the marking period ends on November 14th. The following is happening at each school.

***Raritan High School*** - Professional Learning Committee meeting is October 28; the 29th is RHS open house and activities fair at 6pm and November 13-15 is come out and support the Drama program with their fall production "Clue"

***Hazlet Middle School*** - MK State Assessment Field test is Oct. 29 & 30; 29th is Girls field hockey all-star game; 31st is student council costume contest and November 3-5 is Rocket basketball camp.

***Beers Street School*** - October 29th is 6th grade vaping assembly; 30th is Halloween dance and November 10th is picture re-takes.

***Cove Road School*** - Drama Club Krispy Kreme fundraiser is through November 12; October 30 is the halloween dance and November 17 Krispy Kreme fundraiser pick up.

***Lillian Drive School*** - 31st is Halloween Parade; week of November 9th is World Kindness week; 10th is school-wide morning meeting and picture day make-ups and 13th is world kindness day/kindness bracelets.

***Middle Road School*** - October 28-30 is book fair; 29-30 pumpkin contest winners announced; 31st is halloween celebrations and parade; November 13 is picture day makeups and 14th is spirit day and bundt cake sales end.

***Raritan Valley School*** - October 30 ends Thanksgiving Pie sales; 29th is trunk or treat; 31st is pumpkin patch and halloween parade; November 12 is supply closet and 14th is spirit day.

***Sycamore Drive ECLC*** - 31st is halloween parade and November 12 is spirit wear day.

**H. ACKNOWLEDGMENTS/ANNOUNCEMENTS**

1. Superintendent's Report - Dr. Ridley welcomed the audience to Raritan Valley School, wished them a happy week of Halloween and then introduced Mr. Vona, RVS principal.
2. Mr. Vona, principal at RVS, presented Mrs. Kahrer's 4th Grade Class present "Reader's Theater on the Lenni-Lenape Native Americans."
3. We recognized six students who received a perfect score on the Spring 2025 administration of the New Jersey Student Learning Assessments (NJSLA)
4. We recognized twelve students who received a perfect score on the Spring 2025 administration of the New Jersey Graduation Proficiency Assessments (NJGPA)
5. Mrs. Martins presented the Spring 2025 Assessment Data and Dynamic Learning Map (DLM), special education alternative state testing data.

6. Cove Road School achieved Best Staff Attendance for September 2025

*****A 5 MINUTE BREAK WAS TAKEN FROM 7:54PM - 7:59PM*****

## I. CITIZENS' QUESTION/COMMENTS ON AGENDA ITEMS

**Anyone who would like to address the Board regarding items that are on the agenda please come to the podium and state your name and address. Two 3-minute statements may be made. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.**

**Lori Joseph** - 83 Essex Ave., Hazlet Twp

***Question:*** for letter a in Personnel, what are the changes to the contracts? Did the Board even get to see the contracts?

***Response:*** Tracy Petrino, Business Administrator, responded. The only changes to the County approved contracts for the Superintendent, Assistant Superintendent and Business Administrator was to allow post retirement vacation day payout to be deposited to a 403B instead of the be paid out as cash. This saves the District the FICA taxes and also saves the employee the FICA tax payment.

## J. APPROVAL OF MINUTES

A motion was made by Edward Barrett, seconded by David Asfour and unanimously carried by a roll call vote 8-0.

BE IT RESOLVED, that the following minutes submitted by the School Business Administrator/ Board Secretary are hereby accepted.

a. Regular and Executive Session meeting minutes of September 15, 2025

## K. APPROVAL OF FINANCIAL REPORTS

A motion was made by Jodie Moreno, seconded by Lisa Brown and unanimously carried by a roll call vote 8-0.

1. RESOLVED, that all Board Members, who received the following Financial Reports, through dates noted, are hereby accepted:
   a. Treasurer's Report through September 2025 (Treasurer's Report is in agreement with the Board Secretary's Report for September 2025). ***Exhibit A***
   b. Board Secretary's Report - Revenue and Budget Summary Reports through September 2025. (Certification has been made by the Board Secretary to each Board member that no over expenditure of funds existed in any). ***Exhibit B***
   c. Report of Transfers

2. RESOLVED, pursuant to N.A.J.C. 6A:23-2-11I4, the Board certifies that as of September 30, 2025, after review of the Secretary's monthly financial report (appropriations sections) and upon consultation with appropriate District officials, that to the best of our knowledge, no major account or funds have been over expended in violation of N.J.A.C. 6A:23-2.11(b).

***Board Secretary Certification***

*Tracy Petrino, the School Business Administrator/Board Secretary, certifies that no line item has been over-expanded in violation of N.J.A.C. 6A:23A-16.10(c)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.*

Tracy Petrino

Tracy Petrino, Business Administrator / Board Secretary

**L. PRESIDENT'S REPORT - Victor J. Iannello, Jr.**

None

**M. SECRETARY'S REPORT - Tracy Petrino**

None

**SUPERINTENDENT'S CONSENT AGENDA**

A motion was made by Jodie Moreno, seconded by Edward Barrett and unanimously carried by a roll call vote 8-0, to approve the following New Business N1 through N6, as recommended by the Superintendent of Schools.

**N. NEW BUSINESS**

"1" Finance

a. BE IT RESOLVED, that the Board approve the list of bills, claims, supplies received and services rendered to the Board of Education of the Township of Hazlet:

| | | |
|---|---|---|
| **Gross Payroll & Agency** | | |
| **9/15/2025** | | $1,603,765.56 |
| **9/30/2025** | | $1,623,930.13 |
| **Voided checks and transfers** | September 2025 | |
| **Hand Checks** | September 2025 | |
| **Bond Payment** | | |
| **Lease Payments** | | |
| **Food Service Payments** | September 2025 | $ 197.60 |
| **Bill List 10/27/2025** ***Exhibit C*** | | |
| General Current Expense | $1,546,290.12 | $1,546,290.12 |
| Special Revenue | $91,676.46 | 91,676.46 |
| **TOTAL** | $1,637,966.58, | $1,637,966.58 |
| Health Benefits | $706,699.55 | $706,699.55 |
| **TOTAL** | | **$5,572,559.42** |

b. BE IT RESOLVED, that the Board approve the following transfers:

## Transfer #7, 9/12/2025

| BUDGET ID | | | | BUDGET DESCRIPTION | | | | AMT. | AMT. |
|---|---|---|---|---|---|---|---|---|---|
| Fd | Prog | Fct | Obj | FUND | PROGRAM | FUNCTION | OBJECT | OUT | IN |
| 11 | 000 | 262 | 420 | CE | Undist Expend | Cust & Build Main | Clean Repair Serv | 510.00 | |
| 11 | 190 | 100 | 610 | CE | Reg Prog | Instruction | Gen Supplies | | 510.00 |
| TOTAL | | | | | | | | $510.00 | $510.00 |

1. Funds required to cover Envir Science AP supplies.

## Transfer #8, 9/12/2025

| BUDGET ID | | | | BUDGET DESCRIPTION | | | | AMT. | AMT. |
|---|---|---|---|---|---|---|---|---|---|
| Fd | Prog | Fct | Obj | FUND | PROGRAM | FUNCTION | OBJECT | OUT | IN |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Salaries Teachers | | 47,750.00 |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Salaries Teachers | 47,750.00 | |
| 11 | 190 | 100 | 106 | CE | Reg Prog Undist | Instruction | Other Sal Instruct | | 35,500.00 |
| 11 | 000 | 217 | 106 | CE | Undist Expend | Extra Serv | Other Sal Instruct | 35,500.00 | |
| 11 | 204 | 100 | 101 | CE | Spec Ed | Instruction | Salaries Teachers | | 170,900.00 |
| 11 | 213 | 100 | 101 | CE | Special Ed RR | Instruction | Salaries Teachers | 170,900.00 | |
| 11 | 204 | 100 | 106 | CE | Spec Ed | Instruction | Other Sal Instruci | | 50,092.20 |
| 11 | 204 | 100 | 106 | CE | Spec Ed | Instruction | Other Sal Instruct | 27,665.20 | |
| 11 | 213 | 100 | 106 | CE | Spec Ed RR | Instruction | Other Sal Instruct | 22,427.00 | |
| 11 | 212 | 100 | 101 | CE | Spec Ed | Instruction | Salaries Teachers | | 123,500.00 |
| 11 | 214 | 100 | 101 | CE | Spec Ed Autism | Instruction | Salaries Teachers | 68,500.00 | |
| 11 | 214 | 100 | 101 | CE | Spec Ed Autism | Instruction | Salaries Teachers | 55,000.00 | |
| 11 | 215 | 100 | 101 | CE | Spec Ed Preschl | Instruction | Salaries Teachers | | 135,500.00 |
| 11 | 216 | 100 | 101 | CE | Spec Ed Preschl | Instruction | Salaries Teachers | 135,500.00 | |
| 11 | 230 | 100 | 101 | CE | Basic Skills | Instruction | Salaries Teachers | | 68,250.00 |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Salaries Teachers | 68,250.00 | |
| 11 | 230 | 100 | 101 | CE | Basic Skills | Instruction | Salaries Teachers | | 62,000.00 |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Salaries Teachers | 62,000.00 | |
| 11 | 230 | 100 | 101 | CE | Basic Skills | Instruction | Salaries Teachers | | 193,500.00 |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Salaries Teachers | 193,500.00 | |
| 11 | 230 | 100 | 101 | CE | Basic Skills | Instruction | Salaries Teachers | | 62,000.00 |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Salaries Teachers | 62,000.00 | |
| TOTAL | | | | | | | | $948,992.20 | $948,992.20 |

1. Funds required to cover accounts.

## Transfer #9, 9/16/2025

| BUDGET ID | | | | BUDGET DESCRIPTION | | | | AMT. | AMT. |
|---|---|---|---|---|---|---|---|---|---|
| Fd | Prog | Fct | Obj | FUND | PROGRAM | FUNCTION | OBJECT | OUT | IN |
| 11 | 000 | 262 | 420 | CE | Undist Expend | Cust Build Rental | Clean Repair Mt | 190.00 | |
| 11 | 190 | 100 | 610 | CE | Reg Prog | Instruction | Gen Supplies | | 190.00 |
| TOTAL | | | | | | | | $190.000 | $190.00 |

1. Funds required to cover Gizmos Teacher Plus Student License.

## Transfer #10, 9/26/2025

| BUDGET ID | | | | BUDGET DESCRIPTION | | | | AMT. | AMT. |
|---|---|---|---|---|---|---|---|---|---|
| Fd | Prog | Fct | Obj | FUND | PROGRAM | FUNCTION | OBJECT | OUT | IN |
| 11 | 204 | 100 | 101 | CE | Bilingual Edt | Instruction | Sal of Teachrs | | 180,500.00 |
| 11 | 214 | 100 | 101 | CE | Spec Ed Aut | Instruction | Sal of Teachrs | | 147,564.20 |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachrs | | 104,750.00 |
| 11 | 213 | 100 | 106 | CE | Spec Ed RR | Instruction | Other Salaries | | 99,669.06 |
| 11 | 000 | 218 | 104 | CE | Undist Expend | Guidance Serv | Oth Prof Staff | | 80,750.00 |
| 11 | 213 | 100 | 106 | CE | Spec Ed RR | Instruction | Other Sal Inst | | 71,083.40 |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachrs | | 70,500.00 |
| 11 | 213 | 100 | 106 | CE | Spec Ed RR | Instruction | Other Sal Inst | | 63,867.80 |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachrs | | 62,209.22 |
| 11 | 213 | 100 | 101 | CE | Spec Ed RR | Instruction | Sal of Teachrs | | 61,650.00 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachrs | | 59,125.00 |
| 11 | 204 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachrs | | 55,000.00 |
| 11 | 213 | 100 | 101 | CE | Spec Ed RR | Instruction | Sal of Teachrs | | 52,848.92 |
| 11 | 213 | 100 | 106 | CE | Spec Ed RR | Instruction | Other Salaries | | 47,285.32 |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachrs | | 41,500.00 |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachrs | | 41,500.00 |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachrs | | 40,900.00 |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachrs | | 34,500.00 |
| 11 | 204 | 100 | 106 | CE | Spec Ed | Instruction | Other Salaries | | 29,895.32 |
| 11 | 000 | 262 | 100 | CE | Undist Expend | Cust Ser Build Rent | Pers Serv | | 29,035.46 |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachrs | | 28,050.00 |
| 11 | 000 | 217 | 106 | CE | Undist Expend | Extra Serv | Other Salaries | | 25,377.40 |
| 11 | 213 | 100 | 106 | CE | Spec Ed RR | Instruction | Other Salaries | | 19,716.00 |
| 11 | 216 | 100 | 101 | CE | SEd Pre Schl | Instruction | Sal Teachers | | 19,300.00 |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachrs | | 17,205.64 |
| 11 | 213 | 100 | 101 | CE | Spec Ed RR | Instruction | Sal of Teachrs | | 17,090.00 |
| 11 | 000 | 216 | 101 | CE | Undist Expend | Speech OT PT | Sal of Teachrs | | 15,000.00 |
| 11 | 204 | 100 | 106 | CE | Spec Ed | Instruction | Other Salaries | | 6,757.80 |
| 11 | 000 | 270 | 160 | CE | Undist Expend | Stud Trans | Sal Pupil Trns | | 5,464.00 |
| 11 | 190 | 100 | 106 | CE | Reg Prog Undist | Instruction | Other Salaries | | 4,080.96 |
| 11 | 000 | 266 | 110 | CE | Undist Expend | Security | Other Salaries | | 3,919.66 |
| 11 | 000 | 217 | 106 | CE | Undist Expend | Extra Serv | Other Salaries | | 3,667.39 |
| 11 | 140 | 100 | 101 | CE | Reg Prog 9-12 | Instruction | Sal of Teachrs | | 2,500.00 |
| 11 | 140 | 100 | 101 | CE | Reg Prog 9-12 | Instruction | Sal of Teachrs | | 2,500.00 |
| 11 | 140 | 100 | 101 | CE | Reg Prog 9-12 | Instruction | Sal of Teachrs | | 1,800.00 |
| 11 | 140 | 100 | 101 | CE | Reg Prog 9-12 | Instruction | Sal of Teachrs | | 1,500.00 |
| 11 | 000 | 218 | 104 | CE | Undist Expend | Guid Serv | Sal Other | | 1,020.00 |
| 11 | 000 | 218 | 104 | CE | Undist Expend | Guid Serv | Salaries Other | | 880.00 |
| 11 | 000 | 218 | 104 | CE | Undist Expend | Guid Serv | Salaries Other | | 800.00 |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachrs | | 480.00 |
| 11 | 204 | 100 | 105 | CE | Special Ed | Instruction | Other Salaries | | 377.80 |
| 11 | 110 | 100 | 101 | CE | Reg Prog Kind | Instruction | Sal of Teachrs | | 320.00 |
| 11 | 000 | 218 | 104 | CE | Undist Expend | Guid Serv | Salaries Other | | 120.00 |
| 11 | 000 | 217 | 106 | CE | Undist Expend | Extra Serv | Oth Sal Inst | | 27.20 |
| 11 | 000 | 240 | 105 | CE | Undist Expend | Support Serv | Salaries Sec | 159.85 | |
| 11 | 000 | 266 | 110 | CE | Undist Expend | Security | Other Salaries | 695.00 | |
| 11 | 140 | 100 | 101 | CE | Reg Prog 9-12 | Instruction | Sal of Teachrs | 850.54 | |
| 11 | 000 | 222 | 177 | CE | Undist Expen | Ed Media | Salaries Tech | 2,786.61 | |
| 11 | 000 | 218 | 104 | CE | Undist Expend | Guid Ser | Salaries Other | 3560.000 | |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachrs | 5,500.00 | |
| 11 | 105 | 100 | 101 | CE | Reg Prog Pre Sch | Insruction | Sal of Teachrs | 10,750.00 | |
| 11 | 240 | 100 | 101 | CE | Bilingual Ed | Instruction | Sal of Teachrs | 16,603.28 | |
| 11 | 204 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachrs | 22,300.00 | |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instructions | Sal of Teachrs | 23,875.00 | |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachrs | 33,099.00 | |
| 11 | 000 | 218 | 104 | CE | Undist Expend | Guid Serv | Sal Other | 34,250.00 | |
| 11 | 000 | 218 | 104 | CE | Undist Expend | Guid Serv | Salaries Other | 34,250.00 | |
| 11 | 212 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachrs | 60,450.00 | |
| 11 | 213 | 100 | 101 | CE | Spec Ed RR | Instruction | Sal of Teachrs | 60,550.00 | |
| 11 | 140 | 100 | 101 | CE | Reg Prog 9-12 | Instruction | Sal of Teachrs | 64,000.00 | |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachrs | 68,250.00 | |
| 11 | 140 | 100 | 101 | CE | Reg Prog 9-12 | Instruction | Sal of Teachrs | 72,200.00 | |
| 11 | 213 | 100 | 101 | CE | Spec Ed RR | Instruction | Sal of Teachrs | 78,151.00 | |
| 11 | 209 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachrs | 82,350.00 | |
| 11 | 213 | 100 | 101 | CE | Spec Ed RR | Instruction | Sal of Teachrs | 110,850.00 | |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachrs | 112,450.00 | |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachrs | 133,038.66 | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachrs | 149,313.16 | |
| 11 | 000 | 217 | 106 | CE | Undist Expend | Extra Serv | Other Salaries | 121,327.50 | |
| 11 | 213 | 100 | 106 | CE | Spec Ed RR | Instruction | Other Salaries | 103,143.55 | |
| 11 | 204 | 100 | 106 | CE | Spec Ed | Instruction | Other Salaries | 51,032.00 | |
| 11 | 213 | 100 | 106 | CE | Spec Ed RR | Instruction | Other Salaries | 54,500.60 | |
| 11 | 000 | 217 | 106 | CE | Undist Expend | Extra Serv | Other Salaries | 40,436.40 | |
| 11 | 204 | 100 | 106 | CE | Spec Ed | Instruction | Other Salaries | 1,365.70 | |
| **TOTAL** | | | | | | | | **$1,552,087.55** | **$1,552,087.55** |

1. To cover annual payroll transfer

## Transfer #11, 9/26/2025

| BUDGET ID | | | | BUDGET DESCRIPTION | | | | AMT. | AMT. |
|---|---|---|---|---|---|---|---|---|---|
| **Fd** | **Prog** | **Fct** | **Obj** | **FUND** | **PROGRAM** | **FUNCTION** | **OBJECT** | **OUT** | **IN** |
| 11 | 000 | 262 | 110 | CE | Und Expend | CS Build Rentals | Other Salaries | | 235.62 |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal Of Teachers | | 55,800.00 |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachers | | 174,150.00 |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Sal of Teachers | | 83,700.00 |
| 11 | 209 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachers | | 82,350.00 |
| 11 | 212 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachers | | 67,950.00 |
| 11 | 213 | 100 | 101 | CE | Spec Ed RR | Instruction | Sal of Teachers | | 117,000.00 |
| 11 | 213 | 100 | 101 | CE | Spec Ed RR | Instruction | Sal of Teachers | | 55,000.00 |
| 11 | 213 | 100 | 101 | CE | Special Ed RR | Instruction | Sal of Teachers | | 58,050.00 |
| 11 | 213 | 100 | 101 | CE | Special Ed RR | Instruction | Sal of Teachers | | 68,175.00 |
| 11 | 213 | 100 | 101 | CE | Special Ed RR | Instruction | Sal of Teachers | | 203,310.00 |
| 11 | 216 | 100 | 101 | CE | Spec Ed l | Instruction | Sal of Teachers | | 173,700.00 |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachers | 17,625.00 | |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachers | 138,400.00 | |
| 11 | 120 | 100 | 101 | CE | Reg Prog 1-5 | Instruction | Sal of Teachers | 134,936.84 | |
| 11 | 130 | 100 | 101 | CE | Reg Prog 6-8 | Instruction | Salof Teachers | 17,625.00 | |
| 11 | 212 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachers | 49,500.00 | |
| 11 | 213 | 100 | 101 | CE | Spec Ed RR | Instruction | Sal of Teachers | 61,650.00 | |
| 11 | 212 | 100 | 101 | CE | Spec Ed RR | Instruction | Sal of Teachers | 111,600.00 | |
| 11 | 214 | 100 | 101 | CE | Spec Ed Autism | Instruction | Sal of Teachers | 16,200.00 | |
| 11 | 215 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachers | 135,500.00 | |
| 11 | 204 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachers | 55,350.00 | |
| 11 | 204 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachers | 66,500.00 | |
| 11 | 204 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachers | 112,500.00 | |
| 11 | 204 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachers | 68,175.00 | |
| 11 | 204 | 100 | 101 | CE | Spec Ed | Instruction | Sal of Teachers | 153,858.78 | |
| **TOTAL** | | | | | | | | **$1,139,420.62** | **$1,139,420.62** |

1. To cover the annual payroll transfer

## Transfer #12, 10/7/2025

| BUDGET ID | | | | BUDGET DESCRIPTION | | | | AMT. | AMT. |
|---|---|---|---|---|---|---|---|---|---|
| **Fd** | **Prog** | **Fct** | **Obj** | **FUND** | **PROGRAM** | **FUNCTION** | **OBJECT** | **OUT** | **IN** |
| 11 | 000 | 213 | 104 | CE | Undist Expend | Health Serv | Sal Other | 1845.00 | |
| 11 | 000 | 213 | 610 | CE | Undist Expend | Health Serv | Gen Supplies | | 1845.00 |
| **TOTAL** | | | | | | | | **$1845.00** | **$1845.00** |

1. Transfer to cover AED batteries

## Transfer #13, 10/14/2025

| BUDGET ID | | | | BUDGET DESCRIPTION | | | | AMT. | AMT. |
|---|---|---|---|---|---|---|---|---|---|
| **Fd** | **Prog** | **Fct** | **Obj** | **FUND** | **PROGRAM** | **FUNCTION** | **OBJECT** | **OUT** | **IN** |
| 11 | 190 | 100 | 610 | CE | Reg Programs | Instruction | General Supplies | 500.00 | |
| 11 | 190 | 100 | 890 | CE | Reg Programs | Instruction | Misc Expend | | 500.00 |
| | | | | | | | | **$500.00** | **$500.00** |

1. Transfer to cover Finn Scientific

c. BE IT RESOLVED, that the Board declare the following items as obsolete, beyond repair and/or no longer required for district purposes;
BE IT FURTHER RESOLVED, that the Board of Education authorizes the School Business Administrator to advertise and hold a public auction of said equipment and materials if the cumulative value is estimated to exceed the bid threshold of $53,000.00, as required by statute, or to attempt to sell at a private sale, if the value is less than the bid limit, and to dispose of any equipment remaining after said auction, ***Exhibit D***.

d. APPOINTMENT OF PROFESSIONALS
WHEREAS, the Public School Contract Law (N.J.S.A.18A:18A-5 et. seq.) requires that the awarding of a contract for "Professional Services" without competitive bidding requires a statement of supporting reasons for award in a resolution adopted at a public meeting.
NOW, THEREFORE, BE IT RESOLVED, that the following firms shall be and are hereby appointed to perform the services listed.
BE IT FURTHER RESOLVED, that the aforegoing approval is made without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts law (N.J.S.A. 18A:18A-5 et.seq.) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services requires knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction and apprenticeship training.

**Karen Williams (Speech Therapy)**

- Speech Evaluation including assessment of articulation, receptive and expressive language - *500.00 per evaluation*
- Speech Evaluation including assessment of receptive and expressive - *$450.00 per evaluation*
- Speech Evaluation including assessment of articulation-only - *$350.00 p/h*
- CST Eligibility meeting attendance - *In person*: *$100 per hr / $60 per half-hour and Virtual: $60 per hour / $45 per half hour*
- School Based Speech Therapy Services - *$92.00 per hour*

e. BE IT RESOLVED, that the Board ratify attendance and tuition for the following students to the schools listed for the 2025-2026 10 Month School:

**Collier Youth Services**
One (1) student at a total tuition cost of $60,514.00
October 6, 2025 through June 18, 2026

**Middletown Township School District**
Two (2) students at a total tuition cost of $36,662.00
September 2, 2025 through June 18, 2026

"2" Personnel

a. BE IT RESOLVED, that the Board approve Tiffany Beer, as the Assistant Superintendent, with an annual salary of $177,000.00, as approved by the Monmouth County Interim Executive County Superintendent, effective January 1, 2026 through June 30, 2026, in accordance with State Law and Administrative Code. (retirement of Joseph J. Annibale)

b. BE IT RESOLVED, that the Board immediately rescinds the offer of employment for Melissa Zarrella, school psychologist in the district, as recommended by the Superintendent of Schools.

c. BE IT RESOLVED, that the Board immediately rescinds the offer of employment to Michael Raimondi, full time maintenance person in the district, as recommended by the Superintendent of Schools.

d. BE IT RESOLVED, that the Board accept the retirement of Frank Murano, school social worker in the district, effective June 30, 2026, as recommended by the Superintendent of Schools.

e. BE IT RESOLVED, that the Board accept the retirement of Gina Dorozynski, principal of Sycamore Drive Early Childhood Learning Center, effective June 30, 2026, as recommended by the Superintendent of Schools.

f. BE IT RESOLVED, that the Board accept the retirement of Dianne Ochse, school nurse at Middle Road School, effective February 27, 2026, as recommended by the Superintendent of Schools.

g. BE IT RESOLVED, that the Board rescinds the resignation of Randy Litz, full time grounds person in the district, effective September 18, 2025, as recommended by the Superintendent of Schools.

h. BE IT RESOLVED, that the Board accept the resignation of Brooke Ganz as Spring Play Choreographer and Play Ticket Taker, effective immediately, as recommended by the Superintendent of Schools.

i. BE IT RESOLVED, that the Board accept the resignation of Patrizia Lamberti as a paraprofessional at Lillian Drive School, effective October 15, 2025, as recommended by the Superintendent of Schools.

j. BE IT RESOLVED, that the Board ratify a salary adjustment for Eric Walkowiak, full time night maintenance person in the district, to $47,274.90, plus a $5,000 maintenance stipend, effective March 27, 2025, in connection with the issuance of a boiler license, as recommended by the Superintendent of Schools.

k. BE IT RESOLVED, that the Board approve a leave of absence for Sarah Cormican, occupational therapist in the district, under the New Jersey Family Leave Act without pay and without benefits, effective November 24, 2025 through February 20, 2026, and returning February 23, 2026.

l. BE IT RESOLVED, that the Board approve a leave of absence for Mary Masterson, kindergarten teacher at Sycamore Drive Early Childhood Learning Center, under the New Jersey Family Medical Leave Act without pay and with benefits from March 2, 2026 through May 29, 2026 and returning June 1, 2026, as recommended by the Superintendent of Schools.

m. BE IT RESOLVED, that the Board approve a term of employment for Gina Zarantonello, long term substitute elementary teacher at Lillian Drive School, beginning October 17, 2025 through December 31, 2025 at a pay rate of $200 per day, as recommended by the Superintendent of Schools. (long term leave of Erin Norton)

n. BE IT RESOLVED, that the Board ratify a term of employment for Denise Nausedas as a long term substitute student counselor at Raritan High School, at a pay rate of $200 per day, effective October 6, 2025 through March 13, 2026, (with one transition day) as recommended by the Superintendent of Schools. (long term leave of Alyssa Rogers)

o. BE IT RESOLVED, that the Board ratify the following paraprofessional pay rates for the 2025-2026 school year effective September 24, 2025, as recommended by the Superintendent of Schools.

| NAME | FROM | TO | SALARY |
|---|---|---|---|
| Michele Defilippo | Tier 1 - RVS | Tier 2 - RVS | $25,816.32 |
| Elizabeth Dieppa | Tier 1- RVS | Tier 2 -RVS | $25,816.32 |

p. BE IT RESOLVED, that the Board ratify the following paraprofessional pay rates for the 2025-2026 school year effective September 25, 2025, as recommended by the Superintendent of Schools.

| NAME | FROM | TO | SALARY |
|---|---|---|---|
| Robert Lowther | Tier 1 - RVS | Tier 2 - RVS | $25,816.32 |

q. BE IT RESOLVED, that the Board ratify the following paraprofessional pay rates for the 2025-2026 school year effective October 6, 2025, as recommended by the Superintendent of Schools.

| NAME | FROM | TO | SALARY |
|---|---|---|---|
| Toni Boyle | Half Time Tier 2 - LDS | Part Time Tier 2 - LDS | $25,816.32 |

r. BE IT RESOLVED, that the Board ratify the following paraprofessional pay rates for the 2025-2026 school year effective October 16, 2025, as recommended by the Superintendent of Schools.

| NAME | FROM | TO | SALARY |
|---|---|---|---|
| Emma Firsching | Part Time Tier 1 - LDS | Part Time Tier 2 - LDS | $25,816.32 |

s. BE IT RESOLVED, that the Board approve the following Supplemental Positions, for the 2025-2026 school year as recommended by the Superintendent of Schools.

| Raritan High School | Recommend | Stipend |
|---|---|---|
| Global Communications Teacher | Thomas Leonard | $2908.00 |
| Play Ticket Taker | Jared Mills | $1050.00 |

t. BE IT RESOLVED, that the Board approve the sidebar agreement in the amount of $40 per prep period to the following personnel to teach one period per week at Raritan Valley School effective 10/23/2025 - 6/30/2026, as recommended by the Superintendent of Schools.

| | |
|---|---|
| Meghan Reilly | Lisa Rankl |

u. BE IT RESOLVED, that the Board approve the following Athletic Recommendations for 2025-2026 Winter Coaching Positions as follows, shared positions will receive shared stipends and new High School coaches must take the NFHS Coaching Fundamentals course within one year of approval, pending the existence of the team level (Varsity, JV, Freshman) as recommended by the Superintendent of Schools.

| Winter RHS Coaching | Recommend | Stipend |
|---|---|---|
| Swimming Assistant Coach, RHS | Heather Knibbs | $7532.00 |
| Wrestling Coach Girls, RHS | Art Lynch | $10, 949.00 |
| Wrestling Assistant Coach, Boys, RHS | Josh Baker | $8235.00 |

v. BE IT RESOLVED, that the Hazlet Board of Education hereby approves the amendments to Employment Agreements, which have been approved by the Executive County Superintendent, for the Superintendent, Assistant Superintendent and School Business Administrator contracts as it relates to payments for unused vacation days, as set forth in the revised agreements. Copies of the agreements shall be on file in the district.

w. BE IT RESOLVED, that the Board approve payment to the following personnel who have submitted course reimbursement requests for the 2025-2026 school year and have provided this office with the appropriate paperwork for payment, as recommended by the Superintendent of Schools.

| Name | Course | College | Credit | Reimbursement |
|---|---|---|---|---|
| Kristine Cox | EDU: Supervision II | Felician College | 3 | $897.00 |

x. BE IT RESOLVED, that the Board approve the following substitute personnel for the 2025-2026 school year, as recommended by the Superintendent of Schools.*

| Class I | Class II | Paraprofessional | Coach | Secretary |
|---|---|---|---|---|
| Tanisha Fernandez** | Mary Verange | Mary Verange | Joshua Baker | Antoinette Galford |
| Gina Zarantonello** | Alex Dekis | Madison O'Donnell | | |

| | Valeria Campo | Laura Schreiner | **Courtesy Aide** | **Volunteer** |
|---|---|---|---|---|
| **Custodian** | Madison O'Donnell | Alex Dekis | Rosemarie Gragnano | Anthony Dorsi |
| Robert Dobish | Lisa Catena | Lisa Niglio | | Christopher Vurchio |
| | Kassandra Bougades | Patrizia Lamberti | | Jeffrey Rainess |
| | | | | Shannon Hoadley |

*Ratify ** From Class II

"3" Student Activities

a. BE IT RESOLVED, that the Board approve the following student field trips:

| SCHOOL | ACTIVITY | DESTINATION |
|---|---|---|
| HMS | HMS LLD Class will visit district schools on Fridays throughout the fall to tend to the gardens at each school.* | District Schools, Hazlet, NJ |
| HMS | HMS Launch 7 students will explore culinary arts careers by seeing how a restaurant kitchen and bakery operate. | MCVSD Culinary Education Center, Asbury Park, NJ |
| HMS | HMS Field Hockey Team will be practicing on the RHS Field.* | Raritan High School, Hazlet, NJ |
| RHS | RHS Art Class students will be retrieving band instruments from HMS to use in an upcoming art project.* | Hazlet Middle School, Hazlet, NJ |
| RHS | RHS Spanish Language Class students will be attending the Hispanic Flamenco Ballet. | Felician University, Lodi, NJ |
| RHS | RHS Tri M Music Honors Society students will learn about American history and see a Broadway show. | Museum of Natural History & Walter Kerr Theatre, New York, NY |
| RHS/HMS | RHS/HMS Music Program students will visit district fifth and sixth grade students to discuss the music program at HMS and RHS. | Cove Rd & Beers St. Schools, Hazlet, NJ |
| RHS/HMS | RHS/HMS Marching Band students will attend the Music in the Parks Festival. | Six Flags Great Adventure, Jackson, NJ |
| RHS | RHS Latin IVH will do a walking tour of the surrounding neighborhoods to observe modern architecture/city planning and how its existence in modern society relates to ancient Rome. | Middle Road, Union Avenue, Laurel Avenue, Holmdel Towne Center, Hazlet & Holmdel, NJ |
| RHS | RHS Student Ambassadors will be attending the Shore Conference Student Ambassador meeting.* | Freehold Township HS, Freehold Township, NJ |
| RHS | RHS AP English LIterature & Composition students will be seeing a professional theatre production to gain a deeper understanding of the play used on their AP Exam. | Two River Theater, Red Bank, NJ |
| RHS | RHS Executive Student Council Leaders will visit major historical locations and learn about the leaders of the country. | Various Locations, Washington, D.C. |
| RHS | RHS Girls Volleyball Team will be competing in a game.* | Brick Memorial High School, Brick, NJ |

*Ratify Approval

b. BE IT RESOLVED, that the Board approve additional Structured Learning Experience (SLE) visits for the 2025-2026 Regular School Year to the following work sites:

| Work Site Name | Work Site Location |
|---|---|
| Allaire Community Farm | Howell, NJ |
| AMF Strathmore Lanes | Aberdeen, NJ |
| Bank of America | Hazlet, NJ |
| CVS Pharmacy | Hazlet, NJ |
| Goodwill | Hazlet, NJ |

| | |
|---|---|
| Hazlet Pharmacy | Hazlet, NJ |
| Jenkinson's Aquarium | Point Pleasant, NJ |
| Jersey Shore Premium Outlets | Tinton Falls, NJ |
| Ocean State Job Lot | Holmdel, NJ |
| Ralph's Italian Ice | Hazlet, NJ |
| Samaha Farms | Aberdeen, NJ |
| Valley National Bank | Middletown, NJ |

"4" Professional Development

a. BE IT RESOLVED, that the Board authorize travel of the following personnel for the workshop(s) below:

| Name | Activity and Location | Date(s) | Cost Not to Exceed |
|---|---|---|---|
| James Cermak | Palestine, Israel, and a History of War, Rutgers University | 10/3/2025 | $35.00* |
| James Cermak | Nationalism and Nation-States in the Modern Middle East, Rutgers University | 11/14/2025 | $35.00 |
| Nataliia Shvachuk | NJ TESOL Conference | 5/20 -5/21/2026 | $450.00** |

*ratify **NJTESOL paid for with Title III funds

"5" Policy

a. BE IT RESOLVED, that the Board approve a final reading and adoption of Policy 2365 - Acceptable Use of Generative Artificial Intelligence (AI), as recommended by the Superintendent of Schools. ***Exhibit E***

b. BE IT RESOLVED, that the Board approve a final reading and adoption of Regulation R5200 - Attendance, as recommended by the Superintendent of Schools. ***Exhibit F***

c. BE IT RESOLVED, that the Board approve a first reading for Strauss Esmay Policy Alert 235, for the following Policies and/or Regulations listed below, as recommended by the Superintendent of Schools. ***Exhibit G***

| ***Policy #*** | ***Regulation #*** | ***Policy/Regulation Name*** |
|---|---|---|
| P0141.3 | | Board Member Number and Term - Regional School District - (NA to Hazlet) |
| P0141.4 | | Board Member Number and Term - County Vocational School District - (NA to Hazlet) |
| P0143 | | Board Member Election and Appointment |
| P0173 | | Duties of Public School Accountant |
| P0174 | | Legal Services (M) |
| P0177 | | Professional Services (M) |
| P1570 | R1570 | Internal Controls (M) |
| P1620 | | Administrative Employment Contracts (M) |
| P1636.01 | | Notification of Promotion, New Job and Transfer Opportunities - new |
| P2422 | | Statutory Curricular Requirements (M) |
| P5117 | R5117 | Interdistrict Public School Choice |
| P5339.01 | | Student Sun Protection (M) - new |
| P6111 | R6111 | Special Education Medicaid Initiative (SEMI) Program (M) |
| P6220 | R6220 | Budget Preparation (M) |

"6" Facility & Transportation

a. BE IT RESOLVED, that the Board authorize the School Business Administrator to submit the 2025-2026 Comprehensive Maintenance Plan, Form M-1 and Health and Safety Evaluation of School Buildings Checklist for the Hazlet Township Public School District in compliance with the Department of Education requirements. (N.J.A.C. 6A:26A)

b. BE IT RESOLVED, that the Board approve the following resolution:

**RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF HAZLET IN THE COUNTY OF MONMOUTH, NEW JERSEY AUTHORIZING THE LEASE OF PORTIONS OF VARIOUS SCHOOL PROPERTIES TO SOLAR DEVELOPERS IN ORDER TO HOUSE PHOTOVOLTAIC SYSTEMS AS PART OF THE COMMUNITY SOLAR ENERGY PROGRAM, AUTHORIZE THE SOLICITATION AND ADVERTISEMENT OF THE REQUEST FOR BIDS AND AUTHORIZING OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, The Board of Education of the Township of Hazlet in the County of Monmouth, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed thereby) desires to lease portions of various school properties (specifically parking lots) pursuant to N.J.S.A. 18A:20-8.2 et seq., where photovoltaic systems will be installed for the purpose of generating electricity to the community as part of the Board of Public Utilities Community Solar Energy (the "Solar Project") in an effort to provide revenue to the School District; and

**WHEREAS**, the Board has retained DCO, Energy, LLC, as energy consultant, and Wilentz, Goldman & Spitzer, P.A., as special counsel, to prepare the necessary solicitation; and

**WHEREAS,** the Board authorizes, to the extent required by law, any necessary amendments to its Long Range Facilities Plan, applications requesting approval of the corresponding lease, and the submission of any project applications to the New Jersey Department of Education in connection with the Solar Project.

**NOW, THEREFORE, BE IT RESOLVED** by The Board of Education of the Township of Hazlet in the County of Monmouth, New Jersey, pursuant to the aforesaid statutes, as follows:

1. The Board hereby authorizes the solicitation of bids for the Solar Project, including the advertising and distribution of the same in connection therewith.

2. DCO Energy, LLC, together with Wilentz, Goldman & Spitzer, P.A. are hereby authorized and directed to undertake the drafting, advertising and distribution of such solicitation, and including the evaluation of such bids.

3. DCO Energy and/or the Board's architect of record are hereby authorized and directed, to the extent required, to (i) submit applications to the New Jersey Department of Education with respect to the Solar Project; (ii) amend the School District's Long Range Facilities Plan to include the Solar Project, to the extent it is not incorporated therein; (iii) request approval of the New Jersey Department of Education in order to enter into a long term lease; and (iv) submit the Solar Project to the Planning Board, as applicable, for its review.

4. The President, Vice-President and/or Business Administrator/Board Secretary or any other appropriate officer or representative of the Board, are hereby authorized and directed to execute and deliver any and all documents and to do and cause to be done any and all acts and

things necessary or proper for carrying out the transaction contemplated by this resolution. The execution by such officials and officers of any such documents, with changes, insertions or omissions approved by the Business Administrator/Board Secretary, in consultation with the Board's professionals, shall be conclusive, and no further ratification or other action by the Board shall be required with respect thereto.

5. This resolution shall take effect immediately.

**O. <u>SUPERINTENDENT'S REPORT</u> - Dr. Scott Ridley**

A motion was made by Edward Barrett, seconded by Maria Geoghan to accept the Superintendent's Report and All in Favor.

1. BE IT RESOLVED, that the Board approve a revision to the 2025-2026 evening conference times as displayed below:

| **Parent Teacher Conferences** | | | | |
|---|---|---|---|---|
| **Tuesday** | **December 2, 2025** | Afternoon | 1:45 pm – 3:45 pm | Sycamore Drive ECLC |
| | | Afternoon | 1:05 pm – 3:05 pm | Hazlet Middle School |
| | | Evening | **4:00 pm – 6:00 pm** | Beers Street School, Cove Road School |
| | | Evening | **6:00 pm – 8:00 pm** | RHS & 1-4 Schools (LDS, MRS, RVS) |
| **Wednesday** | **December 3, 2025** | Afternoon | 12:55 pm – 2:55 pm | Raritan High School |
| | | Afternoon | 1:45 pm – 3:45 pm | 1-4 Schools (LDS, MRS, RVS) |
| | | Evening | **4:00 pm – 6:00 pm** | Sycamore Drive ECLC, Hazlet Middle School |
| | | Evening | **6:00 pm – 8:00 pm** | Beers Street School, Cove Road School |
| **Thursday** | **December 4, 2025** | Afternoon | 1:05 pm – 3:05 pm | Beers Street School, Cove Road School |
| | | Evening | **4:00 pm – 6:00 pm** | RHS & 1-4 Schools (LDS, MRS, RVS) |
| | | Evening | **6:00 pm – 8:00 pm** | Sycamore Drive ECLC, Hazlet Middle School |

2. BE IT RESOLVED, that the Board approve the submission of the 2024-2025 School Self-Assessment for Determining Grades under the Anti Bullying Bill of Rights Act by October 31, 2025. ***<u>Exhibit H</u>***

3. BE IT RESOLVED, that the Board approve and accept the reported acts of Harassment, Intimidation, or Bullying (HIB) which occurred during the month of September 2025 according to the N.J.S.A. 18A:37-14.

| TYPE OF INCIDENT | TOTAL # OF REPORTS | # OF HIB INCIDENTS | #PRELIMINARY DETERMINATION |
|---|---|---|---|
| HIB | 1 | 0 | 0 |

4. The Superintendent Submitted the following school **security drill report** for the month of September 2025.

| SCHOOL | DATE | TIME | TYPE |
|---|---|---|---|
| Beers Street | 9/8/2025 | 2:01PM | Evac Drill- Non Fire |
| Cove Road | 9/12/2025 | 9:07AM | Evac Drill - Non Fire |
| Hazlet Middle | 9/22/2025 | 8:46AM | Evac Drill - Non Fire |

| | | | |
|---|---|---|---|
| Lillian Drive | 9/12/2025 | 9:05AM | Evac Drill - Non Fire |
| Middle Road | 9/12/2025 | 2:45PM | Evac Drill - Non Fire |
| Raritan High | 9/16/2025 | 8:00AM | Evac Drill - Non Fire |
| Raritan Valley | 9/16/2025 | 2:23PM | Evac Drill - Non Fire |
| Sycamore Drive | 9/22/2025 | 10:15AM | Evac Drill - Non Fire |

5. The Superintendent submitted the following **fire drill report** for the month of September 2025.

| SCHOOL | DATE | STATION | TIME |
|---|---|---|---|
| Beers Street | 9/12/2025 | Pull Station #12 | 10:33AM |
| Cove Road | 9/22/2025 | Pull Station #17 | 2:30PM |
| Hazlet Middle | 9/16/2025 | Pull Stations #2 | 9:41AM |
| Lillian Drive | 9/17/2025 | Pull Station #1 | 10:00AM |
| Middle Road | 9/5/2025 | Pull Station #135 | 12:45PM |
| Raritan High | 9/16/2025 | Pull Station #1 | 7:50AM |
| Raritan Valley | 9/9/2025 | Pull Station #20 | 1:00PM |
| Sycamore Drive | 9/12/2025 | Pull Station #1 | 2:00PM |

6. The Superintendent submitted the following **enrollment report** for the month of September 2025.

| Hazlet Township Monthly Enrollment September 2025 | | | | | |
|---|---|---|---|---|---|
| | | | | Difference | Yearly |
| | | | | Present/Previous | Difference |
| | | | | Month | |
| | **9/2024** | **6/2025** | **9/2025** | | |
| Preschool - 6th General Ed | 1387 | 1383 | 1375 | -8 | -12 |
| 7th - 8th General Ed | 369 | 365 | 368 | 3 | -1 |
| Preschool - 8th Special Ed | 108 | 117 | 111 | -6 | 3 |
| **Total PreK - 8** | **1864** | **1865** | **1854** | **-11** | **-10** |
| 9th - 12th General Ed | 768 | 739 | 693 | -46 | -75 |
| 9th -12th Special Ed | 18 | 15 | 19 | 4 | 1 |
| **Total High School** | **786** | **754** | **712** | **-42** | **-74** |
| Out - Of - District | 32 | 38 | 37 | -1 | 5 |
| **Total District** | **2682** | **2657** | **2603** | **-54** | **-79** |
| | includes OOD | includes OOD | Includes OOD | | |

7. The Superintendent submitted the following **student transfer report** for the month of September 2025.

| Beers Street School | | | |
|---|---|---|---|
| **IN** | | **OUT** | |
| 9/4/2025 | Cove Road School | 9/4/2025 | St. Leo, Lincroft, NJ |
| 9/4/2025 | Cove Road School | 9/4/2025 | Red Bank, NJ |
| 9/4/2025 | Memorial School, Union Beach | 9/4/2025 | Holmdel, NJ |
| 9/4/2025 | South Plainfield, NJ | 9/4/2025 | Aberdeen, NJ |
| 9/4/2025 | Samsel Upper Elementary | 9/4/2025 | St. Leo, Lincroft, NJ |
| 9/4/2025 | Oak Hill Academy | | |
| **Cove Road School** | | | |
| **IN** | | **OUT** | |
| 9/4/2025 | Pensacola, FL | 9/4/2025 | Beers Street School- 2 students |
| 9/4/2025 | Parent Instruction | 9/4/2025 | Lincroft, NJ /St. Leo |
| 9/22/2025 | Patterson, NJ | 9/4/2025 | Lincroft, NJ /St. Benedict's |
| | | 9/4/2025 | Homeschool |
| | | 9/4/2025 | Staten Island, NY |
| | | 9/4/2025 | Neptune, NJ |
| **Hazlet Middle School** | | | |
| **IN** | | **OUT** | |
| 9/4/2025 | Sayreville, NJ | 9/4/2025 | Raritan High School - 2 students |
| 9/4/2025 | Plainfield, NJ | 9/4/2025 | Lincroft, NJ /St. Leo |
| 9/4/2025 | Bayonne, NJ | 9/4/2025 | Ohio |
| 9/4/2025 | Union Beach, NJ | 9/4/2025 | Lincroft, NJ /St. Leo |
| 9/15/2025 | Keansburg, NJ | 9/4/2025 | Holmdel, NJ /St. Benedict's |
| | | 9/15/2025 | Dillon, SC |
| | | 9/16/2025 | Old Bridge, NJ /Calvary Christian school |
| **Lillian Drive** | | | |
| **IN** | | **OUT** | |
| 9/4/2025 | Raritan Valley School - 12 Students | 9/4/2025 | Middle Road School - 3 Students |
| 9/4/2025 | Middle Road School | 9/4/2025 | Raritan Valley School |
| 9/4/2025 | Pensacola, FL | 9/4/2025 | Parent Instruction |
| 9/4/2025 | Union Beach, NJ | 9/4/2025 | Union Beach, NJ - 2 students |
| 9/4/2025 | Eatontown, NJ | 9/4/2025 | Lumberton, NJ |
| 9/4/2025 | Long Branch,NJ | 9/4/2025 | Aberdeen, NJ |
| 9/4/2025 | Nepal | 9/4/2025 | Old Bridge, NJ |
| 9/4/2025 | Keansburg, NJ | 9/5/20255 | Neptune, NJ |
| 9/4/2025 | Parent Instruction | | |
| 9/4/2025 | Union Beach, NJ | | |
| 9/4/2025 | Keyport, NJ | | |
| 9/4/2025 | Holmdel, NJ | | |
| 9/4/2025 | Perth Amboy, NJ | | |
| 9/4/2025 | Middletown, NJ - St. Marys | | |
| 9/4/2025 | Lyndhurst, NJ | | |
| 9/4/2025 | Sayreville, NJ | | |
| 9/4/225 | Aberdeen, NJ | | |
| 9/4/2025 | Ireland- 2 Students | | |
| 9/8/2025 | Patterson, NJ - 2 Students | | |
| 9/22/2025 | Patterson, NJ - 2 Students | | |
| **Middle Road** | | | |
| **IN** | | **OUT** | |
| 9/4/2025 | Lillian Drive School- 3 Students | 9/4/2025 | Lillian Drive School |

| | | | |
|---|---|---|---|
| 9/4/2025 | Raritan Valley School - 2 Students | 9/4/2025 | Holmdel, NJ / St. Benedict's |
| 9/4/2025 | Brooklyn, NY | 9/4/2025 | Union Beach, NJ |
| 9/4/2025 | Middleton, NJ | 9/4/2025 | Solon, Ohio |
| 9/4/2025 | Middletown, NJ | 9/4/2025 | Middletown, NJ / OakHill Academy |
| 9/4/2025 | Bayside, NY | 9/4/2025 | Parent Instruction |
| | | 9/4/2025 | Parent Instruction |
| | | 9/4/2025 | Aberdeen, NJ |
| **Raritan High School** | | | |
| **IN** | | **OUT** | |
| 9/4/2025 | Hazlet Middle School | 9/4/2025 | Holmdel, NJ/ SJV- 10 Students |
| 9/4/2025 | Hazlet Middle School | 9/4/2025 | Long Branch, NJ/ Academy of Law |
| 9/4/2025 | Howell/ OOD | 9/4/2025 | Edison, NJ/ St. Thomas Aquinas |
| 9/4/2025 | Plainfield, NJ | 9/4/2025 | Tinton Falls, NJ / ALPS- 3 Students |
| 9/4/2025 | Parent Instruction | 9/4/2025 | Woodbridge, NJ /Hockey Academy |
| 9/4/2025 | Staten Island, NY | 9/4/2025 | Wall, NJ / Communications HS |
| 9/4/2025 | Tinton Falls, NJ | 9/4/2025 | Lincroft, NJ/ High Tech HS |
| 9/4/2025 | Horseheads, NY | 9/4/2025 | Tinton Falls, NJ /Trinity High School |
| 9/4/2025 | Staten Island, NY | 9/4/2025 | Red Bank, NJ / Red Bank Catholic- 2 students |
| 9/4/2025 | Keansburg, NJ | 9/4/2025 | Lincroft, NJ/ High Tech HS |
| 9/4/2025 | Lincroft, NJ / CBA | 9/4/2025 | Roselle, NJ |
| 9/4/2025 | Howell, NJ | 9/4/2025 | Matawan, NJ |
| 9/4/2025 | Camden, NJ | 9/4/2025 | Old Bridge, NJ |
| 9/4/2025 | Locust Grove, GA | 9/4/2025 | Union Beach, NJ - 2 students |
| 9/4/2025 | Middletown, NJ | 9/4/2025 | Matawan-Aberdeen- 2 students |
| 9/4/2025 | Union Beach,NJ | 9/4/2025 | Camden, NJ |
| 9/4/2025 | Parent Instruction | 9/4/2025 | Westfield, IN |
| 9/4/2025 | Keansburg, NJ | 9/4/2025 | South Amboy, NJ |
| 9/4/2025 | Atlantic Highlands,NJ | 9/4/2025 | Solon , OH |
| 9/4/2025 | Parent Instruction | 9/4/2025 | Solon, OH |
| | | 9/4/2025 | Bloomsburg, PA |
| | | 9/4/2025 | Neptune, NJ |
| | | 9/4/2025 | Freehold, NJ |
| | | 9/4/2025 | Bayville, NJ |
| | | 9/4/2025 | Harvest, AL |
| | | 9/4/2025 | Dillon, S.C. |
| | | 9/4/2025 | Newport, VA |
| | | 9/18/2025 | D8 |
| | | 9/30/2025 | D9 |
| **Raritan Valley School** | | | |
| **IN** | | **OUT** | |
| 9/4/2025 | Lillian Drive School | 9/4/2025 | Lillian Drive School - 12 Students |
| 9/4/2025 | Holmdel, NJ / St. Benedict's | 9/4/2025 | Middle Road School - 2 Students |
| 9/4/2025 | Sycamore Drive ECLC - 3 Students | 9/4/2025 | Holmdel, NJ / St. Benedict's |
| 9/5/2025 | Sayreville, N J | 9/4/2025 | Naples, Fl |
| 9/9/2025 | Old Bridge, NJ | | |
| 9/9/2025 | Middletown, NJ | | |
| 9/9/2025 | Middletown, NJ | | |
| **Sycamore Drive ECLC** | | | |
| **IN** | | **OUT** | |
| 9/4/2025 | Parent Instruction - 4 Students | 9/4/2025 | Raritan Valley School - 3 Students |

| | | | |
|---|---|---|---|
| 9/4/2025 | Keyport, NJ | 9/4/2025 | Parent Instruction - 4 Students |
| 9/4/2025 | Preschool Evaluations | 9/4/2025 | Holmdel, NJ |
| | | 9/4/2025 | Union Beach, NJ |
| | | 9/4/2025 | Private Preschool |

8. The Superintendent submitted the following **staff attendance report** for the month of September 2025.

**PROFESSIONAL STAFF ATTENDANCE**

| DESCRIPTION | # EMP | # OF DAYS POSSIBLE | # OF DAYS ABSENT | PERCENT |
|---|---|---|---|---|
| Board Office | 2 | 42 | 0 | 0% |
| Business Office | 2 | 42 | 0 | 0% |
| Directors | 6 | 126 | 1.25 | .99% |
| Principals / Asst. Principals | 10 | 210 | 6 | 2.86% |
| Teachers | 263 | 5523 | 93 | 1.68% |
| **TOTALS** | 283 | 5943 | 100.25 | 1.69% |

**PROFESSIONAL STAFF ATTENDANCE**

| DESCRIPTION | # EMP | # OF DAYS POSSIBLE | # OF DAYS ABSENT | PERCENT |
|---|---|---|---|---|
| Directors | 6 | 126 | 1.25 | .99% |
| Business & Board Office | 4 | 84 | 0 | 0% |
| Beers Street School | 21 | 441 | 5.5 | 1.25% |
| Cove Road School | 23 | 483 | 5.5 | 1.14% |
| Lillian Drive School | 31 | 651 | 12.5 | 1.92% |
| Middle Road School | 27 | 567 | 4.5 | 0.79% |
| Raritan Valley School | 28 | 588 | 11 | 1.87% |
| Sycamore Drive School | 26 | 546 | 9 | 1.65% |
| Hazlet Middle School | 42 | 882 | 18.5 | 2.10% |
| Raritan High School | 75 | 1575 | 32.5 | 2.06% |
| **TOTALS** | 283 | 5943 | 100.25 | 1.69% |

**PROFESSIONAL/NON PROFESSIONAL STAFF ATTENDANCE**

| DESCRIPTION | # EMP | # OF DAYS POSSIBLE | # OF DAYS ABSENT | PERCENT |
|---|---|---|---|---|
| Central Office (Business & Board) | 4 | 84 | 0 | 0% |
| Directors | 6 | 126 | 1.25 | .99% |
| Teachers | 263 | 5523 | 94 | 1.70% |
| Principals / Assistant Principals | 10 | 210 | 6 | 2.86% |
| Paraprofessionals /CA/ Security | 81 | 1701 | 36.5 | 2.15% |
| Secretaries (HTEA) | 17 | 357 | 12 | 3.36% |
| Local 32 | 45 | 945 | 18.5 | 1.96% |
| Level 7 | 14 | 294 | 18.75 | 6.38% |
| **TOTALS** | 440 | 9240 | 187 | 2.02% |

**PROFESSIONAL/NON PROFESSIONAL STAFF ATTENDANCE**

| DESCRIPTION | # EMP | # OF DAYS POSSIBLE | # OF DAYS ABSENT | PERCENT |
|---|---|---|---|---|
| Board Office | 5 | 105 | 9.75 | 9.29% |
| Business Office | 7 | 147 | 7 | 4.76% |
| District Wide | 6 | 126 | 3 | 2.38% |
| Maintenance | 12 | 252 | 4.5 | 1.79% |
| Special Services | 5 | 105 | 8 | 7.62% |
| Curriculum | 3 | 63 | 1.25 | 1.98% |
| Beers Street School | 34 | 714 | 15.5 | 2.17% |
| Cove Road School | 28 | 588 | 5.5 | 0.94% |
| Lillian Drive School | 56 | 1176 | 19.5 | 1.66% |
| Middle Road School | 36 | 756 | 9.5 | 1.26% |
| Raritan Valley School | 47 | 987 | 19.5 | 1.98% |
| Sycamore Drive School | 44 | 924 | 17.5 | 1.89% |
| Hazlet Middle School | 52 | 1092 | 24.5 | 2.24% |
| Raritan High School | 105 | 2205 | 42 | 1.90% |
| **TOTALS** | 440 | 9240 | 187 | 2.02% |

## P. LEGISLATIVE UPDATE

Tracy Petrino, Business Administrator, reported that State Aid is delayed due to elections.

## Q. CITIZEN'S COMMENTS

**Anyone who would like to address the Board please come to the podium and state your name and address. Two 3 minute statements may be made. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.**

None

## R. ADJOURNMENT

A motion was made by Edward Barrett, seconded by Lisa Brown and unanimously carried by a roll call vote 8-0 to adjourn the meeting at 8:14 p.m.

Respectfully Submitted,

Tracy Petrino

Tracy Petrino
Business Administrator / Board Secretary

TP:jdd

# EXHIBIT “A”

# Treasurer’s Report

REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION

DISTRICT OF TOWNSHIP OF HAZLET

FOR THE MONTH ENDING
9/30/2025

| | BEGINNING CASH BALANCE | CASH RECEIPTS THIS MONTH | CASH DISBURSEMENTS THIS MONTH | ENDING CASH BALANCE(1+2-3) |
|---|---|---|---|---|
| GOVERNMENTAL FUNDS | | | | |
| 1. GENERAL FUND--FUND 10 | $ 14,598,059.01 | $ 5,982,650.34 | $ 5,735,275.69 | $ 14,845,433.66 |
| 2. SPECIAL REVENUE -- FUND 20 | 186,955.31 | 4,897.00 | 113,222.64 | 78,629.67 |
| 3. CAPITAL PROJECTS -- FUND 30 | 0.00 | | | 0.00 |
| 4. DEBT SERVICE FUND--FUND 40 | (13,392.07) | | | (13,392.07) |
| 5. INTERNAL SERVICE FUND -- FUND 70 | (73,299.20) | 5,837.86 | 4,531.94 | (71,993.28) |
| 6. SUB-TOTAL BEFORE CAPITAL RESERVE | 14,698,323.05 | 5,993,385.20 | 5,853,030.27 | 14,838,677.98 |
| 7. CAPITAL RESERVE ACCOUNT | 1,958,916.85 | 6,440.27 | | 1,965,357.12 |
| 8. MAINTENANCE RESERVE ACCOUNT | 400,000.00 | | | 400,000.00 |
| 9. EMERGENCY RESERVE ACCOUNT | - | | | - |
| 10. TOTAL GOVERNMENT FUNDS (Lines 6, 7, 8 & 9) | $ 17,057,239.90 | $ 5,999,825.47 | $ 5,853,030.27 | $ 17,204,035.10 |
| | | | | |
| 11. ENTERPRISE FUND (Fund 6X - Food Service) | 279,632.54 | 69,068.30 | 312.50 | 348,388.34 |
| | | | | |
| TRUST AND AGENCY FUNDS (Fund 9X) | | | | |
| 12. PAYROLL | - | | | - |
| 13. PAYROLL AGENCY | 989,059.30 | 735,156.75 | 1,452,236.46 | 271,979.59 |
| 14. OTHER - Board Secretary Account | 7,008.17 | 1,660.00 | 269.13 | 8,399.04 |
| 15. OTHER - Unemployment | 223,739.61 | 2,639.80 | $7,667.12 | 218,712.29 |
| 16. OTHER - RX Funds | 158,632.55 | | 27,092.66 | 131,539.89 |
| 17. TOTAL TRUST & AGENCY FUNDS (Lines 12-16) | 1,378,439.63 | 739,456.55 | 1,487,265.37 | 630,630.81 |
| 18. TOTAL ALL FUNDS (Lines 10, 11 & 17) | $ 18,715,312.07 | $ 6,808,350.32 | $ 7,340,608.14 | $ 18,183,054.25 |

PREPARED & SUBMITTED BY

Patricia C. Smith
TREASURER OF SCHOOL MONIES

| | | |
|---|---|---|
| BOARD BALANCE (WARRANT) | $ 17,204,035.10 | |
| RECONCILING ITEMS | | |
| ADJUSTED BOARD BALANCE (WARRANT) | | $ 17,204,035.10 |
| TREASURER'S BALANCE (WARRANT) | | 17,204,035.10 |

| | |
|---|---|
| DIFFERENCE | - |

# EXHIBIT “B”

# Board Secretary Report

***Board Secretary's Monthly Certification***
***Budgetary Line Item Status***

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that as of **September 30, 2025**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Hazlet Township Board of Education pursuant to N.J.A.C. 6A:23-2.11(a).

Board Secretary

10/1/2025
Date

TAP:km

10/7 7:12am

10/7 7:12am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/30/2025

ASSETS AND RESOURCES

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

| | | | |
|---|---|---|---|
| 101 | Cash in bank | | $14,845,433.66 |
| 102-107 | Cash and cash equivalents | | $270.00 |
| 114 | Interest Receivable on Investments | | $82,462.90 |
| 116 | Capital reserve Account | | $1,965,357.12 |
| 117 | Maint. Reserve Account | | $400,000.00 |
| 121 | Tax levy receivable | | $447,942.04 |
| | Accounts receivable: | | |
| 132 | Interfund | $136,604.59 | |
| 141 | Intergovernmental - State | ($104,513.52) | |
| 153,154 | Other (net of est uncollectible of $_____) | $315,167.25 | $347,258.32 |

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

| | | | |
|---|---|---|---|
| 301 | Estimated Revenues | $55,303,665.00 | |
| 302 | Less Revenues | ($13,418,687.88) | |
| | | | $41,884,977.12 |
| | Total assets and resources | | $59,973,701.16 |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/30/2025

LIABILITIES AND FUND EQUITY

| | | | | | |
|---|---|---|---|---|---|
| --- L I A B I L I T I E S --- | | | | | |
| 402 | Interfund Accounts Payable | | | | $7,065.62 |
| 421 | Accounts Payable | | | | $37,107.69 |
| | TOTAL LIABILITIES | | | | $44,173.31 |
| F U N D B A L A N C E | | | | | |
| --- A p p r o p r i a t e d --- | | | | | |
| 753 | Reserve for Encumbrances - Current Year | | | $33,154,191.52 | |
| 754 | Reserve for Encumbrance - Prior Year | | | $256,901.72 | |
| | Reserved fund balance: | | | | |
| 761 | Capital reserve account - | | $4,681,084.25 | | |
| 307 | Less: Budg w/d from Capital Rsrv Elgbl. Cost | | ($2,000,000.00) | | |
| 309 | Less: Budg w/d from Capital Rsrv Excess Cost | | ($900,000.00) | | |
| | | | | $1,781,084.25 | |
| 766 | Reserve for Current Expense Emergencies | | $250,000.00 | | |
| 312 | Less: Withdrawal from Curr Exp Emergency Rsrv. | | ($250,500.00) | | |
| | | | | ($500.00) | |
| 764 | Reserve for Maintenance | | $2,100,000.00 | | |
| 310 | Less: Withdrawal from Maintenance Reserve | | ($1,200,000.00) | | |
| | | | | $900,000.00 | |
| 601 | Appropriations | | $65,911,341.38 | | |
| 602 | Less : Expenditures | $10,750,101.68 | | | |
| 603 | Encumbrances | $33,411,093.24 | ($44,161,194.92) | | |
| | | | | $21,750,146.46 | |
| | Total Appropriated | | | $57,841,823.95 | |
| --- U n a p p r o p r i a t e d --- | | | | | |
| 770 | Unreserved Fund Balance - | | | $8,481,523.90 | |
| 303 | Budgeted Fund Balance | | | ($6,393,820.00) | |
| | TOTAL FUND BALANCE | | | | $59,929,527.85 |
| | TOTAL LIABILITIES AND FUND EQUITY | | | | $59,973,701.16 |

Hazlet Twp. Public Schools
General Fund - Fund 10
Interim Balance Sheet
For 3 Month Period Ending 09/30/2025

| RECAPITULATION OF FUND BALANCE: | Budgeted | Actual | Variance |
|---|---|---|---|
| Appropriations | $65,911,341.38 | $44,161,194.92 | $21,750,146.46 |
| Revenues | ($55,303,665.00) | ($13,418,687.88) | ($41,884,977.12) |
| | $10,607,676.38 | $30,742,507.04 | ($20,134,830.66) |

Change in Capital Reserve accounts:
307 Less: Eligible Withdrawal ($2,000,000.00)
309 Less: Excess Withdrawal ($900,000.00)

Change in Tuition Reserve accounts:
Change in Emergency Reserve account:
312 Less - Withdrawal from reserve ($250,500.00)

Change in Maintenance Reserve account:
310 Less - Withdrawal from reserve ($1,200,000.00)

| | | | |
|---|---|---|---|
| Subtotal Reserve Adjustments | ($4,350,500.00) | ($4,350,500.00) | |
| Less: Adjust for prior year encumb. | ($463,356.38) | ($463,356.38) | |
| Budgeted Fund Balance | $5,793,820.00 | $25,928,650.66 | ($20,134,830.66) |
| Recapitulation of Budgeted Fund Balance by Subfund | | | |
| Fund 10 (includes 10, 11, 12, and 13) | $5,793,820.00 | $25,928,650.66 | ($20,134,830.66) |
| TOTAL Budgeted Fund Balance | $5,793,820.00 | $25,928,650.66 | ($20,134,830.66) |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/30/2025

| | | BUDGETED ESTIMATED | ACTUAL TO DATE | NOTE: OVER OR (UNDER) | UNREALIZED BALANCE |
|---|---|---|---|---|---|
| *** REVENUES/SOURCES OF FUNDS *** | | | | | |
| 1XXX | From Local Sources | $48,358,309.00 | $12,767,270.25 | | $35,591,038.75 |
| 3XXX | From State Sources | $6,936,441.00 | $646,909.62 | | $6,289,531.38 |
| 4XXX | From Federal Sources | $8,915.00 | $4,508.01 | | $4,406.99 |
| | TOTAL REVENUE/SOURCES OF FUNDS | $55,303,665.00 | $13,418,687.88 | | $41,884,977.12 |

| *** EXPENDITURES *** | | APPROPRIATIONS | EXPENDITURES | ENCUMBRANCES | AVAILABLE BALANCE |
|---|---|---|---|---|---|
| --- CURRENT EXPENSE --- | | | | | |
| 11-1XX-100-XXX | Regular Programs - Instruction | $16,396,749.34 | $1,909,423.42 | $13,142,343.86 | $1,344,982.06 |
| 11-2XX-100-XXX | Special Education - Instruction | $5,174,409.99 | $517,769.53 | $4,529,751.89 | $126,888.57 |
| 11-230-100-XXX | Basic Skills - Remedial Instruction | $386,650.00 | $6,825.00 | $61,425.00 | $318,400.00 |
| 11-240-100-XXX | Bilingual Education - Instruction | $229,646.72 | $24,446.72 | $205,200.00 | $0.00 |
| 11-401-100-XXX | School-Spon. Cocurr. Acti-Instr | $203,558.73 | $10,506.38 | $4,049.00 | $189,003.35 |
| 11-402-100-XXX | School-Spons. Athletics - Instruction | $728,873.00 | $47,942.60 | $34,093.44 | $646,836.96 |
| 11-4XX-100-XXX | Other Instrc. Programs - Instruction | $35,858.00 | $1,680.00 | $0.00 | $34,178.00 |
| --- UNDISTRIBUTED EXPENDITURES --- | | | | | |
| 11-000-100-XXX | Instruction | $3,578,535.00 | $454,159.88 | $2,252,987.79 | $871,387.33 |
| 11-000-211-XXX | Attendance and Social Work Services | $357,986.00 | $42,336.48 | $315,109.44 | $540.08 |
| 11-000-213-XXX | Health Services | $953,618.80 | $94,532.99 | $659,675.33 | $199,410.48 |
| 11-000-216-XXX | Speech, OT,PT & Related Svcs | $543,595.00 | $47,660.00 | $371,125.08 | $124,809.92 |
| 11-000-217-XXX | Other Support Serv - Students Extra Srvc | $1,266,595.40 | $134,196.60 | $789,409.52 | $342,989.28 |
| 11-000-218-XXX | Guidance | $1,003,159.80 | $152,769.20 | $802,978.10 | $47,412.50 |
| 11-000-219-XXX | Child Study Teams | $1,547,781.42 | $250,060.63 | $1,058,783.88 | $238,936.91 |
| 11-000-221-XXX | Improv of Inst. - Instruc Staff | $689,801.00 | $160,456.42 | $360,476.82 | $168,867.76 |
| 11-000-222-XXX | Educational Media Serv/School Library | $432,156.39 | $97,560.15 | $289,735.40 | $44,860.84 |
| 11-000-223-XXX | Instructional Staff Training Services | $70,299.00 | $6,800.61 | $16,614.00 | $46,884.39 |
| 11-000-230-XXX | Supp. Serv.-General Administration | $1,346,103.82 | $365,102.93 | $523,127.64 | $457,873.25 |
| 11-000-240-XXX | Supp. Serv.-School Administration | $2,316,798.40 | $564,314.36 | $1,650,545.86 | $101,938.18 |
| 11-000-25X-XXX | Central Serv & Admin. Inform. Tech. | $620,832.00 | $147,005.78 | $389,795.21 | $84,031.01 |
| 11-000-261-XXX | Require Maint. for School Facilities | $869,784.88 | $222,038.00 | $143,789.77 | $503,957.11 |
| 11-000-262-XXX | Custodial Services | $4,855,368.20 | $1,470,295.41 | $2,144,007.71 | $1,241,065.08 |
| 11-000-263-XXX | Care and Upkeep of Grounds | $462,034.59 | $125,478.19 | $174,410.96 | $162,145.44 |
| 11-000-266-XXX | Security | $671,224.66 | $58,216.65 | $522,476.23 | $90,531.78 |
| 11-000-270-XXX | Student Transportation Services | $4,824,386.24 | $510,261.66 | $2,320,307.26 | $1,993,817.32 |
| 11-XXX-XXX-2XX | Allocated and Unallocated Benefits | $13,221,977.36 | $2,313,580.73 | $644,216.90 | $10,264,179.73 |
| | TOTAL GENERAL CURRENT EXPENSE EXPENDITURES/USES OF FUNDS | $62,787,783.74 | $9,735,420.32 | $33,406,436.09 | $19,645,927.33 |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/30/2025

| *** EXPENDITURES - cont'd *** | APPROPRIATIONS | EXPENDITURES | ENCUMBRANCES | AVAILABLE BALANCE |
|---|---|---|---|---|
| *** CAPITAL OUTLAY *** | | | | |
| 12-XXX-XXX-73X Equipment | $11,650.00 | $0.00 | $0.00 | $11,650.00 |
| 12-000-4XX-XXX Facilities acquisition & constr. serv. | $2,902,579.00 | $868,554.18 | $4,445.51 | $2,029,579.31 |
| TOTAL CAP OUTLAY EXPEND./USES OF FUNDS | $2,914,229.00 | $868,554.18 | $4,445.51 | $2,041,229.31 |
| *** SPECIAL SCHOOLS *** | | | | |
| 13-422-100-XXX Summer school -instruction | $195,328.64 | $142,689.93 | $211.64 | $52,427.07 |
| 13-422-2XX-XXX Summer school-support serv | $14,000.00 | $3,437.25 | .00 | $10,562.75 |
| TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS | $209,328.64 | $146,127.18 | $211.64 | $62,989.82 |
| TOTAL GENERAL FUND EXPENDITURES | $65,911,341.38 | $10,750,101.68 | $33,411,093.24 | $21,750,146.46 |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 3 Month Period Ending 09/30/2025

| | | ESTIMATED | ACTUAL | UNREALIZED |
|---|---|---|---|---|
| --- LOCAL SOURCES --- | | | | |
| 1210 | Local Tax Levy - Base Budget | $46,974,309.00 | $12,095,685.00 | $34,878,624.00 |
| 1310 | Tuition from Individuals | $420,000.00 | $396,346.00 | $23,654.00 |
| 1410 | Transp Fees from Individuals | $45,000.00 | $18,087.50 | $26,912.50 |
| 1420-1440 | Transp Fees from Other LEAs | $20,000.00 | .00 | $20,000.00 |
| 1510 | Interest | $332,000.00 | $184,245.51 | $147,754.49 |
| 1910 | Rents and Royalties | $47,000.00 | $10,535.43 | $36,464.57 |
| 1930 | Sale of Property | $420,000.00 | $42,500.00 | $377,500.00 |
| 1XXX | Miscellaneous | $100,000.00 | $19,870.81 | $80,129.19 |
| | TOTAL LOCAL | $48,358,309.00 | $12,767,270.25 | $35,591,038.75 |
| --- STATE SOURCES --- | | | | |
| 3121 | Categorical Transportation Aid | $964,903.00 | $9,198.60 | $955,704.40 |
| 3131 | Extraordinary Aid | $565,000.00 | .00 | $565,000.00 |
| 3132 | Categorical Special Education Aid | $4,304,558.00 | $193,222.30 | $4,111,335.70 |
| 3176 | Equalization | $578,641.00 | $426,062.00 | $152,579.00 |
| 3177 | Categorical Security | $510,339.00 | $7,103.10 | $503,235.90 |
| 3300 | State Reimbursement for Lead Testing of Drinking Water | $6,000.00 | .00 | $6,000.00 |
| 3301 | State Reimbursement for Menstrual Products | $7,000.00 | $11,323.62 | ($4,323.62) |
| | TOTAL | $6,936,441.00 | $646,909.62 | $6,289,531.38 |
| --- FEDERAL SOURCES --- | | | | |
| 4200 | Federal Grants including Medicaid Reimbursement | $8,915.00 | $4,508.01 | $4,406.99 |
| | TOTAL | $8,915.00 | $4,508.01 | $4,406.99 |
| --- OTHER FINANCING SOURCES --- | | | | |
| | TOTAL REVENUES/SOURCES OF FUNDS | $55,303,665.00 | $13,418,687.88 | $41,884,977.12 |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2025

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|---|---|---|---|
| *** G E N E R A L C U R R E N T E X P E N S E *** | | | | |
| --- Regular Programs - Instruction --- | | | | |
| 11-105-100-101 Preschool - Salaries of Teachers | $472,368.00 | $39,883.90 | $358,955.10 | $73,529.00 |
| 11-110-100-101 Kindergarten - Salaries of Teachers | $841,420.00 | $77,137.00 | $682,218.00 | $82,065.00 |
| 11-120-100-101 Grades 1-5 - Salaries of Teachers | $5,189,299.72 | $522,990.22 | $4,494,739.50 | $171,570.00 |
| 11-130-100-101 Grades 6-8 - Salaries of Teachers | $3,288,180.64 | $338,613.14 | $2,887,807.50 | $61,760.00 |
| 11-140-100-101 Grades 9-12 - Salaries of Teachers | $4,557,729.46 | $464,402.46 | $4,022,347.14 | $70,979.86 |
| --- Regular Programs - Home Instruction --- | | | | |
| 11-150-100-101 Salaries of Teachers | $60,000.00 | $11,087.50 | $0.00 | $48,912.50 |
| 11-150-100-320 Purchased Prof.-Ed. Services | $15,000.00 | $360.00 | .00 | $14,640.00 |
| --- Regular Programs - Undistr. Instruction --- | | | | |
| 11-190-100-106 Other Salaries for Instruction | $99,880.96 | $15,198.81 | $35,820.00 | $48,862.15 |
| 11-190-100-320 Purchased Prof.-Ed. Services | $2,000.00 | .00 | $850.00 | $1,150.00 |
| 11-190-100-340 Purchased Technical Services | $446,561.00 | $219,475.87 | $89,696.00 | $137,389.13 |
| 11-190-100-500 Other Purch. Serv. (400-500 series) | $154,700.00 | .00 | .00 | $154,700.00 |
| 11-190-100-610 General Supplies | $1,175,646.56 | $218,137.01 | $559,151.64 | $398,357.91 |
| 11-190-100-640 Textbooks | $45,353.00 | .00 | $8,050.01 | $37,302.99 |
| 11-190-100-800 Other Objects | $48,610.00 | $2,137.51 | $2,708.97 | $43,763.52 |
| TOTAL | $16,396,749.34 | $1,909,423.42 | $13,142,343.86 | $1,344,982.06 |
| --- SPECIAL EDUCATION - INSTRUCTION --- | | | | |
| Learning and/or Language Disabilities Mild or Moderate: | | | | |
| 11-204-100-101 Salaries of Teachers | $605,966.22 | $57,175.00 | $501,750.00 | $47,041.22 |
| 11-204-100-106 Other Salaries for Instruction | $425,494.22 | $42,482.08 | $362,656.44 | $20,355.70 |
| 11-204-100-610 General Supplies | $11,325.00 | $3,346.23 | $2,805.25 | $5,173.52 |
| 11-204-100-640 Textbooks | $5,750.00 | .00 | $628.00 | $5,122.00 |
| TOTAL | $1,048,535.44 | $103,003.31 | $867,839.69 | $77,692.44 |
| Emotional Regulation Impairment: | | | | |
| 11-209-100-101 Salaries of Teachers | $91,500.00 | $9,150.00 | $82,350.00 | $0.00 |
| TOTAL | $91,500.00 | $9,150.00 | $82,350.00 | $0.00 |
| Multiple Disabilities: | | | | |
| 11-212-100-101 Salaries of Teachers | $149,500.00 | $19,900.00 | $129,600.00 | $0.00 |
| TOTAL | $149,500.00 | $19,900.00 | $129,600.00 | $0.00 |
| Resource Room/Resource Center: | | | | |
| 11-213-100-101 Salaries of Teachers | $2,670,243.92 | $265,965.92 | $2,404,278.00 | $0.00 |
| 11-213-100-106 Other Salaries for Instruction | $861,836.43 | $84,016.31 | $734,055.84 | $43,764.28 |
| 11-213-100-610 General supplies | $6,850.00 | $1,204.37 | $1,293.78 | $4,351.85 |
| TOTAL | $3,538,930.35 | $351,186.60 | $3,139,627.62 | $48,116.13 |
| Autism: | | | | |
| 11-214-100-101 Salaries of Teachers | $151,864.20 | $15,229.62 | $136,634.58 | $0.00 |
| TOTAL | $151,864.20 | $15,229.62 | $136,634.58 | $0.00 |
| Preschool Disabilities - Full-Time: | | | | |
| 11-216-100-101 Salaries of Teachers | $193,000.00 | $19,300.00 | $173,700.00 | $0.00 |

Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2025

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|---|---|---|---|
| 11-216-100-600 General Supplies | $1,080.00 | .00 | .00 | $1,080.00 |
| TOTAL | $194,080.00 | $19,300.00 | $173,700.00 | $1,080.00 |
| TOTAL SPECIAL ED - INSTRUCTION | $5,174,409.99 | $517,769.53 | $4,529,751.89 | $126,888.57 |
| --- Basic Skills/Remedial-Instruction --- | | | | |
| 11-230-100-101 Salaries of Teachers | $385,750.00 | $6,825.00 | $61,425.00 | $317,500.00 |
| 11-230-100-610 General Supplies | $900.00 | .00 | .00 | $900.00 |
| TOTAL | $386,650.00 | $6,825.00 | $61,425.00 | $318,400.00 |
| --- Bilingual Education-Instruction --- | | | | |
| 11-240-100-101 Salaries of Teachers | $229,646.72 | $24,446.72 | $205,200.00 | $0.00 |
| TOTAL | $229,646.72 | $24,446.72 | $205,200.00 | $0.00 |
| --- School spons.cocurricular activities-Instruction --- | | | | |
| 11-401-100-100 Salaries | $149,901.00 | .00 | .00 | $149,901.00 |
| 11-401-100-600 Supplies and Materials | $36,147.00 | $2,154.90 | $3,449.00 | $30,543.10 |
| 11-401-100-800 Other Objects | $17,510.73 | $8,351.48 | $600.00 | $8,559.25 |
| TOTAL | $203,558.73 | $10,506.38 | $4,049.00 | $189,003.35 |
| --- School sponsored athletics-Instruct. --- | | | | |
| 11-402-100-100 Salaries | $553,925.00 | $8,817.75 | .00 | $545,107.25 |
| 11-402-100-500 Purchased Services (300-500 series) | $1,320.00 | .00 | .00 | $1,320.00 |
| 11-402-100-600 Supplies and Materials | $68,626.00 | $5,472.35 | $33,793.44 | $29,360.21 |
| 11-402-100-800 Other Objects | $59,144.00 | $11,087.50 | $300.00 | $47,756.50 |
| 11-402-100-930 Transfers to Cover Deficit (Custodial Funds) | $45,858.00 | $22,565.00 | .00 | $23,293.00 |
| TOTAL | $728,873.00 | $47,942.60 | $34,093.44 | $646,836.96 |
| --- Before/After School Programs - Instruction --- | | | | |
| 11-421-100-101 Salaries of Teachers | $35,858.00 | $1,680.00 | $0.00 | $34,178.00 |
| TOTAL | $35,858.00 | $1,680.00 | $0.00 | $34,178.00 |
| TOTAL BEFORE/AFTER SCHOOL PROGRAMS | $35,858.00 | $1,680.00 | $0.00 | $34,178.00 |
| --- UNDISTRIBUTED EXPENDITURES --- | | | | |
| --- Instruction --- | | | | |
| 11-000-100-561 Tuition to Other LEAs within State Regular | $30,877.00 | $7,178.00 | $23,699.00 | .00 |
| 11-000-100-562 Tuition to Other LEAs within State Special | $458,420.00 | $86,374.20 | $367,906.80 | $4,139.00 |
| 11-000-100-563 Tuition to Co.Voc.School Dist.-reg. | $406,263.00 | .00 | $36,487.15 | $369,775.85 |
| 11-000-100-564 Tuition to Co.Voc. School Dist.-spec. | $189,351.00 | .00 | $127,760.00 | $61,591.00 |
| 11-000-100-566 Tuition to Priv Sch for Disbl w/i State | $2,493,624.00 | $360,607.68 | $1,697,134.84 | $435,881.48 |
| TOTAL | $3,578,535.00 | $454,159.88 | $2,252,987.79 | $871,387.33 |
| --- Attendance and social work services --- | | | | |
| 11-000-211-100 Salaries | $357,446.00 | $42,336.48 | $315,109.44 | $0.08 |
| 11-000-211-600 Supplies and Materials | $540.00 | .00 | .00 | $540.00 |
| TOTAL | $357,986.00 | $42,336.48 | $315,109.44 | $540.08 |
| --- Health services --- | | | | |
| 11-000-213-100 Salaries | $881,800.00 | $85,283.00 | $648,990.00 | $147,527.00 |

Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2025

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|---|---|---|---|
| 11-000-213-300 Purchased Prof. & Tech. Svc. | $37,769.00 | $1,713.46 | $2,563.46 | $33,492.08 |
| 11-000-213-500 Other Purchd. Serv.(400-500 series) | $120.00 | .00 | .00 | $120.00 |
| 11-000-213-600 Supplies and Materials (600-615) | $17,933.22 | $7,135.00 | $7,775.18 | $3,023.04 |
| 11-000-213-616 Supplies - Menstrual Products | $11,396.58 | $396.58 | .00 | $11,000.00 |
| 11-000-213-800 Other Objects | $4,600.00 | $4.95 | $346.69 | $4,248.36 |
| TOTAL | $953,618.80 | $94,532.99 | $659,675.33 | $199,410.48 |
| --- Speech, OT,PT & Related Svcs --- | | | | |
| 11-000-216-100 Salaries | $538,600.00 | $47,660.00 | $371,070.00 | $119,870.00 |
| 11-000-216-600 Supplies and Materials | $4,995.00 | .00 | $55.08 | $4,939.92 |
| TOTAL | $543,595.00 | $47,660.00 | $371,125.08 | $124,809.92 |
| --- Other support services - Students - Extra Srvc | | | | |
| 11-000-217-100 Salaries | $529,174.39 | $38,770.81 | $360,149.58 | $130,254.00 |
| 11-000-217-320 Purchased Prof. Ed. Services | $680,641.00 | $95,418.00 | $412,892.00 | $172,331.00 |
| 11-000-217-600 Supplies and Materials | $56,780.01 | $7.79 | $16,367.94 | $40,404.28 |
| TOTAL | $1,266,595.40 | $134,196.60 | $789,409.52 | $342,989.28 |
| --- Guidance --- | | | | |
| 11-000-218-104 Salaries Other Prof. Staff | $809,260.00 | $89,260.00 | $720,000.00 | .00 |
| 11-000-218-105 Sal Secr. & Clerical Asst. | $70,732.80 | $17,683.20 | $53,049.60 | .00 |
| 11-000-218-320 Purchased Prof. - Ed. Services | $12,000.00 | .00 | .00 | $12,000.00 |
| 11-000-218-390 Other Purch. Prof. & Tech Svc. | $59,500.00 | $46,759.00 | .00 | $12,741.00 |
| 11-000-218-500 Other Purchased Services (400-500 series) | $115.00 | .00 | .00 | $115.00 |
| 11-000-218-600 Supplies and Materials | $14,920.00 | ($933.00) | $1,588.00 | $14,265.00 |
| 11-000-218-800 Other Objects | $36,632.00 | .00 | $28,340.50 | $8,291.50 |
| TOTAL | $1,003,159.80 | $152,769.20 | $802,978.10 | $47,412.50 |
| --- Child Study Teams --- | | | | |
| 11-000-219-104 Salaries Other Prof. Staff | $1,223,568.00 | $192,110.27 | $944,580.24 | $86,877.49 |
| 11-000-219-105 Sal Secr. & Clerical Asst. | $147,281.00 | $36,820.14 | $110,460.42 | $0.44 |
| 11-000-219-320 Purchased Prof. - Ed. Services | $128,259.00 | $6,798.00 | $501.00 | $120,960.00 |
| 11-000-219-390 Other Purch. Prof. & Tech Svc. | $18,800.00 | $10,300.00 | .00 | $8,500.00 |
| 11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs) | $2,700.00 | $297.14 | $0.00 | $2,402.86 |
| 11-000-219-600 Supplies and Materials | $16,259.42 | $3,460.08 | $3,242.22 | $9,557.12 |
| 11-000-219-800 Other Objects | $10,914.00 | $275.00 | .00 | $10,639.00 |
| TOTAL | $1,547,781.42 | $250,060.63 | $1,058,783.88 | $238,936.91 |
| --- Improv. of instr. Serv. --- | | | | |
| 11-000-221-102 Salaries Superv. of Instr. | $263,456.00 | $53,363.88 | $63,529.20 | $146,562.92 |
| 11-000-221-104 Salaries Other Prof. Staff | $357,778.00 | $92,744.44 | $260,833.32 | $4,200.24 |
| 11-000-221-105 Sal Secr. & Clerical Asst. | $48,153.00 | $12,038.10 | $36,114.30 | $0.60 |
| 11-000-221-500 Other Purchased Services (400-500 series) | $2,500.00 | .00 | .00 | $2,500.00 |
| 11-000-221-600 Supplies and Materials | $1,800.00 | .00 | .00 | $1,800.00 |
| 11-000-221-800 Other Objects | $16,114.00 | $2,310.00 | .00 | $13,804.00 |
| TOTAL | $689,801.00 | $160,456.42 | $360,476.82 | $168,867.76 |
| --- Educational media serv./sch.library --- | | | | |
| 11-000-222-100 Salaries | $40,000.00 | .00 | .00 | $40,000.00 |

Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2025

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|---|---|---|---|
| 11-000-222-177 Salaries of Technology Coordinators | $387,156.39 | $97,560.15 | $289,596.24 | .00 |
| 11-000-222-600 Supplies and Materials | $5,000.00 | .00 | $139.16 | $4,860.84 |
| TOTAL | $432,156.39 | $97,560.15 | $289,735.40 | $44,860.84 |
| --- Instructional Staff Training Services --- | | | | |
| 11-000-223-11X Other Salaries | $15,000.00 | $3,120.00 | .00 | $11,880.00 |
| 11-000-223-500 Other Purchased Services (400-500 series) | $9,200.00 | .00 | .00 | $9,200.00 |
| 11-000-223-800 Other Objects | $46,099.00 | $3,680.61 | $16,614.00 | $25,804.39 |
| TOTAL | $70,299.00 | $6,800.61 | $16,614.00 | $46,884.39 |
| --- Support services-general administration --- | | | | |
| 11-000-230-100 Salaries | $663,154.32 | $165,788.58 | $490,053.24 | $7,312.50 |
| 11-000-230-331 Legal Services | $98,500.00 | $21,915.30 | $14,620.50 | $61,964.20 |
| 11-000-230-332 Audit Fees | $43,500.00 | .00 | .00 | $43,500.00 |
| 11-000-230-339 Other Purchased Prof. Svc. | $113,000.00 | .00 | .00 | $113,000.00 |
| 11-000-230-340 Purchased Tech. Services | $68,393.00 | $38,191.93 | $11,271.25 | $18,929.82 |
| 11-000-230-520 District Insurance | $165,844.00 | $77,924.38 | .00 | $87,919.62 |
| 11-000-230-530 Communications/Telephone | $89,900.00 | $11,155.92 | $1,000.00 | $77,744.08 |
| 11-000-230-580 Travel - All Other | $8,600.00 | .00 | .00 | $8,600.00 |
| 11-000-230-590 Misc Purchased Services (400-500) | $6,700.00 | $169.00 | $0.00 | $6,531.00 |
| 11-000-230-610 General Supplies | $7,875.00 | $257.60 | $167.96 | $7,449.44 |
| 11-000-230-890 Misc. Expenditures | $55,137.50 | $26,982.42 | $6,014.69 | $22,140.39 |
| 11-000-230-895 BOE Membership Dues and Fees | $25,500.00 | $22,717.80 | .00 | $2,782.20 |
| TOTAL | $1,346,103.82 | $365,102.93 | $523,127.64 | $457,873.25 |
| --- Support services-school administration --- | | | | |
| 11-000-240-103 Salaries Princ./Asst. Princ. | $1,512,807.00 | $365,700.48 | $1,097,101.44 | $50,005.08 |
| 11-000-240-104 Salaries Other Prof. Staff | $132,904.00 | $33,225.96 | $99,677.88 | $0.16 |
| 11-000-240-105 Sal Secr. & Clerical Asst. | $624,805.35 | $154,806.30 | $450,022.50 | $19,976.55 |
| 11-000-240-1XX Other Salaries | $9,120.00 | $934.80 | $0.00 | $8,185.20 |
| 11-000-240-500 Other Purchased Services (400-500 series) | $5,900.00 | $899.85 | $849.87 | $4,150.28 |
| 11-000-240-600 Supplies and Materials | $16,412.05 | $2,953.97 | $1,730.17 | $11,727.91 |
| 11-000-240-800 Other Objects | $14,850.00 | $5,793.00 | $1,164.00 | $7,893.00 |
| TOTAL | $2,316,798.40 | $564,314.36 | $1,650,545.86 | $101,938.18 |
| --- Central Services --- | | | | |
| 11-000-251-100 Salaries | $549,301.00 | $139,455.61 | $354,981.78 | $54,863.61 |
| 11-000-251-340 Purchased Technical Services | $45,931.00 | $2,426.40 | $31,779.00 | $11,725.60 |
| 11-000-251-592 Misc Pur Serv (400-500 seriess ) | $5,000.00 | $126.92 | $19.76 | $4,853.32 |
| 11-000-251-600 Supplies and Materials | $9,450.00 | $1,081.00 | $2,785.47 | $5,583.53 |
| 11-000-251-89X Other Objects | $11,150.00 | $3,915.85 | $229.20 | $7,004.95 |
| TOTAL | $620,832.00 | $147,005.78 | $389,795.21 | $84,031.01 |
| TOTAL Cent. Svcs. & Admin IT | $620,832.00 | $147,005.78 | $389,795.21 | $84,031.01 |
| --- Required Maint.for School Facilities --- | | | | |
| 11-000-261-420 Cleaning, Repair & Maint. Svc | $573,071.20 | $151,120.13 | $109,289.56 | $312,661.51 |
| 11-000-261-421 Lead Testing of Drinking Water | $1,000.00 | .00 | .00 | $1,000.00 |

Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2025

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|---|---|---|---|
| 11-000-261-610 General Supplies | $291,513.68 | $70,917.87 | $34,500.21 | $186,095.60 |
| 11-000-261-800 Other Objects | $4,200.00 | .00 | .00 | $4,200.00 |
| TOTAL | $869,784.88 | $222,038.00 | $143,789.77 | $503,957.11 |
| --- Custodial Services --- | | | | |
| 11-000-262-1XX Salaries | $2,626,722.40 | $623,556.97 | $1,704,905.28 | $298,260.15 |
| 11-000-262-107 Salaries of Non-Instructional Aids | $34,000.00 | .00 | .00 | $34,000.00 |
| 11-000-262-300 Purchased Prof. & Tech. Svc. | $322,829.73 | $25,579.69 | $262,650.00 | $34,600.04 |
| 11-000-262-420 Cleaning, Repair & Maint. Svc. | $302,181.75 | $66,046.24 | $95,955.04 | $140,180.47 |
| 11-000-262-441 Rental of Land & Bldgs Other Than Lease | $2,700.00 | .00 | .00 | $2,700.00 |
| 11-000-262-490 Other Purchased Property Svc. | $130,239.00 | $36,760.55 | $34,982.49 | $58,495.96 |
| 11-000-262-520 Insurance | $482,903.00 | $479,848.72 | .00 | $3,054.28 |
| 11-000-262-590 Misc. Purchased Services | $3,675.00 | .00 | .00 | $3,675.00 |
| 11-000-262-610 General Supplies | $151,932.32 | $63,282.23 | $37,017.65 | $51,632.44 |
| 11-000-262-621 Energy (Natural Gas) | $257,400.00 | $19,086.69 | $8,497.25 | $229,816.06 |
| 11-000-262-622 Energy (Electricity) | $531,285.00 | $152,505.32 | .00 | $378,779.68 |
| 11-000-262-8XX Other Objects | $9,500.00 | $3,629.00 | $0.00 | $5,871.00 |
| TOTAL | $4,855,368.20 | $1,470,295.41 | $2,144,007.71 | $1,241,065.08 |
| --- Care and Upkeep of Grounds --- | | | | |
| 11-000-263-100 Salaries | $141,740.00 | $34,636.42 | $39,997.44 | $67,106.14 |
| 11-000-263-420 Cleaning, Repair, & Maintenance Serv. | $237,986.59 | $79,753.77 | $125,851.96 | $32,380.86 |
| 11-000-263-610 General Supplies | $82,308.00 | $11,088.00 | $8,561.56 | $62,658.44 |
| TOTAL | $462,034.59 | $125,478.19 | $174,410.96 | $162,145.44 |
| --- Security --- | | | | |
| 11-000-266-100 Salaries | $157,224.66 | $22,514.91 | $60,142.50 | $74,567.25 |
| 11-000-266-300 Purchased Prof. & Tech. Svc. | $210,000.00 | $10,961.24 | $199,038.76 | .00 |
| 11-000-266-420 Cleaning, Repair, & Maintenance Serv. | $304,000.00 | $24,740.50 | $263,294.97 | $15,964.53 |
| TOTAL | $671,224.66 | $58,216.65 | $522,476.23 | $90,531.78 |
| TOTAL Oper & Maint of Plant Services | $6,858,412.33 | $1,876,028.25 | $2,984,684.67 | $1,997,699.41 |
| --- Student transportation services --- | | | | |
| 11-000-270-107 Salaries of Non-Instructional Aids | $24,000.00 | $3,025.75 | .00 | $20,974.25 |
| 11-000-270-160 Sal Pupil Trans(Bet Home & Sch)-reg | $75,463.84 | $22,963.96 | $52,499.88 | .00 |
| 11-000-270-390 Other Purch. Prof. & Tech Svc. | $7,500.00 | .00 | .00 | $7,500.00 |
| 11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch | $80,000.00 | .00 | .00 | $80,000.00 |
| 11-000-270-511 Contract Svc (btw Home & Sch.)-vendors | $1,810,331.15 | $170,852.84 | $1,485,641.25 | $153,837.06 |
| 11-000-270-512 Contract Svc (other btw home & sch)-vndrs | $217,381.00 | $200.00 | $10,998.00 | $206,183.00 |
| 11-000-270-514 Contract Svc (Sp Ed.)-vendors | $1,842,758.00 | $219,616.86 | $771,168.13 | $851,973.01 |
| 11-000-270-517 Contract Svc (reg std) - ESCs | $332,133.25 | $25,133.25 | .00 | $307,000.00 |
| 11-000-270-518 Contract Svc (Sp Ed) - ESCs | $432,469.00 | $68,469.00 | .00 | $364,000.00 |
| 11-000-270-593 Misc. Purchased Svc.- Transp. | $500.00 | .00 | .00 | $500.00 |
| 11-000-270-610 General Supplies | $1,350.00 | .00 | .00 | $1,350.00 |
| 11-000-270-800 Misc. Expenditures | $500.00 | .00 | .00 | $500.00 |

Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2025

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|---|---|---|---|
| TOTAL | $4,824,386.24 | $510,261.66 | $2,320,307.26 | $1,993,817.32 |
| --- Personal Services-Employee Benefits--- | | | | |
| 11-XXX-XXX-210 Group Insurance | $8,000.00 | $1,337.60 | $5,362.40 | $1,300.00 |
| 11-XXX-XXX-220 Social Security Contributions | $680,000.00 | $129,145.47 | $550,854.53 | .00 |
| 11-XXX-XXX-241 Other Retirement Contrb. - PERS | $1,109,924.00 | $6,697.55 | $23,302.45 | $1,079,924.00 |
| 11-XXX-XXX-260 Workman's Compensation | $434,630.00 | $99,587.72 | .00 | $335,042.28 |
| 11-XXX-XXX-270 Health Benefits | $10,455,077.00 | $1,939,407.06 | $64,697.52 | $8,450,972.42 |
| 11-XXX-XXX-280 Tuition Reimbursement | $57,000.00 | ($1,019.55) | .00 | $58,019.55 |
| 11-XXX-XXX-290 Other Employee Benefits | $477,346.36 | $138,424.88 | .00 | $338,921.48 |
| TOTAL | $13,221,977.36 | $2,313,580.73 | $644,216.90 | $10,264,179.73 |
| Total Undistributed Expenditures | $39,632,037.96 | $7,216,826.67 | $15,429,572.90 | $16,985,638.39 |
| *** TOTAL CURRENT EXPENSE EXPENDITURES *** | $62,787,783.74 | $9,735,420.32 | $33,406,436.09 | $19,645,927.33 |
| *** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS *** | $62,787,783.74 | $9,735,420.32 | $33,406,436.09 | $19,645,927.33 |

Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2025

| | | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|---|---|---|---|---|
| *** C A P I T A L O U T L A Y *** | | | | | |
| --- E Q U I P M E N T --- | | | | | |
| 12-000-262-730 | Undist. Exp.-Custodial Services | $11,650.00 | .00 | .00 | $11,650.00 |
| | Undist. Exp. - Non-instructional Services TOTAL | $11,650.00 | $0.00 | $0.00 | $11,650.00 |
| --- Facilities acquisition and construction services --- | | | | | |
| 12-000-400-450 | Construction Services | $900,000.00 | $868,554.18 | $4,445.51 | $27,000.31 |
| 12-000-400-896 | Assmt for Debt Service on SDA Funding | $2,579.00 | .00 | .00 | $2,579.00 |
| | Sub Total | $902,579.00 | $868,554.18 | $4,445.51 | $29,579.31 |
| 12-000-400-931 | Capital Rsrv tfr to Capitl Projects | $2,000,000.00 | .00 | .00 | $2,000,000.00 |
| | TOTAL | $2,902,579.00 | $868,554.18 | $4,445.51 | $2,029,579.31 |
| | TOTAL CAPITAL OUTLAY EXPENDITURES | $2,914,229.00 | $868,554.18 | $4,445.51 | $2,041,229.31 |
| *** S P E C I A L S C H O O L S *** | | | | | |
| --- Summer school - Instruction --- | | | | | |
| 13-422-100-101 | Salaries of Teachers | $119,300.00 | $82,241.33 | $0.00 | $37,058.67 |
| 13-422-100-106 | Other salaries of instruction | $70,000.00 | $60,448.60 | .00 | $9,551.40 |
| 13-422-100-610 | General Supplies | $3,028.64 | .00 | $211.64 | $2,817.00 |
| 13-422-100-800 | Other Objects | $3,000.00 | .00 | .00 | $3,000.00 |
| | TOTAL | $195,328.64 | $142,689.93 | $211.64 | $52,427.07 |
| --- Summer school - support services --- | | | | | |
| 13-422-200-100 | Salaries | $14,000.00 | $3,437.25 | .00 | $10,562.75 |
| | TOTAL | $14,000.00 | $3,437.25 | $0.00 | $10,562.75 |
| | TOTAL SUMMER SCHOOL | $209,328.64 | $146,127.18 | $211.64 | $62,989.82 |
| | TOTAL SPECIAL SCHOOLS EXPENDITURES | $209,328.64 | $146,127.18 | $211.64 | $62,989.82 |

Hazlet Twp. Public Schools
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/2025

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|---|---|---|---|
| TOTAL GENERAL FUND EXPENDITURES | $65,911,341.38 | $10,750,101.68 | $33,411,093.24 | $21,750,146.46 |

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Hazlet Twp. Public Schools

General Fund - Fund 10

For 3 Month Period Ending 09/30/2025

I, Tracy Petrino, 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.

Tracy Petrino

Board Secretary/Business Administrator

10/7/2025

Date

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

| ACCOUNT NUMBER | DESCRIPTION | APPROPRIATION | EXPENDITURE | ENCUMBERANCES | AVAILABLE BALANCE |
|---|---|---|---|---|---|
| 11-999-999-999 | PAYROLL NET PAY ADJU | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |

10/7 7:12am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 3 Month Period Ending 09/30/25

ASSETS AND RESOURCES

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

| | | | |
|---|---|---|---|
| 101 | Cash in bank | | $78,629.67 |
| | Accounts receivable: | | |
| 140 | Intergovernmental - Accts. Recvble. | ($1,356.61) | |
| 141 | Intergovernmental - State | ($50,390.01) | |
| 142 | Intergovernmental - Federal | $54,576.78 | |
| 143 | Intergovernmental - Other | $34,326.28 | |
| 181 | Prepaid Expenses | | $6,597.72 |
| | | | $37,156.44 |

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

| | | | |
|---|---|---|---|
| 301 | Estimated Revenues | $1,205,570.54 | |
| 302 | Less Revenues | ($31,926.38) | |
| | | | $1,173,644.16 |
| | Total assets and resources | | $1,296,027.99 |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 3 Month Period Ending 09/30/25

LIABILITIES AND FUND EQUITY

| | | | | | |
|---|---|---|---|---|---|
| --- L I A B I L I T I E S --- | | | | | |
| 402 | Interfund Accounts Payable | | | | $89,641.85 |
| 411 | Intergovernmental accounts payable - State | | | | $12,800.00 |
| 421 | Accounts Payable | | | | $585.08 |
| 481 | Deferred revenues | | | | $6,090.83 |
| | TOTAL LIABILITIES | | | | $109,117.76 |
| F U N D B A L A N C E | | | | | |
| --- A p p r o p r i a t e d --- | | | | | |
| 753 | Reserve for encumbrances - Current Year | | | $489,057.29 | |
| 754 | Reserve for encumbrances - Prior Year | | | $303.77 | |
| --- Reserved Fund Balance --- | | | | | |
| 758 | Student Activitiy Fund | | | $150,831.58 | |
| 759 | Scholarship Fund | | | $43,873.69 | |
| 601 | Appropriations | | $1,205,570.54 | | |
| 602 | Less: Expenditures | $213,669.35 | | | |
| 603 | Encumbrances | $489,057.29 | ($702,726.64) | | |
| | | | | $502,843.90 | |
| | TOTAL FUND BALANCE | | | | $1,186,910.23 |
| | TOTAL LIABILITIES AND FUND EQUITY | | | | $1,296,027.99 |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/30/25

| | | BUDGETED ESTIMATED | ACTUAL TO DATE | NOTE: OVER OR (UNDER) | UNREALIZED BALANCE |
|---|---|---|---|---|---|
| *** REVENUES/SOURCES OF FUNDS *** | | | | | |
| 1XXX | From Local Sources | $82,484.17 | $15,399.17 | | $67,085.00 |
| 3XXX | From State Sources | $103,475.01 | $15,341.53 | | $88,133.48 |
| 4XXX | From Federal Sources | $1,019,611.36 | $1,185.68 | | $1,018,425.68 |
| | TOTAL REVENUE/SOURCES OF FUNDS | $1,205,570.54 | $31,926.38 | | $1,173,644.16 |
| *** EXPENDITURES *** | | APPROPRIATIONS | EXPENDITURES | ENCUMBRANCES | AVAILABLE BALANCE |
| LOCAL PROJECTS: | | | | | |
| | Other Local Projects (001-199) | $22,484.17 | .00 | .00 | $22,484.17 |
| | Student Activity Fund (475) | $50,000.00 | .00 | $206.50 | $49,793.50 |
| | Scholarship Fund (476) | $10,000.00 | .00 | .00 | $10,000.00 |
| | TOTAL LOCAL PROJECTS | $82,484.17 | $0.00 | $206.50 | $82,277.67 |
| STATE PROJECTS: | | | | | |
| | Other State Projects (431-449) | $7,810.00 | .00 | $7,810.00 | .00 |
| | Climate Awareness Education Grant (471) | $30,562.01 | .00 | .00 | $30,562.01 |
| | Nonpublic textbooks (501) | $4,283.00 | .00 | $1,812.05 | $2,470.95 |
| | Nonpublic auxiliary services (502) | $30,768.00 | $3,528.53 | .00 | $27,239.47 |
| | Nonpublic nursing services (509) | $11,211.00 | .00 | $11,211.00 | .00 |
| | Nonpublic Technology Aid (510) | $3,056.00 | $3,056.00 | .00 | .00 |
| | Nonpublic School Programs (511) | $15,785.00 | $15,785.00 | .00 | .00 |
| | TOTAL STATE PROJECTS | $103,475.01 | $22,369.53 | $20,833.05 | $60,272.43 |
| FEDERAL PROJECTS: | | | | | |
| | ESSA Title I - Part A/D (231-239) | $115,631.34 | .00 | .00 | $115,631.34 |
| | Bilingual Education - Instruction (240) | $9,507.57 | $710.00 | .00 | $8,797.57 |
| | ESSA Title III - English Lang Enhancement (241-245) | $4,842.00 | .00 | .00 | $4,842.00 |
| | I.D.E.A. Part B (Handicapped) (250-259) | $773,477.00 | $186,989.82 | $467,017.74 | $119,469.44 |
| | ESSA Title II - Part A/D (270-279) | $46,122.71 | $2,480.00 | $1,000.00 | $42,642.71 |
| | ESSA Title IV (280-289) | $26,772.50 | $1,120.00 | .00 | $25,652.50 |
| | ARRA/Other (450-469) | $43,258.24 | .00 | .00 | $43,258.24 |
| | TOTAL FEDERAL PROJECTS | $1,019,611.36 | $191,299.82 | $468,017.74 | $360,293.80 |
| | *** TOTAL EXPENDITURES *** | $1,205,570.54 | $213,669.35 | $489,057.29 | $502,843.90 |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
SPECIAL REVENUE - FUND 20
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 3 Month Period Ending 09/30/25

| | | ESTIMATED | ACTUAL | UNREALIZED |
|---|---|---|---|---|
| 1760 | Student Activity Fund Revenue | $50,000.00 | .00 | $50,000.00 |
| 1770 | Scholarship Fund Revenue | $10,000.00 | .00 | $10,000.00 |
| 1XXX | Other Revenue from Local Sources | $22,484.17 | $15,399.17 | $7,085.00 |
| | Total Revenues from Local Sources | $82,484.17 | $15,399.17 | $67,085.00 |
| --- STATE SOURCES --- | | | | |
| 3291 | Climate Awareness Education Grant | $30,562.01 | .00 | $30,562.01 |
| 32XX | Other Restricted Entitlements | $72,913.00 | $15,341.53 | $57,571.47 |
| | Total Revenue from State Sources | $103,475.01 | $15,341.53 | $88,133.48 |
| --- FEDERAL SOURCES --- | | | | |
| 4411-16 | Title I | $115,631.34 | .00 | $115,631.34 |
| 4451-55 | Title II | $46,122.71 | .00 | $46,122.71 |
| 4491-94 | Title III | $14,349.57 | $195.57 | $14,154.00 |
| 4471-74 | Title IV | $26,772.50 | $183.49 | $26,589.01 |
| 4420-29 | I.D.E.A. Part B (Handicapped) | $773,477.00 | .00 | $773,477.00 |
| 4XXX | Other Federal Aids | $43,258.24 | $806.62 | $42,451.62 |
| | Total Revenues from Federal Sources | $1,019,611.36 | $1,185.68 | $1,018,425.68 |
| | TOTAL REVENUES/SOURCES OF FUNDS | $1,205,570.54 | $31,926.38 | $1,173,644.16 |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 3 Month Period Ending 09/30/25

| | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|---|---|---|---|
| Local Projects: | | | | |
| 20-001-XXX-XXX to 20-199-XXX-XXX Local Projects | $22,484.17 | .00 | .00 | $22,484.17 |
| 20-475-XXX-XXX Student Activity Fund | $50,000.00 | .00 | $206.50 | $49,793.50 |
| 20-476-XXX-XXX Scholarship Fund | $10,000.00 | .00 | .00 | $10,000.00 |
| TOTAL LOCAL PROJECTS | $82,484.17 | $0.00 | $206.50 | $82,277.67 |
| State Projects: | | | | |
| -- Other State Programs -- | | | | |
| 20-431-XXX-XXX to 20-449-XXX-XXX Other State Projects | $7,810.00 | .00 | $7,810.00 | .00 |
| 20-471-XXX-XXX Climate Awareness Education Grant | $30,562.01 | .00 | .00 | $30,562.01 |
| 20-501-XXX-XXX to 20-511-XXX-XXX Nonpublic Programs | $65,103.00 | $22,369.53 | $13,023.05 | $29,710.42 |
| -- TOTAL Other State Programs -- | $103,475.01 | $22,369.53 | $20,833.05 | $60,272.43 |
| TOTAL STATE PROJECTS | $103,475.01 | $22,369.53 | $20,833.05 | $60,272.43 |
| Federal Projects: | | | | |
| --- CARES Act Educational Stabilization Fund --- | | | | |
| --- Bridging the Digital Divide Program | | | | |
| --- Coronavirus Relief Grant Program --- | | | | |
| --- Other Federal Programs --- | | | | |
| 20-231 to 20-239-XXX-XXX ESSA Title I - Part A/D | $115,631.34 | .00 | .00 | $115,631.34 |
| 20-240-XXX-XXX Bilingual Education | $9,507.57 | $710.00 | .00 | $8,797.57 |
| 20-241 to 20-245-XXX-XXX ESSA Title III - Part A/D | $4,842.00 | .00 | .00 | $4,842.00 |
| 20-25X-XXX-XXX I.D.E.A. Part B | $773,477.00 | $186,989.82 | $467,017.74 | $119,469.44 |
| 20-27X-XXX-XXX ESSA Title II - Part A/D | $46,122.71 | $2,480.00 | $1,000.00 | $42,642.71 |
| 20-28X-XXX-XXX ESSA Title IV | $26,772.50 | $1,120.00 | .00 | $25,652.50 |
| 20-450 to 20-469-XXX-XXX ARRA/Other | $43,258.24 | .00 | .00 | $43,258.24 |
| TOTAL Other Federal Programs | $1,019,611.36 | $191,299.82 | $468,017.74 | $360,293.80 |
| TOTAL FEDERAL PROJECTS | $1,019,611.36 | $191,299.82 | $468,017.74 | $360,293.80 |
| 20-XXX-XXX-XXX All Other State/Fed/Loc Projects | $0.00 | $0.00 | $0.00 | $0.00 |
| T O T A L E X P E N D I T U R E S | $1,205,570.54 | $213,669.35 | $489,057.29 | $502,843.90 |

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Hazlet Twp. Public Schools

Special Revenue Fund - Fund 20

For 3 Month Period Ending 09/30/25

I, Tracy Petrino, 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.

Tracy Petrino

Board Secretary/Business Administrator

10/7/2025

Date

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

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10/7 7:12am

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools
Debt Service Fund - Fund 40
Interim Balance Sheet
For 3 Month Period Ending 09/30/25

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

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

| | | | |
|---|---|---|---|
| 101 | Cash in bank | | ($13,392.07) |
| 121 | Tax levy receivable | | $980.00 |

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

| | | | |
|---|---|---|---|
| 301 | Estimated Revenues | $3,385,600.00 | |
| 302 | Less Revenues | ($2,262,813.00) | |
| | | | $1,122,787.00 |
| | Total assets and resources | | $1,110,374.93 |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools

Debt Service Fund - Fund 40
Interim Balance Sheet
For 3 Month Period Ending 09/30/25

LIABILITIES AND FUND EQUITY

F U N D  B A L A N C E

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

Reserved fund balance:

| | | | | | |
|---|---|---|---|---|---|
| 601 | Appropriations | | $3,385,600.00 | | |
| 602 | Less : Expenditures | $2,275,225.00 | | | |
| | | | ($2,275,225.00) | | |
| | | | | $1,110,375.00 | |
| | Total Appropriated | | | $1,110,375.00 | |

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

| | | | |
|---|---|---|---|
| 770 | Fund Balance | ($0.07) | |
| | TOTAL FUND BALANCE | | $1,110,374.93 |
| | TOTAL LIABILITIES AND FUND EQUITY | | $1,110,374.93 |

| RECAPITULATION OF FUND BALANCE: | Budgeted | Actual | Variance |
|---|---|---|---|
| Appropriations | $3,385,600.00 | $2,275,225.00 | $1,110,375.00 |
| Revenues | ($3,385,600.00) | ($2,262,813.00) | ($1,122,787.00) |
| | $0.00 | $12,412.00 | ($12,412.00) |
| --- Change in Maint. / Capital reserve account --- | | | |
| Subtotal | $0.00 | $12,412.00 | ($12,412.00) |
| Less: Adjust for prior year encumb. | $0.00 | $0.00 | |
| Budgeted Fund Balance | $0.00 | $12,412.00 | ($12,412.00) |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/30/25

| | | BUDGETED ESTIMATED | ACTUAL TO DATE | NOTE: OVER OR (UNDER) | UNREALIZED BALANCE |
|---|---|---|---|---|---|
| *** REVENUES/SOURCES OF FUNDS *** | | | | | |
| --- Local Sources --- | | | | | |
| 1210 | Local tax levy | $2,314,170.00 | $1,542,780.00 | | $771,390.00 |
| | Total Local Sources | $2,314,170.00 | $1,542,780.00 | | $771,390.00 |
| --- State Sources --- | | | | | |
| 3160 | Debt service aid Type II | $1,071,430.00 | $720,033.00 | | $351,397.00 |
| | Total State Sources | $1,071,430.00 | $720,033.00 | | $351,397.00 |
| | TOTAL REVENUE/SOURCES OF FUNDS | $3,385,600.00 | $2,262,813.00 | | $1,122,787.00 |

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Hazlet Twp. Public Schools

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 3 Month Period Ending 09/30/25

| *** EXPENDITURES *** | APPROPRIATIONS | EXPENDITURES/Enc. | AVAILABLE BALANCE |
|---|---|---|---|
| --- Debt Service - Regular --- | | | |
| 40-701-510-834 Interest on Bonds | $1,485,600.00 | $1,183,325.00 | $302,275.00 |
| 40-701-510-910 Redemption of Principal | $1,900,000.00 | $1,091,900.00 | $808,100.00 |
| TOTAL | $3,385,600.00 | $2,275,225.00 | $1,110,375.00 |
| TOTAL USES OF FUNDS BEFORE TRANSFERS | $3,385,600.00 | $2,275,225.00 | $1,110,375.00 |
| *** TOTAL USES OF FUNDS *** | $3,385,600.00 | $2,275,225.00 | $1,110,375.00 |

REPORT OF THE SECRETARY CERTIFICATION PAGE

TO THE BOARD OF EDUCATION

Hazlet Twp. Public Schools

Debt Service Fund - Fund 40

For 3 Month Period Ending 09/30/25

I, Tracy Petrino, 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.

Tracy Petrino

Board Secretary/Administrator

10/7/2025

Date

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

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# EXHIBIT “C”

# Bill List

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

va_bill5.032923
10/08/2025

**Checks To Be Dated 10/27/25**

## Pending Payments

| Vendor # / Name | PO # | Account # / Description | Inv # | Check Type * | Check Description or Multi Remit To Check Name | Check # Check Amount |
|---|---|---|---|---|---|---|
| **AAP FINANCIAL SERVICES/ 3336** | | | | | | |
| | 26-02174 | 11-000-263-610-13-0-49-/ GROUNDS - FIELD SUPPLIES | | CF | GROUNDS - FIELD SUPPLIES | 582.36 |
| **ADAMUT MARIUS & ALINA/ 5133** | | | | | | |
| | 26-01835 | 11-000-270-514-14-0-73-/ CONTR SVCS-SP ED OD | | CP | CONTR SVCS-SP ED OD | 500.00 |
| **AMAZON.COM/ 3500** | | | | | | |
| | 26-02212 | 11-190-100-610-33-0-33-/ SUPPLIES-GENERAL-LD | | CF | SUPPLIES-GENERAL-LD | 170.57 |
| | 26-02181 | 11-190-100-610-32-0-33-/ SUPPLIES-GENERAL-CR | | CF | SUPPLIES-GENERAL-CR | 83.26 |
| | 26-02120 | 11-190-100-610-34-0-33-/ SUPPLIES-GENERAL-MR | | CF | SUPPLIES-GENERAL-MR | 38.99 |
| | 26-02224 | 11-000-240-610-47-0-44-/ SUPPLIES ADMIN-MS | | CF | SUPPLIES ADMIN-MS | 75.12 |
| | 26-02138 | 11-000-240-610-47-0-44-/ SUPPLIES ADMIN-MS | | CF | SUPPLIES ADMIN-MS | 67.73 |
| | | 11-204-100-610-47-0-83-/ SUPPLIES LLD-MS | | CF | SUPPLIES LLD-MS | 9.79 |
| | 26-02161 | 11-190-100-610-50-4-32-/ SUPPLIES-SOC STUD-RHS | | CF | SUPPLIES-SOC STUD-RHS | 30.99 |
| | 26-02166 | 11-190-100-610-50-3-25-/ SUPPLIES-WL-RHS | | CF | SUPPLIES-WL-RHS | 174.10 |
| | 26-02209 | 11-190-100-610-50-0-33-/ SUPPLIES-GENERAL-RHS | | CF | SUPPLIES-GENERAL-RHS | 1,274.50 |
| | 26-02085 | 11-000-240-610-47-0-44-/ SUPPLIES ADMIN-MS | | CF | SUPPLIES ADMIN-MS | 269.57 |
| | 26-02155 | 11-190-100-610-31-0-33-/ SUPPLIES-GENERAL-BS | | CF | SUPPLIES-GENERAL-BS | 125.17 |
| | 26-02170 | 11-190-100-610-50-4-32-/ SUPPLIES-SOC STUD-RHS | | CF | SUPPLIES-SOC STUD-RHS | 30.99 |
| | 26-02140 | 11-190-100-610-50-7-30-/ SUPPLIES-MUSIC-RHS | | CF | SUPPLIES-MUSIC-RHS | 115.96 |
| | 26-02497 | 11-190-100-610-50-3-21-/ SUPPLIES-ART-RHS | | CF | SUPPLIES-ART-RHS | 307.56 |
| | 26-02524 | 11-190-100-610-36-0-33-/ SUPPLIES-GENERAL-SD | | CF | SUPPLIES-GENERAL-SD | 94.48 |
| | 26-02486 | 11-190-100-610-34-0-33-/ SUPPLIES-GENERAL-MR | | CF | SUPPLIES-GENERAL-MR | 142.25 |
| | 26-02226 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 239.78 |
| | 26-02110 | 11-000-222-610-33-0-41-/ LIBRARY SUPPLIES-LD | | CF | LIBRARY SUPPLIES-LD | 139.16 |
| | 26-02048 | 11-190-100-610-35-0-33-/ SUPPLIES-GENERAL-RV | | CF | SUPPLIES-GENERAL-RV | 2,165.12 |
| | 26-02205 | 11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT | | CF | SUPPLIES-TECH DISTRICT | 631.56 |
| | 26-02151 | 11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT | | CF | SUPPLIES-TECH DISTRICT | 1,316.00 |
| | 26-02223 | 11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT | | CF | SUPPLIES-TECH DISTRICT | 171.98 |
| | 26-02381 | 11-190-100-610-31-0-33-/ SUPPLIES-GENERAL-BS | | CF | SUPPLIES-GENERAL-BS | 114.82 |
| | 26-02264 | 11-000-240-610-47-0-44-/ SUPPLIES ADMIN-MS | | CF | SUPPLIES ADMIN-MS | 48.37 |
| | 26-02273 | 11-190-100-890-50-8-31-/ MISC EXP-HS-SCIENCE | | CF | MISC EXP-HS-SCIENCE | 39.98 |
| | 26-02276 | 11-190-100-610-50-4-32-/ SUPPLIES-SOC STUD-RHS | | CF | SUPPLIES-SOC STUD-RHS | 708.30 |
| | 26-02447 | 11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT | | CF | SUPPLIES-TECH DISTRICT | 628.42 |
| | 26-02433 | 11-190-100-610-50-4-27-/ SUPPLIES-HOME EC-RHS | | CF | SUPPLIES-HOME EC-RHS | 8.99 |
| | 26-02428 | 11-190-100-610-50-4-32-/ SUPPLIES-SOC STUD-RHS | | CF | SUPPLIES-SOC STUD-RHS | 31.99 |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

## Pending Payments

| Vendor # / Name | PO # | Account # / Description | Inv # | Check Type * | Check Description or Multi Remit To Check Name | Check # Check Amount |
|---|---|---|---|---|---|---|
| | 26-02270 | 11-190-100-610-50-2-39-/ SUPPLIES-HUMAN-RHS | | CF | SUPPLIES-HUMAN-RHS | 787.61 |
| | 26-02515 | 11-000-217-610-60-0-00-/ ED SVCS-SUPPLIES | | CF | ED SVCS-SUPPLIES | 32.59 |
| | 26-02090 | 60-910-310-732-16-0-60-/ CAFE - EQUIPMENT | | CF | CAFE - EQUIPMENT | 206.88 |
| | 26-02466 | 11-000-213-610-47-0-40-/ HEALTH SVCS SUPPL-MS | | CF | HEALTH SVCS SUPPL-MS | 49.99 |
| | 26-02463 | 11-190-100-610-47-0-33-/ SUPPLIES-GENERAL-MS | | CF | SUPPLIES-GENERAL-MS | 30.49 |
| | 26-02474 | 11-190-100-610-34-0-33-/ SUPPLIES-GENERAL-MR | | CF | SUPPLIES-GENERAL-MR | 103.70 |
| | 26-02440 | 11-000-230-610-11-0-00-/ GENL ADMIN SUPPLIES | | CF | GENL ADMIN SUPPLIES | 44.28 |
| | 26-02442 | 11-000-213-610-47-0-40-/ HEALTH SVCS SUPPL-MS | | CF | HEALTH SVCS SUPPL-MS | 20.73 |
| | 26-02422 | 11-190-100-610-34-0-33-/ SUPPLIES-GENERAL-MR | | CF | SUPPLIES-GENERAL-MR | 42.56 |
| | 26-02519 | 11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT | | CF | SUPPLIES-TECH DISTRICT | 806.16 |
| | 26-02439 | 11-190-100-610-33-0-33-/ SUPPLIES-GENERAL-LD | | CF | SUPPLIES-GENERAL-LD | 252.76 |
| | 26-02044 | 11-190-100-610-34-0-33-/ SUPPLIES-GENERAL-MR | | CF | SUPPLIES-GENERAL-MR | 206.90 |
| | 26-01664 | 11-190-100-610-35-0-33-/ SUPPLIES-GENERAL-RV | | CF | SUPPLIES-GENERAL-RV | 98.18 |
| | 26-01672 | 11-190-100-610-47-0-24-/ SUPPLIES-ENGL-MS | | CP | English | 384.16 |
| | 26-01994 | 20-250-200-600-60-0-00-/ IDEA BASIC SUPPLIES | | CF | IDEA BASIC SUPPLIES | 1,495.99 |
| | 26-01950 | 11-190-100-610-47-0-23-/ SUPPLIES-COMP-MS | | CF | SUPPLIES-COMP-MS | 785.87 |
| | 26-01863 | 11-190-100-610-33-0-33-/ SUPPLIES-GENERAL-LD | | CP | SUPPLIES-GENERAL-LD | 426.44 |
| | 26-02016 | 11-190-100-610-34-0-33-/ SUPPLIES-GENERAL-MR | | CF | SUPPLIES-GENERAL-MR | 109.70 |
| | 26-02128 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CP | MAINTENANCE SUPPLIES | 169.34 |
| | 26-02100 | 11-190-100-610-31-0-33-/ SUPPLIES-GENERAL-BS | | CF | SUPPLIES-GENERAL-BS | 69.48 |
| | 26-02045 | 11-190-100-610-33-0-33-/ SUPPLIES-GENERAL-LD | | CF | SUPPLIES-GENERAL-LD | 92.98 |
| | 26-02061 | 11-190-100-610-33-0-33-/ SUPPLIES-GENERAL-LD | | CF | SUPPLIES-GENERAL-LD | 89.55 |
| | 26-02093 | 11-000-213-610-47-0-40-/ HEALTH SVCS SUPPL-MS | | CF | HEALTH SVCS SUPPL-MS | 13.85 |
| | 26-01678 | 11-190-100-610-47-0-24-/ SUPPLIES-ENGL-MS | | CP | SUPPLIES-ENGL-MS | 371.71 |
| | 26-02321 | 11-190-100-610-34-0-33-/ SUPPLIES-GENERAL-MR | | CF | SUPPLIES-GENERAL-MR | 60.74 |
| | 26-02234 | 11-190-100-610-34-0-33-/ SUPPLIES-GENERAL-MR | | CF | SUPPLIES-GENERAL-MR | 45.60 |
| | 26-02230 | 11-190-100-610-35-0-33-/ SUPPLIES-GENERAL-RV | | CF | SUPPLIES-GENERAL-RV | 197.40 |
| | 26-02232 | 11-190-100-610-32-0-33-/ SUPPLIES-GENERAL-CR | | CF | SUPPLIES-GENERAL-CR | 49.20 |
| | 26-02252 | 11-190-100-610-50-2-39-/ SUPPLIES-HUMAN-RHS | | CF | SUPPLIES-HUMAN-RHS | 252.76 |
| | 26-02255 | 11-000-213-610-50-0-40-/ HEALTH SVCS SUPPL-HS | | CF | HEALTH SVCS SUPPL-HS | 9.57 |
| | 26-02251 | 11-190-100-610-50-4-32-/ SUPPLIES-SOC STUD-RHS | | CF | SUPPLIES-SOC STUD-RHS | 32.99 |
| | 26-02211 | 11-190-100-610-50-4-32-/ SUPPLIES-SOC STUD-RHS | | CF | SUPPLIES-SOC STUD-RHS | 1,503.56 |
| | 26-02168 | 20-250-200-600-60-0-00-/ IDEA BASIC SUPPLIES | | CF | IDEA BASIC SUPPLIES | 447.99 |
| | 26-02201 | 11-000-217-610-60-0-00-/ ED SVCS-SUPPLIES | | CF | ED SVCS-SUPPLIES | 571.70 |
| | | | | | **Total for AMAZON.COM/ 3500** | **$19,118.91** |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

## Pending Payments

| Vendor # / Name / PO # | Account # / Description | Inv # | Check Type * | Check Description or Multi Remit To Check Name | Check # Check Amount |
|---|---|---|---|---|---|
| **APPLE INC./ 1103** | | | | | |
| 26-01900 | 11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT | | CF | SUPPLIES-TECH DISTRICT | 108.00 |
| 26-01805 | 11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT | | CF | SUPPLIES-TECH DISTRICT | 329.00 |
| 26-02186 | 11-000-217-610-60-0-00-/ ED SVCS-SUPPLIES | | CF | ED SVCS-SUPPLIES | 300.00 |
| | | | **Total for APPLE INC./ 1103** | | **$737.00** |
| **ARAMSCO DBA E.A. MORSE & CO INC/ 4511** | | | | | |
| 26-00205 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 380.60 |
| 26-00216 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 348.00 |
| 26-00254 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 269.72 |
| 26-00227 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 255.00 |
| 26-00265 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 417.00 |
| | | | **Total for ARAMSCO DBA E.A. MORSE & CO INC/ 4511** | | **$1,670.32** |
| **ARBITERSPORTS, LLC/ 6053** | | | | | |
| 26-02494 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 10,005.00 |
| **ASBURY PARK BD OF EDUCATION/ 1116** | | | | | |
| 26-02101 | 11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE | | CP | TUIT-PRIV HAND IN-STATE | 9,000.00 |
| **ASCA - AMERICAN SCHOOL COUNSELOR ASSOC/ 4181** | | | | | |
| 26-02266 | 11-000-218-890-50-6-42-/ GUIDANCE-MISC EXP-HS | | CF | GUIDANCE-MISC EXP-HS | 866.00 |
| **BAYADA HOME HEALTH CARE, INC./ 6690** | | | | | |
| 26-02570 | 11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES | | CF | ED SVCS-CONTR. AIDES | 1,440.00 |
| 26-02618 | 11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES | | CF | ED SVCS-CONTR. AIDES | 3,420.00 |
| | | | **Total for BAYADA HOME HEALTH CARE, INC./ 6690** | | **$4,860.00** |
| **BAYSHORE JOINTURE COMMISSION/ 1181** | | | | | |
| 26-01683 | 11-000-100-562-60-0-18-/ TUITION-LEA IN-STATE S E | | CP | TUITION-LEA IN-STATE S E | 23,200.00 |
| | 11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES | | CP | ED SVCS-CONTR. AIDES | 19,200.00 |
| | | | **Total for BAYSHORE JOINTURE COMMISSION/ 1181** | | **$42,400.00** |
| **BEACON AWARDS, INC./ 1184** | | | | | |
| 26-02272 | 11-401-100-890-50-7-61-/ MISC EXP CO-CUR-RHS | | CF | MISC EXP CO-CUR-RHS | 22.50 |
| 26-02089 | 11-000-240-610-32-0-44-/ SUPPLIES ADMIN-CR | | CF | SUPPLIES ADMIN-CR | 15.00 |
| | | | **Total for BEACON AWARDS, INC./ 1184** | | **$37.50** |
| **BENT, KENNETH/ 5691** | | | | | |
| 26-02548 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 104.00 |
| **BIG TEAMS, LLC/ 3067** | | | | | |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

## Pending Payments

| Vendor # / Name / PO # | Account # / Description | Inv # | Check Type * | Check Description or Multi Remit To Check Name | Check # Check Amount |
|---|---|---|---|---|---|
| 26-02527 | 11-402-100-890-50-7-57-/ DUES ATHL-RHS | | CF | DUES ATHL-RHS | 1,250.00 |
| **BLUE RIBBON LAWN CARE LLC/ 6353** | | | | | |
| 26-01503 | 11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS | | CP | CLEAN,REPAIR,MAINT SVCS | 5,700.00 |
| **BRICK MEMORIAL STUDENT ACTIVITIES/ 5654** | | | | | |
| 26-02117 | 11-402-100-890-50-7-57-/ DUES ATHL-RHS | | CF | DUES ATHL-RHS | 300.00 |
| **BROADWAY LICENSING/ 1512** | | | | | |
| 26-02206 | 11-190-100-610-50-2-39-/ SUPPLIES-HUMAN-RHS | | CF | SUPPLIES-HUMAN-RHS | 300.00 |
| **BROWN & BROWN BENEFIT ADVISORS/ 5462** | | | | | |
| 26-01578 | 11-000-291-270-12-0-00-/ HEALTH BENEFITS | | CP | HEALTH BENEFITS | 3,250.00 |
| **BSN SPORTS/ 1152** | | | | | |
| 26-01739 | 11-402-100-610-50-7-55-/ SUPPLIES ATHL-RHS | | CF | SUPPLIES ATHL-RHS | 618.00 |
| 26-01743 | 11-402-100-610-50-7-55-/ SUPPLIES ATHL-RHS | | CF | SUPPLIES ATHL-RHS | 790.00 |
| | | | **Total for BSN SPORTS/ 1152** | | **$1,408.00** |
| **C & M DOOR CONTROLS INC/ 1263** | | | | | |
| 26-02176 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 3,228.00 |
| **CDW GOVERNMENT INC./ 1298** | | | | | |
| 26-02007 | 11-190-100-610-15-0-23-/ SUPPLIES-TECH DISTRICT | | CF | SUPPLIES-TECH DISTRICT | 170.60 |
| **CENERGISTIC, LLC/ 4891** | | | | | |
| 26-02058 | 11-000-262-300-12-0-00-/ ENERGY MANAGEMENT SERVIC | | CP | ENERGY MANAGEMENT SERVIC | 5,850.00 |
| **CENTRAL RESTAURANT PRODUCTS/ 5108** | | | | | |
| 26-02113 | 60-910-310-732-16-0-60-/ CAFE - EQUIPMENT | | CF | CAFE - EQUIPMENT | 4,089.80 |
| 26-02227 | 60-910-310-732-16-0-60-/ CAFE - EQUIPMENT | | CF | CAFE - EQUIPMENT | 6,658.68 |
| 26-02256 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 4,667.60 |
| | | | **Total for CENTRAL RESTAURANT PRODUCTS/ 5108** | | **$15,416.08** |
| **CHANCE NAGLE/ 7013** | | | | | |
| 26-02480 | 11-000-291-280-12-0-00-/ TUITION REIMBURSEMENT | | CF | TUITION REIMBURSEMENT | 2,577.00 |
| **CHILDREN'S CENTER MONMOU/ 1326** | | | | | |
| 26-01687 | 11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE | | CP | TUIT-PRIV HAND IN-STATE | 26,374.26 |
| **CHRIST, LAUREN/ 6703** | | | | | |
| 26-02476 | 11-000-291-280-12-0-00-/ TUITION REIMBURSEMENT | | CF | TUITION REIMBURSEMENT | 2,577.00 |
| **CINTAS/ 1341** | | | | | |
| 26-01609 | 11-000-262-490-19-0-45-/ WASTE REMOVAL | | CP | WASTE REMOVAL | 204.83 |
| **COASTAL LEARNING CENTER/ 3138** | | | | | |

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

# Hazlet Twp. Public Schools
# Bills And Claims Report By Vendor Name
**Checks To Be Dated 10/27/25**

| Vendor # / Name / PO # | Account # / Description | Inv # | Check Type * | Check Description or Multi Remit To Check Name | Check # Check Amount |
|---|---|---|---|---|---|
| **Pending Payments** | | | | | |
| 26-01688 | 11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE | | CP | TUIT-PRIV HAND IN-STATE | 13,721.04 |
| **COLLEGE ACHIEVE PUBLIC SCHOOL/ 6781** | | | | | |
| 26-01752 | 11-000-100-561-00-0-00-/ TUITION CHARTER SCHOOL | | CP | TUITION CHARTER SCHOOL | 1,587.00 |
| **COLLIER YOUTH SERVICES/ 1366** | | | | | |
| 26-01685 | 11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES | | CP | ED SVCS-CONTR. AIDES | 7,215.00 |
| | 20-250-100-562-60-0-00-/ TUIT IN ST OTH LEA SP ED | | CP | TUIT IN ST OTH LEA SP ED | 59,747.00 |
| | | | **Total for COLLIER YOUTH SERVICES/ 1366** | | **$66,962.00** |
| **COLLYER CLAUDIA/ 5795** | | | | | |
| 26-02584 | 11-000-216-610-60-0-00-/ SUPPLIES SPEECH DIST | | CF | SUPPLIES SPEECH DIST | 170.00 |
| **COMCAST/ 1370** | | | | | |
| 26-02608 | 11-190-100-340-19-0-00-/ INTERNET | | CF | INTERNET | 410.24 |
| 26-02609 | 11-190-100-340-19-0-00-/ INTERNET | | CF | INTERNET | 371.91 |
| | | | **Total for COMCAST/ 1370** | | **$782.15** |
| **COMCAST/ 4888** | | | | | |
| 26-02610 | 11-190-100-340-19-0-00-/ INTERNET | | CF | INTERNET | 7,842.40 |
| **COOPER ELECTRIC SUPPLY C/ 1389** | | | | | |
| 26-02175 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 445.24 |
| **COOPER, NICOLETTE/ 6704** | | | | | |
| 26-02498 | 11-000-291-280-12-0-00-/ TUITION REIMBURSEMENT | | CF | TUITION REIMBURSEMENT | 5,154.00 |
| **CORPORATE AUTO REPAIR SERV LLC/ 1394** | | | | | |
| 26-02246 | 11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 3,605.65 |
| **COVE ROAD PETTY CASH/ 2546** | | | | | |
| 26-02220 | 11-190-100-610-32-0-33-/ SUPPLIES-GENERAL-CR | | CF | SUPPLIES-GENERAL-CR | 30.00 |
| **CPC BEHAVIORAL HEALTHCARE/ 3777** | | | | | |
| 26-01689 | 11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE | | CP | TUIT-PRIV HAND IN-STATE | 31,366.44 |
| | 11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES | | CP | ED SVCS-CONTR. AIDES | 5,580.00 |
| | | | **Total for CPC BEHAVIORAL HEALTHCARE/ 3777** | | **$36,946.44** |
| **DECKER EQUIPMENT/ 1464** | | | | | |
| 26-02462 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 197.65 |
| **DELTA DENTAL OF NEW JERSEY, INC./ 1469** | | | | | |
| 26-01580 | 11-000-291-270-12-0-00-/ HEALTH BENEFITS | | CP | HEALTH BENEFITS | 3,152.16 |
| **DELTAMATH SOLUTIONS INC/ 5667** | | | | | |
| 26-02167 | 11-190-100-610-50-5-29-/ SUPPLIES-MATH-RHS | | CF | SUPPLIES-MATH-RHS | 1,400.00 |
| **DIRECT ENERGY BUSINESS/ 5495** | | | | | |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

## Pending Payments

| Vendor # / Name / PO # | Account # / Description | Inv # | Check Type * | Check Description or Multi Remit To Check Name | Check # Check Amount |
|---|---|---|---|---|---|
| 26-02599 | 11-000-262-622-19-0-00-/ ELECTRICITY | | CF | ELECTRICITY | 13,576.71 |
| **DKG MEDIA LP/ 5610** | | | | | |
| 26-02185 | 11-000-223-890-15-0-04-/ DIST WIDE PROF DEV | | CF | DIST WIDE PROF DEV | 999.00 |
| **DR JULIE TROPEANO APN BC/ 5045** | | | | | |
| 26-02580 | 11-000-213-330-60-0-00-/ HEALTH SVCS DISTRICT | | CF | HEALTH SVCS DISTRICT | 600.00 |
| **DREAM IT ATHLETICS/ 5818** | | | | | |
| 26-02495 | 11-402-100-890-50-7-57-/ DUES ATHL-RHS | | CF | DUES ATHL-RHS | 50.00 |
| **DURHAM SCHOOL SERVICES LP/ 2156** | | | | | |
| 26-02152 | 11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS | | CF | TRANS TRIPS-ATHLETICS | 1,748.00 |
| **EAMELLO, ROBERT/ 4466** | | | | | |
| 26-02513 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 75.00 |
| **EAST COAST SOUND & COMM INC/ 1525** | | | | | |
| 26-02177 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 2,110.00 |
| **EDMENTUM INC./ 3251** | | | | | |
| 26-02115 | 11-000-218-890-50-6-42-/ GUIDANCE-MISC EXP-HS | | CF | GUIDANCE-MISC EXP-HS | 7,625.00 |
| **EDUCATIONAL DATA SERVICES, INC./ 1539** | | | | | |
| 26-01554 | 11-000-230-340-10-0-00-/ DISTRICT PURCH TECH SVCS | | CP | DISTRICT PURCH TECH SVCS | 5,417.75 |
| **ENVIRONMENTAL CONNECTION INC/ 1562** | | | | | |
| 26-02116 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 2,660.00 |
| **EXPLORELEARNING/LAZEL/ 4671** | | | | | |
| 26-02229 | 11-190-100-890-50-8-31-/ MISC EXP-HS-SCIENCE | | CF | MISC EXP-HS-SCIENCE | 646.25 |
| **F.W. WEBB COMPANY/ 5020** | | | | | |
| 26-02126 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 66.40 |
| **FITNESS LIFESTYLES/ 7009** | | | | | |
| 26-02213 | 11-000-262-420-50-7-53-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 834.00 |
| **FLANAGAN, BARONE, & O'BRIEN LLC/ 5030** | | | | | |
| 26-02454 | 11-000-230-331-10-0-00-/ LEGAL SERVICES | | CF | LEGAL SERVICES | 1,683.00 |
| **FOLIGNO, JAMES/ 5615** | | | | | |
| 26-02549 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 347.00 |
| **FOSSETTA, VINCENT/ 6815** | | | | | |
| 26-02470 | 11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT | | CF | TELEPHONE-DISTRICT | 90.00 |
| | 11-000-251-580-12-0-00-/ BUSINESS OFFICE TRAVEL | | CF | BUSINESS OFFICE TRAVEL | 161.96 |
| | | | **Total for FOSSETTA, VINCENT/ 6815** | | **$251.96** |
| **FRONTIER FENCE INC/ 1625** | | | | | |

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

# Hazlet Twp. Public Schools

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## Pending Payments

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|---|---|---|---|---|---|---|
| | 26-01600 | 11-000-263-420-13-0-49-/ GROUNDS-CLEAN & REPAIR | | CF | GROUNDS-CLEAN & REPAIR | 9,055.00 |
| **GANNETT NEW JERSEY NEWSPAPERS/ 1118** | | | | | | |
| | 26-02420 | 11-000-251-890-12-0-00-/ BUSN OFFICE-MISC EXP | | CF | BUSN OFFICE-MISC EXP | 24.20 |
| **GARDEN STATE MUSIC CO INC/ 1638** | | | | | | |
| | 26-01546 | 11-000-262-420-50-2-30-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 425.00 |
| **GENERAL PLUMBING SUPPLY, INC./ 1643** | | | | | | |
| | 26-02178 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 754.13 |
| **GOTHAM SHREDDERS & BINDING INC./ 3727** | | | | | | |
| | 26-02449 | 11-000-218-610-50-6-42-/ GUIDANCE SUPPLIES-HS | | CF | GUIDANCE SUPPLIES-HS | 150.00 |
| | | 11-000-240-610-50-0-44-/ SUPPLIES ADMIN-HS | | CF | SUPPLIES ADMIN-HS | 150.00 |
| | | | | **Total for GOTHAM SHREDDERS & BINDING INC./ 3727** | | **$300.00** |
| **GRAINGER/ 1679** | | | | | | |
| | 26-02236 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 81.67 |
| | | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 703.50 |
| | | | | **Total for GRAINGER/ 1679** | | **$785.17** |
| **HALL, TED/ 1704** | | | | | | |
| | 26-02179 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 3,283.50 |
| **HARBOR SCHOOL/ 1715** | | | | | | |
| | 26-02102 | 11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE | | CP | TUIT-PRIV HAND IN-STATE | 80,049.00 |
| | | 11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES | | CP | ED SVCS-CONTR. AIDES | 23,754.00 |
| | | | | **Total for HARBOR SCHOOL/ 1715** | | **$103,803.00** |
| **HARDWOOD FLOORS UNLTD INC/ 1720** | | | | | | |
| | 26-01537 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 11,575.00 |
| | 26-02180 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 800.00 |
| | | | | **Total for HARDWOOD FLOORS UNLTD INC/ 1720** | | **$12,375.00** |
| **HATIKVAH CHARTER SCHOOL/ 6804** | | | | | | |
| | 26-01750 | 11-000-100-561-00-0-00-/ TUITION CHARTER SCHOOL | | CP | TUITION CHARTER SCHOOL | 1,047.00 |
| **HAWKSWOOD, INC./ 2575** | | | | | | |
| | 26-01700 | 11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE | | CP | TUIT-PRIV HAND IN-STATE | 14,587.36 |
| **HAZLET BD OF ED BD SEC'Y/ 1733** | | | | | | |
| | 26-02334 | 11-000-230-890-10-0-00-/ MISC EXP-BD OF ED | | CF | MISC EXP-BD OF ED | 209.13 |
| **HAZLET TOWNSHIP PAYROLL/ 1748** | | | | | | |
| | 26-02491 | 11-402-100-890-50-7-59-/ POLICE SUPRVSN-RHS | | CF | POLICE SUPRVSN-RHS | 1,966.80 |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

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|---|---|---|---|---|---|---|
| **Pending Payments** | | | | | | |
| | 26-01589 | 11-000-266-300-13-0-00-/ PURCHASED SECURITY | | CP | PURCHASED SECURITY | 16,322.12 |
| | | | | **Total for HAZLET TOWNSHIP PAYROLL/ 1748** | | **$18,288.92** |
| **HAZLET TOWNSHIP SEWER DEPARTMENT/ 1749** | | | | | | |
| | 26-02604 | 11-000-262-490-19-0-00-/ SEWER/WATER | | CF | SEWER/WATER | 1,530.00 |
| **HD EDUCATION SOLUTIONS/ 6876** | | | | | | |
| | 26-02097 | 20-270-200-300-15-0-01-/ TITLEIIA PURCHPROF NP BI | | CF | TITLEIIA PURCHPROF NP BI | 1,000.00 |
| **HOLMDEL BOARD OF EDUCATION/ 3435** | | | | | | |
| | 26-02103 | 11-000-100-562-60-0-18-/ TUITION-LEA IN-STATE S E | | CP | TUITION-LEA IN-STATE S E | 11,236.10 |
| **HOLMDEL TAKEDOWN CLUB/ 6014** | | | | | | |
| | 26-02493 | 11-402-100-890-50-7-57-/ DUES ATHL-RHS | | CF | DUES ATHL-RHS | 450.00 |
| **HOMECARE THERAPIES LLC D/B/A HORIZON HEALTHCARE STAFFING/ 6520** | | | | | | |
| | 26-02575 | 11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT | | CF | SPEC SVCS CONSULTANT | 504.00 |
| **HR WORKPLACE SERVICES, INC./ 4596** | | | | | | |
| | 26-02448 | 11-000-230-340-10-0-00-/ DISTRICT PURCH TECH SVCS | | CF | DISTRICT PURCH TECH SVCS | 450.00 |
| **HUGHES, JEFFREY/ 6737** | | | | | | |
| | 26-02550 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 104.00 |
| **HUTCHINS HVAC, INC./ 3485** | | | | | | |
| | 26-02247 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVS | 1,086.52 |
| | | 60-910-310-420-16-0-60-/ CAFE - MAINT/REPAIRS | | CF | CAFE - MAINT/REPAIRS | 1,127.68 |
| | 26-02456 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 11,615.36 |
| | | | | **Total for HUTCHINS HVAC, INC./ 3485** | | **$13,829.56** |
| **INNOVAMAT EDUCATION INC/ 7007** | | | | | | |
| | 26-02149 | 11-190-100-610-15-0-04-/ CURRIC SUPPL DISTR | | CF | CURRIC SUPPL DISTR | 3,850.00 |
| | 26-02147 | 11-000-223-890-15-0-04-/ DIST WIDE PROF DEV | | CF | DIST WIDE PROF DEV | 6,000.00 |
| | | | | **Total for INNOVAMAT EDUCATION INC/ 7007** | | **$9,850.00** |
| **INTELEPEER CLOUD COMMUNICATIONS, LLC/ 5725** | | | | | | |
| | 26-02619 | 11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT | | CF | TELEPHONE-DISTRICT | 80.59 |
| **IXL LEARNING/ 2420** | | | | | | |
| | 26-01646 | 11-190-100-340-15-0-00-/ PURC TECH SERV DIST | | CF | Purc Tech Serv Dist | 30,000.00 |
| **JASINSKI, P.C./ 7011** | | | | | | |
| | 26-02350 | 11-000-230-331-10-0-00-/ LEGAL SERVICES | | CF | LEGAL SERVICES | 580.00 |
| **JAY'S BUS SERVICE/ 5150** | | | | | | |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

| Vendor # / Name | PO # | Account # / Description | Inv # | Check Type * | Check Description or Multi Remit To Check Name | Check # Check Amount |
|---|---|---|---|---|---|---|
| **Pending Payments** | | | | | | |
| | 26-01829 | 11-000-270-514-14-0-00-/ CONTR SVCS-SP ED ID | | CP | CONTR SVCS-SP ED ID | 11,502.00 |
| **JCP&L/ 1851** | | | | | | |
| | 26-02600 | 11-000-262-622-19-0-00-/ ELECTRICITY | | CF | ELECTRICITY | 10,035.34 |
| **JEFFREY STRUBLE/ 7015** | | | | | | |
| | 26-02477 | 11-000-291-280-12-0-00-/ TUITION REIMBURSEMENT | | CF | TUITION REIMBURSEMENT | 2,577.00 |
| **JERSEY ELEVATOR, LLC/ 6806** | | | | | | |
| | 26-02453 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 500.00 |
| | 26-01506 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CP | MAINTENANCE-CONTR SVCS | 195.00 |
| | | | | | **Total for JERSEY ELEVATOR, LLC/ 6806** | **$695.00** |
| **JERSEY SHORE LAWN SPRINKLER CON INC/ 3523** | | | | | | |
| | 26-02323 | 11-000-262-420-13-0-00-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 3,334.00 |
| | | 11-000-263-420-13-0-00-/ GROUNDS-CLEANING & REPAI | | CF | GROUNDS-CLEANING & REPAI | 359.96 |
| | | | | | **Total for JERSEY SHORE LAWN SPRINKLER CON INC/ 3523** | **$3,693.96** |
| **JOHN A. EARL, INC./ 1860** | | | | | | |
| | 26-00195 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 59.84 |
| | 26-00266 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 59.84 |
| | 26-00217 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 89.76 |
| | 26-00255 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 59.84 |
| | 26-00237 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 59.84 |
| | 26-00206 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 59.84 |
| | 26-00228 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 59.84 |
| | | | | | **Total for JOHN A. EARL, INC./ 1860** | **$448.80** |
| **JONATHAN M. BUSCH/ 4630** | | | | | | |
| | 26-02343 | 11-000-230-331-10-0-00-/ LEGAL SERVICES | | CF | LEGAL SERVICES | 6,857.50 |
| | 26-02540 | 11-000-230-331-10-0-00-/ LEGAL SERVICES | | CF | LEGAL SERVICES | 7,438.75 |
| | | | | | **Total for JONATHAN M. BUSCH/ 4630** | **$14,296.25** |
| **JUSTINE FUCCILLE/ 7014** | | | | | | |
| | 26-02478 | 11-000-291-280-12-0-00-/ TUITION REIMBURSEMENT | | CF | TUITION REIMBURSEMENT | 2,577.00 |
| **KAMINSKI, STEPHEN/ 4883** | | | | | | |
| | 26-02511 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 39.99 |
| **KARAFOTAKIS, DIMITRIOUS/ 6067** | | | | | | |
| | 26-02560 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 95.00 |
| **KEAN UNIVERSITY DIVERSITY COUNCIL/ 3187** | | | | | | |

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

# Hazlet Twp. Public Schools
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|---|---|---|---|---|---|---|
| **Pending Payments** | | | | | | |
| | 26-02124 | 11-190-100-890-50-4-32-/ MISC EXP-HS-SOC ST | | CF | MISC EXP-HS-SOC ST | 300.00 |
| **KENNEY, GROSS, KOVATS & PARTON/ 1888** | | | | | | |
| | 26-02446 | 11-000-230-331-10-0-00-/ LEGAL SERVICES | | CF | LEGAL SERVICES | 5,500.00 |
| **KLINE, MARK/ 6415** | | | | | | |
| | 26-02512 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 75.00 |
| **KNIBBS HEATHER/ 4910** | | | | | | |
| | 26-02125 | 11-190-100-610-32-0-33-/ SUPPLIES-GENERAL-CR | | CF | SUPPLIES-GENERAL-CR | 16.99 |
| **KRISTINE COX/ 3180** | | | | | | |
| | 26-02481 | 11-000-291-280-12-0-00-/ TUITION REIMBURSEMENT | | CF | TUITION REIMBURSEMENT | 3,588.00 |
| **KROLL, LLC/ 5925** | | | | | | |
| | 26-02602 | 11-000-230-340-10-0-00-/ DISTRICT PURCH TECH SVCS | | CF | DISTRICT PURCH TECH SVCS | 2,150.00 |
| **LADACIN NETWORK, INC./SCHROTH SCHOOL/ 2584** | | | | | | |
| | 26-01717 | 11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE | | CP | TUIT-PRIV HAND IN-STATE | 14,684.72 |
| **LEARNING A-Z INC/ 3391** | | | | | | |
| | 26-02431 | 11-204-100-640-31-0-83-/ TEXTBKS LLD-BS | | CF | TEXTBKS LLD-BS | 248.00 |
| **LILLIAN DRIVE SCHOOL PETTY CASH/ 1969** | | | | | | |
| | 26-02217 | 11-190-100-610-33-0-33-/ SUPPLIES-GENERAL-LD | | CF | SUPPLIES-GENERAL-LD | 60.00 |
| **LOORI BUS INC., MICHAEL/ 1980** | | | | | | |
| | 26-02465 | 11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS | | CF | TRANS TRIPS-ATHLETICS | 4,184.56 |
| | 26-02467 | 11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS | | CF | TRANS TRIPS-ATHLETICS | 21,952.97 |
| | 26-02458 | 11-000-270-514-14-0-00-/ CONTR SVCS-SP ED ID | | CF | CONTR SVCS-SP ED ID | 11,937.13 |
| | 26-01822 | 11-000-270-511-14-0-00-/ CONTR SVCS-DISTRICT | | CP | CONTR SVCS-DISTRICT | 61,906.49 |
| | 26-01824 | 11-000-270-514-14-0-00-/ CONTR SVCS-SP ED ID | | CP | CONTR SVCS-SP ED ID | 35,679.28 |
| | 26-01823 | 11-000-270-511-14-0-71-/ CONTR SVCS-H/S VOC | | CP | CONTR SVCS-H/S VOC | 38,414.52 |
| | | | | **Total for LOORI BUS INC., MICHAEL/ 1980** | | **$174,074.95** |
| **LOWE'S/ 1985** | | | | | | |
| | 26-02516 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 6,513.43 |
| **MAGIC TOUCH CONSTRUCTION CO., INC./ 3535** | | | | | | |
| | 26-01841 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 22,000.00 |
| | 26-01842 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 8,960.46 |
| | 26-02249 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 1,806.19 |
| | | | | **Total for MAGIC TOUCH CONSTRUCTION CO., INC./ 3535** | | **$32,766.65** |

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

# Hazlet Twp. Public Schools

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|---|---|---|---|---|---|
| **Pending Payments** | | | | | |
| **MALACHY MECHANICAL/ 4937** | | | | | |
| 26-02324 | 60-910-310-420-16-0-60-/ CAFE - MAINT/REPAIRS | | CP | CAFE - MAINT/REPAIRS | 340.00 |
| 26-02250 | 60-910-310-420-16-0-60-/ CAFE - MAINT/REPAIRS | | CF | CAFE - MAINT/REPAIRS | 1,498.30 |
| | | | **Total for MALACHY MECHANICAL/ 4937** | | **$1,838.30** |
| **MASCHIO'S FOOD SERVICES, INC./ 4187** | | | | | |
| 26-01612 | 11-000-262-320-17-0-00-/ LUNCHROOM AIDES | | CP | LUNCHROOM AIDES | 54,442.20 |
| 26-02621 | 11-000-230-890-10-0-00-/ MISC EXP-BD OF ED | | CF | MISC EXP-BD OF ED | 72.50 |
| 26-02460 | 11-190-100-610-50-4-27-/ SUPPLIES-HOME EC-RHS | | CF | SUPPLIES-HOME EC-RHS | 335.16 |
| | | | **Total for MASCHIO'S FOOD SERVICES, INC./ 4187** | | **$54,849.86** |
| **MATERNAGHAN, CAMILLE/ 7023** | | | | | |
| 26-02594 | 60-910-310-890-16-0-60-/ CAFE - STUD REFUNDS | | CF | Refund | 17.25 |
| **MCCORMICK'S GROUP LLC/ 4955** | | | | | |
| 26-02134 | 11-000-262-420-50-2-30-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 61.98 |
| **MCGRAW HILL LLC/ 6270** | | | | | |
| 26-01816 | 20-501-100-640-94-0-00-/ NON-PUBLIC TEXT BAYTULIM | | CF | NON-PUBLIC TEXT BAYTULIM | 1,812.05 |
| 26-02087 | 11-190-100-640-15-0-00-/ TEXTBOOKS-CURRIC | | CF | TEXTBOOKS-CURRIC | 6,460.01 |
| | | | **Total for MCGRAW HILL LLC/ 6270** | | **$8,272.06** |
| **MCMASTER-CARR SUPP INC/ 2060** | | | | | |
| 26-02325 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 654.00 |
| **METCO INC/ 2070** | | | | | |
| 26-00285 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 202.80 |
| **MICHAEL MILLER/ 2100** | | | | | |
| 26-02541 | 11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT | | CF | TELEPHONE-DISTRICT | 150.00 |
| **MIDDLESEX REGIONAL EDUCATIONAL SERV COMM/ 3784** | | | | | |
| 26-01821 | 11-000-100-562-60-0-18-/ TUITION-LEA IN-STATE S E | | CP | TUITION-LEA IN-STATE S E | 12,194.00 |
| | 11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES | | CP | ED SVCS-CONTR. AIDES | 8,973.00 |
| | | | **Total for MIDDLESEX REGIONAL EDUCATIONAL SERV COMM/ 3784** | | **$21,167.00** |
| **MIDDLETOWN TRAILER SUPPLY CORPORATION/ 6303** | | | | | |
| 26-02148 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 5,790.00 |
| **MIDDLETOWN TWP BD OF ED/ 2091** | | | | | |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

## Pending Payments

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|---|---|---|---|---|---|
| 26-02104 | 20-250-100-562-60-0-00-/ TUIT IN ST OTH LEA SP ED | | CP | TUIT IN ST OTH LEA SP ED | 3,944.94 |
| **MONMOUTH COUNTY VOCATIONAL/ 2127** | | | | | |
| 26-02164 | 11-000-100-563-50-0-18-/ TUITION-COUNTY VOC REG | | CF | TUITION-COUNTY VOC REG | 36,487.15 |
| 26-01850 | 11-000-100-564-60-0-18-/ TUITION-COUNTY VOC S E | | CP | TUITION-COUNTY VOC S E | 7,665.60 |
| 26-02592 | 11-000-100-563-50-0-18-/ TUITION-COUNTY VOC REG | | CP | TUITION-COUNTY VOC REG | 29,560.24 |
| | | | **Total for MONMOUTH COUNTY VOCATIONAL/ 2127** | | **$73,712.99** |
| **MONMOUTH OCEAN EDUC SERV/ 2131** | | | | | |
| 26-01754 | 20-509-100-320-12-0-00-/ NONPUBLIC NURSING BAYTUL | | CP | NONPUBLIC NURSING BAYTUL | 2,242.20 |
| **MONMOUTH REGIONAL HIGH SCHOOL/ 2133** | | | | | |
| 26-02268 | 11-402-100-890-50-7-57-/ DUES ATHL-RHS | | CF | DUES ATHL-RHS | 494.00 |
| **MONMOUTH UNIVERSITY/ 3696** | | | | | |
| 26-02202 | 11-000-230-890-11-0-00-/ GENL ADMIN-MISC EXP | | CF | GENL ADMIN-MISC EXP | 475.00 |
| **MONMOUTH-OCEAN EDUCATION/ 2136** | | | | | |
| 26-02469 | 20-502-100-320-12-0-00-/ NONPUBLIC CHAPTER 192 | | CF | NONPUBLIC CHAPTER 192 | 3,233.04 |
| 26-02576 | 11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES | | CF | ED SVCS-CONTR. AIDES | 6,720.00 |
| 26-02573 | 11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES | | CF | ED SVCS-CONTR. AIDES | 8,597.50 |
| | | | **Total for MONMOUTH-OCEAN EDUCATION/ 2136** | | **$18,550.54** |
| **NAFME/ 4064** | | | | | |
| 26-02380 | 11-190-100-610-50-7-30-/ SUPPLIES-MUSIC-RHS | | CF | SUPPLIES-MUSIC-RHS | 100.00 |
| **NAPPI JOSEPH/ 6878** | | | | | |
| 26-02136 | 11-000-223-890-15-0-04-/ DIST WIDE PROF DEV | | CF | DIST WIDE PROF DEV | 600.00 |
| **NATIONAL BENEFIT SERVICES, LLC/ 4352** | | | | | |
| 26-01582 | 11-000-291-270-12-0-00-/ HEALTH BENEFITS | | CP | HEALTH BENEFITS | 162.00 |
| **NATOLI BROS. ROOFING, LLC/ 2207** | | | | | |
| 26-02326 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 3,290.00 |
| | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 780.00 |
| | | | **Total for NATOLI BROS. ROOFING, LLC/ 2207** | | **$4,070.00** |
| **NEW JERSEY AMERICAN WATER/ 2631** | | | | | |
| 26-02598 | 11-000-262-490-19-0-00-/ SEWER/WATER | | CF | SEWER/WATER | 12,096.87 |
| **NEW JERSEY NATURAL GAS C/ 2224** | | | | | |
| 26-02603 | 11-000-262-621-19-0-00-/ NATURAL GAS | | CF | NATURAL GAS | 8,462.01 |
| **NEW JERSEY SCHOOLS INSURANCE GROUP/ 2256** | | | | | |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

## Pending Payments

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|---|---|---|---|---|---|
| 26-02589 | 11-000-291-260-12-0-00-/ WORKERS COMP. | | CF | WORKERS COMP. | 97,413.10 |
| **NEW SYSTEM HOOD CLEANING/ 4380** | | | | | |
| 26-01532 | 60-910-310-420-16-0-60-/ CAFE - MAINT/REPAIRS | | CF | CAFE - MAINT/REPAIRS | 3,200.00 |
| **NEW YORK TIMES, THE/ 2230** | | | | | |
| 26-02203 | 11-190-100-610-50-2-24-/ SUPPLIES-ENGL-RHS | | CF | SUPPLIES-ENGL-RHS | 3,250.00 |
| **NEWMARK HIGH SCHOOL, INC./ 6425** | | | | | |
| 26-01715 | 11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE | | CP | TUIT-PRIV HAND IN-STATE | 6,464.64 |
| **NJ INSTITUTE FOR DISABILITIES/ 6450** | | | | | |
| 26-01706 | 11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE | | CP | TUIT-PRIV HAND IN-STATE | 68,839.29 |
| **NJASBO/ 2219** | | | | | |
| 26-02257 | 11-000-251-890-12-0-00-/ BUSN OFFICE-MISC EXP | | CF | BUSN OFFICE-MISC EXP | 145.00 |
| **NJPSA/ 2180** | | | | | |
| 26-01793 | 11-000-240-890-33-0-44-/ MISC EXP-ADMIN-LD | | CF | MISC EXP-ADMIN-LD | 1,164.00 |
| 26-02538 | 11-000-219-890-60-0-43-/ SPEC SVCS-MISC EXP | | CF | SPEC SVCS-MISC EXP | 905.00 |
| | | | **Total for NJPSA/ 2180** | | **$2,069.00** |
| **OMELCZUK, ALEXANDRA/ 6705** | | | | | |
| 26-02479 | 11-000-291-280-12-0-00-/ TUITION REIMBURSEMENT | | CF | TUITION REIMBURSEMENT | 3,865.00 |
| **P.V. & SONS LANDSCAPING INC/ 2306** | | | | | |
| 26-02123 | 11-000-263-420-13-0-00-/ GROUNDS-CLEANING & REPAI | | CF | GROUNDS-CLEANING & REPAI | 11,400.00 |
| 26-02121 | 11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 11,220.00 |
| 26-02327 | 11-000-263-420-13-0-49-/ GROUNDS-CLEAN & REPAIR | | CP | GROUNDS-CLEAN & REPAIR | 6,800.00 |
| 26-02457 | 11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 9,200.00 |
| 26-02122 | 11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 5,760.00 |
| 26-02119 | 11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 12,300.00 |
| | | | **Total for P.V. & SONS LANDSCAPING INC/ 2306** | | **$56,680.00** |
| **PAGANO, PATTY/ 4620** | | | | | |
| 26-02547 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 1,514.00 |
| 26-02567 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 103.00 |
| | | | **Total for PAGANO, PATTY/ 4620** | | **$1,617.00** |
| **PEDE-PUJOLS, NICOLE/ 6706** | | | | | |
| 26-02483 | 11-000-291-280-12-0-00-/ TUITION REIMBURSEMENT | | CF | TUITION REIMBURSEMENT | 5,154.00 |
| **PETER P. FACCAS & SONS/ 2345** | | | | | |
| 26-02508 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 14,869.12 |
| **PIONEER MFG CORP/PIONEER ATHLETICS/ 2358** | | | | | |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

| Vendor # / Name / PO # | Account # / Description | Inv # | Check Type * | Check Description or Multi Remit To Check Name | Check # Check Amount |
|---|---|---|---|---|---|
| **Pending Payments** | | | | | |
| 26-01810 | 11-000-263-610-13-0-49-/ GROUNDS - FIELD SUPPLIES | | CF | GROUNDS - FIELD SUPPLIES | 1,495.33 |
| **PMC ASSOCIATES WIRELESS COMM./ 4145** | | | | | |
| 26-02639 | 20-005-261-610-15-0-00-/ NJSBIG SAFETY GRANT | | CF | NJSBIG SAFETY GRANT | 1,086.75 |
| **PRESENTATION SYSTEMS/ 3720** | | | | | |
| 26-02143 | 11-190-100-610-32-0-33-/ SUPPLIES-GENERAL-CR | | CF | SUPPLIES-GENERAL-CR | 287.00 |
| **PRICE, MICHELLE/ 6707** | | | | | |
| 26-02475 | 11-000-291-280-12-0-00-/ TUITION REIMBURSEMENT | | CF | TUITION REIMBURSEMENT | 4,295.00 |
| **PRICELESS PRINTS, LLC/ 4621** | | | | | |
| 26-02215 | 11-000-262-420-50-7-53-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 680.00 |
| | 11-401-100-890-50-7-57-/ MISC EXP CO-CUR-HS | | CF | MISC EXP CO-CUR-HS | 600.00 |
| | | | **Total for PRICELESS PRINTS, LLC/ 4621** | | **$1,280.00** |
| **PROFESSIONAL ORTHOPAEDICS ASSOC/ 5173** | | | | | |
| 26-02445 | 11-000-213-330-80-0-40-/ EMPL PHYSICALS DISTR | | CF | EMPL PHYSICALS DISTR | 1,206.73 |
| 26-02219 | 11-000-213-330-80-0-40-/ EMPL PHYSICALS DISTR | | CF | EMPL PHYSICALS DISTR | 1,206.73 |
| 26-02492 | 11-000-213-330-60-0-00-/ HEALTH SVCS DISTRICT | | CF | HEALTH SVCS DISTRICT | 450.00 |
| 26-02275 | 11-000-213-330-60-0-00-/ HEALTH SVCS DISTRICT | | CF | HEALTH SVCS DISTRICT | 150.00 |
| | | | **Total for PROFESSIONAL ORTHOPAEDICS ASSOC/ 5173** | | **$3,013.46** |
| **QUAVERED, INC/ 5591** | | | | | |
| 26-01807 | 11-190-100-340-15-0-00-/ PURC TECH SERV DIST | | CF | PURC TECH SERV DIST | 6,600.00 |
| 26-01811 | 11-190-100-340-15-0-00-/ PURC TECH SERV DIST | | CF | PURC TECH SERV DIST | 12,600.00 |
| | | | **Total for QUAVERED, INC/ 5591** | | **$19,200.00** |
| **QUEST DIAGNOSTICS CORP/ 2418** | | | | | |
| 26-02274 | 11-000-213-890-80-0-40-/ DRUG SCREENING DIST | | CF | DRUG SCREENING DIST | 276.50 |
| **R HELFRICH & SON INC/ 1766** | | | | | |
| 26-01827 | 11-000-270-514-14-0-00-/ CONTR SVCS-SP ED ID | | CP | CONTR SVCS-SP ED ID | 30,026.28 |
| 26-01826 | 11-000-270-511-14-0-00-/ CONTR SVCS-DISTRICT | | CP | CONTR SVCS-DISTRICT | 64,732.17 |
| 26-02333 | 11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS | | CF | TRANS TRIPS-ATHLETICS | 1,850.00 |
| 26-02150 | 11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS | | CF | TRANS TRIPS-ATHLETICS | 1,850.00 |
| 26-02331 | 11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS | | CF | TRANS TRIPS-ATHLETICS | 1,850.00 |
| 26-02332 | 11-000-270-512-14-0-00-/ TRANS TRIPS-ATHLETICS | | CF | TRANS TRIPS-ATHLETICS | 1,850.00 |
| | | | **Total for R HELFRICH & SON INC/ 1766** | | **$102,158.45** |
| **RARITAN VALLEY PETTY CASH/ 1220** | | | | | |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

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|---|---|---|---|---|---|
| 26-02430 | 11-190-100-610-35-0-33-/ SUPPLIES-GENERAL-RV | | CF | SUPPLIES-GENERAL-RV | 30.00 |
| 26-02157 | 11-190-100-610-35-0-33-/ SUPPLIES-GENERAL-RV | | CF | SUPPLIES-GENERAL-RV | 30.00 |
| | | | **Total for RARITAN VALLEY PETTY CASH/ 1220** | | **$60.00** |
| **READING SUCCESS LLC/ 5636** | | | | | |
| 26-02539 | 11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT | | CF | SPEC SVCS CONSULTANT | 900.00 |
| **REALTIME INFORMATION TECHNOLOGY, INC./ 4080** | | | | | |
| 26-02118 | 11-190-100-340-15-0-00-/ PURC TECH SERV DIST | | CF | PURC TECH SERV DIST | 1,000.00 |
| 26-02452 | 11-190-100-340-15-0-00-/ PURC TECH SERV DIST | | CF | PURC TECH SERV DIST | 400.00 |
| | | | **Total for REALTIME INFORMATION TECHNOLOGY, INC./ 4080** | | **$1,400.00** |
| **RELIABLE SAFETY SYSTEMS, INC/ 2463** | | | | | |
| 26-02504 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 652.00 |
| **REPUBLIC SERVICES OF NEW JERSEY LLC/ 6068** | | | | | |
| 26-01640 | 11-000-262-490-19-0-45-/ WASTE REMOVAL | | CF | WASTE REMOVAL | 2,500.03 |
| **RICCARDO, ANTHONY/ 6414** | | | | | |
| 26-02509 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 69.44 |
| **RIDLEY, DAVID S./ 6454** | | | | | |
| 26-02418 | 11-000-230-890-11-0-00-/ GENL ADMIN-MISC EXP | | CF | GENL ADMIN-MISC EXP | 125.00 |
| **RINKOWSI, DAWN/ 7026** | | | | | |
| 26-02638 | 60-910-310-890-16-0-60-/ CAFE - STUD REFUNDS | | CF | CAFE - STUD REFUNDS | 59.85 |
| **RITER, MARY/ 2484** | | | | | |
| 26-02129 | 20-250-200-320-60-0-00-/ CONTR SERV OT/PT/SPEECH | | CP | CONTR SERV OT/PT/SPEECH | 10,235.00 |
| **ROCKET LAUNCHERS/ 2503** | | | | | |
| 26-02221 | 11-000-251-580-12-0-00-/ BUSINESS OFFICE TRAVEL | | CF | BUSINESS OFFICE TRAVEL | 19.76 |
| **RUGBY SCHOOL INC/ 2513** | | | | | |
| 26-01716 | 11-000-100-566-60-0-18-/ TUIT-PRIV HAND IN-STATE | | CP | TUIT-PRIV HAND IN-STATE | 16,157.60 |
| **SAFETY DOWN UNDER INC./ 2531** | | | | | |
| 26-02328 | 11-000-262-420-13-0-49-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 2,570.06 |
| **SAKER SHOPRITE INC/ 5737** | | | | | |
| 26-02472 | 11-190-100-610-50-4-27-/ SUPPLIES-HOME EC-RHS | | CF | SUPPLIES-HOME EC-RHS | 249.25 |
| **SALVATORE, CHRISTINE/ 3421** | | | | | |
| 26-02534 | 11-000-219-320-60-0-00-/ SPEC SVCS CONSULTANT | | CP | SPEC SVCS CONSULTANT | 2,450.00 |
| **SCHACHTER, STUART/ 6118** | | | | | |

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# Hazlet Twp. Public Schools

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|---|---|---|---|---|---|---|
| | 26-02561 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 104.00 |
| **SCHOOL OUTFITTERS/ 4065** | | | | | | |
| | 26-01738 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 19,020.30 |
| | 26-01730 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 933.63 |
| | | | | **Total for SCHOOL OUTFITTERS/ 4065** | | **$19,953.93** |
| **SCHOOLWIDE INC./ 4446** | | | | | | |
| | 26-02451 | 11-190-100-340-15-0-00-/ PURC TECH SERV DIST | | CF | PURC TECH SERV DIST | 5,256.00 |
| **SCOLES FLOOR SHINE, INC./ 2589** | | | | | | |
| | 26-02065 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 1,680.00 |
| | 26-02032 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 1,049.50 |
| | 26-02035 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 1,477.10 |
| | 26-02505 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 1,586.70 |
| | 26-01652 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 2,159.36 |
| | 26-01653 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 332.31 |
| | 26-02172 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 773.50 |
| | 26-02033 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 1,477.10 |
| | 26-02034 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 1,477.10 |
| | 26-02383 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 1,970.50 |
| | | | | **Total for SCOLES FLOOR SHINE, INC./ 2589** | | **$13,983.17** |
| **SCRIPPS NATIONAL SPELLING BEE/ 4050** | | | | | | |
| | 26-02435 | 11-190-100-610-31-0-33-/ SUPPLIES-GENERAL-BS | | CF | SUPPLIES-GENERAL-BS | 206.50 |
| | 26-02417 | 11-190-100-610-32-0-33-/ SUPPLIES-GENERAL-CR | | CF | SUPPLIES-GENERAL-CR | 6.50 |
| | | 11-190-100-890-32-0-35-/ MATH LEAGUE-CR | | CF | MATH LEAGUE-CR | 200.00 |
| | 26-02426 | 11-190-100-890-35-0-33-/ ADM/ASSEMBL-RV | | CF | ADM/ASSEMBL-RV | 206.50 |
| | 26-02425 | 20-475-100-600-33-0-00-/ STUDENT ACTIVITIES LD | | CF | STUDENT ACTIVITIES LD | 206.50 |
| | | | | **Total for SCRIPPS NATIONAL SPELLING BEE/ 4050** | | **$826.00** |
| **SEABOARD WELDING SUPPLY, INC/ 2596** | | | | | | |
| | 26-02182 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 215.90 |
| **SHERWIN-WILLIAMS/ 3851** | | | | | | |
| | 26-02506 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 59.29 |
| **SHORE CONFERENCE OF HIGH SCHOOLS/ 2626** | | | | | | |
| | 26-02526 | 11-402-100-890-50-7-57-/ DUES ATHL-RHS | | CF | DUES ATHL-RHS | 1,250.00 |
| **SHORE TRACK COACHES ASSOCICATION/ 5674** | | | | | | |

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

# Hazlet Twp. Public Schools

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|---|---|---|---|---|---|
| 26-02269 | 11-402-100-890-50-7-57-/ DUES ATHL-RHS | | CF | DUES ATHL-RHS | 252.00 |
| **SIGNARAMA OF TOMS RIVER/ 4204** | | | | | |
| 26-01896 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 85.00 |
| 26-02260 | 11-000-261-610-13-0-00-/ MAINTENANCE SUPPLIES | | CF | MAINTENANCE SUPPLIES | 190.00 |
| | | | **Total for SIGNARAMA OF TOMS RIVER/ 4204** | | **$275.00** |
| **SIMPLIFY CHEMICAL SOLUTIONS, INC./ 4833** | | | | | |
| 26-02173 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 2,250.00 |
| 26-02245 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 1,400.00 |
| | | | **Total for SIMPLIFY CHEMICAL SOLUTIONS, INC./ 4833** | | **$3,650.00** |
| **SITEONE LANDSCAPE SUPPLY/ 5230** | | | | | |
| 26-02106 | 11-000-263-610-13-0-49-/ GROUNDS - FIELD SUPPLIES | | CF | GROUNDS - FIELD SUPPLIES | 3,782.52 |
| **SONITROL OF CENTRAL NEW JERSEY/ 2661** | | | | | |
| 26-02507 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CF | MAINTENANCE-CONTR SVCS | 708.00 |
| **SPIEZLE ARCHITECTURAL GROUP, INC./ 3728** | | | | | |
| 26-02596 | 11-000-230-339-13-0-00-/ DISTRICT PROF ENGINEER | | CF | DISTRICT PROF ENGINEER | 57.50 |
| 26-02595 | 11-000-230-339-13-0-00-/ DISTRICT PROF ENGINEER | | CF | DISTRICT PROF ENGINEER | 19,750.00 |
| | | | **Total for SPIEZLE ARCHITECTURAL GROUP, INC./ 3728** | | **$19,807.50** |
| **STANK ENVIRONMENTAL LLC/ 3941** | | | | | |
| 26-01508 | 11-000-261-420-13-0-00-/ MAINTENANCE-CONTR SVCS | | CP | MAINTENANCE-CONTR SVCS | 710.00 |
| 26-02012 | 11-000-263-420-13-0-49-/ GROUNDS-CLEAN & REPAIR | | CF | GROUNDS-CLEAN & REPAIR | 3,460.00 |
| | | | **Total for STANK ENVIRONMENTAL LLC/ 3941** | | **$4,170.00** |
| **STAPLES BUSINESS ADVANTAGE/ 1395** | | | | | |
| 26-00280 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CP | SUPPLIES | 1,083.06 |
| 26-00273 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 243.19 |
| 26-00192 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 321.02 |
| 26-00214 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CP | SUPPLIES | 349.63 |
| 26-00235 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 486.83 |
| 26-00243 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | SUPPLIES | 912.41 |
| 26-00252 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CP | SUPPLIES | 242.85 |
| 26-00203 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CP | SUPPLIES | 500.99 |
| | | | **Total for STAPLES BUSINESS ADVANTAGE/ 1395** | | **$4,139.98** |
| **STIGA, LAURIE/ 4485** | | | | | |

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

# Hazlet Twp. Public Schools
# Bills And Claims Report By Vendor Name
**Checks To Be Dated 10/27/25**

| Vendor # / Name / PO # | Account # / Description | Inv # | Check Type * | Check Description or Multi Remit To Check Name | Check # Check Amount |
|---|---|---|---|---|---|
| **Pending Payments** | | | | | |
| 26-02585 | 11-000-216-610-60-0-00-/ SUPPLIES SPEECH DIST | | CF | SUPPLIES SPEECH DIST | 170.00 |
| **STOCKTON UNIVERSITY ATHLETICS/ 5668** | | | | | |
| 26-02267 | 11-402-100-890-50-7-57-/ DUES ATHL-RHS | | CF | DUES ATHL-RHS | 180.00 |
| **STORR TRACTOR CO INC/ 2713** | | | | | |
| 26-02329 | 11-000-263-610-13-0-49-/ GROUNDS - FIELD SUPPLIES | | CF | GROUNDS - FIELD SUPPLIES | 3,283.71 |
| **STRANIERO, NICOLINO/ 6440** | | | | | |
| 26-02510 | 11-000-262-610-19-0-45-/ CUSTODIAL SUPPLIES | | CF | CUSTODIAL SUPPLIES | 64.99 |
| **STRAUCH, JEAN/ 6374** | | | | | |
| 26-02566 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 402.00 |
| **STRAUSS, LISA/ 2715** | | | | | |
| 26-02583 | 11-000-219-580-60-0-43-/ SPEC SVCS-TRAVEL | | CF | SPEC SVCS-TRAVEL | 33.84 |
| **SUNBELT STAFFING, LLC/ 6337** | | | | | |
| 26-02551 | 20-250-200-320-60-0-00-/ CONTR SERV OT/PT/SPEECH | | CF | CONTR SERV OT/PT/SPEECH | 6,225.00 |
| **SUNEY SOLAR HAZLET BOE, LLC/ 4063** | | | | | |
| 26-02611 | 11-000-262-622-19-0-00-/ ELECTRICITY | | CF | ELECTRICITY | 16,484.31 |
| **SYSTEMS 3000, INC./ 3185** | | | | | |
| 26-01558 | 11-000-251-340-12-0-48-/ BUSN OFFICE FIN SW | | CP | BUSN OFFICE FIN SW | 15,889.50 |
| **TAYLOR MUSIC, INC/ 2756** | | | | | |
| 26-01901 | 11-190-100-610-50-7-30-/ SUPPLIES-MUSIC-RHS | | CF | SUPPLIES-MUSIC-RHS | 4,845.00 |
| 26-02105 | 11-190-100-610-50-7-30-/ SUPPLIES-MUSIC-RHS | | CF | SUPPLIES-MUSIC-RHS | 1,450.00 |
| | | | **Total for TAYLOR MUSIC, INC/ 2756** | | **$6,295.00** |
| **TEACHER DIRECT INC/ 2759** | | | | | |
| 26-01650 | 11-190-100-610-35-0-33-/ SUPPLIES-GENERAL-RV | | CP | SUPPLIES-GENERAL-RV | 105.64 |
| **TEAM LIFE, INC./ 3142** | | | | | |
| 26-02216 | 11-000-262-420-50-7-26-/ CLEAN,REPAIR,MAINT SVCS | | CF | CLEAN,REPAIR,MAINT SVCS | 398.00 |
| 26-02187 | 11-000-213-610-60-0-00-/ DIST NURSE SUPPLY | | CF | DIST NURSE SUPPLY | 398.00 |
| | | | **Total for TEAM LIFE, INC./ 3142** | | **$796.00** |
| **TECHABILITIES CONSULTING, LLC/ 6467** | | | | | |
| 26-02574 | 11-000-213-330-60-0-00-/ HEALTH SVCS DISTRICT | | CF | HEALTH SVCS DISTRICT | 1,000.00 |
| **THERAPY TRAVELERS LLC/ 6185** | | | | | |
| 26-02546 | 11-000-217-320-60-0-00-/ ED SVCS-CONTR. AIDES | | CF | ED SVCS-CONTR. AIDES | 5,718.16 |
| **TIMOTHY ROHRER/ 7010** | | | | | |
| 26-02437 | 11-190-100-320-47-0-51-/ MS-ASSEMBLIES | | CF | MS-ASSEMBLIES | 850.00 |
| **UNION BEACH BOARD OF ED/ 2869** | | | | | |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

**Checks To Be Dated 10/27/25**

## Pending Payments

| Vendor # / Name | PO # | Account # / Description | Inv # | Check Type * | Check Description or Multi Remit To Check Name | Check # Check Amount |
|---|---|---|---|---|---|---|
| | 26-02023 | 11-000-270-514-14-0-73-/ CONTR SVCS-SP ED OD | | CP | CONTR SVCS-SP ED OD | 3,600.00 |
| **UNITED SITE SERVICES NORTHEAST, LLC/ 6135** | | | | | | |
| | 26-02183 | 11-000-262-490-19-0-45-/ WASTE REMOVAL | | CF | WASTE REMOVAL | 1,119.54 |
| **UNUM LIFE INSURANCE COMP/ 2889** | | | | | | |
| | 26-01581 | 11-000-291-210-12-0-00-/ LIFE INSURANCE-DISTR | | CP | LIFE INSURANCE-DISTR | 413.00 |
| **VAN PELT, DARA/ 2906** | | | | | | |
| | 26-02543 | 11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT | | CF | TELEPHONE-DISTRICT | 150.00 |
| | | 11-000-251-580-12-0-00-/ BUSINESS OFFICE TRAVEL | | CF | BUSINESS OFFICE TRAVEL | 217.89 |
| | | | | **Total for VAN PELT, DARA/ 2906** | | **$367.89** |
| **VERIZON/ 2912** | | | | | | |
| | 26-02607 | 11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT | | CF | TELEPHONE-DISTRICT | 61.07 |
| **VERIZON WIRELESS/ 2917** | | | | | | |
| | 26-02605 | 11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT | | CF | TELEPHONE-DISTRICT | 451.00 |
| | 26-02606 | 11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT | | CF | TELEPHONE-DISTRICT | 422.39 |
| | | | | **Total for VERIZON WIRELESS/ 2917** | | **$873.39** |
| **WALL HIGH SCHOOL/ 2927** | | | | | | |
| | 26-02496 | 11-402-100-890-50-7-57-/ DUES ATHL-RHS | | CF | DUES ATHL-RHS | 140.00 |
| **WERNER, JEAN/ 4614** | | | | | | |
| | 26-02562 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 402.00 |
| **WERNER, JOHN/ 4617** | | | | | | |
| | 26-02563 | 11-402-100-930-50-7-52-/ OFFICIALS-ATHL-RHS | | CF | OFFICIALS-ATHL-RHS | 402.00 |
| **WISE, LISA/ 7024** | | | | | | |
| | 26-02593 | 60-910-310-890-16-0-60-/ CAFE - STUD REFUNDS | | CF | CAFE - STUD REFUNDS | 44.40 |
| **XTEL COMMUNICATIONS/ 3008** | | | | | | |
| | 26-02601 | 11-000-230-530-19-0-00-/ TELEPHONE-DISTRICT | | CF | TELEPHONE-DISTRICT | 171.86 |
| | | | | | **Total for Pending Payments** | **$1,655,209.42** |

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

# Hazlet Twp. Public Schools

# Bills And Claims Report By Vendor Name

va_bill5.032923
10/08/2025

**Checks To Be Dated 10/27/25**

***Resolution that the list of claims for goods received and services rendered and certified to be correct by the Business Administrator, be approved for payment and further that the Secretary's and Treasurer's financial reports be accepted as filed.***

*Run on 10/22/2025 at 04:33:25 PM*

## Fund Summary

| Fund Category | Sub Fund | Computer Checks | Computer Checks Non/AP | Hand Checks | Hand Checks Non/AP | Total Checks |
|---|---|---|---|---|---|---|
| 10 | 11 | $1,546,290.12 | | | | $1,546,290.12 |
| 20 | 20 | $91,676.46 | | | | $91,676.46 |
| 60 | 60 | $17,242.84 | | | | $17,242.84 |
| GRAND | TOTAL | $1,655,209.42 | $0.00 | $0.00 | $0.00 | $1,655,209.42 |

**Chairman Finance Committee** _____

**Member Finance Committee** _____

# EXHIBIT “D”

| | | |
|---|---|---|
| TV | 906865391 | |
| | 906865392 | |
| smartboard | K011IW30U0101 | |
| | SB660-M2-A04013 | |
| | K012JW43U0660 | |
| monitor | 887899062025 | |
| | 887899062025 | |
| | CN0GC8117287266N397M | |
| jamboard | M6GG7219G00968 | |
| | 770T-J53X1A3350298 | |
| | P70D-I11Z1AXQA0991 | |

# EXHIBIT “E”

# Acceptable Use of Generative Artificial Intelligence (AI) Plan

## Template

*Hazlet Township Public Schools*

*Board of Education*

Fall 2025

# ACCEPTABLE USE OF GENERATIVE AI PLAN

The Board of Education has adopted Policy Guide 2365 – Acceptable Use of Generative Artificial Intelligence (AI) which requires the development of this Acceptable Use of Generative Artificial Intelligence Plan (AI Plan). This AI Plan supplements Policy Guide 2365 as it provides the details of the general provisions included in Policy Guide 2365 and adopted by the Board.

# ACCEPTABLE USE OF GENERATIVE AI PLAN

The Hazlet Township Board of Education recognizes the potential of artificial intelligence (AI) as a valuable tool for enhancing K-12 education and enriching the learning experience. The Board affirms that AI is designed to augment human capabilities, not replace them, and cannot substitute for the human element that shapes meaningful learning. The Board is committed to educating students, staff, and the school community on the responsible and ethical use of these emerging tools.

This Policy applies to all students, educators, administrators, and staff members and governs the use of AI technology in instructional, administrative, and operational contexts within the district. This Policy establishes guidelines to responsibly harness AI's potential while safeguarding the interests and well-being of our entire school community.

Through this Policy, the district will: (i) prepare students and staff for an AI-integrated future, (ii) equip them with the knowledge and skills to use these systems wisely and ethically, and (iii) maintain the integrity of student learning amid the challenges and opportunities AI presents. The district will support educators in incorporating AI into their practices in ways that enrich learning while upholding our educational standards, values, commitment to academic integrity, and ensuring all students have access to AI tools and the education to use them, regardless of socioeconomic background.

**Implementation Plan:**

1. Establish AI Guidelines and Governance

- Define acceptable and prohibited uses across three contexts: instruction, assessment, and administration
- Identify approved AI platforms that meet district data privacy standards (FERPA/COPPA compliant)
- Establish a vetting process for new AI tools, including security reviews
- Create clear academic integrity expectations, including when students can utilize AI and when it is not appropriate, proper citation methods, and consequences for violations
- Designate an AI committee responsible for policy oversight and compliance monitoring

2. Develop Professional Learning and Resources

- Design professional development opportunities for staff, including introductory sessions on AI basics, intermediate training on instructional integration, and advanced workshops on creating AI-enhanced learning experiences
- Create resources, lesson plan examples, and best practices with meaningful uses of AI
- Establish ongoing support through office hours, peer mentoring, or instructional technology specialists
- Provide administrators with training on monitoring AI use and addressing policy violations

# ACCEPTABLE USE OF GENERATIVE AI PLAN

3. Implement Student and Family Education

- Develop age-appropriate lessons on AI literacy, digital citizenship, and ethical AI use for each grade band (K-2, 3-5, 6-8, 9-12)
- Integrate AI education into existing digital literacy or technology courses
- Host parent/guardian information sessions explaining the policy, demonstrating tools, and providing guidance for supporting responsible AI use at home
- Create accessible family resources (videos, FAQs, quick-reference guides) available in multiple languages

4. Monitor, Evaluate, and Refine

- Collect stakeholder feedback quarterly through surveys, focus groups, and informal check-ins
- Conduct an annual comprehensive policy review, incorporating new AI developments, legal requirements, and lessons learned
- Update guidelines as technology evolves and share revisions with all stakeholder

Adopted: 27 October 2025

# EXHIBIT “F”

R 5200 ATTENDANCE (M)

M

A. Attendance Recording

1. School Register – N.J.A.C. 6A:32-8.1

a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.

b. The Commissioner of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards, except adult high schools.

c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

(1) "Days in membership" means the number of school days in session in which a student is enrolled in accordance with N.J.A.C. 6A:32-2.1. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. Day in Session – N.J.A.C. 6A:32-8.3

a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.

b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

3. Student Attendance – ~~(~~N.J.A.C. 6A:32-8.4~~)~~

a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.

b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

c. A student enrolled in a school shall be recorded in the school register as present if the student participates in

instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.

e. State-excused absences shall be as follows:

(1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.

(a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.

(2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2.

(3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33.

(4) Take Our Children to Work Day.

(5) College visit(s), up to three days per school year for students in grades eleven and twelve.

(6) Closure of a busing school district that prevents a student from having transportation to the receiving school; and

(7) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.

(a) "Civic event" means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.

(b) The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.

f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purpose~~s~~ of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

4. Average Daily Attendance – ~~(~~N.J.A.C. 6A:32-8.5~~)~~

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in

membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates – N.J.A.C. 6A:32-8.6

a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.

(1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

d. Extended absences for non-illness shall be considered "unexcused". Upon the 10th consecutive day of non-illness absence, the student will be dis-enrolled. If the student wishes to return to school after 10 days, the student will be re-enrolled in the school district with no guarantee of returning to the same class. The student will be subject to the unexcused days in membership to be considered for promotion.

B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of

expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – Attendance and this Regulation.

2. N.J.A.C. 6A:16-7.6(a)3 requires the Board policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.

   a. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in B.2.b. below.

   b. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

      The student's required attendance in court;

      Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 USC §794 and 705(20), and individualized health care plans.

      The student's suspension from school;

      Family illness or death

         supported by a written letter from the parent upon the student's return to school;

         supported by notification to the school by the student's parent;

      College visit(s), up to 3 days per school year for students in grades eleven and twelve;

      Take Our Children to Work Day;

      Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;

Closure of a busing school district that prevents a student from having transportation to the receiving school;

An absence considered excused by the Commissioner and/or a NJDOE rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

3. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – Tardiness.

C. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school. However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.

2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.

3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.

4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

D. Readmission to School After an Absence

1. A student returning from an absence of 3 consecutive school days will be required to provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.

2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.

3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.

   a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of 3 (three) school days duration.

2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.

4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – Home Instruction Due to Health Condition. The parent must request home instruction.

F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent 30 times or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.

   Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.

3. An elementary student may be retained at grade level, in accordance with Policy 5410 – Promotion and Retention, when the student has been absent 16 times or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

   Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy – (N.J.A.C. 6A:16-7.6(a)4.

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:

   a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;

   b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;

   c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;

   d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and

   e. Cooperate with law enforcement and other authorities and agencies, as appropriate;

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

   a. Make a reasonable attempt to notify the student's parent~~(s)~~ of each unexcused absence prior to the start of the following school day;

   b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent~~(s)~~;

   c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;

   d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

(1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

(2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;

(3) Consider an alternate educational placement;

(4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;

(5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;

(6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and

(7) Engage the student's family.

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;

b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;

c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and

4. A court referral may be made as follows:

   a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board**'s** policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;

      (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

   b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g**.**, the student may be referred to Superior Court, Chancery Division, Family Part;

      (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 USC §1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 USC §794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board**'s** policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.

2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – Attendance and this Regulation.

3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.

2. A parent of a student or an adult student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – Promotion and Retention.

3. A parent of a student or an adult student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

   a. A written appeal shall be filed with the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

   b. The Principal or designee will respond in writing no later than seven school days after receiving the written appeal.

   c. If the parent or adult student is not satisfied, the parent or adult student may submit a written request to the Principal for consideration by an Attendance Review Committee.

   d. In response to a request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the appeal. The student's parent**,** the student, and teacher(s) may attend the meeting.

   e. The Attendance Review Committee shall decide the appeal and inform the parent and student in writing within seven school days of the meeting.

   f. The parent or adult student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board, and the Commissioner in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review

Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the NJDOE. The school district will comply with all attendance requirements and any improvement plans as required by the NJDOE.

Revised: 27 October 2025
Revised: 16 September 2024
Revised: 27 February 2023
Revised: 31 August 2020
Revised: 29 July 2019
Revised: 17 June 2019
Revised: 27 October 2014
Revised: 12 August 2013
Issued: 30 March 2009

# EXHIBIT “G”

**STRAUSS ESMAY – POLICY/REGULATIONS POLICY ALERT 235**

## FIRST READING – October 27, 2025

| Policy # | Regulation # | Policy/Regulation/Bylaw Name |
|---|---|---|
| P0141.3 | | Board Member Number and Term – Regional School District – N/A for Hazlet |
| P0141.4 | | Board Member Number and Term – County Vocational School Dist.–N/A for Hazlet |
| P0143 | | Board Member Election and Appointment |
| P0173 | | Duties of Public School Accountant |
| P0174 | | Legal Services (M) |
| P0177 | | Professional Services (M) |
| P1570 | R1570 | Internal Controls (M) |
| P1620 | | Administrative Employment Contracts (M) |
| P1636.01 | | Notification of Promotion, New Job, and Transfer Opportunities - New |
| P2422 | | Statutory Curricular Requirements (M) |
| P5117 | R5117 | Interdistrict Public School Choice |
| P5339.01 | | Student Sun Protection (M) - New |
| P6111 | R6111 | Special Education Medicaid Initiative (SEMI) Program (M) |
| P6220 | R6220 | Budget Preparation (M) |

**[See POLICY ALERT Nos. 181, 202, and 235]**

## 0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

**[Applicable For Type II Districts With an Elected Board And Regional School District Boards**

**Vacancies in the membership of Boards of Type II districts having elected Boards shall be filled in accordance with N.J.S.A. 18A:12-15. Vacancies in the membership of a regional Board shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Type II districts having elected Boards in accordance with N.J.S.A. 18A:13-11. Such vacancies shall be filled as follows:**

1. **By the Executive County Superintendent, if the vacancy is caused by the absence of candidates for election to the Board or by the removal of a member because of lack of qualifications, or is not filled within sixty-five days following its occurrence;**

2. **By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;**

3. **By special election, if in the annual school election two or more candidates qualified by law for membership on the Board receive an equal number of votes. Such special election shall be held only upon recount and certification by the County Board of Elections of such election result, shall be restricted to such candidates, shall be held within sixty days of the annual school election, and shall be conducted in accordance with procedures for annual and special school elections set forth in Title 19 of the Revised Statutes. The vacancy shall be filled by the Executive County Superintendent if in such special election two or more candidates qualified by law for membership on the Board receive an equal number of votes;**

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**4. By special election, if there is a failure to elect a member at the annual school election due to improper election procedures. Such special election shall be restricted to those persons who were candidates at such annual school election, shall be held within sixty days of such annual school election, and shall be conducted in accordance with the procedures for annual and special school elections set forth in Title 19 of the Revised Statutes;**

**5. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or**

**6. By a majority vote of the remaining members of the Board after the vacancy occurs in all other cases.**

**Each member so appointed shall serve until the organizational meeting following the next annual election unless the member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be in accordance with N.J.S.A. 18A:12-15.**

~~A vacancy in the membership of a regional Board of Education shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.~~

~~A vacancy in the membership of a Board of Education shall be filled as follows:~~

~~1. By the Executive County Superintendent, if the vacancy is caused by:~~

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~~a. The absence of candidates for election to the school Board; or~~

~~b. The removal of a member because of lack of qualifications; or~~

~~c. The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence; or~~

~~d. Two or more candidates qualified by law for membership on the Board receiving an equal number of votes in a special runoff election.~~

~~e. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;~~

~~3. By special election within sixty days of the annual school election, if:~~

~~a. Two or more candidates qualified by law for membership on the school Board receive an equal number of votes in the annual school election; or~~

~~b. The annual election is disqualified due to improper election procedures.~~

~~4. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or~~

~~5. By a majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.~~

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. The President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of **their** ~~his/her~~ candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.



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In considering candidates who have expressed an interest in a vacancy, the Board ~~of Education~~ may interview candidates in public or executive session. The Board must vote to appoint a candidate to a vacancy in public session and there shall be no decisions made in executive session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote so the public can witness any deliberations, policy formulation, and the decision making process of the Board.

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates receiving the highest number of votes.**]**

**[Applicable for County Vocational School Districts Only**

**A vacancy on the county vocational school district Board shall be deemed to exist and shall be filled in the manner prescribed in N.J.S.A. 40A:9-12.1, pursuant to N.J.S.A. 18A:54-16.**

**The seat of a Board member on the county vocational school district Board shall be deemed vacant:**

1. **Upon its being so declared by judicial determination;**

2. **Upon the filing by such Board member of their written resignation;**

3. **Upon the refusal of a person designated for appointment to the Board to qualify or serve;**

4. **Upon the determination of the appointing authority that such Board member shall have become physically or mentally incapable of serving;**

5. **Upon the death of such Board member;**

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**6. Upon the determination of the appointing authority that, in violation of a lawful residency requirement, such Board member no longer resides within the county in which the county vocational school district is located;**

**7. In the case of a member of the Board, whenever the Board member, without being excused by a majority of the members of the Board, fails to attend and participate at meetings of the Board for a period of eight consecutive weeks, or for four consecutive regular meetings, whichever shall be of longer duration, at the conclusion of such period, provided that such Board shall notify the appointing authority in writing of such determination; provided, further, that such Board may refuse to excuse only with respect to those failures to attend and participate which are not due to legitimate illness; provided, however, that nothing in N.J.S.A. 40A:9-12.1 shall preclude a municipal appointing authority from adopting by ordinance a policy establishing a lower absentee threshold, provided that the ordinance shall not permit the removal of the Board member if the Board member has been absent for less than six consecutive weeks, or three consecutive meetings, whichever shall be of longer duration, without being excused, within the term of office for the position held by the individual;**

**8. Upon the removal of a Board member for cause in accordance with law, or for any other reason prescribed by law.**

**Whenever any of the above shall occur the appointing authority shall forthwith fill the vacant Board seat for the unexpired term in the manner prescribed by law; provided, however, that in the case of a person failing to qualify or refusing to serve pursuant to N.J.S.A. 40A:9-12.1.c. and 3. above, such Board seat shall not be deemed vacant, if the incumbent Board member is authorized by law to continue serving on the Board until a successor is appointed and qualifies therefor.**

~~A vacancy on the Board of Education of a county vocational school district shall be filled in accordance with N.J.S.A. 18A:54-16 et seq.~~**]**



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# BYLAW GUIDE



N.J.S.A. 18A:12-11; 18A:12-15
N.J.S.A. 18A:13-5; 18A:13-10; 18A:13-11 **[regional district]**
N.J.S.A. 18A:54-16
**N.J.S.A. 40A:9-12.1 [vocational district]**

Revised: First Reading October 27, 2025



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**[See POLICY ALERT Nos. 190 and 235]**

# 0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT

**The Board of Education shall cause an audit of the annual financial statements to be made pursuant to N.J.S.A. 18A:23-1 et seq., and shall engage, to conduct the annual audit, only a licensed public school accountant who has an external peer/quality report performed in accordance with Government Auditing Standards (Yellow Book) by the Comptroller General of the United States (U.S. Government Printing Office, Stop SSOP, Washington, DC 20402-0001). The Board shall ensure that the external peer/quality report is completed within the time established the Government Auditing Standards issued by the Comptroller General of the United States unless the accountant or firm can show good cause as to why there is a delay.** ~~The Board will engage only a licensed public school accountant to conduct the annual audit in accordance with N.J.S.A. 18A:23-1 et seq. The accountant must have an external peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)1, unless the accountant or firm can show good cause as to why there was a delay completing such report within the required timelines established by Government Auditing Standards issued by the Comptroller General of the United States.~~

The Board **shall** ~~will~~ require the submission of the most recent external peer/quality report **and letter of comment to the Board** for review and evaluation prior to **each** ~~the~~ appointment of **a** ~~the~~ licensed public school accountant **to conduct the annual audit in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2**.

The Board **shall** ~~will~~ acknowledge the receipt, review, and evaluation of the external peer/quality report in the public session and Board minutes in which the **Board authorizes the engagement of the** accountant or firm to perform the audit ~~is engaged~~ **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.i**.

The Board **shall** ~~will~~ require the submission of an updated external peer/quality report of the **engaged licensed public school** accountant**,** within thirty days after the issuance date of the external peer/quality report if **such** ~~the~~ report is issued prior to the date of the audit opinion for the most recent fiscal year **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.ii**.

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In accordance with NJOMB Circular Letter **15-08** ~~98-07~~, **Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid, including any amendments or revisions thereto, the Board shall ensure** the public school accountant ~~will~~ provide**s** a copy of the most recent external peer/quality report to the **New Jersey** Department of Education, within thirty days after the initial engagement **of a licensed public school accountant or firm** ~~by the Board~~ and within thirty days after the issuance of a subsequent peer/quality report **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.iii**.

The Board shall engage a public school accountant during the audit engagement period for non-auditing, management, or other consulting services only if **the** ~~such~~ services comply with the **independence** ~~independent~~ standards as established in Government Auditing Standards (Yellow Book) by the Comptroller General of the United States **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)3**.

The ~~Board may be prohibited for good cause by the~~ Commissioner of Education **may prohibit, for good cause, the Board** from engaging a particular licensed public school accountant, or may ~~be~~ direct~~ed~~ **the use of a process for** ~~by the Commissioner on a process to be used in~~ the appointment of a licensed public school accountant pursuant to N.J.A.C. 6A:23A-16.2(i)4.

The public school accountant **shall** ~~will~~ complete the annual audit as required by the **New Jersey** Department of Education and N.J.S.A. 18A:23-**1**~~2~~. Each annual audit shall include an audit of the books, accounts and moneys, and **a** verification of all cash and bank balances**,** of the Board and of any officer or employee **thereof** and of moneys derived from athletic events or **the** ~~other~~ activities of any organization of **public school** students conducted under the auspices of the Board, from the date of the last annual audit to the date of the ~~current~~ audit **in question**. **Such** ~~The~~ audit **shall** ~~will~~ also include a determination of the extent to which the district **has** used contracts entered into by the State Division of Purchase and Property pursuant to ~~P.L. 1969 c. 104 (C.~~ **N.J.S.A.** 52:25-16.1 et seq.~~)~~ in the purchase of materials, supplies**,** or equipment for the district **in accordance with N.J.S.A. 18A:23-2**. The report of each **annual** audit **shall** ~~will~~ be completed in accordance with the time requirements of N.J.S.A. 18A:23-1 and **shall** ~~will~~ be filed by the public school accountant in accordance with N.J.S.A. 18A:23-~~2.~~3.

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# BYLAW GUIDE



**The Board Secretary shall prepare or have prepared a synopsis or summary of the annual audit and recommendations, prior to the holding of the meeting of the Board to take action thereon; a copy of which synopsis or summary shall be available for distribution to interested parties at the meeting in accordance with N.J.S.A. 18A:23-4.** Within thirty days following **the** receipt of the report **of the annual audit** the Board **shall**, at a regularly scheduled public meeting, ~~will~~ cause the recommendations of the **auditor** ~~accountant~~ to be read and **to be** discussed and the discussion ~~will be~~ duly noted **on** ~~in~~ the Board meeting minutes in accordance with N.J.S.A. 18A:23-5. ~~The Board Secretary will prepare or have prepared a summary of the annual audit for this Board meeting in accordance with N.J.S.A. 18A:23-4.~~

N.J.S.A. 18A:23-1 et seq.
N.J.A.C. 6A:23A-16.2

~~Cross reference: Policy Guide No. 6830~~

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**[See POLICY ALERT Nos. 182, 188, and 235]**

## 0174 LEGAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to **minimize the cost of legal services** ~~ensure the use of legal services by employees and the Board of Education members and the tracking of the use of legal services~~.

The Board ~~of Education~~ authorizes the Superintendent of Schools,

**[select designated contact person(s) below]**

__ Superintendent of Schools' designee

__ School Business Administrator/Board Secretary

__ Board President

__ other_**Co-Directors of Special Services**

__ other_**Assistant Superintendent**

as designated contact person**(**s**)** to request services or advice from contracted legal counsel.

~~The _____ shall be responsible to review all legal bills and confer with designated contact persons in reviewing such legal bills.~~

In accordance with the provisions of N.J.A.C. 6A:23A-5.2(a)2, the Board **shall** designate~~s~~ **an** ~~the~~ administrative staff member to review all legal bills and **confer with designated** ~~designates~~ contact person**(**s**)** to ensure the prudent use of legal services **and the tracking of the use of those services**.

**In the event the s**~~S~~school **district's** ~~with~~ legal costs ~~that~~ exceed one hundred thirty percent of the Statewide average per student amount**,** ~~should establish~~ the procedures **established** ~~outlined~~ in 1., 2., 3., and 4. below **shall be implemented and, if not implemented,** ~~and, if not established,~~ **the district shall** provide evidence **the** ~~such~~ procedures **established in 1., 2., 3., and 4. below** would not result in a reduction of costs**:**~~.~~

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1. The designated contact person(s) shall ensure that contracted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.

2. All requests for legal advice shall be made to the designated contact person(s) in writing and shall be maintained on file in the district offices. The designated contact person**(s)** shall determine whether the request warrants legal advice or if legal advice is necessary.

3. The designated contact person(s) shall maintain a log of all legal counsel contact including the name of the legal counsel contacted, date of the contact, issue discussed, and length of contact.

4. All written requests for legal advice and logs of legal counsel contacts shall be forwarded to the **designated contact person(s)** ~~**(administrator responsible for maintaining district files of requests for legal advice and logs of legal counsel contacts)**~~ _____, who shall be responsible to review all legal bills and compare all legal bills to the contact logs and to investigate and resolve any variances.

Any professional services contract(s) for legal services shall prohibit advance payments. Services to be provided shall be described in detail in the contract and invoices for payment shall itemize the **legal** services provided for the billing period. Payments to legal counsel(s) shall only be for **legal** services actually provided **in accordance with N.J.A.C. 6A:23A-5.2(a)4**.

School districts and **county** vocational school districts **shall not contract** ~~are prohibited from contracting~~ with legal counsel or **use** ~~using~~ in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district administrators and/or any individual Board member**(s) for** ~~or pursuing~~ any claim or cause of action **in** ~~for~~ which the damages to be awarded would benefit an individual rather than the school district as a whole **in accordance with N.J.A.C. 6A:23A-5.2(b)**.

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**Pursuant to N.J.A.C. 6A:23A-5.2(a)1., t**~~T~~he Board ~~of Education~~ will annually establish prior to budget preparation, a maximum dollar limit for ~~each type of professional service, including~~ legal services. In the event it becomes necessary to exceed the established maximum dollar limit for **legal** ~~the professional~~ service**s**, the Superintendent ~~of Schools~~ shall recommend to the Board ~~of Education~~ an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for legal services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes **in accordance with N.J.A.C. 6A:23A-5.2(a)5**. Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct **in accordance with N.J.A.C. 6A:23A-5.2(a)6**.

N.J.A.C. 6A:23A-5.2

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**[See POLICY ALERT Nos. 182, 188, and 235]**

# 0177 PROFESSIONAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of professional services.

**The Board shall establish a maximum dollar limit, annually prior to budget preparation, for each type of professional service, with appropriate notification to the Board if it becomes necessary to exceed the maximum. Upon such notification, the Board may adopt a dollar increase in the maximum amount through formal Board action in accordance with N.J.A.C. 6A:23A-5.2(a)1.**

~~The Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. In the event it becomes necessary to exceed the established maximum dollar limit for the professional services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.~~

Contracts for **professional** ~~legal~~ services will be issued by the Board in a deliberative and efficient manner that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. This may include, but is not limited to, issuance of such contracts through a Request for Proposals (RFP) based on cost and other specified factors or other comparable processes~~.~~ **and professional services contracts are** ~~Contracts for legal services shall be~~ limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct **in accordance with N.J.A.C. 6A:23A-5.2(a)5. and 6**.

Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts.

N.J.A.C. 6A:23A-5.2

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**[See POLICY ALERT Nos. 182, 188, and 235]**

# 1570 INTERNAL CONTROLS

As a condition of receiving State aid, the school district shall establish specific policies and procedures on internal controls designed to provide management with reasonable assurance that the district's goals and objectives will be met and ~~that~~ meet the requirements **at** ~~of~~ N.J.A.C. 6A:23A-6.5 through N.J.A.C. 6A:23A-6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation **in accordance with N.J.A.C. 6A:23A-6.4(a)**.

The specific internal controls contained in N.J.A.C. 6A:23A-6 shall be established together with other internal controls contained in N.J.A.C. 6A and other law and regulations, required by professional standards**,** and as deemed necessary and appropriate by district management. The district may submit **to the Commissioner of Education** a written request ~~to the Commissioner~~ to approve an alternative system, approach, or process for implementing the internal controls required in N.J.A.C. 6A:23A-6. The application **shall** ~~must~~ include documented evidence**,** ~~that~~ **including** ~~includes~~, but ~~is~~ not limited to, an independent, third-party written assessment that the alternative system, approach**,** or process will achieve the same safeguards, efficiency, and other purposes as the specified internal control requirement(s) **in accordance with N.J.A.C. 6A:23A-6.4(b)**.

The ~~school~~ district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment pursuant to ~~the requirements of~~ N.J.A.C. 6A:23A-6.5. In accordance with the provisions of N.J.A.C. 6A:23A-6.5(b), the School Business Administrator/Board Secretary shall identify processes that~~, when performed by the same individuals,~~ are a violation of sound segregation of duties **when performed by the same individuals. The School Business Administrator/Board Secretary** ~~and~~ shall segregate the duties of all such processes among Business **O**~~o~~ffice staff based on available district resources, assessed vulnerability, and **the** associated cost-benefit**, except as required at N.J.A.C. 6A:23A-6.5(b)1. and 2.** The district shall include in the **Annual Comprehensive Financial Report (ACFR)** ~~Comprehensive Annual Financial Report (CAFR) a~~ detailed organizational chart**s** for the Central **O**~~o~~ffice that tie to the district's position control logs, including**,** but not limited to, the business, human resources, and information management functions.

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The ~~school~~ district shall establish Standard Operating Procedures (SOP) for each task or function of the business operations of the district ~~by December 31, 2009~~. The SOP **m**~~M~~anual shall include sections on each routine task or function as outlined in N.J.A.C. 6A:23A-6.6(b) ~~and 6A:23A-6.6(c)~~. **The district shall establish a SOP** ~~A standard operating procedure shall be established~~ that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory **in accordance with N.J.A.C. 6A:23A-6.6(c)**.

If the ~~School~~ district~~s~~ has a ~~with~~ budget~~s~~ in excess of $25,000,000 or ~~with~~ more than three hundred employees**, the district** shall maintain an Enterprise Resource Planning (ERP) System **that** ~~which~~ integrates all data and processes of the ~~school~~ district into a unified system. **An** ~~The~~ ERP system ~~shall~~ use**s** multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration. ~~Districts required to maintain an ERP System that do not have an ERP System in place on July 1, 2008 shall fully implement an ERP System by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP System during the 2009-2010 school year.~~ Whenever considering financial systems or the automation of other services or functions, the Superintendent ~~of Schools~~ or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist. Access controls shall be established for key elements of financial systems to ensure ~~that~~ a single person does not have the ability to make system edits that would violate segregation of duties controls **in accordance with N.J.A.C. 6A:23A-6.7(c)**.

The ~~school~~ district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each **in accordance with N.J.A.C. 6A:23A-6.8(a)**. ~~Districts are required to maintain a position control roster by December 31, 2009.~~ The position control roster shall share a common database and be integrated with the district's payroll system, agree to the account codes in the budget software, and ensure ~~that~~ the data within the position control roster system includes, at a minimum, the ~~required~~ information as **outlined** ~~required~~ in N.J.A.C. 6A:23A-6.8(a)3.

N.J.A.C. 6A:23A-6.4; 6A:23A-6.5; 6A:23A-6.6;
6A:23A-6.7; 6A:23A-6.8

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# REGULATION GUIDE



**[See POLICY ALERT Nos. 182, 188, and 235]**

R 1570 INTERNAL CONTROLS

A. Segregation of ~~Business~~ Duties**;** ~~and~~ Organizationa~~l~~ Structure **- N.J.A.C. 6A:23A-6.5**

1. The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment.

2. The School Business Administrator/Board Secretary shall identify processes that ~~when performed by the same individuals~~ are a violation of sound segregation of duties **when performed by the same individuals**. The School Business Administrator/Board Secretary shall segregate the duties of all such processes among Business **O**~~o~~ffice staff based on available district resources, assessed vulnerability**,** and the associated cost-benefit, except as required **at** ~~by~~ **N.J.A.C. 6A:23A-6.5(b)1. and 2. and A.2.**a. and **A.2.**b. below.

   a. The functions of human resources and payroll shall be segregated and completed by different employees in **the** ~~all~~ district~~s~~.

   b. The functions of purchasing and accounts payable shall be segregated and completed by different employees in **the** ~~all~~ district~~s~~.

3. The district shall include in the **Annual Comprehensive Financial Report (ACFR)** ~~Comprehensive Annual Financial Report (CAFR)~~ ~~a~~ detailed organizational chart**s** for the Central Office that tie to the district's position control logs, including**,** but not limited to, the business, human resources, and information management functions.

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B. Standard Operating Procedures (SOP~~s~~) for Business Functions – **N.J.A.C. 6A:23A-6.6**

1. The school district shall establish SOPs for each task or function of the business operations of the district ~~by December 31, 2009~~.

2. The SOP **m~~M~~**anual shall include sections on each routine task or function **in** ~~of~~ the following areas:

a. Accounting**,** including general ledger, accounts payable, accounts receivable, payroll and fixed assets, and year-end procedures for each;

b. Cash management;

c. Budget development and administration**,** including tasks such as authorization of transfers and overtime;

d. Position control;

e. Purchasing**,** including ~~such~~ tasks **such** as preparation of requisitions, approval of purchase orders and encumbering of funds, bid and quote requirements, and verification of receipt of goods and services;

f. Facilities**,** including administration of work**,** and health and safety;

g. Security;

h. Emergency preparedness;

i. Risk management;

j. Transportation;

k. Food service;

l. Technology systems; and

m. Information management.

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3. **The district** ~~A standard operating procedure~~ shall **establish SOPs** ~~be established~~ that ensure~~s~~ office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory.

C. Financial and Human Resource Management Systems**;**~~,~~ Access Controls **- N.J.A.C. 6A:23A-6.7**

1. **If the** s~~S~~chool district~~s~~ **has a** ~~with~~ budget~~s~~ in excess of $25,000,000 or ~~with~~ more than **three hundred** ~~300~~ employees**, the district** shall maintain an Enterprise Resource Planning (**ERP**) System **that** ~~which~~ integrates all data and processes of the school district into a unified system. **An** ~~The~~ ERP system ~~shall~~ use**s** multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration.

   ~~a. Districts affected by C.1. above that do not have an ERP system in place on July 1, 2008 shall fully implement one by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP system during the 2009-2010 school year.~~

2. Whenever considering financial systems or the automation of other services or functions, the Superintendent ~~of Schools~~ or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist.

3. Access controls shall be established for key elements of financial systems to ensure ~~that~~ a single person does not have the ability to make system edits that would violate segregation of duties controls.

   a. The process for creating, modifying, and deleting user accounts shall include the use of user access request forms.

   b. All requests for financial applications shall be approved and specified by the School Business Administrator/Board Secretary.

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c. All requests for network access shall be granted by the head of the technology department, if one exists.

d. A review of user access shall be conducted yearly at a minimum by the relevant department managers and an audit trail should be maintained to verify the performance of this review.

e. Access to the network and key applications within **the** ~~a~~ district shall be restricted to authorized users through the use of unique user names and passwords.

f. Proper protocols shall be implemented that appropriately address password expiration and complexity.

D. Personnel Tracking and Accounting **– N.J.A.C. 6A:23A-6.8**

1. The school district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each. ~~Districts are required to maintain a position control roster by December 31, 2009.~~ The position control roster shall:

a. Share a common database and be integrated with the district's payroll system;

b. Agree to the account codes in the budget software; **and**

c. Ensure ~~that~~ the data within the position control roster system includes, at a minimum, the following information:

(1) The employee's name;

(2) The **employee's** date of hire;

(3) A permanent position tracking number for **the** ~~each~~ employee**,** including:

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(a) The expenditure account codes for the general fund consistent with the State prescribed budget, special revenue fund**,** and enterprise funds;

(b) The building(s) **to which** the position is assigned;

(c) The **certificate(s)** ~~certification title~~ and endorsement**(s)** held, as applicable;

(d) The assignment position title as follows:

i. Superintendent or Chief School Administrator;

ii. Assistant Superintendent;

iii. School Business Administrator;

iv. Board Secretary (when other than **N.J.A.C. 6A:23A-6.8(a)3.iii.(4)(A), (B), or (C) and D.1.c.(3)(d)**i., **D.1.c.(3)(d)**ii., or **D.1.c.(3)(d)**iii. above);

v. Principal;

vi. Vice Principal;

vii. Director;

viii. Supervisor;

ix. Facilitator;

x. Instructional Coach by Subject Area;

xi. Department Chairperson by Subject Area;

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xii. Certificated Administrator – Other;

xiii. Guidance;

xiv. Media Specialist/Librarian;

xv. School Nurse;

xvi. Social Worker;

xvii. Psychologist;

xviii. Therapist – **Occupational (**OT**)**;

xix. Therapist – **Physical (**PT**)**;

xx. Therapist – Speech;

xxi. Certificated Support Staff – Other;

xxii. Teacher by Subject Area;

xxiii. Instructional Assistants;

xxiv. Certificated Instructional – Other;

xxv. Aides supported by IEP;

xxvi. Other Aides;

xxvii. Maintenance Worker;

xxviii. Custodian;

xxix. Bus Driver;

xxx. Vehicle Mechanic;

xxxi. Food Service; and

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xxxii. Other Non-certificated~~;~~

(4) A control number for substitute teachers;

(5) A control number for overtime;

(6) A control number for extra pay;

(7) The status of the position (filled, vacant, abolished, etc.);

(8) An indication, when available, of whether the employee is retiring in the budget year or not being renewed**,** including associated costs such as contractual buyouts, severance pay, paid vacation or sick days, etc.;

(9) Each of the following: base salary, step, longevity, guide, stipends by type, overtime**,** and other extra compensation;

(10) The benefits paid by the district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare;

(11) The position's full-time equivalent value by location;

(12) The date the position was filled; and

(13) The date the position was originally created by the Board **of Education**. If the date the position was originally created is not available, this item shall represent the date the person currently filling that position was approved by the Board.

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**[See POLICY ALERT Nos. 182, 184, 188, 221, and 235]**

## 1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve**,** for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charter~~s~~ **schools**, within the **c**~~C~~ounty under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;

2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and

3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner **of Education** to review and approve all contracts **in accordance with N.J.A.C. 6A:23A:3-1(a) and** ~~listed~~ **1., 2., and 3.** above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11**,** and prior to the Board of Education approval and execution of the contract**s** to ensure compliance with all applicable laws, including**,** but not limited to**,** N.J.S.A. 18A:30-3.5**;**~~,~~ 18A:30-9**;**~~,~~ 18A:17-15.1**;** and 18A:11-12.

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In accordance with the provisions of ~~N.J.S.A. 18A:11-11 and~~ N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required **pursuant to N.J.S.A. 18A:11-11 shall** be applicable to a Board ~~of Education~~ that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of the~~se~~ positions **listed at N.J.A.C. 6A:23A-3.1(a)**, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board ~~of Education~~ before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments **in accordance with N.J.A.C. 6A:23A-3.1(d)**.

The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1**(e)**:



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1. Contracts for each class of administrative position shall be comparable with the salary, benefits**,** and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other ~~school~~ districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.

2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7**,** including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law **shall be** ~~is~~ superseded by the law.

3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the ~~school~~ district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.

4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months**'** pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.

5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; **for example** ~~e.g.~~, an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of **N.J.A.C. 6A:23A-3.1** ~~this section~~, a contract may contain an annuity where ~~those~~ benefits are already contained in the existing contract between **that** ~~the~~ employee and the district.

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6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5 **and 18A:30-3.6**. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board ~~of Education~~ contract may include credit of unused sick leave **days** in accordance with the new Board**'s** ~~of Education's~~ policy on sick leave credit for all employees.

7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included**,** but only for leave accumulated prior to June 8, 2007**,** and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007**,** as well as unused vacation leave accumulated prior to June 8, 2007**,** that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.

8. Contractual provisions that include a calculation of per diem for twelve-month employees shall be based on a two hundred sixty-day work year.

9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:

   a. A contract may include no more than three quantitative merit criteria and/**or** two qualitative merit criteria per contract year.

   b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and/**or** qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and/**or** qualitative merit criteria.

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c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.

d. The Board ~~of Education~~ shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.

10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board ~~of Education~~.

11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.

12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee **cannot** ~~shall not~~ be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business **shall** ~~must~~ conform with N.J.A.C. 6A:23A-6.12 and **shall** be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffeur.

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13. All Superintendent contracts shall include**, pursuant to N.J.S.A. 18A:17-15.1,** the required provision **that** ~~pursuant to N.J.S.A. 18A:17-15.1 which~~ states that **the contract is null and void** in the event the Superintendent's certificate is revoked~~, the contract is null and void~~.

14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by **an** ~~a regionally~~ accredited college or university ~~as defined in applicable regulations~~. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework~~,~~ unless the coursework culminates in the acquisition of a graduate degree conferred by **an** ~~a regionally~~ accredited **institution,** college**,** or university ~~as defined in applicable regulations~~.

The review and approval of an employment contract for the Superintendent ~~of Schools~~ shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any action**(**s**)** by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner ~~of Education~~ pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

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**[See POLICY ALERT No. 235]**

## 1636.01 NOTIFICATION OF PROMOTION, NEW JOB, AND TRANSFER OPPORTUNITIES

The Board of Education shall make reasonable efforts to announce, post, or otherwise make known opportunities for promotion that are advertised internally within the district or externally on internet-based advertisements, postings, printed flyers, or other similar advertisements to all current employees in the affected department or departments of the district prior to making a promotion decision in accordance with N.J.S.A. 34:6B-23.

For the purpose of N.J.S.A. 34:6B-23 and this Policy, "promotion" means a change in job title and an increase in compensation.

Any promotion for a current employee that is awarded on the basis of years of experience or performance shall not be subject to the notification requirements established in N.J.S.A. 34:6B-23 and this Policy. Nothing in N.J.S.A. 34:6B-23 and this Policy shall be construed to prohibit the Board from making a promotion on an emergent basis due to an unforeseen event.

The Board shall disclose in each posting for new jobs and transfer opportunities that are advertised by the Board either externally or internally the hourly wage or salary, or a range of the hourly wage or salary, and a general description of benefits and other compensation programs for which the staff member would be eligible. Nothing in N.J.S.A. 34:6B-23 and this Policy shall be construed to prohibit the Board from increasing the wages, benefits, and compensation identified in the job opening posting at the time of making an offer for employment to an applicant.

N.J.S.A. 34:6B-23

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**[See POLICY ALERT Nos. 208, 217, 219, 224, and 235]**

# 2422 **STATUTORY CURRICULAR REQUIREMENTS** ~~COMPREHENSIVE HEALTH AND PHYSICAL EDUCATION~~

**The New Jersey Student Learning Standards (NJSLS) provide clear and consistent learning goals across distinct content areas to help prepare students for postsecondary success. The NJSLS demonstrate what students are expected to learn at specific grade levels and bands, so that every parent and teacher can understand and support learning. The NJSLS offer the foundation on which school districts build coherent curriculum and plan instruction to prepare each student with the knowledge and skills needed to succeed.**

~~The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.~~

~~The curriculum requirements listed below address the need for students to gain knowledge and skill in caring for themselves, interacting effectively with others, and analyzing the impact of choices and consequences. The primary focus of the curriculum listed below is to help students develop concepts and skills that promote and influence healthy behaviors.~~

**The New Jersey State Board of Education adopts the NJSLS and the** ~~The NJSLS incorporate~~ New Jersey statutes **require instruction to be part of the school district's implementation of the NJSLS** ~~related to health and well-being of students in New Jersey schools~~. The following statutes **that require instruction to be part of the school district's implementation of** ~~incorporated into~~ the NJSLS include~~, but are not limited to, the following requirements~~:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.

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2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.

3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.

4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.

5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.

6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.

8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.

9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.

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10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through **18A:35-**5.3) requires the development of Lyme **d**~~D~~isease curriculum guidelines **for the teaching of information on the prevention of Lyme disease and other tick-borne diseases** ~~and training to all teaching staff members who instruct students with Lyme Disease~~.

11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.

13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through ~~N.J.S.A.~~ 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.

14. Suicide Prevention (N.J.S.A. 18A:6-111 through **18A:6-**113) requires instruction in suicide prevention in public schools.

15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.

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

17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and **18A:35-**4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.

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18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.

19. Sexual Abuse and Assault Awareness and Prevention Education (N.J.S.A. 18A:35-4.5a) requires age-appropriate sexual abuse and assault awareness and prevention education in grades preschool through twelve.

20. Curriculum to Include Instruction on Diversity and Inclusion (N.J.S.A. 18A:35-4.36a) requires instruction on diversity and inclusion in an appropriate place in the curriculum for students in grades Kindergarten through twelve.

21. Incorporation of Age-Appropriate Instruction Relative to Consent for Physical Contact and Sexual Activity (N.J.S.A. 18A:35-4.38) requires age-appropriate instruction in grades six through twelve on the law and meaning of consent for physical contact and sexual activity.

22. Health Curriculum to Include Instruction on Mental Health (N.J.S.A. 18A:35-4.39) requires health education programs to include instruction on mental health and the relation of physical and mental health for students in grades Kindergarten through twelve.

23. Information About "New Jersey Safe Haven Infant Protection Act" Included in Public School Curriculum (N.J.S.A. 18A:35-4.40) **requires** information on the provisions of the "New Jersey Safe Haven Infant Protection Act" shall be included in curriculum for public school students in grades nine through twelve.

24. Infusion of African American Accomplishments into School Curricula (N.J.S.A. 18A:35-4.43) requires in the curriculum for all elementary and secondary students instruction that infuses into all courses on the United States the centuries of accomplishments by African Americans in the building and development of America.

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**25. Asian American, Pacific Islander History, Contributions; Instruction Included in Curriculum (N.J.S.A. 18A:35-4.44) requires instruction on the history and contributions of Asian Americans and Pacific Islanders in an appropriate place in the curriculum of students in grades Kindergarten through twelve as part of the district's implementation of the NJSLS in Social Studies.**

**26**~~25~~. **Any o**~~O~~ther **s**~~S~~tatutory or **a**~~A~~dministrative **c**~~C~~odes **requiring instruction to be part of the district's implementation of the NJSLS**. ~~The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.~~

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

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

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

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Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

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

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# POLICY GUIDE



**[See POLICY ALERT Nos. 196, 199, and 235]**

**[Only for School Districts Participating in the New Jersey Interdistrict Public School Choice Program]**

## 5117 INTERDISTRICT PUBLIC SCHOOL CHOICE

New Jersey's Interdistrict Public School Choice Program Act provides interested New Jersey school districts an opportunity to apply to the New Jersey Department of Education to become a public school choice ~~school~~ district that can make available classroom seats within the school district for the Board **of Education** to accept non-resident students. A choice district may enroll students across district lines in designated schools of the choice district **pursuant to N.J.S.A. 18A:36B-16**.

A proposed choice ~~school~~ district shall submit an application to the Commissioner of Education no later than April 30 in the year prior to the school year in which the choice program will be implemented**; except that for the first year of implementation of the program pursuant to N.J.S.A. 18A:36B-14 et seq., the application shall be submitted no later than the date specified by the Commissioner pursuant to N.J.S.A. 18A:36B-17.a**. **The application shall include, but not be limited to, the information outlined in N.J.S.A. 18A:36B-17.a.(1) through (4).**

The Commissioner shall notify a choice district of the approval or disapproval of its application no later than July 30, and the reasons for disapproval shall be included in the notice**; except that for the first year of implementation of the program pursuant to N.J.S.A. 18A:36B-14 et seq., notification shall be no later than the date specified by the Commissioner**. The Commissioner shall notify the New Jersey State Board of Education of the approval of a choice district application and the State Board shall include a public notice of the approval on the next agenda for its public monthly meeting **pursuant to N.J.S.A. 18A:36B-17.a**.

The Commissioner may take appropriate action, consistent with State and Federal law, to provide that student population diversity in all districts participating in a choice district program is maintained in accordance with the provisions of N.J.S.A. 18A:36B-17.b.

The Commissioner shall evaluate an application submitted by a proposed choice district in accordance with the provisions of N.J.S.A. 18A:36B-18.

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The parent**s** ~~or guardian~~ of a student shall notify the sending district of the student's intention to participate in the choice program and shall submit an application to the choice district, indicating the school the student wishes to attend, no later than the date specified by the Commissioner **pursuant to N.J.S.A. 18A:36B-20.a**.

A choice district may evaluate a prospective student on the student's interest in the program offered by a designated school. The district shall not discriminate in its admission policies or practices on the basis of athletic ability, intellectual aptitude, English language proficiency, status as a **person with a disability** ~~handicapped person~~, or any basis prohibited by State or Federal law **in accordance with N.J.S.A. 18A:36B-20.b**.

**Pursuant to N.J.S.A. 18A:36B-20.c., a**~~A~~ choice district shall not prohibit the enrollment of a student based upon a determination that the additional cost of educating the student would exceed the amount of additional State aid received as a result of the student's enrollment. A choice district may reject the application for enrollment of a student who has been classified as eligible for special education services pursuant to **N.J.S.A. 18A:46** ~~Chapter 46 of Title 18A of the New Jersey Statutes~~ if that student's individualized education program could not be implemented in the district, or if the enrollment of that student would require the district to fundamentally alter the nature of its educational program, or would create an undue financial or administrative burden on the district.

**In accordance with N.J.S.A. 18A:36B-20.d., a**~~A~~ student whose application is rejected by a choice district shall be provided with a reason for the rejection in the letter of notice. The appeal of a rejection notice may be made to the Commissioner.

**Pursuant to N.J.S.A. 18A:36B-20.e., o**~~O~~nce a student is enrolled in a designated school, the student shall not be required to reapply each school year for enrollment in any designated school of the choice district and shall continue to be permitted to be enrolled until graduation. A student shall be permitted to transfer back to a school of the sending district or may apply to a different choice district during the next application period.

The Board ~~of Education~~ of a sending district may adopt a resolution to restrict enrollment of its students in a choice district to a maximum of ten percent of the number of students per grade level per year **limited by any resolution adopted**

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**pursuant to N.J.S.A. 18A:36B-21.a.(1)** and fifteen percent of the total number of students enrolled in the sending district~~.~~ **provided that the** ~~This~~ resolution shall be subject to approval by the Commissioner upon a determination that the resolution is in the best interest of the district's students and that it will not adversely affect the district's programs, services, operations, or fiscal conditions, and that the resolution will not adversely affect or limit the diversity of the remainder of the student population in the district who do not participate in the choice program **in accordance with N.J.S.A. 18A:36B-21.a.(1)**.

Enrollment restriction percentages adopted by **any** ~~the~~ resolution **pursuant to N.J.S.A. 18A:36B-21.a.(1)** shall not be compounded from year to year and shall be based upon the enrollment counts for the year preceding the sending district's initial year of participation in the choice program, except that in any year of the program in which there is an increase in enrollment, the percentage enrollment restriction may be applied to the increase and the result added to the preceding year's count of students eligible to attend a choice district. If there is a decrease in enrollment at any time during the duration of the program, the number of students eligible to attend a choice district shall be the number of students enrolled in the choice program in the initial year of the district's participation in the program, provided that a student attending a choice district school shall be entitled to remain enrolled in that school until graduation **pursuant to N.J.S.A. 18A:36B-21.a.(2)**.

The calculation of the enrollment of a sending district shall be based on the enrollment count as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment shall be applicable **pursuant to N.J.S.A. 18A:36B-21.a.(3)**.

A choice district shall not be eligible to enroll students on a tuition basis pursuant to N.J.S.A. 18A:38-3 while participating in the Interdistrict Public School Choice Program. Any student enrolled on a tuition basis prior to the establishment of the choice program shall be entitled to remain enrolled in the choice district as a choice student **in accordance with N.J.S.A. 18A:36B-21.b**.

~~**[Optional**~~

~~**Nonresident teaching staff members, as defined in N.J.S.A. 18A:1-1, whose children are not accepted as choice students in the district may, upon Board approval, be granted enrollment in the district without the payment of tuition pursuant to N.J.S.A. 18A:38-3.c.]**~~

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Transportation, or aid in-lieu-of transportation, shall be provided to an elementary school student who lives more than two miles from the choice district school of attendance and to a secondary school student who lives more than two and one-half miles from the choice district school of attendance, provided the choice district school is not more than twenty miles from the residence of the student **in accordance with N.J.S.A. 18A:36B-22.a**.

Transportation, or aid in-lieu-of transportation, shall be the responsibility of the sending district. The choice district and the sending district may enter into a shared service agreement in accordance with the "Uniform Shared Services and Consolidation Act," **N.J.S.A.** ~~sections 1 through 35 of P.L. 2007, c.63 (C.~~40A:65-1 through ~~C.~~40A:65-35~~)~~. Notwithstanding the provisions of **N.J.S.A.** ~~section 20 of P.L. 2007, c.260 (C.~~18A:7F-62~~)~~ to the contrary, the sending district shall receive State aid for transportation calculated pursuant to **N.J.S.A.** ~~section 15 of P.L. 2007, c.260 (C.~~18A:7F-57~~)~~ for a student transported or receiving aid-in-lieu-of transportation pursuant to N.J.S.A. 18A:36B-22.

A choice district shall establish and maintain a parent information center. The center shall collect and disseminate information about participating programs and schools and shall assist parents ~~and guardians~~ in submitting applications for enrollment of students in an appropriate program and school. The information about participating programs and schools shall be posted on the choice district's website **in accordance with N.J.S.A. 18A:36B-23**.

The Commissioner shall annually report to the **New Jersey** State Board of Education, the Legislature, and the Joint Committee on the Public Schools on the effectiveness of the Interdistrict Public School Choice Program. The Commissioner's annual report shall be posted on the New Jersey Department of Education's website and on the website of each choice district **pursuant to N.J.S.A. 18A:36B-24**.

N.J.S.A. 18A:36B-14 through 18A:36B-24
N.J.A.C. 6A:12-1.1 et seq.

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**[See POLICY ALERT Nos. 199 and 235]**

**[Only for School Districts Participating in the New Jersey Interdistrict Public School Choice Program]**

## R 5117 INTERDISTRICT PUBLIC SCHOOL CHOICE

A. Definitions – **N.J.A.C. 6A:12-1.3**

1. "Choice district" means a public school district established pursuant to **N.J.S.A. 18A:8 or N.J.S.A. 18A:13** ~~Chapter 8 or Chapter 13 of Title 18A of the New Jersey Statutes~~ that is authorized **pursuant to** ~~under~~ the Interdistrict Public School Choice Program to open a **specialized education program** ~~school~~ or school**(**s**)** to students from a sending district.

2. "Choice program" means the Interdistrict Public School Choice Program authorized **at** ~~in~~ N.J.S.A. 18A:36B-14 et seq.

3. "Choice student" ~~or "choice pupil"~~ means an out-of-district student who is accepted into a choice district. **Students who are received by the choice district through a send-receive relationship pursuant to N.J.S.A. 18A:38-8 et seq., shall not be considered choice students.**

4. "Commissioner" means the New Jersey Commissioner of Education.

5. "Department" means New Jersey Department of Education.

**6. "Eligible sibling" means a student who has a sibling who is a choice student presently enrolled in and attending a choice district for the current school year and will continue to attend in the following school year. An eligible sibling may be given enrollment preference in the student application process.**

~~6~~**7**. "Non-public school student" ~~or "non-public school pupil"~~ means any student who is obtaining academic instruction outside of a public school at the time of **the student's** ~~his or her~~ application to the choice district.

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**8**~~7~~. "Sending district" means the ~~choice student's~~ district of residence~~,~~ **of a choice student or a prospective choice student** ~~charter school, or any school the student is required by law to attend~~.

**9. "Specialized educational program" means a choice district program that uses student selection criteria for admission, in accordance with N.J.S.A. 18A:36B-20.b.**

**10. "Unfunded choice student" means a student who has been accepted by a choice district as a choice student outside of the timeline established pursuant to N.J.A.C. 6A:12-3.2 and F. below, and for whom the choice district is unable to receive choice funding in the current and/or subsequent school year due to the Department's choice enrollment collection cycle.**

B. Eligibility Criteria for **District** Boards of Education **– N.J.A.C. 6A:12-2.1**

~~1.~~ A**n eligible** Board of Education **may** ~~is eligible to~~ participate in the choice program if **the school district** ~~it~~ has classroom space available, completes **and submits** an application form provided by the Department pursuant to **N.J.S.A. 18A:36B-17 and** N.J.A.C. 6A:12~~-1.1 et seq.~~, and receives approval from the Commissioner **or designee** to participate.

C. Eligibility Criteria for Students **– N.J.A.C. 6A:12-2.2**

1. To be eligible to participate in the **choice** program, a student shall be enrolled at the time of application in ~~grades~~ **preschool** ~~pre-school~~ through **grade** twelve in a ~~public~~ school of the sending district and **shall** have attended school in the sending district for at least one full **academic** year immediately preceding enrollment in a choice district**,** including time spent at any school that a student in a particular district of residence is required by law to attend.

   a. If a student **is enrolled in the** ~~attends public school in his or her~~ district of residence**,** ~~and~~ is counted in that **school** district's October Application for State School Aid**,** and ~~the student's family~~ moves during the school year and **enrolls in a** ~~the student attends public school in his or her~~ new district of residence for the remainder of the school year, the student shall have satisfied the one-year eligibility requirement for ~~application to~~ the school choice program.

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b. The one-year requirement shall not apply to **an eligible sibling** ~~a student~~ applying to enroll in **preschool or** Kindergarten in a choice district ~~if that student already has a sibling enrolled in and attending the choice district and if the district of residence of that student does not offer a public pre-school program~~.

**c. The one-year requirement shall not apply to a choice student currently enrolled in a choice district who reaches the terminal grade in the choice district and the student is applying to enroll in another choice district for secondary school.**

2. A public school student who does not meet the eligibility requirements **at** ~~found in~~ **N.J.A.C. 6A:12-2.2(a) and C.**1. above or a **nonpublic** ~~non-public~~ school student may**, nonetheless,** apply ~~to enroll in a choice school district~~ pursuant to N.J.S.A. 18A:36B-20.a**. and N.J.A.C. 6A:12-3.3** ~~If a choice district allows for non-public school student enrollment, it may not make distinctions between such students on the basis of where they receive this academic instruction~~.

3. Students residing out of New Jersey may not participate in the choice program.

~~D. Choice Program Application Procedures~~

~~1. An eligible applicant for a choice district shall complete an Interdistrict Public School Choice Program application, which shall be made available by the New Jersey Department of Education and which shall be submitted pursuant to N.J.S.A. 18A:36B-17.~~

**D**~~E~~. Sending District **Restrictions on Student Participation in the Choice Program** ~~Procedures~~ **– N.J.A.C. 6A:12-3.4**

1. **The district Board of Education of a sending district may seek to limit the number of students participating in the choice program to a maximum of ten percent of the number of**

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**students per grade level per year and fifteen percent of the total number of students enrolled in the sending district, based on the Application for State School Aid of the year prior to the first student participating in the choice program, pursuant to N.J.S.A. 18A:36B-21.a. The Board of a sending district seeking to limit student participation in the choice program shall submit to the Commissioner or designee the following documents:** ~~A sending district may not restrict the participation of its students in the choice program where the district's students provide written notice of intent to apply to a specialized educational program that is offered by the choice district and not offered in the sending district.~~

**a. A resolution adopted by the Board specifying the limit on the number of students enrolled in the sending district who may participate in the choice program; and**

**b. Supportive documentation that may include, but is not limited to, evidence of the choice program's impact on the following:**

**(1) The sending district's student enrollment;**

**(2) The sending district's student achievement;**

**(3) The diversity of the sending district's student population;**

**(4) The number or quality of programs, course offerings, or classes the sending district offers;**

**(5) The number or quality of the services the sending district provides;**

**(6) The sending district's operations; and**

**(7) The sending district's fiscal conditions.**

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2. **In determining whether to grant approval of a sending district's limiting resolution, the Commissioner or designee shall evaluate the documentation submitted pursuant to N.J.A.C. 6A:12-3.4(a) and D.1. above and determine, pursuant to N.J.S.A. 18A:36B-21, if the sending district has demonstrated that the limiting resolution:** ~~The calculation of the enrollment of a sending district shall be based on the enrollment count as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment shall be applicable.~~

   a. **Is in the best interest of the sending district's students;** ~~Students from the sending district who are already enrolled in and attending a school choice program shall not be included in the newly calculated number of students eligible to attend a school choice district.~~

   b. **Will not adversely affect the sending district's programs, services, operations, or fiscal conditions; and** ~~When the multiplication of the grade level enrollment by the percentage established in the sending district's resolution adopted pursuant to N.J.S.A. 18A:36B-21.a(1) results in a number with a decimal, the number will be rounded to the next whole number.~~

   c. **Will not adversely affect or limit the diversity of the remainder of the sending district's student population who do not participate in the choice program.** ~~The sending district's resolution restricting its students' participation may not be applied to the final grade level available in the sending district.~~

3. **If a sending district has received approval from the Commissioner or designee to impose a limit on the number of its students participating in the choice program, the sending district shall use this limit every year unless there is an increase of its student enrollment beyond the enrollment count used to calculate the limiting resolution pursuant to N.J.A.C. 6A:12-3.4(a)1. and D.1.(a) above.**



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**a. If there is an increase of the choice district's student enrollment beyond the enrollment count used to calculate the limiting resolution pursuant to N.J.A.C. 6A:12-3.4(a)1 and D.1.(a) above, the sending district shall apply the choice program enrollment restriction percentages contained in the approved resolution to the enrollment counts as reported on the Application for State School Aid in October preceding the school year during which the restriction on enrollment will be applicable.**

**b**~~3~~. **If the notices of student intention to participate in the choice program exceed the established limit pursuant to N.J.A.C. 6A:12-3.4** ~~Where a Board of Education of a sending district has adopted a resolution pursuant to N.J.S.A. 18A:36B-21.a(1) to impose a limit on the number of its students participating in the choice program, and when student notices of intention to participate in the choice program exceed that limit~~, the sending district shall:

**(1)**~~a.~~ Hold a public lottery to determine the selection of students for participation in the choice program;

**(2)**~~b.~~ Notify the parent ~~or guardian~~ of every student who has submitted notice of intent to participate in the choice program of the date and time of the lottery;

**(3)**~~c.~~ Assign a number to each student participating in the lottery and notify the parent ~~or guardian~~ of the number assigned to their child(ren); and

**(4)**~~d.~~ Develop a waiting list based on the lottery.

4. **If a sending district has received approval from the Commissioner or designee** ~~Where a Board of Education of a sending district has adopted a resolution~~ to impose a limit on the number of ~~its~~ students participating in the choice program~~,~~ and **the** ~~when student~~ notices of **student** intention to participate in the choice program exceed **the established** ~~that~~ limit,

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**before** conducting the lottery, the sending district may give preference to **eligible** siblings ~~of its resident students already enrolled in and attending the choice district~~. **If the choice district elects to give enrollment preference to eligible siblings of choice students, the sending district also shall give preference to eligible siblings. This provision shall apply only to choice students and eligible siblings who would be attending the same choice district or two choice districts that are in a send-receive relationship.**

a. **If** ~~In the event the sending district elects to give preference to siblings of its resident students already enrolled in and attending the choice district and~~ there are more **eligible** sibling applicants than ~~there are~~ available spaces, the sending district shall conduct a lottery first for the **eligible** siblings only to determine the selection of students for participation and for placement on the waiting list.

b. **If** ~~In the event the sending district elects to give preference to siblings of its resident students already enrolled in and attending the choice district and~~ there are no spaces available after granting permission to participate in the choice program to **eligible** siblings ~~of resident students already enrolled in and attending the choice district~~, the sending district shall conduct a lottery for the remaining **eligible sibling** applicants to assign them a place on the waiting list.

5. Prior to any lottery ~~that may be~~ held **according to N.J.A.C. 6A:12-3.4**, the sending district shall verify **that** the student is enrolled in the sending district and was reported on the Application for State School Aid in October of the current school year.

6. Prior to any lottery that may be held **according to N.J.A.C. 6A:12-3.4**, the sending district shall notify the applicants of the date and time of such lottery.



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7. **The sending district shall conduct a**~~A~~ny lottery held **pursuant to N.J.A.C. 6A:12-3.4** ~~must be held~~ prior to the deadline **established** ~~set~~ by the Commissioner **or designee** for written notification to the parent **regarding the student's eligibility** ~~that the student is eligible~~ to participate in the ~~school~~ choice program.

**E**~~F~~. Choice District Procedures for Students Meeting the Eligibility Requirements **– N.J.A.C. 6A:12-3.1**

1. Choice districts shall admit choice students on a space-available basis.

~~a. A Board of Education shall not prevent students from participating in the school choice program.~~

**a**~~b~~. A choice district may not impose admission criteria upon prospective choice ~~program~~ students other than **the admission criteria for a specialized educational program, pursuant to N.J.S.A. 18A:36B-20.b** ~~those permitted by statute~~.

~~c. A choice district may give preference for enrollment to siblings of enrolled students.~~

**b**~~d~~. **If** ~~When~~ a choice district receives more applications than ~~there are~~ spaces available, the choice district shall hold a public lottery to determine the selection of students for **enrollment** ~~participation~~ in the choice program.

~~(1) The choice district shall develop a waiting list based on the lottery.~~

(**1**~~2~~) The choice district shall notify the parent ~~or guardian~~ of every student who has submitted an application to participate in the choice program of the **lottery's** date and time ~~of the lottery~~.

(**2**~~3~~) The choice district shall assign a number to each student participating in the lottery and shall notify the parent ~~or guardian~~ of the number assigned to their child(ren).

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(**3**4) Before conducting the lottery, the choice district may give **enrollment** preference to **eligible** siblings of **choice** students ~~already enrolled in and attending the choice district~~.

(a) **If** ~~In the event~~ the choice district elects to give preference to **eligible** siblings of **choice** students ~~already enrolled in and attending the choice district~~ and ~~there are~~ no spaces **are** available after granting permission to participate in the choice program to **eligible** siblings ~~of students already enrolled in and attending the choice district~~, the choice district shall conduct a lottery first for the **eligible** siblings only**,** to determine the selection of students for participation and placement on the waiting list.

(b) **If the** ~~In the event that~~ choice district elects to give preference to **eligible** siblings of **choice** students ~~already enrolled in and attending the choice district~~ and ~~there are~~ no spaces **are** available after granting permission to participate in the choice program to **eligible** siblings ~~of students already enrolled in and attending the choice district~~, the choice district shall conduct a lottery ~~first~~ for the remaining applicants to assign them a place on the waiting list.

**(4) Before conducting the lottery, the choice district may give enrollment preference to resident students who moved out of the choice district and want to remain enrolled in the choice district as choice students.**

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**(a) If the choice district elects to give enrollment preference to resident students who moved out of the choice district and want to remain enrolled in the choice district as choice students and no spaces are available, and the choice district elects to give preference to eligible siblings of choice students, the choice district shall conduct a lottery first for the eligible siblings, pursuant to N.J.A.C. 6A:12-3.1(a)2.iii and E.1.b.(3) above, and second for the resident students, pursuant to N.J.A.C. 6A:12-3.1(a)2.iv and E.1.b.(4) above, to determine the selection of students for participation and placement on the waiting list.**

**(5) Before conducting the lottery, a choice district in a receiving relationship with a sending choice district may give enrollment preference to a choice student currently enrolled in its sending choice district who reaches the terminal grade and applies for secondary school in that choice district.**

**(a) If the receiving choice district elects to give enrollment preference to a choice student, pursuant to N.J.A.C. 6A:12-3.1(a)2.v and E.1.b.(5) above, and no spaces are available, and the choice district elects to give preference to eligible siblings of choice students, the receiving choice district shall conduct a lottery first for the eligible siblings pursuant to N.J.A.C. 6A:12-3.1(a)2.iii and E.1.b.(3) above, and second for students eligible pursuant to N.J.A.C. 6A:12-3.1(a)2.iv and 6A:12-3.1(a)2.v and E.1.b.(4) and (5) above.**



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**(6) The choice district shall develop a waiting list based on the lottery results.**

**F**~~G~~. Choice Student Application Procedures – **N.J.A.C. 6A:12-3.2**

1. The Commissioner **or designee** shall establish a student application timeline each year no later than September 1. **The timeline shall include the dates for the student application deadline, the lottery pursuant to N.J.A.C. 6A:12-3.1(a)2, and N.J.A.C. 6A:12-3.2(b), (c), and (d) and E.1.b. above and F.2., F.3., and F.4. below.**

2. **The choice district shall send a notice of acceptance, rejection, or placement on the waitlist to the parent of every student who submitted a choice application by the deadline established pursuant to N.J.A.C. 6A:12-3.2(a) and F.1. above.** ~~Within five business days of the due date set by the Commissioner pursuant to the timeline in 1. above, the choice district shall provide to the Department of Education electronic notification of the number of students who enroll.~~

**3. The choice district shall provide to the Department electronic notification of the number of choice students who send notice of their intent to enroll.**

**4**~~3~~. The choice district shall provide ~~written notification of receipt of each notice of enrollment~~ to each sending district~~'s~~ **written notification of each** ~~Board of Education within ten days of the due date for receipt of such~~ notice of **intent to enroll received** ~~enrollment~~ from a choice student **who is a** resident **of the** ~~in that~~ sending district.

**5**~~4~~. A choice student applicant may **apply to** ~~seek from~~ the Commissioner **or designee** by ~~a~~ showing ~~of~~ good cause **for** a waiver of the student application deadlines ~~established~~ in the timeline **at N.J.A.C. 6A:12-3.2(a) and** ~~in~~ **F.**1. above.

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**a. If the student receives a waiver of the student application deadline and the choice district is unable to receive funding for the student as a choice student for the current and/or subsequent school year, the choice district may enroll the student as an unfunded choice student in the corresponding year and automatically convert the student's enrollment to a funded choice student if the student remains in the choice program.**

**G**~~H~~. Choice District Procedures for Students not Meeting Eligibility Requirements **– N.J.A.C. 6A:12-3.3**

1. If seats remain available in a choice district after exhausting the list of applicants who meet the requirements **at** ~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above**, including **applicants** ~~those~~ on any waiting list ~~that has been~~ established through the application process, ~~then~~ the choice district may ~~elect to~~ fill the seats with public school students who do not meet the requirements **at** ~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above,** and with **nonpublic** ~~non-public~~ school students.

2. Choice districts may accept applications from public school students who do not meet the requirements **at** ~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1 above** and/or **nonpublic** ~~non-public~~ school students ~~up~~ until the deadline **established** ~~set~~ by the Commissioner **or designee pursuant to N.J.A.C. 6A:12-3.2(a) and G.1. above**.

3. Upon the receipt of an application from a public school student who does not meet the requirements **at** ~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** or a **nonpublic** ~~non-public~~ school student, the choice district shall send ~~a letter~~ to the **student's** parent**, a letter that includes** ~~of the student including~~ the following information:

   a. Whether the choice district will consider public school students who do not meet the requirements **at** ~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** and **nonpublic** ~~non-public~~ school students for admission to the **choice** district. If the choice district has not yet decided, it shall inform the parents of when the decision is expected to be made;



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b. ~~That~~ **P~~p~~**ublic school students who do not meet the requirements of N.J.A.C. 6A:12-2.2(a) **and C.1. above** and **nonpublic** ~~non-public~~ school students **shall** ~~will~~ not be considered for admission until the choice district has conducted the application cycle and has exhausted its waiting list of students who meet the requirements **at** ~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** for the grade level to which they have applied;

c. ~~That~~ **T~~t~~**he choice district may need to conduct a lottery to select the students to be offered admission to the choice district depending on the seats available and the number of applications received from public school students who do not meet the requirements **at** ~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** and/or **nonpublic** ~~non-public~~ school students; and

d. **The choice district shall fully inform** ~~That~~ the parents of ~~those~~ public school students who do not meet the requirements **at** ~~of~~ N.J.A.C. 6A:12-2.2(a) **and C.1. above** and **nonpublic** ~~non-public~~ school students ~~will be fully informed~~ of the lottery process in the event **the choice district conducts a** ~~that a~~ lottery ~~is required~~, the date it will be held, and what number has been assigned to the applicant.

**H~~I~~**. Choice Student **Post-**Enrollment **– N.J.A.C. 6A:12-4.1**

1. Once enrolled in a choice district, the choice student may remain enrolled and **shall** ~~is~~ not **be** required to submit annual or periodic applications.

2. **A** ~~Upon acceptance of a choice student, the~~ choice district **shall** ~~is obligated to~~ retain **an accepted** ~~the~~ choice student until **the choice district's terminal grade** ~~graduation~~ or ~~until~~ the choice student voluntarily withdraws.

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3. **If** ~~In the event of termination of~~ the choice program **is terminated in a choice** ~~in that~~ district or Statewide, any **choice** student enrolled in **the** ~~that~~ choice district shall be entitled to remain enrolled ~~in that district~~ until **the school district's terminal grade** ~~graduation~~.

4. ~~In the event~~ **A**~~a~~ public school student who is currently a choice student attending school in a choice district **and who** moves to another **school** district~~, that public student is~~ **shall be** eligible to remain in the choice district as a choice student without application **until the terminal grade offered by the choice district**.

5. A resident student of a choice district who **attends a specialized educational program and/or grade that has been approved for choice students and who** moves during the school year may **choose** ~~be allowed~~ to remain in the choice district until the end of the school year **as an unfunded choice student**. The student may apply to the choice program as a funded **choice** student for the next school year. If the student moves after the application deadline **and the choice district** ~~or otherwise~~ is unable to receive funding **for the student** as a choice student ~~in the school district~~ for the subsequent school year, the choice ~~school~~ district may enroll the student as an unfunded choice student in that year, and automatically convert the student's enrollment to a funded choice student if **the student** ~~he or she~~ remains in the choice program.

**I**~~J~~. Appeals from Commissioner of Education Determinations

~~1.~~ An appeal of any determination by the Commissioner not to grant an application for participation in the choice program may be filed by an eligible choice district applicant according to N.J.A.C. 6A:4.

**J**~~K~~. Appeals from Denial of Enrollment

~~1.~~ An appeal of any denial of a choice student applicant for enrollment in a choice district may be filed by the parent ~~or legal guardian~~ with the Commissioner in accordance with N.J.A.C. 6A:3.

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**K~~L~~**. General Provisions – **N.J.A.C. 6A:12-5.1**

1. Choice districts shall accept all credits toward graduation ~~that were~~ awarded by another **district** Board of Education for each **accepted** choice student ~~it accepts~~.

   a. Choice districts shall award a diploma to a choice student **who** ~~participating in the program if that student~~ meets the graduation requirements of the choice district and of the State of New Jersey.

2. A choice district shall establish and maintain a parent information center **in accordance with N.J.S.A. 18A:36B-23**.

   ~~a. The center shall collect and disseminate information about participating programs and schools, and shall assist parents and legal guardians in submitting applications for enrollment of students in an appropriate program and school.~~

   ~~b. The information about participating programs and schools shall be posted on the choice district's website.~~

3. **At the end of each student application cycle, a**~~A~~ choice district shall file ~~reports~~ with the Department ~~at the end of each application cycle. A choice district's~~ reports **that** ~~shall~~ include demographic and student participation information, fiscal and programmatic information, and updates on the number of available openings.

**L~~M~~**. Student Transportation – **N.J.A.C. 6A:12-6.1**

~~1.~~ Each sending district shall **be responsible** ~~have the responsibility~~ for the transportation **or aid in lieu of transportation** of enrolled choice students who are eligible for transportation services both to and from the choice school in which **the** ~~that~~ student is accepted~~. Each sending district shall provide transportation or aid in lieu of transportation~~ in accordance with N.J.S.A. 18A:36**B-22**~~A-13~~ and N.J.A.C. 6A:27-4.

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# REGULATION GUIDE



**M**~~N~~. General Provisions – **N.J.A.C. 6A:12-7.1**

1. Choice students participating in this program shall qualify for State aid pursuant to N.J.S.A. 18A:36B-14 **et seq**~~ Interdistrict Public School Choice Program Act~~. The sending district will receive transportation aid pursuant to N.J.A.C. 6A:12-**6**~~8~~.1.

2. The sending district shall maintain fiscal responsibility for any choice student enrolled in**,** or determined to require**,** a private day or residential school, except ~~that~~ the choice district will be required to contribute any State aid received for **the** ~~such a~~ student and the sending district will be responsible for the balance.

~~**N. Nonresident Students**~~

~~**1. The choice district shall not be eligible to enroll students on a tuition basis pursuant to N.J.S.A. 18A:38-3.**~~

~~**a. Any student enrolled on a tuition basis prior to the establishment of the choice program shall be entitled to remain enrolled in the choice district as a choice student.**~~

~~**2. When a resident student moves out of the district during the school year the student must be allowed to continue to attend the district for the remainder of the school year, provided the student is in the choice-approved grades/programs and the student meets any program-specific criteria.**~~

~~**a. These students will become temporary unfunded choice students for the remainder of the school year, and are eligible for choice transportation.**~~

~~**b. These students must apply for enrollment in the choice district for the following year.**~~

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**[See POLICY ALERT No. 235]**

## 5339.01 STUDENT SUN PROTECTION

The Board of Education believes it is important that school district students protect themselves against harmful sun-related skin diseases by using protective measures. Pursuant to N.J.S.A. 18A:40-12.39 and notwithstanding any law or regulation to the contrary, the Board adopts this Policy concerning a student's use of sunscreen and sun-protective clothing, such as hats and sunglasses, while outdoors at school and school-sponsored functions.

As used in this Policy, "sunscreen" means a topical product used for the purpose of limiting skin damage caused by overexposure to the sun, and which is regulated by the Federal Food and Drug Administration for over-the-counter use, in accordance with N.J.S.A. 18A:40-12.39.a.

Students are not required to provide documentation from a physician or other licensed health care professional in order to use sunscreen or sun-protective clothing while outdoors at school or a school-sponsored function.

~~**[Optional**~~

~~The Board requires written permission from a student's parent to allow that student to carry or use sunscreen at school or a school-sponsored function for all students in grade(s) _____. Any student required to have written permission from their parent to carry or use sunscreen shall be monitored by school staff to ensure safety through the appropriate use of sunscreen.~~**]**

**[Optional**

Sunscreen can be packaged as aerosol, spray, lotion or cream with fragrances, as such the district prohibits the use of sunscreen that the Principal or designee may deem harmful to students with asthma or other respiratory ailments or a nuisance to students or staff members.**]**

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Any student found to be using sunscreen in an inappropriate manner shall have their permission to use sunscreen revoked and be disciplined in accordance with the student code of conduct. If a student's permission to use sunscreen is revoked, the district shall notify the student's parent in writing of the reasons and duration for the revocation of that permission and of any discipline associated with the incident.

The district shall provide for the transportation and storage of sunscreen to ensure accessibility when students travel off school grounds for school-sponsored functions.

Nothing in this Policy shall be construed as requiring a staff member to assist a student in applying sunscreen.

N.J.S.A. 18A:40-12.39

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**[See POLICY ALERT Nos. 182, 188, and 235]**

## 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**(b)** ~~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) **p**~~P~~rogram by following **the** 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 **New Jersey** Department of Education shall provide each ~~school~~ district with a projection of available SEMI reimbursement for the budget year, as determined by the **New Jersey** ~~State~~ Department of **the** Treasury's third-party administrator for SEMI. ~~Beginning with the 2009-2010 school year,~~ **T**~~t~~he ~~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 students. Districts shall enter all students following their evaluations into the third-party system **as determined by the New Jersey Department of the Treasury** to identify the district's universe of eligible students. This **may** ~~can~~ be done without parental consent.

**If the district participates** ~~Districts participating~~ in the SEMI reimbursement program**, the district** shall comply with program requirements as outlined in N.J.A.C. 6A:23A-5.3(e).

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# POLICY GUIDE



**If the** ~~A school~~ district ~~that~~ has less than ninety percent participation of SEMI-eligible students in the prebudget year or that has failed to comply with all program requirements **at** ~~set forth in~~ N.J.A.C. 6A:23A-5.3(e)**, the district** 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).

**If the district does** ~~Districts that did~~ not achieve ninety percent participation**,** or **does not** achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate that they fully implemented their **New Jersey** Department of Education-approved SEMI action plan **required at N.J.A.C. 6A:23A-5.3(f) and (g)**, **the district** shall be subject to review for the withholding of State aid by the Commissioner **of Education,** 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.

**If the district does not meet the requirement of the cost-settlement components of SEMI, the district may be required to refund all or part of their SEMI reimbursements.**

N.J.A.C. 6A:23A-5.3

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**[See POLICY ALERT Nos. 182, 188, and 235]**

R 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 **at** ~~of~~ N.J.A.C. 6A:23A-5.3**(b)** ~~pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b)~~ **and A. below**, shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) **p**~~P~~rogram by following **the** policies and procedures to maximize participation in the program **at** ~~as set forth in~~ N.J.A.C. 6A:23A-5.3(d) **and C.1. below** and to comply with all program requirements **at** ~~as set forth in~~ N.J.A.C. 6A:23A-5.3(e) **and C.2. below**.

A. Waiver

1. The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3**, Policy 6111, and this Regulation** upon demonstration that for the subsequent school year: **the district projects, based on reliable evidence, that it will have forty or fewer Medicaid-eligible classified students.**

   **a. The application for a waiver of the requirements of N.J.A.C. 6A:23A-5.3, Policy 6111, and this Regulation shall be made to the Executive County Superintendent no less than forty-five days prior to the submission of the district's proposed budget for the school year to which the waiver request applies. The Executive County Superintendent shall notify the district of the decision on the waiver application within twenty days of receipt of the waiver request. If the waiver is not granted, the district shall submit to the Executive County Superintendent a SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and D. below as part of its annual district budget submission, or shall demonstrate to the Executive County Superintendent that the district has achieved maximum participation in the SEMI program in the prebudget year.**

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~~a. The district projects, based on reliable evidence, that it will have forty or fewer Medicaid eligible classified students; or~~

~~b. The district demonstrates that efforts to participate in SEMI would not provide a cost benefit to the district, based on the projection of the district's available SEMI reimbursement for the budget year as set forth in N.J.A.C. 6A:23A-5.3 (c) and B. below.~~

~~2. The application for a waiver of the requirements of N.J.A.C. 6A:23A-5.3 shall be made to the Executive County Superintendent no less than forty-five days prior to the submission of the district's proposed budget for the school year to which the waiver request applies. The Executive County Superintendent shall notify the district of the decision on the waiver application within twenty days of receipt of the waiver request. If the waiver is not granted, the district shall submit a SEMI action plan to the Executive County Superintendent as required by N.J.A.C. 6A:23A-5.3(f) as part of its annual school district budget submission or demonstrate to the Executive County Superintendent the district has achieved maximum participation in the SEMI program in the prebudget year.~~

B. Projection of Available SEMI Reimbursement

1. As part of the annual budget information, the New Jersey Department of Education shall provide **the** ~~each~~ school district with a projection of available SEMI reimbursement for the budget year, as determined by the **New Jersey** ~~State~~ Department of **the** Treasury's **third-party** administrator for SEMI. ~~The projection shall be based on the following:~~

**a. The district shall recognize as revenue in its annual school district budget no less than ninety percent of said projection.**

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**b. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration the numbers it used in calculating the projection are more accurate than the projection provided.**

~~a. Number of Medicaid eligible students;~~

~~b. Assumption of twenty services per eligible students per year;~~

~~c. One IEP meeting per eligible student per year; and~~

~~d. Applicable SEMI reimbursement rates.~~

~~2. 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 of available SEMI reimbursement. 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.~~

C. SEMI Program Requirements

1. The school district shall strive to achieve maximum participation in the SEMI program. **For the purpose of Policy 6111 and this Regulation,** "**m**~~M~~aximum participation" means obtaining a ninety percent return rate of parental consent forms for all SEMI-eligible students. Districts shall enter all students following their evaluations into the third-party system **as determined by the New Jersey Department of the Treasury** to identify the district's universe of eligible students. This **may** ~~can~~ be done without parental consent.

2. **If the district participates** ~~Districts participating~~ in the SEMI reimbursement program**, the district** shall comply with program requirements as follows:

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a. The ~~school~~ district shall implement Policy **6111** and **this** Regulation ~~6111~~ concerning the effective and efficient administration of the SEMI reimbursement program consistent with the requirements of N.J.A.C. 6A:23A-5.3. **A complete listing of requirements and information are available at the SEMI/MAC website.**

b. Any service submitted to Medicaid for reimbursement shall be rendered by a Medicaid qualified practitioner, or rendered by a provider under the supervision of a Medicaid qualified practitioner. The following outlines the required documentation for each related service provider:

(1) Nurses – copy of license (**educational services certificate issued by the State Board of Examiners** ~~DOE certification~~ is not required for SEMI);

(2) Occupational Therapist – copy of license and **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;

(3) Physical Therapist – copy of license and **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;

(4) Psychologist – copy of **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~;

(5) Social Worker – copy of **educational services certificate issued by the State Board of Examiners** ~~DOE certification~~; and

(6) Speech**-language Specialist** ~~Therapist~~**:** ~~– copy of DOE certification and American Speech-Language-Hearing Association (ASHA) Certification or Copy~~

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~~of DOE certification and past or present license (on or after January 1, 1993); or copy of DOE certification and documentation that the equivalent educational requirements and work experience necessary for ASHA certification have been met~~.

**(a) Qualification and documentation for provision of evaluation services shall include:**

**(i) Copy of licensed physician's orders, which shall be maintained with the student's IEP; or**

**(ii) Copy of New Jersey license as a speech-language pathologist and educational services certificate with a speech-language specialist endorsement (N.J.A.C. 6A:9B-14.6) for the individual whose signature appears on the IEP; or**

**(iii) Copy of documentation that identifies the referral of speech services included in or with the student's IEP.**

**(b) Qualification for provision of related services shall include:**

**(i) Copy of educational services certificate or endorsement issued by the State Board of Examiners and an American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence; or**

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**(ii) Copy of educational services certificate with a speech-language specialist endorsement and a valid license authorized by the State Audiology and Speech-Language Pathology Advisory Committee in accordance with N.J.S.A. 45:3B-1 et seq.**

**(7) Audiologist – copy of license issued by the State Audiology and Speech-Language Pathology Advisory Committee in accordance with N.J.S.A. 45:3B-1 et seq.**

**c**~~3~~. Practitioners who are not Medicaid qualified can deliver services under the direction of Medicaid qualified practitioners. **Practitioners who are not Medicaid qualified** ~~These~~ include **only** certified occupational therapist assistants ~~(COTAs)~~, physical therapist assistants**,** ~~(PTAs) and~~ **speech-language specialists who do not meet the qualifications at N.J.A.C. 6A:23A-5.3(e)2.vi(2)(A) or (B) and C.2.b.(6)(i) and C.2.b.(6)(ii) above, and licensed practical nurses** ~~correctionists~~.

**d**4. Any direct therapy or other related service shall be prescribed in the related services section of the student's IEP prior to submitting a claim to Medicaid for reimbursement. Delivery of nursing services and dispensing of medication **shall** ~~must~~ be referenced in the IEP and supported by physicians' orders or prescriptions**,**~~.~~ ~~These~~ **which shall** ~~documents must~~ be maintained on file. ~~The~~ **S**supporting documentation to be maintained by the ~~school~~ district shall be the cover/signature page, related services section of the IEP, therapy logs, and the evaluations and assessments conducted by the Medicaid-qualified practitioners.

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**e**~~5~~. Entities where the ~~school~~ district has placed SEMI-eligible students shall take steps to enable ~~school~~ districts to maximize participation, including either logging the eligible services provided directly through the **third-party system as determined by the New Jersey Department of the Treasury** ~~vendor~~ or the sending ~~school~~ district, as mutually agreed upon with the ~~school~~ district, and obtaining SEMI provider qualification certifications. Every out-of-district placement **shall** ~~must~~ provide copies of SEMI provider qualifications, certifications**,** and licenses. ~~This provision~~ **N.J.A.C. 6A:23A-5.3(e)5.** applies to the following out-of-district placement options:

**(1)**~~a.~~ Approved private schools for students with disabilities;

**(2)**~~b.~~ Educational services commissions;

**(3)**~~c.~~ Jointure commissions;

**(4)**~~d.~~ Vocational half-time programs;

**(5)**~~e.~~ **New Jersey** Department of Education **r**~~R~~egional **d**~~D~~ay **s**~~S~~chools; and

**(6)**~~f.~~ **County s**~~S~~pecial **s**~~S~~ervice **s**~~S~~chool **d**~~D~~istricts.

**f. If the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) and A. above the district shall comply with the program requirements to assure the year-end cost settlement of SEMI claims is properly calculated with the standardized submission of quarterly and annual cost data, as well as staff pool lists transmitted directly through the third-party system as determined by the New Jersey Department of the Treasury.**

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**g. To retain reimbursement, if the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) and A. above, the district shall ensure compliance with the necessary components of the cost settlement requirements which include completion of the online questionnaire – Random Moment Time Study (RMTS) – by staff provided directly through the third-party system as determined by the New Jersey Department of the Treasury.**

**h**~~6~~. All supporting documentation for a Medicaid claim shall be maintained on file and available for audit or State review for at least seven years from the date of service. Supporting documentation shall include provider certification (current and historical for each provider)**;**~~,~~ provider service logs, licenses**,** and/**or certificates issued by the Division of Consumer Affairs or the New Jersey Department of Education, as applicable;** ~~certifications,~~ physician authorizations for nursing services**;**~~,~~ parental consent forms**;**~~,~~ attendance records**;**~~,~~ and copies of the student's IEP.

D. SEMI Action Plan

1. **If the** ~~A~~ school district ~~that~~ has less than ninety percent participation of SEMI-eligible students in the prebudget year or that has failed to comply with all program requirements **at** ~~set forth in~~ **N.J.A.C. 6A:23A-5.3(e) and** C.**2.** above**, the district** 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.

2. The SEMI action plan shall include the following components:

   a. Procedures for obtaining parental consent forms**, such as** ~~including~~ the Parental Consent Best Practices **that** ~~which~~ are available from the New Jersey Department of Education.

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b. Establishment of a benchmark for the ~~2008-2009 school~~ year **of implementation** or for the first year the district does not have an approved waiver pursuant to ~~the provisions of~~ N.J.A.C. 6A:23A-5.3(b) **and A. above**, whichever is applicable, for obtaining maximum participation of all SEMI-eligible students by the start of the subsequent school year**.**~~:~~

(1) The benchmarks for the **first** ~~2008-2009 school~~ year **of implementation** or for the first year ~~that~~ the district does not have an approved waiver pursuant to N.J.A.C. 6A:23A-5.3(b) **and A. above**, whichever is applicable, for achieving maximum participation shall ~~at a minimum~~ close**, at a minimum,** the gap between current participation and maximum participation by fifty percent by the beginning of the subsequent school year; and

(2) The benchmarks shall be based on the percentage of parental consent forms collected from eligible students. The number of parental consent forms shall reflect one parental consent form **or one document noting parental refusal** for each eligible student**;**~~. This should include documentation of parental refusal to give consent.~~

c. Procedures to ensure ~~that~~ all IEP meetings are documented in the third-party administrator's system. IEPs are ~~only~~ claimable **only** if a Medicaid qualified practitioner is present **and it is documented that a health-related service is discussed**;

d. Procedures to ensure ~~that~~ all SEMI-eligible services, including services provided by entities where the ~~school~~ district has placed SEMI-eligible students, are documented in the third-party administrator's system**;**~~.~~

e. Procedures to ensure ~~that~~ a valid IEP is on file and the IEP date is on file in the third-party administrator's system for each SEMI-eligible student for whom parental consent has been obtained**;**~~.~~ **and**

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f. Procedures to ensure ~~that~~ service providers used by the school district and entities where the ~~school~~ district has placed **SEMI-eligible** students have valid licenses and certifications documenting SEMI provider qualifications on file in the third-party administrator's system.

**3. If the district does not achieve ninety percent participation, or does not achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate they fully implemented their New Jersey Department of Education-approved SEMI action plan required at N.J.A.C. 6A:23A-5.3(f) and (g) and D. above, the district shall be subject to review for the withholding of State aid by the Commissioner of Education, 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.**

**4. If the district does not meet the requirement of the cost-settlement components of SEMI, the district may be required to refund all or part of their SEMI reimbursements.**

~~E. 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 they fully implemented their New Jersey Department of Education-approved SEMI action plan required above 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.~~

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**[See POLICY ALERT Nos. 192 and 235]**

## 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 **by** ~~of~~ every member of the Board **of Education** 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 annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F; N.J.S.A. 18A:22-7 and 18A:22-8; and N.J.A.C. 6A:23A-8.** The Board **shall adopt and** ~~will~~ submit ~~its proposed budget and supporting documentation as prescribed by the Commissioner~~ to the Executive County Superintendent for approval**, together with Commissioner-prescribed supporting documentation, a budget that provides for a thorough and efficient education pursuant to N.J.A.C. 6A:23A-8.1(a)**. **Pursuant to N.J.A.C. 6A:26-3.7 and 6A:26-3.12, the Board shall obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with N.J.A.C. 6A:23A-8.4.**

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.~~

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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**-1 et seq.** 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.

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 **website** ~~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.

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# REGULATION GUIDE



**[See Policy Alert No. 235]**

## R 6220 BUDGET PREPARATION

The annual school district budget will be prepared in accordance with the following procedure.

A. Responsibility

1. The **School Business Administrator/Board Secretary or designee** _____ is responsible for the administration and coordination of all budget preparation activities and will be guided by the budget planning forecasts prepared in accordance with Policy ~~No.~~ 6210.

2. Each Principal will assess the educational needs of the students, collect and evaluate the requests for funds submitted by the teaching and support staff members in **their** ~~his/her~~ building, and compile an estimate of the total building needs for the next budget year. The estimate will be submitted to the **School Business Administrator/Board Secretary or designee** _____.

3. Each central office administrator will assess the needs of the program operation for which **they are** ~~he/she is~~ responsible (such as staff recruiting, facilities maintenance, transportation, capital improvements) and will prepare an estimate of the program needs for the next budget year. The estimate will be submitted to the **School Business Administrator/Board Secretary or designee** _____.

B. Priorities

1. All estimates submitted to the **School Business Administrator/Board Secretary or designee** _____ in accordance with paragraph A.2**.** and paragraph A.3**. above** will be reasonably detailed and supported by appropriate documentation to justify the expenditures requested.

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The administrators charged with estimating budgetary needs will be guided by these cost priorities**;** ~~, listed in order of descending importance.~~

a. Staffing adequate to sustain the current instructional program**;** ~~,~~

b. Supplies and equipment adequate to sustain the current instructional program**;** ~~,~~

c. Maintenance of current facilities and programs**;** ~~,~~

d. New staff members to improve or expand the current program**;** ~~,~~

e. New supplies and equipment to improve or expand the current instructional program**;** ~~,~~ and

f. New instructional programs.

2. The **Superintendent or designee and the School Business Administrator/Board Secretary** _____ will review all estimates for budget allocations and, as necessary, discuss justifications and possible alternatives with the originating administrator. The **Superintendent or designee and the School Business Administrator/Board Secretary** _____ will:

a. Compare budget requests with inventory to determine whether requested resources are presently available;

b. Analyze budget requests on a district-wide basis to determine whether requested resources can be shared; and

c. Analyze budget requests for staffing requirements and convert those requirements to dollar equivalents.

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C. Form

**1.** The tentative budget shall contain:

**a**~~1~~. The total expenditure for each item for the preceding school year, the amount appropriated for the current school year adjusted for transfers as of the date specified by the New Jersey Department of Education **(NJDOE)** of the current school year, and the amount estimated to be necessary to be appropriated for the ensuing school year, indicated separately for each item as determined by the Commissioner;

**b**~~2~~. The amount of the surplus account available at the beginning of the preceding school year, at the beginning of the current school year and the amount anticipated to be available for the ensuing school year;

**c**~~3~~. The amount of revenue available for budget purposes from the preceding school year, the amount available for the current school year as of the date specified by the **NJDOE** ~~New Jersey Department of Education~~ and the amount anticipated to be available for the ensuing school year in the following categories as applicable:

**(1)**~~a.~~ Revenues to be raised by local sources;

**(2)**~~b.~~ Revenues from State Aid;

**(3)**~~c.~~ Revenues from Federal Aid;

**(4)**~~d.~~ Revenues from intermediate sources; **and/or**

**(5)**~~e.~~ Other sources of revenue**;**~~.~~

**d**~~4~~. Transfers between current expense and capital outlay for the preceding school year, the current school year as of the date specified by the **NJDOE** ~~New Jersey Department of Education~~ of that year and transfers anticipated for the ensuing school year;

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**e**~~5~~. A presentation of the student population for the current school year and immediate past school year as reported in the application for State School Aid, and an estimate of the anticipated student population for the next school year;

**f**~~6~~. An estimate of staff composition by numbers in each administrative, instructional, and educational services area for the next school year; and

**g. Any additional information required by the NJDOE and the Board of Education.**

**h**~~7~~. All budgetary and accounting systems used in the school district must be in accordance with double-entry bookkeeping and Generally Accepted Accounting Principles as included in statutes and administrative code.

D. Timeline

The **Superintendent or designee and the** School Business Administrator/Board Secretary will submit the tentative budget recommendations to the **Board of Education** ~~Superintendent~~ in accordance with the budget timeline established by the **NJDOE** ~~New Jersey Department of Education~~ and the Board. The proposed expenditures and anticipated revenues in the tentative budget will be supported by sufficient explanatory information to enable the ~~Superintendent and~~ Board to determine their validity.

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# EXHIBIT “H”

# 2024-2025 HIB SELF ASSESSMENT

| SCHOOL | #1 | #2 | #3 | #4 | #5 | #6 | #7 | #8 | **Score** |
|---|---|---|---|---|---|---|---|---|---|
| | Out of 15 | Out of 9 | Out of 15 | Out of 6 | Out of 9 | Out of 6 | Out of 12 | Out of 6 | **Out of 78** |
| Beers Street | 15 | 9 | 15 | 4 | 9 | 6 | 12 | 6 | **76** |
| Cove Road | 14 | 9 | 14 | 6 | 8 | 6 | 12 | 4 | **73** |
| Hazlet Middle | 14 | 8 | 15 | 6 | 8 | 6 | 12 | 6 | **75** |
| Lillian Drive | 14 | 9 | 14 | 6 | 8 | 6 | 12 | 4 | **73** |
| Middle Road | 13 | 8 | 15 | 6 | 9 | 6 | 12 | 6 | **75** |
| Raritan High | 15 | 8 | 14 | 5 | 8 | 6 | 12 | 6 | **74** |
| Raritan Valley | 15 | 8 | 14 | 6 | 9 | 6 | 10 | 5 | **73** |
| Sycamore Drive | 13 | 9 | 13 | 6 | 7 | 6 | 12 | 6 | **72** |

#1 HIB Programs, Approaches or Other Intiatives
#2 Training on the BOE- approved HIB Policy
#3 Other Staff Instruction & Training Programs
#4 Curriculum & Instruction on HIB & Related Information Skills
#5 HIB Personnel
#6 School-Level HIB Incident Reporting Procedure
#7 HIB Investigation Procedure
#8 HIB Reporting