

THE MEETING OF THE UPPER DEERFIELD TOWNSHIP BOARD OF EDUCATION WAS HELD IN THE WOODRUFF LIBRARY ON MONDAY, DECEMBER 13, 2021 AT 6:03 PM.

President Anthony Buono Jr read the opening statement as it pertains to the Open Public Meetings Act and called the meeting to order with the flag salute and Pledge of Allegiance. Pursuant to Chapter 231 of New Jersey Public Laws of 1975, notice of the meeting date, time, and place were sent to the newspaper and the agenda of said meeting was posted.

ROLL CALL

Present: Board Members Peter Ballinger, Anthony Buono Jr, Joseph Lee (via telephone), Carmen Pino, Teresa Warburton, Superintendent Dr. Peter Koza, Interim Business Administrator /Board Secretary Dr. Frank Badessa

Absent: Fred Pierce, Sheetal Patel

CORRESPONDENCE

There was no correspondence at this time.

BOARD ELECTION RESULTS

The November 2, 2021 updated official election results are listed below:

3 Year Term:

Teresa Warburton	1,510
Natale Carmen Pino	<u>1,464</u>
Votes Cast	2,982

Write-Ins

Susan Zimmerman	0
Mary Ellen Rucci	0
Kathleen King	1
Colleen Turner	1
Michael DeRose	2
Britney Akilli	1
Cathy Cohen	1
Mark Boutos	1
Emily Ayn Parker	1
Unresolved Write-In	0

New board members of a type II district with a November school election shall take office on any day of the first week of January. The Upper Deerfield Township Board of Education has published notice that this meeting has been scheduled for January 4, 2022 at 6:00 pm.

STUDENT REPORTS/PRESENTATIONS

There is nothing to report at this time.

PUBLIC PARTICIPATION

There was no public participation at this time.

SUPERINTENDENT'S REPORT

Dr. Koza reported the following:

1. The office of the superintendent received no reported investigations or confirmed HIB incidents from Seabrook School or Moore School. There were three investigations conducted at Woodruff School with two of the investigations confirmed as HIB and one found to be unsubstantiated. All these investigations were conducted in accordance with the HIB guidelines established by the New Jersey Department of Education and Legislation.
2. Schools will dismiss at regular time on Tuesday, December 22, 2021. Our schools will be closed from December 23, 2021 through January 2, 2021 for the Christmas/Winter break.
3. Our classrooms continue with on-site instruction as we navigate through these uncertain times and we will continue to plan accordingly based on the guidance we receive. We continue to receive the updates from the County Health Department and CDC to direct our course of action. We want to remind everyone to be safe during this time away from school and relax while enjoying Christmas and the holiday season.
4. It is important to continue to monitor for any symptoms and remain cautious during this period of the pandemic, especially during the time off. We will continue to monitor events at school as we navigate through all situations as they present themselves.
5. We had the winter sports tryouts and the teams will be getting set for the start of their season in January.
6. Our schools continue to take up worthy causes as does our community to support many in need and that has been a staple of our community for years and the work of the many involved is much appreciated.
7. As we prepare for the Christmas/Winter Break, it is important to be mindful of others and continue to support any cause that is worthy. We want to remind everyone to be safe during this time away from school and relax while enjoying Christmas and the holiday season. On behalf of our Board of Education and staff, we wish everyone a Merry Christmas and Happy Holiday Season and a Happy, Healthy, Prosperous New Year.

*Dr. Koza commented regarding the ongoing COVID-19 contact tracing investigations and mentioned the CDC recommendations regarding vaccination vs. the quarantine policy and the difference between individual county, state and federal guidelines.

APPROVE REGULAR MINUTES

Upon a motion made by Mrs. Warburton, seconded by Mr. Pino, the Upper Deerfield Township Board of Education unanimously approves the regular meeting minutes of November 23, 2021.

APPROVE ADMINISTRATIVE REPORTS

Upon a motion made by Mr. Pino, seconded by Mrs. Warburton, the Upper Deerfield Township Board of Education unanimously approves the December 2021 Administrative Reports. (Attachments)

FINANCE

Information

PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.

Finance Bill Lists and Report Approvals

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves items 1 through 8 as listed.

1. Approves payment of the December 2021 bills in the amount of \$521,722.99, and the December 2021 EFT bills in the amount of \$116,627.95. (Attachments)
2. Approves payment of the December 2021 CER bills in the amount of \$6,066.62. (Attachment)
3. Approves the Board Secretary Report in accordance with 18A:17-36 and 18:17-9 for the month of October 2021. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)3 and sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
4. Approves the Treasurer's Report in accordance with 18A:1-36 and 18A:17-9 for the month of October 2021. The Treasurer's Report and Secretary's Report are in agreement for the month of October 2021.
5. Approves the Board Secretary's Revenue Report in accordance with N.J.A.C. 6A:23A-16.10(c)2 certifying that there are no changes in anticipated revenue amounts or revenue sources.
6. Approves the Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the district's financial obligation for the remainder of the fiscal year.
7. Approves the Payroll Distribution Report for the month of November 2021. (Attachment)
8. Approves the Budget Transfers and new account appropriations as attached, and when required, pending the New Jersey Commissioner of Education's approval as specified in N.J.A.C. 6A:23A-13.3. (Attachment)

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

Approve Public Agency Compliance Officer (PACO)

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves the following:

WHEREAS, N.J.A.C. 17:27-1.1 provides that no public work contracts can be awarded nor any monies paid until the prospective contractor has agreed to contract performance which complies with an approved affirmative action program; and

WHEREAS, N.J.A.C. 17:27-3.5 provides that each public agency shall annually designate an officer or employee to serve as its public agency compliance officer;

NOW, THEREFORE, BE IT RESOLVED by the Upper Deerfield Township Board of Education, County of Cumberland, State of New Jersey that Dr. Frank Badessa, Interim Business Administrator be appointed as the Public Agency Compliance Officer for a one-year term ending December 31, 2022.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

Approve Programs, Travel and Related Expenses

Upon a motion made by Mr. Pino, seconded by Mrs. Warburton, the Upper Deerfield Township Board of Education approves the programs, travel, and related expenses as attached. (Attachment)

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

BUILDINGS & GROUNDS/SECURITY

Information

PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.

Fire Drill/Security Drill

This is the fire drill/security drill information included in time for the December board meeting.

FIRE DRILL RECORD

2021-2022 School

Seabrook School

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Number Evacuated</u>	<u>Evacuation Time</u>
N/A				

Moore School

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Number Evacuated</u>	<u>Evacuation Time</u>
12/2/21	1:16 pm	Cloudy/Cool	259	6 min., 2 seconds

Woodruff School

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Number Evacuated</u>	<u>Evacuation Time</u>
12/2/21	1:00 pm	Sunny	308	2 min., 30 seconds

Seabrook School CER

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Number Evacuated</u>	<u>Evacuation Time</u>
12/2/21	3:35 pm	Overcast/Mild	32	1 min., 40 seconds

SECURITY DRILL RECORD

2021-2022 School Year

Seabrook School

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Type of Drill</u>	<u>Participant</u>	<u>Drill Duration</u>
11/19/21	9:05 am	Sunny	Lockdown	All staff/students	4 min., 0 seconds

Moore School

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Type of Drill</u>	<u>Participants</u>	<u>Drill Duration</u>
N/A					

Woodruff School

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Type of Drill</u>	<u>Participants</u>	<u>Drill Duration</u>
12/9/21	1:00 pm	N/A	Evacuation	All staff/students	3 min., 0 seconds

Seabrook School CER

<u>Date</u>	<u>Time</u>	<u>Weather</u>	<u>Type of Drill</u>	<u>Participants</u>	<u>Drill Duration</u>
N/A					

PERSONNEL & NEGOTIATIONS

Information

PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.

Approve Personnel to Supervise Extracurricular Activities

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves the following personnel to supervise the extracurricular activities during the 2021-2022 school year, retroactive to October 27, 2021, as recommended by the Superintendent of Schools.

Cheerleading – Asst.	Sarah Moore	\$1,190
Honor Society	Lynne Triantos	\$1,140
Yearbook	Jaclyn Pohlig	\$1,140

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Accept Declined Offer of Custodial Position to Geary Gutowski

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education after approving Geary Gutowski for the position of Custodian, he decided not to accept the offer and at the recommendation of the Superintendent of Schools, the Upper Deerfield Township Board of Education approves the resignation of Geary Gutowski, Custodian.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

Approve Early Release of Yamileth Ortiz, Pre-School Teacher

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of education approves the early release of Yamileth Ortiz, Pre-School Teacher, at her request, with her last day being December 31, 2021, as recommended by Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Approve Gonzalo Salazar, Custodian

Upon a motion made by Mr. Ballinger, seconded by Mr. Pino, the Upper Deerfield Township Board of Education approves Gonzalo Salazar for the position of Custodian, at a salary of \$32,760, prorated, effective on or about January 1, 2022, as recommended by the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

Approve Milton Hallock, Custodian

Upon a motion made by Mr. Ballinger, seconded by Mr. Pino, the Upper Deerfield Township Board of Education approves Milton Hallock for the position of Custodian, at a salary of \$32,760, prorated, effective on or about January 1, 2022, pending approval of his criminal background check, as recommended by the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

Approve Carly D'Agostino, Pre-K Teacher

Upon a motion made by Mr. Ballinger, seconded by Mr. Pino, the Upper Deerfield Township Board of Education approves Carly D'Agostino for the position of Pre-Kindergarten Teacher, BA Step 1, \$59,456, prorated, effective on or about December 17, 2021, as recommended by the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Approve Grace Nichterlein, Classroom Aide, Seabrook School

Upon a motion by Mr. Ballinger, seconded by Mr. Pino, the Upper Deerfield Township Board of Education approves Grace Nichterlein for the position of Classroom Aide, Seabrook School, Step 1, \$39,151, prorated, effective on or about January 3, 2022, as recommended by the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Approve Staff #1049 for Extended Family and Medical Leave Act

Upon a motion made by Mr. Ballinger, seconded by Mr. Pino, the Upper Deerfield Township Board of Education approves Staff #1049 extended Family and Medical Leave Act, effective until on or about January 6, 2022, utilizing accumulated sick time until said time is exhausted at which the leave will be unpaid, as recommended by the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Approve Staff #1035 for Family and Medical Leave Act

Upon a motion by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves Staff #1035 Family and Medical Leave Act, effective on or about May 16, 2022 until on or about October 11, 2022, utilizing accumulated sick time until said time is exhausted at which the leave will be unpaid, as recommended by the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Approve Staff #291 for Family and Medical Leave Act

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves Staff #291 Family and Medical Leave Act, effective on or about January 3, 2022 until on or about January 24, 2022, utilizing accumulated sick time until said time is exhausted at which the leave will be unpaid, as recommended by the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Approve Personnel for Substituting

Upon a motion made by Mr. Ballinger, seconded by Mr. Pino, the Upper Deerfield Township Board of Education approves the following personnel for substituting in the Upper Deerfield Township School District for the 2021-2022 school year as recommended by the Superintendent of Schools.

Substitute Teacher

Anthony DeMarco

Ariana Yamasaki

Kaitlyn Downer

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

Approve Zoraida Sanchez, Short Term Teacher

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves Zoraida Sanchez as a Short Term Teacher BA Step 1, \$59,456, prorated, effective on or about December 20, 2021 until coverage is able to be obtained, as recommended by the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

CURRICULUM & EDUCATION

PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.

Information – School Safety and Security Plan Annual Review

The School Safety and Security Plan Annual Review was submitted to the Cumberland County Office of Education as required.

Approve Information Reported for Harassment, Intimidation and Bullying (HIB)

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves the following information reported by the Superintendent of Schools regarding Harassment, Intimidation, and Bullying (HIB):

- There were no HIB incidents reported in Seabrook, Moore Schools for the period of November 18, 2021 through December 8, 2021.
- There were three HIB incidents at Woodruff School, two were substantiated and one was unfounded, for the period of November 18, 2021 through December 8, 2021.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

*Mr. Pino questioned who was responsible for conducting the HIB investigations. Dr. Koza responded that each individual school was responsible for any reported incident in their building.

POLICY & LEGISLATION

PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.

Approve Revised Policy # 2111.55 as a Second Reading

Upon a motion made by Mrs. Warburton, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves and adopts the following revised policy(ies) as a second reading and the Superintendent of Schools is directed file it/them in the Official Upper Deerfield Township Board of Education Policy Manual:

Policy #2111.55 COVID-19 Quarantine Policy

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

Approve Revised Policy #2111.6 as a First Reading

Upon a motion made by Mrs. Warburton, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves the following revised, existing policy(ies) as a first reading:

Policy #2111.6 Re-Opening School Following a Pandemic

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

*Mr. Pino questioned if masks were optional? Dr. Koza responded they are looking into making them optional based upon the wording of the mandate.

Approve Revised Policy # 5111 as a First Reading

Upon a motion made by Mr. Ballinger, seconded by Mrs. Warburton, the Upper Deerfield Township Board of Education approves the following revised, existing policy(ies) as a first reading:

Policy # 5111 Admission

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

TRANSPORTATION

PLEASE NOTE: All positions are contingent upon the current status of what we know at present and the potential for changes based on the outcome of any budget changes or funding sources that can impact our district.

Information – Report from JPT Meeting

Mr. Pino read a letter from the Superintendents of the JPT participating districts – Dr. Dina Rossi, Superintendent of Deerfield; Mrs. Meghan Lammersen, Superintendent of Hopewell; Dr. Ja’shanna Jones-Booker, Interim Superintendent of Fairfield; and Mr. Carl Dolente – Superintendent of Cumberland Regional High School. The letter informed that each district, with the exception of Upper Deerfield, will require bussing for their respective summer programs and recognize that each district will have different needs for days and times. Each of the districts is willing to provide appropriate compensation to have this service, but this is something they will be requiring. (Attachment)

Approve Cumberland County Regional Cooperative Bus Route

Upon a motion made by Mr. Ballinger, seconded by Mrs. Warburton, Upper Deerfield Township Board of Education approves the following Cumberland County Regional Cooperative route for the 2021-2022 school year.

<u>Destination</u>	<u>Contractor</u>	<u>Bid Route #</u>	<u>Cost</u>
SCSSSD-Cumberland	B.R. Williams	22-230	\$272.00 per diem

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

Approve Bussing for Seven Students to Appel Farms Creativity CoLaboratory Charter

Upon a motion made by Mrs. Warburton, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves a shared service transportation agreement between the Stow Creek School District and the Upper Deerfield School District to transport seven students to Appel Farms Creativity CoLaboratory Charter School from July 1, 2021 through June 30, 2022 at the rate of \$20,000 per annum.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

CER

INFORMATION:

Information –December 2021 Program Information

CER Childcare Program information for December 2021 is attached. (Attachment)

Approve Facility Usage Calendar for January 2022

Upon a motion made by Mrs. Warburton, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education unanimously approves the January 2022 Facility Usage Report, at the recommendation of the Superintendent of Schools. (Attachment)

Approve November 2021 CER Bank Statements and Reconciliation Reports

Upon a motion made by Mr. Ballinger, seconded by Mrs. Warburton, the Upper Deerfield Township Board of Education approves the November 2021 CER bank reconciliations and supporting CER bank statements, at the recommendation of the Superintendent of Schools. (Attachment)

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton, Mr. Buono Jr

Nays: None Abstentions: None

Motion carried: 5 Ayes, 0 Nays, 0 Abstentions

Approve Alexis Everingham, Substitute CER Childcare Aide

Upon a motion made by Mrs. Warburton, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves a contract with Alexis Everingham as Substitute Childcare Aide for the CER afterschool childcare program for the 2021-2022 school year at the rate of 13.00 per hour, at the recommendation of the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Approve Lakiya Jimenez, Substitute CER Childcare Aide

Upon a motion made by Mrs. Warburton, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves a contract with Lakiya Jimenez as Substitute Childcare Aide for the CER afterschool childcare program for the 2021-2022 school year at the rate of 13.00 per hour, at the recommendation of the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Approve Rachel Jones, Substitute CER Childcare Aide

Upon a motion made by Mrs. Warburton, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves a contract with Rachel Jones as Substitute Childcare Aide for the CER afterschool childcare program for the 2021-2022 school year at the rate of 13.00 per hour, at the recommendation of the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Approve Carly D'Agostino, CER Substitute Childcare Aide

Upon a motion made by Mrs. Warburton, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education approves a contract with Carly D'Agostino as Substitute Childcare Aide for the

CER afterschool childcare program for the 2021-2022 school year at the rate of 13.00 per hour, at the recommendation of the Superintendent of Schools.

A roll call vote was taken as follows:

Ayes: Mr. Ballinger, Mr. Lee, Mr. Pino, Mrs. Warburton

Nays: None Abstentions: Mr. Buono Jr

Motion carried: 4 Ayes, 0 Nays, 1 Abstention

Information – CER Fire Drills

A fire drill was conducted for December 2021.

FIRE DRILL:

CER conducted a fire drill on December 2, 2021 at 3:35 PM at the C.F. Seabrook School. With overcast and mild weather conditions, approximately 32 occupants evacuated the building. The total time for the evacuation was 1 minutes, 40 second.

PUBLIC PARTICIPATION

There was no public participation at this time.

OLD BUSINESS

There was no old business at this time.

NEW BUSINESS

Mr. Lee discussed reviewing the virus policies.

APPROVE MOVING TO EXECUTIVE SESSION

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education unanimously approved moving into Executive Session at 7:04 pm. The discussion involved pending litigation.

APPROVE RETURNING TO REGULAR SESSION

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education unanimously approved returning to regular session at 8:21 pm.

ADJOURNMENT

Upon a motion made by Mr. Pino, seconded by Mr. Ballinger, the Upper Deerfield Township Board of Education unanimously agreed to adjourn at 8:21 PM.

Respectfully submitted,



Dr. Frank Badessa

Interim Business Administrator/Board Secretary

UPDATED BOARD ELECTION RESULTS

The November 2, 2021 official election results are listed below:

3 Year Term:

Teresa Warburton	1510
Natale Carmen Pino	<u>1464</u>

Votes Cast	2,982
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Write-Ins

Susan Zimmerman	0
Mary Ellen Rucci	0
Kathleen King	1
Colleen Turner	1
Michael DeRose	2
Britney Akilli	1
Cathy Cohen	1
Mark Boutos	1
Emily Ayn Parker	1
Unresolved Write-In	0

New board members of a type II district with a November school election shall take office on any day of the first week of January. The Upper Deerfield Township Board of Education has published notice that this meeting has been scheduled for January 4, 2022 at 6:00 pm.

UPPER DEERFIELD TOWNSHIP SCHOOLS
PRINCIPAL/VICE PRINCIPAL REPORT TO THE SUPERINTENDENT OF
SCHOOLS

NAME: Dr. Peter Koza and Mrs. Lisa Frassetto DATE: December 13, 2021

SCHOOL: C.F. Seabrook School

Signature for Submission: 

1. **Enrollment by grade level – New enrollments and transfers are noted as increases or decreases since the last report.**

Grade Level	Regular Education	Special Education	Total Students Enrolled in Grade	Avg. Class Size
Pre-K3	54	10	64	13
Pre-K4	63	5	68	14
Kindergarten	81	3	84	17
First Grade	88	13	101	20
Second Grade	71	12	83	21

Our current enrollment in the Seabrook School is **400** students.

Since 11/23/21 – **3** transfers out
4 new students

2. **Activities addressing school district/building objectives.**

School objectives are communicated via email and face to face meetings. We will continue to discuss district and school objectives at the monthly PLC and Staff meetings when applicable.

3. **Student/staff technology implementation.**

All staff in grades Kindergarten through 8th were recently trained on GoGuardian. GoGuardian is a software that helps schools easily manage their devices, better understand their students, and keep them safer online. All Preschool staff members were trained in Apple Classroom which is similar to GoGuardian. GoGuardian is used for Chromebooks and Apple Classroom is used for iPads.

4. **Curriculum initiatives/staff development (faculty meetings, grade/department meetings, general topics covered).**

We have revamped all RTI and BSI schedules this year. These schedules were put together by a team of administrators, team leaders, and teachers.

Mrs. Frassetto continues grade level PLC meetings discussing several different topics such as; data collection, benchmarks, student grouping, teacher questions, Writing City, etc.

All staff members have been set up to utilize Public School Works, which is an online training program that covers a variety of state mandated trainings.

All staff members have been encouraged to participate in professional development activities/opportunities that relate and enhance their roles as classroom teachers.

Staff also participate in weekly PLC, or grade level meetings.

Staff members meet at least once a month to attend Primary Staff Meetings.

5. **Observation/evaluations completed (problems, concerns, and special accomplishments).**

Observations Scheduled	Non-Tenured Completed	Tenured Completed	Percent Remaining
3	12	14	15%

Comments: All non-tenured Seabrook staff members have been observed.
***The percentage remaining is for the first round of observations, not the entire year.

6. **Special student activities (at risk, gifted and talented, ACE programs, clubs, safety patrol, athletics, etc.)**

Ms. Tighe continues to have 2nd grade “Star Student of the Week” students recite the Pledge of Allegiance via the PA system. Safety Patrol members are doing a great job keeping our students walking on the correct side in the morning and also helping other students get to their classrooms safely. Mrs. Nakai continues to work with the ACE music students and the second graders to prepare them for the holiday concert mid-December.

7. **Recognition of special accomplishment of students.**

Seabrook School’s Behavior Management Committee met this past week to discuss a new positive behavior incentive to incorporate along with our new Bucket Fillers program. We are thinking of a new slogan to go along with Seabrook such as: “I was caught being kind by the Seabrook Dragon”. We are creating stickers and awards for the students to be sent home when necessary!

8. **Programs/activities to promote student attendance/punctuality.**

Dr. Koza, Mrs. Frassetto, and Ms. Tighe will monitor student attendance closely. We will reach out to parents of students who do not attend school on a regular basis. After 10 days of being absent the student will receive a letter about his or her attendance concerns. Well visits will also occur on an as needed basis.

9. **Student discipline (detentions/suspensions, reasons, and length).**

There is nothing to report at this time.

10. **Parent involvement initiatives.**

PTO is holding our annual Holiday Bazaar Shop where all students can purchase gifts for the special people in their family.

The PTO met on December 6th. They are looking into creative ways to continue fund-raising for different events for the students at this time.

Parents are invited to attend our 2nd Grade Holiday Show on December 15, 2021.

Teachers continue to reach out daily to parents/guardians to discuss school work.

11. **Community/business involvement/public relations efforts.**

The community service team has not met due to Covid-19, however, we are hoping to have things back up and running this year.

12. **Facilities/general condition of building and grounds.**

The Seabrook custodial staff is to be commended for their thorough cleaning of the building during this pandemic. They have also cleaned the outside playground equipment on a regular basis. I am proud of their efforts to keep the building as clean and germ free as they can.

13. **Monthly field trips.**

There are no field trips to report at this time.

14. **Upcoming scheduled events.**

- Holiday Workshop – December 6 to 10, 2021
- Family Night – No Homework – December 8, 2021
- Board of Education Meeting – December 13, 2021
- Seabrook Winter Concert – December 15, 2021

- Make up/Retake Picture Day - December 15, 2021
- Mid-Marking Period – December 17, 2021
- Blue and Gold Day – December 17, 2021
- Winter Break – No School – December 23, 2021 to January 2, 2022

15. **State mandates**

There are no violence, vandalism, or substance abuse reports at Seabrook School.

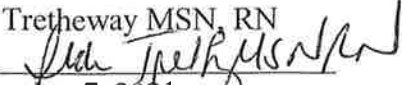
A fire drill will be conducted the week of December 13th. We are scheduled to have an evacuation drill on Friday, December 10th at 9:15 am.

16. **Miscellaneous (other items you want to bring to the Superintendent's attention).**

Nothing to Report at this time.

17. **Students of the Month**

A letter was sent out to the classroom teachers to submit their December students by the end of this week. The students will receive a special certificate sent home to the parents.

To: Dr. Peter Koza, Superintendent & Upper Deerfield Board of Education
From: Ilda Tretheway MSN, RN
Signature: 
Date: December 7, 2021

Seabrook School: page 1-2

Since my November 17th board report:

Although we are in the month of December, we had four (4) students who have enrolled since last board report and three (3) whom transferred out.

As of today, Seabrook has four (4) classrooms on Remote status due to COVID-19 positive cases and others being considered close contacts.

Classroom: Harrington (PK 4)

Classroom: Terrigno (1)

Classroom: Hoban (2)

Classroom: S. Weist (K)

1 Aide (R.S.) is waiting on her test results and has been absent

On Tuesday I completed the Surveillance for Influenza (CDRSS) report on line to the NJ Health department.

I've been monitoring our student attendance and we have been maintaining an average of fifty-three (53) students absent on a daily basis.

I continue to collect and maintain a file of the Seabrook staff members who are required to COVID test on a weekly basis.

Seabrook has two AED machines one located outside the nurse's office and the other in the Seabrook gymnasium. These AED are monitored on a daily basis and a full operational check is done once monthly.

The Seabrook Confidentiality log of students' health concerns has been compiled and reviewed again with staff members. I currently have twenty (20) students with (PRN) as needed medication / treatment orders for respiratory issues and food allergies. Currently, I have one (1) students on daily medication.

Our weekly attendance Communicable disease surveillance report is being emailed weekly on Tuesday to the NJ State Department of Health. Our weekly absenteeism has been in the range of fifty -three (53) students.

I continue to make phone calls and send home notices to parents of students who are still not in compliance with current physicals and or require immunizations.

Seabrook School: page 2-2

We have a census of sixty-four (64) PreK 3 students.

We currently have forty (40) students who will not be in compliance on January 1st.

We have a census of sixty-eight (68) PreK 4 students.

We currently have thirty-five (35) students who will not be in compliance on January 1st

I have sent home a total of **four** reminders of this state mandate along with the location, dates and sites to receive this vaccine at no cost. Classroom teachers also reminded parents at the parent / teacher conference meeting.

Mrs. Frassetto & Dr. Koza are aware of the current poor response. An updated list will be provided on December 22nd of PK students who are to report to the health office on January 1st if they do not have a documented influenza with them upon return to school that morning.

November 16th, Student D.L. (Taylor PK -3) sustained a tongue laceration which required medical attention. Parent was notified and Student accident report was completed and provided to parent. Child was evaluated and treated at Inspira hospital in Vineland.

November 17th, Fire drill no incidents were reported.

November 17th, I attended the evening parent / teacher conferences and assisted with parent Spanish translation at the Seabrook & Moore Schools.

November 19th, Lock down no incidents were reported.

November 22nd, I assessed and completed the necessary Workman's Compensation paperwork for Custodian C.W. who was evaluated at Inspira Urgent care. Paperwork was faxed to Qual - Lynx and sent to Mr. Thompson at Board Office. Individual was out on medical leave under doctors' care. Returned with medical notes to Full Duty on 12/ 6.

The Child Study Team / Speech have requested student health screenings, I have completed these screenings for the Seabrook & Moore School students.

I continue to assist at Moore school with the medical leave of Nurse J. Brewster.

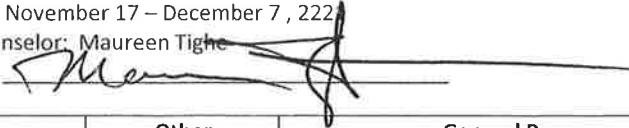
Wishing Everyone A Safe and Healthy Holiday

Seabrook Elementary School
Office of the Guidance Counselor

Monthly Report November 17 – December 7, 2022

Counselor: Maureen Tighe

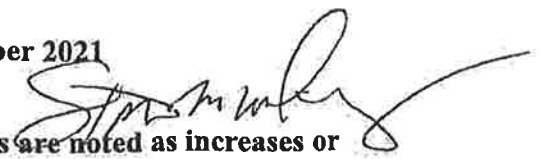
Signature for Submission: _____



Date	Student's Grade Level	Parent	Other	General Reason
11-17	k			Indiv. Counseling-behavior/emotional
11-17	1st			Indiv. counseling-behavior
11-17	1st			Group-social skills
11-17	k			Group-social skills
11-17	2nd			504 information -personal
11-18	Prek3-2nd			Morning Announcements
11-18	2nd			Academic assistance
11-18	Prek3-2nd			Morning Rounds-At Risk Students
11-18	2nd			Emotional issues
11-18	1st			Behavior issues
11-18	k			Indiv. counseling-emotional
11-18	k			Indiv. counseling-behavior/emotional
11-18	1st			Indiv. counseling-behavior/emotional
11-18	1st			Indiv. counseling-emotional
11-18	2nd			Group-social skills
11-18	1st			Group-social skills
11-18	Prek3-2nd		Community	Thanksgiving baskets prepping
11-19	Prek3-2nd			Morning Announcements
11-19	2nd			Academic assistance
11-19	Prek3-2nd			Morning rounds-At Risk Students
11-19	Prek3-2nd			Thanksgiving Basket prepping
11-19	Prek3-2nd			Congratulation's calls to families that received a Thanksgiving Basket (14)
11-22	Prek3-2nd			Morning Announcements
11-22	2nd			Academic assistance
11-22	Prek3-2nd			Morning rounds-At Risk Students
11-22	Prek-2nd			Thanksgiving Basket Prepping
11-22	1st			Indiv. counseling-emotional
11-22	1st			Indiv. counseling-emotional/behavior
11-22	1st			Group-social skills
11-22	2nd			Behavior issues
11-23	Prek3-2nd			Morning Announcements
11-23	2nd			Academic assistance
11-23	Prek3-2nd			Morning rounds-At Risk sSudents
11-23	Prek3-2nd		Community	Final Prepping for Thanksgiving Baskets
11-23	Prek3-2nd		Community	Families pick up Thanksgiving Baskets
11-23	k			Indiv. counseling-behavior/emotional
11-23	1st			Indiv. counseling-emotional
11-24	Prek3-2nd			Morning Announcements
11-24	2nd			Academic Assistance
11-24	2nd			Act of Kindness-Ribbon/certificate
11-24	1st			Indiv. counseling- emo.t/behavior
11-24	2nd			Indiv. counseling-emot./behavior
11-24	1st			Indiv. counseling-emotional
11-24	2nd			Group-social skills
11-24	1st			Group-social skills

11-24	Prek3-2nd		Community	Thanksgiving Baskets for Seabrook Custodians
11-24	k			Behavior issues
11-29	Prek3-2nd			Morning announcements
11-29	2nd			Academic assistance
11-29	Prek3-2nd			Morning rounds
11-29	k	N.B.		Counseling for nephew
11-29	Prek4			Set up in class lesson for the following week- following rules and hands are not for hitting
11-29	k			Behavior issues
11-29	1st			Indiv. counseling-emotional
11-29	k			Indiv. counseling-emotional/behavior
11-29	2nd			Indiv. counseling- emotional
11-29	Prek3-2nd		F.L.	Conference – mentoring students
11-29	2nd			Group-social skills
11-30	Prek3-2nd			Morning announcements
11-30	2nd			Academic assistance
11-30	Prek3-2nd			Morning rounds-At Risk Students
11-30	k			Indiv. counseling-emotional
11-30	k			Indiv. counseling-emotional/behavior
11-30	1st			Indiv. counseling-emotional
11-30	2nd			Group-social skills
11-30	k			Group-social skills
12-1	Prek3-2nd			Morning announcements
12-1	2nd			Academic assistance
12-1	Prek3-2nd			Morning rounds- At Risk Students
12-1	1st			Indiv. counseling-emotional
12-1	1st			Indiv. counseling-emotional/behavior
12-1	2nd			Indiv. counseling-emotional
12-1	1st			Indiv. counseling-emotional
12-1	1st			Group-social skills
12-1	k			Group-social skills
12-2	Prek3-2nd			Morning announcements
12-2	Prek3-2nd			Morning rounds-At Risk Students
12-2	1st			Indiv. counseling-emotional
12-2	Prek3			Student observation/behavior
12-2	k			Behavior issues
12-2	k			Student observation/behavior
12-2	2nd			Group-social skills
12-2	k			Group-social skills
12-3	Prek3-2nd			Morning Announcements
12-3	Prek3-2nd			Morning Rounds- At Risk Students
12-3	1st			Behavior issues
12-3	1st			Behavior issues
12-3	k			Behavior issues
12-3	2nd			Behavior issues
12-3	2nd			Group-social skills
12-3	Prek3-2nd			Half Day -In Service- Articulation- meet with teachers
12-3	1 & 2nd		CPP-L.D.	Collect information -fax
12-6	Prek3-2nd			Morning Announcements
12-6	Prek3-2nd			Morning rounds- At Risk Students
12-6	1st			Indiv. counseling-emotional
12-6	k			Student observance/behavior
12-6	k			Indiv. counseling-behavior/emotional

Moore School Board Report - December 2021



1. Enrollment by grade level – New enrollments and transfers are noted as increases or decreases since the last report.

Grade Level	Regular Education	Special Education	Total Students Enrolled in Grade	Avg. Class Size
Grade 3	64	17	81	21
Grade 4	56	22	78	20
Grade 5	59	27	86	22

Our current enrollment in the Moore School is 245 students.

Since 12/1/2020 0 transfers out
0 new students

2. **Activities addressing school district/building objectives.**

- School goals and objectives are communicated regularly via monthly meetings as well as grade level meetings, emails and face to face conversations.

3. **Student/staff technology implementation.**

- Students have 1:1 use of chromebooks in the classroom setting. Staff have laptops as well as SmartBoards. These tools are used to enhance teacher lessons and to continue to prepare our students to be familiar with current technology. Should the need arise once again for Remote Instruction the staff and students will be prepared to utilize these tools to meet those needs.

4. **Curriculum initiatives/staff development (faculty meetings, grade/department meetings, general topics covered).**

- Weekly PLC meetings focus on common planning and instructional sharing.
- Grade level meetings focus on planning, questions, and building level feedback.
- Monthly Faculty meetings: scheduling, staffing, planning for student interventions, SGO information, updates from the counseling office.
- All staff members have been set up to utilize Public School Works, which is an online training program that covers a variety of state mandated training. These training sessions were completed at the end of November.
- All staff members have been encouraged to participate in professional development activities/opportunities that relate to and enhance their roles as classroom teachers.

Moore School Board Report - December 2021

5. **Observation/evaluations completed (problems, concerns, and special accomplishments).**

Observations Total	Non-Tenured Completed	Tenured Completed
50	4	18

The first round of observations are underway. I have completed all three of my non-tenured observations for this round. The 48 is the total number of observations that I have for the year. Non-tenured teachers get observed once in each of the three rounds, tenured teachers get observed twice a year.

6. **Special student activities (at risk, gifted and talented, ACE programs, clubs, safety patrol, athletics, etc.)**

- ACE Music has begun at Moore School. Mrs. Wetherington has Safety Patrol up and running as well. It is great to see the students putting the flag up again every morning and monitoring student safety at the doors and in the hallways.

7. **Recognition of special accomplishments of students.**

- Mrs. Wetherington and I conducted the November Student of the Month Ceremony, by grade level, in the auditorium on Monday, December 6, 2021. The students were recognized in front of their peers.
- Character recognition via Mrs. Wetherington.
- Positive behavior acknowledged in the classroom and throughout the school by staff.

8. **Programs/activities to promote student attendance/punctuality.**

- Daily calls are made to homes for absent students. I am personally addressing students who are already becoming chronic lates. Unfortunately we have parents that will not answer or return a phone call, but we will keep moving forward.

9. **Student discipline (detentions/suspensions, reasons, and length).**

- There has been one after school detention since the last board report, 5th grade student N.H. 5th grade student L.H. was suspended for one day as well.
- I maintain an open line of communication with parents when any disciplinary situation takes place in my office. I try to work with the parent/guardian as a team to help students learn from, and hopefully not repeat, their mistakes.

Moore School Board Report - December 2021

10. Parent involvement initiatives.

- Communication with parents takes place regularly. At this time parents are not permitted in the building due to Health Department/CDC Covid-19 recommendations.
- We will be allowing two guests per student for the Holiday Concert on December 21, 2021.

11. Facilities/general condition of building and grounds.

- Walk-through tours with Mr. McDonald occur monthly. Building maintenance requests are approved through SchoolDude.
- HVAC updates and repairs are communicated when needed.
- The building is cleaned and sanitized daily by our custodial staff.
- The playground is equipment sanitized between classes.
- The cafeteria is sanitized by maintenance aides between lunch periods.

12. Monthly field trips.

- There are no field trips scheduled at this time.

13. Upcoming scheduled events:

- December 9th - 11th Woodruff Dessert Theatre, Woodruff School Cafeteria
- December 13th - Board of Education Meeting
- December 15th - Moore and Seabrook School Picture Make-up Day.
- December 17th - Mid Marking Period
- December 17th - Blue and Gold Day
- December 21st - Moore School Winter Concert (w/ Woodruff Band), 6:30, Moore School Auditorium.
- December 23rd - January 2nd - Winter Break, No School
- January 3rd - School Resumes

14. State Mandates

- There are no violence, vandalism or substance abuse reports at Moore School.
- A fire drill was conducted on Thursday, December 2, 2021 at 1:15pm.
- An evacuation to the auditorium drill is scheduled for the week of December 13th.

Moore School Board Report - December 2021

15. Miscellaneous (other items that you want to bring to the Superintendent's attention).

- The school had a get-together on Friday, December 3rd, to celebrate the retirement of Fran Hancock after 30 years of service to our school district. Fran will be missed!

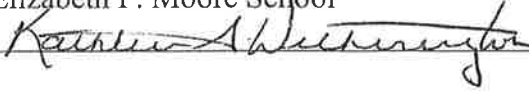
Elizabeth F. Moore School
Office of the Guidance Counselor

Monthly Report: November 15, 2021 – December 3, 2021

Counselor: Kathleen A. Wetherington

Elizabeth F. Moore School

Signature for Submission: _____



Date	Student's Grade Level	Parent	Other	General Reason
				S=self T=teacher A=admin N=nurse
				C=counselor P=Parent CST=CST
				R-referral C-conference
				AW=Admin work
11/15			x	Am announcements
	3-4-5			Am rounds
Mr. Johnson			x	emails
			x	AC-Mr. Johnson student concerns
	3			TC-Davis student concern
	4			TR-personal
			x	AC-Mr. Johnson student concern
		x		Phone call
			x	AC-Mr. Johnson student concern
	5			TR-behavioral
	5		x	AC/AR- behavioral
		x		Phone call
	3-4-5			Chat-n-chew small group
			x	AW-board report
			x	TC-Daugherty student concern
			x	SC-student concern
			x	AC-Mr. Johnson student concern
	5		x	TC-Jones student concern
	5		x	TC-Craft student concern
11/16			x	Am announcements
	3-4-5			Am rounds
½ day			x	emails
			x	AC-Mr. Johnson student concern
			x	AC-Koza student concern
			x	AW-chat-n-chew
			x	TC-Davis student concern
	3			CR-academic
	3-4-5			Chat-n-Chew social grp
	5	x		PC/TC-Craft student concerns
	5			TC/TR-Craft student concern
			x	AW-504 plans
11/17			x	Am announcements
	3-4-5			Am rounds
			x	emails
½ day		x		Parent mgt w Dr. Koza and Davis
			x	AC- Johnson checkin
	3			Classroom visit-Davis
	3-4-5			Chat-n-Chew Social grp
	5			CR-personal
	5			TC-Rodriguez student concern
			x	CSTC-behavioralist

	5			TC-Craft-student concern
	3			TC-Tuthill student concern
		x		Phone call 504
	5			TC-Jones student concern
		x		Phone call-DCP&P
		x		Phone call girl scouts of Am
11/18			x	Am announcemts
	3-4-5			Am rounds
½ day			x	emails
			x	AC-Mr. Johnson
	3			CR-behavioral
			x	AC-Johnson
	5			TR/CR-personal
	3-4			TC- Nakai, T Ace music
			x	3E conference
	5			TC-Jones student concern
	4			TC-Mol student concern
		x		Phone call DCP&P
	3-4-5			Chat-n-chew social grp
			x	AW Public school works
11/19			x	Am announcemts
	3-4-5			Am rounds
			x	emails
			x	AC-Koza
			x	AC-Mr. Johnson
	4			TC-Mol student concern
	3-4			TC-Davis social grp
	3-4			TC-Lawson social grp
			x	CSTC-behavioralist
	4			TR-mediation
	4			TR-mediation
			x	AC-Mr. Johnson
	4			CT-Tayvinsky student concern
	3			Chat-n-chew social grp
	4			SR-personal
			x	AW-public school works
		x		Phone call social grp
		x		Phone call social grp
			x	AW-DCP&P
11/22			x	Am announcemts
	3-4-5			Am rounds
			x	emails
No admin	5			CR-behavior
			x	AW-DCP&P
	3			TC-Lancetta DCP&P
	5			TC-Settrella DCP&P
	5			TC-Gould DCP&P
	3			CR-behavioral
	3			CR-behavioral
	3-4-5-			Chat-n-chew social grp
		x		Note home-student concern
	3			TC/TR-Frazer behaviorl
	3			TC-Davis student concern
11/23			x	Am announcemts
	3-4-5			Am rounds
			x	emails

			x	AW-DCP&P
			x	AW-Chatnchew
			x	AC-Student concern
	5			CR-personal
		x		Phone call 504
	4			SR-personal
			x	AW-504 plans
	3-4-5			ChatnChew social grp
			x	AC-student concern
	5			TR-personal
			x	CSTC-student concern
	3			TC-Frazer student concern
11/24			x	Am announcemts
	3-4-5			Am rounds
½ day			x	emails
			x	CC-Costello check in
			x	NC-Steiner check in
			x	Gym escort
			x	AC-Hill check in
	5			TR-personal
			x	AC-student concern
	3-4-5			Chat-n-Chew social grp
	5			SR-personal
			x	AW-504 plans
			x	announcemtns
11/29			x	Am announcemts
	3-4-5			Am rounds
			x	emails
	4			TC-Carrero student concern
			x	AC-student concern
	3			TC-Davis DCP&P
			x	AC-student concerns
	5			CR-personal
	5			CR-personal
			x	AW-I&RS
	3			TR-personal
	5			TC-Craft student concern
	5			TR-personal
	5			TR-behavioral
			x	AC-student concern
	5			TC-Craft student concern
	3-4-5			Chat-n-Chew social grp
11/30			x	Am announcemts
	3-4-5			Am rounds
			x	emails
	5			TC-Craft student concern
		x		Phone call -student concern
			x	AC-student concern
			x	AW-DCP&P
			x	AW-public sch works
	5			TC -Jones student concerns
	3-4-5			Chat-n-Chew social grp
			x	AW-I&RS
12/1			x	Am announcemts
	3-4-5			Am rounds
			x	emails
	4			CR-behavioral

UPPER DEERFIELD TOWNSHIP SCHOOLS
PRINCIPAL'S REPORT TO THE SUPERINTENDENT OF SCHOOLS

NAME: Mr. Harold Hill

DATE: December 13, 2021 SCHOOL: Woodruff

Signature for Submission: _____



1. **Enrollment by grade level – New enrollments and transfers are noted as increases or decreases since the last report.**

Grade Level	Regular Education	Special Education	Total Students Enrolled in Grade	Avg. Class Size
6	62	20	82	21
7	77	22	99	20
8	68	31	99	20
TOTAL	207	73	280	

Our current enrollment in the Woodruff School is 280 students.

Since 11/23/21 – 1 transfers out
0 new students

2. **Activities addressing school district/building objectives.**

District: Administration and teachers will incorporate a reflective, collaborative approach to acceleration to improve student test scores on the interval assessments that demonstrate growth of at least 5% in the content area. In order to accomplish this, teachers will incorporate UDL and accelerated learning strategies to provide enriching experiences designed to stimulate thinking and develop concrete models while scaffolding and introducing new concepts just prior to the acquisition of new skills.

Building: Focus on current grade-level content to accelerate student learning.

a) Analyze student data to determine areas of deficiencies from previous grade levels.

b) Use scaffolding within lessons to personalize instruction and help students master content area skills.

c) Incorporate prerequisite skills into lessons on a weekly basis.

3. **Student/staff technology implementation.**

4. **Curriculum initiatives/staff development (faculty meetings, grade/department meetings, general topics covered).**

In our faculty meeting we covered the following topics:

- Covid Updates
- Traumatic situations regarding our students
- I & RS meeting and paperwork
- Sending students to crisis
- Student conflict and schedule adjustments
- ALE Math Program
- Santa's Workshop helpers

5. **Observation/evaluations completed (problems, concerns, and special accomplishments).**

Observations Scheduled	Non-Tenured Completed	Tenured Completed	Percent Remaining
2	2	25	5%

Comments:

6. **Special student activities (at risk, gifted and talented, ACE programs, clubs, safety patrol, athletics, etc.)**

Athletic Teams

Cheerleading, boys and girls basketball are in full swing. Tryout started yesterday and practices will begin next week. Mr. Van Dongen, Ms. Young, Mr. Riskie, and Mr. Bork are excited to begin a new season of expectations, fun, and enjoyment for all participants.

Ace Music

Dessert Theater is on Thursday, Friday, and Saturday this week. Mr. Lau and his team have put together an outstanding play that we are all excited to see.

Recognition of special accomplishment of students.

Students of the month will be recognized through pictures, certificate, and parent letter.

7. **Programs/activities to promote student attendance/punctuality.**

PBSIS Program-Students earned a Movie Day on November 30, 2021.

8. **Student discipline (detentions/suspensions, reasons, and length).**

5 disrespect to students.

8-OSS (7-direspect to staff and 1 disrespect to student)

1-ISS (disrespect to students)

9. **Parent involvement initiatives.**

N/A

10. **Community/business involvement/public relations efforts.**
N/A
11. **Facilities/general condition of building and grounds.**
Maintenance is being provided for the boiler and HVAC system in the business office.
12. **Monthly field trips.**
None Scheduled.
13. **Upcoming scheduled events.**
Dessert Theater December 9, 10, 11.
14. **State mandates**
Fire Drill and Security drill completed for the month of December.
15. **Miscellaneous (other items you want to bring to the Superintendent's attention).**
2 confirmed founded HIB's.
1 unfounded/inconclusive HIB.
16. **Students of the Month of November:**
Grade 6: Melah Davis, Connor Sooy
Grade 7: Paige Pillsbury, Alexander Whipple
Grade 8: Paige Hamidy, David Seeger

Board Report

To: Dr. Peter Koza, Superintendent & Upper Deerfield Board of Education

From: Gwen Steiner, BSN, RN, CSN

Signature for Submission Gwen Steiner

Date: December 7, 2021

Woodruff School:

Covid-19 issues continue to take up the majority of each day. Our numbers are going up, which is consistent with our county and the state as a whole. I am communicating with our administrators throughout each day. I am also contacting the CCHD frequently. The CCHD usually responds relatively quickly and they have been very helpful. We are now seeing students as positive cases in each building. I am also assisting the Moore secretary, staff and administrator when a nurse is not present. I assist with direct care to the students and I assist with Covid-19 issues. I have been collecting Covid-19 testing results for unvaccinated Moore staff members, again, in the absence of a nurse in the Moore building.

The above is a full-time position in itself. In addition, I am doing my best to handle all other health related issues. We have a diabetic student that I monitor daily. I maintain a diabetic log and I assist the student with his calculations and insulin administration. There is one daily medication and several students have emergency medications available for food and bee allergies. Many students self-carry their inhalers and current orders are kept in the Medication Log. I have recently updated the Woodruff Medication List.

I update the Health Concerns Lists as I receive new information. Staff members were notified to come to the Health Office to review the lists. I am still waiting to receive several charts from sending districts.

All Sports PEs were due in by 11-19-21 (this deadline was extended from 10-15-21). Even today I received a call from a parent insisting that I should accept her son's physical. Parents need to understand that once the physical is turned in, it needs to be reviewed and approved by our school physician. That is required by the NJDOE. The Sports PE forms originate at the state level. We strongly encourage summer appointments for physicals, when possible. Physicals are good for one year and should be completed, when possible, during the summer months. I work closely with Mr. Twardowski, our Athletic Director. I have requested that all coaches stop in the Health Office to review the Health Concerns Lists, to be aware of any pertinent medical issues.

On 11-18-21 I attended a sports meeting with Mr. Twardowski, Mr. Hill and Dr. Koza. We discussed the best measures for everyone's health and safety during the Covid-19 Pandemic.

Woodruff – continued:

On 11-24-21, at Mr. Wilchensky's request, I went to the Moore School to check the AED machines and to update the checklists. I check the Woodruff School AED machines daily.

There was a minor staff injury on 11-30-21. The staff member was assessed and was found to have moderate wrist discomfort. I reported the incident to QualCare on 11-30-21 as a Report Only claim. The staff member did not wish to see a Worker's Comp physician. All forms have been completed. I am waiting on a return call from QualCare for a claim number and then I will submit the forms to the Board Office.

I completed all assigned PSW webinars by 11-30-21.

On 12-1-21 I attended a School Nurse Zoom Seminar regarding Covid-19 issues with students.

Mr. Hill conducted a Fire Drill on 12-2-21. There were no incidents or injuries reported.

There was a half day in-service on 12-3-21. I updated lists and handled Covid-19 issues.

I am pleased that nurse, Rebecca Thompson, will start in district tomorrow. Coverage at the Moore School is crucial and the district nurses welcome any additional support as well!


Wishing everyone a wonderful holiday season!

UPPER DEERFIELD TOWNSHIP SCHOOLS
SEABROOK, NEWJERSEY

Special Education Monthly Report

To: Upper Deerfield Township Board of Education
Dr. Peter Koza, Superintendent

From: Deborah Leonard, Child Study Team Supervisor

Signature: 

Period : November 10, 2021 to November 30, 2021

GENERAL INFORMATION AND STATISTICS:

During this period, the following services were provided by the combined case managers and related services staff members:

Total Evaluations conducted: 10

- 1 Learning Evals
- 0 Social Evals
- 4 Psychological Evals
- 5 Speech and Language Evals

Parent Contacts: 79

- 35 CST Meetings
- 44 Parent Contacts

Direct Pupil Services: 289

- 0 Counseling
- 15 Social Skills
- 274 Speech Therapy

Additional Contacts: 92

- 78 Teacher/Administration Consultations
- 14 Outside agencies

Total Number of Classified Students: 200

- 172 Special Education and Related Services
 - 152 K - 8th Grade
 - 12 Preschool Disabled
 - 8 OOD placements
- 28 Speech and Language Only

Initial Eligibility Meetings Pending: 12

Upper Deerfield Township Schools

Buildings and Grounds/Security

Submitted by Chris Holt Interim CEFM Supervisor of Buildings and Grounds

Signature For Submission 

Board Report December 2020 Final Summary

- 1) Buildings and Grounds staff completed 10 School Dude requests submitted by staff and approved by building principals.
- 2) Covid-19 prevention room treatments are performed nightly, or as needed.
- 3) Woodruff and Seabrook PA systems are being serviced by Johnson Controls.
- 4) Quotes to update the alarm systems at the L. William Morris building are being taken.
- 5) Several members of the B&G staff will be taking state tests to obtain their low-pressure boiler licenses.
- 6) B&G staff are installing new smartboards in various district classrooms.

Upper Deerfield Township Board of Education

Summary Bills And Claims Report By Vendor Name

for Batch 61 December 2021

va_bill6.012015
11/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
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UNPOSTED CHECKS

A.A. DUCKETT, INC./ 1896	22-0754		600.00		
	22-0793		600.00		
	22-0799		3,000.00		
	22-0814		992.00	5,192.00	43783
	22-0817		5,000.00	5,000.00	43840
BEST PLUMBING SPECIALTIES, INC/ 1531	22-0812		547.68	547.68	43784
BLOCK LINE SYSTEMS / TELESYSTEMS/ 1295	22-0522		2,003.99	2,003.99	43785
BRIDGETON BOARD OF EDUCATION/ 1387	22-0847		256.00	256.00	43786
BRIDGETON PLUMBING & HEATING SUPPLY CO/ 1034	22-0828		28.02	28.02	43787
BRIDGETON PUBLIC CHARTER SCHOOL/ 1300	22-0575		7,518.00	7,518.00	43788
CASA PAYROLL SERVICES/ 1254	22-0526		445.75	445.75	43789
CASA REPORTING SERVICES/ 1142	22-0527		442.50	442.50	43790
CASCADE SCHOOL SUPPLIES, INC./ 1639	22-0104	AS PER YOUR BID	102.32		
	22-0246	AS PER YOUR BID	17.81		
	22-0337	AS PER YOUR BID	67.60		
	22-0356	AS PER YOUR BID	18.47		
	22-0374	AS PER YOUR BID	27.04		
	22-0390	AS PER YOUR BID	27.86	261.10	43791
	22-0106	AS PER YOUR BID	106.20	106.20	43842
COLEMAN ELECTRIC, INC./ 1354	22-0709		128.00	128.00	43792
COMPASS ACADEMY CHARTER SCHOOL/ 1301	22-0574		5,599.00	5,599.00	43793
COMPLETE CARE HEALTH NETWORK/ 1125	22-0528		400.00	400.00	43794
COREPOINT NETWORKS/ 1801	22-0529		2,500.00	2,500.00	43795
CREATIVITY COLABORATORY CHARTER SCHOOL/ 1764	22-0576		7,268.00	7,268.00	43796
DIRECT ENERGY MARKETING, INC./ 1077	22-0521		3,175.14	3,175.14	43797
DISCOUNT SCHOOL SUPPLY/EARLY CHILDHOOD/ 1660	22-0228	AS PER YOUR BID	327.08	327.08	43798
DIVINEMERCY4KIDS, LLC/ 1894	22-0860		6,249.00	6,249.00	43799
EDUCATIONAL DATA SERVICES/ 1621	22-0493		865.00	865.00	43800
ERCO CEILINGS INC/ 1467	22-0798		1,941.00	1,941.00	43801
FLAGHOUSE INC/ 1737	22-0201	AS PER YOUR BID	287.39	287.39	43802
FLEETWOOD, KIM/ 1307	22-0530		403.75	403.75	43803

Upper Deerfield Township Board of Education

Summary Bills And Claims Report By Vendor Name

va_bill6.012015
11/01/2021

for Batch 61 December 2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
UNPOSTED CHECKS					
FOLEY INSULATION, INC./ 1899	22-0765		3,180.00	3,180.00	43804
GCSSDJIF/ 1359	22-0512		79,615.00	79,615.00	43805
GIORDANO'S VINELAND, LLC/ 1454	22-0531		803.00	803.00	43806
H & R HARDWARE/ 1118	22-0790		128.64	128.64	43807
HAWKS & COMPANY/ 1887	22-0693		5,675.00	5,675.00	43808
HERFF JONES, INC./ 1128	22-0434		1,610.79	1,610.79	43809
INTERACTIVE KIDS, LLC/ 1610	22-0870		9,430.00	9,430.00	43810
	22-0871		399.33	399.33	43838
JAG-ONE PHYSICAL THERAPY/ 1888	22-0868		10,265.00	10,265.00	43811
JOHNSON CONTROLS FIRE PROTECTION LP/ 1626	22-0855		777.39	777.39	43812
MACK INDUSTRIES, INC./ 1612	22-0598		1,538.00		
	22-0623		8,507.00		
	22-0686		588.00	10,633.00	43813
MAJOR PETROLEUM INDUSTRIES/ 1351	22-0848		124.11		
	22-0866		127.24		
	22-0867		113.15	364.50	43814
MILLVILLE BOARD OF EDUCATION/ 1480	22-0843		6,022.62	6,022.62	43815
OTIS ELEVATOR COMPANY/ 1431	21-1283		37,902.17	37,902.17	43816
PETTY CASH/ 1903	22-0849		100.00	100.00	43817
PIETERS, GAYE E/ 1793	22-0838		1,500.00	1,500.00	43818
RAMM ENVIRONMENTAL SERVICES, INC./ 1399	22-0727		750.00	750.00	43819
SALEM COUNTY SPECIAL SERVICES SCHOOL DIS/ 1391	22-0687		1,180.65		
	22-0840		800.00	1,980.65	43820
SCHOOL DATEBOOKS/ 1814	22-0447		547.14	547.14	43821
SCHOOL SPECIALTY, LLC/ 1642	22-0007	AS PER YOUR BID	453.07		
	22-0081	AS PER YOUR BID	305.15		
	22-0823		98.54	856.76	43822
SOUTH JERSEY GLASS CO. INC./ 1209	22-0797		605.00	605.00	43823
SOUTHERN COASTAL RGNL EMPL BENEFIT FUND/ 1165	22-0534		237,744.00	237,744.00	43824

Upper Deerfield Township Board of Education Summary Bills And Claims Report By Vendor Name

va_bill6.012015
11/01/2021

for Batch 61 December 2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
UNPOSTED CHECKS					
SPRUCE INDUSTRIES, INC./ 1883	22-0842		2,100.00	2,100.00	43825
STAPLES ATN: CS TEAM/ 1618	22-0827		27.60	27.60	43826
STOW CREEK SCHOOL/ 1786	22-0722		2,000.00	2,000.00	43827
SUPER DUPER PUBLICATIONS INC./ 1350	22-0786		19.90	19.90	43828
UPPER DEERFIELD BOE CAFE FUND/ 1358	22-0859		3,247.20	3,247.20	43841
UPPER DEERFIELD TOWNSHIP/ 1235	22-0517		2,134.75	2,134.75	43829
VINELAND AUTO ELECTRIC, INC./ 1214	22-0856		97.66		
	22-0862		88.91	186.57	43830
VINELAND BOARD OF EDUCATION/ 1305	22-0869		27,451.02	27,451.02	43831
VINELAND PUBLIC CHARTER SCHOOL/ 1563	22-0573		13,149.00	13,149.00	43832
W.B. MASON CO. INC./ 1092	22-0833		50.49	50.49	43833
W.B. MASON CO. INC. ATN: CARL BETZ/ 1641	22-0105	AS PER YOUR BID	14.87	14.87	43834
WECARE INC./ 1686	22-0638		5,000.00	5,000.00	43835
WESTERN TERMITE & PEST CO./ 1246	22-0535		841.00	841.00	43836
WRIGHT CHOICE FOR HOME HC, THE/ 1095	22-0839		1,248.00		
	22-0854		1,560.00		
	22-0864		858.00	3,666.00	43837

Total for Unposted Checks 521,722.99

Upper Deerfield Township Board of Education Summary Bills And Claims Report By Vendor Name

va_bill6.012015
11/01/2021

for Batch 61 December 2021

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 12/08/2021 at 01:38:33 PM

Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	10	\$33,534.00				\$33,534.00
10	11	\$442,675.14				\$442,675.14
10	12	\$37,902.17				\$37,902.17
Fund 10	TOTAL	\$514,111.31				\$514,111.31
20	20	\$7,611.68				\$7,611.68
GRAND	TOTAL	\$521,722.99	\$0.00	\$0.00	\$0.00	\$521,722.99

Gross Payroll

No Gross Payroll to approve

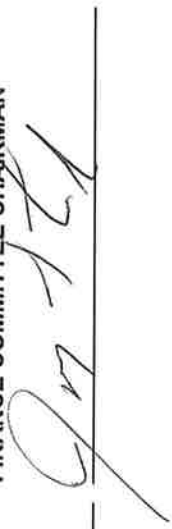
\$0.00
\$521,722.99

Total Bills to be Approved

BOARD SECRETARY



FINANCE COMMITTEE CHAIRMAN



Upper Deerfield Township Board of Education

Summary Bills And Claims Report By Vendor Name

for Batch 60 EFT December 2021

ve_bill6.012015
11/01/2021

Vendor Name / Vendor #	PO #	Description	PO Amt	Check Amt	Check#
UNPOSTED CHECKS					
ATLANTIC CITY ELECTRIC/ 1430	22-0519		21,145.86	21,145.86	202112062
GLOUCESTER CO SPECIAL SERVICES/ 1544	22-0707		1,828.00	1,828.00	202112084
	22-0707		1,828.00	1,828.00	202112224
SALEM COUNTY SPECIAL SERVICES SCHOOL DIS/ 1391	22-0502		664.75	664.75	202112081
	22-0657		13,044.95	13,044.95	202112083
	22-0502		664.75	664.75	202112221
	22-0657		13,044.95	13,044.95	202112223
SDA DEBIT SERVICE ASSESSMENT/ 1434	22-0674		5,230.90	5,230.90	202112082
	22-0674		5,230.90	5,230.90	202112222
SOUTH JERSEY GAS/ 1208	22-0533		8,978.20	8,978.20	202112021
UPPER DEERFIELD TWP JPT/ 1397	22-0634		42,859.40	42,859.40	202112141
WINDSTREAM COMMUNICATIONS, INC/ 1042	22-0863		2,107.29	2,107.29	202112061
		Total for Unposted Checks		116,627.95	

Upper Deerfield Township Board of Education Summary Bills And Claims Report By Vendor Name for Batch 60 EFT December 2021

va_bill6.012015
11/01/2021

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 12/08/2021 at 09:01:00 AM


Fund	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10	11			\$87,290.55		\$87,290.55
10	12			\$10,461.80		\$10,461.80
Fund 10	TOTAL			\$97,752.35		\$97,752.35
20	20			\$18,875.60		\$18,875.60
GRAND	TOTAL	\$0.00	\$0.00	\$116,627.95	\$0.00	\$116,627.95

Gross Payroll
No Gross Payroll to approve

\$0.00
\$116,627.95

Total Bills to be Approved

FINANCE COMMITTEE CHAIRMAN

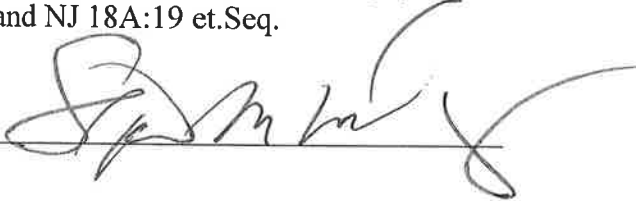
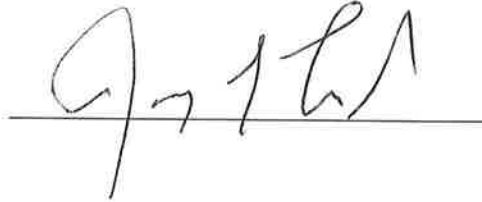
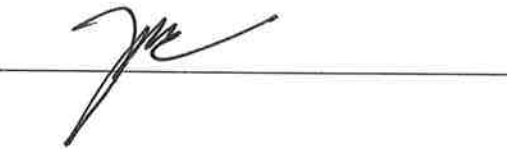

BOARD SECRETARY 



**CER
COMMUNITY SCHOOL BILLS
DECEMBER 2021 BILLS**

CHECK #	PAID TO THE ORDER OF	PURCHASE ORDER #	AMOUNT
Transfer 40	Upper Deerfield Twp. BOE - CER salaries & SSMD (11/30/2021 & 12/15/2021)	PO 009-22	\$5,673.16
7728	L.J. Zucca, Inc. – CER juice & snacks Inv. #1548279	PO 010-22	\$380.46
7729	Nadine Braziel –Partial refund for student (CSS002682)	PO 011-22	\$13.00
		TOTAL	\$6,066.62

I hereby certify that I have examined the bills covered by the above listed warrants and found them to be in order for payment in accordance with the Board of Education Policy and NJ 18A:19 et.Seq.

12/7 1:02pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Upper Deerfield Township Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 4 Month Period Ending 10/31/2021

=====

ASSETS AND RESOURCES

=====

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

101	Cash in bank		\$3,984,975.41
121	Tax levy receivable		\$5,040,304.80
	Accounts receivable:		
132	Interfund	\$58,424.11	
141	Intergovernmental - State	\$6,237,834.25	
			\$6,296,258.36
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$15,407,024.00	
302	Less Revenues	(\$15,145,183.21)	
			\$261,840.79
	Total assets and resources		\$15,583,379.36

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education
General Fund - Fund 10
Interim Balance Sheet
For 4 Month Period Ending 10/31/2021

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LIABILITIES AND FUND EQUITY

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--- LIABILITIES ---

421	Accounts Payable	\$1,079,574.85
TOTAL LIABILITIES		\$1,079,574.85

FUND BALANCE

--- Appropriated ---

753	Reserve for Encumbrances - Current Year	\$9,156,344.34
754	Reserve for Encumbrance - Prior Year	\$21,696.58
Reserved fund balance:		
761	Capital reserve account -	\$640,914.08
		\$640,914.08
764	Reserve for Maintenance	\$741,413.00
		\$741,413.00
760	Reserved Fund Balance	\$1,556,423.48
601	Appropriations	\$16,722,291.24
602	Less : Expenditures	\$5,456,501.59
603	Encumbrances	\$9,178,040.92 (\$14,634,542.51)
		\$2,087,748.73
Total Appropriated		\$14,204,540.21
--- Unappropriated ---		
770	Unreserved Fund Balance -	\$1,156,189.30
303	Budgeted Fund Balance	(\$856,925.00)

TOTAL FUND BALANCE		\$14,503,804.51
TOTAL LIABILITIES AND FUND EQUITY		\$15,583,379.36

Upper Deerfield Township Board of Education
 General Fund - Fund 10
 Interim Balance Sheet
 For 4 Month Period Ending 10/31/2021

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$16,722,291.24	\$14,634,542.51	\$2,087,748.73
Revenues	(\$15,407,024.00)	(\$15,145,183.21)	(\$261,840.79)
	<u>\$1,315,267.24</u>	<u>(\$510,640.70)</u>	<u>\$1,825,907.94</u>
Less: Adjust for prior year encumb.	<u>(\$458,342.24)</u>	<u>(\$458,342.24)</u>	
Budgeted Fund Balance	<u>\$856,925.00</u>	<u>(\$968,982.94)</u>	<u>\$1,825,907.94</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	\$856,925.00	(\$968,982.94)	\$1,825,907.94
TOTAL Budgeted Fund Balance	<u>\$856,925.00</u>	<u>(\$968,982.94)</u>	<u>\$1,825,907.94</u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education
GENERAL FUND - FUND 10
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 4 Month Period Ending 10/31/2021

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$7,657,004.00	\$7,520,193.23		\$136,810.77
3XXX From State Sources	\$7,708,275.00	\$7,623,425.00		\$84,850.00
4XXX From Federal Sources	\$41,745.00	\$1,564.98		\$40,180.02
TOTAL REVENUE/SOURCES OF FUNDS	\$15,407,024.00	\$15,145,183.21		\$261,840.79
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---				
11-1XX-100-XXX Regular Programs - Instruction	\$4,929,178.58	\$1,142,734.42	\$3,414,095.98	\$372,348.18
11-2XX-100-XXX Special Education - Instruction	\$1,195,661.00	\$303,106.11	\$880,768.35	\$11,786.54
11-230-100-XXX Basic Skills - Remedial Instruction	\$199,718.00	\$31,720.80	\$165,457.40	\$2,539.80
11-240-100-XXX Bilingual Education - Instruction	\$105,008.00	\$17,959.44	\$75,044.80	\$12,003.76
--- UNDISTRIBUTED EXPENDITURES ---				
11-000-100-XXX Instruction	\$412,229.00	\$55,842.31	\$203,053.69	\$153,333.00
11-000-213-XXX Health Services	\$257,872.00	\$67,314.41	\$185,093.47	\$5,464.12
11-000-216-XXX Speech, OT,PT & Related Svcs	\$205,479.00	\$64,050.87	\$0.00	\$141,428.13
11-000-217-XXX Other Support Serv - Students Extra Srvc	\$237,266.00	\$47,359.60	\$189,843.74	\$62.66
11-000-218-XXX Guidance	\$255,224.00	\$50,121.49	\$199,940.06	\$5,162.45
11-000-219-XXX Child Study Teams	\$694,911.00	\$183,063.74	\$477,124.95	\$34,722.31
11-000-219-592 Misc Purch Ser	\$3,800.00	\$3,784.00	\$0.00	\$16.00
11-000-221-XXX Improv of Inst. - Instruc Staff	\$191,032.00	\$37,654.32	\$138,252.68	\$15,125.00
11-000-222-XXX Educational Media Serv/School Library	\$168,969.00	\$20,581.48	\$142,647.55	\$5,739.97
11-000-223-XXX Instructional Staff Training Services	\$31,500.00	\$4,372.41	\$2,490.00	\$24,637.59
11-000-230-XXX Supp. Serv.-General Administration	\$413,618.00	\$159,569.52	\$190,629.66	\$63,418.82
11-000-240-XXX Supp. Serv.-School Administration	\$420,749.00	\$151,818.79	\$262,572.23	\$6,357.98
11-000-25X-XXX Central Serv & Admin. Inform. Tech.	\$416,184.78	\$177,457.46	\$126,597.43	\$112,129.89
11-000-261-XXX Require Maint. for School Facilities	\$476,862.36	\$91,502.56	\$124,314.78	\$261,045.02
11-000-262-XXX Custodial Services	\$1,294,878.00	\$513,100.30	\$730,233.64	\$51,544.06
11-000-263-XXX Care and Upkeep of Grounds	\$44,104.00	\$6,784.05	\$37,319.95	\$0.00
11-000-270-XXX Student Transportation Services	\$928,890.00	\$312,696.99	\$271,156.40	\$345,036.61
11-XXX-XXX-2XX Allocated and Unallocated Benefits	\$3,085,357.00	\$1,537,940.20	\$1,093,235.22	\$454,181.58
TOTAL GENERAL CURRENT EXPENSE				
EXPENDITURES/USES OF FUNDS	\$15,968,490.72	\$4,980,535.27	\$8,909,871.98	\$2,078,083.47

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Upper Deerfield Township Board of Education
 GENERAL FUND - FUND 10
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 4 Month Period Ending 10/31/2021

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$283,944.52	\$270,099.12	\$13,610.14	\$235.26
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$104,618.00	\$41,847.20	\$62,770.80	.00
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	\$388,562.52	\$311,946.32	\$76,380.94	\$235.26
10-000-100-56X Transfer of Funds to Charter Schools	\$365,238.00	\$164,020.00	\$201,218.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$16,722,291.24	\$5,456,501.59	\$9,187,470.92	\$2,078,318.73

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education
GENERAL FUND - FUND 10
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 4 Month Period Ending 10/31/2021

	ESTIMATED	ACTUAL	UNREALIZED
	<u> </u>	<u> </u>	<u> </u>
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$7,482,504.00	\$7,482,504.00	.00
15XX Earnings on Investments	\$35,000.00	\$10,694.29	\$24,305.71
1910 Rents and Royalties	\$9,500.00	\$4,744.00	\$4,756.00
1XXX Miscellaneous	\$130,000.00	\$22,250.94	\$107,749.06
TOTAL	<u>\$7,657,004.00</u>	<u>\$7,520,193.23</u>	<u>\$136,810.77</u>
--- STATE SOURCES ---			
3121 Categorical Transportation Aid	\$380,486.00	\$380,486.00	.00
3131 Extraordinary Aid	\$95,000.00	.00	\$95,000.00
3132 Categorical Special Education Aid	\$465,051.00	\$465,051.00	.00
3176 Equalization	\$6,580,274.00	\$6,580,274.00	.00
3177 Categorical Security	\$187,464.00	\$187,464.00	.00
3190 Other Unrestricted State Aid		\$10,150.00	(\$10,150.00)
TOTAL	<u>\$7,708,275.00</u>	<u>\$7,623,425.00</u>	<u>\$84,850.00</u>
--- FEDERAL SOURCES ---			
4200 Federal Grants including Medicaid Reimbursement	\$41,745.00	\$1,564.98	\$40,180.02
TOTAL	<u>\$41,745.00</u>	<u>\$1,564.98</u>	<u>\$40,180.02</u>
--- OTHER FINANCING SOURCES ---			
TOTAL REVENUES/SOURCES OF FUNDS	<u>\$15,407,024.00</u>	<u>\$15,145,183.21</u>	<u>\$261,840.79</u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 4 Month Period Ending 10/31/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-105-100-101 Preschool - Salaries of Teachers	\$78,114.00	.00	\$78,114.00	.00
11-110-100-101 Kindergarten - Salaries of Teachers	\$360,906.00	\$69,056.80	\$291,826.42	\$22.78
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$2,308,187.00	\$440,538.20	\$1,817,130.44	\$50,518.36
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$1,531,708.00	\$304,611.56	\$1,180,686.38	\$46,410.06
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$30,000.00	\$945.00	\$29,055.00	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$25,000.00	\$1,772.00	.00	\$23,228.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-340 Purchased Technical Services	\$168,576.00	\$114,977.07	\$12,023.94	\$41,574.99
11-190-100-610 General Supplies	\$419,487.58	\$205,919.47	\$5,259.80	\$208,308.31
11-190-100-640 Textbooks	\$5,200.00	\$4,102.32	.00	\$1,097.68
11-190-100-800 Other Objects	\$2,000.00	\$812.00	.00	\$1,188.00
TOTAL	\$4,929,178.58	\$1,142,734.42	\$3,414,095.98	\$372,348.18
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities Mild or Moderate:				
11-204-100-101 Salaries of Teachers	\$84,327.00	\$16,865.40	\$67,461.60	\$0.00
11-204-100-106 Other Salaries for Instruction	\$41,401.00	\$8,280.20	\$33,082.74	\$38.06
11-204-100-610 General Supplies	\$522.31	\$446.30	.00	\$76.01
TOTAL	\$126,250.31	\$25,591.90	\$100,544.34	\$114.07
Multiple Disabilities:				
11-212-100-101 Salaries of Teachers	\$233,139.00	\$33,132.95	\$199,947.65	\$58.40
11-212-100-106 Other Salaries for Instruction	\$24,955.00	\$10,908.25	\$14,046.75	.00
TOTAL	\$258,094.00	\$44,041.20	\$213,994.40	\$58.40
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$589,189.00	\$170,464.10	\$418,229.34	\$495.56
11-213-100-106 Other Salaries for Instruction	\$200,827.69	\$53,134.66	\$147,514.57	\$178.46
11-213-100-610 General supplies	\$21,300.00	\$9,874.25	\$485.70	\$10,940.05
TOTAL	\$811,316.69	\$233,473.01	\$566,229.61	\$11,614.07
TOTAL SPECIAL ED - INSTRUCTION	\$1,195,661.00	\$303,106.11	\$880,768.35	\$11,786.54
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$95,591.00	\$16,429.40	\$79,156.16	\$5.44
11-230-100-106 Other Salaries for Instruction	\$101,627.00	\$15,291.40	\$86,301.24	\$34.36
11-230-100-610 General Supplies	\$2,500.00	.00	.00	\$2,500.00
TOTAL	\$199,718.00	\$31,720.80	\$165,457.40	\$2,539.80
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$92,281.00	\$17,225.40	\$75,044.80	\$10.80
11-240-100-320 Purchased Prof.-Ed. Services	\$11,927.00	.00	.00	\$11,927.00
11-240-100-610 General Supplies	\$800.00	\$734.04	.00	\$65.96
TOTAL	\$105,008.00	\$17,959.44	\$75,044.80	\$12,003.76

Upper Deerfield Township Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 4 Month Period Ending 10/31/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-561 Tuition to Other LEAs within State Regular	\$5,519.00	.00	.00	\$5,519.00
11-000-100-562 Tuition to Other LEAs within State Special	\$72,608.00	\$17,365.70	\$45,317.30	\$9,925.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$268,145.00	\$38,476.61	\$157,736.39	\$71,932.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$65,957.00	.00	.00	\$65,957.00
TOTAL	\$412,229.00	\$55,842.31	\$203,053.69	\$153,333.00
--- Health services ---				
11-000-213-100 Salaries	\$247,772.00	\$61,886.35	\$182,693.47	\$3,192.18
11-000-213-300 Purchased Prof. & Tech. Svc.	\$4,250.00	\$1,757.50	\$2,400.00	\$92.50
11-000-213-500 Other Purchd. Serv.(400-500 series)	\$100.00	.00	.00	\$100.00
11-000-213-600 Supplies and Materials	\$5,750.00	\$3,670.56	.00	\$2,079.44
TOTAL	\$257,872.00	\$67,314.41	\$185,093.47	\$5,464.12
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$103,229.00	\$36,412.37	.00	\$66,816.63
11-000-216-320 Purchased Prof. Ed. Services	\$101,250.00	\$27,638.50	.00	\$73,611.50
11-000-216-600 Supplies and Materials	\$1,000.00	.00	.00	\$1,000.00
TOTAL	\$205,479.00	\$64,050.87	\$0.00	\$141,428.13
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$237,266.00	\$47,359.60	\$189,843.74	\$62.66
TOTAL	\$237,266.00	\$47,359.60	\$189,843.74	\$62.66
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$248,724.00	\$48,488.12	\$199,940.06	\$295.82
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$2,500.00	.00	.00	\$2,500.00
11-000-218-600 Supplies and Materials	\$4,000.00	\$1,633.37	.00	\$2,366.63
TOTAL	\$255,224.00	\$50,121.49	\$199,940.06	\$5,162.45
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$558,815.00	\$130,374.45	\$427,720.61	\$719.94
11-000-219-105 Sal Secr. & Clerical Asst.	\$47,896.00	\$9,145.40	\$38,750.60	.00
11-000-219-320 Purchased Prof. - Ed. Services	\$60,000.00	\$22,761.17	\$9,430.00	\$27,808.83
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$15,000.00	\$13,276.83	\$1,200.00	\$523.17
11-000-219-592 Misc Purch Ser(400-500 O/than Resid costs)	\$6,000.00	\$3,784.00	\$0.00	\$2,216.00
11-000-219-600 Supplies and Materials	\$11,000.00	\$7,505.89	\$23.74	\$3,470.37
TOTAL	\$698,711.00	\$186,847.74	\$477,124.95	\$34,738.31
--- Improv. of instr. Serv. ---				
11-000-221-104 Salaries Other Prof. Staff	\$175,907.00	\$37,654.32	\$138,252.68	.00
11-000-221-320 Purchased Prof. - Ed. Services	\$1,000.00	.00	.00	\$1,000.00
11-000-221-390 Other Purch. Prof. & Tech Svc.	\$14,125.00	.00	.00	\$14,125.00
TOTAL	\$191,032.00	\$37,654.32	\$138,252.68	\$15,125.00
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$158,569.00	\$15,887.53	\$142,647.55	\$33.92

Upper Deerfield Township Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 4 Month Period Ending 10/31/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-222-300 Purchased Prof. & Tech Svc.	\$4,000.00	\$3,174.09	.00	\$825.91
11-000-222-500 Other Purchased Services (400-500 series)	\$400.00	.00	.00	\$400.00
11-000-222-600 Supplies and Materials	\$6,000.00	\$1,519.86	.00	\$4,480.14
TOTAL	\$168,969.00	\$20,581.48	\$142,647.55	\$5,739.97
--- Instructional Staff Training Services ---				
11-000-223-320 Purchased Prof. - Ed. Services	\$25,000.00	\$4,308.50	\$2,211.00	\$18,480.50
11-000-223-500 Other Purchased Services (400-500 series)	\$6,500.00	\$63.91	\$279.00	\$6,157.09
TOTAL	\$31,500.00	\$4,372.41	\$2,490.00	\$24,637.59
--- Support services-general administration ---				
11-000-230-100 Salaries	\$218,378.00	\$72,954.00	\$145,141.28	\$282.72
11-000-230-331 Legal Services	\$10,000.00	\$507.50	.00	\$9,492.50
11-000-230-332 Audit Fees	\$21,000.00	.00	\$20,350.00	\$650.00
11-000-230-334 Architectural/Engineering Services	\$32,390.00	.00	\$17,390.00	\$15,000.00
11-000-230-339 Other Purchased Prof. Svc.	\$15,000.00	\$2,422.50	\$2,422.50	\$10,155.00
11-000-230-530 Communications/Telephone	\$45,000.00	\$21,704.39	\$4,420.88	\$18,874.73
11-000-230-585 BOE Other Purchased Prof. Svc.	\$4,100.00	\$2,297.84	.00	\$1,802.16
11-000-230-590 Other Purchased Services	\$50,500.00	\$50,110.53	\$25.00	\$364.47
11-000-230-610 General Supplies	\$3,000.00	\$248.21	.00	\$2,751.79
11-000-230-630 BOE In-House Training/Meeting Supplies	\$750.00	.00	.00	\$750.00
11-000-230-890 Misc. Expenditures	\$10,520.00	\$8,874.55	\$880.00	\$765.45
11-000-230-895 BOE Membership Dues and Fees	\$2,980.00	\$450.00	.00	\$2,530.00
TOTAL	\$413,618.00	\$159,569.52	\$190,629.66	\$63,418.82
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$160,952.00	\$52,126.64	\$108,245.22	\$580.14
11-000-240-105 Sal Sec. & Clerical Asst.	\$202,557.00	\$66,428.01	\$136,077.39	\$51.60
11-000-240-500 Other Purchased Services (400-500 series)	\$39,050.00	\$19,857.09	\$17,908.37	\$1,284.54
11-000-240-600 Supplies and Materials	\$16,240.00	\$11,947.05	\$341.25	\$3,951.70
11-000-240-800 Other Objects	\$1,950.00	\$1,460.00	.00	\$490.00
TOTAL	\$420,749.00	\$151,818.79	\$262,572.23	\$6,357.98
--- Central Services ---				
11-000-251-100 Salaries	\$242,252.00	\$89,123.85	\$69,462.28	\$83,665.87
11-000-251-340 Purchased Technical Services	\$32,000.00	\$14,008.50	\$17,575.50	\$416.00
11-000-251-592 Misc Pur Serv (400-500 series)	\$7,000.00	\$3,123.36	\$3,784.00	\$92.64
11-000-251-600 Supplies and Materials	\$4,000.00	\$1,219.70	\$43.78	\$2,736.52
11-000-251-89X Other Objects	\$2,800.00	\$357.00	.00	\$2,443.00
TOTAL	\$288,052.00	\$107,832.41	\$90,865.56	\$89,354.03
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$33,994.00	\$15,762.13	\$18,231.87	.00
11-000-252-330 Purchased Prof. Services	\$60,500.00	\$30,505.94	\$17,500.00	\$12,494.06
11-000-252-500 Other Pur Serv. (400-500 series)	\$5,000.00	.00	.00	\$5,000.00
11-000-252-600 Supplies and Materials	\$28,438.78	\$23,356.98	.00	\$5,081.80
11-000-252-800 Other Objects	\$200.00	.00	.00	\$200.00

Upper Deerfield Township Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 4 Month Period Ending 10/31/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL	\$128,132.78	\$69,625.05	\$35,731.87	\$22,775.86
TOTAL Cent. Svcs. & Admin IT	\$416,184.78	\$177,457.46	\$126,597.43	\$112,129.89
--- Required Maint. for School Facilities ---				
11-000-261-100 Salaries	\$86,958.00	\$9,900.00	\$77,058.00	.00
11-000-261-420 Cleaning, Repair & Maint. Svc	\$299,904.36	\$78,854.57	\$45,519.78	\$175,530.01
11-000-261-421 Lead Testing of Drinking Water	\$1,000.00	.00	.00	\$1,000.00
11-000-261-610 General Supplies	\$89,000.00	\$2,747.99	\$1,737.00	\$84,515.01
TOTAL	\$476,862.36	\$91,502.56	\$124,314.78	\$261,045.02
--- Custodial Services ---				
11-000-262-1XX Salaries	\$532,547.00	\$165,447.11	\$366,877.07	\$222.82
11-000-262-107 Salaries of Non-Instructional Aids	\$98,581.00	\$16,538.35	\$82,042.65	.00
11-000-262-300 Purchased Prof. & Tech. Svc.	\$17,400.00	\$8,167.29	\$8,541.50	\$691.21
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$54,000.00	\$27,030.32	\$23,265.19	\$3,704.49
11-000-262-490 Other Purchased Property Svc.	\$3,500.00	.00	.00	\$3,500.00
11-000-262-520 Insurance	\$86,750.00	\$82,827.00	.00	\$3,923.00
11-000-262-610 General Supplies	\$64,600.00	\$25,767.76	\$7,074.71	\$31,757.53
11-000-262-621 Energy (Natural Gas)	\$108,000.00	\$24,749.31	\$83,250.69	.00
11-000-262-622 Energy (Electricity)	\$315,000.00	\$155,818.17	\$159,181.83	.00
11-000-262-624 Energy (Oil)	\$4,000.00	\$428.40	.00	\$3,571.60
11-000-262-626 Energy (Gasoline)	\$5,000.00	\$1,057.59	.00	\$3,942.41
11-000-262-8XX Other Objects	\$5,500.00	\$5,269.00	\$0.00	\$231.00
TOTAL	\$1,294,878.00	\$513,100.30	\$730,233.64	\$51,544.06
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$44,104.00	\$6,784.05	\$37,319.95	.00
TOTAL	\$44,104.00	\$6,784.05	\$37,319.95	\$0.00
TOTAL Oper & Maint of Plant Services	\$1,815,844.36	\$611,386.91	\$891,868.37	\$312,589.08
--- Student transportation services ---				
11-000-270-350 Management Fee - ESC Transp. Prog.	\$35,000.00	\$22,535.00	.00	\$12,465.00
11-000-270-505 Contract Svc (Aid-In-Lieu)-Choice Students	\$15,000.00	.00	.00	\$15,000.00
11-000-270-511 Contract Svc (btw Home & Sch.)-vendors	\$34,000.00	\$8,480.00	\$14,000.00	\$11,520.00
11-000-270-513 Contract Svc (btw home & sch.)-joint agree	\$500,890.00	\$171,437.60	\$257,156.40	\$72,296.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$4,000.00	.00	.00	\$4,000.00
11-000-270-518 Contract Svc (Sp Ed) - ESCs	\$275,000.00	\$110,244.39	.00	\$164,755.61
11-000-270-503 Contr Svc-Aid in Lieu Paymnts-Non Pub Sch	\$65,000.00	.00	.00	\$65,000.00
TOTAL	\$928,890.00	\$312,696.99	\$271,156.40	\$345,036.61
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$222,158.00	\$63,691.94	\$158,466.06	.00
11-XXX-XXX-241 Other Retirement Contrib. - PERS	\$310,000.00	\$1,324.10	\$48,675.90	\$260,000.00
11-XXX-XXX-250 Unemployment Compensation	\$10,000.00	.00	.00	\$10,000.00
11-XXX-XXX-260 Workman's Compensation	\$125,820.00	\$121,523.00	.00	\$4,297.00
11-XXX-XXX-270 Health Benefits	\$2,364,379.00	\$1,351,401.16	\$886,093.26	\$126,884.58
11-XXX-XXX-280 Tuition Reimbursement	\$33,000.00	.00	.00	\$33,000.00

Upper Deerfield Township Board of Education
GENERAL FUND - FUND 10
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 4 Month Period Ending 10/31/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
11-XXX-XXX-290 Other Employee Benefits	\$20,000.00	.00	.00	\$20,000.00
TOTAL	\$3,085,357.00	\$1,537,940.20	\$1,093,235.22	\$454,181.58
Total Undistributed Expenditures	\$9,538,925.14	\$3,485,014.50	\$4,374,505.45	\$1,679,405.19
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$15,968,490.72	\$4,980,535.27	\$8,909,871.98	\$2,078,083.47
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$15,968,490.72	\$4,980,535.27	\$8,909,871.98	\$2,078,083.47

Upper Deerfield Township Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 4 Month Period Ending 10/31/2021

	Appropriations	Expenditures	Encumbrances	Available Balance
*** CAPITAL OUTLAY ***				
--- EQUIPMENT ---				
Undistributed expenses				
12-000-210-730 Support services-students-reg.	\$12,590.00	\$12,590.00	\$0.00	\$0.00
12-000-261-730 Undist. Exp.-Req. Maint. Schl Facilities	\$271,354.52	\$257,509.12	\$13,610.14	\$235.26
Undist. Exp. - Non-instructional Services				
TOTAL	\$283,944.52	\$270,099.12	\$13,610.14	\$235.26
--- Facilities acquisition and construction services ---				
12-000-400-896 Assmt for Debt Service on SDA Funding	\$104,618.00	\$41,847.20	\$62,770.80	.00
Sub Total	\$104,618.00	\$41,847.20	\$62,770.80	\$0.00
TOTAL	\$104,618.00	\$41,847.20	\$62,770.80	\$0.00
TOTAL CAPITAL OUTLAY EXPENDITURES	\$388,562.52	\$311,946.32	\$76,380.94	\$235.26

Upper Deerfield Township Board of Education
 GENERAL FUND - FUND 10
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 4 Month Period Ending 10/31/2021

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
10-000-100-56X Transfer of Funds to Charter Schls.	\$365,238.00	\$164,020.00	\$201,218.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$16,722,291.24	\$5,456,501.59	\$9,187,470.92	\$2,078,318.73

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education
General Fund - Fund 10

For 4 Month Period Ending 10/31/2021

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



Board Secretary/Business Administrator

12/7/21
Date

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

12/7 1:02pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Upper Deerfield Township Board of Education
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 4 Month Period Ending 10/31/21

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

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

101	Cash in bank		(\$74,518.50)
	Accounts receivable:		
141	Intergovernmental - State	\$1,402,360.25	
142	Intergovernmental - Federal	\$38,377.19	
		\$1,440,737.44	

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

301	Estimated Revenues	\$4,039,456.41	
302	Less Revenues	(\$1,866,193.23)	
		\$2,173,263.18	
	 Total assets and resources		 \$3,539,482.12

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Upper Deerfield Township Board of Education
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 4 Month Period Ending 10/31/21

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

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

421	Accounts Payable	\$46,901.78
481	Deferred revenues	\$8,866.86
	Other current liabilities	(\$13,672.18)
TOTAL LIABILITIES		\$42,096.46
		=====

F U N D B A L A N C E

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

753	Reserve for encumbrances - Current Year	\$1,307,806.12
601	Appropriations	\$4,039,456.41
602	Less: Expenditures	\$542,070.75
603	Encumbrances	\$1,307,806.12 (\$1,849,876.87)
TOTAL FUND BALANCE		\$2,189,579.54
		=====
TOTAL LIABILITIES AND FUND EQUITY		\$3,497,385.66
		=====
		\$3,539,482.12
		=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 4 Month Period Ending 10/31/21

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
1XXX From Local Sources	\$2,534.23	\$2,534.23		.00
3XXX From State Sources	\$1,984,473.00	\$1,861,717.00		\$122,756.00
4XXX From Federal Sources	\$2,052,449.18	\$1,942.00		\$2,050,507.18
TOTAL REVENUE/SOURCES OF FUNDS	\$4,039,456.41	\$1,866,193.23		\$2,173,263.18
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:				
Other Local Projects (001-199)	\$2,534.23	\$390.00	.00	\$2,144.23
TOTAL LOCAL PROJECTS	\$2,534.23	\$390.00	\$0.00	\$2,144.23
STATE PROJECTS:				
Preschool Education Aid (218)	\$1,984,667.00	\$285,166.54	\$909,304.89	\$790,195.57
TOTAL STATE PROJECTS	\$1,984,667.00	\$285,166.54	\$909,304.89	\$790,195.57
FEDERAL PROJECTS:				
ESSA Title I - Part A/D (231-239)	\$303,807.00	\$71,437.28	\$142,333.52	\$90,036.20
I.D.E.A. Part B (Handicapped) (250-259)	\$244,180.00	\$106,165.73	\$128,576.47	\$9,437.80
ESSA Title II - Part A/D (270-279)c	\$37,966.00	\$4,836.80	\$21,346.20	\$11,783.00
ESSA Title IV (280-289)	\$24,815.00	\$7,444.00	.00	\$17,371.00
CARES Act Education Stabilization Fund (477)	\$210,694.18	\$66,630.40	\$40,983.22	\$103,080.56
CRRSA-ESSER II Grant Program (483)	\$1,114,284.00	.00	\$65,261.82	\$1,049,022.18
CRRSA Act-Learning Acceleration Grant Program (484)	\$71,509.00	.00	.00	\$71,509.00
CRRSA Act-Mental Health Grant Program (485)	\$45,000.00	.00	.00	\$45,000.00
TOTAL FEDERAL PROJECTS	\$2,052,255.18	\$256,514.21	\$398,501.23	\$1,397,239.74
*** TOTAL EXPENDITURES ***	\$4,039,456.41	\$542,070.75	\$1,307,806.12	\$2,189,579.54

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Upper Deerfield Township Board of Education
 SPECIAL REVENUE - FUND 20
 SCHEDULE OF REVENUES
 ACTUAL COMPARED WITH ESTIMATED
 For 4 Month Period Ending 10/31/21

	ESTIMATED	ACTUAL	UNREALIZED
1XXX Other Revenue from Local Sources	\$2,534.23	\$2,534.23	\$0.00
Total Revenues from Local Sources	\$2,534.23	\$2,534.23	\$0.00
--- STATE SOURCES ---			
3218 Preschool Education Aid	\$1,984,473.00	\$1,861,717.00	\$122,756.00
Total Revenue from State Sources	\$1,984,473.00	\$1,861,717.00	\$122,756.00
--- FEDERAL SOURCES ---			
4411-16 Title I	\$304,001.00	.00	\$304,001.00
4451-55 Title II	\$37,966.00	.00	\$37,966.00
4471-74 Title IV	\$24,815.00	.00	\$24,815.00
4420-29 I.D.E.A. Part B (Handicapped)	\$244,180.00	.00	\$244,180.00
4530 CARES Act Education Stabilization Fund	\$210,694.18	\$1,942.00	\$208,752.18
4534 CRRSA Act - ESSER II	\$1,114,284.00	.00	\$1,114,284.00
4535 CRRSA Act - Learning Acceleration Grant	\$71,509.00	.00	\$71,509.00
4536 CRRSA Act - Mental Health Grant	\$45,000.00	.00	\$45,000.00
Total Revenues from Federal Sources	\$2,052,449.18	\$1,942.00	\$2,050,507.18
TOTAL REVENUES/SOURCES OF FUNDS	\$4,039,456.41	\$1,866,193.23	\$2,173,263.18

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 4 Month Period Ending 10/31/21


	Appropriations	Expenditures	Encumbrances	Available Balance
Local Projects:				
20-001-XXX-XXX to 20-199-XXX-XXX Local Projects	\$2,534.23	\$390.00	.00	\$2,144.23
TOTAL LOCAL PROJECTS	\$2,534.23	\$390.00	\$0.00	\$2,144.23
State Projects:				
--- Preschool Education Aid - Instruction ---				
20-218-100-101 Salaries of Teachers	\$646,272.00	\$135,726.00	\$510,451.00	\$95.00
20-218-100-106 Other Sal. For Instruction	\$388,844.00	\$89,847.72	\$298,000.90	\$995.38
20-218-100-321 Purchased Prof & Ed Services	\$90,000.00	\$2,400.00	.00	\$87,600.00
20-218-100-800 Other objects	\$23,519.00	\$2,315.50	\$2,435.40	\$18,768.10
Total Instruction	\$1,148,635.00	\$230,289.22	\$810,887.30	\$107,458.48
--- Preschool Education Aid - Support Services ---				
20-218-200-103 Salaries of Program Directors	\$26,117.00	\$8,286.40	\$17,830.60	.00
20-218-200-104 Salaries of Other Professional Staff	\$33,417.00	\$8,164.36	\$25,252.64	.00
20-218-200-173 Salaries of Community Parent Involvement Spec.	\$9,875.00	.00	.00	\$9,875.00
20-218-200-176 Salaries of Master Teachers	\$65,325.00	\$13,923.40	\$51,401.60	.00
20-218-200-200 Personal Services - Employee Benefits	\$527,372.00	.00	.00	\$527,372.00
20-218-200-329 Purchased Professional-Education Services	\$31,500.00	.00	.00	\$31,500.00
20-218-200-330 Other Purchased Professional Services	\$20,000.00	.00	.00	\$20,000.00
20-218-200-420 Cleaning, Repair & Maintenance Services	\$4,799.00	.00	.00	\$4,799.00
20-218-200-511 Contr. Trans. Serv. (Bet. Home & Sch)	\$3,500.00	.00	.00	\$3,500.00
20-218-200-516 Contr. Trans. Serv. (Field Trips.)	\$11,000.00	.00	.00	\$11,000.00
20-218-200-580 Travel	\$3,152.00	.00	.00	\$3,152.00
20-218-200-590 Miscellaneous Purchased Services	\$2,500.00	.00	.00	\$2,500.00
20-218-200-800 Other Objects	\$4,836.00	.00	.00	\$4,836.00
Total Support Services	\$743,393.00	\$30,374.16	\$94,484.84	\$618,534.00
-- TOTAL Preschool Education Aid --	\$1,892,028.00	\$260,663.38	\$905,372.14	\$725,992.48
<hr/>				
TOTAL STATE PROJECTS	\$1,892,028.00	\$260,663.38	\$905,372.14	\$725,992.48
Federal Projects:				
--- CARES Act Educational Stabilization Fund ---				
-- Instruction --				
20-477-100-1XX Salaries	\$70,198.00	\$15,072.00	\$9,928.00	\$45,198.00
20-477-100-600 Instructional Supplies	\$71,293.18	\$46,868.40	\$24,424.78	.00
Total Instruction	\$141,491.18	\$61,940.40	\$34,352.78	\$45,198.00
--- Support Services ---				
20-477-200-100 Salaries	\$25,000.00	.00	.00	\$25,000.00
20-477-200-200 Benefits	\$26,250.00	.00	.00	\$26,250.00

	Appropriations	Expenditures	Encumbrances	Available Balance
20-477-200-600 Supplies and Materials	\$17,953.00	\$4,690.00	\$6,630.44	\$6,632.56
Total Support Services	\$69,203.00	\$4,690.00	\$6,630.44	\$57,882.56
TOTAL CARES Act Education Stabilization Fund	\$210,694.18	\$66,630.40	\$40,983.22	\$103,080.56
--- 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	\$303,807.00	\$71,437.28	\$142,333.52	\$90,036.20
20-25X-XXX-XXX I.D.E.A. Part B	\$244,180.00	\$106,165.73	\$128,576.47	\$9,437.80
20-27X-XXX-XXX ESSA Title II - Part A/D	\$37,966.00	\$4,836.80	\$21,346.20	\$11,783.00
20-28X-XXX-XXX ESSA Title IV	\$24,815.00	\$7,444.00	.00	\$17,371.00
20-483-XXX-XXX CRRSA-ESSER II Grant Program	\$1,114,284.00	.00	\$65,261.82	\$1,049,022.18
20-484-XXX-XXX CRRSA Act-Learning Acceleration Grant Program	\$71,509.00	.00	.00	\$71,509.00
20-485-XXX-XXX CRRSA Act-Mental Health Grant Program	\$45,000.00	.00	.00	\$45,000.00
TOTAL Other Federal Programs	\$1,841,561.00	\$189,883.81	\$357,518.01	\$1,294,159.18
TOTAL FEDERAL PROJECTS	\$2,052,255.18	\$256,514.21	\$398,501.23	\$1,397,239.74
20-XXX-XXX-XXX All Other State/Fed/Loc Projects	\$92,639.00	\$24,503.16	\$3,932.75	\$64,203.09
TOTAL EXPENDITURES	\$4,039,456.41	\$542,070.75	\$1,307,806.12	\$2,189,579.54

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education

Special Revenue Fund - Fund 20
For 4 Month Period Ending 10/31/21

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



Board Secretary/Business Administrator

12/7/21
Date

12/7 1:02pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Upper Deerfield Township Board of Education
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 4 Month Period Ending 10/31/21

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

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

101	Cash in bank	\$66,304.12
-----	--------------	-------------

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

301	Estimated Revenues	\$35.57
302	Less Revenues	(\$115.57)
		(\$80.00)

Total assets and resources

\$66,224.12

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

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 4 Month Period Ending 10/31/21

=====

LIABILITIES AND FUND EQUITY

=====

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

402	Interfund accounts payable	\$65,692.18
-----	----------------------------	-------------

TOTAL LIABILITIES

\$65,692.18

FUND BALANCE

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

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

770	Fund balance	\$496.37
-----	--------------	----------

303	Budgeted Fund Balance	\$35.57
-----	-----------------------	---------

TOTAL FUND BALANCE

\$531.94

TOTAL LIABILITIES AND FUND EQUITY

\$66,224.12

=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 4 Month Period Ending 10/31/21

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	_____	_____	_____	_____
*** REVENUES/SOURCES OF FUNDS ***				
Other Revenue/Source of Funds	\$35.57	\$115.57		(\$80.00)
	_____	_____	_____	_____
TOTAL REVENUE/SOURCES OF FUNDS	\$35.57	\$115.57		(\$80.00)
	=====	=====	=====	=====
*** EXPENDITURES ***				
	_____	_____	_____	_____
	=====	=====	=====	=====

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education

Capital Projects Fund - Fund 30
For 4 Month Period Ending 10/31/21

I, DR. FRANK BADESSA, Board Secretary/Business Administrator
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which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Business Administrator

12/7/21
Date

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

12/7 1:02pm

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 Upper Deerfield Township Board of Education
 Debt Service Fund - Fund 40
 Interim Balance Sheet
 For 4 Month Period Ending 10/31/21

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

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

101	Cash in bank	(\$8,609.79)
121	Tax levy receivable	\$394,896.00
	Accounts receivable:	
132	Interfund	\$1,162.22
		\$1,162.22

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

301	Estimated Revenues	\$394,896.00
302	Less Revenues	(\$394,896.00)
		\$387,448.43

=====

Total assets and resources

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education

Debt Service Fund - Fund 40
Interim Balance Sheet
For 4 Month Period Ending 10/31/21

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753 Reserve for encumbrances - Current Year \$387,448.00
Reserved fund balance:

601	Appropriations		\$394,896.00	
602	Less : Expenditures	\$7,448.00		
603	Encumbrances	\$387,448.00	(\$394,896.00)	
	Total Appropriated			\$387,448.00

--- Unappropriated ---

770 Fund Balance \$0.43

TOTAL FUND BALANCE \$387,448.43

TOTAL LIABILITIES AND FUND EQUITY \$387,448.43

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
Appropriations	\$394,896.00	\$394,896.00	\$0.00
Revenues	(\$394,896.00)	(\$394,896.00)	\$0.00
--- Change in Maint. / Capital reserve account ---			
Less: Adjust for prior year encumb.	\$0.00	\$0.00	

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 4 Month Period Ending 10/31/21

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
*** REVENUES/SOURCES OF FUNDS ***				
--- Local Sources ---				
1210 Local tax levy	\$394,896.00	\$394,896.00		.00
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Local Sources	\$394,896.00	\$394,896.00		\$0.00
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL REVENUE/SOURCES OF FUNDS	\$394,896.00	\$394,896.00		\$0.00
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education

Debt Service Fund - Fund 40
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 4 Month Period Ending 10/31/21


*** EXPENDITURES ***	APPROPRIATIONS	EXPENDITURES/Enc.	AVAILABLE BALANCE
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
--- Debt Service - Regular ---			
40-701-510-834 Interest on Bonds	\$14,896.00	\$14,896.00	.00
40-701-510-910 Redemption of Principal	\$380,000.00	\$380,000.00	.00
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
TOTAL	\$394,896.00	\$394,896.00	\$0.00
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$394,896.00	\$394,896.00	\$0.00
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
*** TOTAL USES OF FUNDS ***	\$394,896.00	\$394,896.00	\$0.00
	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>

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

REPORT OF THE SECRETARY CERTIFICATION PAGE
TO THE BOARD OF EDUCATION
Upper Deerfield Township Board of Education
Debt Service Fund - Fund 40

For 4 Month Period Ending 10/31/21

I, DR. FRANK BADESSA, Board Secretary/Business Administrator
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which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.



Board Secretary/Administrator

12/7/21
Date

**District of
UPPER DEERFIELD**

**For The Month Ended:
10/31/2021**

CASH REPORT				
FUND	1 Beginning Cash Balance	2 Cash Receipts This Month	3 Cash Disbursements This Month	4 Ending Cash Balances
General Fund - Fund 10	\$3,732,072.84	\$1,625,699.28	\$1,372,796.71	\$3,984,975.41
Special Revenue Fund - 20	(\$35,643.08)	\$186,171.70	\$225,047.12	(\$74,518.50)
Capital Projects Fund - 30	\$66,267.25	\$36.87	\$0.00	\$66,304.12
Debt Service Fund - 40	(\$8,609.79)	\$0.00	\$0.00	(\$8,609.79)
CER Fund-65	(\$4,038.49)	\$6,277.36	\$6,063.26	(\$3,824.39)
Joint Pupil Transport-70	(\$28.38)	\$5,121.36	\$4,911.03	\$181.95
Shared Services-80	\$58,580.30	\$0.00	\$0.00	\$58,580.30
Total Governmental Funds	\$3,808,600.65	\$1,823,306.57	\$1,608,818.12	\$4,023,089.10
Payroll	\$0.00	\$623,509.34	\$623,509.34	\$0.00
Payroll Agency	(\$930.22)	\$465,179.97	\$461,947.28	\$2,302.47
Total Payroll & Agency	(\$930.22)	\$1,088,689.31	\$1,085,456.62	\$2,302.47
Total All Funds	\$3,808,600.65	\$1,823,306.57	\$1,608,818.12	\$4,023,089.10

Ocean First Bank General Fund	\$3,956,784.98
Ocean First Bank Capital Project Acct	\$66,304.12

Ending Balance Total Per Treasurer **\$4,023,089.10**



 Kimberly Fleetwood, Treasurer

OCEANFIRST BANK

Bank Reconciliation

Statement Date 10/30/2021 UDT
 Fund GENERAL FUND-OCEANFIRST BANK
 Account # 347842

Balance per Bank 10/30/2021 \$ 4,365,434.76

Additions

Amount

Total Additions

Deductions

Outstanding Checks	\$ 409,199.58
Check 41439 cashed as	\$ 3.00
Bank Charge 9/30/21 ck52	(75.00)
Redeposit T. Jones	<u>(477.80)</u>

Total Deductions

\$ 408,649.78

Adjusted Balance per Bank 10/30/2021

\$ 3,956,784.98

Balance per Board Secretary's records 10/1/2021

\$ 3,746,560.22

Reconciling items

Additions

Deposits	\$ 1,823,306.57
Adjustments	<u>\$ (36.87)</u>

Total Additions

\$ 1,823,269.70

Deductions

Disbursements cks	\$ 1,608,818.12
Sept P/R Adjustments	<u>\$ 4,226.82</u>

\$ 1,613,044.94

Adjusted Board Secretary's Balance 10/30/2021

\$ 3,956,784.98

Difference

\$ -

Bank Reconciliation

Statement Date 10/31/2021 UDT Prepared by FB
 Fund Capital Project Account OceanFirst BANK
 Account # 7834

Balance per Bank 10/31/2021 66304.12

Additions

Deposits in Transit
 Date Amount

Total Additions 0

Deductions

Outstanding transfer
 To General

Total Deductions 0

Adjusted Balance per Bank 10/31/2021 66304.12

Balance per Board Secretary's records 10/1/2021 66267.25

Reconciling items

Additions

interest deposits 36.87

Total Additions 36.87

Deductions

Disbursements
 Total deductions 0 0

Adjusted Board Secretary's Balance 10/31/2021 66304.12

0

UDT OUTSTANDING CHECKS-CAPITAL PROJECTS ACCOUNT 10/31/2021
 OceanFirst Bank

Upper Deerfield Township Board of Education

Cash Report

Current Cycle : October

va_cash1.071906
10/01/2021

	Opening Balance	Cash Receipts	Cash Disbursements	Manual Journal Entries*	Ending Balances
Fund 10					
	3,732,072.84	1,625,699.28	1,372,796.71		3,984,975.41
Fund 20					
SPECIAL REVENUE	-35,643.08	186,171.70	225,047.12		-74,518.50
Fund 30					
CAPITAL PROJECTS	66,267.25	36.87			66,304.12
Fund 40					
DEBT SERVICE FUNDS	-8,609.79				-8,609.79
Fund 65					
	-4,038.49	6,277.36	6,063.26		-3,824.39
Fund 70					
INTERNAL SERVICE	-28.38	5,121.36	4,911.03		181.95
Fund 80					
TRUST FUNDS	58,580.30				58,580.30
Totals	3,808,600.65	1,823,306.57	1,608,818.12		4,023,089.10

I certify that the Treasurer of School Monies and the Board Secretary's ending cash balances of these Funds for the month of October are correct and in agreement.

Chairman Finance Committee

Member Finance Committee

Upper Deerfield Township Board of Receipt Report By Date

Cycle=4

va_rec5.012418
10/01/2021

Receipt#	Bill#	Payor No./ Name	Account Number	Description	Amount
10/05/2021					
Receipts					
30	045	106 /RENTAL	10-1910-000-	RENTALS	\$3,250.00
35	046	100 /TOWNSHIP OF UPPER DEERFIELD	10-1210-000-	TAXES	\$748,240.40
35	067	100 /TOWNSHIP OF UPPER DEERFIELD	10-1210-000-	LOCAL TAX LEVY	\$10.00
Receipts					\$751,500.40
Total for 10/05/2021					\$751,500.40
10/06/2021					
Receipts					
30	048	120 /MISCELLANEOUS	10-1990-000-	LOST KEY	\$75.00
Receipts					\$75.00
Total for 10/06/2021					\$75.00
10/08/2021					
Receipts					
35	049	101 /STATE AID	10-3176-000-	EQUAL AID	\$329,013.70
35	050	101 /STATE AID	10-3121-000-	TRANSPORT AID	\$19,024.30
35	051	101 /STATE AID	10-3132-000-	SPED AID	\$23,252.55
35	052	101 /STATE AID	10-3177-000-	SECURITY AID	\$9,373.20
35	066	101 /STATE AID	20-3218-218-	ECPA	\$93,085.85
Receipts					\$473,749.60

Upper Deerfield Township Board of Receipt Report By Date

va_rec5.012418
10/01/2021

Cycle=4

Receipt#	Bill#	Payor No./ Name	Account Number	Description	Amount
10/08/2021					
Non A / R Receipts					
33	000022	101 /STATE AID	DB10-101- , CR10-141-F	FICA REIMB	\$25,581.57
				Non A / R Receipts	\$25,581.57
				Total for 10/08/2021	\$499,331.17
10/12/2021					
Receipts					
30	047	120 /MISCELLANEOUS	10-1990-000-	MISC REVENUE	\$700.00
				Receipts	\$700.00
				Total for 10/12/2021	\$700.00
10/14/2021					
Refunds					
26	000020	123 /HEALTH BENEFITS	11-000-291-270-000	HEALTH INS	\$26,894.62
				Refunds	\$26,894.62
				Total for 10/14/2021	\$26,894.62
10/19/2021					
Receipts					
30	059	120 /MISCELLANEOUS	10-1990-000-	REPLACE CHROME BOOK	\$69.96
30	060	120 /MISCELLANEOUS	10-1990-000-	LOST CHROME BOOK	\$463.00
30	061	105 /SEMI	10-4200-000-	SEMI/MEDICAID	\$688.59
				Receipts	\$1,221.55
				Total for 10/19/2021	\$1,221.55
10/22/2021					

Upper Deerfield Township Board of Receipt Report By Date

va_recd5.012418
10/01/2021

Cycle=4

Receipt#	Bill#	Payor No./ Name	Account Number	Description	Amount
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10/22/2021

Receipts

35 054		101 /STATE AID	10-3176-000-	EQUAL AID	\$329,013.70
35 055		101 /STATE AID	10-3121-000-	TRANSPORT AID	\$19,024.30
35 056		101 /STATE AID	10-3132-000-	SPED AID	\$23,252.55
35 057		101 /STATE AID	10-3177-000-	SECURITY AID	\$9,373.20
35 058		101 /STATE AID	20-3218-218-	ECPA	\$93,085.85
30 062		105 /SEMI	10-4200-000-	SEMI/MEDICAID	\$876.39
					\$474,625.99

Receipts

Non A / R Receipts

33 000023		101 /STATE AID	DB10-101- , CR10-141-F	FICA REIMBURSEMENT	\$25,536.87
					\$25,536.87
					Non A / R Receipts
					\$500,162.86

Total for 10/22/2021

10/27/2021

Receipts

30 068		102 /OCEAN FIRST BANK	30-1515-000-	INT ON INVEST CAPITAL PR	\$36.87
					\$36.87
					Receipts
					\$36.87

Total for 10/27/2021

10/28/2021

Receipts

30 063		120 /MISCELLANEOUS	10-1510-000-	INTEREST ON INVEST 7842	\$2,509.13
30 064		120 /MISCELLANEOUS	10-1510-000-	INTEREST ON INVEST 7867	\$12.29
30 065		120 /MISCELLANEOUS	10-1510-000-	INTEREST ON INVEST 7958	\$60.11
					\$2,581.53

Receipts

Upper Deerfield Township Board of Receipt Report By Date

Cycle=4

va_rec5.012418
10/01/2021

Receipt#	Bill#	Payor No./ Name	Account Number	Description	Amount
10/28/2021					
Refunds					
26	000015	124 /JPT	70-990-320-101-000	JPT SALARIES	\$4,757.42
26	000016	124 /JPT	70-990-320-220-000	JPT FICA	\$363.94
26	000017	124 /JPT	11-000-291-270-000	JPT HEALTH INS	\$1,704.86
26	000018	118 /CER	65-800-320-101-050	CER SALARIES	\$6,277.36
26	000019	123 /HEALTH BENEFITS	11-000-291-270-000	HEALTH INS	\$27,698.99
				Refunds	\$40,802.57
				Total for 10/28/2021	\$43,384.10
				Total Uncommitted Receipts	\$0.00
				Total Uncommitted Non A/R Receipts	\$0.00
				Total Committed Receipts	\$1,704,490.94
				Total YTD Receipt Adj	\$0.00
				Total YTD Receipt Adj-Prior Month	\$0.00
				Total Refunds	\$67,697.19
				Total Non A/R Receipts	\$51,118.44
				Total Receipts	\$1,823,306.57

v



UPPER DEERFIELD TOWNSHIP SCHOOLS

856-455-2267 WWW.UDTS.ORG

ADMINISTRATIVE OFFICES

1385 HIGHWAY 77, SEABROOK, NEW JERSEY 08302

UPPER DEERFIELD TOWNSHIP BOARD OF EDUCATION


Date: December 13, 2021
To: Board of Education
From: Dr. Frank Badessa
Re: Board Secretary's Monthly Financial Report
Certification of Budgetary Status
Sufficiency of Revenue Funds

Pursuant to N.J.A.C. 6A:23-2.11(c) 4 the Upper Deerfield Township Board of Education certifies that as of October 31, 2021,

After review of the Board Secretary's and Treasurer's monthly financial reports, and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b) and,

Pursuant to N.J.A.C. 6A:23-2.11(c)3 the Board Secretary certifies 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:23-2.11(a) and,

That there have been no changes in anticipated revenue sources and/or amounts so that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.



Interim Business Administrator/Board Secretary

12/7/21

Date

LABOR DISTRIBUTION REPORT

November **2021** (payroll to sbar summary)

FUND	11/12/2021		11/30/2021		TOTAL SALARY
	SALARY	ch	SALARY	SALARY	
11 Current Expense	429,096.05		415,072.37		844,168.42
20 Special Rev	81,599.09		81,540.31		163,139.40
10 CER 65-800	2,884.75		2,495.50		5,380.25
10 Transportation 70-990	2,378.71		2,378.71		4,757.42
SALARY TOTALS	515,958.60		501,486.89		1,017,445.49

HEALTH/PENSION BENEFITS	BOARD SHARE		BOARD SHARE		TOTAL BENEFITS
	BOARD SHARE	BOARD SHARE	BOARD SHARE	BOARD SHARE	
FICA JPT 007-70-990-320	181.97		181.97		363.94
FICA CER 005-65-800-320	220.68		190.91		411.59
FICA Board Share 11-000-291-220	10,726.81		10,061.51		20,788.32
FICA State Share 10-141F	26,359.40		25,561.44		51,920.84
FICA Shared Service	-		-		-
Pension - DCRP	202.72		204.14		406.86
DCRP - Life	70.28		70.77		141.05
BENEFITS TOTALS	37,761.86		36,270.74		74,032.60

GRAND TOTAL \$ 553,720.46 \$ 537,757.63 \$ 1,091,478.09

Upper Deerfield Township Board of Education Monthly Transfer Report


ra_s1701_8919
0/01/2021

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX 18-1XX-100-XXX	4,781,741.00	147,437.58	4,929,178.58	492,917.86	0.00	0.00	492,917.86	372,348.18
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	1,946,905.00	4,000.00	1,950,905.00	195,090.50	(7,773.00)	-0.40	187,317.50	167,820.89
Local Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other instructions	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INDISTRIBUTED EXPENDITURES		6,728,646.00	151,437.58	6,880,083.58		(7,773.00)			540,169.07
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	412,229.00	0.00	412,229.00	41,222.90	0.00	0.00	41,222.90	153,333.00
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	1,380,776.00	0.00	1,380,776.00	138,077.60	0.00	0.00	138,077.60	60,534.85
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	222,532.00	0.00	222,532.00	22,253.20	0.00	0.00	22,253.20	39,762.59
General Administration	1X-000-230-XXX	396,228.00	17,390.00	413,618.00	41,361.80	0.00	0.00	41,361.80	63,418.82
School Administration	1X-000-240-XXX	420,749.00	0.00	420,749.00	42,074.90	0.00	0.00	42,074.90	6,357.98
Central Services & Administrative Information Technology	1X-000-25X-XXX	402,746.00	13,438.78	416,184.78	41,618.48	0.00	0.00	41,618.48	112,129.89
Operation and Maintenance of Plant Services	1X-000-26X-XXX	1,798,940.00	5,960.00	1,804,900.00	180,490.00	10,944.36	0.61	191,434.36	312,589.08

Upper Deerfield Township Board of Education Monthly Transfer Report

va_s1701_8919
10/01/2021

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Student Transportation Services	1X-000-270-XXX	945,890.00	0.00	945,890.00	94,589.00	(17,000.00)	-1.80	77,589.00	345,036.61
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	3,085,357.00	0.00	3,085,357.00	308,535.70	0.00	0.00	308,535.70	454,181.58
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL CURRENT EXPENSE		9,065,447.00	36,788.78	9,102,235.78	(6,055.64)			1,547,344.40	
Equipment	12-XXX-XXX-73X 15-XXX-XXX-73X	0.00	270,115.88	270,115.88	27,011.59	13,828.64	5.12	40,840.23	235.26
Facilities Acquisition and Construction Services	12-000-4XX-XXX	104,618.00	0.00	104,618.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		104,618.00	270,115.88	374,733.88	13,828.64				235.26
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	365,238.00	0.00	365,238.00	36,523.80	0.00	0.00	36,523.80	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		16,263,949.00	458,342.24	16,722,291.24	0.00			2,087,748.73	

 _____
 School Business Administrator Signature

 Date

12/7/21

Designation Of Public Agency Compliance Officer (P.A.C.O)

Please fill in the fields below.

Public Agency

Upper Deerfield Township Board of Education

Prefix:

Dr.

First Name

Frank

Middle.I

Last Name

Badessa

Title

Interim Business Administrator

Business Address Line 1:

Upper Deerfield Township Board of Education

Business Address Line 2:

1295 Highway 77

City:

Seabrook

State:

New Jersey

Zip

08302

Phone Number: (Enter Numbers Only)

8564552267

Fax Number: (Enter Numbers Only)

8564550419

Your E-mail Address:

badessaf@udts.org

Current Highest Elected or Appointed Official:

Anthony Buono, Jr - Board President

Is there a Person currently serving as the P.A.C.O?

Yes

Will the P.A.C.O will be appointed at the next Board/Council meeting. A copy of the resolution designating the appointee will be sent to the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program?

Yes

Do you require additional technical assistance?

No

Send

Reset Fields

[Home](#) / [Designate P.A.C.O](#)

Designation of Public Agency Compliance Officer (P.A.C.O.)

Thank you

If the P.A.C.O will be appointed at the next Board/Council meeting, a copy of the resolution designating the appointee must be sent to the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program at the following address:

P.O. Box 286
Trenton, New Jersey 08625

Your Confirmation number is 202112081159-86914.

Last Updated: Tuesday, 09/21/21

Travel Approval Form

School: Seabrook

Dates: From _____ To _____

11/12/21 12/02/21

No.	Participant's Name	Event	Location	Date of Event	Registration Amount	Mileage, Meal, Tolls, Parking Estimate	Total Estimated Expense	Board Approval Date	Workshop Report	PAID (Bd Office Only)
1									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
2									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
3									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
4									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
5									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
6									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
7									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
8									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
9									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
10									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
11									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
12									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
13									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
14									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
15									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
16									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
17									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
18									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
19									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
20									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
21									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
22									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
23									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
24									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
25									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid

Travel Approval Form

CST-SEABROOK

Dates: From 12/08/15 To 01/18/16

No.	Participant's Name	Event	Location	Date of Event	Registration Amount	Mileage, Meal, Tolls, Parking Estimate	Total Estimated Expense	Board Approval Date	Workshop Report	PAID (Bd Office Only)
1	Gaye Pieters	Lang Acquisition Motor Plan	online	1/10/22	79.00		79.00		<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
2	Gaye Pieters	Moving Frwd with LAMP	online	1/11/22	49.00		49.00		<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
3	Andrea Weaver	Smart but Scattered	online	1/21/22	219.99		219.99		<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
4									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
5									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
6									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
7									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
8									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
9									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
10									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
11									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
12									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
13									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
14									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
15									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
16									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
17									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
18									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
19									<input type="checkbox"/> Complete	<input checked="" type="checkbox"/> Paid
20									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
21									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
22									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
23									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
24									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
25									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid

Travel Approval Form

School: MOORE

Dates: From 12/01/21 To 12/31/21

No.	Event	Location	Date of Event	Registration Amount	Mileage, Meel, Tolls, Parking Estimate	Total Estimated Expense	Board Approval Date	Workshop Report	PAID (Bd Office Only)
1	Helping your struggling readers	Live online	1/18/2022	279.00		279.00	12/14/21	<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
2								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
3								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
4								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
5								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
6								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
7								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
8								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
9								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
10								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
11								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
12								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
13								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
14								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
15								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
16								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
17								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
18								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
19								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
20								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
21								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
22								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
23								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
24								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
25								<input type="checkbox"/> Complete	<input type="checkbox"/> Paid

Travel Approval Form

School: Woodruff

Dates: From 11/18/21 To 12/08/21

No.	Participant's Name	Event	Location	Date of Event	Registration Amount	Mileage, Meal, Tolls, Parking Estimate	Total Estimated Expense	Board Approval Date	Workshop Report	PAID (Bd Office Only)
1									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
2									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
3									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
4									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
5									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
6									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
7									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
8									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
9									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
10									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
11									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
12									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
13									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
14									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
15									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
16									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
17									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
18									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
19									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
20									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
21									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
22									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
23									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
24									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid
25									<input type="checkbox"/> Complete	<input type="checkbox"/> Paid

Upper Deerfield Township Board of Education District Policy Manual

Administration

Series 2000

COVID-19 Quarantine Policy

Policy 2111.55

Date Adopted: November 24, 2020 Date Revised: December 13, 2021 Page 1 of 4

The Board of Education recognizes that there may come a time when a pandemic is declared by a branch of the government. When and if such occurrences take place, the Board of Education hereby empowers its Superintendent of Schools, at his/her sole discretion, to take measures that he/she deems appropriate, including but not limited to closing school sessions, having lessons established that may include learning through accomplished through the use of the internet or other forms of technology, in order to protect the health and safety and/or health of the students, faculty, staff, and/ or visitors and/or contractors within this district.

In accordance with the laws of this state, the rules of the local Board of Health or State Department of Health, state Board of Education, or in the absence of these, the rules of the school physician pertaining to communicable disease shall apply in determining periods of incubation, communicability, quarantine, and reporting.

Definition

For the purposes of this policy, the following definition shall apply:

- Pandemic means a disease that is prevalent over a whole country or the world.
- Quarantine means a period of time specified by the Board of Education, Superintendent of Schools, state governor, or district physician in which a student, visitor, contractor or other person, is required to remain isolated in order to ascertain whether that individual is free of illness or infection and may resume his or her activities in school

When states are identified, travelers and residents returning from impacted states should self-quarantine at their home, a hotel, or other temporary lodging. Individuals should only leave the place of self-quarantine to seek medical care/treatment or to obtain food and other essential items. As an example, no one who has traveled to or from a state on the COVID-19 hotspot list should be participating in or attending an in-person graduation ceremony.

Exemptions

Business Travel

Individuals who are traveling to New Jersey from impacted states for business are exempted from the application of the travel advisory. This, for example, would include truckers driving from an impacted state to New Jersey, and any state, local and federal officials and employees traveling in their official capacities on government business.

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Individuals traveling for business should still consider postponing travel to the extent possible. Individuals are encouraged to self-monitor for symptoms upon return from any travel to an impacted state, and employers should consider screening employees for symptoms before permitting them to return to work. Employees and employers should follow current CDC guidance regarding travel.

Critical Infrastructure Workers

Exceptions to the travel advisory are also permitted for individuals traveling to New Jersey from designated states who work in critical infrastructure, as defined by the Cybersecurity and Infrastructure Security Agency. This would include, for example, health care workers and state and local law enforcement.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the screening, social distancing, and mitigation practices prior to and during their work shift, as outlined by the CDC.

Seasonal Migrant Farm Workers

Migrant workers can continue to work with precautions. Critical infrastructure workers and employers should follow guidance from CDC, as well as NJ Department of Health, regarding strategies to limit disease spread.

Testing

Testing is available to everyone in New Jersey and is strongly encouraged for those who travelled to areas heavily impacted by COVID-19.

If an individual is from an impacted state and get a diagnostic/virus test, that person should still self-quarantine for 14 days. If he/she tests negative, he/she is still advised to self-quarantine for 14 days because he/she remains in the incubation period. A diagnostic test is a point-in-time indicator from the date of when he/she was last exposed - in this case, being in a state with significant community spread of COVID-19.

If he/she tests positive, he/she should self-isolate for at least 10 days and until one full day (or 24 hours) has passed since he/she had a fever without the use of fever-reducing medications and other symptoms are significantly improved. he/she should only leave self-isolation to receive medical care and to obtain food or other essential items.

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Additional Travel Guidance

An individual may have been exposed to COVID-19 on his/her travels (domestic and/or international). He/she may feel well and not have any symptoms, but may be contagious without symptoms and spread the virus to others. He/she and their travel companions (including children) pose a risk to his/her family, friends, and community for 14 days after he/she were exposed to the virus. Regardless of where he/she traveled or what he/she did during a trip, actions should be taken to protect others from getting sick.

Some types of travel and activities can put an individual at higher risk for exposure to COVID-19. If an individual participated in higher-risk activities or think that he/she may have been exposed before or during a trip, extra precautions should be taken to protect others for 14 days after he/she arrives. High-risk activities include going to a large gathering (i.e., wedding, funeral, party), attending a mass gathering like a sporting event, concert, or parade, being in crowd, or traveling on a cruise ship or river boat.

Individuals should take extra precautions to protect others for 14 days after he/she arrives to New Jersey, individuals should:

1. Stay home as much as possible.
2. Avoid being around people.
3. Social distance. Stay at least 6 feet (2 arms' length) from other people who are not from your household. It is important to do this everywhere, both indoors and outdoors.
4. Wear a cloth or disposable mask to keep your nose and mouth covered when you are outside your home/where he/she are staying.
5. Wash hands often and use hand sanitizer.
6. Consider getting tested for COVID-19.

Destinations may have travel restrictions or requirements, such as mandated quarantines upon arrival. Please refer to the CDC guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

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Legal References

- NJSA 2A:62A-23 to 26 AED emergency medical services, 1999 statute
18A:16-6, -6.1 Indemnity of officers and employees against civil actions.
18A:35-4.6 et seq. Parents Right to Conscience Act of 1979
18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries;
terms; rules
18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
18A:40-5 Method of examination; notice to parent or guardian
18A:40-7, -8, -10, -11 Exclusion of pupils who are ill
18A:40-23 et seq. Nursing Services for Nonpublic School Pupils
18A:40A-1 et seq. Substance Abuse
44:6-2 Maintenance by boards of education of clinics for indigent children
- NJAC 6A:16-1.1 et seq. Programs to Support Student Development
6A:26-12.1 et seq. Operation and Maintenance of School
8:57-1.1 et seq. Reportable Communicable Diseases

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In accordance with any protocols issued by the State of New Jersey, the district shall follow any and all guidance issued by the State of New Jersey as follows:

The Board of Education hereby directs the Superintendent of Schools to issue orders to assigned staff members to develop a schedule for increased, routine cleaning and disinfection included in the district's Minimum Standards for the safety of students, staff members, vendors and visitors to the school that encompass continued existing required facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. Each school district must develop a procedure manual to establish cleaning/disinfecting schedules, targeted areas to be cleaned, and methods and materials to be used. As a part of this guidance, the Board of Education hereby further directs the assigned staff to:

Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA's website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.) Examples of frequently touched areas in schools such as:

1. Classroom desks and chairs
2. Lunchroom tables and
3. Door handles and push plates
4. Handrails
5. Kitchens and bathrooms
6. Light switches
7. Handles on equipment (e.g. athletic equipment)

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8. Buttons on vending machines and elevators
9. Shared telephones
10. Shared desktops
11. Shared computer keyboards and mice
12. Drinking fountains
13. School bus seats and windows

The Board of Education specifically directs the Superintendent of Schools to ensure that bathrooms are sanitized daily, or between use as much as possible, using protocols outlined by the Environmental Protection Agency (EPA).

Regarding bathrooms, the Superintendent of Schools is directed to ensure that users are to avoid crowds by limiting the number of students or others who can enter at the same time; and designate staff members to enforce limited capacity and avoid overcrowding, and consider purchasing no-touch foot pedal trash cans, if possible. At a minimum, doors shall be propped open to avoid touching handles.

Also, drinking fountains should be cleaned and sanitized but encourage staff and students to bring their own water to minimize use and touching of water fountains and, hand sanitizer should be made available at the school bus entrance for each student to use when boarding. Similarly, students must be required to wear face coverings while riding on the bus if social distancing or physical barriers cannot be maintained.

Maintenance staff and administrators shall clean their work areas in accordance with this policy and the direction of the Superintendent of Schools

In addition, the Board of Education, directs the Superintendent of Schools/designee to develop Contact tracing policies for the district that:

- Shall be developed in consultation with the Board's local health department and with school nurses employed by the Board;
- Identify the criteria an individual must meet in order to activate the Board's contact tracing policy;
- Clearly describe the school or district's responsibilities regarding notification of:

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1. Its local health department;
2. Staff, families and the public;
3. Identify the school or district's role in assisting its local health department conduct contact tracing activities, including ongoing communication with the identified individual and/or their contacts;
4. Ensure adequate information and training is provided to school and district staff as necessary to enable staff to carry out responsibilities assigned to them under the policy; and
5. Adhere to all applicable federal and state requirements regarding privacy of educational records (e.g. FERPA).

Designation of a staff liaison or liaisons responsible for providing notifications and carrying out other components of the district tracing policy could help ensure that notifications are carried out in a prompt and responsible manner.

Open communication systems that allow staff, students, and families to self-report symptoms and/or suspected exposure could assist school districts provide prompt notification.

Anticipated Minimum Standards

The District Reopening Plan should establish the process and location for student and staff health screenings. See below Critical Area of Operation #5 "Screening, PPE, and Response to Students and Staff Presenting Symptoms" for additional information.

If physical distancing (six feet) cannot be maintained for individuals in line waiting to enter or exit a building, require utilization of face coverings. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to help ensure that staff and students remain at least 6 feet apart in lines and at other times (e.g. guides for creating "one-way routes" in hallways) and minimize interaction of students between drop-off and entrance to school facilities and to limit contact between cohorts and direct contact with parents as much as possible.

The plan shall establish separate entrances and exits to school facilities where possible and require visitors and parent/guardians use their own pen for signing in/out.

The plan should create "one-way routes" in hallways as well as maintaining social distancing in hallways and common areas and minimize the number of non-essential interactions between students and staff throughout the day.

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It should also create student cohorts as an effective strategy to limit exposure and contact and limit commingling between classes or other district-set groups of students and minimize large group gatherings.

This plan should create a system that allows for physical distancing and provide hand sanitizer at school entrances. It should include requirements that put signage around school buildings to provide hygiene advice and reminders (CDC offers printable resources and handwashing posters), and increase frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students) and limit the number of students in the hallway at the same time by staggering release from classrooms.

The plan should include the installation of physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks), and should consider a schedule that limits access, if at all, to lockers to keep traffic in the hallways within social distancing protocols.

Anticipated Minimum Standards

The Board supports the State in requiring a policy for screening students and employees upon arrival for symptoms and history of exposure. Said policy must include the following:

- Staff must visually check students for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
- Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.
- Any screening policy must take into account students with disabilities and accommodations that may be needed in the screening process for those students.

The Board of Education will approve procedures for symptomatic staff and students. Procedures must include the following:

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1. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. Follow current Communicable Disease Service guidance for illness reporting.
2. If the school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
3. The Board of Education should implement a policy to prepare for when someone tests positive for COVID-19 that include written protocols detailing the district's COVID-19 related response for symptomatic students and staff. Protocols must be consistent with the district's contact tracing policy (see "Critical Area of Operation #6: Contact Tracing") to the maximum extent practicable.
4. Protocols must include: Establishment of an isolation space. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
5. Follow current Communicable Disease Service guidance for illness reporting.
6. Adequate amount of personal protective equipment (PPE) available, accessible, and provide their usage, including but not limited to mandatory use of face coverings (face masks), that may be provided by parents/guardians.
7. Methods to assist in contact tracing including records of groups/cohorts, assigned staff, and daily attendance.
8. Continuous monitoring of symptoms.
9. The policy shall be consistent with the Department of Health Guidance and Information for schools and Department of Health/Communicable Disease Service's Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19 and written protocols to address a positive case while encouraging parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

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School staff and visitors are required to wear face coverings (face masks), unless doing so would inhibit the individual's health or the individual is under two years of age.

Students are strongly encouraged to wear face coverings (face masks), provided by parents/guardians and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the student's health. It is also necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.

The policy shall provide accommodation for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations and protect the rights of individuals by making a provision in this policy that the wearing of masks shall remain optional but encouraged for teachers and students once the vaccine has been approved for children under the age 15.

Exceptions

- Doing so would inhibit the individual's health.
- The individual is in extreme heat outdoors.
- The individual is in water.
- A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of face covering.
- The student is under the age of two (2) and could risk suffocation.

If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual the point of entry, entry to the school/district facility may be denied.

Additional Considerations

Teachers shall instruct and reinforce use of face coverings among all staff (excluding exceptions). The Superintendent of Schools shall consider providing training on hygiene protocols for staff.

Students and employees may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that may not otherwise be explained.

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- A fever of 100° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

School administrators may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for screening students and CDC's General Business FAQs for screening staff.

The district will consider whether additional screening should take place for APSSD's and in-district programs which serve students with underlying conditions who may be at higher risk for more severe COVID-19 infection.

Synchronous Teaching

As long as schools consider synchronous instruction to be educationally appropriate, provide appropriate professional development and training for their faculty and staff, communicate clearly with parents/guardians and students, and there are no contractual prohibitions, synchronous instruction is legally permissible.

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The district shall review applicable Board policies, employee contracts, and Collective Negotiating Agreements (CNAs) to confirm there are no specific, agreed-upon prohibitions or limits against the use of synchronous instruction. To the extent that such instruction is not prohibited by Board policies or CNAs, schools are recommended to provide parents/guardians with notice of and information about this instruction before implementing such methods, considering the participation of multiple students and the potential disclosure of “personally identifiable” student information as implicated under the Family Educational Rights and Privacy Act (FERPA) and related state confidentiality laws.

Unless the school is aware of unauthorized disclosure or access, the provision of synchronous instruction, itself, is not prohibited by FERPA.

FERPA does not expressly prohibit synchronous instruction. FERPA prohibits the disclosure of student educational records, typically defined as information which “personally identifies” a student, to persons who do not have legitimate educational interest, absent parent/guardian or adult student consent. Considering the nature of synchronous instruction, practically, schools must safeguard against the disclosure of the virtual interaction between faculty/staff and students outside of the typical classroom, including parents who may “listen in” to the instruction, or others who may access such instruction remotely. Schools may practically safeguard against such disclosure through faculty/staff technology use (as we further explain below), and make clear the expectation to parents that they “stay out” of the virtual classroom and understand that same is not a parent/teacher conference. The district may advise parents/guardians of the delivery of synchronous instruction, and provide an opportunity for parents/guardians to “opt/out,” through an email along the lines of the following:

In light of the current school closure related to COVID-19 and the present state of emergency, faculty and staff will be delivering some instruction and services through synchronous instruction. Synchronous instruction is learning, or the receipt of services, that takes place at the same time by connecting faculty/staff and students through electronic or virtual means. The Board discourages parent/guardian monitoring of this instruction, and asks that they understand there is a possibility that parents/guardians may disregard this direction. The recording of synchronous instruction by students and parents/guardians, without prior written approval of the school district, is strictly prohibited.

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- In light of the nature of synchronous instruction, including the possibility that the parents/guardians of other students may see/hear the instruction, notwithstanding our clear direction and expectation, if parents/guardians do not want their child(ren) to participate in this instruction, they should immediately notify the Superintendent of Schools in writing.

Faculty/staff need to properly chaperone their virtual learning space, just like a regular classroom. If faculty/staff are aware of others, not their assigned students, in the session, including a parent/guardian or sibling, they should be reminded that their presence is not authorized and be invited to leave, immediately. As mentioned, recordings are not permitted, and faculty/staff should remind students. And as always, if inappropriate behavior or language is observed, same needs to be addressed in the usual manner.

Unless written consent by parents/guardians is secured, the Board recommends against recording synchronous instruction.

There is a difference between recording synchronous and asynchronous instruction. The “one way” recording of an asynchronous lesson, in which the faculty/staff member records themselves, which is then made available for students, does not implicate any student confidentiality considerations. As long as there is no CNA or contractual prohibition against same, such recording is permitted.

Synchronous instruction involves the possibility of seeing and hearing students; same likely constitutes “personally identifiable information” protected from disclosure by FERPA. If schools want to record synchronous instruction for later viewing/access by other students, districts need to notify parents/guardians and secure prior written consent. Such notice and consent may be secured through email along the following lines:

In light of the current school closure related to COVID-19 and the present state of emergency, I provide consent for my student's participation in the provision of synchronous instruction/service and provide consent for its recording. I understand that recording may be accessed by other students, and despite the school district's direction, their parents/guardians who may observe the lesson/service.

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In accordance with the provisions of NJSA 18A:36-40, all public-school districts are required to adopt and maintain a written policy concerning electronic communications between school employees and enrolled students. Most, if not all, district policies maintained under this statute generally prohibit communications between a teacher and student through a personal cell phone, text messages, social networking applications, and/or other Internet-based websites. Communication through these mediums are permitted, though, when the communication is given prior approval by an appropriate administrator and directly related to the staff member's professional responsibilities.

In light of COVID-19 and mandated statewide school closure, districts using technology in ways that might otherwise be prohibited under these policies should consider temporarily approving such communication between students and faculty/staff, especially school counselors and similar personnel, to provide social-emotional support and otherwise deliver their typical services.

Temporary approval given to faculty/staff under these policies should include clear guidelines for the proper and appropriate use of electronic communications in limited circumstances. Such guidelines may include:

1. Always use district technology whenever possible.
2. Notify an appropriate administrator of the platforms, applications, and/or devices being used to communicate with students. To the extent practicable and ethical, staff may provide the appropriate administrator with copies of communications with students.
3. Seek and secure written (can be electronic email) permission from an appropriate administrator before using new and/or previously unapproved platforms, applications, and/or devices.

The district should notify parents/guardians of such communications due to the circumstances created by COVID-19 closures, explaining that the district recognizes different methods of communication between faculty/staff may be necessary to ensure continuity of education, as well as support. Wherever practicable and ethical, the Board suggests that the district explores methods for allowing staff to stay connected with students which also enable appropriate administrative monitoring of communications to ensure proper content.

In light of the current school closure related to COVID-19 and the present state of emergency, our faculty and staff will be delivering some instruction and services through synchronous instruction. Synchronous instruction is learning, or the receipt of services, that takes place at the same time by connecting faculty/staff and students through electronic or virtual means. Please understand that this instruction/services will be provided to groups of students, typically your student's usual class where other students will be able to participate in the instruction and may be

able to see/hear interaction involving other students. Although we discourage parent/guardian monitoring of this instruction, there is a possibility that parents/guardians may disregard the Board's direction. The recording of synchronous instruction by students and parents/guardians, without prior written approval of the school district, is strictly prohibited.

In light of the nature of synchronous instruction, including the possibility that the parents/guardians of other students may see/hear the instruction, notwithstanding the clear direction and expectation, if parents/guardians do not want their child(ren) to participate in this instruction, they should immediately notify the Superintendent of Schools in writing.

The Board hopes, that considering the current school closure and the relative isolation of students, that all students may participate in synchronous instruction and benefit from a virtual connection with his/her teachers and the school staff.

Proper professional development (PD) for faculty and staff implementing synchronous instruction is important, since although the medium "feels" like live classroom instruction, it isn't. There are best practice considerations regarding the efficacy of the instruction, as well as novel confidentiality issues. PD helps faculty and staff become fluent with the technology, but also importantly safeguards against legal exposure related to student confidentiality.

Proper PD should arm teachers and staff to use them.

For example, in Zoom, the host may control microphones, disable video of students, and create waiting rooms or personalized passwords to limit who may access or enter the classroom. Hosts may direct questions to be asked through "private chat" so questions come directly to the instructor and other students can't see. Also, chat logs may be saved for future review by hosts. Teachers/staff should also "end" meetings for all at the conclusion of the lesson/session to disable and close the forum.

Faculty/staff need to properly chaperone their virtual learning space, just like a regular classroom. If faculty/staff are aware of others, not their assigned students, in the session, including a parent/guardian or sibling, they should be reminded that their presence is not authorized and be invited to leave, immediately. As mentioned, recordings are not permitted, and faculty/staff should remind students. If inappropriate behavior or language is observed, same needs to be addressed in the usual manner.

Unless written consent by parents/guardians is secured, the Board recommends against recording synchronous instruction.

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Synchronous instruction involves the possibility of seeing and hearing students; same likely constitutes “personally identifiable information” protected from disclosure by FERPA. If schools want to record synchronous instruction for later viewing/access by other students, districts need to notify parents/guardians and secure prior written consent. Such notice and consent may be secured through email along the following lines:

In light of the current school closure related to COVID-19 and the present state of emergency, I provide consent for my student's participation in the provision of synchronous instruction/service and provide consent for its recording. I understand that recording may be accessed by other students, and despite the school district's direction, their parents/guardians who may observe the lesson/service.

In accordance with the provisions of NJSA 18A:36-40, all public-school districts are required to adopt and maintain a written policy concerning electronic communications between school employees and enrolled students. Most, if not all, district policies maintained under this statute generally prohibit communications between a teacher and student through a personal cell phone, text messages, social networking applications, and/or other Internet-based websites. Communication through these mediums are permitted, though, when the communication is given prior approval by an appropriate administrator and directly related to the staff member's professional responsibilities.

In light of COVID-19 and mandated statewide school closure, districts using technology in ways that might otherwise be prohibited under these policies should consider temporarily approving such communication between students and faculty/staff, especially school counselors and similar personnel, to provide social-emotional support and otherwise deliver their typical services. All feel the isolating effects of school closures; how are schools addressing same with students.

Temporary approval given to faculty/staff under these policies should include clear guidelines for the proper and appropriate use of electronic communications in limited circumstances. Such guidelines may include:

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1. Always use district technology whenever possible.
2. Notify an appropriate administrator of the platforms, applications, and/or devices being used to communicate with students. To the extent practicable and ethical, staff may provide the appropriate administrator with copies of communications with students.
3. Seek and secure written (can be electronic email) permission from an appropriate administrator before using new and/or previously unapproved platforms, applications, and/or devices.

Face coverings are required times when physical distancing is difficult. Face coverings (face masks) are the responsibility of parents/guardians who shall ensure that these facial coverings are in good repair and cleaned on a daily basis.

The Board recommends that:

- The same adult drop off and pick up students;
- There be a professional development day for staff to practice screening protocols with each other before applying to students;
- Special consideration may be given to protection for staff members, such as school nurses, custodians, and some Special Education teachers, paraprofessionals and service providers, who will be in close contact with students or will handle waste materials.

Legal References

- NJSA 2A:62A-23 to 26 AED emergency medical services, 1999 statute
18A:16-6, -6.1 Indemnity of officers and employees against civil actions.
18A:35-4.6 et seq. Parents Right to Conscience Act of 1979
18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian
18A:40-5 Method of examination; notice to parent or guardian
18A:40-7, -8, -10, -11 Exclusion of pupils who are ill
18A:40-23 et seq. Nursing Services for Nonpublic School Pupils
18A:40A-1 et seq. Substance Abuse
44:6-2 Maintenance by boards of education of clinics for indigent children
- NJAC 6A:16-1.1 et seq. Programs to Support Student Development
6A:26-12.1 et seq. Operation and Maintenance of School
8:57-1.1 et seq. Reportable Communicable Diseases

Plainfield v. Cooperman, 105 NJ 587 (1987)

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**Students
Admission**

**Series 5000
Policy 5111**

**Date Adopted: January 23, 1996 Date Revised: March 25, 2003
March 30, 2004, February 22, 2005,
November 28, 2006, March 19, 2008,
July 2, 2014, October 27, 2015,
August 10, 2021**

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Eligibility

The Board of Education shall admit to its schools free of charge the following persons over five and under 20 years of age:

- A. Any student domiciled within the district;
- B. Any student kept in the home of a person other than the student's parent/guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his/her own child if family or economic hardship has been documented;
- C. Any student kept in the home of a person domiciled in the district, other than the parent/guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency;
- D. Any student whose parent/guardian temporarily resides within the district, notwithstanding the existence of a domicile elsewhere;
- E. Any student whose parent/guardian moves to another district as the result of being homeless, subject to the provisions of administrative code;
- F. Any student placed in the home of a district resident by court order pursuant to statute;
- G. Any student previously residing in the district if the parent/guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to statute; and,
- H. Any student residing on federal property within the state pursuant to statute.

Proof of Eligibility

The Board shall accept any combination of the forms of documentation that are listed in the New Jersey Administrative Code (NJAC 6A:22-3.4) when they are presented by persons attempting to demonstrate a student's eligibility for enrollment in the district, and as deemed appropriate, valid, and acceptable by the Superintendent of Schools, including:

- Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
- Voter registrations; licenses; permits; financial account information; utility bills, delivery receipts; and other evidence of personal attachment to a particular location;
- Court orders; State agency agreements; and other evidence of court or agency placements or directives;

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- Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location or to support the student;
- Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
- Affidavits, certifications, and sworn attestations pertaining to statutory criteria for school attendance from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
- Documents pertaining to military status and assignment; and
- Any other business record or document issued by a governmental entity.

The Board of Education may accept forms of documentation not listed above and shall not exclude from consideration any documentation or information presented by an applicant.

The Board shall consider the totality of information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a student.

The Board shall not require or request any information or document protected from disclosure by law or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school, including, but not limited to:

- Income tax returns;
- Documentation or information relating to citizenship or immigration/visa status, except as set forth in NJAC 6A:22-3.3(b);
- Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
- Social Security numbers.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.

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Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to NJAC 6A:22-4.2.

When a student appears to be ineligible based on information provided in the initial application, the district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and an intent to appeal to the Commissioner of Education. An applicant whose student is enrolled pursuant to this paragraph shall be notified that the student will be removed without a hearing before the Board of Education if no appeal is filed within the 21-day period established by NJSA 18A:38-1.

Minimum Immunization Requirements

All children enrolling in the district shall provide proof of the required vaccinations and immunizations as established by the laws of the State of New Jersey for students ***entering public schools. COVID-19 vaccinations are optional but encouraged for both teachers and students once approved for children under the age of 15.***

Pre-Kindergarten & Kindergarten

Any child residing in the district shall be admitted to the kindergarten provided:

- A. The child will have attained the age of four years for pre-kindergarten and five years for kindergarten on or before October 1st of that school year;
- B. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;
- C. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.

Grade One

Any child residing in the district shall be admitted to grade one provided:

- A. The child will have attained the age of six years on or before October 1 of that school year;
- B. Proof has been furnished of immunization against communicable diseases.

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Transfers into Grades Two through Eight

Pupils transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Within the time prescribed by law, the Superintendent of Schools shall request in writing from the school or district of previous attendance, the pupil's records.

Initial placement shall be made on the basis of the records, but adjustment may be made at the discretion of the administration when the academic assessments indicate that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy on registration.

Joint Custody

When divorced parents/guardians have joint custody of (a) minor child(ren), admission shall be based on the present address of the parent/guardian with whom the child(ren) resided as of the date required by administrative code.

Affidavit Pupils

When there is any doubt as to whether a child is entitled to free public education in the district schools, all procedures of law and code shall be followed. Parents/guardians may be required to complete an appropriate affidavit in such cases, prior to the enrollment of said child.

Nonresidents

The district is obliged to educate children of appropriate age residing in the district. The mere owning of any property whatsoever does not qualify a parent/guardian to send children to school in this school district. See policy 5119 Nonresidents.

Children/grandchildren of Nonresident Staff Members

The children of nonresident full-time staff members of the district may be enrolled in the Upper Deerfield Township district at the special discounted rate of ½ of the Board-established tuition rate for children attending the schools as full-time tuition-paying students. The following conditions shall apply in all such cases:

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- The child being enrolled does not require a special educational classroom placement or services, including speech and/or other related services. Should it be determined that the child need to be evaluated by the Child Study Team, the child will not be enrolled in the district, but shall be returned to his/her home district. (In accordance with the special education code, the Child Study Team evaluations are to be conducted by the home district or district of residence;
- Sufficient and adequate space is available in the class(es) affected. Should the size of the class(es) increase as a result of additional resident student enrollment, the staff member's child may be excluded;
- The student abides by any and all regulations and policies of the district, including the code of conduct. Should the student fail to adhere to these regulations and policies, the child may be excluded;
- Application (in writing) is made to the Superintendent of Schools annually if the staff member wishes enrollment to continue;
- The staff member must annually sign an agreement with the district, acknowledging that he/she understands and accepts the terms for enrolling his/her child(ren) in the district schools, as listed above. The agreement shall stipulate that the staff member is aware that if the size of the class(es) increase(s) as a result of additional resident student enrollment, the staff member's child may be excluded and that this exclusion may occur at any time before, during or after the school year.

Also, the child being enrolled shall only remain in the school system provided his/her parent remains a full-time employee of the district. Should the parent cease to be an active full-time employee of the district, the student may remain upon immediate and on-going payment the established tuition at the rate of ½ of the Board-established annual tuition rate. This policy only refers to the Upper Deerfield Township School District during the period of enrollment in grades Pre-K through grade 8 for those children of active full-time employees of the Upper Deerfield Township School District. Any and all such students are not guaranteed enrollment in the receiving district of this school system, as this policy only refers to the children of active full-time employees of the school system. All such parents shall be provided with a copy of this policy and sign a form, indicating their agreement with and their understanding of the terms of this policy and the tuition rates.

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Foreign Exchange Students (J-1 Visas)

To receive a J-1 student visa from the United States Department of State, a foreign exchange student must demonstrate acceptance to a designated exchange visitor program as evidenced by presentation of Form IAP-66, sufficient funds, or adequate arrangements, to cover expenses; sufficient knowledge of English to undertake the proposed program; compliance with the requirements of Section 212(j)INA.

Foreign exchange students who hold appropriate visas and who are domiciled in a residence within this district may be admitted to this district after complying with this policy.

Students who are domiciled within a residence of one of the sending districts must obtain documentation to show acceptance by the sending district. Foreign exchange students will not be enrolled in High School without acceptance by both this district and the sending district.

Foreign Students (F-2 visas - dependents of F-1 students)

To receive an F-2 visa from the United States Department of State, a student must be a dependent of F-1 status visa holders.

Foreign Students (F-1 visas)

To receive an F-1 student visa from the United States Department of State, a foreign exchange student must demonstrate that he/she has a residence abroad and intends to return; has been accepted to pursue a full course of study at an INS-approved institution as evidenced by presentation of Form 1-20A-B; has sufficient academic preparation to pursue the intended course of study; has sufficient knowledge of English to pursue the intended study and has sufficient funds to cover the first year of study and access to sufficient funds to cover subsequent years.

Foreign exchange students who hold F-1 visas may not be admitted to an elementary school (K-8) and/or an adult education program in this district.

F-1 visa foreign students, who were in a public school before November 30, 1996 and obtained F-1 status before November 30, 1996 may continue in the public school. However, if these students travel outside the United States, they will need to conform to the requirements above (12-month maximum and reimbursement for cost) to be readmitted.

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The cost of education to be reimbursed to the Board may be calculated by dividing the sum of all public expenditures of the school or district by the number of students or by using the rate certified by the Board.

Foreign exchange students or their representative(s) must notify the Board of Education no later than May 31st of the school year prior to the requested enrollment year of their desired to be enrolled in the district school. The Board of Education reserves the right to determine if a particular foreign exchange student or group of exchange students may be enrolled in the district school, based on space available and/or the educational needs of the particular student or group of students seeking enrollment.

The Board of Education shall render its decision and inform the prospective student or his/her representative(s) of such decision no later than June 30th of that same year. At its sole discretion, the Board of Education may alter these dates.

Students Returning from County Detention

The district shall accept all days of attendance and courses studied by a student at a county juvenile detention center and apply them toward district requirements for promotion or middle school graduation.

Homeless Pupils

The district will determine the educational placement of homeless students in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code, as well as, pertinent federal law.

The Board shall make this policy available to parents/guardians and the public.

The Board of Education recognizes this age of technology and various apps that are in place to collect information. It also understood that the rights of any child, staff, or individual in our district with regard to technology. With many apps collecting information, due to the potential privacy violations, specifically the apps developed to collect information about students, staff, and their families with regard to vaccination status of COVID 19 and other health information and mask wearing status, be deemed inappropriate and invalidated for use in the Upper Deerfield Township School District. Any individual, whether employee or outside agency attempting to collect such information will be identified and an administrative investigation will ensue to determine the extent of action against individuals violating this policy. In addition, anyone participating in such collection of this confidential information shall be subject to disciplinary action that could include termination of employment. Such collection of information is in direct violation of HIPPA and does not serve any purpose in

educating students. Collecting health information for COVID shots and mask wearing among other inappropriate questions for these organizations and individuals has no purpose in ensuring a thorough and efficient education for our students and is not acceptable practice of the Upper Deerfield Township School District.

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Legal References

- NJSA 2A:38A-1 et seq Computer System
18A:7B-12 District of residence; determination
18A:7B-12.1 Homeless child; responsibility for education;
18A:7C High School Graduation Standards
18A:36-19a Newly enrolled students; records and identification
18A:36-25.1 Proof of child's identity required for enrollment; transfer of record
18A:36-35 School Internet websites; disclosure of certain student information prohibited
18A:36-39 Anti-Big Brother Act
18A:38-1 Attendance at school free of charge
18A:38-2 Free attendance at school by nonresidents placed under court order
18A:38-3 Attendance at school by nonresidents
18A:38-4 Free attendance to persons over age
18A:38-5 Admission of pupils under age
18A:38-5.1 No child to be excluded from school because of race, etc.
18A:38-6 Time of admission of pupils; first school year
18A:38-7.7 Legislative findings and declarations
18A:38-8 Duty to receive pupils from other districts
18A:38-25 Attendance required of children between six and 16; exceptions
18A:40-20 Immunization at public expense
18A:44-1 Establishment of nursery schools or departments; eligibility for admission
18A:44-2 Establishment of kindergarten; eligibility for admission
26:1A-9.1 Exemption of pupils from mandatory immunization
6A:10A-2.1 et seq Preschool program general provision
6A:12-3.1 Choice district application procedures
6A:14-1.1 et seq. Special Education
6A:16-2.2 Required health services
6A:16-2.4 Required student health records
6A:17-1.1 et seq. Students at Risk of Not Receiving a Public Education
6A:22-1.1 et seq. Entitlement to Attend School Based on Domicile or
6A:22-3.4 Proof of Eligibility
6A:23-5.2, -5.3 Method of determining the district of residence
6A:32-8.2 School enrollment
8:57 Communicable diseases
8:61-1.1 Attendance at school by pupils or adults infected by HIV
P.L. 2005, c. 265 students returning to public schools from county detention
Tepper v. Board of Education of the Township Hackensack, Bergen County,
Plyler v. Doe, 457 U.S. 202 (1982)
Warren Board of Education v. Cooperman, 105 NJ 587 (1987)
J.A. v. Board of Education of South Orange/Maplewood, 318 N.J. Super. 512
"Pupil Residency": Who is Eligible for a Free Public Education," by Donna Kaye, Esq. In N.J. School Leader
(July-August 2002).
FERPA & HIPPA

Dr. Pete Koza
Upper Deerfield Township School District
1369 Route 77
Seabrook, NJ 08302

November 10, 2021

Dear Dr. Koza,

Please allow this letter to serve as notification for the JPT that every district will be running be a Summer Program and we expect the JPT will handle all of the transportation arrangements for our students.

We thank you in advance for making this a priority as our students continue to grow and learn during the summer months and these programs are critical to their success. When we work together as a team all of us benefit, but more than anything, our students reap the benefits. We realize there may be some hurdles to make this request a reality and we are here to help, but this must happen, and every district is willing to provide appropriate compensation if that is what is required.

We look forward to working with you in resolving any issues as we prepare to provide summer programs/transportation for our students

Sincerely,

 Ed.D.

Dr. Dina Rossi

Superintendent, Deerfield



Mrs. Meghan Lammersen
Superintendent, Hopewell



Dr. Ja'shanna Jones-Booker
Interim Superintendent, Fairfield



Mr. Carl Dolente
Superintendent, Cumberland Regional High School District

AGREEMENT BETWEEN THE STOW CREEK TOWNSHIP BOARD OF EDUCATION AND UPPER DEERFIELD TOWNSHIP BOARD OF EDUCATION FOR THE SHARED SERVICES OF CHARTER SCHOOL TRANSPORTATION

THIS AGREEMENT by and between the Stow Creek Township Board of Education having its offices located at 11 Gum Tree Corner Road, Bridgeton New Jersey, 08302, and Upper Deerfield Township Board Of Education, having its offices at 1385 State Highway 77, Seabrook, NJ 08302, dated the 18th day of June, 2021

WHEREAS, the Stow Creek Township Board Of Education is desirous of providing, and the Upper Deerfield Township Board of Education is desirous of obtaining, the services of charter school transportation; and

WHEREAS, Shared Services Agreements are authorized pursuant to the Shared Services Act, N.J.S.A. 40A:65-1, et seq.; and

WHEREAS, the Stow Creek Township Board Of Education and the Upper Deerfield Board of Education have each, by resolution, authorized the entering into of this agreement; commencing July 1st, 2021 thru June 30th, 2022 with an option of (2) one-year additions; upon the agreement of both Boards of Education, if needed.

NOW, THEREFORE, in consideration of the terms, conditions, mutual benefits, and covenants hereinafter set forth, the Stow Creek Township Board Of Education and the Upper Deerfield Township Board of Education make this agreement.

1. The Upper Deerfield Township Board Of Education shall request and retain the services of the Stow Creek Township Board of Education for transporting seven (7) students to Creative CoLaboratory Charter School in Elmer, NJ and one (1) student to Salem County Special Services School District.
2. The Upper Deerfield Township Board of Education shall pay a fee of \$20,000 (twenty thousand dollars) per annum for the use of aforementioned services, from the Stow Creek Township Board of Education. This payment shall be made in ten (10) equal payments of two thousand dollars (\$2,000), upon receipt of a monthly invoice from the Stow Creek Township Board of Education.
3. Transportation for the Salem County Special Services School District student does not include any extraordinary services.
4. This agreement shall constitute the entire agreement between the Stow Creek Township Board Of Education and Upper Deerfield Township Board of Education and shall supersede any and all prior agreements and understandings.

5. Should the Upper Deerfield Township Board of Education's number of students requiring transportation services increase/decrease, this agreement shall be renegotiated, in good faith, between the Stow Creek Township Board Of Education and Upper Deerfield Township Board of Education, in order to properly align payment based on usage.
6. Any amendments, other than the one listed in number four above, to alter this agreement must be in writing, with thirty days' notice and must be executed by the Stow Creek Township Board Of Education and Upper Deerfield Township Board of Education to become effective.
7. Dispute resolution: The Parties will attempt in good faith to resolve any dispute or claim arising out of or in relation to this Agreement through negotiations between a representatives of each of the Parties with authority to settle the relevant dispute. In the event of any dispute as to the amount to be paid, the full amount to be paid as provided in Section 3, shall be paid; but if through subsequent negotiation, arbitration or litigation the amount due shall be determined, agreed or adjudicated to be less than was actually so paid, then the party having received the payment shall forthwith repay the excess.
8. This Agreement shall be construed in accordance with Laws of the State of New Jersey and it is intended that this agreement shall be entirely performed within the State of New Jersey.
9. If any provision of this Agreement shall be determined by a court of competent jurisdiction to be null, void, *ultra vires*, or otherwise in contravention of law, the remainder of this Agreement not so determined shall remain in full force and effect.
10. A copy of this shared service agreement will be filed with Local Government Services in the Department of Community Affairs.

IN WITNESS HERETO the parties hereto have set their hands of the proper public official as of the date and year first above written.

Stow Creek Township Board of Education



Kim Fleetwood, Business Administrator

BY: 

Fred Hovermann, President

Upper Deerfield Township Board of Education

Dr. Frank Badessa, Interim Bus Admin

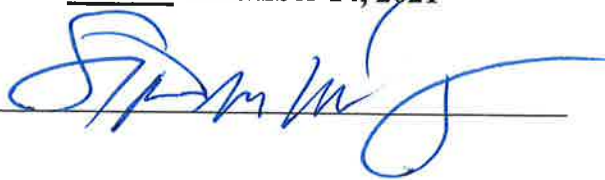
By: _____
Anthony Buono, President

CER REPORT

NAME: Stephen Wilchensky

DATE: December 14, 2021

Signature for Submission: _____



Attendance Data

	Family Enrollment	Student Enrollment	Daily Average Attendance
Full-Month Rate	18	22	18.88
Drop-In Rate	27	31	7.12
Employee Full-Month	1	2	2.00
Total:	46	55	

(Note: Attendance is for November 2021)

Services by Item Summary for November 2021 (Accrual Basis)

	Qty.	Unit Price	Amount Collected
Service			
Drop - In	120 service days	\$16.00	\$1,920.00
Full-Month	22 services	\$205.00	\$4,510.00
Emp. Full-Month	2 services	\$100.00	\$200.00
Total Service	144 services		\$6,630.00
Other Charges			
Late Fee	0 transactions	\$10.00	\$0.00
Total Other Charges	0 transactions		\$0.00
TOTAL	144 transactions		\$6,630.00

CER EXPENSES

Childcare Salaries/Expenses (\$6,066.62)

CER BILLS

CHECK #	PAID TO THE ORDER OF	PURCHASE ORDER #	AMOUNT
Transfer 40	Upper Deerfield Twp. BOE – CER salaries and SSMD (11/30/21 & 12/15/2021)	PO 009-22	\$5,673.16
7728	L.J. Zucca, Inc. Inv. 1548279 – CER juice & snacks	PO 010-22	\$380.46
7729	Nadine Braziel – Partial refund for student CSS002682	PO 011-22	\$13.00
		TOTAL	\$6,066.62

January 2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1 ▶ New Year's Day
2	3 ▶ PTO Mtg (S) 6:30 PM ▶ SJ Warriors (W) 6-7:30	4 ▶ BOE Reorganization Mtg (W) 6 PM ▶ Cohansey Blue Soccer (W) 6-7:30	5 ▶ Girl Scouts (S Cafe) 6-7:30 ▶ SJ Warriors (W) 6-7:30	6 ▶ Girls BB (W) 4 PM ▶ SJ Warriors (W) 6-7:30	7	8 ▶ Puffer League (W) 12-6
9	10 ▶ Girls BB (W) 4 PM ▶ SJ Warriors (W) 6-7:30	11 ▶ Boys BB (W) 4:15 ▶ Cohansey Blue Soccer (W) 6-7:30	12 ▶ Girl Scouts (S Cafe) 6-7:30 ▶ SJ Warriors (W) 6-7:30	13 ▶ SJ Warriors (W) 6-7:30	14	15 ▶ Puffer League (W) 12-6
16	17 ▶ SCHOOL CLOSED	18 ▶ Boys BB (W) 4:00 ▶ Cohansey Blue Soccer (W) 6-7:30	19 ▶ Girl Scouts (S Cafe) 6-7:30 ▶ SJ Warriors (W) 6-7:30	20 ▶ Boys BB (W) 4:00 ▶ SJ Warriors (W) 6-7:30	21 ▶ PTO Dance (W) TENTATIVE	22 ▶ Puffer League (W) 12-6
23	24 ▶ SJ Warriors (W) 6-7:30	25 ▶ Board Mtg (W) 7 PM ▶ Cohansey Blue Soccer (W) 6-7:30	26 ▶ Girls BB (W) 4:15 ▶ Girl Scouts (S Cafe) 6-7:30 ▶ SJ Warriors (W) 6-7:30	27 ▶ SJ Warriors (W) 6-7:30	28	29 ▶ Puffer League (W) 12-6
30	31 ▶ SJ Warriors (W) 6-7:30					

BANK RECONCILIATION REPORT

As of Statement Ending Date: 11/30/2021

Bank Code: A - Checking account GL Account: 1000 Checking account

Opening Bank Statement Balance:	80,265.75
Cleared Deposits:	7,488.00
Cleared Checks and Charges:	6,575.75
Cleared Adjustments:	47.00
Calculated Bank Balance:	81,225.00
Less: Outstanding Checks:	11,240.70
Plus: Deposits In Transit:	0.00
Plus: Uncleared Adjustments:	0.00
Calculated Book Balance:	69,984.30
Actual Book Balance:	69,984.30
VARIANCE:	0.00

Ending Bank Statement Balance:	81,225.00
Calculated Bank Balance:	81,225.00
Out of Balance Amount:	0.00

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

BANK RECONCILIATION REPORT

As of Statement Ending Date: 11/30/2021

Bank Code: A - Checking account GL Account: 1000 Checking account

Date	Type	Name	Ref #	Amount	Cleared
Cleared Deposits:					
11/30/21	D	BANK DEPOSIT	840	1,748.00	C
11/23/21	D	BANK DEPOSIT	841	1,111.00	C
11/19/21	D	BANK DEPOSIT	842	613.00	C
11/16/21	D	BANK DEPOSIT	843	415.00	C
11/12/21	D	BANK DEPOSIT	844	925.00	C
11/08/21	D	BANK DEPOSIT	845	1,038.00	C
11/03/21	D	BANK DEPOSIT	846	876.00	C
11/01/21	D	BANK DEPOSIT	847	762.00	C
		8 Cleared Deposits:		<u>7,488.00</u>	
Cleared Checks:					
11/01/21	M	L.J. Zucca, Inc.	7725	488.00	C
11/30/21	M	Upper Deerfield Board of Educa	11302021	6,087.75	C
		2 Cleared Checks:		<u>6,575.75</u>	
Cleared Adjustments:					
11/26/21	A	Interest earned	145	47.66	C
11/03/21	A	Typo with ck#7725	146	(0.66)	C
		2 Cleared Adjustments:		<u>47.00</u>	
Outstanding Checks:					
05/27/20	M	Upper Deerfield Board of Educa	1234	6,370.87	
02/12/21	M	Upper Deerfield Board of Educa	11122445	4,869.83	
		2 Outstanding Checks:		<u>11,240.70</u>	



975 Hooper Avenue
Toms River, NJ 08753

Statement Ending 11/30/2021




UPPER DEERFIELD TOWNSHIP

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Customer Number: XXXXXXX7966

UPPER DEERFIELD TOWNSHIP BOARD OF ED
CER ACCOUNT
1385 HIGHWAY 77
BRIDGETON NJ 08302-5997

Managing Your Accounts

-  Phone Number 732-240-4500 ext 7722
-  Mailing Address 975 Hooper Avenue
Toms River, NJ 08753
-  Online Access Oceanfirst.com

Summary of Accounts

Account Type	Account Number	Ending Balance
GOVT INT CHK	XXXXXXXX7966	\$81,225.00

GOVT INT CHK-XXXXXXXX7966

Account Summary

Date	Description	Amount
10/30/2021	Beginning Balance	\$80,265.75
	9 Credit(s) This Period	\$7,535.66
	2 Debit(s) This Period	\$6,576.41
11/30/2021	Ending Balance	\$81,225.00

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.70%
Interest Days	32
Interest Earned	\$51.06
Interest Paid This Period	\$47.66
Interest Paid Year-to-Date	\$535.50

Account Activity

Post Date	Description	Debits	Credits	Balance
10/30/2021	Beginning Balance			\$80,265.75
11/01/2021	DEPOSIT		\$762.00	\$81,027.75
11/03/2021	DEPOSIT		\$876.00	\$81,903.75
11/03/2021	CHECK # 7725	\$488.66		\$81,415.09
11/08/2021	DEPOSIT		\$1,038.00	\$82,453.09
11/12/2021	DEPOSIT		\$925.00	\$83,378.09
11/16/2021	DEPOSIT		\$415.00	\$83,793.09
11/19/2021	DEPOSIT		\$613.00	\$84,406.09
11/23/2021	DEPOSIT		\$1,111.00	\$85,517.09
11/26/2021	INTEREST		\$47.66	\$85,564.75
11/30/2021	DEPOSIT		\$1,748.00	\$87,312.75
11/30/2021	TXR TO x7842 AT 11:41	\$6,087.75		\$81,225.00
11/30/2021	Ending Balance			\$81,225.00

Checks Cleared

Check Nbr	Date	Amount
7725	11/03/2021	\$488.66

* Indicates skipped check number



If you have any questions regarding this statement, please call 1-888-623-2633 EXT 7719

Notice to Recipients of Electronic Transfers (Consumer Accounts only)

In case of errors or questions about your electronic transfers, please telephone us at 1-888-623-2633 ext. 7710 or write to OceanFirst Bank N.A., P.O. Box 2009, Toms River, NJ 08754-2009 as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared with the following information.

1. Your name, your OceanFirst account number and CheckCard number if applicable.
2. Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe it is wrong or why you need more information.
3. Tell us the date and the dollar amount of the suspected error and supply us with copies of any receipts or other documentation that will assist our investigation.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (5 business days for POS transactions, 20 business days for a new account) to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to do our investigation.

THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR ACCOUNT WITH YOUR STATEMENT

1. In your account register enter the interest earned on your Account if it appears on the front of this statement.
2. Verify that all withdrawals are charged on the statement for the amount in your records.
3. Verify that all deposits have been credited for the same amount as on your records.
4. Be sure that Service Charges (if any) or other authorized deductions shown on this statement have been deducted from your account balance.
5. Be sure that all outstanding items from your previous statement have been included in this statement (otherwise they are still outstanding).
6. Check off on your register each item on this statement.
7. Make a list of the numbers and amounts of those checks and any other items still outstanding in the space provided at left.
8. - 12. Follow directions as prompted in each space.

OUTSTANDING WITHDRAWALS	
NUMBER	AMOUNT
TOTAL OUTSTANDING WITHDRAWALS CARRY OVER TO LINE 11	

8.	ENTER FINAL BALANCE AS PER STATEMENT	
9.	<u>ADD</u> ANY DEPOSITS NOT CREDITED	
10.	TOTAL	
11.	<u>SUBTRACT</u> TOTAL OUTSTANDING WITHDRAWALS	
12.	<u>BALANCE</u> SHOULD AGREE WITH YOUR ACCOUNT REGISTER	



GOVT INT CHK-XXXXXXXX7966 (continued)

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
11/01/2021	\$81,027.75	11/12/2021	\$83,378.09	11/23/2021	\$85,517.09
11/03/2021	\$81,415.09	11/16/2021	\$83,793.09	11/26/2021	\$85,564.75
11/08/2021	\$82,453.09	11/19/2021	\$84,406.09	11/30/2021	\$81,225.00



975 Hooper Avenue
Toms River, NJ 08753

Statement Ending 11/30/2021

UPPER DEERFIELD TOWNSHIP

Page 4 of 4

Customer Number: XXXXXXXX7966

UPPER DEERFIELD TOWNSHIP BOE 7725
 100 ACCOUNT
 1200 HIGHWAY 77
 SEABROOK, NJ 08002

DATE October 7, 2021 86-7039/2312

PAY TO THE ORDER OF L.J. Zucco, Inc. \$ 488.66

Four Hundred Eighty Eight DOLLARS

OCEANFIRST BANK N.A.
 1000 10th St. Toms River, NJ 08753
 FOR DEPOSIT ONLY FOR 12/31/21

⑆000007725⑆ ⑆231270353⑆⑆8000347966⑆

#7725

11/03/2021

\$488.66

UPPER DEERFIELD TOWNSHIP BOE 7725

DATE October 7, 2021

PAY TO THE ORDER OF L.J. Zucco, Inc. \$ 488.66

Four Hundred Eighty Eight DOLLARS

OCEANFIRST BANK N.A.
 1000 10th St. Toms River, NJ 08753
 FOR DEPOSIT ONLY FOR 12/31/21

⑆000007725⑆ ⑆231270353⑆⑆8000347966⑆

For Customers Bank RDC Only 031802971 4495221000240 11/02/2021

0910804878
 2021-11-03

UPPER DEERFIELD TOWNSHIP BOE 7725

#7725

11/03/2021

\$488.66



CER <cer@udts.org>

Sub CER

1 message

Alexis Everingham <everingham@udts.org>
To: cer@udts.org

Fri, Nov 19, 2021 at 10:35 AM

Hi Beth,

You can add me to the CER substitute list and I'll try to help out whenever possible.

Thanks!

Alexis

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Intrest in becoming a CER substitute

Lakiya Jimenez <lakiya84@gmail.com>
To: cer@udts.org

Fri, Nov 19, 2021 at 5:02 PM

Good afternoon,

I would like to let you know that I am interested in becoming a substitute in the CER program.

Sincerely,
Lakiya Jimenez



CER <cer@udts.org>

sub

Rachel Jones <knightr@udts.org>
To: CER <cer@udts.org>

Thu, Nov 18, 2021 at 9:31 AM

Good morning,
I would like to be added to the sub list for CER.
Thanks,
Rachel Jones

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CER sub

Carly D'Agostino <dagost65@students.rowan.edu>
To: cer@udts.org

Fri, Nov 19, 2021 at 12:07 PM

Hello! I am reaching out because I'm interested in substituting for CER. Thank you!

Carly D'Agostino