

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
73959	Non A/P	Chk	DB63-181, CR63-101	3125/HACKETTSTOWN POOL	0	105.00	Sum Stars 6/28	06/27/2012	C
73960	Non A/P	Chk	DB63-181, CR63-101	7046/IMAGINE THAT	0	232.00	Sum Kids 7/5	06/27/2012	C
73961	Non A/P	Chk	DB63-181, CR63-101	3496/JENKINSON'S PAVILION	0	248.00	Camp Disc 7/3	06/27/2012	C
73962	Non A/P	Chk	DB63-181, CR63-101	6532/ROCKAWAY LANES	0	195.00	Camp Disc 6-28	06/27/2012	C
73963	1203744		11-000-221-610-04-0000	5140/RANDOLPH BOARD OF EDUCATION	0	9.49	Petty Cash Return SY12 Funds	06/28/2012	C
	1203744		11-000-251-600-30-0000	5140/RANDOLPH BOARD OF EDUCATION	0	26.58	Petty Cash Return SY12 Funds	06/28/2012	C
	1203744		11-000-261-420-18-5678	5140/RANDOLPH BOARD OF EDUCATION	0	60.00	Petty Cash Return SY12 Funds	06/28/2012	C
	1203744		11-000-270-800-28-5505	5140/RANDOLPH BOARD OF EDUCATION	0	50.35	Petty Cash Return SY12 Funds	06/28/2012	C
	1203744		11-190-100-610-05-0460	5140/RANDOLPH BOARD OF EDUCATION	0	36.38	Petty Cash Return SY12 Funds	06/28/2012	C
	1203744		11-190-100-610-05-2411	5140/RANDOLPH BOARD OF EDUCATION	0	200.00	Petty Cash Return SY12 Funds	06/28/2012	C
	1203744		11-190-100-610-06-2416	5140/RANDOLPH BOARD OF EDUCATION	0	320.71	Petty Cash Return SY12 Funds	06/28/2012	C
	1203744		20-040-100-610-06-9040	5140/RANDOLPH BOARD OF EDUCATION	0	44.55	Petty Cash Return SY12 Funds	06/28/2012	C
	1203744		63-602-100-600-37-0000	5140/RANDOLPH BOARD OF EDUCATION	0	323.37	Petty Cash Return SY12 Funds	06/28/2012	C
Total For Check Number 73963						\$1,071.43			
73964	Non A/P	Chk	DB63-181, CR63-101	7292/BRONX ZOO	0	304.00	Camp Disc 7-19	06/29/2012	C
73965	Non A/P	Chk	DB63-181, CR63-101	9911/FIELD STATION DINOSAURS	0	454.50	Summ Stars 8/7	06/29/2012	C
73966	Non A/P	Chk	DB63-181, CR63-101	3125/HACKETTSTOWN POOL	0	93.00	Camp Summ 7-5	06/29/2012	C
73967	Non A/P	Chk	DB63-181, CR63-101	9949/INTREPID MUSEUM FOUNDATION, INC.	0	151.50	Camp Disc 7-11	06/29/2012	C
73968	Non A/P	Chk	DB63-181, CR63-101	7291/MORRIS MUSEUM OF ARTS & SCI	0	45.00	Summer Kids 7-12	06/29/2012	C
73969	Non A/P	Chk	DB63-181, CR63-101	9950/RUNAWAY RAPIDS WATERPARK	0	758.00	Summ Stars 7-10	06/29/2012	C
73970	Non A/P	Chk	DB63-181, CR63-101	3125/HACKETTSTOWN POOL	80	79.00	Camp Disc 7-5	06/29/2012	C
73971	Non A/P	Chk	DB63-181, CR63-101	3125/HACKETTSTOWN POOL	79	91.00	Camp Disc 7-6	06/29/2012	C
73972	1200946	COLOR GUARD SY12	11-401-100-610-06-1021	6756/WU; LINDA	0	3,125.00	REPL CHK# 71485	06/29/2012	C
73973	Non A/P	Chk	DB63-141, CR63-101	9220/AMERICAN MUSEUM OF NATURAL HISTORY	0	1,080.00	Camp Discovery August 1	06/29/2012	C
73974	Non A/P	Chk	DB63-141, CR63-101	7408/FUNPLEX	0	456.55	Summer Stars July 31	06/29/2012	C

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73975	1202846		11-190-100-610-04-2404	6748/HERNANDEZ; LAURA	0	99.99	REPL CHK# 72654	06/29/2012	C
73976	1202760		11-000-270-517-28-5201	7877/IATI; ROBERT	0	333.96	REPL CHK# 72207	06/26/2012	C
	1202761		11-000-270-517-28-5201	7877/IATI; ROBERT	0	333.96	REPL CHK# 72207	06/26/2012	C
Total For Check Number 73976						\$667.92			
73977	1203567		11-000-270-517-28-5201	9624/BLOISE; LAURA	60	442.00	2nd SEMESTER	06/29/2012	C
73978	1203636		11-000-270-517-28-5201	9098/IMELDA BROWN	60	442.00	1ST SEMESTER - DANIELLE	06/29/2012	C
	1203636		11-000-270-517-28-5201	9098/IMELDA BROWN	60	442.00	2ND SEMESTER - DANIELLE	06/29/2012	C
	1203638		11-000-270-517-28-5201	9098/IMELDA BROWN	60	442.00	1ST SEMESTER - DRAKE	06/29/2012	C
	1203638		11-000-270-517-28-5201	9098/IMELDA BROWN	60	442.00	2ND SEMESTER - DRAKE	06/29/2012	C
Total For Check Number 73978						\$1,768.00			
73979	1203674		11-000-270-517-28-5201	10010/ANDREA EDWARDS	60	442.00	1ST SEMESTER - COLTON	06/29/2012	C
	1203674		11-000-270-517-28-5201	10010/ANDREA EDWARDS	60	442.00	2ND SEMESTER - COLTON	06/29/2012	C
Total For Check Number 73979						\$884.00			
73980	1203654		11-000-270-517-28-5201	10004/NINAMARIE FLOOD	60	442.00	2ND SEMESTER - JAKE	06/29/2012	C
	1203655		11-000-270-517-28-5201	10004/NINAMARIE FLOOD	60	442.00	2ND SEMESTER - ISABELLA	06/29/2012	C
Total For Check Number 73980						\$884.00			
73981	1203665		11-000-270-517-28-5201	10008/KENNETH FRATTINI	60	245.56	1ST SEMESTER - HANA	06/29/2012	C
73982	1203663		11-000-270-517-28-5201	10009/NATHAN GREENBERGER	60	442.00	1ST SEMESTER - RINA	06/29/2012	C
	1203663		11-000-270-517-28-5201	10009/NATHAN GREENBERGER	60	442.00	2ND SEMESTER - RINA	06/29/2012	C
Total For Check Number 73982						\$884.00			
73983	1203662		11-000-270-517-28-5201	10007/KEVIN MATHEWS	60	442.00	2ND SEMESTER - JACK	06/29/2012	C
73984	1203666		11-000-270-517-28-5201	10011/ANTHONY ROSATO	60	324.13	2ND SEMESTER - ELIZABETH	06/29/2012	C
73985	1203572		11-000-270-517-28-5201	7904/SCHRAMM; HOLLYE	60	442.00	2ND SEMESTER - JOSHUA	06/29/2012	C
	1203573		11-000-270-517-28-5201	7904/SCHRAMM; HOLLYE	60	442.00	2ND SEMESTER - IAN	06/29/2012	C
Total For Check Number 73985						\$884.00			
73986	1203639		11-000-270-517-28-5201	7157/SHTIRMER; GENNADY	60	14.73	1ST SEMESTER - RYAN	06/29/2012	C
	1203639		11-000-270-517-28-5201	7157/SHTIRMER; GENNADY	60	442.00	2ND SEMESTER - RYAN	06/29/2012	C
Total For Check Number 73986						\$456.73			
73987	1203653		11-000-270-517-28-5201	10005/DANIELLE THOMAS	60	442.00	1ST SEMESTER - BRYAN	06/29/2012	C
	1203653		11-000-270-517-28-5201	10005/DANIELLE THOMAS	60	442.00	2ND SEMESTER - BRYAN	06/29/2012	C
	1203652		11-000-270-517-28-5201	10005/DANIELLE THOMAS	60	442.00	1ST SEMESTER - COURTNEY	06/29/2012	C
	1203652		11-000-270-517-28-5201	10005/DANIELLE THOMAS	60	442.00	2ND SEMESTER - COURTNEY	06/29/2012	C
Total For Check Number 73987						\$1,768.00			
73988	1202097	1078125	60-000-310-400-60-0001	9525/METZ & ASSOCIATES INC.	59	10,143.30	EQUIPMENT REPAIR-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-500-60-1000	9525/METZ & ASSOCIATES INC.	59	8,131.27	SALARIES-FSMC MGMT	06/29/2012	C
	1202097	1078125	60-000-310-500-60-1001	9525/METZ & ASSOCIATES INC.	59	2,683.32	TAX & FRINGE-MGMT-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-500-60-2000	9525/METZ & ASSOCIATES INC.	59	8,236.54	SALARIES-STAFF-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-500-60-2001	9525/METZ & ASSOCIATES INC.	59	2,718.06	TAX & FRINGE-STAFF-FSMC	06/29/2012	C

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73988	1202097	1078125	60-000-310-500-60-3000	9525/METZ & ASSOCIATES INC.	59	45.51	ADV/PROMOTIONAL EXP-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-500-60-8000	9525/METZ & ASSOCIATES INC.	59	4,461.19	PURCH SVC-ADMIN FEE-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-500-60-9000	9525/METZ & ASSOCIATES INC.	59	3,731.48	PURCH SVC-MGMT FEE-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-520-60-0000	9525/METZ & ASSOCIATES INC.	59	343.02	GENL LIAB INS EXP-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-530-60-0000	9525/METZ & ASSOCIATES INC.	59	100.00	TELEPHONE EXP-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-580-60-1000	9525/METZ & ASSOCIATES INC.	59	65.09	TRAVEL/LODGING EXP-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-600-60-0000	9525/METZ & ASSOCIATES INC.	59	48,705.21	GENERAL SUPPLIES	06/29/2012	C
	1202097	1078125	60-000-310-600-60-1000	9525/METZ & ASSOCIATES INC.	59	1,729.49	SUPPLIES-PAPER-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-600-60-2000	9525/METZ & ASSOCIATES INC.	59	906.09	SUPPLIES-CLEANING-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-600-60-5000	9525/METZ & ASSOCIATES INC.	59	226.45	SUPPLIES-OFFICE-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-800-60-0000	9525/METZ & ASSOCIATES INC.	59	288.14	MISC EXPENSE FOOD SERV	06/29/2012	C
	1202097	1078125	60-000-310-800-60-5000	9525/METZ & ASSOCIATES INC.	59	3,000.00	DEPN/AMORT EXP-FSMC	06/29/2012	C
	1202097	1078125	60-000-310-800-60-9000	9525/METZ & ASSOCIATES INC.	59	112.60	COMPUTER EXP-FSMC	06/29/2012	C
Total For Check Number 73988						\$95,626.76			
73989	Non A/P Chk		DB63-181, CR63-101	6636/CAMELBACK GROUP SALES	0	2,930.60	DISCOVER/ STARS 7/16	06/29/2012	C
73990	Non A/P Chk		DB63-181, CR63-101	3125/HACKETTSTOWN POOL	0	136.00	Summer Stars 7/12	06/29/2012	C
73991	Non A/P Chk		DB63-181, CR63-101	3335/INDIAN HEAD CANOES	0	1,950.00	DISCOVERY 7/17	06/29/2012	C
73992	Non A/P Chk		DB63-181, CR63-101	8425/SOMERSET PATRIOTS BASEBALL CLUB	0	1,125.00	DISCOVERY/STARS 8/14	06/29/2012	C
73993	Non A/P Chk		DB63-181, CR63-101	3125/HACKETTSTOWN POOL	0	149.00	Camp Discovery 7/12	06/29/2012	C
73994	Non A/P Chk		DB63-181, CR63-101	3125/HACKETTSTOWN POOL	80	166.00	Camp Discovery 7/13	06/29/2012	C
73995	1202204	M201102236	11-000-100-562-07-8701	1558/BERGEN COUNTY SPEC.SVCS.SCH.DI	57	600.00	005/2012	06/29/2012	C
	1202204	M201102466	11-000-100-562-07-8701	1558/BERGEN COUNTY SPEC.SVCS.SCH.DI	57	600.00	OTHER LEA - TUITION	06/29/2012	C
Total For Check Number 73995						\$1,200.00			
73996	1201332	JUN 12/57	11-000-100-566-07-8704	1978/CHILDREN'S INSTITUTE	57	8,346.30	PRIVATE-SPEC.ED.	06/29/2012	C
	1201332	JUN 12/57	11-000-217-320-07-2631	1978/CHILDREN'S INSTITUTE	57	1,680.00	PURC SERV- PERSONAL AIDE	06/29/2012	C
Total For Check Number 73996						\$10,026.30			
73997	1203568	4209	11-000-100-566-07-8704	6993/DAYTOP PREPARATORY SCHOOL	57	479.74	PRIVATE-SPEC.ED.	06/29/2012	C
	1203568	4213	11-000-100-566-07-8704	6993/DAYTOP PREPARATORY SCHOOL	57	1,679.09	PRIVATE-SPEC.ED.	06/29/2012	C
	1203568	4210	11-000-100-566-07-8704	6993/DAYTOP PREPARATORY SCHOOL	57	-479.74	4214	06/29/2012	C
	1203568	4210	11-000-100-566-07-8704	6993/DAYTOP PREPARATORY SCHOOL	57	2,398.70	4210	06/29/2012	C
Total For Check Number 73997						\$4,077.79			
73998	1202100	12-9590	20-251-200-320-07-3605	2704/ESSEX REGIONAL	57	2,062.79	IDEA NON PUBLIC SY12	06/29/2012	C

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POSTED CHECKS									
73998				EDUCATIONAL SVCS COMM					
73999	1201513	21860OR	11-000-216-320-07-0000	9527/KDDS TOO, INC.	57	2,775.00	05/2012	06/29/2012	C
74000	1203505	1766	11-000-100-566-07-8704	3713/LAKELAND ANDOVER SCHOOL	57	5,500.00	PRIVATE-SPEC.ED.	06/29/2012	C
74001	1203496	120600473	11-000-219-320-07-2621	9903/LOVING CARE AGENCY, INC.	57	2,488.75	PURCH PROF SVCS SPEC SVC	06/29/2012	C
	1203496	121070004	11-000-219-320-07-2621	9903/LOVING CARE AGENCY, INC.	57	852.50	PURCH PROF SVCS SPEC SVC	06/29/2012	C
	1203496	121210756	11-000-219-320-07-2621	9903/LOVING CARE AGENCY, INC.	57	4,875.00	PURCH PROF SVCS SPEC SVC	06/29/2012	C
	1203496	121521590	11-000-219-320-07-2621	9903/LOVING CARE AGENCY, INC.	57	3,790.00	PURCH PROF SVCS SPEC SVC	06/29/2012	C
	1203496	121820003	11-000-219-320-07-2621	9903/LOVING CARE AGENCY, INC.	57	1,912.50	PURCH PROF SVCS SPEC SVC	06/29/2012	C
Total For Check Number 74001						\$13,918.75			
74002	1202282	05/2012	11-000-100-562-07-8701	6869/MORRIS SCHOOL DISTRICT	57	2,993.00	OTHER LEA - TUITION	06/29/2012	C
	1202282	06/2012	11-000-100-562-07-8701	6869/MORRIS SCHOOL DISTRICT	57	2,993.00	OTHER LEA - TUITION	06/29/2012	C
Total For Check Number 74002						\$5,986.00			
74003	1201659	7556	11-000-216-320-07-0000	4314/MORRIS-UNION JOINTURE COMM.	57	2,005.50	RELATED SVC.-PPS	06/29/2012	C
	1201659	7661	11-000-216-320-07-0000	4314/MORRIS-UNION JOINTURE COMM.	57	2,005.50	RELATED SVC.-PPS	06/29/2012	C
Total For Check Number 74003						\$4,011.00			
74004	1201669	06/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	126.00	06/2012 CHILD 1	06/29/2012	C
	1201669	06/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	453.60	06/2012 CHILD 2	06/29/2012	C
	1201669	06/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	907.20	06/2012 CHILD 3	06/29/2012	C
	1201669	06/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	453.60	06/2012 CHILD 4	06/29/2012	C
	1201669	06/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	453.60	06/2012 CHILD 5	06/29/2012	C
	1201669	06/2012	11-000-216-320-07-0000	4332/MOUNTAIN LAKES BOARD OF EDUCAT	57	453.60	06/2012 CHILD 6	06/29/2012	C
Total For Check Number 74004						\$2,847.60			
74005	1203256	05/2012	11-000-100-562-07-8701	8805/Roxbury Township Board of Education	57	1,294.50	OTHER LEA - TUITION	06/29/2012	C
	1203256	06/2012	11-000-100-562-07-8701	8805/Roxbury Township Board of Education	57	1,294.50	OTHER LEA - TUITION	06/29/2012	C
Total For Check Number 74005						\$2,589.00			
74006	1202154	05/2012	11-000-100-562-07-8701	6304/WEST ORANGE PUBLIC SCHOOLS	57	6,763.82	OTHER LEA - TUITION	06/29/2012	C
	1202154	06/2012	11-000-100-562-07-8701	6304/WEST ORANGE PUBLIC SCHOOLS	57	6,763.82	OTHER LEA - TUITION	06/29/2012	C

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POSTED CHECKS									
74006				SCHOOLS					
74006	1203368	05/2012A	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	05/2012 - OT	06/29/2012	C
	1203368	05/2012A	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	05/2012 - PT	06/29/2012	C
	1203368	06/2012A	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	06/2012 - OT	06/29/2012	C
	1203368	06/2012A	11-000-216-320-07-0000	6304/WEST ORANGE PUBLIC SCHOOLS	57	150.00	06/2012 - PT	06/29/2012	C
Total For Check Number 74006						\$14,127.64			
74007	1203824		11-000-291-280-40-8210	7793/ALBANITO; NICK	56	339.00	WALKING FOR FITNESS	06/29/2012	C
74008	1203838		11-000-219-580-07-2534	6747/ALCOCK-BRESKY; L. GAIL	56	25.34	MILEAGE 05/03/12 - 06/05/12	06/29/2012	C
74009	1203758		11-000-291-280-40-8210	9805/ALTIS; MEGHAN	56	410.00	INCL. STUDENTS W/SPECIAL NEEDS	06/29/2012	C
74010	1203796		11-000-291-280-40-8210	8037/BARUCH; AMY	56	1,549.14	ADVANCED SEMINAR II	06/29/2012	C
74011	1203811		11-000-223-580-08-2625	8905/BLACK; NANCY P.	56	13.89	MILEAGE 04/2012	06/29/2012	C
	1203811		11-000-223-580-08-2625	8905/BLACK; NANCY P.	56	17.86	MILEAGE 05/2012	06/29/2012	C
	1203811		11-000-223-580-08-2625	8905/BLACK; NANCY P.	56	12.90	MILEAGE 06/2012	06/29/2012	C
Total For Check Number 74011						\$44.65			
74012	1203683		11-000-223-320-05-2622	9589/BOEHMER, KELLY	56	125.00	REGIS. - NJTEEA EXPO 05/11/12	06/29/2012	C
	1203683		11-000-223-580-05-2625	9589/BOEHMER, KELLY	56	5.55	MILEAGE	06/29/2012	C
Total For Check Number 74012						\$130.55			
74013	1203780		11-000-221-580-44-0440	1838/CARMONA; ELIZABETH	56	9.02	MILEAGE 05/11/12 - 06/20/12	06/29/2012	C
74014	1203779		11-000-270-800-28-5505	6661/CROWE; PATRICK	56	33.55	FINGERPRINTS	06/29/2012	C
	1203779		11-000-270-800-28-5505	6661/CROWE; PATRICK	56	22.00	CDL PORTION OF DRIVERS LICENSE	06/29/2012	C
Total For Check Number 74014						\$55.55			
74015	1203759		11-000-219-580-07-2534	6066/DE MEYER; ELIZABETH	56	96.08	MILEAGE 01/12/12 - 05/31/12	06/29/2012	C
74016	1203840		11-000-252-580-23-2433	7693/Di GIOVANNI; FRANK S.	56	13.85	MILEAGE - MARCH 2012	06/29/2012	C
	1203840		11-000-252-580-23-2433	7693/Di GIOVANNI; FRANK S.	56	8.51	MILEAGE - APRIL 2012	06/29/2012	C
	1203840		11-000-252-580-23-2433	7693/Di GIOVANNI; FRANK S.	56	6.19	MILEAGE - MAY 2012	06/29/2012	C
	1203840		11-000-252-580-23-2433	7693/Di GIOVANNI; FRANK S.	56	31.87	MILEAGE - JUNE 2012	06/29/2012	C
Total For Check Number 74016						\$60.42			
74017	1203810		11-000-223-580-08-2625	2493/DRUCKER; NOREEN	56	14.80	MILEAGE 05/10/12 - 06/12/12	06/29/2012	C
	1203706		20-039-100-610-02-9039	2493/DRUCKER; NOREEN	56	44.77	MSU RRR GRANT (FB) SPPLY	06/29/2012	C
Total For Check Number 74017						\$59.57			
74018	1203807		11-000-219-580-07-2534	7840/FUGGER; CHRISTINE	56	16.85	MILEAGE 09/13/11 - 06/13/12	06/29/2012	C
74019	1203778		11-000-219-580-07-2534	9609/GONTARSKI; BARBARA	56	101.85	MILEAGE 02/21/12 - 06/12/12	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74020	1203685		11-000-223-320-06-2622	8315/HOLLOWAY; LISA	56	50.00	REGIS. - NEA ENGL. LANG. CULT.	06/29/2012	C
	1203685		11-000-223-580-06-2625	8315/HOLLOWAY; LISA	56	8.80	MILEAGE 01/28/12	06/29/2012	C
Total For Check Number 74020						\$58.80			
74021	1203714		11-000-240-610-06-2507	6892/IOSSO; DEBORAH	56	76.23	6/13/12 ATHLETIC AWARDS-P CITY	06/29/2012	C
74022	1203697		11-190-100-610-10-0000	9394/JANULIS; JENISE	56	337.34	HOME DEPOT/SERVICE LEARNING	06/29/2012	C
74023	1203777		11-000-219-580-07-2534	8476/KALLIANPUR; ANJALI	56	17.76	MILEAGE 04/26/12 - 06/06/12	06/29/2012	C
74024	1203776		11-000-219-580-07-2534	7326/KEITH; MEG	56	32.29	MILEAGE 09/07/11 - 05/16/12	06/29/2012	C
74025	1203719		11-000-223-580-05-2625	6723/LAND; MICHELLE	56	16.12	MILEAGE 2/10/12 - DIV. COUNCIL	06/29/2012	C
	1203719		11-000-223-580-05-2625	6723/LAND; MICHELLE	56	16.12	MILEAGE 5/17/12 - DIV. COUNCIL	06/29/2012	C
	1203809		11-000-223-580-08-2625	6723/LAND; MICHELLE	56	31.90	MILEAGE 05/2012	06/29/2012	C
	1203682		11-240-100-500-47-0470	6723/LAND; MICHELLE	56	33.42	MILEAGE - 03/2012	06/29/2012	C
	1203682		11-240-100-500-47-0470	6723/LAND; MICHELLE	56	22.79	MILEAGE - 04/2012	06/29/2012	C
	1203839		11-240-100-500-47-0470	6723/LAND; MICHELLE	56	21.27	MILEAGE - JUNE 2012	06/29/2012	C
Total For Check Number 74025						\$141.62			
74026	1203686		11-000-223-320-05-2622	7705/LEFFLER; MARVIN JACK	56	125.00	REGIS - NJTEEA CONVENTION	06/29/2012	C
	1203686		11-000-223-580-05-2625	7705/LEFFLER; MARVIN JACK	56	17.36	MILEAGE 05/11/12	06/29/2012	C
Total For Check Number 74026						\$142.36			
74027	1203803		11-000-219-580-07-2534	3908/LUCIANI, CATHERINE J.	56	48.09	MILEAGE 09/09/11 - 06/13/12	06/29/2012	C
74028	1203797		11-000-291-280-40-8210	7841/MADDEN; MARY E.	56	1,220.00	INCREASING STUDENT RESPONSE &	06/29/2012	C
74029	1203760		11-000-291-280-40-8210	10016/MATE; BRYAN	56	495.00	INTRO TO TEACHER LEADERSHIP	06/29/2012	C
74030	1203775		11-000-219-580-07-2534	4078/MC COY STRELEC; LYNN	56	123.42	MILEAGE 09/23/11 - 06/14/12	06/29/2012	C
74031	1203688		11-000-219-580-07-2534	9619/OLVER; CAITLIN	56	9.86	MILEAGE 04/03/12 - 04/25/12	06/29/2012	C
	1203688		11-000-219-580-07-2534	9619/OLVER; CAITLIN	56	7.60	MILEAGE 05/02/12 - 05/30/12	06/29/2012	C
	1203773		11-000-219-580-07-2534	9619/OLVER; CAITLIN	56	3.04	MILEAGE 06/06/12 - 06/13/12	06/29/2012	C
Total For Check Number 74031						\$20.50			
74032	1203808		11-000-219-580-07-2534	8442/PIOMBINO; ALEXIS	56	74.56	MILEAGE 09/13/11 - 06/18/12	06/29/2012	C
74033	1203720		11-000-221-580-46-0460	9904/PORTAS; MICHAEL	56	249.00	REGIS-ASCD-CORE STATE STANDARD	06/29/2012	C
	1203720		11-000-221-580-46-0460	9904/PORTAS; MICHAEL	56	10.00	PARKING	06/29/2012	C
	1203720		11-000-221-580-46-0460	9904/PORTAS; MICHAEL	56	12.22	MILEAGE	06/29/2012	C
Total For Check Number 74033						\$271.22			
74034	1203798		11-000-291-280-40-8210	8400/PRINCE; MAUREEN	56	1,549.14	TOOLS FOR DEVELOPING INSTRUCTI	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

va_chkr3.101405

06/29/2012

Check Register By Check Number

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74034	1203799		11-000-291-280-40-8210	8400/PRINCE; MAUREEN	56	1,549.14	TECHNOLOGY IN THE CURRICULUM	06/29/2012	C
Total For Check Number 74034						\$3,098.28			
74035	1203761		11-000-219-580-07-2534	9677/RAFF; CAROL	56	110.40	MILEAGE 01/18/12 - 06/06/12	06/29/2012	C
74036	1203687		11-000-223-320-06-2622	5288/ROBERTS; MARTEL	56	50.00	NJEA/MCCEA ADVOCACY COMM.	06/29/2012	C
	1203687		11-000-223-580-06-2625	5288/ROBERTS; MARTEL	56	3.36	MILEAGE 01/28/12	06/29/2012	C
Total For Check Number 74036						\$53.36			
74037	1203804		11-000-270-580-28-0000	6628/SCHENKER; JERRY	56	8.50	MILEAGE 05/23/12 - 06/19/12	06/29/2012	C
74038	1203774		11-000-219-580-07-2534	9763/SCHLEGEL; STACI	56	273.18	MILEAGE 09/28/12 - 05/15/12	06/29/2012	C
74039	1203660		20-241-200-500-08-4104	8291/SERNA; VIVIANA	56	0.88	SHELTERED ENGLISH	06/29/2012	C
	1203660		20-241-200-500-08-4104	8291/SERNA; VIVIANA	56	17.67	MILEAGE 10/20/11	06/29/2012	C
	1203660		20-241-200-500-08-4104	8291/SERNA; VIVIANA	56	17.67	MILEAGE 10/21/11	06/29/2012	C
	1203660		20-241-200-500-08-4104	8291/SERNA; VIVIANA	56	17.67	MILEAGE 10/27/11	06/29/2012	C
	1203660		20-241-200-500-08-4104	8291/SERNA; VIVIANA	56	17.67	MILEAGE 10/28/11	06/29/2012	C
	1203660		20-241-200-500-08-4104	8291/SERNA; VIVIANA	56	17.67	MILEAGE 12/16/11	06/29/2012	C
	1203660		20-241-200-500-08-4104	8291/SERNA; VIVIANA	56	17.65	MILEAGE 03/30/12	06/29/2012	C
Total For Check Number 74039						\$106.88			
74040	1203825		11-000-291-280-40-8210	9915/SKOLDBERG; DEREK	56	339.00	MATTER/ENERGY	06/29/2012	C
	1203825		11-000-291-280-40-8210	9915/SKOLDBERG; DEREK	56	339.00	PRINCIPLE OF COACHING	06/29/2012	C
Total For Check Number 74040						\$678.00			
74041	1203800		11-000-291-280-40-8210	9843/Wilke, Agatha	56	245.00	TEACHER LEADERSHIP FOR LEARNIN	06/29/2012	C
	1203800		11-000-291-280-40-8210	9843/Wilke, Agatha	56	495.00	HELPING STUDENTS BECOME SELF D	06/29/2012	C
Total For Check Number 74041						\$740.00			
74042	1200821	04870207837	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	180.34	SUPPLY	06/29/2012	C
	1200821	04870541510	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	58.32	SUPPLY	06/29/2012	C
Total For Check Number 74042						\$238.66			
74043	1203346	51270718	63-602-100-600-37-0000	7958/HEWLETT PACKARD COMPANY	58	491.33	SUPPLY	06/29/2012	C
74044	1203511	RCC-12	63-602-100-600-37-0000	6449/LOGO-IN-MOTION, INC.	58	2,267.00	SUPPLY	06/29/2012	C
74045	1200823	74	63-602-100-600-37-0000	7935/MARIOS PIZZERIA	58	91.50	SUPPLY	06/29/2012	C
74046	1203675		63-602-100-800-37-0000	10012/MILNER; CELESTINA	58	40.00	OVERPAYMENT	06/29/2012	C
74047	1202932	180218900	63-602-100-320-37-0000	8217/MOBILE MINI	58	435.32	PURCHASED PROF SERVICES	06/29/2012	C
74048	1203814		63-602-100-800-37-0000	8379/PATEL; RACHNA	58	104.00	CHILD CARE OVERPAYMENT	06/29/2012	C
74049	1203142	06/20/12	63-602-100-320-37-0000	7923/PEERS MOVING CO., INC.	58	446.75	PURCHASED PROF SERVICES	06/29/2012	C
74050	1203677		63-602-100-800-37-0000	10013/PUROHIT; NIDHI	58	262.00	WITHDR. FROM SH ASK PROGRAM	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74051	1203716		63-602-100-800-37-0000	10015/RYAN; GERRI	58	102.00	WITHDR. FROM IR ASK	06/29/2012	C
74052	1203393	7345791	63-602-100-600-37-0000	5383/S & S WORLDWIDE, INC.	58	111.98	SUPPLY	06/29/2012	C
	1203395	7337511	63-602-100-600-37-0000	5383/S & S WORLDWIDE, INC.	58	1,000.96	SUPPLY	06/29/2012	C
Total For Check Number 74052						\$1,112.94			
74053	1200825	663697	63-602-100-600-37-0000	5958/TJ'S SPORTWIDE TROPHY & AWARDS	58	32.50	SUPPLY	06/29/2012	C
74054	1200820	973-361-7380	63-602-100-530-37-0000	6197/VERIZON	58	58.53	TELEPHONE	06/29/2012	C
	1200820	973-442-9641	63-602-100-530-37-0000	6197/VERIZON	58	29.13	TELEPHONE	06/29/2012	C
	1200820	973-895-3571	63-602-100-530-37-0000	6197/VERIZON	58	61.63	TELEPHONE	06/29/2012	C
	1200820	973-328-4884	63-602-100-530-37-0000	6197/VERIZON	58	49.93	TELEPHONE	06/29/2012	C
	1200820	973-927-7385	63-602-100-530-37-0000	6197/VERIZON	58	64.53	TELEPHONE	06/29/2012	C
	1200820	973-366-0466	63-602-100-530-37-0000	6197/VERIZON	58	34.63	TELEPHONE	06/29/2012	C
Total For Check Number 74054						\$298.38			
74055	1200826	8058010646	63-602-100-320-37-0000	9693/VERIZON COMMUNICATIONS	58	58.90	PURCHASED PROF SERVICES	06/29/2012	C
74056	1200653	062296914	63-602-100-440-37-0000	6405/XEROX CORPORATION	58	72.58	BASE CHARGE	06/29/2012	C
	1200653	062296914	63-602-100-440-37-0000	6405/XEROX CORPORATION	58	23.06	EXCESS USAGE	06/29/2012	C
Total For Check Number 74056						\$95.64			
74057	1203815		63-602-100-800-37-0000	10024/ZINDEL; BETSY	58	100.00	WITHDRAWAL FROM DRIVE WISE	06/29/2012	C
74058	1201033	505684	11-190-100-610-05-2411	9334/A & P - THE GREAT A & P TEA CO.	54	114.44	ED SUPP/CONSUMER SCIENCE	06/29/2012	C
	1201033	505685	11-190-100-610-05-2411	9334/A & P - THE GREAT A & P TEA CO.	54	166.31	ED SUPP/CONSUMER SCIENCE	06/29/2012	C
	1201033	505686	11-190-100-610-05-2411	9334/A & P - THE GREAT A & P TEA CO.	54	87.84	ED SUPP/CONSUMER SCIENCE	06/29/2012	C
Total For Check Number 74058						\$368.59			
74059	1202561	06/2012	11-000-216-320-07-0000	9853/ABC SPEECH & LANGUAGE THERAPY LLC	54	1,950.00	RELATED SVC.-PPS	06/29/2012	C
	1202819		11-000-219-580-07-2534	9853/ABC SPEECH & LANGUAGE THERAPY LLC	54	12.19	MILEAGE 01/04/12 - 06/20/12	06/29/2012	C
Total For Check Number 74059						\$1,962.19			

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74060	1200714	9467	11-000-261-420-18-7206	1055/ABLE SECURITY LOCKSMITHS, INC	54	19.50	MAINT - RHS CONTR. SERV.	06/29/2012	C
74061	1201337	P933000H701	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	16.24	SUPPLIES-FAMILY SCIENCE	06/29/2012	C
	1201337	P933000H801	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	237.49	P933000H801KWS32H	06/29/2012	C
	1201337	P933000H801	11-190-100-610-06-2487	8480/PURCHASE ADVANTAGE CARD	54	15.00	LATE FEE	06/29/2012	C
Total For Check Number 74061						\$268.73			
74062	1202464	12-4773	11-000-262-340-18-2565	1133/AHERA CONSULTANTS INC	54	1,290.00	RTK/AHERA/PEOSHA	06/29/2012	C
74063	1201502	06/2012	11-000-216-320-07-0000	9595/AJL PHYSICAL AND OCCUPATIONAL THERAPY	54	460.00	RELATED SVC.-PPS	06/29/2012	C
74064	1200680	12-11297	11-000-261-420-18-7201	8460/ALARM & COMMUNICATION TECH., INC.	54	243.00	MAINT - CG CONTR. SERV.	06/29/2012	C
	1200680	12-11284	11-000-261-420-18-7203	8460/ALARM & COMMUNICATION TECH., INC.	54	162.00	MAINT - IR CONTR. SERV.	06/29/2012	C
	1200680	12-11296	11-000-261-420-18-7204	8460/ALARM & COMMUNICATION TECH., INC.	54	162.00	MAINT - SH CONTR. SERV.	06/29/2012	C
Total For Check Number 74064						\$567.00			
74065	1200716	305802	11-000-261-420-18-7201	7006/APS CORPORATION	54	119.38	MAINT - CG CONTR. SERV.	06/29/2012	C
	1200716	306108	11-000-261-420-18-7202	7006/APS CORPORATION	54	128.45	MAINT - FB CONTR. SERV.	06/29/2012	C
	1200716	306047	11-000-261-420-18-7206	7006/APS CORPORATION	54	325.00	MAINT - RHS CONTR. SERV.	06/29/2012	C
Total For Check Number 74065						\$572.83			
74066	1201250	11625911	11-000-262-610-18-6501	7267/AMERICAN TIME AND SIGNAL CO.	54	422.99	CUST - CG SUPPLIES	06/29/2012	C
74067	1200034	362122	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	22.00	MAINT - GENERAL CONTRACT	06/29/2012	C
	1200034	359971	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	22.00	MAINT - GENERAL CONTRACT	06/29/2012	C
	1200034	366408	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	22.00	MAINT - GENERAL CONTRACT	06/29/2012	C
	1200034	368560	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	22.00	MAINT - GENERAL CONTRACT	06/29/2012	C
	1200034	364276	11-000-261-420-18-5678	6456/AMERICAN WEAR	54	22.00	MAINT - GENERAL CONTRACT	06/29/2012	C
	1200035	366407	11-000-262-420-18-7201	6456/AMERICAN WEAR	54	50.38	CUST - CG CONTR. SERV.	06/29/2012	C
	1200035	368559	11-000-262-420-18-7201	6456/AMERICAN WEAR	54	50.38	CUST - CG CONTR. SERV.	06/29/2012	C
	1200036	364278	11-000-262-420-18-7202	6456/AMERICAN WEAR	54	51.38	CUST - FB CONTR. SERV.	06/29/2012	C
	1200036	366410	11-000-262-420-18-7202	6456/AMERICAN WEAR	54	51.38	CUST - FB CONTR. SERV.	06/29/2012	C
	1200036	368562	11-000-262-420-18-7202	6456/AMERICAN WEAR	54	51.38	CUST - FB CONTR. SERV.	06/29/2012	C
	1200037	366414	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/29/2012	C
	1200037	357821	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/29/2012	C
	1200037	364282	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/29/2012	C
	1200037	368567	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

va_chkr3.101405

06/29/2012

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74067	1200038	364277	11-000-262-420-18-7204	6456/AMERICAN WEAR	54	55.64	CUST - SH CONTR. SERV.	06/29/2012	C
	1200038	366409	11-000-262-420-18-7204	6456/AMERICAN WEAR	54	55.64	CUST - SH CONTR. SERV.	06/29/2012	C
	1200038	368561	11-000-262-420-18-7204	6456/AMERICAN WEAR	54	85.64	CUST - SH CONTR. SERV.	06/29/2012	C
	1200039	364280	11-000-262-420-18-7205	6456/AMERICAN WEAR	54	86.50	CUST - RMS CONTR. SERV.	06/29/2012	C
	1200039	366412	11-000-262-420-18-7205	6456/AMERICAN WEAR	54	86.50	CUST - RMS CONTR. SERV.	06/29/2012	C
	1200039	368565	11-000-262-420-18-7205	6456/AMERICAN WEAR	54	86.50	CUST - RMS CONTR. SERV.	06/29/2012	C
	1200040	364274	11-000-262-420-18-7206	6456/AMERICAN WEAR	54	115.72	CUST. - RHS CONTR. SERV.	06/29/2012	C
	1200040	366406	11-000-262-420-18-7206	6456/AMERICAN WEAR	54	112.22	CUST. - RHS CONTR. SERV.	06/29/2012	C
	1200040	368558	11-000-262-420-18-7206	6456/AMERICAN WEAR	54	112.22	CUST. - RHS CONTR. SERV.	06/29/2012	C
Total For Check Number 74067						\$1,392.88			
74068	1203535	9997761781	11-000-240-610-06-2507	1339/APPLE INC.	54	116.00	MISC SUPPL/GENL/RHS	06/29/2012	C
	1203535	9997964647	11-000-240-610-06-2507	1339/APPLE INC.	54	1,752.00	MISC SUPPL/GENL/RHS	06/29/2012	C
	1203535	9997841667	11-000-240-610-06-2507	1339/APPLE INC.	54	1,664.00	MISC SUPPL/GENL/RHS	06/29/2012	C
	1203745	9155597538	11-190-100-610-05-0470	1339/APPLE INC.	54	399.00	ED SUPP/FL/RMS	06/29/2012	C
	1203745	9155667621	11-190-100-610-05-0470	1339/APPLE INC.	54	499.00	ED SUPP/FL/RMS	06/29/2012	C
	1203668	9998808717	11-190-100-610-05-2475	1339/APPLE INC.	54	499.00	TEACHER RECOGNITION-RMS	06/29/2012	C
	1203484	9996883546	11-190-100-610-06-0460	1339/APPLE INC.	54	499.00	ED SUPPL/REPL/HS/LA	06/29/2012	C
	1203484	9996815756	11-190-100-610-06-0460	1339/APPLE INC.	54	99.00	ED SUPPL/REPL/HS/LA	06/29/2012	C
	1203504	9996777427	11-190-100-610-06-0460	1339/APPLE INC.	54	1,268.00	ED SUPPL/REPL/HS/LA	06/29/2012	C
	1203623	9998227523	11-190-100-610-06-0470	1339/APPLE INC.	54	297.00	ED SUPPL/REPL/HS/FL	06/29/2012	C
	1203623	9998175669	11-190-100-610-06-0470	1339/APPLE INC.	54	499.00	ED SUPPL/REPL/HS/FL	06/29/2012	C
	1203689	9998719263	11-190-100-610-06-2476	1339/APPLE INC.	54	99.00	TEACHER RECOGNITION-RHS	06/29/2012	C
	1203746	9155677553	11-190-100-610-08-0000	1339/APPLE INC.	54	499.00	SUPPLIES AND MATERIALS	06/29/2012	C
	1203515	9997393932	11-190-100-610-23-2436	1339/APPLE INC.	54	57.00	SUPPL/EQUIP COMPUTERS	06/29/2012	C
	1203574	9998237689	11-190-100-610-47-0470	1339/APPLE INC.	54	297.00	ELEM. FOREIGN LANGUAGE	06/29/2012	C
	1203574	9998175670	11-190-100-610-47-0470	1339/APPLE INC.	54	998.00	ELEM. FOREIGN LANGUAGE	06/29/2012	C
	1203625	9998175671	11-240-100-610-47-0470	1339/APPLE INC.	54	499.00	SUPPLIES ESL	06/29/2012	C
	1203498	9996669795	11-401-100-610-03-0000	1339/APPLE INC.	54	498.00	SUPPLIES-COCURRICULAR	06/29/2012	C
Total For Check Number 74068						\$10,538.00			
74069	1203742	3144	11-000-219-580-07-2534	7668/ARISTOCRAT LIMOUSINE & BUS, INC.	54	675.00	TRAVEL SPEC SVC	06/29/2012	C
74070	1203680	0000621	11-190-100-610-06-2476	9663/ASSISTIVETEK. LLC	54	221.50	TEACHER RECOGNITION-RHS	06/29/2012	C
	1203693	0000622	11-190-100-610-06-2486	9663/ASSISTIVETEK. LLC	54	1,074.00	SUPPLY/EQUIP HS	06/29/2012	C
Total For Check Number 74070						\$1,295.50			
74071	1203228	2316224	11-000-222-610-06-2327	1499/BARNES & NOBLE BOOKSELLERS	54	-4.99	CM 2335321	06/29/2012	C
	1203228	2316224	11-000-222-610-06-2327	1499/BARNES & NOBLE BOOKSELLERS	54	235.87	2316224	06/29/2012	C
Total For Check Number 74071						\$230.88			

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74072	1200402	241260	11-190-100-610-23-2436	8698/BATTERIES PLUS	54	465.75	SUPPL/EQUIP COMPUTERS	06/29/2012	C
74073	1203273	B-10562	11-000-230-339-30-1205	9858/Benefit Analysis, Inc.	54	204.75	SPEC. CONTR. SERV.	06/29/2012	C
74074	1201558	3099978	11-000-262-610-18-6502	1599/BIO-SHINE INC.	54	36.51	CUST - FB SUPPLIES	06/29/2012	C
	1201558	3098806	11-000-262-610-18-6506	1599/BIO-SHINE INC.	54	762.96	CUST - RHS SUPPLIES	06/29/2012	C
	1201558	3098196	11-000-262-610-18-6506	1599/BIO-SHINE INC.	54	599.55	CUST - RHS SUPPLIES	06/29/2012	C
Total For Check Number 74074						\$1,399.02			
74075	1203439		11-000-240-890-06-0450	9584/BLOOMBERG BUSINESSWEEK	54	30.00	BUSINESS WEEK	06/29/2012	C
74076	1203596	158860	11-190-100-640-02-2202	1656/BOOKSOURCE	54	232.68	TEXT/REPL/FB	06/29/2012	C
	1203622	159579	11-190-100-640-02-2202	1656/BOOKSOURCE	54	299.14	TEXT/REPL/FB	06/29/2012	C
	1203328	154488	11-190-100-640-04-2204	1656/BOOKSOURCE	54	1,990.32	TEXTBOOKS/REPLACEMENT/SH	06/29/2012	C
	1203329	152030	11-190-100-640-04-2204	1656/BOOKSOURCE	54	1,856.46	TEXTBOOKS/REPLACEMENT/SH	06/29/2012	C
	1203329	155069	11-190-100-640-04-2204	1656/BOOKSOURCE	54	69.66	TEXTBOOKS/REPLACEMENT/SH	06/29/2012	C
Total For Check Number 74076						\$4,448.26			
74077	1200597	20155	11-000-261-420-18-7201	1717/BUDGET SEWER & DRAIN, INC	54	185.00	MAINT - CG CONTR. SERV.	06/29/2012	C
74078	1203570	M005458	11-190-100-610-05-0470	8130/CDW GOVERNMENT, INC.	54	318.05	ED SUPP/FL/RMS	06/29/2012	C
	1203492	M376858	11-190-100-610-06-0460	8130/CDW GOVERNMENT, INC.	54	8.49	ED SUPPL/REPL/HS/LA	06/29/2012	C
	1203695	M562391	11-190-100-610-06-0460	8130/CDW GOVERNMENT, INC.	54	109.55	ED SUPPL/REPL/HS/LA	06/29/2012	C
	1201992	H945619	11-190-100-610-23-2436	8130/CDW GOVERNMENT, INC.	54	310.24	SUPPL/EQUIP COMPUTERS	06/29/2012	C
	1201992	J626166	11-190-100-610-23-2436	8130/CDW GOVERNMENT, INC.	54	985.98	SUPPL/EQUIP COMPUTERS	06/29/2012	C
	1201992	J647755	11-190-100-610-23-2436	8130/CDW GOVERNMENT, INC.	54	237.44	SUPPL/EQUIP COMPUTERS	06/29/2012	C
	1201992	K033115	11-190-100-610-23-2436	8130/CDW GOVERNMENT, INC.	54	81.49	SUPPL/EQUIP COMPUTERS	06/29/2012	C
	1201992	J897693	11-190-100-610-23-2436	8130/CDW GOVERNMENT, INC.	54	23.73	SUPPL/EQUIP COMPUTERS	06/29/2012	C
	1203309	K600064	11-190-100-610-23-2436	8130/CDW GOVERNMENT, INC.	54	2,271.75	SUPPL/EQUIP COMPUTERS	06/29/2012	C
Total For Check Number 74078						\$4,346.72			
74079	1201763	332270931	11-000-291-270-40-8203	9793/Ceridian Benefit Services, Inc.	54	299.39	MEDICAL INSURANCE	06/29/2012	C
	1201763	332270909	11-000-291-270-40-8203	9793/Ceridian Benefit Services, Inc.	54	22.00	MEDICAL INSURANCE	06/29/2012	C
	1201763	332290132	11-000-291-270-40-8203	9793/Ceridian Benefit Services, Inc.	54	299.39	MEDICAL INSURANCE	06/29/2012	C
	1201763	332290115	11-000-291-270-40-8203	9793/Ceridian Benefit Services, Inc.	54	22.00	MEDICAL INSURANCE	06/29/2012	C
Total For Check Number 74079						\$642.78			
74080	1202080	RBE053112	11-000-216-320-07-0000	9706/COMMUNITY PERSONNEL SERVICES, INC.	54	4,140.00	RELATED SVC.-PPS	06/29/2012	C
74081	1200403	78294	11-000-240-610-06-2507	8733/D & J COMPUTERS	54	280.00	MISC SUPPL/GENL/RHS	06/29/2012	C
74082	1200769	16238	11-402-100-500-16-1648	2295/D. LOVENBERG'S PORTABLE TOILET	54	52.00	GIRLS SPRING TRACK CONTR	06/29/2012	C
	1200769	16232	11-402-100-500-16-1648	2295/D. LOVENBERG'S PORTABLE TOILET	54	417.00	GIRLS SPRING TRACK CONTR	06/29/2012	C
	1200769	16233	11-402-100-500-16-1648	2295/D. LOVENBERG'S PORTABLE TOILET	54	52.00	GIRLS SPRING TRACK CONTR	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
Total For Check Number 74082						\$521.00			
74083	1201481	0101575655	11-000-230-890-30-1315	2307/DAILY RECORD	54	61.52	PUBLISHING & PRINTING	06/29/2012	C
	1201481	0101583527	11-000-230-890-30-1315	2307/DAILY RECORD	54	106.24	PUBLISHING & PRINTING	06/29/2012	C
	1201481	0101584091	11-000-230-890-30-1315	2307/DAILY RECORD	54	48.00	PUBLISHING & PRINTING	06/29/2012	C
Total For Check Number 74083						\$215.76			
74084	1200957	54590	11-000-240-890-05-2557	2327/DAVE'S SOUND REPAIR	54	1,200.00	RMS GRADUATION	06/29/2012	C
	1201275	54589	11-190-100-890-06-0000	2327/DAVE'S SOUND REPAIR	54	1,550.00	OTHER OBJECTS-GRADUATION	06/29/2012	C
Total For Check Number 74084						\$2,750.00			
74085	1203446	XFT3C37F5	11-000-222-610-03-2333	2366/DELL MARKETING - HARDWARE	54	-62.29	XFRRRC6D58	06/29/2012	C
	1203446	XFT3C37F5	11-000-222-610-03-2333	2366/DELL MARKETING - HARDWARE	54	163.75	XFT3C37F5	06/29/2012	C
	1203518	XFT891W59	11-000-240-610-04-2504	2366/DELL MARKETING - HARDWARE	54	685.00	MISC SUPP/SHONGUM	06/29/2012	C
	1203544	XFT5WF9K6	11-190-100-610-23-2436	2366/DELL MARKETING - HARDWARE	54	286.56	SUPPL/EQUIP COMPUTERS	06/29/2012	C
Total For Check Number 74085						\$1,073.02			
74086	1201692	05/2012	11-000-219-320-07-2621	9422/DUNNE; PATRICIA	54	1,140.00	PURCH PROF SVCS SPEC SVC	06/29/2012	C
74087	1203743	117111	11-000-230-339-30-1205	8452/Educational Data Services, Inc.	54	50.00	SPEC. CONTR. SERV.	06/29/2012	C
74088	1203741	201201985	11-000-230-339-30-1205	2609/EDUCATIONAL SVCS.COMM. OF MORR	54	1,585.05	SPEC. CONTR. SERV.	06/29/2012	C
74089	1203715	29765-2	11-190-100-890-06-0000	10014/ELITE PARTY RENTALS	54	921.86	GRADUATION-OTHER OBJECTS	06/29/2012	C
74090	1201090	05/2012-06/2012	11-000-216-320-07-0000	9333/ELLIOTT; RITA D.	54	7,856.25	RELATED SVC.-PPS	06/29/2012	C
		12							
74091	1202474	4998	11-000-100-566-07-8704	7009/EMPLOYMENT HORIZONS	54	850.00	PRIVATE-SPEC.ED.	06/29/2012	C
74092	1201501	05/2012	11-000-216-320-07-0000	8968/ESSEX PEDIATRIC REHABILITATION LLC	54	742.50	RELATED SVC.-PPS	06/29/2012	C
	1201501	06/2012	11-000-216-320-07-0000	8968/ESSEX PEDIATRIC REHABILITATION LLC	54	405.00	RELATED SVC.-PPS	06/29/2012	C
Total For Check Number 74092						\$1,147.50			
74093	1200687	45514	11-000-252-330-23-2431	2730/EXTEL COMMUNICATIONS, INC.	54	165.00	OTHER PURCHASED PROF SER	06/29/2012	C
74094	1201258	22138	11-000-218-390-49-0490	9311/FIRST URGENT MEDICAL CARE P.C.	54	150.00	OTHER PURCH. PROF & TECH	06/29/2012	C
	1202870	05406A	11-000-291-270-40-8203	9311/FIRST URGENT MEDICAL CARE P.C.	54	150.00	MEDICAL INSURANCE	06/29/2012	C
Total For Check Number 74094						\$300.00			
74095	1203392	1556377	11-190-100-610-08-0000	7525/FLINN SCIENTIFIC, INC.	54	4,003.85	SUPPLIES AND MATERIALS	06/29/2012	C
74096	1203628	628169F-4	11-190-100-640-02-2202	2832/FOLLETT LIBRARY	54	301.36	TEXT/REPL/FB	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405
06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74096				RESOURCES					
74097	1203275	8477873	11-190-100-610-11-0011	3036/GOPHER SPORT	54	996.00	ED SUPPL/REPL/P.E.	06/29/2012	C
74098	1203593	0070344	11-000-261-420-18-5678	3064/GRAY SUPPLY CORP	54	590.00	MAINT - GENERAL CONTRACT	06/29/2012	C
74099	1200726	164372	11-000-261-420-18-7201	8869/HAIG'S SERVICE CORPORATION	54	300.00	MAINT - CG CONTR. SERV.	06/29/2012	C
74100	1203747	78838	11-190-100-610-05-2410	7684/HAWK GRAPHICS, INC.	54	165.00	ED SUPP/GENL/RMS	06/29/2012	C
	1201297	78810	11-190-100-890-06-0000	7684/HAWK GRAPHICS, INC.	54	1,220.00	OTHER OBJECTS-GRADUATION	06/29/2012	C
Total For Check Number 74100						\$1,385.00			
74101	1203500	6059572	11-190-100-610-05-0460	9596/HEINEMANN PUBLISHING-GREENWOOD	54	605.55	ED SUPP/LA/RMS	06/29/2012	C
74102	1200032	H12935137	11-000-262-621-18-6301	8103/HESS CORPORATION	54	232.90	HEAT - CG - GAS	06/29/2012	C
	1200032	H12935138	11-000-262-621-18-6302	8103/HESS CORPORATION	54	364.18	HEAT - FERNBROOK- GAS	06/29/2012	C
	1200032	H12939429	11-000-262-621-18-6303	8103/HESS CORPORATION	54	66.39	HEAT - IRONIA-GAS	06/29/2012	C
	1200032	H12885575	11-000-262-621-18-6303	8103/HESS CORPORATION	54	274.80	HEAT - IRONIA-GAS	06/29/2012	C
	1200032	H12935136	11-000-262-621-18-6305	8103/HESS CORPORATION	54	214.81	HEAT - RMS-GAS	06/29/2012	C
	1200032	H12935135	11-000-262-621-18-6306	8103/HESS CORPORATION	54	748.64	HEAT - H.S.-GAS	06/29/2012	C
Total For Check Number 74102						\$1,901.72			
74103	1203435	51325115	11-000-240-610-04-2504	7958/HEWLETT PACKARD COMPANY	54	152.85	MISC SUPP/SHONGUM	06/29/2012	C
	1203490	6410991205	11-190-100-610-06-0460	7958/HEWLETT PACKARD COMPANY	54	64.45	ED SUPPL/REPL/HS/LA	06/29/2012	C
	1203532	7742961059	11-190-100-610-23-2436	7958/HEWLETT PACKARD COMPANY	54	583.76	SUPPL/EQUIP COMPUTERS	06/29/2012	C
	1203250	6410921328	11-190-100-610-44-0440	7958/HEWLETT PACKARD COMPANY	54	-0.44	6144000721	06/29/2012	C
	1203250	6410921328	11-190-100-610-44-0440	7958/HEWLETT PACKARD COMPANY	54	70.15	9410921328	06/29/2012	C
	1203444	51391754	20-251-100-600-07-3607	7958/HEWLETT PACKARD COMPANY	54	165.85	IDEA NP SUPPLIES SY12	06/29/2012	C
Total For Check Number 74103						\$1,036.62			
74104	1200681	1140292	11-000-262-610-18-6501	3258/HOME DEPOT	54	28.75	CUST - CG SUPPLIES	06/29/2012	C
	1200681	1151879	11-000-262-610-18-6501	3258/HOME DEPOT	54	47.36	CUST - CG SUPPLIES	06/29/2012	C
	1200894	4100033	11-000-263-610-18-7408	3258/HOME DEPOT	54	59.94	GROUND - SUPPLIES	06/29/2012	C
	1200894	8159520	11-000-263-610-18-7408	3258/HOME DEPOT	54	525.02	GROUND - SUPPLIES	06/29/2012	C
Total For Check Number 74104						\$661.07			
74105	1203494	948381702	11-190-100-640-06-0470	3276/HOUGHTON MIFFLIN HARCOURT-ELEMENTARY SCH	54	298.65	TEXT/REPL/HS,FL	06/29/2012	C
74106	1200654	I474619	11-000-261-610-18-6501	3415/IRONBOUND ELECTRIC CORPORATION	54	256.78	MAINT - CG SUPPLIES	06/29/2012	C
	1200654	I474755	11-000-261-610-18-6503	3415/IRONBOUND ELECTRIC CORPORATION	54	71.47	MAINT - IR SUPPLIES	06/29/2012	C
	1200654	I474620	11-000-261-610-18-6505	3415/IRONBOUND ELECTRIC CORPORATION	54	13.58	MAINT - RMS SUPPLIES	06/29/2012	C
	1200654	I475495	11-000-261-610-18-6505	3415/IRONBOUND ELECTRIC CORPORATION	54	120.18	MAINT - RMS SUPPLIES	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405
06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74106	1200654	I475990	11-000-261-610-18-6505	3415/IRONBOUND ELECTRIC CORPORATION	54	55.62	MAINT - RMS SUPPLIES	06/29/2012	C
	1200654	I474551	11-000-261-610-18-6506	3415/IRONBOUND ELECTRIC CORPORATION	54	76.96	MAINT - RHS SUPPLIES	06/29/2012	C
	1200654	I476089	11-000-261-610-18-6506	3415/IRONBOUND ELECTRIC CORPORATION	54	511.18	MAINT - RHS SUPPLIES	06/29/2012	C
Total For Check Number 74106						\$1,105.77			
74107	1201508	06/13/12	11-000-219-320-07-2621	9705/DALE M. JACOBS, M.D., P.A.	54	550.00	PURCH PROF SVCS SPEC SVC	06/29/2012	C
	1201508	06/14/12	11-000-219-320-07-2621	9705/DALE M. JACOBS, M.D., P.A.	54	550.00	PURCH PROF SVCS SPEC SVC	06/29/2012	C
Total For Check Number 74107						\$1,100.00			
74108	1200041	95003943109	11-000-262-622-18-5516	3502/JERSEY CENTRAL POWER & LIGHT C	54	630.35	ELECTRICITY- TRANSPORTAT	06/29/2012	C
	1200041	95003906390	11-000-262-622-18-5516	3502/JERSEY CENTRAL POWER & LIGHT C	54	89.89	ELECTRICITY- TRANSPORTAT	06/29/2012	C
	1200041	95003949073	11-000-262-622-18-5516	3502/JERSEY CENTRAL POWER & LIGHT C	54	74.32	ELECTRICITY- TRANSPORTAT	06/29/2012	C
	1200041	95003943109	11-000-262-622-18-6421	3502/JERSEY CENTRAL POWER & LIGHT C	54	5,067.25	ELECTRICITY - CG	06/29/2012	C
	1200041	95003906390	11-000-262-622-18-6421	3502/JERSEY CENTRAL POWER & LIGHT C	54	5.02	ELECTRICITY - CG	06/29/2012	C
	1200041	95003949073	11-000-262-622-18-6421	3502/JERSEY CENTRAL POWER & LIGHT C	54	4.66	ELECTRICITY - CG	06/29/2012	C
	1200041	95003943109	11-000-262-622-18-6422	3502/JERSEY CENTRAL POWER & LIGHT C	54	3,929.80	ELECTRICITY-FERNBROOK	06/29/2012	C
	1200041	95003906390	11-000-262-622-18-6422	3502/JERSEY CENTRAL POWER & LIGHT C	54	4.06	ELECTRICITY-FERNBROOK	06/29/2012	C
	1200041	95003949073	11-000-262-622-18-6422	3502/JERSEY CENTRAL POWER & LIGHT C	54	3.95	ELECTRICITY-FERNBROOK	06/29/2012	C
	1200041	95003943109	11-000-262-622-18-6423	3502/JERSEY CENTRAL POWER & LIGHT C	54	3,346.03	ELECTRICITY-IRONIA	06/29/2012	C
	1200041	95003943109	11-000-262-622-18-6424	3502/JERSEY CENTRAL POWER & LIGHT C	54	3,227.45	ELECTRICITY-SHONGUM	06/29/2012	C
	1200041	95003943109	11-000-262-622-18-6425	3502/JERSEY CENTRAL POWER & LIGHT C	54	16,996.10	ELECTRICITY - RMS	06/29/2012	C
	1200041	95003906390	11-000-262-622-18-6425	3502/JERSEY CENTRAL POWER & LIGHT C	54	4.55	ELECTRICITY - RMS	06/29/2012	C
	1200041	95003949073	11-000-262-622-18-6425	3502/JERSEY CENTRAL POWER & LIGHT C	54	4.39	ELECTRICITY - RMS	06/29/2012	C
	1200041	95003943109	11-000-262-622-18-6426	3502/JERSEY CENTRAL POWER &	54	45,668.34	ELECTRICITY - H.S.	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74108				LIGHT C					
Total For Check Number 74108						\$79,056.16			
74109	1201117	61659099	11-000-263-610-18-7408	6510/JOHN DEERE LANDSCAPE, Inc	54	1,660.00	GROUNDS - SUPPLIES	06/29/2012	C
74110	1200849	18299	11-000-263-610-18-7408	3539/JOHNSON TRUCK ACCESSORIES	54	472.95	GROUNDS - SUPPLIES	06/29/2012	C
74111	1201269	15285644	11-190-100-890-06-0000	3557/JOSTENS	54	70.00	OTHER OBJECTS-GRADUATION	06/29/2012	C
	1201269	15294692	11-190-100-890-06-0000	3557/JOSTENS	54	1,902.00	OTHER OBJECTS-GRADUATION	06/29/2012	C
	1201269	15299241	11-190-100-890-06-0000	3557/JOSTENS	54	70.00	OTHER OBJECTS-GRADUATION	06/29/2012	C
Total For Check Number 74111						\$2,042.00			
74112	1200985	01K37280	11-401-100-610-04-0000	3457/JW PEPPER & SON, INC.	54	7.95	SUPPLIES-COCURRICULAR	06/29/2012	C
74113	1200600	877278	11-000-261-610-18-6503	3577/KAHANT ELECTRICAL SUPPLY CO.	54	54.81	MAINT - IR SUPPLIES	06/29/2012	C
	1200600	876730	11-000-261-610-18-6506	3577/KAHANT ELECTRICAL SUPPLY CO.	54	56.48	MAINT - RHS SUPPLIES	06/29/2012	C
	1200600	877279	11-000-261-610-18-6506	3577/KAHANT ELECTRICAL SUPPLY CO.	54	89.60	MAINT - RHS SUPPLIES	06/29/2012	C
Total For Check Number 74113						\$200.89			
74114	1200988A	4007	11-401-100-890-06-1021	7223/KARIN MENZEL VIOLINS, LLC	54	110.00	RHS COCURRICULAR ACTIVIT	06/29/2012	C
74115	1203193		11-401-100-890-06-1021	9753/LAGATIC; MARK	54	210.00	3 REHEARSALS "GUYS & DOLLS"	06/29/2012	C
	1203193		11-401-100-890-06-1021	9753/LAGATIC; MARK	54	400.00	4 PERFORMANCES	06/29/2012	C
Total For Check Number 74115						\$610.00			
74116	1201395	302150	11-000-261-610-18-1234	3728/LANG EQUIPMENT CO.	54	300.00	MAINT - GENERAL SUPPLIES	06/29/2012	C
74117	1200601	0044922	11-000-261-610-18-1234	3733/LASHEN ELECTRONICS, INC	54	77.78	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200601	0044761	11-000-261-610-18-1234	3733/LASHEN ELECTRONICS, INC	54	140.76	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200601	0044741	11-000-261-610-18-1234	3733/LASHEN ELECTRONICS, INC	54	39.83	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200601	0044929	11-000-261-610-18-1234	3733/LASHEN ELECTRONICS, INC	54	95.00	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200401	0044982	11-190-100-610-23-2436	3733/LASHEN ELECTRONICS, INC	54	82.70	SUPPL/EQUIP COMPUTERS	06/29/2012	C
	1200401	0044995	11-190-100-610-23-2436	3733/LASHEN ELECTRONICS, INC	54	534.12	SUPPL/EQUIP COMPUTERS	06/29/2012	C
	1200401	0045176	11-190-100-610-23-2436	3733/LASHEN ELECTRONICS, INC	54	223.56	SUPPL/EQUIP COMPUTERS	06/29/2012	C
Total For Check Number 74117						\$1,193.75			
74118	1203306	892172A	11-402-100-610-16-1683	3881/LONGSTRETH SPORTING GOODS, LLC	54	627.25	AHTLETIC DIRECTOR SUPPLI	06/29/2012	C
	1203306	892172A	11-402-100-610-16-1686	3881/LONGSTRETH SPORTING GOODS, LLC	54	872.75	GIRLS LACROSSE SUPPLIES	06/29/2012	C
Total For Check Number 74118						\$1,500.00			
74119	1202402	52106	11-401-100-610-05-1020	3894/LOSERS MUSIC COMPANY	54	203.00	EXPENSES RMS CO-CURRIC	06/29/2012	C
	1202402	52411	11-401-100-610-05-1020	3894/LOSERS MUSIC COMPANY	54	360.00	EXPENSES RMS CO-CURRIC	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74119	1202402	52640	11-401-100-610-05-1020	3894/LOSERS MUSIC COMPANY	54	36.00	EXPENSES RMS CO-CURRIC	06/29/2012	C
	1200991	54867	11-401-100-890-06-1021	3894/LOSERS MUSIC COMPANY	54	50.00	RHS COCURRICULAR ACTIVIT	06/29/2012	C
Total For Check Number 74119						\$649.00			
74120	1200866	00937174	11-000-261-420-18-7205	4282/MORRIS COUNTY ELEVATOR	54	305.82	MAINT - RMS CONTR. SERV.	06/29/2012	C
	1200866	00937314	11-000-261-420-18-7205	4282/MORRIS COUNTY ELEVATOR	54	215.00	MAINT - RMS CONTR. SERV.	06/29/2012	C
	1200866	00937315	11-000-261-420-18-7206	4282/MORRIS COUNTY ELEVATOR	54	238.00	MAINT - RHS CONTR. SERV.	06/29/2012	C
Total For Check Number 74120						\$758.82			
74121	1202592	02E84500064	11-000-262-490-18-6413	9871/NESTLE PURE LIFE DIRECT	54	8.14	WATER - IRONIA	06/29/2012	C
		76							
	1202592	02F84500064	11-000-262-490-18-6413	9871/NESTLE PURE LIFE DIRECT	54	48.76	WATER - IRONIA	06/29/2012	C
		76							
Total For Check Number 74121						\$56.90			
74122	1200033	10-1148-1001	11-000-262-621-18-5517	4573/NJ NATURAL GAS CO.	54	40.40	HEAT-TRANSPORTATION-GAS	06/29/2012	C
		-17 6/12							
	1200033	10-1148-1198	11-000-262-621-18-5517	4573/NJ NATURAL GAS CO.	54	41.55	HEAT-TRANSPORTATION-GAS	06/29/2012	C
		-11 6/12							
	1200033	10-1149-2205	11-000-262-621-18-6301	4573/NJ NATURAL GAS CO.	54	1,351.01	HEAT - CG - GAS	06/29/2012	C
		-16 6/12							
	1200033	08-1136-2780	11-000-262-621-18-6302	4573/NJ NATURAL GAS CO.	54	1,576.30	HEAT - FERNBROOK- GAS	06/29/2012	C
		-14 6/12							
	1200033	10-1148-1000	11-000-262-621-18-6303	4573/NJ NATURAL GAS CO.	54	958.93	HEAT - IRONIA-GAS	06/29/2012	C
		-1Y 5/12							
	1200033	10-1148-1000	11-000-262-621-18-6303	4573/NJ NATURAL GAS CO.	54	668.62	HEAT - IRONIA-GAS	06/29/2012	C
		-1Y 7/12							
	1200033	10-1149-2195	11-000-262-621-18-6305	4573/NJ NATURAL GAS CO.	54	2,565.39	HEAT - RMS-GAS	06/29/2012	C
		-15 6/12							
	1200033	10-1149-2190	11-000-262-621-18-6306	4573/NJ NATURAL GAS CO.	54	3,023.53	HEAT - H.S.-GAS	06/29/2012	C
		-13 6/12							
Total For Check Number 74122						\$10,225.73			
74123	1200719	12-18096	11-000-261-420-18-7204	9208/NORTHEAST ROOF MAINTENANCE, INC.	54	3,096.55	MAINT - SH CONTR. SERV.	06/29/2012	C
74124	1200652	06/01/12	11-000-261-610-18-6501	4786/P.J.'S SUPPLY, INC.	54	283.99	MAINT - CG SUPPLIES	06/29/2012	C
	1200652	06/25/12	11-000-261-610-18-6502	4786/P.J.'S SUPPLY, INC.	54	58.28	MAINT - FB SUPPLIES	06/29/2012	C
	1200652	06/29/12	11-000-261-610-18-6506	4786/P.J.'S SUPPLY, INC.	54	407.50	MAINT - RHS SUPPLIES	06/29/2012	C
Total For Check Number 74124						\$749.77			
74125	1200030	60040198541	11-000-262-621-18-6304	4787/P.S.E. & G. CO.	54	3,899.65	HEAT - SHONGUM-GAS	06/29/2012	C
		7							
74126	1200594	352170	11-000-261-610-18-1234	4812/PARK UNION BUILDING	54	67.94	MAINT - GENERAL SUPPLIES	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405
06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74126				SUPPLS.					
74126	1200594	354543	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	9.69	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200594	352119	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	15.77	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200594	352123	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	15.64	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200594	354522	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	45.92	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200594	354579	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	34.96	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200594	354508	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	175.45	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200594	356119	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	26.97	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200594	353429	11-000-261-610-18-1234	4812/PARK UNION BUILDING SUPPLS.	54	75.11	MAINT - GENERAL SUPPLIES	06/29/2012	C
	1200833	353336	11-000-263-610-18-7408	4812/PARK UNION BUILDING SUPPLS.	54	18.68	GROUNDS - SUPPLIES	06/29/2012	C
	1200833	353363	11-000-263-610-18-7408	4812/PARK UNION BUILDING SUPPLS.	54	43.98	GROUNDS - SUPPLIES	06/29/2012	C
Total For Check Number 74126						\$530.11			
74127	1203705	06/13/12	11-000-263-420-18-7208	7923/PEERS MOVING CO., INC.	54	325.00	(100) TOTES	06/29/2012	C
	1203705	06/14/12	11-000-263-420-18-7208	7923/PEERS MOVING CO., INC.	54	162.50	(50) TOTES	06/29/2012	C
Total For Check Number 74127						\$487.50			
74128	1200873	280554	11-000-263-610-18-7408	5009/POWER PLACE	54	19.98	GROUNDS - SUPPLIES	06/29/2012	C
74129	1201571	1899	11-000-216-320-07-0000	8895/PROGRESSIVE THERAPY OF NEW JERSEY LLC	54	2,865.00	RELATED SVC.-PPS	06/29/2012	C
	1201571	1981	11-000-216-320-07-0000	8895/PROGRESSIVE THERAPY OF NEW JERSEY LLC	54	3,670.00	RELATED SVC.-PPS	06/29/2012	C
	1201571	2065	11-000-216-320-07-0000	8895/PROGRESSIVE THERAPY OF NEW JERSEY LLC	54	2,795.00	RELATED SVC.-PPS	06/29/2012	C
Total For Check Number 74129						\$9,330.00			
74130	1201546	RHRS814	11-000-216-320-07-0000	7667/REVOLUTION NEW JERSEY, INC.	54	845.00	RELATED SVC.-PPS	06/29/2012	C
74131	1201999	713	11-000-219-320-07-2621	9023/SAINT CLARE'S HEALTH SYSTEM	54	1,674.00	PURCH PROF SVCS SPEC SVC	06/29/2012	C
74132	1200655	1379223-0001	11-000-261-610-18-6505	5521/SHEAFFER SUPPLY, INC.	54	27.53	MAINT - RMS SUPPLIES	06/29/2012	C
	1200655	1382369-0001	11-000-261-610-18-6506	5521/SHEAFFER SUPPLY, INC.	54	145.18	MAINT - RHS SUPPLIES	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74132		-01							
74132	1200831	1378687-0001	11-000-263-610-18-7408	5521/SHEAFFER SUPPLY, INC.	54	17.87	GROUNDS - SUPPLIES	06/29/2012	C
	1200831	1381403-0001	11-000-263-610-18-7408	5521/SHEAFFER SUPPLY, INC.	54	16.41	GROUNDS - SUPPLIES	06/29/2012	C
	1200831	1379520-0001	11-000-263-610-18-7408	5521/SHEAFFER SUPPLY, INC.	54	67.83	GROUNDS - SUPPLIES	06/29/2012	C
Total For Check Number 74132						\$274.82			
74133	1200596	3815-5	11-000-262-610-18-6506	5532/SHERWIN WILLIAMS CO.	54	-850.00	0329-8	06/29/2012	C
	1200596	3815-5	11-000-262-610-18-6506	5532/SHERWIN WILLIAMS CO.	54	3,839.00	3815-5	06/29/2012	C
	1201119	9912-2	11-000-263-610-18-7408	5532/SHERWIN WILLIAMS CO.	54	59.40	GROUNDS - SUPPLIES	06/29/2012	C
Total For Check Number 74133						\$3,048.40			
74134	1203658	4710	11-000-261-420-18-5678	9546/TATBIT CO	54	2,800.00	MAINT - GENERAL CONTRACT	06/29/2012	C
74135	1202056	10396	11-000-216-320-07-0000	5920/THERAPEUTIC REHAB SERVICES, LLC.	54	180.00	RELATED SVC.-PPS	06/29/2012	C
	1202056	10395	11-000-216-320-07-0000	5920/THERAPEUTIC REHAB SERVICES, LLC.	54	180.00	RELATED SVC.-PPS	06/29/2012	C
	1202056	10273	11-000-216-320-07-0000	5920/THERAPEUTIC REHAB SERVICES, LLC.	54	288.00	RELATED SVC.-PPS	06/29/2012	C
Total For Check Number 74135						\$648.00			
74136	1200677	2556	11-000-261-420-18-7202	6966/UNITED WELDING & PLUMBING CORP	54	1,520.60	MAINT - FB CONTR. SERV.	06/29/2012	C
74137	1200588	S4147450.00	11-000-261-610-18-6506	6154/UNIVERSAL SUPPLY GROUP INC.	54	937.32	MAINT - RHS SUPPLIES	06/29/2012	C
	1200588	S4136438.00	11-000-261-610-18-6506	6154/UNIVERSAL SUPPLY GROUP INC.	54	912.74	MAINT - RHS SUPPLIES	06/29/2012	C
Total For Check Number 74137						\$1,850.06			
74138	1200840	9848325305	11-000-261-610-18-6501	3053/W W GRAINGER, INC.	54	281.36	MAINT - CG SUPPLIES	06/29/2012	C
	1200840	9844600727	11-000-261-610-18-6505	3053/W W GRAINGER, INC.	54	24.24	MAINT - RMS SUPPLIES	06/29/2012	C
	1200840	9856224499	11-000-261-610-18-6506	3053/W W GRAINGER, INC.	54	1,163.44	MAINT - RHS SUPPLIES	06/29/2012	C
	1200840	9855331634	11-000-261-610-18-6506	3053/W W GRAINGER, INC.	54	1,381.05	MAINT - RHS SUPPLIES	06/29/2012	C
	1200840	9847938058	11-000-261-610-18-6506	3053/W W GRAINGER, INC.	54	101.52	MAINT - RHS SUPPLIES	06/29/2012	C
	1200840	9849808990	11-000-261-610-18-6506	3053/W W GRAINGER, INC.	54	851.75	MAINT - RHS SUPPLIES	06/29/2012	C
	1200715	9837276840	11-000-262-610-18-6501	3053/W W GRAINGER, INC.	54	408.00	CUST - CG SUPPLIES	06/29/2012	C
	1200715	9841923098	11-000-262-610-18-6503	3053/W W GRAINGER, INC.	54	543.60	CUST - IR SUPPLIES	06/29/2012	C
	1200715	9834352800	11-000-262-610-18-6503	3053/W W GRAINGER, INC.	54	-93.42	9836309634	06/29/2012	C
	1200715	9834352800	11-000-262-610-18-6503	3053/W W GRAINGER, INC.	54	175.30	9834352800	06/29/2012	C
	1200715	9839005486	11-000-262-610-18-6504	3053/W W GRAINGER, INC.	54	85.32	CUST - SH SUPPLIES	06/29/2012	C
	1200715	9855466870	11-000-262-610-18-6504	3053/W W GRAINGER, INC.	54	152.30	CUST - SH SUPPLIES	06/29/2012	C
	1200715	9847560373	11-000-262-610-18-6504	3053/W W GRAINGER, INC.	54	129.21	CUST - SH SUPPLIES	06/29/2012	C
	1200715	9834834344	11-000-262-610-18-6506	3053/W W GRAINGER, INC.	54	148.08	CUST - RHS SUPPLIES	06/29/2012	C
	1200715	9846834266	11-000-262-610-18-6506	3053/W W GRAINGER, INC.	54	109.86	CUST - RHS SUPPLIES	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
Total For Check Number 74138						\$5,461.61			
74139	1201100	2457405B	11-000-263-420-18-7208	6307/WESTERN PEST SERVICES	54	88.50	GROUNDS - CONTR. SERV.	06/29/2012	C
74140	1201438	201 V63 2085	11-000-230-530-23-2430	6197/VERIZON	70	8,727.11	TELE INTERNET SERVICES	06/29/2012	C
		JUN12							
74141	1201437	M555231997-	11-000-230-530-23-2430	8393/VERIZON - ACCESS BILLING	70	409.12	TELE INTERNET SERVICES	06/29/2012	C
		12154							
74142	1201436	00369256	11-000-230-530-23-2430	9396/VERIZON BUSINESS COMMUNICATIONS	70	7,450.29	TELE INTERNET SERVICES	06/29/2012	C
74143	1202546	051612	11-000-270-610-28-5502	9863/A & I EQUIPMENT LLC	55	856.90	FUEL/OIL/LUBRICANTS	06/29/2012	C
74144	1200707	362127	11-000-270-800-28-5505	6456/AMERICAN WEAR	55	14.80	GARAGE EXPENSES	06/29/2012	C
	1200707	364281	11-000-270-800-28-5505	6456/AMERICAN WEAR	55	14.80	GARAGE EXPENSES	06/29/2012	C
	1200707	366413	11-000-270-800-28-5505	6456/AMERICAN WEAR	55	14.80	GARAGE EXPENSES	06/29/2012	C
	1200707	368566	11-000-270-800-28-5505	6456/AMERICAN WEAR	55	14.80	GARAGE EXPENSES	06/29/2012	C
Total For Check Number 74144						\$59.20			
74145	1201778	3004557327	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	-17.46	cm#400395775	06/29/2012	C
	1201778	3004557327	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	-5.39	cm#400401595	06/29/2012	C
	1201778	3004557327	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	218.80	inv#3004557327	06/29/2012	C
	1201778	3004724441	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	-17.46	cm#400395776	06/29/2012	C
	1201778	3004724441	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	-2.50	cm#400401596	06/29/2012	C
	1201778	3004724441	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	110.71	inv#300472441	06/29/2012	C
	1201778	3008304118	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	731.57	FUEL/OIL/LUBRICANTS	06/29/2012	C
	1201778	3008691503	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	407.64	FUEL/OIL/LUBRICANTS	06/29/2012	C
	1201778	3008791396	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	151.96	FUEL/OIL/LUBRICANTS	06/29/2012	C
	1201778	3009096958	11-000-270-610-28-5502	9735/AMERIGAS PROPANE	55	574.29	FUEL/OIL/LUBRICANTS	06/29/2012	C
Total For Check Number 74145						\$2,152.16			
74146	1200784	IN00448840	11-000-270-610-28-5504	1737/BUS PARTS WAREHOUSE	55	49.68	REPAIR PARTS	06/29/2012	C
	1200784	IN00449490	11-000-270-610-28-5504	1737/BUS PARTS WAREHOUSE	55	121.47	REPAIR PARTS	06/29/2012	C
Total For Check Number 74146						\$171.15			
74147	1200710	148045	11-000-270-610-28-5504	2193/COUNTY WELDING SUPPLY CO	55	49.40	REPAIR PARTS	06/29/2012	C
	1200710	176274	11-000-270-610-28-5504	2193/COUNTY WELDING SUPPLY CO	55	8.00	REPAIR PARTS	06/29/2012	C
	1200710	175721	11-000-270-800-28-5505	2193/COUNTY WELDING SUPPLY CO	55	8.00	GARAGE EXPENSES	06/29/2012	C
Total For Check Number 74147						\$65.40			
74148	1200785	176872	11-000-270-610-28-5504	2374/DELTA PRODUCTS	55	160.15	REPAIR PARTS	06/29/2012	C
	1200785	177048	11-000-270-610-28-5504	2374/DELTA PRODUCTS	55	160.15	REPAIR PARTS	06/29/2012	C
Total For Check Number 74148						\$320.30			
74149	1200712	125971	11-000-270-610-28-5504	2465/DOVER BRAKE & CLUTCH CO., INC.	55	69.44	REPAIR PARTS	06/29/2012	C
	1200712	126175	11-000-270-610-28-5504	2465/DOVER BRAKE & CLUTCH CO.,	55	566.95	REPAIR PARTS	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74149				INC.					
74149	1200712	126223	11-000-270-610-28-5504	2465/DOVER BRAKE & CLUTCH CO.,	55	170.00	REPAIR PARTS	06/29/2012	C
				INC.					
	1200712	126005	11-000-270-610-28-5504	2465/DOVER BRAKE & CLUTCH CO.,	55	78.83	REPAIR PARTS	06/29/2012	C
				INC.					
	1200712	126373	11-000-270-610-28-5504	2465/DOVER BRAKE & CLUTCH CO.,	55	98.63	REPAIR PARTS	06/29/2012	C
				INC.					
Total For Check Number 74149						\$983.85			
74150	1203334	45368	11-000-230-339-30-1205	2730/EXTEL COMMUNICATIONS, INC.	55	4,997.00	SPEC. CONTR. SERV.	06/29/2012	C
	1203334	45555	11-000-230-339-30-1205	2730/EXTEL COMMUNICATIONS, INC.	55	1,890.00	SPEC. CONTR. SERV.	06/29/2012	C
Total For Check Number 74150						\$6,887.00			
74151	1200788	826309	11-000-270-610-28-5504	2853/FOSTER & COMPANY, INC.	55	53.78	REPAIR PARTS	06/29/2012	C
	1200788	825947	11-000-270-610-28-5504	2853/FOSTER & COMPANY, INC.	55	104.41	REPAIR PARTS	06/29/2012	C
Total For Check Number 74151						\$158.19			
74152	1203586	06/07/2012	11-000-240-610-06-2507	6892/IOSSO; DEBORAH	55	121.41	MISC SUPPL/GENL/RHS	06/29/2012	C
74153	1200795	69313	11-000-270-420-28-5601	3544/JONACH ELECTRONICS	55	4,760.00	MTCE BY PRIVATE GARAGE	06/29/2012	C
	1200795	69334	11-000-270-420-28-5601	3544/JONACH ELECTRONICS	55	4,149.20	MTCE BY PRIVATE GARAGE	06/29/2012	C
Total For Check Number 74153						\$8,909.20			
74154	1200960	06/26/2012	11-000-240-890-05-2557	7952/MARILYN'S FLOWER SHOPPE	55	547.40	RMS GRADUATION	06/29/2012	C
74155	1203637	06/13/2012	20-018-100-610-06-9018	7935/MARIOS PIZZERIA	55	102.00	MSU/DODGE (RHS) SY10	06/29/2012	C
74156	1200789	294866	11-000-270-610-28-5503	4055/MAX FINKELSTEIN INC.	55	6,777.06	TIRES & TUBES	06/29/2012	C
74157	1201172A	82414	11-000-270-420-28-5601	4067/MC CARTER'S TOWING LLC	55	312.50	MTCE BY PRIVATE GARAGE	06/29/2012	C
74158	1203721	134175	11-190-100-610-46-0460	9379/MENTORING MINDS, L.P.	55	768.05	LANGUAGE ARTS K-5	06/29/2012	C
74159	1202835	IN119104	11-190-100-610-27-0000	8081/METRITTECH INC.	55	150.00	DISTRICT TESTING	06/29/2012	C
74160	1200777	0100479951-7	11-000-230-530-18-6441	9440/METTEL	55	2,555.47	TELEPHONE BASIC SERVICES	06/29/2012	C
		91-4							
74161	1200753	1455350	11-401-100-610-43-0430	7277/Modern Postcard	55	160.83	EXPENSES EXTRA ART	06/29/2012	C
	1200753	1456284	11-401-100-610-43-0430	7277/Modern Postcard	55	85.38	EXPENSES EXTRA ART	06/29/2012	C
	1200749	1456778	11-401-100-610-43-0430	7277/Modern Postcard	55	259.10	EXPENSES EXTRA ART	06/29/2012	C
Total For Check Number 74161						\$505.31			
74162	1200750	1170742	11-401-100-610-43-0430	6976/MORRIS COUNTY FARMS, INC.	55	105.13	EXPENSES EXTRA ART	06/29/2012	C
74163	1203495	827001	11-000-251-610-30-1306	9987/MORRIS CTY TOBACCO &	55	171.36	BD SECTY SUPPLIES	06/29/2012	C
				CANDY CO.					
74164	1201834	10528	11-000-291-270-40-8203	4317/MORRISTOWN MEM.	55	177.00	MEDICAL INSURANCE	06/29/2012	C
				HOSPITAL/AHS					
	1201834	10573	11-000-291-270-40-8203	4317/MORRISTOWN MEM.	55	708.00	MEDICAL INSURANCE	06/29/2012	C
				HOSPITAL/AHS					
Total For Check Number 74164						\$885.00			

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74165	1201868	2145160	11-190-100-610-01-2401	4358/MUSIC DEN	55	119.85	ED SUPP/REPL/CG	06/29/2012	C
	1201781	2145159	11-190-100-610-03-2403	4358/MUSIC DEN	55	68.94	ED SUPP/REPL/IR	06/29/2012	C
Total For Check Number 74165						\$188.79			
74166	1200961	119173	11-190-100-340-05-0000	4367/MUSIC SHOP LLC	55	69.35	PURCH. TECH. SVC.	06/29/2012	C
	1201021	11130380	11-190-100-610-01-2401	4367/MUSIC SHOP LLC	55	243.62	ED SUPP/REPL/CG	06/29/2012	C
	1200987	118721	11-401-100-890-06-1021	4367/MUSIC SHOP LLC	55	16.00	RHS COCURRICULAR ACTIVIT	06/29/2012	C
	1200987	117529	11-401-100-890-06-1021	4367/MUSIC SHOP LLC	55	18.35	RHS COCURRICULAR ACTIVIT	06/29/2012	C
	1200987	118726	11-401-100-890-06-1021	4367/MUSIC SHOP LLC	55	30.65	RHS COCURRICULAR ACTIVIT	06/29/2012	C
	1200987	118724	11-401-100-890-06-1021	4367/MUSIC SHOP LLC	55	147.50	RHS COCURRICULAR ACTIVIT	06/29/2012	C
	1200987	118723	11-401-100-890-06-1021	4367/MUSIC SHOP LLC	55	145.00	RHS COCURRICULAR ACTIVIT	06/29/2012	C
Total For Check Number 74166						\$670.47			
74167	1201155	470534	11-000-270-610-28-5504	7196/NAPA AUTO PARTS	55	75.60	REPAIR PARTS	06/29/2012	C
74168	1203305	879460	11-190-100-610-11-0011	4423/NASCO	55	135.35	ED SUPPL/REPL/P.E.	06/29/2012	C
74169	1200787	846128	11-000-270-610-28-0000	4598/NEW YORK BUS SALES	55	48.44	SUPPLIES AND MATERIALS	06/29/2012	C
	1200787	847659	11-000-270-610-28-0000	4598/NEW YORK BUS SALES	55	274.68	SUPPLIES AND MATERIALS	06/29/2012	C
	1200787	842960	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	120.78	REPAIR PARTS	06/29/2012	C
	1200787	844366	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	43.90	REPAIR PARTS	06/29/2012	C
	1200787	845247	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	298.16	REPAIR PARTS	06/29/2012	C
	1200787	845632	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	746.85	REPAIR PARTS	06/29/2012	C
	1200787	846965	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	57.70	REPAIR PARTS	06/29/2012	C
	1200787	847001	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	384.80	REPAIR PARTS	06/29/2012	C
	1200787	849028	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	303.86	REPAIR PARTS	06/29/2012	C
	1200787	848054	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	63.81	REPAIR PARTS	06/29/2012	C
	1200787	849161	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	278.39	REPAIR PARTS	06/29/2012	C
	1200787	849301	11-000-270-610-28-5504	4598/NEW YORK BUS SALES	55	50.62	REPAIR PARTS	06/29/2012	C
Total For Check Number 74169						\$2,671.99			
74170	1200781	85979272209	11-000-230-530-18-6441	6738/NEXTEL COMMUNICATIONS	55	742.44	TELEPHONE BASIC SERVICES	06/29/2012	C
		2A							
	1200781	859792722-09	11-000-230-530-18-6441	6738/NEXTEL COMMUNICATIONS	55	2,372.72	TELEPHONE BASIC SERVICES	06/29/2012	C
		3							
Total For Check Number 74170						\$3,115.16			
74171	1201371	4279	11-000-230-580-30-1305	4632/NJ ASSOC.OF SCH.BUSINESS OFFIC	55	75.00	BD. SECTY TRAVEL	06/29/2012	C
74172	1203656	BK66693766	11-240-100-640-47-0470	7431/PEARSON LEARNING GROUP	55	325.49	ESL TEXTBOOKS	06/29/2012	C
74173	1203335	06/26/2012	11-000-270-390-28-5701	7923/PEERS MOVING CO., INC.	55	2,611.25	PURCH PROF SVC TRANSP	06/29/2012	C
74174	1203526	Q102208	11-402-100-610-16-1683	4970/PLAQUES & SUCH	55	337.01	AHTLETIC DIRECTOR SUPPLI	06/29/2012	C
74175	1203147	16781	11-401-100-610-06-1021	7317/PRINTING TECHNIQUES	55	3,430.00	RHS EXTRA CURRIC	06/29/2012	C
74176	1203703		11-402-100-500-16-1648	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	1,298.00	GIRLS SPRING TRACK CONTR	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74176	1203703		11-402-100-500-16-1655	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	17,475.00	RECONDITIONING	06/29/2012	C
	1203703		11-402-100-500-16-1699	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	115.00	ATHLETICS GENL PURCH SVC	06/29/2012	C
	1203703		11-402-100-610-16-1664	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	1,000.00	BOYS X-COUNTRY SUPPLIES	06/29/2012	C
	1203703		11-402-100-610-16-1668	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	639.00	GOLF SUPPLIES	06/29/2012	C
	1203703		11-402-100-610-16-1669	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	116.00	GYMNASTICS SUPPLIES	06/29/2012	C
	1203703		11-402-100-610-16-1674	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	900.00	SWIMMING SUPPLIES	06/29/2012	C
	1203703		11-402-100-610-16-1683	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	1,320.00	AHTLETIC DIRECTOR SUPPLI	06/29/2012	C
	1203703		11-402-100-610-16-1685	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	468.00	MEDICAL SUPPLIES	06/29/2012	C
	1203703		11-402-100-890-16-1601	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	225.00	BASEBALL ENTRY FEES	06/29/2012	C
	1203703		11-402-100-890-16-1602	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	575.00	BOYS BASKETBALL FEES	06/29/2012	C
	1203703		11-402-100-890-16-1603	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	475.00	GIRLS BASKETBALL FEES	06/29/2012	C
	1203703		11-402-100-890-16-1604	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	860.00	BOYS X-COUNTRY FEES	06/29/2012	C
	1203703		11-402-100-890-16-1605	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	920.00	GIRLS X-COUNTRY FEES	06/29/2012	C
	1203703		11-402-100-890-16-1606	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	225.00	FIELD HOCKEY FEES	06/29/2012	C
	1203703		11-402-100-890-16-1607	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	100.00	FOOTBALL ENTRY FEES	06/29/2012	C
	1203703		11-402-100-890-16-1609	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	185.00	GYMNASTICS FEES	06/29/2012	C
	1203703		11-402-100-890-16-1610	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	7,004.00	ICE HOCKEY RENTAL/FEES	06/29/2012	C
	1203703		11-402-100-890-16-1613	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	425.00	SOFTBALL FEES	06/29/2012	C
	1203703		11-402-100-890-16-1614	5163/RANDOLPH HIGH SCHOOL ATHLETIC FUND	55	1,650.00	SWIMMING RENTAL/FEES	06/29/2012	C
	1203703		11-402-100-890-16-1615	5163/RANDOLPH HIGH SCHOOL	55	635.00	BOYS TENNIS FEES	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

va_chkr3.101405

06/29/2012

Check Register By Check Number

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74176				ATHLETIC FUND					
74176	1203703		11-402-100-890-16-1616	5163/RANDOLPH HIGH SCHOOL	55	635.00	GIRLS TENNIS FEES	06/29/2012	C
				ATHLETIC FUND					
	1203703		11-402-100-890-16-1622	5163/RANDOLPH HIGH SCHOOL	55	225.00	BOYS LACROSSE FEES	06/29/2012	C
				ATHLETIC FUND					
	1203703		11-402-100-890-16-1623	5163/RANDOLPH HIGH SCHOOL	55	225.00	GIRLS LACROSSE FEES	06/29/2012	C
				ATHLETIC FUND					
	1203703		11-402-100-890-16-1625	5163/RANDOLPH HIGH SCHOOL	55	375.00	GIRLS VOLLEYBALL	06/29/2012	C
				ATHLETIC FUND					
Total For Check Number 74176						\$38,070.00			
74177	1200964	10780406201	11-000-219-610-07-2509	5182/RANDOLPH TOWNSHIP	55	212.50	MISC SUPPLIES/SPECIAL SE	06/29/2012	C
		2		SCHOOL LUNCH					
	1201369	10780612201	11-000-230-610-30-1303	5182/RANDOLPH TOWNSHIP	55	72.00	BOE SUPPLIES	06/29/2012	C
		2		SCHOOL LUNCH					
	1201737	10780603201	11-000-240-610-06-2599	5182/RANDOLPH TOWNSHIP	55	98.50	MISC SUPPL/SECURITY/RHS	06/29/2012	C
		2		SCHOOL LUNCH					
	1201737	10780621201	11-000-240-610-06-2599	5182/RANDOLPH TOWNSHIP	55	44.00	MISC SUPPL/SECURITY/RHS	06/29/2012	C
		2		SCHOOL LUNCH					
	1200964	10780614201	11-000-240-890-05-2557	5182/RANDOLPH TOWNSHIP	55	730.00	RMS GRADUATION	06/29/2012	C
		2		SCHOOL LUNCH					
	1203585	10780618201	11-000-240-890-06-2562	5182/RANDOLPH TOWNSHIP	55	180.00	MISC EXP RHS	06/29/2012	C
		2		SCHOOL LUNCH					
	1201274	10780620201	11-190-100-890-06-0000	5182/RANDOLPH TOWNSHIP	55	1,242.00	OTHER OBJECTS-GRADUATION	06/29/2012	C
		2		SCHOOL LUNCH					
	1201274	10780610201	11-190-100-890-06-0000	5182/RANDOLPH TOWNSHIP	55	35.00	OTHER OBJECTS-GRADUATION	06/29/2012	C
		206202012		SCHOOL LUNCH					
	1202192	10780601201	20-241-100-600-08-4101	5182/RANDOLPH TOWNSHIP	55	18.72	TITLE III - SUPPLY SY12	06/29/2012	C
		2		SCHOOL LUNCH					
Total For Check Number 74177						\$2,632.72			
74178	1203696	S515321	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP	55	82.00	TRAVEL EXPENSE	06/29/2012	C
				SCHOOLS					
	1203696	S426312	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP	55	82.00	TRAVEL EXPENSE	06/29/2012	C
				SCHOOLS					
	1203696	S315223	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP	55	82.00	TRAVEL EXPENSE	06/29/2012	C
				SCHOOLS					
	1203696	S31	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP	55	82.00	TRAVEL EXPENSE	06/29/2012	C
				SCHOOLS					
	1203696	S31199	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP	55	82.00	TRAVEL EXPENSE	06/29/2012	C
				SCHOOLS					

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405
06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74178	1203696	S214171	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP SCHOOLS	55	82.00	TRAVEL EXPENSE	06/29/2012	C
	1203696	S22165	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP SCHOOLS	55	82.00	TRAVEL EXPENSE	06/29/2012	C
	1203696	S22164	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP SCHOOLS	55	82.00	TRAVEL EXPENSE	06/29/2012	C
	1203696	S116159	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP SCHOOLS	55	82.00	TRAVEL EXPENSE	06/29/2012	C
	1203696	S1213136	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP SCHOOLS	55	82.00	TRAVEL EXPENSE	06/29/2012	C
	1203696	S12150	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP SCHOOLS	55	82.00	TRAVEL EXPENSE	06/29/2012	C
	1203696	S1213134	11-190-100-580-10-0000	5183/RANDOLPH TOWNSHIP SCHOOLS	55	82.00	TRAVEL EXPENSE	06/29/2012	C
Total For Check Number 74178						\$984.00			
74179	1203699	3886801	11-190-100-610-04-2404	5208/REALLY GOOD STUFF, INC.	55	252.84	ED SUPP/REPL/SH	06/29/2012	C
74180	1201556	1206037A	11-401-100-890-06-1021	5215/REDMOND BCMS	55	279.50	RHS COCURRICULAR ACTIVIT	06/29/2012	C
74181	1203630	3139461	11-190-100-340-23-2435	9519/Rosetta Stone Ltd.	55	116,992.00	DISTRICT TECH-PURCH TECH	06/29/2012	C
74182	1201694	784801	11-000-230-331-30-1202	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	7,139.17	Legal Services - Board Work	06/29/2012	C
	1201694	784803	11-000-230-331-30-1203	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	181.50	LEGAL-NEGOTIATIONS	06/29/2012	C
	1201694	784804	11-000-230-331-30-1203	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	727.35	LEGAL-NEGOTIATIONS	06/29/2012	C
	1201694	784806	11-000-230-331-30-1203	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	16.50	LEGAL-NEGOTIATIONS	06/29/2012	C
	1201694	784802	11-000-230-331-30-1206	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	16.50	LEGAL - SPECIAL SERVICES	06/29/2012	C
	1201694	784807	11-000-230-331-30-1206	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	858.00	LEGAL - SPECIAL SERVICES	06/29/2012	C
	1201694	74808	11-000-230-331-30-1206	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	16.50	LEGAL - SPECIAL SERVICES	06/29/2012	C
	1201694	784809	11-000-230-331-30-1206	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	808.50	LEGAL - SPECIAL SERVICES	06/29/2012	C
	1201694	784800	11-000-230-331-30-1207	9767/SCHENCK, PRICE, SMITH & KING, LLP	55	100.28	Legal Services - Labor Rel	06/29/2012	C
Total For Check Number 74182						\$9,864.30			
74183	1201208	10828806	11-000-270-610-28-5504	5445/SCHOOL BUS PARTS	55	56.09	REPAIR PARTS	06/29/2012	C
	1201208	10828243	11-000-270-610-28-5504	5445/SCHOOL BUS PARTS	55	101.85	REPAIR PARTS	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
Total For Check Number 74183						\$157.94			
74184	1200773	34327	11-402-100-500-16-1655	2012/SCHUTT	55	747.10	RECONDITIONING	06/29/2012	C
				RECONDITIONING/CIRCLE DIV.					
	1200773	35135	11-402-100-500-16-1655	2012/SCHUTT	55	791.65	RECONDITIONING	06/29/2012	C
				RECONDITIONING/CIRCLE DIV.					
	1200773	35200	11-402-100-500-16-1655	2012/SCHUTT	55	1,627.38	RECONDITIONING	06/29/2012	C
				RECONDITIONING/CIRCLE DIV.					
Total For Check Number 74184						\$3,166.13			
74185	1203543	2735-6	11-000-270-800-28-5505	5532/SHERWIN WILLIAMS CO.	55	67.86	GARAGE EXPENSES	06/29/2012	C
	1203543	9986-6	11-000-270-800-28-5505	5532/SHERWIN WILLIAMS CO.	55	106.76	GARAGE EXPENSES	06/29/2012	C
Total For Check Number 74185						\$174.62			
74186	1200783	473478280	11-000-230-530-18-6441	5677/SPRINT	55	17.25	TELEPHONE BASIC SERVICES	06/29/2012	C
		JUN 12							
	1200783	625992410	11-000-230-530-18-6441	5677/SPRINT	55	12.23	TELEPHONE BASIC SERVICES	06/29/2012	C
		JUN 12							
	1200783	451877740	11-000-230-530-18-6441	5677/SPRINT	55	13.33	TELEPHONE BASIC SERVICES	06/29/2012	C
	1200783	357738850	11-000-230-530-18-6441	5677/SPRINT	55	716.10	TELEPHONE BASIC SERVICES	06/29/2012	C
Total For Check Number 74186						\$758.91			
74187	1201553	7381	11-000-223-320-08-2622	9013/STAFF DEVELOPMENT WORKSHOPS INC.	55	1,300.00	PURCH PROF SVC STAFF TRA	06/29/2012	C
	1201553	7400	11-000-223-320-08-2622	9013/STAFF DEVELOPMENT WORKSHOPS INC.	55	1,300.00	PURCH PROF SVC STAFF TRA	06/29/2012	C
Total For Check Number 74187						\$2,600.00			
74188	1202272	113793809	11-000-219-610-07-2509	5704/STAPLES BUSINESS ADVANTAGE	55	121.76	MISC SUPPLIES/SPECIAL SE	06/29/2012	C
	1202174	113851353	11-000-230-610-09-0000	5704/STAPLES BUSINESS ADVANTAGE	55	41.38	SUPPLIES AND MATERIALS	06/29/2012	C
	1202174	113851384	11-000-230-610-09-0000	5704/STAPLES BUSINESS ADVANTAGE	55	8.70	SUPPLIES AND MATERIALS	06/29/2012	C
	1202174	113851353	11-000-230-610-30-1311	5704/STAPLES BUSINESS ADVANTAGE	55	220.00	SUPT OFFICE SUPPLIES	06/29/2012	C
	1203502	113763335	11-000-240-610-06-2507	5704/STAPLES BUSINESS ADVANTAGE	55	2,202.65	MISC SUPPL/GENL/RHS	06/29/2012	C
	1202174	113851353	11-000-251-600-30-0000	5704/STAPLES BUSINESS ADVANTAGE	55	180.00	BUSINESS OFFICE SUPPLIES	06/29/2012	C
	1203447	113763105	11-190-100-610-01-2401	5704/STAPLES BUSINESS ADVANTAGE	55	391.52	ED SUPP/REPL/CG	06/29/2012	C
	1200774	113963476	11-190-100-610-02-2402	5704/STAPLES BUSINESS	55	119.80	ED SUPP/REPL/FB	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405
06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74188				ADVANTAGE					
74188	1200973	113837014	11-190-100-610-05-2410	5704/STAPLES BUSINESS	55	243.52	ED SUPP/GENL/RMS	06/29/2012	C
				ADVANTAGE					
	1200407	113963488	11-190-100-610-23-2436	5704/STAPLES BUSINESS	55	309.76	SUPPL/EQUIP COMPUTERS	06/29/2012	C
				ADVANTAGE					
Total For Check Number 74188						\$3,839.09			
74189	1203520	33294	11-000-240-610-06-2507	5838/TANNER NORTH JERSEY INC.	55	2,314.63	MISC SUPPL/GENL/RHS	06/29/2012	C
	1203506	33254	11-000-270-610-28-0000	5838/TANNER NORTH JERSEY INC.	55	690.90	SUPPLIES AND MATERIALS	06/29/2012	C
	1203188	33168	11-190-100-610-05-2410	5838/TANNER NORTH JERSEY INC.	55	1,323.75	ED SUPP/GENL/RMS	06/29/2012	C
Total For Check Number 74189						\$4,329.28			
74190	1200974	46687-3	11-000-240-890-05-2557	5853/TAYLOR RENTAL CENTER	55	4,766.85	RMS GRADUATION	06/29/2012	C
	1201277	46685-3	11-190-100-890-06-0000	5853/TAYLOR RENTAL CENTER	55	5,610.00	OTHER OBJECTS-GRADUATION	06/29/2012	C
Total For Check Number 74190						\$10,376.85			
74191	1203363	55867	11-190-100-610-05-2410	9709/TEQUIPMENT, INC.	55	1,794.00	ED SUPP/GENL/RMS	06/29/2012	C
74192	1203094	663668	11-000-230-610-30-1303	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	21.00	BOE SUPPLIES	06/29/2012	C
	1203094	663943	11-000-230-610-30-1303	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	21.00	BOE SUPPLIES	06/29/2012	C
	1201339	663693	11-000-240-610-06-2507	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	30.50	MISC SUPPL/GENL/RHS	06/29/2012	C
	1200976	663206	11-000-240-890-05-2557	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	8.00	RMS GRADUATION	06/29/2012	C
	1200976	662990	11-000-240-890-05-2557	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	769.25	RMS GRADUATION	06/29/2012	C
	1203451	663688	11-190-100-610-06-2416	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	715.00	ED SUPPL/REPL/HS/GEN	06/29/2012	C
	1203364	663534	11-190-100-610-11-0011	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	1,535.28	ED SUPPL/REPL/P.E.	06/29/2012	C
	1203255	663242	11-401-100-610-03-0000	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	138.75	SUPPLIES-COCURRICULAR	06/29/2012	C
	1203255	663686	11-401-100-610-03-0000	5958/TJ'S SPORTWIDE TROPHY & AWARDS	55	77.50	SUPPLIES-COCURRICULAR	06/29/2012	C
Total For Check Number 74192						\$3,316.28			
74193	1201146	035267	11-000-270-800-28-5505	5969/TOMAR INDUSTRIES, INC.	55	75.92	GARAGE EXPENSES	06/29/2012	C
	1201146	035274	11-000-270-800-28-5505	5969/TOMAR INDUSTRIES, INC.	55	397.60	GARAGE EXPENSES	06/29/2012	C
	1201146	035319	11-000-270-800-28-5505	5969/TOMAR INDUSTRIES, INC.	55	192.00	GARAGE EXPENSES	06/29/2012	C
	1201146	035275	11-000-270-800-28-5505	5969/TOMAR INDUSTRIES, INC.	55	31.50	GARAGE EXPENSES	06/29/2012	C
	1201146	035275A	11-000-270-800-28-5505	5969/TOMAR INDUSTRIES, INC.	55	64.00	GARAGE EXPENSES	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
Total For Check Number 74193						\$761.02			
74194	1200975	12021	11-000-240-890-05-2557	5993/TOWNSHIP OF RANDOLPH	55	360.00	RMS GRADUATION	06/29/2012	C
	1201268	12022	11-190-100-890-06-0000	5993/TOWNSHIP OF RANDOLPH	55	1,019.09	OTHER OBJECTS-GRADUATION	06/29/2012	C
Total For Check Number 74194						\$1,379.09			
74195	1200410	0000E804192	11-000-230-610-30-1303	9058/UNITED PARCEL SERVICES	55	20.64	BOE SUPPLIES	06/29/2012	C
	1200410	OOOOE8041	11-000-251-600-30-0000	9058/UNITED PARCEL SERVICES	55	13.91	BUSINESS OFFICE SUPPLIES	06/29/2012	C
Total For Check Number 74195						\$34.55			
74196	1203386	0001206461	11-190-100-610-02-2402	6180/VALIANT NATIONAL AV SUPPLY	55	259.70	ED SUPP/REPL/FB	06/29/2012	C
	1203449	0001205269	11-190-100-610-02-2402	6180/VALIANT NATIONAL AV SUPPLY	55	169.10	ED SUPP/REPL/FB	06/29/2012	C
	1202003	0001203773	11-190-100-610-04-2484	6180/VALIANT NATIONAL AV SUPPLY	55	676.40	SUPPL/EQUIP SH	06/29/2012	C
	1201918	0001208058	11-190-100-610-05-2410	6180/VALIANT NATIONAL AV SUPPLY	55	1,186.20	ED SUPP/GENL/RMS	06/29/2012	C
Total For Check Number 74196						\$2,291.40			
74197	1200839	R1000066664	11-000-262-420-18-7209	4756/VEOLIA ES SOLID WASTE OF NJ	55	5,187.08	GARBAGE & RUBBISH COLLEC	06/29/2012	C
	1200839	R1000066665	11-000-262-420-18-7209	4756/VEOLIA ES SOLID WASTE OF NJ	55	235.08	GARBAGE & RUBBISH COLLEC	06/29/2012	C
Total For Check Number 74197						\$5,422.16			
74198	1200782	973-895-2168	11-000-230-530-18-6441	6197/VERIZON	55	71.05	TELEPHONE BASIC SERVICES	06/29/2012	C
	1200782	973-895-4993	11-000-230-530-18-6441	6197/VERIZON	55	29.13	TELEPHONE BASIC SERVICES	06/29/2012	C
	1200782	973-895-5056	11-000-230-530-18-6441	6197/VERIZON	55	99.35	TELEPHONE BASIC SERVICES	06/29/2012	C
	1200782	973-584-8588	11-000-230-530-18-6441	6197/VERIZON	55	758.38	TELEPHONE BASIC SERVICES	06/29/2012	C
	1200782	973-361-1661	11-000-230-530-18-6441	6197/VERIZON	55	4,692.33	TELEPHONE BASIC SERVICES	06/29/2012	C
Total For Check Number 74198						\$5,650.24			
74199	1200780	2758892011	11-000-230-530-18-6441	6199/VERIZON WIRELESS	55	40.01	TELEPHONE BASIC SERVICES	06/29/2012	C
74200	1203436	I05582427	11-000-240-610-04-2504	6236/W B MASON CO INC	55	289.00	MISC SUPP/SHONGUM	06/29/2012	C
	1203422	I05552458	11-190-100-610-04-2404	6236/W B MASON CO INC	55	1,235.61	ED SUPP/REPL/SH	06/29/2012	C
Total For Check Number 74200						\$1,524.61			
74201	1203679	9864426524	11-190-100-610-05-2410	3053/W W GRAINGER, INC.	55	1,161.76	ED SUPP/GENL/RMS	06/29/2012	C
74202	1201423	0612	11-000-230-339-23-2437	9086/WALSH; RICHARD	55	7,220.00	OTHER PURCHASED PROFESSI	06/29/2012	C
74203	1200793	537199895	11-000-270-390-28-5701	7849/WORKFORCE MEDICAL CTR. LLC	55	100.00	PURCH PROF SVC TRANSP	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74203	1200793	537217890	11-000-270-390-28-5701	7849/WORKFORCE MEDICAL CTR. LLC	55	100.00	PURCH PROF SVC TRANSP	06/29/2012	C
	1200793	537223856	11-000-270-390-28-5701	7849/WORKFORCE MEDICAL CTR. LLC	55	100.00	PURCH PROF SVC TRANSP	06/29/2012	C
	1200793	537223858	11-000-270-390-28-5701	7849/WORKFORCE MEDICAL CTR. LLC	55	100.00	PURCH PROF SVC TRANSP	06/29/2012	C
	1200793	537232042	11-000-270-390-28-5701	7849/WORKFORCE MEDICAL CTR. LLC	55	100.00	PURCH PROF SVC TRANSP	06/29/2012	C
	1200793	527754859	11-000-270-390-28-5701	7849/WORKFORCE MEDICAL CTR. LLC	55	100.00	PURCH PROF SVC TRANSP	06/29/2012	C
	1200793	537156363	11-000-270-390-28-5701	7849/WORKFORCE MEDICAL CTR. LLC	55	100.00	PURCH PROF SVC TRANSP	06/29/2012	C
Total For Check Number 74203						\$700.00			
74204	1201158	062296912	11-000-251-440-30-0000	6405/XEROX CORPORATION	55	817.46	RENTALS- COPIERS	06/29/2012	C
	1201158	0622969123	11-000-251-440-30-0000	6405/XEROX CORPORATION	55	17.75	RENTALS- COPIERS	06/29/2012	C
			OVERAGES						
	1201157	062296913	11-000-251-440-30-0000	6405/XEROX CORPORATION	55	350.84	RENTALS- COPIERS	06/29/2012	C
	1201157	062296913	11-000-251-440-30-0000	6405/XEROX CORPORATION	55	125.89	RENTALS- COPIERS	06/29/2012	C
			OVERAGES						
	1200649	062296915	11-000-261-420-18-5678	6405/XEROX CORPORATION	55	135.05	MAINT - GENERAL CONTRACT	06/29/2012	C
	1201293	062579331	11-000-270-390-28-5701	6405/XEROX CORPORATION	55	337.86	PURCH PROF SVC TRANSP	06/29/2012	C
	1200941	800597866	11-190-100-440-01-0000	6405/XEROX CORPORATION	55	2,359.13	PURCHASED TECH SVC-INSTR	06/29/2012	C
	1200699	822596253	11-190-100-440-02-0000	6405/XEROX CORPORATION	55	2,542.11	PURCHASED PROFESSIONAL S	06/29/2012	C
	1200593	800597281	11-190-100-440-03-0000	6405/XEROX CORPORATION	55	2,566.20	RENTALS	06/29/2012	C
	1201921	800596855	11-190-100-440-04-0000	6405/XEROX CORPORATION	55	2,679.41	RENTALS-COPIERS	06/29/2012	C
	1200938	800596891	11-190-100-440-05-0000	6405/XEROX CORPORATION	55	4,217.13	PURCH. SVC.-COPIER RENTA	06/29/2012	C
	1200938	800596891	11-190-100-440-05-0000	6405/XEROX CORPORATION	55	167.02	PURCH. SVC.-COPIER RENTA	06/29/2012	C
			OVERAGES						
	1202233	800596659	11-190-100-440-06-0000	6405/XEROX CORPORATION	55	7,053.31	PURCH. SVC.-COPIER RENTA	06/29/2012	C
	1201157	062296913	63-602-100-440-37-0000	6405/XEROX CORPORATION	55	558.00	LEASE RENTAL	06/29/2012	C
Total For Check Number 74204						\$23,927.16			
74205	1201154	65151247	11-000-270-800-28-5505	6429/ZEP MANUFACTURING COMPANY	55	153.81	GARAGE EXPENSES	06/29/2012	C
74206	1203717	TESOL CONF MAY	11-000-223-320-47-0470	8905/BLACK; NANCY P.	50	199.00	STAFF DEVEL WORKSHOP EXP	06/29/2012	C
	1203717	TESOL CONF MAY	11-000-223-580-47-0470	8905/BLACK; NANCY P.	50	20.00	STAF DEVE WKSHOP MILEAGE	06/29/2012	C
Total For Check Number 74206						\$219.00			
74207	1203566	LEGO	11-000-223-320-08-2622	9589/BOEHMER, KELLY	50	428.83	PURCH PROF SVC STAFF TRA	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405
06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74207		MINDSTORM							
		S KB							
74208	1201026	JUNE2012SC	11-000-216-320-07-0000	2070/CODIGNOTTO; Stephen	50	21,666.63	RELATED SVC.-PPS	06/29/2012	C
74209	1203785	STEM EXPO	11-000-221-580-42-0420	2273/JENNIFER CUSMANO-KING	50	355.81	PURCHASED PROF. SVCS.	06/29/2012	C
		SUPER							
74210	1203350	0101583435	30-000-400-390-18-0010	2307/DAILY RECORD	50	112.48	2011 RFRNDM PROF SVCS	06/29/2012	C
74211	1200813	201203315	11-000-270-513-28-5202	2609/EDUCATIONAL SVCS.COMM.	50	6,474.53	TRANSP JOINTURES	06/29/2012	C
				OF MORR					
	1200812	201203383	11-000-270-513-28-5202	2609/EDUCATIONAL SVCS.COMM.	50	-34,003.82	1/2 Cr Deposit	06/29/2012	C
				OF MORR					
	1200812	201203383	11-000-270-513-28-5202	2609/EDUCATIONAL SVCS.COMM.	50	75,882.45	June 2012 SE Trans	06/29/2012	C
				OF MORR					
Total For Check Number 74211						\$48,353.16			
74212	1203805	IMPLEMENTI	11-000-223-320-05-2622	8247/FIK; JACQUELINE	50	249.00	PURCH PROF SVC STAFF TRA	06/29/2012	C
		NG CCSS							
74213	1203786	FCCLA	11-000-223-320-05-2622	2921/GANUNG; KAREN L.	50	260.00	PURCH PROF SVC STAFF TRA	06/29/2012	C
		SPRING							
74214	1203790	CHEER	11-402-100-500-16-1723	10020/Guarino, Ashley	50	802.52	TRAVEL EXP ATHLETICS	06/29/2012	C
		NATIONALS							
		AG							
74215	1203788	CHEER	11-402-100-500-16-1723	9717/GUTWERK; SONJA	50	777.65	TRAVEL EXP ATHLETICS	06/29/2012	C
		NATIONALS							
		SG							
74216	1203782	RESPONSE	11-000-223-320-01-2622	8672/MARIA KEENAN	50	60.00	PURCH PROF SVC STAFF TRA	06/29/2012	C
		INTERVENTI							
		O							
74217	1203830	TEACHER	11-000-291-280-40-8210	10026/LEE, RANDI	50	1,395.00	TUITION REIMBURSEMENT	06/29/2012	C
		PROF							
74218	1203565	LEGO	11-000-223-320-08-2622	7705/LEFFLER; MARVIN JACK	50	375.00	PURCH PROF SVC STAFF TRA	06/29/2012	C
		MINDSTORM							
		S							
	1203565	LEGO	11-000-223-580-08-2625	7705/LEFFLER; MARVIN JACK	50	49.60	STAFF DEVELOPMENT MILEAG	06/29/2012	C
		MINDSTORM							
		S							
Total For Check Number 74218						\$424.60			
74219	1203784	WILSON	11-000-223-320-01-2622	9141/MC KEEVER; REBECCA	50	295.00	PURCH PROF SVC STAFF TRA	06/29/2012	C
		CONF CG							
	1203784	WILSON	11-000-223-580-01-2625	9141/MC KEEVER; REBECCA	50	134.73	STAFF DEVELOPMENT MILEAG	06/29/2012	C
		CONF CG							

* Break in Chk. # Sequence

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405
06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
Total For Check Number 74219						\$429.73			
74220	1203789	CHEER NATIONALS JO	11-402-100-500-16-1723	9764/O'Brien, Janis	50	1,030.00	TRAVEL EXP ATHLETICS	06/29/2012	C
74221	1203783	WILSON CONF SH	11-000-223-320-04-2622	8442/PIOMBINO; ALEXIS	50	295.00	PURCH PROF SVC STAFF TRA	06/29/2012	C
74222	1202985	35150143HS	11-000-240-390-06-2668	2059/CMRS-PBP	50	8,000.00	PTS RHS GENERAL	06/29/2012	C
	1200962	35150143RM S	11-000-240-890-05-2556	2059/CMRS-PBP	50	2,000.00	MISC EXPENSE RMS	06/29/2012	C
	1203098	35150143CG	11-190-100-610-01-2401	2059/CMRS-PBP	50	500.00	ED SUPP/REPL/CG	06/29/2012	C
Total For Check Number 74222						\$10,500.00			
74223	1203828	HEALTH BENE RESERVE	11-000-291-270-40-8203	5140/RANDOLPH BOARD OF EDUCATION	50	350,000.00	MEDICAL INSURANCE	06/29/2012	C
74224	1203806	NJ SAFE SCHOOLS	11-000-223-320-05-2622	5288/ROBERTS; MARTEL	50	697.26	PURCH PROF SVC STAFF TRA	06/29/2012	C
74225	1203787	ANTI BULLY CS	11-402-100-500-16-1723	6927/SUFLAY; COLLEEN	50	147.00	TRAVEL EXP ATHLETICS	06/29/2012	C
74226	1201075	IO5764075	11-000-218-610-05-0000	6236/W B MASON CO INC	50	326.40	SUPPLIES-GUIDANCE	06/29/2012	C
	1201259	IO5813384	11-000-218-610-49-0490	6236/W B MASON CO INC	50	49.34	SUPPLIES	06/29/2012	C
	1201259	IO5509203	11-000-218-610-49-0490	6236/W B MASON CO INC	50	423.18	SUPPLIES	06/29/2012	C
	1203271	518865	11-000-230-610-30-1303	6236/W B MASON CO INC	50	969.00	BOE SUPPLIES	06/29/2012	C
	1201428	IO5764169	11-000-230-610-30-1311	6236/W B MASON CO INC	50	970.23	SUPT OFFICE SUPPLIES	06/29/2012	C
	1202467	IO5671496	11-000-240-610-06-2507	6236/W B MASON CO INC	50	4,732.00	MISC SUPPL/GENL/RHS	06/29/2012	C
	1201428	IO5741432	11-000-251-600-30-0000	6236/W B MASON CO INC	50	142.10	BUSINESS OFFICE SUPPLIES	06/29/2012	C
	1201428	IO4465009	11-000-251-600-30-0000	6236/W B MASON CO INC	50	-48.63	Credit CR0481716	06/29/2012	C
	1201428	IO4465009	11-000-251-600-30-0000	6236/W B MASON CO INC	50	2,366.00	INV# IO4465009	06/29/2012	C
	1201167	IO5765269	11-000-270-610-28-0000	6236/W B MASON CO INC	50	798.97	SUPPLIES AND MATERIALS	06/29/2012	C
	1200775	IO5876853	11-190-100-610-02-2402	6236/W B MASON CO INC	50	246.00	ED SUPP/REPL/FB	06/29/2012	C
	1201341	IO5743844	11-190-100-610-06-2416	6236/W B MASON CO INC	50	552.70	ED SUPPL/REPL/HS/GEN	06/29/2012	C
	1201341	IO5766924	11-190-100-610-06-2486	6236/W B MASON CO INC	50	205.42	SUPPLY/EQUIP HS	06/29/2012	C
	1200405	IO5741330	11-190-100-610-23-2436	6236/W B MASON CO INC	50	196.94	SUPPL/EQUIP COMPUTERS	06/29/2012	C
Total For Check Number 74226						\$11,929.65			
74227	1203781	NCFL GRAND TOURN	11-000-223-320-06-2622	6992/WAITE; EILEEN	50	735.06	PURCH PROF SVC STAFF TRA	06/29/2012	C
	1203781	NCFL GRAND TOURN	11-000-223-580-06-2625	6992/WAITE; EILEEN	50	77.82	STAFF DEVELOPMENT MILEAG	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
Total For Check Number 74227						\$812.88			
74228	1203704	0000626	11-190-100-610-06-2486	9663/ASSISTIVETEK. LLC	75	1,424.00	SUPPLY/EQUIP HS	06/29/2012	C
74229	1203667	48	11-190-100-320-05-0000	10006/BALMAGES; BRIAN	75	300.00	PURCHASED PROF ED. SVC.	06/29/2012	C
74230	1203659	2350896	11-000-240-610-06-2507	1500/BARNES & NOBLE BOOKSELLERS	75	103.18	MISC SUPPL/GENL/RHS	06/29/2012	C
74231	1203690	M430709	11-190-100-610-06-2476	8130/CDW GOVERNMENT, INC.	75	8.49	TEACHER RECOGNITION-RHS	06/29/2012	C
	1203690	M562423	11-190-100-610-06-2476	8130/CDW GOVERNMENT, INC.	75	109.55	TEACHER RECOGNITION-RHS	06/29/2012	C
Total For Check Number 74231						\$118.04			
74232	1203664	6330522	11-000-240-610-06-2507	2178/CORWIN PRESS INC	75	365.95	MISC SUPPL/GENL/RHS	06/29/2012	C
74233	1202100	12-9621	20-251-200-320-07-3605	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	1,721.18	IDEA NON PUBLIC SY12	06/29/2012	C
	1202053	121552	20-502-200-320-07-5040	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	1,352.48	05/2012	06/29/2012	C
	1202053	121618	20-502-200-320-07-5040	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	84.56	CHP 192 COMPENSATORY ED	06/29/2012	C
	1202053	121552	20-503-200-320-07-5030	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	86.20	05/2012	06/29/2012	C
	1202053	121618	20-503-200-320-07-5030	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	86.24	CH 192 ESL	06/29/2012	C
	1202053	121552	20-505-200-320-07-5050	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	2,133.20	05/2012	06/29/2012	C
	1202053	121618	20-505-200-320-07-5050	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	2,133.20	CH 192 TRANSPORTATION	06/29/2012	C
	1202053	121552	20-506-200-320-07-5060	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	2,174.65	05/2012	06/29/2012	C
	1202053	121618	20-506-200-320-07-5060	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	2,175.27	CHP 193 SUPPL INST	06/29/2012	C
	1202053	122411	20-507-200-320-07-5070	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	4,505.28	CHP 193 INT EX/CLASS	06/29/2012	C
	1202053	122436	20-507-200-320-07-5070	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	968.19	CHP 193 INT EX/CLASS	06/29/2012	C
	1202053	121552	20-508-200-320-07-5080	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	1,816.54	05/2012	06/29/2012	C
	1202053	121618	20-508-200-320-07-5080	2704/ESSEX REGIONAL EDUCATIONAL SVCS COMM	75	1,738.66	CHP 193 SPEECH	06/29/2012	C
Total For Check Number 74233						\$20,975.65			
74234	1200841	2144586	11-000-261-610-18-6501	3258/HOME DEPOT	75	41.45	MAINT - CG SUPPLIES	06/29/2012	C
	1200841	8230839	11-000-261-610-18-6501	3258/HOME DEPOT	75	171.36	MAINT - CG SUPPLIES	06/29/2012	C
	1200841	8143841	11-000-261-610-18-6501	3258/HOME DEPOT	75	39.08	MAINT - CG SUPPLIES	06/29/2012	C

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74234	1200841	3150927	11-000-261-610-18-6501	3258/HOME DEPOT	75	277.80	MAINT - CG SUPPLIES	06/29/2012	C
	1200841	5154045	11-000-261-610-18-6503	3258/HOME DEPOT	75	38.52	MAINT - IR SUPPLIES	06/29/2012	C
	1200841	0147409	11-000-261-610-18-6503	3258/HOME DEPOT	75	56.91	MAINT - IR SUPPLIES	06/29/2012	C
	1200841	4573409	11-000-261-610-18-6505	3258/HOME DEPOT	75	32.42	MAINT - RMS SUPPLIES	06/29/2012	C
	1200841	4141841	11-000-261-610-18-6505	3258/HOME DEPOT	75	19.95	MAINT - RMS SUPPLIES	06/29/2012	C
	1200841	3151214	11-000-261-610-18-6505	3258/HOME DEPOT	75	106.83	MAINT - RMS SUPPLIES	06/29/2012	C
	1200841	2014976	11-000-261-610-18-6506	3258/HOME DEPOT	75	199.00	MAINT - RHS SUPPLIES	06/29/2012	C
	1200841	6030651	11-000-261-610-18-6506	3258/HOME DEPOT	75	87.12	MAINT - RHS SUPPLIES	06/29/2012	C
	1200841	1291452	11-190-100-610-10-0000	3258/HOME DEPOT	75	137.50	GENERAL SUPPLIES	06/29/2012	C
Total For Check Number 74234						\$1,207.94			
74235	1203269	519323	11-000-230-610-30-1303	6236/W B MASON CO INC	50	2,082.69	BOE SUPPLIES	06/29/2012	C
*	96152012	1201238	11-000-213-104-15-4102	5138/RANDOLPH BOARD OF ED AGENCY AC	80	41,205.70	SALARIES SCH NURSES	06/15/2012	H
	1201238		11-000-213-104-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,040.00	SUBSTITUTE NURSES K-12	06/15/2012	H
	1201238		11-000-213-110-15-4101	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,250.00	SAL SCHOOL DOCTOR	06/15/2012	H
	1201238		11-000-216-100-15-2114	5138/RANDOLPH BOARD OF ED AGENCY AC	80	52,828.65	SALARIES-THERAPISTS	06/15/2012	H
	1201238		11-000-216-100-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	375.00	SALARIES-THERAPIST-EXTRA	06/15/2012	H
	1201238		11-000-217-100-15-2702	5138/RANDOLPH BOARD OF ED AGENCY AC	80	31,472.41	SALARIES-EXTRAORDINARY S	06/15/2012	H
	1201238		11-000-217-106-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	992.50	SALARIES-SP ED AID-EXTRA	06/15/2012	H
	1201238		11-000-218-104-15-2142	5138/RANDOLPH BOARD OF ED AGENCY AC	80	58,669.00	SALARIES/GUIDANCE COUNSE	06/15/2012	H
	1201238		11-000-218-105-15-2152	5138/RANDOLPH BOARD OF ED AGENCY AC	80	8,795.98	SALARY CLERICAL GUIDANCE	06/15/2012	H
	1201238		11-000-219-104-15-2143	5138/RANDOLPH BOARD OF ED AGENCY AC	80	76,696.60	SAL CHILD STUDY TEAM	06/15/2012	H
	1201238		11-000-219-105-15-2153	5138/RANDOLPH BOARD OF ED AGENCY AC	80	6,375.69	SAL CLERICAL CST	06/15/2012	H
	1201238		11-000-221-102-15-2120	5138/RANDOLPH BOARD OF ED AGENCY AC	80	28,239.52	SALARY SUPERVISORS	06/15/2012	H
	1201238		11-000-221-104-15-2168	5138/RANDOLPH BOARD OF ED AGENCY AC	80	400.00	SALARY-CURRICULUM DEVELO	06/15/2012	H
	1201238		11-000-221-105-15-2157	5138/RANDOLPH BOARD OF ED AGENCY AC	80	3,000.00	SALARY SUPERVISOR SECRET	06/15/2012	H

RANDOLPH TOWNSHIP SCHOOL DISTRICT

va_chkr3.101405

06/29/2012

Check Register By Check Number

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
96152012	1201238		11-000-222-104-15-2141	5138/RANDOLPH BOARD OF ED AGENCY AC	80	28,695.25	SALARY - LIBRARIANS	06/15/2012	H
	1201238		11-000-223-102-15-2705	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,486.30	SAL SUPVR STAFF TRAINING	06/15/2012	H
	1201238		11-000-223-110-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	8,150.00	MENTOR SALARIES	06/15/2012	H
	1201238		11-000-230-104-15-1106	5138/RANDOLPH BOARD OF ED AGENCY AC	80	13,020.83	SALARY SUPT OFFICE PROF	06/15/2012	H
	1201238		11-000-230-105-15-1107	5138/RANDOLPH BOARD OF ED AGENCY AC	80	18,005.69	SALARY CLERICAL SUPT OFF	06/15/2012	H
	1201238		11-000-230-110-15-1103	5138/RANDOLPH BOARD OF ED AGENCY AC	80	464.20	SALARY TREASURER	06/15/2012	H
	1201238		11-000-240-103-15-2110	5138/RANDOLPH BOARD OF ED AGENCY AC	80	69,202.63	SALARY PRINCIPALS	06/15/2012	H
	1201238		11-000-240-105-15-2151	5138/RANDOLPH BOARD OF ED AGENCY AC	80	35,262.10	SAL CLERICAL SCHOOL OFFI	06/15/2012	H
	1201238		11-000-240-105-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,266.00	SALARY SUB SECTYS	06/15/2012	H
	1201238		11-000-251-100-15-0104	5138/RANDOLPH BOARD OF ED AGENCY AC	80	6,672.96	SALARIES BUS. ADMINISTRA	06/15/2012	H
	1201238		11-000-251-100-15-0105	5138/RANDOLPH BOARD OF ED AGENCY AC	80	17,732.62	SALARIES CLERICAL	06/15/2012	H
	1201238		11-000-251-110-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	764.50	AVA REPAIRS & COMPUTERS	06/15/2012	H
	1201238		11-000-252-100-15-0110	5138/RANDOLPH BOARD OF ED AGENCY AC	80	15,554.01	OTHER SALARIES-TECH	06/15/2012	H
	1201238		11-000-261-110-15-7102	5138/RANDOLPH BOARD OF ED AGENCY AC	80	18,124.96	MAINT - SALARY	06/15/2012	H
	1201238		11-000-261-110-15-7104	5138/RANDOLPH BOARD OF ED AGENCY AC	80	4,061.37	MAINT - OT	06/15/2012	H
	1201238		11-000-261-110-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	12,447.14	SALARIES-MAINT-STIPENDS	06/15/2012	H
	1201238		11-000-262-105-15-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,305.95	CLERICAL FACILITIES	06/15/2012	H
	1201238		11-000-262-107-15-2167	5138/RANDOLPH BOARD OF ED AGENCY AC	80	9,479.02	SALARIES/CAFETERIA AIDES	06/15/2012	H
	1201238		11-000-262-110-15-6106	5138/RANDOLPH BOARD OF ED AGENCY AC	80	92,379.58	CUSTODIAL SALARIES	06/15/2012	H
	1201238		11-000-262-110-15-9998	5138/RANDOLPH BOARD OF ED	80	6,397.58	CUSTODIAL OVERTIME	06/15/2012	H

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405
06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
96152012				AGENCY AC					
96152012	1201238		11-000-262-110-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	3,862.50	CUSTODIAL SUBSTITUTES	06/15/2012	H
	1201238		11-000-263-110-15-7101	5138/RANDOLPH BOARD OF ED AGENCY AC	80	21,261.44	GROUNDS SALARIES	06/15/2012	H
	1201238		11-000-263-110-15-7104	5138/RANDOLPH BOARD OF ED AGENCY AC	80	3,968.82	GROUNDS-OVERTIME	06/15/2012	H
	1201238		11-000-266-110-15-7501	5138/RANDOLPH BOARD OF ED AGENCY AC	80	4,943.10	SECURITY - SALARIES	06/15/2012	H
	1201238		11-000-270-160-15-5101	5138/RANDOLPH BOARD OF ED AGENCY AC	80	7,880.28	SAL ADMIN TRANSP	06/15/2012	H
	1201238		11-000-270-160-15-5102	5138/RANDOLPH BOARD OF ED AGENCY AC	80	69,615.35	SALARY BUS DRIVERS	06/15/2012	H
	1201238		11-000-270-160-15-5105	5138/RANDOLPH BOARD OF ED AGENCY AC	80	6,365.16	SALARIES MECHANICS	06/15/2012	H
	1201238		11-000-270-162-15-5106	5138/RANDOLPH BOARD OF ED AGENCY AC	80	5,014.00	MECHANICS OVERTIME	06/15/2012	H
	1201238		11-000-270-162-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	22,929.12	EXTRA CURRIC DISTRICT	06/15/2012	H
	1201238		11-000-291-270-40-8203	5138/RANDOLPH BOARD OF ED AGENCY AC	80	44,443.82	MEDICAL INSURANCE	06/15/2012	H
	1201238		11-000-291-290-40-8208	5138/RANDOLPH BOARD OF ED AGENCY AC	80	10.13	ACCUMULATED SICK LEAVE	06/15/2012	H
	1201238		11-110-100-101-15-2131	5138/RANDOLPH BOARD OF ED AGENCY AC	80	27,038.90	SAL KINDERGARTEN	06/15/2012	H
	1201238		11-110-100-101-15-2132	5138/RANDOLPH BOARD OF ED AGENCY AC	80	522.50	SUBSTITUTES KINDERGARTEN	06/15/2012	H
	1201238		11-120-100-101-15-2133	5138/RANDOLPH BOARD OF ED AGENCY AC	80	384,668.73	SALARY GRADES 1-5	06/15/2012	H
	1201238		11-120-100-101-15-2134	5138/RANDOLPH BOARD OF ED AGENCY AC	80	15,037.50	SUBSTITUTE GRADES 1-5	06/15/2012	H
	1201238		11-120-100-101-15-2161	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,715.12	SALARY-CAF DUTY ELEMENTA	06/15/2012	H
	1201238		11-120-100-101-15-2162	5138/RANDOLPH BOARD OF ED AGENCY AC	80	37,679.00	SALARY-BUS DUTY ELEMENTA	06/15/2012	H
	1201238		11-120-100-101-15-2163	5138/RANDOLPH BOARD OF ED AGENCY AC	80	129.07	SALARY-CLASS COVERAGE EL	06/15/2012	H
	1201238		11-120-100-101-15-2170	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,182.88	SALARY-RECESS DUTY ELEM	06/15/2012	H

* Break in Chk. # Sequence

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
96152012	1201238		11-130-100-101-15-2135	5138/RANDOLPH BOARD OF ED AGENCY AC	80	307,205.35	SALARY GRADES 6-8	06/15/2012	H
	1201238		11-130-100-101-15-2136	5138/RANDOLPH BOARD OF ED AGENCY AC	80	8,855.56	SUBSTITUTES GRADES 6-8	06/15/2012	H
	1201238		11-130-100-101-15-2138	5138/RANDOLPH BOARD OF ED AGENCY AC	80	28,000.00	PAY-6TH PERIOD-GR 6-8	06/15/2012	H
	1201238		11-130-100-101-15-2161	5138/RANDOLPH BOARD OF ED AGENCY AC	80	3,391.26	SALARY- CAF DUTY RMS	06/15/2012	H
	1201238		11-130-100-101-15-2162	5138/RANDOLPH BOARD OF ED AGENCY AC	80	4,630.00	SALARY-BUS DUTY RMS	06/15/2012	H
	1201238		11-130-100-101-15-2163	5138/RANDOLPH BOARD OF ED AGENCY AC	80	847.38	SALARY-CLASS COVERAGE RM	06/15/2012	H
	1201238		11-130-100-101-15-2165	5138/RANDOLPH BOARD OF ED AGENCY AC	80	29,352.00	SALARY RMS TEAM/UNIT LEA	06/15/2012	H
	1201238		11-130-100-101-15-2166	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,566.00	SALARY RMS CHEM HYGIENE	06/15/2012	H
	1201238		11-140-100-101-15-2137	5138/RANDOLPH BOARD OF ED AGENCY AC	80	396,978.70	SALARY GRADES 9-12	06/15/2012	H
	1201238		11-140-100-101-15-2138	5138/RANDOLPH BOARD OF ED AGENCY AC	80	7,596.25	SUBSTITUTES GRADES 9-12	06/15/2012	H
	1201238		11-140-100-101-15-2140	5138/RANDOLPH BOARD OF ED AGENCY AC	80	68,080.00	PAY-6TH PERIOD-GR 9-12	06/15/2012	H
	1201238		11-140-100-101-15-2161	5138/RANDOLPH BOARD OF ED AGENCY AC	80	11,713.68	SALARY-CAF DUTY HS	06/15/2012	H
	1201238		11-140-100-101-15-2163	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,396.04	SALARY-CLASS COVERAGE HS	06/15/2012	H
	1201238		11-140-100-101-15-2166	5138/RANDOLPH BOARD OF ED AGENCY AC	80	5,637.00	SALARY HS CHEM HYGIENE C	06/15/2012	H
	1201238		11-140-100-101-15-2171	5138/RANDOLPH BOARD OF ED AGENCY AC	80	5,903.00	SALARY HS LEAD TEACHERS	06/15/2012	H
	1201238		11-150-100-101-15-2115	5138/RANDOLPH BOARD OF ED AGENCY AC	80	7,525.00	HOME INSTRUCTION	06/15/2012	H
	1201238		11-190-100-106-15-2199	5138/RANDOLPH BOARD OF ED AGENCY AC	80	40,747.58	LONG TERM SUBS - INSTRCT	06/15/2012	H
	1201238		11-204-100-101-15-2101	5138/RANDOLPH BOARD OF ED AGENCY AC	80	25,690.50	SALARY-L/L DISABLE	06/15/2012	H
	1201238		11-204-100-106-15-2102	5138/RANDOLPH BOARD OF ED AGENCY AC	80	4,979.00	SALARY-L/L AIDES	06/15/2012	H
	1201238		11-213-100-101-15-2109	5138/RANDOLPH BOARD OF ED	80	150,089.15	SALARY - RESOURCE CENTER	06/15/2012	H

RANDOLPH TOWNSHIP SCHOOL DISTRICT

va_chkr3.101405

06/29/2012

Check Register By Check Number

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
96152012				AGENCY AC					
96152012	1201238		11-213-100-106-15-2113	5138/RANDOLPH BOARD OF ED AGENCY AC	80	22,658.37	SALARY RESOUC E CENTER AI	06/15/2012	H
	1201238		11-216-100-101-15-2111	5138/RANDOLPH BOARD OF ED AGENCY AC	80	12,083.25	SALARY-PRE SCH DIS. TEAC	06/15/2012	H
	1201238		11-216-100-106-15-2112	5138/RANDOLPH BOARD OF ED AGENCY AC	80	14,639.90	SALARY-PRE SCH DIS. AIDE	06/15/2012	H
	1201238		11-230-100-101-15-2116	5138/RANDOLPH BOARD OF ED AGENCY AC	80	19,428.25	SALARY BASIC SKILLS	06/15/2012	H
	1201238		11-240-100-101-15-2117	5138/RANDOLPH BOARD OF ED AGENCY AC	80	11,755.50	SALARY ESL	06/15/2012	H
	1201238		11-401-100-110-15-1014	5138/RANDOLPH BOARD OF ED AGENCY AC	80	255,939.85	CO-CURRICULAR DISTRICT	06/15/2012	H
	1201238		11-401-100-110-15-2011	5138/RANDOLPH BOARD OF ED AGENCY AC	80	560.00	MAC 2012 FB MATCH SALARY	06/15/2012	H
	1201238		11-401-100-110-15-2012	5138/RANDOLPH BOARD OF ED AGENCY AC	80	420.00	MAC 2012 CG MATCH SALARY	06/15/2012	H
	1201238		11-401-100-110-15-2013	5138/RANDOLPH BOARD OF ED AGENCY AC	80	960.00	MAC 2012 RMS MATCH SALAR	06/15/2012	H
	1201238		11-402-100-105-15-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,037.79	ATHLETIC CLERICAL SALARY	06/15/2012	H
	1201238		11-402-100-110-15-1010	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,414.00	SALARY INTRAMURALS	06/15/2012	H
	1201238		11-402-100-110-15-1013	5138/RANDOLPH BOARD OF ED AGENCY AC	80	9,568.33	SALARY ATHLETICS	06/15/2012	H
	1201238		11-402-100-110-15-1015	5138/RANDOLPH BOARD OF ED AGENCY AC	80	194,245.42	ATHLETIC STIPENDS	06/15/2012	H
	1201238		20-001-100-101-15-2011	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,240.00	MAC 2012 FB HOMEWK CLUB	06/15/2012	H
	1201238		20-001-100-101-15-2012	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,680.00	MAC 2012 CG HOMEWK CLUB	06/15/2012	H
	1201238		20-001-100-101-15-2013	5138/RANDOLPH BOARD OF ED AGENCY AC	80	3,840.00	MAC 2012 RMS HOMEWK CLUB	06/15/2012	H
	1201238		20-001-100-101-15-2043	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,000.00	MAC SADD SY10-11 (11\$)	06/15/2012	H
	1201238		20-001-100-101-15-2044	5138/RANDOLPH BOARD OF ED AGENCY AC	80	275.00	MAC SADD SY11-12 (12\$)	06/15/2012	H
	1201238		20-231-100-100-08-3210	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,256.85	TITLE 1A FB SAL SY 12	06/15/2012	H

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
96152012	1201238		20-231-100-100-08-3220	5138/RANDOLPH BOARD OF ED AGENCY AC	80	14,550.00	TITLE IA RMS SAL SY 12	06/15/2012	H
	1201238		20-241-100-100-08-4100	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,550.00	TITLE III SALARIES SY12	06/15/2012	H
	1201238		60-000-291-270-60-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	678.68	BENEFITS	06/15/2012	H
	1201238		60-000-310-100-60-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	16,664.03	SALARIES	06/15/2012	H
	1201238		63-602-100-101-37-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	35,583.33	SALARIES COMMUNITY SCHOO	06/15/2012	H
Total For Check Number 96152012						\$3,071,293.16			
*	906262012	1201238	11-000-262-107-15-2167	5138/RANDOLPH BOARD OF ED AGENCY AC	0	3,861.90	SALARIES/CAFETERIA AIDES	06/26/2012	H
*	906302012	1201238	11-000-213-104-15-4102	5138/RANDOLPH BOARD OF ED AGENCY AC	80	32,711.75	SALARIES SCH NURSES	06/30/2012	H
	1201238		11-000-213-104-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,161.12	SUBSTITUTE NURSES K-12	06/30/2012	H
	1201238		11-000-213-110-15-4101	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,250.00	SAL SCHOOL DOCTOR	06/30/2012	H
	1201238		11-000-216-100-15-2114	5138/RANDOLPH BOARD OF ED AGENCY AC	80	52,828.65	SALARIES-THERAPISTS	06/30/2012	H
	1201238		11-000-216-100-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	375.00	SALARIES-THERAPIST-EXTRA	06/30/2012	H
	1201238		11-000-217-100-15-2702	5138/RANDOLPH BOARD OF ED AGENCY AC	80	31,645.25	SALARIES-EXTRAORDINARY S	06/30/2012	H
	1201238		11-000-217-106-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	697.50	SALARIES-SP ED AID-EXTRA	06/30/2012	H
	1201238		11-000-218-104-15-2142	5138/RANDOLPH BOARD OF ED AGENCY AC	80	58,669.00	SALARIES/GUIDANCE COUNSE	06/30/2012	H
	1201238		11-000-218-104-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	142.65	SALARIES-GUIDANCE- EXTRA	06/30/2012	H
	1201238		11-000-218-105-15-2152	5138/RANDOLPH BOARD OF ED AGENCY AC	80	8,795.98	SALARY CLERICAL GUIDANCE	06/30/2012	H
	1201238		11-000-219-104-15-2143	5138/RANDOLPH BOARD OF ED AGENCY AC	80	76,696.60	SAL CHILD STUDY TEAM	06/30/2012	H
	1201238		11-000-219-105-15-2153	5138/RANDOLPH BOARD OF ED AGENCY AC	80	6,375.69	SAL CLERICAL CST	06/30/2012	H
	1201238		11-000-221-102-15-2120	5138/RANDOLPH BOARD OF ED AGENCY AC	80	29,569.52	SALARY SUPERVISORS	06/30/2012	H

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405
06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
906302012	1201238		11-000-221-104-15-2168	5138/RANDOLPH BOARD OF ED AGENCY AC	80	400.00	SALARY-CURRICULUM DEVELO	06/30/2012	H
	1201238		11-000-221-105-15-2157	5138/RANDOLPH BOARD OF ED AGENCY AC	80	3,000.00	SALARY SUPERVISOR SECRET	06/30/2012	H
	1201238		11-000-222-104-15-2141	5138/RANDOLPH BOARD OF ED AGENCY AC	80	28,695.25	SALARY - LIBRARIANS	06/30/2012	H
	1201238		11-000-223-102-15-2705	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,556.30	SAL SUPVR STAFF TRAINING	06/30/2012	H
	1201238		11-000-223-110-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,750.00	MENTOR SALARIES	06/30/2012	H
	1201238		11-000-230-104-15-1106	5138/RANDOLPH BOARD OF ED AGENCY AC	80	13,020.83	SALARY SUPT OFFICE PROF	06/30/2012	H
	1201238		11-000-230-105-15-1107	5138/RANDOLPH BOARD OF ED AGENCY AC	80	19,154.01	SALARY CLERICAL SUPT OFF	06/30/2012	H
	1201238		11-000-230-110-15-1103	5138/RANDOLPH BOARD OF ED AGENCY AC	80	464.20	SALARY TREASURER	06/30/2012	H
	1201238		11-000-240-103-15-2110	5138/RANDOLPH BOARD OF ED AGENCY AC	80	69,202.63	SALARY PRINCIPALS	06/30/2012	H
	1201238		11-000-240-105-15-2151	5138/RANDOLPH BOARD OF ED AGENCY AC	80	35,262.10	SAL CLERICAL SCHOOL OFFI	06/30/2012	H
	1201238		11-000-240-105-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,074.00	SALARY SUB SECTYS	06/30/2012	H
	1201238		11-000-251-100-15-0104	5138/RANDOLPH BOARD OF ED AGENCY AC	80	6,672.96	SALARIES BUS. ADMINISTRA	06/30/2012	H
	1201238		11-000-251-100-15-0105	5138/RANDOLPH BOARD OF ED AGENCY AC	80	17,732.62	SALARIES CLERICAL	06/30/2012	H
	1201238		11-000-251-110-15-9999	5138/RANDOLPH BOARD OF ED AGENCY AC	80	359.76	AVA REPAIRS & COMPUTERS	06/30/2012	H
	1201238		11-000-252-100-15-0110	5138/RANDOLPH BOARD OF ED AGENCY AC	80	15,554.01	OTHER SALARIES-TECH	06/30/2012	H
	1201238		11-000-261-110-15-7102	5138/RANDOLPH BOARD OF ED AGENCY AC	80	18,124.96	MAINT - SALARY	06/30/2012	H
	1201238		11-000-262-105-15-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,305.95	CLERICAL FACILITIES	06/30/2012	H
	1201238		11-000-262-107-15-2167	5138/RANDOLPH BOARD OF ED AGENCY AC	80	8,030.89	SALARIES/CAFETERIA AIDES	06/30/2012	H
	1201238		11-000-262-110-15-6106	5138/RANDOLPH BOARD OF ED AGENCY AC	80	69,760.33	CUSTODIAL SALARIES	06/30/2012	H
	1201238		11-000-262-110-15-9999	5138/RANDOLPH BOARD OF ED	80	4,143.75	CUSTODIAL SUBSTITUTES	06/30/2012	H

RANDOLPH TOWNSHIP SCHOOL DISTRICT

va_chkr3.101405

06/29/2012

Check Register By Check Number

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
906302012				AGENCY AC					
906302012	1201238		11-000-263-110-15-7101	5138/RANDOLPH BOARD OF ED	80	17,473.44	AGENCY AC GROUNDS SALARIES	06/30/2012	H
	1201238		11-000-266-110-15-7501	5138/RANDOLPH BOARD OF ED	80	4,943.10	AGENCY AC SECURITY - SALARIES	06/30/2012	H
	1201238		11-000-270-160-15-5101	5138/RANDOLPH BOARD OF ED	80	7,880.28	AGENCY AC SAL ADMIN TRANSP	06/30/2012	H
	1201238		11-000-270-160-15-5102	5138/RANDOLPH BOARD OF ED	80	69,829.47	AGENCY AC SALARY BUS DRIVERS	06/30/2012	H
	1201238		11-000-270-160-15-5105	5138/RANDOLPH BOARD OF ED	80	6,365.16	AGENCY AC SALARIES MECHANICS	06/30/2012	H
	1201238		11-000-291-270-40-8203	5138/RANDOLPH BOARD OF ED	80	43,954.20	AGENCY AC MEDICAL INSURANCE	06/30/2012	H
	1201238		11-110-100-101-15-2131	5138/RANDOLPH BOARD OF ED	80	27,038.90	AGENCY AC SAL KINDERGARTEN	06/30/2012	H
	1201238		11-120-100-101-15-2133	5138/RANDOLPH BOARD OF ED	80	384,668.73	AGENCY AC SALARY GRADES 1-5	06/30/2012	H
	1201238		11-120-100-101-15-2134	5138/RANDOLPH BOARD OF ED	80	16,100.50	AGENCY AC SUBSTITUTE GRADES 1-5	06/30/2012	H
	1201238		11-120-100-101-15-2161	5138/RANDOLPH BOARD OF ED	80	1,520.22	AGENCY AC SALARY-CAF DUTY ELEMENTA	06/30/2012	H
	1201238		11-120-100-101-15-2162	5138/RANDOLPH BOARD OF ED	80	1,140.70	AGENCY AC SALARY-BUS DUTY ELEMENTA	06/30/2012	H
	1201238		11-120-100-101-15-2163	5138/RANDOLPH BOARD OF ED	80	73.14	AGENCY AC SALARY-CLASS COVERAGE EL	06/30/2012	H
	1201238		11-120-100-101-15-2170	5138/RANDOLPH BOARD OF ED	80	1,968.49	AGENCY AC SALARY-RECESS DUTY ELEM	06/30/2012	H
	1201238		11-130-100-101-15-2135	5138/RANDOLPH BOARD OF ED	80	307,205.35	AGENCY AC SALARY GRADES 6-8	06/30/2012	H
	1201238		11-130-100-101-15-2136	5138/RANDOLPH BOARD OF ED	80	7,330.48	AGENCY AC SUBSTITUTES GRADES 6-8	06/30/2012	H
	1201238		11-130-100-101-15-2161	5138/RANDOLPH BOARD OF ED	80	3,118.40	AGENCY AC SALARY- CAF DUTY RMS	06/30/2012	H
	1201238		11-130-100-101-15-2163	5138/RANDOLPH BOARD OF ED	80	701.28	AGENCY AC SALARY-CLASS COVERAGE RM	06/30/2012	H
	1201238		11-140-100-101-15-2137	5138/RANDOLPH BOARD OF ED	80	396,978.70	AGENCY AC SALARY GRADES 9-12	06/30/2012	H
	1201238		11-140-100-101-15-2138	5138/RANDOLPH BOARD OF ED	80	6,982.50	AGENCY AC SUBSTITUTES GRADES 9-12	06/30/2012	H

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405

06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
906302012	1201238		11-140-100-101-15-2163	5138/RANDOLPH BOARD OF ED AGENCY AC	80	379.86	SALARY-CLASS COVERAGE HS	06/30/2012	H
	1201238		11-150-100-101-15-2115	5138/RANDOLPH BOARD OF ED AGENCY AC	80	8,600.00	HOME INSTRUCTION	06/30/2012	H
	1201238		11-190-100-106-15-2199	5138/RANDOLPH BOARD OF ED AGENCY AC	80	38,158.12	LONG TERM SUBS - INSTRCT	06/30/2012	H
	1201238		11-204-100-101-15-2101	5138/RANDOLPH BOARD OF ED AGENCY AC	80	25,690.50	SALARY-L/L DISABLE	06/30/2012	H
	1201238		11-204-100-106-15-2102	5138/RANDOLPH BOARD OF ED AGENCY AC	80	4,979.00	SALARY-L/L AIDES	06/30/2012	H
	1201238		11-213-100-101-15-2109	5138/RANDOLPH BOARD OF ED AGENCY AC	80	156,418.75	SALARY - RESOURCE CENTER	06/30/2012	H
	1201238		11-213-100-106-15-2113	5138/RANDOLPH BOARD OF ED AGENCY AC	80	22,658.37	SALARY RESOUCCE CENTER AI	06/30/2012	H
	1201238		11-216-100-101-15-2111	5138/RANDOLPH BOARD OF ED AGENCY AC	80	12,083.25	SALARY-PRE SCH DIS. TEAC	06/30/2012	H
	1201238		11-216-100-106-15-2112	5138/RANDOLPH BOARD OF ED AGENCY AC	80	14,586.18	SALARY-PRE SCH DIS. AIDE	06/30/2012	H
	1201238		11-230-100-101-15-2116	5138/RANDOLPH BOARD OF ED AGENCY AC	80	19,428.25	SALARY BASIC SKILLS	06/30/2012	H
	1201238		11-240-100-101-15-2117	5138/RANDOLPH BOARD OF ED AGENCY AC	80	11,755.50	SALARY ESL	06/30/2012	H
	1201238		11-401-100-110-15-1014	5138/RANDOLPH BOARD OF ED AGENCY AC	80	18,015.50	CO-CURRICULAR DISTRICT	06/30/2012	H
	1201238		11-402-100-105-15-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	2,037.79	ATHLETIC CLERICAL SALARY	06/30/2012	H
	1201238		11-402-100-110-15-1013	5138/RANDOLPH BOARD OF ED AGENCY AC	80	5,713.58	SALARY ATHLETICS	06/30/2012	H
	1201238		11-402-100-110-15-1017	5138/RANDOLPH BOARD OF ED AGENCY AC	80	4,188.00	ATHLETIC EVENT WORKERS	06/30/2012	H
	1201238		20-231-100-100-08-3210	5138/RANDOLPH BOARD OF ED AGENCY AC	80	1,256.85	TITLE 1A FB SAL SY 12	06/30/2012	H
	1201238		60-000-291-270-60-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	678.68	BENEFITS	06/30/2012	H
	1201238		60-000-310-100-60-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	15,130.40	SALARIES	06/30/2012	H
	1201238		63-602-100-101-37-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	80	34,948.60	SALARIES COMMUNITY SCHOO	06/30/2012	H

Total For Check Number 906302012

\$2,321,163.48

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

va_chkr3.101405
06/29/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
*	925044985	1201396	11-000-291-241-40-8101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	449.32	Equitable Bd Share June 2015	06/26/2012	H
*	925546856	Non A/P Chk	DB10-141, CR10-101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	128,504.31	Bd Share FICA 6/15/2012	06/27/2012	H
		Non A/P Chk	DB10-141, CR10-101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	128,939.51	Bd Share FICA 6/30/2012	06/27/2012	H
		Non A/P Chk	DB63-141, CR63-101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	231.34	Bd Share FICA 6/15/2012	06/27/2012	H
		Non A/P Chk	DB63-141, CR63-101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	231.34	Bd Share FICA 6/30/2012	06/27/2012	H
	1201471		11-000-291-220-40-8102	5138/RANDOLPH BOARD OF ED AGENCY AC	0	141,769.46	Dist FICA June 2012	06/27/2012	H
	1201471		11-000-291-250-40-8103	5138/RANDOLPH BOARD OF ED AGENCY AC	0	7,853.62	Dist SUI June 2012	06/27/2012	H
	1201471		20-231-200-200-08-3225	5138/RANDOLPH BOARD OF ED AGENCY AC	0	1,113.01	Title 1A RMS FICA 6/15/12	06/27/2012	H
	1201471		20-233-200-200-08-3225	5138/RANDOLPH BOARD OF ED AGENCY AC	0	0.07	TITLE IA SY11 CO FICA 6/15/12	06/27/2012	H
	1201471		20-241-200-200-08-4103	5138/RANDOLPH BOARD OF ED AGENCY AC	0	195.08	TITLE III FICA 6/15/2012	06/27/2012	H
	1201471		60-000-291-220-60-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	0	2,432.28	FICA- FOOD SERVICE 6/2012	06/27/2012	H
	1201471		60-000-291-250-60-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	0	222.56	SUI - FOOD SERVICE 6/2012	06/27/2012	H
	1201471		63-602-291-220-37-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	0	4,933.02	RCS FICA June 2012	06/27/2012	H
	1201471		63-602-291-250-37-0000	5138/RANDOLPH BOARD OF ED AGENCY AC	0	372.75	RCS SUI June 2012	06/27/2012	H
Total For Check Number 925546856						\$416,798.35			
*	926923434	1201828	11-000-291-241-40-8101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	82.52	DCRP for June 2012	06/26/2012	H
*	929981911	1201397	11-000-291-270-40-8203	5138/RANDOLPH BOARD OF ED AGENCY AC	0	488.09	Teamster Disb June 2012	06/26/2012	H
*	942565827	1201471	11-000-291-220-40-8102	5138/RANDOLPH BOARD OF ED AGENCY AC	0	149.94	3rd Party Sick	06/21/2012	H
*	989306536	1201471	11-000-291-220-40-8102	5138/RANDOLPH BOARD OF ED AGENCY AC	0	166.44	Civil Union Bd Share 2nd Qtr	06/21/2012	H
*	989546341	1201396	11-000-291-241-40-8101	5138/RANDOLPH BOARD OF ED AGENCY AC	0	8,810.04	Linc Natioanl Bd Share June 20	06/26/2012	H

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
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POSTED VOIDED PRIOR CYCLE CHECKS

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

va_chkr3.101405

06/29/2012

Posted Checks : Selected Cycle : June

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED VOIDED PRIOR CYCLE CHECKS									
71485	1200946	COLOR	11-401-100-610-06-1021	6756/WU; LINDA	55	3,125.00	RHS EXTRA CURRIC	11/10/2011	C Void 06/29/2012
			GUARD SY12						
*	72207	1202760	11-000-270-517-28-5201	7877/IATI; ROBERT	60	333.96	1ST SEMESTER - LUCIE	02/09/2012	C Void 06/29/2012
		1202761	11-000-270-517-28-5201	7877/IATI; ROBERT	60	333.96	1ST SEMESTER - NOELLE	02/09/2012	C Void 06/29/2012
*	72654	1202846	11-190-100-610-04-2404	6748/HERNANDEZ; LAURA	50	99.99	ED SUPP/REPL/SH	02/09/2012	C Void 06/29/2012
Total Voided Prior Cycle Checks						\$3,892.91			
Total Posted Checks						\$7,029,204.11			

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : June

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10				\$257,443.82	\$257,443.82
	10	11	\$1,064,980.07		\$5,423,755.55		\$6,488,735.62
	Fund 10	TOTAL	\$1,064,980.07		\$5,423,755.55	\$257,443.82	\$6,746,179.44
	20	20	\$23,521.21		\$29,956.86		\$53,478.07
	30	30	\$112.48				\$112.48
	60	60	\$95,626.76		\$35,806.63		\$131,433.39
	63	63	\$7,058.29	\$10,749.15	\$75,837.70	\$462.68	\$94,107.82
	GRAND	TOTAL	\$1,191,298.81	\$10,749.15	\$5,565,356.74	\$257,906.50	\$7,025,311.20

*** Total Prior Cycle Checks Voided in selected cycle(s): \$3,892.91**

Total Checks from selected cycle(s) voided in the selected cycle(s): \$0.00

* Prior Cycle Voids are not included in the above totals.

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : July

va_chkr3.101405

07/13/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74236	1300152	592899	2013 11-000-230-890-30-1309	7353/AMERICAN ASSOC OF SCHOOL ADMIN	54	436.00	SUPT MEMBERSHIP DUES	07/13/2012	C
74237	1300438	370702	11-000-262-420-18-7201	6456/AMERICAN WEAR	54	50.38	CUST - CG CONTR. SERV.	07/13/2012	C
	1300438	372873	11-000-262-420-18-7201	6456/AMERICAN WEAR	54	50.38	CUST - CG CONTR. SERV.	07/13/2012	C
	1300440	370709	11-000-262-420-18-7203	6456/AMERICAN WEAR	54	57.85	CUST - IR CONTR. SERV.	07/13/2012	C
	1300441	370704	11-000-262-420-18-7204	6456/AMERICAN WEAR	54	55.64	CUST - SH CONTR. SERV.	07/13/2012	C
	1300442	370707	11-000-262-420-18-7205	6456/AMERICAN WEAR	54	86.50	CUST - RMS CONTR. SERV.	07/13/2012	C
Total For Check Number 74237						\$300.75			
74238	1203763	9156168951	P2-231-100-600-08-3212	1339/APPLE INC.	54	9,177.00	TITLE 1A FB SUPPLY SY12	07/13/2012	C
74239	1300385	2630	2013 11-000-261-420-18-5678	7220/ASSOCIATION OF ENERGY ENGINEERS INC.	54	185.00	MAINT - GENERAL CONTRACT	07/13/2012	C
74240	1203657	2355248	P1-190-100-610-05-0460	1499/BARNES & NOBLE BOOKSELLERS	54	199.50	ED SUPP/LA/RMS	07/13/2012	C
74241	1300798	2208	11-000-291-270-40-8203	9253/Benecard Services, Inc.	54	187,860.60	MEDICAL INSURANCE	07/13/2012	C
		(1000-8000)							
	1300798	2208	11-000-291-270-40-8203	9253/Benecard Services, Inc.	54	2,785.72	MEDICAL INSURANCE	07/13/2012	C
		CERIDIAN							
Total For Check Number 74241						\$190,646.32			
74242	1203603	160464	11-190-100-640-02-2202	1656/BOOKSOURCE	54	297.90	TEXT/REPL/FB	07/13/2012	C
	1203600	160226	11-190-100-640-02-2202	1656/BOOKSOURCE	54	298.37	TEXT/REPL/FB	07/13/2012	C
Total For Check Number 74242						\$596.27			
74243	1300695	19515	11-000-261-420-18-7202	1717/BUDGET SEWER & DRAIN, INC	54	335.00	MAINT - FB CONTR. SERV.	07/13/2012	C
74244	1300639	927383	11-000-262-610-18-6505	8487/CALICO INDUSTRIES, INC.	54	276.00	SUPPLIES	07/13/2012	C
	1300048	927440	11-000-262-610-18-6506	8487/CALICO INDUSTRIES, INC.	54	508.48	SUPPLIES	07/13/2012	C
Total For Check Number 74244						\$784.48			
74245	1203710	M595058	P1-190-100-610-04-2404	8130/CDW GOVERNMENT, INC.	54	346.20	ED SUPP/REPL/SH	07/13/2012	C
	1203519	M590431	P1-190-100-610-47-0470	8130/CDW GOVERNMENT, INC.	54	882.00	ELEM. FOREIGN LANGUAGE	07/13/2012	C
Total For Check Number 74245						\$1,228.20			
74246	1201510	CARAN003	11-000-219-320-07-2621	7294/CENTER FOR CHILD & FAMILY DEV.	54	635.00	PURCH PROF SVCS SPEC SVC	07/13/2012	C
74247	1203711	XFTFM7KM2	P1-000-240-610-04-2504	2366/DELL MARKETING - HARDWARE	54	669.30	MISC SUPP/SHONGUM	07/13/2012	C
74248	1300797	2012-07-01-07	11-000-291-270-40-8204	2370/DELTA DENTAL OF NJ	54	58,345.18	DENTAL INSURANCE	07/13/2012	C
		325							
	1300797	2012-07-01-07	60-000-291-270-60-0000	2370/DELTA DENTAL OF NJ	54	1,317.74	BENEFITS	07/13/2012	C
		325							
	1300797	2012-07-01-07	63-602-291-270-37-0000	2370/DELTA DENTAL OF NJ	54	367.46	BENEFITS	07/13/2012	C
		325							
Total For Check Number 74248						\$60,030.38			

FFT EXHIBIT 1.1

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : July

va_chkr3.101405

07/13/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74249	1203452	RANDOL12-0	P1-190-100-610-06-0410	9814/EDUCERE, LLC.	54	224.00	ED SUPPL/REPL/HS/MATH	07/13/2012	C
		2							
74250	1300712	INVUS14478	11-000-252-330-23-0000	8101/FROTLINE PLACEMENT TECH.	54	15,099.00	OTHER PURCHASED PROF SER	07/13/2012	C
74251	1300515	411-INV	12-000-400-450-18-9102	9724/GL GROUP, INC.	54	39,000.00	DISTRICT BUILDING PROJEC	07/13/2012	C
74252	1300694	9150092	11-000-261-610-18-6501	3258/HOME DEPOT	54	30.09	MAINT - CG SUPPLIES	07/13/2012	C
	1300694	5018152	11-000-261-610-18-6501	3258/HOME DEPOT	54	89.35	MAINT - CG SUPPLIES	07/13/2012	C
	1300694	5034667	11-000-261-610-18-6502	3258/HOME DEPOT	54	38.07	MAINT - FB SUPPLIES	07/13/2012	C
	1300694	0415027	11-000-261-610-18-6506	3258/HOME DEPOT	54	3,147.60	MAINT - RHS SUPPLIES	07/13/2012	C
	1300694	6017674	11-000-261-610-18-6506	3258/HOME DEPOT	54	137.41	MAINT - RHS SUPPLIES	07/13/2012	C
Total For Check Number 74252						\$3,442.52			
74253	1300050	160946	11-000-262-610-18-6506	8597/JEWEL ELECTRIC SUPPLY CO.	54	4.64	SUPPLIES	07/13/2012	C
74254	1201269	15316362	P1-190-100-890-06-0000	3557/JOSTENS	54	8.00	OTHER OBJECTS-GRADUATION	07/13/2012	C
	1201269	15319200	P1-190-100-890-06-0000	3557/JOSTENS	54	8.00	OTHER OBJECTS-GRADUATION	07/13/2012	C
Total For Check Number 74254						\$16.00			
74255	1201753	54857	P1-190-100-610-03-2403	3894/LOSERS MUSIC COMPANY	54	299.16	ED SUPP/REPL/IR	07/13/2012	C
74256	1300968	F-226002240	11-000-261-420-18-5678	4390/NJ DIVISION OF FIRE SAFETY	54	166.00	1432-57200-001-01	07/13/2012	C
	1300968	F-226002240	11-000-261-420-18-5678	4390/NJ DIVISION OF FIRE SAFETY	54	166.00	1432-57201-001-01	07/13/2012	C
	1300968	F-226002240	11-000-261-420-18-5678	4390/NJ DIVISION OF FIRE SAFETY	54	166.00	1432-57202-001-01	07/13/2012	C
	1300968	F-226002240	11-000-261-420-18-5678	4390/NJ DIVISION OF FIRE SAFETY	54	166.00	1432-57203-001-01	07/13/2012	C
	1300968	F-226002240	11-000-261-420-18-5678	4390/NJ DIVISION OF FIRE SAFETY	54	166.00	1432-57204-001-01	07/13/2012	C
	1300968	F-226002240	11-000-261-420-18-5678	4390/NJ DIVISION OF FIRE SAFETY	54	83.00	1432-57204-002-01	07/13/2012	C
	1300968	F-226002240	11-000-261-420-18-5678	4390/NJ DIVISION OF FIRE SAFETY	54	148.00	1432-57260-001-01	07/13/2012	C
	1300968	F-226002240	11-000-261-420-18-5678	4390/NJ DIVISION OF FIRE SAFETY	54	124.00	1432-64746-001-01	07/13/2012	C
Total For Check Number 74256						\$1,185.00			
74257	1300047	S1223928.001	11-000-262-610-18-6506	8489/PYRAMID SCHOOL PRODUCTS	54	427.80	SUPPLIES	07/13/2012	C
74258	1300383	R-22876	11-000-261-420-18-5678	7979/SCHOOLDUDE.COM	54	1,258.20	MAINT - GENERAL CONTRACT	07/13/2012	C
74259	1300723	6294	11-000-261-420-18-7206	5856/TBS CONTROLS, LLC.	54	3,132.50	MAINT - RHS CONTR. SERV.	07/13/2012	C
74260	1300446	370708	11-000-270-800-28-5505	6456/AMERICAN WEAR	55	17.80	GARAGE EXPENSES	07/13/2012	C
	1300446	372879	11-000-270-800-28-5505	6456/AMERICAN WEAR	55	14.80	GARAGE EXPENSES	07/13/2012	C
Total For Check Number 74260						\$32.60			
74261	1300447	0119333	11-000-270-610-28-5504	1345/APPROVED AUTO ELECTRIC EXCHANGE	55	299.90	REPAIR PARTS	07/13/2012	C
74262	1300456	S58578	11-000-270-610-28-5504	2895/G & G DIESEL	55	518.83	REPAIR PARTS	07/13/2012	C
	1300456	S58656	11-000-270-610-28-5504	2895/G & G DIESEL	55	126.56	REPAIR PARTS	07/13/2012	C
Total For Check Number 74262						\$645.39			
74263	1300878	FY13-NJ280	11-000-240-390-06-2668	4183/MIDDLE STATES ASSOC./COLLEGES	55	1,200.00	PTS RHS GENERAL	07/13/2012	C
74264	1300727	180218801	11-402-100-610-16-1683	8217/MOBILE MINI	55	96.96	AHTLETIC DIRECTOR SUPPLI	07/13/2012	C

FFT EXHIBIT 1.1

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : July

va_chkr3.101405

07/13/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74265	1300682	MEMBERSHI	11-000-240-390-06-2668	7454/N.A.S.S.P.	55	85.00	PTS RHS GENERAL	07/13/2012	C
		P SY13							
74266	1300464	476618	11-000-270-610-28-5504	7196/NAPA AUTO PARTS	55	209.56	REPAIR PARTS	07/13/2012	C
74267	1203724	944564	11-190-100-610-11-0011	4423/NASCO	55	33.45	ED SUPPL/REPL/P.E.	07/13/2012	C
74268	1300928	MEMBERSHP	11-000-230-890-30-1309	4531/NJ ASSOC.OF SCH.ADMIN.	55	1,875.00	SUPT MEMBERSHIP DUES	07/13/2012	C
		NJASA							
	1300928	MEMBERSP	11-000-230-890-30-1309	4531/NJ ASSOC.OF SCH.ADMIN.	55	436.00	SUPT MEMBERSHIP DUES	07/13/2012	C
		DUES AASA							
Total For Check Number 74268						\$2,311.00			
74269	1300927	MEMBERSHP	11-000-230-890-30-1309	9720/NJ SUPERINTENDENTS STUDY	55	400.00	SUPT MEMBERSHIP DUES	07/13/2012	C
		DUES		COUNCIL					
74270	1300469	J355863	11-000-270-610-28-5504	4812/PARK UNION BUILDING	55	12.99	REPAIR PARTS	07/13/2012	C
				SUPPLS.					
74271	1203491	4021502194	P1-190-100-640-06-0470	7431/PEARSON LEARNING GROUP	55	3,432.46	TEXT/REPL/HS,FL	07/13/2012	C
	1203569	4021520545	P1-190-100-640-06-0470	7431/PEARSON LEARNING GROUP	55	404.03	TEXT/REPL/HS,FL	07/13/2012	C
Total For Check Number 74271						\$3,836.49			
74272	1300826	2136738-NJ	11-000-230-610-09-0000	5000/POSTER COMPLIANCE CENTER	55	392.25	SUPPLIES AND MATERIALS	07/13/2012	C
74273	1300470	G05958-07	11-000-270-610-28-5503	8158/SERVICE TIRE TRUCK CENTER	55	170.00	TIRES & TUBES	07/13/2012	C
				INC.					
74274	1300699	S-4940290	11-000-252-330-23-0000	9646/SYSTEMS 3000 INC.	55	10,939.00	OTHER PURCHASED PROF SER	07/13/2012	C
	1300699	362-134951	11-000-252-330-23-0000	9646/SYSTEMS 3000 INC.	55	4,129.20	OTHER PURCHASED PROF SER	07/13/2012	C
Total For Check Number 74274						\$15,068.20			
74275	1201433	214723180	P1-000-213-390-48-0480	9571/VEOLIA ENVIRONMENTAL	55	84.29	DISTRICT-MEDICAL TECH SE	07/13/2012	C
				SERVICES NO AMERICA					
	1201433	814723417	P1-000-213-390-48-0480	9571/VEOLIA ENVIRONMENTAL	55	84.29	DISTRICT-MEDICAL TECH SE	07/13/2012	C
				SERVICES NO AMERICA					
	1201433	214723522	P1-000-213-390-48-0480	9571/VEOLIA ENVIRONMENTAL	55	84.29	DISTRICT-MEDICAL TECH SE	07/13/2012	C
				SERVICES NO AMERICA					
	1201433	214723956	P1-000-213-390-48-0480	9571/VEOLIA ENVIRONMENTAL	55	84.29	DISTRICT-MEDICAL TECH SE	07/13/2012	C
				SERVICES NO AMERICA					
	1201433	214724171	P1-000-213-390-48-0480	9571/VEOLIA ENVIRONMENTAL	55	90.41	DISTRICT-MEDICAL TECH SE	07/13/2012	C
				SERVICES NO AMERICA					
	1201433	214724293	P1-000-213-390-48-0480	9571/VEOLIA ENVIRONMENTAL	55	82.47	DISTRICT-MEDICAL TECH SE	07/13/2012	C
				SERVICES NO AMERICA					
Total For Check Number 74275						\$510.04			
74276	1300475	537242470	11-000-270-390-28-5701	7849/WORKFORCE MEDICAL CTR.	55	100.00	PURCH PROF SVC TRANSP	07/13/2012	C
				LLC					
74277	1203416	119997714	11-000-270-390-28-5701	6405/XEROX CORPORATION	55	385.80	PURCH PROF SVC TRANSP	07/13/2012	C

FFT EXHIBIT 1.1

RANDOLPH TOWNSHIP SCHOOL DISTRICT

va_chkr3.101405

07/13/2012

Check Register By Check Number

Posted Checks : Selected Cycle : July

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74278	1300511	3854	11-000-100-566-07-8704	9760/DEVELOPMENTAL CENTER FOR CHILDREN &	57	4,450.00	PRIVATE-SPEC.ED.	07/13/2012	C
	1300511	3861	11-000-100-566-07-8704	9760/DEVELOPMENTAL CENTER FOR CHILDREN &	57	4,450.00	PRIVATE-SPEC.ED.	07/13/2012	C
	1300511	3910	11-000-100-566-07-8704	9760/DEVELOPMENTAL CENTER FOR CHILDREN &	57	4,450.00	PRIVATE-SPEC.ED.	07/13/2012	C
	1300511	3861	11-000-217-320-07-2631	9760/DEVELOPMENTAL CENTER FOR CHILDREN &	57	2,200.00	PURC SERV- PERSONAL AIDE	07/13/2012	C
	1300511	3910	11-000-217-320-07-2631	9760/DEVELOPMENTAL CENTER FOR CHILDREN &	57	2,200.00	PURC SERV- PERSONAL AIDE	07/13/2012	C
Total For Check Number 74278						\$17,750.00			
74279	1300704	29449	11-000-100-566-07-8704	2513/ECLC OF NEW JERSEY	57	4,665.40	PRIVATE-SPEC.ED.	07/13/2012	C
	1300704	29446	11-000-100-566-07-8704	2513/ECLC OF NEW JERSEY	57	4,665.40	PRIVATE-SPEC.ED.	07/13/2012	C
	1300704	29448	11-000-100-566-07-8704	2513/ECLC OF NEW JERSEY	57	4,665.40	PRIVATE-SPEC.ED.	07/13/2012	C
Total For Check Number 74279						\$13,996.20			
74280	1300810	201300072	11-000-100-565-07-8703	2609/EDUCATIONAL SVCS.COMM. OF MORR	57	3,600.00	REGIONAL DAY SCHOOLS	07/13/2012	C
74281	1203442	05/2012	11-000-100-566-07-8704	9985/HOLMSTEAD SCHOOL	57	5,271.21	PRIVATE-SPEC.ED.	07/13/2012	C
	1203442	06/2012	11-000-100-566-07-8704	9985/HOLMSTEAD SCHOOL	57	3,012.12	PRIVATE-SPEC.ED.	07/13/2012	C
Total For Check Number 74281						\$8,283.33			
74282	1300745	433007022012	11-000-100-566-07-8704	3298/HUNTERDON LEARNING CENTER	57	13,818.00	PRIVATE-SPEC.ED.	07/13/2012	C
74283	1300690	NB2925619	11-000-100-566-07-8704	6522/KDDS III - NEW BEGINNINGS	57	5,018.57	PRIVATE-SPEC.ED.	07/13/2012	C
	1300690	NB2925760	11-000-100-566-07-8704	6522/KDDS III - NEW BEGINNINGS	57	3,837.73	PRIVATE-SPEC.ED.	07/13/2012	C
	1300690	NB2925668	11-000-217-320-07-2631	6522/KDDS III - NEW BEGINNINGS	57	2,720.00	PURC SERV- PERSONAL AIDE	07/13/2012	C
	1300690	NB2925812	11-000-217-320-07-2631	6522/KDDS III - NEW BEGINNINGS	57	2,080.00	PURC SERV- PERSONAL AIDE	07/13/2012	C
Total For Check Number 74283						\$13,656.30			
74284	1300703	7981	11-000-100-566-07-8704	4185/MIDLAND SCHOOL	57	22,363.20	PRIVATE-SPEC.ED.	07/13/2012	C
74285	1300736	1718	11-000-100-566-07-8704	9769/NEW ALLIANCE ACADEMY OF PARSIPPANY, LLC	57	7,276.50	07/2012 CHILD 1	07/13/2012	C
	1300736	1718	11-000-100-566-07-8704	9769/NEW ALLIANCE ACADEMY OF PARSIPPANY, LLC	57	7,276.50	07/2012 CHILD 2	07/13/2012	C
	1300736	1725	11-000-100-566-07-8704	9769/NEW ALLIANCE ACADEMY OF PARSIPPANY, LLC	57	4,158.00	08/2012 CHILD 1	07/13/2012	C
	1300736	1725	11-000-100-566-07-8704	9769/NEW ALLIANCE ACADEMY OF PARSIPPANY, LLC	57	4,158.00	08/2012 CHILD 2	07/13/2012	C
Total For Check Number 74285						\$22,869.00			
74286	1300731	0026775-IN	11-000-100-566-07-8704	6521/NEW ROAD SCHOOLS OF N.J.,	57	6,663.60	PRIVATE-SPEC.ED.	07/13/2012	C

FFT EXHIBIT 1.1

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : July

va_chkr3.101405
07/13/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Ba-tch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74286				INC.					
74286	1300731	0026775-IN	11-000-217-320-07-2631	6521/NEW ROAD SCHOOLS OF N.J., INC.	57	1,275.00	PURC SERV- PERSONAL AIDE	07/13/2012	C
Total For Check Number 74286						\$7,938.60			
74287	1300717	1598	11-000-100-566-07-8704	9537/OUTREACH PROGRAM	57	4,612.44	PRIVATE-SPEC.ED.	07/13/2012	C
	1300717	1638	11-000-100-566-07-8704	9537/OUTREACH PROGRAM	57	3,527.16	PRIVATE-SPEC.ED.	07/13/2012	C
Total For Check Number 74287						\$8,139.60			
74288	1300705	07/2012	10-000-100-560-07-0000	6148/UNITY CHARTER SCHOOL	57	3,751.00	TRANSFER TO CHARTER SCHO	07/13/2012	C
	1300705	08/2012	10-000-100-560-07-0000	6148/UNITY CHARTER SCHOOL	57	3,751.00	TRANSFER TO CHARTER SCHO	07/13/2012	C
Total For Check Number 74288						\$7,502.00			
74289	1300716	11697	11-000-100-566-07-8704	6358/WINDSOR LEARNING CENTER	57	8,618.10	PRIVATE-SPEC.ED.	07/13/2012	C
74290	1300679	00500206222063-602-100-600-37-0000		1023/A.C. MOORE, INC.	58	92.70	SUPPLY	07/13/2012	C
		126979							
	1300679	01380106232063-602-100-600-37-0000		1023/A.C. MOORE, INC.	58	58.15	SUPPLY	07/13/2012	C
		122165							
	1300679	01380206262063-602-100-600-37-0000		1023/A.C. MOORE, INC.	58	5.95	SUPPLY	07/13/2012	C
		125244							
	1300679	01380306252063-602-100-600-37-0000		1023/A.C. MOORE, INC.	58	348.62	SUPPLY	07/13/2012	C
		121241							
	1300679	01380406292063-602-100-600-37-0000		1023/A.C. MOORE, INC.	58	19.82	SUPPLY	07/13/2012	C
		125619							
Total For Check Number 74290						\$525.24			
74291	1300861		63-602-100-800-37-0000	10018/BOURKE; KELLY A.	58	70.00	WITHDR. SUPER SCIENCE WRKSHP	07/13/2012	C
74292	1300416	07/2012	63-602-100-440-37-0000	9855/CubeSmart, LP	58	216.00	LEASE RENTAL	07/13/2012	C
74293	1300406	04870288775	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	172.68	SUPPLY	07/13/2012	C
	1300406	04870762197	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	38.91	SUPPLY	07/13/2012	C
	1300406	04870762330	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	283.69	SUPPLY	07/13/2012	C
	1300406	04870415396	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	413.80	SUPPLY	07/13/2012	C
	1300406	04870753003	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	201.77	SUPPLY	07/13/2012	C
	1300406	04870753482	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	254.26	SUPPLY	07/13/2012	C
	1300406	04870157422	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	34.88	SUPPLY	07/13/2012	C
	1300406	04870157504	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	62.78	SUPPLY	07/13/2012	C
	1300406	04870414187	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	88.50	SUPPLY	07/13/2012	C
	1300406	04870410996	63-602-100-600-37-0000	3000/GLASS GARDENS, INC.	58	112.76	SUPPLY	07/13/2012	C
Total For Check Number 74293						\$1,664.03			
74294	1300424	123982	63-602-100-320-37-0000	5097/QUALITY DISCOUNT TIRE	58	100.00	PURCHASED PROF SERVICES	07/13/2012	C
74295	1300409	030512	63-602-100-580-37-0000	6532/ROCKAWAY LANES	58	171.80	TRAVEL	07/13/2012	C

FFT EXHIBIT 1.1

RANDOLPH TOWNSHIP SCHOOL DISTRICT

va_chkr3.101405

07/13/2012

Check Register By Check Number

Posted Checks : Selected Cycle : July

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74296	1300862		63-602-100-800-37-0000	10019/SHERWOOD; TRACEY	58	611.00	WITHDR. SUMMERKIDS	07/13/2012	C
74297	1300419	973-361-7380	63-602-100-320-37-0000	6197/VERIZON	58	51.53	PURCHASED PROF SERVICES	07/13/2012	C
		07/2012							
	1300419	973-442-9641	63-602-100-320-37-0000	6197/VERIZON	58	29.13	PURCHASED PROF SERVICES	07/13/2012	C
		07/2012							
	1300419	973-895-3571	63-602-100-320-37-0000	6197/VERIZON	58	57.43	PURCHASED PROF SERVICES	07/13/2012	C
		07/2012							
	1300419	973-328-4884	63-602-100-320-37-0000	6197/VERIZON	58	48.69	PURCHASED PROF SERVICES	07/13/2012	C
		07/2012							
	1300419	973-927-7385	63-602-100-320-37-0000	6197/VERIZON	58	46.96	PURCHASED PROF SERVICES	07/13/2012	C
		07/2012							
Total For Check Number 74297						\$233.74			
74298	1300416	08/2012	63-602-100-440-37-0000	9855/CubeSmart, LP	71	216.00	LEASE RENTAL	07/13/2012	C
74299	1300416	09/2012	63-602-100-440-37-0000	9855/CubeSmart, LP	72	216.00	LEASE RENTAL	07/13/2012	C
74300	1300681		63-602-100-580-37-0000	6442/ALSTEDE FARMS, LLC.	73	268.50	07/25/12 SUMMER KIDS	07/13/2012	C
74301	1300396		63-602-100-580-37-0000	2451/DORNEY PARK & WILDWATER KINGDOM	73	1,840.00	08/15/12 CAMP DISCOVERY	07/13/2012	C
74302	1300403		63-602-100-580-37-0000	3125/HACKETTSTOWN POOL	73	139.00	07/19/12 SUMMER STARS	07/13/2012	C
74303	1300400		63-602-100-580-37-0000	5966/TOMAHAWK LAKE INC.	73	560.00	07/24/12 SUMMER STARS	07/13/2012	C
74304	Non A/P Chk		DB63-103, CR63-101	6518/PETTY CASH - RCSC DIRECTOR	79	1,000.00	Petty Cash SY13 Start-Up	07/13/2012	C
74305	Non A/P Chk		DB10-103, CR10-101	4914/PETTY CASH - SHONGUM SCHOOL	79	100.00	Petty Cash SY13 Start-Up	07/13/2012	C
74306	Non A/P Chk		DB10-103, CR10-101	4915/PETTY CASH - SPECIAL SERVICES	79	200.00	Petty Cash SY13 Start-Up	07/13/2012	C
74307	Non A/P Chk		DB10-103, CR10-101	4917/PETTY CASH BOARD OFFICE	79	200.00	Petty Cash SY13 Start-Up	07/13/2012	C
74308	Non A/P Chk		DB10-103, CR10-101	4918/PETTY CASH CENTER GROVE SCHOOL	79	100.00	Petty Cash SY13 Start-Up	07/13/2012	C
74309	Non A/P Chk		DB10-103, CR10-101	4920/PETTY CASH FERNBROOK SCHOOL	79	100.00	Petty Cash SY13 Start-Up	07/13/2012	C
74310	Non A/P Chk		DB10-103, CR10-101	4921/PETTY CASH IRONIA SCHOOL	79	100.00	Petty Cash SY13 Start-Up	07/13/2012	C
74311	Non A/P Chk		DB10-103, CR10-101	4923/PETTY CASH RANDOLPH HIGH SCHOOL	79	200.00	Petty Cash SY13 Start-Up	07/13/2012	C
74312	Non A/P Chk		DB10-103, CR10-101	4924/PETTY CASH RANDOLPH MIDDLE SCH	79	200.00	Petty Cash SY13 Start-Up	07/13/2012	C
74313	Non A/P Chk		DB63-103, CR63-101	4922/PETTY CASH RCS- Kinderkids	79	200.00	Petty Cash SY13 Start-Up	07/13/2012	C
74314	Non A/P Chk		DB10-103, CR10-101	4927/PETTY CASH TRANSPORTATION	79	200.00	Petty Cash SY13 Start-Up	07/13/2012	C
74315	Non A/P Chk		DB10-103, CR10-101	4929/PETTY CASH-Consumer Services	79	200.00	Petty Cash SY13 Start-Up	07/13/2012	C

APPENDIX 1.1

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : July

va_chkr3.101405
07/13/2012

Check #	PO #	Invoice Number	Account Number	Vendor No./ Name	Batch	Check Amount	Check Description	Check Date	Check Type
POSTED CHECKS									
74316	Non A/P Chk		DB10-103, CR10-101	4928/PETTY CASH-Consumer Sci	RMS 79	200.00	Petty Cash SY13 Start-Up	07/13/2012	C
74317	1301237		11-000-223-320-08-2622	9427/Browne, David	50	192.00	NJASA 5/22-5/23	07/13/2012	C
74318	1300161		11-000-216-320-07-0000	2070/CODIGNOTTO; Stephen	50	21,666.67	July 2012	07/13/2012	C
74319	1301238	NJ TESOL	11-000-223-580-08-2625	2493/DRUCKER; NOREEN	50	42.16	STAFF DEVELOPMENT MILEAG	07/13/2012	C
		ND							
74320	1203456	MODEL	11-000-223-320-08-2622	8399/EBERHARDT; KERRY	50	968.17	PURCH PROF SVC STAFF TRA	07/13/2012	C
		SCHOOLS KE							
74321	1203457	MODEL	11-000-223-320-08-2622	9294/STEVEN HAGEMANN	50	1,240.30	PURCH PROF SVC STAFF TRA	07/13/2012	C
		SCHOOLS							
		SH							
74322	1203458	MODEL	11-000-223-320-08-2622	9572/HAMBLIN; DANIELLE	50	978.73	PURCH PROF SVC STAFF TRA	07/13/2012	C
		SCHOOLS							
		DH							
74323	1301239		11-000-223-320-01-2622	10025/KESTON, JOANNE	50	65.00	Leaning Forward	07/13/2012	C
	1301240		11-000-223-320-01-2622	10025/KESTON, JOANNE	50	125.00	Building a First Class K	07/13/2012	C
Total For Check Number 74323						\$190.00			
74324	1203531	MODEL	11-000-223-320-08-2622	9999/Mc Queeney, Patrick	50	740.17	PURCH PROF SVC STAFF TRA	07/13/2012	C
		SCHOOLS							
		PM							
74325	1203528	MODEL	11-000-223-320-08-2622	7665/MUTZ; ELLEN	50	1,183.25	PURCH PROF SVC STAFF TRA	07/13/2012	C
		SCHOOLS							
		EM							
74326	Non A/P Chk		DB10-104, CR10-101	5163/RANDOLPH HIGH SCHOOL	50	1,600.00	Athletic Change Fund	07/13/2012	C
				ATHLETIC FUND					
74327	1203514	APPLICATIO	30-000-400-450-18-0001	9997/SILVA'S MECHANICAL	50	28,500.00	CENTER GROVE	07/13/2012	C
		N 1		SERVICES, INC.					
74328	1203801	NATIONAL	11-000-223-320-06-2622	6992/WAITE; EILEEN	50	2,254.95	PURCH PROF SVC STAFF TRA	07/13/2012	C
		FORENSIC							
		EW							
74329	1203461	MODEL	11-000-223-320-08-2622	9832/Zlock, Jon	50	749.06	PURCH PROF SVC STAFF TRA	07/13/2012	C
		SCHOOLS JZ							
74330	1301262		11-000-223-320-08-2622	9427/Browne, David	0	399.00	AASA INSTITUTE 6/28-6/29	07/13/2012	C
* 907312012	1301241		11-000-291-270-40-8203	3270/HORIZON BLUE CROSS BLUE	0	681,340.35	Health Bene's July 2012	07/13/2012	H
				SHIELD					
	1301241		60-000-291-270-60-0000	3270/HORIZON BLUE CROSS BLUE	0	23,174.84	Health Bene's July 2012	07/13/2012	H
				SHIELD					
	1301241		63-602-291-270-37-0000	3270/HORIZON BLUE CROSS BLUE	0	6,635.11	Health Bene's July 2012	07/13/2012	H
				SHIELD					

Total For Check Number 907312012

FFT EXHIBIT 1.1 \$711,150.30

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : July

Total Posted Checks

\$1,285,322.05

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Check Register By Check Number

Posted Checks : Selected Cycle : July

Fund Summary	Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
	10	10	\$7,502.00	\$3,400.00			\$10,902.00
	10	11	\$469,893.55		\$681,340.35		\$1,151,233.90
	10	12	\$39,000.00				\$39,000.00
	10	P1	\$6,982.69				\$6,982.69
	Fund 10	TOTAL	\$523,378.24	\$3,400.00	\$681,340.35		\$1,208,118.59
	20	P2	\$9,177.00				\$9,177.00
	30	30	\$28,500.00				\$28,500.00
	60	60	\$1,317.74		\$23,174.84		\$24,492.58
	63	63	\$7,198.77	\$1,200.00	\$6,635.11		\$15,033.88
	GRAND	TOTAL	\$569,571.75	\$4,600.00	\$711,150.30	\$0.00	\$1,285,322.05

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

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Monthly Transfer Report

va_s1701
06/29/2012

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX 18-1XX-100-XXX	26,383,688.19	331,769.15	26,715,457.34	2,671,545.73	226,710.72	0.85	2,898,256.45	1,143.65
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Extraordinary Services	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	7,309,988.92	24,735.81	7,334,724.73	733,472.47	430,895.80	5.87	1,164,368.27	1,825.30
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX	1,585,738.00	42,863.09	1,628,601.09	162,860.11	(71,857.24)	-4.41	91,002.87	7,774.51
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNDISTRIBUTED EXPENDITURES		35,279,415.11	399,368.05	35,678,783.16					10,743.46
Tuition	11-000-100-XXX 16-000-100-XXX 17-000-100-XXX 18-000-100-XXX	2,945,631.81	83,437.93	3,029,069.74	302,906.97	(127,032.75)	-4.19	175,874.22	4,787.99
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	4,760,182.00	15,466.22	4,775,648.22	477,564.82	42,643.41	0.89	520,208.23	11,396.75
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	1,365,013.00	16,011.25	1,381,024.25	138,102.43	(137,959.41)	-9.99	143.02	74,088.53
General Administration	1X-000-230-XXX	1,941,012.00	88,167.72	2,029,179.72	202,917.97	(181,841.60)	-8.96	21,076.37	2,066.55
School Administration	1X-000-240-XXX	2,772,499.00	4,609.71	2,777,108.71	277,710.87	(164,172.47)	-5.91	113,538.40	717.82
Central Svcs & Admin Info Technology	1X-000-25X-XXX	1,290,831.50	7,429.84	1,298,261.34	129,826.13	9,043.82	0.70	138,869.95	315.45
Operation and Maintenance of Plant Services	1X-000-26X-XXX	5,937,319.00	214,516.05	6,151,835.05	615,183.51	45,602.66	0.74	660,786.17	5,106.84
Student Transportation Services	1X-000-270-XXX	3,944,513.00	73,072.40	4,017,585.40	401,758.54	(25,078.58)	-0.62	376,679.96	233.03
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	14,798,516.00	1,050,211.03	15,848,727.03	1,584,872.70	37,275.59	0.24	1,622,148.29	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
Food Services	11-000-310-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Monthly Transfer Report

va_s1701
06/29/2012

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
TOTAL GENERAL CURRENT EXPENSE		39,755,517.31	1,552,922.15	41,308,439.46					98,712.96
Equipment	1X-XXX-XXX-73X	303,831.00	86,773.75	390,604.75	39,060.48	908,304.05	232.54	947,364.53	176,769.47
Facilities Acquisition and Construction Services	1X-000-4XX-XXX	1,165,880.00	111,853.71	1,277,733.71	0.00	0.00	0.00	0.00	3,742.94
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES		1,469,711.00	198,627.46	1,668,338.46					180,512.41
TOTAL SPECIAL SCHOOLS	11-XXX-XXX-XXX 12-XXX-XXX-XXX 13-XXX-XXX-XXX 15-XXX-XXX-XXX 16-XXX-XXX-XXX 17-XXX-XXX-XXX 18-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	33,679.00	9,363.00	43,042.00	4,304.20	22,228.00	51.64	26,532.20	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OPERATING BUDGET GRAND TOTAL		76,538,322.42	2,160,280.66	78,698,603.08					289,968.83

School Business Administrator Signature

Date

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000487	Elementary Classroom Libraries	11-190-100-610-08-0000	SUPPLIES AND MATERIALS	06/01/2012	MEMMEL	\$109,983.00	(\$21,193.15)	\$88,789.85
	Elementary Classroom Libraries	11-190-100-640-01-2201	TEXT/REPL/CG	06/01/2012	MEMMEL	\$0.00	\$3,866.04	\$3,866.04
	Elementary Classroom Libraries	11-190-100-640-02-2202	TEXT/REPL/FB	06/01/2012	MEMMEL	\$0.00	\$6,450.11	\$6,450.11
	Elementary Classroom Libraries	11-190-100-640-03-2203	TEXTBOOKS/REPLACEMENT/IR	06/01/2012	MEMMEL	\$2,365.16	\$5,270.13	\$7,635.29
	Elementary Classroom Libraries	11-190-100-640-04-2204	TEXTBOOKS/REPLACEMENT/SH	06/01/2012	MEMMEL	\$8,706.36	\$5,606.87	\$14,313.23
Total for Adjustment # 000487							\$0.00	
000488	FB Supply	11-000-240-610-02-2502	MISC SUPPL/FERNBROOK	06/07/2012	MEMMEL	\$5,200.00	\$300.00	\$5,500.00
	FB Supply	11-190-100-440-02-0000	PURCHASED PROFESSIONAL S	06/07/2012	MEMMEL	\$35,832.00	(\$300.00)	\$35,532.00
Total for Adjustment # 000488							\$0.00	
000489	IR Subs	11-000-213-610-03-4203	HEALTH SUPPL IR	06/07/2012	MEMMEL	\$2,500.00	(\$452.78)	\$2,047.22
	IR Subs	11-000-218-600-03-0000	SUPPLIES-GUIDANCE	06/07/2012	MEMMEL	\$619.33	(\$24.33)	\$595.00
	IR Subs	11-000-222-610-03-2313	PERIODICALS/IRONIA	06/07/2012	MEMMEL	\$1,000.00	(\$67.11)	\$932.89
	IR Subs	11-000-222-610-03-2323	AV/IRONIA	06/07/2012	MEMMEL	\$9,000.00	(\$78.86)	\$8,921.14
	IR Subs	11-000-240-890-03-2553	MISC EXPENSE IRONIA	06/07/2012	MEMMEL	\$650.00	(\$399.92)	\$250.08
	IR Subs	11-120-100-101-15-2134	SUBSTITUTE GRADES 1-5	06/07/2012	MEMMEL	\$230,724.00	\$1,023.00	\$231,747.00
Total for Adjustment # 000489							\$0.00	
000490	Health Benefits	11-000-291-260-40-8209	WORKERS COMP INSURANCE	06/07/2012	MEMMEL	\$510,472.00	(\$25,809.22)	\$484,662.78
	Health Benefits	11-000-291-270-40-8203	MEDICAL INSURANCE	06/07/2012	MEMMEL	\$10,521,820.38	\$25,809.22	\$10,547,629.60
Total for Adjustment # 000490							\$0.00	
000491	Asbestos Testing	11-000-261-420-18-5678	MAINT - GENERAL CONTRACT	06/07/2012	MEMMEL	\$54,281.25	(\$4,000.00)	\$50,281.25
	Asbestos Testing	11-000-262-340-18-2565	RTK/AHERA/PEOSHA	06/07/2012	MEMMEL	\$14,000.00	\$4,000.00	\$18,000.00
Total for Adjustment # 000491							\$0.00	
000492	Athletic Dept Bus Expense	11-000-270-390-16-0000	OTHER PURCH. PROF. & TEC	06/07/2012	MEMMEL	\$20,000.00	\$1,426.00	\$21,426.00
	Athletic Dept Bus Expense	11-402-100-890-16-1610	ICE HOCKEY RENTAL/FEES	06/07/2012	MEMMEL	\$8,430.00	(\$1,426.00)	\$7,004.00
Total for Adjustment # 000492							\$0.00	
000493	Music Room Carpet HS	11-000-261-420-18-7201	MAINT - CG CONTR. SERV.	06/07/2012	MEMMEL	\$53,406.00	(\$8,000.00)	\$45,406.00
	Music Room Carpet HS	11-000-261-420-18-7202	MAINT - FB CONTR. SERV.	06/07/2012	MEMMEL	\$47,176.54	(\$2,000.00)	\$45,176.54
	Music Room Carpet HS	11-000-261-420-18-7203	MAINT - IR CONTR. SERV.	06/07/2012	MEMMEL	\$24,750.00	(\$1,000.00)	\$23,750.00
	Music Room Carpet HS	11-000-261-420-18-7204	MAINT - SH CONTR. SERV.	06/07/2012	MEMMEL	\$29,100.00	(\$1,000.00)	\$28,100.00
	Music Room Carpet HS	11-000-261-420-18-7206	MAINT - RHS CONTR. SERV.	06/07/2012	MEMMEL	\$132,216.00	\$12,000.00	\$144,216.00
Total for Adjustment # 000493							\$0.00	
000494	Rosetta Stone 2 year Contrac	11-000-223-320-10-2622	PURCHASED PROFESSIONAL -	06/08/2012	MEMMEL	\$6,900.00	(\$6,900.00)	\$0.00
	Rosetta Stone 2 year Contrac	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/08/2012	MEMMEL	\$346,864.47	\$116,992.00	\$463,856.47
	Rosetta Stone 2 year Contrac	11-000-291-260-40-8209	WORKERS COMP INSURANCE	06/08/2012	MEMMEL	\$484,662.78	(\$45,305.00)	\$439,357.78
	Rosetta Stone 2 year Contrac	11-190-100-440-02-0000	PURCHASED PROFESSIONAL S	06/08/2012	MEMMEL	\$35,532.00	(\$4,378.68)	\$31,153.32
	Rosetta Stone 2 year Contrac	11-190-100-440-05-0000	PURCH. SVC.-COPIER RENTA	06/08/2012	MEMMEL	\$62,000.00	(\$6,420.44)	\$55,579.56
	Rosetta Stone 2 year Contrac	11-190-100-440-06-0000	PURCH. SVC.-COPIER RENTA	06/08/2012	MEMMEL	\$100,000.00	(\$10,488.23)	\$89,511.77

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000494	Rosetta Stone 2 year Contrac	11-190-100-580-10-0000	TRAVEL EXPENSE	06/08/2012	MEMMEL	\$4,000.00	(\$909.00)	\$3,091.00
	Rosetta Stone 2 year Contrac	11-190-100-610-10-0000	GENERAL SUPPLIES	06/08/2012	MEMMEL	\$9,000.00	(\$7,940.65)	\$1,059.35
	Rosetta Stone 2 year Contrac	11-402-100-500-16-1655	RECONDITIONING	06/08/2012	MEMMEL	\$34,650.00	(\$34,650.00)	\$0.00
Total for Adjustment # 000494							\$0.00	
000495	Title IIIM SY12 Ammendment 1	20-246-100-600-08-6009	TITLE III M NP SUPP SY11	06/11/2012	MEMMEL	\$667.00	(\$667.00)	\$0.00
	Title IIIM SY12 Ammendment 1	20-247-100-100-08-6001	TITLE IIIM NPSY11 CO SAL	06/11/2012	MEMMEL	\$0.00	\$620.00	\$620.00
	Title IIIM SY12 Ammendment 1	20-247-200-200-08-6003	TITLE IIIM NPSY11 CO BEN	06/11/2012	MEMMEL	\$0.00	\$47.00	\$47.00
Total for Adjustment # 000495							\$0.00	
000496	Title IIA SY12 Ammendment 1	20-271-100-100-08-4500	TITLE IIA SALARIES SY12	06/11/2012	MEMMEL	\$41,863.00	(\$5,263.00)	\$36,600.00
	Title IIA SY12 Ammendment 1	20-271-200-200-08-4505	TITLE IIA BENE SY12	06/11/2012	MEMMEL	\$3,203.00	(\$403.00)	\$2,800.00
	Title IIA SY12 Ammendment 1	20-271-200-300-08-4501	TITLE IIA PUR PRO SER 12	06/11/2012	MEMMEL	\$42,040.00	(\$520.00)	\$41,520.00
	Title IIA SY12 Ammendment 1	20-271-200-500-08-4502	TITLE IIA OTH PUR SER 12	06/11/2012	MEMMEL	\$746.00	(\$161.00)	\$585.00
	Title IIA SY12 Ammendment 1	20-271-200-600-08-4503	TITLE IIA SUPP SY 12	06/11/2012	MEMMEL	\$7,965.00	\$6,347.00	\$14,312.00
Total for Adjustment # 000496							\$0.00	
000497	Within 10% of Title IIA	20-271-100-100-08-4500	TITLE IIA SALARIES SY12	06/11/2012	MEMMEL	\$36,600.00	\$0.28	\$36,600.28
	Within 10% of Title IIA	20-271-200-200-08-4505	TITLE IIA BENE SY12	06/11/2012	MEMMEL	\$2,800.00	(\$0.06)	\$2,799.94
	Within 10% of Title IIA	20-271-200-500-08-4502	TITLE IIA OTH PUR SER 12	06/11/2012	MEMMEL	\$585.00	\$0.02	\$585.02
	Within 10% of Title IIA	20-271-200-600-08-4503	TITLE IIA SUPP SY 12	06/11/2012	MEMMEL	\$14,312.00	(\$0.24)	\$14,311.76
Total for Adjustment # 000497							\$0.00	
000498	Title III SY11 Ammendment 1	20-241-100-100-08-4100	TITLE III SALARIES SY12	06/12/2012	MEMMEL	\$8,710.00	(\$3,420.00)	\$5,290.00
	Title III SY11 Ammendment 1	20-241-100-600-08-4101	TITLE III - SUPPLY SY12	06/12/2012	MEMMEL	\$2,907.00	\$3,681.00	\$6,588.00
	Title III SY11 Ammendment 1	20-241-200-200-08-4103	TITLE III BENEFITS SY12	06/12/2012	MEMMEL	\$666.00	(\$261.00)	\$405.00
	Title III SY11 Ammendment 1	20-243-100-100-08-4108	TITLE III SY11 NP CO SAL	06/12/2012	MEMMEL	\$255.00	(\$255.00)	\$0.00
	Title III SY11 Ammendment 1	20-243-100-600-08-4101	TITLE III COSY11 SUPPLY	06/12/2012	MEMMEL	\$0.00	\$6.00	\$6.00
	Title III SY11 Ammendment 1	20-243-100-610-08-4109	TITLE III NP SY11 CO SUP	06/12/2012	MEMMEL	\$0.00	\$92.00	\$92.00
	Title III SY11 Ammendment 1	20-243-200-200-08-4018	TITLE III SY11 NP CO BEN	06/12/2012	MEMMEL	\$20.00	(\$20.00)	\$0.00
	Title III SY11 Ammendment 1	20-243-200-600-08-2903	TITLE III CO SY 11 SUPP	06/12/2012	MEMMEL	\$189.47	(\$6.00)	\$183.47
	Title III SY11 Ammendment 1	20-243-200-600-08-4112	TITLE III NP SUP C0 SY11	06/12/2012	MEMMEL	\$217.00	\$183.00	\$400.00
Total for Adjustment # 000498							\$0.00	
000499	Title III SY12 Within 10%	20-241-100-600-08-4101	TITLE III - SUPPLY SY12	06/12/2012	MEMMEL	\$6,588.00	(\$5.65)	\$6,582.35
	Title III SY12 Within 10%	20-241-200-200-08-4103	TITLE III BENEFITS SY12	06/12/2012	MEMMEL	\$405.00	(\$0.30)	\$404.70
	Title III SY12 Within 10%	20-241-200-500-08-4104	TITLE III - PUR SERV 12	06/12/2012	MEMMEL	\$1,881.00	\$5.95	\$1,886.95
Total for Adjustment # 000499							\$0.00	
000500	Title III SY12 Within 10%	20-243-100-600-08-4101	TITLE III COSY11 SUPPLY	06/12/2012	MEMMEL	\$6.00	\$0.07	\$6.07
	Title III SY12 Within 10%	20-243-200-600-08-2903	TITLE III CO SY 11 SUPP	06/12/2012	MEMMEL	\$183.47	(\$0.07)	\$183.40
Total for Adjustment # 000500							\$0.00	
000501	Title IA FB Ammendment 1	20-231-100-100-08-3210	TITLE 1A FB SAL SY 12	06/12/2012	MEMMEL	\$26,681.00	\$11,155.00	\$37,836.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000501	Title IA FB Ammendment 1	20-231-100-600-08-3212	TITLE 1A FB SUPPLY SY12	06/12/2012	MEMMEL	\$114.00	\$9,400.00	\$9,514.00
	Title IA FB Ammendment 1	20-231-200-200-08-3214	TITLE 1A FB FICA SY12	06/12/2012	MEMMEL	\$10,616.00	(\$4,556.00)	\$6,060.00
	Title IA FB Ammendment 1	20-231-200-300-08-3215	TITLE IA FB PUR SER SY12	06/12/2012	MEMMEL	\$3,400.00	\$2,609.00	\$6,009.00
	Title IA FB Ammendment 1	20-231-200-800-08-3218	TITLE IA TRANSP SY12	06/12/2012	MEMMEL	\$18,608.00	(\$18,608.00)	\$0.00
	Title IA FB Ammendment 1	20-233-100-600-08-3212	TITLE IA FB SUPP CO SY11	06/12/2012	MEMMEL	\$291.50	\$81.91	\$373.41
	Title IA FB Ammendment 1	20-233-200-600-08-3217	TITLE IA FB SUPP CO SY11	06/12/2012	MEMMEL	\$1,283.25	(\$81.91)	\$1,201.34
Total for Adjustment # 000501							\$0.00	
000502	Title 1A FICA Within 10	20-233-100-600-08-3228	TITLE IA RMS SUP CO SY11	06/12/2012	MEMMEL	\$300.66	(\$0.07)	\$300.59
	Title 1A FICA Within 10%	20-233-200-200-08-3225	TITLE IA SY11 CO BENE	06/12/2012	MEMMEL	\$0.00	\$0.07	\$0.07
Total for Adjustment # 000502							\$0.00	
000503	Title IA FB Within 10%	20-231-100-100-08-3210	TITLE 1A FB SAL SY 12	06/12/2012	MEMMEL	\$37,836.00	\$0.30	\$37,836.30
	Title IA FB Within 10%	20-231-100-600-08-3212	TITLE 1A FB SUPPLY SY12	06/12/2012	MEMMEL	\$9,514.00	\$523.18	\$10,037.18
	Title IA FB Within 10%	20-231-200-200-08-3214	TITLE 1A FB FICA SY12	06/12/2012	MEMMEL	\$6,060.00	(\$523.48)	\$5,536.52
Total for Adjustment # 000503							\$0.00	
000504	Aide In Lieu	11-000-270-513-28-5202	TRANSP JOINTURES	06/13/2012	MEMMEL	\$1,121,419.42	(\$1,202.45)	\$1,120,216.97
	Aide In Lieu	11-000-270-517-28-5201	CONTR SVC AIDE IN LIEU	06/13/2012	MEMMEL	\$149,908.00	\$1,202.45	\$151,110.45
Total for Adjustment # 000504							\$0.00	
000505	HS graduation extra staff	11-401-100-110-15-1014	CO-CURRICULAR DISTRICT	06/13/2012	MEMMEL	\$358,702.00	\$2,440.00	\$361,142.00
	HS graduation extra staff	11-401-100-890-06-1021	RHS COCURRICULAR ACTIVIT	06/13/2012	MEMMEL	\$37,650.00	(\$2,440.00)	\$35,210.00
Total for Adjustment # 000505							\$0.00	
000506	Service Learning Travel	11-000-223-320-04-2622	PURCH PROF SVC STAFF TRA	06/13/2012	MEMMEL	\$8,528.92	(\$984.00)	\$7,544.92
	Service Learning Travel	11-190-100-580-10-0000	TRAVEL EXPENSE	06/13/2012	MEMMEL	\$3,091.00	\$984.00	\$4,075.00
Total for Adjustment # 000506							\$0.00	
000507	Service Learning Supply	11-000-223-320-04-2622	PURCH PROF SVC STAFF TRA	06/13/2012	MEMMEL	\$7,544.92	(\$337.34)	\$7,207.58
	Service Learning Supply	11-190-100-610-10-0000	GENERAL SUPPLIES	06/13/2012	MEMMEL	\$1,059.35	\$337.34	\$1,396.69
Total for Adjustment # 000507							\$0.00	
000508	LA HS Supply	11-190-100-610-06-0460	ED SUPPL/REPL/HS/LA	06/13/2012	MEMMEL	\$18,897.00	\$50.61	\$18,947.61
	LA HS Supply	11-190-100-640-06-0460	TEXT/REPL/HS,LA	06/13/2012	MEMMEL	\$7,372.92	(\$50.61)	\$7,322.31
Total for Adjustment # 000508							\$0.00	
000509	World Lang Supply	11-000-223-320-47-0470	STAFF DEVEL WORKSHOP EXP	06/13/2012	MEMMEL	\$200.00	(\$200.00)	\$0.00
	World Lang Supply	11-000-223-580-47-0470	STAF DEVE WKSHOP MILEAGE	06/13/2012	MEMMEL	\$400.00	(\$375.00)	\$25.00
	World Lang Supply	11-190-100-610-05-0470	ED SUPP/FL/RMS	06/13/2012	MEMMEL	\$2,400.00	\$1,137.98	\$3,537.98
	World Lang Supply	11-190-100-640-05-0470	TEXT REPL/MS/F.L.	06/13/2012	MEMMEL	\$20,600.00	(\$119.20)	\$20,480.80
	World Lang Supply	11-240-100-500-47-0470	TRAVEL ESL BETWEEN SCHOO	06/13/2012	MEMMEL	\$1,000.00	(\$200.00)	\$800.00
	World Lang Supply	11-240-100-640-47-0470	ESL TEXTBOOKS	06/13/2012	MEMMEL	\$2,665.00	(\$243.78)	\$2,421.22
Total for Adjustment # 000509							\$0.00	

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000510	AC for Tech HOUse	11-000-261-420-18-5678	MAINT - GENERAL CONTRACT	06/13/2012	MEMMEL	\$50,281.25	\$16,900.00	\$67,181.25
	AC for Tech HOUse	11-000-262-621-18-6301	HEAT - CG - GAS	06/13/2012	MEMMEL	\$64,053.00	(\$2,650.92)	\$61,402.08
	AC for Tech HOUse	11-000-262-621-18-6302	HEAT - FERNBROOK- GAS	06/13/2012	MEMMEL	\$48,960.70	(\$3,728.83)	\$45,231.87
	AC for Tech HOUse	11-000-262-621-18-6303	HEAT - IRONIA-GAS	06/13/2012	MEMMEL	\$42,956.27	(\$3,571.56)	\$39,384.71
	AC for Tech HOUse	11-000-262-621-18-6305	HEAT - RMS-GAS	06/13/2012	MEMMEL	\$86,348.66	(\$2,907.36)	\$83,441.30
	AC for Tech HOUse	11-000-262-621-18-6306	HEAT - H.S.-GAS	06/13/2012	MEMMEL	\$133,832.00	(\$4,041.33)	\$129,790.67
Total for Adjustment # 000510							\$0.00	
000511	HS Supply	11-190-100-610-06-2486	SUPPLY/EQUIP HS	06/13/2012	MEMMEL	\$15,300.00	\$10,108.60	\$25,408.60
	HS Supply	11-401-100-890-06-1021	RHS COCURRICULAR ACTIVIT	06/13/2012	MEMMEL	\$35,210.00	(\$10,108.60)	\$25,101.40
Total for Adjustment # 000511							\$0.00	
000512	HS Supply	11-190-100-610-06-0410	ED SUPPL/REPL/HS/MATH	06/13/2012	MEMMEL	\$3,250.00	(\$1,952.36)	\$1,297.64
	HS Supply	11-190-100-610-06-0420	ED SUPPL/REPL/HS/SCIENCE	06/13/2012	MEMMEL	\$21,397.36	(\$659.30)	\$20,738.06
	HS Supply	11-190-100-610-06-0450	ED SUPPL/REPL/HS/SOC STU	06/13/2012	MEMMEL	\$7,050.00	(\$13.35)	\$7,036.65
	HS Supply	11-190-100-610-06-0451	ED SUPPL/BUSINESS & TECH	06/13/2012	MEMMEL	\$6,100.00	(\$331.37)	\$5,768.63
	HS Supply	11-190-100-610-06-0460	ED SUPPL/REPL/HS/LA	06/13/2012	MEMMEL	\$18,947.61	(\$17.25)	\$18,930.36
	HS Supply	11-190-100-610-06-2476	TEACHER RECOGNITION-RHS	06/13/2012	MEMMEL	\$500.00	(\$61.46)	\$438.54
	HS Supply	11-190-100-610-06-2486	SUPPLY/EQUIP HS	06/13/2012	MEMMEL	\$25,408.60	\$3,035.09	\$28,443.69
Total for Adjustment # 000512							\$0.00	
000513	SE Office Supply	11-000-219-580-07-2534	TRAVEL SPEC SVC	06/13/2012	MEMMEL	\$3,941.20	(\$500.00)	\$3,441.20
	SE Office Supply	11-000-219-610-07-2509	MISC SUPPLIES/SPECIAL SE	06/13/2012	MEMMEL	\$12,082.25	\$500.00	\$12,582.25
Total for Adjustment # 000513							\$0.00	
000514	Soil Cons Field & Grandstand	30-000-400-390-18-0010	2012 RFRNDM PROF SVCS	06/15/2012	MEMMEL	\$33,500.00	\$1,700.00	\$35,200.00
	Soil Cons Field & Grandstand	30-000-400-450-18-0007	2012 RFRNDM CONTINGENCY	06/15/2012	MEMMEL	\$516,108.95	(\$1,700.00)	\$514,408.95
Total for Adjustment # 000514							\$0.00	
000515	Contraced Salaries	11-000-219-104-15-2143	SAL CHILD STUDY TEAM	06/13/2012	MEMMEL	\$1,517,005.70	\$1,721.00	\$1,518,726.70
	Contraced Salaries	11-000-219-104-15-9999	SALARY-CST-EXTRA	06/13/2012	MEMMEL	\$5,383.50	(\$1,721.00)	\$3,662.50
Total for Adjustment # 000515							\$0.00	
000516	Contraced Salaries	11-000-230-104-15-1106	SALARY SUPT OFFICE PROF	06/13/2012	MEMMEL	\$314,085.00	\$139.89	\$314,224.89
	Contraced Salaries	11-000-230-105-15-1107	SALARY CLERICAL SUPT OFF	06/13/2012	MEMMEL	\$396,758.01	(\$139.89)	\$396,618.12
Total for Adjustment # 000516							\$0.00	
000517	Contraced Salaries	11-000-270-160-15-5102	SALARY BUS DRIVERS	06/13/2012	MEMMEL	\$1,435,084.62	(\$5,014.00)	\$1,430,070.62
	Contraced Salaries	11-000-270-162-15-5106	MECHANICS OVERTIME	06/13/2012	MEMMEL	\$55,806.82	\$5,014.00	\$60,820.82
Total for Adjustment # 000517							\$0.00	
000518	Contraced Salaries	11-000-291-270-40-8204	DENTAL INSURANCE	06/13/2012	MEMMEL	\$546,046.56	(\$10.13)	\$546,036.43
	Contraced Salaries	11-000-291-290-40-8208	ACCUMULATED SICK LEAVE	06/13/2012	MEMMEL	\$118,087.98	\$10.13	\$118,098.11
Total for Adjustment # 000518							\$0.00	

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000519	Contraced Salaries	11-401-100-110-15-1014	CO-CURRICULAR DISTRICT	06/13/2012	MEMMEL	\$361,142.00	(\$4,081.90)	\$357,060.10
	Contraced Salaries	11-402-100-110-15-1013	SALARY ATHLETICS	06/13/2012	MEMMEL	\$214,508.00	\$3,524.92	\$218,032.92
	Contraced Salaries	11-402-100-110-15-1015	ATHLETIC STIPENDS	06/13/2012	MEMMEL	\$616,293.00	\$556.98	\$616,849.98
Total for Adjustment # 000519							\$0.00	
000520	Contraced Salaries	11-204-100-101-15-2101	SALARY-L/L DISABLE	06/13/2012	MEMMEL	\$594,053.67	(\$7,481.80)	\$586,571.87
	Contraced Salaries	11-213-100-101-15-2109	SALARY - RESOURCE CENTER	06/13/2012	MEMMEL	\$3,102,054.83	\$7,481.80	\$3,109,536.63
Total for Adjustment # 000520							\$0.00	
000521	HS Cont Serv Dance Floor	11-000-261-420-18-7206	MAINT - RHS CONTR. SERV.	06/15/2012	MEMMEL	\$144,216.00	\$28,455.72	\$172,671.72
	HS Cont Serv Dance Floor	11-000-261-610-18-6501	MAINT - CG SUPPLIES	06/15/2012	MEMMEL	\$17,500.00	(\$10,000.00)	\$7,500.00
	HS Cont Serv Dance Floor	11-000-262-490-18-6411	WATER - C.G.	06/15/2012	MEMMEL	\$16,524.42	(\$1,455.91)	\$15,068.51
	HS Cont Serv Dance Floor	11-000-262-490-18-6414	WATER - SHONGUM	06/15/2012	MEMMEL	\$21,250.58	(\$1,543.75)	\$19,706.83
	HS Cont Serv Dance Floor	11-000-262-490-18-6416	WATER - H.S.	06/15/2012	MEMMEL	\$17,578.13	(\$5,456.06)	\$12,122.07
	HS Cont Serv Dance Floor	11-000-262-610-18-6505	CUST - RMS SUPPLIES	06/15/2012	MEMMEL	\$36,250.00	(\$10,000.00)	\$26,250.00
Total for Adjustment # 000521							\$0.00	
000522	Reverese portion of Adj# 509	11-000-223-320-47-0470	STAFF DEVEL WORKSHOP EXP	06/15/2012	MEMMEL	\$0.00	\$199.00	\$199.00
	Reverese portion of Adj# 509	11-000-223-580-47-0470	STAF DEVE WKSHOP MILEAGE	06/15/2012	MEMMEL	\$25.00	\$20.00	\$45.00
	Reverese portion of Adj# 509	11-190-100-610-05-0470	ED SUPP/FL/RMS	06/15/2012	MEMMEL	\$3,537.98	(\$219.00)	\$3,318.98
Total for Adjustment # 000522							\$0.00	
000523	RMS Music Dept	11-190-100-610-05-2410	ED SUPP/GENL/RMS	06/15/2012	MEMMEL	\$76,339.25	(\$197.33)	\$76,141.92
	RMS Music Dept	11-401-100-610-05-1020	EXPENSES RMS CO-CURRIC	06/15/2012	MEMMEL	\$1,800.00	\$197.33	\$1,997.33
Total for Adjustment # 000523							\$0.00	
000524	1201197 \$\$ to corr gaap expen	11-190-100-340-04-0000	PURCHASED TECH. SVC.	06/18/2012	MEMMEL	\$1,060.00	\$146.15	\$1,206.15
	1201197 \$\$ to corr gaap expen	11-401-100-610-04-0000	SUPPLIES-COCURRICULAR	06/18/2012	MEMMEL	\$1,200.00	(\$146.15)	\$1,053.85
Total for Adjustment # 000524							\$0.00	
000525	Elementary Classroom Libraries	11-190-100-610-08-0000	SUPPLIES AND MATERIALS	06/18/2012	MEMMEL	\$88,789.85	(\$293.92)	\$88,495.93
	Elementary Classroom Libraries	11-190-100-640-02-2202	TEXT/REPL/FB	06/18/2012	MEMMEL	\$6,450.11	\$293.92	\$6,744.03
Total for Adjustment # 000525							\$0.00	
000526	Motorola Repeater 1203670	11-000-240-610-06-2507	MISC SUPPL/GENL/RHS	06/18/2012	MEMMEL	\$38,213.56	(\$4,290.00)	\$33,923.56
	Motorola Repeater 1203670	12-000-230-730-30-7500	EQUIP GENL ADMIN	06/18/2012	MEMMEL	\$7,430.00	\$4,290.00	\$11,720.00
Total for Adjustment # 000526							\$0.00	
000527	Reverese Adj #494	11-000-223-320-10-2622	PURCHASED PROFESSIONAL -	06/18/2012	MEMMEL	\$0.00	\$6,900.00	\$6,900.00
	Reverese Adj #494	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/18/2012	MEMMEL	\$463,856.47	(\$116,992.00)	\$346,864.47
	Reverese Adj #494	11-000-291-260-40-8209	WORKERS COMP INSURANCE	06/18/2012	MEMMEL	\$439,357.78	\$45,305.00	\$484,662.78
	Reverese Adj #494	11-190-100-440-02-0000	PURCHASED PROFESSIONAL S	06/18/2012	MEMMEL	\$31,153.32	\$4,378.68	\$35,532.00
	Reverese Adj #494	11-190-100-440-05-0000	PURCH. SVC.-COPIER RENTA	06/18/2012	MEMMEL	\$55,579.56	\$6,420.44	\$62,000.00
	Reverese Adj #494	11-190-100-440-06-0000	PURCH. SVC.-COPIER RENTA	06/18/2012	MEMMEL	\$89,511.77	\$10,488.23	\$100,000.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000527	Reverese Adj #494	11-190-100-580-10-0000	TRAVEL EXPENSE	06/18/2012	MEMMEL	\$4,075.00	\$909.00	\$4,984.00
	Reverese Adj #494	11-190-100-610-10-0000	GENERAL SUPPLIES	06/18/2012	MEMMEL	\$1,396.69	\$7,940.65	\$9,337.34
	Reverese Adj #494	11-402-100-500-16-1655	RECONDITIONING	06/18/2012	MEMMEL	\$0.00	\$34,650.00	\$34,650.00
Total for Adjustment # 000527							\$0.00	
000528	ADJ #494 re-done	11-000-251-440-30-0000	RENTALS- COPIERS	06/18/2012	MEMMEL	\$19,515.00	(\$1,043.78)	\$18,471.22
	ADJ #494 re-done	11-000-252-440-23-2432	OTHER PURCHASED SERVICES	06/18/2012	MEMMEL	\$800.00	(\$800.00)	\$0.00
	ADJ #494 re-done	11-000-291-260-40-8209	WORKERS COMP INSURANCE	06/18/2012	MEMMEL	\$484,662.78	(\$45,362.78)	\$439,300.00
	ADJ #494 re-done	11-000-291-270-40-8204	DENTAL INSURANCE	06/18/2012	MEMMEL	\$546,036.43	(\$120.15)	\$545,916.28
	ADJ #494 re-done	11-190-100-340-01-0000	PURCHASED PROFESSIONAL-E	06/18/2012	MEMMEL	\$1,000.00	(\$275.00)	\$725.00
	ADJ #494 re-done	11-190-100-340-05-0000	PURCH. TECH. SVC.	06/18/2012	MEMMEL	\$4,875.00	(\$1,725.00)	\$3,150.00
	ADJ #494 re-done	11-190-100-340-05-0410	PURCH TECH SERV MS MATH	06/18/2012	MEMMEL	\$4,500.00	(\$1,135.80)	\$3,364.20
	ADJ #494 re-done	11-190-100-340-06-0410	PURCH TECH SERV HS MATH	06/18/2012	MEMMEL	\$1,750.00	(\$548.50)	\$1,201.50
	ADJ #494 re-done	11-190-100-340-23-2435	DISTRICT TECH-PURCH TECH	06/18/2012	MEMMEL	\$0.00	\$116,992.00	\$116,992.00
	ADJ #494 re-done	11-190-100-340-41-0410	PURCH TECH SERV K-5 MATH	06/18/2012	MEMMEL	\$8,000.00	(\$369.80)	\$7,630.20
	ADJ #494 re-done	11-190-100-440-01-0000	PURCHASED TECH SVC-INSTR	06/18/2012	MEMMEL	\$30,500.00	(\$824.19)	\$29,675.81
	ADJ #494 re-done	11-190-100-440-02-0000	PURCHASED PROFESSIONAL S	06/18/2012	MEMMEL	\$35,532.00	(\$4,378.68)	\$31,153.32
	ADJ #494 re-done	11-190-100-440-05-0000	PURCH. SVC.-COPIER RENTA	06/18/2012	MEMMEL	\$62,000.00	(\$6,420.44)	\$55,579.56
	ADJ #494 re-done	11-190-100-440-06-0000	PURCH. SVC.-COPIER RENTA	06/18/2012	MEMMEL	\$100,000.00	(\$10,488.23)	\$89,511.77
	ADJ #494 re-done	11-190-100-580-10-0000	TRAVEL EXPENSE	06/18/2012	MEMMEL	\$4,984.00	(\$909.00)	\$4,075.00
	ADJ #494 re-done	11-190-100-610-10-0000	GENERAL SUPPLIES	06/18/2012	MEMMEL	\$9,337.34	(\$7,940.65)	\$1,396.69
	ADJ #494 re-done	11-402-100-500-16-1655	RECONDITIONING	06/18/2012	MEMMEL	\$34,650.00	(\$34,650.00)	\$0.00
Total for Adjustment # 000528							\$0.00	
000529	Contracted Salaries	11-000-230-331-30-1207	LEGAL-LABOR RELATIONS	06/18/2012	MEMMEL	\$25,000.00	(\$131.30)	\$24,868.70
	Contracted Salaries	11-000-230-339-30-1205	SPEC. CONTR. SERV.	06/18/2012	MEMMEL	\$117,393.36	\$131.30	\$117,524.66
Total for Adjustment # 000529							\$0.00	
000530	Over \$2000 Floor Machine	11-000-262-610-18-6506	CUST - RHS SUPPLIES	06/18/2012	MEMMEL	\$64,500.00	(\$6,783.10)	\$57,716.90
	Over \$2000 Floor Machine	12-000-261-730-18-6501	EQUIP FACILITIES OPERAT	06/18/2012	MEMMEL	\$113,428.00	\$6,783.10	\$120,211.10
Total for Adjustment # 000530							\$0.00	
000531	APPROP ADDTNL \$ FOR	60-000-310-400-60-0001	EQUIPMENT REPAIR-FSMC	06/18/2012	RCALHOUN	\$35,000.00	\$10,000.00	\$45,000.00
	APPROP ADDTNL \$ FOR	60-000-310-500-60-2000	SALARIES-STAFF-FSMC	06/18/2012	RCALHOUN	\$56,695.60	\$11,000.00	\$67,695.60
	APPROP ADDTNL \$ FOR	60-000-310-500-60-2001	TAX & FRINGE-STAFF-FSMC	06/18/2012	RCALHOUN	\$19,069.55	\$3,500.00	\$22,569.55
Total for Adjustment # 000531							\$24,500.00	
000532	Contracted Salaries	11-000-213-104-15-4102	SALARIES SCH NURSES	06/18/2012	MEMMEL	\$658,248.62	\$8,493.95	\$666,742.57
	Contracted Salaries	11-000-213-104-15-9999	SUBSTITUTE NURSES K-12	06/18/2012	MEMMEL	\$23,359.95	\$1,040.00	\$24,399.95
	Contracted Salaries	11-000-213-390-48-0480	DIST-MEDICAL TECH SERVIC	06/18/2012	MEMMEL	\$2,695.00	(\$1,331.98)	\$1,363.02
	Contracted Salaries	11-000-213-580-48-0480	DIST- NURSE TRAVEL EXP	06/18/2012	MEMMEL	\$725.00	(\$513.91)	\$211.09
	Contracted Salaries	11-000-213-610-01-4201	HEALTH SUPPL CG	06/18/2012	MEMMEL	\$1,750.00	(\$16.81)	\$1,733.19
	Contracted Salaries	11-000-213-610-02-4202	HEALTH SUPPL FB	06/18/2012	MEMMEL	\$2,383.20	(\$13.26)	\$2,369.94

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406
06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000532	Contracted Salaries	11-000-213-610-04-4204	HEALTH SUPPL SH	06/18/2012	MEMMEL	\$1,900.00	(\$525.61)	\$1,374.39
	Contracted Salaries	11-000-213-610-05-4205	HEALTH SUPPL RMS	06/18/2012	MEMMEL	\$3,000.00	(\$43.57)	\$2,956.43
	Contracted Salaries	11-000-213-610-06-4206	HEALTH SUPPL RHS	06/18/2012	MEMMEL	\$2,830.00	(\$75.45)	\$2,754.55
	Contracted Salaries	11-000-213-610-48-0480	DIST MEDICAL SUPPLY	06/18/2012	MEMMEL	\$14,860.00	(\$378.15)	\$14,481.85
	Contracted Salaries	11-000-213-890-48-0480	MISC EXP. DIST HEALTH	06/18/2012	MEMMEL	\$1,333.05	(\$1,333.05)	\$0.00
	Contracted Salaries	11-000-218-390-49-0490	OTHER PURCH. PROF & TECH	06/18/2012	MEMMEL	\$15,920.00	(\$1,667.66)	\$14,252.34
	Contracted Salaries	11-000-218-580-49-0490	TRAVEL	06/18/2012	MEMMEL	\$750.00	(\$742.97)	\$7.03
	Contracted Salaries	11-000-218-610-01-0000	SUPPLIES-GUIDANCE	06/18/2012	MEMMEL	\$900.00	(\$67.00)	\$833.00
	Contracted Salaries	11-000-218-610-49-0490	SUPPLIES	06/18/2012	MEMMEL	\$17,550.00	(\$2,824.53)	\$14,725.47
Total for Adjustment # 000532							\$0.00	
000533	Contracted Salaries	11-000-216-100-15-2114	SALARIES-THERAPISTS	06/18/2012	MEMMEL	\$1,033,608.27	\$8,748.25	\$1,042,356.52
	Contracted Salaries	11-000-216-100-15-9999	SALARIES-THERAPIST-EXTRA	06/18/2012	MEMMEL	\$5,300.00	\$375.00	\$5,675.00
	Contracted Salaries	11-000-216-320-30-2008	REL SVC-COMM FOR BLIND	06/18/2012	MEMMEL	\$14,595.00	(\$2,370.00)	\$12,225.00
	Contracted Salaries	11-204-100-101-15-2101	SALARY-L/L DISABLE	06/18/2012	MEMMEL	\$586,571.87	(\$6,753.25)	\$579,818.62
Total for Adjustment # 000533							\$0.00	
000534	Contracted Salaries	11-000-217-100-15-2702	SALARIES-EXTRAORDINARY S	06/18/2012	MEMMEL	\$586,169.74	\$9,830.46	\$596,000.20
	Contracted Salaries	11-000-217-106-15-9999	SALARIES-SP ED AID-EXTRA	06/18/2012	MEMMEL	\$7,266.50	\$992.50	\$8,259.00
	Contracted Salaries	11-204-100-101-15-2101	SALARY-L/L DISABLE	06/18/2012	MEMMEL	\$579,818.62	(\$2,216.65)	\$577,601.97
	Contracted Salaries	11-216-100-106-15-2112	SALARY-PRE SCH DIS. AIDE	06/18/2012	MEMMEL	\$290,350.94	(\$1,748.89)	\$288,602.05
	Contracted Salaries	11-230-100-610-01-0000	SUPPLIES BASIC SKILLS	06/18/2012	MEMMEL	\$500.00	(\$225.84)	\$274.16
	Contracted Salaries	11-230-100-610-03-0000	SUPPLIES BASIC SKILLS	06/18/2012	MEMMEL	\$2,000.00	(\$185.78)	\$1,814.22
	Contracted Salaries	11-230-100-640-41-0410	TEXTBOOKS BSI	06/18/2012	MEMMEL	\$3,000.00	(\$2,015.05)	\$984.95
	Contracted Salaries	11-240-100-500-47-0470	TRAVEL ESL BETWEEN SCHOO	06/18/2012	MEMMEL	\$800.00	(\$333.76)	\$466.24
	Contracted Salaries	11-240-100-610-47-0470	SUPPLIES ESL	06/18/2012	MEMMEL	\$2,200.00	(\$61.21)	\$2,138.79
	Contracted Salaries	11-401-100-110-15-1014	CO-CURRICULAR DISTRICT	06/18/2012	MEMMEL	\$357,060.10	(\$4,035.78)	\$353,024.32
Total for Adjustment # 000534							\$0.00	
000535	Contracted Salaries	11-000-218-610-04-0000	SUPPLIES GUIDANCE	06/18/2012	MEMMEL	\$500.00	(\$165.08)	\$334.92
	Contracted Salaries	11-000-218-610-05-0000	SUPPLIES-GUIDANCE	06/18/2012	MEMMEL	\$2,500.00	(\$18.98)	\$2,481.02
	Contracted Salaries	11-000-218-610-49-0490	SUPPLIES	06/18/2012	MEMMEL	\$14,725.47	(\$6,078.42)	\$8,647.05
	Contracted Salaries	11-000-218-890-49-0490	OTHER OBJECTS	06/18/2012	MEMMEL	\$1,040.00	(\$687.50)	\$352.50
	Contracted Salaries	11-000-219-104-15-2143	SAL CHILD STUDY TEAM	06/18/2012	MEMMEL	\$1,518,726.70	\$7,694.64	\$1,526,421.34
	Contracted Salaries	11-000-221-102-15-2120	SALARY SUPERVISORS	06/18/2012	MEMMEL	\$801,684.87	(\$359.45)	\$801,325.42
	Contracted Salaries	11-000-222-610-01-2301	LIBRARY BOOKS/CENTER GRO	06/18/2012	MEMMEL	\$2,500.00	(\$19.68)	\$2,480.32
	Contracted Salaries	11-000-222-610-01-2311	PERIODICALS/CENTER GROVE	06/18/2012	MEMMEL	\$650.00	(\$10.37)	\$639.63
	Contracted Salaries	11-000-222-610-01-2321	AV/CENTER GROVE	06/18/2012	MEMMEL	\$18,469.41	(\$21.57)	\$18,447.84
	Contracted Salaries	11-000-222-610-01-2331	LIBRARY SUPPLIES/CENTER	06/18/2012	MEMMEL	\$2,000.00	(\$19.19)	\$1,980.81
	Contracted Salaries	11-000-222-610-02-2312	PERIODICALS/FERNBROOK	06/18/2012	MEMMEL	\$1,000.00	(\$11.05)	\$988.95
	Contracted Salaries	11-000-222-610-02-2322	AV/FERNBROOK	06/18/2012	MEMMEL	\$4,706.66	(\$26.70)	\$4,679.96
	Contracted Salaries	11-000-222-610-04-2314	PERIODICALS/SHONGUM	06/18/2012	MEMMEL	\$1,000.00	(\$89.19)	\$910.81

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000535	Contracted Salaries	11-000-222-610-04-2324	AV/SHONGUM	06/18/2012	MEMMEL	\$3,000.00	(\$9.73)	\$2,990.27
	Contracted Salaries	11-000-222-610-05-2325	AV/RMS	06/18/2012	MEMMEL	\$5,617.49	(\$33.88)	\$5,583.61
	Contracted Salaries	11-000-222-610-06-2327	AV/RHS	06/18/2012	MEMMEL	\$1,400.00	(\$81.49)	\$1,318.51
	Contracted Salaries	11-000-222-640-05-2306	LIBRARY BOOKS/MIDDLE SCH	06/18/2012	MEMMEL	\$6,074.38	(\$62.36)	\$6,012.02
Total for Adjustment # 000535							\$0.00	
000536	Contracted Salaries	11-000-240-105-15-9999	SALARY SUB SECTYS	06/18/2012	MEMMEL	\$23,507.56	\$1,266.00	\$24,773.56
	Contracted Salaries	11-000-240-390-05-2660	PTS MIDDLE SCHOOL	06/18/2012	MEMMEL	\$500.00	(\$500.00)	\$0.00
	Contracted Salaries	11-000-240-390-06-2668	PTS RHS GENERAL	06/18/2012	MEMMEL	\$4,986.50	(\$269.30)	\$4,717.20
	Contracted Salaries	11-000-240-580-05-2525	TRAVEL EXPENSE RMS	06/18/2012	MEMMEL	\$600.00	(\$496.70)	\$103.30
Total for Adjustment # 000536							\$0.00	
000537	Contracted Salaries	11-000-251-100-15-0104	SALARIES BUS. ADMINISTRA	06/18/2012	MEMMEL	\$156,244.80	\$3,906.07	\$160,150.87
	Contracted Salaries	11-000-251-100-15-0105	SALARIES CLERICAL	06/18/2012	MEMMEL	\$411,086.50	\$316.80	\$411,403.30
	Contracted Salaries	11-000-251-110-15-9999	AVA REPAIRS & COMPUTERS	06/18/2012	MEMMEL	\$15,954.89	\$764.50	\$16,719.39
	Contracted Salaries	11-000-251-340-30-0000	PURCHASED TECH. SERVICES	06/18/2012	MEMMEL	\$27,114.87	(\$558.87)	\$26,556.00
	Contracted Salaries	11-000-251-340-30-1308	TD BANK PURCH SERV	06/18/2012	MEMMEL	\$1,585.13	(\$1,031.97)	\$553.16
	Contracted Salaries	11-000-251-580-30-0000	BUSINESS OFFICE TRAVEL	06/18/2012	MEMMEL	\$3,699.52	(\$40.59)	\$3,658.93
	Contracted Salaries	11-000-251-600-30-0000	BUSINESS OFFICE SUPPLIES	06/18/2012	MEMMEL	\$6,669.89	(\$476.15)	\$6,193.74
	Contracted Salaries	11-000-251-890-30-0000	BUSINESS OFFICE POSTAGE	06/18/2012	MEMMEL	\$2,921.93	(\$2,879.79)	\$42.14
Total for Adjustment # 000537							\$0.00	
000538	Contracted Salaries	11-000-261-110-15-7104	MAINT - OT	06/18/2012	MEMMEL	\$56,235.09	\$4,061.37	\$60,296.46
	Contracted Salaries	11-000-261-110-15-9999	SALARIES-MAINT-STIPENDS	06/18/2012	MEMMEL	\$24,230.78	\$416.86	\$24,647.64
	Contracted Salaries	11-000-261-610-18-6506	MAINT - RHS SUPPLIES	06/18/2012	MEMMEL	\$48,250.00	(\$4,478.23)	\$43,771.77
Total for Adjustment # 000538							\$0.00	
000539	Contracted Salaries	11-000-262-107-15-2167	SALARIES/CAFETERIA AIDES	06/18/2012	MEMMEL	\$160,112.49	\$9,479.02	\$169,591.51
	Contracted Salaries	11-000-262-110-15-6106	CUSTODIAL SALARIES	06/18/2012	MEMMEL	\$1,683,031.47	\$3,257.12	\$1,686,288.59
	Contracted Salaries	11-000-262-110-15-9998	CUSTODIAL OVERTIME	06/18/2012	MEMMEL	\$148,442.50	\$6,397.58	\$154,840.08
	Contracted Salaries	11-000-262-110-15-9999	CUSTODIAL SUBSTITUTES	06/18/2012	MEMMEL	\$94,169.66	\$4,012.50	\$98,182.16
	Contracted Salaries	11-000-262-490-18-5518	WATER - TRANSPORTATION	06/18/2012	MEMMEL	\$220.00	(\$88.10)	\$131.90
	Contracted Salaries	11-000-262-490-18-6411	WATER - C.G.	06/18/2012	MEMMEL	\$15,068.51	(\$770.87)	\$14,297.64
	Contracted Salaries	11-000-262-490-18-6412	WATER-FERNBROOK	06/18/2012	MEMMEL	\$6,486.00	(\$366.32)	\$6,119.68
	Contracted Salaries	11-000-262-490-18-6413	WATER - IRONIA	06/18/2012	MEMMEL	\$4,080.00	(\$261.11)	\$3,818.89
	Contracted Salaries	11-000-262-621-18-6306	HEAT - H.S.-GAS	06/18/2012	MEMMEL	\$129,790.67	(\$3,543.85)	\$126,246.82
	Contracted Salaries	11-000-262-622-18-6426	ELECTRICITY - H.S.	06/18/2012	MEMMEL	\$427,986.00	(\$16,115.97)	\$411,870.03
	Contracted Salaries	11-000-262-624-18-6316	HEAT-HIGH SCHOOL-OIL	06/18/2012	MEMMEL	\$4,950.00	(\$2,000.00)	\$2,950.00
Total for Adjustment # 000539							\$0.00	
000540	Contracted Salaries	11-000-263-110-15-7101	GROUNDS SALARIES	06/18/2012	MEMMEL	\$414,618.31	\$36,168.10	\$450,786.41
	Contracted Salaries	11-000-263-110-15-7104	GROUNDS-OVERTIME	06/18/2012	MEMMEL	\$33,521.87	\$3,968.82	\$37,490.69
	Contracted Salaries	11-000-270-162-15-9999	EXTRA CURRIC DISTRICT	06/18/2012	MEMMEL	\$292,893.21	(\$25,136.92)	\$267,756.29

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000540	Contracted Salaries	11-401-100-110-15-1014	CO-CURRICULAR DISTRICT	06/18/2012	MEMMEL	\$353,024.32	(\$15,000.00)	\$338,024.32
Total for Adjustment # 000540							\$0.00	
000541	Contracted Salaries	11-110-100-101-15-2132	SUBSTITUTES KINDERGARTEN	06/18/2012	MEMMEL	\$2,852.50	\$522.50	\$3,375.00
	Contracted Salaries	11-401-100-610-03-0000	SUPPLIES-COCURRICULAR	06/18/2012	MEMMEL	\$1,100.00	(\$164.04)	\$935.96
	Contracted Salaries	11-401-100-610-04-0000	SUPPLIES-COCURRICULAR	06/18/2012	MEMMEL	\$1,053.85	(\$278.09)	\$775.76
	Contracted Salaries	11-401-100-610-05-1020	EXPENSES RMS CO-CURRIC	06/18/2012	MEMMEL	\$1,997.33	(\$80.37)	\$1,916.96
Total for Adjustment # 000541							\$0.00	
000542	Contracted Salaries	11-000-100-566-07-8704	PRIVATE-SPEC.ED.	06/18/2012	MEMMEL	\$1,936,528.74	(\$36.00)	\$1,936,492.74
	Contracted Salaries	11-000-217-320-07-2631	PURC SERV- PERSONAL AIDE	06/18/2012	MEMMEL	\$148,572.30	\$36.00	\$148,608.30
Total for Adjustment # 000542							\$0.00	
000543	Contracted Salaries	11-000-100-568-07-8705	STATE FACILITIES	06/18/2012	MEMMEL	\$61,500.00	(\$30,750.00)	\$30,750.00
	Contracted Salaries	11-000-240-580-01-2521	TRAVEL EXPENSE CENTER GR	06/18/2012	MEMMEL	\$100.00	(\$100.00)	\$0.00
	Contracted Salaries	11-000-240-580-02-2522	TRAVEL EXPENSE FERNBROOK	06/18/2012	MEMMEL	\$250.00	(\$228.56)	\$21.44
	Contracted Salaries	11-000-240-580-03-2523	TRAVEL EXPENSE IRONIA	06/18/2012	MEMMEL	\$593.05	(\$282.94)	\$310.11
	Contracted Salaries	11-000-240-580-05-2525	TRAVEL EXPENSE RMS	06/18/2012	MEMMEL	\$103.30	(\$103.30)	\$0.00
	Contracted Salaries	11-000-240-580-08-2535	TRAVEL EXPENSE CURRICULU	06/18/2012	MEMMEL	\$1,750.00	(\$1,660.66)	\$89.34
	Contracted Salaries	11-000-240-610-01-2501	MISC SUPPL/CG	06/18/2012	MEMMEL	\$2,500.00	(\$24.09)	\$2,475.91
	Contracted Salaries	11-000-240-610-02-2502	MISC SUPPL/FERNBROOK	06/18/2012	MEMMEL	\$5,500.00	(\$810.23)	\$4,689.77
	Contracted Salaries	11-000-240-610-03-2503	MISC SUPPL/IRONIA	06/18/2012	MEMMEL	\$9,328.38	(\$96.52)	\$9,231.86
	Contracted Salaries	11-000-240-610-04-2504	MISC SUPP/SHONGUM	06/18/2012	MEMMEL	\$3,928.31	(\$102.33)	\$3,825.98
	Contracted Salaries	11-000-240-610-05-2505	MISC SUPPL/RMS	06/18/2012	MEMMEL	\$2,000.00	(\$1,100.10)	\$899.90
	Contracted Salaries	11-000-240-610-06-2507	MISC SUPPL/GENL/RHS	06/18/2012	MEMMEL	\$33,923.56	(\$700.94)	\$33,222.62
	Contracted Salaries	11-000-240-610-06-2599	MISC SUPPL/SECURITY/RHS	06/18/2012	MEMMEL	\$700.00	(\$27.15)	\$672.85
	Contracted Salaries	11-000-240-610-08-2536	ELEM CURR SUPPLIES	06/18/2012	MEMMEL	\$1,242.17	(\$1,242.17)	\$0.00
	Contracted Salaries	11-000-240-890-01-2551	MISC EXPENSE CENTER GROV	06/18/2012	MEMMEL	\$200.00	(\$200.00)	\$0.00
	Contracted Salaries	11-000-240-890-03-2553	MISC EXPENSE IRONIA	06/18/2012	MEMMEL	\$250.08	(\$200.08)	\$50.00
	Contracted Salaries	11-000-240-890-05-2556	MISC EXPENSE RMS	06/18/2012	MEMMEL	\$5,000.00	(\$362.50)	\$4,637.50
	Contracted Salaries	11-000-240-890-05-2557	RMS GRADUATION	06/18/2012	MEMMEL	\$10,000.00	(\$194.90)	\$9,805.10
	Contracted Salaries	11-000-240-890-06-0450	MISC EXP BUSINESS	06/18/2012	MEMMEL	\$163.78	(\$63.20)	\$100.58
	Contracted Salaries	11-000-240-890-06-2562	MISC EXP RHS	06/18/2012	MEMMEL	\$4,000.00	(\$3,700.60)	\$299.40
	Contracted Salaries	11-000-261-420-18-7201	MAINT - CG CONTR. SERV.	06/18/2012	MEMMEL	\$45,406.00	(\$2,196.83)	\$43,209.17
	Contracted Salaries	11-000-261-420-18-7202	MAINT - FB CONTR. SERV.	06/18/2012	MEMMEL	\$45,176.54	(\$417.90)	\$44,758.64
	Contracted Salaries	11-000-261-420-18-7203	MAINT - IR CONTR. SERV.	06/18/2012	MEMMEL	\$23,750.00	(\$1,019.67)	\$22,730.33
	Contracted Salaries	11-000-261-420-18-7204	MAINT - SH CONTR. SERV.	06/18/2012	MEMMEL	\$28,100.00	(\$610.30)	\$27,489.70
	Contracted Salaries	11-000-261-420-18-7205	MAINT - RMS CONTR. SERV.	06/18/2012	MEMMEL	\$46,250.00	(\$1,913.23)	\$44,336.77
	Contracted Salaries	11-000-261-420-18-7206	MAINT - RHS CONTR. SERV.	06/18/2012	MEMMEL	\$172,671.72	(\$1,818.32)	\$170,853.40
	Contracted Salaries	11-000-261-420-18-7212	MAINT - ASBESTOS REMOVAL	06/18/2012	MEMMEL	\$4,000.00	(\$200.00)	\$3,800.00
	Contracted Salaries	11-000-261-610-18-1234	MAINT - GENERAL SUPPLIES	06/18/2012	MEMMEL	\$39,918.75	(\$2,723.59)	\$37,195.16
	Contracted Salaries	11-000-261-610-18-6501	MAINT - CG SUPPLIES	06/18/2012	MEMMEL	\$7,500.00	(\$4,613.41)	\$2,886.59

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000543	Contracted Salaries	11-000-261-610-18-6502	MAINT - FB SUPPLIES	06/18/2012	MEMMEL	\$9,750.00	(\$2,449.64)	\$7,300.36
	Contracted Salaries	11-000-261-610-18-6503	MAINT - IR SUPPLIES	06/18/2012	MEMMEL	\$9,000.00	(\$3,103.65)	\$5,896.35
	Contracted Salaries	11-000-261-610-18-6504	MAINT - SH SUPPLIES	06/18/2012	MEMMEL	\$10,690.85	(\$5,686.85)	\$5,004.00
	Contracted Salaries	11-000-261-610-18-6505	MAINT - RMS SUPPLIES	06/18/2012	MEMMEL	\$26,750.00	(\$4,046.49)	\$22,703.51
	Contracted Salaries	11-000-261-610-18-6506	MAINT - RHS SUPPLIES	06/18/2012	MEMMEL	\$43,771.77	(\$546.52)	\$43,225.25
	Contracted Salaries	11-000-262-390-18-0910	MAINT-PURCH TECH SERV	06/18/2012	MEMMEL	\$10,000.00	(\$10,000.00)	\$0.00
	Contracted Salaries	11-000-262-420-18-7209	GARBAGE & RUBBISH COLLEC	06/18/2012	MEMMEL	\$68,861.00	(\$2,721.72)	\$66,139.28
	Contracted Salaries	11-120-100-101-15-2133	SALARY GRADES 1-5	06/18/2012	MEMMEL	\$7,819,298.82	\$28,114.94	\$7,847,413.76
	Contracted Salaries	11-120-100-101-15-2134	SUBSTITUTE GRADES 1-5	06/18/2012	MEMMEL	\$231,747.00	\$14,014.50	\$245,761.50
	Contracted Salaries	11-120-100-101-15-2161	SALARY-CAF DUTY ELEMENTA	06/18/2012	MEMMEL	\$36,914.06	\$3,898.00	\$40,812.06
	Contracted Salaries	11-120-100-101-15-2162	SALARY-BUS DUTY ELEMENTA	06/18/2012	MEMMEL	\$26,531.39	\$37,679.00	\$64,210.39
	Contracted Salaries	11-120-100-101-15-2163	SALARY-CLASS COVERAGE EL	06/18/2012	MEMMEL	\$5,872.51	\$129.07	\$6,001.58
	Contracted Salaries	11-120-100-101-15-2170	SALARY-RECESS DUTY ELEM	06/18/2012	MEMMEL	\$56,365.08	\$2,182.88	\$58,547.96
Total for Adjustment # 000543							\$0.00	
000544	Contracted Salaries	11-000-251-610-30-1306	BD SECTY SUPPLIES	06/18/2012	MEMMEL	\$390.00	(\$311.55)	\$78.45
	Contracted Salaries	11-000-251-890-30-0000	BUSINESS OFFICE POSTAGE	06/18/2012	MEMMEL	\$42.14	(\$29.70)	\$12.44
	Contracted Salaries	11-000-251-890-30-1304	BD SECTY DUES	06/18/2012	MEMMEL	\$1,575.00	(\$61.00)	\$1,514.00
	Contracted Salaries	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/18/2012	MEMMEL	\$346,864.47	(\$6,662.71)	\$340,201.76
	Contracted Salaries	11-000-252-580-23-2433	OHTER EXPENDITURES/TRAVE	06/18/2012	MEMMEL	\$600.00	(\$465.78)	\$134.22
	Contracted Salaries	11-000-262-610-18-6501	CUST - CG SUPPLIES	06/18/2012	MEMMEL	\$21,400.00	(\$2,650.91)	\$18,749.09
	Contracted Salaries	11-000-262-610-18-6502	CUST - FB SUPPLIES	06/18/2012	MEMMEL	\$23,800.00	(\$1,989.60)	\$21,810.40
	Contracted Salaries	11-000-262-610-18-6503	CUST - IR SUPPLIES	06/18/2012	MEMMEL	\$19,250.00	(\$3,201.59)	\$16,048.41
	Contracted Salaries	11-000-262-610-18-6504	CUST - SH SUPPLIES	06/18/2012	MEMMEL	\$17,600.00	(\$1,101.15)	\$16,498.85
	Contracted Salaries	11-000-262-610-18-6505	CUST - RMS SUPPLIES	06/18/2012	MEMMEL	\$26,250.00	(\$6,535.57)	\$19,714.43
	Contracted Salaries	11-000-262-610-18-6506	CUST - RHS SUPPLIES	06/18/2012	MEMMEL	\$57,716.90	(\$1,304.36)	\$56,412.54
	Contracted Salaries	11-000-263-420-18-7208	GROUND - CONTR. SERV.	06/18/2012	MEMMEL	\$121,833.05	(\$4,166.90)	\$117,666.15
	Contracted Salaries	11-000-263-610-18-7408	GROUND - SUPPLIES	06/18/2012	MEMMEL	\$80,550.00	(\$2,209.59)	\$78,340.41
	Contracted Salaries	11-000-270-160-15-5102	SALARY BUS DRIVERS	06/18/2012	MEMMEL	\$1,430,070.62	(\$2,475.06)	\$1,427,595.56
	Contracted Salaries	11-000-270-162-15-9999	EXTRA CURRIC DISTRICT	06/18/2012	MEMMEL	\$267,756.29	(\$35,000.00)	\$232,756.29
	Contracted Salaries	11-000-270-513-28-5202	TRANSP JOINTURES	06/18/2012	MEMMEL	\$1,120,216.97	(\$4,660.46)	\$1,115,556.51
	Contracted Salaries	11-000-270-610-28-5504	REPAIR PARTS	06/18/2012	MEMMEL	\$121,241.00	(\$7,000.00)	\$114,241.00
	Contracted Salaries	11-130-100-101-15-2135	SALARY GRADES 6-8	06/18/2012	MEMMEL	\$6,173,424.56	\$47,809.73	\$6,221,234.29
	Contracted Salaries	11-130-100-101-15-2136	SUBSTITUTES GRADES 6-8	06/18/2012	MEMMEL	\$104,322.00	\$8,855.56	\$113,177.56
	Contracted Salaries	11-130-100-101-15-2138	PAY-6TH PERIOD-GR 6-8	06/18/2012	MEMMEL	\$47,280.00	\$9,280.00	\$56,560.00
	Contracted Salaries	11-130-100-101-15-2161	SALARY- CAF DUTY RMS	06/18/2012	MEMMEL	\$56,267.63	\$3,391.26	\$59,658.89
	Contracted Salaries	11-130-100-101-15-2162	SALARY-BUS DUTY RMS	06/18/2012	MEMMEL	\$1,531.10	\$4,630.00	\$6,161.10
	Contracted Salaries	11-130-100-101-15-2163	SALARY-CLASS COVERAGE RM	06/18/2012	MEMMEL	\$10,251.38	\$847.38	\$11,098.76
	Contracted Salaries	11-130-100-101-15-2165	SALARY RMS TEAM/UNIT LEA	06/18/2012	MEMMEL	\$26,906.00	\$2,446.00	\$29,352.00
	Contracted Salaries	11-130-100-101-15-2166	SALARY RMS CHEM HYGIENE	06/18/2012	MEMMEL	\$0.00	\$2,566.00	\$2,566.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000544							\$0.00	
000545	RMS Graduation Expense	11-000-240-610-05-2505	MISC SUPPL/RMS	06/18/2012	MEMMEL	\$899.90	\$130.00	\$1,029.90
	RMS Graduation Expense	11-190-100-320-05-0000	PURCHASED PROF ED. SVC.	06/18/2012	MEMMEL	\$1,000.00	(\$130.00)	\$870.00
Total for Adjustment # 000545							\$0.00	
000546	Classroom Libraries	11-190-100-610-08-0000	SUPPLIES AND MATERIALS	06/18/2012	MEMMEL	\$88,495.93	(\$10,900.41)	\$77,595.52
	Classroom Libraries	11-190-100-640-05-0460	TEXT/REPL/MS/L.A.	06/18/2012	MEMMEL	\$0.00	\$10,900.41	\$10,900.41
Total for Adjustment # 000546							\$0.00	
000547	Contract Services	11-000-230-331-30-1202	LEGAL FEES- BOARD WORK	06/18/2012	MEMMEL	\$79,433.47	(\$1,635.05)	\$77,798.42
	Contract Services	11-000-230-339-30-1205	SPEC. CONTR. SERV.	06/18/2012	MEMMEL	\$117,524.66	\$1,635.05	\$119,159.71
Total for Adjustment # 000547							\$0.00	
000548	BOE Expense	11-000-251-600-30-0000	BUSINESS OFFICE SUPPLIES	06/20/2012	MEMMEL	\$6,193.74	(\$11.36)	\$6,182.38
	BOE Expense	11-000-251-610-30-1306	BD SECTY SUPPLIES	06/20/2012	MEMMEL	\$78.45	\$11.36	\$89.81
Total for Adjustment # 000548							\$0.00	
000549	RMS Instrument Repair	11-190-100-320-05-0000	PURCHASED PROF ED. SVC.	06/20/2012	MEMMEL	\$870.00	(\$30.70)	\$839.30
	RMS Instrument Repair	11-190-100-340-05-0000	PURCH. TECH. SVC.	06/20/2012	MEMMEL	\$3,150.00	\$30.70	\$3,180.70
Total for Adjustment # 000549							\$0.00	
000550	RMS Con Sci	11-190-100-610-05-0460	ED SUPP/LA/RMS	06/20/2012	MEMMEL	\$14,936.66	(\$200.00)	\$14,736.66
	RMS Con Sci	11-190-100-610-05-2411	ED SUPP/CONSUMER SCIENCE	06/20/2012	MEMMEL	\$7,200.00	\$200.00	\$7,400.00
Total for Adjustment # 000550							\$0.00	
000551	Contracted Salaries	11-000-270-420-28-5601	MTCE BY PRIVATE GARAGE	06/20/2012	MEMMEL	\$6,000.00	(\$6,000.00)	\$0.00
	Contracted Salaries	11-000-270-610-28-0000	SUPPLIES AND MATERIALS	06/20/2012	MEMMEL	\$32,775.00	(\$3,000.00)	\$29,775.00
	Contracted Salaries	11-000-270-610-28-5504	REPAIR PARTS	06/20/2012	MEMMEL	\$114,241.00	(\$4,000.00)	\$110,241.00
	Contracted Salaries	11-000-291-280-40-8210	TUITION REIMBURSEMENT	06/20/2012	MEMMEL	\$195,000.00	(\$60,492.45)	\$134,507.55
	Contracted Salaries	11-140-100-101-15-2137	SALARY GRADES 9-12	06/20/2012	MEMMEL	\$7,987,329.54	\$34,235.22	\$8,021,564.76
	Contracted Salaries	11-140-100-101-15-2138	SUBSTITUTES GRADES 9-12	06/20/2012	MEMMEL	\$113,570.00	\$7,596.25	\$121,166.25
	Contracted Salaries	11-140-100-101-15-2140	PAY-6TH PERIOD-GR 9-12	06/20/2012	MEMMEL	\$117,840.00	\$14,080.00	\$131,920.00
	Contracted Salaries	11-140-100-101-15-2161	SALARY-CAF DUTY HS	06/20/2012	MEMMEL	\$86,568.48	\$11,713.68	\$98,282.16
	Contracted Salaries	11-140-100-101-15-2163	SALARY-CLASS COVERAGE HS	06/20/2012	MEMMEL	\$12,742.38	\$230.30	\$12,972.68
	Contracted Salaries	11-140-100-101-15-2166	SALARY HS CHEM HYGIENE C	06/20/2012	MEMMEL	\$0.00	\$5,637.00	\$5,637.00
Total for Adjustment # 000551							\$0.00	
000552	Home Instruction	11-000-221-102-15-2120	SALARY SUPERVISORS	06/20/2012	MEMMEL	\$801,325.42	(\$1,900.00)	\$799,425.42
	Home Instruction	11-000-230-105-15-1107	SALARY CLERICAL SUPT OFF	06/20/2012	MEMMEL	\$396,618.12	(\$2,287.50)	\$394,330.62
	Home Instruction	11-000-230-340-09-0000	PURCHASED TECHNICAL SERV	06/20/2012	MEMMEL	\$29,918.77	(\$3,337.50)	\$26,581.27
	Home Instruction	11-150-100-101-15-2115	HOME INSTRUCTION	06/20/2012	MEMMEL	\$93,150.00	\$7,525.00	\$100,675.00
Total for Adjustment # 000552							\$0.00	
000553	Reverese #552	11-000-221-102-15-2120	SALARY SUPERVISORS	06/20/2012	MEMMEL	\$799,425.42	\$1,900.00	\$801,325.42
	Reverese #552	11-000-230-105-15-1107	SALARY CLERICAL SUPT OFF	06/20/2012	MEMMEL	\$394,330.62	\$2,287.50	\$396,618.12

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000553	Reverese #552	11-000-230-340-09-0000	PURCHASED TECHNICAL SERV	06/20/2012	MEMMEL	\$26,581.27	\$3,337.50	\$29,918.77
	Reverese #552	11-150-100-101-15-2115	HOME INSTRUCTION	06/20/2012	MEMMEL	\$100,675.00	(\$7,525.00)	\$93,150.00
Total for Adjustment # 000553							\$0.00	
000554	Home Instruction	11-000-100-563-07-8702	COTY VO TECH REG ED TUIT	06/20/2012	MEMMEL	\$271,747.00	(\$1,905.40)	\$269,841.60
	Home Instruction	11-000-100-564-07-8706	COTY VO TECH SPE ED TUIT	06/20/2012	MEMMEL	\$25,259.40	(\$679.40)	\$24,580.00
	Home Instruction	11-000-221-102-15-2120	SALARY SUPERVISORS	06/20/2012	MEMMEL	\$801,325.42	(\$1,800.00)	\$799,525.42
	Home Instruction	11-000-291-270-40-8204	DENTAL INSURANCE	06/20/2012	MEMMEL	\$545,916.28	(\$288.20)	\$545,628.08
	Home Instruction	11-150-100-101-15-2115	HOME INSTRUCTION	06/20/2012	MEMMEL	\$93,150.00	\$7,525.00	\$100,675.00
	Home Instruction	11-150-100-320-07-0000	PPS-HOME INSTRUCTION	06/20/2012	MEMMEL	\$18,488.15	(\$2,852.00)	\$15,636.15
Total for Adjustment # 000554							\$0.00	
000555	Long Term Subs	11-000-291-270-40-8204	DENTAL INSURANCE	06/20/2012	MEMMEL	\$545,628.08	(\$17,613.22)	\$528,014.86
	Long Term Subs	11-000-291-290-09-8206	EMPLOYEE ASSISTANCE PROG	06/20/2012	MEMMEL	\$14,000.00	(\$2,840.00)	\$11,160.00
	Long Term Subs	11-140-100-101-15-2163	SALARY-CLASS COVERAGE HS	06/20/2012	MEMMEL	\$12,972.68	\$1.00	\$12,973.68
	Long Term Subs	11-190-100-106-15-2199	LONG TERM SUBS - INSTRCT	06/20/2012	MEMMEL	\$499,050.85	\$40,747.58	\$539,798.43
	Long Term Subs	11-190-100-320-05-0000	PURCHASED PROF ED. SVC.	06/20/2012	MEMMEL	\$839.30	(\$539.30)	\$300.00
	Long Term Subs	11-190-100-320-06-0000	PURCH PROF. ED. SVC.	06/20/2012	MEMMEL	\$5,000.00	(\$3,663.68)	\$1,336.32
	Long Term Subs	11-190-100-340-02-0000	PURCHASED TECHNICAL SERV	06/20/2012	MEMMEL	\$960.00	(\$38.00)	\$922.00
	Long Term Subs	11-190-100-340-03-0000	PURCHASED TECHNICAL SERV	06/20/2012	MEMMEL	\$1,000.00	(\$25.00)	\$975.00
	Long Term Subs	11-190-100-440-03-0000	RENTALS	06/20/2012	MEMMEL	\$31,276.00	(\$17.20)	\$31,258.80
	Long Term Subs	11-190-100-610-01-2401	ED SUPP/REPL/CG	06/20/2012	MEMMEL	\$68,355.00	(\$136.48)	\$68,218.52
	Long Term Subs	11-190-100-610-01-2471	TEACHER RECOGNITION-CG	06/20/2012	MEMMEL	\$500.00	(\$41.40)	\$458.60
	Long Term Subs	11-190-100-610-02-2402	ED SUPP/REPL/FB	06/20/2012	MEMMEL	\$98,322.45	(\$291.76)	\$98,030.69
	Long Term Subs	11-190-100-610-03-2403	ED SUPPREPLIR	06/20/2012	MEMMEL	\$80,257.78	(\$14.38)	\$80,243.40
	Long Term Subs	11-190-100-610-04-2404	ED SUPP/REPL/SH	06/20/2012	MEMMEL	\$86,401.81	(\$305.48)	\$86,096.33
	Long Term Subs	11-190-100-610-08-0000	SUPPLIES AND MATERIALS	06/20/2012	MEMMEL	\$77,595.52	(\$5,000.00)	\$72,595.52
	Long Term Subs	11-190-100-610-27-0000	DISTRICT TESTING	06/20/2012	MEMMEL	\$25,000.00	(\$2,092.71)	\$22,907.29
	Long Term Subs	11-190-100-610-42-0421	SCIENCE K-5	06/20/2012	MEMMEL	\$34,060.00	(\$503.89)	\$33,556.11
	Long Term Subs	11-190-100-640-04-2204	TEXTBOOKS/REPLACEMENT/SH	06/20/2012	MEMMEL	\$14,313.23	(\$20.47)	\$14,292.76
	Long Term Subs	11-190-100-640-05-0450	TEXT/REPL/MS/SOC STUDIES	06/20/2012	MEMMEL	\$4,000.00	(\$21.02)	\$3,978.98
	Long Term Subs	11-190-100-640-06-0410	TEXT/REPL/HS/MATH	06/20/2012	MEMMEL	\$10,000.00	(\$3,243.03)	\$6,756.97
	Long Term Subs	11-190-100-640-06-0420	TEXT/REPL/HS/SCIENCE	06/20/2012	MEMMEL	\$4,102.64	(\$71.09)	\$4,031.55
	Long Term Subs	11-190-100-640-06-0450	TEXT/REPL/HS,SS	06/20/2012	MEMMEL	\$5,974.46	(\$36.10)	\$5,938.36
	Long Term Subs	11-190-100-640-06-0451	TEXT/NEW/HS/BUSINESS & T	06/20/2012	MEMMEL	\$1,000.00	(\$1,000.00)	\$0.00
	Long Term Subs	11-190-100-640-06-0470	TEXT/REPL/HS,FL	06/20/2012	MEMMEL	\$13,550.00	(\$452.77)	\$13,097.23
	Long Term Subs	11-190-100-640-08-2266	TEXTBOOKS/NEW/CURRICULUM	06/20/2012	MEMMEL	\$384,906.71	(\$1,408.56)	\$383,498.15
	Long Term Subs	11-190-100-890-06-0000	GRADUATION-OTHER OBJECTS	06/20/2012	MEMMEL	\$31,500.00	(\$1,373.04)	\$30,126.96
Total for Adjustment # 000555							\$0.00	
000556	Bus Tires	11-000-270-513-28-5202	TRANSP JOINTURES	06/22/2012	MEMMEL	\$1,115,556.51	(\$5,078.32)	\$1,110,478.19
	Bus Tires	11-000-270-610-28-5503	TIRES & TUBES	06/22/2012	MEMMEL	\$32,000.00	\$5,078.32	\$37,078.32

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000556							\$0.00	
000557	RHS Instrument Repair	11-401-100-610-06-1021	RHS EXTRA CURRIC	06/22/2012	MEMMEL	\$19,045.00	(\$110.00)	\$18,935.00
	RHS Instrument Repair	11-401-100-890-06-1021	RHS COCURRICULAR ACTIVIT	06/22/2012	MEMMEL	\$25,101.40	\$110.00	\$25,211.40
Total for Adjustment # 000557							\$0.00	
000558	Facilities Expense	11-000-261-420-18-5678	MAINT - GENERAL CONTRACT	06/22/2012	MEMMEL	\$67,181.25	(\$1,483.27)	\$65,697.98
	Facilities Expense	11-000-261-420-18-7201	MAINT - CG CONTR. SERV.	06/22/2012	MEMMEL	\$43,209.17	\$480.80	\$43,689.97
	Facilities Expense	11-000-261-420-18-7202	MAINT - FB CONTR. SERV.	06/22/2012	MEMMEL	\$44,758.64	(\$557.30)	\$44,201.34
	Facilities Expense	11-000-261-420-18-7203	MAINT - IR CONTR. SERV.	06/22/2012	MEMMEL	\$22,730.33	\$77.34	\$22,807.67
	Facilities Expense	11-000-261-420-18-7204	MAINT - SH CONTR. SERV.	06/22/2012	MEMMEL	\$27,489.70	\$3,173.22	\$30,662.92
	Facilities Expense	11-000-261-420-18-7206	MAINT - RHS CONTR. SERV.	06/22/2012	MEMMEL	\$170,853.40	(\$266.12)	\$170,587.28
	Facilities Expense	11-000-261-610-18-1234	MAINT - GENERAL SUPPLIES	06/22/2012	MEMMEL	\$37,195.16	\$342.87	\$37,538.03
	Facilities Expense	11-000-261-610-18-6505	MAINT - RMS SUPPLIES	06/22/2012	MEMMEL	\$22,703.51	(\$23.00)	\$22,680.51
	Facilities Expense	11-000-262-420-18-7203	CUST - IR CONTR. SERV.	06/22/2012	MEMMEL	\$8,200.00	(\$1,744.54)	\$6,455.46
Total for Adjustment # 000558							\$0.00	
000559	Facilities Expense	11-000-262-340-18-2565	RTK/AHERA/PEOSHA	06/22/2012	MEMMEL	\$18,000.00	\$1,280.00	\$19,280.00
	Facilities Expense	11-000-262-420-18-7201	CUST - CG CONTR. SERV.	06/22/2012	MEMMEL	\$7,200.00	(\$1,609.59)	\$5,590.41
	Facilities Expense	11-000-262-420-18-7203	CUST - IR CONTR. SERV.	06/22/2012	MEMMEL	\$6,455.46	(\$1,417.68)	\$5,037.78
	Facilities Expense	11-000-262-610-18-6501	CUST - CG SUPPLIES	06/22/2012	MEMMEL	\$18,749.09	\$388.38	\$19,137.47
	Facilities Expense	11-000-262-610-18-6506	CUST - RHS SUPPLIES	06/22/2012	MEMMEL	\$56,412.54	\$1,358.89	\$57,771.43
Total for Adjustment # 000559							\$0.00	
000560	Contracted Salaries	11-000-221-102-15-2120	SALARY SUPERVISORS	06/22/2012	MEMMEL	\$799,525.42	(\$372.66)	\$799,152.76
	Contracted Salaries	11-000-221-104-15-2168	SALARY-CURRICULUM DEVELO	06/22/2012	MEMMEL	\$51,100.00	\$372.66	\$51,472.66
Total for Adjustment # 000560							\$0.00	
000561	Contracted Salaries	11-000-213-104-15-9999	SUBSTITUTE NURSES K-12	06/22/2012	MEMMEL	\$24,399.95	\$2,161.12	\$26,561.07
	Contracted Salaries	11-000-218-104-15-9999	SALARIES-GUIDANCE- EXTRA	06/22/2012	MEMMEL	\$5,107.59	\$142.65	\$5,250.24
	Contracted Salaries	11-000-219-104-15-2143	SAL CHILD STUDY TEAM	06/22/2012	MEMMEL	\$1,526,421.34	\$1,238.90	\$1,527,660.24
	Contracted Salaries	11-000-219-390-07-2510	PURCH TECH SERV -REPAIRS	06/22/2012	MEMMEL	\$1,500.00	(\$1,179.00)	\$321.00
	Contracted Salaries	11-000-222-610-03-2333	LIBRARY SUPPLIES/IRONIA	06/22/2012	MEMMEL	\$3,000.00	(\$227.01)	\$2,772.99
	Contracted Salaries	11-190-100-610-08-0000	SUPPLIES AND MATERIALS	06/22/2012	MEMMEL	\$72,595.52	(\$2,136.66)	\$70,458.86
Total for Adjustment # 000561							\$0.00	
000562	Contracted Salaries	11-000-216-100-15-2114	SALARIES-THERAPISTS	06/22/2012	MEMMEL	\$1,042,356.52	\$1,300.00	\$1,043,656.52
	Contracted Salaries	11-000-216-100-15-9999	SALARIES-THERAPIST-EXTRA	06/22/2012	MEMMEL	\$5,675.00	\$375.00	\$6,050.00
	Contracted Salaries	11-000-217-106-15-9999	SALARIES-SP ED AID-EXTRA	06/22/2012	MEMMEL	\$8,259.00	\$697.50	\$8,956.50
	Contracted Salaries	11-190-100-340-01-0000	PURCHASED PROFESSIONAL-E	06/22/2012	MEMMEL	\$725.00	(\$290.27)	\$434.73
	Contracted Salaries	11-190-100-580-24-0000	OTHER PURCHASED SERVICES	06/22/2012	MEMMEL	\$156.88	(\$17.19)	\$139.69
	Contracted Salaries	11-190-100-610-05-0460	ED SUPP/LA/RMS	06/22/2012	MEMMEL	\$14,736.66	(\$1,381.05)	\$13,355.61
	Contracted Salaries	11-190-100-610-05-1212	SUPPLIES-G&T	06/22/2012	MEMMEL	\$1,000.00	(\$683.99)	\$316.01
Total for Adjustment # 000562							\$0.00	

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000563	Contracted Salaries	11-000-240-105-15-9999	SALARY SUB SECTYS	06/22/2012	MEMMEL	\$24,773.56	\$1,074.00	\$25,847.56
	Contracted Salaries	11-000-270-162-15-9999	EXTRA CURRIC DISTRICT	06/22/2012	MEMMEL	\$232,756.29	(\$1,074.00)	\$231,682.29
Total for Adjustment # 000563							\$0.00	
000564	HS Expense	11-000-223-320-06-2622	PURCH PROF SVC STAFF TRA	06/22/2012	MEMMEL	\$10,700.10	(\$21.00)	\$10,679.10
	HS Expense	11-000-240-610-06-2599	MISC SUPPL/SECURITY/RHS	06/22/2012	MEMMEL	\$672.85	\$21.00	\$693.85
Total for Adjustment # 000564							\$0.00	
000565	Grounds Expense	11-000-262-624-18-6317	HEAT - FIELD HOUSE-OIL	06/22/2012	MEMMEL	\$4,000.00	(\$0.34)	\$3,999.66
	Grounds Expense	11-000-263-610-18-7408	GROUND - SUPPLIES	06/22/2012	MEMMEL	\$78,340.41	\$0.34	\$78,340.75
Total for Adjustment # 000565							\$0.00	
000566	Community School Salaries	63-602-100-101-37-0000	SALARIES COMMUNITY SCHOO	06/22/2012	MEMMEL	\$960,000.00	\$18,198.61	\$978,198.61
	Community School Salaries	63-602-100-512-37-0000	TRANSPORTATION	06/22/2012	MEMMEL	\$59,237.84	(\$18,198.61)	\$41,039.23
Total for Adjustment # 000566							\$0.00	
000567	Curr Travel Expense	11-000-223-580-05-2625	STAFF DEVELOPMENT MILEAG	06/27/2012	MEMMEL	\$4,691.00	(\$3,000.00)	\$1,691.00
	Curr Travel Expense	11-000-223-580-08-2625	STAFF DEVELOPMENT MILEAG	06/27/2012	MEMMEL	\$210.29	\$3,000.00	\$3,210.29
Total for Adjustment # 000567							\$0.00	
000568	APPROP 1011EXAID \$-6/27 BD	11-000-291-270-40-8203	MEDICAL INSURANCE	06/27/2012	RCALHOUN	\$10,547,629.60	\$350,000.00	\$10,897,629.60
	APPROP 1011EXAID \$-6/27 BD	12-000-230-730-30-7500	EQUIP GENL ADMIN	06/27/2012	RCALHOUN	\$11,720.00	\$281,220.00	\$292,940.00
	APPROP 1011 EXAID \$-6/27 BD	12-000-270-733-28-5301	EQUIP TRANSP	06/27/2012	RCALHOUN	\$392,600.28	\$374,451.00	\$767,051.28
Total for Adjustment # 000568							\$1,005,671.00	
000569	Dist Staff Development	11-000-223-320-05-2622	PURCH PROF SVC STAFF TRA	06/27/2012	MEMMEL	\$2,449.00	\$1,054.26	\$3,503.26
	Dist Staff Development	11-000-223-320-06-2622	PURCH PROF SVC STAFF TRA	06/27/2012	MEMMEL	\$10,679.10	\$1,080.23	\$11,759.33
	Dist Staff Development	11-000-223-320-08-2622	PURCH PROF SVC STAFF TRA	06/27/2012	MEMMEL	\$152,441.83	\$671.00	\$153,112.83
	Dist Staff Development	11-000-223-320-09-2622	PURCH PROF SVC STAFF TRA	06/27/2012	MEMMEL	\$26,900.00	(\$2,805.49)	\$24,094.51
Total for Adjustment # 000569							\$0.00	
000570	Maint Supplies	11-000-261-420-18-7204	MAINT - SH CONTR. SERV.	06/27/2012	MEMMEL	\$30,662.92	(\$1,204.10)	\$29,458.82
	Maint Supplies	11-000-261-610-18-1234	MAINT - GENERAL SUPPLIES	06/27/2012	MEMMEL	\$37,538.03	\$439.71	\$37,977.74
	Maint Supplies	11-000-261-610-18-6501	MAINT - CG SUPPLIES	06/27/2012	MEMMEL	\$2,886.59	\$170.94	\$3,057.53
	Maint Supplies	11-000-261-610-18-6502	MAINT - FB SUPPLIES	06/27/2012	MEMMEL	\$7,300.36	(\$206.47)	\$7,093.89
	Maint Supplies	11-000-261-610-18-6503	MAINT - IR SUPPLIES	06/27/2012	MEMMEL	\$5,896.35	(\$170.12)	\$5,726.23
	Maint Supplies	11-000-261-610-18-6504	MAINT - SH SUPPLIES	06/27/2012	MEMMEL	\$5,004.00	(\$293.10)	\$4,710.90
	Maint Supplies	11-000-261-610-18-6505	MAINT - RMS SUPPLIES	06/27/2012	MEMMEL	\$22,680.51	(\$654.36)	\$22,026.15
	Maint Supplies	11-000-261-610-18-6506	MAINT - RHS SUPPLIES	06/27/2012	MEMMEL	\$43,225.25	\$1,917.50	\$45,142.75
Total for Adjustment # 000570							\$0.00	
000571	Maint Cont Serv	11-000-261-420-18-5678	MAINT - GENERAL CONTRACT	06/27/2012	MEMMEL	\$65,697.98	\$60.00	\$65,757.98
	Maint Cont Serv	11-000-261-420-18-7205	MAINT - RMS CONTR. SERV.	06/27/2012	MEMMEL	\$44,336.77	(\$60.00)	\$44,276.77
Total for Adjustment # 000571							\$0.00	

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000572	Contracted Salaries	11-000-251-100-15-0105	SALARIES CLERICAL	06/27/2012	MEMMEL	\$411,403.30	(\$359.76)	\$411,043.54
	Contracted Salaries	11-000-251-110-15-9999	AVA REPAIRS & COMPUTERS	06/27/2012	MEMMEL	\$16,719.39	\$359.76	\$17,079.15
Total for Adjustment # 000572							\$0.00	
000573	Ironia Water Bill	11-000-262-420-18-7209	GARBAGE & RUBBISH COLLEC	06/27/2012	MEMMEL	\$66,139.28	(\$3.47)	\$66,135.81
	Ironia Water Bill	11-000-262-490-18-6413	WATER - IRONIA	06/27/2012	MEMMEL	\$3,818.89	\$3.47	\$3,822.36
Total for Adjustment # 000573							\$0.00	
000574	Educational Supply	11-190-100-610-03-2403	ED SUPPREPLVIR	06/27/2012	MEMMEL	\$80,243.40	\$99.16	\$80,342.56
	Educational Supply	11-190-100-610-05-2411	ED SUPP/CONSUMER SCIENCE	06/27/2012	MEMMEL	\$7,400.00	\$158.53	\$7,558.53
	Educational Supply	11-190-100-610-06-0460	ED SUPPL/REPL/HS/LA	06/27/2012	MEMMEL	\$18,930.36	\$11.69	\$18,942.05
	Educational Supply	11-190-100-610-06-2486	SUPPLY/EQUIP HS	06/27/2012	MEMMEL	\$28,443.69	(\$1,377.37)	\$27,066.32
	Educational Supply	11-190-100-610-06-2487	SUPPLIES-FAMILY SCIENCE	06/27/2012	MEMMEL	\$12,454.00	(\$3.31)	\$12,450.69
	Educational Supply	11-190-100-610-08-0000	SUPPLIES AND MATERIALS	06/27/2012	MEMMEL	\$70,458.86	\$711.55	\$71,170.41
	Educational Supply	11-190-100-610-23-2436	SUPPL/EQUIP COMPUTERS	06/27/2012	MEMMEL	\$231,269.27	\$399.75	\$231,669.02
Total for Adjustment # 000574							\$0.00	
000575	RMS Graduation Expense	11-401-100-610-04-0000	SUPPLIES-COCURRICULAR	06/27/2012	MEMMEL	\$775.76	(\$80.37)	\$695.39
	RMS Graduation Expense	11-401-100-610-05-1020	EXPENSES RMS CO-CURRIC	06/27/2012	MEMMEL	\$1,916.96	\$80.37	\$1,997.33
Total for Adjustment # 000575							\$0.00	
000576	Co Curricular Contracted Sala	11-401-100-110-15-1014	CO-CURRICULAR DISTRICT	06/27/2012	MEMMEL	\$338,024.32	\$2,848.73	\$340,873.05
	Co Curricular Contracted Sala	11-401-100-610-04-0000	SUPPLIES-COCURRICULAR	06/27/2012	MEMMEL	\$695.39	(\$71.74)	\$623.65
	Co Curricular Contracted Sala	11-401-100-610-06-1028	EXPENSES/COMPETITIONS	06/27/2012	MEMMEL	\$3,178.70	(\$165.00)	\$3,013.70
	Co Curricular Contracted Sala	11-401-100-610-06-1029	PEER GROUP CONNECTION	06/27/2012	MEMMEL	\$3,000.00	(\$157.77)	\$2,842.23
	Co Curricular Contracted Sala	11-401-100-610-43-0430	EXPENSES EXTRA ART	06/27/2012	MEMMEL	\$2,500.00	(\$117.77)	\$2,382.23
	Co Curricular Contracted Sala	11-401-100-890-06-1021	RHS COCURRICULAR ACTIVIT	06/27/2012	MEMMEL	\$25,211.40	(\$16.18)	\$25,195.22
	Co Curricular Contracted Sala	11-402-100-110-15-1013	SALARY ATHLETICS	06/27/2012	MEMMEL	\$218,032.92	(\$3,854.75)	\$214,178.17
	Co Curricular Contracted Sala	11-402-100-110-15-1017	ATHLETIC EVENT WORKERS	06/27/2012	MEMMEL	\$22,094.52	\$1,534.48	\$23,629.00
Total for Adjustment # 000576							\$0.00	
000577	Dist FICA and SUI	11-000-291-220-40-8102	EMPLOYEE INSURANCE FICA	06/27/2012	MEMMEL	\$950,945.98	\$124,099.55	\$1,075,045.53
	Dist FICA and SUI	11-000-291-250-40-8103	UNEMPLOYMENT	06/27/2012	MEMMEL	\$159,574.90	\$7,853.62	\$167,428.52
	Dist FICA and SUI	11-000-291-270-40-8203	MEDICAL INSURANCE	06/27/2012	MEMMEL	\$10,897,629.60	(\$112,568.15)	\$10,785,061.45
	Dist FICA and SUI	11-000-291-270-40-8204	DENTAL INSURANCE	06/27/2012	MEMMEL	\$528,014.86	(\$4,190.00)	\$523,824.86
	Dist FICA and SUI	11-000-291-280-40-8210	TUITION REIMBURSEMENT	06/27/2012	MEMMEL	\$134,507.55	(\$10,361.84)	\$124,145.71
	Dist FICA and SUI	11-213-100-101-15-2109	SALARY - RESOURCE CENTER	06/27/2012	MEMMEL	\$3,109,536.63	(\$4,833.18)	\$3,104,703.45
Total for Adjustment # 000577							\$0.00	
000578	Contracted Salaries	11-000-262-107-15-2167	SALARIES/CAFETERIA AIDES	06/27/2012	MEMMEL	\$169,591.51	\$11,892.79	\$181,484.30
	Contracted Salaries	11-000-262-110-15-6106	CUSTODIAL SALARIES	06/27/2012	MEMMEL	\$1,686,288.59	\$13,581.20	\$1,699,869.79
	Contracted Salaries	11-000-262-110-15-9999	CUSTODIAL SUBSTITUTES	06/27/2012	MEMMEL	\$98,182.16	\$3,993.75	\$102,175.91
	Contracted Salaries	11-000-263-110-15-7101	GROUNDNS SALARIES	06/27/2012	MEMMEL	\$450,786.41	(\$29,467.74)	\$421,318.67

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000578						\$0.00		
000579	Contracted Salaries	11-000-270-162-15-9999	EXTRA CURRIC DISTRICT	06/27/2012	MEMMEL	\$231,682.29	(\$2,126.05)	\$229,556.24
	Contracted Salaries	11-120-100-101-15-2133	SALARY GRADES 1-5	06/27/2012	MEMMEL	\$7,847,413.76	(\$16,494.12)	\$7,830,919.64
	Contracted Salaries	11-120-100-101-15-2134	SUBSTITUTE GRADES 1-5	06/27/2012	MEMMEL	\$245,761.50	\$16,100.50	\$261,862.00
	Contracted Salaries	11-120-100-101-15-2161	SALARY-CAF DUTY ELEMENTA	06/27/2012	MEMMEL	\$40,812.06	(\$662.66)	\$40,149.40
	Contracted Salaries	11-120-100-101-15-2162	SALARY-BUS DUTY ELEMENTA	06/27/2012	MEMMEL	\$64,210.39	\$1,140.70	\$65,351.09
	Contracted Salaries	11-120-100-101-15-2163	SALARY-CLASS COVERAGE EL	06/27/2012	MEMMEL	\$6,001.58	\$73.14	\$6,074.72
	Contracted Salaries	11-120-100-101-15-2170	SALARY-RECESS DUTY ELEM	06/27/2012	MEMMEL	\$58,547.96	\$1,968.49	\$60,516.45
Total for Adjustment # 000579						\$0.00		
000580	Copntracted Salaries	11-000-270-160-15-5102	SALARY BUS DRIVERS	06/27/2012	MEMMEL	\$1,427,595.56	(\$1,768.34)	\$1,425,827.22
	Copntracted Salaries	11-000-270-162-15-9999	EXTRA CURRIC DISTRICT	06/27/2012	MEMMEL	\$229,556.24	(\$3,624.07)	\$225,932.17
	Copntracted Salaries	11-130-100-101-15-2135	SALARY GRADES 6-8	06/27/2012	MEMMEL	\$6,221,234.29	(\$5,757.75)	\$6,215,476.54
	Copntracted Salaries	11-130-100-101-15-2136	SUBSTITUTES GRADES 6-8	06/27/2012	MEMMEL	\$113,177.56	\$7,330.48	\$120,508.04
	Copntracted Salaries	11-130-100-101-15-2161	SALARY- CAF DUTY RMS	06/27/2012	MEMMEL	\$59,658.89	\$3,118.40	\$62,777.29
	Copntracted Salaries	11-130-100-101-15-2163	SALARY-CLASS COVERAGE RM	06/27/2012	MEMMEL	\$11,098.76	\$701.28	\$11,800.04
Total for Adjustment # 000580						\$0.00		
000581	Contracted Salaries	11-000-270-162-15-9999	EXTRA CURRIC DISTRICT	06/27/2012	MEMMEL	\$225,932.17	(\$2,703.15)	\$223,229.02
	Contracted Salaries	11-000-270-593-28-5401	TRANSPORTATION INSURANCE	06/27/2012	MEMMEL	\$56,893.00	(\$111.46)	\$56,781.54
	Contracted Salaries	11-140-100-101-15-2137	SALARY GRADES 9-12	06/27/2012	MEMMEL	\$8,021,564.76	(\$4,547.75)	\$8,017,017.01
	Contracted Salaries	11-140-100-101-15-2138	SUBSTITUTES GRADES 9-12	06/27/2012	MEMMEL	\$121,166.25	\$6,982.50	\$128,148.75
	Contracted Salaries	11-140-100-101-15-2163	SALARY-CLASS COVERAGE HS	06/27/2012	MEMMEL	\$12,973.68	\$379.86	\$13,353.54
Total for Adjustment # 000581						\$0.00		
000582	Contracted Salaries	11-000-261-420-18-7205	MAINT - RMS CONTR. SERV.	06/27/2012	MEMMEL	\$44,276.77	(\$1,151.63)	\$43,125.14
	Contracted Salaries	11-000-262-420-18-7205	CUST - RMS CONTR. SERV.	06/27/2012	MEMMEL	\$13,375.00	(\$1,296.82)	\$12,078.18
	Contracted Salaries	11-000-270-390-28-5701	PURCH PROF SVC TRANSP	06/27/2012	MEMMEL	\$20,684.00	(\$2,314.08)	\$18,369.92
	Contracted Salaries	11-000-270-593-28-5401	TRANSPORTATION INSURANCE	06/27/2012	MEMMEL	\$56,781.54	(\$2,004.21)	\$54,777.33
	Contracted Salaries	11-150-100-101-15-2115	HOME INSTRUCTION	06/27/2012	MEMMEL	\$100,675.00	\$8,600.00	\$109,275.00
	Contracted Salaries	11-190-100-340-03-0000	PURCHASED TECHNICAL SERV	06/27/2012	MEMMEL	\$975.00	(\$464.95)	\$510.05
	Contracted Salaries	11-190-100-440-05-0000	PURCH. SVC.-COPIER RENTA	06/27/2012	MEMMEL	\$55,579.56	(\$1,332.98)	\$54,246.58
	Contracted Salaries	11-190-100-610-02-2402	ED SUPP/REPL/FB	06/27/2012	MEMMEL	\$98,030.69	(\$16.50)	\$98,014.19
	Contracted Salaries	11-190-100-610-04-2484	SUPPL/EQUIP SH	06/27/2012	MEMMEL	\$550.45	(\$18.83)	\$531.62
Total for Adjustment # 000582						\$0.00		
000583	Contracted Salaries	11-000-100-566-07-8704	PRIVATE-SPEC.ED.	06/27/2012	MEMMEL	\$1,936,492.74	(\$2,541.11)	\$1,933,951.63
	Contracted Salaries	11-000-216-320-07-0000	RELATED SVC.-PPS	06/27/2012	MEMMEL	\$491,975.30	(\$627.98)	\$491,347.32
	Contracted Salaries	11-000-262-420-18-7203	CUST - IR CONTR. SERV.	06/27/2012	MEMMEL	\$5,037.78	(\$216.09)	\$4,821.69
	Contracted Salaries	11-000-262-624-18-6313	HEAT-IRONIA-OIL	06/27/2012	MEMMEL	\$800.00	(\$271.13)	\$528.87
	Contracted Salaries	11-000-262-624-18-6316	HEAT-HIGH SCHOOL-OIL	06/27/2012	MEMMEL	\$2,950.00	(\$585.81)	\$2,364.19
	Contracted Salaries	11-000-262-624-18-6317	HEAT - FIELD HOUSE-OIL	06/27/2012	MEMMEL	\$3,999.66	(\$468.10)	\$3,531.56
	Contracted Salaries	11-000-263-420-18-7208	GROUNDS - CONTR. SERV.	06/27/2012	MEMMEL	\$117,666.15	(\$982.25)	\$116,683.90

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000583	Contracted Salaries	11-000-263-610-18-7408	GROUNDS - SUPPLIES	06/27/2012	MEMMEL	\$78,340.75	(\$2,406.37)	\$75,934.38
	Contracted Salaries	11-000-270-513-28-5202	TRANSP JOINTURES	06/27/2012	MEMMEL	\$1,110,478.19	(\$4,228.90)	\$1,106,249.29
	Contracted Salaries	11-000-270-593-28-5401	TRANSPORTATION INSURANCE	06/27/2012	MEMMEL	\$54,777.33	(\$1,931.33)	\$52,846.00
	Contracted Salaries	11-190-100-106-15-2199	LONG TERM SUBS - INSTRCT	06/27/2012	MEMMEL	\$539,798.43	\$38,158.12	\$577,956.55
	Contracted Salaries	11-204-100-101-15-2101	SALARY-L/L DISABLE	06/27/2012	MEMMEL	\$577,601.97	(\$3,538.00)	\$574,063.97
	Contracted Salaries	11-213-100-101-15-2109	SALARY - RESOURCE CENTER	06/27/2012	MEMMEL	\$3,104,703.45	(\$259.72)	\$3,104,443.73
	Contracted Salaries	11-216-100-106-15-2112	SALARY-PRE SCH DIS. AIDE	06/27/2012	MEMMEL	\$288,602.05	(\$107.45)	\$288,494.60
	Contracted Salaries	11-230-100-101-15-2116	SALARY BASIC SKILLS	06/27/2012	MEMMEL	\$388,515.00	(\$16,312.00)	\$372,203.00
	Contracted Salaries	11-401-100-610-06-1021	RHS EXTRA CURRIC	06/27/2012	MEMMEL	\$18,935.00	(\$1,705.15)	\$17,229.85
	Contracted Salaries	11-402-100-500-16-1723	TRAVEL EXP ATHLETICS	06/27/2012	MEMMEL	\$8,400.00	(\$1,976.73)	\$6,423.27
Total for Adjustment #						000583	\$0.00	
000584	Dist Fica	11-000-291-220-40-8102	EMPLOYEE INSURANCE FICA	06/27/2012	MEMMEL	\$1,075,045.53	\$316.38	\$1,075,361.91
	Dist Fica	11-000-291-241-40-8101	PERS/TSA	06/27/2012	MEMMEL	\$1,167,547.00	(\$316.38)	\$1,167,230.62
Total for Adjustment #						000584	\$0.00	
000585	HS Prof Serv Exp	11-000-218-390-49-0490	OTHER PURCH. PROF & TECH	06/27/2012	MEMMEL	\$14,252.34	\$149.00	\$14,401.34
	HS Prof Serv Exp	11-000-219-320-07-2621	PURCH PROF SVCS SPEC SVC	06/27/2012	MEMMEL	\$58,522.50	(\$149.00)	\$58,373.50
Total for Adjustment #						000585	\$0.00	
000586	Within 10 % of Grant	20-231-100-600-08-3212	TITLE 1A FB SUPPLY SY12	06/27/2012	MEMMEL	\$10,037.18	\$0.25	\$10,037.43
	Within 10 % of Grant	20-231-200-200-08-3214	TITLE 1A FB FICA SY12	06/27/2012	MEMMEL	\$5,536.52	(\$0.25)	\$5,536.27
Total for Adjustment #						000586	\$0.00	
000587	Contracted Salaries	11-000-270-162-15-5106	MECHANICS OVERTIME	06/29/2012	MEMMEL	\$60,820.82	\$7,500.00	\$68,320.82
	Contracted Salaries	11-000-270-390-28-5701	PURCH PROF SVC TRANSP	06/29/2012	MEMMEL	\$18,369.92	(\$1,444.00)	\$16,925.92
	Contracted Salaries	11-000-270-610-28-0000	SUPPLIES AND MATERIALS	06/29/2012	MEMMEL	\$29,775.00	(\$1,388.67)	\$28,386.33
	Contracted Salaries	11-000-270-610-28-5504	REPAIR PARTS	06/29/2012	MEMMEL	\$110,241.00	(\$4,366.05)	\$105,874.95
	Contracted Salaries	11-000-270-800-28-5505	GARAGE EXPENSES	06/29/2012	MEMMEL	\$13,534.00	(\$301.28)	\$13,232.72
Total for Adjustment #						000587	\$0.00	
000588	Facilities Cont Serv	11-000-261-420-18-7202	MAINT - FB CONTR. SERV.	06/29/2012	MEMMEL	\$44,201.34	\$1,148.74	\$45,350.08
	Facilities Cont Serv	11-000-261-420-18-7206	MAINT - RHS CONTR. SERV.	06/29/2012	MEMMEL	\$170,587.28	(\$1,148.74)	\$169,438.54
Total for Adjustment #						000588	\$0.00	
000589	Contracted Services	11-000-261-420-18-7203	MAINT - IR CONTR. SERV.	06/29/2012	MEMMEL	\$22,807.67	(\$253.00)	\$22,554.67
	Contracted Services	11-000-261-420-18-7204	MAINT - SH CONTR. SERV.	06/29/2012	MEMMEL	\$29,458.82	(\$512.98)	\$28,945.84
	Contracted Services	11-000-261-420-18-7205	MAINT - RMS CONTR. SERV.	06/29/2012	MEMMEL	\$43,125.14	(\$836.98)	\$42,288.16
	Contracted Services	11-000-261-420-18-7206	MAINT - RHS CONTR. SERV.	06/29/2012	MEMMEL	\$169,438.54	(\$858.50)	\$168,580.04
	Contracted Services	11-000-261-420-18-7212	MAINT - ASBESTOS REMOVAL	06/29/2012	MEMMEL	\$3,800.00	(\$1,350.00)	\$2,450.00
	Contracted Services	11-000-261-610-18-6505	MAINT - RMS SUPPLIES	06/29/2012	MEMMEL	\$22,026.15	(\$750.90)	\$21,275.25
	Contracted Services	11-000-262-107-15-2167	SALARIES/CAFETERIA AIDES	06/29/2012	MEMMEL	\$181,484.30	\$10,000.00	\$191,484.30
	Contracted Services	11-000-262-420-18-7206	CUST. - RHS CONTR. SERV.	06/29/2012	MEMMEL	\$15,375.00	(\$1,453.56)	\$13,921.44

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000589	Contracted Services	11-000-263-110-15-7101	GROUNDS SALARIES	06/29/2012	MEMMEL	\$421,318.67	(\$2,912.34)	\$418,406.33
	Contracted Services	11-000-263-610-18-7408	GROUNDS - SUPPLIES	06/29/2012	MEMMEL	\$75,934.38	(\$1,071.74)	\$74,862.64
Total for Adjustment # 000589							\$0.00	
000590	Additional Chairs for HS Grad	11-190-100-610-01-2401	ED SUPP/REPL/CG	06/29/2012	MEMMEL	\$68,218.52	(\$56.38)	\$68,162.14
	Additional Chairs for HS Grad	11-190-100-610-03-2403	ED SUPP/REPL/IR	06/29/2012	MEMMEL	\$80,342.56	(\$15.98)	\$80,326.58
	Additional Chairs for HS Grad	11-190-100-610-05-0420	ED SUPP/SCIENCE/RMS	06/29/2012	MEMMEL	\$7,546.08	(\$127.04)	\$7,419.04
	Additional Chairs for HS Grad	11-190-100-610-05-0421	RMS BUS/TECH SUPPLIES	06/29/2012	MEMMEL	\$4,000.00	(\$129.74)	\$3,870.26
	Additional Chairs for HS Grad	11-190-100-610-05-0450	ED SUPP/SS/RMS	06/29/2012	MEMMEL	\$7,000.00	(\$162.73)	\$6,837.27
	Additional Chairs for HS Grad	11-190-100-610-05-0470	ED SUPP/FL/RMS	06/29/2012	MEMMEL	\$3,318.98	(\$61.89)	\$3,257.09
	Additional Chairs for HS Grad	11-190-100-610-05-2410	ED SUPP/GENL/RMS	06/29/2012	MEMMEL	\$76,141.92	(\$120.00)	\$76,021.92
	Additional Chairs for HS Grad	11-190-100-610-06-2416	ED SUPPL/REPL/HS/GEN	06/29/2012	MEMMEL	\$57,738.37	(\$99.25)	\$57,639.12
	Additional Chairs for HS Grad	11-190-100-610-06-2487	SUPPLIES-FAMILY SCIENCE	06/29/2012	MEMMEL	\$12,450.69	(\$293.08)	\$12,157.61
	Additional Chairs for HS Gradu	11-190-100-890-06-0000	GRADUATION-OTHER OBJECTS	06/29/2012	MEMMEL	\$30,126.96	\$1,066.09	\$31,193.05
Total for Adjustment # 000590							\$0.00	
000591	to increase prog 502	20-502-200-320-07-5040	CHP 192 COMPENSATORY ED	06/29/2012	LGORDON	\$8,453.00	\$1,522.00	\$9,975.00
000592	Dist Gas Bills	11-000-262-621-18-6301	HEAT - CG - GAS	06/29/2012	MEMMEL	\$61,402.08	\$1,350.01	\$62,752.09
	Dist Gas Bills	11-000-262-621-18-6302	HEAT - FERNBROOK- GAS	06/29/2012	MEMMEL	\$45,231.87	\$1,198.28	\$46,430.15
	Dist Gas Bills	11-000-262-621-18-6305	HEAT - RMS-GAS	06/29/2012	MEMMEL	\$83,441.30	\$2,564.39	\$86,005.69
	Dist Gas Bills	11-000-262-621-18-6306	HEAT - H.S.-GAS	06/29/2012	MEMMEL	\$126,246.82	(\$5,112.68)	\$121,134.14
Total for Adjustment # 000592							\$0.00	
000593	Maint Supplies	11-000-261-610-18-6501	MAINT - CG SUPPLIES	06/29/2012	MEMMEL	\$3,057.53	\$276.91	\$3,334.44
	Maint Supplies	11-000-261-610-18-6503	MAINT - IR SUPPLIES	06/29/2012	MEMMEL	\$5,726.23	\$53.02	\$5,779.25
	Maint Supplies	11-000-261-610-18-6505	MAINT - RMS SUPPLIES	06/29/2012	MEMMEL	\$21,275.25	\$19.83	\$21,295.08
	Maint Supplies	11-000-261-610-18-6506	MAINT - RHS SUPPLIES	06/29/2012	MEMMEL	\$45,142.75	\$3,546.20	\$48,688.95
	Maint Supplies	11-000-262-621-18-6306	HEAT - H.S.-GAS	06/29/2012	MEMMEL	\$121,134.14	(\$3,895.96)	\$117,238.18
Total for Adjustment # 000593							\$0.00	
000594	Maint Cont Serv	11-000-261-420-18-5678	MAINT - GENERAL CONTRACT	06/29/2012	MEMMEL	\$65,757.98	(\$17.61)	\$65,740.37
	Maint Cont Serv	11-000-261-420-18-7206	MAINT - RHS CONTR. SERV.	06/29/2012	MEMMEL	\$168,580.04	\$17.61	\$168,597.65
Total for Adjustment # 000594							\$0.00	
000595	Cust Supply	11-000-262-610-18-6501	CUST - CG SUPPLIES	06/29/2012	MEMMEL	\$19,137.47	\$479.76	\$19,617.23
	Cust Supply	11-000-262-610-18-6503	CUST - IR SUPPLIES	06/29/2012	MEMMEL	\$16,048.41	\$449.24	\$16,497.65
	Cust Supply	11-000-262-610-18-6504	CUST - SH SUPPLIES	06/29/2012	MEMMEL	\$16,498.85	\$109.89	\$16,608.74
	Cust Supply	11-000-262-610-18-6506	CUST - RHS SUPPLIES	06/29/2012	MEMMEL	\$57,771.43	\$190.42	\$57,961.85
	Cust Supply	11-000-262-621-18-6306	HEAT - H.S.-GAS	06/29/2012	MEMMEL	\$117,238.18	(\$1,229.31)	\$116,008.87
Total for Adjustment # 000595							\$0.00	
000596	Private Tuition	11-000-100-562-07-8701	OTHER LEA - TUITION	06/29/2012	MEMMEL	\$411,708.07	(\$130.69)	\$411,577.38
	Private Tuition	11-000-100-566-07-8704	PRIVATE-SPEC.ED.	06/29/2012	MEMMEL	\$1,933,951.63	\$262.36	\$1,934,213.99

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000596	Private Tuition	11-000-219-890-07-2511	OTHER OBJ- MEMBERSHIPS	06/29/2012	MEMMEL	\$1,575.00	(\$131.67)	\$1,443.33
Total for Adjustment # 000596							\$0.00	
000597	RU Pride Ser Award PRG 026	20-026-100-610-05-9026	RU PRIDE SURVEY	06/29/2012	LGORDON	\$0.04	\$800.00	\$800.04
000598	LCD Proj Program 042	20-042-100-610-05-0042	LCD PROJECTORS PTO	06/29/2012	LGORDON	\$0.00	\$4,146.40	\$4,146.40
000599	Ropes Course Prog 041	20-041-400-732-06-0041	ROPES COURSE HIGH SCHOOL	06/29/2012	LGORDON	\$0.00	\$22,000.00	\$22,000.00
000600	Dist Electric	11-000-262-622-18-5516	ELECTRICITY- TRANSPORTAT	06/29/2012	MEMMEL	\$12,000.00	\$738.50	\$12,738.50
	Dist Electric	11-000-262-622-18-6421	ELECTRICITY - CG	06/29/2012	MEMMEL	\$77,169.00	(\$1,190.49)	\$75,978.51
	Dist Electric	11-000-262-622-18-6422	ELECTRICITY-FERNBROOK	06/29/2012	MEMMEL	\$72,667.00	(\$17,963.87)	\$54,703.13
	Dist Electric	11-000-262-622-18-6423	ELECTRICITY-IRONIA	06/29/2012	MEMMEL	\$59,000.00	(\$8,791.02)	\$50,208.98
	Dist Electric	11-000-262-622-18-6424	ELECTRICITY-SHONGUM	06/29/2012	MEMMEL	\$61,000.00	(\$7,958.76)	\$53,041.24
	Dist Electric	11-000-262-622-18-6425	ELECTRICITY - RMS	06/29/2012	MEMMEL	\$170,356.00	\$24,619.56	\$194,975.56
	Dist Electric	11-000-262-622-18-6426	ELECTRICITY - H.S.	06/29/2012	MEMMEL	\$411,870.03	\$10,546.08	\$422,416.11
Total for Adjustment # 000600							\$0.00	
000601	Trasnportation Service	11-000-270-420-28-5601	MTCE BY PRIVATE GARAGE	06/29/2012	MEMMEL	\$0.00	\$1,758.89	\$1,758.89
	Trasnportation Service	11-000-270-610-28-5504	REPAIR PARTS	06/29/2012	MEMMEL	\$105,874.95	(\$1,758.89)	\$104,116.06
Total for Adjustment # 000601							\$0.00	
000602	Final SY12 charges	11-000-291-220-40-8102	EMPLOYEE INSURANCE FICA	06/29/2012	MEMMEL	\$1,075,361.91	\$14,052.13	\$1,089,414.04
	Final SY12 charges	11-000-291-250-40-8103	UNEMPLOYMENT	06/29/2012	MEMMEL	\$167,428.52	\$7,500.00	\$174,928.52
	Final SY12 charges	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,785,061.45	(\$21,552.13)	\$10,763,509.32
Total for Adjustment # 000602							\$0.00	
000603	SE Tuition	11-000-100-566-07-8704	PRIVATE-SPEC.ED.	06/29/2012	MEMMEL	\$1,934,213.99	\$466.09	\$1,934,680.08
	SE Tuition	11-000-216-320-07-0000	RELATED SVC.-PPS	06/29/2012	MEMMEL	\$491,347.32	(\$466.09)	\$490,881.23
Total for Adjustment # 000603							\$0.00	
000604	Transition Prog Supp	11-000-213-390-48-0480	DIST-MEDICAL TECH SERVIC	06/29/2012	MEMMEL	\$1,363.02	(\$111.46)	\$1,251.56
	Transition Prog Supp	11-000-219-320-07-2621	PURCH PROF SVCS SPEC SVC	06/29/2012	MEMMEL	\$58,373.50	\$1,791.75	\$60,165.25
	Transition Prog Supp	11-000-219-610-07-2509	MISC SUPPLIES/SPECIAL SE	06/29/2012	MEMMEL	\$12,582.25	\$12.50	\$12,594.75
	Transition Prog Supp	11-000-219-890-07-2511	OTHER OBJ- MEMBERSHIPS	06/29/2012	MEMMEL	\$1,443.33	(\$387.33)	\$1,056.00
	Transition Prog Supp	11-000-222-610-03-2333	LIBRARY SUPPLIES/IRONIA	06/29/2012	MEMMEL	\$2,772.99	(\$245.29)	\$2,527.70
	Transition Prog Supp	11-000-251-600-30-0000	BUSINESS OFFICE SUPPLIES	06/29/2012	MEMMEL	\$6,182.38	(\$1,060.17)	\$5,122.21
Total for Adjustment # 000604							\$0.00	
000605	Maint Supply	11-000-261-610-18-6505	MAINT - RMS SUPPLIES	06/29/2012	MEMMEL	\$21,295.08	\$55.62	\$21,350.70
	Maint Supply	11-000-261-610-18-6506	MAINT - RHS SUPPLIES	06/29/2012	MEMMEL	\$48,688.95	\$600.78	\$49,289.73
	Maint Supply	11-000-262-420-18-7204	CUST - SH CONTR. SERV.	06/29/2012	MEMMEL	\$6,275.00	(\$656.40)	\$5,618.60
Total for Adjustment # 000605							\$0.00	
000606	HS Consumer Sci Expense	11-000-240-610-06-2507	MISC SUPPL/GENL/RHS	06/29/2012	MEMMEL	\$33,222.62	(\$15.00)	\$33,207.62
	HS Consumer Sci Expense	11-190-100-610-06-2487	SUPPLIES-FAMILY SCIENCE	06/29/2012	MEMMEL	\$12,157.61	\$15.00	\$12,172.61

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000606							\$0.00	
000607	Tech Supply	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/29/2012	MEMMEL	\$340,201.76	(\$96.68)	\$340,105.08
	Tech Supply	11-190-100-610-23-2436	SUPPL/EQUIP COMPUTERS	06/29/2012	MEMMEL	\$231,669.02	\$96.68	\$231,765.70
Total for Adjustment # 000607							\$0.00	
000608	RMS Grad Exp	11-000-240-610-02-2502	MISC SUPPL/FERNBROOK	06/29/2012	MEMMEL	\$4,689.77	(\$18.50)	\$4,671.27
	RMS Grad Exp	11-000-240-890-05-2557	RMS GRADUATION	06/29/2012	MEMMEL	\$9,805.10	\$18.50	\$9,823.60
Total for Adjustment # 000608							\$0.00	
000609	HS Graduation Exp	11-190-100-610-05-2410	ED SUPP/GENL/RMS	06/29/2012	MEMMEL	\$76,021.92	(\$183.40)	\$75,838.52
	HS Graduation Exp	11-190-100-890-06-0000	GRADUATION-OTHER OBJECTS	06/29/2012	MEMMEL	\$31,193.05	\$183.40	\$31,376.45
Total for Adjustment # 000609							\$0.00	
000610	STEM Initiative	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MNEVES	\$10,763,509.32	(\$270,000.00)	\$10,493,509.32
	STEM Initiative	11-190-100-610-23-2436	SUPPL/EQUIP COMPUTERS	06/29/2012	MNEVES	\$231,765.70	\$270,000.00	\$501,765.70
Total for Adjustment # 000610							\$0.00	
000611	Reverse Adj #337	11-000-230-530-18-6441	TELEPHONE BASIC SERVICES	06/29/2012	MEMMEL	\$62,856.84	\$11,100.00	\$73,956.84
	Reverse Adj #337	12-000-261-730-18-6501	EQUIP FACILITIES OPERAT	06/29/2012	MEMMEL	\$120,211.10	(\$11,100.00)	\$109,111.10
Total for Adjustment # 000611							\$0.00	
000612	Tech House Upgrade	11-000-230-530-18-6441	TELEPHONE BASIC SERVICES	06/29/2012	MEMMEL	\$73,956.84	(\$11,100.00)	\$62,856.84
	Tech House Upgrade	11-000-261-420-18-5678	MAINT - GENERAL CONTRACT	06/29/2012	MEMMEL	\$65,740.37	\$26,384.00	\$92,124.37
	Tech House Upgrade	11-000-261-420-18-7201	MAINT - CG CONTR. SERV.	06/29/2012	MEMMEL	\$43,689.97	(\$1,002.00)	\$42,687.97
	Tech House Upgrade	11-000-262-621-18-6306	HEAT - H.S.-GAS	06/29/2012	MEMMEL	\$116,008.87	(\$5,942.71)	\$110,066.16
	Tech House Upgrade	11-000-262-622-18-6424	ELECTRICITY-SHONGUM	06/29/2012	MEMMEL	\$53,041.24	(\$8,339.29)	\$44,701.95
Total for Adjustment # 000612							\$0.00	
000613	Reverse Adj 610 per MIke	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,493,509.32	\$270,000.00	\$10,763,509.32
	Reverse Adj 610 per MIke	11-190-100-610-23-2436	SUPPL/EQUIP COMPUTERS	06/29/2012	MEMMEL	\$501,765.70	(\$270,000.00)	\$231,765.70
Total for Adjustment # 000613							\$0.00	
000614	Maint Supply	11-000-261-420-18-7204	MAINT - SH CONTR. SERV.	06/29/2012	MEMMEL	\$28,945.84	(\$139.21)	\$28,806.63
	Maint Supply	11-000-261-420-18-7205	MAINT - RMS CONTR. SERV.	06/29/2012	MEMMEL	\$42,288.16	(\$600.00)	\$41,688.16
	Maint Supply	11-000-261-610-18-6501	MAINT - CG SUPPLIES	06/29/2012	MEMMEL	\$3,334.44	\$281.01	\$3,615.45
	Maint Supply	11-000-261-610-18-6502	MAINT - FB SUPPLIES	06/29/2012	MEMMEL	\$7,093.89	\$51.98	\$7,145.87
	Maint Supply	11-000-261-610-18-6506	MAINT - RHS SUPPLIES	06/29/2012	MEMMEL	\$49,289.73	\$406.22	\$49,695.95
Total for Adjustment # 000614							\$0.00	
000615	SE Transportation	11-000-270-513-28-5202	TRANSP JOINTURES	06/29/2012	MEMMEL	\$1,106,249.29	\$4,165.88	\$1,110,415.17
	SE Transportation	11-000-270-610-28-5502	FUEL/OIL/LUBRICANTS	06/29/2012	MEMMEL	\$311,710.10	(\$4,165.88)	\$307,544.22
Total for Adjustment # 000615							\$0.00	
000616	RMS Graduation Exp	11-000-240-890-05-2557	RMS GRADUATION	06/29/2012	MEMMEL	\$9,823.60	\$70.00	\$9,893.60
	RMS Graduation Exp	11-190-100-610-05-0420	ED SUPP/SCIENCE/RMS	06/29/2012	MEMMEL	\$7,419.04	(\$70.00)	\$7,349.04

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000616							\$0.00	
000617	Reverse Adj# 434	11-000-213-610-48-0480	DIST MEDICAL SUPPLY	06/29/2012	MEMMEL	\$14,481.85	\$4,790.00	\$19,271.85
	Reverse Adj# 434	12-000-230-730-30-7500	EQUIP GENL ADMIN	06/29/2012	MEMMEL	\$292,940.00	(\$4,790.00)	\$288,150.00
Total for Adjustment # 000617							\$0.00	
000618	Contracted Salaries	11-000-213-104-15-9999	SUBSTITUTE NURSES K-12	06/29/2012	MEMMEL	\$26,561.07	\$278.00	\$26,839.07
	Contracted Salaries	11-000-213-610-48-0480	DIST MEDICAL SUPPLY	06/29/2012	MEMMEL	\$19,271.85	(\$278.00)	\$18,993.85
Total for Adjustment # 000618							\$0.00	
000619	Contracted Salaries	11-000-270-162-15-5106	MECHANICS OVERTIME	06/29/2012	MEMMEL	\$68,320.82	(\$3,561.48)	\$64,759.34
	Contracted Salaries	11-000-270-162-15-9999	EXTRA CURRIC DISTRICT	06/29/2012	MEMMEL	\$223,229.02	\$17,943.57	\$241,172.59
	Contracted Salaries	11-000-270-390-16-0000	OTHER PURCH. PROF. & TEC	06/29/2012	MEMMEL	\$21,426.00	(\$51.00)	\$21,375.00
	Contracted Salaries	11-000-270-390-28-5701	PURCH PROF SVC TRANSP	06/29/2012	MEMMEL	\$16,925.92	(\$1,766.76)	\$15,159.16
	Contracted Salaries	11-000-270-610-28-5504	REPAIR PARTS	06/29/2012	MEMMEL	\$104,116.06	(\$8,961.62)	\$95,154.44
	Contracted Salaries	11-000-270-800-28-5505	GARAGE EXPENSES	06/29/2012	MEMMEL	\$13,232.72	(\$723.67)	\$12,509.05
	Contracted Salaries	11-000-291-270-40-8204	DENTAL INSURANCE	06/29/2012	MEMMEL	\$523,824.86	(\$2,879.04)	\$520,945.82
Total for Adjustment # 000619							\$0.00	
000620	SH Ed Supp	11-401-100-610-03-0000	SUPPLIES-COCURRICULAR	06/29/2012	MEMMEL	\$935.96	(\$7.95)	\$928.01
	SH Ed Supp	11-401-100-610-04-0000	SUPPLIES-COCURRICULAR	06/29/2012	MEMMEL	\$623.65	\$7.95	\$631.60
Total for Adjustment # 000620							\$0.00	
000621	Contracted Salaries	11-000-262-110-15-9998	CUSTODIAL OVERTIME	06/29/2012	MEMMEL	\$154,840.08	\$9,304.71	\$164,144.79
	Contracted Salaries	11-000-262-110-15-9999	CUSTODIAL SUBSTITUTES	06/29/2012	MEMMEL	\$102,175.91	\$7,133.75	\$109,309.66
	Contracted Salaries	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,763,509.32	(\$16,438.46)	\$10,747,070.86
Total for Adjustment # 000621							\$0.00	
000622	Tuition Reimbursement	11-000-291-270-40-8204	DENTAL INSURANCE	06/29/2012	MEMMEL	\$520,945.82	(\$1,017.00)	\$519,928.82
	Tuition Reimbursement	11-000-291-280-40-8210	TUITION REIMBURSEMENT	06/29/2012	MEMMEL	\$124,145.71	\$1,017.00	\$125,162.71
Total for Adjustment # 000622							\$0.00	
000623	Co Curr Contracted Salaries	11-000-213-610-48-0480	DIST MEDICAL SUPPLY	06/29/2012	MEMMEL	\$18,993.85	(\$4,512.00)	\$14,481.85
	Co Curr Contracted Salaries	11-000-291-270-40-8204	DENTAL INSURANCE	06/29/2012	MEMMEL	\$519,928.82	(\$6,534.66)	\$513,394.16
	Co Curr Contracted Salaries	11-401-100-110-15-1014	CO-CURRICULAR DISTRICT	06/29/2012	MEMMEL	\$340,873.05	\$13,943.00	\$354,816.05
	Co Curr Contracted Salaries	11-401-100-890-06-1021	RHS COCURRICULAR ACTIVIT	06/29/2012	MEMMEL	\$25,195.22	(\$2,896.34)	\$22,298.88
Total for Adjustment # 000623							\$0.00	
000624	Supply Expense	11-190-100-610-01-2401	ED SUPP/REPL/CG	06/29/2012	MEMMEL	\$68,162.14	(\$68.98)	\$68,093.16
	Supply Expense	11-190-100-610-02-2402	ED SUPP/REPL/FB	06/29/2012	MEMMEL	\$98,014.19	\$68.98	\$98,083.17
Total for Adjustment # 000624							\$0.00	
000625	Staff Deve	11-000-223-320-01-2622	PURCH PROF SVC STAFF TRA	06/29/2012	MEMMEL	\$5,438.09	(\$134.73)	\$5,303.36
	Supply Expense	11-000-223-580-01-2625	STAFF DEVELOPMENT MILEAG	06/29/2012	MEMMEL	\$0.00	\$134.73	\$134.73
Total for Adjustment # 000625							\$0.00	
000626	Athletic Supply	11-402-100-610-16-1677	BOYS SPRING TRACK SUPPLI	06/29/2012	MEMMEL	\$1,750.00	(\$78.97)	\$1,671.03

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000626	Athletic Supply	11-402-100-610-16-1683	AHTLETIC DIRECTOR SUPPLI	06/29/2012	MEMMEL	\$12,124.40	\$78.97	\$12,203.37
Total for Adjustment # 000626							\$0.00	
000627	Newtork Admin moved to Gen	11-000-230-339-23-2437	OTHER PURCHASED PROFESSI	06/29/2012	MEMMEL	\$0.00	\$38,000.00	\$38,000.00
	Newtork Admin moved to Gen	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/29/2012	MEMMEL	\$340,105.08	(\$38,000.00)	\$302,105.08
Total for Adjustment # 000627							\$0.00	
000628	Tech Admin to Gen Admin	11-000-230-331-30-1202	LEGAL FEES- BOARD WORK	06/29/2012	MEMMEL	\$77,798.42	(\$9,000.00)	\$68,798.42
	Tech Admin to Gen Admin	11-000-230-331-30-1204	LEGAL-OUTSIDE SETTLEMENT	06/29/2012	MEMMEL	\$14,315.17	(\$5,960.00)	\$8,355.17
	Tech Admin to Gen Admin	11-000-230-331-30-1206	LEGAL - SPECIAL SERVICES	06/29/2012	MEMMEL	\$25,607.16	(\$10,000.00)	\$15,607.16
	Tech Admin to Gen Admin	11-000-230-339-23-2437	OTHER PURCHASED PROFESSI	06/29/2012	MEMMEL	\$38,000.00	\$53,960.00	\$91,960.00
	Tech Admin to Gen Admin	11-000-230-340-09-0000	PURCHASED TECHNICAL SERV	06/29/2012	MEMMEL	\$29,918.77	(\$17,000.00)	\$12,918.77
	Tech Admin to Gen Admin	11-000-230-530-18-6441	TELEPHONE BASIC SERVICES	06/29/2012	MEMMEL	\$62,856.84	(\$12,000.00)	\$50,856.84
Total for Adjustment # 000628							\$0.00	
000629	EpiPen & TB Test shipping	11-000-213-610-48-0480	DIST MEDICAL SUPPLY	06/29/2012	MEMMEL	\$14,481.85	\$0.95	\$14,482.80
	EpiPen & TB Test shipping	11-000-218-610-49-0490	SUPPLIES	06/29/2012	MEMMEL	\$8,647.05	(\$0.95)	\$8,646.10
Total for Adjustment # 000629							\$0.00	
000630	Contracted Salaries	11-000-216-320-07-0000	RELATED SVC.-PPS	06/29/2012	MEMMEL	\$490,881.23	(\$559.94)	\$490,321.29
	Contracted Salaries	11-000-240-105-15-9999	SALARY SUB SECTYS	06/29/2012	MEMMEL	\$25,847.56	\$774.00	\$26,621.56
	Contracted Salaries	11-216-100-610-07-0001	SUPPLIES PRE SCH DIS.	06/29/2012	MEMMEL	\$3,687.15	(\$214.06)	\$3,473.09
Total for Adjustment # 000630							\$0.00	
000631	Contracted Salaries	11-000-230-105-15-1107	SALARY CLERICAL SUPT OFF	06/29/2012	MEMMEL	\$396,618.12	(\$2,287.50)	\$394,330.62
	Contracted Salaries	11-000-230-331-30-1202	LEGAL FEES- BOARD WORK	06/29/2012	MEMMEL	\$68,798.42	(\$989.13)	\$67,809.29
	Contracted Salaries	11-000-230-331-30-1203	LEGAL-NEGOTITATIONS	06/29/2012	MEMMEL	\$46,868.63	(\$1,632.58)	\$45,236.05
	Contracted Salaries	11-000-230-331-30-1204	LEGAL-OUTSIDE SETTLEMENT	06/29/2012	MEMMEL	\$8,355.17	(\$355.17)	\$8,000.00
	Contracted Salaries	11-000-230-331-30-1207	LEGAL-LABOR RELATIONS	06/29/2012	MEMMEL	\$24,868.70	(\$1,067.36)	\$23,801.34
	Contracted Salaries	11-000-261-110-15-7104	MAINT - OT	06/29/2012	MEMMEL	\$60,296.46	\$6,331.74	\$66,628.20
Total for Adjustment # 000631							\$0.00	
000632	Contracted Salaries	11-000-262-107-15-2167	SALARIES/CAFETERIA AIDES	06/29/2012	MEMMEL	\$191,484.30	(\$1,599.93)	\$189,884.37
	Contracted Salaries	11-000-262-110-15-6106	CUSTODIAL SALARIES	06/29/2012	MEMMEL	\$1,699,869.79	(\$1,073.46)	\$1,698,796.33
	Contracted Salaries	11-000-262-621-18-6301	HEAT - CG - GAS	06/29/2012	MEMMEL	\$62,752.09	(\$2,000.00)	\$60,752.09
	Contracted Salaries	11-000-262-621-18-6302	HEAT - FERNBROOK- GAS	06/29/2012	MEMMEL	\$46,430.15	(\$2,122.38)	\$44,307.77
	Contracted Salaries	11-000-263-110-15-7104	GROUNDS-OVERTIME	06/29/2012	MEMMEL	\$37,490.69	\$6,795.77	\$44,286.46
Total for Adjustment # 000632							\$0.00	
000633	Contracted Salaries	11-000-261-110-15-7104	MAINT - OT	06/29/2012	MEMMEL	\$66,628.20	\$20.00	\$66,648.20
	Contracted Salaries	11-000-261-420-18-7202	MAINT - FB CONTR. SERV.	06/29/2012	MEMMEL	\$45,350.08	(\$20.00)	\$45,330.08
Total for Adjustment # 000633							\$0.00	
000634	Contracted Salaries	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/29/2012	MEMMEL	\$302,105.08	(\$21,151.49)	\$280,953.59

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000634	Contracted Salaries	11-120-100-101-15-2134	SUBSTITUTE GRADES 1-5	06/29/2012	MEMMEL	\$261,862.00	\$10,655.00	\$272,517.00
	Contracted Salaries	11-120-100-101-15-2161	SALARY-CAF DUTY ELEMENTA	06/29/2012	MEMMEL	\$40,149.40	\$7,757.02	\$47,906.42
	Contracted Salaries	11-120-100-101-15-2162	SALARY-BUS DUTY ELEMENTA	06/29/2012	MEMMEL	\$65,351.09	\$2,400.84	\$67,751.93
	Contracted Salaries	11-120-100-101-15-2163	SALARY-CLASS COVERAGE EL	06/29/2012	MEMMEL	\$6,074.72	\$338.63	\$6,413.35
Total for Adjustment # 000634							\$0.00	
000635	Contracted Salaries	11-000-230-331-30-1207	LEGAL-LABOR RELATIONS	06/29/2012	MEMMEL	\$23,801.34	(\$118.17)	\$23,683.17
	Contracted Salaries	11-000-230-500-27-0000	PURCHASED PROFESSIONAL S	06/29/2012	MEMMEL	\$4,500.00	(\$4,500.00)	\$0.00
	Contracted Salaries	11-000-230-580-09-0000	TRAVEL EXPENSE	06/29/2012	MEMMEL	\$1,000.00	(\$1,000.00)	\$0.00
	Contracted Salaries	11-000-230-580-27-0000	OTHER PURCHASED PROF. SV	06/29/2012	MEMMEL	\$500.00	(\$500.00)	\$0.00
	Contracted Salaries	11-000-230-580-30-1302	BOE TRAVEL	06/29/2012	MEMMEL	\$1,800.00	(\$1,590.00)	\$210.00
	Contracted Salaries	11-000-230-580-30-1310	SUPT OFFICE TRAVEL	06/29/2012	MEMMEL	\$2,400.00	(\$1,975.00)	\$425.00
	Contracted Salaries	11-130-100-101-15-2136	SUBSTITUTES GRADES 6-8	06/29/2012	MEMMEL	\$120,508.04	\$5,045.00	\$125,553.04
	Contracted Salaries	11-130-100-101-15-2161	SALARY- CAF DUTY RMS	06/29/2012	MEMMEL	\$62,777.29	\$3,761.57	\$66,538.86
	Contracted Salaries	11-130-100-101-15-2163	SALARY-CLASS COVERAGE RM	06/29/2012	MEMMEL	\$11,800.04	\$876.60	\$12,676.64
Total for Adjustment # 000635							\$0.00	
000636	Prof Deve Subs	11-000-223-102-15-2705	SAL SUPVR STAFF TRAINING	06/29/2012	MEMMEL	\$43,785.40	(\$4,311.46)	\$39,473.94
	Prof Deve Subs	11-000-223-104-15-9999	DISTRICT PD SUBS	06/29/2012	MEMMEL	\$10,054.09	\$5,243.00	\$15,297.09
	Prof Deve Subs	11-000-223-320-09-2622	PURCH PROF SVC STAFF TRA	06/29/2012	MEMMEL	\$24,094.51	(\$931.54)	\$23,162.97
Total for Adjustment # 000636							\$0.00	
000637	HOme Instruction	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,747,070.86	(\$2,976.41)	\$10,744,094.45
	HOme Instruction	11-120-100-101-15-2134	SUBSTITUTE GRADES 1-5	06/29/2012	MEMMEL	\$272,517.00	(\$11,722.09)	\$260,794.91
	HOme Instruction	11-130-100-101-15-2136	SUBSTITUTES GRADES 6-8	06/29/2012	MEMMEL	\$125,553.04	(\$2,914.00)	\$122,639.04
	HOme Instruction	11-150-100-101-15-2115	HOME INSTRUCTION	06/29/2012	MEMMEL	\$109,275.00	\$20,812.50	\$130,087.50
	HOme Instruction	11-150-100-320-07-0000	PPS-HOME INSTRUCTION	06/29/2012	MEMMEL	\$15,636.15	(\$3,200.00)	\$12,436.15
Total for Adjustment # 000637							\$0.00	
000638	Long Term Subs	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/29/2012	MEMMEL	\$280,953.59	(\$33,000.00)	\$247,953.59
	Long Term Subs	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,744,094.45	(\$14,092.62)	\$10,730,001.83
	Long Term Subs	11-190-100-106-15-2199	LONG TERM SUBS - INSTRCT	06/29/2012	MEMMEL	\$577,956.55	\$48,637.15	\$626,593.70
	Long Term Subs	11-190-100-610-42-0421	SCIENCE K-5	06/29/2012	MEMMEL	\$33,556.11	(\$1,544.53)	\$32,011.58
Total for Adjustment # 000638							\$0.00	
000639	Contracted Salaries	11-000-217-320-07-2631	PURC SERV- PERSONAL AIDE	06/29/2012	MEMMEL	\$148,608.30	(\$1,232.00)	\$147,376.30
	Contracted Salaries	11-000-218-610-49-0490	SUPPLIES	06/29/2012	MEMMEL	\$8,646.10	(\$1,222.75)	\$7,423.35
	Contracted Salaries	11-000-219-320-07-2621	PURCH PROF SVCS SPEC SVC	06/29/2012	MEMMEL	\$60,165.25	(\$2,000.00)	\$58,165.25
	Contracted Salaries	11-000-230-331-30-1207	LEGAL-LABOR RELATIONS	06/29/2012	MEMMEL	\$23,683.17	(\$3,623.00)	\$20,060.17
	Contracted Salaries	11-000-291-270-40-8204	DENTAL INSURANCE	06/29/2012	MEMMEL	\$513,394.16	(\$5,162.81)	\$508,231.35
	Contracted Salaries	11-140-100-101-15-2138	SUBSTITUTES GRADES 9-12	06/29/2012	MEMMEL	\$128,148.75	\$3,751.50	\$131,900.25
	Contracted Salaries	11-140-100-101-15-2161	SALARY-CAF DUTY HS	06/29/2012	MEMMEL	\$98,282.16	\$7,297.56	\$105,579.72
	Contracted Salaries	11-140-100-101-15-2163	SALARY-CLASS COVERAGE HS	06/29/2012	MEMMEL	\$13,353.54	\$2,191.50	\$15,545.04

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000639							\$0.00	
000640	Maint Supply	11-000-261-610-18-6501	MAINT - CG SUPPLIES	06/29/2012	MEMMEL	\$3,615.45	\$1,880.00	\$5,495.45
	Maint Supply	11-000-261-610-18-6506	MAINT - RHS SUPPLIES	06/29/2012	MEMMEL	\$49,695.95	\$145.18	\$49,841.13
	Maint Supply	11-000-262-621-18-6304	HEAT - SHONGUM-GAS	06/29/2012	MEMMEL	\$74,772.09	(\$2,025.18)	\$72,746.91
Total for Adjustment # 000640							\$0.00	
000641	Transp Supply	11-000-270-610-28-0000	SUPPLIES AND MATERIALS	06/29/2012	MEMMEL	\$28,386.33	\$323.12	\$28,709.45
	Transp Supply	11-000-270-610-28-5504	REPAIR PARTS	06/29/2012	MEMMEL	\$95,154.44	(\$323.12)	\$94,831.32
Total for Adjustment # 000641							\$0.00	
000642	Purchasing Mailings	11-000-230-580-30-1305	BD. SECTY TRAVEL	06/29/2012	MEMMEL	\$1,960.59	(\$3.64)	\$1,956.95
	Purchasing Mailings	11-000-230-610-30-1303	BOE SUPPLIES	06/29/2012	MEMMEL	\$23,862.00	\$3.64	\$23,865.64
Total for Adjustment # 000642							\$0.00	
000643	Trasnp Bldg Set UP	11-000-270-517-28-5201	CONTR SVC AIDE IN LIEU	06/29/2012	MEMMEL	\$151,110.45	(\$881.00)	\$150,229.45
	Trasnp Bldg Set UP	11-000-270-610-28-0000	SUPPLIES AND MATERIALS	06/29/2012	MEMMEL	\$28,709.45	\$2,500.00	\$31,209.45
	Trasnp Bldg Set UP	11-000-270-610-28-5502	FUEL/OIL/LUBRICANTS	06/29/2012	MEMMEL	\$307,544.22	(\$1,607.39)	\$305,936.83
	Trasnp Bldg Set UP	11-000-270-610-28-5504	REPAIR PARTS	06/29/2012	MEMMEL	\$94,831.32	(\$11.61)	\$94,819.71
Total for Adjustment # 000643							\$0.00	
000644	HS Commons new TV's	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,730,001.83	(\$3,232.76)	\$10,726,769.07
	HS Commons, Tech and Admin	11-190-100-610-06-2416	ED SUPPL/REPL/HS/GEN	06/29/2012	MEMMEL	\$57,639.12	\$3,657.90	\$61,297.02
	HS Commons new TV's	11-190-100-610-11-0011	ED SUPPL/REPL/P.E.	06/29/2012	MEMMEL	\$15,080.00	(\$425.14)	\$14,654.86
Total for Adjustment # 000644							\$0.00	
000645	Admin and Tech House TV's	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/29/2012	MEMMEL	\$247,953.59	(\$3,355.80)	\$244,597.79
	Admin and Tech House TV's	11-000-252-600-23-2434	GENERAL SUPPLIES	06/29/2012	MEMMEL	\$0.00	\$3,355.80	\$3,355.80
Total for Adjustment # 000645							\$0.00	
000646	Tuition Reimb	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,726,769.07	(\$1,395.00)	\$10,725,374.07
	Tuition Reimb	11-000-291-280-40-8210	TUITION REIMBURSEMENT	06/29/2012	MEMMEL	\$125,162.71	\$1,395.00	\$126,557.71
Total for Adjustment # 000646							\$0.00	
000647	Supply	11-000-230-610-09-0000	SUPPLIES AND MATERIALS	06/29/2012	MEMMEL	\$3,500.00	(\$106.61)	\$3,393.39
	Supply	11-000-230-610-30-1311	SUPT OFFICE SUPPLIES	06/29/2012	MEMMEL	\$14,991.00	\$106.61	\$15,097.61
Total for Adjustment # 000647							\$0.00	
000648	HS Supply	11-000-240-610-06-2507	MISC SUPPL/GENL/RHS	06/29/2012	MEMMEL	\$33,207.62	(\$176.78)	\$33,030.84
	HS Supply	11-190-100-610-06-2486	SUPPLY/EQUIP HS	06/29/2012	MEMMEL	\$27,066.32	\$176.78	\$27,243.10
Total for Adjustment # 000648							\$0.00	
000649	Trans Expense	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/29/2012	MEMMEL	\$244,597.79	(\$238.62)	\$244,359.17
	Trans Expense	11-000-270-390-28-5701	PURCH PROF SVC TRANSP	06/29/2012	MEMMEL	\$15,159.16	(\$73.88)	\$15,085.28
	Trans Expense	11-000-270-420-28-5601	MTCE BY PRIVATE GARAGE	06/29/2012	MEMMEL	\$1,758.89	\$312.50	\$2,071.39
Total for Adjustment # 000649							\$0.00	

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
000650	New Transp Building Furnishing	11-000-262-621-18-6305	HEAT - RMS-GAS	06/29/2012	MEMMEL	\$86,005.69	(\$2,000.00)	\$84,005.69
	New Transp Building Furnishing	11-000-263-420-18-7208	GROUNDNS - CONTR. SERV.	06/29/2012	MEMMEL	\$116,683.90	(\$3,000.00)	\$113,683.90
	New Transp Building Furnishing	11-000-270-610-28-0000	SUPPLIES AND MATERIALS	06/29/2012	MEMMEL	\$31,209.45	\$12,398.54	\$43,607.99
	New Transp Building Furnishing	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,725,374.07	(\$2,398.54)	\$10,722,975.53
	New Transp Building Furnishing	11-190-100-440-06-0000	PURCH. SVC.-COPIER RENTA	06/29/2012	MEMMEL	\$89,511.77	(\$5,000.00)	\$84,511.77
Total for Adjustment # 000650							\$0.00	
000651	Tech Travel	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/29/2012	MEMMEL	\$244,359.17	(\$100.00)	\$244,259.17
	Tech Travel	11-000-252-580-23-2433	OHTER EXPENDITURES/TRAVE	06/29/2012	MEMMEL	\$134.22	\$100.00	\$234.22
Total for Adjustment # 000651							\$0.00	
000652	Forg Lang Travel	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/29/2012	MEMMEL	\$244,259.17	(\$25.00)	\$244,234.17
	Forg Lang Travel	11-240-100-500-47-0470	TRAVEL ESL BETWEEN SCHOO	06/29/2012	MEMMEL	\$466.24	\$25.00	\$491.24
Total for Adjustment # 000652							\$0.00	
000653	Facilities Supply	11-000-261-420-18-7205	MAINT - RMS CONTR. SERV.	06/29/2012	MEMMEL	\$41,688.16	(\$520.35)	\$41,167.81
	Facilities Supply	11-000-261-610-18-6506	MAINT - RHS SUPPLIES	06/29/2012	MEMMEL	\$49,841.13	\$520.35	\$50,361.48
Total for Adjustment # 000653							\$0.00	
000654	Facilities Expense	11-000-262-420-18-7209	GARBAGE & RUBBISH COLLEC	06/29/2012	MEMMEL	\$66,135.81	(\$40.62)	\$66,095.19
	Facilities Expense	11-000-262-490-18-6413	WATER - IRONIA	06/29/2012	MEMMEL	\$3,822.36	\$40.62	\$3,862.98
Total for Adjustment # 000654							\$0.00	
000655	Dist Testing	11-190-100-340-03-0000	PURCHASED TECHNICAL SERV	06/29/2012	MEMMEL	\$510.05	(\$135.00)	\$375.05
	Dist Testing	11-190-100-610-01-2401	ED SUPP/REPL/CG	06/29/2012	MEMMEL	\$68,093.16	(\$103.13)	\$67,990.03
	Dist Testing	11-190-100-610-04-2484	SUPPL/EQUIP SH	06/29/2012	MEMMEL	\$531.62	(\$4.40)	\$527.22
	Dist Testing	11-190-100-610-05-0420	ED SUPP/SCIENCE/RMS	06/29/2012	MEMMEL	\$7,349.04	(\$89.39)	\$7,259.65
	Dist Testing	11-190-100-610-05-0470	ED SUPP/FL/RMS	06/29/2012	MEMMEL	\$3,257.09	(\$16.05)	\$3,241.04
	Dist Testing	11-190-100-610-05-1212	SUPPLIES-G&T	06/29/2012	MEMMEL	\$316.01	(\$99.24)	\$216.77
	Dist Testing	11-190-100-610-05-2412	ED SUPP/MEDIA ARTS	06/29/2012	MEMMEL	\$2,500.00	(\$16.06)	\$2,483.94
	Dist Testing	11-190-100-610-27-0000	DISTRICT TESTING	06/29/2012	MEMMEL	\$22,907.29	\$837.22	\$23,744.51
	Dist Testing	11-190-100-610-41-0410	MATH K-5	06/29/2012	MEMMEL	\$1,000.00	(\$178.89)	\$821.11
	Dist Testing	11-190-100-640-03-2203	TEXTBOOKS/REPLACEMENT/IR	06/29/2012	MEMMEL	\$7,635.29	(\$195.06)	\$7,440.23
Total for Adjustment # 000655							\$0.00	
000656	FL Textbooks	11-190-100-640-04-2204	TEXTBOOKS/REPLACEMENT/SH	06/29/2012	MEMMEL	\$14,292.76	(\$1.59)	\$14,291.17
	FL Textbooks	11-190-100-640-06-0470	TEXT/REPL/HS,FL	06/29/2012	MEMMEL	\$13,097.23	\$1.59	\$13,098.82
Total for Adjustment # 000656							\$0.00	
000657	Facilities Paint	11-000-262-110-15-6106	CUSTODIAL SALARIES	06/29/2012	MEMMEL	\$1,698,796.33	(\$1,073.46)	\$1,697,722.87
	Facilities Paint	11-000-262-420-18-7209	GARBAGE & RUBBISH COLLEC	06/29/2012	MEMMEL	\$66,095.19	(\$813.06)	\$65,282.13
	Facilities Paint	11-000-262-610-18-6506	CUST - RHS SUPPLIES	06/29/2012	MEMMEL	\$57,961.85	\$2,986.52	\$60,948.37
	Facilities Paint	11-000-262-621-18-6302	HEAT - FERNBROOK- GAS	06/29/2012	MEMMEL	\$44,307.77	(\$1,100.00)	\$43,207.77

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total for Adjustment # 000657							\$0.00	
000658	IR Water	11-000-262-420-18-7209	GARBAGE & RUBBISH COLLEC	06/29/2012	MEMMEL	\$65,282.13	(\$8.14)	\$65,273.99
	IR Water	11-000-262-490-18-6413	WATER - IRONIA	06/29/2012	MEMMEL	\$3,862.98	\$8.14	\$3,871.12
Total for Adjustment # 000658							\$0.00	
000659	Serv Learning Supply	11-190-100-610-04-2404	ED SUPP/REPL/SH	06/29/2012	MEMMEL	\$86,096.33	(\$83.80)	\$86,012.53
	Serv Learning Supply	11-190-100-610-10-0000	GENERAL SUPPLIES	06/29/2012	MEMMEL	\$1,396.69	\$137.50	\$1,534.19
	Serv Learning Supply	11-190-100-610-23-2436	SUPPL/EQUIP COMPUTERS	06/29/2012	MEMMEL	\$231,765.70	(\$53.70)	\$231,712.00
Total for Adjustment # 000659							\$0.00	
000660	Facilities Supply	11-000-261-610-18-6501	MAINT - CG SUPPLIES	06/29/2012	MEMMEL	\$5,495.45	\$524.32	\$6,019.77
	Facilities Supply	11-000-261-610-18-6503	MAINT - IR SUPPLIES	06/29/2012	MEMMEL	\$5,779.25	\$90.99	\$5,870.24
	Facilities Supply	11-000-261-610-18-6505	MAINT - RMS SUPPLIES	06/29/2012	MEMMEL	\$21,350.70	\$156.59	\$21,507.29
	Facilities Supply	11-000-262-621-18-6303	HEAT - IRONIA-GAS	06/29/2012	MEMMEL	\$39,384.71	(\$771.90)	\$38,612.81
Total for Adjustment # 000660							\$0.00	
000661	Copnt Services	11-000-230-339-30-1205	SPEC. CONTR. SERV.	06/29/2012	MEMMEL	\$119,159.71	\$4,290.07	\$123,449.78
	Copnt Services	11-000-230-610-09-0000	SUPPLIES AND MATERIALS	06/29/2012	MEMMEL	\$3,393.39	(\$537.52)	\$2,855.87
	Copnt Services	11-000-230-890-45-0450	MISC EXPENSE SOCIAL STUD	06/29/2012	MEMMEL	\$328.25	(\$328.25)	\$0.00
	Copnt Services	11-000-230-895-30-1301	BOE MEMBERSHIP DUES	06/29/2012	MEMMEL	\$27,554.68	(\$711.98)	\$26,842.70
	Copnt Services	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,722,975.53	(\$2,712.32)	\$10,720,263.21
Total for Adjustment # 000661							\$0.00	
000662	HS Tutors	11-000-240-610-06-2507	MISC SUPPL/GENL/RHS	06/29/2012	MEMMEL	\$33,030.84	(\$29.00)	\$33,001.84
	HS Tutors	11-190-100-610-06-0410	ED SUPPL/REPL/HS/MATH	06/29/2012	MEMMEL	\$1,297.64	\$29.00	\$1,326.64
Total for Adjustment # 000662							\$0.00	
000663	Furnishings for Tech Building	11-000-252-330-23-2431	OTHER PURCHASED PROF SER	06/29/2012	MEMMEL	\$244,234.17	(\$1,316.02)	\$242,918.15
	Furnishings for Tech Building	11-000-252-600-23-2434	GENERAL SUPPLIES	06/29/2012	MEMMEL	\$3,355.80	\$20,000.00	\$23,355.80
	Furnishings for Tech Building	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,720,263.21	(\$18,683.98)	\$10,701,579.23
Total for Adjustment # 000663							\$0.00	
000664	Refund Corr	11-000-262-621-18-6301	HEAT - CG - GAS	06/29/2012	MEMMEL	\$60,752.09	(\$767.10)	\$59,984.99
	Refund Corr	11-000-262-621-18-6303	HEAT - IRONIA-GAS	06/29/2012	MEMMEL	\$38,612.81	(\$424.42)	\$38,188.39
	Refund Corr	11-000-262-621-18-6304	HEAT - SHONGUM-GAS	06/29/2012	MEMMEL	\$72,746.91	(\$976.15)	\$71,770.76
	Refund Corr	11-000-291-241-40-8101	PERS/TSA	06/29/2012	MEMMEL	\$1,167,230.62	(\$4,443.95)	\$1,162,786.67
	Refund Corr	11-000-291-270-40-8203	MEDICAL INSURANCE	06/29/2012	MEMMEL	\$10,701,579.23	\$15,284.44	\$10,716,863.67
	Refund Corr	11-000-291-270-40-8204	DENTAL INSURANCE	06/29/2012	MEMMEL	\$508,231.35	(\$3,782.48)	\$504,448.87
	Refund Corr	11-190-100-890-06-0000	GRADUATION-OTHER OBJECTS	06/29/2012	MEMMEL	\$31,376.45	(\$4,890.34)	\$26,486.11
Total for Adjustment # 000664							\$0.00	

RANDOLPH TOWNSHIP SCHOOL DISTRICT
Expense Account Adjustment Analysis By Adjustment#

va_exaa2.082406

06/29/2012

Selected Cycle : June

Adj #	Description	Account#	Account Description	Date	User	Old Amount	Adjustment	New Balance
Total Current Appropriation Adjustments							\$1,058,639.40	

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REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 General Fund - Fund 10 (including subfunds 16, 17 & 18)
 Interim Balance Sheet
 For 12 Month Period Ending 06/29/2012

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

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

101	Cash in bank		\$3,077,983.07
102-108	Cash and cash equivalents		\$997,168.07
	Accounts receivable:		
132	Interfund	(\$100,555.38)	
141	Intergovernmental - State	\$2,702,428.48	
			\$2,601,873.10
	Other Current Assets		\$1,127.00

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

301	Estimated Revenues	\$78,445,759.00	
302	Less Revenues	(\$78,697,122.25)	
			(\$251,363.25)
	Total assets and resources		\$6,426,787.99

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 General Fund - Fund 10 (including subfunds 16, 17 & 18)
 Interim Balance Sheet
 For 12 Month Period Ending 06/29/2012

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

--- LIABILITIES ---

421	Accounts Payable	\$64,773.50
	Other current liabilities	\$1,141,748.81
	TOTAL LIABILITIES	\$1,206,522.31

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$1,689,897.86
	Reserved fund balance:	
601	Appropriations	\$79,713,365.08
602	Less : Expenditures	\$77,733,498.39
603	Encumbrances	\$1,689,897.86 (\$79,423,396.25)
		\$289,968.83
	Total Appropriated	\$1,979,866.69

--- Unappropriated ---

770	Fund Balance -	\$2,347,724.41
303	Budgeted Fund Balance	\$892,674.58

TOTAL FUND BALANCE	\$5,220,265.68
TOTAL LIABILITIES AND FUND EQUITY	\$6,426,787.99

RANDOLPH TOWNSHIP SCHOOL DISTRICT
 General Fund - Fund 10 (including subfunds 16, 17 & 18)
 Interim Balance Sheet
 For 12 Month Period Ending 06/29/2012

RECAPITULATION OF FUND BALANCE:	Budgeted	Actual	Variance
Appropriations	\$79,713,365.08	\$79,423,396.25	\$289,968.83
Revenues	(\$78,445,759.00)	(\$78,697,122.25)	\$251,363.25
	<u>\$1,267,606.08</u>	<u>\$726,274.00</u>	<u>\$541,332.08</u>
Less: Adjust for prior year encumb.	<u>(\$2,160,280.66)</u>	<u>(\$2,160,280.66)</u>	
Budgeted Fund Balance	<u>(\$892,674.58)</u>	<u>(\$1,434,006.66)</u>	<u>\$541,332.08</u>
Recapitulation of Budgeted Fund Balance by Subfund			
Fund 10 (includes 10, 11, 12, and 13)	(\$892,674.58)	(\$1,434,006.66)	\$541,332.08
Fund 16 (Restricted ARRA-ESF)	\$0.00	\$0.00	\$0.00
Fund 17 (Restricted ARRA-GSF)	\$0.00	\$0.00	\$0.00
Fund 18 (Restricted ED JOBS)	\$0.00	\$0.00	\$0.00
TOTAL Budgeted Fund Balance	<u>(\$892,674.58)</u>	<u>(\$1,434,006.66)</u>	<u>\$541,332.08</u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/29/2012

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$64,754,368.00	\$65,005,731.25		(\$251,363.25)
3XXX	From State Sources	\$13,207,257.00	\$13,207,257.00		.00
4XXX	From Federal Sources	\$484,134.00	\$484,134.00		.00
TOTAL REVENUE/SOURCES OF FUNDS		\$78,445,759.00	\$78,697,122.25		(\$251,363.25)
=====					
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- CURRENT EXPENSE ---					
11-1XX-100-XXX	Regular Programs - Instruction	\$26,942,168.06	\$26,709,637.87	\$231,386.54	\$1,143.65
11-2XX-100-XXX	Special Education - Instruction	\$4,809,001.02	\$4,808,996.02	\$0.00	\$5.00
11-230-100-XXX	Basic Skills - Remedial Instruction	\$375,776.33	\$375,502.17	\$274.16	\$0.00
11-240-100-XXX	Bilingual Education - Instruction	\$240,980.38	\$240,976.65	\$0.00	\$3.73
11-401-100-XXX	School-Spon. Cocurr. Acti-Instr	\$413,303.22	\$399,074.99	\$14,203.00	\$25.23
11-402-100-XXX	School-Spons. Athletics - Instruction	\$1,143,440.63	\$1,135,272.69	\$418.66	\$7,749.28
--- UNDISTRIBUTED EXPENDITURES ---					
11-000-100-XXX	Instruction	\$2,902,036.99	\$2,855,775.84	\$41,473.16	\$4,787.99
11-000-213-XXX	Health Services	\$779,071.01	\$777,935.49	\$515.53	\$619.99
11-000-216-XXX	Speech, OT,PT & Related Svcs	\$1,579,369.80	\$1,572,603.23	\$4,950.00	\$1,816.57
11-000-217-XXX	Other Support Serv - Students Extra Srvc	\$760,493.00	\$760,457.00	\$36.00	\$0.00
11-000-218-XXX	Guidance	\$1,469,244.25	\$1,467,859.25	\$1,385.00	\$0.00
11-000-219-XXX	Child Study Teams	\$1,891,664.37	\$1,878,937.62	\$2,145.00	\$10,581.75
11-000-221-XXX	Improv of Inst. - Instruc Staff	\$936,979.69	\$906,285.48	\$0.00	\$30,694.21
11-000-222-XXX	Educational Media Serv/School Library	\$678,312.00	\$677,579.12	\$537.87	\$195.01
11-000-223-XXX	Instructional Staff Training Services	\$306,085.15	\$239,205.60	\$23,485.23	\$43,394.32
11-000-230-XXX	Supp. Serv.-General Administration	\$1,847,338.12	\$1,713,036.26	\$132,235.31	\$2,066.55
11-000-240-XXX	Supp. Serv.-School Administration	\$2,612,936.24	\$2,606,464.57	\$5,753.85	\$717.82
11-000-25X-XXX	Central Serv & Admin. Inform. Tech.	\$1,307,305.16	\$1,283,633.91	\$23,355.80	\$315.45
11-000-261-XXX	Require Maint. for School Facilities	\$1,196,593.68	\$1,099,846.36	\$95,683.08	\$1,064.24
11-000-262-XXX	Custodial Services	\$4,149,750.66	\$4,042,278.64	\$104,182.37	\$3,289.65
11-000-263-XXX	Care and Upkeep of Grounds	\$749,024.83	\$739,476.11	\$8,795.77	\$752.95
11-000-266-XXX	Security	\$102,068.54	\$102,068.54	\$0.00	\$0.00
11-000-270-XXX	Student Transportation Services	\$3,992,506.82	\$3,893,777.17	\$98,496.62	\$233.03
11-XXX-XXX-2XX	Allocated and Unallocated Benefits	\$15,401,868.62	\$15,379,068.62	\$22,800.00	.00
TOTAL GENERAL CURRENT EXPENSE		\$76,587,318.57	\$75,665,749.20	\$812,112.95	\$109,456.42
EXPENDITURES/USES OF FUNDS					
=====					

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 and 18)
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 12 Month Period Ending 06/29/2012

*** EXPENDITURES - cont'd ***	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
*** CAPITAL OUTLAY ***				
12-XXX-XXX-73X Equipment	\$1,298,908.80	\$244,354.42	\$877,784.91	\$176,769.47
12-000-4XX-XXX Facilities acquisition & constr. serv.	\$1,277,733.71	\$1,273,990.77	.00	\$3,742.94
TOTAL CAP OUTLAY EXPEND./USES OF FUNDS	<u>\$2,576,642.51</u>	<u>\$1,518,345.19</u>	<u>\$877,784.91</u>	<u>\$180,512.41</u>
18-XXX-XXX-XXX Education Jobs Fund	\$484,134.00	\$484,134.00	\$0.00	\$0.00
TOTAL EDUCATION JOBS FUND	<u>\$484,134.00</u>	<u>\$484,134.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
10-000-100-56X Transfer of Funds to Charter Schools	\$65,270.00	\$65,270.00	.00	.00
TOTAL GENERAL FUND EXPENDITURES	<u>\$79,713,365.08</u>	<u>\$77,733,498.39</u>	<u>\$1,689,897.86</u>	<u>\$289,968.83</u>

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDELEH TOWNSHIP SCHOOL DISTRICT
GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
SCHEDULE OF REVENUES
ACTUAL COMPARED WITH ESTIMATED
For 12 Month Period Ending 06/29/2012

	ESTIMATED	ACTUAL	UNREALIZED
	-----	-----	-----
--- LOCAL SOURCES ---			
1210 Local Tax Levy	\$64,504,368.00	\$64,504,368.00	.00
1310 Tuition- From Individuals		\$49,145.00	(\$49,145.00)
1320-1340 Other Tuition		\$108,539.36	(\$108,539.36)
1410 Transp fees from Individuals		\$1,645.00	(\$1,645.00)
1420 -1440 Transp Fees from Other LEAs	\$15,000.00	\$43,983.50	(\$28,983.50)
1XXX Miscellaneous	\$235,000.00	\$298,050.39	(\$63,050.39)
TOTAL	\$64,754,368.00	\$65,005,731.25	(\$251,363.25)
	=====	=====	=====
--- STATE SOURCES ---			
3131 Extraordinary Aid	\$1,257,851.00	\$1,257,851.00	.00
3132 Categorical Special Education Aid	\$3,113,470.00	\$3,113,470.00	.00
3176 Equalization	\$8,804,287.00	\$8,804,287.00	.00
3177 Categorical Security	\$31,649.00	\$31,649.00	.00
TOTAL	\$13,207,257.00	\$13,207,257.00	\$0.00
	=====	=====	=====
--- FEDERAL SOURCES ---			
4522 ED JOBS	\$484,134.00	\$484,134.00	.00
TOTAL	\$484,134.00	\$484,134.00	\$0.00
	=====	=====	=====
--- OTHER FINANCING SOURCES ---			
TOTAL REVENUES/SOURCES OF FUNDS	\$78,445,759.00	\$78,697,122.25	(\$251,363.25)
	=====	=====	=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/29/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** GENERAL CURRENT EXPENSE ***				
--- Regular Programs - Instruction ---				
11-110-100-101 Kindergarten - Salaries of Teachers	\$540,045.13	\$540,045.13	.00	.00
11-120-100-101 Grades 1-5 - Salaries of Teachers	\$8,274,302.70	\$8,253,048.94	\$21,151.49	\$102.27
11-130-100-101 Grades 6-8 - Salaries of Teachers	\$6,512,120.18	\$6,502,437.01	\$9,683.17	.00
11-140-100-101 Grades 9-12 - Salaries of Teachers	\$8,413,502.02	\$8,399,497.46	\$13,901.56	\$103.00
--- Regular Programs - Home Instruction ---				
11-150-100-101 Salaries of Teachers	\$130,087.50	\$109,275.00	\$20,812.50	\$0.00
11-150-100-320 Purchased Prof.-Ed. Services	\$12,781.60	\$12,781.60	.00	.00
--- Regular Programs - Undistr. Instruction ---				
11-190-100-106 Other Salaries for Instruction	\$626,593.70	\$577,956.55	\$48,637.15	.00
11-190-100-320 Purchased Prof.-Ed. Services	\$64,801.22	\$64,801.22	.00	.00
11-190-100-340 Purchased Technical Services	\$151,152.43	\$150,992.43	.00	\$160.00
11-190-100-500 Other Purch. Serv. (400-500 series)	\$291,316.99	\$291,316.99	.00	.00
11-190-100-610 General Supplies	\$1,380,265.31	\$1,296,433.09	\$83,275.50	\$556.72
11-190-100-640 Textbooks	\$516,168.67	\$482,021.84	\$33,925.17	\$221.66
11-190-100-800 Other Objects	\$29,030.61	\$29,030.61	.00	.00
TOTAL	\$26,942,168.06	\$26,709,637.87	\$231,386.54	\$1,143.65
--- SPECIAL EDUCATION - INSTRUCTION ---				
Learning and/or Language Disabilities:				
11-204-100-101 Salaries of Teachers	\$574,063.97	\$574,063.97	\$0.00	\$0.00
11-204-100-106 Other Salaries for Instruction	\$99,707.76	\$99,707.76	.00	.00
11-204-100-610 General Supplies	\$14,238.82	\$14,238.82	.00	.00
TOTAL	\$688,010.55	\$688,010.55	\$0.00	\$0.00
11-207-100-610 General Supplies	\$2,852.45	\$2,852.45	.00	.00
TOTAL	\$2,852.45	\$2,852.45	\$0.00	\$0.00
11-212-100-610 General supplies	\$2,021.17	\$2,021.17	.00	.00
TOTAL	\$2,021.17	\$2,021.17	\$0.00	\$0.00
Resource Room/Resource Center:				
11-213-100-101 Salaries of Teachers	\$3,104,443.73	\$3,104,443.73	\$0.00	\$0.00
11-213-100-106 Other Salaries for Instruction	\$447,983.29	\$447,978.29	.00	\$5.00
11-213-100-610 General supplies	\$19,365.37	\$19,365.37	.00	.00
TOTAL	\$3,571,792.39	\$3,571,787.39	\$0.00	\$5.00
Preschool Disabilities - Full-Time:				
11-216-100-101 Salaries of Teachers	\$242,050.46	\$242,050.46	\$0.00	\$0.00
11-216-100-106 Other Salaries for Instruction	\$288,494.60	\$288,494.60	.00	.00
11-216-100-600 General Supplies	\$13,779.40	\$13,779.40	.00	.00
TOTAL	\$544,324.46	\$544,324.46	\$0.00	\$0.00
TOTAL SPECIAL ED - INSTRUCTION	\$4,809,001.02	\$4,808,996.02	\$0.00	\$5.00
--- Basic Skills/Remedial-Instruction ---				
11-230-100-101 Salaries of Teachers	\$372,203.00	\$372,203.00	\$0.00	\$0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/29/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
11-230-100-610 General Supplies	\$2,588.38	\$2,314.22	\$274.16	.00
11-230-100-640 Textbooks	\$984.95	\$984.95	.00	.00
TOTAL	\$375,776.33	\$375,502.17	\$274.16	\$0.00
--- Bilingual Education-Instruction ---				
11-240-100-101 Salaries of Teachers	\$235,110.00	\$235,110.00	\$0.00	\$0.00
11-240-100-500 Other Purch. Serv. (400-500 series)	\$491.24	\$487.51	.00	\$3.73
11-240-100-610 General Supplies	\$2,957.92	\$2,957.92	.00	.00
11-240-100-640 Textbooks	\$2,421.22	\$2,421.22	.00	.00
TOTAL	\$240,980.38	\$240,976.65	\$0.00	\$3.73
--- School spons.cocurricular activities-Instruction ---				
11-401-100-100 Salaries	\$356,756.05	\$342,813.05	\$13,943.00	.00
11-401-100-600 Supplies and Materials	\$33,393.27	\$33,108.04	\$260.00	\$25.23
11-401-100-800 Other Objects	\$23,153.90	\$23,153.90	.00	.00
TOTAL	\$413,303.22	\$399,074.99	\$14,203.00	\$25.23
--- School sponsored athletics-Instruct. ---				
11-402-100-100 Salaries	\$910,806.11	\$910,806.11	.00	.00
11-402-100-500 Purchased Services (300-500 series)	\$116,546.02	\$109,239.24	.00	\$7,306.78
11-402-100-600 Supplies and Materials	\$63,754.50	\$62,893.34	\$418.66	\$442.50
11-402-100-800 Other Objects	\$52,334.00	\$52,334.00	.00	.00
TOTAL	\$1,143,440.63	\$1,135,272.69	\$418.66	\$7,749.28
--- UNDISTRIBUTED EXPENDITURES ---				
--- Instruction ---				
11-000-100-562 Tuition to Other LEAs within State Special	\$427,100.40	\$427,100.40	.00	.00
11-000-100-563 Tuition to Co.Voc.School Dist.-reg.	\$269,841.60	\$269,841.60	.00	.00
11-000-100-564 Tuition to Co.Voc. School Dist.-spec.	\$24,580.00	\$24,580.00	.00	.00
11-000-100-565 Tuition to Co.Spec.Serv. & Reg. Day schls	\$147,170.00	\$147,170.00	.00	.00
11-000-100-566 Tuition to Priv Sch for Disbl w/i State	\$2,002,594.99	\$1,956,333.84	\$41,473.16	\$4,787.99
11-000-100-568 Tuition - State Facilities	\$30,750.00	\$30,750.00	.00	.00
TOTAL	\$2,902,036.99	\$2,855,775.84	\$41,473.16	\$4,787.99
--- Health services ---				
11-000-213-100 Salaries	\$748,904.86	\$748,626.86	\$278.00	.00
11-000-213-300 Purchased Prof. & Tech. Svc.	\$1,251.56	\$1,251.56	.00	.00
11-000-213-500 Other Purchd. Serv. (400-500 series)	\$211.09	\$211.09	.00	.00
11-000-213-600 Supplies and Materials	\$28,703.50	\$27,845.98	\$237.53	\$619.99
TOTAL	\$779,071.01	\$777,935.49	\$515.53	\$619.99
--- Speech, OT,PT & Related Svcs ---				
11-000-216-100 Salaries	\$1,070,980.94	\$1,070,980.94	.00	.00
11-000-216-320 Purchased Prof. Ed. Services	\$505,614.29	\$498,847.72	\$4,950.00	\$1,816.57
11-000-216-600 Supplies and Materials	\$2,774.57	\$2,774.57	.00	.00
TOTAL	\$1,579,369.80	\$1,572,603.23	\$4,950.00	\$1,816.57
--- Other support services - Students - Extra Srvc				
11-000-217-100 Salaries	\$604,956.70	\$604,956.70	.00	.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/29/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-217-320 Purchased Prof. Ed. Services	\$155,536.30	\$155,500.30	\$36.00	.00
TOTAL	\$760,493.00	\$760,457.00	\$36.00	\$0.00
--- Guidance ---				
11-000-218-104 Salaries Other Prof. Staff	\$1,231,282.93	\$1,231,282.93	.00	.00
11-000-218-105 Sal Secr. & Clerical Asst.	\$211,103.16	\$211,103.16	.00	.00
11-000-218-390 Other Purch. Prof. & Tech Svc.	\$14,831.34	\$14,646.34	\$185.00	.00
11-000-218-500 Other Purchased Services (400-500 series)	\$7.03	\$7.03	.00	.00
11-000-218-600 Supplies and Materials	\$11,667.29	\$10,467.29	\$1,200.00	.00
11-000-218-800 Other Objects	\$352.50	\$352.50	.00	.00
TOTAL	\$1,469,244.25	\$1,467,859.25	\$1,385.00	\$0.00
--- Child Study Teams ---				
11-000-219-104 Salaries Other Prof. Staff	\$1,661,051.37	\$1,661,051.37	.00	.00
11-000-219-105 Sal Secr. & Clerical Asst.	\$153,016.63	\$153,016.63	.00	.00
11-000-219-320 Purchased Prof. - Ed. Services	\$59,465.25	\$47,685.25	\$2,145.00	\$9,635.00
11-000-219-390 Other Purch. Prof. & Tech Svc.	\$321.00	\$321.00	.00	.00
11-000-219-592 Misc Purch Ser(400-500 O/than Rend costs)	\$3,610.24	\$2,903.22	\$0.00	\$707.02
11-000-219-600 Supplies and Materials	\$13,143.88	\$12,904.15	.00	\$239.73
11-000-219-800 Other Objects	\$1,056.00	\$1,056.00	.00	.00
TOTAL	\$1,891,664.37	\$1,878,937.62	\$2,145.00	\$10,581.75
--- Improv. of instr. Serv. ---				
11-000-221-102 Salaries Superv. of Instr.	\$799,152.76	\$773,353.42	.00	\$25,799.34
11-000-221-104 Salaries Other Prof. Staff	\$51,472.66	\$51,472.66	.00	.00
11-000-221-105 Sal Secr. & Clerical Asst.	\$72,000.00	\$72,000.00	.00	.00
11-000-221-320 Purchased Prof. - Ed. Services	\$5,701.28	\$4,685.55	.00	\$1,015.73
11-000-221-500 Other Purchased Services (400-500 series)	\$3,367.44	\$1,697.66	.00	\$1,669.78
11-000-221-600 Supplies and Materials	\$2,350.09	\$1,636.19	.00	\$713.90
11-000-221-800 Other Objects	\$2,935.46	\$1,440.00	.00	\$1,495.46
TOTAL	\$936,979.69	\$906,285.48	\$0.00	\$30,694.21
--- Educational media serv./sch.library ---				
11-000-222-100 Salaries	\$573,905.00	\$573,905.00	.00	.00
11-000-222-600 Supplies and Materials	\$100,688.00	\$99,955.12	\$537.87	\$195.01
11-000-222-800 Other Objects	\$3,719.00	\$3,719.00	.00	.00
TOTAL	\$678,312.00	\$677,579.12	\$537.87	\$195.01
--- Instructional Staff Training Services ---				
11-000-223-102 Salaries Superv. of Instruction	\$39,473.94	\$39,473.94	.00	.00
11-000-223-104 Salaries Other Prof. Staff	\$15,297.09	\$15,297.09	.00	.00
11-000-223-11X Other Salaries	\$5,000.00	\$715.08	.00	\$4,284.92
11-000-223-320 Purchased Prof. - Ed. Services	\$234,092.82	\$176,470.78	\$23,485.23	\$34,136.81
11-000-223-500 Other Purchased Services (400-500 series)	\$12,221.30	\$7,248.71	.00	\$4,972.59
TOTAL	\$306,085.15	\$239,205.60	\$23,485.23	\$43,394.32
--- Support services-general administration ---				
11-000-230-100 Salaries	\$719,696.51	\$719,696.31	\$0.00	\$0.20

RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/29/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-230-331 Legal Services	\$175,222.67	\$175,194.12	.00	\$28.55
11-000-230-332 Audit Fees	\$147,500.00	\$84,250.00	\$63,250.00	.00
11-000-230-339 Other Purchased Prof. Svc.	\$229,210.28	\$161,773.97	\$67,436.31	.00
11-000-230-340 Purchased Tech. Services	\$12,918.77	\$12,910.46	.00	\$8.31
11-000-230-530 Communications/Telephone	\$239,132.70	\$238,464.70	.00	\$668.00
11-000-230-590 Other Purchased Services	\$206,129.95	\$205,183.00	\$0.00	\$946.95
11-000-230-610 General Supplies	\$69,832.24	\$68,070.91	\$1,549.00	\$212.33
11-000-230-890 Misc. Expenditures	\$20,852.30	\$20,650.09	.00	\$202.21
11-000-230-895 BOE Membership Dues and Fees	\$26,842.70	\$26,842.70	.00	.00
TOTAL	\$1,847,338.12	\$1,713,036.26	\$132,235.31	\$2,066.55
--- Support services-school administration ---				
11-000-240-103 Salaries Princ./Asst. Princ.	\$1,631,822.22	\$1,631,822.22	.00	.00
11-000-240-105 Sal Sec. & Clerical Asst.	\$901,404.53	\$900,630.53	\$774.00	.00
11-000-240-300 Purchased Prof. & Tech. Svc.	\$4,717.20	\$4,717.20	.00	.00
11-000-240-500 Other Purchased Services	\$594.30	\$594.13	.00	\$0.17
11-000-240-600 Supplies and Materials	\$58,667.91	\$53,040.41	\$4,979.85	\$647.65
11-000-240-800 Other Objects	\$15,730.08	\$15,660.08	.00	\$70.00
TOTAL	\$2,612,936.24	\$2,606,464.57	\$5,753.85	\$717.82
--- Central Services ---				
11-000-251-100 Salaries	\$588,273.56	\$588,260.03	.00	\$13.53
11-000-251-340 Purchased Technical Services	\$28,725.71	\$28,725.71	.00	.00
11-000-251-592 Misc Pur Serv (400-500 series)	\$33,120.81	\$33,021.65	.00	\$99.16
11-000-251-600 Supplies and Materials	\$9,770.40	\$9,613.60	.00	\$156.80
11-000-251-890 Other Objects	\$6,526.44	\$6,520.09	.00	\$6.35
TOTAL	\$666,416.92	\$666,141.08	\$0.00	\$275.84
--- Admin. Info. Technology ---				
11-000-252-100 Salaries	\$374,380.07	\$374,380.07	.00	.00
11-000-252-330 Purchased Prof. Services	\$242,918.15	\$242,918.15	.00	.00
11-000-252-500 Other Pur Serv. (400-500 series)	\$234.22	\$194.61	.00	\$39.61
11-000-252-600 Supplies and Materials	\$23,355.80	.00	\$23,355.80	.00
TOTAL	\$640,888.24	\$617,492.83	\$23,355.80	\$39.61
TOTAL Cent. Svcs. & Admin IT	\$1,307,305.16	\$1,283,633.91	\$23,355.80	\$315.45
--- Required Maint.for School Facilities ---				
11-000-261-100 Salaries	\$526,585.31	\$520,233.57	\$6,311.74	\$40.00
11-000-261-420 Cleaning, Repair & Maint. Svc.	\$536,415.08	\$450,441.44	\$85,491.34	\$482.30
11-000-261-610 General Supplies	\$133,593.29	\$129,171.35	\$3,880.00	\$541.94
TOTAL	\$1,196,593.68	\$1,099,846.36	\$95,683.08	\$1,064.24
--- Custodial Services ---				
11-000-262-1XX Salaries	\$2,078,608.62	\$2,062,170.16	\$16,438.46	\$0.00
11-000-262-107 Salaries of Non-Instructional Aids	\$189,984.37	\$181,484.30	\$8,400.07	.00
11-000-262-300 Purchased Prof. & Tech. Svc.	\$19,280.00	\$19,280.00	.00	.00
11-000-262-420 Cleaning, Repair & Maint. Svc.	\$113,752.77	\$112,999.08	.00	\$753.69

RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/29/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-441 Rental of Land & Bldgs Other Than Lease	\$90,054.00	\$90,050.50	.00	\$3.50
11-000-262-490 Other Purchased Property Svc.	\$120,778.11	\$120,778.11	.00	.00
11-000-262-520 Insurance	\$62,280.00	\$62,280.00	.00	.00
11-000-262-610 General Supplies	\$155,196.82	\$154,973.97	.00	\$222.85
11-000-262-621 Energy (Natural Gas)	\$409,660.76	\$407,351.15	.00	\$2,309.61
11-000-262-622 Energy (Electricity)	\$903,830.59	\$824,486.75	\$79,343.84	.00
11-000-262-624 Energy (Oil)	\$6,424.62	\$6,424.62	.00	.00
TOTAL	\$4,149,750.66	\$4,042,278.64	\$104,182.37	\$3,289.65
--- Care and Upkeep of Grounds ---				
11-000-263-100 Salaries	\$473,849.04	\$467,053.27	\$6,795.77	.00
11-000-263-420 Cleaning, Repair, & Maintenance Serv.	\$200,313.15	\$199,643.65	.00	\$669.50
11-000-263-610 General Supplies	\$74,862.64	\$72,779.19	\$2,000.00	\$83.45
TOTAL	\$749,024.83	\$739,476.11	\$8,795.77	\$752.95
--- Security ---				
11-000-266-100 Salaries	\$102,068.54	\$102,068.54	.00	.00
TOTAL	\$102,068.54	\$102,068.54	\$0.00	\$0.00
TOTAL Oper & Maint of Plant Services	\$6,197,437.71	\$5,983,669.65	\$208,661.22	\$5,106.84
--- Student transportation services ---				
11-000-270-160 al Pupil Trans(Bet Home & Sch)-reg	\$1,766,778.30	\$1,766,778.30	.00	.00
11-000-270-162 Sal Pupil Trans.Other than Bet Home & Sch	\$305,931.93	\$284,049.84	\$21,882.09	.00
11-000-270-390 Other Purch. Prof. & Tech Svc.	\$60,462.41	\$60,076.41	\$386.00	.00
11-000-270-420 Cleaning, Repair & Maint. Svc.	\$2,071.39	\$2,071.39	.00	.00
11-000-270-513 Contract Svc (btw home & sch.)-joint agree	\$1,151,062.89	\$1,151,062.89	.00	.00
11-000-270-517 Contract Svc (reg std) - ESCs	\$150,229.45	\$150,229.45	.00	.00
11-000-270-580 Travel	\$750.00	\$587.77	.00	\$162.23
11-000-270-593 Misc. Purchased Svc.- Transp.	\$52,846.00	\$52,846.00	.00	.00
11-000-270-610 General Supplies	\$489,810.62	\$413,526.09	\$76,228.53	\$56.00
11-000-270-800 Misc. Expenditures	\$12,563.83	\$12,549.03	.00	\$14.80
TOTAL	\$3,992,506.82	\$3,893,777.17	\$98,496.62	\$233.03
--- Personal Services-Employee Benefits---				
11-XXX-XXX-220 Social Security Contributions	\$1,089,414.04	\$1,074,114.04	\$15,300.00	.00
11-XXX-XXX-241 Other Retirement Contrb. - PERS	\$1,162,786.67	\$1,162,786.67	.00	.00
11-XXX-XXX-250 Unemployment Compensation	\$174,928.52	\$167,428.52	\$7,500.00	.00
11-XXX-XXX-260 Workman's Compensation	\$439,300.00	\$439,300.00	.00	.00
11-XXX-XXX-270 Health Benefits	\$12,271,523.57	\$12,271,523.57	.00	.00
11-XXX-XXX-280 Tuition Reimbursement	\$126,557.71	\$126,557.71	.00	.00
11-XXX-XXX-290 Other Employee Benefits	\$137,358.11	\$137,358.11	.00	.00
TOTAL	\$15,401,868.62	\$15,379,068.62	\$22,800.00	\$0.00
Total Undistributed Expenditures	\$42,662,648.93	\$41,996,288.81	\$565,830.59	\$100,529.53
*** TOTAL CURRENT EXPENSE EXPENDITURES ***	\$76,587,318.57	\$75,665,749.20	\$812,112.95	\$109,456.42
*** TOTAL CURRENT EXPENSE EXPENDITURES & TRANSFERS ***	\$76,587,318.57	\$75,665,749.20	\$812,112.95	\$109,456.42

RANDOLPH TOWNSHIP SCHOOL DISTRICT
GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
STATEMENT OF APPROPRIATIONS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/29/2012

Appropriations	Expenditures	Encumbrances	Available Balance
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RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/29/2012

	Appropriations	Expenditures	Encumbrances	Available Balance	
*** CAPITAL OUTLAY ***					
--- EQUIPMENT ---					
Undistributed expenses					
12-000-100-730	Instruction	\$2,932.50	\$2,932.50	.00	.00
12-000-220-730	Support services-instruc. staff	\$44,890.17	\$44,890.17	.00	.00
12-000-230-730	General administration	\$367,073.75	\$86,353.75	\$103,950.53	\$176,769.47
12-000-261-730	Undist. Exp.-Req. Maint. Schl Facilities	\$109,111.10	\$102,328.00	\$6,783.10	.00
Undist. Exp. - Non-instructional Services					
12-000-270-732	Non-instructional equip.	\$7,850.00	\$7,850.00	.00	.00
12-000-270-733	School buses - regular	\$767,051.28	.00	\$767,051.28	.00
TOTAL		\$1,298,908.80	\$244,354.42	\$877,784.91	\$176,769.47
--- Facilities acquisition and construction services ---					
12-000-4XX-450	Construction Services	\$1,230,851.71	\$1,227,108.77	.00	\$3,742.94
12-000-4XX-8XX	Other objects	\$46,882.00	\$46,882.00	.00	.00
Sub Total		\$1,277,733.71	\$1,273,990.77	\$0.00	\$3,742.94
TOTAL		\$1,277,733.71	\$1,273,990.77	\$0.00	\$3,742.94
TOTAL CAPITAL OUTLAY EXPENDITURES		\$2,576,642.51	\$1,518,345.19	\$877,784.91	\$180,512.41

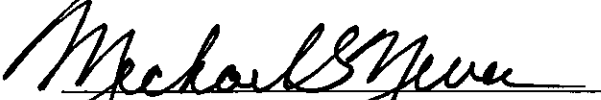
RANDOLPH TOWNSHIP SCHOOL DISTRICT
 GENERAL FUND - FUND 10 (including subfunds 16, 17 & 18)
 STATEMENT OF APPROPRIATIONS
 COMPARED WITH EXPENDITURES AND ENCUMBRANCES
 For 12 Month Period Ending 06/29/2012

	Appropriations	Expenditures	Encumbrances	Available Balance
*** EDUCATION STABILIZATION FUND **				
*** GOVERNMENT SERVICES FUND **				
*** EDUCATION JOBS FUND **				
--- Unallocated Benefits ---				
18-000-291-2XX Benefit	\$484,134.00	\$484,134.00	.00	.00
TOTAL	\$484,134.00	\$484,134.00	\$0.00	\$0.00
TOTAL EDUCATION JOBS FUND	\$484,134.00	\$484,134.00	\$0.00	\$0.00
10-000-100-56X Transfer of Funds to Charter Schls.	\$65,270.00	\$65,270.00	.00	.00
TOTAL GENERAL FUND EXPENDITURES	\$79,713,365.08	\$77,733,498.39	\$1,689,897.86	\$289,968.83

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

For 12 Month Period Ending 06/29/2012

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



Board Secretary/Business Administrator

Date

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

7/16 8:23am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 Special Revenue Fund - Fund 20
 Interim Balance Sheet
 For 12 Month Period Ending 06/29/12

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

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

101	Cash in bank		(\$15,213.59)
	Accounts receivable:		
141	Intergovernmental - State	\$0.13	
142	Intergovernmental - Federal	\$40,426.15	
			\$40,426.28
	Other Current Assets		\$0.00

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

301	Estimated Revenues	\$1,842,275.06	
302	Less Revenues	(\$1,744,646.40)	
			\$97,628.66
	Total assets and resources		\$122,841.35

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
Special Revenue Fund - Fund 20
Interim Balance Sheet
For 12 Month Period Ending 06/29/12

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LIABILITIES AND FUND EQUITY

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--- LIABILITIES ---

411	Intergovernmental accounts payable - State	\$0.19
421	Accounts Payable	\$11,376.57
481	Deferred revenues	\$28,451.08

TOTAL LIABILITIES

\$39,827.84
=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year	\$39,479.59
-----	---	-------------

601	Appropriations	\$1,842,275.06
602	Less: Expenditures	\$1,759,261.55
603	Encumbrances	\$39,479.59 (\$1,798,741.14)

\$43,533.92

TOTAL FUND BALANCE

\$83,013.51

TOTAL LIABILITIES AND FUND EQUITY

\$122,841.35
=====

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
Special Revenue Fund - Fund 20
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/29/12

		BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***					
1XXX	From Local Sources	\$45,553.13	\$31,546.40		\$14,006.73
2XXX	From Intermediate Sources	\$10,075.00	\$10,075.00		.00
3XXX	From State Sources	\$117,094.00	\$117,094.00		.00
4XXX	From Federal Sources	\$1,669,552.93	\$1,585,931.00		\$83,621.93
TOTAL REVENUE/SOURCES OF FUNDS		\$1,842,275.06	\$1,744,646.40		\$97,628.66
*** EXPENDITURES ***					
		APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
LOCAL PROJECTS:		\$55,628.13	\$20,862.40	\$23,040.00	\$11,725.73
STATE PROJECTS:					
	Nonpublic textbooks	\$10,362.00	\$10,362.00	.00	.00
	Nonpublic auxiliary services	\$32,169.00	\$31,825.48	.00	\$343.52
	Nonpublic handicapped services	\$59,762.00	\$55,530.35	.00	\$4,231.65
	Nonpublic nursing services	\$14,801.00	\$14,801.00	.00	.00
TOTAL STATE PROJECTS		\$117,094.00	\$112,518.83	\$0.00	\$4,575.17
FEDERAL PROJECTS:					
	NCLB Title I - Part A/D	\$132,932.69	\$121,078.63	\$7,828.87	\$4,025.19
	I.D.E.A. Part B (Handicapped)	\$1,412,247.85	\$1,390,392.02	.00	\$21,855.83
	NCLB Title II - Part A/D	\$106,688.73	\$101,573.43	\$4,929.30	\$186.00
	NCLB Title III - English Language Enhancement	\$17,683.66	\$12,836.24	\$3,681.42	\$1,166.00
	Other Federal Projects	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FEDERAL PROJECTS		\$1,669,552.93	\$1,625,880.32	\$16,439.59	\$27,233.02
*** TOTAL EXPENDITURES ***		\$1,842,275.06	\$1,759,261.55	\$39,479.59	\$43,533.92

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
RANDOLPH TOWNSHIP SCHOOL DISTRICT
Special Revenue Fund - Fund 20
STATEMENT OF APPROPRIATIONS - RESTRICTED STATE ENTITLEMENTS
COMPARED WITH EXPENDITURES AND ENCUMBRANCES
For 12 Month Period Ending 06/29/12

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

Special Revenue Fund - Fund 20
For 12 Month Period Ending 06/29/12

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



Board Secretary/Business Administrator

Date

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

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

7/16 8:23am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 Capital Projects Fund - Fund 30
 Interim Balance Sheet
 For 12 Month Period Ending 06/29/12

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

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

101	Cash in bank		\$11,037,828.97
	Accounts receivable:		
132	Interfund	\$128,934.46	
141	Intergovernmental - State	\$51,834.00	
			\$180,768.46

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

302	Less Revenues	(\$11,667,206.14)	
			(\$11,667,206.14)
	Total assets and resources		(\$448,608.71)

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

Capital Projects Fund - Fund 30
Interim Balance Sheet
For 12 Month Period Ending 06/29/12

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

753	Reserve for encumbrances - Current Year		\$5,205,857.32
601	Appropriations	\$11,667,900.00	
602	Less : Expenditures	\$629,377.17	
603	Encumbrances	\$5,205,857.32	(\$5,835,234.49)
			<u>\$5,832,665.51</u>
	Total Appropriated		<u>\$11,038,522.83</u>

--- Unappropriated ---

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

TOTAL FUND BALANCE (\$448,608.71)

TOTAL LIABILITIES AND FUND EQUITY (\$448,608.71)

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

Capital Projects Fund - Fund 30
For 12 Month Period Ending 06/29/12

I, _____, 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

Date

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

Capital Projects Fund - Fund 30
INTERIM STATEMENTS COMPARING
BUDGET REVENUE WITH ACTUAL TO DATE AND
APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
For 12 Month Period Ending 06/29/12

	BUDGETED ESTIMATED	ACTUAL TO DATE	NOTE: OVER OR (UNDER)	UNREALIZED BALANCE
*** REVENUES/SOURCES OF FUNDS ***				
Other	\$0.00	\$11,667,206.14		(\$11,667,206.14)
TOTAL REVENUE/SOURCES OF FUNDS	\$0.00	\$11,667,206.14		(\$11,667,206.14)
*** EXPENDITURES ***				
	APPROPRIATIONS	EXPENDITURES	ENCUMBRANCES	AVAILABLE BALANCE
--- Facilities acquisition and constr. serv. ---				
30-000-4XX-331 Legal services	\$19,091.05	\$19,091.05	.00	.00
30-000-4XX-334 Architectural/Engineering Services	\$754,400.00	\$575,340.00	\$179,060.00	.00
30-000-4XX-390 Other purchased prof. & tech. serv.	\$35,200.00	\$34,946.12	\$253.88	.00
30-000-4XX-450 Construction services	\$10,859,208.95	.00	\$5,026,543.44	\$5,832,665.51
Total fac.acq.and constr. serv.	\$11,667,900.00	\$629,377.17	\$5,205,857.32	\$5,832,665.51
TOTAL EXPENDITURES	\$11,667,900.00	\$629,377.17	\$5,205,857.32	\$5,832,665.51
*** TOTAL EXPENDITURES AND TRANSFERS	\$11,667,900.00	\$629,377.17	\$5,205,857.32	\$5,832,665.51

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

7/16 8:23am

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 RANDOLPH TOWNSHIP SCHOOL DISTRICT
 Debt Service Fund - Fund 40
 Interim Balance Sheet
 For 12 Month Period Ending 06/29/12

=====

ASSETS AND RESOURCES

=====

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

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

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

		=====

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

Debt Service Fund - Fund 40
 Interim Balance Sheet
 For 12 Month Period Ending 06/29/12

=====

LIABILITIES AND FUND EQUITY

=====

FUND BALANCE

--- Appropriated ---

Reserved fund balance:

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

--- Unappropriated ---

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

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

Debt Service Fund - Fund 40
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 12 Month Period Ending 06/29/12

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

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

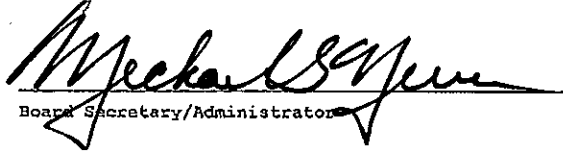
Debt Service Fund - Fund 40
 INTERIM STATEMENTS COMPARING
 BUDGET REVENUE WITH ACTUAL TO DATE AND
 APPROPRIATIONS WITH EXPENDITURES AND ENCUMBRANCES TO DATE
 For 12 Month Period Ending 06/29/12

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

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

For 12 Month Period Ending 06/29/12

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Board Secretary/Administrator

Date

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

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

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Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
10-1210-000	4000	LOCAL TAX LEVY	64,504,368.00	64,504,368.00	0.00	0.00	64,504,368.00	5,376,024.50	0.00
10-1310-000	4002	TUITION FROM	0.00	0.00	0.00	0.00	49,145.00	4,614.50	-49,145.00
10-1320-000	4003	TUITION FROM LEAS W/IN	0.00	0.00	0.00	0.00	108,539.36	5,152.80	-108,539.36
10-1340-000	4004	TUITION FROM OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1410-000	4005	TRANSPORTATION FEES	0.00	0.00	0.00	0.00	1,645.00	0.00	-1,645.00
10-1440-000	4006	TRANSPORTATION FEES	15,000.00	15,000.00	0.00	0.00	43,983.50	3,600.50	-28,983.50
10-1510-000	4007	INTEREST ON	15,000.00	15,000.00	0.00	0.00	47,146.55	3,080.23	-32,146.55
10-1710-000	4009	ATHLETIC RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1730-000	4128	ATHLETIC PARTICIPANT	80,000.00	80,000.00	0.00	0.00	116,391.59	1,850.00	-36,391.59
10-1735-000	4150	EXTRA CURRICULAR FEES	80,000.00	80,000.00	0.00	0.00	19,800.00	100.00	60,200.00
10-1790-000	4112	HS PARKING FEES	0.00	0.00	0.00	0.00	19,180.45	0.00	-19,180.45
10-1910-000	4011	RENTALS	40,000.00	40,000.00	0.00	0.00	56,721.18	10,628.09	-16,721.18
10-1950-000	4129	PROFESSNL DEVELOPMT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1960-000	4143	SVC PROVIDED LOCAL	0.00	0.00	0.00	0.00	18,876.00	0.00	-18,876.00
10-1981-000	4013	BENEFITS CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-1990-000	4014	MISCELLANEOUS	20,000.00	20,000.00	0.00	0.00	19,934.62	228.35	65.38
10-1991-000	4015	COBRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3111-000	4019	CORE CURRICULUM AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3120-000	4020	TRANSPORTATION AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3121-000	4121	CAT. TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3130-000	4021	SPECIAL EDUCATION AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3131-000	4109	EXTRAORDINARY AID	105,000.00	1,257,851.00	1,152,851.00	1,257,851.00	0.00	0.00	1,257,851.00
10-3132-000	4118	CAT. SPECIAL ED AID	3,113,470.00	3,113,470.00	0.00	0.00	3,113,470.00	0.00	0.00
10-3140-000	4022	BILINGUAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3150-000	4023	AID FOR AT RISK PUPILS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3171-000	4024	STABILZATION AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3176-000	4119	EQUALIZATION AID	8,096,056.00	8,804,287.00	708,231.00	1,187,365.00	7,616,922.00	49,120.00	1,187,365.00
10-3177-000	4120	CAT. SECURITY AID	0.00	31,649.00	31,649.00	0.00	31,649.00	31,649.00	0.00
10-3190-000	4025	OTHER STATE AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3193-000	4026	ACADEMIC ACHIEVEMNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3194-000	4027	STATE REIMB MENTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3195-000	4099	CONSOLIDATED AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10-3196-000	4100	ADDITIONAL FORMULA AID	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16-4520-000	4136	ARRA-ESF	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

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Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
17-4521-000	4137	ARRA-GSF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-4522-000	4161	EDUCATION JOBS	469,428.00	484,134.00	14,706.00	0.00	484,134.00	0.00	0.00
20-1300-300	4028	MAC GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1560-425	4029	ATT FAMILY SCIENCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1910-001	4077	CENTER GROVE	84,177.00	0.00	-84,177.00	0.00	0.00	0.00	0.00
20-1910-002	4079	DONATION CST LIB/ FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1910-005	4081	MSU-CAULKINS (FB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1911-002	4083	FOOD GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-002	4080	EXXON/MOBIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-003	4075	WALMART	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-004	4113	ATT FAMILY SCIENCE	0.00	681.96	681.96	0.00	0.00	0.00	681.96
20-1920-005	4074	MSU-CALIKNS (FB)	0.00	20.08	20.08	0.00	0.00	0.00	20.08
20-1920-006	4110	DASILVA RAC GRANT	0.00	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00
20-1920-007	4092	BAUER FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-008	4114	MSU-4TH GR (IR)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-009	4115	MAC 07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-010	4111	WALMART 0708	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-011	4076	THORNBURG CORP. (IR)	0.00	1,600.00	1,600.00	0.00	1,600.00	0.00	0.00
20-1920-012	4122	SPRINT AHEAD FOR ED-SG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-013	4125	EARTHWATCH INST. (FB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-014	4126	TARGET FIELD TRIP (SG)	0.00	4.00	4.00	0.00	0.00	0.00	4.00
20-1920-015	4127	MOLINARO NAMING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-016	4130	REBEL TOBACCO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-017	4138	HERITAGE BANK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-018	4139	MSU/DODGE GRANT (RHS)	0.00	388.97	388.97	0.00	0.00	0.00	388.97
20-1920-019	4141	MSU 2ND GR WRITING (FB)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-020	4142	MSU REACH STUDNTS	0.00	13.70	13.70	0.00	0.00	0.00	13.70
20-1920-021	4145	TIDES FOUNDATION (RMS)	0.00	911.69	911.69	0.00	0.00	0.00	911.69
20-1920-022	4144	ESSEX LODGE #7 (FB)	0.00	4.41	4.41	0.00	0.00	0.00	4.41
20-1920-023	4146	MSU (RHS) TCHR STUDY	0.00	11.49	11.49	0.00	0.00	0.00	11.49
20-1920-025	4148	DASILVA (RHS) ART	0.00	43.09	43.09	0.00	0.00	0.00	43.09
20-1920-026	4149	RU PRIDE SURVEY (RMS)	0.00	800.04	800.04	0.00	800.00	800.00	0.04
20-1920-028	4151	RHS MASS MEDIA LAB	0.00	2,197.80	2,197.80	0.00	0.00	0.00	2,197.80
20-1920-029	4152	MCMUA GRANT (RMS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

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Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
20-1920-030	4153	MCMUA GRANT (RHS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-031	4154	BASF SEALIFE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-1920-032	4156	MSG GRANT (RHS)	0.00	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00
20-1920-033	4157	PSEG ENVIRNMNTL ED	0.00	108.47	108.47	0.00	0.00	0.00	108.47
20-1920-034	4155	OPTIMUM LIGHTPATH (FB)	0.00	1,493.11	1,493.11	0.00	0.00	0.00	1,493.11
20-1920-035	4158	TOSHIBA GRANT (FB)	0.00	540.00	540.00	0.00	0.00	0.00	540.00
20-1920-036	4160	BASF LEGO GRANT (RMS)	0.00	31.38	31.38	0.00	0.00	0.00	31.38
20-1920-037	4163	PTO GRANTS (RMS)	0.00	4,356.54	4,356.54	0.00	0.00	0.00	4,356.54
20-1920-038	4164	WRESTLING GRANT	0.00	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
20-1920-039	4167	MSU (FB) RR&R GRANT	0.00	500.00	500.00	0.00	500.00	0.00	0.00
20-1920-040	4168	MSU (RHS) ESL/ELL GRANT	0.00	500.00	500.00	0.00	500.00	0.00	0.00
20-1920-041	4170	THE ROPE COURSE	0.00	22,000.00	22,000.00	0.00	22,000.00	22,000.00	0.00
20-1920-042	4169	LCD PROJECT	0.00	4,146.40	4,146.40	0.00	4,146.40	4,146.40	0.00
20-2100-000	4073	EXXON/MOBIL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-2200-001	4090	MAC GRANT	0.00	10,075.00	10,075.00	0.00	10,075.00	0.00	0.00
20-2200-008	4093	MONTCLAIR ST GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3213-213	4030	DISTANCE LEARNING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3230-510	4031	NON PUBLIC TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3231-501	4032	NON PUBLIC TEXTBOOKS	8,276.00	10,362.00	2,086.00	0.00	10,362.00	0.00	0.00
20-3232-502	4033	CHAPTER 192 BASIC	16,629.00	9,975.00	-6,654.00	0.00	81,144.00	0.00	-71,169.00
20-3233-503	4034	CHAPTER 192 E S L	0.00	862.00	862.00	0.00	0.00	0.00	862.00
20-3235-505	4035	CHAPTER 192 TRANSP	0.00	21,332.00	21,332.00	0.00	0.00	0.00	21,332.00
20-3236-506	4036	CHAPTER 193 SUPPL	45,952.00	19,643.00	-26,309.00	0.00	0.00	0.00	19,643.00
20-3237-507	4037	CHAPTER 193 EXAM &	0.00	20,768.00	20,768.00	0.00	0.00	0.00	20,768.00
20-3238-508	4038	CHAPTER 193 SPEECH	0.00	19,351.00	19,351.00	0.00	10,787.00	10,787.00	8,564.00
20-3239-509	4039	NON PUBLIC NURSING	9,806.00	14,801.00	4,995.00	0.00	14,801.00	3,700.25	0.00
20-3240-510	4101	NONPUBLIC TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3290-431	4040	TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3290-432	4041	CHARACTER EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-3550-550	4042	SYSTEMATIC (SSI)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4262-262	4043	CLASS SIZE REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4411-231	4044	TITLE I	137,470.00	93,039.00	-44,431.00	0.00	35,782.00	7,753.00	57,257.00
20-4412-232	4132	TITLE IA R/O	0.00	32,173.60	32,173.60	0.00	47,944.00	674.00	-15,770.40
20-4413-233	4162	TITLE IA C/O	0.00	7,720.09	7,720.09	0.00	0.00	0.00	7,720.09

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
20-4413-234	4045	TITLE I C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4415-260	4046	TITLE VI (CH 2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4416-261	4047	TITLE VI C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4417-265	4103	TITLE VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4417-266	4104	TITLE VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4417-267	4105	TITLE VI R/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4418-268	4106	TITLE VI C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4418-269	4107	TITLE VI C/O R/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4421-250	4048	IDEA PART B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4421-251	4098	IDEA BASIC	887,324.00	1,022,391.00	135,067.00	0.00	1,010,126.00	249,947.00	12,265.00
20-4422-252	4086	IDEA R/O	0.00	309,037.66	309,037.66	0.00	323,038.00	0.00	-14,000.34
20-4422-253	4140	IDEA BASIC C/O	0.00	25,463.19	25,463.19	0.00	0.00	0.00	25,463.19
20-4423-255	4049	IDEA P/S HANDICAPPED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4424-257	4087	IDEA P/S R/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4426-256	4097	IDEA PRESCHOOL	0.00	46,059.00	46,059.00	0.00	50,903.00	8,406.00	-4,844.00
20-4426-257	4165	IDEA P/S R/O	0.00	4,268.81	4,268.81	0.00	5,917.00	0.00	-1,648.19
20-4426-258	4131	IDEA PRESCHOOL C/O	0.00	5,028.19	5,028.19	0.00	0.00	0.00	5,028.19
20-4451-270	4050	TITLE II [IKE]	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4451-271	4094	TITLE II A	102,771.00	98,944.00	-3,827.00	0.00	92,278.00	19,910.00	6,666.00
20-4452-272	4089	TITLE II R/O	0.00	5,432.55	5,432.55	0.00	7,499.00	0.00	-2,066.45
20-4453-271	4051	EISENHOWER MATH/SCI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4453-273	4117	TITLE II A C/O	0.00	2,067.83	2,067.83	0.00	0.00	0.00	2,067.83
20-4453-281	4052	NO CHILD LEFT BEHIND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4454-275	4123	TITLE II D	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4455-276	4159	TITLE II D R/O	0.00	16.80	16.80	0.00	68.00	68.00	-51.20
20-4455-277	4166	TITLE II D C/O	0.00	227.55	227.55	0.00	176.00	176.00	51.55
20-4471-280	4053	TITLE IV (SDFCA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4471-281	4054	TITLE IV (SDFCA)	6,627.00	0.00	-6,627.00	0.00	0.00	0.00	0.00
20-4472-282	4091	TITLE IV R/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4481-282	4055	SAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4491-240	4102	TITLE III	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4491-241	4084	TITLE III	59,823.00	15,654.00	-44,169.00	0.00	6,906.00	806.00	8,748.00
20-4492-242	4085	TITLE III R/O	0.00	681.19	681.19	0.00	5,294.00	0.00	-4,612.81
20-4493-243	4116	TITLE III C/O	0.00	681.47	681.47	0.00	0.00	0.00	681.47

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
20-4494-245	4124	TITLE III IM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4494-247	4133	TITLE III IM R/O	0.00	667.00	667.00	0.00	0.00	0.00	667.00
20-4495-261	4095	TITLE V	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4496-262	4088	TITLE V R/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4511-000	4082	HURRICANE RELIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-4514-451	4135	ARRA IDEA BASIC SUM 09	214,613.00	0.00	-214,613.00	0.00	0.00	0.00	0.00
20-4515-461	4134	ARRA IDEA P/K SUMMER 09	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-1510-000	4056	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-3255-000	4108	ADDTNL STATE SCHL BLDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-5110-000	4057	BOND PRINCIPAL	0.00	0.00	0.00	0.00	11,667,206.14	0.00	-11,667,206.14
30-5200-000	4058	CAPITAL RESERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-5700-000	4096	PROCEEDS OF REFUNDG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-1210-000	4059	LOCAL TAX LEVY	3,806,737.00	3,806,737.00	0.00	0.00	3,806,737.00	0.00	0.00
40-1510-000	4060	INTEREST OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-3160-000	4061	STATE AID	294,843.00	294,843.00	0.00	0.00	294,843.00	0.00	0.00
60-1600-000	4078	FOOD SERVICE-MISC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1610-000	4065	DAILY SALES-REIMB. USDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1611-000	4147	DAILY SALES-SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1613-000	4066	DAILY SALES-SPECIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-1620-000	4067	DAILY SALES-NO	0.00	0.00	0.00	0.00	1,062,655.34	61,219.61	-1,062,655.34
60-1630-000	4068	SPECIAL FUNCTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-3220-000	4069	STATE SCHOOL LUNCH	0.00	0.00	0.00	0.00	8,087.08	983.46	-8,087.08
60-4462-000	4070	NATIONAL SCHOOL LUNCH	0.00	0.00	0.00	0.00	146,919.53	18,485.47	-146,919.53
60-4463-000	4071	SPECIAL MILK PROGRAM	0.00	0.00	0.00	0.00	2,301.55	292.33	-2,301.55
63-1800-000	4064	COMMUNITY SCHOOL	0.00	0.00	0.00	0.00	1,448,411.10	63,184.67	-1,448,411.10
FA-1930-000	4062	GAINLOSS FROM SALE OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Revenue Report

Acct #	Acct Extn	Acct Desc	Orig Est Rev	Curr Est Rev	YTD Transfers	Open Receivables	Revenues To Date	MTD Receipts	Balance Due*
Fund Summary :									
		Fund							
		Sub Fund							
		10	76,068,894.00	77,961,625.00	1,892,731.00	2,445,216.00	75,767,772.25	5,486,047.97	2,193,852.75
		Fund 10 TOTAL	76,068,894.00	77,961,625.00	1,892,731.00	2,445,216.00	75,767,772.25	5,486,047.97	2,193,852.75
		16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 16 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 17 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		18	469,428.00	484,134.00	14,706.00	0.00	484,134.00	0.00	0.00
		Fund 18 TOTAL	469,428.00	484,134.00	14,706.00	0.00	484,134.00	0.00	0.00
		20	1,573,468.00	1,842,275.06	268,807.06	0.00	1,744,646.40	329,173.65	97,628.66
		Fund 20 TOTAL	1,573,468.00	1,842,275.06	268,807.06	0.00	1,744,646.40	329,173.65	97,628.66
		30	0.00	0.00	0.00	0.00	11,667,206.14	0.00	-11,667,206.14
		Fund 30 TOTAL	0.00	0.00	0.00	0.00	11,667,206.14	0.00	-11,667,206.14
		40	4,101,580.00	4,101,580.00	0.00	0.00	4,101,580.00	0.00	0.00
		Fund 40 TOTAL	4,101,580.00	4,101,580.00	0.00	0.00	4,101,580.00	0.00	0.00
		60	0.00	0.00	0.00	0.00	1,219,963.50	80,980.87	-1,219,963.50
		Fund 60 TOTAL	0.00	0.00	0.00	0.00	1,219,963.50	80,980.87	-1,219,963.50
		63	0.00	0.00	0.00	0.00	1,448,411.10	63,184.67	-1,448,411.10
		Fund 63 TOTAL	0.00	0.00	0.00	0.00	1,448,411.10	63,184.67	-1,448,411.10
		FA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund FA TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals :									
			84,389,614.06	82,213,370.00	2,176,244.06	2,445,216.00	96,433,713.39	5,959,387.16	-12,044,099.33

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
10-000-100-560-07-0000	7000	TRANSFER TO CHARTER	33,679.00	22,228.00	65,270.00	65,270.00	0.00	0.00	0.00
11-000-100-562-07-8701	7001	OTHER LEA - TUITION	294,003.30	117,574.08	427,100.40	427,100.40	0.00	0.00	0.00
11-000-100-563-07-8702	7002	COTY VO TECH REG ED	309,679.00	-39,837.40	269,841.60	269,841.60	0.00	0.00	0.00
11-000-100-564-07-8706	8184	COTY VO TECH SPE ED	31,812.00	-7,232.00	24,580.00	24,580.00	0.00	0.00	0.00
11-000-100-565-07-8703	7003	REGIONAL DAY SCHOOLS	130,060.00	17,110.00	147,170.00	147,170.00	0.00	0.00	0.00
11-000-100-566-07-8704	7004	PRIVATE-SPEC.ED.	2,149,327.51	-214,647.43	2,002,594.99	1,956,333.84	41,473.16	0.00	4,787.99
11-000-100-568-07-8705	7005	STATE FACILITIES	30,750.00	0.00	30,750.00	30,750.00	0.00	0.00	0.00
11-000-211-110-15-3101	7006	SAL ATTENDANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-104-15-4102	7007	SALARIES SCH NURSES	708,550.00	-41,807.43	666,742.57	666,742.57	0.00	0.00	0.00
11-000-213-104-15-9998	7008	NURSES-SUMMER	18,100.00	7,223.22	25,323.22	25,323.22	0.00	0.00	0.00
11-000-213-104-15-9999	7009	SUBSTITUTE NURSES K-12	20,250.00	6,589.07	26,839.07	26,561.07	278.00	0.00	0.00
11-000-213-110-15-4101	7010	SAL SCHOOL DOCTOR	30,000.00	0.00	30,000.00	30,000.00	0.00	0.00	0.00
11-000-213-390-48-0480	7011	DIST-MEDICAL TECH	18,695.00	-17,443.44	1,251.56	741.52	0.00	510.04	0.00
11-000-213-580-48-0480	7012	DIST- NURSE TRAVEL EXP	725.00	-513.91	211.09	211.09	0.00	0.00	0.00
11-000-213-610-01-4201	7013	HEALTH SUPPL CG	1,750.00	-16.81	1,733.19	1,733.19	0.00	0.00	0.00
11-000-213-610-02-4202	7014	HEALTH SUPPL FB	2,000.00	369.94	2,369.94	2,369.94	0.00	0.00	0.00
11-000-213-610-03-4203	7015	HEALTH SUPPL IR	2,500.00	-452.78	2,047.22	2,047.22	0.00	0.00	0.00
11-000-213-610-04-4204	7016	HEALTH SUPPL SH	1,900.00	-525.61	1,968.75	1,968.75	0.00	0.00	0.00
11-000-213-610-05-4205	7017	HEALTH SUPPL RMS	3,000.00	-43.57	2,956.43	2,956.43	0.00	0.00	0.00
11-000-213-610-06-4206	7018	HEALTH SUPPL RHS	2,830.00	-75.45	2,754.55	2,754.55	0.00	0.00	0.00
11-000-213-610-48-0480	7019	DIST MEDICAL SUPPLY	3,650.00	10,832.80	14,873.42	11,312.55	237.53	2,703.35	619.99
11-000-213-890-05-0000	7020	MISC. EXPENSE MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-890-48-0480	7021	MISC EXP. DIST HEALTH	4,308.00	-4,308.00	0.00	0.00	0.00	0.00	0.00
11-000-216-100-15-2114	7022	SALARIES-THERAPISTS	819,947.42	223,709.10	1,043,656.52	1,043,656.52	0.00	0.00	0.00
11-000-216-100-15-9998	7023	SALARY-THERAPIST-SUMM	20,000.00	1,274.42	21,274.42	21,274.42	0.00	0.00	0.00
11-000-216-100-15-9999	7024	SALARIES-THERAPIST-EXT	16,220.00	-10,170.00	6,050.00	6,050.00	0.00	0.00	0.00
11-000-216-320-07-0000	7025	RELATED SVC.-PPS	460,000.00	30,321.29	493,389.29	486,622.72	4,950.00	0.00	1,816.57
11-000-216-320-30-2008	7026	REL SVC-COMM FOR BLIND	16,500.00	-4,275.00	12,225.00	12,225.00	0.00	0.00	0.00
11-000-216-610-07-0000	7027	RELATED SVC.-SUPPLIES	5,000.00	-2,225.43	2,774.57	2,774.57	0.00	0.00	0.00
11-000-217-100-15-2702	7028	SALARIES-EXTRAORDINAR	444,662.00	151,338.20	596,000.20	596,000.20	0.00	0.00	0.00
11-000-217-106-15-9999	7029	SALARIES-SP ED	7,250.00	1,706.50	8,956.50	8,956.50	0.00	0.00	0.00
11-000-217-320-07-2631	7030	PURC SERV- PERSONAL	90,000.00	57,376.30	155,536.30	155,500.30	36.00	0.00	0.00
11-000-218-104-15-2142	7031	SALARIES/GUIDANCE	1,066,632.00	123,641.02	1,190,273.02	1,190,273.02	0.00	0.00	0.00
11-000-218-104-15-9998	7032	GUIDANCE - SUMMER PAY	32,350.00	3,409.67	35,759.67	35,759.67	0.00	0.00	0.00
11-000-218-104-15-9999	7033	SALARIES-GUIDANCE-	4,330.00	920.24	5,250.24	5,250.24	0.00	0.00	0.00
11-000-218-105-15-2152	7034	SALARY CLERICAL	209,781.00	1,322.16	211,103.16	211,103.16	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-000-218-390-49-0490	7035	OTHER PURCH. PROF &	15,920.00	-1,518.66	14,831.34	14,646.34	185.00	0.00	0.00
11-000-218-580-05-0000	7036	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-580-49-0490	7037	TRAVEL	750.00	-742.97	7.03	7.03	0.00	0.00	0.00
11-000-218-600-02-0000	7038	SUPPLIES-GUIDANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-600-03-0000	7039	SUPPLIES-GUIDANCE	1,500.00	-905.00	595.00	595.00	0.00	0.00	0.00
11-000-218-610-01-0000	7040	SUPPLIES-GUIDANCE	900.00	-67.00	833.00	833.00	0.00	0.00	0.00
11-000-218-610-04-0000	7041	SUPPLIES GUIDANCE	500.00	-165.08	334.92	334.92	0.00	0.00	0.00
11-000-218-610-05-0000	7042	SUPPLIES-GUIDANCE	2,500.00	-18.98	2,481.02	1,281.02	1,200.00	0.00	0.00
11-000-218-610-49-0490	7043	SUPPLIES	17,550.00	-10,126.65	7,423.35	7,423.35	0.00	0.00	0.00
11-000-218-890-49-0490	7044	OTHER OBJECTS	1,040.00	-687.50	352.50	352.50	0.00	0.00	0.00
11-000-219-104-15-2143	7045	SAL CHILD STUDY TEAM	1,577,963.00	-50,302.76	1,527,660.24	1,527,660.24	0.00	0.00	0.00
11-000-219-104-15-9998	7046	SALARY-CST-SUMMER	75,600.00	54,128.63	129,728.63	129,728.63	0.00	0.00	0.00
11-000-219-104-15-9999	7047	SALARY-CST-EXTRA	10,725.00	-7,062.50	3,662.50	3,662.50	0.00	0.00	0.00
11-000-219-105-15-2153	7048	SAL CLERICAL CST	150,417.00	2,599.63	153,016.63	153,016.63	0.00	0.00	0.00
11-000-219-320-07-2621	7049	PURCH PROF SVCS SPEC	50,000.00	8,165.25	59,465.25	47,685.25	2,145.00	0.00	9,635.00
11-000-219-390-07-2510	8323	PURCH TECH SERV	1,500.00	-1,179.00	321.00	321.00	0.00	0.00	0.00
11-000-219-580-07-2534	7050	TRAVEL SPEC SVC	7,000.00	-3,558.80	3,610.24	2,903.22	0.00	0.00	707.02
11-000-219-610-07-2509	7051	MISC SUPPLIES/SPECIAL	15,500.00	-2,905.25	13,143.88	12,539.47	0.00	364.68	239.73
11-000-219-890-07-2511	8430	OTHER OBJ-	0.00	1,056.00	1,056.00	1,056.00	0.00	0.00	0.00
11-000-221-102-15-2120	7052	SALARY SUPERVISORS	831,922.60	-32,769.84	799,152.76	773,353.42	0.00	0.00	25,799.34
11-000-221-104-15-2168	7053	SALARY-CURRICULUM	51,100.00	372.66	51,472.66	51,472.66	0.00	0.00	0.00
11-000-221-105-15-2157	7054	SALARY SUPERVISOR	63,852.00	8,148.00	72,000.00	72,000.00	0.00	0.00	0.00
11-000-221-320-11-0011	8454	PE STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-320-41-0410	7055	PURCHASED	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
11-000-221-320-43-0430	8453	STAFF DEVEL WORKSHOP	0.00	780.92	780.92	776.15	0.00	0.00	4.77
11-000-221-320-44-0440	7056	PURCHASED	4,000.00	-79.64	3,920.36	3,909.40	0.00	0.00	10.96
11-000-221-580-01-1212	7057	TRAVEL-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-02-1212	7058	TRAVEL-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-03-1212	7059	TRAVEL-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-04-1212	7060	TRAVEL-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-05-1212	7061	TRAVEL-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-12-0000	7062	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-41-0410	7063	OTHER PURCHASED	600.00	0.00	600.00	89.00	0.00	0.00	511.00
11-000-221-580-42-0420	7064	PURCHASED PROF. SVCS.	900.00	-100.37	799.63	725.99	0.00	0.00	73.64
11-000-221-580-43-0430	7065	TRAVEL-IMPROVEMENT OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-580-44-0440	7066	TRAVEL-IMPROVEMENT OF	450.00	-240.92	209.08	55.98	0.00	0.00	153.10

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-000-221-580-45-0450	7067	OTHER PURCH PROF	1,300.00	-141.27	1,158.73	430.47	0.00	0.00	728.26
11-000-221-580-46-0460	7068	PURCHASED	600.00	0.00	600.00	396.22	0.00	0.00	203.78
11-000-221-580-47-0470	7069	PURCHASED PROF. SVC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-01-1212	7070	SUPPLIES-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-02-1212	7071	SUPPLIES-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-03-1212	7072	SUPPLIES-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-04-0000	7073	SUPPLIES & MATERIALS	1,500.00	0.00	1,500.00	659.04	0.00	169.47	671.49
11-000-221-610-04-1212	7074	SUPPLIES-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-05-1212	7075	SUPPLIES-ENRICHMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-12-0000	7076	SUPPLIES-IMPROV. OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-40-2632	7077	SUPERVISORS SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-43-0430	7078	SUPPLIES-IMPROV. OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-610-44-0440	7079	SUPPLIES-IMPROV. OF	0.00	389.04	389.04	389.04	0.00	0.00	0.00
11-000-221-610-45-0450	8437	MISC SUPPLY	0.00	461.05	461.05	418.64	0.00	0.00	42.41
11-000-221-890-01-1212	7080	MISC EXPENSE-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-02-1212	7081	MISC EXPENSE-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-03-1212	7082	MISC EXPENSE-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-04-1212	7083	MISC EXPENSE-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-05-1212	7084	MISC EXPENSE-G&T	1,000.00	-204.54	795.46	300.00	0.00	0.00	495.46
11-000-221-890-12-0000	7085	MISC EXPENSE DIST G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-41-0410	7086	MISC EXPENSE MATH	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
11-000-221-890-42-0420	7087	MISC EXPENCE SCIENCE	700.00	440.00	1,140.00	1,140.00	0.00	0.00	0.00
11-000-221-890-44-0440	7088	MISC. EXPENSE MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-890-47-0470	7089	MISC EXP FORG LA / ESL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-104-15-2141	7090	SALARY - LIBRARIANS	566,016.00	7,889.00	573,905.00	573,905.00	0.00	0.00	0.00
11-000-222-104-15-9999	7091	SALARIES-ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-610-01-2301	7092	LIBRARY BOOKS/CENTER	2,500.00	-19.68	2,480.32	2,480.32	0.00	0.00	0.00
11-000-222-610-01-2311	7093	PERIODICALS/CENTER	650.00	-10.37	639.63	639.63	0.00	0.00	0.00
11-000-222-610-01-2321	7094	AV/CENTER GROVE	25,000.00	-6,552.16	21,003.84	21,003.84	0.00	0.00	0.00
11-000-222-610-01-2331	7095	LIBRARY	2,000.00	-19.19	1,980.81	1,980.81	0.00	0.00	0.00
11-000-222-610-02-2302	7096	LIBRARY SUPPLIES	1,500.00	413.15	1,913.15	1,913.15	0.00	0.00	0.00
11-000-222-610-02-2312	7097	PERIODICALS/FERNBROOK	1,000.00	-11.05	988.95	988.95	0.00	0.00	0.00
11-000-222-610-02-2322	7098	AV/FERNBROOK	4,000.00	679.96	4,679.96	4,679.96	0.00	0.00	0.00
11-000-222-610-02-2332	7099	LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-610-03-2313	7100	PERIODICALS/IRONIA	1,000.00	-67.11	932.89	932.89	0.00	0.00	0.00
11-000-222-610-03-2323	7101	AV/IRONIA	9,000.00	-78.86	8,921.14	8,921.14	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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11-000-222-610-03-2333	7102	LIBRARY SUPPLIES/IRONIA	3,000.00	-472.30	2,527.70	2,358.60	169.10	0.00	0.00
11-000-222-610-04-2314	7103	PERIODICALS/SHONGUM	1,000.00	-89.19	910.81	910.81	0.00	0.00	0.00
11-000-222-610-04-2324	7104	AV/SHONGUM	3,000.00	-9.73	4,061.74	4,061.74	0.00	0.00	0.00
11-000-222-610-04-2334	7105	LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-222-610-05-2315	7106	PERIODICALS/RMS	1,500.00	-265.11	1,234.89	1,234.89	0.00	0.00	0.00
11-000-222-610-05-2325	7107	AV/RMS	7,000.00	-1,416.39	5,583.61	5,583.61	0.00	0.00	0.00
11-000-222-610-05-2335	7108	LIBRARY SUPPLIES/RMS	1,500.00	-260.76	3,727.40	3,724.66	0.00	0.00	2.74
11-000-222-610-06-2316	7109	PERIODICALS/HIGH	3,500.00	0.00	3,500.00	3,455.69	0.00	0.00	44.31
11-000-222-610-06-2327	7110	AV/RHS	1,400.00	-81.49	1,838.43	1,822.98	0.00	0.00	15.45
11-000-222-610-06-2336	7111	LIBRARY SUPPLIES/HIGH	1,400.00	3,930.00	5,736.58	5,731.56	0.00	0.00	5.02
11-000-222-640-01-2301	8393	LIBRARY BOOKS/CENTER	0.00	0.00	3,675.42	3,657.06	0.00	0.00	18.36
11-000-222-640-02-2303	7112	LIBRARY	8,000.00	-4,046.81	3,953.19	3,897.66	0.00	0.00	55.53
11-000-222-640-03-2304	7113	LIBRARY BOOKS - IRONIA	6,000.00	0.00	6,000.00	5,951.39	0.00	0.00	48.61
11-000-222-640-04-2305	7114	LIBRARY BOOKS SH	2,500.00	0.00	3,815.52	3,811.25	0.00	0.00	4.27
11-000-222-640-05-2306	7115	LIBRARY BOOKS/MIDDLE	8,000.00	-1,987.98	6,012.02	5,643.25	368.77	0.00	0.00
11-000-222-640-06-0000	7116	LIBRARY BOOKS	8,500.00	-3,930.00	4,570.00	4,569.28	0.00	0.00	0.72
11-000-222-890-05-2316	7117	RMS- SUBSCRIPTIONS	2,000.00	24.00	2,024.00	2,024.00	0.00	0.00	0.00
11-000-222-890-44-0440	7118	MASS MEDIA PURC SERV	28,500.00	-26,805.00	1,695.00	1,695.00	0.00	0.00	0.00
11-000-223-102-15-2705	7119	SAL SUPVR STAFF	43,785.40	-4,311.46	39,473.94	39,473.94	0.00	0.00	0.00
11-000-223-104-15-9999	7120	DISTRICT PD SUBS	103.00	15,194.09	15,297.09	15,297.09	0.00	0.00	0.00
11-000-223-110-15-9999	7121	MENTOR SALARIES	5,000.00	0.00	5,000.00	715.08	0.00	0.00	4,284.92
11-000-223-320-01-2622	7122	PURCH PROF SVC STAFF	7,800.00	-2,496.64	5,303.36	2,709.43	0.00	0.00	2,593.93
11-000-223-320-02-2622	7123	PURCH PROF SVC STAFF	300.00	718.00	1,018.00	940.00	0.00	0.00	78.00
11-000-223-320-03-2622	7124	PURCH PROF SVC STAFF	0.00	2,815.24	2,995.23	2,995.23	0.00	0.00	0.00
11-000-223-320-04-2622	7125	PURCH PROF SVC STAFF	5,000.00	2,207.58	7,207.58	6,033.48	0.00	0.00	1,174.10
11-000-223-320-05-2622	7126	PURCH PROF SVC STAFF	2,200.00	1,303.26	3,727.86	3,727.86	0.00	0.00	0.00
11-000-223-320-06-2622	7127	PURCH PROF SVC STAFF	0.00	11,759.33	11,759.33	1,130.79	10,002.57	0.00	625.97
11-000-223-320-08-2622	7128	PURCH PROF SVC STAFF	265,800.00	-112,687.17	168,719.49	155,184.99	13,482.66	0.00	51.84
11-000-223-320-09-0001	7129	PURC SER PRIN	0.00	3,100.00	3,100.00	2,700.00	0.00	0.00	400.00
11-000-223-320-09-2622	7130	PURCH PROF SVC STAFF	30,000.00	-6,837.03	23,162.97	850.00	0.00	0.00	22,312.97
11-000-223-320-10-2622	8124	PURCHASED	9,900.00	-3,000.00	6,900.00	0.00	0.00	0.00	6,900.00
11-000-223-320-47-0470	8431	STAFF DEVEL WORKSHOP	0.00	199.00	199.00	199.00	0.00	0.00	0.00
11-000-223-580-01-2625	7131	STAFF DEVELOPMENT	0.00	134.73	134.73	134.73	0.00	0.00	0.00
11-000-223-580-02-2625	7132	STAFF DEVELOPMENT	0.00	70.00	70.00	68.68	0.00	0.00	1.32
11-000-223-580-03-2625	7133	STAFF DEVELOPMENT	0.00	465.28	465.28	450.42	0.00	0.00	14.86
11-000-223-580-04-2625	7134	STAFF DEVELOPMENT	30,000.00	-23,645.00	6,355.00	5,096.86	0.00	0.00	1,258.14

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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11-000-223-580-05-2625	7135	STAFF DEVELOPMENT	5,000.00	-3,309.00	1,691.00	1,011.80	0.00	0.00	679.20
11-000-223-580-06-2625	7136	STAFF DEVELOPMENT	0.00	250.00	250.00	89.98	0.00	0.00	160.02
11-000-223-580-08-2625	7137	STAFF DEVELOPMENT	200.00	3,010.29	3,210.29	351.24	0.00	0.00	2,859.05
11-000-223-580-09-2625	7138	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-223-580-47-0470	8432	STAF DEVE WKSHOP	0.00	45.00	45.00	45.00	0.00	0.00	0.00
11-000-230-104-15-1106	7140	SALARY SUPT OFFICE	344,085.00	-29,860.11	314,224.89	314,224.89	0.00	0.00	0.00
11-000-230-105-15-1107	7141	SALARY CLERICAL SUPT	403,783.00	-9,452.38	394,330.62	394,330.62	0.00	0.00	0.00
11-000-230-105-15-1112	7142	SALARY CLERICAL BD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-110-15-1103	7143	SALARY TREASURER	11,141.00	0.00	11,141.00	11,140.80	0.00	0.00	0.20
11-000-230-331-30-1202	7144	LEGAL FEES- BOARD	125,798.00	-57,988.71	77,409.29	77,409.29	0.00	0.00	0.00
11-000-230-331-30-1203	8099	LEGAL-NEGOTITATIONS	25,000.00	20,236.05	47,448.55	47,448.55	0.00	0.00	0.00
11-000-230-331-30-1204	7145	LEGAL-OUTSIDE	125,000.00	-117,000.00	8,000.00	8,000.00	0.00	0.00	0.00
11-000-230-331-30-1206	8100	LEGAL - SPECIAL	89,677.00	-74,069.84	18,007.16	17,979.37	0.00	0.00	27.79
11-000-230-331-30-1207	8101	LEGAL-LABOR RELATIONS	25,000.00	-4,939.83	24,357.67	24,356.91	0.00	0.00	0.76
11-000-230-332-30-1201	7146	PUBLIC SCHOOL	50,000.00	49,950.00	147,500.00	84,250.00	63,250.00	0.00	0.00
11-000-230-339-23-2437	8478	OTHER PURCHASED	0.00	91,960.00	91,960.00	91,960.00	0.00	0.00	0.00
11-000-230-339-30-1205	7148	SPEC. CONTR. SERV.	50,000.00	73,449.78	137,250.28	69,813.97	67,436.31	0.00	0.00
11-000-230-339-30-1313	7149	SUPER PURCH PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-340-09-0000	7150	PURCHASED TECHNICAL	30,000.00	-17,081.23	12,918.77	12,910.46	0.00	0.00	8.31
11-000-230-500-27-0000	7151	PURCHASED	4,500.00	-4,500.00	0.00	0.00	0.00	0.00	0.00
11-000-230-530-18-6441	7152	TELEPHONE BASIC	308,183.00	-257,326.16	51,492.06	51,062.61	0.00	40.01	389.44
11-000-230-530-23-2430	8325	TELE INTERNET SERVICES	0.00	180,040.64	180,040.64	179,933.98	0.00	0.00	106.66
11-000-230-530-30-0000	7153	POSTAGE	7,600.00	0.00	7,600.00	7,428.10	0.00	0.00	171.90
11-000-230-580-09-0000	7154	TRAVEL EXPENSE	1,000.00	-1,000.00	0.00	0.00	0.00	0.00	0.00
11-000-230-580-27-0000	7155	OTHER PURCHASED PROF.	500.00	-500.00	0.00	0.00	0.00	0.00	0.00
11-000-230-580-30-1302	7156	BOE TRAVEL	2,500.00	-2,290.00	210.00	210.00	0.00	0.00	0.00
11-000-230-580-30-1305	7157	BD. SECTY TRAVEL	2,000.00	-43.05	1,956.95	1,010.00	0.00	0.00	946.95
11-000-230-580-30-1310	7158	SUPT OFFICE TRAVEL	2,500.00	-2,075.00	425.00	425.00	0.00	0.00	0.00
11-000-230-590-40-8202	7159	LIABILITY INSURANCE	239,294.00	-35,756.00	203,538.00	203,538.00	0.00	0.00	0.00
11-000-230-600-42-0420	7160	SUPPLIES	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
11-000-230-610-09-0000	7161	SUPPLIES AND MATERIALS	3,500.00	-644.13	2,855.87	2,855.87	0.00	0.00	0.00
11-000-230-610-30-1303	7162	BOE SUPPLIES	7,000.00	16,865.64	23,937.64	16,108.69	1,549.00	6,067.62	212.33
11-000-230-610-30-1307	7163	ELECTION EXPENSES	20,900.00	-1,558.88	20,941.12	20,941.12	0.00	0.00	0.00
11-000-230-610-30-1311	7164	SUPT OFFICE SUPPLIES	6,575.00	8,522.61	21,097.61	21,097.61	0.00	0.00	0.00
11-000-230-610-43-1312	7165	SUPERVISORS OFFICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-890-09-0000	7166	MISCELLANEOUS	1,000.00	81.23	1,081.23	1,032.28	0.00	0.00	48.95

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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11-000-230-890-27-0000	7167	MISC EXPENSE TESTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-230-890-30-1309	7168	SUPT MEMBERSHIP DUES	6,576.00	100.00	6,676.00	6,652.00	0.00	0.00	24.00
11-000-230-890-30-1315	7169	PUBLISHING & PRINTING	15,000.00	-1,904.93	13,095.07	12,965.81	0.00	0.00	129.26
11-000-230-890-45-0450	7170	MISC EXPENSE SOCIAL	400.00	-400.00	0.00	0.00	0.00	0.00	0.00
11-000-230-895-30-1301	7171	BOE MEMBERSHIP DUES	31,500.00	-4,657.30	26,842.70	26,842.70	0.00	0.00	0.00
11-000-240-103-15-2110	7172	SALARY PRINCIPALS	1,769,279.00	-137,456.78	1,631,822.22	1,631,822.22	0.00	0.00	0.00
11-000-240-105-15-2151	7173	SAL CLERICAL SCHOOL	866,901.00	7,881.97	874,782.97	874,782.97	0.00	0.00	0.00
11-000-240-105-15-2155	7174	CONTRACT SETTLEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-105-15-9999	7175	SALARY SUB SECTYS	45,000.00	-18,378.44	26,621.56	25,847.56	774.00	0.00	0.00
11-000-240-390-05-2660	7176	PTS MIDDLE SCHOOL	500.00	-500.00	0.00	0.00	0.00	0.00	0.00
11-000-240-390-06-2668	7177	PTS RHS GENERAL	30,469.00	-25,751.80	4,717.20	4,717.20	0.00	0.00	0.00
11-000-240-580-01-2521	7178	TRAVEL EXPENSE CENTER	100.00	-100.00	0.00	0.00	0.00	0.00	0.00
11-000-240-580-02-2522	7179	TRAVEL EXPENSE	250.00	-228.56	21.44	21.44	0.00	0.00	0.00
11-000-240-580-03-2523	7180	TRAVEL EXPENSE IRONIA	1,000.00	-689.89	377.88	377.88	0.00	0.00	0.00
11-000-240-580-04-2524	7181	TRAVEL EXPENSE	550.00	-550.00	0.00	0.00	0.00	0.00	0.00
11-000-240-580-05-2525	7182	TRAVEL EXPENSE RMS	600.00	-600.00	0.00	-0.17	0.00	0.00	0.17
11-000-240-580-06-2531	7183	TRAVEL/RHS/ALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-580-06-2543	7184	TRAVEL CO-OP ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-580-08-2535	7185	TRAVEL EXPENSE	5,000.00	-4,910.66	194.98	194.98	0.00	0.00	0.00
11-000-240-610-01-2501	7186	MISC SUPPL/CG	2,000.00	475.91	2,475.91	2,475.91	0.00	0.00	0.00
11-000-240-610-02-2502	7187	MISC SUPPL/FERNBROOK	4,200.00	471.27	4,671.27	4,634.17	0.00	0.00	37.10
11-000-240-610-03-2503	7188	MISC SUPPL/IRONIA	7,300.00	1,931.86	9,429.26	9,287.47	0.00	0.00	141.79
11-000-240-610-04-2504	7189	MISC SUPP/SHONGUM	2,700.00	1,125.98	4,237.82	3,258.85	0.00	669.30	309.67
11-000-240-610-05-2505	7190	MISC SUPPL/RMS	2,000.00	-970.10	1,500.94	1,370.94	0.00	0.00	130.00
11-000-240-610-06-2507	7191	MISC SUPPL/GENL/RHS	12,500.00	20,501.84	35,631.71	30,622.77	4,979.85	0.00	29.09
11-000-240-610-06-2599	7192	MISC	0.00	693.85	721.00	721.00	0.00	0.00	0.00
11-000-240-610-08-2536	8102	ELEM CURR SUPPLIES	4,000.00	-4,000.00	0.00	0.00	0.00	0.00	0.00
11-000-240-890-01-2551	7193	MISC EXPENSE CENTER	200.00	-200.00	0.00	0.00	0.00	0.00	0.00
11-000-240-890-02-2552	7194	MISC EXPENSE	0.00	0.00	699.00	699.00	0.00	0.00	0.00
11-000-240-890-03-2553	7195	MISC EXPENSE IRONIA	650.00	-600.00	50.00	50.00	0.00	0.00	0.00
11-000-240-890-04-2554	7196	MISC EXPENSE SHONGUM	800.00	-750.00	50.00	50.00	0.00	0.00	0.00
11-000-240-890-05-2556	7197	MISC EXPENSE RMS	5,000.00	-362.50	4,637.50	4,637.50	0.00	0.00	0.00
11-000-240-890-05-2557	7198	RMS GRADUATION	7,000.00	2,893.60	9,893.60	9,823.60	0.00	0.00	70.00
11-000-240-890-06-0450	7199	MISC EXP BUSINESS	500.00	-399.42	100.58	100.58	0.00	0.00	0.00
11-000-240-890-06-2562	7200	MISC EXP RHS	4,000.00	-3,700.60	299.40	299.40	0.00	0.00	0.00
11-000-240-890-06-2563	7201	MISC EXPENSE RHS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-000-240-890-44-0441	7202	MISC EXPENSE MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-100-15-0104	7203	SALARIES BUS.	158,589.00	1,561.87	160,150.87	160,150.87	0.00	0.00	0.00
11-000-251-100-15-0105	7204	SALARIES CLERICAL	364,590.50	46,453.04	411,043.54	411,030.01	0.00	0.00	13.53
11-000-251-104-15-1101	7205	SALARIES-ASST. BA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-110-15-9999	7206	AVA REPAIRS &	31,000.00	-13,920.85	17,079.15	17,079.15	0.00	0.00	0.00
11-000-251-340-30-0000	7207	PURCHASED TECH.	23,700.00	2,856.00	26,556.00	26,556.00	0.00	0.00	0.00
11-000-251-340-30-1308	8391	TD BANK PURCH SERV	0.00	553.16	2,169.71	2,169.71	0.00	0.00	0.00
11-000-251-440-30-0000	7208	RENTALS- COPIERS	27,931.00	-9,459.78	19,303.61	19,204.45	0.00	0.00	99.16
11-000-251-450-30-0000	8163	INTERLOCAL FUEL	11,100.00	-1,364.25	9,735.75	9,735.75	0.00	0.00	0.00
11-000-251-580-30-0000	7209	BUSINESS OFFICE TRAVEL	1,500.00	2,158.93	4,081.45	4,081.45	0.00	0.00	0.00
11-000-251-600-30-0000	7210	BUSINESS OFFICE	10,630.00	-5,507.79	8,680.59	8,523.79	0.00	0.00	156.80
11-000-251-610-30-1306	7211	BD SECTY SUPPLIES	4,150.00	-4,060.19	1,089.81	1,089.81	0.00	0.00	0.00
11-000-251-832-30-0000	7212	INTEREST ON LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-890-30-0000	7213	BUSINESS OFFICE	3,882.00	-3,869.56	12.44	12.44	0.00	0.00	0.00
11-000-251-890-30-1304	7214	BD SECTY DUES	1,575.00	-61.00	1,514.00	1,514.00	0.00	0.00	0.00
11-000-251-890-30-1305	7215	MISC EXPENSE BUSINESS	5,000.00	0.00	5,000.00	4,993.65	0.00	0.00	6.35
11-000-252-100-15-0110	7217	OTHER SALARIES-TECH	337,394.00	33,375.82	370,769.82	370,769.82	0.00	0.00	0.00
11-000-252-100-15-9999	7218	SALARY - TECHS -	5,000.00	-1,389.75	3,610.25	3,610.25	0.00	0.00	0.00
11-000-252-330-23-2431	7219	OTHER PURCHASED PROF	303,990.00	-61,071.85	242,918.15	242,853.98	0.00	64.17	0.00
11-000-252-440-23-2432	8324	OTHER PURCHASED	800.00	-800.00	0.00	0.00	0.00	0.00	0.00
11-000-252-580-23-2433	7220	OHTER	0.00	234.22	234.22	194.61	0.00	0.00	39.61
11-000-252-600-23-2434	7221	GENERAL SUPPLIES	0.00	23,355.80	23,355.80	0.00	23,355.80	0.00	0.00
11-000-261-104-15-1110	7222	SALARY - DIR. OF FACILIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-261-110-15-7102	7223	MAINT - SALARY	430,692.00	4,597.47	435,289.47	435,289.47	0.00	0.00	0.00
11-000-261-110-15-7104	7224	MAINT - OT	14,250.00	52,398.20	66,648.20	60,296.46	6,311.74	0.00	40.00
11-000-261-110-15-9999	7225	SALARIES-MAINT-STIPEND	27,013.00	-2,365.36	24,647.64	24,647.64	0.00	0.00	0.00
11-000-261-420-18-5678	7226	MAINT - GENERAL	38,500.00	53,624.37	92,124.37	48,306.65	43,784.00	0.00	33.72
11-000-261-420-18-7201	7227	MAINT - CG CONTR. SERV.	57,250.00	-14,562.03	112,458.49	112,455.87	1.62	0.00	1.00
11-000-261-420-18-7202	7228	MAINT - FB CONTR. SERV.	29,250.00	16,080.08	45,330.08	44,876.70	250.00	0.00	203.38
11-000-261-420-18-7203	7229	MAINT - IR CONTR. SERV.	19,250.00	3,304.67	22,554.67	22,303.66	250.00	0.00	1.01
11-000-261-420-18-7204	7230	MAINT - SH CONTR. SERV.	19,600.00	9,206.63	28,947.91	28,535.37	250.00	0.00	162.54
11-000-261-420-18-7205	7231	MAINT - RMS CONTR.	46,250.00	-5,082.19	42,177.46	41,847.81	250.00	0.00	79.65
11-000-261-420-18-7206	7232	MAINT - RHS CONTR.	101,800.00	66,797.65	190,372.10	149,665.38	40,705.72	0.00	1.00
11-000-261-420-18-7212	7233	MAINT - ASBESTOS	10,000.00	-7,550.00	2,450.00	2,450.00	0.00	0.00	0.00
11-000-261-610-18-1234	7234	MAINT - GENERAL	24,200.00	13,777.74	37,977.74	35,929.16	2,000.00	0.00	48.58
11-000-261-610-18-6501	7235	MAINT - CG SUPPLIES	14,500.00	-8,480.23	6,019.77	4,139.77	1,880.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-000-261-610-18-6502	7236	MAINT - FB SUPPLIES	9,750.00	-2,604.13	7,145.87	7,144.82	0.00	0.00	1.05
11-000-261-610-18-6503	7237	MAINT - IR SUPPLIES	11,000.00	-5,129.76	5,870.24	5,870.24	0.00	0.00	0.00
11-000-261-610-18-6504	7238	MAINT - SH SUPPLIES	9,750.00	-5,039.10	4,710.90	4,456.13	0.00	0.00	254.77
11-000-261-610-18-6505	7239	MAINT - RMS SUPPLIES	30,750.00	-9,242.71	21,507.29	21,507.29	0.00	0.00	0.00
11-000-261-610-18-6506	7240	MAINT - RHS SUPPLIES	29,250.00	21,111.48	50,361.48	50,123.94	0.00	0.00	237.54
11-000-262-105-15-0000	7241	CLERICAL FACILITIES	55,046.00	296.80	55,342.80	55,342.80	0.00	0.00	0.00
11-000-262-107-15-2167	7364	SALARIES/CAFETERIA	150,572.00	39,312.37	189,884.37	181,484.30	8,400.07	0.00	0.00
11-000-262-110-15-1111	7242	REA SETTLEMENT 2.8%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-110-15-6106	7245	CUSTODIAL SALARIES	1,728,252.00	-30,529.13	1,697,722.87	1,697,722.87	0.00	0.00	0.00
11-000-262-110-15-7101	7246	GROUNDS SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-110-15-7102	7247	GROUNDS - SUMMER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-110-15-9997	7249	CUSTODIAN SUMMER	35,484.00	16,604.50	52,088.50	52,088.50	0.00	0.00	0.00
11-000-262-110-15-9998	7250	CUSTODIAL OVERTIME	126,395.00	37,749.79	164,144.79	154,840.08	9,304.71	0.00	0.00
11-000-262-110-15-9999	7251	CUSTODIAL SUBSTITUTES	90,000.00	19,309.66	109,309.66	102,175.91	7,133.75	0.00	0.00
11-000-262-340-18-2565	7252	RTK/AHERA/PEOSHA	14,000.00	5,280.00	19,280.00	19,280.00	0.00	0.00	0.00
11-000-262-390-18-0910	8162	MAINT-PURCH TECH SERV	10,000.00	-10,000.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-02-7202	7253	CUST - FB CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-03-7203	7254	CUST - IR CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-04-7204	7255	CUST - SH CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-05-7205	7256	CUST - RMS CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-06-7206	7257	CUST. - RHS CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-18-7201	7258	CUST - CG CONTR. SERV.	7,200.00	-1,609.59	5,590.41	5,540.03	0.00	0.00	50.38
11-000-262-420-18-7202	7259	CUST - FB CONTR. SERV.	5,500.00	948.46	6,448.46	6,222.62	0.00	0.00	225.84
11-000-262-420-18-7203	7260	CUST - IR CONTR. SERV.	8,200.00	-3,378.31	4,821.69	4,534.45	0.00	0.00	287.24
11-000-262-420-18-7204	7261	CUST - SH CONTR. SERV.	5,900.00	-281.40	5,618.60	5,526.64	0.00	0.00	91.96
11-000-262-420-18-7205	7262	CUST - RMS CONTR. SERV.	10,000.00	2,078.18	12,078.18	12,078.18	0.00	0.00	0.00
11-000-262-420-18-7206	7263	CUST. - RHS CONTR. SERV.	15,000.00	-1,078.56	13,921.44	13,921.44	0.00	0.00	0.00
11-000-262-420-18-7208	7264	GROUNDS - CONTR. SERV.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-420-18-7209	7266	GARBAGE & RUBBISH	89,750.00	-24,476.01	65,273.99	65,175.72	0.00	0.00	98.27
11-000-262-420-18-7210	7265	CONTR SVC SNOW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-441-28-5507	7267	TRANSP RENTAL GARAGE	85,644.00	4,410.00	90,054.00	90,050.50	0.00	0.00	3.50
11-000-262-441-40-8301	7268	RENTALS - EMERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-490-18-5518	8152	WATER -	220.00	-88.10	131.90	131.90	0.00	0.00	0.00
11-000-262-490-18-6411	7269	WATER - C.G.	24,268.00	-9,970.36	14,297.64	14,297.64	0.00	0.00	0.00
11-000-262-490-18-6412	7270	WATER-FERNBROOK	6,486.00	-366.32	6,119.68	6,119.68	0.00	0.00	0.00
11-000-262-490-18-6413	7271	WATER - IRONIA	4,080.00	-208.88	3,871.12	3,871.12	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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11-000-262-490-18-6414	7272	WATER - SHONGUM	13,507.00	6,199.83	19,706.83	19,706.83	0.00	0.00	0.00
11-000-262-490-18-6415	7273	WATER - RMS	53,935.00	10,593.87	64,528.87	64,528.87	0.00	0.00	0.00
11-000-262-490-18-6416	7274	WATER - H.S.	28,172.00	-16,049.93	12,122.07	12,122.07	0.00	0.00	0.00
11-000-262-520-40-8201	7275	PROPERTY/MULTI PERIL IN	62,280.00	0.00	62,280.00	62,280.00	0.00	0.00	0.00
11-000-262-610-03-6503	7276	CUST - IR SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-610-04-6504	7277	CUST - SH SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-610-18-6501	7278	CUST - CG SUPPLIES	21,400.00	-1,782.77	19,617.23	19,616.86	0.00	0.00	0.37
11-000-262-610-18-6502	7279	CUST - FB SUPPLIES	17,800.00	4,010.40	21,810.40	21,774.59	0.00	0.00	35.81
11-000-262-610-18-6503	7280	CUST - IR SUPPLIES	19,250.00	-2,752.35	16,497.65	16,494.47	0.00	0.00	3.18
11-000-262-610-18-6504	7281	CUST - SH SUPPLIES	19,600.00	-2,991.26	16,608.74	16,605.57	0.00	0.00	3.17
11-000-262-610-18-6505	7282	CUST - RMS SUPPLIES	43,250.00	-23,535.57	19,714.43	19,534.11	0.00	0.00	180.32
11-000-262-610-18-6506	7283	CUST - RHS SUPPLIES	64,500.00	-3,551.63	60,948.37	60,948.37	0.00	0.00	0.00
11-000-262-610-18-6507	7284	CUST - RHS SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-610-18-7408	7285	GROUNDS - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-621-18-5517	8151	HEAT-TRANSPORTATION-G	2,437.00	0.00	2,437.00	2,065.86	0.00	0.00	371.14
11-000-262-621-18-6301	7287	HEAT - CG - GAS	64,053.00	-4,068.01	59,984.99	59,984.99	0.00	0.00	0.00
11-000-262-621-18-6302	7288	HEAT - FERNBROOK- GAS	55,972.00	-12,764.23	43,207.77	42,794.33	0.00	0.00	413.44
11-000-262-621-18-6303	7289	HEAT - IRONIA-GAS	55,822.00	-17,633.61	38,188.39	37,915.83	0.00	0.00	272.56
11-000-262-621-18-6304	7290	HEAT - SHONGUM-GAS	46,225.00	25,545.76	71,770.76	71,770.76	0.00	0.00	0.00
11-000-262-621-18-6305	7291	HEAT - RMS-GAS	94,863.00	-10,857.31	84,005.69	83,220.50	0.00	0.00	785.19
11-000-262-621-18-6306	7292	HEAT - H.S.-GAS	197,787.00	-87,720.84	110,066.16	109,598.88	0.00	0.00	467.28
11-000-262-622-18-5516	7286	ELECTRICITY-	12,000.00	738.50	13,464.76	12,859.32	605.44	0.00	0.00
11-000-262-622-18-6421	7295	ELECTRICITY - CG	92,169.00	-16,190.49	81,185.15	75,262.08	5,923.07	0.00	0.00
11-000-262-622-18-6422	7296	ELECTRICITY-FERNBROOK	84,667.00	-29,963.87	60,197.64	56,135.45	4,062.19	0.00	0.00
11-000-262-622-18-6423	7297	ELECTRICITY-IRONIA	64,000.00	-13,791.02	54,133.37	50,479.40	3,653.97	0.00	0.00
11-000-262-622-18-6424	7298	ELECTRICITY-SHONGUM	65,000.00	-20,298.05	48,122.50	44,349.95	3,772.55	0.00	0.00
11-000-262-622-18-6425	7299	ELECTRICITY - RMS	173,856.00	21,119.56	208,862.94	191,867.98	16,994.96	0.00	0.00
11-000-262-622-18-6426	7300	ELECTRICITY - H.S.	437,986.00	-15,569.89	437,864.23	393,532.57	44,331.66	0.00	0.00
11-000-262-624-18-6313	8149	HEAT-IRONIA-OIL	300.00	228.87	528.87	528.87	0.00	0.00	0.00
11-000-262-624-18-6316	8150	HEAT-HIGH SCHOOL-OIL	450.00	1,914.19	2,364.19	2,364.19	0.00	0.00	0.00
11-000-262-624-18-6317	7293	HEAT - FIELD HOUSE-OIL	3,000.00	531.56	3,531.56	3,531.56	0.00	0.00	0.00
11-000-263-110-15-7101	7896	GROUNDS SALARIES	417,173.00	1,233.33	418,406.33	418,406.33	0.00	0.00	0.00
11-000-263-110-15-7102	7900	GROUNDS-SUMMER HELP	7,200.00	2,268.75	9,468.75	9,468.75	0.00	0.00	0.00
11-000-263-110-15-7103	8125	GROUNDS SUBSTITUE	3,000.00	-1,312.50	1,687.50	1,687.50	0.00	0.00	0.00
11-000-263-110-15-7104	7901	GROUNDS-OVERTIME	49,600.00	-5,313.54	44,286.46	37,490.69	6,795.77	0.00	0.00
11-000-263-420-18-7208	7897	GROUNDS - CONTR. SERV.	75,750.00	37,933.90	187,396.20	186,726.70	0.00	0.00	669.50

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-000-263-420-18-7210	7902	GROUNDS-SNOW SVCS	22,000.00	-9,083.05	12,916.95	12,916.95	0.00	0.00	0.00
11-000-263-610-18-7408	7898	GROUNDS - SUPPLIES	75,550.00	-687.36	74,862.64	72,779.19	2,000.00	0.00	83.45
11-000-266-110-15-7501	7899	SECURITY - SALARIES	97,713.00	4,355.54	102,068.54	102,068.54	0.00	0.00	0.00
11-000-270-160-15-5101	7303	SAL ADMIN TRANSP	191,568.00	-3,380.78	188,187.22	188,187.22	0.00	0.00	0.00
11-000-270-160-15-5102	7304	SALARY BUS DRIVERS	1,413,589.00	12,238.22	1,425,827.22	1,425,827.22	0.00	0.00	0.00
11-000-270-160-15-5105	7305	SALARIES MECHANICS	151,803.00	960.86	152,763.86	152,763.86	0.00	0.00	0.00
11-000-270-162-15-5106	7306	MECHANICS OVERTIME	39,002.00	25,757.34	64,759.34	60,820.82	3,938.52	0.00	0.00
11-000-270-162-15-5117	7307	CONTRACT SETTLEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-162-15-9999	7308	EXTRA CURRIC DISTRICT	310,000.00	-68,827.41	241,172.59	223,229.02	17,943.57	0.00	0.00
11-000-270-390-16-0000	7309	OTHER PURCH. PROF. &	16,000.00	5,375.00	21,687.50	21,687.50	0.00	0.00	0.00
11-000-270-390-28-5701	7310	PURCH PROF SVC TRANSP	20,684.00	-5,598.72	38,774.91	38,388.91	386.00	0.00	0.00
11-000-270-420-28-5601	7311	MTCE BY PRIVATE	6,000.00	-3,928.61	2,071.39	2,071.39	0.00	0.00	0.00
11-000-270-513-28-5202	7312	TRANSP JOINTURES	1,146,858.00	-36,442.83	1,151,062.89	1,138,418.37	0.00	12,644.52	0.00
11-000-270-517-28-5201	7313	CONTR SVC AIDE IN LIEU	202,908.00	-52,678.55	150,229.45	150,229.45	0.00	0.00	0.00
11-000-270-580-28-0000	7314	TRAVEL-	200.00	550.00	750.00	587.77	0.00	0.00	162.23
11-000-270-593-28-5401	7315	TRANSPORTATION	58,393.00	-5,547.00	52,846.00	52,846.00	0.00	0.00	0.00
11-000-270-610-28-0000	7316	SUPPLIES AND MATERIALS	11,575.00	32,032.99	46,971.87	31,751.34	15,220.53	0.00	0.00
11-000-270-610-28-5502	7317	FUEL/OIL/LUBRICANTS	204,748.00	101,188.83	307,535.15	246,535.15	61,000.00	0.00	0.00
11-000-270-610-28-5503	7318	TIRES & TUBES	27,000.00	10,078.32	37,078.32	37,078.32	0.00	0.00	0.00
11-000-270-610-28-5504	7319	REPAIR PARTS	130,651.00	-35,831.29	98,225.28	98,161.28	8.00	0.00	56.00
11-000-270-800-28-5505	7320	GARAGE EXPENSES	13,534.00	-1,024.95	12,563.83	12,549.03	0.00	0.00	14.80
11-000-291-220-40-8102	7321	EMPLOYEE INSURANCE	1,114,245.00	-24,830.96	1,089,414.04	1,074,114.04	15,300.00	0.00	0.00
11-000-291-241-40-8101	7322	PERS/TSA	1,263,882.00	-101,095.33	1,162,786.67	1,162,786.67	0.00	0.00	0.00
11-000-291-250-40-8103	7323	UNEMPLOYMENT	156,115.00	18,813.52	174,928.52	167,428.52	7,500.00	0.00	0.00
11-000-291-260-40-8209	7324	WORKERS COMP	632,176.00	-192,876.00	439,300.00	439,300.00	0.00	0.00	0.00
11-000-291-270-40-8203	7325	MEDICAL INSURANCE	10,702,004.00	14,859.67	11,767,074.70	11,767,074.70	0.00	0.00	0.00
11-000-291-270-40-8204	7326	DENTAL INSURANCE	611,658.00	-107,209.13	504,448.87	504,448.87	0.00	0.00	0.00
11-000-291-280-40-8210	7327	TUITION REIMBURSEMENT	195,000.00	-68,442.29	126,557.71	126,557.71	0.00	0.00	0.00
11-000-291-290-09-8206	7328	EMPLOYEE ASSISTANCE	14,000.00	-2,840.00	11,160.00	11,160.00	0.00	0.00	0.00
11-000-291-290-40-8208	7329	ACCUMULATED SICK	100,000.00	18,098.11	118,098.11	118,098.11	0.00	0.00	0.00
11-000-291-290-40-8212	7330	SHOE & UNIFORM	9,436.00	-1,336.00	8,100.00	8,100.00	0.00	0.00	0.00
11-000-310-930-40-0000	7331	TRANSFERS TO COVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-110-100-101-15-2131	7332	SAL KINDERGARTEN	659,059.50	-122,389.37	536,670.13	536,670.13	0.00	0.00	0.00
11-110-100-101-15-2132	7333	SUBSTITUTES	10,805.00	-7,430.00	3,375.00	3,375.00	0.00	0.00	0.00
11-110-100-101-15-2133	7334	PRO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-120-100-101-15-2133	7335	SALARY GRADES 1-5	8,181,249.00	-350,329.36	7,830,919.64	7,830,919.64	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-120-100-101-15-2134	7336	SUBSTITUTE GRADES 1-5	209,280.00	51,514.91	260,794.91	250,139.91	10,655.00	0.00	0.00
11-120-100-101-15-2135	7337	SUB-PRO DEVEL-GRADES	2,940.00	-2,940.00	0.00	-102.27	0.00	0.00	102.27
11-120-100-101-15-2161	7338	SALARY-CAF DUTY	67,915.00	-20,008.58	47,906.42	40,149.40	7,757.02	0.00	0.00
11-120-100-101-15-2162	7339	SALARY-BUS DUTY	39,181.00	28,570.93	67,751.93	65,351.09	2,400.84	0.00	0.00
11-120-100-101-15-2163	7340	SALARY-CLASS	11,380.00	-4,966.65	6,413.35	6,074.72	338.63	0.00	0.00
11-120-100-101-15-2170	7341	SALARY-RECESS DUTY	78,350.00	-17,833.55	60,516.45	60,516.45	0.00	0.00	0.00
11-130-100-101-15-2135	7342	SALARY GRADES 6-8	6,212,328.80	3,147.74	6,215,476.54	6,215,476.54	0.00	0.00	0.00
11-130-100-101-15-2136	7343	SUBSTITUTES GRADES 6-8	146,755.00	-24,115.96	122,639.04	117,594.04	5,045.00	0.00	0.00
11-130-100-101-15-2137	7344	SUBS-PRO DEVEL-GRADE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-130-100-101-15-2138	7345	PAY-6TH PERIOD-GR 6-8	0.00	56,560.00	56,560.00	56,560.00	0.00	0.00	0.00
11-130-100-101-15-2161	7346	SALARY- CAF DUTY RMS	74,103.00	-7,564.14	66,538.86	62,777.29	3,761.57	0.00	0.00
11-130-100-101-15-2162	7347	SALARY-BUS DUTY RMS	20,251.00	-14,089.90	6,161.10	6,161.10	0.00	0.00	0.00
11-130-100-101-15-2163	7348	SALARY-CLASS	25,490.00	-12,813.36	12,676.64	11,800.04	876.60	0.00	0.00
11-130-100-101-15-2165	7349	SALARY RMS TEAM/UNIT	26,906.00	2,446.00	29,352.00	29,352.00	0.00	0.00	0.00
11-130-100-101-15-2166	7350	SALARY RMS CHEM	0.00	2,566.00	2,566.00	2,566.00	0.00	0.00	0.00
11-130-100-101-15-2169	7351	SALARY RMS	0.00	150.00	150.00	150.00	0.00	0.00	0.00
11-140-100-101-15-2137	7352	SALARY GRADES 9-12	7,987,024.70	29,992.31	8,017,017.01	8,016,914.01	0.00	0.00	103.00
11-140-100-101-15-2138	7353	SUBSTITUTES GRADES	115,740.00	16,160.25	131,900.25	127,487.75	4,412.50	0.00	0.00
11-140-100-101-15-2139	7354	SUB-PRO DEVEL-GRADE	420.00	-420.00	0.00	0.00	0.00	0.00	0.00
11-140-100-101-15-2140	7355	PAY-6TH PERIOD-GR 9-12	56,000.00	75,920.00	131,920.00	131,920.00	0.00	0.00	0.00
11-140-100-101-15-2161	7356	SALARY-CAF DUTY HS	106,484.00	-904.28	105,579.72	98,282.16	7,297.56	0.00	0.00
11-140-100-101-15-2163	7357	SALARY-CLASS	50,000.00	-34,454.96	15,545.04	13,353.54	2,191.50	0.00	0.00
11-140-100-101-15-2166	7358	SALARY HS CHEM	0.00	5,637.00	5,637.00	5,637.00	0.00	0.00	0.00
11-140-100-101-15-2171	7359	SALARY HS LEAD	5,903.00	0.00	5,903.00	5,903.00	0.00	0.00	0.00
11-150-100-101-15-2115	7360	HOME INSTRUCTION	61,820.00	68,267.50	130,087.50	109,275.00	20,812.50	0.00	0.00
11-150-100-320-07-0000	7361	PPS-HOME INSTRUCTION	35,000.00	-22,563.85	12,781.60	12,781.60	0.00	0.00	0.00
11-190-100-106-15-2130	7362	KINDERGARTEN AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-106-15-2162	7363	REA SETTLEMENT 2.8%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-106-15-2199	8185	LONG TERM SUBS -	238,762.00	387,831.70	626,593.70	577,956.55	48,637.15	0.00	0.00
11-190-100-320-05-0000	7366	PURCHASED PROF ED.	1,000.00	-700.00	300.00	300.00	0.00	0.00	0.00
11-190-100-320-06-0000	7367	PURCH PROF. ED. SVC.	5,000.00	-3,663.68	1,336.32	1,336.32	0.00	0.00	0.00
11-190-100-320-24-0000	7368	PURCHASED	80,000.00	-16,835.10	63,164.90	63,164.90	0.00	0.00	0.00
11-190-100-340-01-0000	7365	PURCHASED	1,000.00	-565.27	434.73	434.73	0.00	0.00	0.00
11-190-100-340-02-0000	7904	PURCHASED TECHNICAL	960.00	-38.00	922.00	912.00	0.00	0.00	10.00
11-190-100-340-03-0000	7905	PURCHASED TECHNICAL	0.00	375.05	375.05	375.05	0.00	0.00	0.00
11-190-100-340-04-0000	7369	PURCHASED TECH. SVC.	600.00	606.15	1,206.15	1,206.15	0.00	0.00	0.00

FFT Exhibit 3.3

* The Balance on this report is the true Account Balance. Depending on the user selected fields, all fields necessary to calculate the balance may not be present.

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-190-100-340-05-0000	7370	PURCH. TECH. SVC.	4,875.00	-1,694.30	3,180.70	3,030.70	0.00	0.00	150.00
11-190-100-340-05-0410	8186	PURCH TECH SERV MS	4,500.00	-1,135.80	3,364.20	3,364.20	0.00	0.00	0.00
11-190-100-340-05-0460	8187	PURCH TECH SERV MS LA	0.00	3,364.20	3,364.20	3,364.20	0.00	0.00	0.00
11-190-100-340-06-0410	8188	PURCH TECH SERV HS	1,750.00	-548.50	1,201.50	1,201.50	0.00	0.00	0.00
11-190-100-340-06-0460	8189	PURCH TECH SERV HS LA	0.00	3,001.50	3,001.50	3,001.50	0.00	0.00	0.00
11-190-100-340-23-2435	7371	DISTRICT TECH-PURCH	0.00	116,992.00	116,992.00	116,992.00	0.00	0.00	0.00
11-190-100-340-41-0410	8190	PURCH TECH SERV K-5	8,000.00	-369.80	7,630.20	7,630.20	0.00	0.00	0.00
11-190-100-340-42-0420	7372	ED TECH/ PURCH TECH	1,700.00	0.00	1,700.00	1,700.00	0.00	0.00	0.00
11-190-100-340-44-0440	7373	PURCH TECH SERV MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-340-46-0460	8191	PURCH TECH SERV K-5 LA	7,200.00	430.20	7,630.20	7,630.20	0.00	0.00	0.00
11-190-100-340-47-0470	7374	PURC TECH SER FORG	5,000.00	-4,850.00	150.00	150.00	0.00	0.00	0.00
11-190-100-440-01-0000	7375	PURCHASED TECH	32,000.00	-2,324.19	32,034.94	29,675.81	0.00	2,359.13	0.00
11-190-100-440-02-0000	7376	PURCHASED	37,000.00	-5,846.68	33,695.43	31,153.32	0.00	2,542.11	0.00
11-190-100-440-03-0000	7377	RENTALS	31,276.00	-17.20	34,008.60	31,442.40	0.00	2,566.20	0.00
11-190-100-440-04-0000	7378	RENTALS-COPIERS	36,438.00	-3,986.45	34,977.07	32,297.66	0.00	2,679.41	0.00
11-190-100-440-05-0000	7379	PURCH. SVC.-COPIER	62,000.00	-7,753.42	58,463.71	54,246.58	0.00	4,217.13	0.00
11-190-100-440-06-0000	7380	PURCH. SVC.-COPIER	100,000.00	-15,488.23	93,779.95	86,726.64	0.00	7,053.31	0.00
11-190-100-500-47-0470	7381	TRAVEL FOREIGN LANG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-580-10-0000	7382	TRAVEL EXPENSE	0.00	4,075.00	4,075.00	4,075.00	0.00	0.00	0.00
11-190-100-580-24-0000	7383	OTHER PURCHASED	2,800.00	-2,660.31	282.29	282.29	0.00	0.00	0.00
11-190-100-610-01-1212	7384	SUPPLIES-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-01-2401	7385	ED SUPP/REPL/CG	58,500.00	9,490.03	67,990.03	67,990.03	0.00	0.00	0.00
11-190-100-610-01-2471	7386	TEACHER	500.00	-41.40	458.60	458.60	0.00	0.00	0.00
11-190-100-610-01-2481	7387	INST EQUIPSUPPLY/EQUIP	13,640.00	-4,177.44	9,462.56	9,462.56	0.00	0.00	0.00
11-190-100-610-02-1212	7388	SUPPLIES-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-02-2402	7389	ED SUPP/REPL/FB	96,910.00	1,173.17	98,171.98	98,171.98	0.00	0.00	0.00
11-190-100-610-02-2472	7390	TEACHER	500.00	0.00	500.00	500.00	0.00	0.00	0.00
11-190-100-610-02-2482	7391	SUPPL/EQUIP FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-03-1212	7392	SUPPLIES-G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-03-2403	7393	ED SUPP/REPL/IR	77,570.00	2,756.58	80,523.98	80,224.82	0.00	299.16	0.00
11-190-100-610-03-2473	7394	TEACHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-03-2483	7395	SUPPL/EQUIP IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-04-1212	7396	SUPPLIES-G&T	0.00	0.00	451.10	451.10	0.00	0.00	0.00
11-190-100-610-04-2404	7397	ED SUPP/REPL/SH	74,445.00	11,567.53	91,962.61	91,616.41	0.00	346.20	0.00
11-190-100-610-04-2474	7398	TEACHER	500.00	-96.33	403.67	403.67	0.00	0.00	0.00
11-190-100-610-04-2484	7399	SUPPL/EQUIP SH	0.00	527.22	7,469.59	7,469.59	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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11-190-100-610-05-0410	7400	ED SUPP/MATH/RMS	5,500.00	-3,908.85	1,591.15	1,591.15	0.00	0.00	0.00
11-190-100-610-05-0420	7401	ED SUPP/SCIENCE/RMS	7,100.00	159.65	7,259.65	7,259.65	0.00	0.00	0.00
11-190-100-610-05-0421	7402	RMS BUS/TECH SUPPLIES	4,000.00	-129.74	3,870.26	3,870.26	0.00	0.00	0.00
11-190-100-610-05-0450	7403	ED SUPP/SS/RMS	7,000.00	-162.73	6,837.27	6,837.27	0.00	0.00	0.00
11-190-100-610-05-0460	7404	ED SUPP/LA/RMS	15,800.00	-2,444.39	16,955.61	16,756.11	0.00	199.50	0.00
11-190-100-610-05-0470	7405	ED SUPP/FL/RMS	18,400.00	-15,158.96	3,241.04	3,241.04	0.00	0.00	0.00
11-190-100-610-05-1212	7406	SUPPLIES-G&T	1,000.00	-783.23	216.77	216.77	0.00	0.00	0.00
11-190-100-610-05-2410	7407	ED SUPP/GENL/RMS	82,079.19	-6,240.67	91,160.28	78,287.86	12,326.57	387.39	158.46
11-190-100-610-05-2411	8326	ED SUPP/CONSUMER	0.00	7,558.53	7,558.53	7,558.53	0.00	0.00	0.00
11-190-100-610-05-2412	8327	ED SUPP'MEDIA ARTS	0.00	2,483.94	2,483.94	2,483.94	0.00	0.00	0.00
11-190-100-610-05-2475	7408	TEACHER	500.00	0.00	500.00	499.00	0.00	0.00	1.00
11-190-100-610-05-2485	7409	SUPPL/EQUIP RMS GENL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-06-0410	7410	ED SUPPL/REPL/HS/MATH	3,250.00	-1,923.36	1,326.64	1,102.64	0.00	224.00	0.00
11-190-100-610-06-0420	7411	ED	20,000.00	738.06	20,738.06	20,738.06	0.00	0.00	0.00
11-190-100-610-06-0450	7412	ED SUPPL/REPL/HS/SOC	7,050.00	-13.35	7,036.65	7,036.65	0.00	0.00	0.00
11-190-100-610-06-0451	7413	ED SUPPL/BUSINESS &	6,100.00	-331.37	5,768.63	5,768.63	0.00	0.00	0.00
11-190-100-610-06-0460	7414	ED SUPPL/REPL/HS/LA	17,897.00	1,045.05	18,942.05	18,557.71	384.34	0.00	0.00
11-190-100-610-06-0470	7415	ED SUPPL/REPL/HS/FL	6,000.00	-200.00	5,800.00	5,799.75	0.00	0.00	0.25
11-190-100-610-06-2416	7416	ED SUPPL/REPL/HS/GEN	65,000.00	-3,702.98	69,768.90	65,538.90	4,230.00	0.00	0.00
11-190-100-610-06-2476	7417	TEACHER	500.00	-61.46	438.54	438.54	0.00	0.00	0.00
11-190-100-610-06-2486	7418	SUPPLY/EQUIP HS	15,300.00	11,943.10	53,333.22	39,297.55	7,938.58	6,097.09	0.00
11-190-100-610-06-2487	7419	SUPPLIES-FAMILY	13,500.00	-1,327.39	12,172.61	12,172.61	0.00	0.00	0.00
11-190-100-610-08-0000	7139	SUPPLIES AND MATERIALS	109,983.00	-38,812.59	71,732.41	25,132.07	46,574.80	0.00	25.54
11-190-100-610-08-2458	7420	ED SUPP/NEW	36,000.00	-30,042.56	7,607.44	7,607.44	0.00	0.00	0.00
11-190-100-610-10-0000	7421	GENERAL SUPPLIES	10,000.00	-8,465.81	1,534.19	1,534.19	0.00	0.00	0.00
11-190-100-610-11-0011	7436	ED SUPPL/REPL/P.E.	15,080.00	-425.14	19,690.42	19,095.17	474.41	120.84	0.00
11-190-100-610-12-2423	7422	ED SUPPL/REPL/G&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-23-2436	7423	SUPPL/EQUIP COMPUTERS	204,630.00	27,082.00	424,227.26	422,558.59	137.02	1,510.16	21.49
11-190-100-610-24-0000	7424	GENERAL SUPPLIES	20,207.00	-16,603.78	3,603.22	3,433.69	169.53	0.00	0.00
11-190-100-610-27-0000	7425	DISTRICT TESTING	25,000.00	-1,255.49	35,257.63	23,380.16	11,040.25	837.22	0.00
11-190-100-610-41-0410	7426	MATH K-5	1,000.00	-178.89	821.11	821.11	0.00	0.00	0.00
11-190-100-610-42-0420	7427	ED	25,000.00	-152.51	24,847.49	24,847.49	0.00	0.00	0.00
11-190-100-610-42-0421	7428	SCIENCE K-5	35,500.00	-3,488.42	32,011.58	31,822.70	0.00	0.00	188.88
11-190-100-610-42-0422	7429	ED SUPPL/REPL/CO-OP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-43-0430	7430	ED SUPPL/REPL/ART	40,000.00	-431.62	39,568.38	39,546.77	0.00	0.00	21.61
11-190-100-610-44-0440	7431	ED SUPPL/REPL/MUSIC	19,000.00	-215.05	19,284.34	19,228.42	0.00	0.00	55.92

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-190-100-610-44-0441	7432	SUPPLY/EQUIP MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-610-45-0450	7433	SOC STUD K-5	1,800.00	-14.08	1,785.92	1,771.35	0.00	0.00	14.57
11-190-100-610-46-0460	7434	LANGUAGE ARTS K-5	1,800.00	-1,000.00	800.00	768.05	0.00	0.00	31.95
11-190-100-610-47-0470	7435	ELEM. FOREIGN	1,500.00	1,600.00	3,100.00	2,180.95	0.00	882.00	37.05
11-190-100-640-01-2201	7438	TEXT/REPL/CG	2,000.00	1,866.04	3,866.04	0.00	3,845.24	0.00	20.80
11-190-100-640-02-2202	7439	TEXT/REPL/FB	0.00	6,744.03	6,744.03	833.18	5,910.85	0.00	0.00
11-190-100-640-03-2203	7440	TEXTBOOKS/REPLACEMEN	8,000.00	-559.77	7,440.23	2,356.21	4,921.83	0.00	162.19
11-190-100-640-04-2204	7441	TEXTBOOKS/REPLACEMEN	8,000.00	6,291.17	15,756.25	8,149.68	7,567.90	0.00	38.67
11-190-100-640-05-0410	7442	TEXT/REPL/MS/MATH	6,000.00	-4,665.03	1,334.97	1,334.97	0.00	0.00	0.00
11-190-100-640-05-0420	7443	TEXT/REPL/MS/SCIENCE	500.00	-500.00	0.00	0.00	0.00	0.00	0.00
11-190-100-640-05-0450	7444	TEXT/REPL/MS/SOC	4,000.00	-21.02	3,978.98	3,978.98	0.00	0.00	0.00
11-190-100-640-05-0460	7445	TEXT/REPL/MS/L.A.	0.00	10,900.41	10,900.41	0.00	10,900.41	0.00	0.00
11-190-100-640-05-0470	7446	TEXT REPL/MS/F.L.	2,100.00	18,380.80	20,480.80	20,480.80	0.00	0.00	0.00
11-190-100-640-06-0410	7447	TEXT/REPL/HS/MATH	10,000.00	-3,243.03	6,756.97	6,756.97	0.00	0.00	0.00
11-190-100-640-06-0420	7448	TEXT/REPL/HS/SCIENCE	5,500.00	-1,468.45	4,031.55	4,031.55	0.00	0.00	0.00
11-190-100-640-06-0450	7449	TEXT/REPL/HS,SS	6,950.00	-1,011.64	5,938.36	5,938.36	0.00	0.00	0.00
11-190-100-640-06-0451	7450	TEXT/NEW/HS/BUSINESS &	1,000.00	-1,000.00	0.00	0.00	0.00	0.00	0.00
11-190-100-640-06-0460	7451	TEXT/REPL/HS,LA	11,000.00	-3,677.69	7,322.31	7,322.31	0.00	0.00	0.00
11-190-100-640-06-0470	7452	TEXT/REPL/HS,FL	10,300.00	2,798.82	13,098.82	8,483.39	778.94	3,836.49	0.00
11-190-100-640-08-2266	7453	TEXTBOOKS/NEW/CURRIC	265,551.00	117,947.15	408,518.95	408,518.95	0.00	0.00	0.00
11-190-100-640-43-0430	7454	TEXTBOOKS/REPLACEMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-640-44-0440	7455	TEXTBOOKS/REPLACEMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-890-05-2578	7456	RMS-MISC. EXPENSE	0.00	300.00	800.00	800.00	0.00	0.00	0.00
11-190-100-890-06-0000	7457	GRADUATION-OTHER	31,500.00	-5,013.89	28,230.61	28,214.61	0.00	16.00	0.00
11-190-100-890-10-0000	7458	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-890-12-0000	7459	G&T FIELD TRIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-890-24-0000	7460	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-204-100-101-15-2101	7461	SALARY-L/L DISABLE	885,781.00	-311,717.03	574,063.97	574,063.97	0.00	0.00	0.00
11-204-100-106-15-2102	7462	SALARY-L/L AIDES	287,692.50	-187,984.74	99,707.76	99,707.76	0.00	0.00	0.00
11-204-100-610-07-0001	7463	SUPPLIES-LLD	3,000.00	-864.20	2,382.32	2,382.32	0.00	0.00	0.00
11-204-100-610-07-0002	7464	SUPPLIES-LLD	3,000.00	2,686.40	5,985.90	5,985.90	0.00	0.00	0.00
11-204-100-610-07-0003	7465	SUPPLIES-LLD	0.00	0.00	185.76	185.76	0.00	0.00	0.00
11-204-100-610-07-0004	7466	SUPPLIES-LLD	0.00	0.00	297.15	297.15	0.00	0.00	0.00
11-204-100-610-07-0005	7467	SUPPLIES-LLD	4,000.00	-1,370.86	2,629.14	2,629.14	0.00	0.00	0.00
11-204-100-610-07-0006	7468	SUPPLIES-LLD	2,500.00	-28.95	2,758.55	2,758.55	0.00	0.00	0.00
11-207-100-610-07-0001	7469	SUPPLIES-SPEECH	500.00	69.48	569.48	569.48	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-207-100-610-07-0002	7470	SUPPLIES-SPEECH	500.00	-128.26	371.74	371.74	0.00	0.00	0.00
11-207-100-610-07-0003	7471	SUPPLIES-SPEECH	500.00	0.00	500.00	500.00	0.00	0.00	0.00
11-207-100-610-07-0004	7472	SUPPLIES-SPEECH	500.00	0.00	500.00	500.00	0.00	0.00	0.00
11-207-100-610-07-0005	7473	SUPPLIES-SPEECH	700.00	-38.77	661.23	661.23	0.00	0.00	0.00
11-207-100-610-07-0006	7474	SUPPLIES-SPEECH	250.00	0.00	250.00	250.00	0.00	0.00	0.00
11-212-100-101-15-2107	7475	SALARY-MULTIPLE	91,850.00	-91,850.00	0.00	0.00	0.00	0.00	0.00
11-212-100-106-15-2108	7476	SALARY-MULT DIS-AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-212-100-610-07-0001	7477	SUPPLIES-MD	500.00	-283.00	217.00	217.00	0.00	0.00	0.00
11-212-100-610-07-0002	7478	SUPPLIES-MD	500.00	-274.80	225.20	225.20	0.00	0.00	0.00
11-212-100-610-07-0003	7479	SUPPLIES-MD	500.00	-283.00	217.00	217.00	0.00	0.00	0.00
11-212-100-610-07-0004	7480	SUPPLIES-MD	500.00	-209.78	290.22	290.22	0.00	0.00	0.00
11-212-100-610-07-0005	7481	SUPPLIES-MD	1,000.00	-264.90	735.10	735.10	0.00	0.00	0.00
11-212-100-610-07-0006	7482	SUPPLIES-MD	650.00	-313.35	336.65	336.65	0.00	0.00	0.00
11-213-100-101-15-2109	7483	SALARY - RESOURCE	2,634,626.00	469,817.73	3,104,443.73	3,104,443.73	0.00	0.00	0.00
11-213-100-106-15-2113	7484	SALARY RESOUCE	412,745.00	35,238.29	447,983.29	447,978.29	0.00	0.00	5.00
11-213-100-610-07-0001	7485	SUPPLIES-RESOURCE	2,000.00	-72.75	1,927.25	1,927.25	0.00	0.00	0.00
11-213-100-610-07-0002	7486	SUPPLIES-RESOURCE	2,000.00	59.41	2,059.41	2,059.41	0.00	0.00	0.00
11-213-100-610-07-0003	7487	SUPPLIES-RESOURCE	2,000.00	-683.76	1,812.34	1,812.34	0.00	0.00	0.00
11-213-100-610-07-0004	7488	SUPPLIES-RESOURCE	2,000.00	364.39	2,637.19	2,637.19	0.00	0.00	0.00
11-213-100-610-07-0005	7489	SUPPLIES-RESOURCE	6,000.00	-264.83	5,735.17	5,735.17	0.00	0.00	0.00
11-213-100-610-07-0006	7490	SUPPLIES-RESOURCE	6,000.00	-1,103.03	5,194.01	5,194.01	0.00	0.00	0.00
11-216-100-101-15-2111	7491	SALARY-PRE SCH DIS.	230,219.00	11,831.46	242,050.46	242,050.46	0.00	0.00	0.00
11-216-100-106-15-2112	7492	SALARY-PRE SCH DIS.	147,067.50	141,427.10	288,494.60	288,494.60	0.00	0.00	0.00
11-216-100-610-07-0001	7493	SUPPLIES PRE SCH DIS.	6,000.00	-2,526.91	13,779.40	13,779.40	0.00	0.00	0.00
11-230-100-101-15-2116	7494	SALARY BASIC SKILLS	447,416.50	-75,213.50	372,203.00	372,203.00	0.00	0.00	0.00
11-230-100-580-22-0000	7495	PURCH SERV BSI TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-610-01-0000	7496	SUPPLIES BASIC SKILLS	500.00	-225.84	274.16	0.00	274.16	0.00	0.00
11-230-100-610-02-0000	7497	SUPPLIES BASIC SKILLS	500.00	0.00	500.00	500.00	0.00	0.00	0.00
11-230-100-610-03-0000	7498	SUPPLIES BASIC SKILLS	2,000.00	-185.78	1,814.22	1,814.22	0.00	0.00	0.00
11-230-100-610-04-0000	7499	SUPPLIES BASIC SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-610-05-0000	7500	SUPPLIES BASIC SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-610-22-2428	7501	SUPPLIES BASIC SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-640-22-2225	7502	TEXT/REPL/BASIC SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-230-100-640-41-0410	7503	TEXTBOOKS BSI	3,000.00	-2,015.05	984.95	984.95	0.00	0.00	0.00
11-240-100-101-15-2117	7504	SALARY ESL	233,712.00	1,398.00	235,110.00	235,110.00	0.00	0.00	0.00
11-240-100-500-47-0470	7505	TRAVEL ESL BETWEEN	1,000.00	-508.76	491.24	487.51	0.00	0.00	3.73

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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11-240-100-610-47-0470	7506	SUPPLIES ESL	5,100.00	-2,961.21	2,957.92	2,957.92	0.00	0.00	0.00
11-240-100-640-47-0470	7507	ESL TEXTBOOKS	2,100.00	321.22	2,421.22	2,421.22	0.00	0.00	0.00
11-401-100-110-15-1014	7508	CO-CURRICULAR DISTRICT	356,832.00	-2,015.95	354,816.05	340,873.05	13,943.00	0.00	0.00
11-401-100-110-15-2011	7509	MAC 2012 FB MATCH	0.00	560.00	560.00	560.00	0.00	0.00	0.00
11-401-100-110-15-2012	7511	MAC 2012 CG MATCH	0.00	420.00	420.00	420.00	0.00	0.00	0.00
11-401-100-110-15-2013	7510	MAC 2012 RMS MATCH	0.00	960.00	960.00	960.00	0.00	0.00	0.00
11-401-100-110-15-2050	8192	MAC 2010 FB HMWK CL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-110-15-2052	8194	MAC 2010 RMS HMWK CL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-110-15-2053	8195	MAC 2010 FB IS FIT MATC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-320-05-2709	7512	MAC 06 MS BULLY MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-320-06-2004	7513	MAC 2009 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-320-30-2022	7514	MAC 2008 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-320-30-2105	7515	MAC 2007 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-320-30-2710	7516	MAC 2006 PROF SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-01-0000	7517	SUPPLIES-CO-CURRICULA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-01-2014	8470	MAC 2012 CG RED RIBBON	0.00	40.00	40.00	0.00	40.00	0.00	0.00
11-401-100-610-01-2054	8258	MAC2010 CG REDR SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-01-2705	7518	MAC 2006 RAIN CG MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-02-0000	7519	SUPPLIES-COCURRICULAR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-02-2002	7520	MAC 2009 RED RIB ELE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-02-2015	8372	MAC 2012 FB RED RIBBON	0.00	40.00	80.00	40.00	40.00	0.00	0.00
11-401-100-610-02-2024	7521	MAC 2008 RD RIB SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-02-2055	8255	MAC2010 FB REDR SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-03-0000	7522	SUPPLIES-COCURRICULAR	2,100.00	-1,171.99	928.01	912.21	0.00	0.00	15.80
11-401-100-610-03-2016	8373	MAC 2012 IR RED RIBBON	0.00	40.00	80.00	40.00	40.00	0.00	0.00
11-401-100-610-03-2056	8202	MAC2010 IR REDR SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-04-0000	7523	SUPPLIES-COCURRICULAR	1,660.00	-1,028.40	631.60	631.60	0.00	0.00	0.00
11-401-100-610-04-2017	8374	MAC 2012 SH RED RIBBON	0.00	40.00	80.00	40.00	40.00	0.00	0.00
11-401-100-610-04-2057	8203	MAC2010 SH REDR SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-04-2704	7524	MAC 2006 RAIN SH MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-04-2708	7525	MAC 2006 PIP SH MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-1020	7526	EXPENSES RMS	2,000.00	-2.67	1,997.33	1,997.33	0.00	0.00	0.00
11-401-100-610-05-2010	7528	MAC 2009 PLAID MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-2018	8375	MAC 2012 RMS RED	0.00	100.00	200.00	100.00	100.00	0.00	0.00
11-401-100-610-05-2022	7529	MAC 2008 HOWK SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-2025	7530	MAC 2008 RD RIB RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-401-100-610-05-2059	7527	MAC 2010 RED RIB RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-2101	7531	MAC 2007 RANBOW SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-2706	7532	MAC 04 RMS HOME MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-05-2707	7533	MAC 04 RMS RAIN MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-06-1021	7534	RHS EXTRA CURRIC	19,500.00	-2,270.15	17,229.85	17,229.85	0.00	0.00	0.00
11-401-100-610-06-1028	7535	EXPENSES/COMPETITIONS	7,500.00	-4,486.30	6,902.02	6,902.02	0.00	0.00	0.00
11-401-100-610-06-1029	7536	PEER GROUP	3,000.00	-157.77	2,842.23	2,842.23	0.00	0.00	0.00
11-401-100-610-06-2003	7537	MAC 2009 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-30-2023	7538	MAC 2008 TM HARM SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-30-2102	7539	MAC 2007 TM HARM SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-43-0430	7540	EXPENSES EXTRA ART	2,500.00	-117.77	2,382.23	2,372.80	0.00	0.00	9.43
11-401-100-610-45-0451	7541	MAC 05 TEAM HA MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-610-49-0490	7542	MAC 2007 RED RIB MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-890-05-0000	7543	CO-CURRICULAR-OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-890-06-1021	7544	RHS COCURRICULAR	37,650.00	-15,351.12	23,153.90	23,153.90	0.00	0.00	0.00
11-401-100-890-44-0440	7545	MISC EXP COCURRICULAR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-402-100-105-15-0000	7546	ATHLETIC CLERICAL	45,772.00	3,134.96	48,906.96	48,906.96	0.00	0.00	0.00
11-402-100-110-15-1010	7547	SALARY INTRAMURALS	7,242.00	0.00	7,242.00	7,242.00	0.00	0.00	0.00
11-402-100-110-15-1013	7548	SALARY ATHLETICS	214,508.00	-329.83	214,178.17	214,178.17	0.00	0.00	0.00
11-402-100-110-15-1015	7549	ATHLETIC STIPENDS	616,293.00	556.98	616,849.98	616,849.98	0.00	0.00	0.00
11-402-100-110-15-1017	7550	ATHLETIC EVENT	24,000.00	-371.00	23,629.00	23,629.00	0.00	0.00	0.00
11-402-100-440-16-1690	7551	PURCH TECH SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-402-100-500-16-1631	7552	BASEBALL CONTR SVC	3,232.00	0.00	3,232.00	3,232.00	0.00	0.00	0.00
11-402-100-500-16-1632	7553	BOYS BASKETBALL CONTR	9,228.00	0.00	9,228.00	9,228.00	0.00	0.00	0.00
11-402-100-500-16-1633	7554	GIRLS BASKETBALL	9,228.00	0.00	9,228.00	9,228.00	0.00	0.00	0.00
11-402-100-500-16-1634	7555	BOYS CROSS COUNTRY	280.00	-250.00	30.00	0.00	0.00	0.00	30.00
11-402-100-500-16-1635	7556	GIRLS X-COUNTRY CONTR	280.00	0.00	280.00	280.00	0.00	0.00	0.00
11-402-100-500-16-1636	7557	FIELD HOCKEY CONTR	2,164.00	0.00	2,164.00	2,164.00	0.00	0.00	0.00
11-402-100-500-16-1637	7558	FOOTBALL CONTR SVC	2,188.00	0.00	2,188.00	2,188.00	0.00	0.00	0.00
11-402-100-500-16-1639	7559	GYMNASTICS CONTR SVC	576.00	0.00	576.00	576.00	0.00	0.00	0.00
11-402-100-500-16-1640	7560	ICE HOCKEY CONTR SVC	7,620.00	0.00	7,620.00	7,620.00	0.00	0.00	0.00
11-402-100-500-16-1641	7561	BOYS SOCCER CONTR	5,002.00	0.00	5,002.00	5,002.00	0.00	0.00	0.00
11-402-100-500-16-1642	7562	GIRLS SOCCER CONTR	5,002.00	0.00	5,002.00	5,002.00	0.00	0.00	0.00
11-402-100-500-16-1643	7563	SOFTBALL CONTR SVC	4,304.00	0.00	4,304.00	4,304.00	0.00	0.00	0.00
11-402-100-500-16-1644	7564	SWIMMING CONTR SVC	544.00	0.00	544.00	544.00	0.00	0.00	0.00
11-402-100-500-16-1647	7565	BOYS SPRING TRACK	1,268.00	0.00	1,268.00	1,268.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
11-402-100-500-16-1648	7566	GIRLS SPRING TRACK	2,366.00	0.00	2,366.00	2,311.29	0.00	0.00	54.71
11-402-100-500-16-1651	7567	WRESTLING CONTR SVC	4,745.00	0.00	4,745.00	4,745.00	0.00	0.00	0.00
11-402-100-500-16-1652	7568	BOYS LACROSSE CONTR	3,478.00	0.00	3,623.16	3,623.16	0.00	0.00	0.00
11-402-100-500-16-1654	7569	GIRLS LACROSSE CONTR	5,478.00	0.00	5,478.00	5,478.00	0.00	0.00	0.00
11-402-100-500-16-1655	7570	RECONDITIONING	43,550.00	-43,550.00	37,075.15	30,333.62	0.00	0.00	6,741.53
11-402-100-500-16-1656	7571	CHEERLEADING CONTR	300.00	0.00	300.00	300.00	0.00	0.00	0.00
11-402-100-500-16-1657	7572	VOLLEYBALL	3,390.00	0.00	3,390.00	3,390.00	0.00	0.00	0.00
11-402-100-500-16-1699	8153	ATHLETICS GENL PURCH	1,000.00	800.00	1,800.00	1,799.29	0.00	0.00	0.71
11-402-100-500-16-1723	7573	TRAVEL EXP ATHLETICS	9,000.00	-2,576.73	7,102.71	6,622.88	0.00	0.00	479.83
11-402-100-610-16-1661	7574	BASEBALL SUPPLIES	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
11-402-100-610-16-1662	7575	BOYS BASKETBALL	1,500.00	0.00	1,500.00	1,499.91	0.00	0.00	0.09
11-402-100-610-16-1663	7576	GIRLS BASKETBALL	1,500.00	0.00	1,500.00	1,494.31	0.00	0.00	5.69
11-402-100-610-16-1664	7577	BOYS X-COUNTRY	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
11-402-100-610-16-1665	7578	GIRLS X-COUNTRY	1,000.00	-1,000.00	0.00	0.00	0.00	0.00	0.00
11-402-100-610-16-1666	7579	FIELD HOCKEY SUPPLIES	1,500.00	0.00	1,500.00	1,499.81	0.00	0.00	0.19
11-402-100-610-16-1667	7580	FOOTBALL SUPPLIES	7,500.00	0.00	7,500.00	7,473.50	0.00	0.00	26.50
11-402-100-610-16-1668	7581	GOLF SUPPLIES	1,000.00	0.00	1,000.00	639.00	0.00	0.00	361.00
11-402-100-610-16-1669	7582	GYMNASTICS SUPPLIES	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
11-402-100-610-16-1670	7583	ICE HOCKEY SUPPLIES	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
11-402-100-610-16-1671	7584	BOYS SOCCER SUPPLIES	1,500.00	0.00	1,500.00	1,494.67	0.00	0.00	5.33
11-402-100-610-16-1672	7585	GIRLS SOCCER SUPPLIES	1,500.00	0.00	1,500.00	1,499.32	0.00	0.00	0.68
11-402-100-610-16-1673	7586	SOFTBALL SUPPLIES	1,500.00	12.60	1,512.60	1,512.60	0.00	0.00	0.00
11-402-100-610-16-1674	7587	SWIMMING SUPPLIES	3,000.00	0.00	3,000.00	3,000.00	0.00	0.00	0.00
11-402-100-610-16-1675	7588	BOYS TENNIS SUPPLIES	950.00	0.00	950.00	949.40	0.00	0.00	0.60
11-402-100-610-16-1676	7589	GIRLS TENNIS SUPPLIES	950.00	0.00	950.00	928.60	0.00	0.00	21.40
11-402-100-610-16-1677	7590	BOYS SPRING TRACK	1,500.00	171.03	1,671.03	1,663.49	0.00	0.00	7.54
11-402-100-610-16-1678	7591	GIRLS SPRING TRACK	1,500.00	-1,500.00	0.00	0.00	0.00	0.00	0.00
11-402-100-610-16-1679	7592	BOYS WINTER TRACK	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00
11-402-100-610-16-1680	7593	GIRLS WINTER TRACK	1,000.00	-432.50	567.50	567.00	0.00	0.00	0.50
11-402-100-610-16-1681	7594	WRESTLING SUPPLIES	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
11-402-100-610-16-1682	7595	BOYS LACROSSE	1,500.00	0.00	1,500.00	1,487.60	0.00	0.00	12.40
11-402-100-610-16-1683	7596	AHTLETIC DIRECTOR	12,898.00	-694.63	12,203.37	11,207.71	418.66	577.00	0.00
11-402-100-610-16-1684	7597	LETTERS/AWARDS	2,400.00	0.00	2,400.00	2,400.00	0.00	0.00	0.00
11-402-100-610-16-1685	7598	MEDICAL SUPPLIES	10,000.00	0.00	10,000.00	9,999.42	0.00	0.00	0.58
11-402-100-610-16-1686	7599	GIRLS LACROSSE	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
11-402-100-610-16-1687	7600	CHEERLEADING SUPPLIES	2,000.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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11-402-100-610-16-1688	7601	VOLLEYBALL	1,500.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00
11-402-100-890-16-1600	7602	NJSIAA & CONFERENCE	3,950.00	0.00	3,950.00	3,950.00	0.00	0.00	0.00
11-402-100-890-16-1601	7603	BASEBALL ENTRY FEES	225.00	0.00	225.00	225.00	0.00	0.00	0.00
11-402-100-890-16-1602	7604	BOYS BASKETBALL FEES	575.00	0.00	575.00	575.00	0.00	0.00	0.00
11-402-100-890-16-1603	7605	GIRLS BASKETBALL FEES	475.00	0.00	475.00	475.00	0.00	0.00	0.00
11-402-100-890-16-1604	7606	BOYS X-COUNTRY FEES	860.00	0.00	860.00	860.00	0.00	0.00	0.00
11-402-100-890-16-1605	7607	GIRLS X-COUNTRY FEES	920.00	0.00	920.00	920.00	0.00	0.00	0.00
11-402-100-890-16-1606	7608	FIELD HOCKEY FEES	225.00	0.00	225.00	225.00	0.00	0.00	0.00
11-402-100-890-16-1607	7609	FOOTBALL ENTRY FEES	100.00	0.00	100.00	100.00	0.00	0.00	0.00
11-402-100-890-16-1608	7610	GOLF FEES	3,375.00	0.00	3,375.00	3,375.00	0.00	0.00	0.00
11-402-100-890-16-1609	7611	GYMNASTICS FEES	185.00	0.00	185.00	185.00	0.00	0.00	0.00
11-402-100-890-16-1610	7612	ICE HOCKEY RENTAL/FEES	8,430.00	-1,426.00	7,004.00	7,004.00	0.00	0.00	0.00
11-402-100-890-16-1611	7613	BOYS SOCCER FEES	1,175.00	0.00	1,175.00	1,175.00	0.00	0.00	0.00
11-402-100-890-16-1612	7614	GIRLS SOCCER FEES	1,175.00	0.00	1,175.00	1,175.00	0.00	0.00	0.00
11-402-100-890-16-1613	7615	SOFTBALL FEES	425.00	0.00	425.00	425.00	0.00	0.00	0.00
11-402-100-890-16-1614	7616	SWIMMING RENTAL/FEES	13,650.00	0.00	13,650.00	13,650.00	0.00	0.00	0.00
11-402-100-890-16-1615	7617	BOYS TENNIS FEES	635.00	0.00	635.00	635.00	0.00	0.00	0.00
11-402-100-890-16-1616	7618	GIRLS TENNIS FEES	635.00	0.00	635.00	635.00	0.00	0.00	0.00
11-402-100-890-16-1617	7619	BOYS SPRING TRACK	2,750.00	0.00	2,750.00	2,750.00	0.00	0.00	0.00
11-402-100-890-16-1618	7620	GIRLS SPRING TRACK	2,750.00	0.00	2,750.00	2,750.00	0.00	0.00	0.00
11-402-100-890-16-1619	7621	BOYS WINTER TRACK	3,295.00	0.00	3,295.00	3,295.00	0.00	0.00	0.00
11-402-100-890-16-1620	7622	GIRLS WINTER TRACK	3,295.00	0.00	3,295.00	3,295.00	0.00	0.00	0.00
11-402-100-890-16-1621	7623	WRESTLING FEES	1,805.00	0.00	1,805.00	1,805.00	0.00	0.00	0.00
11-402-100-890-16-1622	7624	BOYS LACROSSE FEES	225.00	0.00	225.00	225.00	0.00	0.00	0.00
11-402-100-890-16-1623	7625	GIRLS LACROSSE FEES	225.00	0.00	225.00	225.00	0.00	0.00	0.00
11-402-100-890-16-1624	7626	CHEERLEADING FEES	2,025.00	0.00	2,025.00	2,025.00	0.00	0.00	0.00
11-402-100-890-16-1625	7627	GIRLS VOLLEYBALL	375.00	0.00	375.00	375.00	0.00	0.00	0.00
12-000-100-730-06-2499	7628	HIGH SCHOOL EQUIPMENT	0.00	2,932.50	2,932.50	2,932.50	0.00	0.00	0.00
12-000-100-730-24-0000	7629	UNDISTRIBUTED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-100-730-30-0001	7630	DIST PORTION CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-100-730-44-0440	7631	MUSIC DEPT EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-220-730-23-7353	7632	EQUIP COMPUTERS	8,460.00	36,430.17	44,890.17	44,890.17	0.00	0.00	0.00
12-000-230-730-30-7500	8103	EQUIP GENL ADMIN	0.00	288,150.00	367,073.75	81,563.75	103,950.53	4,790.00	176,769.47
12-000-261-730-18-6501	7633	EQUIP FACILITIES OPERAT	91,968.00	17,143.10	109,111.10	102,328.00	6,783.10	0.00	0.00
12-000-270-732-28-5303	7634	EQUIP TRANSP	24,000.00	-24,000.00	7,850.00	7,850.00	0.00	0.00	0.00
12-000-270-733-28-5301	7635	EQUIP TRANSP	179,403.00	587,648.28	767,051.28	0.00	767,051.28	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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12-000-400-450-18-9102	7636	DISTRICT BUILDING	1,118,998.00	0.00	1,230,851.71	1,227,108.77	0.00	0.00	3,742.94
12-000-400-710-30-9003	7637	DIST CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-716-16-9004	7638	CLIMBING WALL CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-721-30-0102	7639	LEASE PURCHASE OF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-800-30-0000	8183	OTHER OBJECTS	46,882.00	0.00	46,882.00	46,882.00	0.00	0.00	0.00
12-140-100-732-08-7306	7640	TEXTBOOK LEASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16-213-100-101-15-2109	8143	ARRA ESF SALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17-213-100-101-15-2109	8144	ARRA GSF SALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18-000-291-270-40-8203	8451	MEDICAL INSURANCE	0.00	484,134.00	484,134.00	484,134.00	0.00	0.00	0.00
20-000-200-320-08-2005	7641	MENTOR TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2011	7642	MAC 2012 FB HOMEWK	0.00	2,240.00	2,240.00	2,240.00	0.00	0.00	0.00
20-001-100-101-15-2012	7643	MAC 2012 CG HOMEWK	0.00	1,680.00	1,680.00	1,680.00	0.00	0.00	0.00
20-001-100-101-15-2013	7644	MAC 2012 RMS HOMEWK	0.00	3,840.00	3,840.00	3,840.00	0.00	0.00	0.00
20-001-100-101-15-2014	7645	MAC 2009 HOMEWORK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2015	7646	MAC 2006 RANIBOWS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2016	7647	MAC 2006 RAINBOWS RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2034	8087	SUP MAC 09 STAY FIT FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2043	8466	MAC SADD SY10-11 (11\$)	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00
20-001-100-101-15-2044	8467	MAC SADD SY11-12 (12\$)	0.00	275.00	275.00	275.00	0.00	0.00	0.00
20-001-100-101-15-2050	8262	MAC 2010 FB HOMWORK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2052	8264	MAC 2010 RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-101-15-2053	8263	MAC 2010 FB FIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-320-05-2709	7648	MAC 06 MS BULLY PROG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-320-06-2004	7649	MAC 2009 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-320-30-2005	7650	MAC 06 PROF SERV PROG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-320-30-2017	7651	MAC 2008 TEAM HARMONY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-320-49-2031	8088	SUP MAC 09 FRESH FOCUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-01-2014	8266	MAC 2012 CG RED RIBBON	0.00	160.00	160.00	0.00	160.00	0.00	0.00
20-001-100-610-01-2705	7652	MAC 06 RAINBOWS CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-02-2002	7653	MAC 2009 RED RIBBON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-02-2015	8267	MAC 2012 FB RED REBBON	0.00	160.00	160.00	0.00	160.00	0.00	0.00
20-001-100-610-02-2058	8270	MAC 2010 FB FIT SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-03-2016	8268	MAC 2012 IR RED RIBBON	0.00	160.00	160.00	0.00	160.00	0.00	0.00
20-001-100-610-04-2017	8269	MAC 2012 SH RED RIBBON	0.00	160.00	160.00	0.00	160.00	0.00	0.00
20-001-100-610-04-2704	7654	MAC 06 RAINBOW SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-04-2708	7655	MAC 2006 PIP SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
20-001-100-610-05-2001	7656	MAC 2009 RED RIB RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-05-2010	7657	MAC 2009 PLAID RMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-05-2018	7658	MAC 2012 RMS RED	0.00	400.00	400.00	0.00	400.00	0.00	0.00
20-001-100-610-05-2042	8265	MAC SADD SY09-10 (10\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-05-2059	7659	MAC 2010 RED RIBBON	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-06-2003	7660	MAC 06 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-06-2004	7661	MAC 09 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-30-2019	7662	MAC 2008 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-001-100-610-49-203	8089	SUP MAC 09 FRESH FOCUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-002-100-600-02-0001	7663	EXXON/MOBIL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-003-100-600-03-0001	7664	WAL-MART GRANT IRONIA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-004-100-600-02-0000	7665	ATT FAMILY SCIENCE	0.00	681.96	681.96	0.00	0.00	0.00	681.96
20-004-200-100-15-0000	7666	SALARIES-ATT FAMILY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-005-100-610-02-9005	8090	MSU CALKINS (FB) GEN	0.00	20.08	20.08	16.44	0.00	0.00	3.64
20-006-400-732-18-0000	7667	DI SILVA ATHLETICS	0.00	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00
20-007-100-610-16-1599	7668	BAUER GRT FOOTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-008-100-610-02-0002	7669	FB-MONTCLAIR ST 3RD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-008-100-610-03-9008	7670	MSU 4TH GR (IR) GENL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-009-100-320-30-2022	7671	MAC 2007 TEAM HARMONY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-009-100-610-05-2023	7672	MAC 2007 RAINBOWS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-009-100-610-30-2021	7673	MAC 2007 TEAM HARM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-010-100-600-03-0001	7674	WALMART GENL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-011-100-610-03-9011	8450	THORNBURG SUPPLIES	0.00	1,600.00	1,600.00	0.00	0.00	0.00	1,600.00
20-012-200-300-04-9990	7675	SPRINT AHEAD PURCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-012-200-610-04-9990	7676	SPRINT AHEAD SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-013-100-101-15-2500	7677	EARTHWATCH SUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-014-100-890-04-9014	8091	FIELD TRIP ADMISSIONS	0.00	4.00	4.00	0.00	0.00	0.00	4.00
20-015-400-720-18-9015	8271	MOLINARO BALLFLD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-016-100-101-15-9016	8092	REBEL PROG SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-017-400-732-30-9017	8148	HERITAGE BANK SCOREBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-018-100-610-06-9018	8272	MSU/DODGE (RHS) SY10	0.00	388.97	388.97	102.00	0.00	0.00	286.97
20-019-100-610-02-9019	8273	MSU(FB) 2ND GR WRITING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-020-100-610-05-9020	8274	MSU (RMS) RDS SUPPLIES	0.00	13.70	13.70	0.00	0.00	0.00	13.70
20-021-100-101-15-9021	8276	TIDES (RMS) SUBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-021-100-610-05-9021	8275	TIDES (RMS) SUPPLIES	0.00	911.69	911.69	911.69	0.00	0.00	0.00
20-021-200-200-05-9021	8277	TIDES (RMS) FICA	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
20-021-200-320-05-9021	8278	TIDES (RMS) PURCH SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-022-100-640-02-9022	8279	ESSEX LODGE (FB)	0.00	4.41	4.41	0.00	0.00	0.00	4.41
20-023-100-610-06-9023	8280	MSU (RHS) TCHR STUDY	0.00	11.49	11.49	0.00	0.00	0.00	11.49
20-025-200-110-15-9025	8314	DASILVA ART GALLERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-025-200-610-44-9025	8281	DASILVA ART GALLERY	0.00	43.09	43.09	0.00	0.00	0.00	43.09
20-026-100-610-05-9026	8282	RU PRIDE SURVEY	0.00	800.04	800.04	0.00	0.00	0.00	800.04
20-027-100-101-15-*027	8283	STEM GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-028-100-610-23-9028	8305	RHS MEDIA LAB SUPPLIES	0.00	2,197.80	2,197.80	1,999.00	0.00	0.00	198.80
20-028-100-730-23-9028	8306	RHS MEDIA LAB EQUIPMT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-029-100-610-05-9029	8322	MCMUA GRANT SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-030-100-610-06-9030	8321	MCMUA GRANT SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-032-100-610-06-9032	8444	MSG GRANT SUPPLIES	0.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00
20-033-100-610-42-9033	8445	PSEG ENV ED SUPPLIES	0.00	108.47	108.47	0.00	0.00	0.00	108.47
20-034-100-610-02-9034	8414	OPTIMUM L/P SUPPLIES	0.00	1,493.11	1,493.11	1,493.11	0.00	0.00	0.00
20-035-100-610-02-9035	8456	TOSHIBA F/F SUPPLIES (FB)	0.00	540.00	540.00	0.00	0.00	0.00	540.00
20-036-100-610-42-9036	8446	BASF LEGO SUPPLIES	0.00	31.38	31.38	0.00	0.00	0.00	31.38
20-037-100-610-05-9037	8415	PTO GRANTS (RMS)	0.00	4,356.54	4,356.54	3,701.70	0.00	0.00	654.84
20-038-100-610-06-9038	8447	WRESTLING GRANT (RHS)	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00
20-039-100-610-02-9039	8452	MSU RRR GRANT (FB)	0.00	500.00	500.00	451.91	0.00	0.00	48.09
20-040-100-610-06-9040	8455	MSU TSG (RHS) ESL/ELL	0.00	500.00	500.00	151.55	0.00	0.00	348.45
20-041-400-732-06-0041	8476	ROPES COURSE HIGH	0.00	22,000.00	22,000.00	0.00	22,000.00	0.00	0.00
20-042-100-610-05-0042	8477	LCD PROJECTORS PTO	0.00	4,146.40	4,146.40	0.00	0.00	0.00	4,146.40
20-230-100-100-08-3200	7678	TITLE 1A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-100-08-3201	7679	TITLE IA SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-100-08-3210	8093	TITLE 1A FB SAL SY 12	0.00	37,836.30	37,836.30	37,836.30	0.00	0.00	0.00
20-231-100-100-08-3220	8094	TITLE IA RMS SAL SY 12	0.00	26,550.00	26,550.00	26,550.00	0.00	0.00	0.00
20-231-100-600-08-3212	8126	TITLE 1A FB SUPPLY SY12	0.00	10,037.43	10,037.43	113.60	746.83	9,177.00	0.00
20-231-100-600-08-3224	8131	TITLE IA RMS SUPP SY12	0.00	386.99	386.99	386.99	0.00	0.00	0.00
20-231-200-100-08-3202	7680	TITLE IA PROG ADM SY 12	0.00	4,322.00	4,322.00	582.27	0.00	0.00	3,739.73
20-231-200-200-08-3207	8136	TITLE IA ADMIN FICA SY12	0.00	330.00	330.00	44.54	0.00	0.00	285.46
20-231-200-200-08-3214	8127	TITLE 1A FB FICA SY12	0.00	5,536.27	5,536.27	1,737.23	3,799.04	0.00	0.00
20-231-200-200-08-3225	8132	TITLE IA RMS FICA SY12	0.00	2,031.01	2,031.01	2,031.01	0.00	0.00	0.00
20-231-200-300-08-3215	8128	TITLE IA FB PUR SER SY12	0.00	6,009.00	6,009.00	3,400.00	2,609.00	0.00	0.00
20-231-200-300-08-3226	8133	TITLE IA RMS PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-500-08-3216	8129	TITLE IA FB PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-500-08-3227	8134	TITLE IA RMS PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
20-231-200-600-08-3205	7683	TITLE IA ADMIN SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-600-08-3217	8130	TITLE IA FB SUPPL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-600-08-3228	8135	TITLE IA RMS SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-800-08-3218	8433	TITLE IA TRANSP SY12	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-100-100-08-3210	8107	TITLE IA FB SAL SY11	0.00	10,593.98	10,593.98	10,593.98	0.00	0.00	0.00
20-232-100-100-08-3220	8108	TITLE IA RMS SAL SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-100-600-08-3212	8316	TITLE 1A FB SUPP SY11	0.00	11,764.04	11,764.04	11,764.04	0.00	0.00	0.00
20-232-100-600-08-3224	8287	TITLE IA RMS SUP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-100-800-08-3229	8311	TITLE IA OTHER OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-200-100-08-3202	8109	TITLE IA SAL ADM SY11	0.00	1,622.12	1,622.12	1,622.12	0.00	0.00	0.00
20-232-200-200-08-3207	8291	TITLE IA ADM FICA SY11	0.00	124.09	124.09	124.09	0.00	0.00	0.00
20-232-200-200-08-3214	8284	TITLE 1A FB FICA SY11	0.00	810.44	810.44	810.44	0.00	0.00	0.00
20-232-200-200-08-3225	8288	TITLE IA RMS FICA SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-200-300-08-3215	8285	TITLE 1A FB PRSV CO SY10	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00
20-232-200-300-08-3226	8113	TITLE IA RMS PPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-200-500-08-3216	8286	TITLE IA FB PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-200-500-08-3227	8289	TITLE IA RMS PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-232-200-600-08-3205	8313	TITLE IA ADM SUP SY11	0.00	915.45	915.45	915.45	0.00	0.00	0.00
20-232-200-600-08-3217	8300	TITLE 1A FB SUP SY11	0.00	494.11	494.11	494.11	0.00	0.00	0.00
20-232-200-600-08-3228	8290	TITLE IA RMS SUP SY11	0.00	4,849.37	4,849.37	4,849.37	0.00	0.00	0.00
20-233-100-100-08-3210	8292	TITLE IA FB SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-233-100-100-08-3220	8293	TITLE IA RMS SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-233-100-600-08-3212	8461	TITLE IA FB SUPP CO SY11	0.00	373.41	373.41	0.00	373.41	0.00	0.00
20-233-100-600-08-3228	8462	TITLE IA RMS SUP CO SY11	0.00	300.59	300.59	0.00	300.59	0.00	0.00
20-233-200-200-08-3225	8475	TITLE IA SY11 CO BENE	0.00	0.07	0.07	0.07	0.00	0.00	0.00
20-233-200-600-08-3217	8421	TITLE IA FB SUPP CO SY11	0.00	1,201.34	1,201.34	1,201.34	0.00	0.00	0.00
20-233-200-600-08-3228	8422	TITLE IA RMS SUP CO SY10	0.00	5,844.68	5,844.68	5,844.68	0.00	0.00	0.00
20-240-100-600-08-4701	7684	TITLE III SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-240-200-500-08-2902	7685	TITLE III OTH PUR SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-100-100-08-4100	7686	TITLE III SALARIES SY12	0.00	5,290.00	5,290.00	5,290.00	0.00	0.00	0.00
20-241-100-100-08-4108	8139	TITLE III NP SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-100-600-08-4101	7687	TITLE III - SUPPLY SY12	0.00	6,582.35	6,582.35	2,259.00	3,675.35	648.00	0.00
20-241-100-610-08-4109	8436	TITLE III SY12 NP SUPPLY	0.00	252.00	252.00	245.00	0.00	0.00	7.00
20-241-100-800-08-4110	8319	TITLE III SY 11 FIELD TR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-200-100-08-4102	7688	TITLE III - PERS SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-200-200-08-4103	7689	TITLE III BENEFITS SY12	0.00	404.70	404.70	404.70	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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20-241-200-200-08-4109	8140	TITLE III NP BENE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-200-300-08-4107	7690	TITLE III PROF TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-241-200-500-08-4104	7691	TITLE III - PUR SERV 12	0.00	1,886.95	1,886.95	1,886.95	0.00	0.00	0.00
20-241-200-600-08-4105	7692	TITLE III SUPPLIES SY12	0.00	1,238.00	1,238.00	1,238.00	0.00	0.00	0.00
20-241-200-800-08-4106	7693	TITLE III OTH OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-100-100-08-4100	8303	TITLE III SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-100-100-08-4108	8104	TITLE III SAL NON P SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-100-600-08-4101	8301	TITLE III SUPP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-100-800-08-4102	8312	TITLE III FLD TRP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-100-800-08-4110	8425	TITLE III FIELD TRP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-100-08-2901	7694	TITLE III SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-200-08-4018	8105	TITLE III NP BENE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-200-08-4109	8304	TITLE III NP BENE SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-300-08-4107	8123	TITLE III PUR SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-500-08-4104	8302	TITLE III PURC SER SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-242-200-600-08-2903	7695	TITLE III SUPPLY SY11	0.00	681.19	681.19	681.19	0.00	0.00	0.00
20-243-100-100-08-4108	8468	TITLE III SY11 NP CO SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-243-100-600-08-4101	8473	TITLE III COSY11 SUPPLY	0.00	6.07	6.07	0.00	6.07	0.00	0.00
20-243-100-610-08-4109	8474	TITLE III NP SY11 CO SUP	0.00	92.00	92.00	0.00	0.00	0.00	92.00
20-243-200-200-08-4018	8469	TITLE III SY11 NP CO BEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-243-200-600-08-2903	8426	TITLE III CO SY 11 SUPP	0.00	183.40	183.40	183.40	0.00	0.00	0.00
20-243-200-600-08-4112	8428	TITLE III NP SUP CO SY11	0.00	400.00	400.00	0.00	0.00	0.00	400.00
20-245-100-100-08-6001	7696	TITLE III IM SALARY SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-100-600-08-6002	7697	TITLE III IM SUPP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-200-200-08-6003	7698	TITLE III IM BENE SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-200-300-08-6004	7699	TITLE III IM PURSEV SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-200-500-08-6005	7700	TITLE III IM PURSER SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-200-600-08-6006	7701	TITLE III IM SUPP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-245-200-600-08-6007	8318	TITLE IIIIM SY11 NP SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-100-100-08-6001	8118	TITLE III IM SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-100-100-08-6008	8423	TITLE IIIIM NP SAL SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-100-600-08-6002	8106	TITLE III M SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-100-600-08-6009	8429	TITLE III M NP SUPP SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-200-200-08-6003	8119	TITLE III IM BENE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-200-200-08-6009	8424	TITLE IIIIM NP BENE SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-200-300-08-6004	8120	TITLE III IM PURSEV	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
20-246-200-500-08-6005	8121	TITLE III IM PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-246-200-600-08-6006	8122	TITLE III IM SUPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-247-100-100-08-6001	8471	TITLE IIIM NPSY11 CO SAL	0.00	620.00	620.00	0.00	0.00	0.00	620.00
20-247-200-200-08-6003	8472	TITLE IIIM NPSY11 CO BEN	0.00	47.00	47.00	0.00	0.00	0.00	47.00
20-251-100-101-07-3601	7702	IDEA-SALARIES SY12	0.00	8,002.50	8,002.50	8,002.50	0.00	0.00	0.00
20-251-100-500-07-3650	7703	IDEA OTHER PUR SERV	0.00	950,000.00	950,000.00	950,000.00	0.00	0.00	0.00
20-251-100-600-07-3607	8441	IDEA NP SUPPLIES SY12	0.00	10,952.00	10,952.00	10,921.55	0.00	0.00	30.45
20-251-100-610-07-3604	7704	IDEA SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-251-100-800-07-3611	7705	IDEA OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-251-200-105-07-3610	7706	IDEA SY11 SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-251-200-200-07-3603	7707	IDEA BENE SY12	0.00	997.50	997.50	612.20	0.00	0.00	385.30
20-251-200-300-07-3615	7708	IDEA PURCH TEC/PRO	0.00	17,250.00	17,250.00	8,550.00	0.00	0.00	8,700.00
20-251-200-320-07-3605	7709	IDEA NON PUBLIC SY12	0.00	27,000.00	27,000.00	15,635.14	0.00	0.00	11,364.86
20-251-200-500-07-3614	7710	IDEA OTHER PUR SER	0.00	4,439.00	4,439.00	3,313.78	0.00	0.00	1,125.22
20-251-200-610-07-3616	7711	IDEA SUPPLIES SY12	0.00	3,750.00	3,750.00	3,500.00	0.00	0.00	250.00
20-251-400-731-07-3617	7712	IDEA INSTR EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-100-101-07-3601	7713	IDEA SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-100-500-07-3650	7714	IDEA PUR SERV SY11	0.00	281,017.00	281,017.00	281,017.00	0.00	0.00	0.00
20-252-100-610-07-3604	7715	IDEA SUP SY11	0.00	7,833.43	7,833.43	7,833.43	0.00	0.00	0.00
20-252-100-800-07-3611	7716	IDEA OTHER OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-200-105-07-3610	7717	IDEA SAL SUPPORT SY11	0.00	1,300.00	1,300.00	1,300.00	0.00	0.00	0.00
20-252-200-200-07-3603	7718	IDEA BENEFITS SY11	0.00	1,057.23	1,057.23	1,057.23	0.00	0.00	0.00
20-252-200-300-07-3615	7719	IDEA PUR SERV SY11	0.00	17,830.00	17,830.00	17,830.00	0.00	0.00	0.00
20-252-200-320-07-3605	8449	IDEA NP PURCH SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-200-320-07-3616	7720	IDEA NP PURCH SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-200-500-07-3614	7721	IDEA OTHER PUR SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-252-400-731-07-3617	8299	IDEA INST EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-100-500-07-3602	8463	IDEA PURC SERV SY 11 CO	0.00	14,809.37	14,809.37	14,809.37	0.00	0.00	0.00
20-253-100-600-07-3605	8315	IDEA NON PUB SY10 CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-100-600-07-3609	8464	IDEA NP SUPPLIES SY11	0.00	10,653.82	10,653.82	10,653.82	0.00	0.00	0.00
20-253-100-610-36-3604	7722	IDEA SUPPLY CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-100-800-36-3611	7723	IDEA OTHER OBJECT CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-200-104-36-0000	7724	IDEA SALARY CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-200-200-07-3603	7725	IDEA BENEFITS CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-200-200-36-3603	7726	IDEA BENEFITS CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-253-200-320-07-3605	7727	IDEA NP PUR SERV CO 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
20-253-200-500-36-3614	7728	IDEA OTHER PURCH CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-255-100-500-36-3650	7729	IDEA PREK OTHER PURC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-100-100-07-3625	7730	IDEA -PRE-K-SAL TEAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-100-300-07-3622	7731	IDEA PRE-K NON-PUBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-100-500-07-3626	7732	IDEA PRE-K PUR SEV SY12	0.00	46,059.00	46,059.00	46,059.00	0.00	0.00	0.00
20-256-100-600-07-3624	7733	IDEA PRE-K SUPPL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-200-100-07-3628	7734	IDEA SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-200-200-07-3623	7735	IDEA PRE-K BENEFI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-200-300-07-3629	7736	IDEA PRE-K PURCH S	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-256-200-320-07-3627	7737	IDEA PRE-K NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-257-100-610-07-3624	8298	IDEA PRE-K SUPP	0.00	4,268.81	4,268.81	4,268.81	0.00	0.00	0.00
20-257-200-200-07-3606	7738	IDEA PRE K BENES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-257-200-300-07-3629	8317	IDEA PRE-K PUR SER SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-257-200-320-07-3605	7739	IDEA- PREK NON PUBL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-258-100-500-07-3608	8465	IDEA PURC SERV SY 11 CO	0.00	4,844.25	4,844.25	4,844.25	0.00	0.00	0.00
20-258-100-600-07-3613	8307	IDEA PRE-K SY09 CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-258-100-610-07-3624	8427	IDEA PRE-K SUPP SY10 CO	0.00	183.94	183.94	183.94	0.00	0.00	0.00
20-258-200-300-07-3613	8164	IDEA PREK PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-258-200-320-07-3614	7740	IDEA PK PR SER NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-200-200-08-4402	7741	TITLE V BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-200-300-08-4403	7742	TITLE V P P/TEC SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-200-500-08-4412	7743	TITLE V - OTHER PUR SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-200-580-08-4411	7744	TITLE V TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-100-100-08-4109	7745	TITLE V SALARIES SY08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-200-200-08-4109	7746	TITLE V BENEFITS 08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-200-300-08-4110	7747	TITLE V PUR PRO SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-200-600-08-4111	7748	TITLE V SUPPLIES SY 08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-261-200-800-08-4112	7749	TITLE V OTHER OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-262-200-100-08-4401	7750	TITLE V PER SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-262-200-600-08-4402	7751	TITLE V -SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-262-200-800-08-4403	7752	TITLE V OTH OBJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-101-15-4601	7753	TITLE IIA SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-100-300-08-4602	7754	TITLE IIA PUR SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-101-15-4601	7755	TITLE IIA PERSER SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-200-08-4603	7756	TITLE IIA BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-320-08-4604	7757	TITLE IIA -PPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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20-270-200-500-08-4608	7758	TITLE IIA OTHPURC SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-600-08-4606	7759	TITLE IIA, SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-270-200-800-08-4609	7760	TITLE IIA OTHER OBJE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-100-100-08-4500	7761	TITLE IIA SALARIES SY12	0.00	36,600.28	36,600.28	36,600.28	0.00	0.00	0.00
20-271-100-600-08-4506	8137	TITLE IIA INST SUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-100-600-08-4508	8434	TITLE IIA NP SY12 HEBR	0.00	2,721.00	2,721.00	2,535.00	0.00	0.00	186.00
20-271-200-100-08-0001	7762	NOT IN USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-200-200-08-4505	7763	TITLE IIA BENE SY12	0.00	2,799.94	2,799.94	2,799.94	0.00	0.00	0.00
20-271-200-300-08-4501	7764	TITLE IIA PUR PRO SER 12	0.00	41,520.00	41,520.00	41,520.00	0.00	0.00	0.00
20-271-200-320-08-4507	8138	TITLE IIA NP PURSER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-271-200-500-08-4502	7765	TITLE IIA OTH PUR SER 12	0.00	585.02	585.02	585.02	0.00	0.00	0.00
20-271-200-520-08-4509	8435	TITLE IIA NP APPLE SY12	0.00	406.00	406.00	406.00	0.00	0.00	0.00
20-271-200-600-08-4503	7766	TITLE IIA SUPP SY 12	0.00	14,311.76	14,311.76	7,832.46	4,929.30	1,550.00	0.00
20-271-200-800-08-4504	7767	TITLE IIA OTH OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-100-100-08-4500	7768	TITLE IIA SAL SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-100-600-08-4506	8416	TITLE IIA SUPPLY SY 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-200-200-08-4505	7769	TITLE IIA BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-200-300-08-4501	7770	TITLE IIA PP SER SY 11	0.00	500.00	500.00	500.00	0.00	0.00	0.00
20-272-200-500-08-4502	7771	TITLE IIA OTH PURS SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-272-200-600-08-4503	7772	TITLE IIA SUPP SY 11	0.00	4,932.55	4,932.55	4,932.55	0.00	0.00	0.00
20-272-200-800-08-0005	7773	TITLE IIA OTHER OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-273-100-100-08-4600	7774	TITLE IIA SAL CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-273-200-200-08-4601	7775	TITLE IIA BENES CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-273-200-300-08-4501	8417	TITLE IIA PP SER SY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-273-200-600-08-4503	8418	TITLE IIA SUPP SY10 CO	0.00	2,067.83	2,067.83	2,067.83	0.00	0.00	0.00
20-275-100-100-08-5002	8147	TITLE IID SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-275-200-200-08-5003	8146	TITLE IID BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-275-200-500-08-5001	7776	TITLE IID PURCSERV SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-275-200-600-08-5004	8320	TITLE IID SY11 SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-276-100-100-08-5002	8310	TITLE IID SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-276-200-200-08-5003	8309	TITLE IID BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-276-200-500-08-5001	8308	TITLE IID PUR SER SY11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-276-200-600-08-5004	8419	TITLE IID SUPPLY SY11	0.00	16.80	16.80	16.80	0.00	0.00	0.00
20-277-200-600-08-5004	8420	TITLE IID SUPPLY CO SY10	0.00	227.55	227.55	227.55	0.00	0.00	0.00
20-280-100-100-15-3901	7777	TITLE IV PER SERV SAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-200-08-3902	7778	TITLE IV BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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20-280-200-300-08-3903	7779	TITLE IV- PUR TECPROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-500-08-3904	7780	TITLE IV-OTH PUR SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-580-08-3905	7781	TITLE IV TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-600-08-3906	7782	TITLE IV SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-800-08-3907	7783	TITLE IV OTH OBEJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-100-100-08-3908	7784	TITLE IV SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-100-600-08-3914	7785	TITLE IV SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-200-200-08-3913	7786	TITLE IV BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-200-300-08-3909	7787	TITLE IV PPS SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-200-500-08-3910	7788	TITLE IV OTH PUR SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-200-600-08-3911	7789	TITLE IV SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-281-200-800-08-3912	7790	TITLE IV OTHER OBJ	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-100-100-08-3908	8294	TITLE IV SALARIES SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-100-600-08-3914	8295	TITLE IV SUPPLIES SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-200-200-08-3913	8296	TITLE IV BENEFITS SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-200-300-08-3909	7791	TITLE IV PUR SER SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-200-500-08-3910	8297	TITLE IV PUR SERV SY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-200-600-08-3902	7792	TITLE IV SUPPLYSY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-282-200-800-08-3903	7793	NOT IN USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-100-100-06-9991	7794	HS THT WORK TEACH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-100-06-9992	7795	HS THT WORK NON-INST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-200-06-9993	7796	HS THT WORK BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-300-06-9994	7797	HS THT WORK PUR TEC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-500-06-9995	7798	HS THT WORK OTH PURC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-580-06-9996	7799	HS THT WORK TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-331-200-600-06-9997	7800	HS THT WORK SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-431-100-320-08-0007	7801	CHARACTER ED SY06 PPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-431-100-610-01-4329	7802	CHARACTER ED CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-431-100-610-02-4330	7803	CHARACTER ED FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-431-100-610-03-4331	7804	CHARACTER ED IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-431-100-610-04-4332	7805	CHARACTER ED SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-100-07-4501	8154	ARRA IDEA SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-500-07-4502	8155	ARRA IDEA PURH SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-610-07-4503	8095	ARRA IDEA SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-100-610-07-4504	8156	ARRA IDEA NP SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-200-07-4505	8157	ARRA IDEA BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
20-451-200-300-07-4506	8158	ARRA IDEA PURCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-200-600-07-4507	8159	ARRA IDEA SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-451-400-731-07-4508	8096	ARRA IDEA SUMMER O9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-459-100-610-06-0006	7806	HURRICANE RELIEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-100-100-07-4601	8116	ARRA IDEA PRE-K SALARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-100-600-07-4602	8098	ARRA IDEA PRE-K SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-100-610-07-4603	8160	ARRA IDEA PRE-K NP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-200-200-07-4604	8117	ARRA IDEA PRE-K	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-200-300-07-4605	8097	ARRA IDEA PRE-K PURC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-461-200-600-07-4606	8161	ARRA IDEA PRE-K SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-501-100-640-08-5010	7807	NON PUBLIC TEXTBOOKS	0.00	10,362.00	10,362.00	10,362.00	0.00	0.00	0.00
20-502-200-320-07-5040	8448	CHP 192 COMPENSATORY	0.00	9,975.00	9,975.00	9,890.04	0.00	0.00	84.96
20-503-200-320-07-5030	7808	CH 192 ESL	0.00	862.00	862.00	603.44	0.00	0.00	258.56
20-505-200-320-07-5050	7809	CH 192 TRANSPORTATION	0.00	21,332.00	21,332.00	21,332.00	0.00	0.00	0.00
20-506-200-320-07-5060	7810	CHP 193 SUPPL INST	0.00	19,643.00	19,643.00	18,977.42	0.00	0.00	665.58
20-507-200-320-07-5070	7811	CHP 193 INT EX/CLASS	0.00	16,895.00	16,895.00	14,971.12	0.00	0.00	1,923.88
20-507-200-320-07-5071	7812	CHP 193 ANU EX/CLASS	0.00	3,873.00	3,873.00	3,873.00	0.00	0.00	0.00
20-508-200-320-07-5080	7813	CHP 193 SPEECH	0.00	19,351.00	19,351.00	17,708.81	0.00	0.00	1,642.19
20-509-200-330-30-5090	7814	NON PUBLIC NURSING	0.00	14,801.00	14,801.00	14,801.00	0.00	0.00	0.00
20-509-200-600-08-5090	7815	NP NURSE SUP APPLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-509-200-600-08-5091	7816	NP NURSE SUP ACADEMY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-509-200-600-08-5092	7817	NP NURSE SUPPLY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-510-200-320-08-5095	7818	NON-PUBLIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-000-400-331-18-0008	8458	2012 RFRNDM LEGAL FEES	0.00	19,091.05	19,091.05	19,091.05	0.00	0.00	0.00
30-000-400-334-18-0009	8459	2012 RFRNDM ARCHTCT	0.00	754,400.00	754,400.00	575,340.00	179,060.00	0.00	0.00
30-000-400-390-18-0010	8460	2012 RFRNDM PROF SVCS	0.00	35,200.00	35,200.00	34,946.12	253.88	0.00	0.00
30-000-400-450-18-0001	7819	CENTER GROVE	0.00	1,618,000.00	1,618,000.00	0.00	658,550.00	0.00	959,450.00
30-000-400-450-18-0002	7820	FERNBROOK	0.00	1,272,800.00	1,272,800.00	0.00	400,131.00	0.00	872,669.00
30-000-400-450-18-0003	7821	IRONIA	0.00	1,390,000.00	1,390,000.00	0.00	231,900.00	0.00	1,158,100.00
30-000-400-450-18-0004	7822	SHONGUM	0.00	1,495,000.00	1,495,000.00	0.00	478,500.00	0.00	1,016,500.00
30-000-400-450-18-0005	7823	MIDDLE SCHOOL	0.00	375,000.00	375,000.00	0.00	247,842.03	0.00	127,157.97
30-000-400-450-18-0006	7824	HIGH SCHOOL	0.00	4,194,000.00	4,194,000.00	0.00	3,009,620.41	0.00	1,184,379.59
30-000-400-450-18-0007	8457	2012 RFRNDM	0.00	514,408.95	514,408.95	0.00	0.00	0.00	514,408.95
30-000-400-450-30-0006	8055	HIGH SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30-000-498-450-18-3001	7825	ADM.BLDG.-GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40-701-510-910-40-8402	7826	DEBT SERVICE PRINCIPAL	2,880,000.00	0.00	2,880,000.00	2,880,000.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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40-704-510-834-40-8401	7827	DEBT SERVICE INTEREST	1,221,580.00	0.00	1,221,580.00	1,221,580.00	0.00	0.00	0.00
60-000-291-220-60-0000	7828	FICA- FOOD SERVICE	37,000.00	0.00	37,000.00	28,715.35	0.00	0.00	8,284.65
60-000-291-250-60-0000	7829	SUI - FOOD SERVICE	3,000.00	0.00	3,000.00	2,510.93	0.00	0.00	489.07
60-000-291-270-60-0000	7830	BENEFITS	336,000.00	0.00	336,000.00	306,148.85	0.00	0.00	29,851.15
60-000-310-100-60-0000	7831	SALARIES	393,000.00	0.00	393,000.00	356,400.85	0.00	0.00	36,599.15
60-000-310-300-60-0000	7832	PURCH TECH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-340-60-1000	8348	PURCH SVC-HRZN	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	0.00
60-000-310-400-60-0000	8343	PURCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-0001	7833	EQUIPMENT REPAIR-FSMC	20,000.00	25,000.00	45,000.00	41,391.47	3,608.53	0.00	0.00
60-000-310-400-60-0002	7834	EQUIPMENT REPAIR-FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-0003	7835	EQUIPMENT REPAIR-IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-0004	7836	EQUIPMENT REPAIR-SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-0005	7837	EQUIPMENT REPAIR-MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-0006	7838	EQUIPMENT REPAIR-HS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1001	7839	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1002	7840	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1003	7841	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1004	7842	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1005	7843	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-400-60-1006	7844	PURC SVC-PEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-500-60-1000	8328	SALARIES-FSMC MGMT	81,312.70	0.00	81,312.70	73,181.43	8,131.27	0.00	0.00
60-000-310-500-60-1001	8329	TAX &	26,833.19	0.00	26,833.19	24,149.88	2,683.31	0.00	0.00
60-000-310-500-60-2000	8330	SALARIES-STAFF-FSMC	48,695.60	19,000.00	67,695.60	59,782.42	7,913.18	0.00	0.00
60-000-310-500-60-2001	8331	TAX &	16,069.55	6,500.00	22,569.55	19,728.20	2,841.35	0.00	0.00
60-000-310-500-60-2002	8438	CASUAL LABOR-FSMC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-500-60-3000	8344	ADV/PROMOTIONAL	3,640.00	0.00	3,640.00	1,927.77	1,712.23	0.00	0.00
60-000-310-500-60-4000	8350	PURCH SVC-JOB	650.00	0.00	650.00	0.00	650.00	0.00	0.00
60-000-310-500-60-8000	8351	PURCH SVC-ADMIN	51,652.42	0.00	51,652.42	35,696.39	15,956.03	0.00	0.00
60-000-310-500-60-9000	8352	PURCH SVC-MGMT	43,203.70	0.00	43,203.70	29,857.59	13,346.11	0.00	0.00
60-000-310-520-60-0000	8346	GENL LIAB INS EXP-FSMC	5,769.49	0.00	5,769.49	2,608.25	3,161.24	0.00	0.00
60-000-310-530-60-0000	8337	TELEPHONE EXP-FSMC	831.37	500.00	1,331.37	1,025.00	306.37	0.00	0.00
60-000-310-580-60-0000	7845	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-580-60-1000	8338	TRAVEL/LODGING	520.00	2,000.00	2,520.00	1,814.42	705.58	0.00	0.00
60-000-310-600-60-0000	7846	SUPPLIES-FOOD-FSMC	464,396.00	0.00	464,396.00	379,027.86	85,243.84	0.00	124.30
60-000-310-600-60-0001	7847	SUPPLIES-FOOD-CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-0002	7848	SUPPLIES-FOOD-FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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60-000-310-600-60-0003	7849	SUPPLIES-FOOD-IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-0004	7850	SUPPLIES-FOOD-SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-0005	7851	SUPPLIES-FOOD-MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-0006	7852	SUPPLIES-FOOD-HS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1000	8336	SUPPLIES-PAPER-FSMC	13,242.03	0.00	13,242.03	11,713.13	1,528.90	0.00	0.00
60-000-310-600-60-1001	7853	SUPPLIES-PAPER-CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1002	7854	SUPPLIES-PAPER-FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1003	7855	SUPPLIES-PAPER-IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1004	7856	SUPPLIES-PAPER-SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1005	7857	SUPPLIES-PAPER-MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-1006	7858	SUPPLIES-PAPER-HS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2000	8335	SUPPLIES-CLEANING-FSMC	8,284.53	0.00	8,284.53	6,063.89	2,220.64	0.00	0.00
60-000-310-600-60-2001	7859	SUPPLIES-CLEANING-CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2002	7860	SUPPLIES-CLEANING-FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2003	7861	SUPPLIES-CLEANING-IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2004	7862	SUPPLIES-CLEANING-SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2005	7863	SUPPLIES-CLEANING-MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-2006	7864	SUPPLIES-CLEANING-HS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-3000	8442	SUPPLIES-SMALLWARES-F	4,160.00	0.00	4,160.00	2,414.44	1,745.56	0.00	0.00
60-000-310-600-60-3001	7865	SUPPLIES-PROPANE-CG	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	0.00
60-000-310-600-60-3005	7866	SUPPLIES-PROPANE-MS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-600-60-4000	8332	SUPPLIES-MENU/BOOKS-F	1,570.00	0.00	1,570.00	580.79	989.21	0.00	0.00
60-000-310-600-60-5000	8340	SUPPLIES-OFFICE-FSMC	2,080.00	0.00	2,080.00	1,221.15	858.85	0.00	0.00
60-000-310-600-60-6000	8443	SUPPLIES-PRINTING-FSMC	364.00	0.00	364.00	272.38	91.62	0.00	0.00
60-000-310-800-60-0000	7867	MISC EXPENSE FOOD	1,452.20	1,074.00	2,526.20	2,434.26	91.94	0.00	0.00
60-000-310-800-60-1000	7868	PUBLIC RELATIONS	5,000.00	0.00	5,000.00	3,192.35	1,807.65	0.00	0.00
60-000-310-800-60-1001	7869	PUBLIC RELATIONS-CG	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-1002	7870	PUBLIC RELATIONS-FB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-1003	7871	PUBLIC RELATIONS-IR	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-1004	7872	PUBLIC RELATIONS-SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-2000	7873	TELEPHONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-3000	8333	UNIFORM EXPENSE-FSMC	2,080.00	0.00	2,080.00	845.76	1,234.24	0.00	0.00
60-000-310-800-60-3001	7874	UNIFORM EXPENSE-CG	1,395.00	0.00	1,395.00	1,395.00	0.00	0.00	0.00
60-000-310-800-60-3002	7875	UNIFORM EXPENSE-FB	1,395.00	0.00	1,395.00	1,395.00	0.00	0.00	0.00
60-000-310-800-60-3003	7876	UNIFORM EXPENSE-IR	1,395.00	0.00	1,395.00	1,395.00	0.00	0.00	0.00
60-000-310-800-60-3004	7877	UNIFORM EXPENSE-SH	1,395.00	0.00	1,395.00	930.00	0.00	0.00	465.00

FFT Exhibit 3.3

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

bd_brep4.2 040108

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60-000-310-800-60-3005	7878	UNIFORM EXPENSE-MS	2,325.00	0.00	2,325.00	1,395.00	0.00	0.00	930.00
60-000-310-800-60-3006	7879	UNIFORM EXPENSE-HS	3,255.00	0.00	3,255.00	3,255.00	0.00	0.00	0.00
60-000-310-800-60-4000	7880	VEHICLE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
60-000-310-800-60-5000	8345	DEPN/AMORT EXP-FSMC	30,000.00	0.00	30,000.00	27,000.00	3,000.00	0.00	0.00
60-000-310-800-60-6000	8349	LICENSES &	900.00	0.00	900.00	385.50	514.50	0.00	0.00
60-000-310-800-60-8000	8440	RENTALS-FSMC	0.00	1,000.00	1,000.00	17.82	982.18	0.00	0.00
60-000-310-800-60-9000	8439	COMPUTER EXP-FSMC	2,500.00	0.00	2,500.00	1,238.60	1,261.40	0.00	0.00
60-000-400-730-60-5000	7881	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63-602-100-101-37-0000	7882	SALARIES COMMUNITY	960,000.00	18,198.61	978,198.61	978,198.61	0.00	0.00	0.00
63-602-100-320-37-0000	7883	PURCHASED PROF	63,000.00	0.00	63,000.00	46,768.92	0.00	0.00	16,231.08
63-602-100-440-37-0000	7884	LEASE RENTAL	18,000.00	0.00	18,000.00	8,796.03	0.00	0.00	9,203.97
63-602-100-512-37-0000	7885	TRANSPORTATION	70,000.00	-28,960.77	53,623.73	50,169.50	0.00	0.00	3,454.23
63-602-100-530-37-0000	7886	TELEPHONE	4,200.00	0.00	4,200.00	3,597.54	0.00	0.00	602.46
63-602-100-580-37-0000	7887	TRAVEL	89,000.00	0.00	89,000.00	16,055.70	0.00	0.00	72,944.30
63-602-100-600-37-0000	7888	SUPPLY	91,000.00	0.00	91,000.00	60,500.44	99.95	0.00	30,399.61
63-602-100-620-37-0000	7889	GASOLINE	4,000.00	762.16	4,762.16	4,066.41	695.75	0.00	0.00
63-602-100-730-37-0000	7890	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63-602-100-800-37-0000	7891	MISC EXPENSE COMM	25,000.00	10,000.00	35,000.00	24,187.71	1,000.00	0.00	9,812.29
63-602-262-441-37-0000	7892	BUILDING RENTAL	43,500.00	0.00	43,500.00	4,021.57	0.00	0.00	39,478.43
63-602-291-220-37-0000	7893	FICA COMMUNITY	80,000.00	-2,500.00	77,500.00	68,576.16	0.00	0.00	8,923.84
63-602-291-250-37-0000	7894	UNEMPLOYMENT RCS	4,500.00	2,500.00	7,000.00	6,077.77	0.00	0.00	922.23
63-602-291-270-37-0000	7895	BENEFITS	85,000.00	0.00	85,000.00	84,071.04	0.00	0.00	928.96

FFT Exhibit 3.3

* The Balance on this report is the true Account Balance. Depending on the user selected fields, all fields necessary to calculate the balance may not be present.

RANDOLPH TOWNSHIP SCHOOL DISTRICT

Budget Report

Acct #	Acct Extn	Acct Desc	Orig Appr	YTD Transfers	Curr + W Appr	YTD D + P.Var - Ref	Curr Outstd + Pending	YTD Invoices	Balance*
Fund Summary :									
		Fund Sub Fund							
		10 10	33,679.00	22,228.00	65,270.00	65,270.00	0.00	0.00	0.00
		10 11	75,034,932.42	-399,904.05	76,587,318.57	75,605,765.70	812,112.95	59,983.50	109,456.42
		10 12	1,469,711.00	908,304.05	2,576,642.51	1,513,555.19	877,784.91	4,790.00	180,512.41
		10 18	0.00	484,134.00	484,134.00	484,134.00	0.00	0.00	0.00
		Fund 10 TOTAL	76,538,322.42	1,014,762.00	79,713,365.08	77,668,724.89	1,689,897.86	64,773.50	289,968.83
		16 16	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 16 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		17 17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Fund 17 TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		20 20	0.00	1,842,275.06	1,842,275.06	1,747,886.55	39,479.59	11,375.00	43,533.92
		Fund 20 TOTAL	0.00	1,842,275.06	1,842,275.06	1,747,886.55	39,479.59	11,375.00	43,533.92
		30 30	0.00	11,667,900.00	11,667,900.00	629,377.17	5,205,857.32	0.00	5,832,665.51
		Fund 30 TOTAL	0.00	11,667,900.00	11,667,900.00	629,377.17	5,205,857.32	0.00	5,832,665.51
		40 40	4,101,580.00	0.00	4,101,580.00	4,101,580.00	0.00	0.00	0.00
		Fund 40 TOTAL	4,101,580.00	0.00	4,101,580.00	4,101,580.00	0.00	0.00	0.00
		60 60	1,628,366.78	55,074.00	1,683,440.78	1,431,111.73	175,585.73	0.00	76,743.32
		Fund 60 TOTAL	1,628,366.78	55,074.00	1,683,440.78	1,431,111.73	175,585.73	0.00	76,743.32
		63 63	1,537,200.00	0.00	1,549,784.50	1,355,087.40	1,795.70	0.00	192,901.40
		Fund 63 TOTAL	1,537,200.00	0.00	1,549,784.50	1,355,087.40	1,795.70	0.00	192,901.40
Grand Totals :									
			14,580,011.06			86,933,767.74		76,148.50	
			83,805,469.20		100,558,345.42		7,112,616.20		6,435,812.98

PETTY CASH REPORT

FOR THE PERIOD ENDING: 6/30/2012

FFT Exhibit 3.4

<u>SCHOOL/DEPARTMENT</u>	<u>EXPENDITURES</u>	<u>CASH ON HAND</u>	<u>Net Cash</u>	<u>APPROVED PETTY CASH FUND</u>
CENTER GROVE	\$0.00	\$100.00	\$0.00	\$100.00
FERNBROOK	\$0.00	\$100.00	\$0.00	\$100.00
IRONIA	\$0.00	\$100.00	\$0.00	\$100.00
SHONGUM	\$9.49	\$90.51	\$0.00	\$100.00
MIDDLE SCHOOL	\$36.38	\$163.62	\$0.00	\$200.00
HIGH SCHOOL	\$199.56	\$0.44	\$0.00	\$200.00
CENTRAL OFFICE	\$86.58	\$113.42	\$0.00	\$200.00
FAMILY CONSUMER SCIENCE - RHS	\$165.70	\$34.30	\$0.00	\$200.00
FAMILY CONSUMER SCIENCE - RMS	\$200.00	\$0.00	\$0.00	\$200.00
KINDER KIDS	\$97.92	\$102.08	\$0.00	\$200.00
RANDOLPH COMMUNITY SCHOOL	\$225.45	\$774.55	\$0.00	\$1,000.00
SPECIAL SERVICES	\$0.00	\$200.00	\$0.00	\$200.00
TRANSPORTATION	\$50.35	\$149.65	\$0.00	\$200.00
	\$1,071.43	\$1,928.57	\$3,000.00	\$3,000.00

TO THE BOARD OF EDUCATION

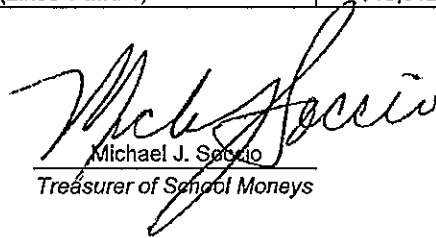
District of Randolph Township

All Funds

For the Month Ending June 30, 2012

CASH REPORT					
FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
GOVERNMENTAL FUNDS					
1	General Fund - Fund 10, 16, 17 and 18	\$8,074,718.18	\$6,959,190.96	\$10,958,758.00	\$4,075,151.14
2	Special Revenue Fund - Fund 20	(\$238,317.77)	\$328,373.65	\$105,269.47	(\$15,213.59)
3	Capital Projects Fund - Fund 30	\$11,282,120.05	\$0.00	\$244,291.08	\$11,037,828.97
4	Debt Service Fund - Fund 40	\$0.00	\$0.00	\$0.00	\$0.00
5	Cafeteria - Fund 60	(\$792,915.78)	\$286,957.87	\$207,910.30	(\$713,868.21)
6	Community School - Fund 63	\$486,941.97	\$64,384.67	\$115,017.32	\$436,309.32
Total Governmental Funds (Lines 1 thru 4)		\$18,812,546.65	\$7,638,907.15	\$11,631,246.17	\$14,820,207.63

Prepared and Submitted By


Michael J. Scuto
 Treasurer of School Moneys

July 13, 2012

Date

**EDUCATIONAL SERVICES COMMISSION OF MORRIS COUNTY
SHARED SERVICES AGREEMENT**

THIS AGREEMENT is entered into this **1st** day of **July 2012**, by and between the Board of Education of **Randolph Township**, whose address is **25 School House Road, Randolph, New Jersey 07869** (hereinafter referred to as the "Board" or the "District"), and the Educational Services Commission of Morris County whose post office address is PO Box 1944, Morristown, NJ 07962-1944 (hereinafter referred to as the "Commission"), pursuant to official action taken by the Board to approve this Agreement at a duly advertised Board meeting held on _____. In consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. The Commission shall provide the shared services with personnel or service contractors approved by the Commission as set forth in detail in the addendum to follow and made a part of the Agreement in the amount of: **\$19,700.00**.
2. The term of this Agreement shall be from **July 1, 2012 until June 30, 2013**. In the event the Board desires to renew this Agreement for the succeeding months, it must provide written notice to the Commission of its intent to do so no later than the last day of the month preceding the end of the contract.
3. The Board agrees to pay the Commission the fee established in the agreement, in accordance with the schedule in the addendum.
4. The Commission will prepare all pertinent reports and provide other pertinent documents as required by the district for the services rendered.

IN WITNESS THEREOF, the parties have by duly adopted resolutions approved this Agreement and authorized and directed their respective Board Presidents and Board Secretaries/Business Administrators to affix their signatures and seals hereto.

The Board of Education of
Randolph Township

By _____
Board President

ATTEST:

By _____
Board Secretary/Business Administrator

DATED: _____

The Board of Directors of the Educational
Services Commission of Morris County

By _____
Board President

ATTEST:

By _____
Business Administrator

DATED: _____

**BIDDING/PURCHASING PROGRAM 2012-2013
SHARED SERVICES ADDENDUM**

Randolph Township Board of Education

The Educational Services Commission of Morris County in cooperation with Educational Data Services, Inc. offers a program to standardize District supply requirements, reduce supply procurement costs, develop standard items on a category basis, and then bid supply requirements as outlined below.

1. Prepare and print new or revised customized supply order Budget Books. Categories covered under this Proposal are as follows:
General Classroom Supplies, Athletic Supplies, Custodial Supplies, Audio Visual, Computer/Office, Fine Art, Home Economics, Library Supplies, Health Supplies, Physical Ed Supplies, Science and Technology Supplies.
2. Submit a Bidding Calendar and Vendor Bid list.
3. Enter addendum items in computer, enter quantities ordered in computer and total all quantities. Prepare master bids and an analysis of supply requisitions as needed.
4. Print bids and mail to vendors.
5. Analyze bids to determine the low bidders according to specifications and report the names, number of items bid, amount bid and terms and qualifications for each vendor submitting a bid, and the names, items low and total amount low for each bidder. We will compare total award bids with item by item bids and recommend the lowest cost to the district. We will prepare a report of items which should be reviewed for possible specification changes. These items will be items which have lower prices on the bid than the items specified, but do not meet specifications.
6. Prepare a school summary of bid results which will include the following:
 - a. List of low bid items by location with a summary of items ordered by vendor, number of items ordered and total amount ordered.
 - b. Summary by vendors showing the number of items ordered and amount ordered by location with vendor bid terms such as minimum orders, freight charges and other transactions.
 - c. Summary of totals by school locations.
7. Upon receipt of changes of vendors or quantities from the district, prepare recommendations of awards and purchase orders on district purchase order forms.
8. Bids for supplies delivered for the 2013-2014 School Year.
9. Supplies to be bid on a cooperative basis.
10. The fee for this service is **\$19,700.00**. We guarantee the savings to be greater than the fee.
11. Additional categories can be bid at a mutually agreed upon price.

Payment Schedule:

Upon Signing	\$9,850.00
December 2012	\$9,850.00

**RANDOLPH TOWNSHIP SCHOOLS
DISTRICT NON-TRANSPORTED AREA**

2012-2013

Neither Randolph High School nor Randolph Middle School has an established non-transported area. All students who attend those two schools are assigned to a school vehicle for transportation to/from school each day.

Each of the district's four elementary schools has a designated non-transported area as listed below:

CENTER GROVE SCHOOL

Oak Lane (#1-32)

Nerewood Road

Crestwood Drive

Oakwood Road

East side of School House Road (Nerewood Road to the school)

IRONIA SCHOOL

West side of Dover Chester Road (Stonehill Road to Draco Drive)

East side of Dover Chester Road (Guerin Drive to school)

Dover Chester Road at 314

Draco Drive

Alcor Road

Bellatrix Road

Chelsea Drive

Dawn Lane

Guerin Drive

Orchard Drive

Shaker Mill Road

Olde York Road (Hutchins Lane to East Logan Road)

Revere Court

Kings Ridge Road

Aldebaran Drive

Deneb Road

East Logan Road

Ellam Drive

Stonehill Road

Sanford Drive

Sharon Street

Quail Run

Fairway Drive

FERNBROOK SCHOOL

Randolph Village Apartments

Quaker Village Apartments

Center Grove Village Apartments

Gateways at Randolph Apartments

North side of Quaker Church Road (Reservoir Avenue to Center Grove Road)

Morgan Court

Center Grove Road addresses adjacent to apartment complexes

East side of Center Grove Road (Morgan court to school driveway)

SHONGUM SCHOOL

Arrow Place

Mohawk Lane

Cushing Court

Block Court

Washington Valley Road (north of Sussex Turnpike)

Elaine Court

Sandy Lane

Arlyn Lane
Misty Mountain Road
Forrest Hill Road
Cedar Ridge Lane
Foxwood Lane
Deepdale Drive
Twilight Street
Evergreen Lane
Chestnut Hill Lane
Cottonwood Lane
Tulip Lane
Ash Lane (north of Chestnut Hill Road)
Willow Drive
Lake Shore Drive South
Woltz Parkway
Lincoln road
Andrews Road
Springhill Road (west end of Crest Drive to Forrest Road)
Crest Drive
Forrest Road (Springhill Road to Lincoln Road)
Ivy Lane
Clover Lane
Hickory Place
Beech Road
Homes on West Hanover Avenue adjacent to a street listed above.

BYLAWS

RANDOLPH BOARD OF EDUCATION

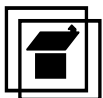
ADOPTION RESOLUTION

ADOPTION RESOLUTION

RESOLVED, that the bylaws and policies printed and codified in the comprehensive document entitled “Bylaws and Policies of the Randolph Board of Education” are hereby adopted and that all bylaws and policies heretofore adopted by the Randolph Board of Education and inconsistent with the bylaws and policies hereby adopted are hereby rescinded, and be it further

RESOLVED, that in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.

Adopted by the Randolph Board of Education in the County of Morris at a public meeting held in Randolph, New Jersey.



INTRODUCTION

Definitions

The following terms used in these bylaws, policies and regulations shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of Randolph.

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is Superintendent.

“Commissioner” means the New Jersey State Commissioner of Education.

“County Superintendent” means the County Superintendent of Schools for Morris County.

“Day” means a calendar day.

“Full Board” means the authorized number of voting members of the Board of Education.

“Meeting” means a gathering that is attended by or open to all of the members of the Board of Education, held with the intent on the part of the Board members present to discuss or act as a unit on the specific public business of the Board of Education.

“Collective Bargaining” or “Negotiated Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Parent” means the parent(s) or legal guardian(s) having legal custody and control of a pupil.

“Policy” means a statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and pupils, and gives direction to the Superintendent.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal” also means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

“President” means the President of the Board of Education.



“Professional employee” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Pupil” or “Pupil” means a person enrolled in a school in this district.

“Regulation” means a statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Secretary” means the Secretary of the Board of Education.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, “Superintendent or designee” also means the qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

Construction

The following rules of construction apply to these bylaws, policies and regulations:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event bylaws, policies and regulations conflict with one another, the later adopted bylaw, policy or regulation shall take precedence over the earlier, and the more specific bylaw, policy or regulation shall take precedence over the more general;
4. Except as otherwise provided by the context, the auxiliary verbs “shall,” “will,” and “must” indicate a mandated action, and the auxiliary verb “may” indicates an action that is permitted but is not mandated.



Effectuation

Except as may otherwise be expressly provided, a bylaw, policy or regulation will become effective on the date it is adopted and a revised bylaw, policy or regulation will become effective on the date it is revised.

Citations

Bylaws, policies and regulations may contain citations to the following codifications of state and federal laws and regulations:

1. United States Statutes
20 U.S.C.A. Education
2. United States Regulations
34 C.F.R. Education
3. New Jersey Statutes
 - N.J.S.A. 2C Code of Criminal Justice
 - N.J.S.A. 9 Children-Juvenile and Domestic Relations
 - N.J.S.A. 10 Civil Rights
 - N.J.S.A. 11 Civil Service
 - N.J.S.A. 17 Corporations and Institutions for Finance and Insurance
 - N.J.S.A. 18A Education
 - N.J.S.A. 19 Elections
 - N.J.S.A. 24 Food and Drug
 - N.J.S.A. 26 Health and Vital Statistics
 - N.J.S.A. 27 Highways
 - N.J.S.A. 30 Institutions and Agencies
 - N.J.S.A. 34 Labor and Worker's Compensation
 - N.J.S.A. 36 Legal Holidays
 - N.J.S.A. 39 Motor Vehicles and Traffic Regulation
 - N.J.S.A. 41 Oaths and Affidavits
 - N.J.S.A. 45 Professions and Affidavits
 - N.J.S.A. 47 Public Records
 - N.J.S.A. 52 State Government, Departments, and Officers
 - N.J.S.A. 53 State Police
 - N.J.S.A. 54 Taxation
 - N.J.S.A. 59 Tort Claims



4. New Jersey Administrative Code

N.J.A.C. 1	Administrative Law
N.J.A.C. 6 & 6A	Education
N.J.A.C. 8	Health
N.J.A.C. 10	Human Services
N.J.A.C. 13	Law and Public Safety
N.J.A.C. 17	Treasury-General

Severability

If any part of this manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

Enactment

The official record of the adoption, issuance, amendment, or repeal of the bylaws, policies and regulations of this district shall be the minutes of meetings of the Board of Education. Such alterations shall be duly entered in this manual; a master copy of the bylaw, policy and regulation manual shall be maintained by the Board Secretary and shall be the manual to which all others may be compared for accuracy.



0000 BYLAWS

<u>Number</u>	<u>Title</u>
0110	Membership
0120	Authority and Powers
0131	Bylaws and Policies
0132	Executive Authority
0133	Adjudication of Disputes
0134	Board Self Evaluation
0141	Board Member Number and Term
0142	Board Member Qualifications, Prohibited Acts and Code of Ethics
0142.1	Nepotism
0143	Board Member Election and Appointment
0143.2	Pupil Representatives to the Board of Education
0144	Board Member Orientation
0145	Board Member Resignation and Removal
0146	Board Member Authority
0148	Board Member Indemnification
0151	Organization Meeting
0152	Board Officers
0153	Annual Appointments
0154	Annual Motions and Designations
0155	Board Committees
0155.1	Board Member Participation in Committee Meetings by Teleconferencing or Video Conferencing Equipment
0157	Board of Education Website
0161	Call, Adjournment and Cancellation
0162	Notice of Board Meetings
0163	Quorum
0164	Conduct of Board Meetings
0164.1	Meetings Conflicting With Board of Education Meetings
0165	Voting
0166	Executive Sessions
0167	Public Participation in Board Meetings
0168	Recording Board Meetings
0169	Board Member Use of Electronic Mail/Internet



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0000/page 2 of 2

<u>Number</u>	<u>Title</u>
0171	Duties of President and Vice President
0172	Duties of Treasurer of School Monies
0173	Duties of Public School Accountant
0174	Legal Services
0175	Contracts with Independent Consultants
0176	Collective Bargaining and Contract Approval/Ratification
0177	Professional Services



0110 IDENTIFICATION

Name

The official name of the Board of Education shall be “The Board of Education of Randolph in the County of Morris.”

Purpose

The Board of Education exists for the purpose of providing a thorough and efficient system of free public education in grades Kindergarten through twelve in the Randolph School District.

Composition

The Randolph School District is comprised of all the area within the municipal boundaries of Randolph in the County of Morris.

Classification

The school district shall be classified as a type II district.

Address

The address of the Board of Education shall be:
25 School House Road
Randolph, New Jersey 07869

N.J.S.A. 18A:8-1; 18A:9-2; 18A:9-3; 18A:10-2

Adopted: 17 July 2012



0120 AUTHORITY AND POWERS

Authority

The Board of Education is constituted, authorized, and governed by the statutes of the State of New Jersey, Title 18A, Education.

Powers

The Board shall make, amend, and repeal rules not inconsistent with statutes or with the rules of the State Board of Education for its own government and the transaction of its business and for the government and management of the public schools and the public property of the school district and for the employment, regulation of, conduct, and discharge of its employees. The Board shall perform all acts and do all things, consistent with law and the rules of the State Board, necessary for the proper conduct, equipment and maintenance of the public schools of the district.

N.J.S.A. 18A:10-1; 18A:11-1; 18A:16-1; 18A:20-1; 18A:27-4

Adopted: 17 July 2012



0131 BYLAWS AND POLICIES

The Board of Education shall exercise its rule-making power by adopting bylaws and policies for the organization and operation of the school district.

Adoption, Amendment, and Repeal

Bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal has been proposed and approved at a previous meeting of the Board.

The Board may at its organization meeting and by a majority vote of those present and voting readopt existing bylaws and policies without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy without prior notice. The emergency adoption, amendment, or repeal of a bylaw or policy shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board.

The adoption, amendment, repeal, or suspension of a bylaw or policy shall be recorded in the minutes of the Board. Any policy or part of a policy that is superseded by a term in a negotiated agreement or by a subsequently adopted policy shall no longer be in force and effect as a policy.

Promulgation and Distribution

A manual of bylaws and policies shall be maintained. A copy of the manual of bylaws and policies shall be given to each Board member, the Superintendent, the Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws and policies.

Each copy of the manual of bylaws and policies shall be numbered; a record of the placement of each manual shall be maintained by the Board Secretary. Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his/her service to the district.



The manual of bylaws and policies shall be considered a public record open to inspection in the office of the Board Secretary. The manual retained by the Board Secretary shall be considered the master copy of the policy manual and shall not be modified by any person other than the Board Secretary or his/her designee.

Development of Bylaws and Policies

Bylaws and policies will be developed and considered by the Board in accordance with the following procedure:

1. A new or revised bylaw or policy may be suggested to the Board by any Board member, the Superintendent, any staff member, or a member of the public;
2. A suggestion for a new or revised bylaw or policy may be referred, at the discretion of the President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a policy suggestion should consider whether the matter is adequately addressed in existing Board policy and whether the matter is more appropriately addressed by administrative regulation;
3. If a recommendation for a new or revised bylaw or policy results from referral for study, a proposed draft will be submitted to the Board for discussion and approval on first reading. Copies of the proposed draft will be made available to staff members and the public, and comment will be invited. Changes in the draft may be made, by a simple majority vote, when the draft is presented for approval on first reading;
4. The proposed draft, approved on first reading, will be submitted for adoption at the next regular meeting of the Board. Changes in the draft may be made by a simple majority vote. A change that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at the next succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw or policy on second reading.

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

Adopted: 17 July 2012



0132 EXECUTIVE AUTHORITY

The Board of Education shall exercise its executive power in part by the appointment of a Superintendent as Chief School Administrator, who shall enforce the statutes of the State of New Jersey, rules of the State Board of Education, and policies of this Board.

The Superintendent shall prepare regulations for the administration of the school district that are not inconsistent with statutes or rules of the State Board of Education and are dictated by the policies of this Board. Administrative regulations shall be binding on the employees of this district and the pupils in the schools of this district when issued and shall be provided to the Board for the information of Board members except where Board approval is required by law.

The Superintendent shall be delegated the authority to take necessary action in circumstances not governed by Board policy and shall report any such action to the Board at the first Board meeting following the action.

The Superintendent shall have a seat on the Board and shall have the right to speak on all matters at meetings of the Board, but shall have no vote.

N.J.S.A. 18A:17-20

Adopted: 17 July 2012



0133 ADJUDICATION OF DISPUTES

The Board of Education may assume jurisdiction over any dispute or controversy arising within this school district and concerning any matter over which authority has been vested in the Board by statute, rule of the State Board of Education, or a contract or policy of this Board.

The Board may hold hearings that will offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

Beyond the basic requirements of due process a hearing will vary in form and content as dictated by the severity of the consequences that may flow from the Board's determination, the degree of difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the school district.

Regulations for the conduct of adjudicatory hearings of the Board shall be prepared as guidelines for those who may be heard by the Board.

A decision of the Board may be appealed to the Commissioner of Education.

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

Adopted: 17 July 2012



0134 BOARD SELF EVALUATION

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

Prior to the annual Board election the Board should adopt an evaluation instrument that permits individual Board members to record their assessments of the conduct of Board meetings, the fiscal management of the district, the conduct of the instructional program, and the relationship of the Board with the Superintendent, other district staff members, and the community.

The assessments of Board members will be tabulated and presented for discussion at a regular meeting of the Board in which the Superintendent will be invited to participate.

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

Adopted: 17 July 2012



0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of nine members.

The term of a Board member shall be three years, except that:

1. The term of a member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election, except that;
2. The term of a member appointed to fill a vacancy within sixty days immediately preceding an annual election shall be from the member's appointment to the organizational meeting following the second annual election after his/her appointment.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15

Adopted: 17 July 2012



0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS

Each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

Qualification of Office

A Board member must be a citizen of the United States.

A Board member must be a resident of the district the member represents and must have been such for at least one year immediately preceding the member's election or appointment.

A Board member may not be convicted of a felony.

A Board member must be able to read and write.

A Board member must be registered to vote in the district and not disqualified from voting pursuant to N.J.S.A. 19:4-1.

A Board member may not have been convicted of a crime or offense as listed in N.J.S.A. 18A:12-1.

A Board member cannot concurrently hold office as mayor or a member of the governing body of the Township of Randolph.

Each member of the Board of Education, within thirty days of election or appointment to the Board shall undergo a criminal history background investigation for the purpose of ensuring the member is not disqualified from membership due to a criminal conviction of a crime or offense listed in N.J.S.A. 18A:12-1 et seq. The Board of Education will reimburse the Board member for the costs of the criminal history record check. The Commissioner of Education shall notify the Board of Education if a member has been disqualified from membership on the Board as the result of the criminal history record check. The Commissioner of Education will also notify the Board if a Board member has charges enumerated in N.J.S.A. 18A:12-1 pending against him/her and the Board shall take appropriate action. If the pending charges result in conviction, the member shall be disqualified from continued membership on the Board.



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS

0142/page 2 of 5

Board Member Qualifications, Prohibited
Acts and Code of Ethics

Prohibited Acts

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

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

“Immediate family” means the person to whom the Board member is legally married and any dependent child of the Board member residing in the same household.

No Board member or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No Board member shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, members of his/her immediate family, or others.

No Board member shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No Board member shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the Board member or a member of his/her immediate family.

No Board member shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

No Board member or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties, except that the member may have solicited or accepted contributions to his/her campaign for election to public office if he/she had no knowledge or reason to believe that the campaign



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS

0142/page 3 of 5

Board Member Qualifications, Prohibited
Acts and Code of Ethics

contribution, if accepted, was given with the intent to influence him/her in the discharge of official duties. Board members may not accept offers of meals, entertainment or hospitality which are limited to clients/customers of the individual providing such hospitality. Board members may attend hospitality suites or receptions at conferences only when they are open to all persons attending the conference.

No Board member shall use, or allow to be used, his public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

No Board member or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application, or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

It is not a conflict of interest if, merely by reason of his/her participation in any matter voted upon by the Board, a Board member accrues material or monetary gain that is no greater than the gain that could reasonably be expected to accrue to any other member of the member's business, profession, occupation, or group.

No elected Board member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward, or other thing of value is promised to or given to or accepted by the member or a member of his/her immediate family, whether directly or indirectly, in return for the information so requested.

Nothing shall prohibit a Board member or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests, except that Board members shall disqualify themselves from participating in negotiations and voting on collective bargaining agreements where their spouse or dependent children are members of the bargaining unit.

Each Board member shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, file a disclosure statement regarding potential conflicts of interest.



Ineligibility for District Employment

A Board member cannot be appointed to a paid office or position required to be filled by the Board, except where law permits or requires that the office or position be filled by a Board member, and is ineligible for appointment to a paid office or position in the district for at least six months after the member's retirement, resignation, or removal from Board membership.

Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.



9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

Each Board member is required to sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 et seq. The Board Secretary will provide each Board member with a copy of the Code of Ethics and the required acknowledgement on an annual basis and will maintain the original signed acknowledgment(s) in the Board Secretary's office.

The Board will receive a copy of and discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 12-21 et seq., at a regular scheduled public meeting each year. The discussion may include presentations by school administrative staff, the Board attorney, Board members and/or other professionals familiar with the School Ethics Act and the Code of Ethics. In addition, the Superintendent, Board Secretary and/or Board Attorney will keep the Board informed of decisions by the School Ethics Commission, Commissioner of Education, State Board of Education and courts.

Oath of Office

Each Board member shall, before entering upon the duties of the office, swear or affirm under oath that he/she qualifies for membership and will faithfully discharge the duties of the office of Board member.

N.J.S.A. 18A:12-1; 18A:12-1.1; 18A:12-2;
18A:12-2.1; 18A:12-21 through 18A:12-34
N.J.S.A. 41:1-3
School Ethics Commission Policy Guideline 1

Adopted: 17 July 2012



0142.1 NEPOTISM

The Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2.

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

For the purposes of this Policy, “immediate family member” means the person’s spouse, partner in a civil union as defined in N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or dependent child residing in the same household.

For the purposes of this Policy, “administrator” is defined as set forth in N.J.S.A. 18A:12-23.

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this school district except that a person employed by the school district on the effective date of the Policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or promoted in the district.

The Superintendent of Schools shall not recommend to the Board of Education pursuant to N.J.S.A. 18A:27-4.1 any relative of a Board member or the Superintendent.

A school district administrator shall be prohibited from exercising direct or indirect authority, supervision, or control over a relative of the administrator. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms must be put in place.

A school district administrator or Board member who has a relative who is a member of the bargaining unit shall be prohibited from discussing or voting on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the negotiating team; nor should that school district administrator be present with the Board in closed session when negotiation strategies are being discussed; provided however, that the administrator may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide such information.



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0142.1/page 2 of 2
Nepotism

A school district administrator or Board member who has an immediate family member who is a member of the same Statewide union in another school district shall be prohibited from participating in any way in negotiations, including but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a Tentative Memorandum of Agreement with the bargaining unit that includes a salary guide and total compensation package. Once the Tentative Memorandum of Agreement is established, a school district administrator with an immediate family member who is a member of the same State-wide union in another school district may fully participate in the process, absent other conflicts. Notwithstanding these provisions, a district administrator who has an immediate family member who is a member of the same Statewide union in another district may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide the information.

N.J.A.C. 6A:23A-6.2

Adopted: 17 July 2012



0143 BOARD MEMBER ELECTION AND APPOINTMENT

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

A vacancy on the Board of Education will be filled by:

1. The County Superintendent, if a vacancy is caused by;
 - a. The absence of candidates for election to the school Board, or
 - b. The removal of a member because of lack of qualifications, or
 - c. The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence, or
 - d. A tie for election between two or more candidates in a special runoff election.
2. Special election within sixty days of the annual election, if;
 - a. Two or more qualified candidates tie for election, or
 - b. The annual election is disqualified due to improper election procedures.
3. The County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;
4. The Commissioner of Education if there is a failure to elect a member at the annual school election due to improper election practices; or
5. A majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.

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



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0143/page 2 of 2
Board Member Election and Appointment

In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview interested candidates in public or executive session. The Board will vote to appoint a candidate to a vacancy in public session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote for a candidate.

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

N.J.S.A. 18A:12-11; 18A:12-15

Adopted: 17 July 2012



0143.2 PUPIL REPRESENTATIVES TO THE BOARD OF EDUCATION

The Board of Education encourages pupil participation in District governance through the annual appointment of a student representative to the Board.

The Superintendent or designee will implement a procedure by which the pupils of Randolph High School will select the appropriate pupil representative to serve from May through April.

Pupil representatives may attend all public meetings of the Board and shall be entitled to speak at the discretion of the Board President on all matters before the Board except as may be prohibited by New Jersey statute or code. Pupil representatives shall not be entitled to vote. All confidential information obtained by virtue of membership shall be held as such by pupil representatives. Pupil representatives shall be held to the same code of ethics as elected and appointed members of the Board.

Duties and Responsibilities

Pupil representatives:

1. May attend all public Board meetings,
2. Shall be excluded from executive sessions of the Board,
3. Represent the views of the student body,
4. Suggest through appropriate channels Board agenda items,
5. Participate in Board discussions and deliberations at the discretion of the Board President,
6. Shall be excluded from sensitive and confidential discussions and communications (e.g. matters involving personnel, grievances, negotiations, litigation, real property purchase and other sensitive matters),
7. Receive all Board public agendas,
8. Perform such duties as determined by the Board President in consultation with the Superintendent.



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS

0143.2/page 2 of 2

Pupil Representatives to the Board of Education

Pupil representatives are expected to adhere to all bylaws, policies and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives or responsibilities but rather adds to its membership a non-voting pupil representative for the mutual benefit of the Board, student body, and the school district.

Adopted: 17 July 2012



0144 BOARD MEMBER ORIENTATION

The preparation of each member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member in the acquisition of information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member have access to and/or a copy of the Board of Education Bylaw and Policy Manual, the manual of administrative regulations, each negotiated agreement, the current budget statement and audit report, and such other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

Each newly elected or appointed Board member shall complete during the first year of the member's first term a training program to be prepared and offered by the New Jersey School Boards Association, in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.

The training program shall include information regarding the school district monitoring system established pursuant to 235, P.L. 2005, c. 235 the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system; instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0144/page 2 of 2
Board Member Orientation

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under P.L. 2002, c.83 (C.18A:37-13 et seq.). A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33

Adopted: 17 July 2012



0145 BOARD MEMBER RESIGNATION AND REMOVAL

The membership of a Board of Education member shall terminate immediately upon:

1. The cessation of the member's bona fide residency in the school district the member represents; or
2. The member's election or appointment to the office of mayor or member of the governing body of Randolph Township; or
3. The member's disqualification from voting pursuant to N.J.S.A. 19:4-1; or
4. The member's conviction for false swearing for having falsely affirmed or declared that he/she is qualified to vote;
5. The removal of the member by the Commissioner of Education; or
6. Recall of a Board member pursuant to N.J.S.A. 19:27A-1 et seq.

A member who fails to attend three consecutive regular meetings of the Board without good cause may be removed from office on the affirmative votes of a majority of the remaining Board members, provided that:

1. The member's removal was proposed at the immediately previous Board meeting; and
2. Notice of the proposed removal was given to the affected member at least seventy-two hours in advance of the meeting at which the vote will be taken.

N.J.S.A. 18A:12-2; 18A:12-3; 18A:12-29

N.J.S.A. 19:27A-1 et seq.

Adopted: 17 July 2012



0146 BOARD MEMBER AUTHORITY

A Board member does not possess individually the authority and powers that reside in the Board of Education. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the operation of the school district or as an individual command the services of any school district employee.

Committee recommendations must be submitted to the full Board for discussion before any action can be taken.

Release of Information

Board member access to public, personnel, and pupil records shall be governed by law.

Confidential information to which a Board member becomes privy as a result of his/her office shall be used only for the purpose of helping the member discharge his/her responsibilities as Board member. No Board member shall reveal information contained in a confidential record or received during a duly convened private session of the Board except when that information has been released to the public by the Board.

Public Expressions

Board members are entitled to express themselves publicly on any matter, including issues involving the Board and the school district. Individual Board members cannot, however, express the position of the Board except as expressly authorized. A Board member shall not represent his/her personal opinion as the position of the Board and shall include in all formal expressions in which his/her Board affiliation is likely to be recognized, such as letters to government officials or newspapers, speeches to organizations, and the like, a statement that the opinions expressed do not necessarily represent those of the Board.

Board members visiting a school shall comply with district policy and procedures for school visitors.

Members of the Board shall adhere to the Code of Ethics for Board members in Bylaw 0142.

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

Adopted: 17 July 2012



0148 BOARD MEMBER INDEMNIFICATION

The Board of Education will indemnify Board members in accordance with law whenever a civil, administrative, criminal or quasi-criminal action or other legal proceeding is brought against a Board member for any act or omission arising out of and in the course of the performance of his/her duties as Board member. In the case of a criminal or quasi-criminal action which results in a final disposition in favor of the Board member, the Board will defray all costs of defending the action, including reasonable counsel fees and expenses, together with costs of appeal, and will save harmless and protect the Board member from any financial loss resulting from the action. Indemnification for exemplary or punitive damages is not required and will be governed by the standards and procedures set forth in N.J.S.A. 59:10-4.

The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

N.J.S.A. 18A:11.1; 18A:12-20; 18A:16-6;
18A:16-6.1; 18A:18A-46; 18A:18A-47

Adopted: 17 July 2012



0151 ORGANIZATION MEETING

The Board of Education shall organize annually at a regular meeting held for that purpose following the annual school election in accordance with law.

The meeting shall be called to order by the Board Secretary, who shall serve as presiding officer pro tempore until the election of a President and Vice President.

The Board Secretary shall administer the oath of office to new Board members.

N.J.S.A. 18A:10-3; 18A:10-5

N.J.S.A. 41:1-1; 41:1-3

Adopted: 17 July 2012



0152 BOARD OFFICERS

The Board of Education shall organize by electing one of its members as President and another as Vice President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by roll call vote when the nominations for that office are closed. The candidate receiving the votes of a majority of Board members will be elected to office. In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.

Voting shall take place by verbal roll call.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of all of the members of the Board. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 17 July 2012



0153 ANNUAL APPOINTMENTS

The Board of Education may appoint at the organizational meeting in the year in which the Board organizes:

1. A Board Secretary,
N.J.S.A. 18A:17-2, 17-5;
2. A Treasurer of School Moneys,
N.J.S.A. 18A:17-31;
3. A public school accountant,
N.J.S.A. 18A:23-1;
4. A medical inspector,
N.J.S.A. 18A:40-1;
5. A psychological examiner,
N.J.S.A. 18A:46-11;
6. A member to serve as delegate to the New Jersey School Boards Association,
N.J.S.A. 18A:6-46;
7. An attendance officer,
N.J.S.A. 18A:38-32;
8. A member to serve as delegate to the Morris County School Boards Association;
9. An attorney; and
10. A member to serve as delegate to the Morris County ESC.

Adopted: 17 July 2012

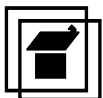


0154 ANNUAL MOTIONS AND DESIGNATIONS

The Board of Education shall at the organizational meeting:

1. Designate one or more depositories for school funds, N.J.S.A. 18A:17-34;
2. Designate those persons authorized to sign school warrants, N.J.S.A. 18A:19-1;
3. Designate the official newspaper, N.J.S.A. 18A:22-11; 18A:39-3;
4. Designate a second newspaper for the publication of Board meetings, N.J.S.A. 10:4-8;
5. Designate the day, place, and time for regular meetings of the Board;
6. Approve the curriculum for all grades; and
7. Readopt existing bylaws and policies for the Board's operation and the operation of the school system.

Adopted: 17 July 2012



0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board.

The President shall appoint Board members to serve a one-year term on the following Board standing committees:

- Community Outreach
- Finance/Facilities and Transportation
- Negotiations
- Safety and Security
- Education
- Personnel
- Policy

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

Committees shall consist of no more than four Board members. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee.

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions. No official action shall be taken at these meetings, unless so advertised.

A chairperson shall be appointed by the President.

Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by a majority of the members of the committee.

All Committee meetings, except Personnel, shall be open to the public, except that a majority of the committee or the chairperson may close the meeting to the public.

Adopted: 17 July 2012



0155.1 BOARD MEMBER PARTICIPATION IN COMMITTEE MEETINGS BY TELECONFERENCING OR VIDEO-CONFERENCING EQUIPMENT

Policy Intent

While the Board strongly encourages members to participate in committee meetings in person, there may be occasions when a committee member cannot physically be present at the meeting, but he/she nevertheless wishes to fully participate in the discussion. Therefore, due to advances in technology, the Board hereby wishes to allow its members, within reason, to participate in committee meetings by teleconferencing or videoconferencing equipment (or by other comparable technological means), subject to conditions set forth in this policy and at the discretion of the Board President based upon recommendations from the committee chairperson. This policy does not apply to duly convened meetings of the Board which are attended by a quorum of the Board, negotiations sessions where the Union is present or personnel committee meetings.

Conditions for Participation

The following conditions must be satisfied before a member is allowed to participate in a meeting remotely through the use of technology. However, satisfying these conditions do not guarantee that permission will be granted:

1. If a committee member cannot participate in a committee meeting due to family, business or personal reasons (hereinafter referred to as “good cause”), he or she shall notify the committee chair at least forty-eight (48) hours in advance of the meeting, if practicable. This notice requirement may be waived if the member could not have reasonably anticipated that he or she would not be able to attend the meeting in person.
2. The member must explain to the committee chair the reason(s) why the request is being made. The committee member must copy the Board President and Superintendent on the request.
3. If the subject matter before the committee involves confidential matters, the board member shall not request to participate unless the committee person is certain that he/she will be able to participate in the meeting from a location where others cannot hear or see the discussion.



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS

0155.1/page 2 of 2

Board Member Participation in
Committee Meetings by Teleconferencing
Or Video Conferencing Equipment

4. The committee chair will then determine whether good cause exists so as to permit the member to participate, or whether to contact the alternate to see if that person can attend due to the nature of the business before the committee at that meeting. If the member making the request can only participate for a portion of the meeting, the preference shall be to use the alternate.
5. The committee chair may consult with the Board President in making his/her decision.
6. The committee chair must notify the board member of his or her determination as soon as is reasonably possible in advance of the meeting.
7. If permission is granted for remote participation, the board member must give his/her undivided attention to the committee and must participate in the entire meeting, unless excused from doing so by the committee chair.
8. The board member must be able to hear all of the members of the committee and vice versa through the communications equipment which will be used.
9. No more than 1 person shall be permitted to participate in a meeting remotely.
10. If the committee chair cannot be physically present at a meeting, the preference shall be to reschedule the meeting. However, if that is not possible, he/she shall seek permission from the Board President to participate remotely.
11. The meeting minutes should reflect the name of the member(s) who participated in the meeting remotely.

Adopted: 17 July 2012



0157 BOARD OF EDUCATION WEBSITE

District Website Safeguards for Pupils and Staff

The district recognizes the value of providing opportunities for pupils and staff to publish information on building level web pages and the district website. The online publication of pupil and staff activities and programs, pupil and staff original work, staff contact information and the use of web pages and the district website to recognize pupil and staff accomplishments presents unique challenges for safeguards for protecting the privacy of individuals. The district has established and implemented safeguards for the publication of online information regarding pupils and staff. These safeguards will be subject to annual review by the administration and the Board of Education. At the beginning of each school year Building Principals will review this policy and the website safeguards with all staff.

Rules for safeguarding online publications will include, but not be limited to, the following:

1. Pupil phone numbers, addresses, names of family members and names of friends may not be included in online publications.
2. The specific physical location of a student at a given time may not be included in online publications. Only attendance at a particular school, classroom or school related activity is permitted.
3. Written permission form the parent(s) or legal guardian(s) and pupil(s) will be obtained for any publication of a pupil's photograph in online publications.
4. Staff members who do not want their photographs or contact information published online should inform their building administrator in writing.

Rules for safeguarding the online publication of photographs of pupils and original pupil work at the elementary schools will include but not be limited to the following:

1. A standard written permission release will be sent to parent(s) or legal guardian(s), of elementary pupils at the beginning of the school year. The release will grant permission for the pupil group photo and creative work to be published online as part of an educational or school site activity.
2. Only group (small or large) photographs will be published online unless specific written permission has been obtained from the parent(s) or legal guardian(s) and pupil(s).



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0157/page 2 of 2
Board of Education Website

3. Pupils original work will be published online with only their initials as acknowledgement unless special written permission to use the first name and/or last name has been obtained from the parent(s) or legal guardian(s) and pupil(s).

Rules for safeguarding the online publication of photographs of pupils and original pupil work at the middle and high schools will include but not be limited to the following:

1. Pupils at the middle and high schools may be identified in online publications by the use of first name and/or last name with prior written permission from the pupil and parent(s) or legal guardian(s).
2. Photographs of individual pupils at the middle and high schools may be published online. Prior written permission retired from the pupil in the photograph and the parent(s) or legal guardian(s).
3. Pupils original work at the middle and high schools may be published online with the first name and/or last name as acknowledgement. Prior written permission is required from the pupil and parent(s) or legal guardian(s).

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

Adopted: 17 July 2012



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0161/page 1 of 1
Call, Adjournment and Cancellation

0161 CALL, ADJOURNMENT AND CANCELLATION

The Board of Education shall meet in public session at least once every two months during the period in which the schools are in session.

All meetings shall be called to commence not later than 8:00 p.m. of the day designated.

A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6
N.J.A.C. 6:3-1.2

Adopted: 17 July 2012



0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Public Notice

The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in the Board office, delivered to two newspapers designated by the Board, and filed with the clerk of the Township of Randolph, except that forty-eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law.

Upon the affirmative vote of three-quarters of the members present, the Board may meet in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.

Personal Notice of Meeting

The Board shall provide personal notice in writing to an adult pupil, the parent(s) or legal guardian(s) of a minor pupil, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session. Such personal notice will include the date and time of the private meeting, the subject or subjects scheduled for discussion at the private meeting, and the right of the individual given notice to request that the discussions be conducted at a public meeting. Personal notice will be given no less than seventy-two hours in advance of the private meeting.

A written request for public discussion must be signed by the person making the request and must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0162/page 2 of 2
Notice of Board Meetings

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a disabled pupil.

N.J.S.A 10:4-6 et seq.; 10:4-8d; 10:4-9b

N.J.S.A. 18A:6-11; 18A:10-6

N.J.A.C. 6:3-1.2

Adopted: 17 July 2012



0163 QUORUM

A quorum shall consist of five Board members, and no business shall be conducted in the absence of a quorum, except when the Doctrine of Necessity is invoked.

In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9:00 p.m. of the same day. If a quorum is not then present, the members present may adjourn the meeting to a later date within seven days.

The Board of Education recognizes that there may be matters that come before the Board or acts required of Board members in their official capacity where the Board member may have a conflict of interest or the act would be in violation of N.J.S.A. 18A:12-24. In these matters, the Board member(s) will remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter. The Board will consider this matter without the Board member(s) who has the conflict.

In the event a matter comes before the Board or an act is required of a Board member in his/her official capacity that is a conflict or would be in violation of N.J.S.A. 18A:12-24, the Board would still be required to have a quorum to consider the matter. However, the New Jersey Department of Education and the School Ethics Commission has envisioned this prohibition could create a situation in which so many Board members have a conflict, that the Board would be unable to take action on a matter. Therefore, when more than a quorum of the Board members must abstain from voting on a matter, the Board will invoke the Doctrine of Necessity consistent with the New Jersey Department of Education and School Ethics Commission guidelines as follows:

- A. Board Member(s) in Conflict - Less Than a Majority of The Board
1. In the event a Board member(s) has a conflict of interest where the Board member will act in his/her official capacity, the Board member must remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.
 2. In the event a Board member is unsure whether he/she or any other Board member has a conflict of interest or whether the matter, if acted upon by a Board member(s) is in violation of N.J.S.A. 18A:12-24 - Prohibited Acts, the School Board Attorney will make a determination.



3. The School Board Attorney will provide the Board of Education an opinion on whether the matter is a conflict of interest or act prohibited by N.J.S.A. 18A:12-24 - Prohibited Acts.
4. If the Board member(s) believes he/she has a conflict of interest where he/she will act in his/her official capacity or if the School Board Attorney renders an opinion that the Board member has a conflict of interest where the Board member will act in his/her official capacity, the Board member will remove himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.

B. A Majority of Board Members in Conflict

1. In the event:
 - a. A Board member(s) believes he/she has a conflict of interest where he/she will act in his/her official capacity; or
 - b. If the School Board Attorney renders an opinion that the a Board member(s) has a conflict of interest where the Board member will act in his/her official capacity; and
 - c. The number of Board members that have a conflict would make it so the Board would be unable to take action on the matter, then the Board may invoke the “Rule [or Doctrine] of Necessity.” (Citing U.S. v. Will, 449 U.S. 200 (1980)).

C. Rule [Or Doctrine] Of Necessity

1. The Doctrine of Necessity may be invoked when more than a quorum of the Board must abstain from voting on a matter.
2. There are three prerequisites necessary for a Board to invoke the Doctrine of Necessity:
 - a. The Board must be unable to act without the members in conflict taking part;
 - b. There must be a pressing need for action, i.e. the matter cannot be laid aside until another date; and



- c. There can be no alternative forum that can grant the same relief. (Allen v. Toms River Regional Board of Education, 233 N.J. Super 651 (Law Division 1989)).
3. When the School Board Attorney advises the Board the Doctrine of Necessity must be invoked in order to obtain a quorum on a vote, the Board must announce that it is invoking the Doctrine.
 - a. The announcement must include the reason the Board must invoke the Doctrine of Necessity including stating the nature of each Board members conflict.
 - b. The announcement will be in writing and should be recorded in the minutes of the meeting by the Board Secretary at the point when the vote takes place.
 - c. It is enough for the Board to announce it is invoking the Doctrine and a Board Resolution is not required.
4. When the Board announces the Doctrine of Necessity is being invoked, the details, parameters and/or other pertinent facts of the matter to be voted should be revealed on an agenda for the public meeting in which the matter is to be voted upon.
5. The Board members who have a conflict in the matter are prohibited from:
 - a. Participating in any discussions on the matter prior to the announcement and public meeting; and
 - b. From entering an executive session in order to discuss the merits of the matter or contract; and
 - c. From offering their opinions on the matter at any time prior to the announcement and public meeting.
6. The Board members who have a conflict in the matter may only participate to the extent they may vote after the motion to approve and/or ratify the matter has been made and seconded and the Doctrine of Necessity has been thoroughly explained to the public.



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0163/page 4 of 4
Quorum

7. Board members in conflict may only ask questions regarding the matter to be voted on in public and after the Board has invoked the Doctrine of Necessity.
8. Board members in conflict may explain their reasons for not voting just before the vote.

N.J.S.A. 18A:12-24
New Jersey School Ethics Commission Advisory Opinion
A10-93(b) and A07-94

Adopted: 17 July 2012



0164 CONDUCT OF BOARD MEETINGS

Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

Agenda

The Board Secretary in consultation with the Superintendent shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

- Call to Order
- Roll Call
- Closed Session
- Pledge of Allegiance
- Review or Approval of Minutes
- Public Discussion
- Correspondence
- President's Report
- Superintendent's Report
- Committee Reports
- Liaison Reports
- Student Council Representative Report



New Business
Old Business
Public Discussion
Adjournment

Open Board Meeting Policy

The Randolph Township Board of Education believes that the public should have access to all phases of deliberation, policy formulation, and decision-making of the school district. Therefore, all meetings of the Board shall be open to the public with the exception of meetings at which the following are discussed:

1. Matters legally rendered confidential.
2. Matters that would impair the receipt of federal funds.
3. Matters, the disclosure of which would constitute unwarranted invasion of individual privacy.
4. Any proposed collective bargaining agreement, including negotiations sessions.
5. Matters concerning the purchase, lease, acquisition of real property or investment where the disclosure could adversely affect public interest.
6. Matters that could compromise the school district's ability to protect the safety of public and property.
7. Investigations of possible violations of law.
8. Pending or anticipated litigation or contract negotiation.
9. Matters involving the employment, appointment, termination, terms and conditions of employment, evaluation, promoting or disciplining of any prospective or current Board employee or officer.
10. Any deliberations occurring after a public hearing that may result in a civil penalty or loss of license to individual.
11. Matters falling within attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

N.J.S.A. 10:4-10
N.J.S.A. 18A:16-1.1

Adopted: 17 July 2012



0164.1 MEETINGS CONFLICTING WITH BOARD OF EDUCATION MEETINGS

There shall be no official school-sponsored meeting/event to which the public is invited on the same evening as a meeting of the full Board of Education that is scheduled on the district calendar. Activities officially involving other school districts are exempt from this policy. In addition, any subsequent official school sponsored meeting/event on the district calendar shall be considered to avoid conflicts.

Adopted: 17 July 2012



0165 VOTING

All Board of Education actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted.

Abstentions shall not be counted as votes but shall be recorded; a member who abstains from voting is deemed to acquiesce in the outcome of the vote.

All motions shall require for adoption the majority vote of Board members present and voting, except as provided by statutes of the State of New Jersey, this bylaw, or parliamentary authority and provided that the number of affirmative votes is at least a majority of the Board's quorum.

1. The affirmative votes of three-quarters of the members present are required for the conduct of a Board meeting when adequate notice has not been provided in accordance with law, N.J.S.A. 10:4-9;
2. A two-thirds vote of the full membership of the Board is required for:
 - a. Bids that have been advertised pursuant to N.J.S.A. 18A:18A-4 on two occasions and;
 - (1) No bids have been received on both occasions in response to the advertisement; or
 - (2) The Board of Education has rejected such bids on two occasions because it has determined that they are not reasonable as to price, on the basis of cost estimates prepared for or by the Board of Education prior to the advertising therefore, or have not been independently arrived at in open competition; or
 - (3) On one occasion no bids were received pursuant to #(1) and on one occasion all bids were rejected pursuant to #(2), in whatever sequence; any such contract may then be negotiated.
 - b. Purchase of goods also available under state contract when the Board has received at least three quotations and the lowest responsible quotation is at least ten percent less than the price under the state contract for the identical goods and quantities, N.J.S.A. 18A:18A-5.e;



- c. Determine that it is necessary, in a Type II school district having a Board of School Estimate, to sell bonds to raise money for any capital project, N.J.S.A. 18A:22-27; and
 - d. Sell bonds of a Type II district without further advertisement at private sale if no legally acceptable bid is received for the bonds pursuant to N.J.S.A. 18A:24-45.
 3. A majority vote of the full membership of the Board is required for:
 - a. Admission after October 1 of a pupil who has never attended school, N.J.S.A. 18A:38-6;
 - b. Adoption or alteration of a course of study, N.J.S.A. 18A:33-1;
 - c. Application for membership in an established county audiovisual aid center, N.J.S.A. 18A:51-11;
 - d. Appointment of a Superintendent, N.J.S.A. 18A:17-15; School Business Administrator, N.J.S.A. 18A:17-14.1; Board Secretary, N.J.S.A. 18A:17-5; Assistant Board Secretary, N.J.S.A. 18A:17-13; Administrative Principals, N.J.S.A. 18A:17-20.5; and Shared Superintendent or School Business Administrator, N.J.S.A. 18A:17-24.3. Appointment and removal of Assistant Superintendent(s), N.J.S.A. 18A:17-16 and appointment, salary, and removal of Business Manager in Type I school district, N.J.S.A. 18A:17-25.
 - e. Appointment, transfer, removal and/or renewal of teaching/certificated and/or non-certificated staff members, N.J.S.A. 18A:25-1, 27-1;
 - f. Fix and determine, in a Type II district having no Board of School Estimate, the amount of money to be raised for budgets and capital construction, N.J.S.A. 18A:22-32, 22-39;
 - g. Approval of employee salary deductions for hospital and insurance plans and government bonds, N.J.S.A. 18A:16-8;
 - h. Authorization, in Type II school districts, of school bonds, N.J.S.A. 18A:24-10;



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0165/page 3 of 7
Voting

- i. Decision to establish with other school districts a county audiovisual educational aid center, N.J.S.A. 18A:51-1;
 - j. Determination of sufficiency of charges warranting dismissal or reduction in salary of a tenured employee, N.J.S.A. 18A:6-11;
 - k. Disposition or exchange of lands owned by the Board, N.J.S.A. 18A:20-5, 20-8;
 - l. Purchase of bonds or other obligations as investments, N.J.S.A. 18A:20-37;
 - m. Removal of the President or Vice President of the Board, N.J.S.A. 18A:15-2;
 - n. Restoration or removal following suspension of an Assistant Superintendent, Principal, or teacher, N.J.S.A. 18A:25-6;
 - o. Selection of textbooks, N.J.S.A. 18A:34-1;
 - p. Withholding a salary increment, N.J.S.A. 18A:29-14;
 - q. Direct the Secretary of the Board to deduct salaries of employees to participate in any plan for the purchase of bonds of the United States government, N.J.S.A. 18A:16-8;
 - r. Appointment and salary of Executive Superintendent in district in city of the first class with a population over 325,000 have a unit control organizational structure.
4. A roll call vote of the Board is required for the following actions with the necessary vote as indicated:

Issue	Required Vote
a. Salary deductions for government bonds N.J.S.A. 18A:16-8	Majority of full Board



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0165/page 4 of 7
Voting

Issue	Required Vote
b. Appointment of a secretary of Board of Education; terms; compensation; vacancy N.J.S.A. 18A-17-5	Majority of full Board
c. Assistant and acting secretaries; appointment, powers and duties N.J.S.A. 18A:17-13	Majority of full Board
d. Appointment of Superintendents; terms; apportionment of expense N.J.S.A. 18A:17-15	Majority of full Board
e. Appointment and removal of Assistant Superintendents N.J.S.A. 18A:17-16	Majority of full Board
f. Appointment of Administrative Principals N.J.S.A. 18A:17-20.5	Majority of full Board
g. Appointment of shared Superintendent, School Business Administrator; terms N.J.S.A. 18A:17-24.3	Majority of the membership of each Board
h. Appointment; salary; removal of Business Managers N.J.S.A. 18A:17-25	Majority of full Board



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0165/page 5 of 7
Voting

Issue	Required Vote
i. Unit control organizational structure; Executive Superintendent N.J.S.A. 18A:17A-1	Majority of full Board
j. Disposition of property N.J.S.A 18A:20-5	Majority of full Board
k. Exchange of lands N.J.S.A. 18A:20-8	Majority of full Board
l. Type II districts with Board of School Estimate; determination; certification and raising of appropriations; notice of appeal N.J.S.A. 18A:22-26	Majority of full Board
m. Type II districts with Boards of School Estimate; estimate by Board of Education; certification of estimate N.J.S.A. 18A:22-27	Two thirds of full membership of Board
n. Determination of amounts by Board of School Estimate N.J.S.A. 18A:22-31	Board of School Estimate majority of full Board
o. Type II districts without Board of School Estimate; determination and certification of appropriation N.J.S.A. 18A:22-32	Majority of full Board



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0165/page 6 of 7
Voting

Issue	Required Vote
p. Type II districts without Board of School Estimate; submission of capital projects N.J.S.A. 18A:22-39	Majority of full Board
q. School bonds, when deemed to be authorized Type II. N.J.S.A 18A:24-10	Majority of full Board
r. Private sale if no bids at public sale N.J.S.A. 18A:24-45	Two thirds of full membership of Board
s. Transfer of teaching staff member N.J.S.A. 18A:25-1	Majority of full Board
t. Suspension of Assistant Superintendents, Principals and teaching staff members N.J.S.A. 18A:25-6	Majority of membership
u. Appointment of teaching staff members; vote required N.J.S.A. 18A:27-1	Majority of full Board
v. Board of Education, procedure for certain personnel actions; recommendation of Chief School Administrator N.J.S.A. 18A:27-4.1	Majority of full Board



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0165/page 7 of 7
Voting

Issue	Required Vote
w. Renewal of personnel N.J.S.A. 18A:27-4.1	Majority of full Board
x. Withholding increments; causes notice of appeals N.J.S.A. 18A:29-14	Majority of full Board
y. District to furnish suitable facilities; adoption of courses of study N.J.S.A. 18A:33-1	Majority of full Board
z. Textbooks; selection; furnished free with supplies; appropriations N.J.S.A. 18A:34-1	Majority of full Board
aa. Single county educational audiovisual aids center in county N.J.S.A. 18A:51-11	Majority of full membership

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

Adopted: 17 July 2012



0166 EXECUTIVE SESSIONS

The Board of Education may meet in a private session only to discuss and act on issues exempted by law from the requirement that all Board meetings be public and only after the adoption at a public meeting of a resolution stating the general nature of the subject or subjects to be discussed and, as precisely as possible, the time when and circumstances under which the discussion conducted in private session can be disclosed to the public.

The Board may exclude the public only from that portion of a meeting at which the Board discusses:

1. Any matter that has been rendered confidential by express provision of federal or state law or rule of court;
2. Any matter in which the release of information would impair a right to receive funds from the Government of the United States;
3. Any material the disclosure of which constitutes an unwarranted invasion of a pupil's privacy, including but not limited to records, data, reports, or recommendations relative to the pupil's personal and family circumstances, treatment, progress or condition, unless the adult pupil or the pupil's parent(s) or legal guardian(s) requests in writing that the same be disclosed publicly;
4. Any Collective Bargaining Agreement, or the terms and conditions that are proposed for inclusion in any Collective Bargaining Agreement, including the negotiation of the agreement with school district employees or representatives of employees;
5. Any matter involving the purchase, lease, or acquisition of real property with public funds or the investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed;
6. Any tactics and techniques utilized in protecting the safety and property of the public when their disclosure could impair such protection and any investigations of violations or possible violations of the law;
7. Any pending or anticipated litigation or contract negotiation other than as stated in #4 in which the Board is or may become a party and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer;



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0166/page 2 of 2
Executive Sessions

8. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting, except that, regardless of the employee's request, the consideration and actions of the Board as to any tenure charge shall be conducted in private session;
9. Any deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of the responding party's certification as a result of an act or omission for which the responding party bears responsibility.

N.J.S.A. 10:4-12; 10:4-13

N.J.S.A. 18A:6-11

Adopted: 17 July 2012



0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

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

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every regularly scheduled meeting of the Board.

Public participation shall be permitted only as indicated on the order of business in Board Bylaw No. 0164.

Public participation shall be extended to residents of this district, persons having a legitimate interest in the actions of this Board, persons representing groups in the community or school district, representatives of firms eligible to bid on materials or services solicited by the Board, and employees and pupils of this district, except when the issue addressed by the participant is subject to remediation by an alternate method provided for in policies or contracts of the Board.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
3. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
4. The presiding officer may:
 - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS
0167/page 2 of 2
Public Participation in Board Meetings

- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

Comments and questions at the end of regular monthly public meetings may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the agenda of the meeting. Advance announcement of all regular, scheduled special, and specially called meetings of the Board is made through newspapers. Emergency meetings scheduled within a forty-eight hour period will be posted in school buildings and newspapers so notified.

Items to be presented annually at such meetings must include, but are not limited to:

1. Discussion of State rules and local procedures for implementation of district goals, objectives and standards;
2. Presentation of audit report;
3. Presentation of budget;
4. Report on pupil progress, including testing program results;
5. Annual plans for special education, bilingual/ESL, and basic skills programs;
6. Graduation and dropout statistics; other demographic data;
7. Mandated inservice programs.

When required by the administrative code as part of the monitoring process, the Board Secretary shall publish a special notice ten days in advance of meetings. The notice shall describe the purpose of the meeting, list the items to be discussed, and indicate the availability of material relative to such items.

N.J.S.A. 2C:33-8
N.J.S.A. 10:4-12

Adopted: 17 July 2012



0168 RECORDING BOARD MEETINGS

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

Minutes

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

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

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

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

Electronic Recording

The Board Secretary shall make an audio tape recording of each Board meeting as an administrative aid in the preparation of minutes. The recording shall be retained for forty-five days or until either summary or verbatim transcripts have been approved as minutes, whichever is longer, after which time they may be erased only if permission is granted by the New Jersey Department of State, Division of Archives and Record Management. All such recordings will be erased or destroyed in compliance with laws and rules for the destruction of public records.

The recording may not be able to be destroyed if a subject matter, vote, or Board action on the recording is the subject of litigation. The district will notify the New Jersey Division of Archives and Records Management when requesting permission that a recording be destroyed if the recording includes subject matter in litigation, or the district will not request permission to destroy such recording if the subject matter is in litigation.



Recording by the Public

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

The Board will permit the use of video recording devices only when notice of such intended use has been given to the Board Secretary in advance of the meeting. The Board Secretary or designee shall review the video recording guidelines with the person requesting to video record. Prior notice is not required to audio record a meeting.

All audio and video recording devices shall be silent in operation, inoffensive, and unobtrusive. Any video recording device must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer of the meeting. Prior to the meeting, the presiding officer will determine the location of each recording device so the video recording device can video record the meeting with an unobstructed view. The presiding officer may permit a person wanting to video record the meeting using a small hand-held video recording device to sit with their video recording device in the public seating area of the meeting room provided the person recording and/or the recording device is not distracting or obtrusive to the meeting. A person that wants to audio record a public meeting shall sit with their audio recording device in the public seating area of the meeting room and shall not be distracting or obtrusive to the meeting. Additional lighting shall not be used unless approved by the presiding officer prior to the meeting. All recording devices must be battery operated, as the district cannot guarantee convenient availability or location of electric outlets in the meeting room.

The presiding officer shall determine when the number of video recording devices or if an audio or video recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed or relocated. The presiding officer may also limit the number of video recording devices if he/she determines the number and positioning of the video recording devices will be an unnecessary intrusion to the meeting. In this event, preference will be given based on the order in which prior notice requesting to record the meeting was provided to the Board Secretary.

Any person who video records a public meeting in accordance with the provisions of this Policy shall provide the Board the opportunity to obtain a copy of the recording at the Board's expense, but the Board shall have no power to edit or abridge the original recording.

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

Adopted: 17 July 2012



0169 BOARD MEMBER USE OF ELECTRONIC MAIL/INTERNET

The Board of Education is a public body as defined in the New Jersey Open Public Meetings Act, N.J.A.C. 10:4-6 et seq., and the Board and its members are required to comply with the provisions of this Act. It is the right of the public to be present at meetings of public bodies and to witness in full all phases of the deliberations, policy formulation, and decision-making. Board members acknowledge certain discussions between Board members, other than during a Board meeting, may be subject to the provisions of the Open Public Meetings Act.

The Board of Education is also subject to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. The Open Public Records Act requires public agencies/School Boards to make certain governmental records subject to public access. Board members may, by written and/or electronic mail (e-mail), communicate with each other and with certain school staff regarding the school district's public business. "Public business" means and includes all matters that relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business. Board members acknowledge these written communications may be classified as a governmental record and may be subject to public access pursuant to the Open Public Records Act.

In order to ensure the Board and/or individual Board members comply with the requirements of the Open Public Meetings Act and the Open Public Records Act, the following guidance is provided regarding certain discussions and written communications regarding the public business:

1. Written letters, e-mails, and supporting documents regarding school district matters written by Board members to other Board members or written by Board members to school staff, unless the subject matter is specifically exempt under the Open Public Records Law, are governmental records and are subject to public access. Based on the potential for improper/inappropriate disclosure and/or breach of confidentiality that may compromise the Board or Board member, these communications should not involve confidential matters, especially any matter the Board may discuss in executive/private session outside the presence of the public pursuant to the Open Public Meetings Act.
2. Written letters, internet (chat) discussions, e-mails, and supporting documents regarding the school district's public business written by Board members to other Board members shall not replace deliberations that would prevent the public from witnessing in full detail all phases of the Board's deliberations, policy formulation, and decision-making process in accordance with the intent of the Open Public Meetings Act.



BYLAWS

RANDOLPH BOARD OF EDUCATION

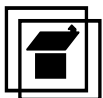
BYLAWS
0169/page 2 of 2
Board Member Use of Electronic
Mail/Internet

3. Internet (chat) discussions between Board members regarding the school district's public business shall not include multiple Board members with the potential that a quorum of the Board may be involved, or become involved, in such discussion.

In the event a Board member(s) fails to comply with the guidance of this Policy, the matter shall be referred to the Board President, who will meet and/or discuss the matter and this Policy with the Board member(s). The Board President may request the Board Attorney participate in this meeting and/or discussion.

N.J.S.A. 10:6-4 et seq.
N.J.S.A. 47:1A-1 et seq.

Adopted: 17 July 2012



0171 DUTIES OF PRESIDENT AND VICE PRESIDENT

The President of the Board of Education shall:

1. Preside at all meetings of the Board;
2. Require the Board Secretary to call special meetings of the Board, N.J.A.C. 6A:32-3.1;
3. Sign all school district warrants, N.J.S.A. 18A:19-1;
4. Certify to all payrolls, N.J.S.A. 18A:19-9;
5. Subscribe bonds, notes, contracts, and other legal instruments for which the signature of the President is required, N.J.S.A. 18A:24-32;
6. Issue subpoenas to compel attendance of witnesses and production of documents, N.J.S.A. 18A:6-20; and
7. Appoint all committees of the Board.

The Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification. N.J.S.A. 18A:16-1.1

Adopted: 17 July 2012

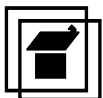


0172 DUTIES OF TREASURER OF SCHOOL MONIES

The Treasurer of School Monies shall:

1. Receive and hold in trust all school monies, except monies from athletic events and pupil organization activities, and deposit them in the bank or banks designated by the Board, N.J.S.A. 18A:17-34;
2. Pay out school monies only on warrants made payable to the person entitled to receive payment and specifying the object for which it is issued and signed by the President, Secretary and Treasurer, N.J.S.A. 18A:19-1;
3. Receive school employee payrolls and a warrant for the full amount of each payroll certified by the President and Secretary, deposit the warrants in a separate payroll account, and issue individual checks drawn on such account to each employee, N.J.S.A. 18A:19-9, 19-10;
4. Give public notice when funds are on hand for payment of interest bearing warrants issued for which no funds were available, N.J.S.A. 18A:19-12;
5. Keep a record of monies received and paid out in books provided for that purpose and in accordance with a bookkeeping system prescribed by the State Board, N.J.S.A. 18A:17-35;
6. Pay over the balance of school funds on hand to his/her successor, N.J.S.A. 18A:17-35;
7. Render a monthly report to the Board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account, N.J.S.A. 18A:17-36;
8. Render an annual report showing the amounts received and disbursed by him/her during the school year and file a copy with the County Superintendent, N.J.S.A. 18A:17-36; and
9. Receive the proceeds of any bond sale and disburse them only to pay the expenses of issuing and selling the bonds, the purpose for which the bonds were issued, and the temporary investment of the funds, N.J.S.A. 18A:24-47.

Adopted: 17 July 2012



0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT

The Board will engage only a licensed public school accountant to conduct the annual audit in accordance with N.J.S.A. 18A:23-1 et seq. The accountant must have an external peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)1, unless the accountant or firm can show good cause as to why there was a delay completing such report within the required timelines established by Government Auditing Standards issued by the Comptroller General of the United States. The Board will require the submission of the most recent external peer/quality report for review and evaluation prior to the appointment of the licensed public school accountant. The Board will acknowledge the receipt, review, and evaluation of the external peer/quality report in the public session and Board minutes in which the accountant or firm to perform the audit is engaged.

The Board will require the submission of an updated external peer/quality report of the accountant within thirty days after the issuance date of the external peer/quality report if the report is issued prior to the date of the audit opinion for the most recent fiscal year.

In accordance with NJOMB Circular Letter 98-07, the public school accountant will provide a copy of the most recent external peer/quality report to the Department of Education, within thirty days after the initial engagement by the Board and within thirty days after the issuance of a subsequent peer/quality report.

The Board shall engage a public school accountant during the audit engagement period for non-auditing, management, or other consulting services only if such services comply with the independent standards as established in Government Auditing Standards (Yellow Book) by the Comptroller General of the United States.

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

The public school accountant will complete the annual audit as required by the Department of Education and N.J.S.A. 18A:23-2. Each annual audit shall include an audit of the books, accounts and moneys, and verification of all cash and bank balances of the Board and of any officer or employee and of moneys derived from athletic events or other activities of any organization of pupils conducted under the auspices of the Board, from the date of the last annual audit to the date of the current audit. The audit will also include a determination of the extent to



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS

0173/page 2 of 2

Duties of Public School Accountant

which the district used contracts entered into by the State Division of Purchase and Property pursuant to P.L. 1969 c. 104 (C. 52:25-16.1 et seq.) in the purchase of materials, supplies or equipment for the district. The report of each audit will be completed in accordance with the time requirements of N.J.S.A. 18A:23-1 and will be filed by the public school accountant in accordance with N.J.S.A. 18A:23-2.3.

Within thirty days following receipt of the report the Board, at a regularly scheduled public meeting, will cause the recommendations of the accountant to be read and discussed and the discussion will be duly noted in the Board meeting minutes in accordance with N.J.S.A. 18A:23-5. The Board Secretary will prepare or have prepared a summary of the annual audit for this Board meeting in accordance with N.J.S.A. 18A:23-4.

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

N.J.A.C. 6A:23A-16.2

Adopted: 17 July 2012



0174 LEGAL SERVICES

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

The Board of Education authorizes the Superintendent of Schools, or his/her designee, School Business Administrator/Board Secretary, and Board President as designated contact persons to request services or advice from contracted legal counsel.

The School Business Administrator/Board Secretary shall be responsible to review all legal bills and confer with designated contact persons in reviewing such legal bills.

In accordance with the provisions of N.J.A.C. 6A:23A-5.2(a)2, the Board designates the administrative staff member to review all legal bills and designates contact persons to ensure the prudent use of legal services.

School districts with legal costs that exceed one hundred thirty percent of the Statewide average per pupil amount should establish the procedures outlined in 1., 2., 3., and 4. below and, if not established, provide evidence such procedures would not result in a reduction of costs.

1. The designated contact person(s) shall ensure that contracted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.
2. All requests for legal advice shall be made to the designated contact person(s) in writing and shall be maintained on file in the district offices. The designated contact person shall determine whether the request warrants legal advice or if legal advice is necessary.
3. The designated contact person(s) shall maintain a log of all legal counsel contact including the name of the legal counsel contacted, date of the contact, issue discussed, and length of contact.
4. All written requests for legal advice and logs of legal counsel contacts shall be forwarded to the School Business Administrator/Board Secretary, who shall be responsible to review all legal bills and compare all legal bills to the contact logs and to investigate and resolve any variances.



Any professional services contract(s) for legal services shall prohibit advance payments. Services to be provided shall be described in detail in the contract and invoices for payment shall itemize the services provided for the billing period. Payments to legal counsel(s) shall only be for services actually provided.

School districts and vocational school districts are prohibited from contracting with legal counsel or using in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district administrators and/or any individual Board members or pursuing any claim or cause of action for which the damages to be awarded would benefit an individual rather than the school district as a whole.

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

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

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

Adopted: 17 July 2012



0175 CONTRACTS WITH INDEPENDENT CONSULTANTS

The Board of Education may from time to time engage the services of one or more independent contractors to advise and assist the Board in analyzing school district operations and preparing Board reports when those tasks cannot be performed as economically by district staff members.

Wherever possible, the Board will seek proposals from at least three sources before a contract with an independent consultant is entered. The Board will not contract with a Board member or the spouse, child, parent(s) or legal guardian(s), or sibling, in fact or in law, of a Board member as an independent consultant.

The Board will engage the services of an independent consultant only by written contract, which must specify the work to be accomplished by the consultant, the time within which the work is to be completed, and the fee that will be paid the consultant. An independent consultant engaged by the Board is neither agent nor employee of the Board and may represent the Board only as expressly authorized to do so in writing.

An independent consultant may have access to such school facilities and school district employees as may be reasonably required in the performance of the consultant's contract with the Board. Except as expressly permitted by the contract, any communication between the consultant and a district employee or community member regarding the work of the contract must be conducted through the Board or a designated school official.

Materials and reports generated and created by the independent consultant in the performance of his/her contract with the Board are and will remain the property of the Board and are subject to Board Policy No. 8310 on public records.

Adopted: 17 July 2012



0176 COLLECTIVE BARGAINING AND CONTRACT APPROVAL/RATIFICATION

The Board recognizes a Board member and/or a member of his/her immediate family may be a member of, or salary is determined by, a labor bargaining unit, professional association and/or union that has an affiliation with a bargaining unit, professional organization and/or union within the school district. The Board member does not automatically violate N.J.S.A. 18A:24 by voting to approve and/or ratify this contract solely on the basis of his/her status or that of an immediate family member with respect to membership or representation by a different local affiliate of the same statewide association with whom the agreement is made provided the Board member's involvement with such local affiliate has not or appears to have not compromised the member's objectivity or independence of judgment.

In accordance with N.J.S.A. 18A:12-24, the Board member shall not participate in the collective bargaining process and/or serve on the negotiations committee representing the Board with this unit, association, and/or union. The Board member may be apprised of the terms of a tentative memorandum of agreement with this unit, association, and/or union in closed and/or open session only after a tentative memorandum of agreement has been reached. The Board member may vote during the public meeting to approve and/or ratify a contract with this bargaining unit, professional association and/or union.

The Board member shall not participate in any aspect of negotiations and/or vote to approve/ratify a tentative memorandum of agreement/contract ratification if the Board member has an immediate family who is a member of the bargaining unit, professional association and/or union within the school district. Under this circumstance, the Board member may only vote in the event the school board attorney advises the Board the Doctrine of Necessity must be invoked in accordance with Policy No. 0163.

In addition, the School Ethics Commission Decision A16-00 states a Board member may not participate in any aspect of negotiations and/or vote to approve/ratify a tentative memorandum of agreement/contract ratification if the Board member has a "relative" who is a member of the bargaining unit, professional association and/or union within the school district. Under this circumstance, the Board member may only vote in the event the school Board Attorney advises the Board the Doctrine of Necessity must be invoked in accordance with Policy No. 0163.

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

New Jersey School Ethics Commission Advisory Opinion A02-00 and A16-00

Commissioner of Education Decision - In the Matter of Bruce White,

Ewing Township Board of Education, Mercer County - June 1, 2000

New Jersey State Board of Education Decision - In the Matter of Frank Pannucci,

Board of Education of Brick Township, Ocean County - March 3, 2000

Adopted: 17 July 2012



0177 PROFESSIONAL SERVICES

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

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

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

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

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

Adopted: 17 July 2012



1000 ADMINISTRATION

<u>Number</u>	<u>Title</u>
1100	District Organization
1110	Organization/Position Control
1120	Management Team
1130	Staff Liaison Committees
1140	Affirmative Action Program
1210	Policy Administration
1220	Employment of Chief School Administrator
1230	Superintendent's Duties
1240	Evaluation of Superintendent
1260	Incapacity of Superintendent
1310	Employment of School Business Administrator/Board Secretary
1320	Duties of the School Business Administrator/Board Secretary
1330	Evaluation of the School Business Administrator
1331	Evaluation of the Board Secretary
1350	Incapacity of School Business Administrator/Board Secretary
1400	Job Descriptions
1510	Rights of Persons With Handicaps or Disabilities/Policy on Non-Discrimination
1522	School-level Planning
1523	Comprehensive Equity Plan
1530	Equal Employment Opportunity
1540	Administrator's Code of Ethics
1550	Affirmative Action Program for Employment and Contract Practices/Employment Practices Plan
1570	Internal Controls
1620	Administrative Employment Contracts



1100 DISTRICT ORGANIZATION

The Superintendent shall establish and implement an organizational plan for the management and control of school district operations. The plan will require the identification and resolution of problems at appropriate organizational levels.

All employees of this Board are directed to observe faithfully the chain of communications established by the district organizational plan. In general, a problem should be identified and its resolution attempted at the level most immediate to the problem's origin. When a resolution cannot be found at that level, remedy may be sought through appropriate resolution and remediation procedures. The Board expects staff members to exhibit a commitment to resolve problems equitably. The Board affirms the right to appeal a proffered resolution through the chain of command to the Board of Education.

The Board expressly disapproves of any attempt to expedite the resolution of a problem by disregard of the organizational plan and the appropriate processes. A staff member's persistent disregard for the established management organization of this district in violation of this policy will be considered an act of insubordination subject to discipline.

N.J.S.A. 18:11-1; 18A:27-4

Adopted: 17 July 2012



1110 ORGANIZATION/POSITION CONTROL

The Superintendent shall develop and maintain an organization and position control chart for the district. The master copy will be located in the office of the personnel director. The content of the chart shall clearly identify and define line reporting relationships and include title and location of personnel.

Adopted: 17 July 2012



1120 MANAGEMENT TEAM

The Board of Education recognizes the value of a system of management organization that enhances communication among administrators and between the administration and the Board, encourages a shared responsibility for educational policy decisions, and provides for the equitable resolution of conflicts.

The Board directs the Superintendent to establish a management team that includes the Superintendent and those administrative, supervisory, and support staff members who are responsible for employee evaluation, the adjudication of grievances, supervision of employees, or recommendations regarding the employment of employees.

The Superintendent shall institute a management team system that will provide a means for:

1. Submitting recommendations to the Board on issues of educational policy;
2. Addressing the economic concerns and working conditions of management team members, including their job descriptions, evaluation, salaries, fringe benefits, promotions, assignments, and transfers;
3. The development of administrative procedures; and
4. The consideration of such additional and appropriate issues as may be identified by the Superintendent or the management team.

N.J.S.A. 18A:11-1; 18A:27-4

Adopted: 17 July 2012



1130 STAFF LIAISON COMMITTEES

The Board of Education encourages the Superintendent to maintain close liaison with staff members in order to coordinate district programs and operations, to consult with appropriate staff members in developing administrative regulations and formulating recommendations for Board consideration, and to detect and resolve problems as they may arise.

The Superintendent is authorized to establish such staff liaison committees as he/she may deem necessary.

No staff liaison committee can be delegated the authority to make decisions or take action that is reserved to the Board or the Superintendent. Committee reports and recommendations may be advisory only.

Adopted: 17 July 2012



1140 AFFIRMATIVE ACTION PROGRAM

The Board of Education shall adopt and implement written educational equality and equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing For Equality And Equity In Education.

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

The Board shall inform the school community it serves of these policies in a manner including, but not limited to, the district's customary methods of information dissemination. The Board shall develop a Comprehensive Equity Plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs, and practices affecting its facilities, programs, pupils, and staff.

The Board shall assess the district's needs for achieving equality and equity in educational programs based on an analysis of pupil performance data such as: National Assessment of Educational Progress and State assessment results, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates; re-examination and re-evaluation of classification and placement of pupils in special education programs if there is an over representation within certain groups; staffing practices; pupil demographic and behavioral data; quality of program data; and stakeholder satisfaction data prior to developing the Comprehensive Equity Plan. The purpose of the needs assessment is to identify and eliminate discriminatory practices and other barriers in achieving equality and equity in educational programs.

The Board shall annually designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team, of whom the Affirmative Action Officer is a member, to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing For Equality And Equity in Education. The Board shall assure that all stakeholders know who the Affirmative Action Officer is and how to access him or her.



The Affirmative Action Officer must have a New Jersey standard certification with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9 et seq. The Affirmative Action Officer shall: coordinate the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; notify all pupils and employees of district grievance procedures for handling discrimination complaints; and ensure the district grievance procedures, which include investigative responsibilities and reporting information, are followed.

The Affirmative Action Team shall: develop the Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the district's Comprehensive Equity Plan pursuant to N.J.A.C. 6A:7-1.4(c); collaborate with the Affirmative Action Officer on coordination of the required professional development training for certificated and non-certificated staff pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the Comprehensive Equity Plan; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational equality and equity, pursuant to N.J.A.C. 6A:7-1.4(d).

The Board shall provide professional development training to all certificated and non-certificated school staff members on a continuing basis to identify and resolve problems associated with the pupil achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. All new certificated and non-certificated staff members shall be provided with professional development training on educational equality and equity issues within the first year of employment. Parents and other community members shall be invited to participate in the professional development training.

The Commissioner or his/her designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

N.J.A.C. 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted: 17 July 2012



1210 POLICY ADMINISTRATION

The Board of Education believes that it is the primary duty of the Board to establish policies and the primary duty of the Superintendent to implement and administer those policies.

The Superintendent, as Chief Administrative Officer of the school district, is the primary professional advisor to the Board. Policy should not be adopted or revised without consultation with the Superintendent.

The Superintendent is responsible for the development, supervision, and operation of the school program and facilities and will be given latitude to implement and administer policies in accordance with such standards as may have been set forth in the policies. The Superintendent will discharge his/her responsibility in part through the establishment and continued enforcement of administrative regulations.

In evaluating the effectiveness of Board policy in meeting the goals of the district, the Board will request the Superintendent to make appropriate inquiries, investigations, and reports.

Adopted: 17 July 2012



1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview process that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy No. 1530 on equal employment opportunity.

Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9-12.4 et seq. and must qualify for employment following a criminal history record check.



Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent, or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a different term which shall not be less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event his/her employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent he/she will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.



Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.

Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3

N.J.A.C. 6A:9-12.3; 6A:9-12.4; 6A:23A-3.1; 6A:23A-3.2

Adopted: 17 July 2012



1230 SUPERINTENDENT'S DUTIES

The Superintendent shall have general supervision and control over the schools of the district and shall examine their condition and progress and report thereon from time to time as required by the law and as directed by the Board, and he/she shall have such other powers and perform such other duties as may be prescribed by the Board from time to time.

The Superintendent shall have sole and exclusive supervisory responsibility for all employees in the Randolph School System without regard to the nature or scope of their employment or duties, and all employees shall ultimately be responsible to the Superintendent in all matters arising in the course of their respective employments.

The Superintendent shall, with Board approval, have sole and exclusive administration and supervisory powers and responsibility for the administration and operation of all federally financed educational programs of any kind and nature whatsoever and the authority to act for and on behalf of the Board in the establishment and implementation of such programs as he/she, in his/her discretion, shall determine to be necessary to the Randolph Public School System.

Duties and Responsibilities:

- A. As executive officer of the Board, the Superintendent shall:
1. Be directly responsible to the Board for the execution of its policies, for the faithful and efficient observation of its rules by all employees throughout the system and for the enforcement of all provisions of law relating to the operation of the school, or other educational, social, and recreational agencies or activities under the charge of the Board;
 2. Prepare and submit to the Board for approval, rules and regulations, recommendations for policy, programs, and other matters which require action by the Board which he/she deems are needed for the proper conduct and control of the management of the schools;
 3. Attend all meetings of the Board; he/she shall have the right to a seat on the Board and the right to speak on all educational matters, but not the right to vote. He/she shall have direct access to Board Committees and individual Board members as needs may dictate, and shall be notified of all meetings of Committees of the Board, standing or special, shall attend same at his discretion, and shall advise the Board except in matters pertaining to his/her own employment or when he/she is requested by the Board President or by a committee not to attend;



4. Assist the Board in reaching sound judgment, establishing policies, and approving such matters-as the law or Board regulations require the Board to approve. He/she shall be responsible for placing before the Board or a committee of the Board all necessary and helpful facts, comparisons, investigations, information and reports;
 5. With the cooperation of the Business Administrator, prepare a tentative financial budget showing estimated receipts and disbursements for the ensuing fiscal year necessary to cover the operating costs of the public schools of the district. This tentative budget shall be submitted to the Board at such time as may be determined by the Board;
 6. Recommend to the Board reorganization of school attendance area boundaries when circumstances warrant; and
 7. Analyze the school program to determine future needs to school plant and facilities. Work with other administrators to develop educational specifications for school facilities, equipment, and furniture and review architects specifications to insure implementation of educational specifications.
- B. As supervisor of all district employees, the Superintendent:
1. Shall advertise and search for candidates for teaching, secretarial, and custodial positions and shall be responsible for the screening of personnel applications. Shall nominate all employees for appointment by the Board and recommend the salary to be paid to all teachers and employees connected with the work of the schools. At his/her discretion, the Superintendent may issue employment contracts, subject to Board approval. Only those persons shall be nominated who in the judgment of the Superintendent are the best qualified of those available at the time, and no person shall be nominated for any position in the schools who does not fulfill the requirements of the law and the rules of the Board of Education;
 2. May appoint and, subject to law, remove staff in his/her office, but the number and salaries of such staff shall be determined by the Board;
 3. Shall direct the work of all employees. He/she may, with notification to the President of the Board, suspend any person who does not perform satisfactorily. He/she shall report such suspension to the Board forthwith; the Board, by a majority vote of all members, shall take such action for the restoration or removal of such employees, as it shall deem proper, subject to law;



4. Direct the administrative staff in the development and preparation of administrative regulations and procedures;
 5. Direct the administrators in maintaining consistency and improvement of all administrative procedures among schools;
 6. Shall annually prepare a list of all principals, supervisors, teachers and other employees, together with their salaries, who are recommended for re-employment. If requested by the Board, the list shall be accompanied by details of the qualifications sufficient to inform the Board of the fitness of the person for the position to which he/she is recommended. Details of the qualifications of persons about to acquire tenure of office shall be submitted to the Board.
 7. Shall recommend for Board approval the assignment of all teachers and administrators to their respective duties and shall recommend to the Board such changes in assignments as may be necessary to preserve the general welfare of the schools;
 8. May grant temporary leave of absence to employees consistent with Board policies and may employ approved substitutes to fill any vacancy;
 9. Shall require all applicants for positions to file written applications with references on prescribed forms, and shall keep on file in this office those applications, which in his judgment should be maintained;
 10. Shall be responsible for the overall program of annual written evaluations of all employees; and
 11. Shall be the primary signatory on the evaluations of Principals, Assistant Superintendents, and Director of Special Services.
- C. As educational leader of the district, the Superintendent shall:
1. Recommend to the Board for its approval courses of study, new and revised, and the approval or adoption of textbooks, new or revised;
 2. Supervise the preparation and evaluation of courses of study for all schools of the district;
 3. Require the Principals of the several schools to instruct and train pupils by means of fire and civil defense drills that in the event of a sudden emergency, the pupils may be so trained that they follow the recommended procedure for their protection and safety;



4. Shall as frequently as practicable and upon the request of the Board, submit a written or verbal report upon the work of the schools. These shall include the results of testing programs, findings, interpretations, and actual utilization of the results; and
 5. Shall admit only those nonresident pupils who have made satisfactory arrangements in regard to tuition, after their approval by the Board. The Superintendent shall keep the Board informed as to the number of tuition pupils.
- D. As Chief Operating Officer of the district, the Superintendent shall:
1. Supervise and certify all payrolls for salaries of all employees;
 2. Approve the purchases of all supplies, equipment, and services required to operate the schools;
 3. Decide on school closings due to weather or other emergency conditions.
 4. Supervise, or cause to be supervised, the construction and repair of all school buildings and shall report to the Board on the progress of the work. He/she shall be authorized to order emergency repairs without prior Board approval. Costs of emergency repairs shall be within the limits of State regulations; and
 5. Perform such other duties as may be assigned by the Board.

Qualifications

To be eligible for appointment to the position of Superintendent, a candidate shall hold or be eligible for a New Jersey School Administrator's Certificate.

Special Power

The Superintendent shall have the authority to use discretionary powers in situations not covered by these policies, the rules of the State Board of Education, the directives of the Commissioner or the law, reporting such action to the Board as soon as it is possible thereafter.

N.J.S.A. 18A:7A-11; 18A:17-17; 18A:17-18; 18A:17-20; 18A:17-21;
18A:22-8.1; 18A:27-4.1; 18A:37-4
N.J.A.C. 6A:8-3.1; 6A:32-4.1; 6A:32-12.2

Adopted: 17 July 2012



1240 EVALUATION OF SUPERINTENDENT

The Board of Education will annually evaluate the performance of the Superintendent in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the district with the best possible leadership.

The objective of the Board's evaluation will be to promote professional excellence and improve the skills of the Superintendent, to improve the quality of education received by the pupils of this district, and to provide a basis for the review of the Superintendent's performance.

The Superintendent shall be evaluated annually by the Board. The Board may choose to be assisted or advised by a consultant. The evaluation will be based on the job description for the position of Superintendent and this policy. The evaluation procedures in this policy and the job description and any revisions thereto will be adopted by the Board after consultation with the Superintendent.

This policy will be delivered to the Superintendent upon its adoption, and any amendment to this policy will be developed and adopted by the Board after consultation with the Superintendent. This policy and/or any amendments to this policy will be delivered to the Superintendent within ten working days after its adoption.

Evaluation Criteria

Criteria for the evaluation of the Superintendent will be based upon the Superintendent's job description and will relate directly to each of the tasks described. Each criteria will be brief and will focus on a major function of the position, be based on observable information rather than on factors requiring subjective judgment, and be written in a consistent format.

The Board shall develop and approve criteria for the evaluation of the Superintendent. Evaluation criteria will be reviewed as necessary and as requested by the Superintendent, but not less than annually and upon any revision of the Superintendent's job description. Evaluation criteria will be adopted before July 1 of each year. Any proposed revision of the evaluation criteria will be provided to the Superintendent for his/her comments before its adoption, and a copy of the adopted revision shall be provided the Superintendent within ten working days of its adoption.



Collection and Reporting of Evaluation Data

Data for the evaluation of the Superintendent will be gathered by any one or more of the following methods: direct observation, review of a document produced in the performance of the Superintendent's assigned duties; interviews with the Superintendent regarding his/her knowledge of assigned duties; paper and pencil instruments (such as competency tests, staff surveys, and the like); audio-visual monitoring of the Superintendent in the performance of his/her assigned duties; and reference to previous performance reports.

The Superintendent shall be observed in the performance of his/her assigned duties at least once annually.

Preparation Plan for Professional Growth and Development

An individual plan for professional growth and development shall be prepared annually, and before July 1 of each year in cooperation with the Superintendent and will include areas of required growth, methods of achieving that growth, a schedule for implementation, and the responsibility of the Superintendent and Board for implementing the plan. The plan will derive from applicable evaluation criteria and focus on critical areas of professional growth.

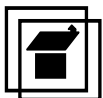
A copy of the plan for professional growth and development will be placed in the annual performance report. The degree to which the Superintendent achieved the requirements of the previous plan will be a measure of his/her annual performance evaluation.

It will be the duty of the Superintendent to implement the plan as prepared; his/her failure to do so may result in disciplinary action up to and including certification of tenure charges.

Conduct of Annual Performance Conference

An annual summary conference shall be conducted between the Board, with a majority of the total membership of the Board and the Superintendent before the annual performance report is filed. The conference will be held in private, unless the Superintendent requests that it be held in public.

The conference shall include but need not be limited to a review of the performance of the Superintendent based upon the job description; a review of the Superintendent's progress in achieving and implementing the district's goals, program objectives, policies, instructional priorities, and statutory requirements; and a review of available indicators of pupil progress and growth toward the program objectives.



The purpose of the annual performance conference will be to provide for a total review of the year's work, to identify strategies for improvement where necessary, and to recognize achievement and good practice. Adequate time will be allotted for the conference in order to cover the required topics of discussion and to permit a full exploration of the possible solutions to any problems identified.

Preparation of Annual Performance Report

An annual written performance report shall be prepared, no later than April 30, by a majority of the full membership of the Board. The report will include, but need not be limited to, performance areas of strength; performance areas needing improvement based on the job description and evaluation criteria; the plan for professional growth and development prepared by the Superintendent and the Board; a summary of available indicators of pupil progress and growth and a statement of how these indicators relate to the effectiveness of the overall program and the performance of the Superintendent; and provision for performance data that have not been included in the report prepared by the Board to be entered into the record by the Superintendent within ten working days after the completion of the report.

The annual performance report will be signed by the Board President at the time of the conference and by the Superintendent within five working days of the conference. It will be filed in the Superintendent's personnel file, and a copy will be provided to the Superintendent.

N.J.A.C. 6A:32-4.3

Adopted: 17 July 2012



1260 INCAPACITY OF SUPERINTENDENT

The Board of Education will appoint, by the affirmative votes of a majority of the members of the full Board, and fix the compensation of an Acting Superintendent to serve when the Superintendent is so incapacitated as to render him/her unable to perform the duties of the office of Superintendent.

The Superintendent will be deemed to be incapacitated when:

1. The Superintendent is absent on disability leave of a projected duration of one hundred and eighty days or more; or
2. The Superintendent is certified incapacitated by a physician in accordance with Board Policy No. 3161; or
3. The Superintendent has been suspended with pay; or
4. The Superintendent has been suspended without pay pending the resolution of tenure charges.

The Acting Superintendent shall discharge the duties of the office until the Superintendent returns, resigns, or is removed from the position. The acts of the Acting Superintendent shall be legal and binding as if done by the Superintendent. The Acting Superintendent shall not acquire tenure in the position of Superintendent.

N.J.S.A. 18A:16-1.1; 18A:17-15

Adopted: 17 July 2012



ADMINISTRATION

1310/page 1 of 1

Employment of School Business Administrator/
Board Secretary

1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds a School Business Administrator's certificate or has proved eligibility.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the business and operation fields as outlined in the School Business Administrator's job description.

Any candidate's misstatement of factual material related to qualifications for employment or the determination of salary may be considered by this Board to constitute grounds for dismissal.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.
N.J.A.C. 6A:9-12.3; 6A:9-12.7

Adopted: 17 July 2012



1320 DUTIES OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

The School Business Administrator/Board Secretary shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal and operational management and in other assigned programs, by acting as a proper model for staff and pupils both in and outside the school district.

In order to meet the requirements of the position, the School Business Administrator/Board Secretary shall work cooperatively with the district administrative staff to:

1. Establish and maintain long-range and other fiscal plans;
2. Prepare the annual budget based upon district resources and needs;
3. Ensure that all district fiscal, insurance, facility maintenance, food, and transportation services comply with the policies of the Board and the regulations of the district;
4. Ensure the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility;
5. Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant maintenance, transportation, technology network, and food services;
6. Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training;
7. Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary;
8. Strive to increase the efficient use of district resources in his/her area of responsibility;
9. Help to interpret the budget and the district affairs under his/her supervision to interested members of the school district community;
10. Develop personal capabilities in financial strategies and supervisory methods;



11. Conduct himself or herself in a proper manner at all times;
12. Be responsible for the conduct of all duties legally assigned to his/her position.
13. As Board Secretary, the School Business Administrator/Board Secretary shall be responsible for the following functions:
 - a. Give notice of all regular and special meetings (including the organization meeting) of the Board to the members;
 - b. Post and give notice of annual and special elections;
 - c. Record the minutes of all proceedings of the Board and the results of annual or special school elections;
 - d. Be responsible for all duties concerning Board of Education elections as specified;
 - e. Collect tuition fees and other monies due the Board and transmit them to the custodian;
 - f. Examine and audit all accounts and demands against the Board, present them to the Board at its meetings, indicate the Board's approval and send them to the custodian for payment;
 - g. Keep accounts of the school district's financial transactions including a correct detailed account of all expenditures;
 - h. Report to the Board at each regular meeting the amount of the total appropriations and cash receipts for each account, the amount of warrants drawn against each account, and the amount of orders or contractual obligations incurred and chargeable against each account;
 - i. Keep all contracts, records and documents belonging to the Board;
 - j. Give the Board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the County Superintendent;



- k. Report to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue and the due dates of bonds or other indebtedness; and
 - l. Prepare a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supply copies of the summary to interested persons.
14. Perform such other duties as may be required by the Board or Superintendent.

The School Business Administrator/Board Secretary shall be directly responsible to the Superintendent for the performance of his/her assigned duties and responsibilities as School Business Administrator/Board Secretary.

Adopted: 17 July 2012



ADMINISTRATION

1330/Page 1 of 1

Evaluation of the School Business Administrator/
Board Secretary

1330 EVALUATION OF THE SCHOOL BUSINESS ADMINISTRATOR/
BOARD SECRETARY

The Superintendent will evaluate the performance of the School Business Administrator/Board Secretary, tenured or non-tenured, in order to assist both the Board and the School Business Administrator/Board Secretary in the proper discharge of their responsibilities

The evaluation of the School Business Administrator/Board Secretary will consist of an assessment, by the Superintendent, of the School Business Administrator's/Board Secretary performance of the duties specified in the job description and Board policy. Reference will be made to the report of the auditor. The Superintendent may, in his/her discretion, consult with staff members assigned to work with the School Business Administrator.

A written evaluation report to which the School Business Administrator/Board Secretary may add comments will be performed which may include the establishment of a written plan for performance improvement and growth. The School Business Administrator/Board Secretary will be evaluated by the Superintendent no later than April 30th.

Adopted: 17 July 2012



1331 EVALUATION OF THE BOARD SECRETARY

The Board of Education will evaluate the performance of the Board Secretary in order to assist both the Board and the Board Secretary in the proper discharge of their responsibilities and to provide the district with efficient and effective services.

The evaluation of the Board Secretary will consist of an assessment, by members of the Board, of the Board Secretary's performance of the duties specified in the job description as they relate to the function of Board Secretary approved by the Board. Reference will be made to the report of the auditor. The Board may, in its discretion, consult with staff members assigned to work with the Board Secretary. If the Board Secretary also serves as School Business Administrator, the Superintendent of Schools shall evaluate the individual with regard to those duties and responsibilities.

The Board will annually establish procedures for the evaluation of the Board Secretary. Such procedures may include, but need not be limited to, an informal Board conference with the Board Secretary for the purpose of discussing his/her job performance, a written evaluation report to which the Board Secretary may add comments, and the establishment of a written plan for performance improvement and growth. The Board Secretary will be evaluated by the Superintendent no later than April 30.

Adopted: 17 July 2012



1350 INCAPACITY OF SCHOOL BUSINESS ADMINISTRATOR/
BOARD SECRETARY

The Board of Education will appoint, by the affirmative votes of a majority of the members of the full Board, and fix the compensation of an Interim School Business Administrator/Board Secretary to serve when the School Business Administrator/Board Secretary is so incapacitated as to render him/her unable to perform the duties of the office of School Business Administrator/Board Secretary.

The School Business Administrator/Board Secretary will be deemed to be incapacitated when:

1. The School Business Administrator/Board Secretary is absent on disability leave of a projected duration of one hundred and eighty days or more; or
2. The School Business Administrator/Board Secretary is certified incapacitated by a physician; or
3. The School Business Administrator/Board Secretary has been suspended with pay; or
4. The School Business Administrator/Board Secretary has been suspended without pay pending the resolution of tenure charges; or
5. The position of School Business Administrator/Board Secretary is vacant.

The Interim School Business Administrator/Board Secretary shall discharge the duties of the office until the School Business Administrator/Board Secretary returns, or the vacant position of School Business Administrator is filled by a certified candidate approved by the Board by a majority of the vote. The acts of the Interim School Business Administrator/Board Secretary shall be legal and binding as if done by the School Business Administrator/Board Secretary.

N.J.S.A. 18A:16-1.1; 18A:17-5

Adopted: 17 July 2012



1400 JOB DESCRIPTIONS

The job description is an essential management tool. Detailed up-to-date descriptions are vital to overseeing all personnel. The district shall maintain current descriptions for all positions.

There shall be an established standard format for all job descriptions. This format shall include the following:

- Job Description:
- Reports to:
- Supervises:
- Job Purpose:
- Job Outcomes:
- Evidence of Mastery:
- Skills and Knowledge Required:
- The Creation Date and Subsequent Revisions:

The District Manual

The Superintendent shall develop a manual for all job descriptions to serve as an easy reference and allow for additions and revisions. The master copy will be located in the office of the Superintendent. All job descriptions are kept in this manual with the exception of Superintendent of Schools and Board Secretary which shall remain in the Board Policy. Job descriptions are classified as regulations rather than policy documents.

N.J.A.C. 6A:32-4.1; 6A:32-4.4; 6A:32-4.5; 6A:32-5.1

Adopted: 17 July 2012



1510 RIGHTS OF PERSONS WITH HANDICAPS OR DISABILITIES/
POLICY ON NONDISCRIMINATION (M)

It is the policy of the Board of Education that no qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any program, activity or vocational opportunities sponsored by this Board. The Board shall comply with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discharge, compensation, training, transfer, or any other term, condition, or privilege of employment solely because of his/her handicap/disability, provided the employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held.

No candidate for employment shall be required to answer a question or submit to an examination regarding a handicap/disability except as such handicap/disability relates directly to the performance of the job sought. No candidate will be discriminated against on the basis of a handicap/disability that is not directly related to the essential function of the position for which he/she has applied.

Reasonable accommodations, not directly affecting the educational and/or instructional program, shall be made to accommodate employment conditions to the needs of qualified persons with handicaps/disabilities. Such accommodations may include, but are not limited to rescheduling; restructuring jobs; making facilities accessible; acquiring or modifying equipment; modifying examinations, training materials, policies and procedures; and providing readers or interpreters.

The Board employment policies and procedures shall comply with the Americans with Disabilities Act.

Facilities Accessibility

No qualified handicapped/disabled person shall, because of the school district's facilities being inaccessible or unusable by handicapped/disabled persons, be denied the benefits of, be excluded from participation in or otherwise be subjected to discrimination under any program or activity offered by the Board. No new facilities shall be constructed that do not fully comply with §504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. Alterations to existing facilities or part thereof, shall be altered in such a manner to the maximum extent feasible, that the facilities are readily accessible and usable by individuals with handicaps/ disabilities who have a need to access Board facilities.



Educational Program Accessibility

No qualified handicapped/disabled person shall be denied the benefit of, be excluded from participation in, or otherwise be subjected to discrimination in any activity offered by this district.

Section 504 of the Rehabilitation Act requires the Board to address the needs of children who are considered handicapped/disabled under §504 and do not qualify for services under the Individuals with Disabilities Education Act. A pupil may be handicapped/disabled within the meaning of §504, and therefore entitled to regular or special education and related aids and services under the §504 regulation, even though the pupil may not be eligible for special education and related services under Part B of the Individuals with Disabilities Education Act.

There will be grievance procedures for persons alleging discriminatory acts by the Board and/or staff. The due process rights of pupils with handicaps/disabilities and their parents will be rigorously enforced.

A complaint regarding a violation of law and this policy will be subject to a complaint procedure that provides for the prompt and equitable resolution of disputes. The complainant shall be notified of his/her rights of appeal at each step of the process, and accommodations to the needs of handicapped/disabled complainants shall be made. A complainant shall be informed of his/her right to file a formal action for redress with or without recourse to the complaint procedure established by this policy and its accompanying regulation.

A complaint regarding the identification, evaluation, classification, or educational program of a pupil with a handicap/disability shall be governed by the due process rules of the State Board of Education, N.J.A.C. 6A:14-2.7 and the Office of Administrative Law, N.J.A.C. 1:6A-1 et seq., and by the procedural safeguard processes established by Board Policy No. 2460 and Regulation No. 2460.6 or the grievance procedures established in Regulation No. 1510.

Guarantee of Rights

The Board shall not interfere, directly or indirectly, with any person's exercise or enjoyment of the rights protected by the §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX.

The Board shall not discriminate against any person for that person's opposition to any act or practice made unlawful by law or this policy or for that person's participation in any manner in an investigation or proceeding arising under §504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act or Title IX. This policy will not be interpreted to permit any person to disrupt the educational process in the district.



Evaluation and Compliance

The Board directs the Superintendent to evaluate district programs and practices on nondiscrimination, in accordance with law, and to report evaluations to the Board, as appropriate. The Board will submit such assurances of compliance as are required by law.

29 U.S.C. 794 (Sec. 504, Rehabilitation Act of 1973)

20 U.S.C. 1401 et seq. (Individuals with Disabilities Education Act)

42 U.S.C. 12101 (Americans with Disabilities Act of 1990)

N.J.S.A. 10:5-1 et seq.

N.J.S.A. 18A:18A-17

N.J.A.C. 6A:14-1 et seq.

Adopted: 17 July 2012



1522 SCHOOL-LEVEL PLANNING

The Board of Education recognizes the school-level planning process involves parent(s) or legal guardian(s) and staff members in identifying school needs, establishing performance objectives, and monitoring progress toward those objectives.

School Report Card

The school district shall annually disseminate a report card for each school in the district which shall contain statistical information specified by the New Jersey Department of Education to all staff and parents. The school district shall also make the report card available to the media. The procedure the district will follow to disseminate the report card shall be in accordance with the requirements of the New Jersey Department of Education.

School-Level Plan

By September 30, each school in the district shall develop and implement a two-year plan based on school report card data. This plan shall include pupil performance objectives, a review of progress by teaching and administrative staff, and the involvement of parents.

At least once per semester, each school shall conduct meetings by grade level, department, team, or similarly appropriate group to review the school-level plan. The review shall include: school report card data; progress toward achieving pupil performance objectives; and progress toward achieving Core Curriculum Content Standards. The results of each such meeting shall be considered by the school planning team in the development of the succeeding school-level plan.

Pupil Performance Objectives

Each school in the district shall develop two or more objectives based on pupil performance or behavior standards as defined in N.J.A.C. 6A:8-4.4(a), 6A:32-13.1 and 13.2. The objectives shall cover a period of not more than two years.

If pupil performance is below minimum State standards, the objectives to meet those standards shall be established. Benchmarks (interim performance levels) shall be set forth to measure the school's progress toward the achievement of minimum State standards.

If pupil performance is at or above minimum State standards, challenge objectives shall be established.



The Superintendent shall, no later than August 1 of each year, submit each school's objectives to the Executive County Superintendent for review and approval.

Each school shall achieve its pupil performance objectives by meeting established benchmarks for minimum State standards and/or achieving challenge objectives or demonstrating progress toward meeting such objectives.

Each school that does not meet established benchmarks for pupil performance objectives or demonstrate progress toward meeting challenge objectives for two or more successive years shall be assigned a technical assistance team by the Executive County Superintendent to facilitate accomplishment of these objectives.

N.J.A.C. 6A:32-12.2

Adopted: 17 July 2012



1523 COMPREHENSIVE EQUITY PLAN

The Board of Education shall submit a Comprehensive Equity Plan based on an assessment of the district's needs for achieving equity in educational programs that includes a cohesive set of policies, programs, and practices that ensure high expectations and positive achievement patterns and equal access to education opportunity for all learners, including pupils and teachers.

The Comprehensive Equity Plan shall include the following:

1. A needs assessment that includes pupil assessment and behavioral data disaggregated by gender, race, ethnicity, Limited English Proficiency, Special Education, Migrant, date of enrollment, pupil suspension, expulsion, Child Study Team referrals, Pre-Kindergarten through grade twelve promotion/retention data, Pre-Kindergarten through grade twelve completion rates, and re-examination and re-evaluation of classification and placement of pupils in special education programs if there is overrepresentation within a certain group; staffing practices; quality of program data; and stakeholder satisfaction data;
2. A description of how other Federal, State, and district policies, programs, and practices are aligned to the Comprehensive Equity Plan;
3. Adequate yearly progress targets for closing the achievement gap;
4. Professional development targets regarding the knowledge and skills needed to provide a thorough and efficient education as defined by the Core Curriculum Content Standards; differentiated instruction and formative assessments aligned to Core Curriculum Content Standards; and high expectations for teaching and learning; and
5. Annual targets addressing district needs in equity in school and classroom practices that are aligned to professional development targets.

A Comprehensive Equity Plan shall be developed every three years and the Board of Education shall initiate the Comprehensive Equity Plan within sixty days of its approval and shall implement the plan in accordance with the timelines approved by the New Jersey Department of Education.



POLICY

RANDOLPH BOARD OF EDUCATION

ADMINISTRATION
1523/page 2 of 2
Comprehensive Equity Plan

In the event the Board of Education does not implement the Comprehensive Equity Plan within one hundred eighty days of its approval date, or fails to report its progress annually or as required by the New Jersey Department of Education, sanctions deemed to be appropriate by the Commissioner of Education or his/her designee shall be imposed, and may include action to suspend, terminate, or refuse to award continued Federal or State financial assistance, pursuant to N.J.S.A. 18A:55-2.

N.J.A.C. 6A:7-1.9

Adopted: 17 July 2012



1530 EQUAL EMPLOYMENT OPPORTUNITIES

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the district.

The Board shall ensure all persons shall have equal and bias free access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability, pursuant to N.J.A.C. 6A:7-1.1. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

The Board will use equitable practices that prevent imbalance and isolation based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability among the district's certificated and non-certificated staff and within every category of employment, including administration. Promotions and transfers will be monitored to ensure non-discrimination.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

The Board will target underutilized groups in every category of employment. The Board will provide among the faculty of each school role models of diverse racial and cultural backgrounds.

The Board shall not enter into a contract with a person, agency, or organization that discriminates in employment practices or in the provision of benefits or services, on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability, either in employment practices or in the provision of benefits or services to pupils or employees, pursuant to N.J.A.C. 6A:7-1.1.

The Superintendent shall promulgate a complaint procedure for the adjudication of disputes alleging violation of the law prohibiting discrimination in employment or this policy.

The Board shall not discriminate against any person for that person's exercise of rights under the laws prohibiting discrimination in employment or this policy.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:28-10; 18A:29-2

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted: 17 July 2012



1540 ADMINISTRATOR'S CODE OF ETHICS

Definitions

“Administrator” means any employee of this school district who holds a position that:

1. Requires certification with the endorsement of school administrator, Principal, or School Business Administrator;
2. Does not require certification but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district; or
3. Requires certification with the endorsement of supervisor and is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by the local school district.

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

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

“Immediate family” means the person to whom the administrator is legally married and any dependent child of the administrator residing in the same household.

Code of Ethics

No administrator or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No administrator shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, a member of his/her immediate family, or any other person.



No administrator shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No administrator shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the administrator or a member of his/her immediate family.

No administrator shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

No administrator or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties.

No administrator shall accept offers of meals, entertainment, or hospitality which are limited to the clients/customers of the individual providing such hospitality. Administrators may attend hospitality suites or receptions at conferences only when they are open to all attending the conference.

No administrator shall use, or allow to be used, his/her public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

No administrator or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

Nothing shall prohibit an administrator or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests.



POLICY

RANDOLPH BOARD OF EDUCATION

ADMINISTRATION
1540/page 3 of 3
Administrator's Code of Ethics

Each administrator shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, file a disclosure statement regarding potential conflicts of interest.

N.J.S.A. 18A:12-21 through 18A:12-34
School Ethics Policy Guideline 1

Adopted: 17 July 2012



1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND
CONTRACT PRACTICES

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in district employment practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to pupils or employees.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted: 17 July 2012



1570 INTERNAL CONTROLS

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

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

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

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



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

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

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

Adopted: 17 July 2012



1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents, Deputy Superintendents, Assistant Superintendents, and School Business Administrators in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent or Acting Executive County Superintendent, the Assistant Commissioner for Field Services shall review and approve all above contracts.

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

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is applicable to a Board that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with the Superintendent of Schools, Deputy Superintendent, Assistant Superintendents, or School Business Administrator.

The public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured.



In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits and all other emoluments.

The review and approval shall be consistent with the following additional standards:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the district with other teaching staff members, such as payment of the employee's State or federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ratio for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.



6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.
9. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives, and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.
10. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized above.
11. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance cannot exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and NJOMB circulars. If such allowance is included, the employee cannot be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract can include a provision of a dedicated driver or chauffer.



12. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.
13. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1. No contract shall include a provision for assistance or tuition reimbursement, or for additional compensation for graduate school coursework, unless such coursework culminates in the acquisition of a graduate degree conferred by a duly accredited institution of higher education as defined in N.J.A.C. 6A:9-2.1.

Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23-3.1 and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3.

N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted: 17 July 2012



2000 PROGRAM

<u>Number</u>	<u>Title</u>
2110	Philosophy of Education
2132	School District Goals and Objectives
2200	Curriculum Content
2210	Curriculum Development
2220	Adoption of Courses
2230	Course Guides
2240	Controversial Issues
2260	Affirmative Action Program for School and Classroom Practices
2270	Religion in the Schools
2271	Winter Holiday Activities
2310	Pupil Grouping
2312	Class Size
2320	Independent Study
2330	Homework
2340	Field Trips
2360	Use of Technology
2361	Acceptable Use of Computer Networks/Computers and Resources
2411	Guidance Counseling
2412	Home Instruction Due to Health Condition
2415	No Child Left Behind Programs
2415.01	Academic Standards, Academic Assessments and Accountability
2415.02	Title I – Fiscal Responsibilities
2415.03	Highly Qualified Teachers
2415.04	Title I – District-Wide Parental Involvement
2415.05	Pupil Surveys, Analysis and/or Evaluations
2415.06	Unsafe School Choice Option
2415.20	No Child Left Behind Complaints
2416	Programs for Pregnant Pupils
2417	Pupil Intervention and Referral Services
2421	Vocational Education
2422	Health Education
2423	Bilingual and ESL Education
2425	Physical Education
2428.1	Standards-Based Instructional Priorities
2430	Co-Curricular Activities
2431	Athletic Competition



<u>Number</u>	<u>Title</u>
2431.1	Co/Extra Curricular Rules
2431.2	Athletic Training Rules
2431.3	Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2432	School Sponsored Publications
2452	Adult and Community Education
2460	Special Education/Sending Schools
2464	Gifted and Talented Pupils
2466	Public Labeling of Educationally Handicapped Pupils
2467	Surrogate Parents and Foster Parents
2481	Home or Out-of-School Instruction for General Education Pupils
2510	Adoption of Textbooks
2520	Instructional Supplies
2530	Resource Materials
2531	Use of Copyrighted Materials
2551	Musical Instruments
2560	Live Animals in School
2610	Educational Program Evaluation
2622	Pupil Assessment
2624	Grading System
2631	New Jersey Quality Single Accountability Continuum
2700	Services to Nonpublic School Pupils



2110 PHILOSOPHY OF EDUCATION

Each child possesses unique talents, needs, and potential. Randolph Township district schools nurture, value, and respect these gifts by creating challenging opportunities that promote intellectual, academic, emotional, physical, and social growth for all learners. Students should develop life-long learning skills and positive habits of mind to encompass self-worth, ethics, individual thought, leadership, service, and citizenship. They should recognize the influence of fine, performing, and practical arts as a reflection of humanity, embrace diversity, and make positive contributions to society. The District shall attempt to realize these goals through a partnership among students, teachers, support staff, administrators, parents, and the community. The Randolph Township district schools will therefore support curricular, co-curricular/extra-curricular, and community activities designed to recognize and develop each student's talents and potential.

Adopted: 17 July 2012



2132 SCHOOL DISTRICT GOALS

The Board should annually adopt district goals for the operation of the educational program of the school district.

Adopted: 17 July 2012



2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the pupils of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy No. 2220.

For purposes of this policy "curriculum" means planned learning opportunities designed to assist pupils toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and approved annually by the Board. In accordance with law, the curriculum shall, as a minimum, include the curricular mandates of N.J.S.A. 18A - Education and N.J.A.C. 6 and 6A - Education and all of the New Jersey Standards and Cumulative Progress Indicators and the courses required by Policy No. 5460 and N.J.A.C. 6A:8-5 for high school graduation.

The Superintendent is responsible for implementing the curriculum approved by the Board.

The Board directs the curriculum be consistent with the educational goals and objectives of this district, the New Jersey Standards and responsive to identified pupil needs. The Superintendent shall, in consultation with teaching staff members, assure the effective articulation of curriculum across all grade levels and among the schools of this district.

The curriculum shall provide programs in accordance with Board policies and the New Jersey Standards, including but not limited to:

1. Preparation of all pupils for employment or post-secondary study upon graduation from high school;
2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;
3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all pupils in accordance with Policy No. 2530;



4. Guidance and counseling to assist in career and academic planning for all pupils, in accordance with Policy No. 2411;
5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy No. 2460 and Regulation Nos. 2460.1 through 2460.14;
6. Bilingual education, English as a Second Language, and English language services for pupils of limited English language proficiency, when the number of such pupils so necessitates, in accordance with Policy No. 2423;
7. Programs and services for pupils at risk who require remedial assistance in accordance with Policy Nos. 2414, 2415, and 5460;
8. Equal educational opportunity for all pupils in accordance with Policy Nos. 2260, 5750 and 5755;
9. Career awareness and exploration as required, and vocational education as appropriate;
10. Educational opportunities for pupils with exceptional abilities, in accordance with Policy No. 2464;
11. Instruction in accident and fire prevention;
12. A substance abuse prevention program;
13. A program for family life education; and
14. Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.

N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq.
N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.
New Jersey Core Curriculum Content Standards

Adopted: 17 July 2012



2210 CURRICULUM DEVELOPMENT

The Board of Education is committed to the continuing improvement of the educational program of the district. To this end, the curriculum shall be evaluated and modified in accordance with a five-year plan for curriculum evaluation and development.

The Superintendent shall be responsible to the Board for the development of curriculum and shall establish procedures for curriculum evaluation and development that ensure the effective participation of teaching staff members, pupils, the community, and members of the Board.

The Superintendent may authorize experimental programs that are not part of the duly adopted curriculum and are deemed to be necessary to the continuing growth of the instructional program; he/she shall report to the Board any such pilot program conducted, along with its objectives, evaluative criteria, and costs, before each such program is initiated.

The Superintendent or designee shall report to the Board periodically on all progress in curriculum development.

Adopted: 17 July 2012



2220 ADOPTION OF COURSES

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the children of this district by the adoption of courses of study.

For purposes of this policy, a “course of study” means the planned content of a series of classes, courses, subjects, studies, or related activities.

No course of study will be taught in this district unless it has been formally adopted by the Board. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

Each course of study approved for credit toward high school graduation shall include minimum course proficiencies. In order to satisfactorily complete a course of study, a pupil must demonstrate mastery of the established minimum level of course proficiencies. Core course proficiencies shall include, but need not be limited to, proficiencies established by the State Board of Education in the curriculum areas of mathematics; natural or physical sciences; English; social studies; foreign languages; fine, practical, and performing arts; career education; and health, safety, and physical education.

The Superintendent is responsible for the continuous evaluation of the courses of study against the educational goals of the Board and shall recommend to the Board such new or altered courses of study as are deemed to be in the best interests of the pupils of this district. The Superintendent’s recommendation will include the following information about the proposed course of study:

1. The specific objective of the course of study and the relationship of the course to the educational goals adopted by the Board;
2. The applicability of the course to pupils and an enumeration of those groups of pupils to be affected by it;
3. A description of course content, including any instructional method that departs significantly from the ordinary and is an integral part of the course of study;
4. A rationale for the course in terms of the goals of this district and a justification of the course, especially when it is proposed to take the place of an existing course of study;



5. The resources that implementation of the course will require, including textbooks, material, equipment, and specially trained personnel;
6. The course proficiencies to be mastered by pupils;
7. The methods and standards by which the efficacy of the course will be monitored and evaluated; and
8. A developmental history of the course and, where available, information on its use elsewhere.

The Superintendent shall maintain a current list of all courses of study offered by this district and shall provide each member of the Board with a copy.

N.J.S.A. 18A:4-25; 18A:4-28; 18A:33-1; 18A:35-1 et seq.
N.J.A.C. 6A:7-1.1 et seq.; 6A:8-4.1; 6A:8-4.4

Adopted: 17 July 2012



2230 COURSE GUIDES

The Board of Education directs the preparation of a curriculum guide in order to assist teaching staff members toward the attainment of goals addressed by that course.

Each curriculum guide will contain, as appropriate to the course of study, New Jersey Core Curriculum Content Standards; objectives, concepts, and skills to be taught; attitudes and appreciations to be developed; suggested activities designed to achieve the objectives; suggested methods of instruction; performance indicators; evaluation; and a list of supplemental materials.

No teacher shall be expected to implement every suggestion made in the curriculum guide, nor shall the guide constrain a teacher from the use of ingenuity in meeting the objectives of the guide, subject to the review of the immediate supervisor.

The Superintendent shall be responsible for the preparation of curriculum guides, and shall develop a plan for such preparation that includes the participation of appropriate staff members and resource personnel; the participation of members of the community; the participation of pupils at appropriate grade levels; continuing research in instructional methods, materials, and activities; systematic review of all curriculum guides, as part of the district five-year cycle, to ensure their continuing usefulness in achieving goals set by the Board; and a system of administrative review to ensure that course guides are being followed by teaching staff members to the degree of conformity desired by the Board.

Whenever new course guides are developed or existing guides revised, copies of these additions or changes must be made available to the Board for review. The Board retains the right to reject any additions, changes, and deletions to the presently approved course guides.

Copies of all current course guides shall be kept on file in the office of the Assistant Superintendent and on the district website

N.J.S.A. 18A:33-1

Adopted: 17 July 2012



2240 CONTROVERSIAL ISSUES

When anyone communicates in writing with a teacher or administrator objecting to the teaching of allegedly controversial material, he/she shall be referred to the Superintendent. The Superintendent may order an investigation of the charges and arrange a meeting of parties concerned, especially the school Principal, the staff member involved, and the person raising the objection. Such a meeting shall refer to the following statement of Board policy on the teaching of controversial issues:

1. A question is controversial when one or more of the proposed answers are questionable enough to a section of citizenry to arouse strong reaction. The immediate cause of this reaction may be personal conviction or interest, or allegiance to an interested group. The most critically controversial questions are those characterized by current importance and by group opinion and interest;
2. The consideration of controversial questions has a legitimate place in the work of the public schools. It is important that young people have experience with such controversial questions under circumstances which promote consideration of all pertinent factors. School treatment of such questions should promote fair and multifaceted study of these questions; it should also help the pupil develop techniques for considering such questions;
3. The handling of a controversial question in school should be free from the assumption that there is any one correct answer. Indoctrination is not the purpose; rather, the purpose is to have the pupil see as fully as possible all of the question;
4. A controversial question should be handled in an appropriate setting by a teacher prepared for such a responsibility. A pupil is better uninformed about a question than misinformed about it;
5. The decision as to whether a controversial question shall become a matter for school study should be based on the timeliness of the question, the maturity and needs of the pupil;
6. In addition to planned discussions of controversial questions, there are occasions when such a question arises unexpectedly. Good judgment should be used in handling such circumstances;
7. No individual or group can claim the right to present arguments directly to pupils in school;



8. A citizen has a right to assume that controversial questions are being presented fairly, and to protest through appropriate channels if convinced that they are not; and
9. Resource persons, before being brought into the classroom, shall be approved by the Superintendent or his/her designated representative.

Adopted: 17 July 2012



2260 AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES

The Board of Education shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, by:

1. Ensuring equal and barrier-free access to all school and classroom facilities;
2. Attaining minority representation within each school, which approximates the district's overall minority representation. Exact apportionment is not required, however, the ultimate goal is a reasonable plan achieving the greatest degree of racial balance, which is feasible and consistent with sound educational values and procedures;
3. Utilizing a State approved English language proficiency measure on an annual basis for determining the special needs and progress in learning English of language-minority pupils pursuant to N.J.A.C. 6A:15-1.3(c);
4. Utilizing bias-free multiple measures for determining the special needs of pupils with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring that support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all pupils; and
6. Ensuring that a pupil is not discriminated against because of a medical condition. A pupil shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies that such exclusion is necessary. If excluded, the pupil shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.

The Board of Education shall ensure that the district's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for pupils to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, by:



1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
2. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
 - a. Portions of classes which deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions for male and female pupils, provided that the course content for such separately conducted sessions is the same.
3. Reducing or preventing the underrepresentation of minority, female, and male pupils in all classes and programs including gifted and talented, accelerated, and advanced classes;
4. Ensuring that schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and that pupils understand the basic tenet of multiculturalism;
5. Ensuring that African American history, as well as the history of other cultures, is infused into the curriculum and taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and
6. Ensuring that instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.

The Board of Education shall ensure all pupils have access to adequate and appropriate counseling services. When informing pupils about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to pupils on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The district will not use tests, guidance, or counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.



The Board of Education shall ensure that the district's physical education program and its athletic programs are equitable, co-educational, and do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for pupils of each gender shall be comparable;
2. A school within the school district may choose to operate separate teams for both genders in one or more sports or single teams open competitively to members of both genders, so long as the athletic program as a whole provides equal opportunities for pupils of both genders to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

N.J.S.A. 18A:36-20

N.J.A.C. 6A:7-1.7

Adopted: 17 July 2012



2270 RELIGION IN THE SCHOOLS

The Board of Education recognizes that religious belief and disbelief are matters of personal conviction rather than governmental authority and the pupils of this district are protected by the First Amendment of the United States Constitution and by Article I, Paragraph 4 of the New Jersey State Constitution from the establishment of religion in the schools. School officials will be neutral in their treatment of religion in the school district, showing neither favoritism toward nor hostility against religious expression. Accordingly, devotional exercises will be permitted in this district. The following activities will be permitted in the school district provided the activity is consistent with current United States Supreme Court decisions regarding the relationship between government and religion: prayer during instructional time; organized prayer groups and activities; religious expression and prayer in classroom assignments; student assemblies and extra-curricular events; prayer at graduation; baccalaureate ceremonies; devotional exercises; and other prayer and/or religion related activities. The school district will not permit an activity if the activity advances or inhibits any particular religious expression that is protected by the First Amendment of the United States Constitution.

The Board believes that an understanding of religions and the contributions that religion has made to the advancement of civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, the curriculum may be developed to include, as appropriate to the various ages and attainments of the pupils, instruction about the religions of the world.

The Board also acknowledges the degree to which a religious consciousness has enriched the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the schools of this district frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may, therefore, be religious in nature shall not, by itself, bar their use by the district. The Board directs that teaching staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the thorough and efficient education of the children of this district, not for its conformity to religious principles. Pupils should receive unbiased instruction in the schools so that they may privately accept or reject the knowledge so gained in accordance with their own religious tenets.

U.S. Consti. Amend. 1

U.S. Department of Education - Guidance on Constitutionally Protected Prayer in Public
Elementary and Secondary Schools – February 7, 2003

N.J. Consti. (1947) Art. 1, para. 4

N.J.S.A. 18A:35-4.6 et seq.; 18A:36-16

Adopted: 17 July 2012



2271 WINTER HOLIDAY ACTIVITIES

The Randolph Schools shall observe the doctrine of separation of church and state in accordance with the constitution, statutes and decisional law. In a pluralistic society, public schools are places for persons of varying beliefs. Schools may neither promote nor denigrate any religion.

On the elementary level, natural opportunities arise for discussion of religious holidays while studying different cultures and communities. In the secondary curriculum, students of world history or literature have opportunities to consider the holy days of religious traditions.

Some holidays considered by many people to be secular are viewed by others as having religious overtones. Students from certain religious traditions may ask to be excused from classroom discussions or activities related to particular holidays.

Some parents and students may make requests for excusals from discussions of certain holidays even when treated from an academic perspective. If focused on a limited, specific discussion, such requests may be granted in order to strike a balance between the student's religious freedom and the school's interest in providing a well-rounded education.

Holiday programs should be devised in a manner that would serve an educational purpose for all students. Programs should compel no student to identify with a religion or belief not his/her own.

Holiday concerts in December may appropriately include music related to Christmas and Hanukkah, but religious music should not dominate. Any dramatic productions should emphasize the cultural aspects of the holidays. Nativity pageants or plays portraying the Hanukkah miracle are not appropriate in the public school setting.

While recognizing the holiday season, none of the school activities in December should have the purpose, or effect, of promoting or inhibiting religion.

Musical Activities

Sacred music may be sung or played as part of the academic study of music. School concerts that present a variety of selections may include religious music. Concerts should avoid programs dominated by religious music, especially when these coincide with a particular religious holiday.



All holiday music programs shall be approved by a committee including the superintendent of schools, the assistant superintendent for curriculum and instruction, and the music supervisor. Upon request, interested parents may examine copies of the musical selections of all programs at the office of instruction.

Cultural Activities

The use of art, drama or literature with religious themes also is permissible if it serves a sound educational goal in the curriculum but not if used as a vehicle for promoting religious belief.

Instructional Use of Religious Items

The use of religious symbols, provided they are used only as examples of cultural and religious heritage, is permissible as a teaching aid or resource. Religious symbols may be displayed only on a temporary basis as part of the academic program. Students may choose to create artwork with religious symbols, but teachers should not encourage or discourage such creations.

Holiday Decorations

The balanced use of objects and symbols representing the cultural and secular aspects of the winter holiday season is permitted. Seasonal displays should not be designed so as to give the appearance of the district endorsing any particular religion.

Common areas of the school, i.e. hallways, lobbies, cafeterias may be decorated with student produced artwork which is seasonal in nature and is displayed in a manner which is consistent with the school's impartial view of religion.

Adopted: 17 July 2012



2310 PUPIL GROUPING

The Board of Education believes that each pupil should be provided with the instruction that will best suit his/her intellectual, physical, emotional, and social capabilities. The Board authorizes the Superintendent to develop a schedule and class organization that will provide for the placement of pupils in instructional groups that will offer them the greatest educational benefit.

The grouping of pupils should be flexible and should take into consideration the age, mental ability, past academic record, emotional needs, physical maturity, and interests of each pupil.

Adopted: 17 July 2012



2312 CLASS SIZE

The Board of Education directs that the number of pupils assigned to any one class be governed by considerations of instructional quality and economy of operation.

Maximum limits shall take into account the subject matter, type of instruction, ability of pupils, availability of aides, limitations of space and use of special facilities and equipment and may be waived to accommodate the demands of a temporary increase in enrollment. If the class exceeds the upper limit, aides may be recommended and assigned by building administration to assist the teacher with the approval of the Superintendent.

The district will strive to maintain the following target ratios for all classes:

Kindergarten – Grade Two	20 to 1
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Grades Three – Five	22 to 1
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Acceptable ranges at the various grade levels will be as follows:

Kindergarten – Grade Two	18 to 22
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Grades Three – Five	19 to 24
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When a student/teacher ratio falls below the lower limit or above the upper limit of the range, administration will make necessary adjustment to bring the ratio closer to the indicated target prior to the start of the school year.

To promote accountability and planning at the local school level, building administration working with staff should develop the most efficient and effective plan using these resources. This may result in different configurations other than the self-contained classrooms in existence.

Adopted: 17 July 2012



2320 INDEPENDENT STUDY

The Board of Education authorizes an independent study program aimed at achieving the Core Curriculum Content Standards for promotion and graduation purposes in accordance with the requirements of N.J.A.C. 6A:8-5.1(a)ii.

An independent study program and appropriate assessments shall be planned for individuals and/or a group based on specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards. The Principal shall certify completion of the independent study program based on specific instructional objectives.

The Principal may utilize a performance or competency assessment to approve pupil completion of an independent study program, including those occurring all or in part prior to the pupil's high school enrollment.

A group independent study program shall be approved in the same manner as other approved courses. Independent study programs shall be on file in the school district and subject to review by the Commissioner of Education or designee.

N.J.A.C. 6A:8-5.1 et seq.

Adopted: 17 July 2012



2330 HOMEWORK

The term “homework” refers to assignments students will complete outside of class. Homework assignments are integral to the teaching process and reflect the professional judgment of teachers. Principals and Supervisors will monitor homework as a regular part of personnel evaluation.

The purposes of homework are:

1. To reinforce learning of skills or knowledge introduced in class,
2. To improve student thinking capacity by engaging in assignments that require improvisation, creativity or generalization of knowledge to new applications, or
3. To monitor learning.

Teachers will communicate to students the purpose of a homework assignment at the time it is assigned.

The Superintendent will prepare homework regulations to implement this policy.

Adopted: 17 July 2012



2340 FIELD TRIPS

Introduction

Field trips have the potential to enhance student learning by providing educational experiences not available in the classroom. By extending the classroom through field trips, people, resources and sites which would not otherwise be available can be integrated into the school program. Field trips also enhance the co-curricular program of the school.

General Requirements

- A. Field trips shall be recommended by the Principal to the Superintendent. All field trips shall also be approved in advance by the Board of Education. Students will have equitable opportunities to go on field trips (See letter D. below).
- B. The length of time traveling, as compared to the actual time pupils spent at the site, will be evaluated before a field trip is approved.
- C. The Principal will inform parents in advance of the objectives of the trip, date of departure and return, lunch provisions and other relevant details. Written parental permission is required for participation in field trip activities.
- D. Students may be charged for field trips, including the cost of transportation, in accordance with N.J.S.A. 18A:36-21. School support groups, such as the PTA or booster clubs are encouraged to raise funds, in accord with district policy and with Principal approval, to defray the cost of field trips. No student will be deprived of participation in a field trip due to financial hardship.
- E. If and when busses are hired to transport students to a field trip and a parent chooses not to send his/her child(ren) on the bus, the said parent may opt to drive his/her own child(ren) to the field trip destination only when the following criteria are met:
 1. The parent must complete and sign a permission form that releases the Board of Education from any and all liability while transporting his/her child(ren) to and from the field trip destination.
 2. All children who are transported by their parent(s) for a field trip must first report to the school and homeroom teacher and/or designee for attendance purposes.



3. Upon arrival at the field trip destination, all students who were transported privately must report to the homeroom teacher or designee for attendance. Students and their parents must remain with the class for the duration of the field trip activities.
 4. Once the field trip activities are completed, the child(ren) can be released to the custody of their parents(s) and transported back home.
- F When school transportation is provided for interscholastic athletics and curricular competitions students must use the school transportation to travel to the destination. After the event, a parent(s) may opt to use his/her private vehicle to transport his/her child(ren) home only if the following condition is met:
- The parent(s) must complete and sign a permission form that releases the Board of Education from any and all liability while transporting their child(ren) from the event. The signed document must be submitted to the coach, advisor, or staff member in charge prior to the event.
- G. The Superintendent will adopt regulations for the conduct of field trips.

N.J.S.A. 18A:36-21 et seq.; 18A:53-2

Adopted: 17 July 2012



2360 USE OF TECHNOLOGY

The Board of Education recognizes that the use of technology in the educational process is essential as part of the schooling experience. Technology is to be viewed as a tool to enhance the learning process among other tools that are required for teachers and pupils to fully explore the curriculum. In addition, technology can be used to enhance the administration of the schools and the district. In order to provide direction and meaning to the use of technology as an instructional tool, the Board directs that the Superintendent and the teaching and support staff use technology as a regular part of the learning process in every area of the curricular area.

For purposes of this policy “technology” means the use of computers and computer peripherals, communications networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for purposes of teaching and learning.

The Superintendent in consultation with the teaching and support staff shall recommend to the Board the acquisition of appropriate technology to best implement the curricular, instructional and administrative program of the school district. The Superintendent shall prepare a technology plan for the school district to encompass the following:

Curricular, Instructional and Administrative Need

The technology plan shall define the curricular, instructional and administrative need for technological equipment and media for each area of instruction and shall project the need to the extent possible for a five-year period.

In-service Education

The Board shall provide opportunities to participate in in-service programs for employees on all hardware or software programs to be used in the execution of educational and administrative tasks. In-service programs may be provided on or off site. The cost of tuition for in-service programs may be reimbursed by the Board.

Standards, Codes and References

All technology installations shall conform to the following standards, codes and references N.J.S.A. 18A, N.J.A.C. 5:23 and 6:22, BOCA National Building Code, NEMA, EIA/TIA 568 and 569 (Electronics Industry Association/Telecommunications Industry Association), LPC NFPA 78 (Lighting Protection code) IEEE 802.3 - Ethernet and 802.5 Token Ring (Institute of Electrical and Electronic Engineers), UL (Underwriter’s Laboratories), ANSI (American National Standards Institute) and ADA (Americans with Disabilities Act).



Facilities Planning

In all facilities projects involving new constructions, additions and renovations the Superintendent or designee shall ensure that the plans include provisions for current and future technology needs in terms of the structural, electric/electronic, mechanical, acoustical and visual systems of the building(s). All educational specifications shall include under the description of instructional activities and implications for technology and under special features, those features required for the use of instructional technology.

Computers

The school district will provide support or maintenance agreements for specified brands of computers. All other computers purchased or donated will be subject to repair only when non-allocated funding are available and therefore may remain unrepaired until funding is available.

Computer Software Acquisition and Upgrading

The school district will only support the specified software and updates and training. Staff members shall not purchase software that has not been included on a list of specified software or has been approved by an area supervisor in the middle and high schools and the Building Principal in the elementary schools.

The Board will purchase upgrades to software on a periodic basis. An evaluation of upgrades shall be made by appropriate personnel and no upgrade shall be purchased without the express approval of the Technology Coordinator.

Site Licenses

In the case, where more than one copy of a software program is required, the Director of Technology shall attempt to acquire or negotiate a site license with the software developers. In the event a site license is not possible, vendors shall be sought who will provide multiple copies at a discounted cost.

Software Copyright

All employees shall strictly adhere to the copyright laws of the United States. No software shall be copied and/or distributed except in accordance with these laws. All software placed on media workstations or any network which there is public access shall be copy protected by the Director of Technology who shall assure that individuals who have access to such programs shall not copy them without authorization.



Internal Communication (District)

The school district shall provide communication between schools by a variety of means including but not limited to: Backbone Media Distribution, Unshielded Twisted Pair, Coaxial Cable, and/or Fiber Optic Cable.

External Communications

The Board encourages the use of external communications so that the schools may utilize the vast resources of external databases and communicate with other schools, external agencies and business throughout the world. Gateways to such communications will be supported by the school district. The use of particular gateways shall be approved by the Director of Technology and the Technology Coordinator. The Director of Technology and the Technology Coordinator shall be responsible for the installation of software in district owned computers and/or computer systems that prevents access to gateways and Internet sites that have material considered by the Director of Technology and the Technology Coordinator to be inappropriate for use by pupils.

Equipment Acquisition

The school district shall acquire technology equipment through combination of direct, lease purchases and lease/purchases

The Superintendent or designee shall develop a plan for the continual replacement and upgrading of equipment.

Computer Laboratories and Distributed Computing

In order to provide teacher, staff and pupil access to computers the Board directs that provisions be made as follows:

Computer Laboratories

The Board may provide computer laboratories where clusters of computers and computer peripherals are available. When computer laboratories are provided, they shall be accessible to all teachers and pupils who have a defined educational need for computing facilities.

Audio/Video

All audio and/or video materials shall be used in accordance with the copyright laws of the United States. Teachers, pupils or staff who create audio or video materials containing the voices or images of the individuals involved shall obtain proper releases from those individuals, their parent(s) or legal guardian(s) or instructional use within the school.



Interactive Television

Teachers or pupils may participate in interactive television courses provided in conjunction with other education institutions. Pupils may obtain full credit by participating in such courses. If the teacher involved is not the teacher of the course but rather a proctor, such assignment shall be counted as a duty rather than an instructional assignment.

Informing Parents, Legal Guardians and Interested Parties

The Superintendent or designee shall inform parent(s) or legal guardian(s) of computers and software purchased by the district in order that a computer purchased privately for home use may be compatible with the computer and software the pupil uses in the school setting.

Instructional Media Center/Library

The Instructional Media Center/Library shall be the division of each school responsible for coordinating the distribution and use of educational technology throughout the school. The Center shall contain the electronic media distribution system and shall make the system available throughout the school and to the external world.

To the extent possible, the IMC/Library shall acquire data and publications electronically to facilitate distribution and use. Teachers, pupils and staff shall be given the opportunity to indicate data and publication needs. All items available through the IMC/Library shall be cataloged electronically and are to be available through the school's computer network. To avoid duplication, all media and software purchases shall be coordinated through the IMC/Library and approved by the Coordinator of Technology and the school Principal. In determining approval, the following factors shall be taken into account:

1. The title of the material;
2. Any recognized rating of the material (e.g. motion picture industry rating);
3. The relevance to the curriculum;
4. The cost of the media or software;
5. The viability of the company producing the software.



Broadcast Rights and Copyrights

The Board specifically retains the Broadcast rights and copyrights to all materials created by employees of the Board as part of their responsibilities to the Board. Any financial remuneration for the use of such materials shall be retained by the Board and specifically dedicated to enhance technology used as part of the educational program.

Computer Security

The Superintendent shall develop security procedures to include, but not be limited to, the following areas:

1. Physical Security of Equipment

All computer equipment shall be maintained in a secure manner appropriate to its location.

2. Data Security

- a. Back-up procedures for system files, libraries, and data shall be practiced in a timely fashion.
- b. Disaster recovery plans shall be kept up-to-date at all times.
- c. Password protection shall be in place and updated periodically.
- d. Resource security shall be in place to prevent unauthorized access to system files, libraries, and data.

3. Employee Training

All new employees having, as part of their job responsibilities, access to computers and information systems will be trained in the proper security procedures outlined above.

All employees having, as part of their job responsibilities, access to computers and information systems will be kept up-to-date on current security procedures for equipment and data.



4. Transaction Audit Trail

Appropriate procedures will be maintained in order to monitor system activity and users, as necessary.

5. Security Officer

The Superintendent shall designate a Computer Security Officer to monitor system security procedures.

Use of Facsimile (FAX) Machines

Fax machines provide a useful means of communicating and shall be subject to the same rules that apply to the use of telephones. All incoming faxes shall be considered confidential mail. No disclosure of the contents of any fax shall be made except to the individual for whom the fax is intended. Any individual violating this confidentiality shall be subject to discipline as provided by the policies and regulations of the Board.

N.J.A.C. 6a:26-6.2
17 U.S.C. 101 et seq.

Adopted: 17 July 2012



2361 ACCEPTABLE USE OF COMPUTER NETWORKS/
COMPUTERS AND RESOURCES

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

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

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

Standards for Use of Computer Networks

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

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.



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

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.



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

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

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

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

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

Consent Requirement

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

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:



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

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

Federal Communications Commission: Children's Internet Protection Act

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 17 July 2012



2411 GUIDANCE COUNSELING

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the schools to assist pupils in making and implementing informed educational and occupational choices including academic, career and personal/social development.

A program of guidance and counseling, including developmental career guidance and exploration, shall be offered to all pupils in this school district and shall be conducted entirely by teaching staff members certified as guidance personnel. The guidance counseling program shall be posted on the www.rtnj.org website.

The Superintendent is directed to implement a guidance program that carries out the purposes of this policy and:

1. Involves teaching staff members at all appropriate levels;
2. Honors the individuality of each pupil;
3. Is integrated with the total educational program;
4. Is coordinated with available resources of the community;
5. Provides for cooperation of school staff with parent(s) or legal guardian(s) and shares parents' or legal guardians' concern for the development of their children;
6. Provides for the means of sharing information among appropriate staff members in the pupil's interest;
7. Is available equitably to all pupils and prohibits biased counseling and the use of materials that discriminate among pupils on the basis of their race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; and
8. Establishes a referral system that utilizes all the aid the schools and community offer, guards the privacy of the pupil, and monitors the efficacy of such referrals.

N.J.A.C. 6A:19-1.2; 6A:8-2.2

N.J.A.C. 6A:7-1.7; 6A:8-3.2

Adopted: 17 July 2012



2412 HOME INSTRUCTION DUE TO HEALTH CONDITION

The Board of Education will provide instructional services to an enrolled pupil whether a general education pupil in Kindergarten through grade twelve or a special education pupil age three to twenty-one at the pupil's home or another suitable out-of-school setting when the pupil is confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting. These services will be provided when a pupil is determined by the school physician to need confinement at their residence or other suitable out-of-school setting and the projected need for confinement is for ten consecutive school days or fifteen cumulative school days or more during the school year.

Requests for home instruction shall include a written determination from the pupil's physician documenting the projected need for the pupil's confinement to their residence or other treatment setting for ten consecutive school days or fifteen or more cumulative school days during the school year. The written determination from the pupil's physician shall be forwarded to the school physician, who shall verify the need for home instruction.

The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the pupil's confinement, during the first week of the pupil's confinement to the home or out-of-school setting.

The home or out-of-school instruction shall meet the minimum standards as required in N.J.A.C. 6A:16-10.1(c). The school district will maintain a written plan for the delivery of instruction and the teacher providing instruction shall be appropriately certified for the subject, grade level, and special needs of the pupil pursuant to N.J.A.C. 6A:9. The teacher shall provide one-on-one instruction in accordance with the requirements of N.J.A.C. 6A:16-10.1(c)3.

For a pupil with disabilities, the home instruction shall be consistent with the pupil's IEP to the extent appropriate and shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8. When the provision for home instruction for a pupil with disabilities will exceed thirty consecutive school days in a school year, the IEP team shall convene a meeting to review and, if appropriate, revise the pupil's IEP.



For a pupil without disabilities, the home instruction shall meet the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8 and the district's requirements for promotion at that grade level. When the provision for home instruction for a pupil without disabilities will exceed sixty calendar days, the school physician will refer the pupil to the Child Study Team for evaluation according to the requirements of N.J.A.C. 6A:14.

The school district shall be responsible for the costs of providing instruction for pupils as required by N.J.A.C. 6A:16-10.1(b).

The Board reserves the right to withhold home instruction when the reason for the pupil's confinement is such as to expose a teacher to a health hazard or dangerous home situation, a parent(s) or legal guardian(s), or other responsible adult is not present during the hours of instruction, or the condition of the pupil is such as to preclude benefit from such instruction.

Pupils on home instruction will be accounted for on the attendance register as required by the Department of Education. The name of a pupil on home instruction will not be released at a public Board meeting or placed in a public record.

N.J.S.A. 18A:46-10

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1

Adopted: 17 July 2012



2415 NO CHILD LEFT BEHIND PROGRAMS

The No Child Left Behind Act (NCLB) of 2001 is a reauthorization of the Elementary and Secondary Education Act (ESEA)/Improving America's Schools Act (IASA) 1994, providing funds to help all New Jersey's school children achieve, at a minimum, proficiency in the State standards. NCLB embodies four key principles or pillars of education reform: accountability, flexibility, choice, and methodology. The Board of Education elects to augment the instructional program of pupils by projects supported by federal funds allocated under NCLB and the district will comply with the requirements of all the programs authorized by NCLB.

The district may be eligible for several grant programs funded through NCLB, including, but not limited to, Title I through Title VI. Many of the Titles of NCLB have several parts and subparts that provide a funding source for specific purposes.

Application Procedure

The district will submit an annual No Child Left Behind Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and NCLB for the district to be considered for funding under NCLB.

Covered Programs

The intent of NCLB is that all children will meet State academic achievement standards to reach their potential through improved programs. The NCLB Consolidated Formula Subgrant includes the following programs:

1. Title I, Part A provides the programs and resources for disadvantaged students to meet this intent. It requires the State and the district to close the achievement gap by placing a highly qualified teacher in every classroom, improving the qualifications of paraprofessionals who work with disadvantaged students, and using instructional practices that have proven to be effective.
2. Title I, Part D serves neglected and delinquent youth in institutions, community day programs, and correctional facilities to assure they also attain high academic levels of performance.



3. Title II, Part A provides the resources for improving teacher and Principal quality and increasing the number of highly qualified teachers and Principals in classrooms and schools, thereby raising student achievement in the academic subjects. It focuses on preparing, training, and recruiting high-quality teachers and Principals and requires the State to develop plans with annual measurable objectives that will ensure all teachers teaching in core academic subjects are highly qualified by the end of the 2005-2006 school year.
4. Title II, Part D facilitates comprehensive and integrated educational technology strategies that target the specific needs of individual schools. It improves student academic achievement through the use of technology in elementary and secondary schools, while addressing the digital divide such that every student is technologically literate by the end of eighth grade. Effective integration of technology resources and systems with teacher training and curriculum development are encouraged in order to identify and showcase best practices in educational technology.
5. Title III, Part A focuses on the teaching of English to limited English proficient (LEP) children, including immigrant children and youth.
6. Title IV, Part A provides resources for fostering a safe and drug-free learning environment that supports academic achievement.
7. Title V, Part A provides a flexible source of funding to help districts in the development and implementation of various innovative reform initiatives.
8. Title VI, Part B addresses the unique needs of rural school districts.
9. Title IX covers the general provisions applicable to some/all of the programs.

Throughout NCLB, the use of solid research to improve teaching and learning as well as student behavior is required and promoted, and parent(s)/legal guardian(s) are provided with information and options to improve the educational opportunities provided for their children. The emphasis on scientifically based methodology encourages the use of teaching techniques and practices that are founded on research and proven to produce positive results.

Title I

The largest federal program supporting elementary and secondary education is Title I. NCLB strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also establishes minimum qualifications for teachers and paraprofessionals in Title I programs.



The school district must use the best available measure for identifying children from low-income families to identify eligible school attendance areas, determine the ranking of each area and to determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

Academic Standards, Academic Assessments and Accountability

The district will comply with the requirements as outlined in Policy 2415.01 - Academic Standards, Academic Assessments and Accountability in accordance with the NJDOE and NCLB.

Fiscal Responsibility

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and NCLB.

Staff

The district will comply with the requirements as outlined in Policy 2415.03 – Highly Qualified Teachers in accordance with the NJDOE and NCLB. In addition, the district will ensure all paraprofessionals meet the requirements as required by NCLB and as outlined in Policy 4125 – Employment of Support Staff Members.

Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement in accordance with the NJDOE and NCLB.



Pupil Surveys, Analysis and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Pupil Surveys, Analysis and/or Evaluations in accordance PPRA.

Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous or in accordance with the Victims of Violent Criminal Offenses as outlined in NCLB, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and NCLB.

Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and federal guidelines.

Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school pupils; ensure accounts for any capital funding is separately maintained; assure lease purchase agreements are consistent with applicable statute and administrative code.

Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.



Supplement, Not Supplant

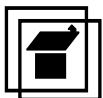
Grant funds provide under federal programs, including No Child Left Behind funding, shall supplement, not supplant other non-federal funds that are available to provide programs and services to eligible students, unless otherwise provided in the grant program.

Evaluation

The Superintendent will evaluate the NCLB programs as required by the United States and the New Jersey Departments of Education.

No Child Left Behind Act of 2001

Adopted: 17 July 2012



2415.01 ACADEMIC STANDARDS, ACADEMIC ASSESSMENTS,
AND ACCOUNTABILITY

The No Child Left Behind Act of 2001 (NCLB), a reauthorization of the Elementary and Secondary Education Act (ESEA), requires New Jersey to implement a single accountability system to include challenging academic content and academic achievement standards. The accountability requirements under NCLB were built on the foundation of the former Improving America's Schools Act (IASA).

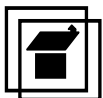
To meet the Federal requirements, New Jersey has adopted the New Jersey Single Accountability System. State assessments in language arts literacy and mathematics are based on the New Jersey Core Curriculum Content Standards. All pupils enrolled in New Jersey public schools, plus all pupil subgroups, must meet the proficiency benchmarks to ensure the goal of 100% proficiency. Pupils must score either "proficient" or "advanced proficient" on the assessments to be counted toward meeting the benchmarks.

Schools are evaluated using adequate yearly progress (AYP) indicators. Pupil achievement is determined by grade span (Elementary School – grades three through five, Middle School – grades six through eight, and High School – grades nine through twelve) and in each content area. There are indicators that must be met (including participation and proficiency rates) plus a secondary indicator. A safe harbor calculation is applied to measure significant progress if the benchmark is missed. When a school does not meet AYP for two consecutive years in the same content area, it is designated as a "school in need of improvement."

AYP shall be calculated for all New Jersey schools under the provisions of NCLB. Schools that do not meet AYP as defined under NCLB are placed into one of the following categories. Title I schools in need of improvement must implement the sanctions for each category.

Year 1 – Early Warning: A school that does not make AYP for one year is placed into "early warning" status.

Year 2 – In Need of Improvement/School Choice: A school that does not make AYP for two consecutive years in the same content area is designated as a "school in need of improvement." Parents/legal guardians shall be promptly notified if their child's school has been designated as in need of improvement. For Title I schools certain interventions apply, including intradistrict school choice (or supplemental educational services if choice is not available) and development of a school improvement plan (Title I Unified



Plan). The district must offer the school technical assistance to address the areas that caused the school to be in need of improvement. Parents/legal guardians shall be notified of their right to request intradistrict public school choice and parents/legal guardians of eligible pupils shall be notified of the availability of supplemental educational services, if choice is not available, including the provider list Web address.

Year 3 – In Need of Improvement/Supplemental Educational Services (SES): A school that does not make AYP for three consecutive years in the same content area shall continue to be identified as a “school in need of improvement.” The Title I school must continue to offer intradistrict school choice and must also offer SES to eligible pupils. Technical assistance must continue to be offered by the district, parents must receive notification of the school’s status, and the school improvement plan (Title I Unified Plan) is updated annually. Parents/legal guardians of eligible pupils shall be notified of the availability of supplemental educational services, if choice is not available, including the provider list Web address.

The New Jersey Department of Education (NJDOE) offers school support by engaging a team of experienced professionals to conduct an extensive school review called Collaborative Assessment and Planning for Achievement (CAPA). The CAPA team interviews stakeholders and staff, reviews school and district documents, and conducts on-site observations to develop a report that contains recommendations for school improvement, which then becomes part of the Title I Unified Plan.

Year 4 – Corrective Action: A school that does not make AYP for four consecutive years in the same content area is identified as a school in corrective action. The Title I school must continue to offer intradistrict school choice and SES, notify parents of the school’s status, revise its school improvement plan (Title I Unified Plan), and receive technical assistance from the district and the NJDOE.

The district must take at least one of the following corrective actions:

1. Provide, for all relevant staff, appropriate, scientifically research-based professional development that is likely to improve academic achievement of low-performing pupils.
2. Institute a new curriculum grounded in scientifically-based research and provide appropriate professional development to support its implementation.



3. Extend the length of the school year or school day.
4. Replace the school staff who are deemed relevant to the school not making adequate progress.
5. Significantly decrease management authority at the school.
6. Restructure the internal organization of the school.
7. Appoint one or more outside experts to advise the school how to revise and strengthen the improvement plan it created while in school improvement status and how to address the specific issues underlying the school's continued inability to make AYP.

Year 5 – Planning for Restructuring: A Title I school that does not make AYP for five consecutive years in the same content area must plan to restructure. The restructuring plan is implemented at the beginning of the following school year if the school continues to miss AYP benchmarks and moves to Year 6. During the planning year, the Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status and invite parent input during the restructuring process, and receive technical assistance from the district and the NJDOE. The technical assistance design for a school being restructured emphasizes the following:

1. The importance of improving instruction by using strategies grounded in scientifically-based research so that all children in the school achieve proficiency in the core academic subjects of language arts and mathematics.
2. The importance of analyzing and applying data in decision-making.

The restructuring plan must include one of the following alternative governance systems for the school as outlined by NCLB regulations and consistent with New Jersey practice and statutes:

1. Implement any major restructuring of the school's governance that is consistent with the principles of restructuring as set forth in the No Child Left Behind Act.
2. Re-open the school as a public charter school as defined by State statute and regulation (N.J.S.A. 18A:36A-1 et seq. and N.J.A.C. 6A).



3. Replace all or most of the school staff, which may include the Principal, who are relevant to the school's inability to make adequate progress (consistent with existing contractual provisions and applicable statutory protections in Title 18A).

Year 6 – Restructuring-1: A Title I school that does not make AYP for six consecutive years in the same content area must implement the approved restructuring plan. The Title I school must continue to offer intradistrict school choice and SES, notify parents of the school's status and invite parent input and support during the implementation process, and receive technical assistance from the district and the NJDOE. Technical assistance is critical to help school staff remain focused on increasing pupil achievement while the school is adjusting to potentially radical changes in its administration and governance structures. A CAPA visit will occur at the school to determine the fidelity of implementation of the restructuring plans and to review the governance structure of the school.

Year 7 (and over) – Restructuring-2 (and over): If the school has not made AYP for seven or more consecutive years, the NJDOE will meet with school and district administrators to continually review implementation of the restructuring plan/Title I Unified Plan. Benchmark meetings with NJDOE staff, the school, and the district will occur twice a year to assess and support implementation of the school improvement plan.

Removal from Early Warning/Improvement Status: To be removed from early warning or improvement status, the school must make AYP for two consecutive years in the content area that caused the school to go into status, providing the school makes AYP in the other content areas. The first year of making AYP is a “hold year” and the school does not progress to the next sanction level, but must continue to implement current interventions. If the school does not make AYP the year following “hold,” the school goes back into improvement status at the level prior to the hold year.

No Child Left Behind Act of 2001, §1111

Adopted: 17 July 2012



2415.02 TITLE I – FISCAL RESPONSIBILITIES

The Randolph Board of Education will comply with the requirements of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the No Child Left Behind Act of 2001.

Maintenance of Effort

To be in compliance with the requirements of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the No Child Left Behind Act of 2001, §1120A(a), the Randolph Board of Education will maintain a combined fiscal effort per student, or aggregate expenditures, of State and local funds with respect to the provision of the free public education in the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent of the combined fiscal effort per student, or the aggregate expenditures, for the second preceding fiscal year.

Comparability with Multiple Schools

To be in compliance with the requirements of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the No Child Left Behind Act of 2001, §1120A(c), the Randolph Board of Education directs the Superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among schools.

Comparability of Materials and Supplies

To be in compliance with the requirements of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the No Child Left Behind Act of 2001, §1120A(c), the Randolph Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.

No Child Left Behind Act of 2001, §1120A

Adopted: 17 July 2012



2415.03 HIGHLY QUALIFIED TEACHERS

The No Child Left Behind Act (NCLB) requires all teachers be or become highly qualified in the core academic content area(s) they teach in accordance with the United States Department of Education and the New Jersey Department of Education highly qualified teacher requirements.

Teachers who have achieved highly qualified status retain highly qualified status permanently for the teaching assignment designated on the approved highly qualified teacher forms. No teacher providing direct instruction in core content areas is grandfathered or exempt from this process.

The district shall maintain the appropriate highly qualified documentation for all teachers who provide direct instruction in core content areas. When a teacher changes teaching assignments, which requires different content expertise, additional highly qualified teacher forms must be completed and kept on file within the district. Highly qualified teacher documentation should be completed for all new teachers and for those with new teaching assignments at the beginning of each school year.

When a teacher obtains employment in a new school district, the new district must contact the previous place of employment to have the teacher's official highly qualified teacher forms sent to the new district. A teacher hired from another State must hold New Jersey certification and must meet New Jersey's highly qualified teacher requirements. Out-of-State teachers may provide documentation to support their highly qualified teacher status from the previous State in which they taught.

All Title I schools must send out a Right-to-Know letter in the beginning of every school year informing parent(s) or legal guardian(s) that they have the right to know the qualifications of their child's teacher. The letter should be sent by all Title I and non-Title I districts. In addition, in all Title I schools, the parent(s) or legal guardian(s) of pupils whose teacher is not yet highly qualified must be notified. Copies of these letters must be kept on file in the school.

No Child Left Behind Act of 2001, §1119

Adopted: 17 July 2012



2415.04 TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT

GENERAL EXPECTATIONS

The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with Section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.

The school district will incorporate this District-Wide Parental Involvement Policy into its school district's plan developed under Section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand.

If the school district's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the New Jersey Department of Education.

In the event the school district is required to reserve and spend at least one percent of the district's Title I, Part A allocation, the school district will involve the parents of children served in Title I, Part A schools in decisions about how these funds will be spent and will ensure that not less than ninety-five percent of the one percent reserved goes directly to the schools.

The school district will be governed by the following statutory definition of parental involvement, and expects Title I schools in the district will carry out programs, activities, and procedures in accordance with this definition:



Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving pupil academic learning and other school activities, including ensuring-

1. That parents play an integral role in assisting their child's learning;
2. That parents are encouraged to be actively involved in their child's education at school;
3. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
4. The carrying out of other activities, such as those described in Section 1118 of the ESEA.

In the event the State of New Jersey or the New Jersey Department of Education has a Parental Information and Resource Center, the school district will inform parents and parental organizations of its purpose and existence.

DESCRIPTION OF HOW THE SCHOOL DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

Below is a description of how the district will implement or accomplish each of the following components outlined below (Section 1118(a)(2), ESEA):

1. The district will take the following actions to involve parents in the joint development of its district-wide parental involvement plan under Section 1112 of the ESEA:
 - a. Public Ed. Committee Meetings.
 - b. Public Policy Committee Meetings.
2. The district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - a. Public Ed. Committee Meetings.
 - b. Public Policy Committee Meetings.



3. The district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve pupil academic achievement and school performance:
 - a. Public Ed. Committee Meetings.
 - b. Public Policy Committee Meetings.
4. The school district will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: (Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs), by:
 - a. Public Ed. Committee Meetings.
 - b. Public Policy Committee Meetings.
5. The school district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this Parental Involvement Policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its Parental Involvement Policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

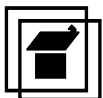
(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play):

- a. Public Ed. Committee Meetings.
- b. Public Policy Committee Meetings.



The school district will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve pupil academic achievement, through the following activities specifically described below:

1. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described below:
 - New Jersey's academic content standards;
 - New Jersey's pupil academic achievement standards;
 - The New Jersey and local academic assessments including alternate assessments;
 - The requirements of Part A;
 - How to monitor their child's progress; and
 - How to work with educators.
2. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.
3. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, Principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.
4. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in fully participating in the education of their children.



ADOPTION

This District-Wide Parental Involvement Policy has been developed jointly, and agreed on with parents of children participating in Title I, Part A programs. This Policy will be distributed to all parents of participating Title I, Part A children in an understandable and uniform format and, to the extent practicable, in a language the parents understand, at the beginning of each school year or when the child is determined eligible and begins participating in Title I, Part A programs.

United States Department of Education Non-Regulatory Guidance – Appendix D - District-Wide Parental Involvement Policy

Adopted: 17 July 2012



2415.05 PUPIL SURVEYS, ANALYSIS AND/OR EVALUATIONS

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to school districts that receive funding from the United States Department of Education.

Consent

PPRA requires written consent from parents/legal guardians and pupils who are eighteen years old or emancipated minor pupils before minor students are required to participate in a survey, analysis, or evaluation funded in whole or in part by a program of the United States Department of Education that concerns one or more of the following eight areas referred to as “protected information surveys”:

1. Political affiliations or beliefs of the pupil or pupil’s parent;
2. Mental or psychological problems of the pupil or pupil’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This consent requirement also applies to the collection, disclosure or use of pupil information for marketing purposes, referred to as “marketing surveys”, and for certain physical examinations and screenings.

“Opt a Pupil Out” Notice

The parents and eligible pupils will be provided an opportunity to opt a pupil out of participating in:



1. The collection, disclosure, or use of personal information obtained from pupils for marketing, to sell, or otherwise distribute information to others;
2. The administration of any other “protected information survey” not funded in whole or in part by the United States Department of Education; and
3. Any non-emergency, invasive physical examination required as a condition of attendance, administered by the school district or its agents, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, scoliosis screenings, or any physical examination or screening permitted or required under State law.

Inspection

The parents and eligible pupils, upon request and before administration or use, have the right to inspect:

1. Protected information surveys of pupils;
2. Instruments used to collect personal information from pupils for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Building Principal or his/her designee shall be responsible for obtaining the consent, annual direct notification to parents and eligible pupils at the start of each school year and after any substantive changes of the “opt a pupil out” rights and the inspection rights provisions of PPRA and this Policy. The “opt a pupil out” notice shall include any specific or approximate dates of the activities eligible for a pupil to “opt out.”

PPRA Consent/Opt Out Violations

Parents or pupils who believe their rights under PPRA may have been violated may file a complaint with United States Department of Education.

The Protection of Pupil Rights Amendment (PPRA)

(20 U.S.C. §1232h; 34 CFR Part 98)

No Child Left Behind Act of 2001, Title X, Part F, §1061

Adopted: 17 July 2012



2415.06 UNSAFE SCHOOL CHOICE OPTION

The Unsafe School Choice Option (USCO) provision of The No Child Left Behind Act of 2001 (NCLB) §9532 contains two provisions that apply to school districts that receive funds under NCLB: Provision I - Persistently Dangerous Schools and Provision II - Victims of Violent Criminal Offenses.

Effective the beginning of each school year, school districts receiving NCLB funds must be prepared to complete the transfer of pupils who choose to exercise Provision I and Provision II of NCLB and this Unsafe School Choice Option Policy. Compliance with the Policy is a condition of receiving funds under any and all titles under NCLB. The Superintendent is required to certify compliance with this USCO Policy to the New Jersey Department of Education (NJDOE) in the application for NCLB funds.

USCO Policy Provision I - Persistently Dangerous Schools (PDS)

1. Criteria for Determining Persistently Dangerous Schools.

A persistently dangerous school is a public elementary or secondary school building (except for Regional Day Schools, Educational Services Commissions and Special Services School Districts) that meets the objective criteria determined by the New Jersey Department of Education (NJDOE) for three consecutive years and is part of a school district that receives funds under NCLB. The NJDOE will use the most current available data from the Electronic Violence and Vandalism Reporting System (EVVRS) to identify persistently dangerous schools on or before July 31 of each year, in compliance with federal regulations (68 FR 16789).

2. Procedures and Guidelines for Schools Determined to be Persistently Dangerous.

Once the district receives notification a school is identified as persistently dangerous, the district must inform all parents of enrolled pupils in the school of the designation within fifteen calendar days of the notice and offer them the option for their children to transfer to a safe public school within the district by the beginning of the respective school year. The district must complete all transfers by the beginning of the school year following the July notification.



Pupils are not required to accept the transfer option, but they must be afforded the opportunity to do so. Parental notice regarding the status of the school and the offer to transfer pupils should be made simultaneously. Parents of enrolled pupils must be notified of the persistently dangerous designation whether or not there is another school within the district for the transferring pupils.

To the extent possible, the district will allow transferring pupils to transfer to schools that are making adequate yearly progress in accordance with NCLB and have not been identified as being in need of school improvement, corrective action or restructuring. The district will take into account the needs and preferences of the affected pupils and parents.

3. Corrective Action Plan for a School Identified as Persistently Dangerous.

If a school in the district is identified as persistently dangerous, the district will submit to the NJDOE, on or before August 25, documentation of compliance with the parent notification requirement and actions taken to complete the transfer arrangements for all pupils exercising the option by the first day of the school year. The district will also develop and submit for approval a corrective action plan to the NJDOE on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide schools with guidance for their corrective action plans, as well as monitor the school district's timely completion of the approved plans.

In the spring of each following year, the NJDOE will re-evaluate the status of a school identified as persistently dangerous. The NJDOE will review the school's progress towards completing their corrective action plan and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining persistently dangerous schools (PDS). A school identified as maintaining the persistently dangerous designation will be notified by the NJDOE on or before July 31 of the respective year and will be required to submit for approval a revised corrective action plan by August 25 of that year, which will apply to the respective school year. The school district must inform all parents of enrolled pupils in the school of the designation within fifteen calendar days of the notice and offer them the option for their children to transfer to a safe public school by the beginning of the respective school year.



A school no longer designated persistently dangerous will be notified on or before July 31 of the respective year. The persistently dangerous designation will be removed after one or more years contingent upon successful fulfillment of the criteria for removal, as determined by and in accordance with guidance provided by the NJDOE.

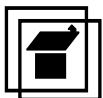
4. Procedures and Guidelines for Early Warning of Schools.

Effective in 2004, if a school meets the criteria set forth in this Policy for two consecutive years, the district will be notified of their pattern of offenses on or before August 15 of each year. If notified, the district will develop and submit to the NJDOE for approval a corrective action plan on or before September 30 of the same year, which will apply to the respective school year. The corrective action plan, which must be completed in the format provided by the NJDOE, will describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the school with guidance for their corrective action plan, as well as monitor the school's timely completion of the approved plan. This school shall become a top priority for intensified district support for research-based programs and technical assistance. A school receiving an "early warning" notice is not required to provide the transfer option to pupils.

In the spring of each following year, the NJDOE will reevaluate the school's progress towards completing their corrective action plan and compare the current year's incidents of violence, as reported on the EVVRS, to the criteria for determining persistently dangerous schools. Schools will be notified of their status on or before July 31 of the respective year.

A school that has successfully completed their Corrective Action Plan and reported violent incidents that no longer meet the Criteria for Determining Persistently Dangerous Schools for one school year (the year in which the corrective action plan was in effect) will no longer be required to submit a Corrective Action Plan.

A school that does not successfully complete their Corrective Action Plan and that meets the criteria set forth in this Policy for a third consecutive year will be designated as persistently dangerous and will be required to submit for approval a revised Corrective Action Plan on or before September 30 of that year, which will apply to the respective school year. The district will also provide the transfer option to pupils in the school designated as persistently dangerous.



5. Schools Not Receiving NCLB Funds, but Meeting the Criteria for PDS.

School buildings and districts that do receive federal funds under NCLB, but meet any one of the criteria for persistently dangerous schools, will be contacted by the NJDOE and be required to develop and submit for approval a Corrective Action Plan on or before September 30 of the respective year. The Corrective Action Plan must be completed in the format provided by the NJDOE and describe how the school will reduce the number of incidents of violence as determined by the EVVRS. The NJDOE will provide the school guidance for their Corrective Action Plan, as well as monitor the school's timely completion of the approved plan.

USCO Policy Provision II – Victims of Violent Criminal Offenses

The Victim of Violent Criminal Offenses provision of NCLB requires a pupil who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary or secondary school that the pupil attends, be allowed to attend a safe public elementary or secondary school within the district, including a public charter school.

The Superintendent will consult with the Board attorney and communicate with designated local and/or county law enforcement authorities, per the provisions of the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and N.J.A.C. 6A:16-6.2(b)12*, on questions and issues that arise in the implementation of the individual victims of violent criminal offenses section of this Policy.

1. Criteria for Determining Victims of Violent Criminal Offenses

The following criteria must be used to determine when an enrolled pupil has become a victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the pupil attends. These criteria only apply to a pupil who has become a victim of one or more of the violent criminal offenses enumerated below:

A pupil is considered a victim of a violent criminal offense when:

- a. A referral has been made to law enforcement officials for suspicion that one of the violent criminal offenses enumerated below has occurred; and
- b. One or more of the following applies:



- (1) Law enforcement officials have filed formal charges against the perpetrator(s) for commission of the violent crime; or
- (2) The perpetrator(s) of the violent crime has been disciplined in accordance with school policy; or
- (3) The perpetrator(s) of the violent crime either has not been identified or is not an enrolled pupil(s), but it is clear that the pupil (victim) has become a victim of a violent criminal offense based on objective indicators such as physical evidence, eyewitness testimony, and/or circumstantial evidence; or
- (4) The pre-existence of a restraining order against the perpetrator(s) of the violent crime.

2. Procedures and Guidelines

Effective the first day of each school year beginning in 2003, the district must be prepared to begin the transfer of any pupil who chooses to exercise the unsafe school choice option provision. The district must offer, within ten calendar days, an opportunity to transfer to a safe public school within the district to any pupil who has become a victim of a violent criminal offense while in or on the grounds of a public school that the pupil attends. While the pupil must be offered the opportunity to transfer, the pupil may elect to remain at the school.

To the extent possible, the district will allow any transferring pupil to transfer to a school that is making adequate yearly progress in accordance with NCLB and has not been identified as being in need of school improvement, corrective action or restructuring. The district will take into account the needs and preferences of the affected pupil and his or her parent(s). Transfers must occur within thirty days of the determination that the pupil was a victim of a violent criminal offense.

3. Violent Criminal Offenses

The violent criminal offenses under New Jersey statutes that apply to the individual victim provision are identified and explained below. The offenses apply to completed offenses, as well as threats and attempts to commit the offenses. The offenses and attempts to commit the offenses apply only when they occur in or on the grounds of a school that the pupil attends. The offenses apply whether they occur wholly or in part in or on the grounds of a school that the pupil attends.



The offenses apply only to acts or attempts that are directed at a person (victim) or a group of specified individuals (victims), rather than acts that indiscriminately affect the entire school population or non-specified individuals or groups. For the purposes of this Unsafe School Choice Option Policy, the term “victim” shall not include a pupil who purposely, knowingly or recklessly provokes the conduct constituting the criminal incident against him or her.

4. Applicable Violent Criminal Offenses

Below is a description of each applicable violent criminal offense that is based upon New Jersey statutes and references to statutory citations that provide complete explanations of each designated offense. The descriptions provided below are not intended to be a complete explanation of each offense or a substitute for the actual provisions of the authorizing statutes. Instead, the descriptions are provided as an aid in facilitating understanding of the general intent and practical applications of the violent criminal offenses that pertain to this Unsafe School Choice Option Policy.

- a. Homicide [N.J.S.A. 2C:11-2] - A person is a victim of a homicide when he or she is the child, sibling or other relative of a decedent, resulting from someone purposely, knowingly or recklessly causing the death of the pupil’s parent, sibling or relative in or on school grounds.
- b. Assault [N.J.S.A. 2C:12-1(a)(1) and 2C:12-1(b)(1)] - A person is a victim of an assault when the actor purposely, knowingly or recklessly causes bodily injury to the victim [N.J.S.A. 2C:12-1(a)(1)]; negligently, recklessly, knowingly or purposely causes bodily injury to the victim with a deadly weapon [N.J.S.A. 2C:12-1(a)(2), N.J.S.A. 2C:12-1(b)(2) and N.J.S.A. 2C:12-1(b)(3)]; attempts by physical menace to put the victim in fear of imminent serious bodily injury [N.J.S.A. 2C:12-1(a)(3)]; or knowingly points a firearm at or in the direction of the victim, whether or not the actor believes it to be loaded. [N.J.S.A. 2C:12-1(d)(4)].
- c. Aggravated Sexual Assault [N.J.S.A. 2C:14-2] - A person is a victim of an aggravated sexual assault when the actor commits an act of sexual penetration with the victim under any of the following circumstances:
 - (1) The victim is less than thirteen years old.
 - (2) The victim is:



- (a) At least thirteen, but less than sixteen years old; and
 - (i) The actor is related to the victim by blood or affinity to the third degree; or
 - (ii) The actor has supervisory or disciplinary power over the victim by virtue of the actor's legal, professional or occupational status; or
 - (iii) The actor is a foster parent, a legal guardian or stands in loco parentis within the household.
 - (3) The act is committed on the victim during the commission, or attempted commission, whether alone or with one or more persons, of robbery, kidnapping, homicide, aggravated assault on another, burglary, arson or criminal escape.
 - (4) The actor is armed with a weapon or any object fashioned in such a manner as to lead the victim to reasonably believe it to be a weapon and threatens by word or gesture to use the weapon or object on the victim.
 - (5) The actor is aided or abetted by one or more other persons and the actor uses physical force or coercion on the victim.
 - (6) The actor uses physical force or coercion and severe personal injury is sustained by the victim.
 - (7) The victim is one whom the actor knew or should have known was physically helpless, mentally defective or mentally incapacitated.
5. Sexual Assault - A person is a victim of a sexual assault when:
- a. The actor commits an act of sexual contact with a victim who is less than thirteen years old and the actor is at least four years older than the victim; or
 - b. The actor commits an act of sexual penetration with a victim under any of the following circumstances:
 - (1) The actor uses physical force or coercion, but the victim does not sustain severe personal injury.



- (2) The victim is at least sixteen but less than eighteen years old.
 - (3) The actor has supervisory or disciplinary power of any nature or in any capacity over the victim.
 - (4) The victim is at least thirteen but less than sixteen years old and the actor is at least four years older than the victim.
6. Bias Intimidation [N.J.S.A. 2C:16-1(a)] - A person is a victim of the crime of bias intimidation when an actor commits, attempts to commit, conspires with another to commit or threatens the immediate commission of an offense specified in chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.A. 2C:33-4; N.J.S.A. 2C:39-3; N.J.S.A. 2C:39-4 or N.J.S.A. 2C:39-5 in the following circumstances:
 - a. With a purpose to intimidate a victim or a group of specified victims because of race, color, religion, gender, handicap, sexual orientation or ethnicity; or
 - b. Knowing that the conduct constituting the offense would cause a victim or a group of specified victims to be intimidated because of race, color, religion, gender, handicap, sexual orientation or ethnicity; or
 - c. Under circumstances that caused any victim of the underlying offense to be intimidated and the victim, considering the manner in which the offense was committed, reasonably believed either that:
 - (1) The offense was committed with a purpose to intimidate the victim or any person or entity in whose welfare the victim is interested because of race, color, religion, gender, handicap, sexual orientation or ethnicity; or
 - (2) The victim or the victim's property was selected to be the target of the offense because of race, color, religion, gender, handicap, sexual orientation or ethnicity.
7. Terroristic Threat [N.J.S.A. 2C:12-3(a) and 2C:12-3(b)] - A person is a victim of a terroristic threat when the actor threatens to commit one of the violent criminal offenses enumerated under the USCO Policy Provision II against the victim with the purpose to put the pupil in imminent fear of one of the violent crimes enumerated in the USCO Policy Provision II under circumstances reasonably



causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out. The definition of terroristic threat applies to N.J.S.A. 2C:12-3(a) insofar as the threat was directed at a person (victim) or a group of specified individuals (victims).

8. Robbery [N.J.S.A. 2C:15-1] - A person is a victim of a robbery when the actor, in the course of committing a theft, inflicts bodily injury; or uses force upon the victim; or threatens the victim with or purposely puts the victim in fear of immediate bodily injury.
9. Kidnapping [N.J.S.A. 2C:13-1] - A person is a victim of a kidnapping when the actor unlawfully removes the victim from the school or school grounds; or the actor unlawfully confines the victim with the purpose of holding the victim for ransom or reward as a shield or hostage; or the actor unlawfully removes the victim from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or if the actor unlawfully confines a pupil for a substantial period of time to facilitate commission of a crime or flight thereafter, or to inflict bodily injury on or terrorize the victim.
10. Arson [N.J.S.A. 2C:17-1] - A person is a victim of arson when the actor starts a fire or causes an explosion in or on the grounds of a school whereby purposely or knowingly the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victim's property that is in the school or on school grounds.

Miscellaneous Provisions of USCO

1. Transfer Time Period – Persistently Dangerous Schools

The transfer will be temporary and will be in effect as long as the pupil's original school is identified as persistently dangerous.

2. Charter School Transfer Option

While NCLB permits affected pupils to be afforded the opportunity to attend a public charter school, in addition to a safe public elementary school or secondary school within the school district, the application of this provision in New Jersey is limited. Transfers to a charter school can only occur as a part of the charter school's "equal opportunity" selection process and among charter schools administered under the same managing authority (i.e., charter schools within the charter school district).



Since charter schools in New Jersey are considered public LEA's, pursuant to N.J.S.A. 18A:36A-3, operated independently of a local board of education, transfers may only take place among charter schools within the LEA. Therefore, pupils may be permitted to transfer to another charter school that is administered under the same managing authority of the charter school, but are not permitted to transfer to a school in the local public school district administered by a local board of education.

However, pursuant to N.J.S.A. 18A:36A-7, a charter school must be open to all pupils on a space available basis and may not discriminate in its admission policies or practices (although it may establish reasonable criteria to evaluate prospective pupils), and in accordance with N.J.S.A. 18A:36A-8, if there are more applications to enroll in the charter school than there are spaces available, the charter school must select pupils to attend using a random selection process for enrollment.

3. Funding Sources for USCO

The Unsafe School Choice Option law does not authorize resources specifically to help cover USCO costs. However, under certain circumstances Federal funds may be used. For example, funds under SDFSCA (Title IV, Part A of the NCLB) may be used to establish safe zones of passage to and from school to ensure that pupils travel safely on their way to school and on their way home [Section 4115(b)(2)(E)(v)]. In addition, SDFSCA funds may be used to help cover costs such as tuition or transportation related to the Unsafe School Choice Option or expansion of public school choice [Section 5121(8) and 5131(12 and (25))].

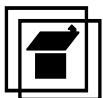
4. Special Education Pupils

The district will provide transferred special education pupils with the program required by the pupil's Individualized Education Program (IEP).

5. Transfer Schools

In the event there is not another school within the school district for a transferring pupil, the district is not required to transfer the pupil to a school outside the school district.

Under the federal regulations (68 FR 16789), this Policy only applies to offenses that occur in the 2003–2004 school year and thereafter. Beginning with the 2004–2005 school year, the district must provide the transfer option to victims of violent criminal offenses that occurred in the previous school year, if the determination that the pupil was a victim was made thirty days or fewer before the end of the school year.



The district will use the school choice option as one response to incidents of victimization. Additionally, the district will develop and implement appropriate strategies for addressing the circumstances that contribute to or support victimization, as well as consistently and proactively manage individuals who have victimized pupils. The district will promote the importance of school safety and respond to the needs of pupils and staff. Pursuant to the law, the district will provide an opportunity for pupils, parents and school district and law enforcement personnel to discuss methods for keeping schools safe from violence; to create school safety plans; and to recognize pupils in need of help. The district will organize activities to prevent school violence, including, but not limited to, age-appropriate opportunities for pupil discussion on conflict resolution, issues of pupil diversity and tolerance. Law enforcement personnel will be invited to join members of the teaching staff in the discussions. Programs shall also be provided for school district employees that are designated to help school district employees recognize warning signs of school violence and to instruct school district employees on recommended conduct during an incident of school violence.

N.J.S.A. 18A:17-46 requires a public hearing in the third week in October of each year for the Superintendent to report to the Board all acts of violence and vandalism that occurred in the district during the previous school year. The public hearing shall be transcribed and kept on file in the Board of Education Office. The transcript shall be made available to the public upon request. The Board must also file the transcript with the NJDOE for review.

No Child Left Behind Act of 2001 §9532

Adopted: 17 July 2012



2415.20 NO CHILD LEFT BEHIND COMPLAINTS

Pursuant to 20 USC 7844, Sec 9304 (a)(3)(C), of the No Child Left Behind Act of 2001 (NCLB), a Board of Education shall adopt a policy and written procedures that offer parent(s) or legal guardian(s), public agencies, other individuals, or organizations a method for receipt and resolution of complaints alleging violations in the administration of the NCLB programs as identified by the New Jersey Department of Education (NJDOE).

Policy and Regulation 2415.20 set forth the requirements for resolving complaints presented by any individual or organization that:

1. A school, school district, other agency authorized by the school district, or by the NJDOE violated the administration of education programs required by the Elementary and Secondary Education Act as amended by NCLB; and/or
2. The NJDOE violated the administration of education programs required by the Elementary and Secondary Education Act as amended by NCLB.

A Complaint shall be a written allegation that shall identify the alleged NCLB violation, the facts supporting the alleged violation, and any supporting documentation.

A Complaint alleging a school in the district, school district, or other agency authorized by the school district, or the NJDOE violated the administration of a program must be submitted to the Superintendent. The Superintendent shall be responsible to coordinate the investigation of the Complaint. The Superintendent shall submit a written report regarding the outcome of the investigation to the complainant. If the complainant is not satisfied with the outcome of the investigation, the complainant may initiate a Complaint by submitting a written Complaint to the NJDOE to the attention of the County Superintendent. The County Superintendent will coordinate the investigation of a Complaint. When the investigation is complete, the County Superintendent will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Assistant Commissioner assigned to oversee the matter shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint. If the complainant does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education Secretary.



A Complaint alleging the NJDOE violated the administration of a program must be submitted to the New Jersey Department of Education Chief of Staff or the United States Department of Education Secretary. The NJDOE requests the complainant first contact the New Jersey Department of Education Chief of Staff to resolve the issue. The NJDOE Office of Strategic Initiatives and Accountability will coordinate the investigation of a Complaint. When the investigation is complete, the Chief of Staff will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Chief of Staff shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint. If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education Secretary.

New Jersey Department of Education 1/26/07 Memorandum – No Child Left Behind Complaint Policy and Procedure

Adopted: 17 July 2012



2416 PROGRAMS FOR PREGNANT PUPILS

No pupil, married or unmarried, who is otherwise eligible for enrollment in this district will be denied an educational program because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

The Board of Education reserves the right to require as a prerequisite for participation in the regular instructional program and in the co-curricular program that a pregnant pupil present to the school Principal her physician's written statement that such participation will not be injurious to her health or jeopardize her pregnancy.

The Superintendent shall develop a program of special instruction in health and nutrition and shall direct appropriate teaching staff members to counsel the pregnant pupil, to assist her in securing necessary medical services, to cooperate with community resources on her behalf, and to encourage her toward the completion of an appropriate educational program.

A pregnant pupil who does not wish to attend regular classes or is physically unable to do so during her pregnancy may, with her consent, be assigned to an alternate instructional program which may include home instruction or a program offered by another school district or institution.

The parent(s) or legal guardian(s) of a pregnant pupil under eighteen years of age shall be notified of any change in the pupil's regular educational program.

A pupil who has received an alternate instructional program for reasons associated with pregnancy shall be readmitted to the regular program upon her request and the written statement of her physician that she is physically fit for attendance.

N.J.A.C. 6A:7-1.7

Adopted: 17 July 2012



2417 PUPIL INTERVENTION AND REFERRAL SERVICES

The Board of Education directs the establishment and implementation of a coordinated system in each school building in which general education pupils are served, for the planning and delivery of intervention and referral services that are designed to assist pupils who are experiencing learning, behavior, or health difficulties and to assist staff who have difficulties in addressing pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1.

The intervention and referral services shall be provided to aid pupils in the general education program and, pursuant to N.J.S.A. 18A:46-18.1 et seq. and N.J.A.C. 6A:16-8.1 et seq., may be provided for pupils who have been determined to be in need of special education programs and services. The intervention and referral services provided for pupils who have been determined to be in need of special education programs and services shall be coordinated with the pupil's Individualized Education Program team, as appropriate.

The functions of the system of intervention and referral services in each school building shall be to:

1. Identify learning, behavior, and health difficulties of pupils;
2. Collect thorough information on the identified learning, behavior, and health difficulties;
3. Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties;
4. Provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties;
5. Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;
6. Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans;



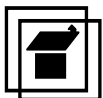
7. Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;
8. Coordinate the services of community-based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;
9. Maintain records of all requests for assistance, intervention and referral services action plans, and related pupil information pursuant to N.J.A.C. 6A:16-8.2(a)9;
10. Review and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate; and
11. At a minimum, annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services and make recommendations to the Building Principal for improving school programs and services, as appropriate.

The Board of Education establishes the following guidelines for the involvement of school staff and community members in each building's system of intervention and referral services pursuant to N.J.A.C. 6A:16-8.3.

Each I&RS Team will be composed of the Principal or a regular teaching staff member appointed by the Principal to act in his/her place; a regular teaching staff member; an educational services staff member; the staff member who referred a pupil in need of assistance or identified an issue requiring remediation; and such other staff members as may be required to assist the pupil or study the issue.

The I&RS Team will identify pupils in need and plan for appropriate intervention or referral services and/or referral to community resources, based on desired outcomes.

When a pupil is referred to the I&RS Team, the team may provide support and guidance to the pupil's classroom teachers, plan and provide for appropriate interventions, coordinate access to and delivery of school services to the pupil, and coordinate the services of community members and/or community-based social and health provider agencies that may aid in the development and implementation of intervention and referral services action plans.



Parent(s) or legal guardian(s) shall be notified whenever a pupil is referred to the I&RS Team, except as such notice may be waived by laws protecting abused children and the confidentiality of persons seeking drug or alcohol rehabilitation. Parent(s) or legal guardian(s) shall be offered an opportunity to participate in the development and implementation of intervention and referral services action plans.

The Principal shall, in consultation with the I&RS Team, report to the Board at the end of the school year on the concerns and issues identified by the team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans.

N.J.S.A. 18A:46-18.1 et seq.

N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2; 6A:16-8.3

Adopted: 17 July 2012



2421 VOCATIONAL EDUCATION

The Board of Education provides a program(s) of vocational-technical education in cooperation with the Morris County School of Technology (MCST).

The Randolph High School students are guaranteed the right to apply and, if accepted, to attend MCST. The district will provide the MCST representatives a reasonable opportunity, during school hours, to present information about the county vocational school program to pupils in grades eight (8) through twelve (12). Applications for Morris County School of Technology shall be initiated by parents through the Randolph High School Guidance Department.

All pupils attending MCST both full and part-time are considered to be regularly enrolled in the schools of this district and are subject to the policies and rules of this Board. No pupil will be denied admission or participation in any MCST program due to race, color, creed, religion, national origin, ancestry, age, marital status, sexual orientation, gender, social or economic status, or disability.

Approval of tuition payment to MCST shall be made by the Board upon the recommendation by the Superintendent.

N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54-1.1 et seq.
N.J.A.C. 6A:19-1.1 et seq.

Adopted: 17 July 2012



2422 HEALTH EDUCATION

The Board of Education will provide a comprehensive health education program aligned with the New Jersey Department of Education Core Curriculum Content Standards. This program will be a coordinated sequential curriculum at all grade levels, with instructional units appropriate to the age, growth and development, and maturity of pupils.

The Superintendent will develop and recommend to the Board a program of health education designed for pupils to master the Cumulative Progress Indicators of the Department of Education's Comprehensive Health Education and Physical Education Core Curriculum Content Standards.

Staffing

Except as provided below for human sexuality and family life education, courses in health education will be taught by teachers whose certification qualifies them to teach health education. Teachers of the human sexuality and family life, substance use and abuse, and HIV prevention programs will be offered specific in-service training.

Excusal

Any pupil whose parent(s) or legal guardian(s) presents to the School Principal a signed statement that any part of the instruction in health, human sexuality and family life education or sex education program is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from the portion of the course in which such instruction is being given, and no penalties as to credit or graduation shall result.

Community Involvement

The Superintendent will ensure the program is aligned with the New Jersey Department of Education's Core Curriculum Content Standards. The programs of instruction for human sexuality and family life education will be developed through appropriate consultation and in participation with teachers, school administrators, parent(s) or legal guardian(s), appropriate age school pupils, physicians, members of the clergy, and representative members of the community. Such consultation shall continue, as appropriate, as the program is continually evaluated and revised.



Human Sexuality and Family Life Education

All pupils will learn the biological, cultural, and psychological aspects of human sexuality and family life. The Board will adopt a coordinated, sequential human sexuality and family life education program aligned with the New Jersey Department of Education's Core Curriculum Content Standards. Any education that is given as part of any planned course, curriculum or other instructional program and that is intended to impart information or promote discussion or understanding in regard to human sexual behavior, sexual feelings and values, human sexuality and reproduction, pregnancy avoidance or termination, HIV infection or sexually transmitted diseases, and any materials including, but not limited, to handouts, speakers, notes or audiovisuals presented on school property concerning methods for the prevention of acquired immune deficiency syndrome (HIV/AIDS), other sexually transmitted diseases and of avoiding pregnancy, will stress that abstinence from sexual activity is the only completely reliable means of eliminating the sexual transmission of HIV/AIDS and other sexually transmitted diseases and of avoiding pregnancy.

The district will include in its human sexuality and family life curriculum instruction on reasons, skills and strategies for remaining or becoming abstinent from sexual activity. Any instruction concerning the use of contraceptives or prophylactics, such as condoms, will also include information on their failure rates for preventing pregnancy, HIV and other sexually transmitted diseases in actual use among adolescent populations and shall clearly explain the difference between risk reduction through the use of such devices and risk elimination through abstinence. In addition, the human sexuality and family life curriculum will stress the importance of avoiding intravenous drug use.

A copy of the complete district human sexuality and family life education curriculum and all instructional materials shall be available for public inspection in each school in the district prior to its use in any classroom. The parent(s) or legal guardian(s) of each pupil enrolled in the program shall receive annually an outline of the curriculum and a list of instructional materials for that pupil's grade along with notice of the availability for review of the complete curriculum and all materials.

The human sexuality and family life program may be taught by district personnel certified to teach biology, comprehensive science, elementary grades, health, health and physical education, home economics, nursery school, psychology, or special education classes, and the school nurse. The program may utilize the contributions of such community resource persons as parent(s) or legal guardian(s), physicians, the clergy, attorneys, school social workers, school psychologists, and law enforcement personnel. The Board encourages the utilization of teachers in other disciplines through an interdisciplinary approach.

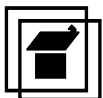


Use and Abuse of Alcohol, Tobacco, and Other Drugs

All pupils will learn the physical, mental, emotional, and social effects of the use and abuse of alcohol, tobacco, and other drugs. The Board will adopt a coordinated, sequential human sexuality and family life education program aligned with the New Jersey Department of Education's Core Curriculum Content Standards.

N.J.S.A. 18A:35-1 et seq.; 18A:35-4 et seq.; 18A:40A-1 et seq.
N.J.A.C. 6A:7-1.7

Adopted: 17 July 2012



2423 BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services for pupils of Limited English Proficiency (LEP) as required by law and rules of the State Board of Education. Pupils of LEP are those pupils whose native language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as measured by an English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English.

Identification of LEP Pupils

The Board will conduct a screening process to determine the native language of each pupil at the time of enrollment in the school district. A census shall be maintained of all pupils whose native language is other than English. The English language proficiency of each pupil whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education approved English language proficiency test, an assessment of the pupil's level of reading in English, a review of the pupil's previous academic performance, results of standardized tests in English, and a review of the input of teaching staff members responsible for the educational program of the limited English proficient pupils.

Program Implementation

The district shall provide the following programs:

1. An English language services program whenever there are one or more, but fewer than ten LEP pupils enrolled within the schools of the district. English language services shall be in addition to the regular school program;
2. An ESL program whenever there are ten or more LEP pupils enrolled within the schools of the district; and
3. A bilingual program whenever there are twenty or more LEP pupils in any one-language classification. Where the age range, grade span, and/or geographical location of eligible pupils makes a full-time bilingual program impractical, the Board may offer an instructional program alternative, provided that program has been approved or a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty pupils.



All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every pupil participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years.

Bilingual, ESL, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Pupils enrolled in a bilingual, ESL, or English language services program shall be assessed annually with a New Jersey Department of Education approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. LEP pupils enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English Program when they have demonstrated readiness to function successfully in the English-only program. This process shall be initiated by the pupil's level of English proficiency as measured by a New Jersey Department of Education established standard on an English language proficiency test, and the readiness of the pupil shall be further assessed on the basis of multiple indicators which shall, at a minimum, include classroom performance, the pupil's reading level in English, the judgment of the teaching staff member or members responsible for the education program of the pupil, and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent(s) or legal guardian(s) may remove a pupil who is enrolled in a bilingual education program at any time; except that during the first three years of a pupil's participation in a bilingual education program, parent(s) or legal guardian(s) may only remove the pupil at the end of each school year. If during the first three years of a pupil's participation in a bilingual education program, a parent(s) or legal guardian(s) wishes to remove the pupil prior to the end of each school year, the removal must be approved by the Executive County Superintendent of Schools. The parent(s) or legal guardian(s) may appeal the Executive County Superintendent's decision to the Commissioner of Education.

Newly exited pupils who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1 through (e)5.

When the exit review process is completed, the pupil's parent(s) or legal guardian(s) shall be informed by mail of the placement determination. A parent(s) or legal guardian(s), or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the World Language/ESL Supervisor, who will provide a written explanation for the decision within five working days. The complainant may appeal this decision in writing to the Board. The Board will review the appeal and respond in writing within forty-five calendar days. A complainant not satisfied with the Board's explanation may appeal to the Commissioner of Education.



Parental Involvement

The parent(s) or legal guardian(s) of a pupil of limited English proficiency will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services program. Notice shall be in writing, in the language of which the child of the parents so notified possesses a primary speaking ability, and in English. The notice must also include the information that the parents have the option of declining enrollment if they so chose.

The district will notify the parent(s) or legal guardian(s) of the LEP pupil by mail no later than thirty days after the beginning of the school year that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services program. If the pupil has not been identified as LEP prior to the beginning of the school year, then the parent(s) or legal guardian(s) must be notified within two weeks of the pupil's placement in a bilingual, ESL, or English language services program.

Parent(s) or legal guardian(s) shall receive progress reports in the same manner and frequency as those sent to parents or legal guardians of other pupils.

Parent(s) or legal guardian(s) of pupils of limited English proficiency will be offered opportunities for involvement in the development and review of program objectives. An advisory committee on bilingual education shall be formed with the majority being parent(s) or legal guardian(s) of pupils of limited English proficiency.

Graduation

Pupils of limited English proficiency will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy No. 5460.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-25
N.J.A.C. 6A:15-1.1 et seq.

Adopted: 17 July 2012



2425 PHYSICAL EDUCATION

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

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

Adopted: 17 July 2012



2428.1 STANDARDS-BASED INSTRUCTIONAL PRIORITIES

Standards-Based Instruction

The school district has implemented a coherent curriculum for all pupils, including English language learners (ELLs), gifted and talented pupils, and pupils with disabilities, that is content-rich and aligned to the Core Curriculum Content Standards (CCCS). The curriculum guides instruction to ensure every pupil masters the CCCS.

Instruction is designed to engage all pupils and modified based on pupil performance. The curriculum includes: interdisciplinary connections throughout; integration of 21st century skills; a pacing guide; a list of instructional materials including various levels of text at each grade; benchmark assessments; and will include modifications for special education pupils, English language learners in accordance with N.J.A.C. 6A:15, and gifted pupils.

The school district shall collect and analyze pupil achievement data by subgroups (such as economically disadvantaged, race and ethnicity, pupils with disabilities, English language learners) and shall make educational decisions based on such data.

The school district shall:

1. Transmit required pupil, faculty, school, and school district data to New Jersey Standards Measurement and Resources for Teaching (NJ SMART) on a schedule and in a form specified by the Department of Education;
2. Utilize the Randolph Inform Data System and its data query resources to track pupil progress year-to-year and school-to-school and to identify continuously enrolled pupils by school and school district;
3. Ensure teachers, school administrators, and central office supervisors receive training in the Randolph Pearson Inform Data System and its data query resources;
4. Analyze assessments of pupil progress in relation to curricular benchmarks and the results of State and non-State year-end tests reported by subgroups (such as economically disadvantaged, race and ethnicity, pupils with disabilities, and English language learners).



The school district central office staff shall prepare data on comparative performance for all schools in the district and shall make them available to the schools. This analysis shall include the following comparisons using State assessment data:

1. Each grade level across all schools within the district;
2. Schools within the district;
3. Comparable districts by district factor groups; and
4. Data with State averages.

The school district ensures a free appropriate public education is available to all pupils with disabilities according to the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§1400 et seq., and N.J.A.C. 6A:14.

The school district provides English language learners with instructional services pursuant to N.J.A.C. 6A:15 and provide gifted and talented pupils with appropriate instructional services pursuant to N.J.A.C. 6A:8-3.1.

The school district shall provide library-media services via Destiny that are connected to classroom studies in each school building, including access to computers, district-approved instructional software, appropriate books including novels, anthologies and other reference materials, and supplemental materials that motivate pupils to read in and out of school and to conduct research. The school district shall provide these library-media services under the direction of a certified school library media specialist.

Secondary Education Initiatives

The school district developed a plan in 2008-2009 for implementing the secondary education initiatives specified in N.J.A.C. 6A:13-2.2(c) through (e) by the 2009-2010 school year, with the exception of secondary school districts previously subject to N.J.A.C. 6A:10 and 6A:10A shall immediately comply with the secondary education initiatives specified in N.J.A.C. 6A:13-2.2(c) through (e).

The school district shall:

1. Put in place a school-level planning team to guide the development and implementation of the secondary education reforms described in N.J.A.C. 6A:13-2.2. A representative group of teachers and administrators shall determine team membership and operating procedures.



2. Provide instructional services, professional development, and other support to assist secondary schools with the implementation of the secondary education initiatives specified in N.J.A.C. 6A:13-2.2.
3. Create personalized learning environments that strengthen relationships among pupils, teachers, staff members, families and the larger community for pupils in grades six (6) through twelve (12). The personalized learning plans will be phased in over a four (4) year period beginning in the 2009-2010 school year. These personalized learning environments include:
 - a. Small learning communities in free-standing facilities or within larger facilities;
 - b. A supportive environment for 9th grade students to enhance their successful transition to high school;
 - c. Pupil support systems where pupils are assigned an adult mentor or team of adults who know(s) them and can support pupil efforts in achieving goals and solving problems;
 - d. Other practices for personalizing learning environments that strengthen relationships among pupils, teachers, staff members, families, and the larger community.

The school district shall implement academic coursework aligned to N.J.A.C. 6A:8-5.1 that prepares all pupils for success in post-secondary education and/or careers after graduation, including the development of academic skills integral to success in rigorous high school courses.

Beginning in 2008-2009, all pupils entering grade nine (9) shall complete by the end of their high school education, at a minimum, coursework in language arts literacy, mathematics, and science. These shall include college level preparatory English I, II, III and IV, Algebra I, Lab Biology or the equivalent content taught in an integrated or career-based format, and other coursework as specified in N.J.A.C. 6A:8.

All required courses shall:

1. Be developed, reviewed, evaluated, and revised by a broad cross-section of teachers, content supervisors, and Principals;



2. Satisfy the Core Curriculum Content Standards and indicators in each content area according to the graduation requirements in N.J.A.C. 6A:8-5.1; and
3. Be aligned to the district curriculum which identifies the purpose of instruction, including the essential content to be mastered in each course with interim benchmarks and assessments and final assessments.

N.J.A.C. 6A:13-2.1; 6A:13-2.2

Adopted: 17 July 2012



2430 CO-CURRICULAR ACTIVITIES

The Board of Education believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular instructional program of the school. The purpose of such co-curricular activities shall be to develop leadership capacities and good organizational skills, to aid in the socialization of pupils, and to enable pupils to explore a wider range of individual interests than might be available in the regular curricular program.

The Board shall make school facilities, supplies, and equipment available and assign staff members for the support of a program of co-curricular activities for pupils in grades two through twelve. The Board shall maintain the program of co-curricular activities and a fee may be charged to participating pupils. Pupils may be required to assume all or part of the costs of travel and attendance at co-curricular events and trips.

For purposes of this policy, co-curricular activities are those activities conducted on or off school premises by clubs, associations, and organizations of pupils sponsored by the Board and do not include athletic competitions and practices. Co-curricular activities must be related to the curriculum but are not offered for credit toward promotion or graduation and are ordinarily conducted wholly or partly outside the regular school day.

No co-curricular activity shall be considered to be under the sponsorship of this Board unless it has been approved by the Board on recommendation of the Superintendent.

Pupils shall be fully informed of the co-curricular activities available to them and of the eligibility standards established for participation in co-curricular activities. Co-curricular activities shall be available to all pupils who voluntarily elect to participate.

The Board, at its discretion, will permit pupils who reside in this district and who are not enrolled in the public school to participate in noncompetitive co-curricular activities on a space available basis. Participants will be permitted only on written application and the applicant's assurances that the pupil agrees to be bound by the policies, rules, and regulations of this district.



The Superintendent shall prepare procedures to implement a co-curricular program and shall assess the needs and interests of the pupils of this district and provide for the continuing evaluation of the co-curricular program.

39 U.S.C.A. 1701 et seq.
N.J.S.A. 18A:11-3; 18A:42-2; 18A:42-5

Adopted: 17 July 2012



2431 ATHLETIC COMPETITION

The program of athletic competition includes all athletic lettered competitions.

Eligibility Standards

A student who wishes to participate in athletic competition must submit, on a form provided by the district, the signed consent of his/her parent(s) or legal guardian(s). The consent of the parent(s) or legal guardian(s) of a student who wishes to participate in interscholastic athletics must include an acknowledgment of the physical hazards that may be encountered in the sport.

Student participation in athletic competition shall be governed by the following eligibility standards:

High School

Fall and Winter Sports

To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a student must have passed 27.5 credits. The Randolph Board of Education, however, requires 30 credits per year for eligibility. If a student does not meet the eligibility requirements, he or she may be placed on probation. This is at the discretion of the Principal and depends on the student's total accumulated credits.

Spring Sports

As per the NJSIAA to be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a student must have passed 13.75 credits. The Randolph Board of Education however requires that 15 credits have been earned in the first semester. If a student does not meet the eligibility requirements, he or she may be placed on probation. This is at the discretion of the Principal and depends on the student's total accumulated credits.

OR

A student in grade ten (10), eleven (11), or twelve (12) who in the previous school year earned twenty-five (25) percent of the total number of credits required by the State for graduation is eligible for participation in sports in the fall and winter seasons. A student in grade nine (9), ten (10), eleven (11), or twelve (12) who in the fall semester earned twelve (12) and one-half percent



of the total number of credits required by the State for graduation is eligible for participation in sports in the spring season. A student who is eligible at the start of a sports season remains eligible for that entire sports season regardless of his/her grades at the end of a marking period.

A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in sports. No student who has an unexcused absence for a school day may participate in an athletic competition scheduled for the afternoon or evening of that school day.

Notice of these eligibility requirements shall be given to students.

Health Requirements

Good physical condition, freedom from injury, and full recovery from illness or injury are prerequisites to participation in athletic competition and practice for such competition. HIV status shall not be screened as a part of athletic physicals or reported in school health records.

An examination of each candidate for a school athletic squad or team shall be conducted within three hundred sixty five (365) days prior to the first practice session with examinations being conducted at the medical home or school physician of the student.

The medical examination shall be conducted in accordance with N.J.A.C. 6A:16-2.2(h) 1 and 2. The medical report shall include a determination concerning the student's participation on an athletic team or squad from the examining physician, nurse practitioner/clinical nurse specialist, or physician's assistant. The medical report shall be provided to the school physician if the school physician did not provide the medical examination.

If the student's medical examination was completed more than sixty (60) days prior to the first practice session, the student must provide a health history update of medical problems experienced since the last medical examination in accordance with N.J.A.C. 6A:16-2.2(h)4. This health history must be completed and signed by the parent(s) or legal guardian(s).

The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the student's participation in the athletics, based solely on the medical report, or the written reasons for the school physician's disapproval of the student's participation. The school physician's signature on the notification indicates the medical report complies with the requirements of N.J.A.C. 6A:16-2.2(h) 5.

The health findings of this medical examination shall be maintained as part of the student's health record.



The medical examination conducted to determine the fitness of a candidate for athletic competition and the health history update must include, as a minimum, the respective medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy.

Emergency Procedures

Athletic coaches shall be trained and certified in CPR. Newly hired coaches shall complete training in sports first aid by one (1) year after being hired and in the identification of student athletes who are injured or disabled in the course of any athletic activity.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic activity. Emergency procedures shall be reviewed by the Board not less than once in each school year and shall be disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts as Board policy the rules and regulations of the New Jersey State Interscholastic Athletic Association and shall review such rules annually to ascertain that they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events. All interscholastic athletic competitions are posted on the district website www.rtnj.org.

The Superintendent shall prepare rules for the conduct of students participating in interscholastic athletics that will conform to rules of the State Board of Education, the New Jersey State Interscholastic Athletic Association, and the Iron Hills Conference.



The administration will assess a reasonable fee for athletic participation.

N.J.S.A. 2C:21-11;

N.J.S.A. 18A:11-3 et seq.

N.J.A.C. 6A:7-1.7; 6A:16-1.4;6A:16-2 et seq.

Adopted: 17 July 2012



2431.1 CO/EXTRA CURRICULAR RULES

Purpose

Representing Randolph High School as a participant in the school's Co/Extra-Curricular programs is an honor and privilege and the responsibilities of pupils involved in these programs are different from other pupils. Therefore, the unlawful possession or unlawful use of any controlled substance, which includes steroids, alcohol or tobacco in any form by a pupil of Randolph High School who is a member of any Co/Extra-Curricular activity or team during the season(s) of that activity or team is prohibited and shall result in the penalties set forth in this policy.

Scope

This policy applies to all sports teams as well as to such activities as band, student council, debate (forensics), dramatic production, senior leaders and any other group which either competes on behalf of or in any way represents Randolph High School. It applies to the entire time such a group is "in season" whether that season is a conventional one (e.g. established for athletes by the NJSIAA) or a broader one (student council) for the academic year. This policy does not apply outside of the school year except for the period of time before school is in session (in August) when athletes are permitted to practice for fall sports by the NJSIAA and when organizations such as the marching band practice for fall activities. This policy does not apply to religious observances.

Investigation

All reports of alleged violations of this policy are to be made to the Randolph High School Principal.

Upon receiving such an allegation, the Principal will notify the pupil(s) and the pupil(s) parent(s)/guardian(s), then will convene a committee (the review committee) of his/herself, the student assistance counselor, one coach or one club advisor and one other teacher for the purpose of reviewing the allegation and advising the Principal on its validity.

The final decision on the validity of the allegation shall rest with the high school Principal subject to ultimate review by the Superintendent and Board of Education.



The committee will conduct an independent investigation and will consider all evidence to reach a course of advice. Upon completing its review, the committee will make a recommendation for action to the high school Principal. Upon reaching a decision, the Principal will notify the pupil(s) involved and his/her parents immediately.

Reports of alleged violations of the Co/Extra-Curricular Rules policy must be made within thirty days of the violation.

Consequences of Policy Violation

The following consequences are cumulative over the pupil's high school career:

For the first violation of this policy, a pupil will be prohibited from representing Randolph High School for a period of time to be determined by the high school Principal upon the advice of the review committee. The recommended penalty for the first offense: one week suspension from the athletic/co/extra-curricular activities. In addition, the pupil will be required to report to the pupil assistance counselor for at least two sessions to be scheduled at the counselor's convenience.

During the time of the pupil's removal from representing the high school, the pupil will be required to continue meeting/practicing with his/her team or organization. Failure to do so will result in the immediate removal of the pupil from the team or organization.

For a second violation of this policy, a pupil will be prohibited from representing Randolph High School for a longer period of time - again to be determined by the high school Principal upon the advice of the review committee. The recommended penalty for the second offense: two weeks suspension from the athletic/co/extra-curricular activities. In addition, the pupil will be required to meet with the pupil assistance counselor weekly for a period of at least six weeks.

During the time of the pupil's removal from representing the high school, the pupil will be required to continue meeting/practicing with his/her team or organization. Failure to do so will result in the immediate removal of the pupil from the team or organization.

For a third violation of this policy, a pupil will be immediately removed from the team or organization in question and will be prohibited from participating in any other "representative" group from Randolph High School for the remainder of that school year. The pupil will also be required to meet with his/her parents and the pupil assistance counselor for the purpose of developing a plan for treating the identified substance abuse issue. This plan must be approved by the high school Principal and is to be closely monitored by the pupil assistance counselor.



POLICY

RANDOLPH BOARD OF EDUCATION

PROGRAM
2431.1/page 3 of 3
Co/Extra Curricular Rules

All decisions are subject to the approval of the Principal.

If violations of the policy occur so close to the end of a "season" as to prevent the implementation of the consequences outlined above, the pupil will be required to serve those consequences at the beginning of the next season of his/her membership in the organization. The counseling provision will, however, continue to be in effect regardless of the official end of a season.

Appeal

The student athlete and/or parents have the right to appeal any suspensions imposed under the Co/Extra-Curricular Rules. All appeals shall be made to the Superintendent of Schools. Subsequent appeals shall be made to the Randolph Board of Education.

All decisions on appeals shall be made within five school days. Until the appeal process is completed, a pupil's athletic suspension will be in effect. The Board of Education will reevaluate this policy after a year of implementation.

Distribution

The content of this policy will be communicated to parents, coaches, teachers, and pupils by the Superintendent annually. All pupils participating in organizations which represent Randolph High School will be made aware of this policy by a coach or advisor prior to enrollment in any such organization. Each pupil so enrolled will also be required to provide his/her written consent to the provisions of the policy. Such consent will also be required of each such pupil's parents prior to the pupil's enrollment.

My signature below signifies that I have read and understand the Randolph High School Co/Extra-Curricular Rules of this policy.

Parent's Signature(s) _____ Date _____

Athlete's Signature _____ Date _____

Adopted: 17 July 2012



2431.2 ATHLETIC TRAINING RULES

Purpose

Participation in the Randolph School District's sports program is an honor and a privilege, and the responsibilities of student athletes are different from those of other pupils. Therefore, all pupils who participate in athletics are required to adhere to athletic training rules imposed by the school district. Adherence to the training rules helps ensure that all student athletes are in top physical condition and minimizes the potential for injury to themselves and others. Therefore, the possession or use of any controlled substance, including, steroids, alcohol or tobacco products by a student athlete at any time, during the season, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth in this policy.

The Randolph School District expects its student athletes to have such attributes as dedication, self-sacrifice, and the sincere desire to be the best athletes possible. These athletes should have great pride in their school, the athletic program, and above all, in themselves. They should have a thorough understanding of the rules, regulations, requirements, and standards that guide our athletic program.

It is the intent of this policy to protect our student athletes and to deter conduct that impairs their ability to compete effectively in athletics. By making responsible choices, it is up to each team member to remain a student athlete.

Athletic Training Rules

1. A team member is prohibited from the use and/or possession of alcoholic beverages or controlled or dangerous substances, including steroids as defined by New Jersey State law.
2. A team member is prohibited from the use and/or possession of any tobacco product (including spit tobacco).
3. This policy applies only to the official NJSIAA. "In-Season" parameters for Fall, Winter and Spring sports.

Investigation

All reports of alleged violations of the Athletic Training Rules Policy are to be made to the Randolph High School Principal.



The Principal will contact the student athlete and his/her parents upon confirmation of a valid violation report and notify them of the reasons for the investigation and the possibility of removal from a sports team. The Principal will investigate the allegations and determine the course of action. The Principal will consider all objective evidence to reach a determination. The parents and the student athlete will be notified of the decision immediately.

Reports of alleged violations of the Athletic Training Rules Policy must be reported within thirty days of the alleged violation.

Penalties for Violation of the Rules

If an athlete violates the Athletic Training Rules Policy during a sports season in which he/she is participating, the athlete will be suspended from that team for the remainder of that season.

Any athlete found in violation of the Athletic Training Rules Policy will be referred to the student assistance program and a drug/alcohol evaluation maybe required.

If the violation occurs on school grounds or school-sponsored transportation or at a school-sponsored event, Policy 5530 Substance Abuse will also apply.

Prior to being investigated or apprehended for an offense involving the use of controlled substances, including steroids, alcohol or tobacco products; an athlete may voluntarily request assistance from school officials. In this event, there will be no disciplinary consequences imposed upon the pupil provided that the athlete meets with the school substance abuse counselor and follows his/her recommendation and there are no subsequent violations of the Athletic Training Rules Policy.

Appeal

The student athlete and/or parents have the right to appeal any suspensions imposed under the Athletic Training Rules Policy. All appeals shall be made to the Superintendent of Schools. Subsequent appeals shall be made to the Randolph Board of Education.

All decisions on appeals shall be made in a timely manner. Until the appeal process is completed, a student's athletic suspension will be.



POLICY

RANDOLPH BOARD OF EDUCATION

PROGRAM
2431.2/page 3 of 3
Athletic Training Rules

Acknowledgement

At the start of each season, a copy of the Athletic Training Rules Policy will be provided and explained to each team member by the coach to guide and inform the athlete of his/her responsibilities, rights and privileges. An acknowledgement of the policy shall be signed by athletes and parents at the beginning of each sport season. The acknowledgement shall state as follows:

My signature below signifies that I have read and understand the Randolph High School Athletic Training Rules Policy.

Parents Signatures _____ Date _____

Athletes Signature _____ Date _____

Adopted: 17 July 2012



2431.3 PRACTICE AND PRE-SEASON HEAT-ACCLIMATION FOR
INTERSCHOLASTIC ATHLETICS

The Board of Education adopts this Policy as a measure to protect the safety, health and welfare of pupils participating in school-sponsored interscholastic athletic programs. The Board believes practice and pre-season heat-acclimation guidelines for student-athletes will minimize injury and enhance the student-athlete's health, performance, and well-being.

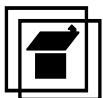
For the purposes of this Policy, "practice time," means the time a player engages in physical activity. Warm-up, stretching, conditioning, weight training, and "cool-down" periods shall be calculated in practice time.

For the purposes of this Policy "walk-through" means practice time where no protective equipment or strenuous activity is permitted and only balls and field markers (cones) may be used.

The first five days of the Board approved pre-season practice shall consist of no more than three hours of practice time. This three-hour practice time during the first five days may be divided into multiple sessions, but total practice time shall not exceed three hours. Full protective gear required for any athletic program may only be worn by student-athletes on the third day of practice and thereafter. Activities during the first two days of practice will be limited to those activities where full protective gear is not needed or required. Protective headgear may be worn on the first two days. Full equipment shall not be worn for any practice that is held before the NJSIAA official start of practice date.

A student-athlete shall not be permitted to participate in a scrimmage for any sport until he/she has completed six complete days of practice.

An athletic team may not practice for more than six consecutive days and one twenty-four hour rest period must be included within a seven-day period. After the fifth day of practice, the maximum allotted time per day for practice shall not exceed five hours. The five-hour practice time may be divided into multiple sessions but total practice time in any day shall not exceed five hours. A five-hour practice day may not be followed by a practice day greater than three hours. Therefore, practice days may follow a 3-5-3-5 format. A minimum of a three-hour recovery period shall be provided after any session of greater than two hours in length and a three-hour recovery period should be provided before a walk-through.



POLICY

RANDOLPH BOARD OF EDUCATION

PROGRAM

2431.3/page 2 of 2

Practice and Pre-Season Heat Acclimation for
Interscholastic Athletics

The Superintendent of Schools may reduce the practice times in this Policy in the event the weather and/or temperature warrants such action. This Policy shall be approved by the school district's physician prior to Board of Education approval.

New Jersey State Interscholastic Athletic Association Pre-Season Heat-Acclimation Guidelines

Adopted: 17 July 2012



2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics, it is imperative that student-athletes, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, “interscholastic athletics” shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts.

The school district will adopt an Interscholastic Athletic Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete who participates in interscholastic sports. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete’s parent and keep on file for future reference.

Prevention of a sports-related concussion and head injuries is an important component of the school district’s program. The school district may require pre-season baseline testing of all student-athletes before the student-athlete begins participation in an interscholastic athletic program.

Any student-athlete who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get



worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete is exhibiting signs or symptoms, the student-athlete will be evaluated by the school or team physician. The Principal or designee shall contact the student-athlete's parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete who participates in interscholastic athletics and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The student-athlete's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The student-athlete's physician or licensed health care provider must provide to the school district a written medical release/clearance for the student-athlete indicating when the student-athlete is able to return to the activity. The medical release/clearance must indicate the student-athlete is asymptomatic at rest and either may return to the interscholastic athletic activity because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.



For the purposes of this Policy a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted: 17 July 2012



2432 SCHOOL SPONSORED PUBLICATIONS

The Board of Education permits and encourages the preparation and distribution of school sponsored publications under staff direction in order that pupils learn the rights and responsibilities of the press in a free society.

No school sponsored publication may contain materials that:

1. Are grossly prejudicial to an ethnic, national, religious, or racial group or to either gender;
2. Libel any person or persons;
3. Infringe rights of privacy protected by law or regulation;
4. Seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other;
5. Advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of pupils;
6. Contain obscenity or material otherwise deemed to be harmful to impressionable pupils;
7. Incite violence, advocate the use of force, or urge the violation of law or school regulations;
8. Advertise goods or services for the benefit of profit-making organizations;
9. Solicit funds for non-school organizations when such solicitations have not been approved by the Board;
10. Promote, favor or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any school election; or
11. Except as may be required for literary purposes, do not conform to acceptable standards of grammar, clear expression, and responsible research.



POLICY

RANDOLPH BOARD OF EDUCATION

PROGRAM
2432/page 2 of 2
School Sponsored Publications

Issues on which opposing points of view have been responsibly promoted may be introduced in a school sponsored publication provided that all proponents are given an equal opportunity to present their views.

In order to ascertain that school sponsored publications do not violate the standards established by this policy, the Board requires that each publication be submitted to the Principal for review in advance of its distribution. A publication that contains material in violation of this policy may not be distributed.

Where the Principal cannot show, within two school days, that the publication violates the prohibitions of this policy, the publication must be released for distribution. The Principal's determination, if any, that the publication violates this policy must be supported by references to specific material in the publication. Material cannot be censored merely because it is personally offensive to the reviewer or may tend to embarrass the Board. Pupils must be offered the opportunity to modify or delete any material that violates this policy.

The Board requires that the distribution of school publications take place only at the places and during the times established by regulation in order that the instructional program is not disrupted.

N.J.S.A. 2C:34-3
N.J.S.A. 18A:42-4

Adopted: 17 July 2012



2452 ADULT AND COMMUNITY EDUCATION

The Board approves the operation of an Adult and Community School on a self-supporting basis.

The Superintendent will present to the full Board annually the financial status of the community school enterprise fund.

Adopted: 17 July 2012



2460 SPECIAL EDUCATION

The Randolph School Board of Education assures compliance with Part B of the Individuals with Disabilities Education Act (IDEA) and the New Jersey Administrative Code 6A:14-1 et seq. Furthermore, the Board will have programs and procedures in effect to ensure the following:

1. All pupils with disabilities, who are in need of special education and related services, including pupils with disabilities attending nonpublic schools, regardless of the severity of their disabilities, are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3.
2. Homeless pupils are located, identified, and evaluated according to N.J.A.C. 6A:14-3.3, and are provided special education and related services in accordance with the IDEA, including the appointment of a surrogate parent for unaccompanied homeless youths as defined in 42 U.S.C. §§11431 et seq.
3. Pupils with disabilities are evaluated according to N.J.A.C. 6A:14-2.5 and 3.4.
4. An Individualized Education Program (IEP) is developed, reviewed and as appropriate, revised according to N.J.A.C. 6A:14-3.6 and 3.7.
5. To the maximum extent appropriate, pupils with disabilities are educated in the least restrictive environment according to N.J.A.C. 6A:14-4.2.
6. Pupils with disabilities are included in State-wide and district-wide assessment programs with appropriate accommodations, where necessary according to N.J.A.C. 6A:14-4.10. All pupils with disabilities will participate in State-wide assessments or the applicable Alternative Proficiency Assessment in grades three, four, five, six, seven, eight, and eleven in accordance with their assigned grade level.
7. Pupils with disabilities are afforded procedural safeguards required by N.J.A.C. 6A:14-2.1 et seq., including appointment of a surrogate parent, when appropriate.
8. A free appropriate public education is available to all pupils with disabilities between the ages of three and twenty-one, including pupils with disabilities who have been suspended or expelled from school:



- a. The obligation to make a free, appropriate public education available to each eligible pupil begins no later than the pupil's third birthday and that an individualized education program (IEP) is in effect for the pupil by that date;
 - b. If a child's third birthday occurs during the summer, the child's IEP Team shall determine the date when services under the IEP will begin;
 - c. A free appropriate public education is available to any pupil with a disability who is eligible for special education and related services, even though the pupil is advancing from grade to grade;
 - d. The services and placement needed by each pupil with a disability to receive a free, appropriate public education are based on the pupil's unique needs and not on the pupil's disability; and
 - e. The services and placement needed by each pupil with a disability to receive a free, appropriate public education are provided in appropriate educational settings as close to the pupil's home as possible and, when the IEP does not describe specific restrictions, the pupil is educated in the school he or she would attend if not a pupil with a disability.
9. Children with disabilities participating in early intervention programs assisted under IDEA Part C who will participate in preschool programs under N.J.A.C. 6A:14 will experience a smooth transition and have an IEP developed and implemented according to N.J.A.C. 6A:14-3.3(e) and N.J.A.C. 6A:14-3.7.
 10. Full educational opportunity to all pupils with disabilities is provided.
 11. The compilation, maintenance, access to, and confidentiality of pupil records are in accordance with N.J.A.C. 6A:32-7.
 12. Provision is made for the participation of pupils with disabilities who are placed by their parent(s) in nonpublic schools according to N.J.A.C. 6A:14-6.1 and 6.2.
 13. Pupils with disabilities who are placed in private schools by the district Board are provided special education and related services at no cost to their parent(s) according to N.J.A.C. 6A:14-1.1(d) and N.J.A.C. 6A:14-7.5(b)3.



14. All personnel serving pupils with disabilities are highly qualified and appropriately certified and licensed, where a license is required, in accordance with State and Federal law.
15. The in-service training needs for professional and paraprofessional staff who provide special education, general education or related services are identified, and that appropriate in-service training is provided. The district Board shall maintain information to demonstrate its efforts to:
 - a. Prepare general and special education personnel with content knowledge and collaborative skills needed to meet the needs of children with disabilities;
 - b. Enhance the ability of teachers and others to use strategies, such as behavioral interventions, to address the conduct of pupils with disabilities that impedes the learning of pupils with disabilities and others;
 - c. Acquire and disseminate to teachers, administrators, school Board members, and related services personnel, significant knowledge derived from educational research and other sources and how the district will, if appropriate, adopt promising practices, materials and technology;
 - d. Ensure that the in-service training is integrated to the maximum extent possible with other professional development activities; and
 - e. Provide for joint training activities of parent(s) and special education, related services and general education personnel.
16. Instructional material will be provided to blind or print-disabled pupils in a timely manner.
17. For pupils with disabilities who are potentially eligible to receive services from the Division of Developmental Disabilities in the Department of Human Services the district will provide, pursuant to the Uniform Application Act, N.J.S.A. 30:4-25.10 et seq., the necessary materials to the parent(s) to apply for such services.



18. The school district will not accept the use of electronic mail from the parent(s) to submit requests to a school official regarding referral, identification, evaluation, classification, and the provision of a free, appropriate public education.
19. The school district will provide teacher aides and the appropriate general or special education teaching staff time for consultation on a regular basis as specified in each pupil's IEP.

The school district shall provide an Assurance Statement to the County Office of Education that the Board of Education has adopted the required special education policies and procedures/regulations and the district is complying with the mandated policies and procedures/regulations.

N.J.A.C. 6A:14-1 et seq.
20 USC §1400 et seq.
34 C.F.R. §300 et seq.

Adopted: 17 July 2012



2464 GIFTED AND TALENTED PUPILS

The Board of Education recognizes its responsibility to identify gifted and talented pupils within the school district and to provide these pupils appropriate instructional adaptations and services. To that end, the Board directs each such pupil in the school district be identified and offered an appropriate educational program and services.

For purposes of this policy, gifted and talented pupils will be defined as those exceptionally able pupils who possess or demonstrate high levels of abilities, in one or more content areas, when compared to their chronological peers in the district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

The Board will develop appropriate curricular and instructional modifications to be used for gifted and talented pupils indicating content, process, products and learning environments.

The identification methodology will be developmentally appropriate, non-discriminatory and related to the programs and services offered by the district. These procedures will be reviewed annually.

The educational program offered to gifted and talented pupils will encourage and challenge them in the specific areas of their abilities, but will not replace the basic instructional program of the various grades of this district. The program offered to a gifted and talented pupil may be infused into the pupil's regular instructional program.

Programs for the gifted and talented will be periodically evaluated for their continuing efficacy and adjusted accordingly.

The parent(s) or legal guardian(s) of any pupil identified as gifted or talented shall be consulted regarding any program designed to address the pupil's particular needs.

N.J.S.A. 18A:61A-2; 18A:35-4.16
N.J.A.C. 6:37-1.1; 6A:8-1.3; 6A:8-3.1(a)5.
P.L. 108-382, Sec. 10201 et seq.

Adopted: 17 July 2012



2466 NEEDLESS PUBLIC LABELING OF PUPILS WITH DISABILITIES

The Board of Education guarantees the privacy provided by law that no pupil with a disability be labeled publicly. Therefore, any reference to a pupil with a disability brought to the attention of the Board and/or any other potential public reference to a pupil with a disability will be through the use of a district-developed method of coding that would ensure a pupil's name or other labeling would not identify the pupil as a pupil with a disability. Examples where public labeling of pupils with disabilities shall be avoided include, but are not limited to, Board meeting agenda information, public address announcements, building/classroom signs, public school documents, and/or any other school publication identifying a pupil with a disability or class/program of pupils with disabilities.

Special education classes shall be referred to publicly by the name of the teacher. This applies to schedules, class lists, transportation lists, public address announcements, and any other form of communication that has any potential for any exposure other than for the use by appropriately authorized school staff.

Exceptions to the prohibition of public labeling of pupils with disabilities may be made upon consent of the pupil's parent(s) or legal guardian(s).

All pupil records shall be maintained strictly in accordance with N.J.A.C. 6A:32-7.1 et seq.

Adopted: 17 July 2012



2467 SURROGATE PARENTS AND FOSTER PARENTS

Federal and State laws require the Board ensure the rights of a pupil are protected through the provision of an individual to act as surrogate for the parent(s) and assume all parental rights under N.J.A.C. 6A:14-2.2 when:

1. The parent (as defined according to N.J.A.C. 6A:14-1.3) cannot be identified or located after reasonable efforts;
2. An agency of the State of New Jersey has guardianship of the pupil and that agency has not taken steps to appoint a surrogate parent for the pupil;
3. The pupil is a ward of the State and no State agency has taken steps to appoint a surrogate parent for the pupil;
4. No parent can be identified for the pupil in accordance with N.J.A.C. 6A:14-1.3 except a foster parent, the foster parent does not agree to serve as the pupil's parent, and no State agency has taken steps to appoint a surrogate parent for the pupil; and
5. The pupil is an unaccompanied homeless youth and no State agency has taken steps to appoint a surrogate parent for the pupil.

Qualifications and Selection

The district will make reasonable efforts to appoint a surrogate parent within thirty days of its determination that a surrogate parent is required for a pupil. If the district fails to appoint a surrogate parent for a ward of the State, a judge may appoint a surrogate parent if the judge determines a surrogate parent is necessary for such a pupil.

The person serving as a surrogate parent:

1. Shall have no interest that conflicts with those of the pupil he/she represents;
2. Shall possess the knowledge and skills that ensure adequate representation of the pupil;
3. Shall not be replaced without cause;



4. Shall be at least eighteen years of age;
5. Shall have a criminal history review in accordance with N.J.S.A. 18A:6-7.1 completed prior to his or her serving as the surrogate parent, if the school district compensates the surrogate parent for such services; and
6. Shall not be an employee of the New Jersey Department of Education, this district, or a public or nonpublic agency that is involved in the education or care of the child.

The Director of Special Services or designee will determine whether there is a need for a surrogate parent for a pupil, contact any State agency that is involved with the pupil to determine whether the State has a surrogate parent appointed for the pupil, and will make reasonable efforts to appoint a surrogate parent for the pupil within thirty days of determining that there is a need for a surrogate parent for the pupil.

When a pupil (who is or may be a pupil with a disability) is in the care of a foster parent residing in this district, and the foster parent is not the parent of the pupil as defined in N.J.A.C. 6A:14-1.3, the Director of Special Services or designee shall contact the pupil's case manager at the Division of Youth and Family Services (DYFS) in the Department of Human Services to determine whether the parent(s) retains the right to make educational decisions and to determine the whereabouts of the parent(s).

If the parent(s) retains the right to make educational decisions and the parent's whereabouts are known to the school district, the Director of Special Services or designee shall obtain all required consent from and provide written notices to the parent(s).

If the district cannot ascertain the whereabouts of the parent(s), the Director of Special Services or designee shall consult with the pupil's case manager at DYFS to assist in identifying an individual, including the foster parent, who may serve as a surrogate. If there is no foster parent, or if the foster parent is unwilling to serve as the pupil's parent pursuant to N.J.A.C. 6A:14-1.3, the Director of Special Services or designee shall consult with the pupil's case manager at DYFS to assist in identifying an individual to serve as a surrogate parent and the Director of Special Services or designee shall appoint a surrogate parent and obtain all required consent from and provide written notices to the surrogate parent.



Training

N.J.A.C 6A:14-2.2(d) requires the district train surrogate parents so they have the knowledge and skills that ensure adequate representation of the pupil. The Director of Special Services or designee shall coordinate the training for surrogate parents. The training will include, but not be limited to:

1. Providing the surrogate parent a copy of:
 - a. Parental Rights in Special Education booklet;
 - b. N.J.A.C. 6A:14;
 - c. The Special Education Process;
 - d. Code Training Materials from the Department of Education website; and
 - e. Other relevant materials.
2. Providing the surrogate parent an opportunity to meet with the Director of Special Services or designee to discuss the rights of the surrogate parent and the applicable statutes, administrative codes, and Federal laws. The Director of Special Services or designee shall provide the surrogate parent the opportunity to review and to become familiar with the State and Federal requirements for assessment, individualized educational program development, and parental rights with respect to the referral and placement process, including their rights with respect to seeking a due process hearing if they disagree with the local procedure or decisions;
3. Providing the surrogate parent adequate time to become familiar with the pupil and the nature of the pupil's disability through a review of the pupil's record;
4. Providing the surrogate parent an opportunity to confer with the pupil's case manager to discuss the pupil; and
5. Other information and resources to provide the surrogate parent the knowledge and skills to ensure adequate representation of the pupil.

Rights of the Surrogate Parent

A surrogate parent appointed in accordance with N.J.A.C. 6A:14-2.2 shall assume all parental rights under N.J.A.C. 6A:14.

N.J.A.C. 6A:14-2.2

Adopted: 17 July 2012



2481 HOME OR OUT-OF-SCHOOL INSTRUCTION FOR GENERAL EDUCATION PUPILS

The district will provide instructional services to enrolled general education pupils at the pupil's home or other suitable out-of-school setting under the following conditions:

- A. The pupil is mandated by State law and rule for placement in an alternative education program for violations of N.J.A.C. 6A:16-5.5 (firearm offenses) and 6A:16-5.6 (assault with weapons offenses), but placement is not immediately available;
- B. The pupil is placed on short-term or long-term suspension from participation in the general education program pursuant to N.J.A.C. 6A:16-7.2 and 7.3; or
- C. A court order requires the pupil receive instructional services in the home or other out-of-school setting.

The district in which the pupil resides is responsible for the costs of providing instruction in the home or out-of-school setting either directly or through contract with another Board of Education, Educational Services Commission, Jointure Commission or approved clinic or agency. The district shall provide services no later than five school days after the pupil has left the general education program.

The services to be provided shall meet the minimum standards as required in N.J.A.C. 6A:16-10.2(d). The district will develop an Individualized Program Plan (IPP) for the delivery of instructional services and pupil progress in accordance with requirements of N.J.A.C. 6A:16-10.2(d)1. The IPP shall be based upon consultation with the pupil's parent(s) or legal guardian(s) and a multi-disciplinary team of professionals with appropriate instructional and educational services credentials to assess the educational, behavioral, emotional, social, and health needs of the pupil and recommend a program to address both educational and behavioral goals. The IPP shall incorporate any prior findings and actions recommended through the school building's system of Intervention and Referral Services pursuant to N.J.A.C. 6A:16-8 and recommend placement in an appropriate educational program. The school district shall review the pupil's progress, consult with the pupil's parent(s) or legal guardian(s), and revise the IPP no less than every sixty calendar days.



The teacher(s) providing the instruction will be appropriately certified for the subject and grade level of the pupil. One-on-one instruction will be provided for no fewer than ten hours per week on three separate days of the week and no fewer than ten hours per week of additional guided learning experiences that may include the use of technology to provide audio and visual connections to the pupil's classroom. If home instruction is provided to pupils in a small group rather than through one-on-one instruction, direct instruction, that may include guided learning experiences, shall be provided for no fewer than twenty hours per week provided on no fewer than three separate days during the week and the pupil to teacher ratio shall not exceed 10:1.

Pupils will receive instruction that meets the Core Curriculum Content Standards in accordance with N.J.A.C. 6A:8 and that meets the school district's requirements for promotion and graduation.

If instruction is delivered in the pupil's home, a parent or other adult 21 years of age or older who has been designated by the parent shall be present during all periods of home instruction. Refusal or failure by a parent(s) or legal guardian(s) to participate in the development and revision of the pupil's IPP or to be present in the home as required may be deemed a violation of compulsory education laws, pursuant to N.J.S.A. 18A:38-25 through 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq.

The Principal shall maintain a summary record, pursuant to N.J.A.C. 6A:16-10.2(g)1, concerning pupils receiving home or out-of-school instruction because they could not be placed in the setting recommended as most appropriate in the pupils' IPPs. The Superintendent shall provide the summary report annually to the County Superintendent pursuant to N.J.A.C. 6A:10.2(g).

N.J.S.A. 18A:38-1 through 18A:38-25

N.J.A.C. 6A:16-10.2

Adopted: 17 July 2012



2510 ADOPTION OF TEXTBOOKS

“Textbook” means the principal source(s) of instructional material for any given course of study, in whatever form the material may be presented, that is available or distributed to every pupil enrolled in the course of study. No textbook will be used in the district without Board of Education approval. The Superintendent will recommend textbooks to the Board and develop regulations for the selection of textbooks that include effective consultation with faculty members at appropriate levels.

In considering the approval of any proposed textbook, the Board may weigh its value as a learning tool; its suitability for the maturity level and educational accomplishment of the pupils who will be using the textbook; its freedom from bias based on race, ethnicity, gender, religion or marital status; its relationship to a course of study adopted by the Board; its relationship to a continuous, multi-grade program; its impact on community standards of taste; the manner by which it was selected; and its cost, appearance, and durability.

The District will periodically review and evaluate textbooks for usefulness and relevance and replace them as necessary to meet the needs of pupils and the curriculum. The Superintendent will maintain a list of all approved textbooks including copyright dates for each. The list will be available for the use of the faculty and administration and for the information of members of the Board and the public.

N.J.S.A. 18A:34-1; 18A:34-2

Adopted: 17 July 2012



2520 INSTRUCTIONAL SUPPLIES

The Board of Education shall supply each teaching staff member with the supplies, materials, and equipment necessary for the implementation of the approved program and each pupil with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this policy such clothing or personal equipment as may be required by the Board for reasons related to the safety and health of pupils or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that pupils are permitted to retain, except that no pupil will be denied participation in any course of study or school sponsored activity because of his/her financial inability to bear the cost of such clothing, equipment, or materials.

The Superintendent shall develop regulations for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.S.A. 18A:34-1

Adopted: 17 July 2012



2530 RESOURCE MATERIALS

The Board of Education shall provide resource materials to implement district and school educational goals and objectives as pupil needs dictate and district resources permit. Such materials include reference books, other supplementary titles, maps, library print and non-print materials, and other sources of information for use by pupils that are not designated as textbooks.

The Superintendent shall be responsible for the selection and maintenance of all resource materials, in accordance with the following standards:

1. Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the pupils to be served;
2. Wherever possible, materials will provide major opposing views on controversial issues so that pupils may develop under guidance the practice of critical reading and thinking;
3. Wherever possible, materials will represent the many religious, ethnic, and cultural groups and their contribution to American heritage;
4. Materials will be factually accurate and of genuine literary or artistic value;
5. Materials will be of a quality and durability appropriate to their intended uses and longevity;
6. Materials will relate to, support, and enrich the courses of study adopted by the Board.

The Superintendent will develop regulations for the selection of resource materials that provide for the effective consultation of teaching staff members at all appropriate levels; ensure that the Board's budgetary allotment for resource materials is efficiently spent and wisely distributed throughout the instructional program and the district; and ensure an inventory of resource materials that is well balanced and well rounded in coverage of subject, types of materials, and variety of content.

The Superintendent will evaluate the continuing effectiveness and utility of resource materials and recommend to the Board the removal of those materials that no longer meet the standards set forth in this policy. Any request for the removal of resource materials will be governed by Policy No. 9130 on public complaints.

Adopted: 17 July 2012



2531 USE OF COPYRIGHTED MATERIALS

The Board of Education encourages teaching staff members to make judicious use of appropriate printed materials, sound recording, televised programs, and computer software in the curriculum but recognizes that federal law, applicable to public school districts, protects the originators of those materials from the unauthorized use of their copyrighted works. The Board expressly forbids the use of school equipment for the illegal reproduction of copyrighted materials.

In order to define the fair and reasonable use that teaching staff members may make of copyrighted works for educational purposes without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board directs the Superintendent to promulgate regulations regarding the copying and distribution of copyrighted materials for instructional purposes.

Computer software may be reproduced only for archival purposes or when copying is an essential step in the utilization of the program. Computer software should be purchased in sufficient quantity to permit its classroom use without simultaneous loading. Where appropriate, the Superintendent shall seek a licensing agreement with the software publisher that permits the reproduction of software, the simultaneous use of software, and the purchase of multiple copies of software at discount prices.

Pupils and staff members shall be instructed that copyright infringement is a form of theft. A pupil or staff member who reproduces or uses copyrighted material in violation of this policy will be subject to discipline.

17 U.S.C. 101 et seq.

Adopted: 17 July 2012



2551 MUSICAL INSTRUMENTS

The Board of Education will purchase and maintain a supply of musical instruments for pupils enrolled in the instrumental music program.

In general, pupils are encouraged to purchase their own musical instruments. District-owned instruments will be available to those pupils for whom the purchase of a musical instrument would impose a difficult financial burden.

District-owned instruments will be available to pupils, in the order in which requests are made, until the supply is exhausted. If necessary, instruments will be redistributed among schools to satisfy the demand.

Instruments will be loaned only to those pupils whose parent(s) or legal guardian(s) has agreed in writing to assure the safe return of the instrument and to bear the cost of necessary repairs. No fee will be charged for the loan of district-owned musical instruments.

Adopted: 17 July 2012



2560 LIVE ANIMALS IN SCHOOL

The Board of Education recognizes the appropriate use of live animals as instructional resources can enrich the educational program. The observation and nurture of live animals can help children learn specific biological and behavioral principles and gain respect for all living things.

A staff member who uses live animals shall observe proper precautions for the safety of pupils and the animals. The Principal or designee must approve a live animal being brought into the school building and the use of any animal in a course of instruction or the establishment of an animal habitat in a classroom.

Any animal used in school must have been lawfully acquired in accordance with applicable State law and local ordinance. An animal susceptible to rabies must have been vaccinated against rabies and proof of such vaccination must be included with the request to bring a live animal into the school submitted to the Principal or designee before a live animal is brought onto school grounds or into a school building. No animal shall be permitted in any area of the school where a pupil who is allergic to the animal might be exposed to the animal.

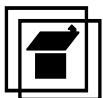
A teacher or other qualified adult must assume primary responsibility for the animal, its nourishment, and its sanitary living conditions. The staff member in charge must make proper arrangements for the animal's care and feeding over weekends, holidays, and school vacation periods.

No experiment that deprives a living animal of nourishment or exposes the animal to harm shall be conducted.

A pupil in Kindergarten through grade twelve may refuse to dissect, vivisection, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. In the event the school program will require any such activities, the school will notify the pupil and parent(s) or legal guardian(s) at the beginning of each school year of the right to decline participation in such activities. Within two weeks of the receipt of the notice from the school, the parent(s) or legal guardian(s) shall notify the school if the right to decline participation in such activities will be exercised. Any pupil who chooses to refrain from participation in or observation of such activities shall be offered an alternative education project for the purpose of providing the pupil with the factual knowledge, information, or experience required by the course of study. A pupil may refuse to participate in an alternative education project which involves or necessitates any harmful use of an animal or animal part(s). A pupil shall not be discriminated against, in grading or in any other manner, based upon a decision to exercise the rights afforded pursuant to this act.

N.J.S.A. 18A:35-4.25

Adopted: 17 July 2012



2610 EDUCATIONAL PROGRAM EVALUATION

The Board of Education directs the Superintendent or designee to develop and implement a systematic plan for evaluation of the educational program. To this end, the Superintendent or designee shall employ such tests and methods as may be indicated by sound professional judgment. Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent or designee shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board during the school year. Findings of the assessments may be used to evaluate programs, the progress of pupils and the effectiveness of staff members. The Board will annually make available to the public the collective progress of pupils toward the goals of the district.

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

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

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

N.J.A.C. 6:8-3.2; 6:39-1.1 et seq.

Adopted: 17 July 2012



2622 PUPIL ASSESSMENT

The New Jersey statewide assessment program has been designed to measure the extent to which all pupils at the elementary, middle, and secondary levels have attained New Jersey's Core Curriculum Content Standards.

Assessments

The Superintendent shall develop and present to the Board annually for its approval an assessment program that complies with rules of the State Board of Education.

Records

Notwithstanding Policy No. 8330, information regarding individual pupil test scores shall be released only to the pupil, parent(s) of minor pupils, or individuals eligible by court order and school personnel and school officials deemed appropriate by the Commissioner. Parents and emancipated minors may authorize in writing the release of pupil test scores to other persons.

Dissemination of Information

The results of the performance of school district pupils on statewide assessments shall be released annually through the dissemination of the school district's New Jersey School Report Card and other such means as determined by the Superintendent.

Parental Notification

Parent(s) or legal guardian(s) shall be informed of the district assessment program and of any special tests that are to be administered to their children.

PROGRAM EXCEPTIONS

Pupils With Disabilities

Pupils with disabilities shall participate in all state assessments unless the pupil's disability is so severe that the pupil is not receiving instruction in any of the knowledge and skills measured by the statewide assessment in a subject area with or without accommodations. The Board shall provide appropriate accommodations or modifications to the statewide assessment system as specified by the New Jersey Department of Education as defined in N.J.A.C. 6A:14-1.3 or Section 504 of the Rehabilitation Act as determined by the Individual Education Plan (IEP) Team or the 504 Team in compliance with the New Jersey Department of Education guidelines. Alternate Proficiency Assessment (APA) may be used for pupils with severe disabilities.



Pupils With Limited English Proficiency (LEP)

Pupils with limited English proficiency (LEP) shall participate in all statewide assessments and may be provided appropriate accommodations or modifications as specified by the New Jersey Department of Education.

All pupils of limited English proficiency shall satisfy the requirements for high school graduation according to N.J.A.C. 6A:8-5.1, except any pupil of limited English proficiency may demonstrate they have attained State minimum levels of proficiency through:

1. Passage of the SRA process in their native language and passage of an English fluency assessment approved by the New Jersey Department of Education; or
2. Passage of the SRA process in English with appropriate accommodations.

N.J.S.A. 18A:7C-6.2

N.J.A.C. 6:8-2.2 ; 6A:7-1.7;

6A:8-4.1 ; 6A:8-5.1 et seq.;

6A:14-1.1 et seq.; 6A:14-3.7; 6A:14-4.12;

6A:15-1.11

Adopted: 17 July 2012



2624 GRADING SYSTEM

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual pupils is important to the continuing process of learning. The Board, therefore directs the instructional program of this school district include a system of grading that measures progress toward the New Jersey Standards and the educational goals of the district.

Pupils shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward pupils for positive efforts and minimize failure, and pupils should be encouraged to evaluate their own achievements.

The Superintendent shall develop and continually review in consultation with teaching staff members, parent(s) or legal guardian(s), and pupils, a grading program appropriate to the course of study and maturity of pupils. The final decision on any contested grade will be the responsibility of the Principal. A pupil classified as disabled will be graded in accordance with his/her Individualized Educational Program (IEP) or the Section 504 Plan.

Adopted: 17 July 2012



2631 NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
(QSAC)

The Board of Education and Superintendent of Schools will work with the New Jersey Department of Education to comply with the requirements of the New Jersey Quality Single Accountability Continuum (QSAC) system in accordance with the provisions of N.J.A.C. 6A:30-1.1 et seq. QSAC is the New Jersey Department of Education monitoring and evaluating system for public school districts. Public school districts in New Jersey are evaluated in five key component areas of school effectiveness – instruction and program, personnel, fiscal management, operations, and governance – to determine the extent to which the school district is providing a thorough and efficient education.

Weighted quality performance indicators established by the Department of Education shall be used by the Commissioner of Education to assess school district performance and capacity during the comprehensive reviews pursuant to N.J.A.C. 6A:30-3.1 through 3.4, the in-depth evaluation pursuant to N.J.A.C. 6A:30-5.3, and monitoring of an approved QSAC district improvement plan pursuant to N.J.A.C. 6A:30-5.6. The weighted quality performance indicators shall also be used by the Commissioner in determining whether to initiate intervention activities pursuant to N.J.A.C. 6A:30-6.2, withdrawal from intervention pursuant to N.J.A.C. 6A:30-7.1, and initial placement of Level II, Level III, and State-Operated School Districts on the performance continuum pursuant to N.J.A.C. 6A:30-8.3.

The Commissioner shall conduct a comprehensive review of each public school district every three years. In the intervening years, the Commissioner shall assess the school district's performance to determine whether conditions exist in the school district that significantly and negatively impact the educational program or operations of the school district.

The Superintendent shall be responsible for completing the District Performance Review in accordance with the requirements as outlined in N.J.A.C. 6A:30-3.2. The District Performance Review and a Statement of Assurance prepared in accordance with N.J.A.C. 6A:30-3.2(e) shall be approved by the Board of Education by resolution and submitted to the County Superintendent of Schools in accordance with the provisions of N.J.A.C. 6A:30-3.2(f) and (g). The district's District Performance Review and the Statement of Assurance will be reviewed and evaluated in accordance with the requirements of N.J.A.C. 6A:30-3.3. The Commissioner shall issue a final determination of the school district's performance and initial placement on the performance continuum in accordance with N.J.A.C. 6A:30-4.1.



The district will be required to commence improvement activities as set forth in N.J.A.C. 6A:30-5.3 through 5.7 in the event it satisfies less than eighty percent of the weighted quality performance indicators in one or more key components of school district effectiveness. Where appropriate, pursuant to the factors as outlined in N.J.A.C. 6A:30-6.2, the Commissioner may seek forms of partial or full intervention in a school district as outlined in N.J.A.C. 6A:30-6.1 et seq. Withdrawal from partial or full State intervention shall be in accordance with the provisions of N.J.A.C. 6A:30-7 et seq.

No provision of N.J.A.C. 6A:30 – Evaluation of the Performance of School Districts, shall limit the ability of the Department to monitor public school districts’ practices by, among other things, conducting on-site visits to observe instructional practices and school facilities or take other such action as in the judgment of the Commissioner or his/her designee that may be warranted to ensure the satisfaction of any statutory or constitutional obligation.

N.J.S.A. 18A:7A-3 et seq.

N.J.A.C. 6A:30-1.1 et seq.

Adopted: 17 July 2012



2700 SERVICES TO NONPUBLIC SCHOOL PUPILS

The Board of Education shall provide, in accordance with law and to the limit of State aid available for such purposes, services to pupils enrolled in nonpublic schools located within this school district in which a child may legally fulfill compulsory school attendance requirements and which complies with Title VI of the Civil Rights Act of 1964.

Textbooks N.J.S.A. 18A:58-37.1 et seq.
 N.J.A.C. 6A:23-6.1 et seq.

The Board shall, on individual request, purchase and loan, without charge, textbooks to pupils attending a nonpublic school located in this district, provided the pupil is a New Jersey resident and the pupil's tuition is not paid by a district Board of Education. Such loan of textbooks will be indicated in each book by a label. Any textbook so loaned will remain the property of this Board. Textbooks loaned to nonpublic school pupils shall be returned at the end of the school year or the district may enter into agreements with the nonpublic schools to store the textbooks without cost to this Board.

A request for the loan of textbooks shall be signed by the parent(s) or legal guardian(s) of nonpublic school pupils and submitted in writing directly to this Board or may be forwarded collectively by the nonpublic school. Requests must be received by the Board by March 1 of the preceding school year.

Textbooks shall be purchased in the same manner as are textbooks purchased for use in this district. Nonpublic school pupils shall be subject to the rules and sanctions for the care of textbooks set forth in Policy No. 5513, Care of School Property, in the same manner as are pupils of this district.

Remedial Services N.J.S.A. 18A:46-19.1 et seq.
 N.J.A.C. 6A:14-1.1 et seq.

The Board shall provide services for the identification, referral, evaluation, and determination of eligibility for special education and/or related services, the development of individualized education programs, and speech correction for articulation disorders.



The eligibility of pupils in nonpublic schools for such services shall be determined by the criteria established by rules of the State Board and used to determine the eligibility of pupils enrolled in this district for the same services. Services shall be provided only upon the written consent of the parent(s) or legal guardian(s) of the pupil and shall include procedural safeguards provided to pupils of this district under N.J.A.C. 6A:14.2 et seq. and Policy No. 2460.

Remedial services will be supplied by appropriately certified personnel who are not employees of the nonpublic school, except that speech correction may be provided by employees of the nonpublic school. Such services shall be provided only upon consent of the parent(s) or legal guardian(s) of the pupil. Services may also be provided under contract with a public or private agency approved by the Commissioner for the provision of remedial services. The location in which services are provided will be determined by the Board, and will comply with rules of the State Board.

Auxiliary Services N.J.S.A. 18A:46A-1 et seq.
 N.J.A.C. 6A:14-1.1 et seq.

The Board shall provide supportive services for acquiring communication proficiency in the English language for children of limited English speaking ability, supplementary instruction services, and home instruction services. Auxiliary services will be provided only upon the written consent of the pupil's parent(s) or legal guardian(s).

Auxiliary services may be provided by appropriately certified personnel who are employees of this district or of the nonpublic school. Services may also be provided under contract with a public or private agency approved by the Commissioner for the provision of auxiliary services. The location in which services are provided will be determined by the Board, and will comply with rules of the State Board.

Nursing and Emergency Services N.J.S.A. 18A:40-23 et seq.
 N.J.A.C. 6A:16-2.4 et seq.

The Board shall provide basic nursing services in accordance with N.J.A.C. 6A:16-2.4 et seq. within the limits of funds appropriated or otherwise made available for this purpose according to N.J.S.A. 18A:40-23. Nursing services shall include the extension of emergency care for pupils enrolled full time in the nonpublic school who are injured or become ill at school, or during participation on a school team or squad pursuant to N.J.A.C. 6A:16-1.4(a)1.



The Superintendent and the administrator of the nonpublic school shall meet annually to review funding, to agree on basic nursing services and additional medical services to be provided based on funding, and to assure the nonpublic school has a copy of N.J.S.A. 18A:40-23 to 31. If agreement cannot be reached between the district and the nonpublic school, the County Office of Education shall be consulted for clarification. The district may provide additional nursing services when all basic nursing services have been provided, or will be provided, within the limits of funds appropriated or otherwise made available for this purpose according to N.J.S.A. 18A:40-23. The nursing services provided to a nonpublic school shall not include instructional services.

Funds spent on services delivered under this policy in any one nonpublic school shall not exceed the amount allocated to that school on a per pupil basis, less the cost to this district of administrative services directly attributable to the provision of such services or six percent of the funds allocated for each participating nonpublic school, whichever is less.

Nursing services shall include assistance with medical examinations and dental screening, screening of hearing examinations, maintenance of pupil health records, notification of local and county health officials of any pupil who has not been properly immunized, and the conduct of scoliosis examinations. If the Board and the nonpublic school agree, emergency care shall be provided to nonpublic school pupils who become ill or are injured in school or during participation on a school athletic team or squad in the same manner such services are provided to pupils of this district.

Nursing and health care services shall be provided by a professional registered nurse licensed in New Jersey who is an employee of this district, an employee of a third party contractor, or an independent contractor. The location of the services will be determined by the Board and will comply with the rules of the State Board.

The Board may purchase equipment and supplies for the provision of services under this policy, within the allocation of funds, and may lend any such equipment to a nonpublic school without charge provided it is understood that such equipment remains the property of the Board.

A nonpublic school pupil whose parent(s) or legal guardian(s) objects in writing to the receipt of nursing services shall not be compelled to receive such services, except for a physical examination to determine whether the pupil is ill or infected with a communicable disease.

The Superintendent or designee will retain a written statement verifying the annual meeting was held with the nonpublic school. The Superintendent or designee will also retain a copy of the contract document; Board meeting minutes approving the contract that describes the methods by which nursing services to the nonpublic pupils will be provided for the ensuing school year; a rationale for the distribution of funds; and a description of the type and number of services which were provided during the previous year to nonpublic pupils will be recorded on a form provided by the Commissioner of Education as required in N.J.A.C. 6A:16-2.4(a).



Delivery of Services

The Board shall provide any transportation necessitated by the provision of services under this policy.

Records regarding individual pupils receiving services under this policy shall be kept in accordance with State Board rules and Policy No. 8330 on Pupil Records.

The Board shall, file with the Commissioner a report on the number of nonpublic school pupils identified as eligible to receive services at a time and in a form required by the New Jersey Department of Education.

N.J.S.A. 18A:40-23 et seq.; 18A:40A-17(c);
18A:46-19.1 et seq.; 18A:46A-1 et seq.;
18A:58-37.1 et seq.
N.J.A.C. 6A:14-1.1 et seq.; 6A:16-2.4 et seq.

Adopted: 17 July 2012



3000 TEACHING STAFF MEMBERS

<u>Number</u>	<u>Title</u>
3111	Creating Positions
3112	Abolishing Positions
3124	Employment Contract
3125	Employment of Teaching Staff Members
3125.2	Employment of Substitute Teachers
3126	Induction Program for Provisional Teachers
3127	Terms and Conditions for Confidential and Non-Represented Supervisory Staff
3130	Assignment and Transfer
3134	Assignment of Additional Duties
3141	Resignation
3142	Nonrenewal of Nontenured Teaching Staff Member
3143	Dismissal
3144	Certification of Tenure Charges
3146	Conduct of Reduction in Force
3150	Discipline
3152	Withholding an Increment
3159	Teaching Staff Member/School District Reporting Responsibilities
3160	Physical Examination
3161	Examination for Cause
3211	Code of Ethics
3211.3	Consulting Outside the District
3212	Attendance
3214	Conflict of Interest
3217	Use of Corporal Punishment
3218	Substance Abuse
3221	Evaluation of Nontenured Teaching Staff Members
3222	Evaluation of Tenured Teaching Staff Members
3223	Evaluation of Administrators
3230	Outside Activities
3231	Outside Employment as Athletic Coach
3232	Tutoring
3233	Political Activities
3240	Professional Development
3244	In-Service Training
3245	Research Projects by Staff Members
3270	Professional Responsibilities
3280	Liability for Pupil Welfare



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS
3000/page 2 of 2

<u>Number</u>	<u>Title</u>
3281	Inappropriate Staff Conduct
3310	Academic Freedom
3321	Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
3322	Staff Member's Use of Cellular Telephones
3340	Grievance
3351	Healthy Workplace Environment
3362	Sexual Harassment
3370	Teaching Staff Member Tenure
3381	Protection Against Retaliation
3420	Benefits
3421	Employee Counseling Service
3425	Work Related Disability Pay
3425.1	Modified Duty Early Return to Work Program
3431.1	Family Leave
3431.3	New Jersey's Family Leave Insurance Program
3432	Sick Leave
3433	Vacations
3435	Anticipated Disability
3436	Personal Leave
3437	Military Leave
3439	Jury Duty



3111 CREATING POSITIONS

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

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

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

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

Adopted: 17 July 2012



3112 ABOLISHING POSITIONS

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

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

Adopted: 17 July 2012



TEACHING STAFF MEMBERS

3124/page 1 of 1

Employment Contract

3124 EMPLOYMENT CONTRACT

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

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

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

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

Adopted: 17 July 2012



3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

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

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

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

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

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

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

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

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



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

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

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

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

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

Summer School Teachers

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



Athletic Coaches

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

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

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

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

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

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

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

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

Adopted: 17 July 2012



3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

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

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

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

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

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



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

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

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

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

Adopted: 17 July 2012



3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS

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

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

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

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



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

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

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

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



TEACHING STAFF MEMBERS

3126/page 3 of 3

Induction Program for Provisional Teachers

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

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

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

Adopted: 17 July 2012



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

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

A. Definitions:

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

B. Work Year

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

C. Part-time employees

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

D. Vacation

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



E. Holidays

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

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

F. Paid Leaves of Absence

1. Sick Leave

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

2. Personal Leave

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



3. Compassionate Leave

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

4. Bereavement Leave

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

5. Jury Duty/Court Leave

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

G. Unpaid Leaves of Absence

1. Pregnancy Disability Leave

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



TEACHING STAFF MEMBERS

3127/page 4 of 8

Terms and Conditions for Confidential and
Non-Represented Supervisory Staff

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



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



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

H. Health Benefits

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

I. Tax Sheltered Plans

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

J. Professional Association Membership Fees

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



K. Continuing Educational Reimbursement

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

L. Professional Development

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

M. Evaluations

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

N. Termination and Non Renewal

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

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

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



O. Payment for unused sick days

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

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

Adopted: 17 July 2012



3130 ASSIGNMENT AND TRANSFER

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

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

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

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

Adopted: 17 July 2012



3134 ASSIGNMENT OF ADDITIONAL DUTIES

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

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

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

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

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

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

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

Adopted: 17 July 2012



3141 RESIGNATION

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

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

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

N.J.S.A. 18A:26-10; 18A:28-8
N.J.A.C. 6A:9-17.9

Adopted: 17 July 2012



3142 NONRENEWAL OF NONTENURED TEACHING STAFF MEMBER

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

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

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

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



TEACHING STAFF MEMBERS

3142/page 2 of 2

Nonrenewal of Nontenured Teaching Staff Member

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

N.J.S.A. 18A:27-3.1 et seq.; 18A:27-4.1; 18A:27-10 et seq.

N.J.A.C. 6A:32-4.5; 6A:32-4.6

Adopted: 17 July 2012



3143 DISMISSAL

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

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

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

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

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

Adopted: 17 July 2012



3144 CERTIFICATION OF TENURE CHARGES

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

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

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

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



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS
3144/page 2 of 2
Certification of Tenure Charges

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

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

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

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

Adopted: 17 July 2012



3146 CONDUCT OF REDUCTION IN FORCE

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

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

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

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

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

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

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

Adopted: 17 July 2012



3150 DISCIPLINE

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

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

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

N.J.S.A. 18A:25-7; 18A:27-4

N.J.S.A. 34:13A-1 et seq.; 34:19-1

Adopted: 17 July 2012



3152 WITHHOLDING AN INCREMENT

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

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

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

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

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

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

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

Adopted: 17 July 2012



TEACHING STAFF MEMBERS

3159/page 1 of 2

Teaching Staff Member/School District
Reporting Responsibilities

3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

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

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

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

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



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3159/page 2 of 2

Teaching Staff Member/School District
Reporting Responsibilities

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

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

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

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

Adopted: 17 July 2012



3160 HEALTH EXAMINATION

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

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

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

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

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

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



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3160/page 2 of 2

Physical Examination

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

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 17 July 2012

TEACHING STAFF MEMBERS



3161 EXAMINATION FOR CAUSE

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

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

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

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

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

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

TEACHING STAFF MEMBERS



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

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

42 U.S.C.A. 12101

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

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

Adopted: 17 July 2012

TEACHING STAFF MEMBERS



3211 CODE OF ETHICS

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

Preamble

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

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

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

Principle I - Commitment to the Pupil

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

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

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

TEACHING STAFF MEMBERS



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

Principle II - Commitment to the Profession

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

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

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

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

TEACHING STAFF MEMBERS



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

Adopted: 17 July 2012



3211.3 CONSULTING OUTSIDE THE DISTRICT

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

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

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

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

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

Adopted: 17 July 2012



3212 ATTENDANCE

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

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

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

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

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

Adopted: 17 July 2012



3214 CONFLICT OF INTEREST

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

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

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

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

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

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

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

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

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

Adopted: 17 July 2012



3217 USE OF CORPORAL PUNISHMENT

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

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

A teaching staff member who:

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

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

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

Adopted: 17 July 2012



3218 SUBSTANCE ABUSE

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

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

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

Standard of Conduct

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

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



Program Review

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

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

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

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

42 C.F.R. II

34 CFR 85.600 et seq.

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

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

Adopted: 17 July 2012



3221 EVALUATION OF NONTENURED TEACHING STAFF MEMBERS

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

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

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

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

N.J.S.A. 18A:27-3.1 et seq.
N.J.A.C. 6A:9-8.6; 6A:32-4.5

Adopted: 17 July 2012



3222 EVALUATION OF TEACHING STAFF MEMBERS

Non-Tenured Teachers

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



Tenured Teachers

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

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

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

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



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

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

Adopted: 17 July 2012



3223 EVALUATION OF ADMINISTRATORS

Definitions

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

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

Non-tenured Administrators

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

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

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

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



Tenured Administrators

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

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

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

N.J.S.A. 18A:27-3.1 et seq.
N.J.A.C. 6A:32-4.4; 6A:32-4.5

Adopted: 17 July 2012



3230 OUTSIDE ACTIVITIES

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

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

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

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

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

Adopted: 17 July 2012



3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

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

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

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

Adopted: 17 July 2012



3232 TUTORING

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

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

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

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

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

Adopted: 17 July 2012

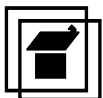


3233 POLITICAL ACTIVITIES

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

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

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



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

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

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

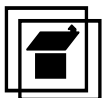
N.J.S.A. 11:17-2

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

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

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

Adopted: 17 July 2012



3240 PROFESSIONAL DEVELOPMENT

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

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

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

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

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

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

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

Adopted: 17 July 2012



3244 IN-SERVICE TRAINING

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

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

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

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

Adopted: 17 July 2012



3245 RESEARCH PROJECTS BY STAFF MEMBERS

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

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

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

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

Adopted: 17 July 2012



3270 PROFESSIONAL RESPONSIBILITIES

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

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

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

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

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

Adopted: 17 July 2012

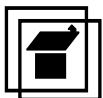


3280 LIABILITY FOR PUPIL WELFARE

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

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

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



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3280/page 2 of 2

Liability for Pupil Welfare

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

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

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

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

Adopted: 17 July 2012



3281 INAPPROPRIATE STAFF CONDUCT

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

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

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

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

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

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



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3281/page 2 of 2

Inappropriate Staff Conduct

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

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

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

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

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

Adopted: 17 July 2012



3310 ACADEMIC FREEDOM

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

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

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

Adopted: 17 July 2012



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

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

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

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

Standards for Use of Computer Network(s)

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

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



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

Violations

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

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



TEACHING STAFF MEMBERS

3321/page 3 of 3

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

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

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

Adopted: 17 July 2012



3322 STAFF MEMBER'S USE OF CELLULAR TELEPHONES

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

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

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

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

Adopted: 17 July 2012



3340 GRIEVANCE

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

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

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

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

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

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

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

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



Level One

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

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

Level Two

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

Level Three

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

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

The decision of the Board of Education shall be final.

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

Adopted: 17 July 2012



3351 HEALTHY WORKPLACE ENVIRONMENT

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

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

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

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



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS
3351/page 2 of 2
Healthy Workplace Environment

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

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

Adopted: 17 July 2012



3362 SEXUAL HARASSMENT

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

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

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

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

29 C.F.R. 1604.11

Adopted: 17 July 2012



3370 TEACHING STAFF MEMBER TENURE

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

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

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

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

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

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

Adopted: 17 July 2012



3381 PROTECTION AGAINST RETALIATION

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

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

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

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

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

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

Adopted: 17 July 2012



3420 BENEFITS

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

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

Adopted: 17 July 2012



3421 EMPLOYEE COUNSELING SERVICE

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

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

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

Policy for the implementation and use of Employee Counseling Service.

Administration

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



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

Fees

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

Confidentiality

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



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

Referral Procedures

1. Self Referral

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

2. Peer Referral

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

Manager/Supervisor Referral

1. Responsibilities in Regard to ECS

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



- b. A supervisor's responsibility in cases where employees are suspected of having health or personal problems should be limited to noting and documenting performance problems and referring to the Employee Counseling Service. Supervisors should not be burdened with diagnostic responsibilities regarding health and personal problems nor should they have to serve as professional counselors to employees.

- c. Supervisors who refer an employee for professional help because of a documented performance problem, which may require job action if not corrected, should strongly encourage the employee to follow through, and point out the consequences of not making necessary changes in performance. If the employee does not accept the offer of help and performance does not improve, normal supervisory procedures will follow. Personnel who accept professional help but continue to display unacceptable performance will also be subject to appropriate supervisory action. This regulation shall apply to all levels of administration, professional and support staff.

Adopted: 17 July 2012



3425 WORK RELATED DISABILITY PAY

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

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

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

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

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

Adopted: 17 July 2012



TEACHING STAFF MEMBERS

3425.1/page 1 of 2

Modified Duty Early Return to Work
Program – Teaching Staff Members

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

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

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

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

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



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3425.1/page 2 of 2

Modified Duty Early Return to Work
Program – Teaching Staff Members

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

Adopted: 17 July 2012



3431.1 FAMILY LEAVE

A. Introduction

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

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in any twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member.

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

B. Applicability

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

1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.
2. The NJFLA provides twelve weeks leave in a twenty-four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.



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

C. Definitions

1. Federal Family and Medical Leave Act (FMLA)

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

"Parent" means the biological parent of a staff member or an individual who stood in loco parentis to a staff member when the staff member was a son or daughter. This term does not include parents "in law."

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

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

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

2. New Jersey Family Leave Act (NJFLA)

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

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



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

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

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

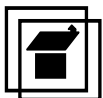
D. Eligibility

1. Federal Family and Medical Leave Act (FMLA)

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

Pursuant to 29 CFR Part 825 Section 202, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the spouse, son, daughter, or parent of the staff member with a serious health condition.

The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be a “rolling” twelve month period measured backward from the date a staff member uses any family leave.



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

2. New Jersey Family Leave Act (NJFLA)

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

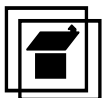
A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on NJFLA leave may commence part-time employment that shall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

The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be a “rolling” twenty-four month period measured backward from the date a staff member uses any leave.

E. Types of Leave

1. Federal Family and Medical Leave Act (FMLA)

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



- a. Leave for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care may be taken by a staff member intermittently or on a reduced leave schedule.
- b. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.
- c. Intermittent leave means leave scheduled for periods of time from one hour or more to several weeks; however, the total time within which the leave is taken can not exceed a twelve month period for each serious health condition episode. Intermittent leave may be taken for a serious health condition that requires periodic treatment by a health care provider, rather than one continuous period of time. Intermittent leave may also be taken for absences where the staff member is incapacitated or unable to perform the essential functions of the position because of a serious health condition even if the staff member does not receive treatment by a health care provider. The staff member shall make a reasonable effort to schedule intermittent leave so as not to unduly disrupt the operations of the instructional/educational program.
- d. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule not exceeding twenty-four consecutive weeks. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.



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

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

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



- (a) May require the staff member to take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - (b) Transfer the staff member temporarily to an available alternative position for which the staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the staff member's regular position.
- iii. If the instructional staff member does not give the required notice for leave that is foreseeable and desires the leave to be taken intermittently or on a reduced leave schedule, the district may require the staff

member to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the staff member to delay taking the leave until the notice provision is met.

- iv. In accordance with 29 CFR 825 Section 602, if an instructional staff member begins leave more than five weeks before the end of the school year, the district may require the staff member to continue taking leave until the end of the semester if:
- (a) The leave will last three weeks, and
 - (b) The staff member would return to work during the three-week period before the end of the semester.
- v. In accordance with 29 CFR 825 Section 602, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the five-week period before the end of the semester, the district may require the staff member to continue taking leave until the end of the semester if:
- (a) The leave will last more than two weeks; and
 - (b) The employee would return to work during the two-week period before the end of the semester.



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

- vi. In accordance with 29 CFR 825 Section 602, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the three week period before the end of a semester, the district may require the staff member to continue taking leave until the end of the semester if the leave will last more than five working days.
- vii. In the event the district requires the instructional staff member to take additional leave to the end of the semester in accordance with iv., v., or vi. above, the additional leave days shall not be counted as FMLA leave.

2. New Jersey Family Leave Act (NJFLA)

A staff member may take NJFLA leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

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



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

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

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

F. Notice

1. Federal Family and Medical Leave Act (FMLA)

- a. Foreseeable Leave - A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Director of Human Resources if the need for the leave is foreseeable based on an expected birth, placement for adoption of foster care, or planned medical treatment for a serious health condition of the staff member or a family member. If thirty days is not practical, the staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case. For



foreseeable leave where it is not possible to give as much as thirty days notice “as soon as practical” ordinarily would mean at least verbal notification to the Director of Human Resources within one or two business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

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

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

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

2. New Jersey Family Leave Act (NJFLA)

- a. Foreseeable Leave - A staff member eligible for NJFLA leave must give at least a thirty day advance written notice to the Director of Human Resources of the need to take family leave except where the need to take family leave is not foreseeable.
 - i. Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the employee shall provide such notice that is reasonable and practicable.



- ii. Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.
 - iii. When the Director of Human Resources is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide timely notice within two business days of returning to work to have the time considered for family leave in accordance with the Family Leave Act.
- b. Unforeseeable Leave - When the need for leave is not foreseeable, the staff member must provide notice “as soon as practicable” which shall be at least verbal notice to the Director of Human Resources within one or two business days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the Director of Human Resources, but any verbal notice must be followed by written notice delivered within two working days.

G. Leave Designation

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

H. Benefits

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act shall be unpaid leave.

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



I. Returning from Leave

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

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

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

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

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

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act (FMLA)

The district may deny job restoration after FMLA leave if the staff member is a "key employee" as defined in 29 CFR 825 Section 217 if such denial is necessary to prevent substantial and grievous economic injury to the district or the district may delay restoration to a staff member who fails to provide a fitness for duty certificate to return to work for leave that was the staff member's own serious



health condition. A “key employee” is a salaried, staff member who is among the highest paid ten percent of the school district staff employed by the district within 75 miles of the worksite. No more than ten percent of the school district staff within 75 miles of the worksite may be “key employees.”

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

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

2. New Jersey Family Leave Act

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



K. Verification of Leave

1. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent, or due to the staff member's own serious health condition that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. The certification must meet the requirements of 29 CFR Section 825.306 to include: which part of the definition of "serious health condition" applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments will be required for the condition; and/or if the patient's incapacity will be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

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

The district may require re-certification pursuant to the requirements of 29 CFR Section 825.308. In accordance with 29 CFR Section 825.309, the staff member on leave must provide a written report to the Director of Human Resources every thirty workdays. The report shall include the staff member's status and intended date to return to work. In the event the staff member's circumstances change, the staff member must provide reasonable notice to the Director of Human Resources



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

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

2. New Jersey Family Leave Act

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

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



L. Interference with Family Leave Rights

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

M. Non-Tenured Teaching Staff

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

N. Record Keeping

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

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

29 U.S.C. 2601 et seq.

29 C.F.R. 825.200 et seq.

N.J.S.A. 34:11B-1 et seq.

N.J.A.C. 13:14-1 et seq.

Adopted: 17 July 2012



3431.3 NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

An employee will be required to use ten workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to illness or injury and therefore may not be used for NJFLI purposes.



All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey – Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey - Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey – Department of Labor and Workforce Development.

A printed notification of covered individuals' rights relative to the receipt of benefits under the NJFLI will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43:21-25 et seq.

N.J.A.C. 12:21-1.1 et seq.

Adopted: 17 July 2012



3432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to teaching staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.

Adopted: 17 July 2012



3433 VACATIONS

The Board of Education believes that the school district benefits when teaching staff members employed to work twelve months a year are given periodic relief from the responsibilities of their positions without loss of compensation.

The Board reserves the right to determine the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:30-7

Adopted: 17 July 2012



3435 ANTICIPATED DISABILITY

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not covered by the terms of a negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at birth, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after birth, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in the educational program in accordance with Policy No. 3431. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C. 2000e-2

29 C.F.R. 1604-1 et seq.

N.J.S.A. 10:5-12

N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted: 17 July 2012



3436 PERSONAL LEAVE

The Board of Education will provide compensated absence for reasons of personal necessity for teaching staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity.

N.J.S.A. 18A:30-7

Adopted: 17 July 2012



3437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all days in which he/she is engaged in any period of State or Federal active duty. The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all work days he/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed thirty work days in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3437/page 2 of 2

Military Leave

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:28-11.1; 18A:29-11; 18A:66-8.1

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4—4; 52:13H-2.1;

N.J.A.C. 5A:2-2.1

Uniformed Services Employment and reemployment Rights Act
(USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 17 July 2012



3439 JURY DUTY

The district will indemnify any teaching staff member against loss of pay incurred by a call to jury duty. No such employee will be penalized in any way for an absence caused by a call for service or service on a panel of grand or petit jurors. The time any such employee is absent on jury duty will not be charged against personal leave and will count as school district service.

Teaching staff members shall report a call to jury duty during the school term to the Principal or their immediate supervisor who shall determine whether or not a replacement is available. Teaching staff members scheduled for jury service during the school term for whom the administration indicates a replacement cannot reasonably be found shall seek from the appropriate authority an excusal or deferment of service. Teaching staff members shall obtain from the Superintendent, or designee, a letter indicating the lack of availability of a substitute in such instances.

Full-time teaching staff members who must be absent from school duties for jury duty will receive their usual compensation from the school district for each day of absence for jury duty. In the event there is any jury duty compensation, including mileage and lodging, paid to teaching staff members for time on jury duty, they will be entitled to keep such compensation.

An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor and forward a copy of the summons to the Personnel Department. On return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

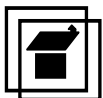
N.J.S.A. 2B:20-1 et seq.; 2B:20-10; 2B:20-16

Adopted: 17 July 2012



4000 SUPPORT STAFF MEMBERS

<u>Number</u>	<u>Title</u>
4111	Creating Positions
4124	Employment Contract
4125	Employment of Support Staff Members
4140	Termination
4145	Reduction in Force
4146	Nonrenewal of Nontenured Support Staff Member
4150	Discipline
4152	Freezing or Reducing Wages
4159	Support Staff Member/School District Reporting Responsibilities
4160	Physical Examination
4161	Examination for Cause
4211	Attendance
4211.3	Consulting Outside the District
4214	Conflict of Interest
4215	Code of Ethics
4218	Substance Abuse
4219	Commercial Driver Controlled Substance and Alcohol Use Testing
4220	Employee Evaluation
4230	Outside Activities
4233	Political Activities
4240	Employee Training
4281	Inappropriate Staff Conduct
4321	Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members
4340	Grievance
4351	Healthy Workplace Environment
4352	Sexual Harassment
4360	Support Staff Member Tenure
4381	Protection Against Retaliation
4413	Overtime Compensation
4415	Substitute Wages
4420	Benefits
4421	Employee Counseling Service
4425	Work Related Disability Pay



POLICY

RANDOLPH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS
4000/page 2 of 2

<u>Number</u>	<u>Title</u>
4425.1	Modified Duty Early Return to Work Program - Support Staff Members
4431.1	Family Leave
4431.3	New Jersey's Family Leave Insurance Program
4432	Sick Leave
4433	Vacations
4434	Holidays
4435	Anticipated Disability
4436	Personal Leave
4437	Military Leave
4438	Jury Duty



4111 CREATING POSITIONS

The Board of Education recognizes its authority to establish support staff positions that, when filled by qualified employees, will assist the district in the achievement of educational goals set by the Board.

The Board will create new positions as required, approve a job title appropriate to the position, and determine the number of persons required to staff adequately each such position.

The Superintendent shall recommend to the Board such new positions or additional staffing in existing positions as may be required by pupil enrollments and the operational needs of the district.

N.J.S.A. 18A:16-1; 18A:17-24; 18A:28-1

Adopted: 17 July 2012



SUPPORT STAFF MEMBERS

4124/page 1 of 1

Employment Contract

4124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured employee annually sign an employment contract for a term of not more than one year.

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

Adopted: 17 July 2012



4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

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

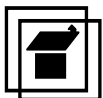
No person shall be employed in a position which involves regular contact with students unless the Board has notice that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the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

Criminal history record checks will be required pursuant to New Jersey Department of Education regulations and procedures. Any person to be employed by the district must undergo a criminal history background check. All contracted employees having regular student contact must undergo a criminal record history check.

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

Substitute employees, who are rehired annually by the Board, are required to undergo a criminal history record check upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one (1) year of the approval of the criminal history record check. A substitute employee later selected for a permanent position within the district does not need to undergo a new criminal history background check provided there is no break in service in the substitute employment. A break in service is when the employee is no longer approved by the employing Board of Education. An employee who has been laid off (dismissed because of employee reduction) and is asked to be re-employed by the district and/or contractor must submit to a new criminal history background check.

School bus drivers to be employed by the district must submit to a criminal history background check upon initial employment within the district and upon renewal of their school bus driver endorsement.



The Board may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history records check if the Board demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal background check is not completed for an emergent hired employee within three months, the Board may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

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

The responsible administrator(s) shall seek candidates for employment who possess the attributes of good character, appreciation of children, good health, and emotional maturity. They may administer such screening tests as may bear upon a candidate's ability to perform the tasks for which he/she is being considered and review such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Application records will be retained in confidence and for official use only.

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

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

Bus Drivers

In order to qualify for employment as a regular or substitute school bus driver a candidate must be a reliable person of good moral character, physically fit, have a minimum of three years' previous driving experience, and possess a valid bus driver's license approved by the New Jersey Department of Law and Public Safety, Division of Motor Vehicles that is neither suspended nor revoked.

The Board will annually submit to the County Superintendent, prior to the assignment of any driver, the following information regarding each driver and substitute driver employed by this Board or by any contractor supplying transportation services to this Board:



1. The driver's name and social security number;
2. Certification of the driver's possession of a valid school bus driver's license; and
3. Certification that the driver has qualified for employment after a criminal background check.

Prior to employment as a bus driver, and upon application for renewal of a school bus driver's license, a bus driver shall submit to the Commissioner of Education his/her name, address and fingerprints taken by a State or municipal law enforcement agency. No criminal history record check shall be furnished unless the applicant provided written consent to the check. The Commissioner shall notify the applicant, in writing, of the applicant's qualification or disqualification as a school bus driver. A school bus driver shall be disqualified from employment or service if the individual's check reveals a record of conviction for crimes and offenses as prescribed in N.J.S.A. 18A:39-19.1. The Board shall also be notified of a disqualification.

Any bus driver who fails to comply with the requirements of this policy will be subject to discipline and may be dismissed.

Aides/Paraprofessionals

The Board will employ school aides and/or classroom aides to assist in the supervision of student activities under the direction of a principal, teacher or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of teaching staff members.

In accordance with the requirements of No Child Left Behind Act of 2001, each school district receiving Title I funds shall ensure that all paraprofessionals hired after January 8, 2002 and working in a program supported with Title I funds shall have:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and can demonstrate, through formal State or local academic assessment:
 - a. Knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or



- b. Knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness as appropriate.

Paraprofessionals hired before January 8, 2002 and working in a program supported with Title I funds are required to satisfy the above stated requirements not later than four years after the date of January 8, 2002. A district that is implementing a School-wide Program must comply with all the requirements outlined above and a district that has a Target Assistance Program must ensure that all paraprofessionals paid in whole or part with Title I funds meet the requirements outlined above. The Superintendent will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

The Superintendent shall submit a job description for aides to be employed in the district, setting forth the duties to be performed, the types of proficiency needed, the qualifications to be required, and the arrangement for the supervision of aides to the County Superintendent for approval. In addition, the Superintendent shall annually submit to the County Superintendent the names of persons employed as aides, a statement certifying that these persons meet the approved qualifications and the positions are being supervised in accordance with approved plan for the use of school and/or classroom aides.

The Board may employ part-time support staff members as district needs require. Part-time employment shall be for periods and hours specified in the Board's resolution of employment.

Substitutes

The Board will employ substitutes for absent support staff members as necessary to ensure continuity in the operation of the school district. The Board shall annually approve a list of support staff substitutes and the positions in which each is permitted to serve and may approve additional substitutes during the school year.

N.J.S.A. 18A:6-5 et seq.; 18A:6-7.1 et seq.; 18A:16-1 et seq.;
18A:17-41; 18A:27-4.1; 18A:39-17 et seq.

N.J.A.C. 6A:9-7.1; 6A:27-12.1

No Child Left Behind Act of 2001 – Section 1119(c)

Adopted: 17 July 2012



4140 TERMINATION

The Board of Education will enter a contract with each non-tenured support staff member providing, in part, for the termination of employment by either party. The Board may terminate the employment of an employee for incompetence, immorality, unfitness for service, insubordination, reduction in force, or other good cause. Any notification of termination for cause will include a full statement of the reasons for the dismissal on notice duly given a nonprobationary employee.

The Board may terminate an employment contract with a non-tenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. N.J.S.A. 18A:27-4.1.

The Board may temporarily suspend an employee with or without pay and without notice when his/her continued services may be inimical to the interests of pupils.

N.J.S.A. 18A:6-10; 18A:17-2; 18A:17-3; 18A: 27-4.1

Adopted: 17 July 2012



4145 REDUCTION IN FORCE

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

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

The Superintendent shall continually review the efficiency and effectiveness of district organization and recommend to the Board the creation and abolishment of support staff positions and the reallocation of duties and positions.

When two or more employees are employed in the same classification of employment in which a position is abolished, the employee shall be reemployed who has had greater length of service in this district.

When, as the result of the abolishment of a position, an employee is demoted in position, the employee shall receive the salary of the position to which he/she has been assigned.

The name of any employee dismissed in a reduction in force shall be placed on a preferred eligible list in the order of dismissal for reemployment whenever vacancies occur. Any such reemployed employee shall be given full recognition for previous years of service in district employment and in his/her classification and for military service performed while in district employment or prior thereto.

N.J.S.A. 18A:6-10; 18A:17-4

Adopted: 17 July 2012



4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

Prior to notifying the support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the staff member their employment will be discussed in executive session in order for the support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall notify each support staff member to whom reemployment will not be offered in writing on or before May 15. The support staff member whose contract is not renewed has the right to a written statement for the reasons for nonrenewal, provided the request for the statement of reasons is made within fifteen days of the Superintendent's written notification of nonrenewal to the support staff member. The statement of reasons shall be provided to the staff member within thirty days after the receipt of the request. The nontenured support staff member shall have the right to an informal appearance before the Board to permit the staff member an opportunity to convince the members of the Board to offer reemployment, provided that a request for such an appearance is received within ten days after the support staff member receives the statement of reasons provided by the Superintendent.

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

This policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

N.J.S.A. 18A:27-4.1.

Adopted: 17 July 2012



4150 DISCIPLINE

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

The Superintendent, in consultation with the immediate supervisor, shall deal with disciplinary matters on a case-by-case basis. Discipline will include, as appropriate, verbal and written warnings, transfer, suspension, freezing wages, and dismissal; discipline will provide, wherever possible, for progressive penalties for repeated violations.

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

N.J.S.A. 18A:25-7; 18A:27-4

N.J.S.A. 34:13A-1 et seq.; 34:19-1

Adopted: 17 July 2012



4152 FREEZING OR REDUCING WAGES

The Board of Education recognizes that any advancement on a salary schedule, including annual increments and raises, is not automatic but rests within the discretion of the Board.

Advancement on any salary schedule shall require favorable reports covering the employee's competence and thoroughness in the performance of assigned duties as well as the employee's record of attendance and compliance with district regulations.

The Superintendent shall base a recommendation for wage freeze or reduction on evaluations of the employee's performance and conduct. The Superintendent must also show to the satisfaction of the Board that the standards by which an employee has been evaluated are not exceptional or unusual and are expected of all employees in a similar classification.

N.J.S.A. 18A:29-14

Adopted: 17 July 2012



SUPPORT STAFF MEMBERS

4159/page 1 of 1

Support Staff Member/School District
Reporting Responsibilities

4159 SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, “support staff members” shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. 6A:9-17.1.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

Adopted: 17 July 2012



4160 PHYSICAL EXAMINATION

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

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

Candidates for employment will be required to undergo a physical examination to include a health history, health screening and medical evaluation. This pre-employment physical examination shall not be used to determine a candidate's disabilities. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, American with Disabilities Act of 1990.

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

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

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



POLICY

RANDOLPH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4160/page 2 of 2

Physical Examination

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6:3-4A.4. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 3161 or disability in accordance with Policy Nos. 3425 and 3435.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 et seq.

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 17 July 2012



4161 EXAMINATION FOR CAUSE

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

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

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

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

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

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



SUPPORT STAFF MEMBERS

4161/page 2 of 2

Examination for Cause

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

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

42 U.S.C.A. 12101

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

N.J.A.C. 6A:32-6.3

Adopted: 17 July 2012



4211 ATTENDANCE

Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education considers satisfactory attendance an important criterion of job performance.

District employment imposes on each employee the responsibility to maintain a good attendance record. This responsibility requires that employees maintain good health, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.

The Administration will employ a program of progressive discipline, which may culminate in employment termination, to address excessive absenteeism or tardiness.

The Superintendent will develop regulations to implement this policy.

N.J.S.A. 18A:30-1 et seq.

Adopted: 17 July 2012



4211.3 CONSULTING OUTSIDE THE DISTRICT

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

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

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

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

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

Adopted: 17 July 2012



4214 CONFLICT OF INTEREST

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

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

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

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

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

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

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

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

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

Adopted: 17 July 2012



4215 CODE OF ETHICS

All support staff employees will:

- Represent themselves honestly in the application and selection procedure;
- Report to work as scheduled;
- Discuss complaints with their immediate superior, or through approved channels;
- Not advise or counsel pupils except in special cases with the knowledge and consent of the Principal;
- Complete thoroughly their assigned tasks;
- Endeavor to establish good working relationships with other employees, professional as well as non-professional;
- Commit themselves to providing the best possible services for pupils;
- Uphold all rules and regulations as set by the Board, the Superintendent, and the Principals;
- Keep the trust under which confidential information may be given;
- Adhere to all the conditions of a contract;
- Give prompt notice of any change in availability for continued employment; and
- Protect and care for district property.

Adopted: 17 July 2012



4218 SUBSTANCE ABUSE

The district recognizes that chemical dependency is an illness which is preceded by the misuse and/or abuse of alcohol, anabolic steroids, and other drugs.

For purposes of this policy, “substance” shall mean:

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

Standard of Conduct

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

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

Program Review

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



POLICY

RANDOLPH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4218/page 2 of 2

Substance Abuse

Any information gathered through a school investigation, counseling session, request by an employee for help, etc., shall comply with the confidentiality requirements established in Federal regulations found in 42 CFR Part 11. Employees shall be subject to procedures and sanctions defined in Regulation No. 3218. All employees shall be provided with a copy of this policy and the accompanying regulations.

N.J.S.A. 2C:33-15 et seq.; 24:21-2 et seq.

42 C.F.R. II

34 CFR 85.600 et seq.

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

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

Adopted: 17 July 2012



SUPPORT STAFF MEMBERS

4219/page 1 of 19

Commercial Driver Controlled Substance and
Alcohol Use Testing

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4219 COMMERCIAL DRIVER CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient and alcohol and drug-free workplace, that protects the district's pupils as well as the health and safety of its employees and the general public. The Board requires all drivers performing any safety-sensitive function are free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 C.F.R. 382 et seq. and 49 C.F.R. 40 et seq. Safety-sensitive function as defined by 49 C.F.R. 382.107 means all time from the time a driver begins work or is required to be in readiness to work until the time the driver is relieved from work and all responsibility for performing work. Safety-sensitive function shall include:

1. All time at the terminal facility or any public property waiting to be dispatched unless relieved from duty;
2. All time inspecting equipment;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time other than driving time in or upon the commercial vehicle except in an area defined as a sleeping berth;
5. All time loading and unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipments loaded and unloaded;
6. All time spent performing driver requirements related to accidents; and
7. All time repairing, obtaining assistance, or remaining in attendance with the vehicle.

The Omnibus Transportation Employee Testing Act requires all operators of commercial motor vehicles subject to the Commercial Drivers License requirements to be tested for controlled substances and alcohol. Federal regulations of the U.S. Department of Transportation require that school bus drivers as well as drivers of private carriers of passengers contracted by the Board be required to submit to alcohol and controlled substance testing in accordance with 49 C.F.R. Part 40. The Board designates the Director of Transportation as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal Regulations.



POLICY

RANDOLPH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 2 of 19

Commercial Driver Controlled Substance and
Alcohol Use Testing

No driver at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No driver shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit a driver that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use.

Violations

Any violation of this policy may result in discipline, up to and including termination.

Prohibited Substances

The presence of any of the following controlled substances in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in the policy, is prohibited for any employee assigned to a classification covered by this policy. All cutoff concentrations are as per 49 C.F.R. 40.87 and are expressed in nanograms per milliliter (ng/mL).

<u>Type of Drug or Metabolite</u>	<u>Initial Test</u>	<u>Confirmation Test</u>
Marijuana metabolites	50	
Delta-9-tetrahydrocanna- Binol-9-carboxylic acid (THC)		15
Cocaine metabolites (Benzoylecgonine)	300	150
Phencyclidine (PCP)	25	25
Amphetamines		1000
Amphetamine		500
Methamphetamine		500*

(*Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/mL.)



POLICY

RANDOLPH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4219/page 3 of 19

Commercial Driver Controlled Substance and
Alcohol Use Testing

<u>Type of Drug or Metabolite</u>	<u>Initial Test</u>	<u>Confirmation Test</u>
Opiate metabolites		2000
Codeine		2000
Morphine		2000
6-acetylmorphine (6-AM)		10**
(**Test for 6-AM in the specimen. Conduct this test only when specimen contains morphine at a concentration greater than or equal to 2000 ng/mL.)		
Alcohol	.02 or higher	.02 or higher

Testing Procedures

All testing for controlled dangerous substances will be conducted in accordance with 49 C.F.R. Part 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for the above stated five drugs or classes of drugs in accordance with 49 C.F.R. 40.85. Testing for alcohol will be conducted in accordance with 49 C.F.R. Part 40, Subparts J, K, L, M and N.

Definitions

“Alcohol” means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication) containing alcohol.

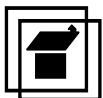
“Confirmatory Drug Test” means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

“Confirmed Drug Test” means a confirmation drug test received by a Medical Review Officer (MRO) from a certified laboratory.

“Controlled substances” means those substances identified in 49 C.F.R. 40.85.

“CCF” means the Federal Drug Testing Custody and Control Form.

“Designated Employer Representative” is an employee of the district authorized to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The Designated Employer Representative (DER) shall receive test results and other communications for the employer, consistent with the requirements of this policy and 49 C.F.R. 40. Service agents cannot act as a DER.



“FMCSA” means Federal Motor Carrier Safety Administration.

“Initial Drug Test” means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

“Initial Validity Screening” means the first test used to determine if a specimen is adulterated, diluted or substituted.

“Medical Review Officer” is a licensed physician responsible for receiving and reviewing laboratory results generated by the district’s drug testing program and evaluating medical explanations for certain drug test results.

"Possess" means either in or on the driver’s person, personal effects, motor vehicle or areas substantially entrusted to the control of the driver.

“Service agent” is any person or entity, other than an employee of the Board, who provides services specified under 49 C.F.R. 40 to the Board.

“Substance Abuse Professional” is a person who evaluates employees who have violated a drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare. Individuals permitted to act as Substance Abuse Professionals must possess the credentials as outlined in 49 C.F.R. 40.281.

“Work Site” means any motor vehicle, office, building, yard or other location at which the driver is to perform work.

Categories of Testing

For the purpose of this policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy No. 4160. Such screening shall be conducted in accordance with the procedures set forth in this policy and 49 C.F.R. 40. No individual receiving a positive confirmed test result will be employed by the Board.



An exception to the pre-employment screening may be made if the prospective employee:

- a. Has participated in a controlled substance testing program that met the requirements of 49 C.F.R. 382 et seq. within the previous thirty days and while participating in that program either:
 - (1) Was tested for controlled substances within the past six months (from the date of application to the commission), or
 - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application to the commission), and
 - (3) The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substance testing program within the previous six months.

If an individual is so exempted, the Designated Employer Representative (DER) shall contact the alcohol and/or controlled substances testing program in which the driver participated and obtain the following information in accordance with 49 C.F.R. 382.301(c):

- a. Name and address of the program;
- b. Verification of the driver's participation;
- c. Verification that the program conforms to federal guidelines;
- d. Verification the driver qualified and did not refuse to be tested for controlled substances;
- e. The date the driver was last tested for controlled substances; and
- f. The results of any tests taken within the last six months and any other violations.



An individual who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position now required to operate a Board vehicle, shall submit a written consent authorizing the commission to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the individual's application date or transfer into the new position. The written consent from the individual will permit the Designated Employer Representative (DER) to obtain the following information from previous DOT-regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the individual.

The DER will obtain and review this information before the employee first performs any driving and/or safety-sensitive functions. If this is not feasible, the DER will not permit the individual to work after thirty days from the individual's first date of employment in the position unless the DER has obtained or made and documented a good faith effort to obtain this information.

2. Random Testing

A covered employee shall be subject to submit to alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 C.F.R. 383.305(i). Random testing will be spread reasonably throughout any given calendar year.



The minimum annual percentage rate for random alcohol testing shall be 10% of the average number of drivers. The minimum rate of random controlled substances testing shall be 50% of the average number of drivers. These rates may be adjusted as determined by the FHWA (Federal Highway Administration) Administrator in accordance with 49 C.F.R. 382.305.

Drivers shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person, who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or
 - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.



As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - (1) Bodily injury to any person, who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or
 - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

A driver who is subject to post-accident testing shall remain readily available for such testing or be deemed to have refused to submit for testing. A driver who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing. Nothing herein shall be construed to prevent the driver from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

4. Reasonable Suspicion Testing

The DER may require a driver to submit to an alcohol and/or controlled substance test when the driver is observed by a supervisor or school official who is trained in accordance with 49 C.F.R. 382.603 and causes the observer to have reasonable suspicion to believe the driver has violated 49 C.F.R. 382 et seq. Reasonable suspicion must exist to require the driver to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.



Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the driver is required to be in compliance with the testing requirements of 49 C.F.R. 382 et seq.

Reasonable suspicion testing may be required of a driver while the driver is performing, just before the driver will perform or just after the driver has ceased performing safety-sensitive functions.

If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech and performance indicators of alcohol misuse. The driver will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is administered and the driver's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

5. Return to Duty Testing

The commission is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The Designated Employer Representative (DER) may recommend to the Superintendent of Schools the individual's employment be terminated depending on the circumstances.



In the event the DER does not recommend termination, the DER shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function, the driver shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled-substances test with a result indicating a verified negative result for controlled-substances use as required in 49 C.F.R. 40.305.

Drivers permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a Substance Abuse Professional (SAP). These individuals must participate in an assistance program prescribed by the SAP and as required in 49 C.F.R. 40 Subpart O.

The SAP will determine a written follow-up testing plan for any individual who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six unannounced, follow-up drug screenings and alcohol tests over the following twelve months. The testing shall not exceed sixty months. Alcohol follow-up testing shall be performed only when the driver is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 C.F.R. 40.307. The SAP will comply with all reporting requirements of 49 C.F.R. 40.311.

Medical Review Officer (MRO) Notifications

The Board shall employ or contract with a medical review officer who is a licensed physician (M.D. or D.O.) and shall designate the Medical Review Officer as the individual responsible for receiving laboratory results generated by the testing program. The medical review official shall have knowledge of substance abuse disorders and have appropriate medical training to interpret and evaluate the individuals confirmed positive test together with his/her medical history and other biomedical data. The Medical Review Officer will perform all functions and responsibilities as required in 49 C.F.R. 49 Subpart G.

Employer Notification

The Medical Review Officer may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the Medical Review Officer's evaluation. The Medical Review Officer must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF to report test results or a written report that must include, at a minimum, the information required in 49 C.F.R. 40.163.



Split Specimen Tests

Split specimen testing will be conducted in accordance with 49 C.F.R. 40 Subpart H. Under split-sample collection procedures, the driver has seventy-two hours from the time of notification of a positive result to request the MRO to order a test of the split specimen. If the driver does not request a split specimen test within seventy-two hours, the driver may present to the MRO information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the individual from making a timely request.

If the split specimen is unavailable or appears insufficient, the laboratory will continue the testing process of the primary specimen as the laboratory would normally. The laboratory will report the results for the primary specimen without providing the MRO information regarding the unavailable split specimen. In the event the MRO requests the split specimen be forwarded to another laboratory, the laboratory will report to the MRO the split specimen is unavailable for testing and the laboratory will provide the MRO with as much information as possible about the cause of the unavailability.

Designated Collection Facility

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 C.F.R. 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 C.F.R. 40.43.

Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 C.F.R. 40. The laboratory will perform all responsibilities as required in accordance with 49 C.F.R. 40 Subpart F.

Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a representative of the Board at a designated site. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 C.F.R. 40.211 and 49 C.F.R. 40.213.



Refusal to Submit

A driver will be deemed as refusing to take a drug test as described in 49 C.F.R. 40.191. As per 49 C.F.R. 40.191, an individual refuses to take a drug test if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen in the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take a second test the DER or collector has directed the individual to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under Sec. 40.193(d). In the case of a pre-employment drug test, the individual is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process); or
9. If the MRO reports the driver had a verified adulterated or substituted test result.



If an individual refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation) must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "refused to test because" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the driver refuses to take a non-DOT test or to sign a non-DOT form, the driver has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

Record of Negative Screening

An employee required to submit to an alcohol and/or controlled substance screening as provided in this policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

Prescription Drugs

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse affect on the driver's ability to properly perform safety-sensitive functions.

Consequences to Drivers Engaging in Prohibited Conduct

An employee whose screening produces a positive result for a prohibited substance:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a substance abuse professional who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;



SUPPORT STAFF MEMBERS

4219/page 14 of 19

Commercial Driver Controlled Substance and
Alcohol Use Testing

4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a substance abuse professional to determine that the driver has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow up alcohol and/or controlled substance abuse testing;
7. Be subject to the disciplinary policy and regulations of the Board.

Return-to-Work Agreement

An employee who has returned to work and who fails to comply with any of the terms of the Return to Work Agreement shall be subject to termination.

Maintenance and Retention of Records

The DER shall maintain and retain all records as required by federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process
 - a. Collection logbooks (if used);
 - b. Documents related to the random selection process;
 - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
 - d. Documentation of Breath Alcohol Technician (BAT) training;
 - e. Documentation of reasoning for reasonable suspicion testing;
 - f. Documentation of reasoning for post-accident testing;
 - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and



- h. Consolidated annual calendar year summaries.
2. Records Related to the Driver's Test Results
 - a. Employer's copy of the alcohol test form, including results;
 - b. Employer's copy of the drug test chain of custody and control form;
 - c. Documents sent to the employer by the Medical Review Officer;
 - d. Documentation of any driver's refusal to submit to a required alcohol or controlled substance test; and
 - e. Documents provided by a driver to dispute results of test.
3. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Rules
4. Records Related to Evaluations and Training
 - a. Records pertaining to Substance Abuse Professional's (SAP's) determination of driver's need for assistance;
 - b. Records concerning a driver's compliance with SAP's recommendations, and records related to education and training;
 - c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
 - d. Documentation of compliance with requirement to provide drivers with educational material, including driver's signed receipt of materials;
 - e. Documentation of supervisor training; and
 - f. Certification that training conducted under this rule complies with all requirements of the rule.
5. Records Related to Drug Testing
 - a. Agreements with collection site facilities, laboratories, Medical Review Officers (MRO's) and consortia;



POLICY

RANDOLPH BOARD OF EDUCATION

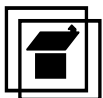
SUPPORT STAFF MEMBERS

4219/page 16 of 19

Commercial Driver Controlled Substance and
Alcohol Use Testing

- b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
 - c. Monthly statistical summaries of urinalysis; and
 - d. The employer's drug testing policy and procedures.
6. Required Period of Retention

<u>Document to be maintained</u>	<u>Period required to be maintained</u>
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Refusals to submit to required alcohol or controlled substance tests (including substituted or adulterated test results)	5 Years
Required calibration of Evidential Breath Testing Devices (EBT's)	2 Years
All follow-up tests and schedules for follow-up tests	5 Years
Substance Abuse Professional's (SAP's) evaluations and referrals	5 Years
Annual calendar year summary	5 Years



SUPPORT STAFF MEMBERS
4219/page 17 of 19
Commercial Driver Controlled Substance and
Alcohol Use Testing

<u>Document to be maintained</u>	<u>Period required to be maintained</u>
Records related to the collection process (except calibration) and required training	2 Years
Negative and canceled controlled substance test results	1 Year
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
Records obtained from previous employers concerning alcohol and drug testing	3 Years

7. Location of Records

All required records shall be maintained in accordance with Policy No. 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the Federal Highway Administration.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the Federal Highway Administration (FHWA) will provide the annual summary to that agency in the required format.

9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall ensure that each driver receives information in the manner specified below:



- a. By receiving a copy of this policy and any subsequent revisions.
- b. Through attendance at a meeting at which a detailed discussion of the following is conducted:
 - (1) The identity of the person designated by the employer to answer driver questions about the materials;
 - (2) Which drivers are subject to the alcohol misuse and controlled substance requirements;
 - (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the workday the driver is required to be in compliance;
 - (4) Specific information concerning driver conduct that is prohibited;
 - (5) The circumstances under which a driver will be tested for alcohol and/or controlled substances;
 - (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
 - (7) The requirement that a driver submit to alcohol and controlled substance tests;
 - (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
 - (9) The consequences for drivers found to have violated the prohibitions of this rule, including the immediate removal of the driver from safety-sensitive functions;
 - (10) The consequences for drivers found to have an alcohol concentration level of 0.02 or greater but less than 0.04;



SUPPORT STAFF MEMBERS

4219/page 19 of 19

Commercial Driver Controlled Substance and
Alcohol Use Testing

- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and or referral to management.

Omnibus Transportation Act of 1991

49 C.F.R. 40 et seq.

49 C.F.R. 382 et seq.

49 C.F.R. 395.2

Adopted: 17 July 2012



4220 EMPLOYEE EVALUATION

The Board of Education recognizes the importance of employee evaluations in the reinforcement of performance strengths and the remediation of areas for improvement.

The Superintendent shall develop a plan for the evaluation of support staff members.

The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of discipline or dismissal when an employee fails to improve his/her performance. Each employee will be provided access to the job description for the position held. Employees will be evaluated annually by their administrators. Evaluations will become part of the employee's personnel file and subject to district policy on personnel records.

Adopted: 17 July 2012



4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that employees enjoy a private life outside the school in which they enjoy associations and engage in activities with others for a variety of personal, economic, religious, or cultural reasons. The Board believes that school employees exert a continuing influence away from the school. Further, the Board has directed the evaluation of staff in terms of their faithfulness to and effectiveness in discharging district duties. Accordingly, the Board reserves the right to determine when activities outside the school interfere with an employee's performance and the discharge of the employee's responsibilities to this district.

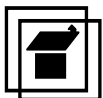
The Board directs that all employees be governed in their activities outside the school by the following guidelines:

1. Employees should not devote time during the working day to an outside activity without valid reason, and they should not solicit or accept customers for private enterprises on school premises or during the school day without the express permission of the immediate supervisor;

The Board will not endorse, support, nor assume liability for any employee who conducts a private activity in which pupils or employees of this district participate;

2. Employees shall refrain from public utterances or conduct that have an adverse or harmful effect upon the school community or interfere with the harmonious working relationships expected of district employees;
3. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by employees in the performance of their school district duties reside with and may be claimed by the Board.

Adopted: 17 July 2012



4233 POLITICAL ACTIVITIES

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

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

1. An employee shall not engage in political activity on school premises unless permitted in accordance with Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. An employee shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to pupils nor solicit campaign funds or campaign workers on school premises;
3. An employee shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place;
4. An employee shall not engage in any activity in the presence of pupils while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

The provisions of this policy do not apply to the conduct of employee representative elections.

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

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

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

Adopted: 17 July 2012



4240 EMPLOYEE TRAINING

The Board of Education believes that continuing training and study is essential to the improvement of employee performance and the acquisition of technological skills. The Board encourages all employees to participate in appropriate training programs.

The Board will reimburse employee requests for attendance at training programs provided participation has been approved in advance by the immediate supervisor.

Adopted: 17 July 2012



4281 INAPPROPRIATE STAFF CONDUCT

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

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

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

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

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

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



SUPPORT STAFF MEMBERS

4281/page 2 of 2

Inappropriate Staff Conduct

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

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

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

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

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

Adopted: 17 July 2012



4321 ACCEPTABLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND
RESOURCES BY SUPPORT STAFF MEMBERS

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

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

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

Standards for Use of Computer Network(s)

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

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



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

Violations

Individuals violating this policy shall be subject to appropriate disciplinary actions as defined by Policy No. 4150, Discipline which includes but are not limited to:

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



SUPPORT STAFF MEMBERS

4321/page 3 of 3

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

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

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

Adopted: 17 July 2012



4340 GRIEVANCE

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

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

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

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

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

A grievant may use personal leave time when it becomes necessary to process a grievance during the working day. There will be no reprisal of any kind taken against any employee or employee's representative for participation in a grievance. \

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

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



Level One

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

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

Level Two

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

Level Three

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

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

The decision of the Board shall be final.

Adopted: 17 July 2012



4351 HEALTHY WORKPLACE ENVIRONMENT

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

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

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

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



POLICY

RANDOLPH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS
4351/page 2 of 2
Healthy Workplace Environment

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

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

Adopted: 17 July 2012



SUPPORT STAFF MEMBERS

4352/page 1 of 1

Sexual Harassment

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4352 SEXUAL HARASSMENT

Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

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

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the New Jersey Division on Civil Rights or to the United States Equal Employment Opportunity Commission. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation 1530, Equal Employment Opportunity.

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

29 C.F.R. 1604.11

Adopted: 17 July 2012



4360 SUPPORT STAFF MEMBER TENURE

The Board of Education directs that the tenure status of support staff members be determined only in accordance with law and this policy and such contractual terms as may have been negotiated with the employee's majority representative.

Persons employed as janitors, custodians, and maintenance personnel including supervisory personnel will be employed on fixed term contracts and will not acquire tenure in their positions.

The Board will not grant tenure to any employee for whom such tenure has not been provided in law.

N.J.S.A. 18A:17-2; 18A:17-3

Adopted: 17 July 2012



4381 PROTECTION AGAINST RETALIATION

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

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

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

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

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

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

Adopted: 17 July 2012



4413 OVERTIME COMPENSATION

The Board of Education will compensate overtime work in accordance with law. "Overtime work" means work in excess of forty hours in a single workweek.

No overtime shall be worked without the express advance approval of the immediate supervisor.

Employees who work overtime and for whom no contrary provision has been collectively bargained shall earn compensatory time at the rate of one and one-half hours for every hour of overtime worked, in lieu of overtime compensation. Such employees who accrue compensatory time beyond two hundred forty hours shall be compensated at the rate earned by the employee at the time compensation is paid.

An employee who has unused accrued compensatory time when his/her employment is terminated shall be paid, upon termination, for the unused time at a rate of pay not less than:

1. The average rate received by the employee during the last three years of employment; or
2. The final rate received by the employee, whichever is the higher rate.

A request for the use of compensatory time shall be submitted to the employee's supervisor and must be approved by the Superintendent and/or the School Business Administrator. An employee will be permitted the use of accrued compensatory time within a reasonable time of his/her request for time off, provided the requested time off does not unduly disrupt the operations of the school district.

The immediate supervisor is directed to make and maintain such records regarding employees' hours and wages as may be required by law.

29 U.S.C.A. 207(o)
29 U.S.C.A. 207(p)
N.J.S.A. 34:11-56(a)4

Adopted: 17 July 2012

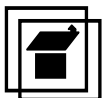


4415 SUBSTITUTE WAGES

In order to ensure reliable delivery of services in the absence of regular support staff employees, the Board of Education will offer competitive compensation to qualified substitute secretaries, clerks, custodians, maintenance workers, bus drivers, teacher aides, and cafeteria workers. The Superintendent or designee will determine whether to employ a substitute for any particular absence.

Substitute support staff members will be paid at a per diem rate which may be reviewed periodically by the Board.

Adopted: 17 July 2012



4420 BENEFITS

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

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

Adopted: 17 July 2012



4421 EMPLOYEE COUNSELING SERVICE

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

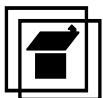
The Randolph Board of Education recognizes that almost any human problem can be successfully treated provided it is identified in its early stages and the appropriate intervention is made. This applies whether the problem be individual depression, anxiety, stress or emotional illness; marital or family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

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

Policy for the implementation and use of Employee Counseling Service.

Administration

1. The Board Secretary shall be designated as the district liaison with Employee Counseling Service. This liaison will receive quarterly reports; insure that mailings are sent to employees and their families introducing Employee Counseling Service and that additional printed material is disseminated as appropriate throughout the contract year; arrange time for supervisory Training and Employee Orientations to ECS; assume responsibility for the timely payment of quarterly bills and, in general, work with ECS to promote the acceptance and use of the program.
2. Participation in ECS is open to all full and part time employees. Participation is voluntary and confidential.
3. Participation in ECS is open to dependents, family members and others who reside in the home of full time and part time employees. Participation is voluntary and confidential.



4. Participation in ECS does not exempt employees from the standard administrative practices applicable to job performance requirements nor from the district's positive disciplinary procedures.
5. The employee has the option of using sick time or using off work time in participating in ECS.

Fees

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

Confidentiality

1. Confidentiality of Records
 - a. Records are the property of Family Services of Morris County. As such, employees and family members who participate in ECS will have complete assurance of the confidential nature of this program. This confidentiality of records is governed by and in accordance with federal and state laws and regulations regarding the confidentiality of records.
 - b. Information concerning participation in ECS does not enter an employee's personnel file unless specifically requested by the employee.
 - c. The career of an employee will not be jeopardized for successful efforts to resolve any health or personal problems, including treatment for the disease of alcoholism or chemical dependency.



2. Release of Information
 - a. Information will be released only to those persons or agencies authorized in writing by the participant to receive such information. In all cases, written consent forms will be utilized prior to the release of any information to anyone, regardless of the relationship to the participant.
 - b. If an ECS participant authorizes information to be released to the employer, the content of the information released will be limited to attendance in ECS and the employee's willingness to participate in the program.
 - c. In most instances, the ECS participant will personally assume the responsibility of contacting other referral sources. When it is appropriate for ECS to do so, information that is necessary in making the appropriate referral will be released upon authorization of the participant.
 - d. If an ECS participant is referred to an outside resource for specific services, the confidentiality of records and release of information will be subject to the policies of that referral resource. ECS will not have access to this information unless this is authorized by the participant through a release of information.

Referral Procedures

1. Self Referral

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

2. Peer Referral

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



Manager/Supervisor Referral

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

Adopted: 17 July 2012



4425 WORK RELATED DISABILITY PAY

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

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

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

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

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

Adopted: 17 July 2012



4425.1 MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – SUPPORT STAFF MEMBERS

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

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

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

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



POLICY

RANDOLPH BOARD OF EDUCATION

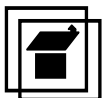
SUPPORT STAFF MEMBERS

4425.1/page 2 of 2

Modified Duty Early Return to Work
Program – Support Staff Members

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

Adopted: 17 July 2012



4431.1 FAMILY LEAVE

A. Introduction

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

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in any twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member.

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

B. Applicability

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

1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.
2. The NJFLA provides twelve weeks leave in a twenty-four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.



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

C. Definitions

1. Federal Family and Medical Leave Act (FMLA)

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

"Parent" means the biological parent of a staff member or an individual who stood in loco parentis to a staff member when the staff member was a son or daughter. This term does not include parents "in law."

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

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

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

2. New Jersey Family Leave Act (NJFLA)

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

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



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

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

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

D. Eligibility

1. Federal Family and Medical Leave Act (FMLA)

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

Pursuant to 29 CFR Part 825 Section 202, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the spouse, son, daughter, or parent of the staff member with a serious health condition.

The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be a “rolling” twelve month period measured backward from the date a staff member uses any family leave.



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

2. New Jersey Family Leave Act (NJFLA)

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

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

The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be a “rolling” twenty-four month period measured backward from the date a staff member uses any leave.

E. Types of Leave

1. Federal Family and Medical Leave Act (FMLA)

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



- a. Leave for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care may be taken by a staff member intermittently or on a reduced leave schedule.
- b. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.
- c. Intermittent leave means leave scheduled for periods of time from one hour or more to several weeks; however, the total time within which the leave is taken can not exceed a twelve month period for each serious health condition episode. Intermittent leave may be taken for a serious health condition that requires periodic treatment by a health care provider, rather than one continuous period of time. Intermittent leave may also be taken for absences where the staff member is incapacitated or unable to perform the essential functions of the position because of a serious health condition even if the staff member does not receive treatment by a health care provider. The staff member shall make a reasonable effort to schedule intermittent leave so as not to unduly disrupt the operations of the instructional/educational program.
- d. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule not exceeding twenty-four consecutive weeks. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.



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

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

2. New Jersey Family Leave Act (NJFLA)

A staff member may take NJFLA leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

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



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

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

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

F. Notice

1. Federal Family and Medical Leave Act (FMLA)

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



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

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

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

2. New Jersey Family Leave Act (NJFLA)

- a. Foreseeable Leave - A staff member eligible for NJFLA leave must give at least a thirty day advance written notice to the Director of Human Resources of the need to take family leave except where the need to take family leave is not foreseeable.
 - i. Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the employee shall provide such notice that is reasonable and practicable.
 - ii. Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.



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

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

G. Leave Designation

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

H. Benefits

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act shall unpaid leave.

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

I. Returning from Leave

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

A staff member returning from leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction



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

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

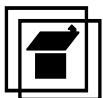
If leave is taken under FMLA, and the staff member does not return to work after the leave expires, the Board is entitled to recover health insurance costs paid while the staff member was on FMLA. The Board's right to recover premiums would not apply if the staff member fails to return to work due to:

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

J. Ineligible Staff Members

1. Federal Family and Medical Leave Act (FMLA)

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



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

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

2. New Jersey Family Leave Act

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



K. Verification of Leave

1. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent, or due to the staff member's own serious health condition that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. The certification must meet the requirements of 29 CFR Section 825.306 to include: which part of the definition of "serious health condition" applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments will be required for the condition; and/or if the patient's incapacity will be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

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

The district may require re-certification pursuant to the requirements of 29 CFR Section 825.308. In accordance with 29 CFR Section 825.309, the staff member on leave must provide a written report to the Director of Human Resources every thirty workdays. The report shall include the staff member's status and intended date to return to work. In the event the staff member's circumstances change, the staff member must provide reasonable notice to the Director of Human Resources



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

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

2. New Jersey Family Leave Act

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

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



L. Interference with Family Leave Rights

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

M. Non-Tenured Teaching Staff

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

N. Record Keeping

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

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

29 U.S.C. 2601 et seq.

29 C.F.R. 825.200 et seq.

N.J.S.A. 34:11B-1 et seq.

N.J.A.C. 13:14-1 et seq.

Adopted: 17 July 2012



4431.3 NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

An employee will be required to use ten workdays of earned vacation, personal or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to illness or injury and therefore may not be used for NJFLI purposes.



All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey – Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. In addition, the school district administrative and related staff will comply with the State of New Jersey - Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey – Department of Labor and Workforce Development.

A printed notification of covered individuals' rights relative to the receipt of benefits under the NJFLI will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43:21-25 et seq.
N.J.A.C. 12:21-1.1 et seq.

Adopted: 17 July 2012



4432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to support staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.

Adopted: 17 July 2012



4433 VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

The Board reserves the right to determine the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:30-7

Adopted: 17 July 2012



4434 HOLIDAYS

The Board of Education will compensate support staff members for holidays in accordance with the holiday provisions of current valid negotiated contracts.

Compensation for holidays for non-association/non-union represented support staff members will be in accordance with the Randolph Education Association agreement and the school calendar.

N.J.S.A. 36:1-1

Adopted: 17 July 2012



4435 ANTICIPATED DISABILITY

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not otherwise covered by the terms of the negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at parturition, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after parturition, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C.A. 2000e-2(a)

29 C.F.R. 1604-1 et seq.

N.J.S.A. 10:5-12(a)

N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted: 17 July 2012



4436 PERSONAL LEAVE

The Board of Education will provide for an employee's compensated absence for reason of personal necessity not covered by the terms of a negotiated agreement or in an individual contract with the Board.

The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity.

N.J.S.A. 18A:30-7

Adopted: 17 July 2012



4437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all days in which he/she is engaged in any period of State or Federal active duty. The leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of ninety workdays shall be without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, to a leave of absence without loss of pay or time on all work days he/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed thirty work days in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty workdays shall be without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.



POLICY

RANDOLPH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4437/page 2 of 2

Military Leave

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:29-11

N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1;

N.J.A.C. 5A:2-2.1

Uniformed Services Employment and reemployment Rights Act (USERRA),
38 U.S.C. Section 4301 et seq.

Adopted: 17 July 2012



4438 JURY DUTY

The Board of Education will indemnify all full-time employees against loss of pay incurred by a call to jury duty. No employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent will not be charged against personal leave and will count toward district service.

A full-time employee who is absent from their school district duties while on jury duty for any court of New Jersey, any court of any other State, any federal district court, or in the U.S. District Court for New Jersey will receive their usual compensation from the school district for each day the support staff member is present for jury duty. In the event there is any jury duty compensation, excluding mileage and lodging, paid to the employee for their time on jury duty, the employee will reimburse the school district the amount of any jury duty compensation paid to the staff member.

An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor and forward a copy of the summons to the Personnel Department.

On return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

N.J.S.A. 2B:20-1 et seq.; 2B:20-16

Adopted: 17 July 2012



5000 PUPILS

<u>Number</u>	<u>Title</u>
5111	Eligibility of Resident/Nonresident Pupils
5112	Entrance Age
5114	Children Displaced by Domestic Violence
5116	Education of Homeless Children
5120	Assignment of Pupils
5130	Withdrawal From School
5200	Attendance Tardiness Grades K-8
5200.1	Attendance Tardiness High School
5230	Late Arrival and Early Dismissal
5240	Tardiness
5250	Excusal from Class or Program
5300	Use of Defibrillator(s)
5305	Health Services Personnel
5306	Health Services To Nonpublic Schools
5307	Nursing Services Plan
5308	Pupil Health Records
5310	Health Services
5320	Immunization
5330	Administration of Medication
5331	Management of Life-Threatening Allergies in Schools
5332	Do Not Resuscitate Orders
5335	Treatment of Asthma
5338	Diabetes Management
5350	Pupil Suicide Prevention
5351	Pupil Violence Prevention and Response
5410	Promotion and Retention
5412	Eighth Grade Graduation
5420	Reporting Pupil Progress
5430	Class Rank
5431	“Good Pupil” Status
5440	Awards
5460	High School Graduation
5465	Early Graduation
5466	Graduation and Year Book Fees
5500	Expectations for Pupil Conduct
5511	Dress and Grooming



<u>Number</u>	<u>Title</u>
5512	Harassment, Intimidation and Bullying
5513	Care of School Property
5514	Pupil Use of Vehicles
5515	Pupil Parking
5516	Use of Electronic Communication and Recording Devices (ECRD)
5517	Pupil Identification Cards
5519	Dating Violence at School
5520	Disorder and Demonstration
5530	Substance Abuse
5533	Pupil Smoking
5550	Disaffected Pupils
5560	Disruptive Pupils
5561	Use of Physical Restraint
5570	Sportsmanship
5600	Pupil Discipline/Code of Conduct
5610	Suspension
5611	Removal of Pupils From The General Education Program for Weapons/Firearms Offenses
5612	Assault by Pupils on Board Members or Employees
5615	Suspected Gang Activity
5620	Expulsion
5700	Pupil Rights
5701	Plagiarism
5710	Pupil Grievance
5721	Distribution of Flyers/Electronic Advertising
5750	Equal Educational Opportunity
5751	Sexual Harassment
5752	Marital Status and Pregnancy
5755	Equity in Educational Programs and Services
5770	Pupil Right of Privacy
5820	Student Government
5830	Pupil Fund Raising
5841	Secret Societies
5842	Equal Access of Pupil Organizations
5843	Before and After School Programs
5850	Social Events and Class Trips
5860	Safety Patrol
5880	Public Performances by Pupils



5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS

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

Eligibility to Attend School

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

The District shall also admit any pupil that is kept in the home of a person other than the pupil's parent or guardian, where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his or her own child in accordance with N.J.A.C. 6A:22-3.2 et seq. A pupil is only eligible to attend school in the district pursuant to this provision if the pupil's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the pupil due to family or economic hardship and the pupil is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the pupil must file, if so required by the district, a sworn statement that he or she: is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the pupil relative to school requirements; and provides a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease. Pursuant to N.J.S.A. 18A:38-1(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(b) if the pupil is kept in the home of a person domiciled in the district, other than the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year upon the parent or guardian's return from active military duty.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(d) if the pupil's parent or guardian temporarily resides within the district and elects to have the pupil attend school in the district of temporary residence, notwithstanding the existence of a domicile



elsewhere. Where required by the district, the parent or guardian shall demonstrate that such temporary residence is not solely for purposes of a pupil attending school within the district of temporary residence. Where one of a pupil's parents or guardians temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A pupil is eligible to attend school in the district free of charge:

1. If the pupil's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the pupil is placed in the home of a district resident by court order (as defined in N.J.A.C. 6A:22-3.2(e)) or by a society, agency, or institution pursuant to N.J.S.A. 18A:38-2;
3. If the pupil had previously resided in the district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the pupil out of the district, pursuant to N.J.S.A. 18A:38-3(b). The district shall not be obligated for transportation costs; and
4. If the pupil resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

In accordance with N.J.A.C. 6A:22-3.3 (a), the physical condition of an applicant's housing, an applicant's compliance with local housing ordinances, or terms of lease shall not affect eligibility to attend school.

A pupil's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

Proof of Eligibility

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



The district 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. However, these protected documents or information, or pertinent parts thereof, may be voluntarily disclosed by the person(s) seeking enrollment in the district. However, the district may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

Initial Assessment and Enrollment

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

Initial determinations of eligibility shall be made upon presentation of an application for enrollment and enrollment shall take place immediately in all cases except those of clear, uncontested denials. Where an applicant has provided incomplete, unclear or questionable information, enrollment shall take place immediately, but the applicant will be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 et seq.

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

Where enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws. In this case, the parent(s) or guardian(s) shall, where the pupil is between the ages of six and sixteen, be asked to complete a written statement that the pupil will be attending school in another district, attending a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the event this written statement is not provided, the district level administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department



of Children and Families to report a potential instance of “neglect” pursuant to N.J.S.A. 9:6-1, with the pupil’s name, the name(s) of the parent/guardian/resident, the pupil’s address to the extent known, and shall indicate that admission to the district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance in the district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a pupil’s identity required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the district shall not be denied based upon absence of pupil medical information, although actual attendance at school may be deferred as necessitated by compliance with rules regarding immunization of pupils, N.J.A.C. 8:57-4.1 et seq.

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

Notice of Ineligibility

If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-1.1 et seq., or the application initially submitted is found to be deficient upon subsequent review or investigation, notice shall immediately be provided to the applicant consistent with sample form(s) to be provided by the Commissioner. Notices shall be in writing, in English and in the native language of the applicant, issued by the Superintendent and directed to the address at which the applicant claims to reside. The Notice of Ineligibility shall be provided and shall include information as required in accordance with N.J.A.C. 6A:22-4.2 et seq.

Removal of Currently Enrolled Pupils

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this policy shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, pupils enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.



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

Appeal to the Commissioner

The district's determination that a pupil is ineligible to attend the schools of the district may be appealed to the Commissioner by the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(b)1, appeals of "affidavit pupil" eligibility determinations must be filed by the resident keeping the pupil.

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a determination of ineligibility, the Board may assess tuition for any period of a pupil's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. The district may petition the Commissioner for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10, through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.



Nonresident Pupils

The admission of a nonresident child to school must be approved by the Board. No child otherwise eligible shall be denied admission on the basis of the child's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The decision to admit a student under this provision shall apply only to the school year in which the decision is made and shall not represent or imply a commitment to admit the child in the next or subsequent school years. The Board shall vote each year on the admission of each non-resident student pursuant to this provision.

Children Who Anticipate Moving to or from the District

A child whose parents/guardians are moving into Randolph may be accepted as a tuition student on a temporary basis. The child is not a Randolph resident until the parents/guardians move into Randolph.

The following guidelines apply to students whose residency is pending:

1. A parent/guardian who is in the process of moving into Randolph Township must certify in writing that the family will occupy a home within two months of the date of such certification.
2. The parent/guardian will leave a two month tuition deposit at the prevailing rate for each child with the Board Secretary. The tuition deposit must be a certified check or bank check. The Board Secretary will authorize enrollment of the student upon receipt of the tuition deposit.
3. The Board Secretary will not cash the two month tuition deposit if occupancy is accomplished within two months of the date of certification.
4. If at the end of the two month period occupancy has not occurred, the parent/guardian may appeal to the Superintendent for a maximum of a one month extension. If the Superintendent grants the extension, one additional month tuition deposit must be submitted for each child in attendance in a Randolph School.



5. If an extension is granted and the date of occupancy occurs after three months from the date of certification, the deposit will be kept by the school district for the three month period of time. For each month thereafter, the parent will be charged tuition at the prevailing rate. The student will be considered a tuition student until residency occurs.
6. If an extension is not granted by the Superintendent and the date of occupancy occurs after two months of the date of certification, the deposit will be kept by the school district. For each month thereafter, the parent will be charged tuition at the prevailing rate. The student will be considered a tuition student until residency occurs.
7. Upon moving into Randolph, a certificate of legal residence will be completed for each child. The parent/guardian must verify residency through a deed, lease or current tax bill. The Board Secretary will forward the original certification of legal residence and a copy of the deed, lease or current tax bill to the school to be placed in the student's permanent record folder. A copy will be retained in the Board file.

Children of Randolph residents who are moving to another residence in Randolph and are temporarily displaced outside the township may continue enrollment based on the following guidelines:

1. The parent/guardian who is in the process of relocating within Randolph Township must certify in writing that the family will occupy their home within two months of such certification.
2. The parent/guardian will leave a two month tuition deposit at the prevailing rate for each child with the Board Secretary. The tuition deposit must be a certified check or bank check. The Board Secretary will authorize continued enrollment of the student upon receipt of the tuition deposit.
3. The Board Secretary will not cash the two month tuition deposit if occupancy is accomplished within two months of the date of certification.
4. At the end of the two month period, the Superintendent will extend the initial two month period for up to two additional months upon receipt of a two additional months tuition deposit.



5. If the date of occupancy occurs after four months from the date of certification, the deposit will be kept by the school district. For each month thereafter, the parent/guardian will be charged tuition at the prevailing rate. The student will be considered a tuition student until residency occurs.
6. Upon moving back into Randolph, a certificate of legal residence will be completed for each child. The parent/guardian must verify residency through a deed, lease or current tax bill. The Board Secretary will forward the original certification of legal residence and a copy of the deed or lease to the school to be placed in the student's permanent record folder. A copy will be retained in the Board file.

Education in the Randolph Schools without the payment of tuition will be granted to those students who attend Randolph High School as residents for their entire junior year and who move from this district after the opening date of school in the senior year, but who are desirous of completing the year in Randolph Schools. All other students who move from this district may attend school one calendar month without payment of tuition.

Under no circumstances will the Board be responsible for transportation of nonresident students.

Children of District Employees

Children of Board employees who do not reside in this school district may be admitted to school, subject to this policy 5111, in this district with payment of tuition, provided that the educational program of such children can be accommodated within district facilities, subject to available space and staff. This decision shall rest in the sole discretion of the Board. The decision to admit a student under this provision shall apply only to the school year in which the decision is made and shall not represent or imply a commitment to admit the child in the next or subsequent school years. The Board shall vote each year on the admission of each non-resident student pursuant to this provision. 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 pupils or by using the rate certified by the Board.

Foreign Exchange Pupils (J-1 Visas)

Foreign exchange pupils who hold J-1 visas and who are domiciled within a Randolph Township residence may be admitted to school in this district without the payment of tuition provided the resident with whom they are domiciled will execute an affidavit stating:



1. He/She does not receive remuneration for the care of the pupil; and
2. The resident will assume all personal obligations for the pupil.

Foreign Pupils (F-2 visas - dependents of F-1 pupils)

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

Foreign pupils who hold F-2 visas and who are domiciled within a Randolph Township residence may be admitted to school in this district without the payment of tuition provided the resident with whom they are domiciled will execute an affidavit stating:

1. He/She does not receive remuneration for the care of the pupil; and
2. The resident will assume all personal obligations for the pupil

Foreign Pupils (F-1 visas)

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

Foreign exchange pupils who hold F-1 visas may be permitted to attend a Randolph High School (Grades 9-12) to a maximum of twelve months, provided the pupil reimburses the school district for the full, unsubsidized per pupil cost of education as certified annually by the New Jersey Department of Education, for the intended period of study.

F-1 visa foreign pupils, 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 pupils travel outside the United States, they will need to conform to the requirements above (twelve month maximum and reimbursement for cost) to be readmitted.

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 pupils or by using the rate certified by the Board.



Other Nonresident Children

A parent or legal guardian of a nonresident student who may wish to have his/her child attend the Randolph Schools shall file a written request annually for review by the Superintendent. Depending on the availability of space and with Board approval, a student may be granted permission to attend the Randolph Schools upon payment of the annual tuition fee. 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 pupils or by using the rate certified by the Board.

The parent or guardian of a nonresident tuition student shall be responsible for transporting his/her child to and from home to the assigned school.

The number of nonresident tuition students by school and grade will be monitored by the Superintendent.

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

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

Adopted: 17 July 2012



5112 ENTRANCE AGE

The Board of Education will admit to this district children otherwise eligible by law or Board policy that have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birth date of any child for whom admission to this district is sought.

Kindergarten

A child is eligible for entrance into kindergarten that will have attained the age of five years on or before October 1st of the year in which entrance is sought. No child will be admitted to kindergarten who has not met the age requirement set by this policy.

A child is eligible for entrance into first grade that will have attained the age of six years on or before October 1st of the year in which entrance is sought. A waiver of this age requirement may be granted by the Superintendent for a child who: (1) completed a private kindergarten program taught by a teacher certified by a state to teach kindergarten and who recommends the child for advancement to the first grade and (2) has been recommended by appropriate Randolph staff for enrollment after assessment to determine readiness for first grade.

Entrance Requirements to Grade One

Children transferring into first grade in the Randolph Township schools after the school year has begun must meet the age requirement. A child who has been in first grade and who does not meet the age requirement will be evaluated by Randolph Township faculty for grade placement.

The parent(s) or guardian(s) of every entering student must provide proof of a medical examination prior to the student's enrollment in the school district. The examination shall be conducted at the medical home of the student, unless the student does not have a medical home, in which case the district shall provide the examination at the school physician's office or other appropriately equipped facility. The student's medical home may be: a physician licensed to practice medicine or osteopathy, a certified registered nurse practitioner/clinical nurse specialist or licensed physician's assistant in any jurisdiction of the United States. A full report of the examination documented on the approved district form, dated and signed by the medical provider must be presented to the school. This examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program.



Children who have never attended any public or private school and meet the age requirements must be admitted to Randolph Schools on or before October 1st following the opening of school for the fall term and at no other time, except by a majority vote of all the members of the Board of Education.

Transfers into grades two through twelve.

The parent(s) or guardians(s) of unemancipated students and emancipated students 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 immunization and proof of identity such as birth certificate, social security cards, etc.

Within fourteen (14) days of enrollment, the Superintendent or designee shall request the student's school record from the school from which the child has transferred.

N.J.S.A. 18A:36-19; 18A:38-5; 18A:38-6; 18A:44-1;
18A:44-2; 18A:46-6; 18A:46-6.1
N.J.A.C. 6A:14-3.3

Adopted: 17 July 2012



5114 CHILDREN DISPLACED BY DOMESTIC VIOLENCE

The Board of Education will cooperate with the County Office of Education, as appropriate and feasible, in the education of children temporarily displaced by domestic violence. Any pupil attending the schools of this district, whether regularly enrolled in this or another district, who has been admitted to a shelter for victims of domestic violence will be permitted and encouraged to continue an appropriate educational program with minimal disruption.

The Board will cooperate with other educational institutions in the sharing of pertinent pupil records and in the establishment of sending-receiving relationships on behalf of displaced children. The confidentiality of all matters concerning displaced children will be strictly observed, and no information regarding the present residence of the child will be released.

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

Adopted: 17 July 2012



5116 EDUCATION OF HOMELESS CHILDREN

The Board of Education will admit and enroll homeless children in accordance with State laws and New Jersey Administrative Code. The Board of Education adopts this policy to be in compliance with law and Code to ensure the enrollment of homeless children in school and to respond to appeals made by parent(s) or legal guardian(s) or other parties related to their enrollment.

The district will determine a child is homeless when he or she resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child is also determined homeless when he or she resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles excluding mobile homes; tents or other temporary shelters; temporary shelters provided to migrant workers and their children on farm sites; and the residence of relatives or friends with whom the homeless child is temporarily residing out of necessity because the family lacks a regular or permanent residence of its own.

The district of residence for a homeless child is responsible for the education of the child and will assume all responsibilities as required in N.J.A.C. 6A:17-2.4 et seq. The district of residence is the district in which the parent(s) or legal guardian(s) last resided prior to becoming homeless. The district liaison for the education of homeless children is the Director of Pupil Personnel Services. The liaison will facilitate communication and cooperation between the district of residence and the district where the homeless child is temporarily residing and will develop procedures to ensure that a homeless child temporarily residing in the district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.6.

When a homeless child is living temporarily in the school district, the district liaison, upon receiving notification from the parent(s) or legal guardian(s), the Department of Human Services, a shelter director, an involved agency, or a case manager, will notify the liaison of the district of residence within twenty-four hours of the notification. Upon notification of the need for enrollment of a homeless child, the liaison in the district of residence will coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.6(b).

The Superintendent or designee of the district of residence shall decide the district of enrollment of the homeless child in accordance with N.J.A.C. 17-2.6 et seq.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent(s) or legal guardian(s) retains all rights under N.J.A.C. 6A:17-2.1 et seq.



If a dispute occurs regarding the determination of homelessness, the Superintendent of the involved district(s) or the parent(s) or legal guardian(s) of the child must immediately notify the County Superintendent of Schools, who will decide the status of the child within two working days. If a dispute remains between the parent(s) or legal guardian(s) and/or the districts following the County Superintendent's determination, the parent(s) or legal guardian(s) or the involved Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3 et seq.

If the district is designated as the district of residence and disputes such designation, or where no designation can be agreed upon by districts, the Superintendents of the involved districts shall immediately notify the County Superintendent of Schools who will make a determination within two working days. The district may appeal the County Superintendent's determination to the Department of Education pursuant to N.J.A.C. 6A:23-5.2(d), (e), and (f).

If a dispute occurs regarding the determination of the district of enrollment made by the district of residence, the Superintendent of the district of residence shall immediately notify the County Superintendent of Schools. The County Superintendent will determine within two working days where the child shall be enrolled based on the child's best interest pursuant to N.J.A.C. 6A:17-2.6(b). If the County Superintendent's decision is disputed, the Department of Education shall provide for mediation in accordance with N.J.A.C. 6A:17-2.8(c)1.

A dispute or appeal will not delay the homeless child's immediate entrance into school. The homeless child will be enrolled in the district designated by the County Superintendent pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child with educational disabilities will be made pursuant to N.J.A.C. 6A:14.

Financial responsibility, including the payment of tuition for the homeless child, will be in accordance with N.J.A.C. 6A:17-2.9 et seq. The district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 for as long as the parent(s) or legal guardian(s) remains homeless and the child is enrolled in another school district. If a district of residence cannot be determined for a homeless child or if a district of residence is outside of the State, the State will assume fiscal responsibility for the tuition of the child pursuant to N.J.S.A. 18A:7B-12(d). The State will pay the tuition, in accordance with N.J.A.C. 6A:17-2.9(c)1., to the school district in which the child is currently enrolled for as long as the child and his or her parent(s) or legal guardian(s) remain homeless.

N.J.A.C. 6A:17-2.1 et seq.

Adopted: 17 July 2012



5120 ASSIGNMENT OF PUPILS

The Board of Education directs the assignment of pupils to the schools, programs, and classes of this district consistent with the best interests of pupils and the best uses of the resources of this district.

Pupils shall generally attend the school located in the attendance area of their residence. The Superintendent may assign a pupil to a school other than that designated by the attendance area when such an exception is justified by circumstances and is in the best interests of the pupil. Every effort will be made to continue a pupil in the same elementary school.

The Superintendent shall assign an incoming transfer pupil to the school that will afford the pupil the most appropriate educational opportunity. The Building Principal may assign pupils in his/her school to grades, classes, and groups on the basis of the needs of the pupil as well as the sound administration of the school.

Adopted: 17 July 2012



5130 WITHDRAWAL FROM SCHOOL

The Board of Education believes that the educational goals of this district are best implemented by a pupil's exposure to the entire educational program and that every pupil enrolled in this district should be encouraged to complete the program of instruction appropriate to his/her needs. No pupil below the age of sixteen will be permitted to withdraw from school.

The Superintendent shall alert teaching staff members to identify those pupils who may consider eighth grade graduation the termination of their education. Any pupil who indicates that he/she may drop out of school before entry to the ninth grade should be reported to the Building Principal and be provided with counseling.

The Board directs that efforts be made to determine the underlying reason for a pupil's decision to withdraw from school before the completion of the instructional program. A potential dropout pupil will be offered counseling and an opportunity to plan an instructional program appropriate to his/her career goals. No pupil under the age of eighteen will be permitted to withdraw without the written consent of the pupil's parent(s) or legal guardian(s).

Counseling services and information regarding high school equivalency programs will be made available to any pupil sixteen years of age or older who decides to withdraw from school before completion of the requirements for a diploma. A pupil who has withdrawn from school may apply for readmission at any time prior to his/her twentieth birthday, provided application for readmission is made at the beginning of a school term.

Adopted: 17 July 2012



5200 ATTENDANCE – TARDINESS - GRADES K-8

The Randolph Township Board of Education recognizes and accepts its legal responsibility to provide a thorough and efficient education for every pupil within the district boundary. The Board cannot successfully fulfill its responsibility to the pupil unless the pupil is present for all regularly scheduled classroom activities. Therefore, it is essential that every parent/guardian and pupil accept responsibility for the pupil's attendance at classes as scheduled.

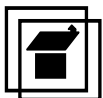
The laws of the State of New Jersey require regular attendance of all pupils enrolled in the public schools. Regular attendance is essential for success in the continuity of instruction, classroom participation, individual study, and learning experiences. Regular attendance is essential in order to reach the goal of maximum educational benefits for each individual student.

A student must complete four hours of school to be considered present and eligible for extracurricular activities on a given day. All work missed as a result of the absence must be made up through the initiative of the student.

Non-Cumulative Absences - Excused Absences

It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed below, it will be considered a non-cumulative absence.

1. Approved home or institutional instruction.
2. A doctor's, practitioner's or dentist's note. Also acceptable will be a parent/guardian phone call on the date of absence followed up by a written note indicating that the student was absent for illness. Such notes will be accepted in limited quantity and at the discretion of the administration. Written excuses must be presented within five school days after the student returns to school. If not received within five school days, the absence(s) shall be considered cumulative absence(s).
3. The student sent home by the school nurse.
4. Death in the immediate family.
5. Quarantine.



6. Religious holidays prescribed by the State Department of Education.
7. Required court appearance.
8. A student's participation in school related activities, approved in advance. These shall include, but not be limited to field trips, exchange assemblies, concerts and music classes.

Cumulative Absences - Unexcused Absence

Any absence not defined as a non-cumulative absence is a cumulative absence. Vacations when school is in-session are cumulative absences.

Parent/Guardian Notification

Parent/Guardian will be regularly notified of cumulative absences for each half year as follows:

1. After five days – parent/guardian notified by letter.
2. After ten days – parent/guardian notified by letter and a parent conference.
3. After fifteen days – parent/guardian notified by letter and a complaint filed with the municipal court after recommendation by the attendance review committee described below.
4. In suspension cases, only the first day's penalty shall be counted in the fifteen day application.

Attendance Review Committee

After thirty days of unexcused absence per year the student may be retained. The student's attendance record will be reviewed by the Attendance Review Committee. The Attendance Review Committee is comprised of a minimum of three people including the Principal and two or more staff members such as the Vice-Principal or administrative assistant, teacher, school nurse, guidance counselor, substance awareness counselor, or member of the child study team.

Careful evaluation of extenuating or mitigating circumstances shall be made by the attendance review committee, adhering to the following criteria which shall include but not be limited to:

1. The student's record or attendance to date.



2. The academic performance demonstrated to date.

Regular Release of Pupils Before the End of the Normal School Day

There are varying situations which may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

Late Arrival and Early Dismissal

The Board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. Medical or dental appointments which cannot be scheduled outside of school hours;
2. Medical disability;
3. Family emergency;
4. Court appearance;
5. Such good cause as may be acceptable to the administration.

Punctuality to school is a fundamental requirement for school success. It promotes responsibility, self-confidence and develops a lifelong positive habit. Tardiness to school is a disruption to the educational process of a child and his/her classmates. Essential learning is missed and the progress of a student education experience is hampered. Academics, related services and additional services are negatively impacted when chronic tardiness occurs, affecting grades and lowering a student's self-esteem.



Parent/Guardian will be notified:

1. Every third time a student is unexcusedly tardy the Principal will send a letter notifying the parent/guardian;
2. Every sixth time a student is unexcusedly tardy the school will record an unexcused absence for that student.

Adopted: 17 July 2012



5200.1 ATTENDANCE TARDINESS HIGH SCHOOL

The laws of the state of New Jersey require regular attendance of all students enrolled in the public schools.

To receive credit for a course, a student must attend class on a regular basis and complete all requirements of the scheduled course. A student will not be granted credit toward graduation in a scheduled course after the absences exceed eighteen (18) days per year in a full year course, nine (9) days per semester in a semester course and four (4) days per quarter in a quarter course.

Students exceeding the allotment of days will be considered excessively absent and may be subject to removal from the course with loss of credit and may be reassigned at the option of the administration. **ALL ABSENCES WILL BE COUNTED.** Absences accrued due to participation in school-sponsored activities that take place during the day are exempt from the attendance policy. Religious holidays recognized by the State of New Jersey will always be excused as will all absences related to an Individualized Educational or Health Plan.

Absences include full day absences and absences from individual class(es) that result in ten (10) minutes or more of the period being missed. All work missed must be made up at the initiative of the student. If a student is absent from school, parents are required to notify the attendance office. Written documentation regarding the absence should be brought to the attendance office on the morning that the student returns to school. All absence documentation will be kept in the student's folder to be used in the event of an appeal.

If a parent/guardian does not contact the attendance office, the office will make every effort to contact the parent/guardian. If not contacted by the parent/guardian, the office will establish whether or not the student is truant.

A student may remain in a scheduled class even after exceeding the limits noted above. The report card and permanent record card will indicate the grade earned in the course; however, the report card and permanent record card will also indicate "NO CREDIT BECAUSE OF EXCESSIVE ABSENCES".

Excused Absences

Students may miss school only with a valid excuse and in accordance with all New Jersey Statutes and Administrative Code. Once absences exceed the allotted number, the Attendance Review Committee (ARC) may give consideration to family illness or death, educational opportunities, and a reasonable number of parental notes. Religious holidays recognized by the State of New Jersey Department of Education will always be excused as will all absences related to an Individualized Educational or Health Plan.



Notification

Notification will occur:

- Full Year Course: 4th absence, 9th absence, 17th absence
- Semester Course: 4th absence, 7th absence, 9th absence
- Quarter Course: 3rd absence, 4th absence

Loss of Credit – Physical Education

A student may elect to participate in a Physical Education (P/E) make-up recoup days and participation.

Appeals for Loss of Credit

Appeals for exceptions to the loss of credit due to excessive absences may be made to the Attendance Review Committee. The Attendance Review Committee is comprised of the Principal/Vice Principal, Counselor, Student Assistance Counselor/Nurse and teachers. To initiate the appeals process, all appeals should be returned to the school within five (5) business days of the absence causing the loss of credit.

The Attendance Review Committee may meet with the student, his/her parents and counselor to consider the merit of an appeal. All supporting material will be considered in the appeal: attendance records, excuse notes, contracts, information from teachers, etc. Data will include documentation, if any, for all days absent, not merely for those in excess of the limit.

Careful evaluation of extenuating or mitigating circumstances shall be made by the attendance review committee, adhering to the following criteria which shall include but not be limited to:

- The student's record of attendance to date.
- The academic performance demonstrated to date.
- The student's disciplinary record.



- Verified driver's license test appointments
- Documented college visitations (five (5) days total)
- Court appearances with proper documentation
- Student illness with a doctor's note
- Death in the family
- Parent notes will be accepted not to exceed half of the total number of absences

The committee decision will be communicated to the student at the conclusion of the meeting. The decision may be one of the following:

- Appeal denied
- Appeal granted/credit restored
- Appeal decision deferred pending successful completion of conditions set forth by the committee

Class Cuts

Students who are absent from class without authorization while in attendance that day will be considered cutting their class(es) and will be dealt with in the following manner:

- A. First Class Cut – parents will be contacted by the classroom teacher – The student's counselor will be notified and the Vice Principal will discuss the cut with the student. Consequences will be per the Code of Conduct.
- B. Second Class Cut – parents will be contacted by the Vice Principal: The Vice Principal will inform both the student and the parents that one more cut will result in loss of credit. The student will be assigned consequences at the discretion of the administration. Parents/guardians will be notified that the student is one cut away from revocation of course credit.
- C. Third Class Cut – the Vice Principal will notify the student's parents. The student may lose course credit required for graduation and be subject to consequences as per the Code of Conduct.



- D. Additional class cuts will result in an administrative review and possible disciplinary consequences.

Quarter Courses

- A. First Class Cut – parents will be notified / contacted by the teacher. The student's counselor will be notified and the Vice Principal will discuss the cut with the student. Consequences as per the Code of Conduct.
- B. Second Class Cut – the Vice Principal will notify the student's parents. The student may lose course credit required for graduation. The student may be assigned to a restricted study for the remainder of the semester.

Tardiness to School

- A. Students who are tardy to school must report to the attendance office to sign in and obtain a tardy pass to class. Students who are excessively tardy will be subject to disciplinary action by the administration as follows: Every three (3) tardies to class is counted as equivalent to a cut of that course. Consequences will be imposed as per the Code of Conduct. In the event that a student is tardy to homeroom, every three (3) tardies will be assigned consequences at the discretion of the administration.

Adopted: 17 July 2012



5230 LATE ARRIVAL AND EARLY DISMISSAL

The Board of Education requires that pupils be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day. It is expected that pupils will remain for the entire school day.

The Principal may excuse for cause the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances. Chronic tardies and/or early dismissal may result in the pupil making up the time at the discretion of the Building Principal or designee.

No pupil will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the state acting in their legal capacity.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each pupil. If one parent has been assigned custody of the pupil by court order or separation agreement and wishes to limit the noncustodial parent's access to the pupil, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a pupil may be released into the care of either parent.

A pupil who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

Adopted: 17 July 2012



5240 TARDINESS

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

A pupil who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

N.J.S.A. 18A:36-14; 18A:36-15; 18A:36-25 et seq.

Adopted: 17 July 2012



5250 EXCUSAL FROM CLASS OR PROGRAM

The Board of Education directs that a pupil be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that the parent(s) or legal guardian(s) of the pupil or the adult pupil finds morally, conscientiously, or religiously offensive. A request for excusal must be presented in a signed statement and submitted to the Building Principal.

An excused pupil shall be assigned to an alternate program of independent study on a substitute topic within the health education, family life education, or sex education program. The parent's or legal guardian's right of excusal applies to any alternate program as well.

No excused pupil will be penalized by loss of credit as a result of his/her excusal, but a pupil will be held accountable for successful completion of any alternate program assigned.

N.J.S.A. 18A:35-4.7

Adopted: 17 July 2012



5300 USE OF DEFIBRILLATOR(S)

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). An AED is only to be attached to a victim who is unconscious and without signs of life. The AED will analyze the victim's heart rhythm and advise the operator if a shock is needed. If a shock is advised, the AED will charge to the appropriate energy level and advise the operator to deliver a shock. Anyone person who provides emergency care service, through the use of a heart defibrillator, shall be immune from civil liability, providing the district has a prescribing licensed physician and the person has been trained in cardio-pulmonary resuscitation and the use of a defibrillator. (N.J.S.A. 2A:62A-27).

School Physician's Responsibilities:

The School Physician is responsible for:

1. Authorizing the use and implementation of AED units within the school district.
2. Participating in AED/CPR training to keep certification active.

Supervisor of Health Services Responsibilities:

The Supervisor of Health Services is responsible for:

1. Coordinating CPR/AED training each year for employees of the school district.
2. Communicating with maintenance to determine locations for AED storage cabinets and units within the schools and at central office.
3. Communicating with the school nurses to arrange CPR/AED training for district wide staff.
4. Suggesting revisions of the policies and procedures as needed.
5. Keeping a record of all trained personnel in the school district.
6. Monitoring the effectiveness of the program.



School Nurse Responsibilities:

The School Nurse is the School Safety Officer for the AED Program.

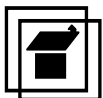
The School Nurse is responsible for:

1. Selecting the members of the Medical Emergency Response Team (MERT). The MERT will include the school nurse, Building Principal, and Assistant Principal(s).
2. Coordinating the training of the team members with the Supervisor of Health Services.
3. Notifying the local EMS providers about the existence of the AED program at the school and the location of the AED(s).
4. Contacting and activating the designated Medical Emergency Response Team (MERT) members and deploying them to the location of the emergency. This includes:
 - a. Assigning a team member(s) to respond directly to the location of the emergency.
 - b. Assigning a team member(s) to retrieve the AED and respond to the location of the medical emergency.
 - c. Assigning team member(s) to meet the responding EMS personnel and direct them to the location of the medical emergency.
5. Coordinating equipment and accessory maintenance.
6. Monitoring the effectiveness of the system.
7. Participating in AED/CPR training to keep certification active.

Building Principals' Responsibilities

The Building Principal is responsible for:

1. Participating in AED/CPR training to keep certification active.



2. Communicating with the school nurse and faculty regarding the location, use, and training of the AED unit.
3. When the school nurse isn't readily available, the principal will assume the school nurse's role as the School Safety Officer for the AED Program.

Authorized AED Users :

The AED Users are responsible for:

1. Receiving approval from the School Nurse to be an approved member of the MERT.
2. Successfully completing all the required training to be a MERT member including successfully completing an approved CPR and AED training program and possess a current successful course completion card.

Medical Emergency Response Team (MERT) Responsibilities

Members of the MERT are responsible for:

1. Activating the internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience.
2. Understanding and complying with all the requirements of this policy.
3. Follow all policies and procedures of the MERT.
4. A predetermined member of the MERT is responsible for responding directly to the location of the emergency and, if necessary, performing CPR until the AED arrives.
5. A predetermined member of the MERT is responsible for bringing to the location of the emergency the AED, and any other first aid supplies according to the members training and experience.
6. A predetermined member of the MERT is responsible for meeting the responding EMS personnel and directing them to the scene of the medical emergency.



School Receptionist Responsibilities

The School Receptionist is responsible for:

1. Receiving emergency medical calls from internal locations.
2. Understanding the extent of the illness or injury.
3. Contacting the local community EMS provider (911) for medical assistance.
4. Notifying the School Safety Officer (Nurse) of the emergency.

Equipment

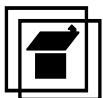
The AED and microkit (first aid emergency care kit) will be brought to all medical emergencies. Each AED will have a set of defibrillation electrodes and one spare set of electrodes within the AED case. The AED microkit, which is included with the AED package, contains two pairs of gloves, one razor, one pair of clothing shears, 2 antimicrobial wipes, one absorbent towel, one eye splash guard, one biohazard bag and one facemask barrier devise (CPR micromask).

The Safety Officer shall be responsible for ensuring that the defibrillation electrodes and the AED battery are within the expiration date listed on the equipment.

Location of the AEDs:

The locations of the AED units are as follows:

- Randolph High School (3) - Main Office, The Commons, Athletic Trainer.
- Fernbrook Elementary School - Hallway in between main office and the nurse's office.
- Shongum Elementary School - Hallway in between main office and nurse's office.
- Randolph Middle School (2) - Outside main gymnasium, outside rear gymnasium.
- Center Grove Elementary School - Outside of gymnasium.



- Ironia Elementary School - Hallway in between main office and nurse's office.
- Central Office - Hallway outside of kitchen area.
- West Morris YMCA/Randolph Board of Education Pre-K Program (location to be determined).

Equipment Maintenance:

All equipment and accessories necessary for the support of the MERT shall be maintained in a state of readiness. The School Nurse shall be responsible for having regular equipment maintenance performed. All equipment maintenance shall be performed as outlined in the operating instructions.

Monthly System Check:

Once each calendar month, the School Nurse or his/her designee shall conduct and document a system check. These records shall be retained on file. The monthly system check shall include no less than the following elements:

1. Policy and Procedure are up-to-date.
2. Receptionist has a list of available units.
3. Emergency kits are stocked to par level.
4. AED units are at their assigned locations.
5. AED electrodes will not expire within the next two months.
6. AED battery will not expire within the next two months.
7. AED Active Status Indicator Light is blinking "GREEN".

Annual System Assessment

Once each calendar year, the School Nurse or his/her designee shall conduct and document system readiness review. This review shall include no less than the following elements:

1. Training records for faculty and staff for AED/CPR certification are current.



2. Equipment and operational and maintenance records are up to date.
3. Physician Medical Authorization records are on file.

Action Plan Checklist

- First responder alerts main office of emergency situation via inter-com system, phone, two-way radio, or whatever means necessary.
- Main office will notify the School Safety Officer (school nurse) of the emergency (inter-com system phone, two-way radio). EMS will then be activated and the MERT will deploy to the location of the emergency.
- The School Safety Officer will be responsible for transporting the AED unit or assigning a team member to receive the AED and respond to the location of the emergency.
- In the event of the school nurse being out of the building, the principal, followed by the Assistant Principal(s), will assume the School Safety Officer responsibilities.
- A predetermined member of the MERT (Assistant Principal) is responsible for meeting the responding EMS personnel and directing them to the scene of the medical emergency.
- Members of the MERT will assist as needed with the treatment and care of the individual until EMS arrives.
- Parent(s)/Guardian(s) will then be contacted.
- Appropriate documentation forms will be completed following each incident.
- School Physician will be notified of incident.

N.J.S.A. 18A:11-1
N.J.S.A. 18A:20-1
N.J.S.A. 18A:40-4
N.J.S.A. 2A:62A-27
N.J.S.A. 6A:16

Adopted: 17 July 2012



5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board will appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology supported and medically fragile children, including those covered by 20 U.S.C. § § 1400 et seq., Individuals with Disabilities Education Improvement Act;
3. Consultation to the Board of Education, school district administrators, and staff as needed;
4. Physical examinations conducted in the school physician's office or other comparably equipped facility for pupils who do not have a medical home or whose parent(s) or legal guardian(s) has identified the school as the medical home for the purpose of a sports physical examination;
5. Provision of written notification to the parent(s) or legal guardian(s) stating approval or disapproval of the pupil's participation in athletics based upon the medical report;
6. Direction for professional duties of other medical staff;
7. Written standing orders that shall be reviewed and reissued before the beginning of each school year;
8. Establishment of standards of care for emergency situations and medically-related care involving pupils and school staff;



9. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of pupils and staff and assistance with the delivery of school health services;
10. Review, as needed, of reports and orders from a pupil's medical home regarding pupil health concerns;
11. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
12. Review, approval, or detail of reasons for denial of a pupil's physician's determination of anticipated confinement and resulting need for home instruction; and
13. Consultation with the school district certified school nurse(s) to obtain input for the development of the school Nursing Services Plan pursuant to N.J.A.C. 6A:16-2.1.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess an educational certificate for school nurse or school nurse/non-instructional pursuant to N.J.S.A. 18A:40-3.2 and N.J.A.C. 6A:9-13.3 and 13.4. The certified school nurse shall possess a current license as a registered nurse from the State Board of Nursing and valid, current Providers Cardiopulmonary Resuscitation/Automated External Defibrillator (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health and Senior Services to comply with the American Heart Association's CPR guidelines.

The certified school nurse shall receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;



2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for pupils suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4;
3. Maintaining pupil health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal those pupils who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing pupil immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of pupils who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7 and 8;
7. Directing and supervising the emergency administration of epinephrine and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Classroom instruction in areas related to health pursuant to N.J.A.C. 6A:9-13.3;
11. Reviewing and summarizing available health and medical information regarding the pupil and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for pupils' medical needs and instructing staff as appropriate;



13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any pupil who requires them;
14. Implementing and assisting in the development of healthcare procedures for pupils in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. 6A:9-13.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse as outlined in N.J.S.A. 18A:40-3.3. The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.

A non-certified nurse shall possess a current license as a registered nurse from the State Board of Nursing and a valid, current Providers Cardiopulmonary Resuscitation/AED certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health and Senior Services to comply with American Heart Association CPR guidelines.

A non-certified nurse is limited to providing the following services:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings pursuant to N.J.A.C. 6A:16-2.2 which includes height, weight, blood pressure, hearing, vision, and scoliosis;
3. Maintaining pupil health records pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;



4. Recommending to the school Principal those pupils who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the pupil's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Recommending to the school Principal exclusion of pupils who show evidence of communicable disease pursuant to N.J.S.A. 18A:40-7 and 8;
6. Implementing school district healthcare procedures for pupils in the event of an emergency;
7. Instructing teachers on communicable disease and other health concerns pursuant to N.J.S.A. 18A:40-3; and
8. Providing other nursing services consistent with the nurse's current license approved by the State Board of Nursing.

N.J.A.C. 6A:16-2.3 et seq.

Adopted: 17 July 2012



5306 HEALTH SERVICES TO NONPUBLIC SCHOOLS

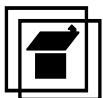
A Board of Education having nonpublic schools within the school district boundaries shall provide nursing services to pupils enrolled in the nonpublic school pursuant to N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5.

The Board shall provide for the extension of emergency care provided to public school pupils to those pupils who are enrolled full-time in the nonpublic school who are injured or become ill at school or during participation on a school team or squad pursuant to N.J.A.C. 6A:16-1.4 and 6A:16-2.1(a)4. The Board may provide additional services to those required under N.J.A.C. 6A:16-2.5(a) under conditions as outlined in N.J.A.C. 6A:16-2.5(c).

The health services shall be provided by a registered nurse licensed in the State of New Jersey who is an employee of the school district, an employee of a third-party contractor, or an independent contractor. The health services provided to the nonpublic school pupil shall not include instructional services.

A nonpublic school may decline nursing services required under N.J.A.C. 6A:16-2.5 by submitting notification to the Board of Education signed by the Chief School Administrator of the nonpublic school pursuant to N.J.S.A. 18A:40-29. A pupil who is enrolled in a nonpublic school and whose parent(s) or legal guardian(s) objects to the pupil receiving any services provided under N.J.A.C. 6A:16-2.5 shall not be compelled to receive the services except for a physical or medical examination to determine whether the pupil is ill or infected with a communicable disease pursuant to N.J.S.A. 18A:40-30.

The Board shall consider the provision of health services to nonpublic schools based upon the considerations outlined in N.J.A.C. 6A:16-2.5(h)1-3. The Superintendent or designee shall confer annually with the administrator of the nonpublic school to advise the nonpublic school of the amount of funds allocated to the nonpublic school by the Department of Education; to agree on the basic health services to be provided and additional medical services which may be provided as set forth in N.J.S.A. 18A:40-23 et seq.; to assure the nonpublic school the County Office of Education shall provide assistance in the event an agreement cannot be reached regarding the health services and additional medical services to be provided to the nonpublic school; to assure the nonpublic school receiving services receives a copy of N.J.S.A. 18A:40-23 to 31 and N.J.A.C. 6A:16-2.5; and to assure a description of the provision of nursing services is reflected in the school district's Nursing Services Plan.



The Board providing health services to a nonpublic school(s) shall annually submit information to the County Superintendent on or before October 1 that includes: a written statement verifying the required annual conference was held with the nonpublic school; a copy of the contract with another agency to provide the services, if applicable; a copy of the Board meeting minutes approving the contract; and a description of the type and number of services that were provided during the previous school year on a form approved by the Commissioner of Education. A copy of the information submitted to the County Superintendent shall also be provided to the Chief School Administrator of the nonpublic school(s).

N.J.S.A. 18A:40-23 et seq.

N.J.A.C. 6A:16-2.5 et seq.

Adopted: 17 July 2012



5307 NURSING SERVICES PLAN

The Board of Education shall annually adopt the school district's Nursing Services Plan at a regular meeting and submit it to the County Superintendent of Education for review and approval.

The Superintendent, or designee, shall develop the Nursing Services Plan in consultation with the school physician and certified school nurse.

The Nursing Services Plan shall include a description of the basic nursing services to be provided to all pupils and a summary of the specific medical needs of individual pupils, if any, and the nursing services required to address those needs. The Nursing Services Plan shall also include a description of how nursing services will be provided in emergency situations, detailed nursing assignments sufficient to provide the services to pupils in all of its school buildings as outlined in N.J.A.C. 6A:16-2.3(b) through (d), and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

The Board, in its determination of the number of certified school nurses and non-certified nurses needed to perform all of the required services as outlined in N.J.A.C. 6A:16 et seq. shall consider: the geographic size including the number and location of school buildings; the general and special education enrollment; the number of children with medical involvement and extent of nursing services required; the requirement that non-certified nurses be assigned to the same school building or school complex as the supervising certified school nurse to ensure that the certified school nurse can provide required supervision pursuant to N.J.A.C. 6A:16-2.3(b) and (d) and N.J.S.A. 18A:40-3.3; and nursing services and additional medical services provided to nonpublic schools pursuant to N.J.A.C. 6A:16-2.5.

N.J.A.C. 6A:16-2.1(b)

Adopted: 17 July 2012



5308 PUPIL HEALTH RECORDS

The school district shall maintain mandated pupil health records for each pupil pursuant to N.J.A.C. 6A:16-2.4 and as defined in N.J.A.C. 6A:16-2.4(a)1 and 2. The district will document pupil health records using a form approved by the Commissioner of Education.

The maintenance and security of pupil health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4(c). Pupil health records shall be maintained separately from other pupil records in a secure location, located in the school building or complex to which the pupil is assigned, and accessible to authorized personnel while school is in session. The health and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record until such time as graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.

The transfer of pupil health records when a pupil transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-2.4(d).

Any Board of Education employee with knowledge of, or access to, information that identifies a pupil as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the pupil as an alcohol or drug user; or information provided by a secondary school pupil while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the pupil's household is dependent or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(e) and as required by Federal and State statutes and regulations.

Access to and disclosure of information in a pupil's health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, incorporated herein by reference, as amended and supplemented, 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7, Student Records.

The school district shall provide access to the pupil's health record to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the pupil health records that are necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



Nothing in N.J.A.C. 6A:16-2.5 or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing information contained in the pupil's health record to pupils or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of a pupil or other persons pursuant to N.J.A.C. 6A:32-7.4.

N.J.A.C. 6A:16-2.4 et seq.; 6A:32-7.5 et seq.; 6A:32-7.4 et seq.

Adopted: 17 July 2012



5310 HEALTH SERVICES

The Board of Education shall develop and adopt written policies, procedures, mechanisms, or programs governing the following school functions in accordance with N.J.A.C. 6A:16-1.4(a):

1. Care of any pupil who becomes injured or ill while at school or during participation in school sponsored activities (Policy and Regulation 8441);
2. Transportation and supervision of any pupil determined to be in need of immediate medical care (Policy and Regulation 8441);
3. Isolation, exclusion, and readmission of any pupil or employee suspected of having a communicable disease as required by N.J.S.A. 18A:40-7 to 12 and 18A:40-16 to 18 (Policy and Regulation 8451);
4. Provision of health services including immunization, administration of medication, treatment of asthma, medical examinations, nursing services, and emergency medical situations as required in N.J.A.C. 6A:16-2 (Policies 5305 and 5307 and Policies and Regulations 5310, 5320, 5330, and 8441);
5. An annual Nursing Services Plan that details the provision of nursing services based upon pupil need in the school district pursuant to N.J.A.C. 6A:16-2.1(b)(Policy 5307);
6. Administration of medication to pupils under the written order of a school physician or medical home pursuant to N.J.A.C. 6A:16-2.3(a)3vii (Policy and Regulation 5330);
7. Emergency administration of epinephrine via epipen to a pupil for anaphylaxis pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
8. Provision of medical and nursing services to meet requirements for health history, medical examination, and health screening as an alternative for pupils who do not have a medical home or have a religious objection to the required examinations pursuant to N.J.S.A. 18A:35-4.8 (Policy and Regulation 5306);
9. Provision of nursing services to non-public schools located in the school district as required by N.J.S.A. 18A:40-23 through 31 and N.J.A.C. 6A:16-2.5 (Policy & Regulation 5310);



10. Comprehensive substance abuse prevention, intervention, and treatment referral programs pursuant to N.J.S.A. 18A:40A-8 through 18 and N.J.A.C. 6A:16-3 and 4 (Policy & Regulation 5530);
11. Confidentiality related to juvenile justice proceedings pursuant to N.J.S.A. 2A:4A-60 and N.J.A.C. 6A:16-5.4, HIV identifying information pursuant to N.J.S.A. 26:5C-5 et seq., and drug and alcohol use information pursuant to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 through 7.2, and N.J.A.C. 6A:16-3.2 (Policies 8453 and 9323 and Policy and Regulation 5530); and
12. School safety plans as required by N.J.A.C. 6A:16-5.1 (Policies and Regulations 7430, 8420, 8431 and 8468 and Regulations 8420.1 through 8420.6)

The Board of Education shall develop and adopt policies and procedures that fulfill the rules and regulations of the New Jersey Department of Health and Senior Services, New Jersey Department of Human Services, New Jersey Department of Agriculture, and local boards of health which include the following requirements in accordance with N.J.A.C. 6A:16-1.4(b):

1. Exclusion of any pupil from the school setting for failure to meet requirements for immunization against communicable disease as required in N.J.A.C. 8:57-4, Immunization of Pupils in School (Policy and Regulation 5320);
2. Exclusion of any person from the school setting if the person has uncovered weeping skin lesions as required in N.J.A.C. 8:61-2.1, Attendance at School by Pupils or Adults with HIV Infection (Policy and Regulation 8451 and Policy 8453);
3. Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-2, Participation and Attendance at School by Individuals with HIV Infection, and conforming to Centers for Disease Control and Prevention guidelines that schools implement universal precautions (Policy and Regulation 8451 and Policy 8453);
4. Assurance that any pupil with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS is not excluded from general education, transportation services, extra-curricular activities, athletic activities, assigned to home instruction, or classified as eligible for special education for reason of HIV infection pursuant to N.J.A.C. 8:61-2.1 (Policy and Regulation 8451 and Policy 8453);



5. Creation of wellness policies pursuant to 7 CFR Parts 210, 215, 220 and 245 and N.J.A.C. 2:36-1.7, Local School Nutrition Policy (Policy 8505); and
6. Ensuring accessibility of the NJ FamilyCare Program for pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.

When the school district engages in pupil testing, studies, or surveys the Board procedures and materials shall meet the Federal requirements of 20 U.S.C. § 1232h, and N.J.S.A. 18A:36-34, School Surveys, parent(s) or legal guardian(s) consent required before administration in accordance with N.J.A.C. 6A:16-1.4(c)(Policies 2415.05 and 9560).

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services and ensure staff members are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to pupils in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)2 (Policy and Regulation 5330).
3. The review of Do Not Resuscitate (DNR) Orders received from the pupil's parent(s) or legal guardian(s) or medical home (Policy 5332);
4. The provision of health services in emergency situations including:
 - a. The emergency administration of epinephrine via epipen pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
 - b. The care of any pupil who becomes injured or ill while at school or during participation in school-sponsored functions (Policy and Regulation 8441);
 - c. The transportation and supervision of any pupil determined to be in need of immediate care (Policy and Regulation 8441);
 - d. The notification to parent(s) or legal guardian(s) of any pupil determined to be in need of immediate medical care (Policy and Regulation 8441); and
 - e. The administration of medication for pupils requiring epinephrine (Policy and Regulation 5330).



5. The treatment of asthma in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)5 (Policy 5335).
6. The administration of pupil medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-1.1(f) and in compliance with the Centers for Disease Control and Prevention's guidelines which advise that schools implement universal precautions titled Universal Precaution for Prevention of Transmission of HIV and Other Bloodborne Infections (1987, updated 1996), incorporated herein by reference, as amended and supplemented, which is available from the Centers for Disease Control and Prevention, Division of Healthcare Quality Promotion, 1600 Clifton Road, Atlanta, GA 30333 (Policy and Regulation 7420); and
8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306).

The Board of Education shall provide the health services as required in N.J.A.C. 6A:16-2.2 as indicated below:

1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16.
2. A Building Principal or designee shall not knowingly admit or retain in the school building any pupil whose parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.
3. The school district shall perform tuberculosis tests on pupils using methods required by and when specifically directed to do so by the New Jersey Department of Health and Senior Services, based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.
4. The school district shall immediately report any communicable diseases that are identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed, by telephone to the health officer of the jurisdiction in which the school is located.



5. Each school in the district shall have and maintain for the care of pupils at least one nebulizer in the office of the school nurse or a similar accessible location pursuant to N.J.S.A. 18A:40-12.7.
6. Each pupil medical examination shall be conducted at the medical home of the pupil. If a pupil does not have a medical home, the school district shall provide this examination at the school physician's office or other comparably equipped facility.
 - a. For the purpose of the physical examination required prior to participation on a school-sponsored interscholastic athletic team or squad for pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician.
 - b. A full report of the examination shall be maintained as part of the pupil's health record.
7. The findings of medical examinations as required under 8. below shall be documented on a form that is approved by the Commissioner of Education and shall include the following components:
 - a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.16;
 - b. Medical history including allergies, past serious illnesses, injuries and operations, medications, and current health problems;
 - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d. Physical examinations.
8. The school district shall ensure that pupils receive medical examinations:
 - a. Prior to participation on a school-sponsored interscholastic athletic team or squad for pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;
 - b. Upon enrollment into school in accordance with N.J.A.C. 6A:16-2.2(h)2;



- c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;
 - d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and
 - e. When the pupil is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.
9. The Board of Education shall make accessible information regarding the NJ FamilyCare Program for pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
 10. Information concerning a pupil's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.
 11. The school nurse shall ensure that pupils receive health screenings as outlined below in accordance with New Jersey Department of Education Health Service Guidelines:
 - a. Screening for height, weight, and blood pressure shall be conducted annually for each pupil in Kindergarten through grade twelve.
 - b. Screening for visual acuity shall be conducted biennially for pupils in Kindergarten through grade ten.
 - c. Screening for auditory acuity shall be conducted annually for pupils in Kindergarten through grade three and in grade seven and eleven pursuant to N.J.S.A. 18A:40-4.
 - d. Screening for scoliosis shall be conducted biennially for pupils between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
 - e. Screenings shall be conducted by a school physician, school nurse, physical education instructor, or other school personnel properly trained.
 - f. The school district shall provide for the notification of the parent(s) or legal guardian(s) of any pupil suspected of deviation from the recommended standard.

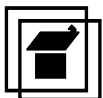


12. The school nurse shall screen to ensure hearing aids worn by pupils who are deaf and/or hard of hearing are functioning properly. The school nurse will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist pupils hear are functioning properly.

N.J.S.A. 18A:40-4 et seq.

N.J.A.C. 6A:16-1.4 et seq.; 6A:16-2.2 et seq.

Adopted: 17 July 2012



5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of pupils against certain diseases in accordance with state statute and rules of the New Jersey State Department of Health and Senior Services.

A pupil shall not knowingly be admitted or retained in school if the parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 – Immunization of Pupils in School.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of Health and Senior Services, may be conducted in district schools without the express approval of the Board.

N.J.S.A. 18A:40-20

N.J.S.A. 26:4-6

N.J.A.C. 8:57-4.1 et seq.

Adopted: 17 July 2012



5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a pupil for asthma or other potentially life-threatening illness or a life threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent(s) or legal guardian(s) must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the pupil.

The parent(s) or legal guardian(s) of the pupil must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and the parent(s) or legal guardian(s) shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil.



The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to pupils for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the State Board of Education.

All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances the medication may be retained by the pupil with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The school nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law.

The school nurse shall document each instance of the administration of medication to a pupil. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the pupil's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8
N.J.S.A. 45:11-23
N.J.A.C. 6A:16-2.3(b)

Adopted: 17 July 2012



5331 MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOLS

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy 5331 has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each pupil at risk for a life-threatening allergic reaction. Self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with N.J.S.A. 18A:40-12 and Board Policy and Regulation 5330. School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

The school district will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to food allergens throughout the school day, during before- and after-school programs, at all school-sponsored activities, in the cafeteria, or wherever food is present.

A description of the roles and responsibilities of parent(s) or legal guardian(s), staff, and pupils to prevent allergic reactions and during allergic reactions are outlined in Regulation 5331.

Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before- and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse or designee. The school nurse or designee shall be responsible to notify emergency responders, the Principal or designee, the school physician, and the Superintendent of Schools. The Superintendent shall inform the Board of Education after every incident including a life-threatening allergic reaction or whenever epinephrine is administered by the school nurse or designee. In addition, in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(3), the school nurse or designee shall arrange for the transportation of a pupil to the hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.



There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity.

When a parent(s) or legal guardian(s) informs the Building Principal and the school nurse the pupil may have an anaphylactic reaction to a substance other than food, the Building Principal will work with school staff to determine if these substances are on school grounds. The Building Principal will inform and work with the parent(s) or legal guardian(s) and the pupil to avoid the pupil's exposure to these substances if present on school grounds.

School staff will be appropriately trained by the school nurse or designee to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse or designee will provide appropriate training to school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will work with appropriate school staff to eliminate or substitute the use of allergens in the allergic pupil's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.

Policy and Regulation 5331 should be annually reviewed, evaluated, and updated where needed. Policy and Regulation 5331 will be disseminated and communicated to all parent(s) or legal guardian(s) of pupils in the school in the beginning of each school year and when a pupil enters the school after the beginning of the school year.

N.J.S.A. 18A:40-12.3 through 18A:40-12.6

New Jersey Department of Education - Guidelines for the Management of Life-Threatening Food Allergies in Schools – September 2008

Adopted: 17 July 2012



5332 DO NOT RESUSCITATE ORDERS

Federal and State legislation entitles every pupil to a free, appropriate public education in the least restrictive environment. Due to the high risk of medically fragile pupils and pupils with chronic illnesses, who in the past would not have survived to be able to attend school, families, professionals, and school personnel are challenged with new issues in caring for these pupils in the school setting. Some families may wish not to pursue life-saving medical protocols for their child due to the lack of benefit to the pupil's condition or quality of life that is likely to result from following these protocols. In accordance with N.J.A.C. 6A:16-2.1(a)3, all Do Not Resuscitate (DNR) orders received for a pupil will be thoroughly and carefully reviewed.

“Do Not Resuscitate order” or “DNR order” means a written directive signed by the parent or legal guardian of a pupil who, after consultation with the pupil's pediatrician and other advisors, declines emergency administration of cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) to the pupil. “Written order” means a directive and protocol written by the pupil's medical home to address a healthcare need or provide a medical service for a specific pupil. “Medical home” means a health care provider and that provider's practice site chosen by the pupil's parent or legal guardian for the provision of health care.

A family desiring to pursue a DNR order must submit a written order, which should be developed after a meeting with the parent(s) or legal guardian(s), the pupil, if appropriate, the school physician, the school nurse, the pupil's family healthcare provider, and the local emergency medical services provider. The written order shall include specific written emergency orders and shall specifically meet the goals for the pupil. Community emergency medical services protocols must be clearly defined in the written order.

The school nurse is responsible for providing an appropriate response to DNR orders. The school nurse will coordinate the school district's review of the written order with the Building Principal or designee, the school physician, and the Superintendent of Schools or designee. The Superintendent of Schools or designee will review the written order with the Board of Education and the school Board Attorney. The school physician shall be responsible for instructing school staff in DNR orders.

The existence of a DNR written order and plan shall be referenced on the pupil's health form that is approved for use by the Commissioner of Education. A copy of the DNR written order shall be placed with the pupil's individualized health record and a copy should be kept with the local emergency medical services provider. The DNR written order shall be reviewed whenever a change occurs in the pupil's condition and at least once every six months.

N.J.A.C. 6A:16-1.3; 6A:16-2.1(a)3

New Jersey Department of Education – School Health Services Guidelines, July 2001

Adopted: 17 July 2012



5335 TREATMENT OF ASTHMA

The Board of Education recognizes the primary goal for children with asthma is to allow the child to live as normal a life as possible. The child should be able to participate in normal childhood activities, experience exercise tolerance similar to peers, and attend school to grow intellectually and develop socially. In accordance with N.J.A.C. 6A:16-2.1(a)5, the Board adopts this Policy that includes procedures for the treatment of asthma in the school setting.

Every school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar location. Each school nurse in the district shall receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology pursuant to N.J.S.A. 18A:40-12.8(a). The school nurse, upon receiving this training, is authorized to administer asthma medication through the use of a nebulizer pursuant to N.J.S.A. 18A:40-12.8(a).

Each pupil authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 and Policy 5330 or a nebulizer shall have an Asthma Action Plan (AAP) prepared by the pupil's medical home and submitted to the certified school nurse. The AAP shall identify, at a minimum, asthma triggers and information to be included in the individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) for meeting the medical needs of the pupil while attending school or a school-sponsored function.

N.J.S.A. 18A:40-12.3; 18A:40-12.7
N.J.A.C. 6A:16-2.1(a)5

Adopted: 17 July 2012



5338 DIABETES MANAGEMENT

Diabetes is a serious chronic disease and must be managed twenty-four hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low and the serious long-term complications of high blood sugar levels. In order to manage their diabetes, pupils must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

The parent or legal guardian of a pupil with diabetes who seeks diabetes care for the pupil while at school shall inform the school nurse who shall develop an individualized health care plan and an individualized emergency health care plan for the pupil. The individualized health care plan and individualized emergency health care plan shall be updated by the school nurse prior to the beginning of each school year and as necessary in the event there is a change in the health status of the pupil.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff members are trained in the care of pupils with diabetes, including staff members working with school-sponsored programs outside of the regular school day, as provided in the individualized health care plan and the individualized emergency health care plan. The school nurse shall have the primary responsibility for the emergency administration of glucagon to a pupil with diabetes who is experiencing severe hypoglycemia.

The school nurse shall designate, in consultation with the Superintendent of Schools or designee, additional employees of the school district who volunteer to administer glucagon to a pupil with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon the written request of the parent or legal guardian and as provided in a pupil's individualized health care plan, the pupil will be permitted to manage and care for his/her diabetes as needed in the classroom, in any area of the school or school grounds, or at any school-related activity provided the pupil has been evaluated and determined to be capable of doing so as reflected in the pupil's individualized health care plan.



The Principal or school nurse shall, for each pupil with diabetes whom a school bus driver transports, provide the driver with a notice of the pupil's condition, how to treat hypoglycemia, who to contact in an emergency, and parent(s) or legal guardian(s) contact information. Designated areas of the school building shall have posted, in plain view, a reference sheet identifying signs and symptoms of hypoglycemia in pupils with diabetes.

A pupil's school choice, if there is a choice option, shall not be restricted due to the fact the pupil has diabetes.

N.J.S.A. 18A:40-12.11 through 18A:40-12.21

Adopted: 17 July 2012



5350 PUPIL SUICIDE PREVENTION

The Board directs all school personnel to be alert to the pupil who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

A potentially suicidal pupil shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) or legal guardian(s) objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the pupil, the Child Study Team may contact the New Jersey Division of Youth and Family Services to request that agency's intervention on the pupil's behalf.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9-15.1 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide.

The Superintendent or designee shall prepare and disseminate regulations for the guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a pupil commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.A.C. 6A:9-15.1 et seq.

Adopted: 17 July 2012



5351 PUPIL VIOLENCE PREVENTION AND RESPONSE

The Randolph Township Board of Education recognizes that school district personnel must take seriously all suggestions, demonstrations, or communications of life-threatening violence. When confronted with an actual situation in which violent and life-threatening behavior or ideation is present, commitment to pupil confidentiality is superseded by the imperative for initiating effective intervention.

It shall be the responsibility of the Superintendent to insure implementation of an awareness and prevention program and a violence response plan. District programs on the recognition, prevention and management of life-threatening violent behavior and ideation will be conducted as appropriate for staff, pupils and parent(s) or legal guardian(s).

In order to prevent violence, the district has developed a Violence Response Plan to manage the referral process, evaluation of the pupil(s) involved and crisis follow-up. The Violence Response Plan involves support for pupils, parent(s) or legal guardian(s) and staff provided by district and community resources. Failure of a parent(s) or legal guardian(s) or adult pupil to cooperate fully with the guidelines set forth in this policy and the Violence Response Plan may result in a hearing before the Board of Education and the pupil's expulsion from school.

All suggestions, demonstrations, or communications of life-threatening violence are subject to the following response:

1. Life-threatening violent behavior or ideation must be reported to the Building Principal immediately.
2. The Building Principal shall determine if it is necessary to implement the referral process and evaluation/action procedures within the established Violence Response Plan.
3. The Building Principal shall notify the Superintendent of the situation and the level of evaluation/action deemed necessary as soon as possible. Under no circumstances is the notification to exceed twenty four hours.

In no case should any staff member take it upon him/herself to counsel a pupil outside of this policy and the established Violence Response Plan.

Within twenty school days of the adoption of this policy, and annually at the beginning of the school year, the Building Principal shall hold an in-service meeting with all staff to review this Violence Prevention Policy and Response Plan.



Situations in which violent and life-threatening behavior or ideation is present require the immediate implementation of established procedures for referral, evaluation and follow-up as outlined below. Procedures within this Plan are subject to appropriate State and federal laws including the Individuals with Disabilities in Educations Act.

A. Referral Process

1. Any staff member, pupil or parent(s) or legal guardian(s) who has reason to believe that a pupil has violent or life-threatening intentions shall notify the Principal immediately.
2. The Principal or designee and the school psychologist or school social worker shall conduct an interview of the pupil to determine if further evaluation/action is needed.

B. Evaluation/Action

1. If, following the interview of the pupil and consultation with the school psychologist or social worker, the Principal determines that further evaluation is not warranted, the Principal shall:
 - a. Reserve the right to discipline the pupil as appropriate.
 - b. Take any other reasonable actions warranted under the circumstances.
2. If, following the interview of the pupil and consultation with the school psychologist or social worker, the Principal determines that further evaluation and intervention is warranted, the Principal shall:
 - a. Consult with pupil's guidance counselor or Vice Principal.
 - b. Keep the pupil under continuous adult supervision by school district personnel as designated.
 - c. Notify the local police immediately of the incident and cooperate with their investigation.
 - d. Contact the parent(s) or legal guardian(s) to pick up the pupil immediately and take the pupil to an appropriate medical facility or adolescent crisis unit for an evaluation at the parent(s) or legal guardian(s) expense.



- e. Notify the potential victim and his/her parent(s) or legal guardian(s) if the potential victim is a minor.
- f. Notify the Director of Special Services, Director of Pupil Personnel Services, and the Crisis Response Team.
- g. Have the parent(s) or legal guardian(s) (or in the case of an adult pupil), have the pupil sign a two way release of information to allow district staff to speak to the pupil's treating mental health care provider.
- h. Have the pupil seen by a Board selected psychiatrist at Board expense within ten school days.
- i. Take any other reasonable actions warranted under the circumstances.
- j. Provide an option for home instruction if appropriate.

C. Follow-up

1. At the conclusion of the evaluation process, the appropriate school personnel, the pupil's treating mental health care provider and the district's designated psychiatrist or psychologist will confer concerning the appropriateness of the pupil's return to school. They shall make a recommendation in that regard to the Superintendent. The Superintendent shall then determine whether the pupil may return to school and shall report the outcome to the Board of Education. If the Superintendent determines not to allow the pupil to return to school, the pupil or the pupil's parent(s) or legal guardian(s) may appeal that decision to the Board. In the event of an appeal, the Board of Education will make the final determination regarding the pupil's return to school following a hearing before the Board.
2. When the pupil returns to school, the pupil's guidance counselor shall monitor the pupil's adjustment to school through meetings with the pupil and consultations with the classroom teachers. The guidance counselor shall report as needed to the Principal.
3. District and State documentation shall be done by appropriate administration. Copies of district reports shall be kept in the school nurse's secured medical file, as well as in the pupil's file. When a pupil moves from elementary to middle school and from middle school to high school, his/her report(s) shall be hand delivered to the nurse of the receiving school.



D. Response Team

In actual situations of violence or life-threatening behavior, the district's Crisis Response Team will be activated by the Director of Special Services and the Director of Pupil Personnel Services as appropriate.

Adopted: 17 July 2012



5410 PROMOTION AND RETENTION

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for pupil promotion shall be related to the New Jersey Core Curriculum Content Standards and district goals and objectives and to the accomplishments of pupils. A pupil in the K – 8 grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade. The Superintendent will adopt an administrative regulation for implementing this policy.

Classroom teachers shall recommend to the building principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision in accordance with policy 5130.

N.J.S.A. 18A:35-4.9

Adopted: 17 July 2012



5412 EIGHTH GRADE GRADUATION

The commencement ceremony for eighth grade pupils is held in the middle school gymnasium at the close of the school year. The purpose is to have a culminating activity which recognizes the academic achievement of all graduates during their middle school years. Additionally, selected pupils who are worthy of special distinction are recognized and awarded plaques, medals and certificates.

Citizenship Award Criteria

1. School service contributions are made frequently.
2. Good character is consistently evident.
3. School interest is demonstrated.
4. Special activity participation and support is evident.
5. Good scholarship is evident from grades and achievement.
6. Rapport with teachers and fellow pupils is readily observable.
7. Evidence of good habits and attitudes is consistently observed.
8. Evident self-respect, self discipline, and individual responsibility are displayed.
9. Respect for the rights, privileges, and feelings of others is consistently evident.
10. Good school and community standing is evident.

Academic Award Criteria

Pupils should exemplify unusually fine work in a specified area of study. This should be evident to the extent that the:

1. Pupil has a thorough grasp of the subject area.
2. Pupil makes definite contributions to the work of the class.



3. Pupil does more work and of an overall better quality than is minimally required.
4. Pupil presents to the class original and creative work dealing with some phase of the subject if the opportunity is made available.
5. Pupil shows superior evidence of analytical thinking.
6. Pupil is well-versed on the materials and content of the course as regards basic fundamentals and details.

N.J.S.A. 18A:35-4.9; 18A:36-14; 18A:36-15;
18A:36-18; 18A:38-25 et seq.
N.J.A.C. 6:3-4A.1; 6A:8-4.4 et seq.

Adopted: 17 July 2012



5420 REPORTING PUPIL PROGRESS

The Board of Education believes that the cooperation between school and home in the interests of children is fostered by the systematic communication of pupils' educational welfare to parent(s) or legal guardian(s). The Board directs the establishment of a program of reporting pupil progress to parent(s) or legal guardian(s) by both written reports and by parent-teacher conferences and requires the cooperation of all appropriate teaching staff members in that program as part of their professional responsibilities.

The Superintendent shall develop, in consultation with appropriate teaching staff members, procedures for reporting pupil progress to parent(s) or legal guardian(s) that utilize various methods of reporting appropriate to grade level and curriculum content; ensure that the pupil and parent(s) or legal guardian(s) receive ample warning of a possible failing grade or any grade that would adversely affect the pupil's educational status; enable the scheduling of parent-teacher conferences at such times as will ensure the greatest degree of participation by parent(s) or legal guardian(s); and require the issuance of report cards at intervals of not less than four times per year.

Reports of individual achievement on state assessment tests shall be promptly made available to the pupil or the pupil's parent(s) or legal guardian(s).

N.J.A.C. 6:3-4A.1

Adopted: 17 July 2012



5430 CLASS RANK

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates, both to inform pupils of their relative academic placement among their peers and to provide pupils, prospective employers, and institutions of higher learning with a predictive device so that each pupil is more likely to be placed in an environment conducive to success.

The Board authorizes a system of class ranking, by grade point average, for pupils in grades nine through twelve for purposes of calculating only the valedictorian and salutatorian of the graduating class.

All pupils shall be ranked together.

Class rank will be calculated by the final grade in all subjects, except those subjects for which no credit is awarded, and will not include failing grades. Weighted credit will be calculated for grades earned in an honors course, a course of independent study, and AP course. The class ranking of a pupil who has transferred to this district will include the grades earned in the regular program of the prior school. Grades earned in private summer school programs will not be included in the calculation of class rank.

Any two or more pupils whose computed grade point averages are identical will be given the same rank. The rank of the pupil who immediately follows a tied position will be determined by the total number of all preceding pupils not by the rank of the immediately preceding pupil.

A pupil's grade point average and rank in class will be entered on the pupil's record and will be subject to Board Policy No. 8330 on the release of pupil records.

Adopted: 17 July 2012



5431 "GOOD PUPIL" STATUS

The Board of Education authorizes the release, on the request of a pupil or a pupil's parent(s) or legal guardian(s), of such information regarding a pupil's grades as may be required to secure a "good pupil" discount on the cost of automobile liability insurance.

Where the insurer has established no standard for determining the achievement level on which the discount is contingent, the Board directs that a pupil has acquired a "good pupil" status if his/her grade average is equal to or higher than the grade average of the pupil's class during the immediately preceding semester.

N.J.S.A. 18A:36-19

Adopted: 17 July 2012



5440 AWARDS

Statement of Expenditures

Although awards are symbolic of the recognition conferred upon a student by the school, tangible items or objects are purchased for presentation. In keeping with the philosophy of the awards concept, students will receive items which have symbolic rather than intrinsic monetary value. Expenses for awards for school sponsored activities and programs shall be budgeted and approved by the administration. Expenditures shall also be consistent and equitable from school to school and for comparable activities. Administrative personnel will determine which activities are comparable and merit equivalent awards.

School Awards vs. Outside Organization

Sponsors of school activities wishing to incorporate awards into the budget and school program shall prepare a list of the awards clearly indicating criteria and expense. Administrative approval of all school awards shall be mandatory.

Any award or recognition conferred on a district student at any district or school function by any non-district person or entity must be reviewed by appropriate school personnel. Following such review, the recommendation of the school personnel shall be forwarded to the Superintendent for approval. No award of a scholarship by any non-district person or entity shall be made at any district or school function until such time as the district is satisfied that sufficient funds exist and have been segregated for the award.

Award Categories - Elementary Schools

Awards at the elementary level can be divided into four categories: academic, participation, service and the Principal's award. These categories serve to group activities which are generally comparable and tend to separate those which reflect varying requirements of talent or effort. Awards are granted at the completion of elementary school. The elementary years are considered one unit, with awards presented at the culminating year.

A. Academic

1. President's Award for Educational Excellence
2. President's Award for Educational Achievement
3. Science
4. Social Studies



National awards granted to all pupils who meet the specified requirements.

- B. Participation Awards - on recommendation of the advisor to the Principal.
 - 1. Music Awards
 - 2. Art Awards
- C. Service Awards – To maintain district-wide consistency these service awards will be mutually determined by all elementary Principals.
- D. Perfect Attendance Award
- E. Presidential Physical Fitness Award
 - 1. Award Categories - Middle School and High School

Awards can be reasonable divided into categories which represent the three general classifications of school-sponsored activities; academic, co-curricular and athletic. These categories serve to group activities which are generally comparable and tend to separate those which reflect varying requirements of talent or effort, and are, therefore, not properly compared to one another. The specific awards within each category shall be comparable in the recognition of comparable efforts.

Awards are granted at the completion of middle school and high school. In the middle school, the grades are considered one total unit with awards reserved for the culmination of grade eight. The same philosophy applies in the high school; the four years are considered a unit, with subject awards in the senior year for a cumulative record.

A commencement ceremony is held for all eighth grade pupils at the close of the school year. The purpose is to have a culminating activity which recognizes the academic achievement of all graduates during their middle school years. Additionally, selected pupils who are worthy of special distinction are recognized and awarded plaques, medals, and certificates.



F. Academic

1. Awarded in areas taught as part of the school curriculum for unusually fine achievement in specific areas of study.
2. Number of awards
 - a. Middle School level – four per subject with the exception of two in physical education.
 - b. High School level - one per category as determined by the subject area departments.
3. Ten year plaque shall be kept in each school listing academic award winners.
4. President's Education Awards Program - Middle School - (National award granted to all pupils who meet the specified academic requirements – distributed to eight grade pupils in their homerooms.

G. Co-curricular Activities

1. Middle School level
 - a. Citizenship Awards.
 - b. Special Club and Service Awards - on recommendation of advisor to Principal.
2. High School level
 - a. Club Awards - on recommendation of the advisor
 - i. Leadership Awards
 - ii. Service Awards
 - iii. Distinguished Service Awards
 - iv. Outstanding Achievement Awards



- b. Music Awards
 - c. Intramural Athletics
 - d. Cheerleaders
- H. Interscholastic Athletics - for all pupils who participate on Varsity, Junior Varsity and Freshmen teams in the high school.
- 1. Freshmen
 - a. Double felt patch - insert for specific sport
 - 2. Junior Varsity
 - a. One letter
 - b. Gold bar for additional year or years of participation
 - c. Insert for second sport
 - 3. Varsity
 - a. One letter in four years
 - b. Gold bar for additional year or years of participation
 - c. Insert for second sport
 - d. Certificate for Varsity status in addition
- I. Board of Education Awards

The Board of Education may from time to time honor an individual pupil or a group of pupils by the presentation of a trophy or plaque. The award will be given to any individual or group achieving special recognition on an interscholastic or academic level as deemed appropriate by the Board.

N.J.S.A. 18A:11-3

Adopted: 17 July 2012



5460 HIGH SCHOOL GRADUATION

The Board of Education recognizes the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the pupil has met all State and local requirements for high school graduation. The Board annually certifies to the Executive County Superintendent that each pupil who has been awarded a diploma has met the requirements for graduation.

A. High School Graduation Requirements

A graduating pupil must have earned the required number of credits as detailed:

Class 2012 – 120 credits,
Class 2013 – 125 credits,
Class 2014 – 130 credits,
Class 2015 – 135 credits,

Class 2016 and all subsequent classes to receive 140 credits, in courses designed to meet all of the New Jersey Core Curriculum Content Standards & Common Core Standards including, but not limited to, the following credits:

1. Twenty (20) credits in language arts literacy aligned to grade nine (9) through twelve (12) standards, effective with the 2009-2010 grade nine class;
2. Fifteen (15) credits in mathematics, including Algebra I or the content equivalent as defined in N.J.A.C. 6A:8-1.3, including geometry or the content equivalent effective with the 2010-2011 grade nine (9) class, and including a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares pupils for college and 21st century careers effective with the 2012-2013 grade nine (9) class;
3. Fifteen (15) credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2: five (5) credits in world history, and the integration of civics, economics, geography, and global content in all course offerings;
4. Fifteen (15) credits in science, including at least five (5) credits in laboratory biology/life science or the content equivalent effective with the 2008--2009 grade nine (9) class, including one additional laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics, effective with the 2010-2011 grade nine (9) class, and including one (1) additional



laboratory/inquiry-based science course effective with 2012-2013 grade nine (9) class;

PUPILS
5460/page 2 of 8
High School Graduation

5. Five (5) credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty (150) minutes per week, as required by N.J. S.A. 18A:35-5, 7 and 8;
6. Five (5) credits in visual and performing arts;
7. Five (5) credits in world languages or pupil demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. Two and one-half (2 1/2) credits in financial, economic, business, and entrepreneurial literacy, effective with 2010-2011 grade nine (9) class;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
10. Five (5) credits in 21st century life and careers, or career-technical education; and
11. Electives as determined by the high school program sufficient to meet graduation requirements.

Credit means the award for the equivalent of a class period of instruction which meets for a minimum of forty (40) minutes, one (1) time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable pupils to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized pupil learning opportunities that meet or exceed the Core Curriculum Content Standards & Common Core Standards.
 - a. Individualized pupil learning opportunities in all Core Curriculum Content Standards & Common Core Standards areas include, but are not limited, to the following:
 - (1) Independent study;



- PUPILS
5460/page 3 of 8
High School Graduation
- (2) Online learning;
 - (3) Work-based programs, internships, apprenticeships;
 - (4) Study abroad programs;
 - (5) Pupil exchange programs;
 - (6) Service learning experiences;
 - (7) Structured learning experiences such as Option 2.
 - b. Individualized pupil learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards & Common Core Standards shall:
 - (1) Be based on pupil interest and career goals as reflected in the Personalized Pupil Learning Plans as they are phased in according to the schedule of implementation set forth at N.J.A.C. 6A:8-3.2(a)1;
 - (2) Include demonstration of pupil competency;
 - (3) Be certified for completion based on the district process adopted according to number two (2) below of this section; and
 - (4) Be on file in the school district and subject to review by the Commissioner or his/her designee.
 - c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards & Common Core Standards shall be permitted and shall be approved in the same manner as other approved courses.
2. The district shall utilize established Option 2 procedures for granting of credits through successful completion of assessments that verify pupil achievement in meeting or exceeding the Core Curriculum Content Standards & Common Core Standards at the high school level, including those occurring by means of the individualized pupil learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a pupil's high school enrollment; no such locally administered assessments shall



preclude or exempt pupil participation in applicable Statewide assessments at grades three (3) through twelve (12).

PUPILS
5460/page 4 of 8
High School Graduation

- a. The district shall utilize assessments that are aligned with or exceed the Core Curriculum Content Standards, Common Core Standards and may include locally designed assessments.
- b. The district shall utilize assessment options to determine if pupils have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
 - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
 - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
 - (3) Department-approved locally designed competency-based assessments.

The district shall establish a process to approve post-secondary learning opportunities.

B. Additional Graduation Requirements

1. Attendance requirements as indicated in policy no. 5200.1.
2. Any statutorily mandated requirements for earning a high school diploma;
3. Demonstrated proficiency in all sections of the High School Proficiency Assessment (HSPA), Competency Assessments, or Alternative High School Assessment process applicable to the class graduating in the year they meet all other graduation requirements, based on a schedule prescribed by the Commissioner in accordance with N.J.A.C. 6A:8-4.1(b) through (d).

C. High School Proficiency Assessment (HSPA) or Alternative High School Assessment (AHSA)

1. The district shall provide pupils who have not demonstrated proficiency on one (1) or more sections of the HSPA following the 11th grade, or applicable



Competency Assessments, with the opportunity to demonstrate such competence through both repeated administrations of the HSPA and the AHSA process conducted in accordance with rules of the State Board of Education.

PUPILS

5460/page 5 of 8
High School Graduation

- a. The district shall submit the results of the AHSA process to the Executive County Superintendent of Schools by March 31 of each year, or as otherwise determined by the Commissioner of Education, for approval for graduation in June of the same year. Such results shall include information, as prescribed by the Commissioner, pertaining to pupils successfully completing the AHSA process, and to those who fail to complete the AHSA process successfully.
- b. The Executive County Superintendent, as the Commissioner's designee, shall review the results of each pupil's AHSA and recommend to the Commissioner either approval or disapproval for graduation.
- c. All English Language Learners (ELLS) shall satisfy the school district's requirements for high school graduation, except that any ELLS may demonstrate that they have attained State minimum levels of proficiency through:
 - (1) Passage of the AHSA process in their native language, when available, and passage of an English fluency assessment approved by the Department of Education; or
 - (2) Passage of the AHSA process in English with appropriate accommodations.
- d. Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the HSPA.

D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Pupils are expected to be present in every scheduled class except as their attendance is excused in accordance with Board policy 5200.1.

E. Pupils with Disabilities



1. The district, through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, may, for individual pupils with disabilities as defined in N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma.

PUPILS
5460/page 6 of 8
High School Graduation
2. The district shall specifically address any alternate requirements for graduation in a pupil's IEP, in accordance with N.J.A.C. 6A:14-4.11.
3. The district shall develop and implement procedures for assessing whether a pupil has met any alternate requirements for graduation individually determined in an IEP.
4. If a pupil with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the pupil shall have the choice of receiving a diploma of the school attended or a diploma of the school district of residence.
 - a. If the school the pupil is attending declines to issue a diploma to the pupil, the Board of Education of the district of residence shall issue the pupil a diploma if the pupil has satisfied all State and local graduation requirements, as specified in the pupil's IEP.
5. Pupils with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
6. A pupil with a disability whose individualized education program prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the pupil has attended four (4) years of high school.
7. When a pupil with a disability graduates or exceeds the age of eligibility, the pupil shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the pupil's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the student in meeting his or her postsecondary goals.

F. High School Diploma



1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local requirements.

PUPILS
5460/page 7 of 8
High School Graduation

2. The Board of Education shall not issue a high school diploma to any pupil not meeting the criteria specified in State and local requirements.
 - a. The district shall provide pupils exiting grade twelve (12) without a diploma the opportunity for continued high school enrollment to age twenty (20), or until the requirements for a State-endorsed diploma have been met, whichever comes first.
 - b. The district shall allow any out-of-school individual until the age of twenty (20) who has otherwise met all State and local graduation requirements, but has failed to pass the HSPA or applicable Competency Assessments to return to school at scheduled times for the purpose of taking the necessary test. Upon certification of passing the test applicable to the pupil's class in accordance with N.J.A.C. 6A:8-5.1(a) 8, a State-endorsed diploma shall be granted by the high school of record.
3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled pupil formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board policy 5465 – Early Graduation (M).

G. Notification

Each pupil who enters or transfers into the high school and the pupil's parent(s) or legal guardian(s) shall be provided with a copy of the school district's requirements for a State-endorsed diploma, and those programs available to assist pupils in attaining the State endorsed diploma.

H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually at a public meeting not later than September 30, to the Board of Education and the Commissioner:



POLICY

RANDOLPH BOARD OF EDUCATION

1. The total number of pupils graduated;
 2. The number of pupils receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEPs;
PUPILS
5460/page 8 of 8
High School Graduation
 3. The total number of pupils denied graduation from the 12th grade class solely because of failure to pass the HSPA or AHSA, based on the provisions of N.J.A.C. 6A:8-5.1(a) 3.
- I. The Superintendent shall provide the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) to the Executive County Superintendent and update this filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1; 18A:35-4.9; 18A:35-7; 18A:36-17
N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.



Adopted: 17 July 2012

PUPILS
5465/page 1 of 1
Early Graduation
M

5465 EARLY GRADUATION

The Board of Education may grant a State-endorsed high school diploma to a pupil who has not completed the twelfth grade. Each request for early graduation will be considered individually by the Board, and will be guided by the recommendation of the Superintendent and the high school Principal and will be in accordance with the provisions of N.J.A.C. 6A:8-5.1 et seq. and 6A:8-5.2 et seq.

A pupil will be permitted early graduation from high school if he/she has satisfied the number of course credits for graduation established by Board Policy No. 5460, and demonstration of proficiencies in all sections of the HSPA or SRA process applicable to the class graduating in the year all other graduation requirements are met; and a satisfactory attendance record as defined by Policy and Regulation No. 5200.

In accordance with N.J.A.C. 6A:8-5.2(d), starting in the 2002-2003 academic year, the Board will award a State-endorsed high school diploma to any individual who: has performed at a proficient or advanced proficient level of achievement in all sections of the HSPA; has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and has, if a pupil is currently enrolled in a public school, formally requested such early award of a State-endorsed high school diploma.

A pupil permitted to graduate before the end of the twelfth grade will be issued a state-endorsed diploma certifying that he/she has met all state and local requirements for early graduation. The diploma will bear the date of its issuance. The pupil may be permitted to participate in graduation ceremonies with his/her classmates without formal readmission to the school district on application to and approval of the high school Principal.

N.J.S.A. 18A:7C-1 et seq.

N.J.A.C. 6A:8-5.1 et seq.; 6A:8-5.2 et seq.



Adopted: 17 July 2012

PUPILS
5466/page 1 of 1
Graduation and Yearbook Fees
M

5466 GRADUATION AND YEARBOOK FEES

The Board of Education recognizes that the cost of graduation ceremonies, if any, directly paid by graduating pupils and the cost of a yearbook directly paid by the graduating pupil may create a financial hardship for the parent(s), legal guardian(s) or other person having legal custody of the graduating pupil.

The Board of Education will not exclude from the graduation ceremony any pupil who is unable to pay the fees required of the graduating pupil to participate in the graduation ceremony because of financial hardship for the parent(s), legal guardian(s) or other person having legal custody of the graduating pupil.

Furthermore, the Board will pay the cost for a graduating pupil to purchase a yearbook if the graduating pupil is unable to pay the fees required of the graduating pupil to participate in the graduation ceremony because of financial hardship for the parent(s), legal guardian(s) or other person having legal custody of the graduating pupil.

In determining financial hardship, the criteria will be the same as the Statewide eligibility standards established by the State Board of Education for free and reduced price meals under the State School Lunch Program.

N.J.S.A. 18A:7C-5.1



POLICY

**RANDOLPH
BOARD OF EDUCATION**

Adopted: 17 July 2012



5500 EXPECTATIONS FOR PUPIL CONDUCT

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the schools and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Superintendent shall, in consultation with staff members, parent(s) or legal guardian(s), and, where appropriate, pupils, develop a statement of specific pupil behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils, parent(s) or legal guardian(s), and professional staff members.

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

Adopted: 17 July 2012



5511 DRESS AND GROOMING

The Board seeks parental cooperation in helping the school attain its objective of fostering pride and good taste in clothes and grooming by exercising such positive parental guidance and authority as may be deemed appropriate to you. The Board will, at all times, continue to exercise its prerogative to inform parent(s) and/or legal guardian(s) of individual children of our concern or question as regards either the suitability or permissibility of certain attire. The Board feels confident that, together, we can engender a positive attitude toward dress and grooming in the youth of our community. For the specific guidance of parent(s) and/or legal guardian(s) and staff, the Board provided the following guidelines based on past decisions.

1. In the matter of hair style, the Board recognizes that pupils have the right to exercise judgment so long as they do not:
 - a. Present a danger to their health and safety, or the health and safety of the staff and student body; and
 - b. Cause an interference with school work and create a classroom disorder.
2. With regard to pupil dress, the Board specifies the following policy:
 - a. Pupils may not wear clothing deemed to be a safety hazard while participating in activities so regulated;
 - b. Dress which restricts the pupil from doing his/her best work is discouraged;
 - c. Styles that create or may create a classroom disturbance are not permitted;
 - d. Articles of clothing which cause excessive wear or damage to school property are not permitted; and
 - e. Wearing apparel which may be a health hazard to the pupil is not permitted while in school, without doctor's permission.

Nothing in this policy shall be interpreted to limit the responsibility of teachers to enforce regulations concerning control of hair or clothing in the interest of safety or full participation in any specific teaching situation.



A. Elementary School

We all agree that an academic environment is best supported by apparel that is not distracting, and not inappropriate. High expectations of achievement and behavior are an integral part of the elementary culture. An extension of these high expectations to good grooming and appropriate dress enhances and improves pupil responsibility and self-esteem.

The Randolph Township Dress Code Policy requires that clothes should not cause a disruption to the teaching/learning environment.

1. Specific items of apparel that are inappropriate include:

- a. Halter-tops, belly shirts, thin (spaghetti straps), and bare midriffs;
- b. Any clothing or personal items that depict violence, profanity or offensive illustrations;
- c. Shorts, skirts and dresses that do not reach the individual's fingertips when his/her arm is at their side; and
- d. Sleepwear.

Hooded sweatshirts; may be worn to school, but at no time during the school day may the hood be worn up. All headgear, including hats, will be stored in the classroom during the school day. Baseball caps cannot be worn in school.

A dress code is only as effective as the personnel enforcing it. The entire staff, not just teachers, needs to be responsible for reporting to the office infractions of our dress code. The key to effectiveness is intervention. The final decision rests with the building administration.

B. Middle School

The guidelines for the school dress code were developed after careful consideration. The philosophy behind them has always been that a strong relationship exists between the clothing a child wears and his/her general attitude and behavior in school. We feel strongly that the casual nature of certain attire could generate an indifferent attitude toward the pupil's real purpose of being in school. It will remain our policy to discourage and limit outlandish or questionable attire which negatively impacts the educational process. Examples of inappropriate dress include, but are not limited to, the following:



1. Clothing items that display graphics or slogans that are deemed suggestive, offensive, or include drug-related or alcohol-related messages are not acceptable;
2. Halter tops and low-cut tops are not acceptable for school, nor are bare midriff tops or see-through mesh shirts;
3. Undergarments should not be visible when dressed appropriately;
4. Skirts and shorts should be of an appropriate length. Baseball hats, other types of headwear, and sunglasses are not permitted in the building; and
5. For safety reasons, appropriate footwear should be worn.

We, therefore, ask for your continued cooperation in helping the school to attain its objective of fostering pride and good taste in clothes and grooming. At all times, we will continue to exercise prerogative to inform parent(s) and/or legal guardian(s) of individual pupils as regards either the suitability or permissibility of certain attire. Final decisions regarding dress and grooming rest with the building administration.

C. High School

The school's objective is to foster pride and good taste in cloths and grooming for all members of the school community. The school recognizes that pupils have a right to exercise judgment so long as choices do not cause an interference with schoolwork and/or create a classroom disorder, and/or present a danger to health and safety or the health and safety of the staff and student body. In keeping with this objective, any accessory that may cause injury is unacceptable, such as studded accessories and chains. Footwear must be worn at all times.

The school discourages outfits that are too revealing of the anatomy and those that do not cover undergarments when pupils are standing or sitting. Bare midriffs, tube tops; backless garments, one shoulder tops, tops with spaghetti straps, mesh and/or see through tops, and skirts and shorts that are exceedingly short are not acceptable. Garments designed to be worn as sleepwear or underwear may not be worn as outerwear, such as pajamas, boxer shorts, and men's sleeveless tank tops. Hooded garments may be worn as long as the hood remains down and does not cover the head. Garments, which display inappropriate language, sayings, logos or profanity, are also unacceptable. Any garment promoting alcohol, tobacco or drugs is strictly forbidden. Teachers have the prerogative to require pupils to remove coats, hats and other headdress during instructional time.



If pupils appear to be in violation of this policy in addition to parent(s) and/or legal guardian(s) notification the following consequences will be applied:

- First Offense - A school-approved tee shirt will be lent to the pupil to be worn for the remainder of the day.
- Second Offense - An after school detention will be assigned.
- Third Offense - A Saturday detention will be assigned.
- Fourth Offense - Pupil will be suspended, a parent(s) and/or legal guardian(s) conference will be necessary before reentry.

Final decisions regarding dress and grooming rest with the building administration.

N.J.S.A. 18A:11-1, 18A:11-7, 18A:11-8, 18A:11-9

Adopted: 17 July 2012



5512 HARASSMENT, INTIMIDATION, AND BULLYING

Table of Contents

<u>Section</u>	<u>Section Title</u>
A.	Policy Statement
B.	Harassment, Intimidation, and Bullying Definition
C.	Pupil Expectations
D.	Consequences and Appropriate Remedial Actions
E.	Harassment, Intimidation, and Bullying Off School Grounds
F.	Harassment, Intimidation, and Bullying Reporting Procedure
G.	Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)
H.	Harassment, Intimidation, and Bullying Investigation
I.	Range of Responses to an Incident of Harassment, Intimidation, or Bullying
J.	Reprisal or Retaliation Prohibited
K.	Consequences and Appropriate Remedial Action for False Accusation
L.	Harassment, Intimidation, and Bullying Policy Publication and Dissemination
M.	Harassment, Intimidation, and Bullying Training and Prevention Programs
N.	Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review
O.	Reports to Board of Education and New Jersey Department of Education
P.	Reports to Law Enforcement
Q.	Collective Bargaining Agreements and Individual Contracts
R.	Pupils with Disabilities



A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or



5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

C. Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;



3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.



D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic performance; and
11. Relationship to pupils and the school district.



Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.



Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;



14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

The district will also impose appropriate consequences and remedial actions to a person who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

E. Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or



3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.



The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.



2. The Principal in each school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;



- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;
- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.

H. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.



The Principal shall proceed in accordance with the Code of Pupil Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Pupil Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent or guardian may request a hearing before the Board of Education after receiving the information. When a request for a hearing is granted, the hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the pupils. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the alleged incident, the findings from the investigation of the alleged incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.



A parent, pupil, legal guardian, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

I. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.



For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The Board is encouraged to set the parameters for the range of responses to be established by the Principal, in conjunction with the Anti-Bullying Specialist, and for the Superintendent to follow. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report, or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to pupils and parents or guardians, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices or strategies for fostering expected pupil behavior.
4. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs, coordination with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations), and disseminating information on the core ethical values adopted by the district Board of Education's Code of Pupil Conduct, per N.J.A.C. 6A:16-7.1(a)2.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.



J. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures for pupils who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with pupils that engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

K. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.



1. Pupils - Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
 2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
 3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
- L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.



The Superintendent shall ensure that notice of this Policy appears in the pupil handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

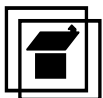
M. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees, contracted service providers, and volunteers who have significant contact with pupils. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district's Policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff members, contracted service providers, and school volunteers who have significant contact with pupils.

Each public school teacher shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d.

The required two hours of suicide prevention instruction for teaching staff members shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:6-112.

Board members shall be required to complete a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.



The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a “Week of Respect” beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, pupils, administrators, volunteers, parents or guardians, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

N. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district’s Harassment, Intimidation, and Bullying Policy with pupils.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools’ Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.



O. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46. The information reported shall be used to grade each school and each district in accordance with the provisions of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a pupil with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.



The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the appropriate Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011

Adopted: 17 July 2012



5513 CARE OF SCHOOL PROPERTY

The Board of Education believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

A pupil who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged textbooks.

N.J.S.A. 18A:34-2; 18A:37-3

N.J.A.C. 6A:23-6.6

Adopted: 17 July 2012



5514 PUPIL USE OF VEHICLES

The Board of Education regards the operation by pupils of any vehicle for transportation to and from school as a matter subject to Board authority because pupil safety is of paramount concern to the Board.

1. The Board will permit the use of motor vehicles by pupils in grade twelve only in accordance with district rules provided that such pupils present written parental approval, have been granted permission by the Building Principal to operate a motor vehicle on school grounds, possess a New Jersey driver's license, and have successfully completed a course in driver education. The high school may have a lottery system if there are not enough parking spaces to accommodate the twelfth grade class.
2. The Board prohibits the operation of bicycles, scooters, and skateboards, by pupils for travel to and from school.

The Superintendent shall develop and disseminate regulations for the operation and parking of vehicles on school grounds. Permission to operate a vehicle on school grounds may be revoked for a pupil's failure to observe rules.

The Board will not be responsible for any vehicle that is lost, stolen, or damaged.

N.J.S.A. 39:4-10 et seq.; 39:4-10.5

Adopted: 17 July 2012



5515 PUPIL PARKING

Only students with Randolph Township School District parking permits may use school parking facilities. The administration shall establish rules and regulations governing the issuance of Randolph Township School District parking permits and student use of school parking facilities. Parking permit applications must include written proof that at least one of the student's parents or guardians has attended a Board-approved safe driving program within four (4) calendar years prior to the date of the application. The administration will assess a reasonable fee for parking permits.

Adopted: 17 July 2012



5516 USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD)

The Board of Education believes pupils and/or school staff members should not be subject to having a video or audio recording taken of any pupil(s) or school staff member(s) for any purpose without the consent of the pupil, the pupil's parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of pupils and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, pupil assessment instruments, and/or pupil assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other pupils. Therefore, the Board of Education adopts this Policy regarding pupil use of electronic communication and recording devices.

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

A pupil is not permitted to have turned on or use an ECRD on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity. A pupil's personal ECRD may only be used on school grounds in an emergency situation or with the permission of a school staff member supervising the pupil in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a pupil using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other pupils or staff members are present shall require the permission for such recording from any other pupil and their parents or guardians and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations, and athletic events and drama production filming. A pupil authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from pupil access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a pupil from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.



For the purposes of this policy, “school grounds” means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the pupil will be subject to appropriate disciplinary action.

A pupil who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the pupil is required to respond to an emergency and the pupil provides a statement to the Principal from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the pupil at all times and that the pupil is required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a pupil brings or possesses a remotely activated paging device in violation of N.J.A.C. 6A:16-5.8 and this Policy.

N.J.S.A. 2C:33-19

N.J.A.C. 6A:16-5.8

Adopted: 17 July 2012



5517 PUPIL IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all pupils, staff, parents and community members in school buildings. In recognizing this important responsibility, the Board requires all pupils to carry school district issued identification cards at all times while in school. A pupil must present the card to any school staff member upon request. Pupils who fail to have the card in their possession or to produce it when asked to do so may be disciplined.

The school district issued Identification Card will be issued to all pupils in middle schools, and high schools, and may be presented for:

1. Identification at school district activities on school district property other than the school attended by the pupil;
2. Identification for library media services to include library book, periodical and other resource check-out;
3. Entrance for Scholastic Aptitude Tests, State Standardized Tests and other testing programs administered on school district property;
4. Identification for admission to certain school-related and school district sponsored functions; and
5. Other purposes and activities as determined by the Building Principal.

Pupils will be issued one card every year. A replacement fee will be charged, at the cost equal to the reproduction cost, for all lost identification cards.

Adopted: 17 July 2012



5519 DATING VIOLENCE AT SCHOOL

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall adopt the guidelines and procedures outlined in Regulation 5519 for responding to acts or incidents of dating violence at school. The protocols outlined in Regulation 5519 have been established for any school staff member who witnesses or learns of an act or incident of dating violence at school and for school administrators to work with the victim and the aggressor of an act or incident of dating violence.

Dating violence statements and investigations shall be kept in files separate from pupil academic and discipline records to prevent the inadvertent disclosure of confidential information. Every act or incident of dating violence at school that is reported shall be documented in an appropriate manner. This should include statements, planning actions, and disciplinary measures as well as counseling and other support resources that are offered and prescribed to the victim or aggressor.



School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

A pattern of behaviors may be an important sign a pupil is involved in an unhealthy or abusive dating relationship. The warning signs listed in Regulation 5519 shall educate the school community on the characteristics that a pupil in an unhealthy or abusive relationship may exhibit. Many of these warning signs make a connection to one pupil in the relationship asserting control and power over the other. Recognizing one or more signs of teen dating violence plays an important role in preventing, educating, and intervening in acts or incidents of dating violence.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer, and community resources available to address dating violence.

The Board of Education shall incorporate age-appropriate dating violence education in grades seven through twelve through the health education curriculum in alignment with the New Jersey Core Curriculum Content Standards for Comprehensive Health and Physical Education. The educational program shall include, but is not limited to, a definition of dating violence, recognizing the warning signs of dating violence, and the characteristics of healthy relationships.

Upon written request to the school Principal, a parent/legal guardian of a pupil less than eighteen years of age shall be permitted, within a reasonable period of time after the request is made, to examine the dating violence education instruction materials developed by the school district.



Notice of Policy and Regulation 5519 shall appear in all district publications that set forth the comprehensive rules, procedures, and standards of conduct for pupils within the district and in any handbook.

N.J.S.A. 18A:35-4.23a.; 18A:37-33; 18A:37-34; 18A:37-35; 18A:37-37
New Jersey Department of Education Model Policy and Guidance for Incidents Involving Dating Violence – September 2011

Adopted: 17 July 2012



5520 DISORDER AND DEMONSTRATION

The Board of Education is responsible for providing a thorough and efficient system of education for pupils in this district and is authorized to preserve order so that the system may function properly. Pupils will not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that their activities do not infringe on the rights of others and do not interfere with the operation of the educational program.

The Board will not permit the conduct on school premises of any willful activity engaged in by an individual acting alone or by a group of individuals that interferes with the orderly operation of the educational program or offends the rights of others. The Board specifically prohibits any assembly or expression that materially disrupts instruction; is obscene, slanderous, or grossly prejudicial; advocates the use of dangerous or harmful materials; advocates the use of force or the violation of law or school rules; or advertises goods or services for unauthorized commercial gain.

Disorderly pupils will be disciplined in accordance with law and Board Policy No. 5600; staff members who assist pupils in disorderly conduct may be subject to disciplinary measures.

The Board directs all staff members to attempt to resolve pupil conflict and dissent by reason and arbitration. Pupils who express dissent should be made aware of the lawful procedures available to them for the resolution of their grievances.

The Superintendent shall establish procedures for the prompt resolution of any disorder that occurs on school premises. The Building Principal shall be responsible for the identification and resolution of disorders in any school building and may summon law enforcement officers as necessary.

N.J.S.A. 2C:12-3; 2C:33-1; 2C:33-2; 2C:33-8
N.J.S.A. 18A:6-1; 18A:37-1; 18A:37-2

Adopted: 17 July 2012



5530 SUBSTANCE ABUSE

It is the Board of Education's intent to provide a wholesome atmosphere in which pupils may develop and learn. Therefore, the Randolph Township Board of Education prohibits the use, possession and distribution of any controlled dangerous substance by pupils, staff, or others on school property at any time and at any school-related activity.

In this policy substance abuse refers to the use, possession or distribution of the following controlled or dangerous substances:

1. All substances so designated and prohibited by New Jersey statutes; all chemicals which release toxic vapors (glue, etc.) as defined and prohibited by New Jersey statutes;
2. All alcoholic beverages;
3. All prescription drugs and controlled, dangerous substances, not prescribed for that person, except those for which permission for use in school has been granted pursuant to Board policy;
4. All non-prescription drugs with the potential for abuse; and
5. All anabolic steroids.

In the absence of the Building Principal, all of the Principal's duties under this policy shall be performed by the Principal's designee.

The following are administrative procedures for:

- A. Referring a pupil who may be under the influence of drugs, alcohol, or certain toxic chemical compounds on the school property, at school sponsored functions off school premises, or on school sponsored transportation.
 1. Any teaching staff member, school nurse, or other educational personnel who believes that a pupil may be using or under the influence of drugs or substances designated in one thru five above shall report the name of the pupil as soon as possible to the school nurse, substance awareness coordinator, and/or the Building Principal or designee.



2. The Principal shall have the pupil report immediately to the school office, or, if at a school-sponsored function, to the person in charge. The Principal will contact the parent(s) and/or legal guardian(s) and request the parent(s) and/or legal guardian(s) to come to school. The Principal will also notify the Superintendent of schools.
 - a. The Principal shall arrange for an immediate examination/assessment of the pupil by a medical doctor/treatment center. If a parent/guardian so chooses he/she can visit a medical doctor/facility of his/her choice within two hours. In the event that anabolic steroid use is suspected, the medical assessment and examination shall be arranged as soon as possible. The parent(s) and/or legal guardian(s) shall be asked to take the pupil to the medical doctor or medical inspector for the examination. In all cases the pupil will be evaluated by a physician.
 - b. If the pupil's medical doctor/treatment center, or school physician/medical inspector is not immediately available, the pupil shall be taken to an emergency facility with comprehensive diagnostic services for examination. The pupil will be accompanied by a member of the school staff (nurse, guidance counselor, substance awareness coordinator, Principal or designee) and a parent(s) and/or legal guardian(s) of the pupil, if available.
 - c. If the parent or guardian cannot be located, the principal shall make the necessary arrangements to have the student examined by;
 - (1) Drug and alcohol treatment center with evaluation/assessment capabilities,
 - (2) Family physician,
 - (3) Medical inspector, or
 - (4) Attending physician at the emergency facility.
 - (a) The school security guard, nurse, substance awareness coordinator, guidance counselor, or other school staff member, shall accompany the student to the place of examination.



- (b) The Building Principal shall notify the parent as promptly as possible of the action taken.
- d. Medical assessment of the pupil shall include level of consciousness and awareness, vital signs, urine testing, pupil size and reaction to light, orientation to time and place, and any other medical attention deemed necessary for the welfare of the pupil.
- e. Results of medical assessment
 - (1) If the physician returns a positive written report for anabolic steroids, the pupil will be referred to the substance awareness coordinator or other appropriately certified and trained staff member.
 - (2) Unless the examining physician reports that the examination is positive, the pupil shall be returned within twenty-four hours to the school program. The pupil may stay in school until positive results are reported.
 - (3) If necessary, a referral to an appropriate treatment program will be made. All facilities used by the Randolph Township Schools have the capability of reporting results within twenty-four hours.
 - (4) If the drug screen returns a negative result, all costs will be at the district's expense. If the drug screen returns a positive result, costs will be paid by the parent/guardian.
- f. If the written report of the examining physician indicates a positive diagnosis for alcohol; any substance so designated and prohibited by New Jersey statutes; any chemical which releases toxic vapors (glue, etc.) as defined and prohibited by New Jersey statutes; any prescription drug and controlled dangerous substance, the pupil shall be returned to his/her home as soon as possible and appropriate data shall be furnished to the Department of Health. The pupil shall not resume attendance at school until he/she submits to the Principal a written report certifying that he/she is physically and mentally able to return to school. Student's personal physician, medical inspector or the attending physician who examined the student shall prepare the written report, and a copy thereof shall be given to the parent or guardian of the student. The principal shall notify the Superintendent of the report.



- g. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40-A-12 for medical assessment shall be deemed a violation of the compulsory education (N.J.S.A.18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.
- 3. Where a search of pupil's person or property is necessary, it will be conducted in conformity with Board Policy.
- 4. Pupils found to be under the influence of illegal drugs, alcohol, or other toxic chemical compounds:
 - a. Will be suspended as follows: (in same academic year)

1st offense	5 days	External/Internal suspension
2nd offense	10 days	External Suspension
3rd and subsequent offenses		Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion

Additional random test will be required within a month's time to prove negative compliance. Any positive result will be considered a second offense.

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|-------------------------|---|
| 1 st offense | Complete substance evaluation recommended |
| 2 nd offense | Must have a complete substance evaluation and show evidence of following through with recommendations. Failure to comply will result in further consequences / Superintendent review. After a second offense, administration reserves the right to ask for a random drug test at any point during that school year. |



- b. Will lose privilege to participate in school activities including, but not limited to clubs, sports, field trips, dances, prom.

1st offense	Up to 1 month suspension from competition
2nd offense	Up to 2 months suspension from competition
3rd offense and subsequent offences	Suspension from all activities until Superintendent's review and/or Board of Education hearing to consider expulsion from all activities for the remainder of the pupil's enrollment at Randolph High Schools

External suspensions are included in time frame.

- c. After the examination by a medical professional for the purpose of diagnosing whether the pupil is under the influence of alcohol and/or other drugs, the pupil may be referred for an:
- (1) Evaluation by the Child Study Team to determine a pupil's eligibility for special education and/or related services when the pupil has been identified as potentially educationally handicapped;
 - (2) Assessment by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention; and/or
 - (3) Referral to a community agency approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.



5. The provision of intervention and treatment-referral services for pupils who are affected by alcohol or other drug use shall be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention.
 6. Every referral of substance abuse is to be reported as part of the district's Annual Report of Violence, Vandalism and Substance Abuse. This includes referrals which are not carried beyond the building level.
- B. Pupils suspected of possessing illegal drugs, toxic chemical compounds/drug paraphernalia.
1. Any pupil who possesses illegal drugs or toxic compounds in school, on the school grounds, or at school-sponsored functions is in violation of the law. The Principal will immediately call the appropriate law enforcement agency so that the proper investigation may be conducted. If the parent(s) and/or legal guardian(s) are not available, the police will be contacted and the parent(s) and/or legal guardian(s) then will be informed as soon as they are available.
 2. If the Principal suspects illegal drugs or toxic chemical components are contained in a pupil's locker or on a pupil's person, the Principal may, in the presence of a teaching staff member, conduct a search of the locker or the person.
 3. Any pupil in possession of illegal substances will be sent for a drug screen and be subject to consequences as listed in #A4 above.
 4. The Principal shall notify the Superintendent of the incident and the action taken. In addition, the Board of Education may take further action based on recommendations from the administration, provided however, that before any such action the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.
 5. Any pupil found to be in possession of illegal drugs, alcohol, or other toxic chemical compounds will be suspended as follows:
 - a. 1st offense – 10 days External/Internal suspension
 - 2nd offense – External Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion



- b. Will lose the privilege to participate in school activities, including, but not limited to clubs, sports, field trips, dances, proms.

1st offense

Up to 2 months suspension from competition

2nd offense

Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion from all activities for the remainder of the pupil's enrollment at Randolph High School

External suspensions are included in time frame.

C. Sale or Distribution of Drugs on School Property

1. The parent(s) and/or legal guardian(s) will be apprised that the Principal will inform the local police department of the pupil's activity. In addition, the Board of Education may take further action, provided however, that before any such action is taken the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.
2. When the school Principal or any staff member has reasonable cause to believe that a pupil is selling or distributing drugs on school property, the Principal shall inform the pupil of the basis of the belief. Also, the pupil shall be advised of the school's intention to inform the pupil's parent(s) and/or legal guardian(s) as soon as possible of this suspected activity.
3. The Principal, in the presence of a teaching staff member, may conduct a search of the pupil's locker or of a pupil's person if the Principal suspects illegal drugs, alcohol, or toxic chemical compounds are contained in the locker or on the pupil.
4. Any pupil found selling or distributing drugs on school property will be suspended as follows:

All offenses ranging from suspension to expulsion and police involvement.



- D. Non-pupils on the school grounds under the influence of drugs or certain toxic chemical compounds.

Any teaching staff member or other employee who believes that a non-Randolph pupil on school property is under the influence of drugs or certain toxic chemical compounds shall report the same to the Principal of the school who in turn shall immediately report the incident to the Randolph Police Department for investigation.

- E. Evaluation services for pupils who are affected by substance abuse.

1. All substance abuse offenses shall require the involvement of a district Substance Awareness Coordinator.
2. Upon completion of treatment, further assessment can be made by the Intervention and Referral Services (I&RS) Team regarding the extent of the effect of the pupil's substance use or dependency on his/her educational performance and program. Recommendations by the Intervention and Referral Services (I&RS) Team may be made for additional medical and/or educational testing.

- ~~G.~~ F. Treatment services for pupils who are affected by substance abuse.

1. All pupils will be instructed about substance abuse as part of the health curriculum. Pupils who have identified substance abuse problems will be included in sessions conducted by the Substance Awareness Coordinator.
2. Pupils and/or parent(s) and/or legal guardian(s) will be provided with the names of local or county agencies that will assist them in dealing with substance abuse dependency, as well as names of appropriate rehabilitation programs.
3. Counseling services will be provided to pupils by support personnel such as a substance awareness coordinator, Intervention and Referral Services (I&RS) Team, and guidance counselors.
4. Liaison will be maintained with the rehabilitation center by school personnel regarding the enrolled pupil. Counseling will be provided to pupils who are discharged or who participate in part-time rehabilitation programs.



5. Pupils who have been identified as being involved with, in possession of, distribution of, under the influence of controlled dangerous substance, or in possession of drug paraphernalia will be required to participate in a Board approved program designed to improve pupil decision making and substance avoidance.
 6. Refusal to participate in a district - approved substance abuse treatment program will result in referral to the Superintendent for appropriate placement.
- G. Annual review of district's substance abuse policy.

The annual review of the district's substance abuse policy will be completed no later than the end of June of the preceding school year. The final report and recommendations for revision will then be presented to the Policy Committee and the Board of Education for consideration and approval. The following groups and individuals may have input into the annual review process:

1. Administrators, guidance counselors, student assistance counselors, school resource officers, School Physician/Medical Inspector.
 2. Pupil government representatives and the pupil representative seated on the Board of Education.
 3. Appropriate community agencies.
- H. Dissemination procedures for substance abuse policy and procedures.

The Substance Abuse Policy and Procedures shall be distributed on an annual basis to staff, pupils, and parent(s) and/or legal guardian(s) through electronic distribution and on the website.

- I. Violence, vandalism and substance abuse incident report.
1. Each substance abuse incident will be reported immediately by the respective Building Principal to the Superintendent of Schools.
 2. At the end of each school year, the Superintendent of Schools will review and compile all data necessary to properly complete the Violence, Vandalism, and Substance Abuse Incident Report. This report will be reviewed by the Board of Education and then be sent to the county and State authorities.



J. Legal Compliance

1. The district will comply with all legal requirements such as the Drug Free School Zones Act.
2. The district will provide for compliance with the confidentiality requirements established in federal regulations found at 42CFR Part 2.

K. Pupil Curriculum Standards

1. Randolph Township Schools serving Kindergarten through grade six shall incorporate into its curriculum, at each grade level, alcohol and other drug education, including tobacco and anabolic steroids, appropriate for the pupil's age and maturity, in accordance with Department of Education Chemical Health Guidelines as outlined in the district health curriculum.
2. Randolph Township Schools serving grades seven through twelve shall incorporate into its curriculum, at each grade level, a minimum of ten clock hours per school year of alcohol and other drug education, including tobacco and anabolic steroids. These requirements are outlined in the district health curriculum.

L. Parental Education

Parent(s) and/or legal guardian(s) are provided with substance awareness education programs throughout the school year.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.
N.J.A.C. 6A:16-4.1 et seq.

Adopted: 17 July 2012



5533 PUPIL SMOKING

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong deleterious consequences.

For purposes of this policy, "smoking" means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked and the use of smokeless tobacco and snuff.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and vehicles owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

The Board prohibits smoking by pupils at any time on any school grounds as defined above, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.

A sign indicating smoking is prohibited on school grounds as defined above will be posted at each public entrance in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils who violate the provisions of this policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall, by example and persuasion, make every reasonable effort to discourage pupils from developing the habit of smoking.



The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 18A:40A-1
N.J.S.A. 26:3D-55 through 26:3D-63
N.J.A.C. 6A:16-1.3

Adopted: 17 July 2012



5550 DISAFFECTED PUPILS

The Board of Education believes that the educational needs of all pupils should be served. The Board will make every reasonable effort to identify and serve disaffected pupils whose learning is impeded by environmental circumstances, the pupil's attitude, or an inappropriate instructional program.

For the purposes of this policy, "disaffected pupil" means the pupil who has instructional needs that are not being met by the regular instructional program and who is performing well below his/her social or academic capacity.

Disaffected pupils may include pupils unable to function properly within a traditional school program; pupils of average or above average intelligence and ability who achieve below their potential; pupils unable to establish occupational or future goals; pupils with a pattern of behavior problems, including problems with attendance and tardiness; pupils who lack motivation, direction, and decision making ability; pupils who possess a poor self-image; pupils suffering stressful family settings; pupils hostile toward adults and authority figures; pupils in difficulty with community and law enforcement agencies; and pupils lacking interest in school and avoiding involvement in school activities.

Teaching staff members shall be alert to pupils experiencing difficulty in their classes. Any such pupil who does not appear to be disabled may be referred to the Intervention Referral Team (IRT).

A disaffected pupil who may have disabilities shall be referred to the Child Study Team for evaluation in accordance with Policy No. 2460 and Regulation Nos. 2460.3 and 2460.7.

N.J.A.C. 6:26-1.1 et seq.
N.J.A.C. 6A:14-1.1 et seq.

Adopted: 17 July 2012



5560 DISRUPTIVE PUPILS

The Board of Education believes that the pupils of this district are entitled to an education free from undue disruption. Pupils who willfully disrupt the educational program shall be subject to the discipline procedures of this district. Every reasonable effort shall be made to determine and remediate the cause or causes of a chronically disruptive pupil's unacceptable conduct.

For the purposes of this policy, "disruptive pupil" means the pupil who has difficulty establishing good relationships with peers and adult authority figures and who exhibits a pattern of conduct which is in defiance of school rules or regulations and which hinders academic success for other pupils as well as for himself or herself.

Disruptive pupils may be disciplined in accordance with Policy No. 5600.

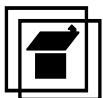
A disruptive pupil who does not appear to be disabled may be referred to the Intervention Referral Team (IRT) in accordance with Policy No. 2417.

A disruptive pupil who may have disabilities shall be referred to the Child Study Team for evaluation in accordance with Policy and Regulation Nos. 2460 et seq.

The Superintendent shall report regularly to the Board the incidence of acts of violence and vandalism in the school district and shall prepare a remedial plan whenever the report shows a significant increase in the number of such acts.

N.J.S.A. 18A:17-46 et seq.; 18A:37-1 et seq.
N.J.A.C. 6A:14-1.1 et seq.

Adopted: 17 July 2012



5561 USE OF PHYSICAL RESTRAINT

The Board of Education strives to provide a safe, caring atmosphere that supports all learners in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain a pupil. An emergency is defined as a situation in which the pupil's behavior poses a threat of imminent, serious physical harm to the pupil or others or imminent, serious property destruction.

In accordance with N.J.S.A. 18A:6-1, no person employed or engaged in school or educational instruction, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution. However, any such person may, within the scope of his/her employment, use and apply such amounts of force as is reasonable and necessary: to quell a disturbance, threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, for the purpose of self-defense; and for the protection of persons or property. Any such acts, as above, shall not be construed to constitute corporal punishment within the meaning and intent of N.J.S.A. 18A:6-1.

“Physical restraint” means holding a pupil or otherwise restricting his/her movements. Physical restraint shall include the use of specific, planned techniques and shall only be used with reasonable limitations by school staff members who shall receive training in the use of physical restraint. Classroom and security interventions should be implemented, when possible, prior to the use of any physical restraint. The use of physical restraint shall be limited to only those circumstances and situations where other interventions are not possible or have been unsuccessful.

A pupil shall be released from physical restraint immediately upon a determination by the school staff member administering the restraint that the pupil is no longer in imminent danger of causing harm to him/herself, others, or imminent property destruction. The Principal or designee will notify the parent/legal guardian in the event an emergency existed and physical restraint was used on their child. The pupil shall be examined by the school nurse after any physical restraint.

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

Adopted: 17 July 2012



5570 SPORTSMANSHIP

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams and the gracious acceptance of victory or defeat. In exhibiting sportsmanship all participants shall:

1. Understand and follow the rules of the contest;
2. Recognize skilled performance of others regardless of affiliation;
3. Display respect for all individuals participating in the athletic event;
4. Treat opponents in an empathetic manner; and
5. Congratulate opponents in victory or defeat.

Failure to exhibit good sportsmanship shall include, but not be limited to the following conduct:

1. Any person who strikes or physically abuses an official, coach, player or spectator;
2. Any person who intentionally incites participants or spectators to abusive action;
3. Any person who uses obscene gestures or unduly provocative language or action towards officials, coaches, opponents or spectators;
4. Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players;
5. Any person who engages in conduct which exhibits bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; and
6. Schools or school organizations engaging in pre-event activities of an intimidating nature, e.g. use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities.
7. Other conduct judged by the Athletic Director or Building Principal to be unsportsmanlike in character.



8. Any violation of the rules of the New Jersey State Interscholastic Athletic Association.

Failure to exhibit good sportsmanship may result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events.

NJSIAA Guidelines

Adopted: 17 July 2012



5600 PUPIL DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.



The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.



Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 17 July 2012



5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a pupil from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Pupil Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this policy, "suspension" means the temporary removal of a pupil from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for a term of ten consecutive school days or less and "long term suspension" means a suspension for more than ten consecutive school days.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular educational program pending a hearing before the Board of Education to remove the pupil in accordance with N.J.S.A. 18A:37-8 and Policy No. 5611.

Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm, on any school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education in accordance with N.J.S.A. 18A:37-2.2. and Policy 5612.

Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, Board member, or other school district employee, acting in the performance of his duties in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in New Jersey, not involving the use of a weapon or firearm, shall be immediately suspended from school consistent with procedural due process pending suspension or expulsion proceedings before the Board in accordance with N.J.S.A. 18A:37-2.1.a.



Pursuant to N.J.S.A. 18A:37-2.1.b., whenever a teacher, administrator, Board member, school district employee or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a pupil, the Principal shall file a written report with the Superintendent. The Superintendent, upon receiving such report shall report the alleged assault to the Board at the next regular Board meeting; provided the name of the pupil who allegedly committed the assault; although it may be disclosed to the Board members, shall be kept confidential to the public at the Board meeting. A person failing to file a report of an alleged assault may be liable to disciplinary action.

A pupil may be suspended only by the Building Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting.

The suspended pupil may be reinstated by the Principal within ten days of the suspension, or by the Superintendent at any time before the second meeting of the Board following the suspension, or by the Board of Education at the first meeting following the suspension, except that no pupil suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that pupil's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the pupil or continue the suspension.

In each instance of a short-term suspension, the pupil and their parent(s) or legal guardian(s) will be provided oral or written notice of the charges and an informal hearing conducted by the Building Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the pupil may be immediately removed from the pupil's educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the pupil pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each pupil with a disability who is subject to a short-term or long-term suspension.



In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8-3.1, which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a pupil with a disability shall be provided consistent with the pupil's Individualized Education Program, in accordance with N.J.A.C. 6A:14. At the completion of a short-term suspension, the general education pupil shall be returned to the general education program.

The records of a pupil disciplined by suspension will be expunged in accordance with Policy and Regulation No. 8330. All record of a suspension will be immediately expunged if the pupil is found innocent of the charges levied. The name of a disciplined pupil will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such pupil will be designated by code.

N.J.S.A. 18A:37-1 et seq.
N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:14-2.8 et seq.
20 U.S.C. 1415

Adopted: 17 July 2012



5611 REMOVAL OF PUPILS FROM THE GENERAL EDUCATION PROGRAM FOR WEAPONS/FIREARMS OFFENSES

The Board of Education is committed to providing a safe school environment to all pupils attending the public schools. To provide this safe learning environment, the Board of Education will implement policies and procedures regarding pupil offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, according to the requirements of, The Zero Tolerance For Guns Act, pursuant to N.J.S.A. 18A:37-7 through N.J.S.A. 37-12.

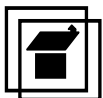
Any pupil convicted or adjudicated delinquent for possession of a firearm or committing a crime while in possession of a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular educational program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil.

Any pupil who assaults a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.

The Superintendent determines whether the pupil is prepared to return to the regular education program or whether the pupil remains in the alternative education program or other educational placement. The Superintendent's decision must be made in accordance with school district policy and New Jersey Administrative Code. If the pupil is disabled, the pupil's placement is determined by the Child Study Team and the pupil's parent(s) or legal guardian(s) in accordance with N.J.A.C. 6A:14 et seq., Special Education.

If a pupil is removed from the regular education program and a placement in an approved alternative education program is not available, or if the Superintendent determines that it is not in the best interest of the pupil and the school to modify the conditions for the removal and placement of the pupil, the school district will provide home or out-of-school instruction in accordance with Policy 2481.

Pupils with disabilities who exhibit dangerous or violent behavior, may be removed immediately from the school setting and be disciplined in accordance with Policy No. 2460 and Regulation No. 2460.7.



The Board of Education will adopt policies and procedures to ensure cooperation between school staff and law enforcement authorities pursuant to N.J.A.C. 6A:16-6.1.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5 et seq. through
6A:16-9 et seq.

Adopted: 17 July 2012



5612 ASSAULT BY PUPILS ON BOARD MEMBERS OR EMPLOYEES

Any pupil who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a Board member or any district employee in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, according to the requirements of N.J.S.A. 18A:37-2.1, will be immediately suspended from school consistent with due process procedures, pending suspension or expulsion hearings before the Board. Incidents of harassing conduct toward staff; inappropriate e-mail and telephone calls to staff, threatening letters, and other forms of inappropriate contact pupil to staff shall not be tolerated by the district.

This section shall be construed in a manner consistent with 20 U.S.C. §1400 et seq. and N.J.A.C. 6A:14-2.8. Nothing in this Policy will be construed as prohibiting the removal of a pupil with a disability or the expulsion of a general education pupil.

The Principal or designee will remove, isolate and place the pupil under the supervision of school staff until such time as the parent(s) or legal guardian(s) or appropriate agency takes custody of the pupil. The Principal will immediately report the removal of the pupil to the Superintendent and notify the pupil's parent(s) or legal guardian(s) of the removal action and the pupil's due process rights.

The Board will provide a hearing no later than thirty days following the day on which the pupil is suspended. The decision of the Board will be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision.

N.J.A.C. 6A:16-5.7

Adopted: 17 July 2012



5615 SUSPECTED GANG ACTIVITY

Pupils that initiate, advocate, or promote activities, openly or otherwise, and/or threaten the safety or well-being of others disrupt the school environment and are harmful to the educational process in this school district. Any physical or verbal harassing, intimidating, or bullying conduct by a pupil or group of pupils directed toward any school staff member or any other pupil or group of pupils anywhere on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where pupils are supervised by school district staff will not be tolerated.

In the event the Principal or designee, believe any physical or verbal harassing, intimidating, or bullying conduct was, or is being committed, for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by those pupils representing a criminal street gang (hereinafter referred to as a “gang”) as defined in N.J.S.A. 2C:44-3.h. If it is determined unacceptable conduct was committed by pupils representing a gang, the Principal or designee will assign appropriate disciplinary action and will notify the parent(s) or legal guardian(s) of the victim and the offender. The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

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

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

School staff members shall be provided in-service training on gangs and gang related conduct and activities including, but not limited to, recruitment procedures; threats/intimidation; clothing; insignia; hand signs; symbols; graffiti; terminology; or other indicia of gang association.

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



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

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

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

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

Adopted: 17 July 2012



5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a pupil. For the purposes of this policy, “expulsion” means the Board discontinuing the educational services or discontinuing payment of educational services for a general regular education pupil from school pursuant to N.J.S.A. 18A:37-2.

The Board may expel a general education pupil only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.3 and 7.4 and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3, and only after the Board has provided an appropriate educational program or appropriate educational services, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2, Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Pupils, and N.J.A.C. 6A:14-2, Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.3, Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for pupils of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.

Any appeal of the Board’s decision regarding the cessation of the pupil's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or appropriate educational services until a final determination has been made on the appeal of the Board’s action to expel a pupil.

The Board shall comply with the mandated pupil removal from general education pursuant to N.J.A.C. 6A:16-7.4. The Board shall follow N.J.A.C. 6A:16-5.5 for pupil removal for firearm offenses, N.J.A.C. 6A:16-5.6 for pupil removal for assaults with weapons offenses, and N.J.A.C. 6A:16-5.7 for pupil removal for assaults on district Board of Education members and employees.

An expulsion of a pupil with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14.

N.J.S.A. 18A:37-2
N.J.A.C. 6A:16-7.4; 6A:16-7.5

Adopted: 17 July 2012



5700 PUPIL RIGHTS

The Board of Education recognizes that pupils possess both the right to a free public education and the rights of citizenship. In granting pupils the educational opportunities to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to pupils' ages and maturity. At the same time, the Board will respect the right of each pupil to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his/her own thoughts.

Attendant on the rights guaranteed to each pupil are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the policies and regulations of this district.

As pupils differ in age and maturity, so they differ in the ability to assume both the rights and the concomitant responsibilities of citizenship. Accordingly, the exercise of each right will be granted with due regard for the degree of responsibility possessed by the pupil and the pupil's need for continuing guidance and control.

A pupil who has reached the age of majority and is emancipated possesses the full rights of an adult and may issue authorizations previously delegated to his/her parent(s) or legal guardian(s). The adult pupil is fully responsible for his/her educational performance, attendance, compliance with district regulations, and care of school property. The parent(s) or legal guardian(s) of each adult pupil will be informed of the rights of the pupil and will continue to be informed of the pupil's progress in school.

N.J.S.A. 9:17B-1
N.J.S.A. 18A:36-20

Adopted: 17 July 2012



5701 PLAGIARISM

Definition

Plagiarism is knowingly to present, as one's own the idea(s), work(s), or product(s) of another without accurately citing the source.

Purpose

The administration and staff at Randolph High School believe that it is important to instill ethical practices in their pupils. One way to stress the principles of appropriate conduct is by attempting to curb plagiarism.

Process

Plagiarism will be discouraged through instruction on what constitutes plagiarism, reinforcement teaching each year, remediation for those who commit an act of plagiarism and enforced penalties. To achieve its goal of eliminating plagiarized assignments, the Plagiarism Committee will publish and disseminate the definition and penalties for plagiarism to the administration, teaching staff, pupils and parent(s) and/or legal guardian(s) in the Randolph community.

- Parent(s) and/or legal guardian(s) will be notified via the Web site, PTSA Newsletter, a letter home, and meetings (Back to School Night and Freshmen Parents' Orientation).
- Pupils will be alerted through the Agenda Book, public announcements and their English classes. English teachers will have the pupils sign the Confirmation of Instruction stipulating their understanding of what plagiarism is and the consequences for committing plagiarism. The library staff will commit this list to a faculty folder for reference.
- A Plagiarism Review Committee consisting of a school administrator, department supervisor and faculty member will be convened by the Principal of the school to hear the appeal and decide whether plagiarism has been committed. (The teacher for whom the paper was written cannot be appointed to the committee.) A request for an appeal for first offense must be made to the Building Principal within six days of the accusation of plagiarism. Once an appeal is filed, all penalties are to be suspended until the outcome of the appeals process. The Plagiarism Review Committee will render a written decision within five school days.



- All subsequent offenses will automatically go before the Plagiarism Review Committee. The Plagiarism Review Committee will render a written decision within five school days.

Penalties

These penalties are cumulative over four years and include all classes in all disciplines. Record keeping will be the responsibility of the Vice Principals who maintain the pupils' disciplinary folders for four years.

First Offense

- One Saturday detention
- Teacher calls parent(s) and/or legal guardian(s), submits blue card, administers mandatory remediation
- "0" grade on assignment

Second offense (in any class)

- Two Saturday detentions
- Teacher submits blue card: Administrator has parent(s) and/or legal guardian(s)/pupil conference
- After averaging "0" grade on assignment, marking period grade lowered one letter grade
- Mandatory appearance before the Plagiarism Review Committee.
- Determination of co-curricular consequence by Committee.

Third and succeeding offenses (in any class)

- Teacher submits blue card
- Administrator has parent(s) and/or legal guardian(s)/pupil conference
- "F" grade and loss of credit in class for semester
- Mandatory appearance before the Plagiarism Review Committee.
- Determination of co-curricular consequence by Committee.

Accommodations will be made for those pupils who cannot attend Saturday detention because of religious reasons.

Adopted: 17 July 2012



5710 PUPIL GRIEVANCE

The Board of Education believes that pupils are citizens who possess the right to request redress of grievances and that pupils should be encouraged to respect lawful procedures for the resolution of disputes. Accordingly, the Board will establish and observe procedures by which the grievances of pupils will be heard.

For the purposes of this policy, a pupil grievance means any complaint that arises out of the acts or policies of this Board or the acts of its employees.

A pupil grievance will be heard in the following manner:

1. A pupil should first make the grievance known to the staff member most closely involved or with a guidance counselor and both shall attempt to resolve the matter informally and directly;
2. A grievance not resolved at the first step must be reduced to a written statement in which the pupil sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate;
3. The written grievance may be submitted to the Building Principal, the Superintendent, and the Board of Education, in that order and within a suitable period of time to be allowed at each level for the hearing of the grievance and the preparation of a response;
4. At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step;
5. A pupil grievance that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than ten calendar days after the hearing. The pupil will be informed of the right to appeal a decision of the Board to the Commissioner of Education.

The Superintendent shall direct all staff members to respect the right of pupils to seek redress of grievances by lawful procedures without fear of reprisal.

Adopted: 17 July 2012



5721 DISTRIBUTION OF FLYERS/ELECTRIC ADVERTISING

No flyers/electronic advertising may be distributed that have not been submitted to the Principal/Superintendent for review in advance of their distribution.

The Board of Education requires that the distribution of flyers be in accordance with regulation no. R5721 – Distribution of Flyers.

N.J.S.A. 2C:34-3

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

Adopted: 17 July 2012



5750 EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education directs that all pupils enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No pupil shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The Board shall assure that all pupils are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will eliminate discrimination, promote mutual acceptance and respect among pupils, and enable pupils to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability:

1. School climate/learning environment;
2. Courses of study, including Physical Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities;
8. Testing and other assessments.

The school district's curricula will include Multi-cultural Education content and practices, instruction on African-American History in the teaching of U.S. History and instruction on the Holocaust and Genocide.



Affirmative action shall be taken to ensure that pupils are protected from the effects of discrimination, in accordance with Policy No. 2260. Pupils who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation No. 5750 to report and appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all pupils. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a pupil or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

42 U.S.C.A. 12101
N.J.S.A. 10:5-1
N.J.S.A. 18A:4A-1, et seq.; 18A:6-5 et seq.; 18A:36-20
N.J.A.C. 6A:7-1.1 et seq.; 6A:14-1.2

Adopted: 17 July 2012



5751 SEXUAL HARASSMENT

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.



The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education - Office of Civil Rights Sexual Harassment Guidance: Harassment of Pupils by School Employees, Other Pupils, or Third Parties (1997)

Adopted: 17 July 2012



5752 MARITAL STATUS AND PREGNANCY

The Board of Education will not discriminate among pupils on the basis of their marital status or parenthood. No pupil, male or female, who is married or a parent shall be denied access to or benefit from any educational, co-curricular, or athletic program or activity on the basis of his/her marital status or parenthood.

A pregnant pupil shall not be excluded from any educational program or activity because of her pregnancy or pregnancy-related condition unless the pupil so requests or a physician certifies that her exclusion is necessary for the pupil's physical, mental, or emotional well-being. An excluded pregnant pupil will be provided with adequate and timely opportunity for instruction to continue or make up her schoolwork without prejudice or penalty. Pregnant pupils will be provided a special instructional program in accordance with Policy No. 2416.

N.J.A.C. 6A:7-1.7(a)6

Adopted: 17 July 2012



5755 EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES

Equity In Pupil Access

It is the policy of the Board of Education to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

The school district administration will ensure: that all pupils will have equal and barrier-free access to all school and classroom facilities, that minority and female pupils are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male pupils are not over-represented in detentions, suspensions, expulsions, dropouts, or special needs classifications. Support services will be available to all pupils and that all limited English-proficient pupils and pupils with disabilities will have equal and bias-free access to all school programs and activities. The school district will ensure equal and bias-free access for all pupils to computers, computer classes, vocational education classes, and technologically-advanced instructional assistance, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

The Board of Education will refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments. The school district administration will assign pupils to ensure that the racial/national origin composition of each school's enrollment reflects the composition of the districtwide enrollment and so that school and classroom enrollments are not identifiable on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

Pupils will not be separated or isolated by race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability within schools, courses, classes, programs, or extracurricular activities. Bias-free multiple measures for determining the special needs of language-minority pupils and pupils with disabilities will be utilized. Pregnant pupils will be permitted to remain in the regular school program and activities and if not permitted to attend school by her doctor, the pupil will be provided equivalent instruction.



Equity in Guidance Programs and Services

The school district will ensure the guidance program provides access to adequate and appropriate counseling services for minority pupils, limited English-proficient pupils, non-college bound pupils, and pupils with disabilities. A full range of possible career, professional, and/or vocational choices will be presented to all pupils.

Equity in Physical Education Training

All school district physical education programs will be co-educational, with the exception of wrestling practice and a minimum of 75% of the electives are chosen by at least 30% of enrolled male and female pupils, when the physical education programs are elective.

Equity in Athletic Programs

The school district's athletic program will provide equitable opportunities for female and male pupils to participate in athletics and equitable support for cheerleading programs and comparable facilities for male and female teams. The athletic program will have relatively equal numbers of varsity and sub-varsity teams for male and female teams and equitable scheduling of night games, practice times, and numbers of games for male and female teams.

Appeal Procedure

Any pupil or their parent(s) or legal guardian(s) may appeal school practices involving equity through the procedure established in Regulation No. 5750.

N.J.A.C. 6:4-1 et seq.
Title IX of the Education Amendments of 1972
Athletic Guidelines 1986

Adopted: 17 July 2012



5770 PUPIL RIGHT OF PRIVACY

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner.

Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history. Except in exigent circumstances, an intrusive search of a pupil's person or intimate personal belongings shall be conducted by a person of the pupil's gender.

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection.

The Superintendent shall be notified of the proposed search of a pupil's person or intimate personal belongings.

Whenever possible, a search will be conducted by the Principal in the presence of the pupil, the pupil's parent(s) or legal guardian(s) or a representative of the parent(s) or legal guardian(s), and a teaching staff member other than the Principal. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search.



A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property.

The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object.

The Principal shall be responsible for the prompt recording in writing of each pupil search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

N.J.S.A. 18A:36-19.2, 18A:37-6

Adopted: 17 July 2012



5820 STUDENT GOVERNMENT

The Board of Education recognizes the importance of offering pupils the opportunity to participate in representative self-government and to develop leadership skills. Pupils shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board of Education.

The Board recognizes the student council as the official voice of the student body for pupils provided the constitution and bylaws of that organization have been duly approved by the pupils it represents and by the Board and provided that all pupils have equal access to their pupil government and an equal opportunity to vote and hold office.

The Board shall appoint a qualified teaching staff member to serve as advisor to pupil government activities.

The Board directs that decisions made and actions duly taken by the official pupil government, in accordance with and within the scope of its constitution and bylaws, may not be voided or vetoed by any staff member.

Adopted: 17 July 2012



5830 PUPIL FUND RAISING

It is the policy of the Board that neither pupils, staff members, school facilities nor class time may be used in any manner for advertising or promoting interests of any nonschool agency or private organization. The Board will endeavor to eliminate any materials from use and circulation in the schools which are deemed to be primarily advertising materials. Teachers shall not release the names, addresses, or phone numbers of students to any outside individual or agency.

The Board of Education recognizes the value of having pupils participate in fundraising activities, either individually or as a group, in order to help defray the cost of certain non-curricular field trips, or other worthwhile programs, or support of a bona fide charitable cause. The Principal should review and decide the appropriateness of the fundraising efforts ;and sanction the informational flyer with a signature within each individual school .

Pupils may not sell anything on school property for their own financial benefit.

The Superintendent, in cooperation with Building Principals, shall develop regulations for the conduct of all in-school fund-raising activities by pupils.

The Superintendent shall review proposed activities and informational flyer which would involve more than one school or an outside purpose and sanction with a signature.

All monies shall be deposited and accounted for in accordance with Board policy and New Jersey law.

As a community service, informational flyers from local community groups may be distributed with the approval of the superintendent. These community groups include but are not limited to the following: Randolph Township recreation, scouting groups, PTAs, Randolph Library, DARE, Randolph CARES, MAC and other township sponsored organizations.

Any religious or for-profit Randolph organization will not be permitted to distribute flyers through the schools.

Use of students for testing, inventories, and surveys by individuals or groups other than the Randolph School District, or the New Jersey Department of Education shall be kept to a minimum. The Superintendent may, from time to time, and based on the merits of a particular request, permit testing, inventories, or surveys to be undertaken.

Adopted: 17 July 2012



5841 SECRET SOCIETIES

The Board of Education prohibits student organizations with closed membership in Randolph Township Schools.

A social organization of pupils will be granted the use of school facilities or permitted the use of the name of the school or the school district if approved by the Principal. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

A social organization may be approved if: (1) its purposes do not conflict with the authority and goals of this Board or the best interests of the pupils of this district; (2) membership is limited to currently-enrolled pupils of Randolph Township; (3) membership qualifications are not based on considerations of race, color, creed, religion, national origin, ancestry, age, marital/civil union status, affectational or sexual orientation or gender, social or economic status, disability or political beliefs, or any other consideration not appropriate to the purpose of the school district; or if any qualifying student, who applies will be granted membership.

Nothing in this policy shall prevent or otherwise deny participation in constitutionally protected prayer or other expression consistent with protections of the First Amendment of the United States Constitution.

A pupil who seeks to form or join an organization in violation of this policy may be disciplined.

N.J.S.A. 18A:42-5; 18A:42-6

Adopted: 17 July 2012



5842 EQUAL ACCESS OF PUPIL ORGANIZATIONS

The Board of Education will permit the use of school facilities by pupil-initiated organizations for non-curricular pupil activities. A pupil-initiated organization, regardless of the size of the group, will not be denied an opportunity to meet and use school facilities on the basis of the religious, political, philosophical, or other content of the speech at their meeting.

An application for permission to meet on school premises shall be made to the Building Principal, who shall grant permission provided that he/she determines that:

1. The activity has been initiated by pupils;
2. Attendance at the meeting is voluntary;
3. No agent or employee of the district will promote, lead, or participate in the meeting;
4. The meeting is for a lawful purpose;
5. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
6. Nonschool persons do not direct, conduct, control, or regularly attend the activity; and
7. The activity is adequately supervised by appropriately certified school district staff.

A pupil-initiated group granted permission to meet on school premises shall be subject to the same rules and regulations that govern the meetings of pupil organizations sponsored by this Board, except as provided by this policy. Participation in a pupil-initiated meeting must be available to all pupils who wish to attend and cannot be denied on the basis of a pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The Board will not permit the organization of a fraternity, sorority, or secret society.

Access to school facilities by pupil organizations will be provided within the governing principles of the First Amendment of the Constitution of the United States.



An appropriately certified staff member shall be assigned to attend a pupil-initiated meeting in a custodial capacity and shall not participate in the activity while serving in this custodial capacity. No teaching staff member shall be compelled to attend a pupil-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The Building Principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of pupils and staff members.

20 U.S.C.A. 1701 et seq.

United State Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Adopted: 17 July 2012



5843 BEFORE AND AFTER SCHOOL PROGRAMS

Before school (Early Birds) and after school (ASK) childcare programs are available for grades one through five. The programs are held in the school's multi-purpose room. The Early Bird program begins at 7:00 a.m. and ASK runs until 6:00 p.m. These childcare programs are provided by the Randolph Community School and sponsored by the Randolph Board of Education. Children may attend as many days per week as needed but there must be consistency in weekly schedules. Bus transportation is not available to school for Early Birds or to home from ASK.

The Early Birds program begins at 8:30 a.m. in the event of a delayed opening. ASK is canceled due to emergency dismissals.

Please contact the Randolph Community School (361-4193) for registration information.

Adopted: 17 July 2012



5850 SOCIAL EVENTS AND CLASS TRIPS

The Board of Education recognizes the value of social events and class trips that will enhance and enrich the school experience for the pupils of this district.

For purposes of this policy, a "social event" is a party, celebration, or dance organized for the participation of pupils, and "class trips" are trips taken by pupils in a single graduating class, pupils who share a particular interest in an activity, or pupils who are enrolled in a particular subject area. Social events and class trips are not related or are only indirectly related to the curriculum.

The Board will make school facilities available and assign staff members as appropriate for the conduct of social events on school premises that have been approved by the Building Principal and for social events and class trips away from school premises that have been approved by the Building Principal. A social event or class trip may be considered to have been approved by this Board only when the Board has duly assigned one or more chaperones to supervise participating pupils. The Board will assume no responsibility for a pupil social event or trip that has not been approved in accordance with this policy.

The Board will not approve a social event or class trip that has the effect of reducing the school year for participating pupils to fewer than one hundred eighty days.

The Board reserves the right to cancel any scheduled trip.

Social events or class trips are not part of the thorough and efficient system of education provided the Board. Participation in them is therefore not a right and may be denied to any pupil without the due process of notice and an opportunity to be heard. A pupil who demonstrates disregard for school rules may summarily be denied participation in social events and class trips.

Pupils who participate in approved social events and class trips are subject to district rules for pupil conduct and must submit to the authority of assigned chaperones. Infractions of the rules will be subject to discipline in the same manner as are infractions of rules during the regular school program.

A pupil who possesses or consumes alcohol or drugs in the course of an approved social event or class trip will be deemed to have placed all other participating pupils at risk and shall be immediately dismissed from the event or trip. Any such pupil will be returned home by appropriate and safe means of transportation in the company of a chaperone, the pupil's parent(s) or legal guardian(s), or a representative of the pupil's parent(s) or legal guardian(s). Any expenses incurred by the dismissal will be the responsibility of the pupil and/or the pupil's parent(s) or legal guardian(s).



The Board may permit persons not enrolled in this district to participate in social events and class trips as guests of pupils, provided the Building Principal has approved the participation of guests in advance. Guests are subject to the same rules of conduct as are pupils enrolled in this district and may be removed from the social event or trip for persistent or flagrant disregard of those rules.

The Superintendent will develop regulations governing the conduct and safety of all participants in social events and class trips and will distribute them to pupil and adult participants.

Adopted: 17 July 2012



5860 SAFETY PATROL

The Board of Education recognizes the value of a school safety patrol as a means of preventing accidents, instructing pupils in good habits, and providing opportunities for leadership training.

The Board authorizes the establishment of a school safety patrol of pupils in grade five.

All eligible pupils may apply for appointment to the safety patrol. No pupil may serve without the written consent of his/her parent(s) or legal guardian(s). All applicants must acknowledge the possible hazards of safety patrol duty and agree that in the case of injury no liability will be attached to the Board or to any employee of this Board. Selection among applicants will be made on the basis of the applicant's demonstrated sense of responsibility, good citizenship, leadership capacity, maturity, and academic proficiency. Members of the safety patrol must attend a training program before they may assume duties. Safety patrol members shall serve for one school year. A member may be removed from the safety patrol for violation of school rules or failure to maintain the high standard of conduct expected of school safety patrol members.

Members of the school safety patrol may be assigned to control and direct pupil traffic on school grounds, on school buses, on sidewalks and paths adjacent to a street or roadway, and across streets and roadways. No school safety patrol member shall be permitted to direct or place himself or herself in the path of vehicular traffic.

All pupils shall be instructed to respect the authority of school safety patrol members in the performance of their duties.

No liability shall attach to the Board or any person holding office, position or employment under the Board, by virtue of the organization, maintenance or operation of a school safety patrol organized, maintained, and operated under authority of N.J.S.A. 18A:42-1.

N.J.S.A. 18A:42-1
N.J.A.C. 6A:26-12.2(a)3

Adopted: 17 July 2012



5880 PUBLIC PERFORMANCES BY PUPILS

The Board of Education recognizes the value to pupils and to the community of the demonstration of pupil talents and skills in performances of pupil organizations in public events. The Board endorses such performances when they contribute to the instructional program, do not interfere with scheduled school activities, and do not exploit or endanger participating pupils.

Public performances of pupil organizations must be approved in advance by the Building Principal or designee. The members of a pupil organization invited to perform shall be polled for their willingness to perform. No pupil may be compelled to participate in an elective public performance or penalized for his/her failure to participate. Approval for a public performance will not be granted unless the staff advisor determines that the number of pupils who agree to participate is sufficient to represent the school fairly.

When public performances are scheduled as a regular part of a course of study taken for credit, pupils shall be informed in advance of their obligation to participate; they will be excused from participation only in accordance with Board policy on pupil attendance.

No pupil, pupil organization, or employee of this Board shall receive compensation for the performance in public of pupils organized for a school activity.

Marching Band Performances

The high school marching band involves substantial student and staff time and cost to the district. The marching band shall perform at all varsity football games, to be determined by the Band Director, weather permitting, and selected band competitions. The marching band and the RHS Band Parent Association may host its own band competition each school year.

All requests for the marching band to perform at other school related activities shall be made to the high school Principal and the music supervisor. Each request shall be considered with respect to: the impact on the established schedule, the additional burden to both students and staff, the cost involved, the appropriateness of the event, and the number of spectators anticipated.

All requests for the marching band to perform at civic or government functions shall be made to the high school Principal and the music supervisor and cleared through the office of the Superintendent. Each request shall be considered with respect to the same criteria as for school related activities. Transportation to civic or government functions shall be paid by the sponsoring agency.



The prime consideration in establishing the marching band schedules will be to the students involved. The schedule will provide ample time for academic study, opportunity for part-time jobs, college visitations, family gatherings and social events. It is unreasonable to expect that marching band students be required to devote an inordinate amount of time to this activity, thus leaving little or no time for other personal interests.

All marching band performances shall be in keeping with the goals and objectives of the educational program of the Randolph Township Schools.

N.J.S.A. 18A:42-2

Adopted: 17 July 2012



6000 FINANCES

<u>Number</u>	<u>Title</u>
6111	Special Education Medicaid Initiative (SEMI) Program
6112	Reimbursement of Federal and Other Grant Expenditures
6141	Tax Revenues
6150	Tuition Income
6160	Grants from Private Sources
6162	Corporate Sponsorships
6210	Fiscal Planning
6220	Budget Preparation
6230	Budget Hearing
6311	Contracts for Goods or Services Funded by Federal Grants
6320	Purchases Subject to Bid
6340	Multiple Year Contracts
6350	Competitive Contracting
6360	Political Contributions
6362	Contributions to Board Members and Contract Awards
6421	Purchases Budgeted
6422	Budget Transfers
6423	Expenditures for Non-Employee Activities, Meals, and Refreshments
6424	Emergency Contracts
6440	Cooperative Purchasing
6450	Choice of Vendor
6470	Payment of Claims
6471	School District Travel
6472	Tuition Assistance
6480	Purchase of Food Supplies
6510	Payroll Authorization
6520	Payroll Deductions
6620	Petty Cash
6630	Athletic Fund
6640	Cafeteria Fund
6650	Scholarship Fund
6660	Student Activity Fund
6700	Investments
6740	Reserve Accounts
6810	Financial Objectives



<u>Number</u>	<u>Title</u>
6820	Financial Reports
6830	Audit and Comprehensive Annual Financial Report
6831	Withholding or Recovering State Aid
6832	Conditions of Receiving State Aid



6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements of N.J.A.C. 6A:23A-5.3 pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b), shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) Program by following policies and procedures to maximize participation in the program as set forth in N.J.A.C. 6A:23A-5.3(d) and to comply with all program requirements as set forth in N.J.A.C. 6A:23A-5.3(e).

The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3 in accordance with the procedures as outlined in N.J.A.C. 6A:23A-5.3(b). As part of the annual budget information, the Department of Education shall provide each school district with a projection of available SEMI reimbursement for the budget year, as determined by the State Department of Treasury's third party administrator for SEMI.

Beginning with the 2009-2010 school year, the school district shall recognize as revenue in its annual school district budget no less than ninety percent of the projection provided by the Department of Education. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration that the numbers it used in calculating the projection are more accurate than the projection provided.

The school district shall strive to achieve maximum participation in the SEMI program. "Maximum participation" means obtaining a ninety percent return rate of parental consent forms for all SEMI eligible pupils. Districts shall enter all pupils following their evaluations into the third-party system to identify the district's universe of eligible pupils. This can be done without parental consent.

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

A school district that has less than ninety percent participation of SEMI eligible pupils in the prebudget year or that has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the school district's proposed budget submission. The district's SEMI action plan shall include the components as outlined in N.J.A.C. 6A:23A:5.3(g).



Districts that did not achieve ninety percent participation or achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate that they fully implemented their Department of Education approved SEMI action plan, shall be subject to review for the withholding of State aid by the Commissioner pursuant to N.J.S.A. 18A:55-3 in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.

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

Adopted: 17 July 2012



6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under Titles I, II-A, II-D, III, III Immigrant, IV and V of the No Child Left Behind Act (NCLB), the Individuals with Disabilities Education Act (IDEA), and the Carl D. Perkins Career and Technical Education Improvement Act of 2006 shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Reimbursement requests shall be made for individual titles and awards and only one reimbursement request per month may be submitted for an individual title or award. Reimbursement requests may only be for expenditures that have already occurred or will occur by the last calendar day of the month in which the request is made.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures by the last calendar day of the month in which the request is made and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant. Reimbursement requests must be in accordance with approved grant applications.

The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent of Schools or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award or \$50,000 for IDEA, Perkins, and NCLB (per title); whichever is less.



A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the applicable Federal Office of Management and Budget Circular: A-21, "Cost Principles for Educational Institutions;" A-87, "Cost Principles for State, Local, and Indian Tribal Governments;" A-122, "Cost Principles for Non-Profit Organizations;" and Education Department General Administrative Regulations (EDGAR). Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended according to the requirements of the CMIA.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – July 2008

Adopted: 17 July 2012



6141 TAX REVENUES

The Board of Education believes that the interests of district taxpayers as well as the interests of the educational program are best served by the orderly, planned transfer of tax revenues to the school district as such funds are required to pay the debts of the district.

The Board Secretary shall request the Municipal Treasurer to transfer tax revenues in anticipation of district expenditures in accordance with law and an annual schedule of transfer approved annually by this Board of Education.

N.J.S.A. 18A:17-34

N.J.S.A. 54:4-75

Adopted: 17 July 2012



6150 TUITION INCOME

The Board of Education will charge and assess tuition for pupils attending this school district that are not entitled to receive a free public education in this district or from a pupil's sending district for the pupil attending this school district as provided for by State statute.

A receiving public school district Board and a sending public school district Board will establish a written contractual agreement for the ensuing school year with a tentative tuition charge multiplied by the estimated average daily enrollment in accordance with N.J.A.C. 6A:23A-17.1(f). The sending district is required in the contractual agreement to pay ten percent of the tentative tuition charge no later than the first of each month from September through June of the contract year. Adjustments will be made in accordance with N.J.A.C. 6A:23A-17.1(f).

The Board will, with the consent of the Board upon such terms, admit nonresident pupils on a tuition basis pursuant to N.J.S.A. 18A:38-3.

The Board Secretary shall be responsible for the assessment and collection of tuition.

The Executive County Superintendent in the county in which the receiving district is located should be consulted to mediate disputes that arise from tuition matters as defined in N.J.A.C. 6A:23A-17.1(f)5.

N.J.S.A. 18A:38-3; 18A:38-19; 18A:46-21
N.J.A.C. 6A:23A-17.1; N.J.A.C. 6A:14-7.8

Adopted: 17 July 2012



6160 GRANTS FROM PRIVATE SOURCES

The Board of Education encourages the development of proposals to private foundations and other sources of financial aid to subsidize such activities as innovative projects, feasibility studies, long-range planning, and research and development. Any such activity must:

1. Be based on a specific set of project objectives that relate to the established goals of the district;
2. Provide measures for evaluating whether or not project objectives are being achieved; and
3. Conform to applicable state and federal laws and to Board policies.

All grant proposals must be approved by the Board before being submitted to the funding agency. The Superintendent shall establish regulations for the processing of proposal ideas throughout the district.

Adopted: 17 July 2012



6162 CORPORATE SPONSORSHIPS

The Randolph Board of Education desires to provide optimal financial support for the essential needs of its schools. To that end, the Randolph Board of Education recognizes that support can take shape in many forms. Booster clubs are an example of an organization that can support the schools. Grants, gifts and donations are another means of support.

The Randolph Board of Education recognizes that school-business relationships based on sound principles and community input can contribute to high quality education. Positive school-business relationships should be ethical and structured in accordance with the following:

1. Corporate involvement must support the goals and objectives of the district and its schools.
2. Programs of corporate involvement must be structured to meet identified educational needs and must be evaluated for educational effectiveness by the school district.
3. The school district should hold sponsored and donated material to the same standards used for the selection and purchase of all school materials.
4. Corporate involvement programs shall not limit the discretion of schools and teachers to the use of sponsored materials.
5. Sponsor recognition and/or corporate logos may be posted on school property but shall be limited to the identification of the sponsor and shall not contain other advertisement. All such logo and/or name placements will be approved with specific time frames and compensation outlined and approved through a recommendation by the Superintendent and approved by the Board of Education.
6. In the event there are competing proposals, the Board's Finance/Facilities & Transportation Committee will make a recommendation of action to the Board.
7. Public signs indicating the district's appreciation of an enterprise's support for education shall be permitted.
8. Posting of signs or logos shall not constitute an endorsement of the product or service of a company.
9. All public-private sector partnerships entered into by the school district shall be age appropriate, in the best interest of students and consistent with the educational mission of the school.



10. No pupil or staff member will be required to participate in surveys and/or focus groups as a condition of sponsorship.
11. If the economic partnership exceeds \$10,000 to the school district, the partnership shall be set forth in a written agreement, signed and approved by the Superintendent of Schools or designee. The Superintendent of Schools, or designee, shall present the partnership to the Board of Education at a public meeting for community input.
12. All public-private sector partnerships shall be consistent with all labor contracts, competitive bid requirements and all applicable federal and State laws and district policy, rules and procedures.
13. Corporate sponsorship/recognition shall be reviewed on an annual basis by the Finance/Facility & Transportation Committee and they will make a recommendation to the Board.
14. All privacy policies and laws shall be strictly implemented.
15. All donated items shall become property of the Board of Education.
16. No public-private sector partnership shall provide direct personal financial gain to district employees, pupils, parent(s) or legal guardian(s), school Board members, or any of their immediate family.

Corporate sponsorships, in various forms, can be a means of support for school programs that also help alleviate expense to community members. It is essential that any and all such donations are accepted from organizations that do not conflict with the educational goals of the district. It is equally important that this policy be administered with the intention of fully protecting against the exploitation of the pupil and staff.

Adopted: 17 July 2012



6210 FISCAL PLANNING

The Business Administrator shall collect, assemble and report to the Board as appropriate the information necessary for the fiscal management of the school district and to plan for the financial needs of the educational program.

Accordingly, the Board directs the Superintendent or designee, to prepare a long range plan for the maintenance and replacement of facilities and equipment, to forecast an estimated expenditure budget, to maintain a plan of anticipated state and federal revenues, and to report to the Board financial forecasts that emerge from the district's fiscal planning as appropriate for the Boards policy making responsibility.

Adopted: 17 July 2012



6220 BUDGET PREPARATION

The annual budget is the financial plan for the effectuation of the educational plan for the district; its preparation is, therefore, one of the most important functions performed by the Board of Education. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district.

A proposed budget requires the critical analysis of every member of the Board during its preparation. The administration shall work with the Board to ensure Board members have a thorough understanding of the budget appropriations, budget revenue, the proposed educational program and the budget's impact to the local tax levy. The Board shall also provide for community input during the budget development process.

The annual school district budget and supporting documentation shall be prepared in accordance with the provisions of N.J.S.A. 18A:7F et seq. and N.J.A.C. 6A:23A-8.1 et seq. The Board will obtain approval of the local funding for a non-referendum capital project (school facility project or other capital project) in accordance with the provisions of N.J.A.C. 6A:23A-8.4.

The Board will submit its proposed budget and supporting documentation as prescribed by the Commissioner to the Executive County Superintendent for approval.

The budget will be presented to the Board of Education to allow adequate time for review and adoption. The budget should evolve primarily from the needs of the individual schools as expressed by the Building Principals and the district educational program as expressed by the central administrative staff and be compatible with approved district plans.

The Board shall include in the budget application to the Executive County Superintendent a complete reporting of revenues and appropriations and other requirements pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:7F-5 through 63.

The Board, upon submission of its budget application to the Executive County Superintendent or by the statutory submission date, whichever is earlier, shall make available upon request for public inspection all budget and supporting documentation contained in the budget application and all other documents listed in N.J.A.C. 6A:23A-8.1 once the budget application has been submitted to the Executive County Superintendent for approval.



The budget as adopted for the school year pursuant to N.J.S.A. 18A:7F-5 shall be provided for public inspection on the district's Internet site, if one exists, and made available in print in a "user-friendly" plain language budget summary format in accordance with the provisions of N.J.A.C. 6A:23A-8.1(c).

All budgetary and accounting systems used in the school district must be in accordance with double entry bookkeeping and Generally Accepted Accounting Principles as required in N.J.A.C. 6A:23A-16.1 et seq.

N.J.S.A. 18A:7F et seq.; 18A:22-7 et seq.
N.J.A.C. 6A:23A-8.1 et seq.; 6A:23A-16.1 et seq.

Adopted: 17 July 2012



6230 BUDGET HEARING

The annual budget adopted by the Board of Education and approved by the Executive County Superintendent represents the Board's position on the allocation of resources required to operate a thorough and efficient system of education. All reasonable means shall be employed by the Board to present and explain that position to residents and taxpayers of the community. A public budget hearing will be conducted in accordance with law. Each member of the Board and each district administrator shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the public.

N.J.S.A. 18A:7A-51;18A:22-10 et seq.;
18A:22-37 et seq.

Adopted: 17 July 2012



6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Federal Acquisition Regulations (FAR) Subpart 9.4 – Debarment, Suspension, and Ineligibility.

The School Business Administrator/Board Secretary shall be responsible to check the web-based Excluded Parties Lists System (EPLS) maintained by the General Services Administration (GSA). The purpose of the EPLS is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall review the EPLS to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also review the EPLS list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the EPLS list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in FAR Subpart 9.405.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the EPLS list or proposed for disbarment shall be in accordance with the limitations as outlined in FAR Subparts 9.405.1 and 9.405.2.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

Federal Acquisition Regulations (FAR) Subpart 9.4

Adopted: 17 July 2012



6320 PURCHASES SUBJECT TO BID

The Board of Education directs the establishment and conduct of bidding procedures that serve the public interest and provide each qualified vendor an equal opportunity to furnish goods and services to the district.

Every contract for the performance of work or the purchase or lease of materials or supplies not exempted by law will be subject to public bidding whenever the aggregate value of such a contract within one contract year exceeds the bid threshold established by law and in accordance with N.J.S.A. 18A:18A-3.(a). Whenever possible, purchases will be aggregated; purchases may not intentionally be divided to avoid the requirements for competitive bidding as required in N.J.S.A. 18A:18A-8. The purchase of textbooks and materials that exceed the bid threshold and are approved by the Board pursuant to N.J.S.A. 18A:34-1 shall not require the further adoption of a resolution for purchase.

Bid specifications will be prepared and/or are coordinated by the Superintendent or School Business Administrator/Board Secretary. Each bid specification will offer a common standard of competition and will assert the Board's right to accept reasonable equivalents and to reject all bids and readvertise. The Superintendent or School Business Administrator/Board Secretary is authorized to advertise for bids in accordance with N.J.S.A. 18A:18A-21 without the prior approval of the Board, but shall inform the Board of any such advertisement at the Board meeting next following. Records of advertisements will be kept in detail sufficient to show that a reasonable number of qualified vendors were invited to bid.

Bids shall be opened publicly by the Superintendent or School Business Administrator/Board Secretary before one or more witnesses at a previously designated time and place. Contracts will be awarded, on a resolution duly adopted by the Board, to the lowest responsible bidder who submits the lowest responsible bid, except that the Board may choose to reject all bids, to readvertise, or to purchase under a State contract. The Board may disqualify a bidder who would otherwise be determined to be the lowest responsible bidder in accordance with N.J.S.A. 18A:18A-4. Whenever two or more bids are the lowest bids submitted by responsible bidders, the Board shall determine to which bidder the contract will be awarded.

The bid of a vendor who claims, before bids are opened, a mistake or omission in its preparation will be returned unopened. A bidder who discovers a mistake or omission after bids have been opened may withdraw the erroneous bid provided he or she gives immediate written notice of the mistake or omission and certification, supported by clear evidence, that he or she exercised reasonable care in the examination of the specifications and preparation of the bid.



POLICY

RANDOLPH BOARD OF EDUCATION

FINANCES
6320/page 2 of 2
Purchases Subject to Bid

In accordance with the provisions of N.J.A.C. 6A:23A-5.4, pursuant to the authority granted the Commissioner of Education under N.J.S.A. 18A:55-2 and N.J.S.A. 18A:7F-60, the Commissioner shall subject to review for the withholding of State funds any school district that fails to obey the provisions of the Public Contract law, N.J.S.A. 18A:18A-1 et seq. The amount of funds to be withheld shall equal the amount of the contract awarded in violation of the provisions of N.J.S.A. 18A:18A-1 et seq. except for violations related to the award of contracts under the extraordinary unspecifiable services (EUS) provision which shall be governed by the provisions of N.J.S.A. 18A:18A-46.1.

N.J.S.A. 18A:18A-1 et seq.
N.J.A.C. 6A:23A-5.4; 6A:27-9.1 et seq.

Adopted: 17 July 2012



6340 MULTIPLE YEAR CONTRACTS

The Board of Education may enter a multiple year contract for goods and services permitted by law whenever the extended contract will serve the needs of the district and yield greater return for the expenditure.

The School Business Administrator or designee is directed to investigate the advantage to the district of multiple year contracts. Investigation should include, but need not be limited to, a comparison of the costs of multiple year and single year contracts, an analysis of trends in the costs and availability of the goods or services to be provided, the projected needs of the district, and an inquiry into the reliability and stability of the vendor.

Except for those contracts exempted from the requirement by law, all multiple year contracts will contain a cancellation clause or a clause conditioning annual extension of the contract on the appropriation of sufficient funds to meet the Board's obligation.

All multiple year contracts must be approved by the Board. When the estimated annual cost of a multiple year contract exceeds the bid threshold established by law and the subject of the contract is not exempt from bidding, the contract shall be advertised in accordance with law and the bidding procedures of this district.

N.J.S.A. 18A:18A-5; 18A:18A-42

Adopted: 17 July 2012



6350 COMPETITIVE CONTRACTING

Competitive contracting may be used in lieu of public bidding for specialized goods or services that exceed the bid threshold provided the process is administered by a purchasing agent, by legal counsel of the Board of Education, or by the School Business Administrator and pursuant to N.J.S.A. 18A:18A-4.1. et seq. Competitive contracting may only be used for the purposes provided in N.J.S.A. 18A:18A-4.1. Unless an exception is provided for under N.J.S.A. 18A:18A-42 permitting a longer contract duration, contracts awarded under competitive contracting may be for a term not to exceed five years.

The purchasing agent will prepare a request for proposal documentation, which will include all requirements deemed appropriate and necessary to allow for full and free competition between vendors, information necessary for potential vendors to submit a proposal, and a methodology by which the Board will evaluate and rank proposals received from vendors. The methodology for the awarding of competitive contracts will be based on an evaluation and ranking and will be developed in a way that is intended to meet the specific needs of the district and where such criteria will not unfairly or illegally discriminate against or exclude otherwise capable vendors. The methodology for awarding competitive contracts will comply with such rules and regulations as the Director of the Division of Local Government Services in the Department of Community Affairs may adopt in accordance with N.J.S.A. 18A-4.4.

Request for Proposal documentation will be published in an official newspaper of the Board at least twenty days prior to the date established for the submission of proposals. The Board may charge a fee for the proposal documentation that will not exceed \$50.00 or the cost of reproducing the documentation, whichever is greater.

Each interested vendor will be required to submit a proposal which will include all the information required by the request for proposals. Failure to meet the requirements of the request for proposals may result in the Board disqualifying the vendor from further consideration. Under no circumstances will the provisions of a proposal be subject to negotiation by the Board.

If the Board, at the time of solicitation, utilizes its own employees to provide the goods or perform the services, or both considered for competitive contracting, the Board will, at any time prior to, but no later than the time of solicitation for competitive contracting proposals, notify affected employees of the Board's intention to solicit competitive contracting proposals pursuant to N.J.S.A. 18A:18A-4.5.c. Employees or their representatives will be permitted to submit recommendations and proposals affecting wages, hours, and terms and conditions of employment in such a manner as to meet the goals of the competitive contract. If employees are represented by an organization that has negotiated a contract with the Board, only the bargaining



unit will be authorized to submit such recommendations or proposals. When requested by such employees, the Board will provide such information regarding budgets and the costs of performing the services by such employees as may be available. Nothing will prevent such employees from making recommendations that may include modifications to existing labor agreements in order to reduce such costs in lieu of award of a competitive contract, and agreements implementing such recommendations may be considered as cause for rejecting all other proposals.

The purchasing agent will evaluate all proposals only in accordance with the methodology described in the request for proposals. After proposals have been evaluated, the purchasing agent will prepare a report evaluating and recommending the award of a contract or contracts. The report will be prepared pursuant to N.J.S.A. 18A:18A-4.5.d. The report will be made available to the public at least 48 hours prior to the awarding of the contract, or when made available to the Board, whichever is sooner. The Board will have the right to reject all proposals for any of the reasons set forth in N.J.S.A. 18A:18A-22.

Award of a contract will be made by resolution of the Board within sixty days of the receipt of the proposals, except that the proposals of any vendors who consent thereto, may, at the request of the Board, be held for consideration for such longer period as may be agreed.

The report prepared pursuant to this Policy and Regulation No. 6350 will become part of the public record and will reflect the final action of the Board. Contracts will be executed pursuant to N.J.S.A. 18A:18A-40.

The Secretary of the Board will publish a notice in the official newspaper of the Board summarizing the award of a contract pursuant to N.J.S.A. 18A:18A-4.5g.

N.J.S.A. 18A:18A-1 et seq.

Adopted: 17 July 2012



6360 POLITICAL CONTRIBUTIONS

Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of \$17,500, regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

“Business entity” means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The \$17,500 contract amount is not related to the Board’s bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The \$17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500 in a school district’s fiscal year, a PCD form shall be required.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a “public emergency” that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.



PCD forms are required for Board of Education contracts in excess of \$17,500 with a New Jersey Department of Education “Approved In-State Private School for the Disabled.” Chapter 271 also applies to in-State private special education schools, supplemental educational services under NCLB, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than \$17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.

N.J.A.C. 6A:23A-6.3

New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted: 17 July 2012



6362 CONTRIBUTIONS TO BOARD MEMBERS AND CONTRACT AWARDS

As a condition of receiving State aid, the school district shall comply with the provisions of N.J.A.C. 6A:23A-6.3 to ensure the school district maintains honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance, and corruption in its contracting processes and practices.

For the purposes of this Policy, “business” means any corporation, partnership, firm, enterprise, franchise, trust, association, sole proprietorship, union, political organization, or other legal entity but shall not include a local public school district or any other public entity. “Business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other State or foreign jurisdiction. “Interest” means the ownership or control of more than ten percent of the profits or assets of a business entity or ten percent of the stock in the case of a business entity that is a corporation for profit, as appropriate.

In accordance with the provisions of N.J.A.C. 6A:23A-6.3:

1. No Board of Education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one-year period.
2. Contributions reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to any member of the Board of Education from any business entity doing business with the school district are prohibited during the term of a contract.
3. When a business entity referred to in 2. above is a natural person, a contribution by that person’s spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.
4. The disclosure requirement set forth in section 2 of P.L. 2005, c. 271 (N.J.S.A. 19:44A-20.26) also shall apply when the contract is required by law to be publicly advertised for bids.



A Business Entity Disclosure Certification (BED-C) shall be submitted by the business entity for all contracts of \$17,500 or greater in order to facilitate disclosure of contributions to Board members by a business entity. The BED-C shall be reviewed prior to the award of any contract in excess of \$17,500 to ensure the Board of Education's compliance with N.J.A.C. 6A:23A-6.3(a).

The requirements of N.J.A.C. 6A:23A-6.3 shall not apply to a contract when a district emergency requires the immediate delivery of goods or services. With the exception of districts previously subject to the requirements of N.J.A.C. 6A:10-2.1(e), N.J.A.C. 6A:23A-6.3 shall not apply to contributions made prior to its effective date.

N.J.A.C. 6A:23A-6.3

Adopted: 17 July 2012



6421 PURCHASES BUDGETED

The Board of Education directs the establishment of procedures for the purchase of budgeted goods and services that will make prudent use of district resources and yield the maximum value for the school district. The School Business Administrator shall authorize all purchases that are within a budget line item and are consistent with the purpose for which the funds were appropriated

No purchase order may be placed until the Business office has determined whether the proposed purchase is subject to bid, whether sufficient funds exist in the line item, and whether the goods are available elsewhere in the district.

Whenever the estimated value of a purchase or contract for goods or services other than professional services N.J.S.A. 18A:18A-5(1) and work by employees of the Board N.J.S.A. 18A:18A-5(3) is fifteen percent or more of the bid threshold established in accordance with N.J.S.A. 18A:18A-3 and N.J.S.A. 18A:18A-37 and is not made under a state contract, the purchasing agent shall, whenever practicable, solicit at least two quotations from independent vendors. All quotations received will be attached to and retained with a copy of the voucher used to pay the vendor.

The purchase or contract may be awarded on the basis of the lowest responsible quotation received or to the vendor who submits the quotation most advantageous to the Board on the basis of price and other factors. If it is determined that it is impractical to seek quotations for an extraordinary, unspecifiable service or that the purchase or contract for which quotations were sought should not be awarded on the basis of the lowest quotation received, the reasons for that determination will be set forth in writing and attached to the resulting purchase order or contract.

Supplies commonly used in the various schools will be standardized to the extent that it is educationally feasible to do so. Alternate suggestions will be made to a requisitioner if better service, delivery, economy, or utility can be achieved by a change in the proposed order.

When a purchase order is placed or a contract entered, the Business office shall commit the expenditure against a specific budget line item or project category in order to guard against the creation of liabilities in excess of appropriations.

N.J.S.A. 18A:18A-1 et seq.; 18A:18A-37; 18A:22-8
N.J.A.C. 5:34-2.1; 5:34-2.2

Adopted: 17 July 2012



6422 BUDGET TRANSFERS

Except as otherwise provided pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.1 et seq., whenever the school district desires to transfer amounts among line items and program categories, the transfers shall be by resolution of the Board approved by a two-thirds affirmative vote of the authorized membership of the Board. Each resolution shall indicate the exact amount of the transfers and from the applicable accounts or fund balance.

However, this Board of Education in accordance with the provisions of N.J.S.A. 18A:22-8.1 and this Policy as adopted by the Board, designates the Superintendent of Schools to approve such transfers as are necessary between meetings of the Board. Transfers approved by the Superintendent shall be reported to the Board, ratified and duly recorded in the minutes at a subsequent meeting of the Board, but not less than monthly.

Transfers from line accounts that include waiver amounts approved by the Commissioner and expenditures and/or reallocations directed by the Commissioner are prohibited unless approved in writing by the Executive County Superintendent and in accordance with the provisions of N.J.S.A. 18A:22-8.1. The Board shall submit written requests for transfers including the amount to be transferred, the account(s) to be reduced, the account(s) to be increased, the purpose, and justification. These transfers shall not be requested or made prior to December 1 of the applicable budget year and shall only be approved for an emergent circumstance(s).

Where actual audited undesignated general fund balance at the fiscal year-end exceeds the estimated amount reflected in the school district's originally approved budget that contained an adjustment to the tax levy limitation approved by the Commissioner, any excess amount shall be reserved for the offset of the Commissioner's waiver requests, if any, in the second subsequent year's budget and reflected as such in the CAFR for the budget year.

Whenever the Executive County Superintendent shall, pursuant to N.J.S.A. 18A:7-8, disapprove a portion of the school district's proposed budget because the district has not implemented all potential efficiencies in its administrative operations or because the budget includes excessive non-instructional expenses, the school district shall not transfer funds back into those accounts during the budget year.



Transfers of surplus amounts or any other unbudgeted or underbudgeted revenue to line items and program categories shall require the approval of the Commissioner of Education and shall only be approved between April 1 and June 30 for line items and program categories necessary to achieve the thoroughness standards established pursuant to section 4 of P.L.2007, c.260 (N.J.S.A. 18A:7F-46); except that upon a two-thirds affirmative vote of the authorized membership of the Board, the Board may petition the Commissioner of Education for authority to transfer such revenue prior to April 1 due to an emergent circumstance and the Commissioner may authorize the transfer if he determines that the transfer is necessary to meet such emergency.

Transfers from any general fund appropriation account that, on a cumulative basis, exceed 10% of the amount of the account included in the school district's budget as certified for taxes shall require the approval of the Commissioner of Education. In a school district wherein the Commissioner of Education has directed an in-depth evaluation pursuant to N.J.S.A. 18A:7A-14, the Board shall obtain the written approval of the Executive County Superintendent of Schools prior to implementing any Board authorized transfer of funds.

No transfer may be made under N.J.S.A 18A:22-8.1 from appropriations or surplus accounts for interest and debt redemption charges, capital reserve account or items classified as general fund expenses except to other items so classified, or to the capital projects fund to supplement the proceeds from a bond authorization or lease purchase agreement upon application to and a formal finding by the Commissioner that the transfer is in the best interest of both the pupils and taxpayers of the district after consideration of alternative corrective actions.

N.J.S.A. 18A:22-8.1; 18A:22-8.2

N.J.A.C. 6A:23A-13.1; 6A:23A-13.2; 6A:23A-13.3

Adopted: 17 July 2012



6423 EXPENDITURES FOR NON-EMPLOYEE ACTIVITIES, MEALS
AND REFRESHMENTS

There may be school district activities where expenditures for non-employee activities, meals, and refreshments may occur. Expenditures for non-employee activities, meals, and refreshments for school district activities are allowed provided the expenses are in accordance with the provisions of N.J.A.C. 6A:23A-5.8. For the purposes of this Policy, unless the context clearly indicates otherwise, “activities” means events or functions provided or held for the benefit of pupils, dignitaries, and other “non-district” employees (e.g. parents) which are paid from public funds. “Dignitary” means a notable or prominent public figure; a high level official; or one who holds a position of honor. A dignitary, for purposes of this Policy, is not a school district employee or Board of Education member.

Allowable expenditures for non-employee school district activities shall include:

1. All reasonable costs, including light meals and refreshments, directly related to activities that benefit pupils and are part of the instructional program including expenditures for field trips and extracurricular programs that are not solely for entertainment. Nothing in this Policy or N.J.A.C. 6A:23A-5.8 shall preclude the district from using student activity funds or accepting donations to support pupil activities that are solely for pupil entertainment;
2. All reasonable costs directly related to activities of dignitaries and other “non-district” employees (e.g. parents), including light meals and refreshments and any other directly related expense. Expenditures for this purpose shall be minimal and infrequent;
3. All reasonable costs of commencement and convocation activities for pupils; and
4. Expenditures related to district employees to the extent such employees are essential to the conduct of the activity.

The Board shall, at a minimum, take actions regarding pupil activities as follows:

1. Pre-approve field trip destinations;
2. Establish dollar thresholds for awards to recognize special accomplishments; and



3. Establish a budget supported by general fund revenues for each category of activity in a non-discriminatory manner (e.g. football, boys soccer, girls soccer, photography club). Student activity funds are excluded.

Pursuant to N.J.S.A. 18A:11-12 and State of New Jersey Department of Treasury, Office of Management and Budget Circular 08-19-OMB and 06-14-OMB, the following costs shall not be permitted using public funding:

1. Receptions, dinners, or other social functions held for or honoring any employee or group of employees of the district (e.g. breakfast, luncheon, dinner, or reception for retirees or award recipients). This does not prohibit the district from honoring employees without a social function or using public funds to support reasonable costs of employee recognition awards (e.g. teacher of the year awards, years of service awards). Use of public funds for reasonable costs of employee awards is a local discretionary expenditure;
2. Meals or refreshments served to guests at any athletic event or other games or contests; and/or
3. Expenses for alcoholic beverages.

The School Business Administrator/Board Secretary and/or designee shall maintain documentation to support activities, meals, and refreshments at district events. The documentation shall include a description of the activity, the purpose/justification of the activity, expressed in terms of the goal(s) or objective(s) of the district, the make-up of the group participating in the activity, and the names and titles of Board members or employees included in the group.

N.J.A.C. 6A:23A-5.8

Adopted: 17 July 2012



6424 EMERGENCY CONTRACTS

Any contract may be negotiated or awarded for a Board of Education without public advertising for bids and bidding notwithstanding that the contract price will exceed the bid threshold when an emergency affecting the health or safety of occupants of school property requires the immediate delivery of goods or the performance of services.

An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service. Emergency contracts may not be used unless the need for the goods or services could not have been reasonably foreseen or the need for such goods or services has arisen notwithstanding a good faith effort on the school district to plan for the purchase of any goods or services required by the school district. Under no circumstance shall emergency purchasing procedures be used to enter into a multi-year contract.

If the School Business Administrator/Board Secretary is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs pursuant to the provisions of N.J.S.A. 18A:18A-7 et seq.

If conditions permit, the School Business Administrator/Board Secretary shall seek quotations from more than one source. If the expenditures are expected to be in excess of the bid threshold, the School Business Administrator/Board Secretary shall attempt to obtain no fewer than three quotations.

As soon as possible, but within three days of declaring the emergency, the Superintendent of Schools shall notify the Executive County Superintendent of the nature of the emergency and the estimated need for goods or services necessary to respond to it.

When emergency conditions have eased, the School Business Administrator/Board Secretary shall utilize the regular purchasing system to obtain estimates from suppliers, vendors, and contractors for materials and/or services that will eliminate the circumstances that created the emergency.

The School Business Administrator/Board Secretary shall prepare and submit a final report to the Board on every occasion an emergency contract is negotiated or awarded in accordance with the provisions of N.J.S.A. 18A:18A-7.

N.J.S.A. 18A:18A-7
N.J.A.C. 5:34-6.1

Adopted: 17 July 2012



6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing tends to maximize the value received for each dollar spent. The Administration is encouraged to seek savings that may accrue to this district by means of joint agreements for the purchase of goods or services with the governing body of the municipality or the county within whose boundaries the school district is wholly or partly located, or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.

A cooperative pricing system is a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own needs and for the prices to be extended to registered members, and notifies them of the bid prices awarded. The registered members then contract directly with the vendor for their own needs, subject to the specifications in the master contract.

A joint purchasing system is a cooperative purchasing system in which the lead agency has complete purchasing responsibility for the registered members, and the only contractual relationship is between the lead agency and the vendor.

A cooperative purchasing system is either a joint purchasing or cooperative pricing system.

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services are Boards of Education, the purchase of work, materials or supplies shall be conducted pursuant to the Public Schools Contract Law (N.J.S.A. 18A:18A-11 et seq.)

The School Business Administrator/Board Secretary is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

No cooperative or joint purchase may be entered without Board approval of an agreement that specifies the categories of work, materials and supplies to be purchased; the manner of advertising for bids and the awarding of contracts; the method by which payment will be made by each participating Board of Education, municipality or county, and such other terms deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.



Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the manner as for other expenses of the participant.

The Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties.

Any party to a contract for joint operation of electronic data processing services may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

In the event that any controversy or dispute shall arise among the parties (except a municipality or a county) to any such agreement, the same shall be referred to the County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education and the State Board pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.



POLICY

RANDOLPH BOARD OF EDUCATION

FINANCES
6440/page 3 of 3
Cooperative Purchasing

In a cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services where the lead agency is a Board of Education or Educational Service Commission and the membership of the system is Boards of Education and local contracting units as defined in N.J.S.A. 40A:11-2(1), the purchase of any work, materials or supplies shall be conducted pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and N.J.A.C. 5:34-7.

N.J.S.A. 18A:18A-10 through 14
N.J.S.A. 40A:11-1 et seq.
N.J.A.C. 5:34-7
N.J.A.C. 6A:23-7.4

Adopted: 17 July 2012



6450 CHOICE OF VENDOR

The Board of Education recognizes its position as a major purchaser of goods and services in the community served by the school district. It is the intention of the Board to purchase goods and services of the requisite quality at the lowest possible cost and to invite widespread competition in order to achieve this end. Where all other considerations are equal, however, the Board will exercise a preference for dealing with established local merchants and service providers from within the boundaries of the school district.

The School Business Administrator or designee is authorized to place purchase orders with local merchants and providers when their prices and terms are competitive with other vendors. Nothing in this policy shall be deemed to circumvent the requirements of law regarding public purchasing.

All vendors shall supply assurances that they do not practice discrimination as described in the administrative code. All vendors shall be informed that harassment of any kind, of district pupils or employees by their representatives is prohibited.

N.J.S.A. 18A:6-8; 18A:12-2; 18A:18A-15(b)

Adopted: 17 July 2012



6470 PAYMENT OF CLAIMS

The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the school district, provided that each bill or obligation of this Board is fully itemized and verified before a warrant is drawn for its payment.

When an invoice is received, the School Business Administrator/Board Secretary or designee shall verify the voucher is properly submitted, acceptable goods were received or satisfactory services rendered, the expenditure is included in the Board's budget and funds are available for its payment, and the amount of the invoice is correct.

The School Business Administrator/Board Secretary shall identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found by the School Business Administrator/Board Secretary that an increase to a purchase order is warranted, the School Business Administrator/Board Secretary shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found an increase is not warranted, the purchase order shall be cancelled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.

The school district's financial systems shall be programmed to:

1. Limit system access so that only appropriate Business office staff may make purchase order adjustments;
2. Reject adjustments in excess of any established approval thresholds;
3. Prevent unauthorized changes to be processed;
4. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order amount plus any authorized adjustments;
5. Reject duplicate purchase order numbers;
6. Reject duplicate invoice numbers; and
7. Prepare an edit/change report listing all payments made in excess of the originally approved purchase order amount.



The School Business Administrator/Board Secretary shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.

If funds are not available in the budget line account to which the expenditure will be charged, funds may be transferred in accordance with Policy No. 6422.

The Board must approve all claims for payment, except, in accordance with N.J.S.A. 18A:19-4.1, the School Business Administrator/Board Secretary and the Superintendent are authorized to approve payment of claims not greater than the bid threshold, interest on bonds as it becomes due, payments to redeem bonds as they become due, progress payments to contractors in accordance with a contract approved by the Board, and warrants to cover approved payrolls and agency account deposits prior to presentation to the Board. Any such approval of payment must be presented to the Board for ratification at the next regular Board meeting.

All claims will be submitted for Board review and approval or ratification. Claims must be submitted to the Board in the form of a list that includes the number, amount, and date of the warrant; the payee; the reason for the expenditure; and the account charged. The list of claims must be accompanied by the original records that include copies of the purchase order, the receiving report, the vendor's invoice, and the purchase requisition. The list of approved warrants will be included in the minutes of the Board meeting.

When a claim for payment is duly approved in accordance with this policy, the School Business Administrator/Board Secretary and/or a designated staff member shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants must be signed by the President, Board Secretary, and Treasurer of School Moneys.

N.J.S.A. 18A:17-36; 18A:19-1 et seq.; 18A:22-8.1
N.J.A.C. 6A:23A-6.10

Adopted: 17 July 2012



6471 SCHOOL DISTRICT TRAVEL

Board members receive no payment for their services. With Board approval, they may be reimbursed for out-of-pocket expenses incurred on Board business.

Travel and Related Expenses

Travel reimbursement will be paid only upon compliance with the Board's policy provisions and approval requirements. Board members and employees shall only be reimbursed for work-related travel that is directly related to and within the scope of the Board member and employee's current work responsibilities. Board members and employees shall only be reimbursed for travel that:

- A. Promotes the delivery of instruction and is critical to the instructional needs of the school district or furthers the efficient operation of the school district,
- B. Is educationally necessary and fiscally prudent, and
- C. Is directly related to and within the scope of the Board member's current responsibilities, and for school district employees, the school district's professional development plan.

As described in this policy, school district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging, and registration or conference fees to and for the travel event. School district travel expenditures include costs for all required training and all travel authorized in existing school district employee contracts and School Board policies. This includes, but is not limited to, required professional development and other staff training, required training for new School Board members, and attendance at specific conferences authorized in existing employee contracts.

Travel Payments

Travel payments will be paid only upon compliance with the school board's policy provisions and approval requirements. The school board will not ratify or approve payments or reimbursements for travel after completion of the travel event. All Board members and employees shall adhere to the following specifications to be considered for reimbursement:

- A. Reimbursement may not exceed State travel reimbursement guidelines as established by the Department of Treasury in NJOMB circular letters including but not limited to the types of travel, methods of transportation, mileage allowance, meal allowance, overnight travel and supporting documentation.



- B. Reimbursement must also be in compliance with OMB Circular A-87 (found at www.whitehouse.gov/omb/circulars_a087_2004). No reimbursement will be issued without submission of written documentation such as receipts, checks and vouchers detailing the amount of each expenditure. Such documentation must be submitted within a timeframe to be established by the board.
- C. Travel expenditures must be in compliance with State travel payment guidelines as established by the Department of the Treasury and with guidelines established by the federal Office of Management and Budget; except that those guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall comply with the applicable restrictions and requirements set forth in the State and federal guidelines including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks or vouchers.
- D. Board members and employees shall provide within one week a brief report that includes, as appropriate, but may not be limited to, a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. This report will be submitted to the Board secretary or other appropriate party designated by the board.
- E. Pursuant to N.J.A.C 6A:23A-5.8 Concerning out-of-state and high-cost travel events, out-of-state travel shall be limited to the fewest number of board members or employees needed to present the content at the conclusion of the event. Lodging may only be provided if the event occurs on two or more consecutive days and where home-to-event commute exceeds 50 miles. Prior written approval of the executive county superintendent may be required when the travel event has a total cost that exceeds \$5,000.

In addition to the requirements above, employee travel, to be reimbursable, must be directly related to the employee's professional development. No district employee shall be reimbursed for travel and related expenses without prior written approval of the chief school administrator and prior approval by a majority of the full voting membership of the board (as set forth below).



Prior Approval is Required

Board members shall only be reimbursed for travel and related expenses that have received prior approval by a majority of the full voting membership of the board, and is in compliance with N.J.S.A. 18A:12-24 and 24.1 of the School Ethics Act.

- A. Specifically, a board member must recuse himself from voting on travel if the board member, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that may reasonably be expected to impair his objectivity or independence of judgment.
- B. Also, a board member shall not: act in his official capacity in any matter in which he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family; or undertake any employment or service, whether compensated or not, which may reasonably be expected to prejudice his independence of judgment in the execution of his official duties.
- C. For employees, a board of education requires that travel occur only upon prior written approval of the chief school administrator and prior approval by a majority of the full voting membership of the board.
- D. For board members, travel may occur only upon prior approval by a majority of the full voting membership of the board and that the travel be in compliance with section 4 of P.L.1991, c.393 (C.18A:12-24) and section 5 of P.L.2001, c.178 (C.18A:12-24.1).

Regular Business Travel Authorization and Approval

Regular business travel, such as NJDOE meetings and association events, is authorized by the board not to exceed \$1,500 per employee, pursuant to N.J.A.C. 6A:23A-7.3(b). Approval by the chief school administrator or designee is required, including justification for the travel. Regular business travel is authorized for regularly scheduled in-state professional development activities for which the registration fee does not exceed \$150 per employee or board member.

School District Travel Advances are Banned

An employee of the school board, a school board member, or organization, shall not receive an amount for travel and travel-related expenses in advance of the travel pursuant to N.J.S.18A:19-1 et seq.



Annual Maximum Travel Expenditure Amount

The Board shall:

- A. Allot in its annual budget a maximum travel expenditure amount and annually review its policy to assure that it properly reflects the amount budgeted.
- B. Vote to authorize each reimbursement; specifying the way in which it promotes the delivery of instruction or furthers the efficient operation of the school district, within the maximum annual amount.
- C. Annually in the pre-budget year, establish by school board resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year. The school board resolution shall also include the maximum amount established for the pre-budget year and the amount spent to date.
- D. Provide that the maximum school district travel expenditure amount shall include all travel in accordance with this policy supported by local and State funds.

Additional Detailed Accounting Requirements which Demonstrate Compliance

In order to demonstrate compliance with this policy, documentation of all reimbursed travel expenses shall be maintained on file. This record may include receipts, checks and vouchers submitted in connection with any reimbursement. The district shall maintain separate accounting for school district travel expenditures as necessary, to ensure compliance with the school district's maximum travel expenditure amount. This may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with the board's policy and this section, and shall provide auditable information.

To minimize travel expenditures, school board and staff will take the following steps:

- A. "Retreats" will be held at school district facilities, if available. A retreat is a meeting of school district employees and school board members, held away from the normal work environment, at which organizational goals and objectives are discussed.
- B. A school district shall not bear costs for car rentals, limousine services, and chauffeuring costs to or during the event, as well as costs for employee attendance for coordinating other attendee accommodations at the travel event.



- C. One-day trips that do not involve overnight lodging are not eligible for a subsistence payment or reimbursement except in limited circumstances authorized in Department of the Treasury guidelines.
- D. Overnight travel is eligible for a subsistence payment or reimbursement as authorized in Department of the Treasury guidelines, except as otherwise superseded by the following:
1. Per diem payment or reimbursement for lodging and meals will be actual reasonable costs, not to exceed the federal per diem rates as established in the federal register for the current year;
 2. Lodging expenses may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of the federal per diem rates. If the hotel at the site of the convention, conference, seminar, or meeting is no longer available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate for the event;
 3. Receipts are required for hotel expenses. Meal expenses under the federal per diem allowance limits do not require receipts;
 4. In any case in which the total per diem reimbursement is greater than the federal per diem rate, except when the going rate for lodging at the site of the convention or meeting exceeds federal per diem rates, the costs will be considered to be excessive and shall not be paid by school district funds;
 5. School districts shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits; and
 6. Payment or reimbursement is approved for the full cost of an official convention meal that the employee or school board member attends, when the meal is scheduled as an integral part of the convention or conference proceedings. If a meal is included in the registration fee, the allowance for the meal is not eligible for reimbursement.
 7. Air and rail tickets shall be purchased via the internet, if possible, using online travel services such as Travelocity, Expedia, Hotwire or Priceline.

Blanket or general pre-approval for travel is not authorized, and will not be permitted by the board. Specifically, approval shall be itemized by event, event total cost, a number of employees and school board members attending the event. However a school board may also approve, at any time prior to the event, travel for multiple months as long as the school board approval, as detailed in school board minutes, itemizes the approval by event, total cost, and number of employees and school board members attending the event.



Types of Expenditures Not Eligible for Reimbursement

Unnecessary and excessive travel expenditures as listed in N.J.A.C. 6A:23A:7.8 are prohibited. Prohibited types of expenditures include: travel by spouses and other relatives; costs for unnecessary employee attendance (for example employees who merely coordinate other attendees' accommodations at the travel event); charges for laundry, valet service and entertainment; district payment for alcoholic beverages; excessive tipping and gratuities; airfare without documentation of at least three (3) price quotes; and souvenirs. Travel expenses, subsistence expenses and incidental travel expenses shall only be allowable when consistent with N.J.A.C. 6A:23A-7.

Penalties:

The Board by this policy informs its members and staff, that the penalties for violating this policy based on State law include:

- A. By law, any district board of education that violates its established maximum travel expenditure, or that otherwise is not in compliance with the travel limitations set forth in this section may be subject to sanctions by the commissioner as authorized pursuant to N.J.S.A.18A:4-23, and N.J.S.A.18A:4-24, including reduction of State aid in an amount equal to any excess expenditure.
- B. A person who approves any travel in violation of the school district's policy or this section shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.
- C. An employee or member of the board of education who travels in violation of the school district's policy or this section shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event.

The Chief School Administrator may develop regulations to implement this policy.

N.J.S.A. 18A:11-12 et seq.
N.J.A.C. 6A:23A-5.9; 6A:23A-7 et seq.

Adopted: 17 July 2012



6472 TUITION ASSISTANCE

The Board of Education recognizes the importance of advanced educational experience, coursework, and degrees for employees. The Board of Education may provide tuition assistance to an employee in accordance with contract provisions in a collective bargaining agreement, an individual employment contract, or as per any other employment agreement or contract approved by the Board.

In accordance with the provisions of N.J.S.A. 18A:6-8.5, in order for the Board of Education to provide tuition assistance to an employee for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education, the institution shall be a duly authorized institution of higher education as defined in Section 3 of P.L.1986, c.87 (C.18A:3-15.3).

The employee shall be required to obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought. In the event the Superintendent denies the approval, the employee may appeal the denial to the Board of Education. In the case of tuition assistance for the Superintendent of Schools, the approval shall be obtained from the Board of Education.

In accordance with the provisions of N.J.S.A. 18A:6-8.5.c., tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

Nothing in N.J.S.A. 18A:6-8.5 shall be construed to limit the authority of the Board to establish more stringent requirements for the provision of tuition assistance or additional compensation. The provisions of this Policy and N.J.S.A. 18A:6-8.5 shall not be deemed to impair an obligation set forth in a collective negotiations agreement or an individual contract of employment in effect on May 6, 2010.

N.J.S.A. 18A:6-8.5

Adopted: 17 July 2012



6480 PURCHASE OF FOOD SUPPLIES

The Board of Education authorizes the purchase of certain food supplies without resort to advertising for bids.

For the purpose of this policy, “food supplies” means only those supplies that are to be eaten or drunk and those substances that may enter into the composition of a food in the operation of a school cafeteria or in a home economics class.

The Director of Food Services may purchase all food supplies with or without advertising for bids in accordance with N.J.A.C. 6A:23-2.6(c), except the following food supplies which will be purchased in accordance with N.J.S.A. 18A:18A-4 et seq. and N.J.S.A. 18A:18A-6:

Ice Cream	Milk
Bread	Paper Products

The Director of Food Services shall obtain price quotations for food supplies purchased without advertising for bids in accordance with N.J.A.C. 6A:23-2.6 et seq. Uniform specifications setting standards of quality shall be given to each interested vendor. Opportunity shall be provided to as many responsible suppliers as possible to do business with the district. Lists of potential suppliers for various types of foods shall be maintained, and quotations shall be solicited in accordance with N.J.S.A. 18A:18A-4 et seq. Food purchases up to \$250 in any one month may be made without solicitation of quotations provided that the purchaser files a statement indicating the reason why quotations could not be obtained.

Food shall be purchased from the vendor who submits the lowest quotation, except that food may be purchased from another vendor when the Director of Food Services has reason to justify the purchase at a higher price. Any such justification, together with all quotations received, shall be kept in permanent record form, attached to the purchase order and available to school officials, the Board, and the State Department of Education for a minimum of three years following the purchase. The Board shall offer a hearing to any unsuccessful vendor whose quotation for food supplies was lower than the quotation accepted.

N.J.S.A. 18A:18A-4 et seq.; 18A:18A-5a.(6); 18A:18A-6
N.J.A.C. 6A:23-2.6

Adopted: 17 July 2012



6510 PAYROLL AUTHORIZATION

The most substantial allocation of public funds for the operation of the school district is that made to the employees of the Board of Education for their services. Compensation will be tendered only to persons duly employed by this Board and only for services rendered.

Each Board resolution to employ or reemploy a person will include the person's name, position, and tenure status; the salary or rate of pay the person is to receive, the method of payment, the wage guide from which wages are derived, and the budget category to which the wages are to be charged; the period of time for which employment is authorized; and the school, grade, class or special assignment, as appropriate.

No person may be assigned duties as a substitute employee whose employment has not been approved by the Board. The list to be approved by the Board will include the names of recommended substitutes, the duties to which each may be assigned, and the rate of pay. Substitute authorization will ordinarily be valid for one school year.

The minutes of Board meetings will record personnel actions of the Board, to include, but not be limited to, the appointment, promotion, resignation, retirement, death, discharge, compensation, or leave of absence for each employee. The minutes will also include effective dates for personnel action.

Certain categories of staff members designated by the Superintendent of Schools, shall be required to use a time clock or sign in and out of work daily in order to verify days and hours worked. The service of extra-duty personnel must be certified by the appropriate supervisor before payment can be made.

The School Business Administrator/Board Secretary is authorized to withhold salary or wages for services not rendered, in accordance with Board policy.

Staff members shall be paid in accordance with the provisions in their collective bargaining agreement and/or in accordance with a schedule provided to all employees prior to the beginning of the contract or school year.

In accordance with N.J.A.C. 6A:23A-5.7, beginning with the 2008-2009 school year, at least once every three years, between the months of September through May, the Superintendent of Schools shall require each district employee to report to a central location(s) and produce picture identification and sign for release of his or her paycheck or direct deposit voucher. The accepted picture identification shall be in the form of a district-issued identification card, valid drivers' license, official passport, or other picture identification issued by a State, county, or other local government agency.



The Superintendent of Schools shall designate an appropriately qualified staff member to match the picture identification to the position control roster maintained by the office of personnel or human resources prior to release of the pay check or direct deposit voucher. If the district elects to conduct this payroll verification prior to the district's required implementation of the position control roster pursuant to N.J.A.C. 6A:23A-6.8, the district may use similar and suitable office of personnel or human resources generated listing of employees. Where no appropriate identification can be produced, the School Business Administrator/Board Secretary shall withhold paychecks or stop direct deposits until such time the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded, as appropriate to the circumstances.

Upon completion of the payroll check distribution verification procedures set forth in this Policy and N.J.A.C. 6A:23A-5.7, the Superintendent of Schools shall submit a certification of compliance, in a form prescribed by the Department of Education, to the Executive County Superintendent. Verification of the district's compliance with the provisions of N.J.A.C. 6A:23A-5.7 will be required as part of the annual audit.

The payroll journal will be certified by the Board Secretary, the President of the Board, and approved by the Superintendent.

N.J.S.A. 18A:17-35; 18A:19-9 et seq.
N.J.A.C. 6A:23A-5.7

Adopted: 17 July 2012



6520 PAYROLL DEDUCTIONS

The Board of Education shall, in accordance with law or employee authorization, make deductions from an employee's paycheck and remit the amounts deducted to the agent designated by the employee.

Deductions will routinely be made as required for federal income tax, social security and medicare; New Jersey income tax, unemployment assistance, and other miscellaneous taxes; and by the New Jersey Division of Pensions.

Deductions may also be made, provided they have been duly authorized by the employee in writing, for contributions on the employee's behalf for:

1. The payment of premiums for group life, accidental death or dismemberment, hospitalization, medical, surgical, major medical, health and accident, and legal insurance plans, N.J.S.A. 18A:16-13;
2. Tax sheltered annuities or custodial accounts, N.J.S.A. 18A:66-127;
3. Payments to a credit union, N.J.S.A. 40A:19-17;
4. An approved charitable fund raising campaign, N.J.S.A. 52:14-15.9c;
5. Bona fide organizational dues, N.J.S.A. 52:14-15.9e: and
6. Other deductions as per collective bargaining agreements.

Contributions shall be made as soon as is reasonably possible after the funds have been deducted from an employee's salary. No contribution shall be made on behalf of an employee until the amount contributed has been deducted from the employee's salary.

N.J.S.A. 18A:16-9; 18A:66-19; 18A:66-30; 18A:66-78;
18A:66-128

N.J.S.A. 43:3C-9

N.J.S.A. 52:14-15.9; 52:18A-107 et seq.

N.J.S.A. 54:8A-9

N.J.A.C. 6A:23-2.8; 6A:23-2.10

Adopted: 17 July 2012



POLICY

RANDOLPH BOARD OF EDUCATION

FINANCES
6620/page 1 of 2
Petty Cash
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6620 PETTY CASH

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

Account Title	Custodian(s)	Amount	Maximum Single Expenditure
Board Office	Operations Manager - Business	\$ 200.00	\$ 50.00
Center Grove School	Principal	\$ 100.00	\$ 50.00
Randolph Community School	Operations Manager – Superintendent	\$1,000.00	\$ 50.00
Consumer Science - Randolph High School	Principal	\$ 200.00	\$ 50.00
Consumer Science - Randolph Middle School	Principal	\$ 200.00	\$ 50.00
Facilities	Facilities Director	\$ 50.00	\$ 50.00
Food Services	Food Service Director	\$ 500.00	\$ 50.00
Fernbrook School	Principal	\$ 100.00	\$ 50.00
High School	Principal	\$ 200.00	\$ 50.00
Ironia School	Principal	\$ 100.00	\$ 50.00
Kinder Kids	Operations Manager – Superintendent	\$ 200.00	\$ 50.00
Middle School	Principal	\$ 200.00	\$ 50.00
Shongum School	Principal	\$ 100.00	\$ 50.00
Special Services	Operations Manager - Curriculum	\$ 200.00	\$ 50.00
Transportation	Transportation Director	\$ 200.00	\$ 50.00



Petty Cash

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Business Administrator a request for replenishment when the monies available in the fund have declined to twenty (20) percent or less of the authorized amount of the fund. The Business Administrator shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund monthly.

N.J.S.A. 2C:21-15
N.J.S.A. 18A:19-13; 18A:23-2
N.J.A.C. 6A:23-2.9 et seq.

Adopted: 17 July 2012



6630 ATHLETIC FUND

The Board of Education directs the establishment of an athletic fund for the financial administration of the interscholastic athletic program. Moneys may be collected from and disbursed for only the interscholastic athletic program duly approved by the Board of Education.

The Board may facilitate the interscholastic athletic program by providing sufficient funds to overcome any deficit existing in the athletic fund at the conclusion of the school year.

The High School Principal or designee shall be responsible for the administration of the athletic fund. The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will include income and expenses separately for each approved athletic program.

All gate receipts must be turned in to the Principal or designee within twenty four (24) hours of collection and must be deposited by the next business day after they are received.

All payments for supplies, equipment, and services for the interscholastic athletic program will be made in accordance with established purchasing procedures of the district including fees for referees, ticket takers, and security personnel. Purchase orders for goods and services purchased through the athletic fund will be approved by the Principal or designee. Disbursements from the athletic fund will be made by check and approved by the Principal or designee.

Payment to the district employees will be made by payroll check upon receipt of a signed voucher with all appropriate documentation. Non-district employees will be paid through the athletic fund by check upon receipt of a signed voucher with all appropriate documentation. The athletic fund will issue annual IRS statements in accordance with IRS regulations.

N.J.S.A. 18A:19-14; 18A:23-2

Adopted: 17 July 2012



6640 CAFETERIA FUND

The Board of Education directs that all moneys derived from the operation, maintenance, or sponsorship of the food service facilities of this district be deposited in the Randolph Township Food Services Program Account, a special checking account, and shall be administered by the Director of Food Services and/or Board Secretary in the same manner as are other moneys belonging to the district. All food service purchases will be in accordance with district purchasing procedures.

Cafeteria funds shall be expended in such manner as may be approved by the Board, but no amount shall be transferred from the Randolph Township Food Services Program Account to any other account or fund of this district, except as authorized by the Board.

The Director of Food Services and/or Board Secretary is authorized to disburse funds from the Randolph Township Food Services Program Account in accordance with law.

Adopted: 17 July 2012



6650 SCHOLARSHIP FUND

In order to administer special funds bequeathed to this district for scholarship purposes, the Board of Education requires each such fund to be deposited in a separate interest bearing bank account carrying the name of the fund.

The Board Secretary/Assistant School Business Administrator is authorized to obtain interest for each scholarship fund at the fixed bank rate on such terms as may seem to him/her advisable and to make, execute, and deliver all instruments of assignment and transfer.

Disbursements from a scholarship fund shall be made by the Director of Guidance in accordance with a schedule having the prior approval of the Board.

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

Adopted: 17 July 2012



6660 STUDENT ACTIVITY FUND

The Board of Education authorizes the establishment of a student activity account for funds derived from events and activities of pupil organizations and to account for the accumulation of money to pay for pupil group activities. The Board of Education may establish individual student activity accounts within a student activity account by Board resolution.

Student activity funds are maintained under the jurisdiction of the Board of Education and are under the supervision of the School Business Administrator/Board Secretary.

In accordance with the provisions of N.J.A.C. 6A:23A-16.12(a), the School Business Administrator/Board Secretary designates the school Principal to administer the student activity account in each school building.

Funds collected for a student activity shall be turned into the Principal or designee and deposited in the bank within twenty-four hours or the next school day after collection. Student activity funds shall be maintained in a secured and locked location prior to being deposited in the bank.

The student activity funds shall be maintained in an interest-bearing bank account separate from all other Board of Education funds and shall be classified by school in the event only a single student activity account is established for all schools in the district. The interest earned shall be disbursed to each individual student activity fund in proportion to the balances on deposit for each activity.

All student activity fund receipts shall be detailed and recorded by the individual student activity showing the date, source, purpose, and amount. The administrator of the student activity account shall provide a written receipt to the individual student activity advisor or coordinator when any student activity funds are turned in for deposit. A copy of these written receipts shall be maintained by the administrator of the student activity account and shall be traceable to the actual receipts or groups of receipts. All bank deposits shall agree with the copies of the written receipts for all deposits.

All requests for disbursements from the student activity account shall be submitted to the school's administrator of the student activity account and must be supported by a claim, bill, invoice, or written order. All disbursements from the student activity account shall be recorded chronologically by school and individual student activity showing date, vendor, check number, purpose, and amount. All disbursements shall be made by check requiring at least two signatures as authorized and approved by Board of Education resolution.



The student activity account shall be reconciled with the student activity bank account on a monthly basis and if the School Business Administrator designated an administrator of a student activity account, a copy of the reconciliation shall be submitted to the School Business Administrator/Board Secretary for review and approval. The bank account reconciliation shall be completed in accordance with the procedures and requirements established by the School Business Administrator/Board Secretary. Copies of canceled checks, bank statements, and bank account reconciliations shall be retained for examination by the licensed public school accountant as part of the annual audit required under N.J.S.A. 18A:23-1 et seq. and stated in N.J.A.C. 6A:23A-16.2(i).

Borrowing funds from any student activity account is prohibited. In addition, the Board of Education shall not be responsible for the protection of and the accounting for funds collected by any teacher or pupil for an outside school organization. In addition, the Board of Education shall not approve such funds for deposit in a student activity account.

Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity or a class has graduated shall revert to the school's activity accounts in the same manner as interest earned on the bank account is disbursed.

N.J.S.A. 18A:19-14; 18A:23-2
N.J.A.C. 6A:23A-16.12

Formerly Policy 660 Policy on Money in School Buildings Student Activity Fund
Adopted: 17 July 2012 19 April 2004

Adopted: 17 July 2012



6700 INVESTMENTS

The Board of Education directs the prompt investment at interest of any unencumbered funds available for the discretionary use of the Board. Such funds may be invested in bonds or other obligations of the United States; bonds of those federal agencies in which such investment is permitted by law; the New Jersey Cash Management Fund; bonds or obligations of a county, municipality, or school district; and public depositories located within the boundaries of the State of New Jersey that secure public funds in accordance with statute.

The Treasurer of School Monies is authorized to invest district funds in accordance with this policy.

Any interest earned on the investment of district funds will be combined with general district revenues.

The Treasurer shall report to the Board each month the cash in all accounts on deposit and all investment assets. The Board Secretary shall report to the Board each month the amount of funds in investments, investment interest earned, and all investment transactions.

N.J.S.A. 17:9-41 et seq.; 17:12B-241

N.J.S.A. 18A:17-34; 18A:17-36; 18A:20-37; 18A:24-47

N.J.S.A. 40:3-7

N.J.S.A. 40A:5-14; 40A:5-15.1

Adopted: 17 July 2012



6740 RESERVE ACCOUNTS

The Board of Education or Board of School Estimate, as appropriate, may at any time establish by Board resolution a capital reserve account, pursuant to N.J.S.A. 18A:21-2 and 3, and 18A:7G-31.

Funds in the capital reserve account shall not be used for current expenses, pursuant to N.J.S.A. 18A:22-8.2, and shall only be used for purposes as outlined in N.J.A.C. 6A:23A-14.1(b). The Board of Education may increase the balance in the capital reserve account by appropriating funds in the annual general fund budget certified for taxes to meet the needs of the Long-Range Facilities Plan (LRFP) that are not met by State support. The balance in the account may also be increased by requesting approval from the Executive County Superintendent, as the Commissioner's designee, to appropriate any excess unreserved general fund balance as calculated in the supporting documentation of the proposed budget into capital reserve in the proposed budget pursuant to N.J.S.A. 18A:7F-7b only when the Board of Education has formally established a capital reserve account and obtained an approved LRFP in accordance with N.J.A.C. 6A:26-2. The Board of Education, at its option, may satisfy the withdrawal approval requirements set forth in N.J.A.C. 6A:23A-14.1(h) in accordance with the procedures as outlined in N.J.A.C. 6A:23A-14.1(d).

The Board of Education may request express approval of the voters for appropriation of additional amounts into the capital reserve in accordance with the procedures as outlined in N.J.A.C. 6A:23A-14.1(e). The Board of Education shall not deposit into a capital reserve account audited excess undesignated, unreserved general fund balance. The Board of Education shall reserve and designate such funds in the subsequent year's budget pursuant to N.J.A.C. 6A:23A-8.5(b). The Board of Education shall maintain an amount of funds in the capital reserve account that does not exceed the amount needed to implement capital projects in a school district's LRFP that are not met by State support.

The Board of Education may withdraw funds from the capital reserve account at any time in accordance with the provisions of N.J.A.C. 6A:23A-14.1(h). However, the Board of Education or Board of School Estimate, as appropriate, may at any time, apply to the Commissioner for approval to withdraw funds from its capital reserve account for uses authorized in N.J.A.C. 6A:23A-14.1(b). The Board of Education or Board of School Estimate, as appropriate, may make a withdrawal pursuant to N.J.A.C. 6A:23A-14.1(i) only upon receipt of written approval of the Commissioner and the Board of Education shall establish to the satisfaction of the Commissioner that an emergent condition exists necessitating an immediate withdrawal of capital reserve account funds.



The Board of Education shall administer and account for the capital reserve account in accordance with the requirements of N.J.A.C. 6A:23A-14.1(j). Funds in capital reserve accounts in existence prior to July 18, 2000 are subject to the Educational Facilities Construction and Financing Act (EFCFA), P.L. 2000, c. 72, and N.J.A.C. 6A:23A-14, and the Board of Education shall only use such funds for the original purpose for which the funds were deposited and as outlined in N.J.A.C. 6A:23A-14.1(k)1. and (k)2.

The Board of Education shall establish, by resolution, a maintenance reserve account in accordance with the provisions of N.J.A.C. 6A:23A-14.2 to be used to implement required maintenance of the school district's facilities. The Board of Education is prohibited from using such funds for routine or capital maintenance and the account shall be established and maintained in accordance with Generally Accepted Accounting Principles (GAAP) and shall be subject to annual audit pursuant to N.J.S.A. 18A:23-1 et seq. The balance in the maintenance reserve account may be increased by appropriating funds in the annual general fund budget certified for taxes. Funds may be withdrawn from the maintenance reserve account and appropriated into the required maintenance account lines at budget time or any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4 in accordance with the provisions of N.J.A.C. 6A:23A-14.2(d). In any year that maintenance reserve account funds are withdrawn, the Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

The Board of Education shall, by resolution, transfer to the general fund on an annual basis any interest earned on the investments in the maintenance reserve account. Such interest may be transferred on a more frequent basis at the discretion of the Board of Education. The Board of Education shall ensure the maintenance reserve account balance does not, at any time, exceed four percent of the replacement cost of the school district's school facilities for the current year. If the account exceeds this maximum amount at June 30, the Board of Education shall reserve and designate such excess in the subsequent year's budget.

The Board of Education or Board of School Estimate, as appropriate, may supplement a capital reserve account in accordance with requirements as outlined in N.J.A.C. 6A:23A-14.3. The Board of Education or a Board of School Estimate, as appropriate, may through the adoption of a Board resolution, establish a current expense emergency reserve account, a debt service reserve account, and a tuition adjustment reserve account in accordance with requirements as outlined in N.J.A.C. 6A:23A-14.4.

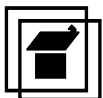


All reserve accounts shall be recorded in accordance with GAAP and subject to annual audit. Any capital gains or interest earned shall become part of the reserve account. A separate bank account is not required; however, a separate identity for each reserve account shall be maintained.

N.J.S.A. 18A:7G-31; 18A:21-2

N.J.A.C. 6A:23A-14.1; 6A:23A-14.2; 6A:23A-14.3; 6A:23A-14.4; 6A:23A-14.5

Adopted: 17 July 2012



6810 FINANCIAL OBJECTIVES

The Board of Education recognizes its responsibility to the taxpayers of the district and the State to expend public moneys wisely and prudently for the maintenance of a thorough and efficient system of public education and to institute appropriate controls and accounting procedures.

The Board shall use accounting and reporting directives as prepared, published and distributed by the Commissioner of Education in addition to any books, materials or bulletins, for the guidance of school officials in establishing and maintaining the double entry bookkeeping and accounting system mandated in N.J.A.C. 6A:23-2.1.

The Board shall develop a system of accounting and reporting objectives that make it possible to present fairly and with full disclosure the funds and activities of the district and to determine and demonstrate compliance with finance-related legal and contractual matters. The Board shall develop an accounting system that is organized and operated on a fund basis and shall report governmental, proprietary and fiduciary funds in the fund financial statements to the extent they have activities that meet the criteria for using those funds. The Board shall establish and maintain those funds required by law and sound financial administration (only the minimum number of funds consistent with legal and operating requirements should be established) and use the modified accrual or accrual basis of accounting as appropriate in measuring financial position and operating results in accordance with GAAP and regulatory provisions. Transfers shall be recognized in the accounting period in which the interfund receivable and payable arise.

The Board shall adopt an annual budget and include the adopted annual budget in the minutes of the Board. A detailed budget statement, which includes the classification of expenditures by program and function shall be prepared on a fund basis in accordance with N.J.S.A. 18A:22-8 and on a form prescribed by the Commissioner. A detailed budget shall be prepared for each special project, capital project, and Federal or State grant. This budget shall be maintained, along with all authorized revisions, on file in the district Board of Education or Charter School Board of Trustees business office. The Board shall take appropriate action, as necessary, to maintain a balanced budget.

The Board shall ensure the accounting system provides the basis for appropriate budgetary control, and that budgetary comparison schedules are included in the appropriate financial statements and schedules for governmental funds in accordance with GAAP.

The Board shall use a common terminology and classification consistently throughout the budget, the accounts, and the financial reports of each fund, and shall adopt a chart of accounts prepared in conformity with N.J.A.C. 6A:23-2.2(g)1.

N.J.S.A. 18A:4-14; 18A:4-14.1; 18A:18A-1 et seq.; 18A:19-1 et seq.; 18A:22-7 et seq.
N.J.A.C. 6A:23-2.2 et seq.

Adopted: 17 July 2012



6820 FINANCIAL REPORTS

The Board of Education directs the School Business Administrator/Board Secretary and the Treasurer of School Moneys, or designee, to make such accurate and timely reports to county, State, and Federal offices as required by law and rules of the State Board of Education. In addition, the School Business Administrator/Board Secretary and Treasurer, or designee, shall report to the Board on the financial condition of the school district in accordance with law and in the manner and form required by the State Department of Education. There shall be a common terminology and classification system used consistently throughout the budget, the accounts, and the financial reports of each fund. The district will establish and implement an adequate internal control structure and procedures for financial reporting.

The School Business Administrator/Board Secretary shall prepare monthly financial statements, reports of financial condition, operating results, and other pertinent information in accordance with directions issued by the Commissioner of Education, to facilitate management control of financial operations, legislative oversight and, where necessary or desired, for external reporting purposes.

In the event the Board has approved a budget with an expanded coding structure, the School Business Administrator/Board Secretary shall present the financial report in two forms. One form shall use the minimum level chart of accounts established by the State Department of Education and the other shall use the expanded chart of accounts approved by this Board in accordance with Policy No. 6220.

If no line item account has encumbrances and expenditures that in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a), the School Business Administrator/Board Secretary shall so certify to the Board each month. If a violation has occurred, corrective action as outlined in N.J.A.C. 6A:23A-16.10(c)3.i shall be taken by the Board.

The Board of Education, after review of the monthly financial reports and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no fund has been overexpended in violation of N.J.A.C. 6A:23A-16.10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. If the Board is unable to make such a certification, the Superintendent of Schools shall initiate the steps outlined in N.J.A.C. 6A:23A-16.10(b) and shall reflect such directive in the minutes of the Board. If the Board makes such certification but one or more Board members vote no to the certification, the Board shall provide to the Executive County Superintendent the Board vote, names of the members that voted no, and the reason for the no vote.



If the reports of the School Business Administrator/Board Secretary and the Treasurer differ in cash receipts or expenditures, the School Business Administrator/Board Secretary shall resolve the difference prior to the next meeting of the Board. Any difference that cannot be rectified shall be referred immediately to the Auditor. In the event the School Business Administrator/Board Secretary is more than two months behind in submitting the financial report to the Board pursuant to N.J.S.A. 18A:17-9, the Superintendent of Schools shall report this non-compliance to the Executive County Superintendent.

N.J.S.A. 18A:17-9; 18A:17-36

N.J.S.A. 54:4-75

N.J.A.C. 6A:23A-16.2; 6A:23A-16.9; 6A:23A-16.10

Adopted: 17 July 2012



6830 AUDIT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT

The Board of Education will prepare and publish a Comprehensive Annual Financial Report (CAFR) in accordance with the requirements of N.J.S.A. 18A:23-1 through 18A:23-7 and N.J.A.C. 6A:23A-16.2(i).

The Board shall annually cause an audit to be made of the district's accounts and financial transactions. The audit will be conducted in accordance with law by the public school accountant appointed by the Board. The Board will engage only a licensed public school accountant to conduct the audit in accordance with N.J.S.A. 18A:23-1 et seq. who has an external peer/quality report performed in accordance with the requirements of N.J.A.C. 6A:23A-16.2(i).

The audit shall include test measures to assure that documentation prepared for income tax purposes complies fully with the requirements of Federal and State laws and regulations regarding the compensation which is required to be reported and the requirements of N.J.A.C. 6A:23A-4.2 and 6A:23A-4.3.

The Board Secretary will receive the audit report and recommendations of the public school accountant and prepare or have prepared a synopsis or a summary of the annual audit and recommendations prior to the holding of the Board meeting where the Board will take action on the report. Copies of the synopsis or summary will be available for distribution to interested parties at the meeting.

Within thirty days of the receipt of the audit report, the Board will, at a regularly scheduled public meeting, cause the recommendations of the public school accountant to be read and discussed and the discussion duly noted in the minutes of the Board meeting.

The Board will implement the audit recommendations and report such implementation to the Commissioner.

In the event the district has repeat audit findings in the Auditor's Management Report submitted with the CAFR in any year shall, within thirty days of the CAFR submission, submit to the Executive County Superintendent or State fiscal monitor, as applicable, a specific corrective action plan for addressing the repeat audit findings in accordance with the provisions of N.J.A.C. 6A:23A-4.4.



The Board directs the Superintendent and other appropriate district officers and employees to cooperate fully with the public school accountant and to keep faithfully such records and reports as will assist in the audit process.

N.J.S.A. 18A:23-1; 18A:23-2; 18A:23-2.1; 18A:23-3; 18A:23-4;

18A:23-5; 18A:23-8

N.J.A.C. 6A:23A-4.2; 6A:23A-4.3

Adopted: 17 July 2012



6831 WITHHOLDING OR RECOVERING STATE AID

In the event the New Jersey Department of Education identifies ineffective or inefficient expenditure(s) by any school district, including, but not limited to the practices prohibited in N.J.A.C. 6A:23A-5.2 through 5.9, the Commissioner shall, except as otherwise provided in N.J.A.C. 6A:23A-5.1(h) provide the school district the opportunity to be heard as to why the amount of the ineffective or inefficient expenditure(s) shall not be withheld from State aid or refunded to the Department of Education.

The proceeding shall be instituted by an Order to Show Cause filed by the petitioner. The filing shall include a statement of factual findings along with a letter memorandum setting forth the basis for the position that the expenditure(s) was ineffective or inefficient. The respondent(s) to whom the order is directed shall file, within fifteen days, a response to the letter memorandum and an answer that meets the filing, service, and format requirements for answers as set forth in N.J.A.C. 6A:3, Controversies and Disputes. The petitioner may file a reply to the response within ten days.

Upon review of the filings, the Commissioner may decide to hear the matter directly pursuant to N.J.S.A. 52:14F-8 or refer the matter to the Office of Administrative Law. If the Commissioner decides to transmit the matter to the Office of Administrative Law, such transmission shall be done on an expedited basis. If the Commissioner is hearing the matter directly, upon receipt of the filings set forth above, or upon expiration of the time for their submission, the Commissioner shall review the total record before him or her and render a written decision. The Commissioner's decision shall include a determination of whether the expenditure was ineffective or inefficient and, if so, the amount of funds to be withheld from State aid or refunded by the district.

Nothing shall preclude the Commissioner from immediately and summarily withholding State aid, consistent with N.J.S.A. 18A:55-2, if, at any time, it is determined that the fiscal practices, actions, or expenditures of a school official, Board member, Board, or any other party under the Commissioner's jurisdiction are in violation of any statute, regulation, rule, or directive of the State Board of Education or Commissioner of Education.

N.J.A.C. 6A:23A-5.1

Adopted: 17 July 2012



6832 CONDITIONS OF RECEIVING STATE AID

The school district, as a condition of receiving State Aid, will comply with the standards set forth at N.J.S.A. 18A:55-3 and the requirements set forth in N.J.A.C. 6A:23A-6 concerning nepotism, contributions to Board members and contract awards, and the internal control requirements in N.J.A.C. 6A:23A-6.

In addition, in accordance with the provisions of N.J.A.C. 6A:23A-6.1, the school district shall be required to examine, no less than once every three years, all available group options for every insurance policy held by the district, including the self-insurance plan administered by the New Jersey School Boards Association (NJSBA) Insurance Group on behalf of districts, and the district shall participate in the most cost-effective plan. This examination shall include the review of annual claims data and other experience rating information, as applicable.

The district shall also: take steps to maximize participation in the Federal Universal Service Program (E-rate) and the ACT telecommunications program offered through the New Jersey School Business Officials; participate in the Alliance for Competitive Energy Services (ACES) Program offered through NJSBA, unless the school district is able to demonstrate to the Commissioner of Education that it receives goods or services at a cost less than or equal to the cost achieved by participants of the program based on an analysis of the prior two years; and take appropriate steps to maximize the local public school district's participation in the Special Education Medicaid Initiative (SEMI) Program pursuant to N.J.A.C. 6A:23A-5.3.

The district shall refinance all outstanding debt in accordance with the provisions of N.J.S.A. 18A:24-61.1 et seq. for which a three percent net present value savings threshold is achievable. This refinance provision of N.J.A.C. 6A:23A-6.1(b)5 shall also be monitored by the Executive County Superintendent or State Monitor, if applicable, pursuant to N.J.A.C. 6A:23A-9.11.

N.J.S.A. 18A:55-3
N.J.A.C. 6A:23A-6.1

Adopted: 17 July 2012



7000 PROPERTY

<u>Number</u>	<u>Title</u>
7100	Long-Range Facilities Planning
7101	Educational Adequacy of Capital Projects
7102	Site Selection and Acquisition
7130	School Closing
7230	Gifts, Grants, and Donations
7243	Supervision of Construction
7300	Disposition of Property
7410	Maintenance and Repair
7420	Hygienic Management
7421	Indoor Air Quality Standards
7422	School Integrated Pest Management Plan
7430	School Safety
7430.1	Employee Safety
7432	Eye Protection
7433	Hazardous Substances
7434	Smoking on School Grounds
7435	Alcoholic Beverages on School Premises
7436	Drug Free Workplace
7440	Security of School Premises
7441	Electronic Surveillance In School Buildings and On School Grounds
7450	Property Inventory
7480	Motor Vehicles on School Property
7490	Animals on School Property
7510	Use of School Facilities
7513	Recreational Use of Playgrounds
7520	Loan of School Equipment
7540	Joint Use of Facilities
7610	Vandalism
7650	School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting



7100 LONG-RANGE FACILITIES PLANNING

The Board of Education recognizes that sound planning based on accurate information is essential to the provision of suitable educational facilities. In order to ensure that future district construction is planned on the basis of need, the Board, in accordance with N.J.A.C. 6A:26-2.1 et seq., will maintain and submit a Long-Range Facilities Plan (LRFP) to the New Jersey Department of Education. Except as provided in N.J.A.C. 6A:26-3.16, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.

The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.

The Board shall review all facilities annually to determine if any of them are substandard pursuant to 6A:26-8.1 et seq. All substandard facilities must be initially approved by the County Superintendent of Schools. Such approvals are given for a maximum of two consecutive years, unless inspected by the New Jersey Department of Education, Division of Finance. The Board shall not continue their use without the express written consent of the County Superintendent of Schools. No substandard educational facility will be approved unless inspected by the Division of Facilities and Transportation in the Department of Education to ensure:

1. The facilities meet health, safety and educational adequacy standards for temporary, substandard facilities, as specified in N.J.A.C. 6A:26;
2. A plan has been developed by the district and approved by the County Superintendent of Schools to upgrade the facilities to standard, fully approved conditions.

The County Superintendent will annually monitor the district's plans to upgrade facilities to fully approved status. The district will provide funds in the next immediate annual budget to correct the deficiencies about which the district is notified by the County Superintendent on or before October 1 annually. Failure to budget for the correction of deficiencies and to implement the corrections by the next September 1 following the October 1 notice will result in the Division of Facilities and Transportation ordering that the substandard facility be abandoned immediately.



The factors as outlined in N.J.A.C. 6A:26-8.1(e) will be taken into account in making a determination upon any application for the use of emergency substandard facilities.

N.J.S.A. 18A:7G-1 et seq.; 18A:11-1;
18A:33-1 et seq.; 18A:46-13
N.J.A.C. 6:23-1.1 et seq.; 6A:26-2.1 et seq.;
6A:26-8.1 et seq.

Adopted: 17 July 2012



7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the criteria for educational adequacy must be reviewed and approved by the Division of Facilities and Transportation. The criteria are the number, configuration, size, location or use of educational spaces within a school facility. The review for educational adequacy will take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A:26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space; change-of-use that requires certain alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations; installation of temporary facilities; and any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and Section 504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.

New Jersey Economic Development Authority and non-authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C. 6A:26-5.1(b). The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval.

Educational specifications for educational adequacy reviews will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.2. Educational specifications will be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will refer to the Core Curriculum Content Standards wherever appropriate. The educational specifications will include an itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space will be included, together with their estimated areas in square feet, as well as an estimate of the total room area required for each space. The educational specifications will also include specific technical and environmental criteria, adjacencies and other requirements for the educational program will be noted and a building space program that indicates the number and area in square feet of each instructional, specialized instructional, administrative and support space in each existing or proposed building included in the capital project.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A:26-5.3.



A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter indicating project document submission to the County Superintendent and a copy of the transmittal letter indicating the date of plan submission to the local planning board (whenever the building footprint, volume, pedestrian or vehicular access are altered by the project) must be submitted to the Division of Facilities and Transportation.

The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.

In the case of an authority school facilities project, upon completion of detailed plans and specifications, the authority on behalf of the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C.6A:26-5.4(a). In the case of a non-authority school facilities project or another capital project, upon the completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A:26-5.4(b).

The Division of Facilities and Transportation will collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

N.J.A.C. 6A:26-5.1 et seq.

Adopted: 17 July 2012



7102 SITE SELECTION AND ACQUISITION

The District may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A:26-3.13 and N.J.A.C. 6A:26-7.1 through 7.3.

A. Voter Approval

The district may obtain voter approval for funding of the acquisition of land prior to the Division of Facilities and Transportation approval of the purchase of land, but shall not take any action to acquire land prior to obtaining Division approval.

B. Submission to the Division of Facilities and Transportation

1. The district, or the authority on behalf of the district, shall submit the following information to the Division to obtain approval for the acquisition:
 - a. A written request for approval from the district, which shall include a statement, signed by the Board President and the chief school administrator, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP:
 - b. Statement from a local or county water/sewerage agency certifying that:
 - (1) The land can be adequately provided with the necessary water for the proposed maximum enrollment;
 - (2) The land can be adequately provided with the necessary and acceptable sewerage disposal system for the proposed maximum enrollment; and
 - (3) Water and sewer infrastructure is, or is not, in place to service the site.
 - c. Statement from New Jersey Department of Environmental Protection or a licensed architect, engineer or professional planner, indicating whether:



- (1) The land is subject to regulation under wetlands, pinelands, or the waterfront development acts, the Greenacres Act, or other statutes, regulations or Executive Orders administered by agencies of state or federal government;
 - (2) If so subject, the steps necessary to obtain approval from such agencies, and adequate documentation to demonstrate to the Division that such approvals will be obtainable and not affect the adequacy of the site; and
 - (3) The land is in an area designated for growth under the New Jersey State Development and Redevelopment Plan.
- d. A statement from a New Jersey registered architect or licensed engineer indicating that the land to be acquired is suitable for the proposed use;
 - e. A completed plot plan of the land to be acquired showing topographical and contour lines, all adjacent properties and access roads. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in C. below;
 - f. A map of the district showing the location of the land and the location of existing schools in the district;
 - g. A map showing the attendance area to be served by the school and the number of pupils who reside therein;
 - h. Data regarding the impact of the acquisition on racial balance within the district's public schools;
 - i. If existing buildings are located on the land to be acquired, the intended use and/or disposition of these buildings. Any building to be acquired and used must comply with the requirements of the Uniform Construction Code for educational occupancy, and the requirements of N.J.A.C. 6A:26-5.1 et seq. which apply to the construction of a new building;
 - j. Recommendations of the local planning board of the municipality in which the site is situated and which has an approved master plan, as required by N.J.S.A. 40:55D-31, 18A:18A-49 and 18A:18A-16;



- k. Prior approvals of other agencies, such as the New Jersey Departments of Agriculture and Environmental Protection and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition;
- l. Documentation that available data on soil conditions have been examined by the architect or engineer;
- m. Reports by the architect or engineer of actual soil test borings and percolation tests on any site located less than one mile from a landfill;
- n. A full, detailed appraisal of the market value of the property prepared by a licensed professional; and
- o. The recommendation of the County Superintendent of Schools based on the requirements specified in this subchapter.

C. Size of School Sites

- 1. School site sizes shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.
- 2. All school sites require sufficient acreage for the following:
 - a. The placement of the school facility;
 - b. Expansion of the building to its maximum potential enrollment;
 - c. The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages and any other structure, above or below ground, which is to be placed thereon;
 - d. Multi-purpose physical education and recreation field(s) required to support the achievement of the Core Curriculum Content Standards as defined by the educational specifications under N.J.A.C. 6A:26-5.1 et seq.;
 - e. Disabled-accessible pedestrian walkways, roadways and parking areas on which people and vehicles access the building;



- f. Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty foot width and a two-way road of thirty-six foot width; a school bus drop-off area; and eighteen foot wide posted fire lanes for fire apparatus; and
 - g. A thirty-foot wide access around the entire building.
- D. Land owned by the school district which does not meet the standards of N.J.A.C. 6A:26-7.1 may be supplemented by adjacent municipally owned land if such land is formally leased on a long-term basis to the district Board of Education for exclusive use during school hours.
- E. The approval of the Division shall remain effective for three years, after which time Division approval shall again be obtained prior to acquiring land.
- F. Approval for Acquisition of Existing Facilities
 - 1. If the district has an opportunity to acquire an existing facility through purchase, gift, lease or otherwise the district will comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A:20-4 and 18A:20-4.2 as per N.J.A.C. 6A:26-7.3.
 - 2. The district shall also have the facility approved in accordance with N.J.A.C. 6A:26-3 which applies to the acquisition of a school site and for the construction of a new facility.
 - 3. Off-site facilities which are to be procured for temporary, emergency use must comply with N.J.A.C. 6A:26-8, Substandard School Facilities.
- G. Districts Eligible for 100% State Support Only

The authority may acquire land on behalf of a district eligible for 100% State support of final eligible costs, for school facilities projects that are consistent with such district's approved LRFP. For such districts, the Department requires submission of all information set forth in N.J.A.C. 6A:26-7.1(b) to demonstrate compliance with these regulations. The authority may submit the required information on behalf of such districts.

N.J.A.C. 6A:26-3.13; 6A:26-7.1; 6A:26-7.2; 6A:26-7.3

Adopted: 17 July 2012



7130 SCHOOL CLOSING

The Board of Education recognizes its responsibility to provide a thorough and efficient program of free public education and appropriate facilities to house that program. The Board further recognizes that declining enrollments, diminished resources, district reorganization, or other good cause may require that the use of one or more district facilities for educational purposes be abandoned.

The Board will not commit itself to the closing of any school facility without first having collected and considered appropriate information regarding pupil enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.

The Board must receive a letter of approval from the Department of Education before making a final determination to close a school. To receive the letter of approval from the Department of Education, the Board must provide the Division of Facilities and Transportation and the County Superintendent of Schools assurances as required in N.J.A.C. 6A:26-7.5.

The proposed closing must be consistent with the district's approved LRFP, demonstrating that sufficient school building capacity exists to house district pupils following such closing for the succeeding five years. The use of substandard spaces in the remaining schools within the district must not result or increase from an overall facilities shortage caused by the school closing. The re-assignment of pupils to other schools in the district does not produce, sustain nor contribute to unlawful segregation, separation or isolation of pupil populations on the basis of race or national origin.

N.J.S.A. 18A:11-1; 18A:20-36; 18A:33-1
N.J.A.C. 6A:26-7.5 et seq.

Adopted: 17 July 2012



7230 GIFTS, GRANTS AND DONATIONS

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept by resolution duly passed at a public meeting any gift or grant of land, with or without improvement, and of money or other personal property, except that the Superintendent may accept on behalf of the Board any such gift less than \$100 in value. Grants of land are subject to the appropriate legal limitations and approvals.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this district or any gift the ownership of which would tend to deplete the resources of the district. The Board shall not provide public moneys for the purchase of any school property on a matching fund basis.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board, and shall be subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts, subject to any joint agreement with another governmental body.

The Board will respect the intent of the donor in its use of a gift, but reserves the right to utilize any gift it accepts in the best interests of the pupils and the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

1. Counsel potential donors on the appropriateness of contemplated gifts and encourage such donors to choose as gifts supplies or equipment not likely to be purchased with public funds;
2. Encourage individuals and organizations considering a contribution to the schools to consult with the Principal or Superintendent before appropriating funds to that end;
3. Report to the Board all gifts that have been accepted on behalf of the Board;
4. Acknowledge the receipt of any gift accepted by the Board; and



5. Prepare fitting means for recognizing or memorializing gifts to the school district.
6. Donors who fund more than 50% of the cost of a major capital project may be granted naming rights with the approval of the Board of Education.

N.J.S.A. 18A:20-4; 18A:20-11 et seq.

Adopted: 17 July 2012



7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the School Business Administrator or designee be responsible for the supervision of all building construction in this district. Supervision shall include field inspection of the contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The School Business Administrator or designee shall report periodically to the Board that by his/her personal knowledge the work of the construction contractor and the architect is being performed in accordance with the plans, specifications, and contracts approved by the Board.

A change order involving additional cost will be submitted by the architect for Board review.

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the architect.

N.J.S.A. 18A:18A-16; 18A:18A-43; 18A:18A-44

Adopted: 17 July 2012



7300 DISPOSITION OF PROPERTY

The Board of Education believes the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will be in accordance with this policy and applicable laws.

Real estate property will be disposed of by sale or otherwise, in accordance with N.J.S.A. 18A:20-5 and N.J.A.C. 6A:26-7.4. If an approved site is to be altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the Department of Education in accordance with the requirements of N.J.A.C. 6A:26-7.4 et seq. The Department of Education will notify the district of its approval or disapproval.

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in an official newspaper. By resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

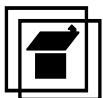
Personal property may be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey, or any foreign nation which has diplomatic relations with these United States by private sale without advertising for bids.

Notwithstanding anything to the contrary in this policy, property acquired with federal funds for use in a federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A:20-6 et seq.
N.J.A.C. 6A:26-7.4

Adopted: 17 July 2012



7410 MAINTENANCE AND REPAIR

The Board will develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26A-3.1 and 6A:26A-3.2. A “comprehensive maintenance plan” means a multi-year maintenance plan developed by a school district covering required maintenance activities for each school facility in the school district pursuant to N.J.A.C. 6A:26A-1.1 et seq.

Required maintenance activities, in accordance with N.J.A.C. 6A:26A-2.1, are those specific activities necessary for the purpose of keeping a school facility open and safe for the use or in its original condition, and for keeping its constituent building systems fully and efficiently functional and for keeping their warranties valid. The activities address interior and exterior conditions; include preventative and corrective measures; and prevent premature breakdown or failure of the school facility and its building systems.

Expenditures for required maintenance activities set forth in N.J.A.C. 6A:26A-2.1 shall be accounted for in accordance with the requirements of N.J.A.C. 6A:26A-2.2.

The required annual maintenance budget amount in the comprehensive maintenance plan shall be included in the district’s annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26A-4.1(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26A:4.1(b). The Executive County Superintendent, in accordance with the provisions of N.J.A.C. 6A:26A:4.1(c), may not approve the school district’s budget if the required annual maintenance budget is not included in the budget certified for taxes.

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.

N.J.S.A. 18A:18A-43; 18A:21-1
N.J.A.C. 6A:26A:-1.1 et seq.; 6A:23A-6.9

Adopted: 17 July 2012



7420 HYGIENIC MANAGEMENT

The Board of Education recognizes that the health and physical well-being of the pupils and staff of this district depend in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members. Each school shall be inspected for cleanliness and sanitation by the Building Principal and Head Custodian not less than once each year.

The Board will cooperate with the local board of health in the sanitary inspection of the schools' toilets, washrooms, food vending machines, water supply, and sewage disposal systems.

The Superintendent shall prepare, in consultation with the school physician, regulations, first aid and emergency medical procedures that utilize universal precautions in the handling and disposal of blood and body fluids, whether or not pupils or staff members with HIV infection are present. School staff members and volunteers shall be provided the supplies for implementing the procedures. In particular, school nurses, custodians, and teachers shall be trained in proper handling procedures. These regulations and procedures will comply with the regulations of the State Department of Health and State Department of Labor (OSHA Standards for Occupational Exposure to Bloodborne Pathogens) and recommendations of the Centers for Disease Control and Prevention.

Bloodborne Pathogens

The Board recognizes that school employees may in the performance of their duties reasonably anticipate contact with human blood or other potentially infectious body fluids that may expose them to bloodborne pathogens such as Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). In accordance with federal OSHA regulations, the Board will establish a written Exposure Control Plan designed to eliminate or minimize employee exposure to such infection. The plan shall list all job classifications and tasks in which exposure occurs; describe and require the implementation of workplace controls to eliminate or minimize exposure; require the provision of hepatitis B vaccination to employees who have occupational exposure; and require the provision of a training program for employees who have occupational exposure. The plan shall be updated annually and as required to include new or revised employees positions with occupational exposure. A copy of the plan shall be made accessible to employees.



Disposal of Medical Waste

The Superintendent shall prepare, in consultation with the school physician, a medical waste disposal program to ensure all medical waste, including needles and sharps, are disposed of in accordance with the rules and regulations of the New Jersey Department of Health.

Chemical Hygiene

The Board also recognizes that certain school employees who work in laboratories may be exposed to hazardous chemicals in the course of their duties. In accordance with federal OSHA regulations, the Board will establish practices that are capable of protecting employees from health hazards presented by hazardous chemicals used in the workplace. The plan shall contain the locations of hazardous chemicals and shall enunciate a plan capable of protecting employees from associated health hazards and keeping exposure of employees below specified limits. The Chemical Hygiene Plan shall be readily available to employees and shall contain at least the following elements:

1. Standard operating procedures for using hazardous chemicals in laboratory work;
2. Criteria that the Board will use to determine and implement control measures to reduce employee exposure;
3. The requirement that fume hoods and other protective equipment are functioning properly and that measures are taken to ensure adequate performance of such equipment;
4. Provision for employee information and training;
5. The circumstances under which a particular laboratory operation, procedure or activity shall require prior approval from the Chief of Grounds before implementation;
6. Provisions for medical consultation;
7. Designation of personnel responsible for implementation of the chemical hygiene plan; and
8. Provisions for additional employee protection for work with particularly hazardous substances.



The Board of Education directs that the program of chemical hygiene be implemented by the Chemical Hygiene Officer. The Chief of Grounds will serve as Chemical Hygiene Officer for all schools in the district and shall be responsible for the examination of all school facilities to determine where hazardous chemicals are used and to ensure compliance of all school facilities with the Chemical Hygiene Plan.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, school grounds, and school equipment pursuant to statute, rules of the State Board of Education, and regulations of the State Board of Health.

The day to day monitoring of the cleanliness of each school building shall be the responsibility of the Building Principal.

29 C.F.R. 1910

N.J.A.C. 6:3-8.1; 6A:16-1.4; 6A:16-2.3(e); 6A:26-12.4

Adopted: 17 July 2012



7421 INDOOR AIR QUALITY STANDARDS

The Board of Education will provide air quality for school employees in school buildings that meet the standards established by the New Jersey Department of Labor pursuant to N.J.A.C. 12:100-13.

The Board will designate the Chief of Facilities as the individual who is responsible to assure compliance with New Jersey Department of Labor standards. The designated person will assure that preventative maintenance programs for heating, ventilating and air conditioning (HVAC) systems are implemented and documented and that general and local exhaust ventilation is used for employees working with equipment or products that could reasonably be expected to result in hazardous chemicals or particulate exposure. The designated person shall check to make sure HVAC systems are working properly when the building temperatures are outside of the range of 68 to 79 degrees Fahrenheit and make sure buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational. The designated person will also promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses.

The Board will make sure air quality will be maintained at acceptable standards during renovation and remodeling that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health. The designated person will notify employees at least twenty-four hours in advance, or promptly in emergency situations of work to be performed on the building that may induce air contaminants into their work area.

The designated person will respond to a complaint received by the Department of Labor within fifteen working days of receipt of the complaint.

N.J.A.C. 12:100-13.2 et seq.

N.J.A.C. 5:23

Adopted: 17 July 2012



7422 SCHOOL INTEGRATED PEST MANAGEMENT PLAN

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Randolph School District.

IPM Coordinator (IPMC)

The Chief of Grounds shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

Integrated Pest Management Procedures in Schools

Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.



Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Recordkeeping

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to students, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.



Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop Regulations/Procedures for the implementation of School Integrated Pest Management Plan.

N.J.S.A. 13:1F-19 through 13:1F-33

Adopted: 17 July 2012



7430 SCHOOL SAFETY

Pupil safety is a primary district concern. The Superintendent or designee shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources to develop a district-wide safety program with emphasis on accident prevention.

Facilities

The Superintendent or designee shall maintain facilities and equipment in proper condition to provide a safe learning environment, ensuring compliance with state law on handling, labeling and storing hazardous substances. Playground equipment will be maintained and supervised in compliance with the law.

Staff Education and Training

The Superintendent or designee shall inform all newly-employed staff of district safety rules and regulations within sixty (60) days of the effective date of their employment. All district employees will receive the appropriate in-service training to recognize and respond appropriately to safety concerns including emergencies and crises, in accordance with the district safety plans, procedures and mechanisms. The district safety plan will be updated as appropriate and all employees will be notified of updates and changes to the safety plan in writing. Regulations concerning use and maintenance of eye protective devices shall be enforced.

Student Supervision

Students in classrooms, cafeterias and on playgrounds will be supervised during regular school hours. Further, the Superintendent shall seek the cooperation of the police and other appropriate agencies in providing for the safety of pupils on or around school property.

No pupil shall leave the school before the end of the school day without permission of the principal. Employers of work/study pupils are required to report to the school if a pupil has not reported for work within one hour of the expected arrival time. Students given parent permission to drive to school may sign out of school without being met by parent. Other pupils leaving before regular dismissal must be met in the school office and signed out by a parent/guardian or a person authorized to act in his/her behalf.



No pupil shall run errands on school business off the school property during the school day. The curriculum shall include courses in safety as required by state law. The Superintendent shall oversee development and implementation of a vocational education safety program correlated with coursework as appropriate. In development of courses, the safety of participating pupils shall be a primary consideration.

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Principal of any change in the pupil's custody. Either parent of a child may authorize the removal of a child from school unless the Principal of the school has been provided a certified original document, or certified copy, from a court of competent jurisdiction indicating that parental rights of a parent have been terminated.

Supervision of Students during Dismissal

Student dismissal from school will be supervised. District staff will be assigned to specific locations and given defined responsibilities to supervise student dismissal in each school. Regular and early dismissal will be supervised according to the same protocol unless otherwise specified.

Supervision of Non-based Students at Dismissal

The parent/guardian must notify the school in advance of any arrangements for students requiring appropriate escort or designated transportation. The district requires signed permission for a student to be dismissed to walk home unescorted.

All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon prior written notification to the school principal. The school principal or designee is the custodian of records pertaining to dismissal arrangements requested by the parents/guardians. The school principal or designee is responsible for implementing the appropriate dismissal supervision in accommodation of these arrangements.

Notification of Dismissal Protocols

The Superintendent or designee shall ensure that parents are notified of the following:

- A. School calendar including school closure and early dismissal dates and times; and any adjustments to the calendar,
- B. The school dismissal policy,



- C. Dismissal protocol for all bused students, non-bused students and students in after-school programs or activities,
- D. Supervision arrangements for students at dismissal,
- E. Emergency plan for supervision of students left at school,
- F. After school program opportunities,
- G. Procedures for enrolling students in after-school programs.

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures. It is the parents/guardians responsibility to resume the custody of their child at the end of each school day.

Release to an Individual Impaired by Drugs/Alcohol Prohibited

Students will not be released into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the student if released to such a person.

N.J.S.A. 18A:6-2; 18A:40-12.1; 18A:40-12.2
N.J.S.A. 40:67-16.7
N.J.A.C. 6A:16-1.4; 6A:23-2.10

Adopted: 17 July 2012



7430.1 EMPLOYEE SAFETY

Through its overall safety program, the Board of Education shall seek to ensure the safety of employees during working hours.

The Board shall be diligent in maintaining safe working conditions for employees. It shall expect employees to follow all established safety rules and regulations, such as those pertaining to the use of safety equipment, the wearing of safety clothing and protective eye devices where appropriate, and the lifting or shifting of heavy weights.

Employees shall report all accidents to their supervisor or school nurse within twenty-four (24) hours of the accident.

Adopted: 17 July 2012



7432 EYE PROTECTION

The Board of Education directs the rigorous implementation and enforcement of eye safety practices for pupils, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.

The Superintendent shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which pupils, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

Each pupil, staff member, and visitor exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey Administrative Code. The eye protective device shall be supplied by the Board, except that the pupil, staff member, or visitor may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District owned eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which pupils or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the Department of Education.

The Building Principal shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing pupils in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of pupils in the course who wear contact lenses.



A pupil who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his/her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on pupil attendance, and an accumulation of such absences may result in loss of course credit.

A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.

A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.

The Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide in-service training to staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.

N.J.S.A. 18A:40-12.1; 18A:40-12.2
N.J.A.C. 6A:12-5

Adopted: 17 July 2012



7433 HAZARDOUS SUBSTANCES

The Board of Education will enforce the law governing hazardous substances in the school district. Employees of this district shall be informed of the hazards related to the handling of certain substances and trained to work with hazardous substances.

Hazardous substance means any substance or substance in a mixture included on the hazardous substance list developed by the New Jersey Department of Health and Senior Services. Hazardous substances shall not include:

1. Any article containing a hazardous substance if the hazardous substance is present in a solid form which does not pose any acute or chronic health hazard to any person exposed to it;
2. Any hazardous substance constituting less than one percent of a mixture unless the hazardous substance is present in an aggregate amount of five hundred pounds or more in a container in a public or private school or child care center building;
3. Any hazardous substance which is a special health hazardous substance constituting less than the threshold percentage established by the Department of Health and Senior Services pursuant to P.L.1983, c.315 (C.34:5A-1 et seq.), for that special health hazardous substance when present in a mixture;
4. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended primarily for commercial use;
5. Any fuel in a motor vehicle;
6. Tobacco or tobacco products;
7. Wood or wood products;
8. Foods, drugs, or cosmetics;
9. Hazardous substances which are an integral part of a building's structure or furnishings;
10. Products which are personal property and are intended for personal use; and



11. Any substance used in the routine maintenance of a public or private school or child care center building or its grounds, any substance used in a classroom science laboratory, any substance used in a school occupational training facility, including laboratories and shops, and any substance used in the normal operation of the classrooms or administrative offices of a public or private school or child care center, including any substance used in the heating or cooling of the school or child care center.

No person shall use or allow the use of any hazardous substance in or on any building or grounds used as a public school or child care center when children are expected to be present.

The Superintendent may delegate authority for the maintenance of hazardous substances and for the development of safety and training standards for the handling of such substances to a safety officer.

The Supervisor of Science and/or Director of Facilities shall conduct periodic audits of hazardous substances in use in the district, ascertain that such substances are being handled in accordance with appropriate safety requirements, and determine that the employees who are required to handle hazardous substances are properly equipped to do so.

The Supervisor of Science and/or Director of Facilities shall inform the Superintendent of all hazardous substances in use in the district, the purpose of each, and the precautions required for each. The Superintendent shall take such action as may be necessary and feasible to minimize the use of hazardous substances in the district.

The Superintendent shall report periodically to the Board on hazardous substances in district use and the purpose of each.

N.J.S.A. 34:5A-1 et seq.; 34:5A-10.1 et seq.
N.J.A.C. 6A:16-1.4; 6A:19-10.5
N.J.A.C. 8:59-1 et seq.

Adopted: 17 July 2012



7434 SMOKING ON SCHOOL GROUNDS

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purposes of this policy, “smoking” means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked.

For the purposes of this policy, “school grounds” means and includes land, portions of land, structures, buildings, and vehicles owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

In accordance with law, the Board prohibits smoking at all times anywhere on school grounds.

Notwithstanding any provision of this policy, smoking by pupils is governed by Policy No. 5533.

A sign indicating smoking is prohibited on school grounds as defined above will be posted at each public entrance in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this policy or law after being ordered to stop smoking on school grounds and may request the assistance of law enforcement to accomplish this departure and removal.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 26:3D-55 through 26:3D-63
N.J.A.C. 6A:16-1.3

Adopted: 17 July 2012



7435 ALCOHOLIC BEVERAGES ON SCHOOL PREMISES

The knowing possession, without legal authority, or knowing consumption of any alcoholic beverage by any person on school premises is a disorderly persons offense.

The Board of Education prohibits the possession and consumption of an alcoholic beverage, without the express written permission of the Superintendent, by any person in any school building and on school property or at any school sponsored activity.

The Board will report to law enforcement officials and prosecute as appropriate any person who violates law and this policy, except that any pupil who possesses or uses or is under the influence of alcohol on school premises or at any school sponsored activity will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

School district employees who violate this policy or are present on school premises or at any school sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate.

N.J.S.A. 2C:33-15 et seq.
N.J.S.A. 18A:40A-12
N.J.S.A. 24:21-2 et seq.

Adopted: 17 July 2012



7436 DRUG FREE WORKPLACE

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

Every employee of this district must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal, or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching his/her position will be deemed to have forfeited his/her public employment, pursuant to N.J.S.A. 2C:51-2.

An employee who is convicted of a drug related offense must report the conviction to the Superintendent within five days of its occurrence. The Superintendent will, within ten days of the date on which notice of the conviction is received, report any such conviction resulting from drug use in the workplace to any federal agency from which the district has received funds through a grant.

The Board directs the Superintendent to establish and maintain a program to:

1. Alert employees as to the dangers of drug abuse in the workplace;
2. Inform employees of the prohibitions against drugs set forth in this policy;
3. Inform employees of available drug counseling, rehabilitation, and assistance programs; and
4. Warn employees of the penalties that may be imposed for violations of prohibitions set forth in this policy.

The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy. A pupil or employee who violates this policy will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

This policy will be distributed to each district employee, including all those engaged in the performance of services under a federal grant, and will be prominently posted in the district.

41 U.S.C.A. Chapter 10
34 CFR 85.600 et seq.
N.J.S.A. 2C:33-15 et seq.; 24:21-2 et seq.

Adopted: 17 July 2012



7440 SECURITY OF SCHOOL PREMISES

The Board of Education believes that the buildings and facilities of this district represent a substantial community investment. The Board directs the development and implementation of a plan for district security to protect that investment.

The district security program will include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment. The Board directs close cooperation of district officials with local law enforcement officers, fire fighters, the sheriff's office, and insurance company inspectors.

Personal access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained keys improperly.

Building records and funds shall be kept in a safe place and under lock and key as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of security guards in situations in which special risks are involved.

Adopted: 17 July 2012



7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS
AND ON SCHOOL GROUNDS

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a pupil record, in which it will be subject to the Board of Education policy and regulations regarding confidential pupil records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest.

The following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used:

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and pupils that electronic surveillance may be used in school buildings and on school grounds through publication in pupil and staff handbooks, school calendars, notice sent home with pupils, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

Adopted: 17 July 2012



7450 PROPERTY INVENTORY

As steward of this district's school property, the Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depend upon an accurate inventory and properly maintained property records.

The Board shall conduct a complete inventory by physical count of all district-owned equipment and supplies through a perpetual inventory.

For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, costs at least \$2,000 as a single unit, and does not lose its identity when incorporated into a more complex unit.

The Business office shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board. Property records of consumable supplies shall be maintained on a continuous inventory basis.

The Business office shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14
N.J.A.C. 6:20-4.3

Adopted: 17 July 2012



7480 MOTOR VEHICLES ON SCHOOL PROPERTY

The school grounds owned and maintained by this Board of Education are subject to damage by motor vehicles. Accordingly, the Board has provided areas, adjacent to the school building, in which employees of the district and visitors to the school may drive and park motor vehicles.

The Board prohibits the use or presence of any motor vehicle, including motorcycles, all-terrain vehicles, snow mobiles, and mopeds, for any purpose on any part of the school property owned by the Board other than the driving and parking areas established by the Board except as expressly permitted by the Building Principal.

The Board directs the Superintendent to have conspicuous notices posted forbidding the parking of motor vehicles in undesignated areas of the school grounds.

The Board reserves the right to prosecute in a court of competent jurisdiction any person whose violation of this rule results in damage to the property of this district.

N.J.S.A. 2C:17-3
N.J.S.A. 18A:37-3

Adopted: 17 July 2012



7490 ANIMALS ON SCHOOL PROPERTY

The Board of Education will make every reasonable effort to maintain school grounds in a condition appropriate for the activities of school pupils.

Pet animals are not permitted on school district grounds, except by the express permission of the Building Principal. Without such permission, a pet owner who brings or permits his/her animal on school grounds has committed an act of trespass. If an animal is found running at large on school grounds, its owner will be deemed to have permitted the animal to enter school property.

The Board directs the Building Principal to give notice regarding the prohibition of pets by posting appropriate signs on school property. The Principal shall report to the appropriate municipal authorities any pet that runs at large on school property and any pet owner whose animal is present on school property is in violation of this policy.

Adopted: 17 July 2012



7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Chief of Buildings, except that the Board, through its administration staff, reserves the right to withdraw permission after it has been granted.

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

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
2. Uses and organizations indirectly related to the schools, including the PTA/PTO;
3. Departments and agencies of municipal government;
4. Governmental agencies generally;
5. Community organizations formed for charitable, civic, social, or educational purposes;
6. Community religious groups.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. Users shall be financially liable for damage to the facilities and for proper chaperonage. All activities must terminate by 10:00 p.m.

All security procedures established by the Randolph Board of Education must be adhered to and is the responsibility of the user. The Board of Education reserves the right to require additional security measures as it deems necessary.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. No item of equipment may be used except by a Board of Education staff member or by a qualified operator approved by the board.



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

1. The use of school facilities for activities directly related to the educational programs, athletic programs and district service organization shall be without cost.
2. Use of the district's buildings and/or grounds by the following organizations shall be without cost except that the user shall be responsible for additional staff services required by their use, any fees charged by a law enforcement agency in connection with the use and any additional utility costs generated by the user.
 - a. Randolph Board of Education recognized booster clubs, and service clubs;
 - b. Randolph Township;
 - c. PTA/PTO and PTSA;
 - d. Randolph Scouting Organizations.
3. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use, any fees charged by a law enforcement agency in connection with the use and any utility costs generated by the user.
4. The district reserves the right to close its buildings to use as it deems appropriate. Any request for access by any group during these periods will be subject to all applicable costs as determined by the board.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

1. The following organization will be assessed fees only to cover, and in the amount of, any personnel charges that are the result of overtime incurred by the district.
 - a. Randolph Township and its affiliated township entitles;
 - b. Randolph Board of education recognized booster clubs and service clubs;



- c. Randolph Township scouting organizations;
 - d. PTA/PTO organizations;
 - e. PTSA organizations;
 - f. Randolph Education Foundation.
2. The following organization will not pay any facility use fee, utility charge or any associated personnel charges.
- a. PEC organization;
 - b. The Ironia Reelers.



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY
7510/Page 4 of 4
Use of School Facilities

Schedule of Charges for School Facilities Effective 7/01/09

	Hourly Utility Charge	Hourly Rental Fee
High School Auditorium		
With Air Conditioning	\$94.00	\$205.00
Ventilation and Light	\$34.00	\$205.00
Cafeteria		
With Air Conditioning	\$51.25	\$ 95.00
Ventilation and Light	\$17.25	\$ 95.00
Classrooms		
With Air Conditioning	\$ 8.60	\$ 6.00
Ventilation and Light	\$ 4.25	\$ 6.00
Gymnasium	\$26.00	\$205.00
Practice Room	\$ 5.00	\$ 10.00
Library		
With Air Conditioning	\$29.60	\$ 95.00
Ventilation and Light	\$ 8.60	\$ 95.00
Middle School Auditorium	\$26.00	\$155.00
Cafeteria	\$17.25	\$ 70.00
Classrooms		
With Air Conditioning	\$ 8.60	\$ 6.00
Ventilation and Light	\$ 4.25	\$ 6.00
Gymnasium	\$26.00	\$155.00
Elementary Auditorium/Cafeteria	\$17.25	\$ 90.00
Classrooms		
With Air Conditioning	\$ 8.60	\$ 6.00
Ventilation and Light	\$ 4.25	\$ 6.00
Gymnasium	\$26.00	\$ 85.00
High School athletic fields		
Track and Inner Field		\$ 20.00
Track and Inner Field-Lights	\$43.30	\$ 20.00
Boys Soccer/LAX Field-Lights	\$43.30	\$ 20.00
All organizations will also be charged the cost of any personnel working specifically for that event. Costs will be charged as follows:		
Custodians	\$40.12/hr.	\$ 80.26/hr. Holiday
Maintenance	\$47.01/hr. (need for AC)	\$ 94.02/hr. Holiday
Special Technicians	\$29.81/hr	\$ 59.61/hr. Holiday

Adopted: 17 July 2012



7513 RECREATIONAL USE OF PLAYGROUNDS

The Board of Education requires that the playground of the school affords residents with a recreational area when school is not in session. The Board reserves the right to determine, in the interest of the safety of district residents and the integrity of the school facility, the uses to which the playground may be put and the hours when it may be used.

The Board will publish rules of conduct, which shall govern all persons who use the facilities of this district. Pupils and employees of this district who violate those rules will be subject to discipline. The Board directs that any other person who violates a rule of this Board be requested to leave the school premises.

Because of its potential for hazard, no object that is powered by fuel or battery shall be brought onto the school grounds for any purpose that is primarily recreational without the express permission of the Principal. Such objects include, but are not limited to, mini-bikes, mopeds, motorized model airplanes, and rockets.

N.J.S.A. 18A:20-17 et seq.

Adopted: 17 July 2012



7520 LOAN OF SCHOOL EQUIPMENT

From time to time an educational institution or a charitable organization may wish to borrow a piece of equipment belonging to the Randolph Township Board of Education for use off Board property. Such loans may be made at the discretion of the Building Principal and he/she shall assure that loaned equipment is returned promptly and in the exact condition in which it was loaned. The borrower shall assume full responsibility for returning said equipment in the condition in which he/she received it or make restitution to the district for repairs or replacement.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish a task arising from their school or job responsibilities. The consent of the Superintendent or designee is required for such removal. The removal of school equipment from school property by pupils or employees for personal use is prohibited.

The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, regardless of any assignment of negligence, and shall be responsible for its safe return. When equipment authorized for loan requires the services of a qualified operator, the user shall employ the services of a person designated by this district and shall pay such costs as may have been set for such services.

Adopted: 17 July 2012



7540 JOINT USE OF FACILITIES

The Board of Education advocates the joint expenditure of district funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board may, as opportunity or need arises and as it is entitled to do so by law, join with the local municipal governing body in acquiring, improving, equipping, operating, or maintaining jointly used facilities.

N.J.S.A. 18A:20-19 et seq.; 18A:20-34

Adopted: 17 July 2012



7610 VANDALISM

Any person who purposely or knowingly damages school district property or damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with property of the school district so as to endanger school district property shall be reported to the appropriate law enforcement agency. Where the damage to district property is more than minimal and has been caused by a minor, the district will hold liable for the amount of the damage the parent(s) or legal guardian(s) having legal custody of the minor responsible for the damage.

"Graffiti writing" is an act that involves painting, writing on, drawing on, or other defacing of school property. A person who commits an act of graffiti writing on school district property will reimburse the district for the cost of damages and maybe required to remove the graffiti. If the act of graffiti writing is committed by a minor, the parents(s) or legal guardian(s) will be held liable for the damages.

The Superintendent will develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss.

N.J.S.A. 2C:33-10 et seq.
N.J.S.A. 18A:34-2; 18A:37-3

Adopted: 17 July 2012



7650 SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE,
AND ACCOUNTING

The Board of Education adopts this Policy concerning the assignment, use, tracking, maintenance, and accounting of school district vehicles in accordance with the provisions of N.J.A.C. 6A:23A-6.11 and 6A:23A-6.12. For the purposes of this Policy, a “school district vehicle” means a vehicle purchased, leased, leased-purchased, or acquired without cost by gift, donation, or other method by the school district regardless of funding source.

School district vehicle assignment and use shall be in compliance with N.J.A.C. 6A:23A-6.12 and in accordance with OMB Circular 08-16-ADM or any superseding circulars. The Board of Education, upon the recommendation of the Superintendent, may authorize, at its discretion, by an affirmative vote of the Board’s full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business.

The vehicles may be assigned either to individuals or to units within the school district for pool use according to classifications as outlined in N.J.A.C. 6A:23A-6.12(b). No individual assignment shall be made for the primary purpose of commuting. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

A school district vehicle shall only be used for business purposes and incidental and reasonable personal use of a school vehicle is prohibited without the approval of the Superintendent or his designee.

If a school district vehicle is misused the driver's driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate.

The Superintendent or his designee shall be the school vehicle coordinator(s) for district vehicles. The school vehicle coordinator(s) shall maintain inventory control records pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)1., driving records of operators of school district vehicles pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)2., and the records of maintenance, repair and body work pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)3.

N.J.A.C. 6A:23A-6.11; 6A:23A-6.12

Adopted: 17 July 2012



8000 OPERATIONS

<u>Number</u>	<u>Title</u>
8110	Attendance Areas
8130	School Organization
8140	Pupil Enrollments
8210	School Year
8220	School Day
8310	Public Records
8311	Managing Electronic Mail
8320	Personnel Records
8330	Pupil Records
8335	Family Educational Rights and Privacy Act
8420	Emergency and Crisis Situations
8431	Preparedness for Toxic Hazard
8441	Care of Injured and Ill Persons
8442	Reporting Accidents
8451	Control of Communicable Disease
8453	HIV/AIDS
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse
8462	Reporting Potentially Missing or Abused Children
8465	Hate Crimes and Bias-Related Acts
8467	Weapons
8468	Crisis Response
8500	Lunch Programs
8505	School Nutrition
8506	School Lunch Program Biosecurity Plan
8540	Free and Reduced Rate Meals
8600	Transportation
8601	Pupil Supervision After School Dismissal
8611	Subscription Busing
8630	Bus Driver Responsibility
8635	Pupil Transportation Vehicles and School Buses
8651	Community Use of Transportation
8660	Transportation by Private Vehicle
8670	Transportation of Disabled Pupils
8710	Property Insurance
8740	Bonding
8750	Employee Indemnification



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
8000/page 2 of 2

<u>Number</u>	<u>Title</u>
8760	Pupil Accident Insurance
8770	School Board Insurance Group
8810	Religious Holidays
8820	Opening Exercises
8860	Memorials



8110 ATTENDANCE AREAS

The school grades in this district are Kindergarten through twelve. They shall be divided into elementary Kindergarten through five, middle school six through eight, and high school nine through twelve. Additional educational services for special education may be purchased from other districts.

The Superintendent shall review annually the school attendance areas. Should changes be required for reasons of population changes or for any other just cause, the Superintendent shall recommend for adoption by the Board such adjustments in the attendance areas as will serve the safety needs of children and the financial and administrative needs of the district.

It shall be the policy of the Board to discuss at public meetings all matters having to do with the general assignment of pupils within the school district. Problems having to do with individual pupils and referral situations will not be discussed in public.

The Superintendent may make exceptions to the attendance requirements on an individual basis for pupils upon whom a hardship would be worked through strict adherence to the approved district attendance area.

Adopted: 17 July 2012



8130 SCHOOL ORGANIZATION

The Board of Education directs the organization of the instructional program of this district.

The Superintendent shall continually monitor the effectiveness of the district organizational plan and recommend to the Board such modifications in the plan as may be in the best interest of pupils, make most effective use of district resources, and serve the educational goals of the Board.

Adopted: 17 July 2012



8140 PUPIL ENROLLMENTS

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of pupils resident in this district and enrolled in district classes and programs.

Pupil attendance shall be recorded in the school register during school hours on each day the school is in session. Separate registers shall be kept for pupils attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular pupils, shared-time classes for pupils with disabilities, full-time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).

A pupil who has been placed on home instruction shall have his or her attendance status recorded on the regular register attendance pages for the program in which the pupil is enrolled. For the period beginning the first day the pupil is unable to attend school and ending the day before the first instructional day at the pupil's place of confinement, the pupil shall be marked absent. No absences will be recorded for the pupil while on home instruction, providing the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9. The number of possible days of enrollment for a pupil on home instruction shall be the same as for other pupils in the program in which the pupil is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:32-8.1; 6A:32-8.2

Adopted: 17 July 2012



8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the district.

Definitions

1. A “school day” shall consist of a day when school is in session and students are provided at least four (4) hours of actual instruction exclusive of recess periods or lunch periods. In an approved Kindergarten, one continuous session of two (2) and one half hours may be considered a school day.
2. A “school year” will consist of no fewer than one hundred eighty (180) school days.
3. A “work year” for employees in a bargaining unit will be the number of days specified in the appropriate collective bargaining agreement. For employees not included in a bargaining unit, the work year is set forth in Policy 3127 or in official employment documents provided by the Personnel Department of the District.

Calendar Adoption

The Board will adopt a school-year calendar that specifies the school days and the work year of teachers and other members of the bargaining unit to which teachers belong. The Board may elect to adopt a calendar annually or for more than a single year.

The Board reserves the right to alter the school calendar at any time it deems necessary.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
N.J.A.C. 6A:32-8.3

Adopted: 17 July 2012



8220 SCHOOL DAY

The Board of Education shall determine the times that school will be in session for the purpose of providing adequate time for pupils to profit from the educational program of the district.

The schools of the district will be in session for pupils on those days specified by the Board.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of pupils and staff members. The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

N.J.A.C. 6:20-1.3; 6:21-2.5

Adopted: 17 July 2012



8310 PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents of New Jersey for inspection and reproduction. The Board of Education designates the Custodian of District Records on an annual basis.

Government Record or Record (N.J.S.A. 47:1A-1.1)

“Government records” or “records” pursuant to N.J.S.A. 47:1A-1.1 include any record that has been required by law to be made, maintained, or kept on file by the Board of Education, its officials, or its employees. Except such records that may be exempted by law or this policy, a “government record” or “record” means any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of the official business of the Board of Education or that has been received in the course of the official business of the Board of Education.

Board of Education meeting minutes may be inspected and copied as soon as they are prepared; unapproved minutes will be so labeled. Minutes of executive/closed session Board of Education meetings conducted in accordance with the Open Public Meetings Act will be preserved separately. The minutes of the executive/closed session will be made available to the public upon a determination of the Board of Education that making such matters public will be consistent with the Open Public Meetings Act, the public interest will no longer be served by confidentiality and/or the need for confidentiality no longer exists. Once this determination has been made, the executive/closed session minutes will be integrated with the minutes of the public meetings.

A “government record” or “record” does not include inter-agency or intra-agency advisory, consultative, or deliberative material. A “government record” or “record” does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq. Victims’ records; trade secrets and proprietary commercial or financial information; any record within the attorney-client privilege; administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security; emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security; security measures and surveillance techniques and information which, if disclosed, would give an advantage to competitors or bidders are examples of excluded government records.



Information generated by or on behalf of the Board of Education or Board of Education employees in connection with any sexual harassment complaint filed within the Board of Education or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position; information which is a communication between the district and its insurance carrier, administrative service organization or risk management office; information which is to be kept confidential pursuant to court order and that portion of most documents which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; and personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that show conformity with qualifications for employment and pensions, are examples of excluded government records.

Test questions, scoring keys and other examinations data pertaining to the administration of an examination for employment or academic examination; information concerning individual pupil records grievance or disciplinary proceedings against a pupil to the extent disclosure would reveal the identity of the pupil and all other information as defined as not being a government record in N.J.S.A. 47:1A-1 et seq.

Records of Investigation in Progress (N.J.S.A. 47:1A-3 et seq.)

Records which are sought to be inspected, copied, or examined that pertain to an investigation in progress by the Board of Education and/or administration will be inspected, copied and/or examined pursuant to N.J.S.A. 47:1A-3.

Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)

The Custodian of District Records will permit the government record to be inspected, examined, and copied pursuant to N.J.S.A. 47:1A-5 et seq. by any person during regular business hours.

Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size or smaller, and \$.07 per legal size page or larger. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5.c.



Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.

If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5.b. the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.

Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this policy is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district may charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The Custodian of District Records will provide the requestor an opportunity to review and object to the charge prior to it being incurred.

The Custodian of District Records will permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the Custodian of District Records will either convert the record to the medium requested or provide a copy in some other meaningful medium. If a request is for a record in a medium not routinely used by the district, not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district may charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.

Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.



The Custodian of District Records will adopt a form for the use of any person who requests access to a government record held or controlled by the district. The request form will include information in accordance with the requirements of N.J.S.A. 47:1A-5.f. Requests for access to a government record shall be in writing and hand-delivered or mailed to the custodian. The custodian will also accept a request for access to a government record that is transmitted electronically. The Custodian of District Records will promptly comply with a request in accordance with N.J.S.A. 47:1A-5.g.

Any officer or employee of the district who receives a request for access to a government record will forward the request to the Custodian of District Records or direct the requestor to the Custodian of District Records.

The Custodian of District Records will grant access to a government record or deny a request for access to a government record in accordance with N.J.S.A. 47:1A-5.i and as soon as possible, but not later than seven (7) business days after receiving the request, provided that the record is currently available and not in storage or archived.

The Custodian of District Records will post prominently in public view in the part of the office of the Custodian of District Records that is open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

Challenge to Access upon Denial (N.J.S.A. 47:1A-6)

A person who is denied access to a government record by the Custodian of District Records, at the option of the requestor, may institute a proceeding to challenge the Custodian of District Record's decision by filing an action in Superior Court or in lieu of filing an action in Superior Court file a complaint with the Government Records Council established pursuant to Section 8 of P.L.2001, c. 404 (C.47:1A-7). If it is determined that access was improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee. A public official, officer, employee, or custodian who knowingly and willfully violates N.J.S.A. 47:1A-1 et seq. and is found to have unreasonably denied access under the totality of the circumstances shall be subject to the penalties and disciplinary proceedings in accordance with N.J.S.A. 47:1A-11.

Government Records Council (N.J.S.A. 47:1A-7 et seq.)

The Board of Education and the Custodian of District Records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.



Common Law Right of Access (N.J.S.A. 47:1A-8)

Nothing contained in N.J.S.A. 47:1A-1 et seq. shall be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.

Construction with Other Laws (N.J.S.A. 47-1A-9 et seq.)

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any Federal law; Federal regulation; or Federal order.

The provisions of this policy and N.J.S.A. 47:1A-1 et seq. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public or government record.

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

N.J.S.A. 47:1A-1.1 et seq.; 47:3-16

N.J.A.C. 6:3-6.1 et seq.

Adopted: 17 July 2012



8311 MANAGING ELECTRONIC MAIL

School district e-mail messages, like paper records, must be retained and destroyed according to established records management procedures as required by New Jersey's Division of Archives & Records Management (NJDARM). E-mail messages are electronic documents created and sent or received by a computer system. This definition applies equally to the contents of the communication, the transactional information, and any attachments associated with such communication. Thus, e-mail messages are similar to other forms of communicated messages, such as correspondence and memoranda.

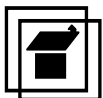
N.J.S.A. 47:3-16, as amended, defines public records as follows:

“Public records” mean any paper, written or printed book, document or drawing, map or plan, photograph, microfilm, data processed or image processed document, sound recording or in a similar device, or any copy thereof, that has been made or required by law to be received for filing, indexing, or reproducing by any officer, commission agency, or authority of the State or any political subdivision thereof, including any subordinate boards thereof, or that has been received in the course of his/her or its official business by such officer, commission, agency, or authority of the State or of any political subdivision thereof, including subordinate boards thereof, in connection with the transaction of public business and has been retained by such recipient or its successor as evidence of its activities or because of the information contained therein.

An e-mail message that meets the criteria of the definition of public records per N.J.S.A. 47:3-16, as amended, whether it is subject to access by the general public or not, must be retained according to records retention and disposition schedules approved by the State Records Committee. No public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content of e-mail messages may vary considerably and therefore, the content must be evaluated to determine the length of time the message must be retained.

For the purposes of this Policy, there are non-record e-mail messages and public record e-mail messages.



Non-record e-mail messages are personal correspondence that do not meet the criteria of public records as per N.J.S.A. 47:3-16, as amended, and may be deleted at any time unless they become part of some official record as a result of a special circumstance. These types of messages may include personal correspondence not received or created in the course of school district business and may be deleted at any time since it is not an official public record. Non-record e-mail messages are also non-governmental publications that are publications, promotional material from vendors, and similar materials that are publicly available to anyone. These e-mail messages are not public records as defined by N.J.S.A. 47:3-16, as amended, unless specifically incorporated into other official public records, and may also be deleted at any time. However, if an e-mail message is used to justify an expenditure or is included in a proposal, the e-mail message becomes an official public record and must be retained according to records retention and disposition schedules in accordance with the appropriate retention schedules.

All public record e-mail messages shall be maintained by the individual who sends the e-mail message and the primary recipient. The sender and primary recipient are encouraged to print a hard copy of a public record e-mail and file the e-mail in school district files for continued access. The district may establish a district-wide system to facilitate public record e-mail management for continued access and retention. All public record e-mails shall be retained according to records retention and disposition schedules approved by the State Records Committee and no public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

An e-mail message that meets the criteria of the definition of a “government record” per N.J.S.A. 47:1A-1.1 must be made available to the public upon request under New Jersey’s Open Public Records Act during the required retention period, unless the content of the message falls under one of the exceptions contained in the Act or any other statute, regulation, Executive Order by the Governor, rule of Court, or Federal law, regulation or order.

State of New Jersey – Circular Letter 03-10-ST – Managing Electronic Mail: Guidelines and Best Practices – 7/11/02

Adopted: 17 July 2012



8320 PERSONNEL RECORDS

The orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

Sufficient records shall be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

Only that information pertaining to the professional role of the employee and submitted by duly-authorized school administrative personnel or the Board may be entered in an employee's personnel file.

The Superintendent shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained in the Personnel Department; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years (6) following his/her termination of district service, provided the employment history record card is maintained; otherwise eighty (80) years.

Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this district and any computerized files maintained by this district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions during the pending of a Board vote on the person's employment.



An employee may inspect his/her personnel file provided that the employee requests such access in writing to the Personnel Department, reviews the record in the presence of an administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected. An employee may submit a written request to the Superintendent for the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32
N.J.S.A. 47:1A-1 et seq.

Adopted: 17 July 2012



8330 PUPIL RECORDS

The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's educational welfare and advancement. The Board will strive to balance the pupil's right to privacy against the district's need to collect, retain, and use information about individual pupils and groups of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

For purposes of this Policy:

1. "Adult pupil" means a pupil who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.
2. "Parent" means the natural or adoptive parent, the legal guardian, surrogate parent, or a person acting in place of a parent in accordance with N.J.A.C. 6A:32-2.1. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. "Parent" shall also include, for the purposes of N.J.A.C. 6A:32, the adult pupil. A foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent's authority to make educational decisions on the pupil's behalf has been terminated by a court of appropriate jurisdiction.

General Considerations

Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of certified school personnel who originate the record. The district shall notify parents and adult pupils annually in writing of their rights in regard to pupil records and pupil participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The district shall make every effort to notify parents and adult pupils in their dominant language.



Nothing in this Policy shall be construed to prohibit certified school personnel, at their discretion, from disclosing pupil records to non-adult pupils or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the pupil or other persons.

No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing pupil records in accordance with Department of Education rules.

Pupil Information Directory

A pupil information directory is a publication of a school district that includes pupil information as defined in N.J.A.C. 6A:32-2.1. In the event the district publishes information included in the pupil information directory, the Superintendent or designee will inform parents or adult pupils of such publication, and parents or adult pupils will be afforded a ten-day period to submit a written statement to the Superintendent prohibiting the school district from including any and all types of information about the pupil in any pupil information directory before allowing access to such directory to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and P.L. 107-110 sec. 9528, Armed Forces Recruiter Access to Students and Student Recruiting Information of the No Child Left Behind Act of 2001.

School Contact Directory

The district shall compile and maintain, but need not publish, a school contact directory for official use, which is separate and distinct from the pupil information directory. School personnel shall provide information from the school contact directory for official use only to judicial, law enforcement, and medical personnel who are currently providing services to the pupil in question. In order for a parent or adult pupil to exclude any information from the school contact directory for official use, the parent or adult pupil shall notify the Superintendent or designee in writing on a form prescribed by the Commissioner of Education.

Mandated and Permitted Pupil Records

Mandated pupil records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted pupil records are records authorized by the Board to be collected in order to promote the educational welfare of the pupil. The Board shall authorize the permitted records to be collected by adopting at a regular public Board meeting a resolution listing such permitted records or Regulation 8330, which will list such permitted records.



Maintenance and Security of Pupil Records

The Superintendent or designee shall be responsible for the security of pupil records maintained in the school district. Policy and Regulation 8330 assure that access to such records is limited to authorized persons.

Records for each individual pupil shall be maintained in a central file at the school attended by the pupil. When records are maintained in different locations, a notation in the central file as to where such other records may be found is required.

Pupil health records shall be maintained and located in a locked cabinet or room in the school building or complex where the pupil is assigned. Records kept in electronic form shall be both accessible and secure. Pupil health records shall be maintained separately from other pupil records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record. Records shall be accessible during the hours in which the school program is in operation.

Security blocks will be installed for records stored in any computer system to protect against any security violations of the records stored therein. To guard against the loss of pupil records, the district shall maintain an updated hard copy and backup versions of pupil records.

Any district internet website shall not disclose any personally identifiable information about a pupil, in accordance with N.J.S.A. 18A:36-35.

Access to Pupil Records

The district shall control access to, disclosure of, and communication regarding information contained in pupil health records to assure access only to those authorized organizations, agencies, and persons under the conditions permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5.

The district may charge a reasonable fee for reproduction, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-2, provided that the cost does not effectively prevent the parents or adult pupils from exercising their rights under N.J.A.C. 6A:32-7 or under rules and regulations regarding pupils with disabilities.

Access to and disclosure of a pupil's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).



The following authorized organizations, agencies, and persons shall have access to pupil records:

1. The pupil who has the written permission of a parent and the parent of a pupil under the age of eighteen whether or not the child resides with that parent except per N.J.S.A. 9:2-4; the place of residence shall not be disclosed and access shall not be provided if denied by a court.
2. Pupils at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education.
3. The adult pupil and the pupil's parent who has the written permission of such pupil, except that the parent shall have access without consent of the pupil as long as the pupil is financially dependent on the parent and enrolled in the public school system or if the pupil has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult pupil may not disclose information contained in the adult pupil's record to a second or third party without the consent of the adult pupil.
4. Certified school district personnel who have assigned educational responsibility for the pupil shall have access to the general pupil record, but not to the pupil health record except under conditions permitted in N.J.A.C. 6A:16-1.5.
5. Certified educational personnel who have assigned educational responsibility for the pupil and who are employed by agencies as indicated in N.J.A.C. 6A:32-7.5(e)5 shall have access to the general pupil record, but not to the pupil health record, except under conditions permitted in N.J.A.C. 6A:16-1.5.
6. In order to fulfill its legal responsibility as a Board, the Board has access through the Superintendent or designee to information contained in a pupil's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult pupil.
7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to those portions of the record to the extent that is necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to those pupil files which such staff are directed to enter or record information and shall cease when the specific assigned task is completed.



8. Accrediting organizations in order to carry out their accrediting functions, the Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibility which necessitates the review of such records.
9. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the pupil is placed, registered, or seeks to enroll subject to the following conditions:
 - a. Original mandated pupil records school districts have been directed to compile by New Jersey statute, regulation or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult pupil;
 - b. Original permitted pupil records which the Board has required shall be forwarded to the receiving school district only with the written consent of the parent or adult pupil except where a formal sending-receiving relationship exists between the school districts;
 - c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the pupil has transferred within ten school days after the transfer has been verified by the requesting school district;
 - d. The Superintendent or designee shall request all pupil records in writing from the school district of last attendance within two weeks from the date that the pupil enrolls in the new school district;
 - e. The Superintendent or designee of the school district of last attendance shall upon request, provide a parent(s) or an adult pupil with a copy of the records disclosed to other educational agencies or institutions; and
 - f. Proper identification, such as a certified copy of the pupil's birth certificate, shall be requested at the time of enrollment in a new school district.
10. Officials of the United States Department of Education who have assigned responsibilities which necessitate review of such records.



11. Officers and employees of a State agency who are responsible for protective and investigative services for pupils referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the district shall ask such State agency for its cooperation in sharing the findings of the investigation.
12. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult pupil, except that these organizations, agencies, and persons shall not transfer pupil record information to a third party without the written consent of the parent or adult pupil.
13. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5(e), upon the presentation of a court order.
14. Bona fide researchers who explain in writing, in advance to the Superintendent, the nature of the research project and the relevance of the records sought and who satisfy the Superintendent or designee that the records are to be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher.

Nothing shall be construed to prohibit school personnel from disclosing information contained in the pupil health record to pupils or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the pupil or other persons.

In providing access to pupil records in accordance with N.J.A.C. 6A:32-7.5, individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions for Access to Pupil Records

All authorized organizations, agencies, and persons with access to pupil records shall have access to the records of a pupil subject to the following conditions:

1. No pupil record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult pupils shall submit their request in writing together with any required authorization to the Superintendent or designee.



3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of pupil records by persons other than parents, pupil, or individuals who have assigned educational responsibility for the individual pupil, an entry shall be made in the pupil's record of the names of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used.
4. Unless otherwise judicially instructed, the district shall, prior to the disclosure of any pupil records to organizations, agencies, or persons outside the school district pursuant to a court order, give the parent or adult pupil at least three days' notice of the name of the requesting agency and the specific records requested. Such notification shall be provided in writing if practicable. Only those records related to the specific purpose of the court order shall be disclosed.
5. A record may be withheld from a parent of a pupil under eighteen or from an adult pupil only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court may be withheld. When the district has or obtains evidence of such court order, the parent or adult pupil shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.

Rights of Appeal for Parents and Adult Pupils

Pupil records are subject to challenge by parents and adult pupils on the grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:

1. A parent or adult pupil shall notify the Superintendent in writing of the specific issues relating to the pupil's record.
2. Within ten days of notification, the Superintendent or designee shall notify the parent or adult pupil of the school district's decision.



3. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult pupil to revise the issues set forth in the appeal.
4. If the matter is not satisfactorily resolved, the parent or adult pupil may appeal this decision either to the Board of Education or the Commissioner of Education within ten days.
5. If appeal is made to the Board of Education, a decision shall be rendered within twenty days. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4, Appeals.
6. At all stages of the appeal process, the parent or adult pupil shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made part of the pupil's record with copies made available to the parent or adult pupil.

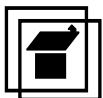
Appeals relating to pupil records for pupils with disabilities shall be processed in accordance with the requirements of 1 through 6 above.

Regardless of the outcome of any appeal, a parent or adult pupil shall be permitted to place a statement in the pupil's record commenting upon the information in the pupil's record or setting forth any reasons for disagreement with the decision of the agency. Such statements shall be maintained as part of the pupil's record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Pupil Records

A pupil's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the pupil is enrolled in the school district.

The school district shall retain the pupil health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.



Pupil records of currently enrolled pupils, other than that described in 1. below, may be disposed of after the information is no longer necessary to provide educational services to a pupil. Such disposition shall be accomplished only after written parental or adult pupil notification and written parental or adult pupil permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult pupil permission have been unsuccessful.

Upon graduation or permanent departure of a pupil from the school district, the parent or adult pupil shall be notified in writing that a copy of the entire pupil's record will be provided to them upon request. Information in pupil records, other than that described in 1. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be accomplished only after written parental or adult pupil notification and written parental or pupil permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult pupil permission have been unsuccessful and prior written authorization has been obtained from the New Jersey Department of State, Records Committee.

1. In accordance with N.J.A.C. 6A:32-7.8(e), the New Jersey public school district of last enrollment, graduation, or permanent departure of the pupil from the school district shall keep for 100 years a mandated record of a pupil's name, date of birth, name of parents, gender, citizenship, address, telephone number, health history and immunization, standardized assessment and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult pupil.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5

Adopted: 17 July 2012



8335 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Board of Education policies and regulations will be in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and adult pupils certain rights with respect to the pupil's education records. FERPA requires the district to provide parents and adult pupils the right to inspect and review the pupil's education records within forty-five days of the day the school district receives a request for access, to request an amendment(s) of the pupil's education records the parent or adult pupil believes are inaccurate, and to consent to disclosures of personally identifiable information contained in the pupil's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure of pupil records without consent if the disclosure is to school officials with legitimate educational interests. FERPA permits the school district to disclose education records without a parent's or adult pupil's consent to officials of another school district in which a pupil seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or adult pupil of the records request unless it states in its annual notification that it intends to forward records on request.

The parent or adult pupil has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The New Jersey Administrative Code 6A:32-7 – Pupil Records adopted by the New Jersey Department of Education incorporates the requirements of FERPA and Board of Education Policy 8330 ensures parents and adult pupils are afforded certain rights with respect to the pupil's education records as required by FERPA.

20 U.S.C. Sec. 1232g. – The Family Educational Rights and Privacy Act
N.J.A.C. 6A:32-7

Adopted: 17 July 2012



8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, pupils, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration



to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 et seq.

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted: 17 July 2012



8431 PREPAREDNESS FOR TOXIC HAZARD

The Board of Education is concerned for the safety of the pupils and staff members assigned to district schools and will take reasonable steps to protect pupils and staff members from hazards that may result from industrial accidents beyond the control of school officials.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will, in accordance with procedures prepared by the Superintendent, identify potential sources of toxic hazard and develop a plan that includes preventive and remedial measures to be followed in the event pupils and staff members are exposed to a toxic hazard. The plan will also include a system for the periodic evaluation of school environments.

The THP Officer will enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard. The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.

The plan for toxic hazard preparedness developed by the THP Officer and approved by this Board will be disseminated to the public. Teaching staff members will be instructed in the specific measures to be taken when toxic hazard is present and in the recognition of toxic hazards in the environment. A teaching staff member who detects a toxic hazard in school shall immediately notify the school Principal and the school nurse or, in the absence of either, the person authorized to perform that office.

Nothing in this policy should be construed in any way as an assumption of liability by the Board of Education for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

N.J.S.A. 13:1K-19 et seq.
N.J.S.A. 34:5A-1 et seq.
N.J.A.C. 6A:16-1.4
N.J.A.C. 7:1G-2.1
N.J.A.C. 8:59-1.4

Adopted: 17 July 2012



8441 CARE OF INJURED AND ILL PERSONS

The Board of Education directs the Superintendent to provide for prompt and appropriate medical attention for pupils, staff members, or visitors who are injured or become ill on school premises or at school sponsored events.

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

The parent(s) or legal guardian(s) of an injured or ill pupil and, if necessary, the family of an injured or ill staff member or adult visitor will be notified promptly and tactfully of the injury or illness. If the school nurse or school medical inspector or, in the absence of both, the Principal, determines that the injured or ill person should be removed from school for rest and/or treatment at home or for consultation with a private physician, the parent(s) or legal guardian(s), or family member shall be requested to provide transportation.

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

The Superintendent shall, in consultation with the school medical inspector and school nurse, prepare standing orders for the emergency treatment of injuries and disabilities by the school nurse and regulations for the handling of injured and ill persons by all other school employees. All district personnel will be briefed annually on the regulations governing the handling of injured and ill persons.

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

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

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

Adopted: 17 July 2012



8442 REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the pupils and employees of this district. To that end and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a pupil, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the district business office. Injured persons shall be referred immediately to the school nurse for such medical attention as may be appropriate.

The injured employee or visitor or the staff member responsible for an injured pupil shall complete a form, available in the office of the Building Principal, that includes the date, time and place of the incident; the names of persons involved; the nature of the injury, to the extent that it is known; and a description of all relevant circumstances. The Building Principal shall retain a copy and a copy shall be sent to the business office.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the Building Principal or job supervisor, as appropriate, no later than twenty-four hours following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

Adopted: 17 July 2012



8451 CONTROL OF COMMUNICABLE DISEASE

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools.

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of pupils who have contracted a communicable disease and of teachers and pupils who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the Morris County Board of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the Principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease. A pupil may be isolated in school to await the arrival of or instructions from an adult member of his/her family. If the school medical inspector or the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.

Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupil.

Any pupil or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

The Superintendent shall develop procedures for the control of communicable disease that include the instruction of teaching staff members in the detection of disease and measures for its prevention and control; the removal from school premises to the care of a responsible adult for pupils identified and excluded in accordance with this policy; the preparation of standards for the readmission of pupils who have recovered from communicable disease; the provision of appropriate home instruction to excluded pupils in accordance with law; and the filing of reports as required by law.

When pupils are taken suddenly ill in school, they shall be sent or escorted to the nurse's office. If the nurse is not in the medical office, the pupil shall be sent or taken to the Building Principal's office. In general, the same procedures that apply to accidents shall apply to sudden pupil illness. The Chief School Administrator, in cooperation with the School Physician, shall implement this policy.



Pursuant to regulations of the State Board of Education, the Board directs that the following rules concerning the control of communicable diseases be promulgated throughout the school system.

- A. Any student who appears to be ill or is suspected of having a communicable disease shall, on recommendation of the school physician, nurse, or in their absence, the classroom teacher, be excluded from school by the principal or isolated at school to await instructions from, or the arrival of, an adult member of the family, the medical inspector, or the nurse.
- B. Any student retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to the classroom until the student presents a written certificate indicating freedom from contagious infection from an attending physician, or the school physician. Such certification may be made by a phone call from the physician or the school nurse.
- C. The Board shall adhere to the rules of the local Board of Health and the State Department of Health regarding communicable diseases.
- D. The school physician shall comply with the regulations of the State Department of Health and the State Department of Education requiring the reporting of communicable diseases.
- E. The New Jersey Administrative Code of Education and the New Jersey Administrative Code for Health will be scrupulously obeyed for any student who has been identified as having AIDS and HIV. The district will comply with all regulations and procedures of the State Department of Education, the State Department of Health and the local board of health.
- F. The nurses shall disseminate and review the universal precautions for the prevention of infection with employees in each school.

N.J.S.A. 18A:40-3; 18A:40-7 et seq.

N.J.S.A. 26:4-4; 26:4-6

N.J.A.C. 6A:16-1.4

N.J.A.C. 8:57-1.3; 8:57-1.6; 8:57-2.1 et seq.;

Adopted: 17 July 2012



8453 HIV/AIDS

The Board of Education will comply with rules of the State Board of Education and the State Department of Health and Senior Services with regard to the admission and employment of persons who may be diagnosed with Acquired Immune Deficiency Syndrome (AIDS) or infected with Human Immunodeficiency Virus (HIV). "AIDS" means a condition affecting a person who has a reliably diagnosed disease that meets the criteria for AIDS specified by the Center for Disease Control of the United States Public Health Services. "HIV infection" means infection with the human immunodeficiency virus or any other related virus identified as a probable causative agent of AIDS. Laboratory results indicative of infection with HIV shall mean laboratory results showing the presence of HIV or components of HIV, or laboratory results showing the presence of antibodies to HIV, or results from laboratory tests conducted to measure the presence of HIV RNA (viral load tests), such as quantitative PCR tests.

AIDS or HIV infection shall not be considered a communicable disease for purposes of admission to or attendance in a school or for eligibility for educational transportation.

In accordance with N.J.A.C. 6A:16-1.4(a)8, no person, pupil or employee, will be excluded from school solely because he/she is infected with HIV or lives with or is related to a person infected with HIV. Pupils infected with HIV, including those who may be symptomatic or diagnosed with AIDS, may be excluded from school only as a pupil not infected with HIV or diagnosed with AIDS may be excluded from school. A school employee infected with HIV may be restricted in his/her employment only if the employee has another illness that would affect his/her employment.

Any pupil excluded from the regular school program will be provided with home instruction in accordance with rules of the State Board of Education and Policy No. 2412.

No pupil, staff member, or visitor may attend or visit school if he/she has an uncoverable and/or uncovered weeping skin lesion, whether or not the person has been screened for HIV.

It is not required that anyone in the school be especially notified that an HIV-infected pupil or employee is present. School employee physicals, pupil physicals and athletic physicals do not require disclosure of HIV status. Records of health and medical examinations should not include information about an individual's infection with HIV. Therefore, HIV/AIDS status is an exception to records required pursuant to pupil physical examinations, N.J.A.C. 6A:16-2.2, and school employee physical examinations, N.J.A.C. 6A:32-6.1 et seq. In the event the school nurse or a school official is apprised that a pupil or employee is HIV-infected, the fact of the infection will be held in strict confidence and will not be classified as a communicable disease for admission, local health reporting or educational transportation.



Information that identifies a pupil as having an HIV infection or AIDS shall be shared only with prior written informed consent of the pupil age twelve or greater, or of the pupil's parent(s)/legal guardian(s) as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the pupil. The person who receives such information shall not reveal it to any other person without the express written consent of the minor pupil's parent(s) or legal guardian(s), or the adult pupil.

The Board shall annually provide pupils, parent(s) or legal guardian(s), staff members, school volunteers, and members of the community with information intended to increase awareness of HIV and AIDS, including information regarding the nature of the disease and its prevention. The Board will cooperate with other agencies to provide HIV/AIDS awareness information to the community.

N.J.S.A. 26:5C-5; 26:5C-6; 26:5C-7; 26:5C-8;
26:5C-9; 26:5C-10; 26:5C-11;
26:5C-12; 26:5C-13; 26:5C-14

N.J.A.C. 6A:16-1.3; 6A:16-1.4; 6A:16-1.5; 6A:16-3.2; 6A:32-9.1

N.J.A.C. 8:57-2.1 et seq.

Adopted: 17 July 2012



8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT,
INTIMIDATION, BULLYING, ALCOHOL,
AND OTHER DRUG ABUSE

The Board of Education shall observe “School Violence Awareness Week” during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence. Activities shall include, but are not limited to, age-appropriate opportunities for pupil discussion on conflict resolution, issues of pupil diversity, and tolerance. The Board shall invite law enforcement personnel to join members of the teaching staff in the discussions and provide programs for school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence.

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession and/or distribution of alcohol or other drugs on school grounds, and any school employee who reports a pupil for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form adopted by the Board to include all of the incident detail and offender and victim information that are reported on the Electronic Violence and Vandalism Reporting System (EVVRS).

A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

The Building Principal, for each incident report of violence, vandalism, harassment, intimidation, bullying, alcohol, or other drug abuse, shall review the incident report for accuracy; forward a copy of the incident report to the Superintendent; and notify the Superintendent of the action taken regarding the incident. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.

The majority representative of the school employees’ bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46. Personally identifying information may be provided to the majority representative of the school employees’ bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.



Two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing held pursuant to N.J.S.A. 18A:17-46, the Superintendent shall report to the Board all acts of violence, vandalism, harassment, intimidation, bullying, and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3. The report shall include the number of reports of harassment, intimidation, or bullying, the status of all investigations, the nature of the bullying based on one of the protected categories identified in section 2 of P.L.2002, c.83 (C.18A:37-14), the names of the investigators, the type and nature of any discipline imposed on any pupil engaged in harassment, intimidation, or bullying, and any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying. The information shall also be reported once during each reporting period to the Department of Education. The report must include data broken down by the enumerated categories as listed in section 2 of P.L.2002, c.83 (C.18A:37-14), and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by Federal or State law for public release.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with the provisions of P.L. 2002, c.83 (C.18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district. The Commissioner shall promulgate guidelines for a program to grade schools for the purposes of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website. The grade for the district and each school of the district shall be posted on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within ten days of the receipt of a grade by the school and district.

Whenever it is alleged a school employee has knowingly falsified the report on violence, vandalism, harassment, intimidation, or bullying required under N.J.S.A. 18A:17-46, the Board shall make a determination regarding whether the employee committed the act. The Board shall provide written notice of the allegations to the employee and the employee shall be entitled to a hearing before the Board in accordance with the provisions of N.J.A.C. 6A:16-5.3(g)2. Upon a determination by the Board that an employee has knowingly falsified the report, the Board may take appropriate action as outlined in N.J.A.C. 6A:16-5.3(g)3. Any action taken by the Board shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record. Any employee having been found responsible for the falsification of the report by the Board shall have the right to file a grievance



under their respective bargaining agreements, appeal the Board's determination to the Commissioner of Education and subsequently to the State Board of Education, or appeal the decision to the Superior Court of New Jersey. The availability of appeal options shall be based upon the action taken by the Board.

A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

The Board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements of N.J.S.A. 18A:17-46.

N.J.S.A. 18A:17-46; 18A:36-5.1

N.J.A.C. 6A:16-5.2; 6A:16-5.3

Adopted: 17 July 2012



8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

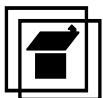
The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-25 and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may, prior to notifying designated child welfare authorities, inform the Building Principal or designee if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Building Principal or designee of the notification, if such had not occurred prior to the notification. Notice to the Building Principal or designee need not be given when the person believes that such notice would likely endanger the reporter or pupil involved or when the person believes that such disclosure would likely result in retaliation against the pupil or in discrimination against the reporter with respect to his or her employment.

The Building Principal or designee, upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.



The Superintendent will serve as the district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The Superintendent will serve as the district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the memorandum of understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent shall provide training to school district employees, volunteers, and/or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, and/or interns shall receive the required information and training as part of their orientation.

The Board of Education and administration assure all school personnel there will be no retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. 2A:4A-85; 2C:24-4

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

N.J.S.A. 18A:36-25

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

Adopted: 17 July 2012



8465 HATE CRIMES AND BIAS-RELATED ACTS

The Board of Education is committed to providing a safe and healthy environment for all children in the school district. Hate crimes and bias-related acts involving pupils can lead to further violence and retaliation. Hate crimes and bias-related acts, by their nature are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. The school district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias-related acts.

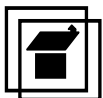
Definitions

A "hate crime" is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color, disability, religion, sexual orientation, or ethnicity.

A "bias-related act" is an act directed at a person, group of persons, private property, or public property that is motivated in whole or part by racial, gender, disability, religion or sexual orientation, or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense. All hate crimes are also bias-related acts, but not all bias-related acts will constitute a hate crime.

Required Actions

Whenever any school employee in the course of his/her employment develops reason to believe that (1) a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours, or (2) a pupil enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during operating school hours, the school employee shall immediately notify the Building Principal and Superintendent, who in turn shall notify the Randolph Police Department and Bias Investigation Officer for the county prosecutor's office. The Principal shall notify the Randolph Police Department and the county prosecutor's office immediately if there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a pupil or there is otherwise reason to believe that a life has been or will be threatened.



Whenever any school employee in the course of his/her employment has reason to believe that a bias-related act has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school property and whether or not such bias-related act was or is to be committed during operating school hours, the school employee should immediately notify the Building Principal and Superintendent, who in turn should promptly notify the Randolph Police Department.

In deciding whether to refer the matter of a bias-related act to the Randolph Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider the nature and seriousness of the conduct and the risk that the conduct posed to the health, safety and well-being of any pupil, school employee or member of the general public. The Building Principal and Superintendent should also consider the possibility that the suspected bias-related act could escalate or result in some form of retaliation which might occur within or outside school property.

It is understood a referral to the Randolph Police Department or county prosecutor's office is only a transmittal of information that might be pertinent to a law enforcement investigation and is not an accusation or formal charge.

Unless the Randolph Police Department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected hate crime or bias-related act occurring on school property and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected hate crime or bias-related act pending the arrival of the R Police Department or the county prosecutor's office. The school officials, when feasible, will cover or conceal such evidence until the arrival of the Randolph Police Department or county prosecutor's office.

N.J.A.C. 6A:16-6.1 et seq.; 6A:16-6.3(e)

State Memorandum of Agreement approved by the Department of Law & Public Safety and the Department of Education

Adopted: 17 July 2012



8467 WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Building Principal or designee. The Building Principal or designee shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the weapon has been taken into custody by a law enforcement officer, the Building Principal or designee shall immediately store any confiscated weapon in a securely locked box or container and report the presence of the weapon to the Superintendent. The Superintendent shall promptly notify, by telephone call and by letter, the Chief of Police of Randolph that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.

Any pupil who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any pupil or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.



Any pupil who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Pupils convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Any pupil who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Pupils with disabilities violating the provisions of this policy shall be dealt with in accordance with Policy No. 2460 and Regulation No. 2460.7.

Nothing in this policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of federal or state law to crimes committed by a child with disabilities.

Any pupil requiring removal from the regular education program for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611.

The Superintendent, or designee, shall prepare regulations to implement this policy for the guidance of school staff in dealing with incidents involving weapons in the school district.

N.J.S.A. 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15

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

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C. 1415

Adopted: 17 July 2012



8468 CRISIS RESPONSE

The Board of Education recognizes its responsibility to be prepared to confront circumstances in which the physical and/or mental well-being of pupils, staff and other individuals on school grounds is threatened or overtly impacted upon by an individual or group of individuals. Situations at issue include, but are not limited to, acts of terrorism, hostage situations and other threats or acts of a violent nature. The Board further recognizes there is a need to deal with the aftermath of such events and circumstances, and to contend with the psychological trauma, pain and confusion which may ensue as the result of these events.

The Board establishes through the person of the Superintendent or his/her designee, a Crisis Team whose responsibility it shall be to act:

1. As a source of information;
2. As a vehicle through which direct services may be delivered;
3. In an advisory capacity to the Superintendent, or his/her designee, and/or other agents or agencies dealing with the crisis situation.

The Crisis Team shall consist of the following membership:

1. The Superintendent of Schools, or his/her designee;
2. An administrator from each of the schools within the district;
3. School Psychologist(s);
4. Guidance Counselor(s);
5. School Social Worker(s);
6. Director of Special Services and/or Guidance;
7. Director of Buildings and Grounds;
8. Teacher representative(s);



9. A representative of local/State Police;
10. A representative of local medical facility/hospital;
11. School Nurse; and
12. Others as deemed appropriate to the function of the Crisis Team; e.g., a fire department representative, EMT specialist, other school or community representatives.

The Crisis Team shall be convened at least on an annual basis:

1. To review established policy and procedures;
2. To orient new members as to their responsibilities;
3. To maintain and reinforce lines of communication between the various disciplines and specialists who make up the Crisis Team.

Adopted: 17 July 2012



8500 LUNCH PROGRAMS

The Randolph Township Board of Education is fortunate to have suitable lunchroom facilities in each of its schools for all of its students. Hot, nutritious lunches are served in all cafeterias. All students, therefore, are required to remain in their school buildings or on the grounds thereof during the lunch period.

The district participates in the Federal Free and Reduced Lunch Program. Information concerning the Federal Program is made available to all students and parents at the opening of school each September.

N.J.S.A. 18A:18A-42.1; 18A:33-3 et seq.;
18A:58-7.1
N.J.A.C. 6:20-2A.5 et seq.
N.J.A.C. 8:24-2.1 through 7.5

Adopted: 17 July 2012



8505 SCHOOL NUTRITION

The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, fat-free or low-fat (1%) milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After School Snack Program shall meet the standards as outlined within this Policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturers nutritional data or nutrient facts labels:
 - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - b. No more than two grams of saturated fat per serving.



2. All beverages shall not exceed 12 ounces, with the following exceptions:
 - a. Water.
 - b. Milk.

Schools shall make potable water available to children at no charge in the place where lunch meals are served during the meal service. Schools may offer water pitchers with cups on tables and/or make potable water available for pupils to fill their own cups or water bottles by means of a water faucet or water fountain that is available without restriction in or near the location meals are served. A faucet or fountain outside the cafeteria is acceptable as long as pupils can request and receive permission to access the faucet or fountain.

Schools may not serve any whole milk or any reduced fat milk (2%). Schools may only serve fat-free milk, low-fat (1%) milk, fat free or low fat lactose reduced/lactose free milk, fat-free or low-fat buttermilk, or acidified milk or fat-free or low-fat acidified milk. Schools must offer at least two choices of these milks. These approved milk products may be either white or flavored milk varieties. All milk products must be pasteurized fluid milk that meets the State and local standards, as currently required in 7 CFR Part 210.10(m)(1)(ii).

In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices.

In middle and high schools, at least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the standards in this Policy for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for pupil meal service and consumption. The school district shall provide a pleasant dining environment for pupils, and schools shall attempt to schedule physical education or recess before lunch whenever possible.



The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.

N.J.A.C. 2:36-1.7(a); 2:36-1.7(b)

Adopted: 17 July 2012



8506 SCHOOL LUNCH PROGRAM BIOSECURITY PLAN

The Board of Education is committed to protecting the health of the children and adults in school buildings by strengthening the safety of food service operations. The Superintendent shall create and implement a School Lunch Program Biosecurity Plan by November 1, 2006 that will keep school meals free from intentional contamination and enable the food service to respond to threats or incidents of bioterrorism. A bi-annual report of the Plan shall be presented to the Board upon request.

The School Lunch Program Biosecurity Plan shall be a document that spells out school lunch program policies and procedures that minimize the risk of intentional contamination of food and reduce the risk of illness or death in the school community. The Plan shall describe strategies for preventing threats and incidents of product tampering and food contamination. The Plan shall also include appropriate response actions to be taken should an incident occur. There may be a general Plan for all the schools in the district; however, the Plan will address the specific roles and responsibilities for individual schools or locations where food is served.

The School Lunch Program Biosecurity Plan shall be prepared, revised, and updated in accordance with the requirements of N.J.A.C. 2:36-1.13 - Biosecurity for School Food Service and the U.S. Department of Agriculture, "A Biosecurity Checklist for School Food Service Programs," March 2004 version, as amended and supplemented, as New Jersey's Biosecurity Policy for Child Nutrition Programs.

N.J.A.C. 2:36-1.13

Adopted: 17 July 2012



8540 FREE AND REDUCED RATE MEALS

The Board of Education recognizes the importance of good nutrition to each pupil's educational performance and directs that needy pupils be provided with lunch at reduced rates or free of charge.

Pupils shall be eligible for free or reduced rate meals who would not otherwise receive proper nourishment. The Board designates the Director of Food Services to determine, in accordance with standards issued annually by the State Department of Education, the pupils eligible for free or reduced rate meals.

The Superintendent shall annually notify all interested persons in the school district of the availability, eligibility requirements, and application procedures for free and reduced rate meals by the distribution of an application for such meals to the family of each pupil enrolled in the district, by placing a notice in the Board's official newspaper, and by informing appropriate municipal agencies and community organizations.

A parent(s) or legal guardian(s) who so requests shall be given an application form and at least two weeks to prepare and submit the form. Where necessary, the Principal or the Principal's designee shall assist the applicant in the preparation of the form. The pupil's eligibility shall be determined and the applicant shall be notified of that determination in writing within five working days of the receipt of the application. Any pupil found eligible shall be offered free or reduced rate meals immediately and shall continue to receive such meals during the pendency of any inquiry regarding his/her eligibility.

A denial of eligibility for free or reduced rate meals shall be in writing and shall include the reasons for which eligibility was denied, notice of the applicant's right to appeal the denial, and the procedures for appeal. Appeal procedures shall include a hearing, held with reasonable promptness and at the convenience of the applicant and before a hearing officer other than the school official who denied the application; the applicant's opportunity to be represented by counsel; a decision rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the Board Secretary/Assistant School Business Administrator.

The identity of pupils who receive free or reduced rate meals will be protected, and they shall not be required to work in consideration for receiving such meals.

The Superintendent shall develop regulations to implement this policy and shall seek out and apply for such federal, state, and local funds as may be applied to the district's program of free and reduced rate meals.

7 C.F.R. 210.1 et seq.
N.J.S.A. 18A:33-5; 18A:58-7.2
N.J.A.C. 2:36

Adopted: 17 July 2012



8600 TRANSPORTATION

The Randolph Township School District shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq. and Board policy. Transportation shall be provided only to eligible public and non-public school students, authorized school staff members, and adults serving as approved chaperones.

The Randolph Township School District shall provide transportation to and from school for public school students less than remote from their school in grades K-8 who live more than 2.0 miles from the school they attend and in grades 9 - 12 who live more than 2.5 miles from the school they attend.

The Randolph Township School District may decide to enter into a contract to provide transportation to and from school for public and non-public school students less than remote from their school with the parent or legal guardian paying costs in accordance with N.J.S.A. 18A:39-1.3. Students shall not be excluded from receiving these transportation services if it is determined the parent/legal guardian cannot pay the cost in accordance with N.J.S.A. 18A:39-1.4.

The Randolph Township School District shall transport students certified by a physician as temporarily disabled regardless of the distance between their home and school.

The Randolph Township School District shall transport disabled students in accordance with N.J.S.A. 18A:46-1 et seq.

The Randolph Township School District shall approve all bus routes by June 30th of each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated. The Randolph Township School District will consider, but shall not be limited to, the criteria outlined in N.J.S.A 18A:39-1.5 in determining "Hazardous Routes."

The Randolph Township School District shall not be responsible for the transportation of non-resident students to or from school, except that transportation to and from school shall be provided for homeless children for whom the district is determined to be the district of residence and for homeless children enrolled in this district when no district of residence has been determined.



The Randolph Township School District shall transport resident children who attend a non-public school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of students enrolled in the schools of this district. Pursuant to N.J.A.C. 6A:27-2.2, students living more than twenty miles from their non-public school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same non-public school.

N.J.S.A. 18A:39-1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1.

Adopted: 17 July 2012



8601 PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten through Grade 5, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal, may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s). Parents may designate an escort in lieu of personally picking up their child(ren).

The Superintendent will develop regulations to implement this policy, including any necessary forms.

Adopted: 17 July 2012



8611 SUBSCRIPTION BUSING

The Board of Education will offer subscription bus transportation to and from school for pupils that are not to receive; and/or transportation provided by the Board in accordance with Policy No. 8600 for Board provided and funded transportation. Subscription busing will be offered in accordance with N.J.S.A. 18A:39-1.3 and 1.4. Subscription busing may not be available for all pupils depending on the availability of contracted buses (or district buses), the cost to provide the transportation service and/or the number of parent(s) or legal guardian(s) that are interested in contracting for such service.

In accordance with N.J.S.A. 18A:39-1.3, the Board may enter into a contract (and/or use its own bus(es) to provide this subscription busing to pupils with the parent(s) or legal guardian(s) paying all the costs including but not limited to the cost of the contract and/or the cost of fuel, driver salaries and insurance, if district bus(es) are used.

The Board will notify the New Jersey Department of Education when it elects to provide subscription transportation in accordance with N.J.S.A. 18A:39-1.3.

N.J.S.A. 18A:39-1.3; 18A:39-1.4; 18A:39-2

Adopted: 17 July 2012



8630 BUS DRIVER RESPONSIBILITY

The Board of Education requires all school bus drivers employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications and communication skills necessary to perform the duties of the position. The school bus driver will possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and is subject to all the Federal and State requirements to maintain the appropriate license.

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

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

In the event of an emergency, the school bus driver shall follow procedures established by this Board. The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death or property damage. The school bus driver must also complete a Preliminary School Bus Accident Report prescribed by the Commissioner of Education and provide the Report to the Principal of the receiving school by the end of the next working day. The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.

A school bus driver, during the driver's work schedule, may only use a cellular, or other wireless telephone, for school related business. The driver is prohibited from using a cellular, or other wireless telephone, while operating a school bus. A cellular, or other wireless telephone, may only be used for school related business by the school bus driver while operating the school bus, when the school bus is parked in a safe area off a highway or in an emergency situation. A driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.



The school bus driver is responsible for the safety of his/her pupils and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of his/her school bus.

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

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

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

Adopted: 17 July 2012



8635 PUPIL TRANSPORTATION VEHICLES AND SCHOOL BUSES

All pupil transportation vehicles and school buses will be scheduled to maximize their use while ensuring all routes are scheduled in a safe manner for drivers and passengers.

Pupil transportation vehicles and school buses will have time periods during the day between scheduled bus routes when they are not in use. These time periods may vary from route to route and vehicle to vehicle depending on issues such as a school's opening and ending times and the location of pupils transported to and from the school. Based on scheduling issues and the amount of time between transportation routes, the school bus driver may be required to return the school vehicle/bus to the school district transportation facility during the school day. In the event the schedule does not provide adequate time or it is not practical for the vehicle/bus to be returned to the school district's transportation facility between routes during the school day, the school bus driver may be required to park the vehicle/bus at another school building or location in the school district designated by the Transportation Coordinator.

If the transportation route is for pupil transportation to and from a school building out-of-district, the driver may be required to return the transportation vehicle/bus to the district's transportation facility or to a school building or location designated by the Transportation Coordinator for the time period between routes. In the event there is not adequate time or it is not practical for a vehicle/bus to return to the school district between out-of-district transportation routes, the Transportation Coordinator will authorize the vehicle/bus remain at an approved location between such routes. The Transportation Coordinator, in consultation with the driver and the out-of-district school, will designate a location for the driver to maintain the vehicle/bus in between the scheduled routes.

The safety and security of the transportation staff and the school vehicle/bus will be the most important consideration in designating an out-of-district location for vehicles that may not return to the transportation facility during the school day.

Adopted: 17 July 2012



8651 COMMUNITY USE OF TRANSPORTATION

The Board of Education will permit the school busing vehicles owned or leased by this district to be used for the purpose of transporting senior citizens' groups, children and adults participating in a recreation or other program operated by the Randolph Board of Education in accordance with law and rules of the State Board of Education. The Board will not permit the use of school busing vehicles for any purpose not expressly authorized by law and Board policy.

The transportation of senior citizens shall be restricted to destinations that are within this school district or any contiguous school district. The transportation of disabled citizens may be within any district. The transportation of children and adults participating in a recreation or other program shall be limited by the location of the program.

The transportation of community members under this policy shall be limited to those hours and days when vehicles are not required for the transportation of pupils. No transportation will be supplied for weekends, holidays, summer vacation time, or for the purpose of attendance at political activities. The Board reserves the right to refuse or cancel any community transportation in the interests of the educational program or the efficient operation of the district.

Vehicles must be operated by the holder of a valid New Jersey bus driver's license who has been approved by this Board.

The costs of community transportation shall be reimbursed to the Board in full.

A request for community transportation must be submitted to the Director of Transportation no less than four (4) weeks prior to the planned trip and must be approved by the Director of Transportation.

N.J.S.A. 18A:39-22 et seq.

N.J.S.A. 39:3B-5.4;

N.J.A.C. 6:21-12.1 et seq.

Adopted: 17 July 2012



8660 TRANSPORTATION BY PRIVATE VEHICLE

The Board of Education authorizes the transportation by private vehicle of pupils of this district between the school and a school activity approved by the Superintendent or designee in accordance with this policy.

Any such transportation must be approved in advance and in writing by the Superintendent or designee. The writing must set forth the date, the time, the places from and to which pupils will be transported; and the names of the pupils to be transported.

No person shall be approved as driver for the transportation of pupils in a private vehicle who is not an employee of this Board or the parent(s) or legal guardian(s) of a pupil enrolled in this district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

Any private vehicle used for the transportation of pupils must have the capacity to hold not more than eight persons; and must conform to registration, inspection, and insurance requirements of the State of New Jersey for privately owned vehicles. Seat belts shall be worn by the driver and the passengers while the vehicle is in motion. No vehicle may be used to transport more persons than its normal load capacity.

The responsibility of teaching staff members for the discipline and control of pupils will extend to their transportation of pupils in a private vehicle. Drivers who are not teaching staff members are requested to report pupil misconduct to the Building Principal.

Expenses incurred by drivers of private vehicles in the course of transporting pupils will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees. Anticipated expenses must be pre-approved by the Superintendent or designee.

N.J.S.A. 18A:16-6; 18A:25-2; 18A:39-20.1

N.J.A.C. 6A:27-7.6; 6A:27-7.7

Adopted: 17 July 2012



8670 TRANSPORTATION OF DISABLED PUPILS

The Board of Education shall provide transportation services for pupils with disabilities as required by law and dictated by the pupil's educational needs and physical welfare. The Board will provide the transportation specified as a related service in the program of special education approved for a disabled pupil. Such transportation will conform to the pupil's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team or prescribed by the school physician. Transportation to a placement outside this district will conform to the school calendar of the receiving school.

The transportation of a disabled pupil may include such special equipment, transportation aides, and special arrangements for other assistance to and from and in and around the school. When necessary for the pupil's welfare, the case manager will provide the transportation coordinator and driver with specific information about the pupil. For pupils with disabilities below the age of five, safety belts or restraint systems will be used.

The transportation of disabled pupils to special education programs approved by the Board and located outside the state will conform to guidelines established by the New Jersey State Department of Education. Such transportation services will be dictated by the pupil's IEP and approved by the Child Study Team. The individual plan for a disabled pupil's out-of-state transportation will be submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out-of-state disabled pupils will be by the most economical and expeditious mode consistent with the pupil's special needs and will be limited to travel at the beginning and the ending of the school year.

State aid will be sought for the services provided in accordance with law and this policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-2.1; 18A:46-19.6; 18A:46-23
N.J.A.C. 6A:14-3.9(a)7; 6A:27-5.1 et seq.

Adopted: 17 July 2012



8710 PROPERTY INSURANCE

The Board of Education recognizes its responsibility under law to insure the replacement value of the property of this school district, both real and personal, against loss or damage by fire and expressly extends such insurance coverage to loss or damage caused by theft, water, glass breakage, explosion, boiler failure, smoke, windstorm, vandalism, and other hazards.

In placing property insurance coverage, the Board shall be guided by the price of the coverage, the ability of the insurer to meet obligations promptly and fully, the reputation and past performance of the insurer's agent, and the goal of distributing the insurance coverage of the district through one insurance broker only.

The Board shall annually appoint an insurance advisor who shall review the insurance program of the district, consider alternatives, and report recommendations to the Board; recommend specific insurance placement and prepare specifications; assist the Board in the establishment and maintenance of property valuation and insurance records; provide annual safety and fire inspections; process all claims; provide workshops and lectures on fire safety and prevention and safety precautions to the appropriate staff members; and recommend such measures as may reduce the cost of insurance premiums.

To be eligible to represent this Board an insurance agent must write all insurance through a company whose minimum financial status, so far as loss paying ability is concerned, is rated by A.M. Best and Company to be no less than A+; and must derive over fifty percent of his/her income from insurance premium commissions or receive no less than \$100,000 annually in premium income from sources other than this school district.

N.J.S.A. 18A:18A-42(e); 18A:20-25
N.J.S.A. 40A:10-52 et seq.

Adopted: 17 July 2012



8740 BONDING

The Board of Education recognizes that the prudent trusteeship of the resources of this district dictates that employees responsible for the safekeeping of district moneys and property be bonded.

The Board directs the indemnification of the district against loss of money and property by the bonding of the Treasurer of School Moneys in accordance with the requirements of N.J.A.C. 6A:23A-16.4 and by the bonding of the Business Administrator/Board Secretary in accordance with the requirements of N.J.S.A. 18A:17-6. If the district does not have a Treasurer of School Moneys, the Board will ensure surety bonds are obtained in accordance with the rules of the State Board of Education. All other employees may be covered under a blanket bond in an amount to be determined by the Board or as required by the rules of the State Board of Education.

The District shall bear the cost of bonding each employee required to be bonded by law or by this policy.

N.J. Consti., Art. 7, §1, 4
N.J.S.A. 18A:6-58; 18A:17-6; 18A:17-26; 18A:17-32
N.J.A.C. 6A:23A-16.4

Adopted: 17 July 2012



8750 EMPLOYEE INDEMNIFICATION

The Board of Education recognizes that officers and employees of this district are exposed to certain risks in the course of the performance of their duties and will provide insurance coverage against losses that may be incurred by such risks.

The Board shall in accordance with law, insure employees of the school district against injury and death arising out of or in the course of their employment.

The Board shall provide indemnification to any person holding any office, position or employment under the jurisdiction of the Board, including any pupil teacher/intern, or person assigned to other professional pre-teaching field experience, for damages, losses, and costs incurred as a result of a civil or administrative action or other legal proceeding brought against any such persons for any acts or omissions arising out of and in the course of their employment, pupil teaching, or other assignment to professional field experience with this Board. This indemnification will include all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and will hold harmless and protect such person from any financial loss resulting from such action. No employee will be held harmless or have his/her defense costs defrayed in a disciplinary proceeding instituted against him/her by the Board or when the employee is appealing an action taken by the Board. Indemnification for exemplary or punitive damages is not required and will be governed by the standards and procedures set forth in N.J.S.A. 59:10-4. The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

The Board shall provide indemnification to any person holding any office, position or employment under the jurisdiction of the Board, including any pupil teacher/intern, or person assigned to other professional pre-teaching field experience, for the costs of defense against any criminal or quasi-criminal action for any such act or omission when such prosecution is dismissed or results in a final disposition favorable to the officer or employee. This indemnification will include the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals. No employee will be held harmless or have his/her defense costs defrayed as a result of a criminal or quasi-criminal complaint filed against the employee by or on behalf of the Board. The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

The Board shall insure against any liability arising out of the use of motor vehicles in the course of the conduct of automobile driver training courses and against any liability arising from the use of a motor vehicle by a person duly appointed by the Board to transport pupils and while in the course of such transportation.



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
8750/page 2 of 2
Employee Indemnification

The Board may insure against any major liability arising from the use of a motor vehicle by an employee or pupil of the district in the performance of district business.

The Board may, in accordance with law, enter a joint contract for the purchase of liability insurance.

N.J.S.A. 18A:16-6; 18A:16-6.1; 18A:18A-3.2;
18A:18A-42(e); 18A:18B-1; 18A:18B-2;
18A:39-6; 18A:39-6.1; 18A:39-20.1

N.J.S.A. 40A:10-52

Adopted: 17 July 2012



8760 PUPIL ACCIDENT INSURANCE

The Board of Education recognizes injuries to pupils may occur from accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the school district.

In accordance with the provisions of N.J.S.A. 18A:43-1, the Board is not required to, but may arrange for, maintain, and may pay the premiums for insurance coverage by a qualified insurer for loss sustained by pupils through accidental means while participating in those school activities insured by the Board's insurance provider. This insurance coverage, if purchased by the Board, will not cover all school activities and will be secondary insurance requiring all claims be submitted to the pupil's parent's or legal guardian's insurance provider before being submitted to the school district's insurance provider. All claim decisions and payment amounts will be made by the school district's insurance provider in accordance with the terms of the insurance policy purchased by the Board. The insurance coverage provided under this program will be based on a payment schedule and may not provide for full payment of such claims.

The Board, if such insurance is provided, may require payment to the Board by pupils to whom the benefit of such insurance is extended, of a proportional share of premiums or any part thereof in accordance with the provisions of N.J.S.A. 18A:43-2. In the event the Board requires such payment, the amount to be paid by pupils shall be established by a schedule determined by the Board, but no pupil electing not to participate in the accident insurance coverage shall be required to make any payment toward the cost of the premiums.

The Board may provide parent(s) or legal guardian(s) the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by pupils occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the school district.

The Superintendent and/or designee will recommend suitable and qualified insurance providers for Board consideration and approval. Parent(s) or legal guardian(s) of pupils who may be eligible for such insurance coverage will be notified of its availability.

In accordance with the provisions of N.J.S.A. 18A:43-3, in the event the Board elects to provide this pupil accident insurance, it shall not be construed to impose any liability on the part of the Board for an injury sustained by a pupil as a result of or in connection with any activities outlined in N.J.S.A. 18A:43-1 or as a result of or in connection with the conduct of the physical education program of the school district.

N.J.S.A. 18A:43-1; 18A:43-2; 18A:43-3

Adopted: 17 July 2012



8770 SCHOOL BOARD INSURANCE GROUP

The Board of Education shall provide insurance for loss or damage to school district property, real or personal; loss or damage from liability resulting from the use of district property; loss or damage from liability for the acts and omissions of school district officers or employees; loss or damage from liability established by the workers' compensation statutes; and the expenses of defending any claim against the Board members, officers, or employees of this district arising out of and in the course of the performance of their duties.

The Board recognizes the benefits to the school district of joining with other Boards of Education in providing coverage for the insurance needs of this district and in participating in programs of risk management to prevent loss and to control liability.

The Board may, upon formal resolution duly adopted, become a member of a school board insurance group in order to participate in any joint self-insurance fund or funds, risk management programs, or related services offered or provided by the group. The Board's membership in the group will be governed by the bylaws of the insurance group, which must be reviewed and approved by the Commissioner of Insurance in accordance with State law.

Trustees of the school board insurance group shall be selected in accordance with the bylaws of the insurance group; if the bylaws do not provide for the manner of a trustee's election, the trustee or trustees representing this Board of Education shall be elected by a plurality vote of those Board members present and voting.

N.J.S.A. 18A:18B-1 et seq.

Adopted: 17 July 2012



8810 RELIGIOUS HOLIDAYS

The Board of Education recognizes the acknowledgment of religious holidays in the public school may be a source of community concern. It is a goal of the district educational program to teach mutual understanding and brotherhood and respect for group differences. In pursuing this goal, the educational program may recognize that various religious groups celebrate different holidays with different practices.

In the acknowledgment or observance of any religious holiday, the Superintendent shall ensure the school and/or school officials do not mandate, organize, participate in an official capacity, endorse, persuade, compel, prevent or deny participation in constitutionally protected prayer or religion in violation of the governing principles of the First Amendment of the United States Constitution. Consistent with these principles, the Superintendent shall ensure:

1. No worship or religious service of any kind is sponsored by the school district and conducted during the school day, whether or not conducted by a clergyman;
2. Religious exhibits or displays include only materials that are a necessary or integral part of the curriculum;
3. Any religious music played is selected primarily for its artistic content; and
4. Any acknowledgment of a religious holiday neither advances nor inhibits any particular religious sect or religion consistent with the governing principles of the First Amendment of the United States Constitution.

U.S. Const., First Amendment

N.J. Const., Art. 1, paragraph 4

United States Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

N.J.S.A. 18A:36-16

N.J.A.C. 6:20-1.3(j)

Adopted: 17 July 2012



8820 OPENING EXERCISES

The Board of Education requires that the pledge of allegiance to the flag of the United States be conducted during each day's opening exercises in each school classroom in accordance with law. A pupil who has conscientious objections that interfere with his/her full participation in the salute to the flag and the pledge of allegiance shall be exempted from the exercise but shall be required to maintain a respectful attitude throughout the ceremony.

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

N.J.S.A. 18A:36-3

Adopted: 17 July 2012



8860 MEMORIALS

The Board of Education recognizes that each officer and employee of this district is important not only to the school district but to the community at large. The loss of any officer or employee of this Board by death is a loss that the Board and the district share with the community.

In order to memorialize that loss in a fitting manner, the Board directs that, whenever notice is received of the death of a Board member or a person employed by the Board, the flag of the United States at each school district building shall be flown at half mast for one school day. Written notice shall be posted in an appropriate manner in each district building on that day in order that pupils, staff members, and visitors are informed of the purpose of the memorialization.

The Superintendent may, in his/her discretion, grant an employee of this district a brief absence without loss of pay or personal leave for the purpose of attending the funeral of his/her direct supervisor or subordinate provided that no disruption in the educational program will be caused by any such absence.

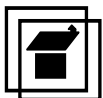
The Superintendent shall recommend to the Board and the Board may approve appropriate recognition measures beyond those provided for in this policy when the deceased Board officer or employee has, by length of service or extraordinary accomplishment, especially distinguished his/her service to this school district.

Adopted: 17 July 2012



9000 COMMUNITY

<u>Number</u>	<u>Title</u>
9100	Public Relations
9120	Public Relations Program
9121	Communications
9130	Public Concerns
9140	Citizens Advisory Committees
9150	School Visitors
9160	Public Attendance at School Events
9161	Crowd Control
9180	School Volunteers
9181	Volunteer Athletic Coaches
9190	Community Organizations
9191	Booster Clubs
9192	Raffles, Lotteries and Similar Games of Chance School Related Groups and Associations
9200	Cooperation Between Parents and School
9210	Parent Organizations
9230	Parental Responsibilities
9240	Rights of Parents
9260	Parental Liability for Vandalism
9270	Home Schooling and Equivalent Education Outside the Schools
9280	Parent Conferences
9310	Cooperation With Township
9320	Cooperation with Law Enforcement Agencies
9323	Notification of Juvenile Offender Case Disposition
9324	Sex Offender Registration and Notification
9340	Cooperation with Public Library
9400	News Media Relations
9500	Cooperation With Educational Agencies
9541	Student Teachers/Interns
9550	Educational Research Projects
9560	Administration of School Surveys
9700	Special Interest Groups
9713	Recruitment by Special Interest Groups
9720	Solicitations by Vendors



9100 PUBLIC RELATIONS

The Board of Education directs the implementation of a public relations program to foster the continuing and constructive cooperation of this school district with parent(s) or legal guardian(s), community organizations and institutions, representatives of business and industry, and other members of the community served by the school district.

The Superintendent shall consult with representatives of the community in the development of educational goals for the district, objectives and standards for the educational program, and the family life education curriculum. The Board encourages the involvement of community members in the governance of the district through advisory committees, in accordance with Policy No. 9140.

The Board respects the contributions to community life made by business, industry, labor, charitable organizations, cultural institutions, volunteer associations, and other community groups that enrich the educational potential of the community. The Superintendent shall be alert to opportunities for an educational program expanded and enriched by utilization, both within and without the schools, of a diversity of community resources. A file of community resources shall be maintained in each school building.

All district employees are encouraged to make parent(s) or legal guardian(s) feel welcome in the school and in the classroom; moreover they should cooperate with parent organizations and other groups of residents seeking information or offering assistance to the schools; treat all pupils with firmness, sensitivity, intelligence, and fairness so as to command their respect and enlist the cooperation of their parent(s) or legal guardian(s); and work with others in a manner conducive to high morale and meriting the respect of the community.

Adopted: 17 July 2012



9120 PUBLIC RELATIONS PROGRAM

The Board of Education believes all reasonable means should be employed to keep the community served by the school district informed on matters of importance regarding district programs, finances, personnel, policies, and operations.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release. The Board President may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives. The release of all other publications, photographs, and documents depicting the accomplishments of the pupils and staff of the district shall be approved by the Superintendent of Schools or designee.

The school district will not release or publish photographs or release other personal identifying information of an individual district pupil without the prior written permission of the parent(s) or legal guardian(s) or from the adult pupil. Written permission slips for such release from each parent(s) or legal guardian(s) or adult pupil will be obtained by the Principal or designee for the pupils in their school building or by the Program Administrator for pupils in programs where a Principal is not assigned. These written permission forms shall be maintained by the Principal or Program Administrator. Group photographs may be released by the district without permission, but in no event will an individual pupil in a group photograph be identified by name and/or by other personal identifier without written permission from the parent(s) or legal guardian(s) or adult pupil.

The Superintendent of Schools shall direct an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the schools. As a minimum, information shall be disseminated regarding the district's educational goals; the district's guarantee of equal educational opportunity; the district's programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of Statewide assessment tests. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

The public information program is overseen by the Superintendent and Communications Coordinator and may include the publication and distribution of a district newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed calendars and notices of events, the Superintendent's annual report, and a pupil handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.



The Board of Education adopts the following strategies to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14 in accordance with N.J.A.C. 6A:23A-5.2.

School district publications shall be produced and distributed in the most cost-efficient manner possible that will enable the school district to inform and educate the target community. The use of expensive materials or production techniques where lower cost methods are available and appropriate, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.

The school district will not distribute, via mass mailings or other means to the district community at large, publications that include the picture(s) of any members of the Board of Education within ninety days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district. Any publication(s) distributed by the Board via mass mailings or other means to the district community at large within sixty days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district must be submitted to the Executive County Superintendent for review prior to distribution to ensure that the public funds are being expended in a reasonable and cost-effective manner.

Public relations activities, such as booths at Statewide conferences, marketing activities and celebrations for opening schools and community events, and TV productions that are not part of the instructional program or do not provide information about district or Board operations to the public, that are excessive in nature are prohibited. All activities involving promotional efforts to advance a particular position on school elections or any referenda are prohibited.

Nothing in N.J.A.C. 6A:23A-5.2 and this Policy shall preclude the school district from accepting donations or volunteer services from community members, local private education foundations and local business owners to conduct or assist in public relations services. Examples include, but are not limited to: providing school district flyers, newsletters, or other materials containing school-related information of public concern to local businesses, public meeting places, or other local organizations to display or make available for dissemination; making school district related information of public concern available to local newspapers to publish related articles; and utilizing volunteered services of local community members, district employees, members of parent organizations or local businesses with expertise in related areas such as printing, advertising, publishing, or journalism.



The Board of Education will establish annually prior to budget preparation, a maximum dollar limit for public relations, as defined in N.J.A.C. 6A:23A-9.3(c)14. In the event it becomes necessary to exceed the established maximum dollar limit for public relations, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount for public relations. Any increase in the maximum dollar amount shall require formal Board action.

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

Adopted: 17 July 2012



9121 COMMUNICATIONS

The Randolph Township Board of Education recognizes the importance of maintaining open and honest communications. In August of each school year, the Superintendent or Communications Coordinator shall address two-way communication that focuses on fostering student achievement and civic engagement, strengthening the education process. Regular, informative, factual information shall be shared with parents, staff, students and the community. The communications flow among all these groups shall be encouraged and recognized.

The plan shall embody the following objectives:

1. Disseminate accurate, timely information about school policies, programs, procedures, achievements, decisions, critical issues;
2. Provide and publicize multiple communication vehicles;
3. Design programs and practices to provide an open climate that will elicit ideas, suggestions, reactions from the community and employees alike;
4. Build effective working relationships with the news media;
5. Encourage, maintain and reward an organizational environment where all district staff members are aware that they share the responsibility for communication of school policies, programs and activities to parents, their peers, and other members of the community;

Adopted: 17 July 2012



9130 PUBLIC CONCERNS

Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district. The Board directs the Superintendent to establish procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment. Under no circumstances will an individual be allowed to criticize any employee of this district at an open public Board meeting.

When a Board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the Superintendent, who shall review the complaint according to established procedures.

Only in those cases where satisfactory adjustment cannot be made by the Superintendent and/or the staff shall communications and complaints be referred to the Board for resolution.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the Building Principal; a complaint about instructional or resource materials should be addressed to the Assistant Superintendent for Curriculum and Instruction.

The Superintendent shall establish procedures for the hearing of requests and complaints regarding district personnel, the educational program, instructional and resource materials, and the operation of the school district. Procedures will be governed by the following guidelines:

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education, as set forth in the procedures established by the Superintendent.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.
4. All appeals must be made to each successive level within 10 days of receipt of a written determination.



5. In the case of complaints about instructional or resource materials, the initial complaint must set forth in writing the author, title, and publisher of the materials as well as those specific portions of the material or the work to which objection is taken; the complainant's familiarity with the work; the reasons for the objection; and the use of the work in the schools. The Superintendent shall appoint a committee of professional staff members and community representatives to review the challenged material against the standards for the selection of resource materials established by Board policy. The committee will report its findings to the Board. No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board of Education, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.
6. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.

Adopted: 17 July 2012



9140 CITIZENS ADVISORY COMMITTEES

The Board encourages the participation of the citizens of this district in the affairs of the school. As the need arises, the Board will form and support advisory committees on an ad hoc basis to study various topics of current interest as may from time to time be requested by the Board. Such advisory committees are for consultative purposes only. The Board will carefully consider but is not bound by their conclusions.

In creating a new advisory committee, the Board will specify its scope; appoint as consultant a member of the professional staff; appoint a chairman pro tem, and appoint committee members who are interested in the subject, concerned about the schools and knowledgeable about the subject. Every effort shall be made to obtain a group that is representative of the entire community. After the committee has been formed, it shall organize itself. The Board will give the committee a carefully written limited charge, at least one preliminary reporting date, and a final reporting date.

N.J.A.C. 6:30-1.5; 6:31-1.14(b)
20 U.S.C.A. 3801 et seq.

Adopted: 17 July 2012



9150 SCHOOL VISITORS

A “visitor”, for purposes of this policy, is anyone who seeks entry into a school during the school day and is not a student of the school, an employee assigned to the school, a volunteer approved by the Principal, or a district-level administrator.

Visitors shall be required to register their presence in the school. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may engage in any contact with a student, other than casual conversation in passing, except with his or her own child, without the approval of the Principal. Any such contact with a student other than the visitor’s child may take place only in the presence of a teaching staff member and/or school administrator.

District administrators are authorized to prohibit the entry of any person into a school or other district facilities or to expel any person from the school or district facility when there is reason to believe the presence of such person would be inimical to the orderly operation of school business. If such a person refuses to leave the school grounds or creates a disturbance, the administrator is authorized to request from the local law enforcement whatever assistance is required to remove the individual.

The Superintendent shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

N.J.S.A. 2C:18-3

N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Adopted: 17 July 2012



9160 PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools of the district and acknowledges its duty to maintain order and preserve the facilities of the district during the conduct of such events.

The Board may bar the attendance of any person at a school event whose conduct constitutes a disruption. The Board prohibits the possession and consumption of alcoholic beverages at any function sponsored by the district, and, further, prohibits wagering on school premises.

A schedule of fees for all school events shall be prepared by the Superintendent and adopted by the Board.

Senior Citizens Attendance at School Events

All residents of Randolph Township who display a Randolph Township Senior Citizen ID card, are welcomed as our guests at all school functions.

For purposes of this policy, a school function shall be defined as any pupil activity open to the public free of charge as well as pupil activities for which admission is charged and the admission fees are turned over directly to the Board of Education as revenues, or to the school pupil activity account. Such activities would include interscholastic sports events, band concerts, and pupil drama productions.

Not considered school functions are those activities which are sponsored by PTA's and other organizations which use school facilities for the purpose of raising money for various school-related activities. Also not considered as school functions are those events in which the sponsoring organization is charged a rental fee for the use of a school facility and the sponsor is charging admission for the purpose of fund raising or simply to cover costs of the event.

Indoor high school graduation ceremonies shall not be subject to provisions of this policy. Also not subject to this policy are Iron Hills Conference championship games and championship contests sponsored by the New Jersey State Interscholastic Athletic Association.

Adopted: 17 July 2012



9161 CROWD CONTROL

The Board of Education believes in order to achieve its goals for interscholastic competition, that the student body and the general public attending an interscholastic event conduct themselves in such a manner as to make a positive contribution toward the educational objectives of this district.

The Board directs the Superintendent to prepare regulations for pupil and public behavior at interscholastic events and to publicly post such regulations and to devise procedures for the control of crowds.

The Board authorizes school officials to have expelled from any district event by the law enforcement officers on duty, any spectator who willfully violates the rules and regulations of the district or whose behavior jeopardizes the safe conduct of the event. Further, any spectator involved in continual violations of the rules and regulations shall be prohibited from attending further school events.

Adopted: 17 July 2012



9180 SCHOOL VOLUNTEERS

The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services in the school(s) of the school district.

The Principal or designee shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks, and must submit their names for Board approval.

Volunteers must be persons of known character, responsibility, and integrity

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 17 July 2012

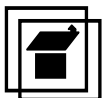


9181 VOLUNTEER ATHLETIC COACHES

The Superintendent or designee will recruit, screen, and assign volunteer coaches. The district is not obligated to utilize the proffered services of a volunteer coach whose abilities or interests do not serve the needs of the school district as determined by the Superintendent. Coaching volunteers must be persons of known character, responsibility, and integrity and must be recommended by the Superintendent and approved by the Board of Education prior to assuming any coaching responsibilities. No individual may be appointed as a volunteer coach who is a relative of a student athlete participating in the same program. For the purposes of this policy, "relative" means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

The following guidelines shall govern the service of a volunteer athletic coach:

1. Volunteer athletic coaches may serve only under the direction and immediate supervision of a head and/or assistant coach employed by the Board,
2. Volunteer athletic coaches must clearly understand their duties and responsibilities and perform no services outside those duties. This policy applies to any individual who is appointed after the adoption of this policy,
3. Volunteer athletic coaches serve only in a support capacity. Head or assistant coaches employed by the Board are responsible for the supervision and instruction provided to pupils participating in the athletic program,
4. Volunteer athletic coaches shall respect the individuality, dignity and worth of each pupil,
5. Volunteer athletic coaches are not permitted access to pupil records,
6. Volunteer athletic coaches must exercise discretion in disclosing any confidential pupil matters the coach becomes aware of as a result of their volunteer responsibilities,
7. Volunteer athletic coaches must consult with the Athletic Director regarding any matters or questions regarding their duties and responsibilities,
8. Volunteers shall receive no financial remuneration from the district,



9. Volunteer athletic coaches may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board Meeting following relief of duties,
10. Prior to commencing coaching responsibilities, volunteer athletic coaches must sign a certification attesting that he/she is in agreement with policy 9181.

All volunteer coaches must have an approved:

1. New Jersey teaching certificate or a County substitute certificate; and
2. Criminal background check and be fingerprinted at volunteer's expense; and
3. Documentation that a Mantoux test has been administered; and passed.

N.J.S.A. 18A:6-7.1

Adopted: 17 July 2012



9190 COMMUNITY ORGANIZATIONS

The Board of Education respects the contributions to community life made by business, industry, labor, charitable organizations, cultural institutions, volunteer associations and other community groups that enrich the educational potential of the community.

The Board directs the Superintendent to be alert to the opportunities for an educational program expanded and enriched by utilization, both within and without the school district, of a diversity of community resources.

The Superintendent shall establish and maintain a file of community resources and invite the appropriate participation of community organizations and resource persons in the instructional program. The Superintendent shall determine those schools, instructional programs, and/or district operations that would profit by the involvement of community resources.

Adopted: 17 July 2012



9191 BOOSTER CLUBS

The Board of Education recognizes that the support offered by booster clubs can benefit the school district. Because the activities of booster clubs also reflect on the district, the Board establishes guidelines for the operation of booster clubs in order to ensure that their activities assist in the attainment of district goals and objectives.

A booster club that is organized for the purpose of endorsing and supporting a school sponsored activity shall:

1. Be incorporated as a nonprofit organization;
2. Enter into a contract with this Board for the conduct of intended activities;
3. Obtain liability insurance indemnifying the Board against all suits arising from the conduct of club activities;
4. Account to the Board for all funds raised through the conduct of school related activities;
5. Utilize all funds raised through the conduct of school related activities for the benefit of school programs;
6. Certify adherence to the policies of the school district;
7. Request permission of the Board before taking any group of pupils on a trip; and
8. Obtain the approval of the Superintendent before raising funds in the name of the district.

Nothing in this policy shall be construed as the Board's assumption of responsibility for any activity conducted by a booster club.

Adopted: 17 July 2012



9192 RAFFLES, LOTTERIES AND SIMILAR GAMES OF CHANCE
SCHOOL RELATED GROUPS AND ASSOCIATIONS

The Board of Education recognizes the significant support given to school district educational and athletic programs by various school related groups and associations. Community members serving in such groups, whether as members of athletic booster associations, or non-athletic related parent(s) or legal guardian(s) groups or associations, contribute their time and personal resources in support of the education of Randolph youth. The Board reaffirms its support of such groups.

The groups may, from time to time, desire to conduct raffles, lotteries, or similar games of chance during school related functions to raise funds in support of their activities. While the Board does not endorse any gambling activity, it shall not prohibit such activities during school functions provided the following conditions are satisfied:

1. That the group or association maintaining such activity is a recognized school related organization and has obtained the necessary legal permit(s) or license(s) required to conduct the proposed raffle, lottery, or game.
2. Any group desiring to maintain an activity as described in this policy shall first advise the Building Principal of its intention, in writing. It shall describe the activity sought to be conducted, provide a copy of the permit(s) or license(s) obtained, and shall indicate the person(s) who shall be in charge of such activity during the event in question.
3. That the activity in question shall not in any manner interfere with the school functions or activity.
4. In no event shall minors under the age of eighteen be enlisted to run, maintain, or collect funds in connection with such activities. Sales shall not be made to minors.

Notwithstanding the existence of this policy, the Building Principal may withhold permission to conduct such an activity if, in the decision of the Building Principal, such activity would be inappropriate or incompatible with the school activity being conducted or would create any form of hazard to the health, safety, or welfare of persons attending the school function.



The Board of Education expressly declares that it shall bear no responsibility or liability whatever for insuring that the activities of school related groups in conducting raffles or lotteries or similar activities are lawful, that a valid permit(s) or license(s) has been obtained, or that the funds collected in connection with such activities are properly handled, audited, or distributed. This responsibility must be directly assumed by the school groups maintaining the activity in question.

Adopted: 17 July 2012



9200 COOPERATION BETWEEN PARENTS AND SCHOOL

The Board of Education believes that the education of children is a joint responsibility that the Board shares with the parent(s) or legal guardian(s) of pupils. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

It is the position of the Board that parent(s) or legal guardian(s) bear the ultimate responsibility for their children's in-school behavior, including the behavior of pupils who have reached the legal age of majority, but are still for all practical purposes under parental authority.

The Board directs that cooperation be encouraged by parent-teacher conferences that permit two-way communication between home and school; open houses in district schools that provide parent(s) or legal guardian(s) with the opportunity to see the school facilities, meet the faculty, and observe the program on a first hand basis; meetings of staff members and groups of the parent(s) or legal guardian(s) of those pupils having special abilities, needs, or problems; and special events of a cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of pupils and parent(s) or legal guardian(s), and are of general interest to the schools or community.

Adopted: 17 July 2012



9210 PARENT ORGANIZATIONS

The Board of Education will encourage and support organizations of parent(s) or legal guardian(s) whose objectives are to promote the educational interests of district pupils.

No parent organization may organize pupils or sponsor school activities or solicit moneys in the name of this school district or of any school in the district without the prior approval of the Board. Such approval must be sought by written application to the Superintendent.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district.

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization whose actions are inimical to the interests of the pupils of this district.

Adopted: 17 July 2012



9230 PARENTAL RESPONSIBILITIES

The Board of Education believes that children benefit when parent(s) or legal guardian(s) recognize and discharge a responsibility to encourage and support the learning process.

Parent(s) or legal guardian(s) can help children learn by:

1. Requiring that children obey all school rules and by accepting responsibility for a child's improper conduct;
2. Sending children to school with proper attention to health, personal cleanliness, and dress;
3. Maintaining an active interest in each child's daily work and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study;
4. Reading communications from the school and signing and returning them promptly when so requested;
5. Attending conferences arranged for the exchange of information on the child's progress in school; and
6. Scheduling family matters to minimize interference with school time.

Adopted: 17 July 2012



9240 RIGHTS OF PARENTS

The Board of Education recognizes that the parent(s) or legal guardian(s) of each child are ultimately responsible for the care and custody of that child, and that both parent(s) or legal guardian(s) share that responsibility equally. The Board recognizes as well that, where only one parent has legal custody of a child, the rights and responsibilities of the other parent may be limited. The Board believes that the interests of the child are best served by the continuing involvement of both parents in the child's life and well-being.

The Board will presume that each natural or adoptive parent(s) or legal guardian(s) of a pupil enrolled in this district possesses full parental rights of access to the pupil and to information about the pupil, notwithstanding any separation of the parent(s) or legal guardian(s) or dissolution of their marriage. Accordingly, and in the absence of notice to the contrary, the Board directs that school administrators accommodate the needs of both parent(s) or legal guardian(s) for access to their child, to their child's teachers, and to information about their child.

Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his/her unemancipated child, including, but not limited to, medical, dental, insurance, child care and educational records, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

The place of residence of either parent shall not appear on any records or information released pursuant to the provisions of this section.

A child's parent(s), guardian(s) or legal custodian(s) may petition the court to have a parent's access to the records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the child or that the access sought is for the purpose of causing detriment to the other parent, the court may order that access to the records be limited. Proper notice of court action consists of the custodial parent's sworn affidavit or certification supported by a copy of the pertinent portion of a legal agreement or court order that awards custody and establishes the rights and limitation of the noncustodial parent or terminates the parental rights of the noncustodial parent.

Nothing in this policy shall be construed as limiting in any way the rights of the noncustodial parent whose parental rights have not been terminated to full access to his/her child's records.

N.J.S.A. 18A:35-4.6 et seq.; 18A:47-4; 18A:47-8
N.J.A.C. 6:3-6.1; 6:3-6.5; 6A:14-1.3; 6A:14-2.9

Adopted: 17 July 2012



9260 PARENTAL LIABILITY FOR VANDALISM

The school property held in trust by this Board of Education represents a substantial investment of the taxpayers of the school district; liability for the willful and malicious destruction of that property should be borne by those directly and indirectly responsible.

The Board further believes that parent(s) or legal guardian(s) are ultimately responsible for the supervision and discipline of pupils and that the knowledge that they are vicariously liable for the acts of their children and wards will encourage parent(s) or legal guardian(s) to exercise that responsibility more vigorously.

Where any property, real or personal, owned by this Board has been willfully and maliciously damaged by any minor, whether or not the person is enrolled in this district, the Board shall bring civil action against the parent(s) or legal guardian(s) having legal custody and control of the person at the time the damage was caused, for the full amount of the damage.

N.J.S.A. 18A:37-3

Adopted: 17 July 2012



9270 HOME SCHOOLING AND EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS

The Board of Education encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that parents have a constitutional right to choose the type and character of education they feel is best suited for their children, be it secular or sectarian. Home schooling is an option that parent(s) or legal guardian(s) may choose to educate their children. When parents choose this option the program will be carried out in the pupil's home rather than the school.

In the event a child is receiving an education outside the district schools, the Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not offered instruction outside the schools equivalent to that offered in the public schools for children of similar ages or attainments. If the Superintendent makes such report, the parent(s) or legal guardian(s) of a pupil receiving instruction elsewhere other than school may notify the Superintendent of their child's educational program status and provide sufficient information to satisfy the district that equivalent instruction is being offered.

The parent(s) or legal guardian(s) or other person having charge and control of a child between the ages of six and sixteen, who shall fail to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.

If a child who seeks admission to this the school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer pupil, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
9270/page 2 of 2
Home Schooling and Equivalent Education
Outside the Schools

When children are educated at home and are not enrolled in a school, the school district will not provide any of the entitlements or privileges of pupils enrolled in the school district unless specifically provided in the federal special education laws.

A child educated at home shall not receive a state endorsed high school diploma from the Board of Education.

N.J.S.A. 18A:38-25; 18A:38-25 through 18A:38-31
U.S.C.A. 1401 et seq.

Adopted: 17 July 2012



9280 PARENT CONFERENCES

The Superintendent is directed to schedule parent-teacher conferences at such times as will permit the maximum attendance of parent(s) or legal guardian(s), including working parent(s) or legal guardian(s); to encourage the participation of parent(s) or legal guardian(s); and to provide in-service training to teachers to assist them in making most effective use of the conference.

All teachers are required to attend the parent conferences scheduled for the children assigned to them. A teacher's failure to observe this policy may be cause for discipline.

The Board of Education regards parent-teacher conferences as non-adversarial meetings in which all persons present are united in a common interest in the educational well-being of the pupil. With appropriate notice, the parent(s) or legal guardian(s) of the pupil may bring to the conference additional persons who share that interest and wish to aid the parent(s) or legal guardian(s) and the teacher. When a parent(s) or legal guardian(s) desires the representation of legal counsel at the conference, however, the Board may wish to be similarly represented. Accordingly, the parent(s) or legal guardian(s) who plans to bring legal counsel to a parent-teacher conference shall notify the school Principal of that intention no later than five (5) working days in advance of the conference in order that the Superintendent may secure such legal representation as he/she may deem advisable.

In the middle school, parents may request a conference with an individual teacher or the team. This applies to all schools in the district.

Any person present may make and preserve notes, for his/her benefit, of the information shared and may make a tape recording of the conference as an aid to memory or to share with an absent parent or legal guardian.

Adopted: 17 July 2012



9310 COOPERATION WITH TOWNSHIP

The President of the Randolph Township Board of Education will annually appoint a committee of the Board to be known as the “Liaison Committee with the Township Council”. Said committee will work cooperatively with the Township Council on all matters of mutual concern, particularly those having to do with the health, safety and welfare of children.

Adopted: 17 July 2012



9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES

The Board of Education acknowledges the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school district.

The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1 et seq. to ensure cooperation between school staff and law enforcement officials in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, as defined in N.J.S.A. 24:21-2, including anabolic steroids, drug paraphernalia, alcoholic beverages and/or firearms as defined in subsection f. of N.J.S.A. 2C:39-1.(f); and other deadly weapons as defined in N.J.S.A. 2C:39-1.(r) and in the planning and conduct of law enforcement activities and operations occurring on school property, including arrest procedures and undercover school operations. The Board directs the Superintendent to institute a program of such communication and cooperation.

Policy and Regulation 9320, as adopted by the Board, will be submitted for approval to the County Superintendent of Schools in accordance with N.J.A.C. 6A:16-6.2(a)2.

Policy and Regulation 9320 have been developed and approved by the Board to protect the interests of pupils and serve the legitimate needs of law enforcement in accordance with N.J.A.C. 6A:16-6.1 et seq.

N.J.A.C. 6A:16-6.1 et seq.

Adopted: 17 July 2012



9323 NOTIFICATION OF JUVENILE OFFENDER CASE DISPOSITION

School Principals have a need to receive and have access to juvenile justice proceedings involving juveniles who are registered pupils in the school building. The school Principal shall have access to information relating to juvenile justice proceedings in accordance with N.J.S.A. 2A:4A-60.

The school Principal may request from law enforcement agencies at the time of charge, adjudication or disposition, information as to the identity of a juvenile pupil charged, the adjudication and the disposition. The school Principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or for planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile pupil's permanent school record and shall not be maintained except as authorized by regulation of the Department of Education.

A law enforcement or prosecuting agency shall at the time of charge, adjudication or disposition, advise the school Principal of the school where the juvenile is enrolled, of the identity of the juvenile charged, the offense charged, the adjudication and the disposition if:

1. The offense occurred on school property or a school bus, occurred at a school-sponsored function or was committed against an employee or official of the school; or
2. The juvenile was taken into custody as a result of information or evidence provided by school officials; or
3. An offense, if committed by an adult, would constitute a crime and the offense:
 - a. Resulted in death or serious bodily injury or involved an attempt or conspiracy to cause death or serious bodily injury; or
 - b. Involved the unlawful use or possession of a firearm or other weapon; or
 - c. Involved the unlawful manufacture, distribution or possession with intent to distribute a controlled dangerous substance or controlled substance analog; or
 - d. Was committed by a juvenile who acted with a purpose to intimidate an individual or group of individuals because of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; or



- e. Would be a crime of the first or second degree.

Information provided in accordance with the section above shall be treated as confidential. The school Principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or to planning programs relevant to the juvenile's educational and social development. This information will not become part of the juvenile pupil's permanent school record and shall not be maintained except as authorized by regulation of the Department of Education.

Law enforcement or the prosecuting agency may provide the school Principal with information identifying one or more juveniles who are under investigation or who have been taken into custody for the commission of any act that would constitute an offense if committed by an adult when the law enforcement or prosecuting agency determines that the information may be useful to the Principal in maintaining order, safety, or discipline in the school or in planning programs relevant to the juvenile's educational and social development. Information provided in accordance with the section above shall be treated as confidential, but the school Principal may inform school staff members of this information if the Principal deems it appropriate for maintaining order, safety or discipline in the school or for planning programs relevant to the juvenile's educational and social development. No information provided in accordance with this paragraph shall be maintained.

The Principal who requests and/or receives information as specified in this policy shall notify the Superintendent or designee within twenty-four hours.

The school district shall comply with the Department of Education rules and regulations concerning the creation, maintenance and disclosure of pupil records regarding school Principal notification of juvenile offender case disposition and this policy.

P.L.1982, c.79

R.S.53:1-15

P.L.1985, c.69

Adopted: 17 July 2012



9324 SEX OFFENDER REGISTRATION AND NOTIFICATION

The Board of Education and administration will comply with the guidelines developed by the New Jersey Attorney General's Office and will work cooperatively with the County Prosecutor's Office and the Randolph Police Department regarding the requirements of N.J.S.A. 2C:7-1 et seq. (Megan's Law).

The Megan's Law notification statute applies to all sex offenders who are required to register pursuant to N.J.S.A. 2C:7-1 et seq. The offenses requiring registration by persons convicted, an adjudicated delinquent or a person acquitted by reason of insanity are as indicated in New Jersey Statutes Annotated.

Definitions

- A. Tier One offenders encompass those that are a "low risk of re-offense", thus constituting a low risk of harm to the community. This offender is one who, because of the type of crime, the lack of violence in his/her behavior, the lack of a substantial criminal history and the existence of ties to the community presents no more than a possible risk of re-offense.
- B. Tier Two offenders encompass those who are a "moderate risk of re-offense", thus constituting a moderate risk of harm to the community in that the pertinent documents demonstrate that they are reasonably likely to re-offend, warranting limited notice for the protection of the public.
- C. Tier Three offenders encompass those who are a "high risk of re-offense" in that the available record demonstrates that there is a probable risk of re-offense, warranting notice to the community likely to encounter the offender.

The County Prosecutors Office determines the specific schools, community organizations and residences to receive notification.

The School District is automatically included on the notification list and is not required to register to be notified under Tier Two or Tier Three notifications. Where the risk of re-offense is determined by the County Prosecutor's Office to be moderate or high in accordance with the law, the County Prosecutor's Office and/or the appropriate law enforcement office will notify the Superintendent and the Principal of the targeted school(s). The Superintendent should not notify the target school(s), but may contact the Prosecutor's Office if the Superintendent thinks that a school in the notification area has been inadvertently omitted. The school district is entitled to receive the offender's name and a recent photograph, along with a physical description, the offense of which he/she was convicted, their address, place of employment and/or schooling, and vehicle license number.



The Board of Education shall take appropriate steps to educate and alert those staff members who are charged with the care and supervision of children, emphasizing that this information is intended to assist such staff members in the protection of their charges, not to provide notification to the community at large. All sex offender notification information to the community must be released by the appropriate law enforcement agency or the County Prosecutor's Office. The school district and/or any school staff member shall keep all sex offender notification information confidential. In the event the school district is notified a pupil is a Tier One or Two sex offender, the school district will cooperate with the local law enforcement and the County Prosecutor's Office on community notification consistent with the law and guidelines of the New Jersey Attorney General's Office.

The County Prosecutor's Office will be asked to provide guidance to the school district staff members. The Board of Education, working in conjunction with the County Prosecutor's Office and/or a local law enforcement office, will hold meetings and other educational programs at a particular school for staff regarding the safeguarding of the school district's children. There will be a strong emphasis on providing pertinent information, constructive knowledge and guidance to the community, as well as advice concerning the consequences of vigilante activity.

The Building Principal of each school notified by the Prosecutor's Office will have the discretion to make the determination as to which employees within the school should be informed of the notification. The Building Principal should share the notice with any person who in the course of the duties of his/her employment or assignment is regularly in a position to observe unauthorized persons in or near the property of the notified school. If any persons to be notified by the Building Principal are employees of private contractors, the Principal or the Superintendent will notify the private vendor who will provide notice to the employees.

The Principal shall only notify school appropriate district staff of Tier Two or Tier Three notifications and not to provide notification to the community at large. Guidance to the school district in providing this information to staff members will be obtainable from the County Prosecutor's Office.

N.J.S.A. 2C:7-1 et seq.

Guidelines - New Jersey Office of the Attorney General

Adopted: 17 July 2012



9340 COOPERATION WITH PUBLIC LIBRARY

The public library can and should play an important role in the intellectual and educational development of children attending district schools, serving them as a resource that reinforces and augments the school library in many areas and by providing services and materials that may go beyond those that the school library alone can provide.

The Board of Education encourages the effective utilization of the public library by communication and cooperation between the school and library staff. School staff members should be kept informed of new materials and services available from the public library, and library staff members should be kept advised of school projects and programs that call for pupil use of the public library.

N.J.A.C. 15:22-1.1 et seq.

Adopted: 17 July 2012



9400 NEWS MEDIA RELATIONS

Public Information

The success of the school system is dependent upon the cooperation and participation of many people. The Board believes that the advancement of education is served when the community has confidence in the school system, and that such confidence is grounded in an understanding of the Board's purposes and an awareness of the school's programs and facilities.

Any position statement of the Board shall be approved by the Board at a regular meeting and made a part of the official minutes.

Board of Education Communications Committee

The Board recognizes the need for maximum Board-school-community interaction relating to the policy and operation of the Randolph schools. In addition to utilizing the appropriate media to keep the public informed, the Board solicits the views of individuals and organizations on present and future educational programs and processes.

The Board Communications Committee will establish a regular meeting schedule and encourage the public to inquire, learn about, and express a continuing interest in the operation of the schools. The committee will keep the Board apprised of questions, comments and suggestions which are expressed by residents of the community.

School Beat

In support of this policy, the Board shall utilize appropriate media through which the purposes, values, and needs of the schools may be communicated and shall assist representatives of such media in presenting a true picture of the school system. One such method to be used in informing the community as to what is happening in the schools is the district publication School Beat to be published with school and Board news.

The Board and the Superintendent shall follow a continuing program of information designed to acquaint the citizens of the community and the public with the achievements and the needs of the schools. For this purpose, the Communications Coordinator shall be responsible for:

1. School Beat;
2. New releases and the publication of education reports; and
3. The photographing of school activities for publication.



POLICY

RANDOLPH BOARD OF EDUCATION

COMMUNITY
9400/page 2 of 2
News Media Relations

In order to coordinate the dissemination of pupil and staff information, staff members will submit articles slated for publication to the Building Principal, supervisor or the Communications Coordinator.

The Superintendent prior to release to the media shall approve all press releases on district programs or procedures representing the official position of this district by any of its employees.

The President of the Board of Education prior to release must approve official Board press releases representing the Board's position.

Adopted: 17 July 2012



9500 COOPERATION WITH EDUCATIONAL AGENCIES

Upon invitation of the College Entrance Examination Board, the Board of Education retains membership in that organization. The President of the Board will also appoint annually a delegate to the Morris County Educational service commission (MOCESCOM). The Board will participate fully in the activities of the Commission. The Board will retain membership in appropriate educational organizations in order to benefit the educational program offered by the schools.

20 U.S.C.A. §3066

N.J.S.A. 18A:38-13.1 et seq.; 18A:40-23 et seq.;
18A:46-19.1 et seq.; 18A:46A-1 et seq.;
18A:58-37.1 et seq.

N.J.A.C. 6A:23-6.1 et seq.; 6A:14-6.2 et seq.

Adopted



9541 STUDENT TEACHERS/INTERNS

The Board of Education authorizes cooperation with colleges and universities in the education of teachers.

The Superintendent will recommend to the Board student teachers/interns to be assigned to district schools.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education.

Student teachers shall at all times be subject to the policies of this district. Student teachers serving in the schools of this district shall be responsible to the Principal for their conduct and performance.

Students and other affiliates of educational institutions may be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. 6A:9-6.5; 6A:9-10.2; 6A:9-10.3; 6A:9-10.4

Adopted: 17 July 2012



9550 EDUCATIONAL RESEARCH PROJECTS

The Board of Education will cooperate, whenever appropriate and feasible, with organizations and individuals conducting bona fide educational research involving pupils enrolled in the schools of this district.

All educational research by persons other than district employees must be approved in advance by the Board. A written application for approval must state the purpose of the research, the specific ways in which pupils will be involved, the estimated duration of the project, the persons who will conduct the research project and their relevant affiliations, and any possible benefits to pupils or to the school district. Approval will be granted only to those projects that will serve the interests of pupils and the educational program; approval will not be granted to projects that will impede or significantly disrupt the instructional program approved by the Board.

Parent(s) or legal guardian(s) will be informed of any educational research project that involves their children and may request the removal of their children from the project.

The conduct of research activities must rigorously protect pupils' privacy. Approved researchers may be given access to pupil records in accordance with rules of the State Board of Education and Board Policy No. 8330, but shall not abuse this privilege by using information in any way that may embarrass or harm individual pupils or their families. The Board must be satisfied that strict standards of anonymity and confidentiality will be observed.

N.J.A.C. 6A:32-7.5

Adopted: 17 July 2012



9560 ADMINISTRATION OF SCHOOL SURVEYS

The Protection of Pupil Rights Amendment (PPRA) requires written consent for certain pupil surveys, analysis and/or evaluations funded in whole or in part by a program of the United States Department of Education. The district will comply with the PPRA consent requirements and Policy 2415.05 for certain pupil surveys, analysis, and/or evaluations.

The district will also comply with the requirements of 34 CFR Part 98 – Student Rights in Research, Experimental Programs and Testing for certain programs administered by the Secretary of the United States Department of Education:

1. Instructional material used in connection with any research or experimentation program and project shall be made available for inspection by parents/legal guardians of pupils engaged in such program or project in accordance with the requirements of 34 CFR Part 98.3.
2. Prior written parental/legal guardian consent is required for any surveys, analysis, and/or evaluations that involve psychiatric or psychological examination, testing, or treatment; if the primary purpose is to reveal information as specified in 34 CFR Part 98.4(a)(1).
 - a. Psychiatric or psychological examination or test means a method of obtaining information, including a group activity, that is not directly related to academic instruction and that is designed to elicit information about attitudes, habits, traits, opinions, beliefs or feelings.
 - b. Psychiatric or psychological treatment means an activity involving the planned, systematic use of methods or techniques that are not directly related to academic instruction and that is designed to affect behavioral, emotional, or attitudinal characteristics of an individual or group.

However, academic and nonacademic surveys, assessments, analyses, and/or evaluations may be administered to pupils for programs or activities that are not funded in whole or in part by a program of the United States Department of Education and/or programs not administered by the Secretary of the United States Department of Education as defined in 34 CFR Part 98.1. In accordance with N.J.S.A. 18A:36-34, the district shall receive prior written informed consent from a pupil's parent or legal guardian before administering these academic and nonacademic surveys, assessments, analyses, and/or evaluations that reveal information concerning:



1. Political affiliations;
2. Mental or psychological problems potentially embarrassing to the pupil or the pupil's family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom a respondent has a close family relationship;
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
7. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program;
8. Social security number; and
9. Religious practices, affiliations, or beliefs of the pupil or parent(s) or legal guardian(s).

When administering an academic and/or nonacademic survey, assessment, analysis, and/or evaluation that concern the issues listed in 1. through 8. above, the Building Principal or designee shall request written informed consent at least two weeks prior to the administration of the survey. The request for consent shall provide the parent(s) or legal guardian(s) the opportunity to view a copy of the document at a convenient location and time. The pupil shall not participate in the administration of the academic and/or nonacademic surveys, assessments, analyses, and/or evaluations if the requested written informed consent is not obtained.

N.J.S.A. 18A:36-34
34 CFR Part 98

Adopted: 17 July 2012



9700 SPECIAL INTEREST GROUPS

The Board of Education recognizes the contributions of persons and organizations outside the school district may take the form of materials, activities, and awards that tend to serve the interests of the contributor as well as benefit the school district and pupils. For the purposes of this Policy, “organizations outside the school district” shall be any organization, group, activity, club, association, agency, or individual that is not approved or sponsored by the Board of Education.

The Board reserves the right to review, approve, or reject proposed contributions from organizations outside the school district. Proposed contributions may be rejected by the Board, including but not limited to, proposed contributions that have the primary effect of advancing the name, product, or special interest of a person, corporation, or organization; fail to meet district standards of accuracy and good taste; are of little or no educational value to pupils; make unreasonable demands upon the time and energies of staff and pupils or upon the resources of the district; interrupt or interfere with the regular school program; or involve a direct cost to the district.

The approval of the use of any material or the conduct of any activity offered by an organization outside the school district shall not under any circumstances be construed as an endorsement by this Board of any interest, cause, or organization.

Permission to solicit or raise funds on school premises will be granted only to those persons and organizations whose purposes are consistent with the goals of this district and the interests of the community and are in accordance with the Board’s fundraising policy. Solicitation or fundraising may not interfere with the orderly operation of the schools. The Board will not be responsible for the protection of or accounting for such funds and these funds may not be deposited in any district account.

The Board will not permit the distribution of literature to or through pupils in the school district for any organization outside the school district.

However, distribution of literature to or through pupils in the school district may be approved by the Superintendent of Schools or designee if the organization requesting the distribution of literature is a local, State, county or Federal governmental agency or a community, non-profit organization and the information is determined by the Superintendent or designee to be of special interest to school district pupils or the community. Written requests for the distribution of this literature must be submitted to the Superintendent or designee with one copy of the specific literature to be distributed. The approval and method of the distribution of literature will be at the discretion of the Superintendent or designee. Any approval for such distribution will be consistent with the governing principles of the First Amendment of the United States Constitution. In no circumstance will the school district release confidential pupil information.



The Board prohibits the distribution of political literature to or through the pupils of this district in school buildings or on school grounds that promotes, favors, or opposes the candidacy of any candidate for election at any annual school election, or the adoption of any bond issue, proposal, or any public question submitted at any general, municipal or school election. No pupil shall be requested or directed by any school official or employee to engage in any activity that tends to promote, favor, or oppose any such candidacy, bond issue, proposal or a public question submitted at any election.

The Board will permit the award of scholarships or prizes to deserving pupils provided that information regarding pupils is released only in accordance with Policy No. 8330 on Pupil Records, the manner of selection of the recipient is approved by the Superintendent or designee and includes consultation with appropriate staff members, and the nature of the prize or award is approved by the Superintendent or designee.

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

United States Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Adopted: 17 July 2012



9713 RECRUITMENT BY SPECIAL INTEREST GROUPS

The Board of Education will permit access to school pupils on school premises and access to certain information about individual pupils for educational, occupational, and military recruitment activities. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law.

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit pupils on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing twenty working days before the planned activity and must be approved in advance by the Superintendent. The Superintendent shall not favor one recruiter over another, but shall not approve an activity that, in the Superintendent's judgment, carries a substantial likelihood of disrupting the educational program of this district.

Each representative of a bona fide educational institution, occupational agency, and the United States Armed Forces will be given, on request, a copy of the pupil information directory, compiled in accordance with Policy No. 8330.

Parent(s) or legal guardian(s) and adult pupils will be informed annually in writing of their right to request a pupil's excusal from participation in all recruitment activities and/or from a listing in the pupil information directory distributed for recruitment purposes.

Nothing in this policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1
No Child Left Behind §9528

Adopted: 17 July 2012



9720 SOLICITATIONS BY VENDORS

The Board of Education will permit vendors to solicit pupils and parent(s) or legal guardian(s) for the sale of goods and services through the schools of this district, provided that the Board has given prior approval to the vendor and to the solicitation.

The Superintendent shall review each vendor's request to solicit sales and shall recommend to the Board for its approval only those that offer a product or service that is related to the educational goals of this district and offers good value to purchasers.

Any funds collected on behalf of a vendor approved by the Board under this policy shall be kept in a separate account pending transfer to the vendor. The Board disclaims any responsibility for any such funds.

In the event that more than one vendor requests permission to solicit sales of a particular product or service, or the Superintendent seeks a vendor to provide a particular product or service to parent(s) or legal guardian(s) or pupils, the Superintendent shall seek quotations from qualified vendors in order to determine which will provide the greater value to purchasers.

The Board reserves the right to withdraw its approval of any vendor at any time.

Adopted: 17 July 2012

