

**Hamilton Township Public Schools**  
**Mays Landing, New Jersey**

**Agenda for Regular Meeting – February 19, 2013**

Location: Davies School Library  
Time: 6:30 p.m.

- |   |             |
|---|-------------|
| I. Call to Order – Daniel M. Smith, Board Secretary | <u>Page</u> |
| II. Flag Salute                                     |             |
| III. Notice of Advertisement of Meeting             |             |

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library, as well as all the schools of the district. A mechanical device is being used to record this meeting and this meeting is also being video-taped.

- IV. Roll Call
- V. Executive Session

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of litigation and personnel matters. Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Further resolved the Board may take action on items discussed in executive session.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

- VI. Approval of Minutes
- VII. Correspondence

**VIII. Receive comments from the public on tonight's agenda items in accordance with the Board's policy on participation at Board meeting**

**IX. Board Member Comments**

**X. Superintendent/Staff Reports**

**A. Information Items**

**1. Dates to Remember**

- February 19, 2013 – Finance Committee Meeting – Board Office – 5:30 p.m.
- February 19, 2013 – Board of Education Meeting – Davies School – 6:30 p.m.
- February 20, 2013 – Board Retreat – Davies School – A-Wing, TPC2 Teacher Workroom - 6:00 p.m.
- March 5, 2013 – Board of Education Meeting – Davies School – 7:00 p.m.
- March 8, 2013 – Facilities Committee Meeting – Board Office – 7:30 a.m.
- March 12, 2013 – Curriculum Committee Meeting – Board Office – 2:00 p.m.
- March 13, 2013 – Personnel Committee Meeting – Board Office – 5:00 p.m.
- March 26, 2013 – Board of Education Meeting and Public Hearing on the 2013-2014 Budget – Davies School – 7:00 p.m.

|     |   |    |
|-----|---|----|
| FYI | B. Registration/Transfer Statistics for the Month of January, 2013 (attachment X-B).                        | 10 |
| FYI | C. Harassment, Intimidation and Bullying Incident Log (attachment X-C)                                      | 11 |
| FYI | D. Student Discipline Reports for the month of January, 2013 (attachment X-D)                               | 12 |
| FYI | E. Corrected Academic Achievement Lists for the 1 <sup>st</sup> Trimester – Grades 4 and 5 (attachment X-E) | 58 |
| FYI | F. New Homes and Certificates of Occupancy for the month of January, 2013 (attachment X-F)                  | 63 |

## **XI. Committees and Recommendations**

### **A. Facilities Committee - Mr. Sacchinelli**

- Action**                      1. Motion to approve to go out to bid for the following project:
- 2013 Automatic Temperature Control System at the George L. Hess Educational Complex

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

### **B. Curriculum Committee - Mrs. Kupp**

- Action**                      1. Motion to approve an addendum to the Professional Services Agreement between the Hamilton Township Board of Education and Southern Regional Institute and Educational Technology Training Center (SRI & ETTC) to include mathematics coach mentoring for the Hess School for an additional 185/hours @\$162.00/hour for a total additional amount of \$30,000.00 (attachment XI-B-1). **64**

(The original contract with SRI & ETTC was approved on September 18, 2012 for the 2012-2013 School Year)

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

### **C. Finance Committee - Mr. Ludwick**

- Action**                      1. Motion to approve budget transfers in the amount of \$35,282.07 (attachment XI-C-1). **66**
- Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

- Action**                      2. Motion to approve the following Resolution to transfer debt service:

**RESOLUTION TO  
TRANSFER DEBT SERVICE**

**WHEREAS, NJSA 18A:24-54 permits a Board of Education to transfer the proceeds of a capital project when the project is completed, and such funds are no longer necessary for the original purpose or any other authorized purpose; and**

**WHEREAS, the aforementioned statute authorizes the Board of Education to determine whether to apply such funds to either the general fund or the debt service fund of the district; and**

**WHEREAS the Hamilton Township Board of Education has determined that \$12,750.00 is available for such transfer;**

**Now therefore be it resolved by the Hamilton Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer to the debt service fund consistent with all applicable laws and regulations.**

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**Action**

- 3. Motion to accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.**

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

**FYI**

- 4. Purchase orders issued for services, supplies and equipment in the amount of \$1,269,037.42 (attachment XI-C-4)**

**67**

**Action**

- 5. Motion to approve the following bills and payroll in the total amount of \$4,172,435.34 (attachment XI-C-5):**

**74**



| <u>Fund</u> | <u>Title</u>            | <u>Amount</u> |
|-------------|-------------------------|---------------|
| 10          | General Fund            | \$6,706.00    |
| 10          | General Fund/Payroll    | 201,484.94    |
| 11          | Current Expense         | 1,245,140.85  |
| 11          | Current Expense/Payroll | 2,135,167.63  |
| 20          | Special Revenue         | 33,414.47     |
| 20          | Special Revenue/Payroll | 48,280.65     |
| 40          | Debt Service            | 315,636.25    |
| 50          | Cafeteria               | 146,667.80    |
| 50          | Kids' Corner            | 23,388.80     |
| 50          | Community Education     | 5,732.95      |
| 50          | Camp Blue Star          | 10,815.00     |
| Motion_____ | Second_____             | Vote_____     |

Action                      6. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2012-2013 school year (attachment XI-C-6).                      106

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action                      7. Motion to approve a tuition contract with Coastal Learning Center, Inc. for one (1) student at a cost of \$246.21 per diem for 138 days for the period November 16, 2012 through June 30, 2013, for a total cost of \$33,976.98.

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

D. Personnel/Negotiations Committee – Mr. Aiken  
All personnel actions are being taken by the recommendation of the Superintendent.

Action                      1. Motion to approve district substitutes for the 2012-2013 school year (attachment XI-D-1).                      107

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action                      2. Motion to approve fieldwork placements for the 2012-2013 school year (attachment XI-D-2).                      108

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action                      3. Motion to accept a resignation notice from Amber Miskovic, Hess School Paraprofessional effective February 8, 2013 with her last day of employment to be February 22, 2013 (attachment XI-D-3).                      109

Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

- |                                   |  |     |
|-----------------------------------|--|-----|
| Action                            | <p>4. Motion to approve staff members to provide professional development during the February 15, 2013 Professional Development Day (not to exceed 6 hours each) at the hourly rate of \$26.00 as provided for in the 2009-2012 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds (attachment XI-D-4).<br/> Motion_____Second_____Vote_____</p> | 110 |
| Action                            | <p>5. Motion to approve an increase in the paraprofessional and clerical substitute rates from \$55.00/day to \$67.50/day effective February 19, 2013.<br/> Motion_____Second_____Vote_____</p>  |     |
| Action                            | <p>6. Motion to extend the employment contract for Katarzyna Liu, Hess School ESL Teacher, from April 18, 2013 to the end of the school year.</p> <p>Ms. Liu was previously approved on January 22, 2013 as a replacement for Megan Ferguson.</p> <p>Motion_____Second_____Vote_____</p>   |     |
| Action                            | <p>7. Motion to approve an intermittent NJ Family Leave of Absence for Lawrence Laskowski, part-time Davies School Paraprofessional at a start date to be determined (XI-D-7).<br/> Motion_____Second_____Vote_____</p>  | 111 |
| E. Policy Committee - Mrs. Capone |  |     |
| Action                            | <p>1. Motion to approve Policy #2200 – Curriculum Content on first reading (attachment XI-E-1).<br/> Motion_____Second_____Vote_____</p>   | 112 |
| Action                            | <p>2. Motion to approve Policy #2415 – No Child Left Behind Programs on first reading (attachment XI-E-2).<br/> Motion_____Second_____Vote_____</p>  | 114 |
| Action                            | <p>3. Motion to approve Policy #2431 – Athletic Competition on first reading (attachment XI-E-3).<br/> Motion_____Second_____Vote_____</p>   | 120 |

|        |  |     |
|--------|--|-----|
| Action | 4. Motion to approve Regulation #2431.1 – Emergency Procedures for Athletic Practices and Competitions on first reading (attachment XI-E-4).<br>Motion_____Second_____Vote_____            | 127 |
| Action | 5. Motion to approve Regulation #2431.2 – Medical Examination to Determine Fitness for Participation in Athletics on first reading (attachment XI-E-5).<br>Motion_____Second_____Vote_____ | 132 |
| Action | 6. Motion to approve Policy #2468 – Independent Educational Evaluations on first reading (attachment XI-E-6).<br>Motion_____Second_____Vote_____   | 137 |
| Action | 7. Motion to approve Policy #3230 – Outside Activities – Teaching Staff Members on first reading (attachment XI-E-7).<br>Motion_____Second_____Vote_____                                   | 141 |
| Action | 8. Motion to approve Regulation #3230 – Outside Activities – Teaching Staff Members on first reading (attachment XI-E-8).<br>Motion_____Second_____Vote_____                               | 143 |
| Action | 9. Motion to approve Policy #3281 – Inappropriate Staff Conduct – Teaching Staff Members on first reading (attachment XI-E-9).<br>Motion_____Second_____Vote_____                          | 145 |
| Action | 10. Motion to approve Regulation #3281 – Inappropriate Staff Conduct – Teaching Staff Members on first reading (attachment XI-E-10).<br>Motion_____Second_____Vote_____                    | 148 |
| Action | 11. Motion to approve Policy #4230 – Outside Activities – Support Staff Members on first reading (attachment XI-E-11).<br>Motion_____Second_____Vote_____                                  | 157 |
| Action | 12. Motion to approve Regulation #4230 – Outside Activities Support Staff Members on first reading (attachment XI-E-12).<br>Motion_____Second_____Vote_____                                | 159 |

|        |  |     |
|--------|--|-----|
| Action | 13. Motion to approve Policy #4281 – Inappropriate Staff Conduct – Support Staff Members on first reading (attachment XI-E-13).<br>Motion_____Second_____Vote_____     | 161 |
| Action | 14. Motion to approve Regulation #4281 – Inappropriate Staff Conduct – Support Staff Members on first reading (attachment XI-E-14).<br>Motion_____Second_____Vote_____ | 164 |
| Action | 15. Motion to approve Policy #6113 – E-Rate on first reading (attachment XI-E-15).<br>Motion_____Second_____Vote_____  | 173 |
| Action | 16. Motion to approve Policy #6480 – Purchase of Food Supplies on first reading (attachment XI-E-16).<br>Motion_____Second_____Vote_____                               | 189 |
| Action | 17. Motion to approve Policy #8505 – School Nutrition on first reading (attachment XI-E-17).<br>Motion_____Second_____Vote_____  | 192 |

**F. Transportation Committee - Mr. Anderson**

**XII. Resolutions**

**XIII. Solicitor's Report**

**XIV. Unfinished Business**

**XV. New Business (consideration of additional items that may be properly presented to the Board of Education at this time)**

**XVI. Receive comments from the public in accordance with the Board's policy on participation at Board meeting**

## **XVII. Executive Session**

**Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of \_\_\_\_\_.**

**Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.**

**Further resolved the Board may take action on items discussed in executive session.**

**Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_**

## **XVIII. Adjournment**

X-B

To: Dr. Michelle M. Cappelluti  
Re: Registration/Address Change/Transfer Statistics

**2012 - 2013**

|                  | <b>Registrations</b> | <b>Address Changes</b> | <b>Transfers</b> |
|------------------|----------------------|------------------------|------------------|
| <b>September</b> | 101                  | 21                     | 25               |
| <b>October</b>   | 27                   | 19                     | 16               |
| <b>November</b>  | 29                   | 11                     | 11               |
| <b>December</b>  | 18                   | 8                      | 14               |
| <b>January</b>   | 18                   | 15                     | 18               |
| <b>February</b>  |                      |                        |                  |
| <b>March</b>     |                      |                        |                  |
| <b>April</b>     |                      |                        |                  |
| <b>May</b>       |                      |                        |                  |
| <b>June</b>      |                      |                        |                  |
| <b>July</b>      |                      |                        |                  |
| <b>August</b>    |                      |                        |                  |

Joyce E. Graumann  
Registration Secretary

cc: D. Smith  
T. Vogt  
D. Cartwright  
C. LoPresto

Hamilton Township  
School District

Academic Achievement Lists

Grades 4 and 5

1st Trimester  
2012-2013

## Grade 4 Academic Recognition

|           |                |
|-----------|----------------|
| Erika     | Biasini        |
| Zoey      | Booth          |
| Cassandra | Booth          |
| Autumn    | Bott           |
| John      | Brown          |
| Julianna  | Brown          |
| Bryson    | Bugdon         |
| Jake      | Burnett        |
| David     | Ciro           |
| Madison   | Connelly       |
| Starr     | Conner         |
| Daniel    | Cooper         |
| Hannah    | Curcio         |
| Brielle   | Curtin         |
| Gianna    | DiGregorio     |
| Sarah     | Eaton          |
| Zackary   | Emmell         |
| Steven    | Flickinger     |
| Cheyenne  | France         |
| Saloni    | Garg           |
| Megan     | Gaskill        |
| Brianna   | Gibson         |
| Kaitlyn   | Gronau         |
| Fiona     | Hua            |
| Darren    | Johnson        |
| Colin     | Macrie         |
| Matthew   | McClay         |
| Paige     | Mlynarczyk     |
| Antonia   | Monroe         |
| Rebekah   | Monroe         |
| Isaiah    | Newsome        |
| Fiona     | Pahang         |
| Lola      | Pham           |
| Nevaeh    | Phillips       |
| Alexi     | Phommathep     |
| Klaleh    | Punn           |
| Sosha     | Reese          |
| Jacob     | Reingruber     |
| Adrian    | Reyna Diamante |
| Olivia    | Risley         |
| Sabrina   | Salman         |
| Jayden    | Shertel        |



|          |          |
|----------|----------|
| Sarah    | Small    |
| Amy      | Song     |
| Abigail  | Thompson |
| Kahlif   | Thornton |
| Lauren   | Ulland   |
| Lauren   | Walden   |
| John     | Walker   |
| Emily    | Weber    |
| Heldreth | Yu       |

## Grade 5 Academic Recognition

|             |                   |
|-------------|-------------------|
| Alexandra   | Achanzar          |
| Abby        | Alcalde           |
| Gerald      | Armitage          |
| Emma        | Benkovic          |
| Aniyah      | Bishop            |
| Kyle        | Bitler            |
| Nina        | Casselberry       |
| Ethon       | Charles           |
| Anshruta    | Chidananda        |
| Madison     | Dearborn          |
| Oumar       | Diallo            |
| Christopher | Dibb              |
| Anjolaoluwa | Fakolade          |
| Bradley     | Garber            |
| Ziya        | Griffin           |
| Cara        | Grunwald          |
| Tyger       | Haines            |
| Sydney      | Heggan            |
| Tyler       | Hendrickson       |
| Brooke      | Holmes            |
| Hayden      | Horsey            |
| Nicholas    | Ingegneri         |
| Trey        | Johnson           |
| Alicia      | Jones             |
| Zaire       | Jones             |
| Vivek       | Kolli             |
| Rachael     | Lewis             |
| Ariel       | Martinez          |
| Samantha    | McConaghy         |
| Allyana     | McLamb            |
| Zamirah     | Morton            |
| Arianna     | Nakao             |
| Stacey      | Ngo               |
| Andy        | Nguyen            |
| Jaden       | Pasos             |
| Brianna     | Perkins           |
| Angelica    | Rodriguez Navarro |
| Connor      | Shulby            |
| Shania      | Simms             |
| Harman      | Singh             |
| Keagen      | Summerville       |
| Paulina     | Trezesniowska     |

Eric  
Lerman

Weeks  
Zakkary

X-F

MEMORANDUM

TO: Superintendent of Schools  
FROM: Twp. Of Hamilton Construction Code  
DATE: 2/1/13  
RE: New Homes & Certificates of Occupancy

The following information is from January 1, 2013 through January 31, 2013

# of Permits issued for new homes – 6

of the 6 – 1 was for an age restrictive home

# of Certificates of Occupancy for new homes – 2

of the 2 – 0 was for an age restrictive home

Should you have any questions concerning this information, please do not hesitate to contact me.

XI-B-1

Southern Regional Institute and Educational Technology Training Center

# SRI & ETTC

SCHOOL OF EDUCATION - RICHARD STOCKTON COLLEGE OF NEW JERSEY  
101 Vera King Farris Drive, Galloway, NJ 08205 609-626-3850

February 14, 2013

Dr. Michelle Cappelluti  
Superintendent of Schools  
Hamilton Township Public Schools  
1876 Dr. Dennis Foreman Drive.  
Mays Landing, NJ 08330

Dear Dr. Cappelluti

Please accept this notice as confirmation of your request for an addendum to the current agreement for professional services from the Southern Regional Institute and ETTC at the Richard Stockton College of New Jersey. As indicated during initial planning meetings, the SRI&ETTC will provide additional services of the current coach/mentor for your district in the area of mathematics instruction during the 2012-2013 school year. Services will include:

- **Onsite mathematics coach mentoring**

The coach/mentor will support classroom teachers in the development of mathematics teaching methods through classroom observations, consultations and planning of targeted, sustained professional development activities. The coach/mentor will work with assigned teachers through content-level meetings and individual planning sessions to create and implement teaching strategies for the classroom that will maximize effectiveness of the delivery of mathematics instruction. The coach/mentor will provide mathematics program development recommendations to building and district level administrators as requested.

The coach/mentor will coordinate scheduled visits with district personnel including building principals and the Supervisor of Curriculum and Instruction and will complete weekly online logs of activities and sessions with classroom teachers.

64

FEES (February, 2013-- June, 2013)

Additional onsite Services

185 hours@\$162 per hour = \$30,000

As per schedule of days prepared by district

Please note that these services are in addition to those specified in our original proposal letter dated August 8, 2012. Thank you for this opportunity. If this proposal is acceptable, please add your signature to this letter of agreement and return to me. I will instruct the Bursar's Office to generate an invoice for services rendered. Please do not hesitate to contact me if you have any questions.

---

Patricia Weeks  
Director  
Southern Regional Institute and ETTC  
School of Education  
Richard Stockton College of New Jersey

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Michelle Cappelutti  
Superintendent  
Hamilton Township Public Schools

C: L. Dagit  
file

X1-C-1

# HAMILTON TOWNSHIP BOARD OF EDUCATION

2012-2013

Board Meeting of 2/19/2013

| Account                      | School   | Description  | To              | From             | Rationale  |
|------------------------------|----------|--|-----------------|------------------|--|
| <b>Non-Payroll Transfers</b> |          |  |                 |                  |  |
| 11-000-100-566               | Spec Edu | Undistributed Exp - Instruction - Tuition to Private Sch w/State | 3,711.00        |                  | Funds needed for private school special education tuition adjustment |
| 11-000-100-569               | Spec Edu | Undistributed Exp - Instruction - Tuition - Other                |                 | 3,711.00         |  |
| 20-231-100-600               | Davies   | Title I - Instructional Supplies                                 | 4,321.00        |                  | Funds needed for the purchase of Scholastic licenses                 |
| 20-231-200-500               | Travel   | Title I - Travel   |                 | 4,321.00         |  |
| 20-234-100-600               | Davies   | Title I Carryover - Instructional Supplies                       | 0.07            |                  | Funds needed for the purchase of Scholastic licenses                 |
| 20-234-200-300               | Davies   | Title I Carryover - Purchased Services                           |                 | 0.07             |  |
| 40-701-510-834               | District | Debt Service - Interest on Bonds                                 |                 | 2,250.00         | Funds needed to adjust debt service budget as per actual payments    |
| 40-701-510-910               | District | Debt Service - Redemption of Principal                           | 2,250.00        |                  |  |
| <b>Payroll Transfers</b>     |          |  | <b>Subtotal</b> | <b>10,282.07</b> |  |
| 11-105-100-101               |          | Regular Programs - Preschool - Instruction - Sal of Teachers     |                 | 25,000.00        | Funds needed for PK teacher, reclass funds to special education      |
| 11-215-100-101               |          | Special Edu - Preschool Disabled - Instruction - Sal of Teachers | 25,000.00       |                  |  |
|                              |          |  | <b>Subtotal</b> | <b>25,000.00</b> |  |
|                              |          |  | <b>Total</b>    | <b>35,282.07</b> |  |

Start date 1/17/2013 End date 6/30/2013

Original PO Date Range, All Ship to locations

02/14/13 12:36

| P.O.   | Date     | Description                   | Vendor name                         | Amount       |
|--------|----------|-------------------------------|-------------------------------------|--------------|
| 300963 | 01/22/13 | HESS OFFICE SUPPLIES          | 2759 STAPLES BUSINESS ADVANTAGE     | \$787.45     |
| 300964 | 01/22/13 | DAVIES NURSE SUPPLIES         | 0034 MOORE MEDICAL CORPORATION      | \$676.43     |
| 300965 | 01/22/13 | BOYS BBALL OFFICIAL JAN 16    | 0142 KILLIAN, PATRICK               | \$50.00      |
| 300966 | 01/22/13 | BOYS BBALL OFFICIAL JAN 16    | 0714 MATHIS, KEVIN                  | \$50.00      |
| 300967 | 01/22/13 | P.CAPONE WORKSHOP REGISTRATI  | 1811 NJSBA                          | \$125.00     |
| 300968 | 01/25/13 | EXPANDING FILE FOLDERS        | 9739 W.B. MASON CO. INC.            | \$72.84      |
| 300969 | 01/25/13 | 3RD QTR UNEMPLOYMENT CLAIMS   | 2333 TALX UC EXPRESS                | \$175.00     |
| 300970 | 01/25/13 | ENERGY EVALUATION OF HESS     | 4196 RICHARD STOCKTON COLLEGE OF N. | \$525.00     |
| 300971 | 01/25/13 | JANUARY SPECIAL ED ROUTES     | 0048 ACSSSD - TRANSPORTATION DEPT   | \$14,437.36  |
| 300972 | 01/25/13 | DECEMBER SPECIAL ED TRANS     | 0048 ACSSSD - TRANSPORTATION DEPT   | \$3,859.87   |
| 300973 | 01/25/13 | NON PUBLIC TRANS 1ST HALF     | 7923 EBY, DIANE                     | \$442.00     |
| 300974 | 01/25/13 | CHOICE SCHOOL 1ST HF TRANSPOR | 8769 LOPEZ NYILAS, TRACY            | \$442.00     |
| 300975 | 01/25/13 | CHOICE SCHOOL TRANS. REIMB    | 0717 DELEON, RICHARD                | \$442.00     |
| 300976 | 01/25/13 | CHOICE SCHOOL TRANS REIMB     | 0718 HALEY, SHARON                  | \$442.00     |
| 300977 | 01/25/13 | JANUARY TRANSPORTATION ROUTE  | 0259 GEHRHSD                        | \$124,111.47 |
| 300978 | 01/25/13 | WORKSHOP REGISTRATION         | 0288 NJAHPERD                       | \$100.00     |
| 300979 | 01/25/13 | CONFERENCE REGISTRATION       | 1023 STAFF DEVELOPMENT FOR EDUCATO  | \$219.00     |
| 300980 | 01/25/13 | CONFERENCE REGISTRATION       | 1023 STAFF DEVELOPMENT FOR EDUCATO  | \$219.00     |
| 300981 | 01/25/13 | JAN 14 MILEAGE TRANSPORT EMPL | 0046 LAMANTEER; MELANIE E.          | \$13.02      |
| 300982 | 01/25/13 | BOYS BBALL OFFICIAL JAN 18    | 0100 MONTECALVO JR, GENE            | \$50.00      |
| 300983 | 01/25/13 | BOYS BBALL OFFICIAL JAN 18    | 1071 HILTNER, DOUG                  | \$50.00      |
| 300984 | 01/25/13 | CONVENTION REGISTRATION       | 0288 NJAHPERD                       | \$110.00     |
| 300985 | 01/25/13 | WORKSHOP REGISTRATION         | 0722 BUREAU OF EDUCATION & RESEARCH | \$229.00     |
| 300986 | 01/25/13 | CONVENTION REGISTRATION       | 0288 NJAHPERD                       | \$110.00     |
| 300987 | 01/25/13 | WORKSHOP REGISTRATION         | 0719 NJCLRE                         | \$25.00      |

X 1-C-4

67



Start date 1/17/2013    End date 6/30/2013

Original PO Date Range, All Ship to locations

02/14/13 12:36

| P.O.   | Date     | Description                   | Vendor name                          | Amount       |
|--------|----------|-------------------------------|--------------------------------------|--------------|
| 300988 | 01/25/13 | WORKSHOP REGISTRATION         | 0722 BUREAU OF EDUCATION & RESEARCH  | \$225.00     |
| 300989 | 01/25/13 | ASSISTIVE TECHNOLOGY DECEMBER | 4776 EDUCATIONAL SERVICES UNIT OF BC | \$344.00     |
| 300990 | 01/25/13 | MEMBERSHIP DUES WILBRAHAM     | 0723 NJPSA                           | \$1,035.00   |
| 300991 | 01/25/13 | BUS / CAFE INCENTIVES         | 0267 HAMILTON TOWNSHIP FOOD SERVICE  | \$66.55      |
| 300992 | 01/25/13 | TUITION REIMBURSEMENT         | 8250 BALDWIN, JENNIFER               | \$2,800.00   |
| 300993 | 01/25/13 | CONFERENCE REGISTRATION       | 0419 NASSP                           | \$495.00     |
| 300994 | 01/28/13 | 12-13 TEACHING ASSISTANT MD   | 0253 GLOUCESTER CNTY SPEC.SERVICES   | \$34,650.00  |
| 300995 | 01/28/13 | 12-13 REGULAR ED TUITION      | 1884 MOORESTOWN BOARD OF EDUCATIO    | \$12,871.00  |
| 300996 | 01/28/13 | GR. 1 MATH BSI BOOKS          | 4208 FOLLETT EDUCATIONAL SERVICES    | \$771.21     |
| 300997 | 01/28/13 | BOYS BBALL OFFICIAL JAN.24    | 2458 ECCLES,JAMES                    | \$50.00      |
| 300998 | 01/28/13 | BOYS BBALL OFFICIAL JAN 24    | 0725 SACCOCCIA, RICH                 | \$50.00      |
| 300999 | 01/29/13 | DEC 20 ASSISTIVE TECHNOLOGY   | 4776 EDUCATIONAL SERVICES UNIT OF BC | \$430.00     |
| 301000 | 01/29/13 | DEC CST RE-EVALUATION SERVICE | 0279 CMCSSD                          | \$315.00     |
| 301001 | 01/29/13 | ANNUAL SOFTWARE MAINTENANCE   | 0788 SPECIALIZED DATA SYSTEMS        | \$12,900.00  |
| 301002 | 01/29/13 | DECEMBER - JAN MILEAGE REIMB  | 1561 DAGIT, LISA                     | \$71.40      |
| 301003 | 01/29/13 | OCT - DEC MILEAGE REIMB       | 0728 GALBIATI, ASHLEY                | \$34.10      |
| 301004 | 01/29/13 | ANNUAL RENEWAL SOFTWARE       | 0013 NOVELL INC                      | \$2,600.00   |
| 301005 | 01/29/13 | SUPT OFFICE SUPPLIES          | 9739 W.B. MASON CO. INC.             | \$61.52      |
| 301006 | 01/29/13 | HEALTH BENEFITS FEBRUARY      | 0586 STATE OF NJ -DIV OF PENSIONS    | \$557,223.79 |
| 301007 | 01/29/13 | GIRLS BBALL OFFICIAL JAN 22   | 2458 ECCLES,JAMES                    | \$50.00      |
| 301008 | 01/29/13 | GIRLS BBALL OFFICIAL JAN 22   | 0100 MONTECALVO JR, GENE             | \$50.00      |
| 301009 | 01/29/13 | CHOICE SCHOOL TRANS. REIMB    | 5161 TARAPILLI, CRYSTAL              | \$336.00     |
| 301010 | 01/29/13 | CHOICE STUDENT TRANS REIMB    | 8384 LUKO, BRIDGET                   | \$442.00     |
| 301011 | 01/29/13 | CHOICE STUDENT TRANS REIMB    | 2874 EINWECHTER, CHRISTOPHER & LAUR  | \$884.00     |
| 301012 | 01/29/13 | CHOICE STUDENT TRANSP REIMB   | 5131 DITTUS, WILLIAM & BRANDI        | \$884.00     |

Purchase Order Journal      Excluding contras  
 Start date 1/17/2013    End date 6/30/2013

HAMILTON TOWNSHIP BOARD OF ED

Original PO Date Range, All Ship to locations

| P.O.   | Date     | Description                    | Vendor name                           | Amount      |
|--------|----------|--------------------------------|---------------------------------------|-------------|
| 301013 | 01/29/13 | CHOICE STUDENT TRANSP REIMB    | 0734 CAREY, MARIA                     | \$884.00    |
| 301014 | 01/29/13 | CHOICE STUDENT TRANSP REIMB    | 0733 POPA, PAULA                      | \$442.00    |
| 301015 | 01/29/13 | CHOICE STUDENT TRANSP REIMB    | 0732 MACINTOSH, DEREK & CHRISTINA     | \$442.00    |
| 301016 | 01/29/13 | CHOICE STUDENT TRANSP REIMB    | 0729 LONG, LASHELLE                   | \$442.00    |
| 301017 | 01/29/13 | CHOICE STUDENT TRANSP REIMB    | 2053 DORSEY, HENRY & CHARLOTTE        | \$442.00    |
| 301018 | 01/30/13 | CHAP 226 NON PUBLIC NURSING    | 8364 SALEM COUNTY SSSD                | \$12,835.00 |
| 301019 | 01/30/13 | DAVIES PIANO TUNINGS           | 0375 MARQUEZ PIANOS                   | \$380.00    |
| 301020 | 01/31/13 | HESS/SHANER COPIER LEASE AGRE  | 0998 RICOH USA, INC.                  | \$12,760.00 |
| 301021 | 01/31/13 | JAN 22-29 MILEAGE REIMBURSEME  | 0858 PORRECA, CHERYL                  | \$47.80     |
| 301022 | 01/31/13 | HESS BEHAVIOR INCENTIVES       | 0949 ORIENTAL TRADING CO., INC.       | \$352.98    |
| 301023 | 02/04/13 | TV AND WIDESCREEN MONITORS     | 0639 DELL COMPUTERS                   | \$1,895.77  |
| 301024 | 02/04/13 | TECHNOLOGY PARTS/PERIPHERALS   | 1773 CDW GOVERNMENT INC.              | \$1,220.70  |
| 301025 | 02/04/13 | HOST/STORAGE FOR SERVER        | 0639 DELL COMPUTERS                   | \$32,159.00 |
| 301026 | 02/04/13 | REPLACE SCANNER CORD           | 0737 COMPASS MICRO, INC.              | \$51.75     |
| 301027 | 02/05/13 | MATH INVENTORY PACKAGE         | 8868 SCHOLASTIC EDUCATION INSIDE SALI | \$7,887.67  |
| 301028 | 02/05/13 | ANTIVIRUS/SPYWARE RENEWAL      | 6018 COMP-E-WARE                      | \$19,257.75 |
| 301029 | 02/06/13 | JANUARY CHOIR BUS              | 0259 GEHRHSD                          | \$136.75    |
| 301030 | 02/06/13 | ANNUAL SOFTWARE LICENSE RENE   | 0639 DELL COMPUTERS                   | \$21,654.91 |
| 301031 | 02/06/13 | CHARTER TRANSP REIMBURSEMENT   | 0461 ROBINSON, CHARMINE               | \$442.00    |
| 301032 | 02/06/13 | CHARTER SCHOOL TRANSP REIMB    | 5012 WALLER, NAKIA                    | \$442.00    |
| 301033 | 02/06/13 | CHARTER SCH. TRANSP REIMB      | 0411 HADI, TAUHEEDAH                  | \$252.00    |
| 301034 | 02/06/13 | CHARTER SCH. TRANSP. REIMB     | 5313 STEWART, SHURLANA                | \$1,516.00  |
| 301035 | 02/06/13 | CHARTER SCH. TRANSP REIMB      | 6689 ANDERSON, SHARELL                | \$442.00    |
| 301036 | 02/06/13 | CHARTER SCH. TRANSP REIMB      | 0740 OUTTERBRIDGE, AMBER              | \$1,326.00  |
| 301037 | 02/06/13 | PAYROLL SUPPLIES;ROBIN DICKSON | 09739 W.B. MASON CO. INC.             | \$52.64     |

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| P.O.   | Date     | Description                         | Vendor name                           | Amount      |
|--------|----------|-------------------------------------|---------------------------------------|-------------|
| 301038 | 02/06/13 | NOV-JAN MILEAGE REIMBURSEMENT 0901  | CAPPELLUTI;DR. MICHELLE               | \$92.90     |
| 301039 | 02/06/13 | CHROMEBOOKS FOR DAVIES              | 1773 CDW GOVERNMENT INC.              | \$570.62    |
| 301040 | 02/06/13 | GIRLS BBALL OFFICIAL JAN 29         | 2126 WALTERS;BRIAN                    | \$75.00     |
| 301041 | 02/06/13 | GIRLS BBALL OFFICIAL JAN. 28        | 9642 RUIZ, BILL                       | \$50.00     |
| 301042 | 02/06/13 | GIRLS BBALL OFFICIAL JAN 28         | 1684 ROSSI, JOE                       | \$50.00     |
| 301043 | 02/06/13 | CURRICULUM MTG REFRESHMENTS0267     | HAMILTON TOWNSHIP FOOD SERVICE        | \$60.00     |
| 301044 | 02/06/13 | JAN 31 TECHSPO REGISTRATION         | 0446 NJASA                            | \$225.00    |
| 301045 | 02/06/13 | WORKSHOP REGISTRATION               | 0722 BUREAU OF EDUCATION & RESEARCH   | \$225.00    |
| 301046 | 02/06/13 | WORKSHOP REGISTRATION               | 0722 BUREAU OF EDUCATION & RESEARCH   | \$225.00    |
| 301047 | 02/06/13 | CONFERENCE REGISTRATION             | 7050 AEP CONNECTIONS, LLC             | \$235.00    |
| 301048 | 02/08/13 | JANUARY MILEAGE REIMBURSEMENT0314   | IMLAY, COREY                          | \$37.20     |
| 301049 | 02/12/13 | LEGAL AD JAN. 14 BD MEETINGS        | 0509 PRESS OF ATLANTIC CITY           | \$27.93     |
| 301050 | 02/12/13 | DEC/JAN ENERGY ELECTRIC BILLIN 1015 | HESS CORPORATION                      | \$28,484.77 |
| 301051 | 02/12/13 | DENTAL FEBRUARY BILLING             | 0084 HORIZON BLUE CROSS BLUE SHIELD   | \$26,217.50 |
| 301052 | 02/12/13 | NEW HIRE DRUG TESTING JAN           | 9699 ATLANTICARE PHYSICIAN GROUP      | \$165.00    |
| 301053 | 02/12/13 | SUPT OFFICE 3 HOLE PUNCH            | 9739 W.B. MASON CO. INC.              | \$137.26    |
| 301054 | 02/12/13 | SMARTNET ANNUAL RENEWAL ITEM5176    | NWN Corporation                       | \$14,075.00 |
| 301055 | 02/12/13 | SHANER MODIFICATIONS                | 0591 GENESIS EDUCATIONAL SERVICES INC | \$750.00    |
| 301056 | 02/12/13 | REPLACE BROKEN CISCO PHONES         | 5176 NWN Corporation                  | \$2,470.00  |
| 301057 | 02/12/13 | 11-12 TUITION ADJUSTMENT RATE       | 1324 BANCROFT NEURO HEALTH            | \$919.18    |
| 301058 | 02/12/13 | JAN. 14 ASSISTIVE TECHNOLOGY        | 4776 EDUCATIONAL SERVICES UNIT OF BC  | \$387.00    |
| 301059 | 02/12/13 | GIRLS BBALL REF FEB. 1              | 0184 FREI, STEVEN                     | \$50.00     |
| 301060 | 02/12/13 | GIRLS BBALL REF FEB. 1              | 1503 LAMEY;JOHN                       | \$50.00     |
| 301061 | 02/12/13 | GIRLS BBALL REF FEB. 4              | 0742 RARING, SCOTT                    | \$50.00     |
| 301062 | 02/12/13 | GIRLS BBALL OFFICIAL FEB. 4         | 1684 ROSSI, JOE                       | \$50.00     |

| P.O.   | Date     | Description                  | Vendor name                         | Amount      |
|--------|----------|------------------------------|-------------------------------------|-------------|
| 301063 | 02/12/13 | PIC MTGS, INCENTIVE SNACKS   | 0267 HAMILTON TOWNSHIP FOOD SERVICE | \$132.50    |
| 301064 | 02/12/13 | WORKSHOP REGISTRATION        | 0743 HSC WORKSHOPS                  | \$139.00    |
| 301065 | 02/12/13 | WORKSHOP REGISTRATION        | 0743 HSC WORKSHOPS                  | \$139.00    |
| 301066 | 02/12/13 | WORKSHOP REGISTRATION        | 0743 HSC WORKSHOPS                  | \$139.00    |
| 301067 | 02/12/13 | WORKSHOP REGISTRATION        | 0722 BUREAU OF EDUCATION & RESEARCH | \$225.00    |
| 301068 | 02/12/13 | CONFERENCE REGISTRATION      | 0744 THE CECEILYN MILLER INSTITUTE  | \$179.00    |
| 301069 | 02/12/13 | WORKSHOP REGISTRATION        | 8673 JUDY FREEMANS WINNERS WORKSHO  | \$189.00    |
| 301070 | 02/12/13 | JANUARY CAFE INCENTIVES      | 0267 HAMILTON TOWNSHIP FOOD SERVICE | \$67.65     |
| 301071 | 02/12/13 | GR. 2 TEXT SETS FOR HESS     | 1298 STEPS TO LITERACY              | \$601.51    |
| 301072 | 02/12/13 | HESS OFFICE CREDENZA         | 8616 GROUPE LACASSE, LLC.           | \$695.50    |
| 301073 | 02/12/13 | ROCK/SOIL/WEATHER TEXT SETS  | 9180 CAPSTONE PUBLISHERS            | \$730.72    |
| 301074 | 02/12/13 | GR. 5 TEXT SETS ECOSYSTEMS   | 1298 STEPS TO LITERACY              | \$603.64    |
| 301075 | 02/12/13 | GR. 5 ECOSYSTEM TEXT SETS    | 9180 CAPSTONE PUBLISHERS            | \$452.43    |
| 301076 | 02/12/13 | SPACE COLLECTION BOOKS       | 1298 STEPS TO LITERACY              | \$77.31     |
| 301077 | 02/12/13 | GR. 4 SOLAR SYSTEM TEXT SETS | 9180 CAPSTONE PUBLISHERS            | \$841.04    |
| 301078 | 02/12/13 | CONFERENCE REGISTRATION      | 0744 THE CECEILYN MILLER INSTITUTE  | \$179.00    |
| 301079 | 02/12/13 | WORKSHOP REGISTRATION        | 8673 JUDY FREEMANS WINNERS WORKSHO  | \$189.00    |
| 301080 | 02/13/13 | ANNUAL SUBSCRIPTION RENEWAL  | 0509 PRESS OF ATLANTIC CITY         | \$189.80    |
| 301081 | 02/13/13 | CLASS PRINTER REPAIRS        | 0148 PRINTER TECH                   | \$528.00    |
| 301082 | 02/13/13 | UPGRADE VOICE HARDWARE/LICEN | 5176 NWN Corporation                | \$45,880.00 |
| 301083 | 02/13/13 | JAN HOMELESS TRANSPORTATION  | 0259 GEHRHSD                        | \$0.00      |
| 301084 | 02/13/13 | JAN SPECIAL ED ROUTES TRANSP | 0259 GEHRHSD                        | \$9,552.73  |
| 301085 | 02/13/13 | JAN STUDENT TRANSPORTATION   | 0259 GEHRHSD                        | \$96,061.24 |
| 301086 | 02/13/13 | JANUARY DAVIES CHOIR BUSES   | 0259 GEHRHSD                        | \$127.65    |
| 301087 | 02/13/13 | SUPPLIES FOR LIBRARY COPIER  | 8341 XEROX CAPITAL SERVICES         | \$385.00    |

Start date 1/17/2013    End date 6/30/2013

Original PO Date Range, All Ship to locations

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| P.O.   | Date     | Description                    | Vendor name                        | Amount     |
|--------|----------|--------------------------------|------------------------------------|------------|
| 301088 | 02/13/13 | SPRING CONFERENCE REGISTRAT    | 0181 NJTESOL/NJBE                  | \$219.00   |
| 301089 | 02/13/13 | REIMB. TRAVEL EXPENSES         | 0351 CARTWRIGHT,DAN                | \$1,200.00 |
| 308286 | 01/17/13 | AUTO SUPPLIES FOR SUBURBAN     | 1132 MAYS LANDING AUTO PARTS       | \$129.90   |
| 308287 | 01/22/13 | GROUNDS - ICE MELT             | 0532 SEETON TURF, LLC.             | \$1,368.90 |
| 308288 | 01/22/13 | GROUNDS SNOW PLOW PARTS        | 5335 CHERRY VALLEY TRACTOR         | \$76.31    |
| 308289 | 01/22/13 | DAVIES DOOR SECURITY HARDWAR   | 1035 ROBERT BROOKE AND ASSOCIATES  | \$80.22    |
| 308290 | 01/22/13 | SHANER GYM PARTITION           | 0335 KLT SALES & SERVICE, INC.     | \$7,600.00 |
| 308291 | 01/23/13 | HVAC - AIR FILTERS - DISTRICT  | 5398 JOHNSTONE SUPPLY              | \$3,090.00 |
| 308293 | 01/24/13 | DOOR HARDWARE - HESS           | 1525 SOUTH JERSEY GLASS & DOOR CO. | \$398.50   |
| 308295 | 01/25/13 | HVAC - DISTRICT - NITROGEN     | 5398 JOHNSTONE SUPPLY              | \$31.71    |
| 308296 | 01/25/13 | ELECTRICAL - HESS - FIRE PANEL | 1674 SIMPLEX GRINNELL              | \$7,544.00 |
| 308297 | 01/25/13 | CUSTODIAL CLEANING SUPPLIES    | 2733 AMSAN - INTERLINE BRANDS      | \$272.69   |
| 308298 | 01/25/13 | AUTO SUPPLIES - DISTRICT GROUN | 1132 MAYS LANDING AUTO PARTS       | \$48.95    |
| 308299 | 01/29/13 | TOOLS AND SUPPLIES - HESS      | 1462 HOME DEPOT                    | \$400.99   |
| 308300 | 01/30/13 | AUTO REPAIR SERVICE - FORD 02  | 0027 KNEBLES AUTO SERVICE STATION  | \$339.34   |
| 308301 | 01/30/13 | HVAC - SHANER - K4 UNIT        | 0063 TOZOUR ENERGY SYSTEM          | \$553.66   |
| 308306 | 02/08/13 | HVAC - DISTRICT REFRIGERANT    | 5398 JOHNSTONE SUPPLY              | \$317.45   |
| 308308 | 02/08/13 | AUTO SUPPLIES - HESS           | 1132 MAYS LANDING AUTO PARTS       | \$20.00    |
| 308309 | 02/08/13 | HVAC - HESS - BOILER PUMP      | 0374 MARLEE CONTRACTORS LLC        | \$602.22   |
| 308310 | 02/08/13 | HVAC HESS AUDITORIUM REPAIR    | 0374 MARLEE CONTRACTORS LLC        | \$5,625.99 |
| 308312 | 02/12/13 | CONSTRUCTION SUPPLIES-HESS     | 1368 PETER LUMBER CO.              | \$503.48   |
| 308313 | 02/12/13 | POOL TESTING SERVICE           | 1427 QC LABORATORIES               | \$98.00    |
| 308314 | 02/12/13 | POOL OXYGEN SERVICE - HESS     | 0699 ROBERTS OXYGEN                | \$56.50    |
| 308315 | 02/12/13 | HVAC DAVIES BOILER REPAIR      | 0374 MARLEE CONTRACTORS LLC        | \$387.82   |
| 308316 | 02/12/13 | HVAC QUOTE - SHANER AC UNIT    | 0374 MARLEE CONTRACTORS LLC        | \$136.86   |

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| P.O.          | Date     | Description                    | Vendor name                            | Amount         |
|---------------|----------|--------------------------------|--|----------------|
| 308317        | 02/12/13 | GROUNDS SUPPLIES - ICE MELT    | 0532 SEETON TURF, LLC.                 | \$1,149.45     |
| 308318        | 02/13/13 | ELECTRIC SUPPLIES - DISTRICT   | 0032 FAIRLITE ELECTRICAL SUPPLY CO. IN | \$1,902.45     |
| 380004        | 02/06/13 | dummy PO-Transfer Operating Bu | 0741 Transfer Operating Budget-PK      | \$102,194.00   |
| 380005        | 02/06/13 | Remove Old O/S AR              | 7777 Bad A/R-writeoff                  | \$3,537.22     |
| Report totals |          |                                |  | \$1,269,037.42 |

X1-C-5

**BILLS AND PAYMENTS**  
**2/19/13**

|                              |    |                            |
|------------------------------|----|----------------------------|
| TOTAL PAYROLL                | \$ | 2,384,933.22               |
| TOTAL ACCOUNTS PAYABLE BILLS | \$ | 1,600,897.57               |
| TOTAL CAFETERIA BILLS        | \$ | 146,667.80                 |
| TOTAL KID'S CORNER           | \$ | 23,388.80                  |
| TOTAL COMMUNITY EDUCATION    | \$ | 5,732.95                   |
| TOTAL CAMP BLUE STAR         | \$ | <u>10,815.00</u>           |
| GRAND TOTAL                  | \$ | <u><u>4,172,435.34</u></u> |

## February 19, 2013

| <u>Fund</u> | <u>Title</u>              |    | <u>Amount</u> |
|-------------|---------------------------|----|---------------|
| 10          | General Fund              | \$ | 6,706.00      |
| 10          | General Fund - Payroll    | \$ | 201,484.94    |
| 11          | Current Expense           | \$ | 1,245,140.85  |
| 11          | Current Expense - Payroll | \$ | 2,135,167.63  |
| 12          | Capital Outlay            | \$ | -             |
| 13          | Special Schools           | \$ | -             |
| 13          | Special Schools - Payroll | \$ | -             |
| 18          | Education Jobs - Payroll  | \$ | -             |
| 20          | Special Revenue           | \$ | 33,414.47     |
| 20          | Special Revenue - Payroll | \$ | 48,280.65     |
| 30          | Building Projects         | \$ | -             |
| 40          | Debt Service              | \$ | 315,636.25    |
|             |                           | \$ | 3,985,830.79  |



Rec and Unrec checks

Hand and Machine checks

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Starting date 1/11/2013

Ending date 1/11/2013

| Cknum    | Date                  | Rec date | Vcode               | Vendor name                      | Check amount   |
|----------|-----------------------|----------|---------------------|----------------------------------|----------------|
| 900631 H | 01/11/13              |          | PAY                 | PAYROLL VENDOR - PAYROLL PO ONLY | \$1,228,295.95 |
| 300000   | 07/01/12              |          | Payroll 2012 - 2013 |                                  | \$1,228,295.95 |
|          | 10-133-X - - -        |          | *3PR268             | 01/11/13                         | \$2,060.42     |
|          | 10-133-X - - -        |          | *3PR268             | 01/11/13                         | \$26,933.60    |
|          | 10-134-X - - -        |          | *3PR268             | 01/11/13                         | \$8,094.94     |
|          | 10-134-X - - -        |          | *3PR268             | 01/11/13                         | \$619.26       |
|          | 10-135-X - - -        |          | *3PR268             | 01/11/13                         | \$102.96       |
|          | 10-135-X - - -        |          | *3PR268             | 01/11/13                         | \$1,345.85     |
|          | 10-141-X - - -        |          | *3PR268             | 01/11/13                         | \$59,695.34    |
|          | 11-000-211-100-06-000 |          | *3PR268             | 01/11/13                         | \$5,239.28     |
|          | 11-000-213-100-06-000 |          | *3PR268             | 01/11/13                         | \$12,687.49    |
|          | 11-000-213-100-06-SUB |          | *3PR268             | 01/11/13                         | \$500.00       |
|          | 11-000-216-100-06-000 |          | *3PR268             | 01/11/13                         | \$25,114.17    |
|          | 11-000-217-100-06-000 |          | *3PR268             | 01/11/13                         | \$30,280.39    |
|          | 11-000-218-104-06-000 |          | *3PR268             | 01/11/13                         | \$20,271.65    |
|          | 11-000-219-104-06-000 |          | *3PR268             | 01/11/13                         | \$28,101.96    |
|          | 11-000-219-105-06-000 |          | *3PR268             | 01/11/13                         | \$4,391.53     |
|          | 11-000-221-102-06-000 |          | *3PR268             | 01/11/13                         | \$4,834.65     |
|          | 11-000-221-104-06-000 |          | *3PR268             | 01/11/13                         | \$15,826.63    |
|          | 11-000-221-105-06-000 |          | *3PR268             | 01/11/13                         | \$1,321.16     |
|          | 11-000-222-100-06-000 |          | *3PR268             | 01/11/13                         | \$12,706.91    |
|          | 11-000-222-177-06-TEC |          | *3PR268             | 01/11/13                         | \$4,208.11     |
|          | 11-000-223-100-06-000 |          | *3PR268             | 01/11/13                         | \$30.56        |
|          | 11-000-230-100-06-000 |          | *3PR268             | 01/11/13                         | \$10,881.88    |
|          | 11-000-240-103-06-000 |          | *3PR268             | 01/11/13                         | \$30,777.90    |
|          | 11-000-240-104-06-000 |          | *3PR268             | 01/11/13                         | \$3,932.69     |
|          | 11-000-240-105-06-000 |          | *3PR268             | 01/11/13                         | \$15,085.90    |
|          | 11-000-240-105-06-SUB |          | *3PR268             | 01/11/13                         | \$1,045.00     |
|          | 11-000-251-100-06-000 |          | *3PR268             | 01/11/13                         | \$11,352.61    |
|          | 11-000-252-100-06-000 |          | *3PR268             | 01/11/13                         | \$9,163.69     |
|          | 11-000-261-100-06-MNT |          | *3PR268             | 01/11/13                         | \$10,107.93    |
|          | 11-000-261-100-06-OVR |          | *3PR268             | 01/11/13                         | \$206.40       |
|          | 11-000-262-100-06-CUS |          | *3PR268             | 01/11/13                         | \$38,469.80    |
|          | 11-000-262-100-06-MNT |          | *3PR268             | 01/11/13                         | \$1,313.14     |
|          | 11-000-262-100-06-OVR |          | *3PR268             | 01/11/13                         | \$4,203.01     |
|          | 11-000-262-100-06-SEC |          | *3PR268             | 01/11/13                         | \$1,638.92     |
|          | 11-000-262-100-06-SUB |          | *3PR268             | 01/11/13                         | \$265.00       |
|          | 11-000-262-100-06-SUV |          | *3PR268             | 01/11/13                         | \$4,907.30     |
|          | 11-000-263-100-06-000 |          | *3PR268             | 01/11/13                         | \$2,561.85     |
|          | 11-000-270-160-06-SEC |          | *3PR268             | 01/11/13                         | \$511.94       |
|          | 11-000-270-160-06-SUV |          | *3PR268             | 01/11/13                         | \$2,115.38     |
|          | 11-000-291-220-00-000 |          | *3PR268             | 01/11/13                         | \$23,480.26    |
|          | 11-000-291-290-00-000 |          | *3PR268             | 01/11/13                         | \$95,268.36    |
|          | 11-105-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$2,025.36     |
|          | 11-105-100-101-06-SUB |          | *3PR268             | 01/11/13                         | \$330.00       |
|          | 11-110-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$34,240.94    |
|          | 11-110-100-101-06-SUB |          | *3PR268             | 01/11/13                         | \$80.00        |
|          | 11-120-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$230,644.17   |
|          | 11-120-100-101-06-SUB |          | *3PR268             | 01/11/13                         | \$5,270.00     |
|          | 11-130-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$160,111.31   |
|          | 11-130-100-101-06-SUB |          | *3PR268             | 01/11/13                         | \$3,265.00     |
|          | 11-150-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$942.40       |
|          | 11-190-100-106-06-000 |          | *3PR268             | 01/11/13                         | \$14,962.00    |

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Rec and Unrec checks

Hand and Machine checks

01/15/13 14:14

Starting date 1/11/2013

Ending date 1/11/2013

| Cknum    | Date                  | Rec date | Vcode               | Vendor name                      | Check amount   |
|----------|-----------------------|----------|---------------------|----------------------------------|----------------|
| 900631 H | 01/11/13              |          | PAY                 | PAYROLL VENDOR - PAYROLL PO ONLY | \$1,228,295.95 |
| 300000   | 07/01/12              |          | Payroll 2012 - 2013 |                                  | \$1,228,295.95 |
|          | 11-190-100-106-06-SUB |          | *3PR268             | 01/11/13                         | \$1,567.50     |
|          | 11-209-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$2,016.00     |
|          | 11-209-100-106-06-000 |          | *3PR268             | 01/11/13                         | \$608.29       |
|          | 11-212-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$24,928.48    |
|          | 11-212-100-101-06-SUB |          | *3PR268             | 01/11/13                         | \$1,840.00     |
|          | 11-212-100-106-06-000 |          | *3PR268             | 01/11/13                         | \$3,551.03     |
|          | 11-212-100-106-06-SUB |          | *3PR268             | 01/11/13                         | \$1,912.50     |
|          | 11-213-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$103,993.66   |
|          | 11-213-100-101-06-SUB |          | *3PR268             | 01/11/13                         | \$330.00       |
|          | 11-214-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$2,097.59     |
|          | 11-214-100-106-06-000 |          | *3PR268             | 01/11/13                         | \$1,607.33     |
|          | 11-215-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$4,261.49     |
|          | 11-215-100-101-06-SUB |          | *3PR268             | 01/11/13                         | \$90.00        |
|          | 11-215-100-106-06-000 |          | *3PR268             | 01/11/13                         | \$2,844.77     |
|          | 11-215-100-106-06-SUB |          | *3PR268             | 01/11/13                         | \$825.00       |
|          | 11-219-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$1,178.00     |
|          | 11-230-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$50,919.18    |
|          | 11-230-100-101-06-SUB |          | *3PR268             | 01/11/13                         | \$570.00       |
|          | 11-240-100-101-06-000 |          | *3PR268             | 01/11/13                         | \$17,025.84    |
|          | 11-401-100-100-06-DAV |          | *3PR268             | 01/11/13                         | \$315.73       |
|          | 20-223-100-101-06-PRE |          | *3PR268             | 01/11/13                         | \$9,830.55     |
|          | 20-223-100-106-06-PRE |          | *3PR268             | 01/11/13                         | \$2,252.48     |
|          | 20-223-200-105-06-PRE |          | *3PR268             | 01/11/13                         | \$1,077.48     |
|          | 20-223-200-200-00-PRE |          | *3PR268             | 01/11/13                         | \$254.74       |
|          | 20-231-100-100-06-DAV |          | *3PR268             | 01/11/13                         | \$2,850.18     |
|          | 20-231-100-100-06-HES |          | *3PR268             | 01/11/13                         | \$2,596.14     |
|          | 20-231-100-100-06-SHA |          | *3PR268             | 01/11/13                         | \$1,099.41     |
|          | 20-241-100-100-06-000 |          | *3PR268             | 01/11/13                         | \$304.18       |
|          | 20-253-100-100-06-NP. |          | *3PR268             | 01/11/13                         | \$1,877.75     |

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Starting date 1/11/2013

Ending date 1/11/2013

| Cknum    | Date                  | Rec date | Vcode   | Vendor name                      | Check amount   |
|----------|-----------------------|----------|---------|----------------------------------|----------------|
| 900631 H | 01/11/13              |          | PAY     | PAYROLL VENDOR - PAYROLL PO ONLY | \$1,228,295.95 |
| 300000   | 07/01/12              |          |         | Payroll 2012 - 2013              | \$1,228,295.95 |
|          | 20-253-200-200-20-NP. |          | *3PR268 | 01/11/13                         | \$143.65       |

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|--------------------|
| <b>Fund Totals</b> |
|--------------------|

|                             |                         |                |
|-----------------------------|-------------------------|----------------|
| 10                          | GENERAL FUND            | \$98,852.37    |
| 11                          | GENERAL CURRENT EXPENSE | \$1,107,157.02 |
| 20                          | SPECIAL REVENUE FUNDS   | \$22,286.56    |
| Total for all checks listed |                         | \$1,228,295.95 |

Prepared and submitted by: \_\_\_\_\_

Board Secretary

Date \_\_\_\_\_

Rec and Unrec checks

Hand and Machine checks

01/28/13 11:24

Starting date 1/25/2013

Ending date 1/25/2013

| Cknum    | Date                  | Rec date | Vcode               | Vendor name                      | Check amount   |
|----------|-----------------------|----------|---------------------|----------------------------------|----------------|
| 900632 H | 01/25/13              |          | PAY                 | PAYROLL VENDOR - PAYROLL PO ONLY | \$1,156,637.27 |
| 300000   | 07/01/12              |          | Payroll 2012 - 2013 |                                  | \$1,156,637.27 |
|          | 10-133-X - - -        |          | *3PR269             | 01/25/13                         | \$2,101.45     |
|          | 10-133-X - - -        |          | *3PR269             | 01/25/13                         | \$27,469.89    |
|          | 10-134-X - - -        |          | *3PR269             | 01/25/13                         | \$8,554.69     |
|          | 10-134-X - - -        |          | *3PR269             | 01/25/13                         | \$654.43       |
|          | 10-135-X - - -        |          | *3PR269             | 01/25/13                         | \$297.90       |
|          | 10-135-X - - -        |          | *3PR269             | 01/25/13                         | \$3,894.08     |
|          | 10-141-X - - -        |          | *3PR269             | 01/25/13                         | \$59,660.13    |
|          | 11-000-211-100-06-000 |          | *3PR269             | 01/25/13                         | \$5,239.28     |
|          | 11-000-213-100-06-000 |          | *3PR269             | 01/25/13                         | \$12,687.49    |
|          | 11-000-213-100-06-SUB |          | *3PR269             | 01/25/13                         | \$50.00        |
|          | 11-000-216-100-06-000 |          | *3PR269             | 01/25/13                         | \$25,114.17    |
|          | 11-000-217-100-06-000 |          | *3PR269             | 01/25/13                         | \$29,890.63    |
|          | 11-000-218-104-06-000 |          | *3PR269             | 01/25/13                         | \$20,271.65    |
|          | 11-000-219-104-06-000 |          | *3PR269             | 01/25/13                         | \$28,101.96    |
|          | 11-000-219-105-06-000 |          | *3PR269             | 01/25/13                         | \$4,391.53     |
|          | 11-000-221-102-06-000 |          | *3PR269             | 01/25/13                         | \$4,834.65     |
|          | 11-000-221-104-06-000 |          | *3PR269             | 01/25/13                         | \$15,826.63    |
|          | 11-000-221-105-06-000 |          | *3PR269             | 01/25/13                         | \$1,321.16     |
|          | 11-000-222-100-06-000 |          | *3PR269             | 01/25/13                         | \$12,706.91    |
|          | 11-000-222-177-06-TEC |          | *3PR269             | 01/25/13                         | \$4,208.11     |
|          | 11-000-223-100-06-000 |          | *3PR269             | 01/25/13                         | \$30.56        |
|          | 11-000-230-100-06-000 |          | *3PR269             | 01/25/13                         | \$12,001.91    |
|          | 11-000-240-103-06-000 |          | *3PR269             | 01/25/13                         | \$30,352.03    |
|          | 11-000-240-104-06-000 |          | *3PR269             | 01/25/13                         | \$3,932.69     |
|          | 11-000-240-105-06-000 |          | *3PR269             | 01/25/13                         | \$15,085.90    |
|          | 11-000-240-105-06-SUB |          | *3PR269             | 01/25/13                         | \$495.00       |
|          | 11-000-251-100-06-000 |          | *3PR269             | 01/25/13                         | \$11,352.61    |
|          | 11-000-252-100-06-000 |          | *3PR269             | 01/25/13                         | \$9,163.69     |
|          | 11-000-252-100-06-OVR |          | *3PR269             | 01/25/13                         | \$495.69       |
|          | 11-000-261-100-06-MNT |          | *3PR269             | 01/25/13                         | \$10,107.93    |
|          | 11-000-261-100-06-OVR |          | *3PR269             | 01/25/13                         | \$68.80        |
|          | 11-000-262-100-06-CUS |          | *3PR269             | 01/25/13                         | \$38,621.47    |
|          | 11-000-262-100-06-MNT |          | *3PR269             | 01/25/13                         | \$1,313.14     |
|          | 11-000-262-100-06-OVR |          | *3PR269             | 01/25/13                         | \$1,647.61     |
|          | 11-000-262-100-06-SEC |          | *3PR269             | 01/25/13                         | \$1,638.92     |
|          | 11-000-262-100-06-SUB |          | *3PR269             | 01/25/13                         | \$755.00       |
|          | 11-000-262-100-06-SUV |          | *3PR269             | 01/25/13                         | \$4,907.30     |
|          | 11-000-263-100-06-000 |          | *3PR269             | 01/25/13                         | \$2,561.85     |
|          | 11-000-270-160-06-SEC |          | *3PR269             | 01/25/13                         | \$511.94       |
|          | 11-000-270-160-06-SUV |          | *3PR269             | 01/25/13                         | \$2,115.38     |
|          | 11-000-291-220-00-000 |          | *3PR269             | 01/25/13                         | \$18,169.53    |
|          | 11-000-291-270-00-000 |          | *3PR269             | 01/25/13                         | \$16,054.32    |
|          | 11-000-291-290-00-000 |          | *3PR269             | 01/25/13                         | \$627.86       |
|          | 11-105-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$2,025.36     |
|          | 11-105-100-101-06-SUB |          | *3PR269             | 01/25/13                         | \$265.00       |
|          | 11-110-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$32,001.59    |
|          | 11-110-100-101-06-SUB |          | *3PR269             | 01/25/13                         | \$1,140.00     |
|          | 11-120-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$229,864.42   |
|          | 11-120-100-101-06-SUB |          | *3PR269             | 01/25/13                         | \$7,740.00     |
|          | 11-130-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$158,095.31   |
|          | 11-130-100-101-06-SUB |          | *3PR269             | 01/25/13                         | \$6,655.00     |

Rec and Unrec checks

Hand and Machine checks

01/28/13 11:24

Starting date 1/25/2013

Ending date 1/25/2013

| Cknum    | Date                  | Rec date | Vcode               | Vendor name                      | Check amount   |
|----------|-----------------------|----------|---------------------|----------------------------------|----------------|
| 900632 H | 01/25/13              |          | PAY                 | PAYROLL VENDOR - PAYROLL PO ONLY | \$1,156,637.27 |
| 300000   | 07/01/12              |          | Payroll 2012 - 2013 |                                  | \$1,156,637.27 |
|          | 11-150-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$992.00       |
|          | 11-190-100-106-06-000 |          | *3PR269             | 01/25/13                         | \$14,962.00    |
|          | 11-190-100-106-06-SUB |          | *3PR269             | 01/25/13                         | \$2,945.00     |
|          | 11-209-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$2,016.00     |
|          | 11-209-100-106-06-000 |          | *3PR269             | 01/25/13                         | \$608.29       |
|          | 11-212-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$28,179.62    |
|          | 11-212-100-101-06-SUB |          | *3PR269             | 01/25/13                         | \$2,810.00     |
|          | 11-212-100-106-06-000 |          | *3PR269             | 01/25/13                         | \$3,551.03     |
|          | 11-212-100-106-06-SUB |          | *3PR269             | 01/25/13                         | \$2,600.00     |
|          | 11-213-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$103,993.66   |
|          | 11-213-100-101-06-SUB |          | *3PR269             | 01/25/13                         | \$1,770.00     |
|          | 11-214-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$2,097.59     |
|          | 11-214-100-106-06-000 |          | *3PR269             | 01/25/13                         | \$1,607.33     |
|          | 11-214-100-106-06-SUB |          | *3PR269             | 01/25/13                         | \$110.00       |
|          | 11-215-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$4,261.49     |
|          | 11-215-100-101-06-SUB |          | *3PR269             | 01/25/13                         | \$55.00        |
|          | 11-215-100-106-06-000 |          | *3PR269             | 01/25/13                         | \$2,844.77     |
|          | 11-215-100-106-06-SUB |          | *3PR269             | 01/25/13                         | \$1,155.00     |
|          | 11-219-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$1,649.20     |
|          | 11-230-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$49,227.65    |
|          | 11-230-100-101-06-SUB |          | *3PR269             | 01/25/13                         | \$1,430.00     |
|          | 11-240-100-101-06-000 |          | *3PR269             | 01/25/13                         | \$14,703.00    |
|          | 20-223-100-101-06-PRE |          | *3PR269             | 01/25/13                         | \$9,830.55     |
|          | 20-223-100-106-06-PRE |          | *3PR269             | 01/25/13                         | \$2,252.48     |
|          | 20-223-200-105-06-PRE |          | *3PR269             | 01/25/13                         | \$1,077.48     |
|          | 20-223-200-200-00-PRE |          | *3PR269             | 01/25/13                         | \$254.74       |
|          | 20-231-100-100-06-DAV |          | *3PR269             | 01/25/13                         | \$2,850.18     |
|          | 20-231-100-100-06-HES |          | *3PR269             | 01/25/13                         | \$4,287.67     |
|          | 20-231-100-100-06-SHA |          | *3PR269             | 01/25/13                         | \$1,099.41     |
|          | 20-241-100-100-06-000 |          | *3PR269             | 01/25/13                         | \$304.18       |
|          | 20-253-100-100-06-NP. |          | *3PR269             | 01/25/13                         | \$1,877.75     |
|          | 20-253-200-200-20-NP. |          | *3PR269             | 01/25/13                         | \$143.65       |

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## Check Journal

HAMILTON TOWNSHIP BOARD OF ED

Page 3 of 3

Rec and Unrec checks

Hand and Machine checks

01/28/13 11:24

Starting date 1/25/2013

Ending date 1/25/2013

| Cknum                 | Date     | Rec date | Vcode               | Vendor name                      | Check amount   |
|-----------------------|----------|----------|---------------------|----------------------------------|----------------|
| 900632 H              | 01/25/13 |          | PAY                 | PAYROLL VENDOR - PAYROLL PO ONLY | \$1,156,637.27 |
| 300000                | 07/01/12 |          | Payroll 2012 - 2013 |                                  | \$1,156,637.27 |
| 20-270-100-100-06-000 |          |          | *3PR269             | 01/25/13                         | \$2,016.00     |

|             |
|-------------|
| Fund Totals |
|-------------|

|    |                             |                |
|----|-----------------------------|----------------|
| 10 | GENERAL FUND                | \$102,632.57   |
| 11 | GENERAL CURRENT EXPENSE     | \$1,028,010.61 |
| 20 | SPECIAL REVENUE FUNDS       | \$25,994.09    |
|    | Total for all checks listed | \$1,156,637.27 |

Prepared and submitted by: \_\_\_\_\_

Board Secretary

Date \_\_\_\_\_

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Check Journal

HAMILTON TOWNSHIP BOARD OF ED

Page 1 of 1

Rec and Unrec checks

Hand and Machine checks

01/23/13 10:16

Starting date 1/22/2013


Ending date 1/22/2013

| Cknum                 | Date     | Rec date | Vcode | Vendor name                | Check amount     |
|-----------------------|----------|----------|-------|----------------------------|------------------|
| 990756 H              | 01/22/13 |          | 2536  | HORIZON BCBSNJ             | \$25.00          |
| 300401                | 07/25/12 |          |       | SECTION 125 CAFETERIA PLAN | \$25.00          |
| 11-000-251-330-00-000 |          |          |       | January wire               | 01/22/13 \$25.00 |

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|--------------------|
| <b>Fund Totals</b> |
|--------------------|

|    |                             |         |
|----|-----------------------------|---------|
| 11 | GENERAL CURRENT EXPENSE     | \$25.00 |
|    | Total for all checks listed | \$25.00 |

Prepared and submitted by:

  
Board Secretary

Date

1/22/13

Check Journal

HAMILTON TOWNSHIP BOARD OF ED

Page 1 of 1

Rec and Unrec checks

Hand and Machine checks

01/24/13 10:20

Starting date 1/23/2013

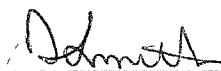
Ending date 6/30/2013

| Cknum    | Date                  | Rec date | Vcode | Vendor name                      | Check amount      |
|----------|-----------------------|----------|-------|----------------------------------|-------------------|
| 990757 H | 01/23/13              |          | 9458  | HAMILTON TOWNSHIP AGENCY ACCOUNT | \$249.90          |
| 300084   | 07/02/12              |          |       | DCRP INSURANCE-EMPLOYER'S SHAR   | \$249.90          |
|          | 11-000-291-241-00-000 |          |       | Insurance 1/12                   | 01/23/13 \$249.90 |
| 990758 H | 01/25/13              |          | 9458  | HAMILTON TOWNSHIP AGENCY ACCOUNT | \$695.38          |
| 300085   | 07/02/12              |          |       | WIRE FUNDS AGENCY DCRP           | \$695.38          |
|          | 11-000-291-241-00-000 |          |       | employer sh 1/25                 | 01/25/13 \$695.38 |

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| <b>Fund Totals</b> |
|--------------------|

|    |                             |          |
|----|-----------------------------|----------|
| 11 | GENERAL CURRENT EXPENSE     | \$945.28 |
|    | Total for all checks listed | \$945.28 |

Prepared and submitted by:



Board Secretary

1/28/13

Date

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Check Journal

HAMILTON TOWNSHIP BOARD OF ED

Page 1 of 1

Rec and Unrec checks

Hand and Machine checks

01/31/13 11:49

Starting date 1/31/2013


Ending date 1/31/2013

| Cknum                 | Date     | Rec date | Vcode | Vendor name                      | Check amount |
|-----------------------|----------|----------|-------|----------------------------------|--------------|
| 990759 H              | 01/31/13 |          | 9458  | HAMILTON TOWNSHIP AGENCY ACCOUNT | \$243.43     |
| 300084                | 07/02/12 |          |       | DCRP INSURANCE-EMPLOYER'S SHAR   | \$243.43     |
| 11-000-291-241-00-000 |          |          |       | Insurance 1/31                   | \$243.43     |

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| <b>Fund Totals</b> |
|--------------------|

|    |                             |          |
|----|-----------------------------|----------|
| 11 | GENERAL CURRENT EXPENSE     | \$243.43 |
|    | Total for all checks listed | \$243.43 |

Prepared and submitted by:



Board Secretary

2/11/13

Date

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## Check Journal

## HAMILTON TOWNSHIP BOARD OF ED

Page 1 of 1

Rec and Unrec checks

Hand and Machine checks

02/05/13 09:30

Starting date 2/4/2013

Ending date 6/30/2013

| Cknum    | Date                  | Rec date | Vcode | Vendor name             | Check amount          |
|----------|-----------------------|----------|-------|-------------------------|-----------------------|
| 990760 H | 02/04/13              |          | 0973  | DEPOSITORY TRUST CO.    | \$315,636.25          |
| 300124   | 07/02/12              |          |       | DEBT SVC PAYMENTS 12-13 | \$315,636.25          |
|          | 40-701-510-834-00-000 |          |       | wire 2/4                | 02/04/13 \$75,636.25  |
|          | 40-701-510-910-00-000 |          |       | wire 2/4                | 02/04/13 \$240,000.00 |

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| Fund Totals |
|-------------|

40 DEBT SERVICE FUNDS

\$315,636.25

Total for all checks listed

\$315,636.25

Prepared and submitted by:



Board Secretary

2/5/13

Date

Check Journal

HAMILTON TOWNSHIP BOARD OF ED

Page 1 of 1

Rec and Unrec checks

Hand and Machine checks

02/12/13 09:23

Starting date 2/8/2013


Ending date 2/8/2013

| Cknum                 | Date     | Rec date | Vcode | Vendor name                      | Check amount      |
|-----------------------|----------|----------|-------|----------------------------------|-------------------|
| 990763 H              | 02/08/13 |          | 9458  | HAMILTON TOWNSHIP AGENCY ACCOUNT | \$756.26          |
| 300085                | 07/02/12 |          |       | WIRE FUNDS AGENCY DCRP           | \$756.26          |
| 11-000-291-241-00-000 |          |          |       | employer sh 2/8                  | 02/08/13 \$756.26 |

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|--------------------|
| <b>Fund Totals</b> |
|--------------------|

|    |                             |          |
|----|-----------------------------|----------|
| 11 | GENERAL CURRENT EXPENSE     | \$756.26 |
|    | Total for all checks listed | \$756.26 |

Prepared and submitted by:



Board Secretary

2/12/13

Date

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Check Journal

HAMILTON TOWNSHIP BOARD OF ED

Page 1 of 1

Rec and Unrec checks

Hand and Machine checks

02/14/13 11:10

Starting date 2/14/2013

Ending date 6/30/2013

| Cknum                 | Date     | Rec date | Vcode | Vendor name                  | Check amount |
|-----------------------|----------|----------|-------|------------------------------|--------------|
| 990764 H              | 02/14/13 |          | 0586  | STATE OF NJ -DIV OF PENSIONS | \$557,223.79 |
| 301006                | 01/29/13 |          |       | HEALTH BENEFITS FEBRUARY     | \$557,223.79 |
| 11-000-291-270-00-000 |          |          |       | Feb Wire                     | \$557,223.79 |
|                       |          |          |       | 02/14/13                     | \$557,223.79 |

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|--------------------|
| <b>Fund Totals</b> |
|--------------------|

|    |                             |              |
|----|-----------------------------|--------------|
| 11 | GENERAL CURRENT EXPENSE     | \$557,223.79 |
|    | Total for all checks listed | \$557,223.79 |

Prepared and submitted by: \_\_\_\_\_

Board Secretary

Date

Starting date 2/19/2013 Ending date 2/19/2013

| Cknum  | Date                  | Rec date | Vcode | Vendor name                          | Check amount |
|--------|-----------------------|----------|-------|--------------------------------------|--------------|
| 022262 | 02/19/13              |          | 0838  | ACSSSD                               | \$3,072.16   |
| 300754 | 11/19/12              |          |       | PERSONAL AIDE TUITION/AGREEMEN       | \$3,072.16   |
|        | 11-000-100-565-08-000 |          |       | DEC UZ/13-463 02/19/13               | \$3,072.16   |
| 022263 | 02/19/13              |          | 0048  | ACSSSD - TRANSPORTATION DEPT         | \$18,297.23  |
| 300971 | 01/25/13              |          |       | JANUARY SPECIAL ED ROUTES            | \$14,437.36  |
|        | 11-000-270-515-11-000 |          |       | 13-00385 02/19/13                    | \$14,437.36  |
| 300972 | 01/25/13              |          |       | DECEMBER SPECIAL ED TRANS            | \$3,859.87   |
|        | 11-000-270-515-11-000 |          |       | 13-00405 02/19/13                    | \$3,859.87   |
| 022264 | 02/19/13              |          | 2733  | AMSAN - INTERLINE BRANDS             | \$272.69     |
| 308297 | 01/25/13              |          |       | CUSTODIAL CLEANING SUPPLIES          | \$272.69     |
|        | 11-000-262-610-10-CUS |          |       | 281356451 02/19/13                   | \$272.69     |
| 022265 | 02/19/13              |          | 6689  | ANDERSON, SHARELL                    | \$442.00     |
| 301035 | 02/06/13              |          |       | CHARTER SCH. TRANSP REIMB            | \$442.00     |
|        | 11-000-270-504-11-000 |          |       | 1ST PAY TRANS REIM 02/19/13          | \$442.00     |
| 022266 | 02/19/13              |          | 1807  | ATLANTIC CITY ELECTRIC               | \$25,668.40  |
| 300472 | 08/17/12              |          |       | 2012-2013 ELECTRIC BILLING           | \$25,668.40  |
|        | 11-000-262-622-00-ELE |          |       | JANUARY 02/19/13                     | \$67.02      |
|        | 11-000-262-622-01-ELE |          |       | JANUARY 02/19/13                     | \$3,401.45   |
|        | 11-000-262-622-02-ELE |          |       | JANUARY 02/19/13                     | \$135.61     |
|        | 11-000-262-622-03-ELE |          |       | JANUARY 02/19/13                     | \$9,103.76   |
|        | 11-000-262-622-04-ELE |          |       | JANUARY 02/19/13                     | \$12,960.56  |
| 022267 | 02/19/13              |          | 0346  | ATLANTIC COUNTY DEPT OF PUBLIC WORKS | \$1,236.84   |
| 300481 | 08/17/12              |          |       | 2012-2013 FUEL COSTS                 | \$1,236.84   |
|        | 11-000-262-610-00-VEH |          |       | JANUARY 02/19/13                     | \$1,236.84   |
| 022268 | 02/19/13              |          | 9699  | ATLANTICARE PHYSICIAN GROUP          | \$165.00     |
| 301052 | 02/12/13              |          |       | NEW HIRE DRUG TESTING JAN            | \$165.00     |
|        | 11-000-213-330-00-000 |          |       | 7592 02/19/13                        | \$165.00     |
| 022269 | 02/19/13              |          | 8250  | BALDWIN, JENNIFER                    | \$2,800.00   |
| 300992 | 01/25/13              |          |       | TUITION REIMBURSEMENT                | \$2,800.00   |
|        | 11-000-291-280-00-000 |          |       | TUITION REIMB 02/19/13               | \$2,800.00   |
| 022270 | 02/19/13              |          | 1324  | BANCROFT NEURO HEALTH                | \$21,156.73  |
| 300471 | 08/17/12              |          |       | SPECIAL ED TUITION 12-13             | \$7,340.09   |
|        | 11-000-100-566-08-000 |          |       | FEBRUARY WS 02/19/13                 | \$7,340.09   |
| 300936 | 01/11/13              |          |       | ESY TUITION;MARYLYNN STECHER         | \$13,816.64  |
|        | 11-000-100-566-08-000 |          |       | ESY WS 02/19/13                      | \$13,816.64  |
| 022271 | 02/19/13              |          | 2578  | BARNES & NOBLE                       | \$49.99      |
| 300941 | 01/15/13              |          |       | PROF.DEV. DVD SPECIAL ED             | \$49.99      |
|        | 11-000-219-610-08-000 |          |       | 2488364 02/19/13                     | \$49.99      |
| 022272 | 02/19/13              |          | 0722  | BUREAU OF EDUCATION & RESEARCH       | \$229.00     |
| 300875 | 12/20/12              |          |       | WORKSHOP REGISTRATION                | \$229.00     |
|        | 11-000-219-592-08-000 |          |       | 4404480 02/19/13                     | \$229.00     |
| 022273 | 02/19/13              |          | 1273  | CAPE MAY COUNTY SPECIAL SERV.        | \$5,475.00   |
| 300375 | 07/20/12              |          |       | 12-13 ONE ON ONE AIDES/NON RES       | \$5,475.00   |
|        | 11-000-100-565-08-000 |          |       | JAN AIDE/FEB NONRE 02/19/13          | \$5,475.00   |

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Rec and Unrec checks

Hand and Machine checks

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| Cknum  | Date                  | Rec date | Vcode | Vendor name                       | Check amount |
|--------|-----------------------|----------|-------|-----------------------------------|--------------|
| 022274 | 02/19/13              |          | 0901  | CAPPELLUTI;DR. MICHELLE           | \$92.90      |
| 301038 | 02/06/13              |          |       | NOV-JAN MILEAGE REIMBURSEMENT     | \$92.90      |
|        | 11-000-230-590-00-TRV |          |       | NOV-JAN MILEAGE 02/19/13          | \$92.90      |
| 022275 | 02/19/13              |          | 0734  | CAREY, MARIA                      | \$884.00     |
| 301013 | 01/29/13              |          |       | CHOICE STUDENT TRANSP REIMB       | \$884.00     |
|        | 11-000-270-504-11-000 |          |       | 1ST PAY TRANS REIM 02/19/13       | \$884.00     |
| 022276 | 02/19/13              |          | 0351  | CARTWRIGHT;DAN                    | \$1,200.00   |
| 301089 | 02/13/13              |          |       | REIMB. TRAVEL EXPENSES            | \$1,200.00   |
|        | 11-000-240-500-01-TRV |          |       | TRAVEL EXP. REIMB 02/19/13        | \$1,200.00   |
| 022277 | 02/19/13              |          | 1773  | CDW GOVERNMENT INC.               | \$1,388.62   |
| 300938 | 01/14/13              |          |       | PROJECTOR REPLACEMENT BULBS       | \$386.86     |
|        | 11-190-100-610-07-TEC |          |       | W537322 02/19/13                  | \$386.86     |
| 301024 | 02/04/13              |          |       | TECHNOLOGY PARTS/PERIPHERALS      | \$1,001.76   |
|        | 11-000-252-600-07-TEC |          |       | x317463 02/19/13                  | \$1,001.76   |
| 022278 | 02/19/13              |          | 0698  | CENTER FOR HANDS ON LEARNING      | \$1,309.00   |
| 300894 | 01/04/13              |          |       | COMMON CORE STANDARDS POSTERS     | \$1,309.00   |
|        | 11-190-100-610-03-LAL |          |       | 55125 02/19/13                    | \$744.50     |
|        | 11-190-100-610-03-MTH |          |       | 55125 02/19/13                    | \$564.50     |
| 022279 | 02/19/13              |          | 5335  | CHERRY VALLEY TRACTOR             | \$76.31      |
| 308288 | 01/22/13              |          |       | GROUND SNOW PLOW PARTS            | \$76.31      |
|        | 11-000-263-610-00-GND |          |       | 78922B 02/19/13                   | \$76.31      |
| 022280 | 02/19/13              |          | 0533  | CHOP - CENTER FOR AUTISM RESEARCH | \$75.00      |
| 300782 | 11/26/12              |          |       | WORKSHOP REGISTRATION             | \$75.00      |
|        | 11-000-219-592-08-000 |          |       | A.BUCKNAM NOV 28 02/19/13         | \$75.00      |
| 022281 | 02/19/13              |          | 0584  | CM3 BUILDING SOLUTIONS INC.       | \$5,255.95   |
| 308012 | 08/10/12              |          |       | CONTRACT-BUILDING CONTROLS        | \$4,532.00   |
|        | 11-000-261-420-09-DAV |          |       | FEBRUARY 02/19/13                 | \$1,721.00   |
|        | 11-000-261-420-09-HES |          |       | FEBRUARY 02/19/13                 | \$1,361.00   |
|        | 11-000-261-420-09-SHA |          |       | FEBRUARY 02/19/13                 | \$1,450.00   |
| 308247 | 01/02/13              |          |       | HVAC -DAVIES A106 UNIT REPAIR     | \$299.09     |
|        | 11-000-261-420-09-DAV |          |       | 12-454 02/19/13                   | \$299.09     |
| 308260 | 01/03/13              |          |       | HESS POOL HVAC REPAIR             | \$125.77     |
|        | 11-000-261-420-09-HES |          |       | 12-438 02/19/13                   | \$125.77     |
| 308270 | 01/09/13              |          |       | HVAC - DAVIES RTU#16 REPAIR       | \$299.09     |
|        | 11-000-261-420-09-DAV |          |       | 12-467 02/19/13                   | \$299.09     |
| 022282 | 02/19/13              |          | 0279  | CMC SSD                           | \$315.00     |
| 301000 | 01/29/13              |          |       | DEC CST RE-EVALUATION SERVICE     | \$315.00     |
|        | 11-000-219-390-08-000 |          |       | 13-00454 02/19/13                 | \$315.00     |
| 022283 | 02/19/13              |          | 1440  | COASTAL LEARNING CENTER           | \$5,416.62   |
| 300910 | 01/07/13              |          |       | JAN-JUNE 2013 TUITION             | \$5,416.62   |
|        | 11-000-100-566-08-000 |          |       | JANUARY D.D. 02/19/13             | \$5,416.62   |
| 022284 | 02/19/13              |          | 0489  | COMCAST                           | \$7,334.46   |
| 300443 | 08/10/12              |          |       | ETHERNET CONNECTION CHARGES       | \$7,334.46   |
|        | 11-190-100-500-07-TEC |          |       | JANUARY 02/19/13                  | \$7,334.46   |

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| Cknum  | Date                  | Rec date | Vcode | Vendor name                    | Check amount |
|--------|-----------------------|----------|-------|--------------------------------|--------------|
| 022285 | 02/19/13              |          | 0449  | COMCAST CABLE                  | \$232.82     |
| 300417 | 08/03/12              |          |       | JULY HIGH SPEED INTERNET BILLI | \$232.82     |
|        | 11-190-100-500-07-TEC |          |       | JAN/FEB BILLING 02/19/13       | \$232.82     |
| 022286 | 02/19/13              |          | 6018  | COMP-E-WARE                    | \$19,257.75  |
| 301028 | 02/05/13              |          |       | ANTIVIRUS/SPYWARE RENEWAL      | \$19,257.75  |
|        | 11-190-100-610-07-TEC |          |       | 121383 02/19/13                | \$19,257.75  |
| 022287 | 02/19/13              |          | 0076  | CRAIG JOHNSON CONSULTING       | \$7,400.00   |
| 300809 | 12/03/12              |          |       | SOFTWARE CONFIGURATION         | \$7,400.00   |
|        | 11-190-100-340-07-TEC |          |       | 3190 02/19/13                  | \$7,400.00   |
| 022288 | 02/19/13              |          | 6923  | D ELECTRIC MOTORS, INC.        | \$873.59     |
| 308272 | 01/10/13              |          |       | HESS POOL HVAC SUPPLY PARTS    | \$873.59     |
|        | 11-000-261-610-09-SHA |          |       | 16755 - 16756 02/19/13         | \$873.59     |
| 022289 | 02/19/13              |          | 1561  | DAGIT, LISA                    | \$221.40     |
| 301002 | 01/29/13              |          |       | DECEMBER - JAN MILEAGE REIMB   | \$71.40      |
|        | 11-000-223-500-00-000 |          |       | DEC-JAN MILEAGE 02/19/13       | \$71.40      |
| 307021 | 01/10/13              |          |       | SEMINAR REIMBURSEMENT          | \$150.00     |
|        | 11-000-223-500-08-TRV |          |       | SEMINAR REIMB 02/19/13         | \$150.00     |
| 022290 | 02/19/13              |          | 8672  | DAVIS, BUCCO & ARDIZZI         | \$7,664.84   |
| 300757 | 11/19/12              |          |       | OCTOBER - JUNE PROF. SERVICES  | \$7,664.84   |
|        | 11-000-230-331-00-SOL |          |       | JAN 200500 02/19/13            | \$7,664.84   |
| 022291 | 02/19/13              |          | 0717  | DELEON, RICHARD                | \$442.00     |
| 300975 | 01/25/13              |          |       | CHOICE SCHOOL TRANS. REIMB     | \$442.00     |
|        | 11-000-270-504-11-000 |          |       | 1ST PAY TRANS REIM 02/19/13    | \$442.00     |
| 022292 | 02/19/13              |          | 0639  | DELL COMPUTERS                 | \$1,923.15   |
| 300870 | 12/20/12              |          |       | DELL LATITUDE FOR SPEC ED DIR  | \$1,072.37   |
|        | 11-213-100-610-08-000 |          |       | XJ2WKPWC6 02/19/13             | \$1,072.37   |
| 301023 | 02/04/13              |          |       | TV AND WIDESCREEN MONITORS     | \$850.78     |
|        | 11-000-230-610-00-ERT |          |       | xj347tjc1 02/19/13             | \$81.69      |
|        | 11-000-251-600-00-000 |          |       | XJ34DKDN1 02/19/13             | \$399.99     |
|        | 11-213-100-610-08-000 |          |       | XJ34737R2 02/19/13             | \$369.10     |
| 022293 | 02/19/13              |          | 5131  | DITTUS, WILLIAM & BRANDI       | \$884.00     |
| 301012 | 01/29/13              |          |       | CHOICE STUDENT TRANSP REIMB    | \$884.00     |
|        | 11-000-270-504-11-000 |          |       | 1ST PAY TRANS REIM 02/19/13    | \$884.00     |
| 022294 | 02/19/13              |          | 2053  | DORSEY, HENRY & CHARLOTTE      | \$442.00     |
| 301017 | 01/29/13              |          |       | CHOICE STUDENT TRANSP REIMB    | \$442.00     |
|        | 11-000-270-504-11-000 |          |       | 1ST PAY TRANS REIM 02/19/13    | \$442.00     |
| 022295 | 02/19/13              |          | 7923  | EBY, DIANE                     | \$442.00     |
| 300973 | 01/25/13              |          |       | NON PUBLIC TRANS 1ST HALF      | \$442.00     |
|        | 11-000-270-504-11-000 |          |       | 1ST PAY TRANS REIM 02/19/13    | \$442.00     |
| 022296 | 02/19/13              |          | 2458  | ECCLES;JAMES                   | \$100.00     |
| 300997 | 01/28/13              |          |       | BOYS BBALL OFFICIAL JAN.24     | \$50.00      |
|        | 11-402-100-500-03-000 |          |       | JAN 24 BBALL REF 02/19/13      | \$50.00      |
| 301007 | 01/29/13              |          |       | GIRLS BBALL OFFICIAL JAN 22    | \$50.00      |
|        | 11-402-100-500-03-000 |          |       | JAN 22 BBALL REF 02/19/13      | \$50.00      |

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|--------|-----------------------|----------|-------|-------------------------------------|--------------|
| 022297 | 02/19/13              |          | 4776  | EDUCATIONAL SERVICES UNIT OF BCSSSD | \$1,161.00   |
| 300989 | 01/25/13              |          |       | ASSISTIVE TECHNOLOGY DECEMBER       | \$344.00     |
|        | 11-000-219-390-08-000 |          |       | DEC 143 TECHNOLOC 02/19/13          | \$344.00     |
| 300999 | 01/29/13              |          |       | DEC 20 ASSISTIVE TECHNOLOGY         | \$430.00     |
|        | 11-000-219-390-08-000 |          |       | DEC 20 L.Y. TECHNOL 02/19/13        | \$430.00     |
| 301058 | 02/12/13              |          |       | JAN. 14 ASSISTIVE TECHNOLOGY        | \$387.00     |
|        | 11-000-219-390-08-000 |          |       | JAN 14 L.Y. TECHNOL 02/19/13        | \$387.00     |
| 022298 | 02/19/13              |          | 9258  | EFINGER SPORTING GOODS CO.          | \$209.25     |
| 300960 | 01/17/13              |          |       | TRACK AND FIELD EQUIPMENT           | \$209.25     |
|        | 11-402-100-610-03-000 |          |       | 436874 02/19/13                     | \$209.25     |
| 022299 | 02/19/13              |          | 2874  | EINWECHTER, CHRISTOPHER & LAURA     | \$884.00     |
| 301011 | 01/29/13              |          |       | CHOICE STUDENT TRANS REIMB          | \$884.00     |
|        | 11-000-270-504-11-000 |          |       | 1ST PAY TRANS REIM 02/19/13         | \$884.00     |
| 022300 | 02/19/13              |          | 0032  | FAIRLITE ELECTRICAL SUPPLY CO. INC. | \$1,902.45   |
| 308318 | 02/13/13              |          |       | ELECTRIC SUPPLIES - DISTRICT        | \$1,902.45   |
|        | 11-000-261-610-09-HES |          |       | 339350400 02/19/13                  | \$568.20     |
|        | 11-000-261-610-09-SHA |          |       | 339351200/1300 02/19/13             | \$1,334.25   |
| 022301 | 02/19/13              |          | 0223  | FOLLETT LIBRARY RESOURCES           | \$1,285.72   |
| 300846 | 12/12/12              |          |       | DAVIES NOVELS; BRANDI HOLDREN       | \$1,285.72   |
|        | 11-190-100-610-03-LAL |          |       | 730570-3/570F-2 02/19/13            | \$1,285.72   |
| 022302 | 02/19/13              |          | 0720  | FRAYTAK VEISZ HOPKINS DUTHIE, P.C.  | \$1,975.00   |
| 300907 | 01/07/13              |          |       | SHANER TOILET ARCHITECTS FEE        | \$1,975.00   |
|        | 11-000-230-334-00-000 |          |       | 4358.02 02/19/13                    | \$1,975.00   |
| 022303 | 02/19/13              |          | 0184  | FREI, STEVEN                        | \$50.00      |
| 301059 | 02/12/13              |          |       | GIRLS BBALL REF FEB. 1              | \$50.00      |
|        | 11-402-100-500-03-000 |          |       | BBALL REF FEB 1 02/19/13            | \$50.00      |
| 022304 | 02/19/13              |          | 0728  | GALBIATI, ASHLEY                    | \$34.10      |
| 301003 | 01/29/13              |          |       | OCT - DEC MILEAGE REIMB             | \$34.10      |
|        | 11-000-219-592-08-TRV |          |       | OCT-DEC MILEAGE 02/19/13            | \$34.10      |
| 022305 | 02/19/13              | 02/19/13 | 00.0  | \$ Multi Stub Void                  | \$0.00       |
|        |                       |          |       |                                     | \$0.00       |
|        |                       |          |       |                                     | \$0.00       |
| 022306 | 02/19/13              |          | 0259  | GEHRHSD                             | \$241,878.77 |
| 300670 | 10/12/12              |          |       | 2012-2013 SPORTS/ACTIVITY BUSE      | \$12,016.58  |
|        | 11-000-270-512-03-ACT |          |       | DECEMBER 02/19/13                   | \$9,245.94   |
|        | 11-000-270-512-11-ADM |          |       | DECEMBER 02/19/13                   | \$85.10      |
|        | 11-000-270-513-11-ADM |          |       | DECEMBER 02/19/13                   | \$334.71     |
|        | 11-402-100-500-03-000 |          |       | DECEMBER 02/19/13                   | \$2,350.83   |
| 300977 | 01/25/13              |          |       | JANUARY TRANSPORTATION ROUTES       | \$124,111.47 |
|        | 11-000-270-513-11-ADM |          |       | JAN TRANS 02/19/13                  | \$4,064.42   |
|        | 11-000-270-515-11-000 |          |       | JAN TRANS 02/19/13                  | \$119,775.60 |
|        | 11-000-270-515-11-ADM |          |       | JAN TRANS 02/19/13                  | \$271.45     |
| 301029 | 02/06/13              |          |       | JANUARY CHOIR BUS                   | \$136.75     |
|        | 11-000-270-512-03-CLS |          |       | JAN CHOIR 02/19/13                  | \$131.97     |
|        | 11-000-270-512-08-ACT |          |       | ADMIN FEE 02/19/13                  | \$4.78       |
| 301084 | 02/13/13              |          |       | JAN SPECIAL ED ROUTES TRANSP        | \$9,552.73   |
|        | 11-000-270-515-11-000 |          |       | JANUARY KERRY BU\$ 02/19/13         | \$9,219.00   |



Rec and Unrec checks

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|--------|-----------------------|--------------------------------|--------------------------------|-------------|--------------|
| 022306 | 02/19/13              | 0259                           | GEHRHSD                        |             | \$241,878.77 |
| 301084 | 02/13/13              | JAN SPECIAL ED ROUTES TRANSP   |                                |             | \$9,552.73   |
|        | 11-000-270-515-11-ADM | JANUARY KERRY BUS              | 02/19/13                       |             | \$333.73     |
| 301085 | 02/13/13              | JAN STUDENT TRANSPORTATION     |                                |             | \$96,061.24  |
|        | 11-000-270-513-11-000 | JAN/SHEPPARD                   | 02/19/13                       |             | \$53,020.80  |
|        | 11-000-270-513-11-ADM | JAN/SHEPPARD                   | 02/19/13                       |             | \$1,919.35   |
|        | 11-000-270-515-11-000 | JAN/SHEPPARD                   | 02/19/13                       |             | \$39,684.51  |
|        | 11-000-270-515-11-ADM | JAN/SHEPPARD                   | 02/19/13                       |             | \$1,436.58   |
| 022307 | 02/19/13              | 0253                           | GLOUCESTER CNTY SPEC.SERVICES  |             | \$17,482.36  |
| 300779 | 11/26/12              | OUT OF COUNTY NON RESIDENT FEE |                                |             | \$349.86     |
|        | 11-000-100-565-08-000 | JAN D.M.                       | 02/19/13                       |             | \$349.86     |
| 300994 | 01/28/13              | 12-13 TEACHING ASSISTANT MD    |                                |             | \$17,132.50  |
|        | 11-000-100-565-08-000 | SEPT-DEC DM ASSIST             | 02/19/13                       |             | \$13,090.00  |
|        | 11-000-100-565-08-000 | JANUARY DM ASSIST              | 02/19/13                       |             | \$4,042.50   |
| 022308 | 02/19/13              | 1699                           | GRECO- ESQUIRE;LOUIS J.        |             | \$2,212.00   |
| 300436 | 08/09/12              | LEGAL SERVICES 2012-2013       |                                |             | \$2,212.00   |
|        | 11-000-230-331-00-SOL | JAN / 10491                    | 02/19/13                       |             | \$2,212.00   |
| 022309 | 02/19/13              | 0411                           | HADI, TAUHEEDAH                |             | \$252.00     |
| 301033 | 02/06/13              | CHARTER SCH. TRANSP REIMB      |                                |             | \$252.00     |
|        | 11-000-270-504-11-000 | SEPT TRANS REIMB               | 02/19/13                       |             | \$252.00     |
| 022310 | 02/19/13              | 0718                           | HALEY, SHARON                  |             | \$442.00     |
| 300976 | 01/25/13              | CHOICE SCHOOL TRANS REIMB      |                                |             | \$442.00     |
|        | 11-000-270-504-11-000 | 1ST PAY TRANS REIM             | 02/11/13                       |             | \$442.00     |
| 022311 | 02/19/13              | 0267                           | HAMILTON TOWNSHIP FOOD SERVICE |             | \$761.70     |
| 300627 | 10/04/12              | BOARD MEETING MEALS            |                                |             | \$120.00     |
|        | 11-000-230-630-00-000 | FS 4046                        | 02/11/13                       |             | \$120.00     |
| 300738 | 11/07/12              | REFRESHMENTS ANDREA TRAINER    |                                |             | \$315.00     |
|        | 11-000-223-610-00-000 | FS 4049                        | 02/11/13                       |             | \$315.00     |
| 300991 | 01/25/13              | BUS / CAFE INCENTIVES          |                                |             | \$66.55      |
|        | 11-000-240-610-04-000 | FS 4020 - FS 4036              | 02/11/13                       |             | \$66.55      |
| 301043 | 02/06/13              | CURRICULUM MTG REFRESHMENTS    |                                |             | \$60.00      |
|        | 11-000-221-610-05-000 | FS 4044                        | 02/19/13                       |             | \$60.00      |
| 301063 | 02/12/13              | PIC MTGS, INCENTIVE SNACKS     |                                |             | \$132.50     |
|        | 11-000-240-610-03-000 | FS 4045                        | 02/19/13                       |             | \$45.00      |
|        | 11-190-100-610-03-NHZ | FS 4051                        | 02/19/13                       |             | \$87.50      |
| 301070 | 02/12/13              | JANUARY CAFE INCENTIVES        |                                |             | \$67.65      |
|        | 11-000-240-610-04-000 | FS 4048                        | 02/19/13                       |             | \$67.65      |
| 022312 | 02/19/13              | 0268                           | HAMILTON TWP MUA               |             | \$6,553.44   |
| 300439 | 08/09/12              | 2012-2013 WATER/SEWER BILLING  |                                |             | \$6,553.44   |
|        | 11-000-262-490-01-000 | FEBRUARY                       | 02/11/13                       |             | \$700.37     |
|        | 11-000-262-490-02-000 | FEBRUARY                       | 02/11/13                       |             | \$518.20     |
|        | 11-000-262-490-03-000 | FEBRUARY                       | 02/11/13                       |             | \$795.00     |
|        | 11-000-262-490-04-000 | FEBRUARY                       | 02/11/13                       |             | \$4,539.87   |
| 022313 | 02/19/13              | 1015                           | HESS CORPORATION               |             | \$32,193.94  |
| 300473 | 08/17/12              | ENERGY/ELECTRIC 12-13 YEAR     |                                |             | \$3,709.17   |
|        | 11-000-262-622-01-ELE | JANUARY SHANER                 | 02/19/13                       |             | \$3,587.56   |
|        | 11-000-262-622-02-ELE | JANUARY DUBERSON               | 02/19/13                       |             | \$121.61     |

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|--------|-----------------------|----------|------------------|--------------------------------|--------------|
| 022313 | 02/19/13              |          | 1015             | HESS CORPORATION               | \$32,193.94  |
| 301050 | 02/12/13              |          |                  | DEC/JAN ENERGY ELECTRIC BILLIN | \$28,484.77  |
|        | 11-000-262-622-00-ELE |          | ES13717302       | 02/19/13                       | \$13.67      |
|        | 11-000-262-622-03-ELE |          | ES13717302       | 02/19/13                       | \$11,419.38  |
|        | 11-000-262-622-04-ELE |          | ES13717302       | 02/19/13                       | \$17,051.72  |
| 022314 | 02/19/13              |          | 1071             | HILTNER, DOUG                  | \$50.00      |
| 300983 | 01/25/13              |          |                  | BOYS BBALL OFFICIAL JAN 18     | \$50.00      |
|        | 11-402-100-500-03-000 |          | JAN 18 BBALL REF | 02/11/13                       | \$50.00      |
| 022315 | 02/19/13              |          | 1462             | HOME DEPOT                     | \$1,533.79   |
| 308268 | 01/08/13              |          |                  | DISTRICT GROUNDS BENCHES       | \$910.04     |
|        | 11-000-261-610-09-HES |          | 6035322501175149 | 02/11/13                       | \$290.51     |
|        | 11-000-263-610-00-GND |          | 6035322501175149 | 02/11/13                       | \$619.53     |
| 308281 | 01/15/13              |          |                  | HESS ELECTRIC/CONST. SUPPLIES  | \$623.75     |
|        | 11-000-261-610-09-HES |          | 6035322501175149 | 02/11/13                       | \$623.75     |
| 022316 | 02/19/13              |          | 0084             | HORIZON BLUE CROSS BLUE SHIELD | \$52,924.62  |
| 300906 | 01/07/13              |          |                  | DENTAL FEBRUARY BILLING        | \$26,707.12  |
|        | 11-000-291-270-00-000 |          | 43023377 FEB     | 02/11/13                       | \$26,707.12  |
| 301051 | 02/12/13              |          |                  | DENTAL FEBRUARY BILLING        | \$26,217.50  |
|        | 11-000-291-270-00-000 |          | 043366786 FEB    | 02/19/13                       | \$26,217.50  |
| 022317 | 02/19/13              |          | 0314             | IMLAY, COREY                   | \$37.20      |
| 301048 | 02/08/13              |          |                  | JANUARY MILEAGE REIMBURSEMENT  | \$37.20      |
|        | 11-000-262-590-10-TRV |          | JANUARY MILEAGE  | 02/19/13                       | \$37.20      |
| 022318 | 02/19/13              |          | 0689             | INSECT LORE                    | \$80.91      |
| 300861 | 12/18/12              |          |                  | LIVE PRAYING MANTIS            | \$80.91      |
|        | 11-190-100-610-04-LAL |          | P074327001011    | 02/11/13                       | \$80.91      |
| 022319 | 02/19/13              |          | 2021             | ISLAND MAGAZINE SERVICE        | \$261.80     |
| 300006 | 07/02/12              |          |                  | 2012-2013 MAGAZINES            | \$230.15     |
|        | 11-000-222-610-04-000 |          | 12-9128          | 02/11/13                       | \$230.15     |
| 300065 | 07/02/12              |          |                  | HESS LIBRARY JOURNALS          | \$31.65      |
|        | 11-000-222-610-04-000 |          | 12-9128          | 02/19/13                       | \$31.65      |
| 022320 | 02/19/13              |          | 5398             | JOHNSTONE SUPPLY               | \$3,439.16   |
| 308291 | 01/23/13              |          |                  | HVAC - AIR FILTERS - DISTRICT  | \$3,090.00   |
|        | 11-000-261-610-09-SHA |          | 052119           | 02/19/13                       | \$3,090.00   |
| 308295 | 01/25/13              |          |                  | HVAC - DISTRICT - NITROGEN     | \$31.71      |
|        | 11-000-261-610-09-SHA |          | 329652           | 02/19/13                       | \$31.71      |
| 308306 | 02/08/13              |          |                  | HVAC - DISTRICT REFRIGERANT    | \$317.45     |
|        | 11-000-261-610-09-HES |          | 329990           | 02/19/13                       | \$158.72     |
|        | 11-000-261-610-09-SHA |          | 329990           | 02/19/13                       | \$158.73     |
| 022321 | 02/19/13              |          | 0142             | KILLIAN, PATRICK               | \$50.00      |
| 300965 | 01/22/13              |          |                  | BOYS BBALL OFFICIAL JAN 16     | \$50.00      |
|        | 11-402-100-500-03-000 |          | JAN 16 BBALL REF | 02/19/13                       | \$50.00      |
| 022322 | 02/19/13              |          | 0694             | KRESS DESIGN 2                 | \$1,108.00   |
| 300885 | 01/03/13              |          |                  | POSTERS;STEPHEN SANTILLI       | \$1,108.00   |
|        | 11-000-218-610-03-000 |          | 13-586           | 02/19/13                       | \$90.00      |
|        | 11-190-100-610-03-HPE |          | 13-586           | 02/19/13                       | \$42.00      |
|        | 11-190-100-610-03-LAL |          | 13-586           | 02/19/13                       | \$630.00     |
|        | 11-190-100-610-03-MTH |          | 13-586           | 02/19/13                       | \$316.00     |

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|--------|-----------------------|----------|----------|----------------------------------|--------------|
| 022322 | 02/19/13              |          | 0694     | KRESS DESIGN 2                   | \$1,108.00   |
| 300885 | 01/03/13              |          |          | POSTERS;STEPHEN SANTILLI         | \$1,108.00   |
|        | 11-190-100-610-03-WLG |          | 13-586   |                                  | \$30.00      |
| 022323 | 02/19/13              |          | 0071     | KURTZ BROTHERS                   | \$148.80     |
| 300897 | 01/07/13              |          |          | DRY ERASE MARKERS PER BID        | \$148.80     |
|        | 11-190-100-610-00-GEN |          | 12752-00 |                                  | \$148.80     |
| 022324 | 02/19/13              |          | 0046     | LAMANTEER;MELANIE E.             | \$13.02      |
| 300981 | 01/25/13              |          |          | JAN 14 MILEAGE TRANSPORT EMPLO   | \$13.02      |
|        | 11-000-240-500-03-TRV |          |          | JAN 14 MILEAGE                   | \$13.02      |
| 022325 | 02/19/13              |          | 1503     | LAMEY;JOHN                       | \$50.00      |
| 301060 | 02/12/13              |          |          | GIRLS BBALL REF FEB. 1           | \$50.00      |
|        | 11-402-100-500-03-000 |          |          | BBALL REF FEB 1                  | \$50.00      |
| 022326 | 02/19/13              |          | 0354     | LIBRARY VIDEO CO.                | \$174.64     |
| 300921 | 01/08/13              |          |          | HISTORY DVDS;MIKE ALLEN          | \$174.64     |
|        | 11-190-100-610-03-HIS |          |          | R00611790101-102                 | \$174.64     |
| 022327 | 02/19/13              |          | 0729     | LONG, LASHELLE                   | \$442.00     |
| 301016 | 01/29/13              |          |          | CHOICE STUDENT TRANSP REIMB      | \$442.00     |
|        | 11-000-270-504-11-000 |          |          | 1ST PAY TRANS REIM               | \$442.00     |
| 022328 | 02/19/13              |          | 8769     | LOPEZ NYILAS, TRACY              | \$442.00     |
| 300974 | 01/25/13              |          |          | CHOICE SCHOOL 1ST HF TRANSPORT   | \$442.00     |
|        | 11-000-270-504-11-000 |          |          | 1ST PAY TRANS REIM               | \$442.00     |
| 022329 | 02/19/13              |          | 8384     | LUKO, BRIDGET                    | \$442.00     |
| 301010 | 01/29/13              |          |          | CHOICE STUDENT TRANS REIMB       | \$442.00     |
|        | 11-000-270-504-11-000 |          |          | 1ST PAY TRANS REIM               | \$442.00     |
| 022330 | 02/19/13              |          | 0732     | MACINTOSH, DEREK & CHRISTINA     | \$442.00     |
| 301015 | 01/29/13              |          |          | CHOICE STUDENT TRANSP REIMB      | \$442.00     |
|        | 11-000-270-504-11-000 |          |          | 1ST PAY TRANS REIM               | \$442.00     |
| 022331 | 02/19/13              |          | 0284     | MAIN LINE COMMERCIAL POOLS, INC. | \$425.00     |
| 308001 | 07/01/12              |          |          | HESS POOL WATER MGMT PROGRAM     | \$425.00     |
|        | 11-000-262-420-00-POL |          |          | FEBRUARY                         | \$425.00     |
| 022332 | 02/19/13              |          | 0374     | MARLEE CONTRACTORS LLC           | \$602.22     |
| 308309 | 02/08/13              |          |          | HVAC - HESS - BOILER PUMP        | \$602.22     |
|        | 11-000-261-420-09-HES |          | 60369    |                                  | \$602.22     |
| 022333 | 02/19/13              |          | 0375     | MARQUEZ PIANOS                   | \$285.00     |
| 301019 | 01/30/13              |          |          | DAVIES PIANO TUNINGS             | \$285.00     |
|        | 11-190-100-340-03-000 |          | 3451     |                                  | \$285.00     |
| 022334 | 02/19/13              |          | 0714     | MATHIS, KEVIN                    | \$50.00      |
| 300966 | 01/22/13              |          |          | BOYS BBALL OFFICIAL JAN 16       | \$50.00      |
|        | 11-402-100-500-03-000 |          |          | JAN 16 BBALL REF                 | \$50.00      |
| 022335 | 02/19/13              |          | 1132     | MAYS LANDING AUTO PARTS          | \$198.85     |
| 308286 | 01/17/13              |          |          | AUTO SUPPLIES FOR SUBURBAN       | \$129.90     |
|        | 11-000-262-610-00-VEH |          | 657533   |                                  | \$129.90     |
| 308298 | 01/25/13              |          |          | AUTO SUPPLIES - DISTRICT GROUN   | \$48.95      |
|        | 11-000-262-610-00-VEH |          | 657646   |                                  | \$48.95      |
| 308308 | 02/08/13              |          |          | AUTO SUPPLIES - HESS             | \$20.00      |
|        | 11-000-262-610-00-VEH |          | 657888   |                                  | \$20.00      |

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|--------|-----------------------|----------|-------|--------------------------------|--------------|
| 022336 | 02/19/13              |          | 0100  | MONTECALVO JR, GENE            | \$100.00     |
| 300982 | 01/25/13              |          |       | BOYS BBALL OFFICIAL JAN 18     | \$50.00      |
|        | 11-402-100-500-03-000 |          |       | JAN 18 BBALL REF 02/19/13      | \$50.00      |
| 301008 | 01/29/13              |          |       | GIRLS BBALL OFFICIAL JAN 22    | \$50.00      |
|        | 11-402-100-500-03-000 |          |       | JAN 22 BBALL REF 02/19/13      | \$50.00      |
| 022337 | 02/19/13              |          | 1884  | MOORESTOWN BOARD OF EDUCATION  | \$7,722.60   |
| 300995 | 01/28/13              |          |       | 12-13 REGULAR ED TUITION       | \$7,722.60   |
|        | 11-000-100-561-00-000 |          |       | SEPT-FEB T.P. 02/19/13         | \$7,722.60   |
| 022338 | 02/19/13              |          | 2256  | MUSIC & ARTS                   | \$114.08     |
| 300163 | 07/02/12              |          |       | BAND AND ENSEMBLE MUSIC HESS   | \$114.08     |
|        | 11-401-100-610-04-000 |          |       | 393110/3471636 02/19/13        | \$114.08     |
| 022339 | 02/19/13              |          | 0419  | NASSP                          | \$495.00     |
| 300993 | 01/25/13              |          |       | CONFERENCE REGISTRATION        | \$495.00     |
|        | 11-000-240-500-03-TRV |          |       | 9000412165 02/19/13            | \$495.00     |
| 022340 | 02/19/13              |          | 0031  | NJAFPA                         | \$149.00     |
| 300784 | 11/26/12              |          |       | WORKSHOP REGISTRATION          | \$149.00     |
|        | 11-000-223-500-04-TRV |          |       | WELSEY NOV 30 02/19/13         | \$149.00     |
| 022341 | 02/19/13              |          | 0963  | NJAPSA                         | \$300.00     |
| 300920 | 01/08/13              |          |       | MEMBER DUES MARYLYNN STECHER   | \$150.00     |
|        | 11-000-219-890-08-000 |          |       | STECHER DUES 02/19/13          | \$150.00     |
| 300939 | 01/14/13              |          |       | MEMBERSHIP DUES;DANA KOZAK     | \$150.00     |
|        | 11-000-219-890-08-000 |          |       | KOZAK DUES 02/19/13            | \$150.00     |
| 022342 | 02/19/13              |          | 0446  | NJASA                          | \$225.00     |
| 301044 | 02/06/13              |          |       | JAN 31 TECHSPO REGISTRATION    | \$225.00     |
|        | 11-000-230-590-00-TRV |          |       | JAN 31 TECHSPO 02/19/13        | \$225.00     |
| 022343 | 02/19/13              |          | 1811  | NJSBA                          | \$125.00     |
| 300967 | 01/22/13              |          |       | P.CAPONE WORKSHOP REGISTRATION | \$125.00     |
|        | 11-000-230-585-00-TRV |          |       | 100682 02/19/13                | \$125.00     |
| 022344 | 02/19/13              |          | 0013  | NOVELL INC                     | \$2,600.00   |
| 301004 | 01/29/13              |          |       | ANNUAL RENEWAL SOFTWARE        | \$2,600.00   |
|        | 11-190-100-340-07-TEC |          |       | 220171473 02/19/13             | \$2,600.00   |
| 022345 | 02/19/13              |          | 1910  | OCEANSIDE CHARTER SCHOOL       | \$6,706.00   |
| 300083 | 07/02/12              |          |       | CHARTER SCHOOL TUITION         | \$6,706.00   |
|        | 10-000-100-56x-00-000 |          |       | FEBRUARY 02/19/13              | \$6,706.00   |
| 022346 | 02/19/13              |          | 1321  | OFFICE DEPOT, INC.             | \$61.16      |
| 307019 | 01/04/13              |          |       | YELLOW FILE FOLDERS CURRICULUM | \$61.16      |
|        | 11-000-221-610-05-000 |          |       | 640920977001 02/19/13          | \$61.16      |
| 022347 | 02/19/13              |          | 0740  | OUTTERBRIDGE, AMBER            | \$1,326.00   |
| 301036 | 02/06/13              |          |       | CHARTER SCH. TRANSP REIMB      | \$1,326.00   |
|        | 11-000-270-504-11-000 |          |       | 1ST PAY TRANS REIM 02/19/13    | \$1,326.00   |
| 022348 | 02/19/13              |          | 0490  | PINELAND LEARNING CENTER, INC  | \$22,998.55  |
| 300393 | 07/23/12              |          |       | 2012-2013 TUITION CONTRACTS    | \$9,199.42   |
|        | 11-000-100-566-08-000 |          |       | FEB LV / SA 02/19/13           | \$9,199.42   |
| 300479 | 08/17/12              |          |       | 12-13 SEPT-JUNE TUITION        | \$9,199.42   |
|        | 11-000-100-566-08-000 |          |       | FEB EA / YR 02/19/13           | \$9,199.42   |

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|--------|-----------------------|------------------|--------------------------|-------------------------------|--------------|
| 022348 | 02/19/13              |                  | 0490                     | PINELAND LEARNING CENTER, INC | \$22,998.55  |
| 300828 | 12/06/12              | 12-13            | TUITION CONTRACT         |                               | \$4,599.71   |
|        | 11-000-100-566-08-000 |                  | FEBRUARY D.B.            | 02/19/13                      | \$4,599.71   |
| 022349 | 02/19/13              |                  | 3573                     | POOL OPERATION MANAGEMENT     | \$610.00     |
| 308269 | 01/08/13              | CPO              | RECERTIFICATION TRAINING |                               | \$610.00     |
|        | 11-000-262-590-09-MNT |                  | TRAINING                 | 02/19/13                      | \$610.00     |
| 022350 | 02/19/13              |                  | 0733                     | POPA, PAULA                   | \$442.00     |
| 301014 | 01/29/13              | CHOICE           | STUDENT TRANSP REIMB     |                               | \$442.00     |
|        | 11-000-270-504-11-000 |                  | 1ST PAY TRANS REIM       | 02/19/13                      | \$442.00     |
| 022351 | 02/19/13              |                  | 0858                     | PORRECA, CHERYL               | \$47.80      |
| 301021 | 01/31/13              | JAN 22-29        | MILEAGE REIMBURSEMENT    |                               | \$47.80      |
|        | 11-000-251-592-00-TRV |                  | JAN 22/29 MILEAGE        | 02/19/13                      | \$47.80      |
| 022352 | 02/19/13              |                  | 0509                     | PRESS OF ATLANTIC CITY        | \$875.79     |
| 300956 | 01/17/13              | AD JAN 20        | BILINGUAL SPANISH        |                               | \$658.06     |
|        | 11-000-230-590-00-000 |                  | 0113-111995              | 02/19/13                      | \$658.06     |
| 301049 | 02/12/13              | LEGAL AD JAN. 14 | BD MEETINGS              |                               | \$27.93      |
|        | 11-000-230-590-00-000 |                  | 0113-127469              | 02/19/13                      | \$27.93      |
| 301080 | 02/13/13              | ANNUAL           | SUBSCRIPTION RENEWAL     |                               | \$189.80     |
|        | 11-000-230-590-00-000 |                  | 652776                   | 02/19/13                      | \$189.80     |
| 022353 | 02/19/13              |                  | 0148                     | PRINTER TECH                  | \$3,524.00   |
| 300943 | 01/16/13              | TONER            | SUPPLIES/PRINTER REPAIRS |                               | \$3,524.00   |
|        | 11-190-100-340-07-TEC |                  | 3332 / 3381              | 02/19/13                      | \$225.00     |
|        | 11-190-100-610-07-TEC |                  | 3332 / 3381              | 02/19/13                      | \$3,299.00   |
| 022354 | 02/19/13              |                  | 0742                     | RARING, SCOTT                 | \$50.00      |
| 301061 | 02/12/13              | GIRLS BBALL      | REF FEB. 4               |                               | \$50.00      |
|        | 11-402-100-500-03-000 |                  | BBALL REF FEB 4          | 02/19/13                      | \$50.00      |
| 022355 | 02/19/13              |                  | 0528                     | REALLY GOOD STUFF             | \$54.91      |
| 300893 | 01/04/13              | MATH             | BULLETIN BOARD ITEMS     |                               | \$54.91      |
|        | 11-190-100-610-04-MTH |                  | 4178181                  | 02/19/13                      | \$54.91      |
| 022356 | 02/19/13              |                  | 0863                     | RICOH AMERICANS CORPORATION   | \$308.58     |
| 300001 | 07/02/12              | YEARLY           | MAINTENANCE SHANER       |                               | \$308.58     |
|        | 11-190-100-500-01-000 |                  | 3RD QUARTER              | 02/19/13                      | \$308.58     |
| 022357 | 02/19/13              | 02/19/13         | 00.0 \$ Multi Stub Void  |                               | \$0.00       |
|        |                       |                  |                          |                               | \$0.00       |
|        |                       |                  |                          |                               | \$0.00       |
| 022358 | 02/19/13              |                  | 0998                     | RICOH USA, INC.               | \$9,527.92   |
| 300299 | 07/16/12              | 12-13            | ANNUAL COPIER LEASES     |                               | \$5,407.92   |
|        | 11-000-211-500-00-LSE |                  | FEBRUARY                 | 02/19/13                      | \$175.20     |
|        | 11-000-219-592-08-RNT |                  | FEBRUARY                 | 02/19/13                      | \$173.95     |
|        | 11-000-230-590-00-RNT |                  | FEBRUARY                 | 02/19/13                      | \$388.75     |
|        | 11-000-240-500-01-RNT |                  | FEBRUARY                 | 02/19/13                      | \$296.00     |
|        | 11-000-240-500-04-RNT |                  | FEBRUARY                 | 02/19/13                      | \$888.00     |
|        | 11-000-240-610-04-000 |                  | FEB XTRA                 | 02/19/13                      | \$149.90     |
|        | 11-190-100-500-01-RNT |                  | JAN/FEB                  | 02/19/13                      | \$1,266.54   |
|        | 11-190-100-500-03-RNT |                  | FEBRUARY                 | 02/19/13                      | \$608.04     |
|        | 11-190-100-500-04-RNT |                  | FEBRUARY                 | 02/19/13                      | \$1,378.08   |
|        | 11-190-100-610-03-000 |                  | FEB XTRA                 | 02/19/13                      | \$83.46      |

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| 022358 | 02/19/13              |          | 0998         | RICOH USA, INC.               | \$9,527.92   |
| 300444 | 08/10/12              |          |              | NEW COPIER LEASES 12-13       | \$4,120.00   |
|        | 11-000-219-592-08-RNT |          |              | JANUARY 02/19/13              | \$618.00     |
|        | 11-000-219-592-08-RNT |          |              | FEBRUARY 02/19/13             | \$618.00     |
|        | 11-000-240-500-03-RNT |          |              | JANUARY 02/19/13              | \$824.00     |
|        | 11-000-240-500-03-RNT |          |              | FEBRUARY 02/19/13             | \$824.00     |
|        | 11-190-100-500-03-RNT |          |              | JANUARY 02/19/13              | \$618.00     |
|        | 11-190-100-500-03-RNT |          |              | FEBRUARY 02/19/13             | \$618.00     |
| 022359 | 02/19/13              |          | 1035         | ROBERT BROOKE AND ASSOCIATES  | \$80.22      |
| 308289 | 01/22/13              |          |              | DAVIES DOOR SECURITY HARDWARE | \$80.22      |
|        | 11-000-261-610-09-DAV |          | 410698       | 02/19/13                      | \$80.22      |
| 022360 | 02/19/13              |          | 0461         | ROBINSON, CHARMINE            | \$442.00     |
| 301031 | 02/06/13              |          |              | CHARTER TRANSP REIMBURSEMENT  | \$442.00     |
|        | 11-000-270-504-11-000 |          |              | 1ST PAY TRANS REIM 02/19/13   | \$442.00     |
| 022361 | 02/19/13              |          | 1684         | ROSSI, JOE                    | \$100.00     |
| 301042 | 02/06/13              |          |              | GIRLS BBALL OFFICIAL JAN 28   | \$50.00      |
|        | 11-402-100-500-03-000 |          |              | BBALL REF JAN 28 02/19/13     | \$50.00      |
| 301062 | 02/12/13              |          |              | GIRLS BBALL OFFICIAL FEB. 4   | \$50.00      |
|        | 11-402-100-500-03-000 |          |              | BBALL REF FEB 4 02/19/13      | \$50.00      |
| 022362 | 02/19/13              |          | 9642         | RUIZ, BILL                    | \$50.00      |
| 301041 | 02/06/13              |          |              | GIRLS BBALL OFFICIAL JAN. 28  | \$50.00      |
|        | 11-402-100-500-03-000 |          |              | BBALL REF JAN 28 02/19/13     | \$50.00      |
| 022363 | 02/19/13              |          | 0725         | SACCOCCIA, RICH               | \$50.00      |
| 300998 | 01/28/13              |          |              | BOYS BBALL OFFICIAL JAN 24    | \$50.00      |
|        | 11-402-100-500-03-000 |          |              | JAN 24 BBALL REF 02/19/13     | \$50.00      |
| 022364 | 02/19/13              |          | 8364         | SALEM COUNTY SSSD             | \$12,835.00  |
| 301018 | 01/30/13              |          |              | CHAP 226 NON PUBLIC NURSING   | \$12,835.00  |
|        | 20-509-100-330-20-000 |          | 13-00348     | 02/19/13                      | \$12,835.00  |
| 022365 | 02/19/13              |          | 0565         | SCHOLASTIC, INC.              | \$2,125.50   |
| 300883 | 01/03/13              |          |              | COMPREHENSION COLLECTION      | \$2,125.50   |
|        | 11-213-100-610-08-000 |          | 5942437      | 02/19/13                      | \$2,125.50   |
| 022366 | 02/19/13              |          | 1638         | SCHOOL SPECIALTY              | \$1,593.34   |
| 300899 | 01/07/13              |          |              | PAPER CLIPS PER BID           | \$36.80      |
|        | 11-190-100-610-00-GEN |          | 208109740112 | 02/19/13                      | \$36.80      |
| 300915 | 01/07/13              |          |              | STORAGE CONTAINERS DAVIES     | \$1,535.40   |
|        | 11-190-100-610-03-LAL |          | 308101508361 | 02/19/13                      | \$1,535.40   |
| 300935 | 01/10/13              |          |              | BULLETIN BORDER;TERRY VOGT    | \$21.14      |
|        | 11-000-230-610-00-000 |          | 208109740120 | 02/19/13                      | \$21.14      |
| 022367 | 02/19/13              |          | 0357         | SCIENCE KIT                   | \$97.54      |
| 300816 | 12/06/12              |          |              | HESS SCIENCE SUPPLIES         | \$97.54      |
|        | 11-190-100-610-04-SSS |          | 3992-743-03  | 02/19/13                      | \$97.54      |
| 022368 | 02/19/13              |          | 0532         | SEETON TURF, LLC.             | \$2,518.35   |
| 308287 | 01/22/13              |          |              | GROUNDS - ICE MELT            | \$1,368.90   |
|        | 11-000-263-610-00-GND |          | 41176        | 02/19/13                      | \$1,368.90   |
| 308317 | 02/12/13              |          |              | GROUNDS SUPPLIES - ICE MELT   | \$1,149.45   |
|        | 11-000-263-610-00-GND |          | 0117523      | 02/19/13                      | \$1,149.45   |

Starting date 2/19/2013 Ending date 2/19/2013

| Cknum  | Date                  | Rec date                       | Vcode              | Vendor name                   | Check amount |
|--------|-----------------------|--------------------------------|--------------------|-------------------------------|--------------|
| 022369 | 02/19/13              |                                | 3649               | SMITH SYSTEM MFG.             | \$5,600.80   |
| 300887 | 01/03/13              | READ 180 FURNITURE             |                    |                               | \$5,600.80   |
|        | 11-213-100-610-08-000 |                                | 262744             | 02/19/13                      | \$3,741.60   |
|        | 20-234-100-600-05-DAV |                                | 262744             | 02/19/13                      | \$1,859.20   |
| 022370 | 02/19/13              |                                | 0594               | SOUTH JERSEY GAS COMPANY      | \$36,796.01  |
| 300413 | 07/25/12              | 2012-2013 GAS BILLING FOR DIST |                    |                               | \$36,796.01  |
|        | 11-000-262-621-01-GAS |                                | JAN/FEB            | 02/19/13                      | \$7,663.81   |
|        | 11-000-262-621-03-GAS |                                | JAN/FEB            | 02/19/13                      | \$16,125.21  |
|        | 11-000-262-621-04-GAS |                                | JAN/FEB            | 02/19/13                      | \$13,006.99  |
| 022371 | 02/19/13              |                                | 1525               | SOUTH JERSEY GLASS & DOOR CO. | \$229.50     |
| 308293 | 01/24/13              | DOOR HARDWARE - HESS           |                    |                               | \$229.50     |
|        | 11-000-261-610-09-HES |                                | 36295              | 02/19/13                      | \$229.50     |
| 022372 | 02/19/13              |                                | 0788               | SPECIALIZED DATA SYSTEMS      | \$12,900.00  |
| 301001 | 01/29/13              | ANNUAL SOFTWARE MAINTENANCE    |                    |                               | \$12,900.00  |
|        | 11-190-100-340-07-TEC |                                | 35178              | 02/19/13                      | \$12,900.00  |
| 022373 | 02/19/13              |                                | 2058               | SPRINT NEXTEL                 | \$1,913.56   |
| 300562 | 09/17/12              | SEPTEMBER-JUNE NEXTEL BILLING  |                    |                               | \$1,913.56   |
|        | 11-000-230-530-00-NEX |                                | JANUARY            | 02/19/13                      | \$1,913.56   |
| 022374 | 02/19/13              |                                | 2759               | STAPLES BUSINESS ADVANTAGE    | \$126.27     |
| 300888 | 01/03/13              | SHANER OFFICE SUPPLIES         |                    |                               | \$90.42      |
|        | 11-000-240-610-01-000 |                                | 3190196721         | 02/19/13                      | \$70.74      |
|        | 11-000-270-600-11-000 |                                | 3190196721         | 02/19/13                      | \$19.68      |
| 300912 | 01/07/13              | MAIN OFFICE DAVIES SUPPLIES    |                    |                               | \$35.85      |
|        | 11-000-240-610-03-000 |                                | 3190196722         | 02/19/13                      | \$35.85      |
| 022375 | 02/19/13              |                                | 5313               | STEWART, SHURLANA             | \$1,516.00   |
| 301034 | 02/06/13              | CHARTER SCH. TRANSP. REIMB     |                    |                               | \$1,516.00   |
|        | 11-000-270-504-11-000 |                                | 1ST PAY TRANS REIM | 02/19/13                      | \$1,516.00   |
| 022376 | 02/19/13              |                                | 2333               | TALX UC EXPRESS               | \$175.00     |
| 300969 | 01/25/13              | 3RD QTR UNEMPLOYMENT CLAIMS    |                    |                               | \$175.00     |
|        | 11-000-251-330-00-000 |                                | 601464             | 02/19/13                      | \$175.00     |
| 022377 | 02/19/13              |                                | 5161               | TARAPILLI, CRYSTAL            | \$336.00     |
| 301009 | 01/29/13              | CHOICE SCHOOL TRANS. REIMB     |                    |                               | \$336.00     |
|        | 11-000-270-504-11-000 |                                | 1ST PAY TRANSP REI | 02/19/13                      | \$336.00     |
| 022378 | 02/19/13              |                                | 1341               | THE BOOKSOURCE                | \$7,205.80   |
| 300813 | 12/06/12              | ELA BOOKS;JENNIFER FARRELL     |                    |                               | \$856.64     |
|        | 11-190-100-610-04-LAL |                                | 199691/205658      | 02/19/13                      | \$856.64     |
| 300862 | 12/18/12              | REALISTIC FICTION BOOK SETS    |                    |                               | \$242.34     |
|        | 11-190-100-610-04-LAL |                                | 200561             | 02/19/13                      | \$242.34     |
| 300863 | 12/18/12              | FANTASY BOOK CLUB BOOK SETS    |                    |                               | \$1,536.98   |
|        | 11-190-100-610-04-LAL |                                | 199981             | 02/19/13                      | \$1,536.98   |
| 300864 | 12/18/12              | SERIES BOOK CLUB SETS          |                    |                               | \$2,186.16   |
|        | 11-190-100-610-04-LAL |                                | 200203/206160      | 02/19/13                      | \$2,186.16   |
| 300865 | 12/18/12              | MYSTERY BOOK CLUB SETS         |                    |                               | \$255.54     |
|        | 11-190-100-610-04-LAL |                                | 205564             | 02/19/13                      | \$255.54     |
| 300882 | 01/03/13              | HISTORICAL FICTION BOOK SETS   |                    |                               | \$2,128.14   |
|        | 20-231-100-600-05-HES |                                | 201745             | 02/19/13                      | \$2,128.14   |

98

Rec and Unrec checks

Hand and Machine checks

02/14/13 12:35

Starting date 2/19/2013

Ending date 2/19/2013

| Cknum         | Date                  | Rec date                       | Vcode                | Vendor name                               | Check amount       |
|---------------|-----------------------|--------------------------------|----------------------|---|--------------------|
| <b>022379</b> | <b>02/19/13</b>       |                                | <b>0697</b>          | <b>THE CERAMIC SHOP</b>                   | <b>\$367.00</b>    |
| 308262        | 01/03/13              | DAVIES KILN REPAIR             |                      |   | \$367.00           |
|               | 11-000-262-420-09-MNT |                                | 24654                | 02/19/13                                  | \$367.00           |
| <b>022380</b> | <b>02/19/13</b>       |                                | <b>0706</b>          | <b>THE LORENZ CORPORATION</b>             | <b>\$42.95</b>     |
| 300930        | 01/10/13              | SPRING HESS CHOIR MUSIC        |                      |   | \$42.95            |
|               | 11-401-100-610-04-000 |                                | RV1485947            | 02/19/13                                  | \$42.95            |
| <b>022381</b> | <b>02/19/13</b>       |                                | <b>0636</b>          | <b>TOWNSHIP OF HAMILTON</b>               | <b>\$1,577.00</b>  |
| 300374        | 07/20/12              | WASTE HAULING 12-13 YEAR       |                      |   | \$1,577.00         |
|               | 11-000-262-420-10-CUS |                                | FEBRUARY 13-0019     | 02/19/13                                  | \$1,577.00         |
| <b>022382</b> | <b>02/19/13</b>       |                                | <b>2492</b>          | <b>TRANSFINDER</b>                        | <b>\$3,250.00</b>  |
| 300932        | 01/10/13              | ANNUAL SUPPORT AND UPGRADES    |                      |   | \$3,250.00         |
|               | 11-000-270-593-11-000 |                                | 16033                | 02/19/13                                  | \$3,250.00         |
| <b>022383</b> | <b>02/19/13</b>       |                                | <b>2666</b>          | <b>TRI COUNTY TERMITE &amp; PEST CONT</b> | <b>\$56.25</b>     |
| 308014        | 07/05/12              | DISTRICT PEST CONTROL CONTRACT |                      |   | \$56.25            |
|               | 11-000-262-420-10-CUS |                                | JANUARY              | 02/19/13                                  | \$56.25            |
| <b>022384</b> | <b>02/19/13</b>       |                                | <b>0755</b>          | <b>UNITED PARCEL SERVICE</b>              | <b>\$155.35</b>    |
| 300624        | 10/04/12              | SEPT 23 - 29 EXPRESS MAIL      |                      |   | \$155.35           |
|               | 11-000-230-530-00-PST |                                | E23388492/522/043/05 | 02/19/13                                  | \$110.05           |
|               | 11-000-230-530-00-PST |                                | E23388063            | 02/19/13                                  | \$45.30            |
| <b>022385</b> | <b>02/19/13</b>       |                                | <b>6876</b>          | <b>VERIZON WIRELESS</b>                   | <b>\$520.52</b>    |
| 300512        | 08/28/12              | WIRELESS INTERNET 12-13 IPAD2  |                      |   | \$520.52           |
|               | 11-000-230-530-00-TLP |                                | DEC 6839252731       | 02/19/13                                  | \$200.20           |
|               | 11-000-230-530-01-TLP |                                | DEC 6839252731       | 02/19/13                                  | \$40.04            |
|               | 11-000-230-530-03-TLP |                                | DEC 6839252731       | 02/19/13                                  | \$160.16           |
|               | 11-000-230-530-04-TLP |                                | DEC 6839252731       | 02/19/13                                  | \$120.12           |
| <b>022386</b> | <b>02/19/13</b>       |                                | <b>0657</b>          | <b>VINELAND BOARD OF EDUCATION</b>        | <b>\$19,616.30</b> |
| 300510        | 08/28/12              | ESY 12-13 TUITION AUDITORY IMP |                      |   | \$3,339.00         |
|               | 11-000-100-562-08-000 |                                | ESY G.M. AUD. IMPAIR | 02/19/13                                  | \$3,339.00         |
| 300696        | 10/19/12              | 2012-2013 TUITION CONTRACT     |                      |   | \$16,277.30        |
|               | 11-000-100-562-08-000 |                                | SEPT-DEC G.M.        | 02/19/13                                  | \$16,277.30        |
| <b>022387</b> | <b>02/19/13</b>       |                                | <b>0658</b>          | <b>VISION SERVICE PLAN</b>                | <b>\$4,233.08</b>  |
| 300402        | 07/25/12              | AUGUST - JUNE VISION BILLING   |                      |   | \$4,233.08         |
|               | 11-000-291-270-00-000 |                                | FEB. 042371450001    | 02/19/13                                  | \$4,233.08         |
| <b>022388</b> | <b>02/19/13</b>       |                                | <b>0485</b>          | <b>W.B. MASON</b>                         | <b>\$5,010.48</b>  |
| 300898        | 01/07/13              | COLORED PENCILS PER BID        |                      |   | \$60.48            |
|               | 11-190-100-610-00-GEN |                                | I09502608            | 02/19/13                                  | \$60.48            |
| 300900        | 01/07/13              | HESS COPY PAPER PER QUOTE      |                      |   | \$990.00           |
|               | 11-000-240-610-00-CPY |                                | I09578507            | 02/19/13                                  | \$990.00           |
| 300901        | 01/07/13              | SHANER COPY PAPER PER QUOTE    |                      |   | \$990.00           |
|               | 11-000-240-610-00-CPY |                                | I09578509            | 02/19/13                                  | \$990.00           |
| 300902        | 01/07/13              | DAVIES COPY PAPER PER QUOTE    |                      |   | \$2,970.00         |
|               | 11-000-240-610-00-CPY |                                | I09578510            | 02/19/13                                  | \$2,970.00         |
| <b>022389</b> | <b>02/19/13</b>       |                                | <b>9739</b>          | <b>W.B. MASON CO. INC.</b>                | <b>\$207.07</b>    |
| 300396        | 07/25/12              | CENTRAL SUPPLY HESS SEPT       |                      |   | \$22.43            |
|               | 11-190-100-610-00-GEN |                                | I07661520/CR0804117  | 02/19/13                                  | \$22.43            |
| 300772        | 11/26/12              | CENTRAL SUPPLY FLIP CHART MARK |                      |   | \$10.62            |
|               | 11-215-100-610-08-GEN |                                | I08938930            | 02/19/13                                  | \$10.62            |



Rec and Unrec checks

Hand and Machine checks

02/14/13 12:35

Starting date 2/19/2013

Ending date 2/19/2013

| Cknum         | Date                  | Rec date | Vcode              | Vendor name                       | Check amount       |
|---------------|-----------------------|----------|--------------------|-----------------------------------|--------------------|
| <b>022389</b> | <b>02/19/13</b>       |          | <b>9739</b>        | <b>W.B. MASON CO. INC.</b>        | <b>\$207.07</b>    |
| 300934        | 01/10/13              |          |                    | SUPT OFFICE SUPPLIES              | \$39.66            |
|               | 11-000-230-610-00-000 |          | I09502604          | 02/19/13                          | \$39.66            |
| 300968        | 01/25/13              |          |                    | EXPANDING FILE FOLDERS            | \$72.84            |
|               | 11-000-251-600-00-000 |          | I09690749          | 02/19/13                          | \$72.84            |
| 301005        | 01/29/13              |          |                    | SUPT OFFICE SUPPLIES              | \$61.52            |
|               | 11-000-230-610-00-000 |          | I09742919          | 02/19/13                          | \$61.52            |
| <b>022390</b> | <b>02/19/13</b>       |          | <b>5012</b>        | <b>WALLER, NAKIA</b>              | <b>\$442.00</b>    |
| 301032        | 02/06/13              |          |                    | CHARTER SCHOOL TRANSP REIMB       | \$442.00           |
|               | 11-000-270-504-11-000 |          | 1ST PAY TRANS REIM | 02/19/13                          | \$442.00           |
| <b>022391</b> | <b>02/19/13</b>       |          | <b>2126</b>        | <b>WALTERS,BRIAN</b>              | <b>\$75.00</b>     |
| 301040        | 02/06/13              |          |                    | GIRLS BBALL OFFICIAL JAN 29       | \$75.00            |
|               | 11-402-100-500-03-000 |          | BBALL REF JAN 29   | 02/19/13                          | \$75.00            |
| <b>022392</b> | <b>02/19/13</b>       |          | <b>2494</b>        | <b>XTEL COMMUNICATIONS INC</b>    | <b>\$4,531.90</b>  |
| 300440        | 08/09/12              |          |                    | LONG DISTANCE PHONE 12-13 BILL    | \$4,531.90         |
|               | 11-000-230-530-00-TLP |          | JANUARY            | 02/19/13                          | \$561.12           |
|               | 11-000-230-530-01-TLP |          | JANUARY            | 02/19/13                          | \$1,162.40         |
|               | 11-000-230-530-03-TLP |          | JANUARY            | 02/19/13                          | \$1,553.90         |
|               | 11-000-230-530-04-TLP |          | JANUARY            | 02/19/13                          | \$1,254.48         |
| <b>022393</b> | <b>02/19/13</b>       |          | <b>1834</b>        | <b>YALE SCHOOL ATLANTIC, INC.</b> | <b>\$16,592.13</b> |
| 300529        | 09/04/12              |          |                    | 12-13 SEPT-JUNE TUITION           | \$16,592.13        |
|               | 20-251-100-500-08-000 |          | FEB CH/ZH/TT       | 02/19/13                          | \$16,592.13        |
| <b>022394</b> | <b>02/19/13</b>       |          | <b>0690</b>        | <b>YALE SCHOOL EAST, INC.</b>     | <b>\$9,761.06</b>  |
| 300378        | 07/20/12              |          |                    | TUITION 2012-2013;KARA SPRIGG     | \$4,880.53         |
|               | 11-000-100-566-08-000 |          | FEB K.H.           | 02/19/13                          | \$4,880.53         |

Starting date 2/19/2013

Ending date 2/19/2013

| Cknum  | Date                  | Rec date  | Vcode | Vendor name            | Check amount        |
|--------|-----------------------|-----------|-------|------------------------|---------------------|
| 022394 | 02/19/13              |           | 0690  | YALE SCHOOL EAST, INC. | \$9,761.06          |
| 300623 | 10/04/12              | 2012-2013 |       | TUITION CONTRACT       | \$4,880.53          |
|        | 11-000-100-566-08-000 |           |       | FEB J.B.               | 02/19/13 \$4,880.53 |

|                    |
|--------------------|
| <b>Fund Totals</b> |
|--------------------|

|                             |                         |              |
|-----------------------------|-------------------------|--------------|
| 10                          | GENERAL FUND            | \$6,706.00   |
| 11                          | GENERAL CURRENT EXPENSE | \$685,947.09 |
| 20                          | SPECIAL REVENUE FUNDS   | \$33,414.47  |
| Total for all checks listed |                         | \$726,067.56 |

Prepared and submitted by: \_\_\_\_\_

Board Secretary

Date \_\_\_\_\_

|           |              |
|-----------|--------------|
| FEB. 2013 | JANUARY BILL |
|-----------|--------------|

102

KIDS CORNER  
BILLS LIST  
JANUARY 2013

| Check # | Vendor                         | Amount      |  | Exp. Category |
|---------|--------------------------------|-------------|--|---------------|
|         |                                |             |  |               |
| 1514    | Hamilton Twp Schools Cafeteria | \$ 1,780.00 |  | Snacks        |
| 1515    | Hamilton Twp Schools Cafeteria | \$ 1,430.00 |  | Snacks        |
| 1516    | Nancy Clarke                   | \$ 18.00    |  | Refund        |
| 1517    | Really Good Stuff              | \$ 102.61   |  | Supplies      |
| 1518    | Oriental Trading Co            | \$ 134.99   |  | Supplies      |
|         |                                |             |  |               |
|         |                                |             |  |               |
| WIRES   | Hamilton Township Board of Ed  | 19,923.20   |  | Salaries      |
|         |                                |             |  |               |
|         | TOTAL                          | 23,388.80   |  |               |
|         |                                |             |  |               |
|         | *previously skipped            |             |  |               |
|         |                                |             |  |               |
|         |                                |             |  |               |
|         |                                |             |  |               |
|         |                                |             |  |               |
|         |                                |             |  |               |
|         | Recapitulation:                |             |  |               |
|         | Salaries                       | 19,923.20   |  |               |
|         | Snacks                         | 3,210.00    |  |               |
|         | Refund                         | 18.00       |  |               |
|         | Misc.                          | -           |  |               |
|         | Supplies                       | 237.60      |  |               |
|         |                                |             |  |               |
|         | TOTAL                          | 23,388.80   |  |               |
|         |                                |             |  |               |
|         | Difference                     | -           |  |               |

COMMUNITY EDUCATION  
BILLS LIST  
JANUARY 2013

| Check # | Vendor                | Amount      |  | Exp. Category |
|---------|-----------------------|-------------|--|---------------|
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
| WIRE    | Hamilton Township BOE | \$ 5,732.95 |  | Salaries      |
|         |                       |             |  |               |
|         |                       | \$ 5,732.95 |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |
|         | Recapitulation:       |             |  |               |
|         | Instruction           | \$ -        |  |               |
|         | Salaries              | \$ 5,732.95 |  |               |
|         | Supplies              | \$ -        |  |               |
|         | Other                 | \$ -        |  |               |
|         |                       |             |  |               |
|         |                       | \$ 5,732.95 |  |               |
|         |                       |             |  |               |
|         |                       |             |  |               |

\*PREVIOUSLY SKIPPED

CAMP BLUE STAR  
BILLS LIST  
JANUARY 2013

| Check # | Vendor                    | Amount       | Exp. Category           |
|---------|---------------------------|--------------|-------------------------|
| 1906    | ACA New York & New Jersey | \$ 815.00    | Other-Seminar           |
|         |                           |              |                         |
|         |                           |              |                         |
|         |                           |              |                         |
|         |                           |              |                         |
|         |                           |              |                         |
|         |                           |              |                         |
|         |                           |              |                         |
|         |                           |              |                         |
| WIRE    | Hamilton Township BOE     | \$ -         | Salaries                |
| WIRE    | Community Education       | \$ 10,000.00 | Transfer Between Accts. |
|         |                           |              |                         |
|         |                           |              |                         |
|         | TOTAL                     | 10,815.00    |                         |
|         |                           |              |                         |
|         | Recapitulation:           |              |                         |
|         | Instruction               | \$ -         |                         |
|         | Salaries                  | \$ -         |                         |
|         | Supplies                  | \$ -         |                         |
|         | Other                     | \$ 10,815.00 |                         |
|         |                           |              |                         |
|         |                           | \$ 10,815.00 |                         |
|         |                           |              |                         |

\*PREVIOUSLY SKIPPED

\*\*\*CORRECTION

# TRAVEL APPROVAL FORM

February 19, 2013

|                           |              |   |                           |                          |                          |                              |
|---------------------------|--------------|---|---------------------------|--------------------------|--------------------------|------------------------------|
| <u>STAFF/BOARD MEMBER</u> | <u>TITLE</u> | <u>NAME OF SEMINAR/WORKSHOP</u>                       | <u>LOCATION OF TRAVEL</u> | <u>DATE(S) OF TRAVEL</u> | <u>REGISTRATION COST</u> | <u>ESTIMATED OTHER COSTS</u> |
| Billick, John             | Teacher      | The Kinesthetic Classroom                             | Pomona, NJ                | 3/14/2013                | 30.00                    | 30.00                        |
| Donio, Debbie             | Teacher      | Taking your Co-Teaching Partnership to a Higher Level | Cherry Hill, NJ           | 3/14/2013                | 225.00                   | 40.00                        |

NOTE: Estimated other costs include reimbursable expenses, ie. mileage, parking, tolls, lodging and meals.  
All reimbursements will be issued according to current contract, policy, and/or state regulations.

X1C-6

X 1-D-1

Hamilton Township District Substitutes  
Board Approvals  
2012-2013 School Year

19-Feb-13

|          |            |                      |                |
|----------|------------|----------------------|----------------|
| LuAnne   | McCardell  | sub/para/sec/teacher | \$55/\$80/day  |
| John     | Irwin      | sub/teacher          | \$90/day       |
| Amber    | Miscovic   | sub/para/sec         | \$55/day       |
| Nicole   | Haldeman   | sub/para/sec/teacher | \$55/\$90/day  |
| ALLISON  | Witten     | sub/teacher          | \$90/day       |
| Jennifer | Quartatano | sub/sec/para         | \$55/day       |
| Tabitha  | Serrano    | sub/para/sec         | \$55/day       |
| Enza     | Lewis      | sub/para/sec         | \$55/day       |
| Cori     | Coane      | sub/nurse/teacher    | \$100/\$80/day |



X1-D-4

# Hamilton Township School District Professional Development In-House Presenters February 15, 2013

| Staff Member     | Workshop                                      |
|------------------|---|
| Jennifer Farrell | Social Studies Workshop Model                 |
| Jennifer Farrell | Pathways to the Common Core                   |
| Amy Gold         | Math Workshop Model                           |
| Maria Sarno      | Math Workshop Model                           |
| Michael Draper   | Using Ipads in the Classroom/Great Apps       |
| Melissa Infrerra | ScootPad/Edmodo                               |
| Jenna Kyle       | Using Ipads in the Classroom/Great Apps       |
| Sarah Mack       | Go Math with Laptops                          |
| Ken Berardis     | Behavior Modification                         |
| Beth Connor      | Exploring Standards                           |
| Kelly Petrucci   | Exploring Standards                           |
| Lori Obriski     | Using Ipads in the Classroom/Great Apps       |
| Rebecca Garafola | Integrating Literacy Across the Content Areas |

X1-E-1

**POLICY****Hamilton Township  
Board of Education**

Section: Program

2200. CURRICULUM CONTENT (M)

Date Created: October, 2000

Date Edited: December, 2000

**2200- CURRICULUM CONTENT (M)****M**

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 Core Curriculum Content Standards and Cumulative Progress Indicators.

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 Core Curriculum Content 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 Core Curriculum Content 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 October 2000

Revised: 5 December 2000

# POLICY GUIDE

X1-E-2

PROGRAM

2415/page 1 of 6

No Child Left Behind Programs

Dec 03

Dec 12

M

[See POLICY ALERT Nos. 167, 168 and 198]

## 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.



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# POLICY GUIDE

PROGRAM

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No Child Left Behind Programs

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.



# POLICY GUIDE

PROGRAM

2415/page 3 of 6

No Child Left Behind 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.

## Type of Title I Program

The school district will offer a \_\_\_\_\_ (~~School-wide or Target Assistance or Public School Choice~~) Title I program.



# POLICY GUIDE

## PROGRAM

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No Child Left Behind Programs

### ☒ School-wide Program

High-poverty schools (those with 40% or more pupils from low-income families) are eligible to adopt school-wide programs to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title I funds to serve all children. A school-wide program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.

### ☐ Target Assistance Program

Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.]

### 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.



# POLICY GUIDE

PROGRAM

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No Child Left Behind Programs

## 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

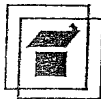
Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer 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; and 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.



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# POLICY GUIDE

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No Child Left Behind Programs

## Supplement, Not Supplant

Grant funds provided 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.

## State Waiver from Certain Provisions of No Child Left Behind (NCLB)

The State of New Jersey may receive a waiver(s) from certain provisions of NCLB from the United States Department of Education. A waiver(s) may affect the applicability of the school district's NCLB policies and/or regulations. In the event a waiver(s) affects the applicability of Board of Education NCLB policies and/or regulations, the waiver provisions shall supersede current Board policies and/or regulations and the school district shall comply with the requirements as outlined by the New Jersey Department of Education in accordance with the waiver(s) application and approval(s) from the United States Department of Education.

←  
New

## 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:



# POLICY GUIDE

XI-E-3

PROGRAM  
2431/page 1 of 7  
Athletic Competition  
May 88  
Dec 12  
M

[See POLICY ALERT Nos. 102, 120, 139, 157, 164, 168, 196 and 198]

## 2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both intrascholastic and interscholastic, offer pupils the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.

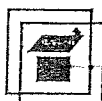
For purpose of this policy, the programs of athletic competition includes all activities relating to competitive sports contests, games, or events, or sports exhibitions involving individual pupils or teams of pupils of this district when such events occur within or between separate schools within this district or with any schools outside this district. **The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, and/or intramural athletic programs within a school or among schools in the district**

[Optional

\_\_\_\_\_ ~~and any cheerleading program or activity in the school district.]~~ *omit*

### Eligibility Standards

A pupil who wishes to participate in a program of 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 pupil who wishes to participate in a program of athletic competition interscholastic must include an acknowledgment of the physical hazards that may be encountered in the activity sport.



# POLICY GUIDE

PROGRAM  
2431/page 2 of 7  
Athletic Competition

Pupil participation in a **program** of athletic competition shall be governed by the following eligibility standards:

## **[For School Districts with High School Pupils and NJSIAA Athletics]**

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school pupils must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.]

## **[Home School Options for High School Pupils and NJSIAA Athletics]**

\_\_\_\_\_ Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

\_\_\_\_\_ Home schooled children are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent/guardian, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.]

## **[Options for School Districts with Elementary and Middle School Pupils]**

2. ☒ A pupil in grades 6 through 8 is eligible for participation in the school district sponsored **programs of athletic competition** athletic/sports program if he/she passed all courses required for promotion or graduation in the preceding \_\_\_\_\_ ~~(semester, marking period, or other)~~

\_\_\_\_\_ A pupil in grades \_\_\_\_\_ through \_\_\_\_\_ is eligible for participation in the school district sponsored **programs of athletic competition** athletic/sports program if he/she

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# POLICY GUIDE

PROGRAM  
2431/page 3 of 7  
Athletic Competition

\_\_\_\_ Home schooled children ~~in grades \_\_\_\_ through \_\_\_\_~~ are  
(~~eligible~~ not eligible) to participate in the school district  
sponsored **programs of athletic competition** athletic/sports  
program of this district.]

## [Options for All Pupils

3. ☒ A pupil in any grade must maintain a satisfactory record of attendance to be eligible for participation in the school district sponsored **programs of athletic competition** athletic/sports program. ~~An attendance record is unsatisfactory if the number of unexcused absences exceed \_\_\_\_ school days in the ( \_\_\_\_ school year \_\_\_\_ marking period \_\_\_\_ semester \_\_\_\_ other \_\_\_\_ ) prior to the pupil commencing participation in the school district sponsored programs of athletic competition athletic/sports program.~~

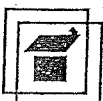
\_\_\_\_ A pupil who is absent (\_\_\_\_ with an excused absence \_\_\_\_ with an unexcused absence) for a school day may not participate in the school district sponsored **programs of athletic competition** athletic/sports program the afternoon or evening of that school day.

\_\_\_\_ A pupil who is serving an (\_\_\_\_ in-school \_\_\_\_ out-of-school \_\_\_\_ in-school or out-of-school) suspension may not participate in the school district sponsored **programs of athletic competition** athletic/sports program while serving the suspension.]

## [Optional

4. A pupil in any grade who fails to observe school rules for pupil conduct may forfeit his/her eligibility for participation in school district sponsored **programs of athletic competition** athletic/sports program.]

Notice of the school district's these eligibility requirements shall be available given to pupils.



# POLICY GUIDE

PROGRAM  
2431/page 4 of 7  
Athletic Competition

## Health Requirements

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in school district sponsored **programs of athletic competition** ~~athletic/sports program and practice for such competition.~~ **Information concerning a pupil's HIV/AIDS status shall not be required** ~~screened~~ as a part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. ~~athletic physicals or reported in school health records.~~

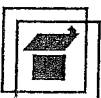
Pupils enrolled in grades six to twelve must receive a medical examination prior to participation in school-sponsored interscholastic or intramural programs of athletic competition

## [Optional

~~and any cheerleading program or activity.]~~

~~An examination of each candidate for a school athletic squad or team.~~ **A medical examination is the assessment of an individual's health status. The examination shall be conducted within 365 days prior to the first practice session with examinations being conducted at the medical home of the pupil. The "medical home" is defined as a health care provider and that provider's practice site chosen by the pupil's parent(s) or legal guardian(s) for the provision of health care. 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. Since the school physician is a "health care provider", the parent(s) or legal guardian(s) may choose either the school physician or their own private physician to provide the this medical examination.**

The findings of this examination shall be documented on a form that is approved by the Commissioner of Education and shall include: immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.16; medical history including allergies, past serious illnesses, injuries, operations, medications, and current health problems; health screenings including height, weight, hearing, blood pressure, and vision; and physical examinations. A physical examination is the examination of the body by a professional licensed to practice medicine or osteopathy or an advanced practice nurse.



# POLICY GUIDE

PROGRAM  
2431/page 5 of 7  
Athletic Competition

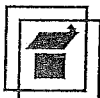
The medical examination shall also include a health history questionnaire completed and signed by the parent or legal guardian. A health history is a record of a person's past health events provided by the individual, a parent or legal guardian, or health care provider.

The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the pupil had or currently has any of the health conditions outlined in N.J.A.C. 6A:16-2.2(h)1.ii.(1) since their last physical. The medical examination shall be conducted in accordance with N.J.A.C. 6A:16-2.2(h)1 and 2 and Regulation 2431.2.

~~The medical report shall include a determination concerning the pupil'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 include, at a minimum, normalities as outlined in N.J.A.C. 6A:16-2.2(h)1.ii.(2). The medical report shall be provided to the school physician if the school physician did not provide conduct the medical examination. The medical report shall indicate whether the pupil is allowed or disallowed to participate in a program of athletic competition and must be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant. A form that is incomplete shall be returned to the pupil's medical home for completion. A pupil that does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.

If the pupil's medical examination was completed more than sixty days prior to the first practice session, the pupil 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)1.iii.4. This health history update 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 pupil's participation in the athletics, based solely on the medical report, or the written reasons for the school physician's disapproval of the pupil'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)iv5.



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# POLICY GUIDE

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2431/page 6 of 7  
Athletic Competition

The health findings of this medical examination shall be maintained as part of the pupil'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.~~

## ~~Optional~~

~~[In addition, the Board requires the medical examination include \_\_\_\_\_.]~~

## Emergency Procedures

Athletic coaches shall be trained in first aid, to include sports-related concussion and head injuries, the use of a defibrillator, and in the identification of pupil athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

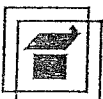
The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed by the Board not less than once in each school year and shall be disseminated to appropriate staff members.

## Optional

~~[A copy of the emergency procedures approved by this Board will be sent to each district that will participate in athletic competition in the facilities of this district.]~~

## 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.



# POLICY GUIDE

PROGRAM  
2431/page 7 of 7  
Athletic Competition

## Optional

~~[The Board shall review the athletic emergency procedures approved by each district in which pupils of this district will compete.]~~

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

## [For School Districts with High School Pupils and NJSIAA Athletics]

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

Choose only one of the following alternatives:

☒ and shall inform the Board of changes in that schedule.

☐ ~~and shall request Board approval of any changes in the schedule.]~~

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:



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# REGULATION GUIDE

X 1-E-4

PROGRAM

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Emergency Procedures for Athletic Practices and Competitions

Mar 89

Dec 12

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[See POLICY ALERT Nos. 139 and 198]

## R 2431.1 EMERGENCY PROCEDURES FOR ATHLETIC PRACTICES AND COMPETITIONS

### A. Definitions

1. ~~"Athletic competition" and "athletic activities" mean all practice sessions and competitive contests, games, events, and exhibitions with individual pupils or teams of one or more schools of this district or of other districts and include cheerleading.~~

"Programs of athletic competition" means all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual pupils or teams of pupils when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

2. "Health personnel" means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, and members of the first aid squad or ambulance team.
3. "Parent" means ~~the parent(s) or legal guardian(s) having legal custody and control of a pupil~~ 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 who 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.

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Emergency Procedures for Athletic Practices and Competitions

4. "Pupil" means a pupil enrolled in this district and a pupil enrolled in any district who is present in this district for the purpose of participating in a program of athletic competition sponsored by the Board of Education.

## B. Precautions

1. All ~~athletic~~ coaches, including assistant coaches, will be trained in first aid to include sports-related concussions and head injuries, ~~and in the identification of injured and disabled pupil athletes, and any other first aid procedures required by statute, administrative code, or by the Superintendent.~~
2. Athletic coaches are responsible at all times for the supervision of pupils to whom they have been assigned. Pupils shall not be left unattended at any time.
3. Pupils who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Pupil athletes shall be required to report promptly to the athletic coach any injury or disability occurring to the pupil himself/herself or to another pupil.
5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation No. 7420.1.
7. Health personnel, including but not limited to, the athletic trainer, school/team physician, and ambulance/first aid squad may ~~shall~~ be present at the following athletic activities and events as determined by the Superintendent. ÷

a. ~~The athletic trainer shall be present at all~~



# REGULATION GUIDE

## PROGRAM

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## Emergency Procedures for Athletic Practices and Competitions

~~b. The school medical inspector shall be present at all~~

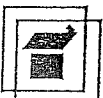
~~c. The designated team doctor shall be present at all~~

~~d. An ambulance shall be present at all~~

### C. Emergency Procedures

The following procedures shall be implemented whenever a pupil athlete is injured or disabled in the course of an athletic practice or competition sponsored by this district.

1. The athletic coach shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the pupil.
2. If no health personnel are present, or if none can be immediately summoned to the pupil's aid, the athletic coach shall administer such first aid as may be necessary.
3. If the pupil's injury or disability requires more than routine first aid, the athletic coach shall:
  - a. Summon **emergency personnel** ~~an ambulance~~ by calling 911; or
  - b. Arrange for the pupil's transportation to the nearest hospital or the office of the school medical inspector.
4. The athletic coach or his/her designee shall promptly notify the Building Principal, the Superintendent, and the pupil's parent(s) or legal guardian(s) of the pupil's injury or disability and the condition and location of the pupil.



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## Emergency Procedures for Athletic Practices and Competitions

5. An injured or disabled pupil who has been transported away from school premises must be accompanied by the athletic coach, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach.
6. These emergency procedures shall be followed when the injured or disabled pupil is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, and every effort shall be made to cooperate with the health personnel and/or staff of the district in which the pupil is enrolled.

### D. Reports

1. The athletic coach shall complete and file a report of every injury or disability that occurs to a pupil in the course of his/her participation in the athletic program of this district, regardless of the severity of the injury or disability. The report shall include:
  - a. The date of the incident;
  - b. The name, age, grade level, and gender of each injured or disabled pupil;
  - c. The district in which the pupil is enrolled;
  - d. The name and district of each pupil involved in the incident;
  - e. A narrative account of the incident;
  - f. A detailed description of the injury or disability;
  - g. The treatment given on school premises and the names of the health personnel, if any, who treated the pupil;
  - h. The place, if any, to which the pupil was taken and the persons who accompanied the pupil; and
  - i. A memorandum of the notice given to the pupil's parent(s) or legal guardian(s).



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Emergency Procedures for Athletic Practices and Competitions

2. Copies of the report shall be filed with the school nurse and the Building Principal within **twenty-four** \_\_\_\_\_ hours or by the end of the next school day after of the incident.
3. The Building Principal shall report the incident to the Superintendent, who shall **may** report **the incident** to the Board.
4. A copy of each report of an incident of pupil injury or disability that occurs in the course of athletic activities shall be maintained by the athletic director, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The athletic director shall report the findings of his/her analysis to the Superintendent at the close of each sport season.
5. The parent(s) or legal guardian(s) of each injured or disabled pupil will be given assistance in the completion and filing of insurance claim forms.

## E. Readmission to Athletic Activities

A pupil injured or disabled in the course of an athletic activity will be permitted to participate in athletic competition only on the written permission of the school medical inspector or designated team doctor, who must first examine the pupil to determine his/her fitness to participate in athletics. Written notice of that determination, signed by the school medical inspector or designated team doctor as appropriate, shall be given to the pupil's parent(s) or legal guardian(s). **The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. and Policy and Regulation 2431.4.**

Adopted:



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X1-E-5

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R 2431.2/page 1 of 5

Medical Examination to Determine Fitness for  
Participation in Athletics

Mar 89

Dec 12

M

[See POLICY ALERT Nos. 157 and 198]

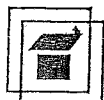
## R 2431.2 MEDICAL EXAMINATION TO DETERMINE FITNESS FOR PARTICIPATION IN ATHLETICS

A. A The medical examination conducted to determine the fitness of a pupil in grades six through twelve for participation in a school-sponsored interscholastic or intramural athletic team or squad athletics shall include, as a minimum, the following:

### 1. ~~Health Medical~~ History Questionnaire

A health history questionnaire must be completed as part of the required medical examination. The A medical history questionnaire shall will be completed and signed by the parent(s) or legal guardian(s) of the pupil, to determine whether the pupil:

- a. Has been medically advised not to participate in any sport, and the reason for such advice;
- b. Is under physician's care and the reasons for such care;
- c. Has experienced loss of consciousness after an injury;
- d. Has experienced a fracture or dislocation;
- e. Has undergone any surgery;
- f. Takes any medication on a regular basis, the names of such medication, and the reasons for such medication;
- g. Has allergies including, but not limited to: hives, asthma, or reactions to bee stings;
- h. Has experienced frequent chest pains or palpitations;
- i. Has a recent history of fatigue and undue tiredness;



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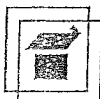
Medical Examination to Determine Fitness for  
Participation in Athletics

- j. Has a history of fainting with exercise; ~~and~~
- k. Has a history of a family member who died suddenly; ~~and~~
- l. Has a history of any past health events required to be reported to the examining physician, advanced practice nurse, or physician's assistant.

## 2. Report of Health Findings of the Medical Examination/~~Physical Examination~~

The report of health findings of the medical examination for pupils in grades six through twelve participating in a school-sponsored interscholastic or intramural athletic team or squad shall be documented on the Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the pupil had or currently has any of the following conditions since their last physical: The ~~medical examination shall also include a physical examination which includes, at a minimum, the following:~~

- a. Injuries;
- b. Chronic or ongoing illness;
- c. Prescribed medication;
- d. Allergies;
- e. Head-related injuries;
- f. Heart related conditions;
- g. Eye, ear, nose, mouth, or throat conditions;
- h. Neuromuscular/orthopedic condition; and
- i. General or exercise related conditions.



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Medical Examination to Determine Fitness for  
Participation in Athletics

### 3. Medical Report Determination

The medical report shall include a determination concerning the pupil's participation from the examining physician, advanced practice nurse, or physician's assistant which includes, at a minimum, the following normalities:

- a. Measurement of weight, height, and blood pressure;;
- b. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;;
- c. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses and examination of the sclera for the presence of jaundice;;
- d. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum, and gross hearing loss;;
- e. Examination of the nose to assess the presence of deformity which may affect endurance;;
- f. Assessment of the neck, back, and spine to determine range of motion, and the presence of pain association associated with such motion, and abnormal curvature of the spine;;
- g. Examination of chest contour;;
- h. Auscultation and percussion of the lungs;;
- i. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate before and after exercise;;
- j. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;;

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Medical Examination to Determine Fitness for  
Participation in Athletics

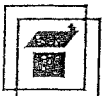
- ~~k.~~ ~~Assessment of the back to determine range of motion and abnormal curvature of the spine,~~
- kl. Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars, and varicosities;;
- lm. Examination of the testes to determine presence and descent of both testes, abnormal masses or configurations, or hernia;;
- mn. Assessment of physiological maturation;; and
- no. Neurological examination to assess balance and coordination ~~and the presence of abnormal reflexes.~~

The medical report shall indicate whether the pupil is allowed or disallowed to participate in a program of athletic competition and must be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant. A form that is incomplete shall be returned to the pupil's medical home for completion. A pupil that does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.

## B. Health History Update

Each pupil whose medical examination was completed more than sixty days prior to the first practice session of the athletic competition shall provide a health history update of medical problems experienced since the last medical examination. The A health history update, completed and signed by the pupil's parent(s) or legal guardian(s), shall provide information about any medical problems experienced by the pupil since the last medical examination. ~~As a minimum, the health history update shall include the following information, if any, about the pupil pupil's:~~

1. Hospitalizations and operations;;



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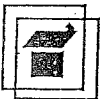
Medical Examination to Determine Fitness for  
Participation in Athletics

2. Illnesses;;
3. Injuries;;
4. Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant;; and
5. Medications.

## C. Written Notification to Parent/Legal Guardian

The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the pupil's participation in a program of athletic competition based solely on the medical report, or the reasons for the school physician's disapproval of the pupil's participation.

Adopted:



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Independent Educational Evaluations  
Dec 12

[See POLICY ALERT No. 198]

## 2468 INDEPENDENT EDUCATIONAL EVALUATIONS

Special education law permits a parent to request an independent educational evaluation (IEE) for their child if there is disagreement with any evaluation provided by the Board of Education. An "independent educational evaluation" is an evaluation conducted by a qualified examiner who is not an employee of the public school district responsible for the education of the child in question. Such IEEs shall be provided at no cost to the parent unless the school district initiates a due process hearing in accordance with the provisions of N.J.A.C. 6A:14-2.7 et seq. to show that its evaluation is appropriate and a final determination to that effect is made following the hearing. If it is determined the school district's evaluation is appropriate, the parent still has the right to an IEE, but not at the school district's expense.

Upon receipt of a parental request for an IEE, the school district shall provide the parent with information about where an IEE may be obtained and the criteria for IEEs according to N.J.A.C. 6A:14-2.5(c)3 and (c)4 and the additional criteria outlined below in this Policy:

1. Any IEE paid for with public funds shall:
  - a. Be conducted according to the provisions of N.J.A.C. 6A:14-3.4; and
  - b. Be obtained from another public school district, educational services commission, jointure commission, a clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed, where a license is required.
2. An independent medical evaluation may be obtained according to N.J.A.C. 6A:14-5.1(e).

Additional criteria for an IEE shall be as follows:

1. The Board will not pay for an IEE unless it complies with the following criteria unless the parent can show that unique circumstances warrant deviation from same:

*Establishes  
criteria:  
• Who can  
perform  
• how much  
Brd is obligated  
to pay*

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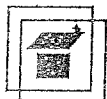
# POLICY GUIDE

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### Independent Educational Evaluations

- a. The independent evaluator must be appropriately certified and/or licensed in the State of New Jersey. In instances where no applicable certification/license exists, the evaluator must provide the Board with documentation of extensive and recent training and experience related to the assessment of the known or suspected disability;
  - b. The independent evaluator may only charge fees for educational evaluation services that, in the judgment of the Board, are reasonable in accordance with 2. below;
  - c. The independent evaluator must be free from any conflict of interest;
  - d. The independent evaluator and members of the Child Study Team must be permitted to directly communicate and share information with each other. The independent evaluator must also agree to release the assessment information, results, and report(s) to the school district prior to receipt of payment for services;
  - e. For any independent evaluation, whether paid for with public or private funds, the school district shall permit the evaluator to observe the pupil in the classroom or other educational setting, as applicable; and
  - f. The independent evaluator shall make at least one contact with the pupil's case manager for the purpose of determining how the pupil is progressing in his/her current programming.
2. The maximum allowable cost for an independent evaluation will be limited to the reasonable and customary rate, as determined and approved by the Board annually. This rate shall be in the range of what it would cost the Board to provide the same type of assessment through either another public school district, educational services commission, jointure commission, a clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed, where a license is



# POLICY GUIDE

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Independent Educational Evaluations

required. This Board-approved rate shall be provided to the parent upon their request for an IEE. The Board shall not be responsible for any costs beyond the IEE, such as transportation, lodging, food, etc.

- a. The parent may provide documentation to the Board demonstrating unique circumstances to justify an IEE that exceeds the maximum allowable cost established by the Board. If, in the Board's judgment, there is no justification for the excess cost, the Board may agree to fund the IEE up to the school district's maximum allowable cost with the parent responsible for any remaining costs. In the alternative, the Board may request a due process hearing to enforce its established maximum allowable cost.

Upon receipt of a parental request for an IEE, the school district shall take steps to ensure the IEE is provided without undue delay or not later than twenty calendar days after receipt of the parental request. The school district shall request a due process hearing in accordance with the provisions of N.J.A.C. 6A:14-2.7 et seq. to show that its evaluation is appropriate.

If a parent requests an IEE, the school district may ask the parent to explain why he or she objects to the school district's evaluation. However, the school district shall not require such an explanation and shall not delay either providing the IEE or initiating a due process hearing to defend the school district's evaluation.

Any IEE submitted to the district, including an IEE obtained by the parent at private expense, shall be considered in making decisions regarding special education and related services.

If an Administrative Law Judge orders that an IEE be conducted, the IEE shall be obtained by the district in accordance with the decision or Order of the Administrative Law Judge, and the Board of Education shall pay the cost of the IEE in accordance with the provisions of this Policy.



# POLICY GUIDE

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Independent Educational Evaluations

A parent is entitled to only one IEE paid for by the Board each time the school district conducts an evaluation with which the parent disagrees.

N.J.A.C. 6A:14-2.5; 6A:14-2.7  
CFR Section 300.502

Adopted:



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# POLICY GUIDE

X1-E-7

## TEACHING STAFF MEMBERS

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Outside Activities

Mar 87

Dec 12

[See POLICY ALERT No. 198]

### 3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside **their job responsibilities in the schools district** 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 district. 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 if when activities outside the **teaching staff member's job responsibilities** schools interfere with **their 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 are advised to ~~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 ~~shall~~ ~~should~~ not devote time during the ~~their work working~~ day to an outside **private enterprise, business, or business organization** activity without valid reason. They ~~shall~~ ~~should~~ not solicit or accept customers for a private enterprises, **business, and/or business organization** on school grounds premises or during the ~~their work school~~ day without the express permission of the Superintendent \_\_\_\_\_;
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. **Any staff member who takes pupils of this district on a trip not approved by the Board or Superintendent shall clearly and concisely**



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# POLICY GUIDE

## TEACHING STAFF MEMBERS

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Outside Activities

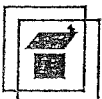
inform the parent(s) of any pupil solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A No staff member may shall not solicit pupils of this district for such trips not approved by the Board or Superintendent within the facilities or on the school grounds of the district without permission of the Superintendent;

4. Teaching staff members shall not campaign on school grounds premises during their work day, send campaign literature home with pupils, or request, direct, or have pupils distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election on the ballot;
5. Teaching staff members shall should not as a practice privately tutor pupils for compensation that are currently enrolled in their classes privately for compensation; and
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:



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# REGULATION GUIDE

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TEACHING STAFF MEMBERS

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Outside Activities

Mar 89

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[See POLICY ALERT No. 198]

## R 3230 OUTSIDE ACTIVITIES

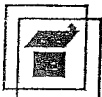
### A. Outside Employment

1. A full-time employee may engage in outside employment ~~only~~ when such employment does not:
  - a. Constitute a conflict of interest;
  - b. Violate the provisions of the New Jersey School Ethics Act; or
  - c. Occur at a time when the employee has assigned district duties ~~and responsibilities~~.
  - e. ~~Diminish the employee's efficiency in performing assigned district duties.~~
2. A full-time employee who engages in employment outside the school district shall report that employment to the Superintendent only if the outside employment may require any type of accommodation by the school district or if the outside employment would require the staff member to not perform or limit the staff member's ability to perform all the responsibilities of their school district employment.

### B. Private Enterprise, Business, or Business Organization

1. An ~~No~~ employee ~~shall~~ may not conduct activities on school district grounds ~~property designed to that~~ may advance a private enterprise, business, or business organization without the express permission of the Superintendent. Permission will not be given for solicitations or collections on behalf of a private enterprise, business, or business organization.

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# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Outside Activities

2. ~~An~~ No employee may **shall not**, on school grounds premises, solicit advertise, recruit, or finance trips for pupils for trips other than those expressly approved by the Board of Education or Superintendent without permission of the Superintendent. School grounds property **shall** may not be used as the point of departure or arrival for any such privately arranged trip.

## C. ~~Outside Associations~~

~~Employees should avoid conduct and associations outside the classroom that, if known, would have an adverse or harmful effect upon pupils or the instructional program.~~

Issued:



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# POLICY GUIDE

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TEACHING STAFF MEMBERS

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Inappropriate Staff Conduct

May 04

Dec 12

[See POLICY ALERT Nos. 169, 187 and 198]

## 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~~ is 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.

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# POLICY GUIDE

## TEACHING STAFF MEMBERS

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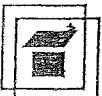
### Inappropriate Staff Conduct

A school staff member is always expected to maintain a professional relationship with pupils and to 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, **an arbitration process**, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

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 Superintendent ~~central office administrator~~. 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~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. 6A:16-11.1 ~~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 Principal or Designee ~~staff member designated to complete the investigation~~ will investigate all reports with a final report to the Superintendent of Schools. The Principal or Designee ~~staff member designated to complete the investigation~~ 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~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. 6A:16-11.1 ~~6A:16-10.2 et seq.~~, and/or any other measure provided for in the law.

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# POLICY GUIDE

TEACHING STAFF MEMBERS

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Inappropriate Staff Conduct

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

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

N.J.A.C. 6A:16-10.1 et seq. 6A:16-11.1

Adopted:



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# REGULATION GUIDE

X1-E-10

TEACHING STAFF MEMBERS

R 3281/page 1 of 9

Inappropriate Staff Conduct

May 04

Dec 12

[See POLICY ALERT Nos. 169, 187 and 198]

## R 3281 INAPPROPRIATE STAFF CONDUCT

Inappropriate conduct by a school staff member will not be tolerated by the Board of Education. Policy No. 3281 and this Regulation have been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate conduct and conduct unbecoming a school staff member to pupils.

### A. Definitions

1. "Building Principal" is the Principal of the building where the staff member is assigned.
2. "Grievance Procedure" is the grievance procedure that provides for prompt and equitable resolution of inappropriate conduct or conduct unbecoming a school staff member.
3. "Hostile Environment Sexual Harassment" is sexual harassing conduct, which can include sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature 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.
4. The "immediate supervisor" for teaching staff members may be a Building Principal, a member of the school district's non-instructional supervisory staff and/or the School Business Administrator/Board Secretary.
5. "Inappropriate comments" includes, but is not limited to, comments of a sexual nature, sexually oriented humor or language, inappropriate comments about a pupil's clothing or physical appearance, comments with sexual overtones, comments regarding a pupil's dating partner or comments about the staff member's personal life that are not relevant to the professional responsibility of the school staff member.

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# REGULATION GUIDE

## TEACHING STAFF MEMBERS

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### Inappropriate Staff Conduct

6. "Inappropriate conduct" includes, but is not limited to, sexual misconduct, a request by a school staff member to a pupil for a social relationship outside the school staff/pupil relationship, sexually harassing conduct, inappropriate touching by the staff member to a pupil or permitting a pupil to inappropriately touch a staff member, corporal punishment, requesting a pupil to expose private parts of their body, other than for school medical purposes, and a staff member exposing their own private parts of their body to a pupil. Inappropriate conduct also includes physical contact between a staff member and pupil that is beyond the staff member/pupil professional relationship. This contact includes, but is not limited to, kissing, touching or feeling private parts of the body, holding hands or arms, and other contact that typically shows a sign of affection beyond the staff member/pupil professional relationship. "Inappropriate conduct" does not include a hug initiated by a pupil as a sign of the pupil's appreciation to a school staff member at a school sponsored activity such as school banquets, school recognition programs, graduations, etc.
7. "Inappropriate language or expression" includes, but is not limited to, the use of any profanity, obscene language, public lewdness or the use of public lewdness, comments with sexual overtones, distribution and/or discussion of any pornography.
8. "Inappropriate staff conduct" is any conduct prohibited by this Policy and corresponding Regulation including any other conduct deemed by the Commissioner of Education, the State Board of Education, statute, administrative code, and/or the judicial case law to be inappropriate conduct and/or conduct unbecoming a school staff member.
9. "Quid Pro Quo Sexual Harassment" is 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.



# REGULATION GUIDE

## TEACHING STAFF MEMBERS

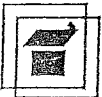
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### Inappropriate Staff Conduct

10. "Professional responsibility or responsibilities" is the responsibilities of the staff member including, but not limited to, all school district sponsored extra-curricular activities, co-curricular activities, athletic coaching responsibilities; and other instructional or non-instructional positions and responsibilities appointed and/or assigned by the administration or Board.
11. "Promptly report" is reporting by the end of the next school day. If school is not in session the next day, then by the end of the first day after the weekend or holiday break. If this reporting time would exceed seventy-two hours, the staff member shall notify the Building Principal no later than seventy-two hours after the required reporting time.
12. "Sexual Harassment" is to include quid pro quo sexual harassment and/or hostile environment sexual harassment.
13. "Staff member" or "school staff member" is a compensated and/or uncompensated member of the school district's staff, including any agents and/or representatives of the school district.
14. "Unannounced or uninvited visit" is a pupil visiting, without prior notice to the staff member or without an invitation from the staff member, the staff member's residence and/or other place where the staff member may be when not performing school related professional responsibilities.

#### B. Reporting Procedure

1. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with the staff member beyond his/her professional responsibilities must promptly report this information to the Building Principal or immediate supervisor.
2. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with another staff member beyond the professional responsibilities of the other staff member or believes, or has reason to believe, another staff member is seeking a relationship with a pupil beyond the professional responsibilities of the other staff member must promptly report this information to the Building Principal or immediate supervisor.





# REGULATION GUIDE

## TEACHING STAFF MEMBERS

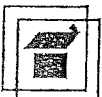
R 3281/page 4 of 9

### Inappropriate Staff Conduct

3. Any staff member who believes he/she had, or may have, engaged in conduct prohibited by this Policy and Regulation must promptly report the conduct to the Building Principal or immediate supervisor.
4. Failure of a staff member to report conduct they know, or had reason to know, is prohibited by this Policy and Regulation and will result in appropriate disciplinary action.
5. Any pupil, parent, legal guardian and/or other person(s) who believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation shall promptly report the conduct to the Principal.
6. Any person, including school staff, may make an anonymous report to the Principal if the person in good faith believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation.
7. School staff 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~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. ~~6A:16-11.1 6A:16-10.1 et seq.~~ and inform the Building Principal or immediate supervisor after making such report.

#### C. Investigation of Reports

1. An immediate supervisor or Building Principal who receives a report a staff member engaged in, or may have engaged in, conduct prohibited by this Policy and Regulation will immediately notify the Superintendent of Schools.
2. The Principal or Designee ~~staff member designated to complete the investigation~~ will begin a prompt and thorough investigation of every report.



# REGULATION GUIDE

## TEACHING STAFF MEMBERS

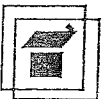
R 3281/page 5 of 9

Inappropriate Staff Conduct

3. The Principal or Designee ~~[staff member designated to complete the investigation]~~ or the Superintendent will take such appropriate action as provided for in the law and as necessary at any time after receiving a report. This action may include, but is not limited to, notifying law enforcement, notifying the ~~Division of Youth and Family Services~~ New Jersey Department of Children and Families if there is 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 and in accordance with N.J.A.C. 6A:16-11.1 6A:16-10.2 et seq., and/or any other measure provided for in the law.

### D. Preliminary Investigation of Reports by Others

1. The Principal or Designee ~~[staff member designated to complete the investigation]~~ will begin a prompt, thorough, and impartial investigation. The preliminary investigation will be completed no more than ten working days after the Principal or Designee ~~[staff member designated to complete the investigation]~~ received the report.
2. The Principal or Designee ~~[staff member designated to complete the investigation]~~ preliminary investigation may include, but is not limited to, interviews with staff members who may have potential knowledge of the alleged conduct, interviews with any pupils who may have potential knowledge of such conduct, interviews with parent(s)/legal guardian(s) or any other persons who may have potential knowledge of the alleged conduct, and interview(s) with the school staff member(s) and pupil(s) reported to have engaged in conduct prohibited by this Policy and Regulation.
3. The Principal or Designee ~~[staff member designated to complete the investigation]~~ will request, if relevant to an investigation, the parent(s)/legal guardian(s) of any pupil involved in the investigation to assist in the investigation to determine if inappropriate staff conduct may have existed.



# REGULATION GUIDE

## TEACHING STAFF MEMBERS

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### Inappropriate Staff Conduct

4. If, based on a preliminary investigation, the Por D ~~[staff member designated to complete the investigation]~~ determines conduct prohibited by this Policy and Regulation did not exist, he/she will meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) reported to review the results of the preliminary investigation. The preliminary investigation report indicating inappropriate conduct did not exist will be in writing and will be provided to the staff member(s) and to the parent(s)/legal guardian(s) if requested. The Por D ~~[staff member designated to complete the investigation]~~ will maintain a separate file for all such reports and the report will not be included in the staff member's personnel file.
5. If, based on a preliminary investigation, the Por D ~~[staff member designated to complete the investigation]~~ deems inappropriate staff conduct may have occurred, he/she will immediately notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) indicated in the report to review the procedures to be followed in a continued full investigation. A copy of this Regulation and corresponding Policy will be provided to the staff member(s) and to the parent(s)/legal guardian(s) of the pupil indicated in the report upon request.

#### E. Full Investigation

1. The Por D ~~[staff member designated to complete the investigation]~~, finding that inappropriate staff conduct may have occurred after the preliminary investigation, requires a full investigation. This full investigation may be conducted in cooperation with the ~~Division of Youth and Family Services New Jersey Department of Children and Families~~ in accordance with N.J.A.C. 6A:16-11.1 6A:16-10.2 and/or local law enforcement.
2. The Por D ~~[staff member designated to complete the investigation]~~ will conduct the full investigation if the ~~New Jersey Department of Children and Families Division of Youth and Family Services~~ and/or local law enforcement does not intervene or if the allegations do not meet the reporting requirements of N.J.A.C. 6A:16-11.1 6A:16-10.2 et seq. for reporting to the ~~Division of Youth and Family Services New Jersey Department of Children and Families~~ and/or of N.J.A.C. 6A:16-6.3 for reporting to law enforcement.



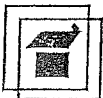
# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Inappropriate Staff Conduct

3. The full investigation will include, but not be limited to, interviews with the staff member(s), pupils, parent(s)/legal guardian(s) and any other persons who know, or would have reason to know, a staff member may have engaged in inappropriate staff conduct.
4. The Por D ~~{staff member designated to complete the investigation}~~ will accept testimony and evidence from the staff member(s), pupil(s), parent(s)/legal guardian(s) and other persons who may have information relevant to the investigation.
5. All persons that provide information, testimony and evidence to the Por D ~~{staff member designated to complete the investigation}~~ relative to a report will be informed the information, testimony and evidence may be used in additional investigations and/or hearings as determined by the Superintendent of Schools.
6. Upon the conclusion of the interviews and review of the information, testimony and evidence, the Por D ~~{staff member designated to complete the investigation}~~ will prepare a written report to the Superintendent of Schools. The report will provide a summary of the interviews and information, testimony and evidence and, if possible, a finding from the Por D ~~{staff member designated to complete the investigation}~~.
7. If the Por D ~~{staff member designated to complete the investigation}~~ full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member did not occur and the Superintendent concurs with the report's findings, the Por D ~~{staff member designated to complete the investigation}~~ will notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) investigated to review the findings.



# REGULATION GUIDE

## TEACHING STAFF MEMBERS

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### Inappropriate Staff Conduct

8. If the ParD ~~staff member designated to complete the investigation~~ full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member may have occurred and the Superintendent concurs with the report's findings, the Superintendent may take such appropriate action necessary and as provided for in the law. This action may include, but is not be limited to:
- a. Provide the staff member an opportunity to rebut the findings of the ParD ~~staff member designated to complete the investigation~~ full investigation report and findings;
  - b. Recommend to the Board of Education the withholding of the staff member's salary increment/increase for the subsequent school year;
  - c. Not recommend the staff member be re-appointed for the next school year;
  - d. Recommend to the Board of Education the staff member be terminated for inappropriate staff conduct and/or conduct unbecoming a school staff member;
  - e. Institute tenure charges (if applicable) in accordance with N.J.S.A. 18A and N.J.A.C. 6A N.J.A.C. 6A:3-5 ~~Charges Under Tenure Employees' Hearing Act~~; and/or
  - f. Recommend to the Board of Education any other disciplinary and/or legal measures as the Superintendent of Schools determines to be appropriate under the circumstances and in accordance with any collective bargaining agreements between the employee representative association and the Board of Education.



# REGULATION GUIDE

TEACHING STAFF MEMBERS

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Inappropriate Staff Conduct

9. If the Superintendent does not concur with the findings of the P/D [staff member designated to complete the investigation] full investigation, the Superintendent may continue the investigation, which may include testimony and/or evidence from additional witnesses, a discussion with those who have already provided information to the P/D [staff member designated to complete the investigation], a discussion with the pupil(s) and parent(s)/legal guardian(s) and any activity the Superintendent believes would be helpful to the continued investigation. The results of the continued investigation conducted by the Superintendent will proceed consistent with paragraph 7. and 8. above.
10. Any person who is not satisfied with the Superintendent's determination may appeal to the Board of Education.

Issued:



# POLICY GUIDE

XI-E-11

## SUPPORT STAFF MEMBERS

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Outside Activities

Mar 87

Dec 12

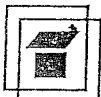
[See POLICY ALERT No. 198]

### 4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that **support staff members** ~~employees~~ enjoy a private life outside **their job responsibilities** in the school district 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 district. 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 if ~~when~~ activities outside the **support staff member's job responsibilities** ~~school~~ interfere with **their** ~~an employee's~~ performance and the discharge of the **support staff member's** ~~employee's~~ responsibilities to this district.

The Board directs that all **support staff members** ~~employees~~ be governed in their activities outside the school by the following guidelines:

1. **Support staff members** are advised to 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;
24. **Support staff members** ~~Employees~~ **shall** ~~should~~ not devote time during the ~~their work~~ working day to an outside **private enterprise, business, or business organization** activity without valid reason, and. They **shall** ~~should~~ not solicit or accept customers for a private enterprises, **business, and/or business organization** on school grounds premises or during the school ~~their work~~ day without the express permission of the Superintendent \_\_\_\_\_;
3. The Board ~~does will~~ not endorse, support, or ~~not~~ assume liability in any way for any **staff member of this district** ~~employee~~ who conducts a private activity in which pupils or employees of this district participate;



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# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Outside Activities

- 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;~~
4. Support staff members shall not campaign on school grounds during their work day, send campaign literature home with pupils, or request, direct or have pupils distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election; and
53. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by support staff members employees in the performance of their school district duties reside with and may be claimed by the Board.

Adopted:





# REGULATION GUIDE

XI-E-12

SUPPORT STAFF MEMBERS

R 4230/page 1 of 2

Outside Activities

Mar 89

Dec 12

[See POLICY ALERT No. 198]

## R 4230 OUTSIDE ACTIVITIES

### A. Outside Employment

1. A full-time employee may engage in outside employment ~~only~~ when such employment does not:
  - a. Constitute a conflict of interest;;
  - b. Violate the New Jersey School Ethics Act; or
  - cb. Occur at a time when the employee has assigned district duties and responsibilities; ~~or~~.
  - e. ~~Diminish the employee's efficiency in performing assigned district duties.~~
2. A full-time employee who engages in employment outside the district shall report that employment to the Superintendent ~~only if the outside employment may require any type of accommodation by the school district or if the outside employment would require the staff member to not perform or limit the staff member's ability to perform all the responsibilities of their school district employment~~.

### B. Private Enterprise, Business, or Business Organization

1. ~~An No~~ employee ~~shall not may~~ conduct activities on school district grounds ~~property designed to that may~~ advance a private enterprise, business, or business organization without the express permission of the Superintendent                     . Permission will not be given for solicitations or collections on behalf of a private enterprise, business, or business organization.



# REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4230/page 2 of 2

Outside Activities

2. ~~An~~ No employee may ~~shall not~~, on school grounds premises, solicit advertise, recruit, or finance activities pupils for trips for pupils other than those expressly approved by the Board of Education or Superintendent without permission of the Superintendent. School grounds property may ~~shall not~~ be used as the point of departure or arrival for any such privately arranged activity.

## C. ~~Outside Associations~~

~~Employees should avoid conduct and associations off the job that, if known, would have an adverse or harmful effect upon pupils or the instructional program.~~

Issued:



# POLICY GUIDE

X1-E-13

## SUPPORT STAFF MEMBERS

4281/page 1 of 3

### Inappropriate Staff Conduct

May 04

Dec 12

[See POLICY ALERT Nos. 169, 187 and 198]

#### 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~~ is 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.

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# POLICY GUIDE

## SUPPORT STAFF MEMBERS

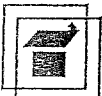
4281/page 2 of 3

### Inappropriate Staff Conduct

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, **an arbitration process**, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

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 Superintendent [central office administrator]. 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 New Jersey Department of Children and Families~~ in accordance with N.J.A.C. 6A:16-11.1 ~~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 POD ~~staff member designated to complete the investigation~~ will investigate all reports with a final report to the Superintendent of Schools. The POD ~~staff member designated to complete the investigation~~ 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 New Jersey Department of Children and Families~~ in accordance with N.J.A.C. 6A:16-11.1 ~~6A:16-10.2 et seq.~~, and/or any other measure provided for in the law.



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# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Inappropriate Staff Conduct

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

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

N.J.A.C. ~~6A:16-10.1~~ et seq. ~~6A:16-11.1~~

Adopted:



# REGULATION GUIDE

XI-E-14

SUPPORT STAFF MEMBERS

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Inappropriate Staff Conduct

May 04

Dec 12

[See POLICY ALERT Nos. 169, 187 and 198]

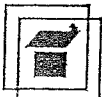
## R 4281 INAPPROPRIATE STAFF CONDUCT

Inappropriate conduct by a school staff member will not be tolerated by the Board of Education. Policy No. 4281 and this Regulation have been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate conduct and conduct unbecoming a school staff member to pupils.

### A. Definitions

1. "Building Principal" is the Principal of the building where the staff member is assigned.
2. "Grievance Procedure" is the grievance procedure that provides for prompt and equitable resolution of inappropriate conduct or conduct unbecoming a school staff member.
3. "Hostile Environment Sexual Harassment" is sexual harassing conduct, which can include sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature 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.
4. The "immediate supervisor" for support staff members may be a Building Principal, a member of the school district's non-instructional supervisory staff and/or the School Business Administrator/Board Secretary.
5. "Inappropriate comments" includes, but is not limited to, comments of a sexual nature, sexually oriented humor or language, inappropriate comments about a pupil's clothing or physical appearance, comments with sexual overtones, comments regarding a pupil's dating partner or comments about the staff member's personal life that are not relevant to the professional responsibility of the school staff member.

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# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

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### Inappropriate Staff Conduct

6. "Inappropriate conduct" includes, but is not limited to, sexual misconduct, a request by a school staff member to a pupil for a social relationship outside the school staff/pupil relationship, sexually harassing conduct, inappropriate touching by the staff member to a pupil or permitting a pupil to inappropriately touch a staff member, corporal punishment, requesting a pupil to expose private parts of their body, other than for school medical purposes, and a staff member exposing their own private parts of their body to a pupil. Inappropriate conduct also includes physical contact between a staff member and pupil that is beyond the staff member/pupil professional relationship. This contact includes, but is not limited to, kissing, touching or feeling private parts of the body, holding hands or arms, and other contact that typically shows a sign of affection beyond the staff member/pupil professional relationship. "Inappropriate conduct" does not include a hug initiated by a pupil as a sign of the pupil's appreciation to a school staff member at a school sponsored activity such as school banquets, school recognition programs, graduations, etc.
7. "Inappropriate language or expression" includes, but is not limited to, the use of any profanity, obscene language, public lewdness or the use of public lewdness, comments with sexual overtones, distribution and/or discussion of any pornography.
8. "Inappropriate staff conduct" is any conduct prohibited by this Policy and corresponding Regulation including any other conduct deemed by the Commissioner of Education, the State Board of Education, statute, administrative code, and/or the judicial case law to be inappropriate conduct and/or conduct unbecoming a school staff member.
9. "Quid Pro Quo Sexual Harassment" is 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.



# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

R 4281/page 3 of 9

### Inappropriate Staff Conduct

10. "Professional responsibility or responsibilities" is the responsibilities of the staff member including, but not limited to, all school district sponsored extra-curricular activities, co-curricular activities, athletic coaching responsibilities; and other instructional or non-instructional positions and responsibilities appointed and/or assigned by the administration or Board.
11. "Promptly report" is reporting by the end of the next school day. If school is not in session the next day, then by the end of the first day after the weekend or holiday break. If this reporting time would exceed seventy-two hours, the staff member shall notify the Building Principal no later than seventy-two hours after the required reporting time.
12. "Sexual Harassment" is to include quid pro quo sexual harassment and/or hostile environment sexual harassment.
13. "Staff member" or "school staff member" is a compensated and/or uncompensated member of the school district's staff, including any agents and/or representatives of the school district.
14. "Unannounced or uninvited visit" is a pupil visiting, without prior notice to the staff member or without an invitation from the staff member, the staff member's residence and/or other place where the staff member may be when not performing school related professional responsibilities.

#### B. Reporting Procedure

1. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with the staff member beyond his/her professional responsibilities must promptly report this information to the Building Principal or immediate supervisor.
2. Any staff member who believes, or has reason to believe, a pupil is seeking a relationship with another staff member beyond the professional responsibilities of the other staff member or believes, or has reason to believe, another staff member is seeking a relationship with a pupil beyond the professional responsibilities of the other staff member must promptly report this information to the Building Principal or immediate supervisor.



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# REGULATION GUIDE

## SUPPORT STAFF MEMBERS

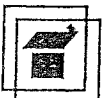
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### Inappropriate Staff Conduct

3. Any staff member who believes he/she had, or may have, engaged in conduct prohibited by this Policy and Regulation must promptly report the conduct to the Building Principal or immediate supervisor.
4. Failure of a staff member to report conduct they know, or had reason to know, is prohibited by this Policy and Regulation and will result in appropriate disciplinary action.
5. Any pupil, parent, legal guardian and/or other person(s) who believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation shall promptly report the conduct to the Building Principal.
6. Any person, including school staff, may make an anonymous report to the Principal if the person in good faith believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation.
7. School staff 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~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. ~~6A:16-11.1 6A:16-10.1 et seq.~~ and inform the Building Principal or immediate supervisor after making such report.

#### C. Investigation of Reports

1. An immediate supervisor or Building Principal who receives a report a staff member engaged in, or may have engaged in, conduct prohibited by this Policy and Regulation will immediately notify the Superintendent of Schools.
2. The POD ~~staff member designated to complete the investigation~~ will begin a prompt and thorough investigation of every report.



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3. The Por D ~~{staff member designated to complete the investigation}~~ or the Superintendent will take such appropriate action as provided for in the law and as necessary at any time after receiving a report. This action may include, but is not limited to, notifying law enforcement, notifying the ~~Division of Youth and Family Services~~ **New Jersey Department of Children and Families** if there is 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 and in accordance with N.J.A.C. ~~6A:16-11.1 6A:16-10.2 et seq.~~, and/or any other measure provided for in the law.

### D. Preliminary Investigation of Reports by Others

1. The Por D ~~{staff member designated to complete the investigation}~~ will begin a prompt, thorough, and impartial investigation. The preliminary investigation will be completed no more than ten working days after the Pa D ~~{staff member designated to complete the investigation}~~ received the report.
2. The Pa D ~~{staff member designated to complete the investigation}~~ preliminary investigation may include, but is not limited to, interviews with staff members who may have potential knowledge of the alleged conduct, interviews with any pupils who may have potential knowledge of such conduct, interviews with parent(s)/legal guardian(s) or any other persons who may have potential knowledge of the alleged conduct, and interview(s) with the school staff member(s) and pupil(s) reported to have engaged in conduct prohibited by this Policy and Regulation.
3. The Pa D ~~{staff member designated to complete the investigation}~~ will request, if relevant to an investigation, the parent(s)/legal guardian(s) of any pupil involved in the investigation to assist in the investigation to determine if inappropriate staff conduct may have existed.



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### Inappropriate Staff Conduct

4. If, based on a preliminary investigation, the PnD ~~[staff member designated to complete the investigation]~~ determines conduct prohibited by this Policy and Regulation did not exist, he/she will meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) reported to review the results of the preliminary investigation. The preliminary investigation report indicating inappropriate conduct did not exist will be in writing and will be provided to the staff member(s) and to the PnD parent(s)/legal guardian(s) if requested. The ~~[staff member designated to complete the investigation]~~ will maintain a separate file for all such reports and the report will not be included in the staff member's personnel file.
5. If, based on a preliminary investigation, the PnD ~~[staff member designated to complete the investigation]~~ deems inappropriate staff conduct may have occurred, he/she will immediately notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) indicated in the report to review the procedures to be followed in a continued full investigation. A copy of this Regulation and corresponding Policy will be provided to the staff member(s) and to the parent(s)/legal guardian(s) of the pupil indicated in the report upon request.

#### E. Full Investigation

1. The PnD ~~[staff member designated to complete the investigation]~~, finding that inappropriate staff conduct may have occurred after the preliminary investigation, requires a full investigation. This full investigation may be conducted in cooperation with the Division of Youth and Family Services New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 6A:16-10.2 and/or local law enforcement.
2. The PnD ~~[staff member designated to complete the investigation]~~ will conduct the full investigation if the Division of Youth and Family Services New Jersey Department of Children and Families and/or local law enforcement does not intervene or if the allegations do not meet the reporting requirements of N.J.A.C. 6A:16-11.1 6A:16-10.2 et seq. for reporting to the Division of Youth and Family Services New Jersey Department of Children and Families and/or of N.J.A.C. 6A:16-6.3 for reporting to law enforcement.



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3. The full investigation will include, but not be limited to, interviews with the staff member(s), pupils, parent(s)/legal guardian(s) and any other persons who know, or would have reason to know, a staff member may have engaged in inappropriate staff conduct.
4. The Pa D ~~[staff member designated to complete the investigation]~~ will accept testimony and evidence from the staff member(s), pupil(s), parent(s)/legal guardian(s) and other persons who may have information relevant to the investigation.
5. All persons that provide information, testimony and evidence to the Pa D ~~[staff member designated to complete the investigation]~~ relative to a report will be informed the information, testimony and evidence may be used in additional investigations and/or hearings as determined by the Superintendent of Schools.
6. Upon the conclusion of the interviews and review of the information, testimony and evidence, the Pa D ~~[staff member designated to complete the investigation]~~ will prepare a written report to the Superintendent of Schools. The report will provide a summary of the interviews and information, testimony and evidence and, if possible, a finding from the Pa D ~~[staff member designated to complete the investigation]~~.
7. If the Pa D ~~[staff member designated to complete the investigation]~~ full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member did not occur and the Superintendent concurs with the report's findings, the Pa D ~~[staff member designated to complete the investigation]~~ will notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) investigated to review the findings.



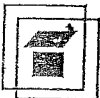
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### Inappropriate Staff Conduct

8. If the PnD ~~[staff member designated to complete the investigation]~~ full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member may have occurred and the Superintendent concurs with the report's findings, the Superintendent may take such appropriate action necessary and as provided for in the law. This action may include, but is not be limited to:
- a. Provide the staff member an opportunity to rebut the findings of the PnD ~~[staff member designated to complete the investigation]~~ full investigation report and findings;
  - b. Recommend to the Board of Education the withholding of the staff member's salary increment/increase for the subsequent school year;
  - c. Not recommend the staff member be re-appointed for the next school year;
  - d. Recommend to the Board of Education the staff member be terminated for inappropriate staff conduct and/or conduct unbecoming a school staff member;
  - e. Institute tenure charges (if applicable) in accordance with N.J.S.A. 18A and N.J.A.C. 6A N.J.A.C. 6A:3-5 ~~Charges Under Tenure Employees' Hearing Act;~~ and/or
  - f. Recommend to the Board of Education any other disciplinary **and/or legal** measures as the Superintendent of Schools determines to be appropriate under the circumstances and in accordance with any collective bargaining agreements between the employee representative association and the Board of Education.



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9. If the Superintendent does not concur with the findings of the PnD ~~[staff member designated to complete the investigation]~~ full investigation, the Superintendent may continue the investigation, which may include testimony and/or evidence from additional witnesses, a discussion with those who have already provided information to the PnD ~~[staff member designated to complete the investigation]~~; a discussion with the pupil(s) and parent(s)/legal guardian(s) and any activity the Superintendent believes would be helpful to the continued investigation. The results of the continued investigation conducted by the Superintendent will proceed consistent with paragraph 7. and 8. above.
10. Any person who is not satisfied with the Superintendent's determination may appeal to the Board of Education.

Issued:



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Dec 12

[See POLICY ALERT No. 198]

## 6113 E-RATE

The Telecommunications Act of 1996 provides for a Federal funded program called the Universal Service Fund (USF) or E-Rate that is designed to provide affordable access to telecommunications services for all eligible schools and libraries in the United States. The program provides discounts on telecommunications services, Internet access and internal connections, and provides discounts of up to ninety percent to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access.

The purpose of this Policy is to provide guidance and direction so the Hamilton Twp School District can participate in the E-Rate program and this Policy assigns E-Rate responsibilities to school staff members to ensure the school district is in compliance with Federal Communications Commission and E-Rate participation requirements.

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Full access to telecommunications and information resources makes possible the rich teaching and learning that take place in schools and libraries. For these institutions to provide the high level of service necessary for their pupils and patrons to participate fully in American society, the costs can be great. Telecommunications and Internet access, the hardware needed for assembling local networks, and maintenance of systems and machines can stretch budgets that are already under stress.

Universal Service Administrative Company (USAC) is responsible for processing applications for support, confirming eligibility, and reimbursing telecommunications companies and Internet access providers for discounted services delivered to eligible schools and libraries. USAC reviews applications, invoices, and other program information to ensure that applicants and service providers follow rules for the program set by the Federal Communications Commission (FCC). USAC also conducts Schools and Libraries Program beneficiary audits to ensure program compliance.

Eligible participants include public and most non-profit Kindergarten through grade twelve schools as well as all public and many private libraries. All program participants must carry out a competitive bidding process to select the most cost-effective companies to provide the goods and/or services requested.

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Once eligible school districts complete the competitive bidding process, applicants submit to USAC all information required to demonstrate compliance with the rules required for receiving support. After approving applications, USAC notifies applicants of a commitment to fund the acquisition of services. When applicants start receiving services, USAC makes payments to the companies selected to provide those services.

Funding may be requested under five categories of service: Telecommunications, Telecommunications Services, Internet Access, Internal Connections, and Basic Maintenance of Internal Connections. Discounts for support depend on the level of poverty and the urban/rural status of the population served and range from twenty percent to ninety percent of the costs of eligible services.

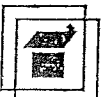
Eligible participants include public and most non-profit Kindergarten through grade twelve schools as well as all public and many private libraries. Guidance on the eligibility requirements to participate in the E-Rate Program is available on the USAC website at [www.usac.org](http://www.usac.org).

This Policy provides the steps to be used by this school district to receive E-Rate discounts.

## Technology Plan

A Technology Plan is a plan prepared by the school district that explains how telecommunications and information technology will be used to achieve educational goals, curriculum reforms, or library service improvements. School districts applying for Priority 2 services (Internal Connections and Basic Maintenance) must prepare a technology plan.

In general, Technology Plans should not cover more than three years. Technology Plans should be written (at least in draft form) before an FCC Form 470 is posted to the USAC website in order to support the requests for services featured on that form, cover all twelve months of the funding year, and be approved by a USAC-certified Technology Plan Approver (TPA) before an FCC Form 486 is filed and before services start.



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Technology Plans must, at a minimum, contain: clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services; a professional development strategy to ensure that members of the staff know how to use these new technologies to improve education or library services; a needs assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services; and an evaluation process that enables the school district to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

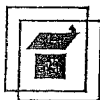
In order to be eligible for E-Rate funding, the school district must have its Technology Plan approved for E-Rate use by the New Jersey Department of Education.

The Director of C&I shall be responsible for developing the school district's technology plans and submitting the plans for approval to the New Jersey Department of Education. **(Insert the school district's procedures for developing the technology plan and submitting it to the New Jersey Department of Education for approval.)**

## Competitive Bidding Process

A competitive bidding process is a formal process to identify and request the products and services a school district needs so potential service providers can review these requests and submit bids. To open the process, the school district must post an FCC Form 470 to the USAC website and, if the school district chooses to or if required by the New Jersey Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., issue a Request for Proposals or prepare bid specifications.

The school district will determine eligible E-Rate funding products and services based on the needs as outlined in the school district's approved New Jersey Department of Education Technology Plan or as identified by the Superintendent, in consultation with school district administrative and technology staff members.



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The entity that will run the competitive bidding process (which may be the school district, a State procurement agency, or another entity that the district has authorized to negotiate on its behalf with a Letter of Agency (LOA) or similar document) must file the FCC Form 470 (Description of Services Requested and Certification) and must be prepared to receive and evaluate bids and negotiate with service providers.

The FCC Form 470 for the upcoming funding year is generally available online on the USAC website a year before the start of the funding year. FCC Form 470 can be filed for a particular funding year as soon as it becomes available online. The entity filing the FCC Form 470 must wait at least twenty-eight days after the date that the FCC Form 470 is posted and the date the RFP is issued, whichever is later, before closing the competitive bidding process. Services provided under tariff or on a month-to-month basis require an FCC Form 470 to be posted each year. If, however, a multi-year contract results from the competitive bidding process, it is not necessary to post a new FCC Form 470 until a new contract is required.

After the FCC Form 470 is posted to the USAC website, USAC will issue an FCC Form 470 Receipt Notification Letter (RNL). This letter includes much of the information featured on the form, provides a means to correct certain errors, and discusses the next steps in the application process. The

*School Business Admin or contracted vendor* will review the RNL to ensure the products and services included in the RNL are accurate and will notify USAC within fifteen days of the postmark date of the RNL if there are any required revisions. If an unallowable correction on the Form 470 is identified, the district must post and certify a new Form 470 within the filing window. A new Form 470 must be posted at least twenty-eight days prior to signing a contract or selecting a service provider.

The entity filing an FCC Form 470 can issue a Request for Proposals (RFP) in addition to the FCC Form 470. For the purposes of this Policy, an RFP is a formal bidding document that describes the project and requested services in sufficient detail so that potential bidders understand the scope, location, and any other requirements. The district's formal bidding documents must indicate the district will accept bids on equal and/or equivalent goods or services. The district is not required to issue an RFP unless the State or local procurement rules or regulations require the district to do so. If the district issued or intends to issue an RFP, that information must be included on the FCC Form 470 along with information on how to obtain a copy of the RFP.



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The entity filing the FCC Form 470 must ensure the competitive bidding process is open and fair. All bidders must be treated the same and no bidder can have advance knowledge of the project information. There shall be no secrets in the bidding process, such as information shared with one bidder but not with others. All bidders shall know what is required of them.

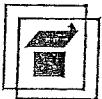
Service providers and potential service providers cannot offer or provide gifts to applicants and no school district employee or official shall solicit or accept a gift of any value from a service provider or potential service provider. These prohibitions are in effect during the entire funding year. In addition, the value of free services (e.g., price reductions, promotional offers, "free" products) must generally be deducted from the pre-discount cost of funding requests.

The competitive bidding process and the FCC 470 RNL process shall be coordinated and supervised by the San Bus Admin. (Insert the school district's procedures for coordinating the competitive bidding process and the FCC 470 RNL process.)

## Selecting Service Providers

After the close of the competitive bidding process, the school district shall evaluate the bids received and choose the bid that is the most cost-effective with the price of the E-Rate eligible products and services as the primary factor. The district may consider as many factors in this evaluation as it wants, but the price of the E-Rate eligible products and services must be included as a factor and must be weighted more heavily than any other single factor. The FCC Form 470 and the Request for Proposals (RFP), if issued, must both have been publicly available for a twenty-eight day period, whichever is later, before the district can close its competitive bidding process. Any evaluation of bids shall be in accordance with the New Jersey Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq. and FCC Competitive Bidding Rules.

Preparing a Bid Evaluation Matrix helps evaluate bids and also provides documentation of the process followed to select a service provider. The Bid Evaluation Matrix shall be completed by San Bus Admin. All copies of bids (successful and unsuccessful), evaluation criteria, vendor contact information, and the signed contract shall be retained in accordance with the document retention guidance outlined in this Policy. The district can receive services:



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1. Under tariff or on a month-to-month basis - Services such as basic telephone service or Internet access may not require a contract. The district must post an FCC Form 470 and open a competitive bidding process for these services each year.
2. Under a contract - Tariffed or month-to-month services provided under a contract are considered to be contracted services. Also, internal connections and basic maintenance products and services are generally provided under a contract. If the district posts an FCC Form 470 and signs a multi-year contract resulting from that posting, the district does not have to post an FCC Form 470 or open a competitive bidding process again for the life of that contract.

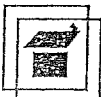
If the district intends to receive services under contract, the contract must have been preceded by the filing of an FCC Form 470 (NOTE: If the district has an existing contract that was not signed as a result of posting an FCC Form 470, the district can post an FCC Form 470 for the next funding year and consider its existing contract as a bid response. The district must evaluate any other bids received as well, as the district's existing contract may not be the most cost-effective solution.). The entity that filed the FCC Form 470 must also have followed the Schools and Libraries Program's competitive bidding rules and all applicable State and local contract and procurement rules and regulations.

The Board shall approve all contracts for products or services if the products or services were bid in accordance with N.J.S.A. 18A:18A-1 et seq., where an RFP was used to obtain proposals, or any contract to be awarded in excess of the current bid threshold amount.

The district may sign a contract, which may be for one or more years and may include the option of voluntary extensions. If the district is eligible, it can purchase services from a State master contract; however, the district must file their own FCC Form 470 and use the State master contract pricing as a bid to consider in evaluating all potential bids. If the district is eligible to purchase from a State master contract, but that contract will expire before or during the upcoming funding year, the district and the State of New Jersey should follow the guidance for State replacement contracts (See State Master Contracts section on USAC website at [www.usac.org](http://www.usac.org)).

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The evaluation of bids and the selection of service providers or recommending service providers to the Board of Education, if required, shall be the responsibility of the Sch Bus Admin. (Insert the school district's procedures for the evaluation of bids, selecting service providers and signing contracts as applicable.)

## Applying for Discounts

To apply for Schools and Libraries Program discounts, the district must file an FCC Form 471 to provide USAC with information about the services being requested and the eligible discount(s). USAC will review the request, may ask for additional information, and will then issue a funding decision.

All contracts, if contracts are required, must be signed and dated before the FCC Form 471 is submitted to USAC.

The FCC Form 471 must be filed during a specific application window each year. In general, the application filing window opens about six months before the start of the funding year and is open for about two and a half months. All applications received or postmarked before the close of the filing window are considered as having arrived on the same day, and have priority over those submitted after the filing window has closed. The specific opening and closing dates of the filing window are published in advance on the USAC website.

After the FCC Form 471 is certified online or on paper, USAC will issue an FCC Form 471 Receipt Acknowledgment Letter (RAL). The RAL shall be reviewed by the Sch Bus Admin or contracted vendor within twenty calendar days of the school district's receipt of the RAL. This letter includes much of the information featured on the form, provides a means to correct certain errors, and discusses the next steps in the application process. The information the district must provide on the FCC Form 471 includes the following:

1. Entity numbers (also called Billed Entity Numbers (BENs)) for all entities receiving service (recipients of service), together with specific information for each entity (Block 4 of the form).
2. NCES and/or FSCS codes for entities receiving service (Block 4).
3. Information on telephone and Internet access connections and speeds (Block 2).



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For each funding request (a service or set of services specific to both a category of service and a service provider) the district must also provide:

[Select One Option Below

- X 1. Student counts to use for calculating discounts - the total number of pupils and the total number of pupils eligible for the National School Lunch Program (NSLP) as determined by the Food Service Director

The FCC also sanctions other mechanisms to determine a school's or district's level of need, as long as those mechanisms are based on - or do not exceed - the same measure of poverty used by NSLP.

or

1. Either an actual count of pupils eligible for the National School Lunch Program or Federally-approved alternative mechanisms to determine the level of poverty for purposes of the universal service discount program. The district may obtain additional guidance on alternative mechanisms on the USAC website at [www.usac.org](http://www.usac.org).

School districts that choose not to use an actual count of pupils eligible for the National School Lunch Program may use only the Federally-approved alternative mechanisms contained in Title I of the Improving America's School Act, which equates one measure of poverty with another (See FCC 97-157 - paragraph 510). In the event the district elects to use a Federally-approved alternative mechanism, the details will be provided below:

\_\_\_\_\_  
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\_\_\_\_\_  
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The Sch Bus Admin will verify the student data used to calculate discounts in accordance with the eligibility requirements of the National School Lunch Program and the New Jersey Department of Agriculture.

X

2. Specific information on each service or set of services the district is requesting, including:
  - a. Name and Service Provider Identification Number (SPIN) of the service provider;
  - b. Cost of the service;
  - c. Contract number and other contract details (if there is a contract);
  - d. Start and end dates of service;
  - e. Worksheet(s) identifying the entity or set of entities receiving each service; and
  - f. A detailed description of products and services, referred to as an Item 21 attachment. These products and services shall be reviewed by the Sch Bus Admin or designee to ensure they are eligible for E-Rate funding according to the current Eligible Service List as published on the USAC website.

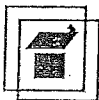
contracted  
vendor

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The district's certified FCC Form 471 and Item 21 attachment(s) are due on or before the close of the application filing window.

The school district is only able to receive support for internal connections in two of every five funding years. This applies to individual recipients (individual schools, libraries, or non-instructional facilities). For each eligible entity, the five-year period begins in any year in which that entity receives support for internal connections. Entities can use two years within any five-year period, looking back and looking forward from that year. FY 2007 was the first year that entities were ineligible for internal connections funding based on this rule (for

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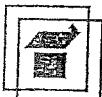
entities that received funding for both FY 2005 and FY 2006 internal connections requests). USAC provides a Two-in-Five Tool that provides information on the school district's eligibility for funding of internal connections requests for multiple funding years. This rule does not apply to telecommunications and Internet access services or to basic maintenance of internal connections services categorized as Priority 2. Basic maintenance services are eligible for support each year if they are necessary to the operation of the internal connections network. The school district will be considered to have used a year if it has been specified in the FCC Form 471 Block 4 worksheet cited on one or more approved internal connections funding requests in that year.

The Sch Bus Admin or contracted vendor shall be responsible for applying for discounts from the School and Libraries Program. (Insert the school district's procedures for determining and validating the school district discounts.)

## Application Review

After the district files an FCC Form 471 and the associated Item 21 attachment(s) within the filing window, Program Integrity Assurance (PIA) reviewers at USAC will check the information on the form for completeness and accuracy and may have additional questions for the district to answer. All applications go through an initial review and a final review, which may involve questions from PIA reviewers on one or more of the following topics:

1. Eligibility of the entities receiving service (this review step generally occurs for entities that have not appeared on a previous application);
2. Eligibility of the services requested;
3. Discount calculations;
4. Contracts;
5. The competitive bidding process; and/or
6. Any discrepancies between the information on the funding request and the associated Item 21 attachment.





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The district must indicate the preferred mode of contact on FCC Form 471 Item 6c (telephone), 6d (fax), or 6e (email). Because PIA reviewers send written questions by fax or email, they will call the district and ask for a fax number or email address if the district indicated telephone as the preferred mode of contact. The district will have fifteen days to respond to PIA questions. The district can ask for more time, if needed, but a request for additional time will add more time to the review process.

Some applications undergo additional review - Selective Review is one example - where PIA reviewers may request more detailed responses that can include:

1. Documentation of the competitive bidding and service provider (vendor) selection processes;
2. Documentation of the district's ability to pay the non-discount share (the portion of the cost of eligible products and services not reimbursed by USAC); and/or
3. Proof the district has obtained necessary resources (i.e., hardware, software, staff training, electrical capacity, retrofitting) that are not eligible for Schools and Libraries Program discounts, but that must be in place to make effective use of the discounted services.

As part of the review process, PIA reviewers may be required to change the category of service on a Funding Request Number (FRN). If PIA reviewers discover there are ineligible services in a funding request, the district will be able to remove them or move them to a separate request to avoid denial under the thirty percent rule. After the PIA review process has been completed, USAC issues a Funding Commitment Decision Letter (FCDL) containing USAC's decisions on the district's funding requests. The district should review this letter carefully, as it contains important information both for planning the start of the receipt of services and for completing the additional steps in the application process. If the district disagrees with one or more of the decisions in the FCDL, the district can appeal to USAC or to the Federal Communications Commission (FCC).

The Sch Bus Admin or contracted vendor shall be responsible for preparing and providing the requested documentation for the application review(s). (Insert the school district's procedures for preparing and providing the documentation for application review.)



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## Starting Services

After the district receives the Funding Commitment Decision Letter (FCDL) and the delivery of services has started, the Sch Bus Admin or contracted vendor shall be responsible for: filing a FCC Form 486 to inform USAC that services for which the district has been approved for discounts have started and invoicing can begin; assuring the district's Technology Plan, if required, has been approved by a USAC-certified Technology Plan Approver and the district is in compliance with the Children's Internet Protection Act (CIPA), 47 CFR 54.520, or CIPA does not apply because the district's application is only for Telecommunications Services and/or Interconnected Voice over Internet Protocol (VoIP) services. CIPA requirements include an internet safety policy, a technology protection measure, a public notice hearing or meeting, the monitoring of online activities of minors, and providing education to minors on appropriate online behavior.

The Sch Bus Admin or designee shall be responsible for reviewing the originating purchase order and/or contract to ensure the products and services on the purchase order or contract have been received in the district, and the invoice from the provider is consistent with the purchase order/contract and products and services received.

In advance of the start of services, the district and its service provider(s) should have a conversation about the details of the services the district will be receiving. The district should also review the contract, if there is a contract. In addition, the district should determine whether the district or its service provider will invoice USAC for the discounted amount of the cost of the services. Under certain circumstances, advanced installation of some Priority 1 components can occur before July 1 of the funding year.

The district can file an FCC Form 486 early (before services have started) if the district:

1. Received its FC DL; and
2. Services will start in the month of July; and
3. The district can truthfully make all of the certifications in Block 4, which include compliance with the technology plan and CIPA requirements; and
4. The district is filing the form on or before July 31.



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NOTE: Early filing using Item 6a on the FCC Form 486 is an option if and only if services will start within the month of July of the relevant funding year, all relevant certifications in Block 4 can be accurately made, and the FCC Form 486 is postmarked on or before July 31 of the Funding Year.

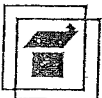
The district must be in compliance with the Schools and Libraries Program's technology plan requirements and the requirements of CIPA before services start. USAC cannot pay discounts on services received during a period of time when the district was not in compliance. USAC may review the district's compliance with these requirements either before or after the district's FCC Form 486 is processed.

The FCC Form 486 must be certified no later than one hundred twenty days after the service start date or one hundred twenty days after the date of the FCDL, whichever is later. Filing late can result in a reduction in funding; the later the filing date, the greater the reduction.

After USAC completes the processing of the district's FCC Form 486, USAC will issue an FCC Form 486 Notification Letter. This letter features the information the district provided on the form and outlines the next steps in the application process. If USAC was required to adjust the service start date for a funding request due to a compliance issue, the service start date in the letter will be marked with an asterisk and followed by an explanation of the reason for the adjustment.

To be eligible for program support, eligible services must be received during a specific period of time related to the particular funding year for which discounts are requested. Recurring services must be delivered during the relevant funding year (July 1 through June 30). In general, non-recurring services must be delivered and installed between July 1 of the relevant funding year and September 30, following the June 30 close of that funding year (i.e., fifteen months after the beginning of the funding year). However, certain recipients have received or may receive extensions of the deadline for delivery and installation of non-recurring services. Such extensions can occur for various reasons, including:

1. A Funding Commitment Decision Letter (FCDL) was issued by USAC on or after March 1 of the funding year for which support was authorized.



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2. Operational SPIN changes or service substitutions were approved by USAC on or after March 1 of the funding year.
3. The school district or service provider requested an extension because the service provider was unable to complete delivery and installation for reasons beyond the service provider's control.
4. The school district or service provider requested an extension because the service provider has been unwilling to complete delivery and installation after USAC withheld payment for those services on a properly-submitted invoice for more than sixty days after submission of the invoice.

USAC will automatically extend the service delivery deadline in situations where criteria (1) or (2) listed above are met. Recipients of non-recurring services that wish to satisfy criterion (3) must submit documentation to USAC on or before September 30 following the close of the funding year. A recipient of service that meets criterion (4) must certify to USAC on or before September 30 following the close of the funding year that its service provider was unwilling to deliver or install non-recurring services before the expiration of the deadline after USAC had withheld payment for those services on a properly submitted invoice for more than sixty days after the submission of the invoice.

The Sch Bus Admin or contracted vendor shall be responsible to coordinate the filing of the FCC Form 486. (Insert the school district's procedures for coordinating the filing of FCC Form 486.)

## Invoicing

After USAC has processed the district's FCC Form 486, the district or its service provider can begin the process of invoicing USAC for the discount share of the approved eligible services. The Sch Bus Admin or contracted vendor, in consultation with the school business office staff member responsible for authorizing the payment of invoices, shall be responsible for reviewing the originating purchase order and/or contract, the products or services on the purchase order or contract have been received by district, and the invoice from the service provider is consistent with the purchase order or contract. The Sch Bus Admin or contracted vendor shall only submit reimbursement requests to USAC for eligible products and services once the district's non-discounted portion is paid.



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There are two methods that can be used to invoice USAC. Once USAC has processed an invoice for a funding request, that method of invoicing must be used for that particular funding request for the remainder of the invoicing process.

### 1. Invoice Method #1

Applicants file FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form if the district paid the service provider in full for the services and want to be reimbursed for the discount amount. The service provider must approve the form before it is submitted to USAC. USAC will review the invoice and process a payment to the service provider if payment is approved. The service provider then passes the reimbursement on to the applicant.

### 2. Invoice Method #2

Service providers file FCC Form 474, Service Provider Invoice (SPI) Form if they have provided discounted bills to their customer and want to be reimbursed for the discount amount.

Under both invoice methods, USAC will review the invoice and process a payment to the service provider if payment is approved. Applicants are required to pay the non-discount portion of the cost of the services.

The district can file a BEAR Form after all of the following have occurred:

1. The district received a Funding Commitment Decision Letter (FCDL); and
2. The district has filed, and USAC has processed, an FCC Form 486; and
3. The district's service provider has filed an FCC Form 473, Service Provider Annual Certification (SPAC) Form (disbursements cannot be made until the SPAC has been filed with USAC); and
4. The district paid for the service in full; and
5. In general, the services must have been delivered (an exception can be made for progress payments specified in a contract).

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The district must file, and the service provider must approve, BEAR Forms no later than one hundred twenty days after the last day to receive service or one hundred twenty days after the FCC Form 486 Notification Letter date, whichever is later. If the deadline is missed the district can request an invoice deadline extension.

After processing the district's BEAR Form, USAC will issue a BEAR Notification Letter with information about the processing of the district's form. If the district needs more information about a reduction or denial of payment, the district should refer to the invoice error code(s) featured on the letter.

After the end of each calendar quarter, USAC issues a Quarterly Disbursement Report that details all invoicing activity, BEAR Forms, and SPI Forms processed during that quarter for all funding years. This report allows the district to track all of the invoicing activity related to the district's Billed Entity Number (BEN). The district can initiate an invoice check if it would like to be notified each time the district's service provider submits a SPI Form.

The Sch Bus Admin or designee or contracted vendor shall be responsible to ensure that all eligible E-Rate goods and services have been received, the service provider invoices are correct and the district's non-discounted portion of the invoice has been paid before submitting invoices to USAC. The Sch Bus Admin or designee or contracted vendor shall review the eligible reimbursements that are made to any service provider to ensure the amounts being billed to USAC and the school district equal 100% of the invoiced amount. The Sch Bus Admin or designee or contracted vendor will notify USAC and the provider in the event there are any problems with this reconciliation. (Insert the school district's procedures for invoicing, making payments to service providers, and requesting reimbursements from USAC.)

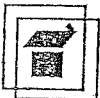
## Annual Policy Review

The Board Policy Cmt shall be responsible to ensure this Policy is reviewed annually and make recommendation for any revisions to this Policy as needed.

## Document Retention

All documents related to the E-rate Program, including but not limited to, the application process, the competitive bidding/vender selection process, and the invoicing process shall be retained for at least five years after the last date of service delivered for a particular funding year or in accordance with the New Jersey Division of Archives and Records Management Schedules of Record Retention, whichever is longer.

Adopted:



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X1-E-16

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Purchase of Food Supplies

Mar 87

Dec 12

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[See POLICY ALERT Nos. 162 and 198]

### 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 Board of Education authorizes the \_\_\_\_\_ School Business Administrator/Board Secretary or designee to ~~may~~ purchase all food supplies ~~with or without~~ advertising for bids in accordance with N.J.S.A. 18A:18A:5 and N.J.A.C. 6A:23A-16.5 et seq. 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:

(List food supplies to be bid):

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The School Business Administrator/Board Secretary or designee \_\_\_\_\_ shall obtain price quotations for all food supplies purchased without advertising for bids in accordance with N.J.A.C. 6A:23 2.6 et seq. 6A:23A-16.5 et seq.

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## FINANCES

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### Purchase of Food Supplies

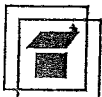
Vendors interested in providing food supplies to the school district shall submit a written request to the School Business Administrator/Board Secretary or designee to receive specifications for food supplies to be purchased by the school district. The School Business Administrator/Board Secretary or designee will maintain a list of interested vendors and will mail specifications for food supplies to those vendors who requested such specifications.

Each time a purchase of food supplies is to be made, the School Business Administrator/Board Secretary or designee shall solicit quotations from interested, eligible vendors. Quotations for fresh or frozen fruits, vegetables, and meats need not be solicited more than once in any two week period.

The School Business Administrator/Board Secretary or designee shall provide definite and uniform specifications governing setting standards of quality shall be given to each eligible interested vendor from whom quotations are solicited. Specifications for food supplies will indicate a time in which all quotations must be submitted to the school district for consideration. 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.

All quotations from interested, eligible vendors will be evaluated by the School Business Administrator/Board Secretary or designee. Food supplies shall be purchased from the vendor who submits the lowest quotation, except that food supplies may be purchased from another vendor who submitted a quotation when the \_\_\_\_\_ School Business Administrator/Board Secretary or designee can justify the purchase 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.

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### Purchase of Food Supplies

The School Business Administrator/Board Secretary or designee may purchase food supplies for any school cafeteria or home economics class to the extent of not more than \$500.00 any month without soliciting quotations provided the School Business Administrator/Board Secretary provides a written signed statement filed with the invoice indicating the reason why quotations could not be obtained. The signed statement filed with the invoice shall be retained for review and audit.

Nothing in this Policy shall prevent the Board from purchasing food supplies by advertising for bids and awarding contracts in accordance with N.J.S.A. 18A:18A-4.

N.J.S.A. 18A:18A-4 et seq.; 18A:18A-5a.(6); 18A:18A-6  
N.J.A.C. ~~6A:23-2.6~~ 6A:23A-16.5

Adopted:



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School Nutrition  
Jan 06  
Dec 12  
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[See POLICY ALERT Nos. 174, 195 and 198]

## 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 was 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:

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School Nutrition

- 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. **Fat-free milk may be flavored or unflavored while low fat (1%) milk must be unflavored.** ~~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.



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School Nutrition

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:

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