

**HAMILTON TOWNSHIP
BOARD OF EDUCATION
AGENDA FOR**

REGULAR MEETING



May 9, 2016

Visit our District Website to receive Agenda e-mails at:
<http://www.hamiltonschools.org/agendaentry.html>

**HAMILTON TOWNSHIP SCHOOL DISTRICT
DISTRICT GOALS
2015-2017**

1. The Superintendent, in cooperation with the administrative team will effectively bring the components of New Jersey's High-Quality State Preschool Program to the district through a mixed delivery system of school-based, private provider, and Head Start programs in an effort to increase enrollment and kindergarten preparedness over a four-year period.
2. With a focus on increased student learning and achievement, the Superintendent and administrative team will work collaboratively with *Springboard Education in America*, in the elementary and middle schools, ultimately building the enrollment in a high-quality extended day program open to all students.
3. To take deliberate steps in maintaining positive school climates by focusing on preventions for misbehavior including clear, appropriate and consistent expectations/consequences, staff practices, and parental involvement all of which ensure fairness, equity and continuous improvement for all students.
4. Using available data or other pertinent information, schedule monthly board presentations given by grade level administrators highlighting programs and activities as they relate to student achievement.

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

**Agenda for Regular Meeting
May 9, 2016**

Location: Davies School Library

Time: 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)

- | | |
|--|--------------------|
| I. Call to Order – Mark A. Ritter, Interim Business Administrator | <u>Page</u> |
| II. Roll Call | |
| III. 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:

- Personnel**

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. Further resolved that the Board will be in executive session for approximately _____ minutes.

Motion_____Second_____Vote_____

- IV. Flag Salute – Hess School Students**

V. 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 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.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

VI. Moment of silence for private reflection

VII. Appointments

- A. Motion to approve the following appointments for the period from the July 1, 2016 to June 30, 2017:**

<u>Position</u>	<u>Name</u>
1. Solicitor	Law Firm of Nehmad, Perillo & Davis, P.C.
2. Bond Counsel	McManimon & Scotland, L.L.C.
3. Affirmative Action Officer	Russell Clark

- | | |
|--|---|
| 4. Emergency Management Team | Davies School Principal
Shaner School Principal
Hess School Principal |
| 5. Section 504 Compliance Officers | Marylnn Stecher |
| 6. ADA Compliance Officer | Dana Kozak |
| 7. Public Agency Compliance Officer | School Business Administrator |
| 8. Qualified Purchasing Agent | School Business Administrator |
| 9. Auditor | Ford, Scott & Associates, LLC |
| 10. Financial and Investment Advisors | Acacia Financial Group |
| 11. Labor Relations Consultant | Swartz Simon Edelstein & Celso, LLC |
| 12. Safety Coordinator | Supervisor of Facilities |
| 13. Executive Safety Committee | Supervisor of Facilities,
Custodial Supervisor, Business Administrator |
| 14. Integrated Pest Management Coordinator | Custodial Supervisor |
| 15. Broker of Record Health Insurances | Hudson Shore |
| 16. AHERA Compliance | Supervisor of Facilities |
| 17. Title IX Coordinator | Superintendent |
| 18. Anti-Bullying Coordinator | Russell Clark |

19. Homeless Liaison/Stability Liaison and Children in Court Advisory Contact (CICAC) Gail Siegelman

20. Student Assistance Coordinator (SAC) Barbara Graf

21. Indoor Air Quality Coordinator Ian Nelson

22. Right To Know Coordinator Ian Nelson

Motion_____Second_____Vote_____

B. Official Publication

Motion to approve the following official newspapers for the insertion of legal advertisements and notices of the Hamilton Township Board of Education: the Press of Atlantic City, the Current and the Atlantic County Record and its affiliates.

Motion_____Second_____Vote_____

C. Official Depositories

Motion to designate the following banks as legal depositories for the Hamilton Township School District: Ocean City Home Bank, Sun Bank, Wells Fargo, Hudson United Bank, TD Bank, Bank of New York, Bank of America, PNC Bank, Beneficial Bank, New Jersey Cash Management Fund, MBIA, and NJARM.

Motion_____Second_____Vote_____

D. Tax Shelter Annuities

Motion to designate the following companies as legal Tax Shelter Annuity Companies serving the Hamilton Township School District: AXA Equitable, Lincoln Investment Planning, Siracusa Benefits Program, and ING.

Motion_____Second_____Vote_____

E. Signatories

Motion to approve the following signatories for the following accounts in Ocean City Home Bank for Hamilton Township School District:

<u>Account</u>	<u>Signatories</u>
General Account	President, Superintendent, Board Secretary, (3 of 3 signatures)
Payroll Account	Superintendent and Board Secretary (2 of 2 signatures)
Agency Account	Board Secretary and Superintendent (2 of 2 signatures)
Shaner Activity Account	Principal, Superintendent, Board Secretary and Supervisor of Instruction (2 of 3 signatures)
Davies Activity Account	Principal, 3 Vice Principals, Board Secretary (2 of 5 signatures)
Hess Activity Account	Principal, 2 Vice Principals, Board Secretary (2 of 4 signatures)
Lunch Program Account	Food Service Supervisor, Board Secretary, Superintendent (2 of 3 signatures)
Unemployment Account	Board Secretary, Superintendent and Board Designee (2 of 3 signatures)
Kids Corner Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)
Community Education Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)
Camp Blue Star Account	Superintendent, Board Secretary, Community Education Director (2 of 3 signatures)
Capital Reserve Account	Superintendent, Board Secretary (2 signatures)
Motion_____Second_____Vote_____	

F. Wire Transfers

Motion that the Business Administrator have approval to wire transfer between official depositories for investment purposes.

Motion_____Second_____Vote_____

G. Petty Cash Funds

Motion to establish Petty Cash Funds for the 2016-2017 school year as follows:

- a. Hess School - \$100.00**
- b. Shaner School - 100.00**
- c. Davies School - 100.00**
- d. Central Administration Office - \$150.00**
- e. Child Study Team -\$50.00**
- f. Food Services - \$250.00**

Motion_____Second_____Vote_____

H. Budgetary Accounting, Payroll, and Personnel Recordkeeping

Motion to approve Computer Solutions, Inc. CSI SMARTS educational software for the 2016-2017 school year for the following applications: budgetary accounting, payroll, and personnel recordkeeping.

Motion_____Second_____Vote_____

I. Pupil Records

Motion to approve as authorized by Board of Education Policy 8330, Pupil Records, to certify school personnel to collect and maintain the following pupil records: personal descriptive data, daily attendance records, progress reports, and physical health records; records required for disabled pupils; and all other records required by the State Board of Education.

Motion_____Second_____Vote_____

J. Adoption of Curriculum

Motion to adopt the attached curriculum for all three schools (attachment VII-J). 20

Motion_____Second_____Vote_____

K. Official Bargaining Units

Motion requested to approve the following bargaining units:

- a. **Hamilton Township Education Association**
- b. **Hamilton Township Administrator's Association**
- c. **Hamilton Township Supervisors', Coordinators' and Director's Association**

Motion_____Second_____Vote_____

L. District Policies

Motion to approve all district Policies and Regulations in accordance with New Jersey Administrative Code (N.J.A.C.) and New Jersey Statutes Annotated (N.J.S.A.).

Motion_____Second_____Vote_____

M. District Procedures

Motion to approve all district Standard Operating Procedures.

Motion_____Second_____Vote_____

N. Use of Facilities

Motion to approve the Fee Schedule for use of Facilities (attachment VII-N)

21

Motion_____Second_____Vote_____

O. Special Education Programs

Motion to approve application to the County Superintendent for the establishment of the following Special Education program for the 2016-2017 school year:

Autism Class at Hess School

P. Motion to approve the District Organizational Chart (attachment VII-P)

23

Motion_____Second_____Vote_____

Q. Motion to approve all district Job Descriptions.

Motion_____Second_____Vote_____

R. Contracts for 2015-2016

VIII. Approval of Minutes

Motion_____Second_____Vote_____

- **May 11, 2016 – Facilities Committee Meeting – Board Office – 4:30 p.m.**
- **May 23, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)**
- **May 26, 2016, 2015 – Academic Excellence Luncheon – Carriage House**
- **May 30, 2016 – Memorial Day – Schools Closed**
- **June 2, 2016 - Davies 8th Grade Awards Night –Davies Cafeteria - 7:00 p.m.**
- **June 10, 2016 - Davies 8th Grade Dinner Dance – Davies Cafeteria– 5:45–9:00 p.m.**

- June 13, 2016 – Davies Grade Eight Celebration Ceremony – 4:00 p.m.
- June 14, 2016 – Last Day of School
- June 27, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)

FYI	B. Enrollment for the month of April, 2016 (attachment XII-B)	38
FYI	C. Registration/Transfer Statistics for the Month of April, 2016 and Pre-K Round Up Totals for the Month of April, 2016 (attachment XII-C).	39
FYI	D. <u>School Spring Concerts:</u>	
	<u>Hess School:</u>	
	• May 12, 2016 at 7:00 p.m. – Hess Spring Concert at Hess School Auditorium	
	<u>Davies School:</u>	
	• May 19, 2016 at 7:00 p.m. – Davies Spring Concert at Hess School Auditorium	
FYI	E. <u>Kindergarten Round-Up Registration:</u>	
	• <u>Day One:</u> William Davies Middle School Auditorium May 11, 2016 3:00 p.m. to 7:00 p.m.	
	• <u>Days Two and Three:</u> Joseph C. Shaner School Registration Office May 12, 2016 - 9:30 a.m. to 12:00 and 1:00 p.m. - 3:00 p.m. May 13, 2016 - 9:30 a.m. to 12:00 and 1:00 p.m. - 3:00 p.m.	
FYI	F. Springboard Presentation	
	<i>Given by: Kathryn Clark</i> Springboard Representative	
FYI	G. Pennies for Pasta Presentation:	
	<i>Given by: Dan Cartwright</i> Principal, Joseph C. Shaner Elementary School	

XIII. Committees and Recommendations

- A. Facilities Committee - Mr. Ciambrone
- B. Curriculum Committee - Mrs. Melton

Action

1. Motion to approve the designation of the Superintendent as Chief School Administrator for the Title I program in the Hamilton Township School District for the FY 2016-2017.

Motion_____Second_____Vote_____

Action

2. Motion to approve the designation of Mrs. Lisa Dagit as Project Director for the Title I program in the Hamilton Township School District for the FY 2016-2017.

Motion_____Second_____Vote_____

C. Finance Committee - Mr. Haye

Action

1. Motion to approve budget transfers in the amount of \$276,423.00 (attachment Finance-1).

41

Motion_____Second_____Vote_____

Action

2. 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

3. Purchase orders issued for services, supplies and equipment in the amount of \$766,843.34 (attachment Finance-3)

42

Action

4. Motion to approve the following bills and payroll in the total amount of \$4,156,092.05 (attachment Finance-4):

44

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$2,949.00
10	General Fund/Payroll	316,181.06
11	Current Expense	399,229.49
11	Current Expense/Payroll	3,248,037.03
20	Special Revenue	69,671.88
20	Special Revenue/Payroll	120,023.59
Motion	Second	Vote

- | | | |
|--------|--|----|
| Action | 5. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2015-2-16 school year (attachment Finance-5).
Motion_____Second_____Vote_____ | 64 |
| Action | 6. Motion to approve a contract with Horizon BlueCross BlueShield of New Jersey for dental coverage for the 2016-2017 school year with no increase from the previous year (attachment Finance-6).
Motion_____Second_____Vote_____ | 65 |
| Action | 7. Motion to approve the Solicitor's Agreement with Nehmad Perillo & Davies, P.C. for the 2016-2017 school year at the rate of \$130.00/hour (attachment Finance-7).
Motion_____Second_____Vote_____ | 68 |
| Action | 8. Motion to approve a Retainer Agreement between the Hamilton School District and Schwartz Simon Edelstein & Celso, Attorneys at Law, for the 2016-2017 school year for labor and personnel matters at the rate of \$160.00/hour for attorneys and \$100.00/hour for law clerks and paralegals (attachment Finance-8).
Motion_____Second_____Vote_____ | 70 |
| Action | 9. Motion to approve a contract with Dr. Stuart Goldman, School Physician for the 2016-2017 school year in the total annual amount of \$16,800.00 (attachment Finance-9).
Motion_____Second_____Vote_____ | 74 |
| Action | 10. Motion to approve Resolution #103 Approving Free Meals to Students at YALE School East for the 2016-2017 school year (attachment Finance-10).
Motion_____Second_____Vote_____ | 77 |
| Action | 11. Motion to approve Resolution #104 Approving Free Meals to Students at Pineland Learning Center, Inc. for the 2016-2017 school year (attachment Finance-11).
Motion_____Second_____Vote_____ | 78 |

- Action 12. Motion to approve an unspecifiable contract for the 2016-2017 school year with CM3 – for environmental controls at the Hess, Davies and Shaner schools for a total amount of \$57,984.00 (attachment Finance-12). 79
- There is no increase in the cost from the 2015-2016 Contract.
 Motion_____Second_____Vote_____
- Action 13. Motion to approve an Agreement between AtlantiCare Physician Group, P.A. and its Occupational Medicine Division and Hamilton Township School District for the period July 1, 2016 through June 30, 2017 (attachment Finance-13). 80
- Motion_____Second_____Vote_____
- Action 14. Motion to approve a contract with Bimbo Bakeries for bread and rolls for the 2016-2017 school year, with no increase from the previous year (attachment Finance-14). 87
- Motion_____Second_____Vote_____
- Action 15. Motion to approve a contract with Cream-O-Land for milk for the 2016-2017 school year (attachment Finance-15). 88
- Reduction from 2015-2016 prices. The reduction in price is due to a change in delivery next year from three days a week to two days a week.
- Motion_____Second_____Vote_____
- Action 16. Motion to approve a contract with Lucca's Bakery for bread and rolls for the 2016-2017 school year with no increase in cost from the previous year, with no increase from the previous year (attachment Finance-16). 90
- Motion_____Second_____Vote_____
- Action 17. Motion to approve the proposed 2016-2017 breakfast and lunch prices:
- | | | |
|--------|-----------|------------------------|
| Shaner | Full Paid | \$2.75 (.15¢ increase) |
| | Reduced | .40 |
| Hess | Full Paid | \$2.75 (.15¢ increase) |
| | Reduced | .40 |

Davies	Full Paid	\$3.00 (.15¢ increase)
	Reduced	.40

18. Breakfast at all schools will be \$1.70 full paid and .30 reduced. This is a .25¢ increase from the 2015-2016 school year.

Motion_____Second_____Vote_____

Action

19. Motion to approve Ford, Scott and Associates, L.L.C., to conduct the District's audit for the 2015-2016 school year at a cost not to exceed \$24,000.00 (attachment Finance-19). 92

Motion_____Second_____Vote_____

D. Personnel/Negotiations Committee – Mrs. Kupp

All personnel actions are being taken by the recommendation of the Superintendent.

Action

1. Motion to approve the following transfer for Stephanie Wroniuk for the 2016-2017 school year:

From Vice Principal, Davies School 1.0 to:

- Vice Principal, Davies School – 3/5
- Vice Principal, Shaner School – 2/5

Motion_____Second_____Vote_____

Action

2. Motion to approve the return of the reduction in force staff for the 2016-2017 school year for certificated and non-certificated staff (attachment Personnel-2). 98

Motion_____Second_____Vote_____

Action

3. Motion to approve the non-renewal of the following employees:

- Roseann Mendoza - Hess - PT Paraprofessional
- Carmen Choseed - Davies - FT Custodian
- Alexandra Southrey - Shaner - SPED Teacher
- Caroline Muller - Shaner - Pre-K Teacher

Motion_____Second_____Vote_____

Action	<p>4. Motion to approve the follow reduction in force staff for the 2016-2017 school year:</p> <ul style="list-style-type: none"> • Sarah Irwin • Gina Pernice • Jean Tunney <p>Motion_____Second_____Vote_____</p>	
Action	<p>5. Motion to approve an intermittent unpaid New Jersey Family Leave of Absence for Dorothy Armitage, Davies School Custodian for the 2015-2016 school year beginning May 11, 2016 (attachment Personnel-5).</p> <p>Motion_____Second_____Vote_____</p>	102
Action	<p>6. Motion to approve homebound instruction for the 2015-2016 school year (attachment Personnel-6).</p> <p>Motion_____Second_____Vote_____</p>	103
Action	<p>7. Motion to accept a retirement notice from Linda Zarych, Shaner School teacher effective June 30, 2016 (attachment Personnel-7).</p> <p>Motion_____Second_____Vote_____</p>	106
Action	<p>8. Motion to accept a resignation from George Hess, Hess School Maintenance employee effective April 27, 2016 with his last day of employment to be May 13, 2016 (attachment Personnel-8).</p> <p>Motion_____Second_____Vote_____</p>	107
Action	<p>9. Motion to approve a Stockton fieldwork placement for the 2016-2017 school year (attachment Personnel-9).</p> <p>Motion_____Second_____Vote_____</p>	108
Action	<p>10. Motion to accept a resignation from Jessica Pikolycky, Davies School teacher effective June 30, 2016 (attachment Personnel-10).</p> <p>Motion_____Second_____Vote_____</p>	109
Action	<p>11. Motion to accept a resignation from Jennifer Paulino, Hess School teacher effective June 30, 2016 (attachment Personnel-11).</p> <p>Motion_____Second_____Vote_____</p>	110

Action 12. Motion to approve the School Resource Attendance Officer (SRAO) Evaluation form (attachment Personnel-12). 111
Motion_____Second_____Vote_____

Action 13. Motion to approve the 2016 Extended School Year staff at the following rates for the period July 5, 2016 through August 15, 2016 (attachment Personnel-13): 114

- Special Education Teachers – 150/hours/each - \$49.60/hour
- Substitute Teachers – as needed - \$49.60/hour
- Nurse – maximum 120/hours - \$49.60/hour
- Substitute Nurse – as needed - \$100/day
- Other Certificated Staff – not to exceed 100/hours/each - \$49.60/hour
- Paraprofessionals – maximum 135/hours/each - \$14.00/hour
- Paraprofessional Substitutes - \$14.00/hour

Motion_____Second_____Vote_____

Action 14. Motion to revise a maternity leave of absence for Ericka Pitman, Davies School teacher. Mrs. Pitman will be using 38 paid sick days from March 30 - May 20, 2016 and unpaid NJ Family Leave from May 23, 2016 to the end of the school year. Return to work on September 1, 2016 (attachment Personnel-14). 116

Mrs. Pitman's leave of absence was previously approved at the December 14, 2015 Board meeting.

Motion_____Second_____Vote_____

Action 15. Motion to approve the unpaid intermittent Federal Family Medical Leave of Absence for Beverly Levari, full-time Shaner School Paraprofessional starting May 3, 2016 (attachment Personnel-15). 117
Motion_____Second_____Vote_____

E. Policy Committee - Mrs. Buchanan

Action 1. Motion to approve Policy #0155 – Board Committees on first reading (attachment Policy-1). 118
Motion_____Second_____Vote_____

Action	2. Motion to approve Policy #0167 – Participation in Board Meetings on first reading (attachment Policy-2). Motion_____Second_____Vote_____	119
Action	3. Motion to approve Policy #0168 – Recording Board Meetings on first reading (attachment Policy-3). Motion_____Second_____Vote_____	122
Action	4. Motion to approve Policy #2422 – Health and Physical Education on first reading (attachment Policy-4). Motion_____Second_____Vote_____	126
Action	5. Motion to abolish Policy #2425 – Physical Education on first reading (attachment Policy-5). Motion_____Second_____Vote_____	133
Action	6. Motion to approve Policy #2431 Athletic competition on first reading (attachment Policy-6). Motion_____Second_____Vote_____	134
Action	7. Motion to approve Regulation #2431.2 – Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad on first reading (attachment Policy-7). Motion_____Second_____Vote_____	140
Action	8. Motion to approve Policy and Regulation #5111 – Eligibility of Resident/Nonresident Students on first reading (attachment Policy-8). Motion_____Second_____Vote_____	144
Action	9. Motion to approve Policy #5112 – Entrance Age on first reading (attachment Policy-9). Motion_____Second_____Vote_____	181
Action	10. Motion to approve Policy and Regulation #5310 – Health Services on first reading (attachment Policy-10). Motion_____Second_____Vote_____	182
Action	11. Motion to approve Policy and Regulation #5330.01 – Administration of Medical Marijuana on first reading (attachment Policy-11). Motion_____Second_____Vote_____	198
Action	12. Motion to approve Policy and Regulation #5350 – Pupil Suicide on first reading (attachment Policy-12). Motion_____Second_____Vote_____	207

Action	13. Motion to approve Regulation #7510 – Use of School Facilities on first reading (attachment Policy-13). Motion_____Second_____Vote_____	214
Action	14. Motion to approve Policy and Regulation #8462 – Reporting Potentially Missing or Abused Children on first reading (attachment Policy-14). Motion_____Second_____Vote_____	226
Action	15. Motion to approve Policy #8550 – Outstanding Food Service Charges on first reading (attachment Policy-15). Motion_____Second_____Vote_____	237

F. Transportation Committee - Mr. Higbee

XIV. Resolutions

XV. Solicitor's Report

XVI. Unfinished Business

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

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

XIX. Adjournment

VII-J

**Hamilton Township Public Schools
Board Agenda Item**

Month: May 9, 2016

Submitted by: Lisa C. Dagit, Director of Curriculum & Instruction

Recommend approval of the Pre-K to Grade 8 Curriculum and Programs for the 2016-2016 school year. This listing conforms to the guidelines established by the New Jersey State Department of Education.

Curriculum

Pre-Kindergarten
English Language Arts K-8
Mathematics K-8
Science K-8
Social Studies K-8
Visual and Performing Arts K-8
Comprehensive Health and Physical Education K-8
World Language K-8
Technology K-8
21st Century Life & Careers K-8
English as a Second Language/Bilingual K-8
Instructional Media Center K-8
Media Literacy 6-8
Financial Literacy 6-8
STEM 6-8
School Wide-Enrichment Program K-5

State Mandated Programs

Gifted and Talented
Basic Skills Improvement
Substance Abuse Prevention
Family Life Education
Accident and Fire Prevention
Harassment, Intimidation and Bullying
Character Education
Guidance Services
Nursing/Health Services

Hamilton Township School District

Use of Facilities Fee Schedule 2016-2017 School Year

ROOM	Not-for-Profit Group	For Profit Groups
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Cafeteria	\$250.00 Weekday	\$325.00
Weekday		
[4 hour Time Blocks]	\$375.00 Weekend	\$500.00
Weekend		

Gymnasiums	\$125.00 Weekday	\$175.00
Weekday		
[4 hour Time Blocks]	\$150.00 Weekend	\$200.00
Weekend		

Gymnasiums (Small group use Twp. Residents)	\$ 15.00 per Hour	N/A
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	Shaner / Davies	Shaner / Davies
Auditorium	\$125.00 / \$175.00 Weekday	\$175.00 / \$225.00 Weekday
[Davies or Shaner]	\$200.00 / \$250.00 Weekend	\$275.00 / \$325.00 Weekend

Computer Room	225.00 per 4hour time block + Technician \$40 hourly
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Specialty Classroom	\$200.00 per 4hour time block
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Regular Classroom	\$100.00 per 4hour time block
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There is an additional charge for custodial and maintenance personnel of \$30.00 per hour for each person needed. Technical assistance is charged at a rate of \$35.00 per hour.

<p style="text-align: center;">Use of Facilities Fee Schedule 2016-2017 School Year</p>
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<u>Facility</u>	<u>Not for Profit Group</u>	<u>For Profit Group</u>
Pool	\$100.00/hr	\$150.00/hr
[3 hour blocks]	\$250.00	\$400.00
Lifeguard	\$20.00 per hour	\$20.00 per hour

Hess Performing Arts Center

Day or Evening	\$375.00	\$450.00
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Saturday/Sunday	\$525.00	\$700.00
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Rehearsals

Day or Evening	\$50.00 / hour	\$75.00 / hour
Saturday/Sunday	\$50.00 / hour	\$75.00 / hour

Additional Charges

Piano Tuning	\$125.00	\$125.00
[Required when the Steinway is to be used.]		

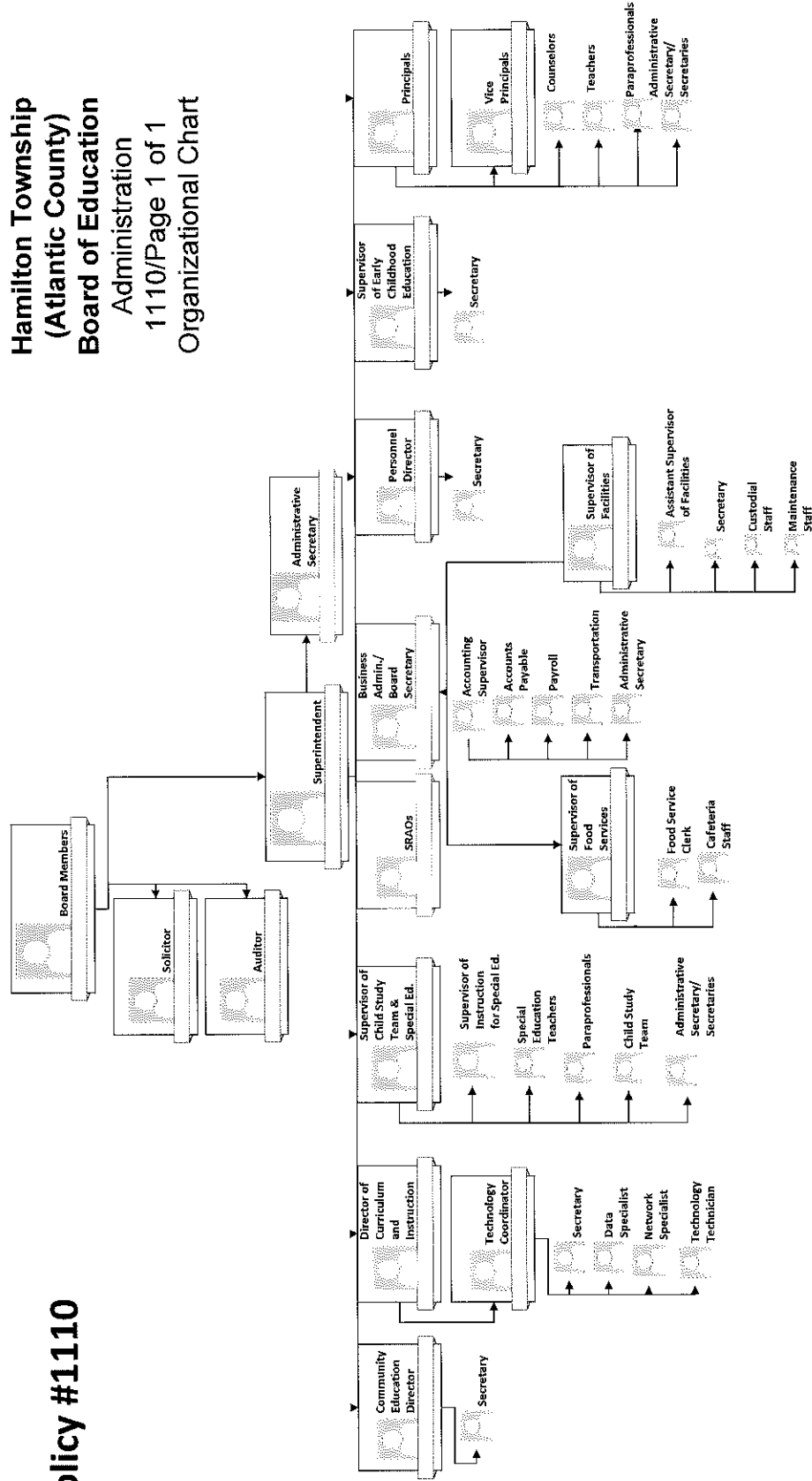
Lighting	\$40.00/hour	
Technical Staff	\$40.00/hour	
Only Hess lighting technicians will be allowed to operate the lights and sound equipment.		

Custodial staff	\$35.00	\$35.00
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- Rental Fees can reflect discounts of 5% if the facilities are to be rented six or more times in the school year.
- Discounts will increase to 10% if the facilities are rented twelve or more times in the school year. Any departure from this fee schedule must be approved by the facilities committee.

**Hamilton Township
(Atlantic County)
Board of Education
Administration
1110/Page 1 of 1
Organizational Chart**

Policy #1110



Mays Landing, NJ
April 25, 2016

Minutes-1

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON APRIL 25, 2016**

HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library

The Regular Meeting of the Hamilton Township Board of Education was called to order at 6:00 p.m. in the Michael H. Duberson Memorial Library at the Davies Middle School by Mark A. Ritter.

**Call
To
Order**

ROLL CALL

The following members answered roll call: Mrs. Stephanie Buchanan, Mr. Greg Ciambone, Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee, Mrs. Barbara Kupp, Mr. Kim Melton (arrived 6:48 p.m.), and Mr. Eric Aiken.

**Roll
Call**

Absent: None

Also present were: Maryann Banks, Interim School Superintendent
Mr. Mark A. Ritter, Interim School Business Administrator
Mr. Eric Goldstein, Solicitor

EXECUTIVE SESSION

Motion by Mr. Aiken, seconded by Mrs. Kupp, to enter into 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:

- School Security
- Personnel

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. Further resolved that the Board will be in executive session for approximately 35 minutes.

Voice Vote: All in favor: (8-0-0)

The Board entered into Executive session at 6:03 p.m.

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The Board resumed the Regular meeting at 7:00 p.m.

Mr. Aiken led the Pledge of Allegiance.

Pledge of Allegiance

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 a notice posted with the Township Clerk on the Bulletin Board at the following locations: 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.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

Moment of silence for private reflection.

APPROVAL OF MINUTES

Motion by Mr. Aiken, seconded by Mrs. Melton, to approve the minutes of the regular and executive session minutes of the meeting of April 11, 2016.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

CORRESPONDENCE

Dr. Banks noted correspondence received from the National Junior Honor Society. She introduced Mr. Santilli to speak regarding three of the Davies School students who were selected for this award.

PUBLIC COMMENTS

Peggy Capone had questions for the Board regarding the tax levy and the HTEA contract, as well as the Superintendent's contract.

BOARD MEMBER COMMENTS

Mr. Aiken reminded the Board members of the Atlantic County School Board Associate meeting to be held on May 2. Mr. Aiken also noted the presentation

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which will be given by the Spread the Love Foundation on April 27 at 6:00 p.m. in the Davies School Cafetorium.

Mr. Aiken asked if any Board member would be able to attend the NJSBA Delegate Assembly meeting on Saturday, May 14. He asked if they could please let him know if they are able to attend.

Mr. Aiken also noted that the Finance Committee met with Dr. Banks and Mr. Ritter and that few changes were made from the March 12, 2016 Budget Workshop meeting.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. Dates to Remember

- a. May 9, 2016 – Curriculum Committee Meeting – Davies School – 5:15 p.m.
- b. May 9, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- c. May 11, 2016 – Facilities Committee Meeting – Board Office – 4:30 p.m.
- d. May 12, 2016 – Personnel Committee Meeting – Board Office – 4:30 p.m.
- e. May 23, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)

(B) Superintendent's/Principal's List for the 3rd Marking Period, as per attachment XI-B.

(C) School Spring Concerts:

Shaner School

- May 4, 2016 – Team B – 10:00 a.m.
- May 5, 2016 – Team A – 10:00 a.m.
- May 6, 2016 – Team C – 10:00 a.m.

They will be held in the Shaner School Cafeteria.

Hess School:

- May 12, 2016 at 7:00 p.m. – Hess Spring Concert at Hess School Auditorium

Davies School:

- May 19, 2016 at 7:00 p.m. – Davies Spring Concert at Hess School Auditorium

(D) Kindergarten Round-Up Registration:

- Day One: William Davies Middle School Auditorium
May 11, 2016 – 3:00 p.m. to 7:00 p.m.

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- Days Two and Three: Joseph C. Shaner School
Registration Office
May 12, 2016 – 9:30 a.m. to 12:00 noon and 1:00 p.m. to 3:00 p.m.
May 13, 2016 – 9:30 a.m. to 12:00 noon and 1:00 p.m. to 3:00 p.m.

(E) 2016-2017 Budget Presentation

Given by: Mark A. Ritter
Interim Business Administrator/Board Secretary

(F) PTA Fund Presentation:

Given by: April Persone
PTA Representative

(G) District Website Presentation

Given by: Scott Scott, Technology Coordinator

H. Ed Camp Presentation

Given by: Stephen Santilli, Principal
William Davies Middle School

XII. Committees and Recommendations

FACILITIES COMMITTEE - Mr. Ciambrone

Mr. Ciambrone reported on the new lockdown buttons which have been installed. Flashing lights have also been installed to let anyone entering the building know that the school is in lockdown.

CURRICULUM COMMITTEE – Mrs. Melton

Motion by Mrs. Melton, seconded by Mrs. Hassa, to approve the following motion, as presented:

1. To approve the 2016-2017 District Calendar, as per attachment Curriculum-1.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

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FINANCE COMMITTEE – Mr. Haye

Motion by Mr. Haye, seconded by Mrs. Melton, to approve the following motion, as presented:

1. To approve the following Resolution to Adopt the 2016-2017 District Budget:

RESOLUTION #101
RESOLUTION OF THE HAMILTON
TOWNSHIP
BOARD OF EDUCATION TO ADOPT A
TENTATIVE BUDGET

The Board of Education of Hamilton Township hereby adopts the following tentative budget for the 2016-2017 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 2,982

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	42,229,300	17,727,379
Special Revenue Fund	2,960,646	-
Debt Service Fund	<u>3,310,832</u>	<u>2,816,081</u>
Total Base Budget	48,500,778	20,543,460

As per N.J.A.C. 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2016-17 tentative budget includes a maximum travel appropriation of \$75,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Included in the 2016-2017 proposed budget is a maximum regular business travel amount of

28

\$1,500.00 per employee.

Pursuant to N.J.A.C. 6A:23A-5.2(a), maximum dollar amounts for public relations and professional services have been established and are detailed in the appropriations section of the 2016-2017 budget.

AS REQUIRED by N.J.A.C. 6A:23A-10.3(b), the 2016-2017 budget includes the use of banked cap. The 2016-2017 budget includes utilizing banked cap in the amount of \$200,000. The need for this banked cap is to offset increases in health care costs, and transportation costs. These costs cannot be deferred or incrementally completed over an extended period of time and must be completed by the end of the budget year.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken.
(9-0-0)

Motion by Mr. Haye, seconded by Mrs. Kupp, to approve the following motions, as presented:

2. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of March, 2016. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of March, 2016, as per attachment Finance-2.
3. Board Secretary's Report for the period ending March 31, 2016. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of March 31, 2016, and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment Finance-3.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

The following items have been presented as informational items:

4. Interest Income for the month of March 31, 2016, as per attachment Finance-4.
5. Receipts for the month of March 31, 2016, as per attachment Finance-5.
6. Refunds for the month of March 31, 2016, as per attachment Finance-6.
7. Capital Reserve Interest for the month of March 31, 2016, as per attachment Finance-7.
8. Rental Income for the month of March 31, 2016, as per attachment Finance-8.
9. Miscellaneous Revenue for the month of March 31, 2016, as per attachment Finance-9.
10. The monthly Budget Summary Report for March, 2016, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-10.

Motion by Mr. Haye, seconded by Mrs. Kupp, to approve the following motion, as presented:

11. 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.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

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The following item has been presented as an informational item:

12. Purchase orders issued for services, supplies and equipment in the amount of 82,916.32, as per attachment Finance -12.

Motion by Mr. Haye, seconded by Mrs. Kupp, to approve the following motions, as presented:

13. To approve the following bills and payroll in the total amount of \$1,196,754.47, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$2,444.00
11	Current Expense	945,778.28
20	Special Revenue	54,805.08
50	Cafeteria	166,344.28
50	Kids' Corner	22,555.63
50	Community Education	4,827.20

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2015-2016 school year, as per attachment Finance -14.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

Motion by Mr. Haye, seconded by Mrs. Kupp, to approve the following motion, as presented:

15. To accept Hamilton Township PTA funds as follows, as per attachment Finance-15:

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE - Mrs. Kupp

All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.

Motioned by Mrs. Kupp, seconded by Mrs. Melton, to approve the following motions as

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presented:

1. To approve district substitutes for the 2015-2016 school year, as per attachment Personnel-1.
2. To approve homebound instruction for the 2015-2016 school year, as per attachment Personnel-2.
3. To approve a fieldwork placement for Claudine Padayhag, a Stockton University student in an Advanced Masters Social Work Program for the 2016-2017 school year. Ann Bucknam will be the cooperating teacher.
4. To approve an extension to a fieldwork placement for Samantha Elwell, a Stockton University student until the end of the school year. Samantha is doing her fieldwork at the Hess School with Melissa Olkowski.
5. To approve Stephanie Silver, a Rowan University Student to compete a Counseling Internship at the Davies School for the 2016-2017 school year, as per attachment Personnel-5. Wendy McKensie will be Ms. Silver's Mentor.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

Motion by Mrs. Kupp, seconded by Mrs. Buchanan, to approve the following motion, as presented:

6. To accept a retirement notice from Donna Mackleer, Hess School teacher effective June 30, 2016, as per attachment Personnel-6.

Roll Call Vote: All in favor: Mrs. Buchanan,

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Mr. Ciambrone, Ms. Erickson, Mrs. Hassa,
Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs.
Melton, and Mr. Aiken. (9-0-0)

Motion by Mrs. Kupp, seconded by Mrs. Melton, to approve the following motions, as presented:

7. To approve a revised Maternity Leave of Absence for Laura Hackney, Hess School Guidance Counselor. Mrs. Hackney is requesting to use sick time from April 19, 2016 to the end of the school year and NJ Family Leave from September 1, 2016 through October 28, 2016 with a return to work date of October 31, 2016, as per attachment Personnel-7.

Mrs. Hackney's Maternity Leave of Absence was originally approved on March 14, 2016.
8. To approve Jacqueline Burke as a Summer Music Director at the rate of \$30.00/hour.
9. To approve Jennifer Laning, Davies School teacher as a Mentor for Ian Brown for the 2015-2016 school year.
10. To approve Vanessa DeCesari as a full-time, 10 month, district Physical Therapist for the 2016-2017 school year, M.A. +30, Step 9, with a total annual salary of \$57,522.00, as per attachment Personnel-10.

Ms. DeCesari is a replacement for Virginia Fisher who is retiring.

Salary subject to change at the conclusion of the 2016-2017 HTEA negotiations.
11. To approve an extension to a fieldwork placement for Oliana Collado, a Stockton University student until the end of the school year. Oliana is doing her fieldwork at the Hess School with Anne Nelson.

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12. To approve a revised Maternity Leave of Absence for Jessica Newkirk, Shaner School teacher. Mrs. Newkirk is requesting to use sick time from September 1, 2016 through November 23, 2016, a Federal Family Medical Leave of Absence from November 28, 2016 through January 5, 2017, New Jersey Family Leave from January 6, 2017 through April 3, 2017 and a Child Rearing Leave from April 4, 2017 to the end of the school year, as per attachment Personnel-12.

Mrs. Newkirk's leave of absence was previously approved on April 11, 2016.

13. To approve a Medical Leave of Absence for Nancy Arsenault, Davies School teacher. Mrs. Arsenault is using her accumulated sick and personal time from April 4, 2016 through April 28, 2016 a Federal Family Medical Leave from April 29, 2016 through May 20, 2016 with a return to work date of May 23, 2016, as per attachment Personnel-13.

14. To approve an intermittent Family Medical Leave of Absence for Karen Witherspoon starting May 1, 2016, as per attachment Personnel-14.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

Motion by Mrs. Kupp, seconded by Mrs. Hassa, to approve the following motion, as presented:

15. To approve Frank Vogel as the district Superintendent for the period July 1, 2016 through June 30, 2021, with a starting

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salary of \$148,000.00, as per attachment
Personnel-15.

Roll Call Vote: Seven in favor: Mrs.
Buchanan, Ms. Erickson, Mrs. Hassa, Mr.
Haye, Mrs. Kupp, Mrs. Melton, and Mr.
Aiken. Abstained: Mr. Ciambrone and Mr.
Higbee. (7-0-2)

Mr. Aiken read a statement introducing Mr.
Vogel as the new Superintendent for the
district.

Mr. Vogel then spoke and thanked the
Board. He also stated to the public that he
is anxious for the opportunity to begin
working in the district.

POLICY COMMITTEE – Mrs. Buchanan

None

TRANSPORTATION COMMITTEE – Mr. Higbee

Motion by Mr. Higbee, seconded by Mrs. Kupp, to approve the following motion, as
presented:

1. To approve club/activity trips for the 2015-
2016 school year, as per attachment
Transportation-1.

Roll Call Vote: All in favor: Mrs. Buchanan,
Mr. Ciambrone, Ms. Erickson, Mrs. Hassa,
Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs.
Melton, and Mr. Aiken. (9-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Kupp asked if the Board could again begin action on the Duberson
School. She feels the Board needs to again discuss the building with the
historical society.

Mr. Ritter also gave a brief update on the Mizpah School. This will be

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discussed further at the next Facilities Committee meeting.

NEW BUSINESS

None

PUBLIC COMMENTS

Janet Yunghans, Hess School Librarian read a statement regarding how staff cuts would affect the Hess Library program.

Jeff Gildiner, HTEA President welcomed Mr. Vogel as the new Superintendent of the Hamilton Township School District.

Mr. Santilli wanted to thank the PTA for the funds they donated this evening, as well as all of their hard work and support throughout the year. He also wanted to note the Spread the Love Foundation event which will be held on April 27 at the Davies School.

Mr. Santilli welcomed Mr. Vogel as the new Superintendent. He also thanked Dr. Banks and Mr. Ritter for the work they have done in the District during their time here.

ADJOURNMENT

Motion by Mrs. Melton , seconded by Mrs. Kupp to adjourn the meeting.

Voice Vote: All in favor: (9-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:32 p.m.

Mark A. Ritter,
Interim Business Administrator

2015-2016
STUDENT ENROLLMENT
HAMILTON TOWNSHIP SCHOOL DISTRICT ENROLLMENT

	September		October		November		December		January		February		March		April		May		As of June		2016
	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	*ACS
Preschool	149	9	16.6	144	6	24.0	145	6	24.2	147	6	24.5	146	6	24.3	149	6	24.8	6	0	0
Kindergarten	261	13	20.1	259	13	19.9	261	13	20.1	261	13	20.1	260	13	20	261	13	20.1	13	0	0
Grade 1	309	14	22.1	309	14	22.1	307	14	22.3	309	14	22.1	307	14	21.9	305	14	21.8	14	0	0
Grade 2	276	14	19.7	278	14	19.9	275	14	19.6	275	14	19.6	273	14	19.2	268	14	19	14	0	0
Grade 3	319	14	22.8	318	14	22.7	321	14	22.9	322	14	23	324	14	23.1	323	14	23.1	14	0	0
Grade 4	280	12	23.3	279	12	23.3	281	12	23.4	281	12	23.4	279	12	23.3	285	12	23.8	12	0	0
Grade 5	330	14	23.5	328	14	23.4	327	14	23.4	330	14	23.6	329	14	23.5	328	14	23.4	14	0	0
Grade 6	348	16	21.8	349	16	21.8	347	16	21.7	347	16	21.6	345	16	21.6	347	16	21.7	16	0	0
Grade 7	316	14	22.6	319	14	22.8	320	14	22.9	317	14	22.6	316	14	22.6	320	14	22.9	14	0	0
Grade 8	318	14	22.7	323	14	23.1	325	14	23.3	326	14	23.3	326	14	23.3	328	14	23.4	14	0	0
**Self Contained	130	19	6.8	133	16	8.3	139	16	8.7	158	16	9.9	147	16	9.2	153	16	9.5	16	0	0
Totals	3036			3039			3048			3054			3050			3062			0		

*ACS - Average Class Size
** Self Contained Figures include Pre-K

X11-B

X11-C

To: Dr. Maryann Banks

Re: Registration/Address Change/Transfer Statistics

2015-2016

	<u>Registrations</u>	<u>Address Changes</u>	<u>Transfers</u>
September	114	50	47
October	31	22	21
November	31	20	17
December	24	4	18
January	14	17	21
February	24	22	15
March	14	15	17
April	27	13	8
May			
June			
July			
August			

Pre K Spring Round Up

April 22, April 23, and April 24, 2016

	Pre K-AM	Pre K-PM	Pre-K Full Day
April 22, 2016 (3p-7p)	37	6	34*
April 23, 2016 (9a-3p)	0	3	4
April 24, 2016 (9a-3p)	0	9	10
TOTALS	37	18	47*

*Twenty five students were registered at the evening session however, we also accepted the income information from nine (9) 3 Year Olds currently attending in Special Education Classes who may qualify for the Full Day Program, bringing the day one total to 34.

Estimated number of Kindergarten students registered during Pre-K Round Up is three (3) and two (2) 1st grade students who will be transferring in September. We accommodated those parents at the Pre-K round-up to be more accessible and user friendly to the community.

Since registration, we have had a number of inquiries about available open spots in both the half and full day programs and we continue to accept registrations.

Kindergarten Round-up is scheduled for May 11, 12, and 13th, 2016 and will be reported separately.

TR#	Transfer Description	Amount	To Account	From Account
7152	04/30/16 :trsf as of 4/30 bd mtg 5/9	402.00	20-231-100-600-05-DAV	PURCH PROF/TECH SVCS-DAVIE:
		250.00	20-231-100-600-05-DAV	SUPPLIES AND
		71.00	20-231-100-600-05-DAV	MISC EXPENDITURES-DAVIES
7153	04/30/16 :trsf as of 4/30 bd mtg 5/9	9,650.00	20-231-100-600-05-SHA	WORKSHOPS/TRAVEL - SHANER
7190	04/30/16 :trsf as of 4/30 bd mtg 5/9	8,000.00	11-110-100-101-06-SUB	
		1,000.00	11-150-100-101-06-000	
		1,000.00	11-214-100-101-06-SUB	
		8,000.00	- - - - -	PERSONAL SERVICES - SALARIE:
		1,000.00	- - - - -	SALARIES OF TEACHERS
		1,000.00	- - - - -	OTHER SALARIES FOR
7191	04/30/16 :trsf as of 4/30 bd mtg 5/9	500.00	11-150-100-320-00-000	SALARIES OF TEACHERS
7192	04/30/16 :trsf as of 4/30 bd mtg 5/9	200.00	11-000-216-610-08-000	PURCH EDUC SERVICES
		600.00	11-000-217-300-08-000	PURCH EDUC SERVICES
7193	04/30/16 :trsf as of 4/30 bd mtg 5/9	4,500.00	11-000-230-331-00-SOL	ARCHITECT FEES
7194	04/30/16 :trsf as of 4/30 bd mtg 5/9	250.00	11-000-230-890-00-000	BOE TRAINING/MEETING SUPPLI
7195	04/30/16 :trsf as of 4/30 bd mtg 5/9	10,000.00	11-000-270-511-11-000	
		9,000.00	11-000-270-513-11-000	
		96,000.00	11-000-270-515-11-000	
		5,000.00	11-000-270-515-11-ADM	
		30,000.00	- - - - -	TUITION - IN STATE LEA
		33,000.00	- - - - -	TUITION - COUNTY SSD, D/S
		10,000.00	- - - - -	TUITION - PRIV - IN NJ
		10,000.00	- - - - -	SUPPLIES - TECHNOLOGY
		37,000.00	- - - - -	HEALTH BENEFITS

Report Total

276,423.00

Finance-1

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Finance-3

P.O.	Date	Description	Vendor name	Amount
601458	04/22/16	Mileage	1561 DAGIT, LISA	\$66.78
601459	04/22/16	Academinc Excellence Luncheon	0006 ACASA	\$234.00
601461	04/27/16	HEALTH BENEFITS-MAY	0586 STATE OF NJ -DIV OF PENSIONS	\$679,096.60
601462	04/27/16	ADDRESS LABELS FOOD SVC DEPT 2759	STAPLES BUSINESS ADVANTAGE	\$56.42
601463	04/27/16	TRANSP CONTRACT HOMELESS STI 0259	GEHRHSD	\$5,838.00
601464	04/27/16	CONFERENCE REGISTRATION	1027 NJAFPA WORKSHOP REGISTRATION	\$149.00
601465	04/27/16	SPRING CONFERENCE REGISTRAT(0181	NJTESOL/NJBE	\$309.00
601466	04/27/16	REPLACE VANDALIZED SEAT COVER 0710	SHEPPARD BUS SERVICE	\$149.64
601467	04/27/16	SPRING CONFERENCE REGISTRAT(0181	NJTESOL/NJBE	\$309.00
601468	04/28/16	PTA FUNDS FOR ACTIVITY ACCOUNT 0872	HESS STUDENT ACTIVITY FUND	\$500.00
601469	04/29/16	JUNE 16 BILLING A.D. NEVER BIL	2397 BAYADA NURSES	\$525.05
601470	04/29/16	PERSONAL AIDE SERVICES	0838 ACSSSD	\$29,889.00
601471	05/02/16	TONER FOR HESS PRINTERS	0148 PRINTER TECH	\$710.00
601472	05/03/16	TRACK STARTER APRIL 25	0407 BROWN, DONALD E.	\$58.00
601473	05/03/16	TRACK OFFICIAL APRIL 25	1036 COLMAN, WAYNE	\$51.00
601474	05/03/16	TRACK OFFICIAL APRIL 25	1929 GAINES, MICHAEL	\$51.00
601475	05/03/16	TRACK OFFICIAL APRIL 25	0985 WILLIAMS, REGINALD	\$51.00
601476	05/03/16	DAVIES GR.8 AWARDS SUPPLIES	1897 JONES SCHOOL SUPPLY CO., INC.	\$299.19
601477	05/03/16	NURSING SERVICES	2397 BAYADA NURSES	\$25,000.00
601478	05/03/16	15-16 TUITION 2 STUDENTS	1261 VENTNOR BOARD OF EDUCATION	\$12,221.60
601479	05/04/16	WORKSHOP ABA TRAINING	1787 EDEN INSTITUTE, INC.	\$200.00
608330	04/21/16	FIRE SPRINKLER REPAIR - HESS	1674 SIMPLEX GRINNELL	\$1,500.00
608331	04/22/16	MAINT, SHOP SUPPLIES - DAVIES	1462 HOME DEPOT	\$45.37
608332	04/22/16	CUSTODIAL SUPPLIES - DISTRICT	0708 HILLYARD INC.	\$6,771.20

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Start date 4/20/2016 End date 6/30/2016

Original PO Date Range, All Ship to locations

05/04/16 12:07

Orders over \$0.00

P.O.	Date	Description	Vendor name	Amount
608333	04/22/16	TOILET SEATS - SHANER SCHOOL	1356 GRAINGER	\$42.03
608334	04/25/16	ELECTRIC SUPPLIES -DISTRICT	0032 UNITED ELECTRIC SUPPLY	\$953.80
608335	04/26/16	HVAC SERVICE REPAIR - DAVIES	0374 MARLEE CONTRACTORS LLC	\$225.00
608336	04/27/16	HVAC REPAIR MOTOR - DAVIES	6923 D ELECTRIC MOTORS, INC.	\$285.52
608337	04/29/16	ELECTRICAL SUPPLIES - DISTRICT	0032 UNITED ELECTRIC SUPPLY	\$855.90
608338	05/03/16	CUSTODIAL SUPPLIES - SHANER	1462 HOME DEPOT	\$23.91
608339	05/03/16	HVAC MISC. MAINTENANCE SUPPLY	0972 JOHNSTONE SUPPLY -PLEASANTVILL	\$376.33
Report totals				\$766,843.34

43

BILLS AND PAYMENTS
5/9/16

TOTAL PAYROLL	\$	3,684,241.68
TOTAL ACCOUNTS PAYABLE BILLS	\$	471,850.37
TOTAL CAFETERIA BILLS	\$	-
TOTAL KID'S CORNER	\$	-
TOTAL COMMUNITY EDUCATION	\$	-
TOTAL CAMP BLUE STAR	\$	-
GRAND TOTAL		<u>\$ 4,156,092.05</u>

May 9, 2016

<u>Fund</u>	<u>Title</u>		<u>Amount</u>
10	General Fund	\$	2,949.00
10	General Fund - Payroll	\$	316,181.06
11	Current Expense	\$	399,229.49
11	Current Expense - Payroll	\$	3,248,037.03
12	Capital Outlay	\$	-
13	Special Schools	\$	-
13	Special Schools - Payroll	\$	-
18	Education Jobs - Payroll	\$	-
20	Special Revenue	\$	69,671.88
20	Special Revenue - Payroll	\$	120,023.59
30	Building Projects	\$	-
40	Debt Service	\$	-
		\$	4,156,092.05

135

Rec and Unrec checks

Hand and Machine checks

04/19/16 13:52

Starting date 4/1/2016

Ending date 4/1/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900791 H	04/01/16		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$1,216,387.03
600000	07/01/15		Payroll 2015 - 2016		\$1,216,387.03
10-133-X - - -			*6PR375	04/01/16	\$30,152.29
10-133-X - - -			*6PR375	04/01/16	\$2,306.65
10-134-X - - -			*6PR375	04/01/16	\$530.24
10-134-X - - -			*6PR375	04/01/16	\$6,931.26
10-135-X - - -			*6PR375	04/01/16	\$120.52
10-135-X - - -			*6PR375	04/01/16	\$1,575.41
10-141-X - - -			*6PR375	04/01/16	\$61,356.32
11-000-211-100-06-000			*6PR375	04/01/16	\$5,652.45
11-000-213-100-06-000			*6PR375	04/01/16	\$14,658.42
11-000-213-100-06-SUB			*6PR375	04/01/16	\$375.00
11-000-216-100-06-000			*6PR375	04/01/16	\$26,780.34
11-000-217-100-06-000			*6PR375	04/01/16	\$40,868.54
11-000-218-104-06-000			*6PR375	04/01/16	\$20,713.44
11-000-219-104-06-000			*6PR375	04/01/16	\$28,042.34
11-000-219-105-06-000			*6PR375	04/01/16	\$4,517.69
11-000-221-102-06-000			*6PR375	04/01/16	\$5,096.15
11-000-221-104-06-000			*6PR375	04/01/16	\$5,546.69
11-000-221-105-06-000			*6PR375	04/01/16	\$915.85
11-000-222-100-06-000			*6PR375	04/01/16	\$14,662.16
11-000-222-177-06-TEC			*6PR375	04/01/16	\$4,486.31
11-000-230-100-06-000			*6PR375	04/01/16	\$4,123.74
11-000-240-103-06-000			*6PR375	04/01/16	\$31,137.98
11-000-240-104-06-000			*6PR375	04/01/16	\$4,268.35
11-000-240-105-06-000			*6PR375	04/01/16	\$17,011.12
11-000-240-105-06-SUB			*6PR375	04/01/16	\$135.00
11-000-251-100-06-000			*6PR375	04/01/16	\$11,278.01
11-000-252-100-06-000			*6PR375	04/01/16	\$10,434.56
11-000-252-100-06-OVR			*6PR375	04/01/16	\$93.75
11-000-261-100-06-MNT			*6PR375	04/01/16	\$11,637.38
11-000-262-100-06-CUS			*6PR375	04/01/16	\$37,752.61
11-000-262-100-06-MNT			*6PR375	04/01/16	\$1,453.84
11-000-262-100-06-OVR			*6PR375	04/01/16	\$283.73
11-000-262-100-06-SEC			*6PR375	04/01/16	\$1,785.54
11-000-262-100-06-SUB			*6PR375	04/01/16	\$1,080.00
11-000-262-100-06-SUV			*6PR375	04/01/16	\$3,187.69
11-000-263-100-06-000			*6PR375	04/01/16	\$2,134.11
11-000-270-160-06-SPC			*6PR375	04/01/16	\$1,557.69
11-000-291-220-00-000			*6PR375	04/01/16	\$16,974.61
11-000-291-290-00-000			*6PR375	04/01/16	\$261.20
11-105-100-101-06-SUB			*6PR375	04/01/16	\$180.00
11-110-100-101-06-000			*6PR375	04/01/16	\$35,774.74
11-110-100-101-06-SUB			*6PR375	04/01/16	\$1,215.00
11-120-100-101-06-000			*6PR375	04/01/16	\$253,251.16
11-120-100-101-06-SUB			*6PR375	04/01/16	\$2,660.00
11-130-100-101-06-000			*6PR375	04/01/16	\$180,082.60
11-130-100-101-06-SUB			*6PR375	04/01/16	\$3,015.00
11-150-100-101-06-000			*6PR375	04/01/16	\$124.00
11-190-100-106-06-000			*6PR375	04/01/16	\$11,251.19
11-190-100-106-06-SUB			*6PR375	04/01/16	\$2,936.25
11-212-100-101-06-000			*6PR375	04/01/16	\$29,937.70
11-212-100-101-06-SUB			*6PR375	04/01/16	\$250.00

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Rec and Unrec checks

Hand and Machine checks

04/19/16 13:52

Starting date 4/1/2016

Ending date 4/1/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900791 H	04/01/16		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$1,216,387.03
600000	07/01/15		Payroll 2015 - 2016		\$1,216,387.03
	11-212-100-106-06-000		*6PR375	04/01/16	\$11,841.88
	11-213-100-101-06-000		*6PR375	04/01/16	\$125,807.18
	11-213-100-101-06-SUB		*6PR375	04/01/16	\$1,490.00
	11-214-100-101-06-000		*6PR375	04/01/16	\$4,767.73
	11-215-100-101-06-000		*6PR375	04/01/16	\$8,394.31
	11-215-100-106-06-000		*6PR375	04/01/16	\$3,565.41
	11-219-100-101-06-000		*6PR375	04/01/16	\$1,748.40
	11-230-100-101-06-000		*6PR375	04/01/16	\$46,822.42
	11-240-100-101-06-000		*6PR375	04/01/16	\$19,715.17
	20-220-100-101-06-PRE		*6PR375	04/01/16	\$4,915.32
	20-220-100-106-06-PRE		*6PR375	04/01/16	\$2,497.73
	20-220-200-103-06-PRE		*6PR375	04/01/16	\$5,115.00
	20-220-200-104-06-PRE		*6PR375	04/01/16	\$1,354.41
	20-220-200-105-06-PRE		*6PR375	04/01/16	\$1,634.14
	20-220-200-110-06-PRE		*6PR375	04/01/16	\$1,590.91
	20-220-200-176-06-PRE		*6PR375	04/01/16	\$3,914.26
	20-220-200-200-00-PRE		*6PR375	04/01/16	\$437.79
	20-223-100-101-06-PRE		*6PR375	04/01/16	\$6,283.41
	20-223-100-106-06-PRE		*6PR375	04/01/16	\$2,474.94
	20-223-200-200-00-PRE		*6PR375	04/01/16	\$189.33
	20-231-100-100-06-DAV		*6PR375	04/01/16	\$2,850.18
	20-231-100-100-06-HES		*6PR375	04/01/16	\$3,562.73
	20-231-100-100-06-SHA		*6PR375	04/01/16	\$1,098.67
	20-241-100-100-06-000		*6PR375	04/01/16	\$304.18
	20-270-100-100-06-000		*6PR375	04/01/16	\$1,454.91

Check Journal
Rec and Unrec checks

HAMILTON TOWNSHIP BOARD OF ED
Hand and Machine checks

Page 3 of 3
04/19/16 13:52

Starting date 4/1/2016

Ending date 4/1/2016

Fund Totals		
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10	GENERAL FUND	\$102,972.69
11	GENERAL CURRENT EXPENSE	\$1,073,736.43
20	SPECIAL REVENUE FUNDS	\$39,677.91
	Total for all checks listed	\$1,216,387.03

Prepared and submitted by: _____

Board Secretary

Date

78

Rec and Unrec checks

Hand and Machine checks

04/20/16 10:43

Starting date 4/15/2016

Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900792 H	04/15/16	PAY	PAYROLL VENDOR - PAYROLL PO ONLY		\$1,230,016.47
600000	07/01/15	Payroll 2015 - 2016			\$1,230,016.47
10-133-X - - -			*6PR377	04/15/16	\$2,326.40
10-133-X - - -			*6PR377	04/15/16	\$30,410.44
10-134-X - - -			*6PR377	04/15/16	\$514.08
10-134-X - - -			*6PR377	04/15/16	\$6,720.01
10-135-X - - -			*6PR377	04/15/16	\$142.70
10-135-X - - -			*6PR377	04/15/16	\$1,865.41
10-141-X - - -			*6PR377	04/15/16	\$61,201.14
11-000-211-100-06-000			*6PR377	04/15/16	\$5,652.45
11-000-213-100-06-000			*6PR377	04/15/16	\$14,658.42
11-000-213-100-06-SUB			*6PR377	04/15/16	\$225.00
11-000-216-100-06-000			*6PR377	04/15/16	\$27,692.34
11-000-217-100-06-000			*6PR377	04/15/16	\$41,796.98
11-000-218-104-06-000			*6PR377	04/15/16	\$20,713.44
11-000-219-104-06-000			*6PR377	04/15/16	\$28,042.34
11-000-219-105-06-000			*6PR377	04/15/16	\$4,517.69
11-000-221-102-06-000			*6PR377	04/15/16	\$5,096.15
11-000-221-104-06-000			*6PR377	04/15/16	\$5,546.69
11-000-221-105-06-000			*6PR377	04/15/16	\$915.85
11-000-222-100-06-000			*6PR377	04/15/16	\$14,662.16
11-000-222-177-06-TEC			*6PR377	04/15/16	\$4,486.31
11-000-230-100-06-000			*6PR377	04/15/16	\$9,829.90
11-000-240-103-06-000			*6PR377	04/15/16	\$31,137.98
11-000-240-104-06-000			*6PR377	04/15/16	\$4,268.35
11-000-240-105-06-000			*6PR377	04/15/16	\$17,011.12
11-000-240-105-06-SUB			*6PR377	04/15/16	\$270.00
11-000-251-100-06-000			*6PR377	04/15/16	\$11,278.01
11-000-252-100-06-000			*6PR377	04/15/16	\$10,434.56
11-000-261-100-06-MNT			*6PR377	04/15/16	\$11,637.38
11-000-262-100-06-CUS			*6PR377	04/15/16	\$37,752.61
11-000-262-100-06-MNT			*6PR377	04/15/16	\$1,453.84
11-000-262-100-06-OVR			*6PR377	04/15/16	\$592.82
11-000-262-100-06-SEC			*6PR377	04/15/16	\$1,785.54
11-000-262-100-06-SUB			*6PR377	04/15/16	\$635.00
11-000-262-100-06-SUV			*6PR377	04/15/16	\$3,187.69
11-000-263-100-06-000			*6PR377	04/15/16	\$2,134.11
11-000-270-160-06-SPC			*6PR377	04/15/16	\$1,557.69
11-000-291-220-00-000			*6PR377	04/15/16	\$17,962.23
11-000-291-290-00-000			*6PR377	04/15/16	\$226.37
11-110-100-101-06-000			*6PR377	04/15/16	\$35,774.74
11-110-100-101-06-SUB			*6PR377	04/15/16	\$3,805.00
11-120-100-101-06-000			*6PR377	04/15/16	\$253,251.16
11-120-100-101-06-SUB			*6PR377	04/15/16	\$3,540.00
11-130-100-101-06-000			*6PR377	04/15/16	\$180,619.78
11-130-100-101-06-SUB			*6PR377	04/15/16	\$1,775.00
11-150-100-101-06-000			*6PR377	04/15/16	\$2,244.40
11-190-100-106-06-000			*6PR377	04/15/16	\$11,251.19
11-190-100-106-06-SUB			*6PR377	04/15/16	\$2,700.00
11-212-100-101-06-000			*6PR377	04/15/16	\$31,859.90
11-212-100-101-06-SUB			*6PR377	04/15/16	\$385.00
11-212-100-106-06-000			*6PR377	04/15/16	\$11,841.88
11-212-100-106-06-SUB			*6PR377	04/15/16	\$438.75

Starting date 4/15/2016

Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900792 H	04/15/16	PAY	PAYROLL VENDOR - PAYROLL PO ONLY		\$1,230,016.47
600000	07/01/15	Payroll 2015 - 2016			\$1,230,016.47
11-213-100-101-06-000			*6PR377	04/15/16	\$123,298.34
11-213-100-101-06-SUB			*6PR377	04/15/16	\$1,875.00
11-214-100-101-06-000			*6PR377	04/15/16	\$4,767.73
11-214-100-101-06-SUB			*6PR377	04/15/16	\$90.00
11-215-100-101-06-000			*6PR377	04/15/16	\$8,394.31
11-215-100-101-06-SUB			*6PR377	04/15/16	\$300.00
11-215-100-106-06-000			*6PR377	04/15/16	\$3,565.41
11-219-100-101-06-000			*6PR377	04/15/16	\$1,091.20
11-230-100-101-06-000			*6PR377	04/15/16	\$46,822.42
11-230-100-101-06-SUB			*6PR377	04/15/16	\$170.00
11-240-100-101-06-000			*6PR377	04/15/16	\$19,715.17
11-401-100-100-06-DAV			*6PR377	04/15/16	\$420.98
20-220-100-101-06-PRE			*6PR377	04/15/16	\$4,915.32
20-220-100-106-06-PRE			*6PR377	04/15/16	\$2,497.73
20-220-200-103-06-PRE			*6PR377	04/15/16	\$5,115.00
20-220-200-104-06-PRE			*6PR377	04/15/16	\$1,354.41
20-220-200-105-06-PRE			*6PR377	04/15/16	\$1,634.14
20-220-200-110-06-PRE			*6PR377	04/15/16	\$1,590.91
20-220-200-176-06-PRE			*6PR377	04/15/16	\$3,914.26
20-220-200-200-00-PRE			*6PR377	04/15/16	\$437.79
20-223-100-101-06-PRE			*6PR377	04/15/16	\$6,283.41
20-223-100-106-06-PRE			*6PR377	04/15/16	\$2,474.94
20-223-200-200-00-PRE			*6PR377	04/15/16	\$189.33
20-231-100-100-06-DAV			*6PR377	04/15/16	\$2,850.18
20-231-100-100-06-HES			*6PR377	04/15/16	\$3,562.73
20-231-100-100-06-SHA			*6PR377	04/15/16	\$1,098.67
20-241-100-100-06-000			*6PR377	04/15/16	\$304.18
20-270-100-100-06-000			*6PR377	04/15/16	\$1,454.91

Fund Totals		
10	GENERAL FUND	\$103,180.18
11	GENERAL CURRENT EXPENSE	\$1,087,158.38
20	SPECIAL REVENUE FUNDS	\$39,677.91
Total for all checks listed		\$1,230,016.47

Prepared and submitted by: _____

Board Secretary

Date

Rec and Unrec checks

Hand and Machine checks

04/29/16 10:07

Starting date 4/29/2016

Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900793 H	04/29/16		PAY	PAYROLL VENDOR - PAYROLL PO ONLY	\$1,237,838.18
600000	07/01/15		Payroll 2015 - 2016		\$1,237,838.18
10-133-X - - -			*6PR378	04/29/16	\$31,086.16
10-133-X - - -			*6PR378	04/29/16	\$2,378.09
10-134-X - - -			*6PR378	04/29/16	\$568.32
10-134-X - - -			*6PR378	04/29/16	\$7,429.01
10-135-X - - -			*6PR378	04/29/16	\$2,983.35
10-135-X - - -			*6PR378	04/29/16	\$228.23
10-141-X - - -			*6PR378	04/29/16	\$65,355.03
11-000-211-100-06-000			*6PR378	04/29/16	\$5,652.45
11-000-213-100-06-000			*6PR378	04/29/16	\$14,658.42
11-000-213-100-06-SUB			*6PR378	04/29/16	\$450.00
11-000-216-100-06-000			*6PR378	04/29/16	\$27,236.34
11-000-217-100-06-000			*6PR378	04/29/16	\$41,871.54
11-000-218-104-06-000			*6PR378	04/29/16	\$20,713.44
11-000-219-104-06-000			*6PR378	04/29/16	\$28,042.34
11-000-219-105-06-000			*6PR378	04/29/16	\$4,517.69
11-000-221-102-06-000			*6PR378	04/29/16	\$5,096.15
11-000-221-104-06-000			*6PR378	04/29/16	\$5,546.69
11-000-221-104-06-SUM			*6PR378	04/29/16	\$264.77
11-000-221-105-06-000			*6PR378	04/29/16	\$915.85
11-000-222-100-06-000			*6PR378	04/29/16	\$14,662.16
11-000-222-177-06-TEC			*6PR378	04/29/16	\$4,486.31
11-000-230-100-06-000			*6PR378	04/29/16	\$9,901.72
11-000-240-103-06-000			*6PR378	04/29/16	\$31,137.98
11-000-240-104-06-000			*6PR378	04/29/16	\$4,268.35
11-000-240-105-06-000			*6PR378	04/29/16	\$17,011.12
11-000-240-105-06-SUB			*6PR378	04/29/16	\$742.50
11-000-251-100-06-000			*6PR378	04/29/16	\$12,253.01
11-000-252-100-06-000			*6PR378	04/29/16	\$10,434.56
11-000-252-100-06-OVR			*6PR378	04/29/16	\$168.75
11-000-261-100-06-MNT			*6PR378	04/29/16	\$11,637.38
11-000-262-100-06-CUS			*6PR378	04/29/16	\$37,568.26
11-000-262-100-06-MNT			*6PR378	04/29/16	\$1,453.84
11-000-262-100-06-OVR			*6PR378	04/29/16	\$661.87
11-000-262-100-06-SEC			*6PR378	04/29/16	\$1,785.54
11-000-262-100-06-SUB			*6PR378	04/29/16	\$687.50
11-000-262-100-06-SUV			*6PR378	04/29/16	\$3,187.69
11-000-263-100-06-000			*6PR378	04/29/16	\$2,134.11
11-000-270-160-06-SPC			*6PR378	04/29/16	\$1,557.69
11-000-291-220-00-000			*6PR378	04/29/16	\$18,716.59
11-110-100-101-06-000			*6PR378	04/29/16	\$35,774.74
11-110-100-101-06-SUB			*6PR378	04/29/16	\$4,320.00
11-120-100-101-06-000			*6PR378	04/29/16	\$252,309.22
11-120-100-101-06-SUB			*6PR378	04/29/16	\$2,380.00
11-130-100-101-06-000			*6PR378	04/29/16	\$181,898.06
11-130-100-101-06-SUB			*6PR378	04/29/16	\$1,325.00
11-150-100-101-06-000			*6PR378	04/29/16	\$1,488.00
11-190-100-106-06-000			*6PR378	04/29/16	\$11,251.19
11-190-100-106-06-SUB			*6PR378	04/29/16	\$1,890.00
11-212-100-101-06-000			*6PR378	04/29/16	\$29,937.70
11-212-100-101-06-SUB			*6PR378	04/29/16	\$760.00
11-212-100-106-06-000			*6PR378	04/29/16	\$11,841.88

Starting date 4/29/2016

Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
900793 H	04/29/16	PAY	PAYROLL VENDOR - PAYROLL PO ONLY		\$1,237,838.18
600000	07/01/15	Payroll 2015 - 2016			\$1,237,838.18
	11-212-100-106-06-SUB		*6PR378	04/29/16	\$1,080.00
	11-213-100-101-06-000		*6PR378	04/29/16	\$121,809.98
	11-213-100-101-06-SUB		*6PR378	04/29/16	\$1,860.00
	11-214-100-101-06-000		*6PR378	04/29/16	\$4,767.73
	11-215-100-101-06-000		*6PR378	04/29/16	\$8,394.31
	11-215-100-101-06-SUB		*6PR378	04/29/16	\$270.00
	11-215-100-106-06-000		*6PR378	04/29/16	\$3,565.41
	11-215-100-106-06-SUB		*6PR378	04/29/16	\$135.00
	11-219-100-101-06-000		*6PR378	04/29/16	\$3,558.80
	11-230-100-101-06-000		*6PR378	04/29/16	\$46,822.42
	11-230-100-101-06-SUB		*6PR378	04/29/16	\$565.00
	11-240-100-101-06-000		*6PR378	04/29/16	\$19,715.17
	20-220-100-101-06-PRE		*6PR378	04/29/16	\$4,915.32
	20-220-100-106-06-PRE		*6PR378	04/29/16	\$2,497.73
	20-220-200-103-06-PRE		*6PR378	04/29/16	\$5,115.00
	20-220-200-104-06-PRE		*6PR378	04/29/16	\$1,354.41
	20-220-200-105-06-PRE		*6PR378	04/29/16	\$1,634.14
	20-220-200-110-06-PRE		*6PR378	04/29/16	\$1,590.91
	20-220-200-173-06-PRE		*6PR378	04/29/16	\$1,066.40
	20-220-200-176-06-PRE		*6PR378	04/29/16	\$3,914.26
	20-220-200-200-00-PRE		*6PR378	04/29/16	\$519.37
	20-223-100-101-06-PRE		*6PR378	04/29/16	\$6,283.41
	20-223-100-106-06-PRE		*6PR378	04/29/16	\$2,328.05
	20-223-200-200-00-PRE		*6PR378	04/29/16	\$178.10
	20-231-100-100-06-DAV		*6PR378	04/29/16	\$2,850.18
	20-231-100-100-06-HES		*6PR378	04/29/16	\$3,562.73
	20-231-100-100-06-SHA		*6PR378	04/29/16	\$1,098.67
	20-241-100-100-06-000		*6PR378	04/29/16	\$304.18
	20-270-100-100-06-000		*6PR378	04/29/16	\$1,454.91

Starting date 4/29/2016 Ending date 6/30/2016

Fund Totals

10	GENERAL FUND	\$110,028.19
11	GENERAL CURRENT EXPENSE	\$1,087,142.22
20	SPECIAL REVENUE FUNDS	\$40,667.77
Total for all checks listed		\$1,237,838.18

Prepared and submitted by: _____
Board Secretary

Date

Starting date 4/21/2016

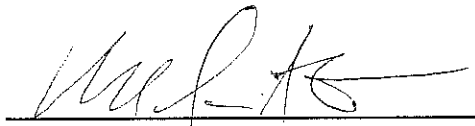
Ending date 4/21/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991268 H	04/21/16		2536	HORIZON HEALTHCARE	\$25.00
600375	07/10/15		15-16 MONTHLY FSA FEE		\$25.00
11-000-251-330-00-000			April Wire	04/21/16	\$25.00

Fund Totals

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

Prepared and submitted by:



Board Secretary

4/27/16

Date

Check Journal

HAMILTON TOWNSHIP BOARD OF ED

Page 1 of 1

Rec and Unrec checks

Hand and Machine checks

04/28/16 09:16

Starting date 4/28/2016

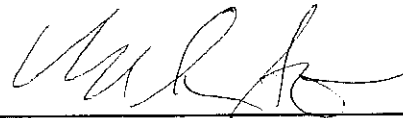
Ending date 6/30/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
991269 H	04/28/16		9458	HAMILTON TOWNSHIP AGENCY ACCOUNT	\$1,050.85
600371	07/10/15			EMPLOYERS SHARE DCRP-INSURANCE	\$1,050.85
	11-000-291-241-00-000			wire-March	04/28/16 \$1,050.85

Fund Totals

11	GENERAL CURRENT EXPENSE	\$1,050.85
	Total for all checks listed	\$1,050.85

Prepared and submitted by:



Board Secretary

5/2/16

Date

Starting date 5/9/2016

Ending date 8/9/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
028842	05/09/16	0006	ACASA		\$234.00
601459	04/22/16	Academinc Excellence Luncheon			\$234.00
	11-000-230-890-00-000	LUNCHEON	05/09/16		\$234.00
028843	05/09/16	0838	ACSSSD		\$4,374.00
601470	04/29/16	PERSONAL AIDE SERVICES			\$4,374.00
	11-000-100-565-08-000	16-00613 MARCH	05/09/16		\$4,374.00
028844	05/09/16	0048	ACSSSD - TRANSPORTATION DEPT		\$2,760.60
601064	11/17/15	Transportation			\$2,760.60
	11-000-270-515-11-000	16-00662 MARCH	05/09/16		\$2,760.60
028845	05/09/16	0039	APPLE COMPUTER INC.		\$9,480.00
601173	12/07/15	IPAD MINI			\$9,480.00
	11-212-100-610-08-000	4382037326	05/09/16		\$3,792.00
	11-213-100-610-08-000	4382037326	05/09/16		\$5,688.00
028846	05/09/16	2914	APPLE INC.		\$5,230.00
601322	02/02/16	IPAD AIR WITH APPLE CARE			\$5,230.00
	20-231-100-600-05-DAV	4381945518/2098520	05/09/16		\$5,230.00
028847	05/09/16	1215	ATLANTIC CITY AQUARIUM		\$860.00
601075	11/18/15	ON SITE FIELD TRIP GRADE 2			\$860.00
	11-190-100-320-04-000	MAY 16 ON SITE	05/09/16		\$860.00
028848	05/09/16	1324	BANCROFT NEURO HEALTH		\$5,534.40
600161	07/01/15	Student Tuition			\$5,534.40
	11-000-100-566-08-000	MAY M.C.	05/09/16		\$5,534.40
028849	05/09/16	2397	BAYADA NURSES		\$525.05
601469	04/29/16	JUNE 16 BILLING A.D. NEVER BIL			\$525.05
	11-000-217-300-08-000	10706324	05/09/16		\$525.05
028850	05/09/16	0134	BRIDGETON BOARD OF EDUCATION		\$240.00
601456	04/19/16	HOME INSTRUCTION- MEDICAL			\$240.00
	11-150-100-320-00-000	1964A/1991A	05/09/16		\$240.00
028851	05/09/16	0407	BROWN, DONALD E.		\$58.00
601472	05/03/16	TRACK STARTER APRIL 25			\$58.00
	11-402-100-500-03-000	TRACK APRIL 25	05/09/16		\$58.00
028852	05/09/16	1456	BUENA BOARD OF EDUCATION		\$1,388.80
601376	03/01/16	HOMELESS TUITION JAN-JUNE			\$1,388.80
	11-000-100-561-00-000	16-00086 MARCH	05/09/16		\$1,388.80
028853	05/09/16	0094	BUTTERHOFS FARM & GARDEN SUPP.		\$199.83
601419	03/22/16	PREK LIVING THINGS CURRICULUM			\$199.83
	20-220-100-600-00-PRE	H766766	05/09/16		\$199.83
028854	05/09/16	0339	COASTAL ENVIRONMENTAL		\$425.00
608123	09/23/15	SHANER ASBESTOS INSPECTION			\$425.00
	11-000-261-420-09-SHA	C2466	05/09/16		\$425.00
028855	05/09/16	1036	COLMAN, WAYNE		\$51.00
601473	05/03/16	TRACK OFFICIAL APRIL 25			\$51.00
	11-402-100-500-03-000	TRACK APRIL 25	05/09/16		\$51.00

Starting date 5/9/2016 Ending date 8/9/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
028856	05/09/16		0489	COMCAST	\$8,745.36
600127	07/01/15			ETHERNET NETWORK 15-16 BILLING	\$8,745.36
	11-190-100-500-07-TEC			42617938 MAY 05/02/16	\$8,745.36
028857	05/09/16		0449	COMCAST CABLE	\$279.72
600128	07/01/15			15-16 HIGH SPEED INTERNET BILL	\$279.72
	11-190-100-500-07-TEC			MAY BILLING 05/02/16	\$11.97
	11-190-100-500-07-TEC			MAY BILLING 05/09/16	\$267.75
028858	05/09/16		1088	COMPASS ACADEMY CHARTER SCHOOL	\$490.00
600379	07/13/15			CHARTER SCHOOL TUITION	\$490.00
	10-000-100-56x-00-000			MAY 9 PAY 05/02/16	\$490.00
028859	05/09/16		0060	CROWN TROPHY	\$138.25
601425	03/23/16			Awards	\$138.25
	11-000-230-610-00-000			19312 05/02/16	\$138.25
028860	05/09/16		6923	D ELECTRIC MOTORS, INC.	\$470.46
608326	04/11/16			HVAC SUPPLIES - HESS A211	\$470.46
	11-000-261-610-09-HES			21139 05/09/16	\$470.46
028861	05/09/16		1561	DAGIT, LISA	\$66.78
601458	04/22/16			Mileage	\$66.78
	11-000-221-500-05-TRV			DEC -MARCH MILEAG 05/02/16	\$66.78
028862	05/09/16		1352	DISCOVERY LEARNING CENTER	\$19,279.20
600900	09/29/15			Preschool Services	\$19,279.20
	20-220-200-321-00-PRE			MAY PAYMENT 05/09/16	\$19,279.20
028863	05/09/16		0198	EGG HARBOR CITY BOARD OF EDUCATION	\$1,438.40
601220	12/22/15			TUITION GR. 1 STUDENT	\$1,438.40
	11-000-100-562-08-000			MAY ZKD 05/09/16	\$1,438.40
028864	05/09/16		1369	EPIC HEALTH SERVICES INC.	\$1,541.25
601007	10/29/15			Professional Services	\$1,541.25
	11-000-217-300-08-000			APRIL 4-8 /369640 05/02/16	\$1,541.25
028865	05/09/16		8667	FOLSOM BOARD OF EDUCATION	\$176.63
601062	11/17/15			Transportation Agreement	\$176.63
	11-000-270-513-11-000			MAY CHOICE 05/09/16	\$176.63
028866	05/09/16		1929	GAINES, MICHAEL	\$51.00
601474	05/03/16			TRACK OFFICIAL APRIL 25	\$51.00
	11-402-100-500-03-000			TRACK APRIL 25 05/09/16	\$51.00
028867	05/09/16	05/09/16	00.0	\$ Multi Stub Void	

028868	05/09/16		0259	GEHRHSD	\$297,064.92
600733	08/24/15			Transportation	\$5,254.20
	20-220-200-511-00-PRE			6V0243 MAY 05/09/16	\$5,254.20
600995	10/26/15			Transportation	\$201,411.91
	11-000-270-512-03-ACT			6V0243 MAY 05/09/16	\$9,161.97
	11-000-270-512-11-ADM			6V0243 MAY 05/09/16	\$389.38
	11-000-270-513-11-000			6V0243 MAY 05/09/16	\$142,981.53
	11-000-270-513-11-ADM			6V0243 MAY 05/09/16	\$6,076.71
	11-000-270-515-11-000			6V0243 MAY 05/09/16	\$41,057.37

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Starting date 5/9/2016

Ending date 8/9/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
028868	05/09/16	0259	GEHRHSD		\$297,064.92
600995	10/26/15	Transportation			\$201,411.91
	11-000-270-515-11-ADM		6V0243 MAY	05/09/16	\$1,744.95
600997	10/27/15	Transportation			\$16,228.51
	11-000-270-515-11-000		6V0527/6V0436/6V055	05/09/16	\$15,566.92
	11-000-270-515-11-ADM		6V0527/6V0436/6V055	05/09/16	\$661.59
600999	10/27/15	Transportation			\$15,644.17
	11-000-270-511-11-000		6V0436/6V0551/6V052	05/09/16	\$15,006.40
	11-000-270-512-11-ADM		6V0436/6V0551/6V052	05/09/16	\$637.77
601000	10/27/15	Transportation			\$40,931.17
	11-000-270-511-11-000		6V0527/6V0436/6V055	05/09/16	\$5,286.09
	11-000-270-512-11-ADM		6V0527/6V0436/6V055	05/09/16	\$224.66
	11-000-270-515-11-000		6V0527/6V0436/6V055	05/09/16	\$33,976.42
	11-000-270-515-11-ADM		6V0527/6V0436/6V055	05/09/16	\$1,444.00
601021	11/02/15	Transportation			(\$9,351.23)
	11-000-270-511-11-000		6V0286 CREDIT	05/09/16	(\$8,970.00)
	11-000-270-512-11-ADM		6V0286 CREDIT	05/09/16	(\$381.23)
601451	04/15/16	TRANSPORTATION CONTRACTS			\$21,108.19
	11-000-270-515-11-000		6V0484/480/485/483	05/09/16	\$20,247.67
	11-000-270-515-11-ADM		6V0484/480/485/483	05/09/16	\$860.52
601463	04/27/16	TRANSP CONTRACT HOMELESS STUDE			\$5,838.00
	11-000-270-511-11-000		6v0527/6v0436/6v0551	05/09/16	\$5,600.00
	11-000-270-512-11-ADM		6v0527/6v0436/6v0551	05/09/16	\$238.00
028869	05/09/16	0150	GEORGE FRANCHETTA		\$1,200.00
601370	02/26/16	DAVIES MUSIC AWARDS			\$600.00
	11-401-100-610-03-000	nov 15 invoice		05/09/16	\$600.00
601371	02/26/16	DAVIES MUSIC AWARDS			\$600.00
	11-401-100-610-03-000	MUSIC GRAD AWARD		05/09/16	\$600.00
028870	05/09/16	0253	GLOUCESTER CNTY SPEC.SERVICES		\$349.86
600954	10/15/15	Contract Agreement			\$349.86
	11-000-100-565-08-000		C3221-16 APRIL	05/09/16	\$349.86
028871	05/09/16	1356	GRAINGER		\$42.03
608333	04/22/16	TOILET SEATS - SHANER SCHOOL			\$42.03
	11-000-261-610-09-SHA		9091719253	05/09/16	\$42.03
028872	05/09/16	0255	HAMILTON PEDIATRICS		\$1,300.00
600173	07/01/15	SCHOOL PHYSICIAN 15-16 YEAR			\$1,300.00
	11-000-213-330-00-000	MAY		05/09/16	\$1,300.00
028873	05/09/16	0267	HAMILTON TOWNSHIP FOOD SERVICE		\$80.00
601097	11/19/15	PIC MEETING REFRESHMENTS			\$80.00
	11-000-240-610-03-000		7021 - 2/5-4/22	05/09/16	\$80.00
028874	05/09/16	0708	HILLYARD INC.		\$1,020.76
608332	04/22/16	CUSTODIAL SUPPLIES - DISTRICT			\$1,020.76
	11-000-262-610-10-CUS		602054342-43-44	05/09/16	\$1,020.76
028875	05/09/16	1462	HOME DEPOT		\$304.87
600596	07/28/15	SHANER PLANT CYCLE ITEMS			\$259.50
	11-190-100-610-01-1SC		6035322501175149	05/09/16	\$129.75
	11-190-100-610-01-KSC		6035322501175149	05/09/16	\$129.75

Starting date 5/9/2016

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Cknum	Date	Rec date	Vcode	Vendor name	Check amount
028875	05/09/16		1462	HOME DEPOT	\$304.87
608331	04/22/16			MAINT, SHOP SUPPLIES - DAVIES	\$45.37
	11-000-262-610-09-MNT		6035322501175149	05/09/16	\$45.37
028876	05/09/16		1033	HOUGHTON MIFFLIN	\$3,999.22
601399	03/08/16			SHANER GUIDED READING TEXTS	\$3,999.22
	20-231-100-600-05-SHA		952190550	05/09/16	\$3,999.22
028877	05/09/16		1383	INTERNATIONAL ACADEMY OF ATLANTIC CITY	\$2,459.00
601045	11/11/15			CHARTER SCHOOL TUITION	\$2,459.00
	10-000-100-56x-00-000		MAY 9 PAYMENT	05/09/16	\$2,459.00
028878	05/09/16		8107	KRATOS PUBLIC SAFETY & SECURITY SOLUTION	\$4,673.00
608270	02/16/16			SECURITY EQUIPMENT UPGRADE	\$2,700.00
	11-000-261-420-09-DAV		JC10017677	05/09/16	\$1,000.00
	11-000-261-420-09-HES		JC10017677	05/09/16	\$1,000.00
	11-000-261-420-09-SHA		JC10017677	05/09/16	\$700.00
608295	03/04/16			SERCUITY EQUIPMENT INSTALL	\$1,973.00
	11-000-261-420-09-DAV		JC10017678	05/09/16	\$657.67
	11-000-261-420-09-HES		JC10017678	05/09/16	\$657.67
	11-000-261-420-09-SHA		JC10017678	05/09/16	\$657.66
028879	05/09/16		0374	MARLEE CONTRACTORS LLC	\$2,254.43
608252	01/21/16			HVAC- SHANER FREEZER REPAIR	\$1,269.28
	11-000-261-420-09-SHA		76624	05/09/16	\$1,269.28
608272	02/16/16			HVAC SERVICE REPAIR-HESS FRZR	\$985.15
	11-000-261-420-09-HES		76784	05/09/16	\$985.15
028880	05/09/16		0645	MONMOUTH OCEAN EDUCATIONAL SERVICES	\$13,180.00
600808	09/09/15			CHAPTER 192/193 NP 15/16	\$13,180.00
	20-502-100-330-20-000		16-02158 MAY	05/09/16	\$8,522.00
	20-503-100-330-20-000		16-02158 MAY	05/09/16	\$258.00
	20-506-100-330-20-000		16-02158 MAY	05/09/16	\$1,225.00
	20-507-100-330-20-000		16-02158 MAY	05/09/16	\$1,585.00
	20-508-100-330-20-000		16-02158 MAY	05/09/16	\$1,590.00
028881	05/09/16		1479	PCM SALES, INC.	\$579.64
601455	04/19/16			LED SMART TV REPLACE PO HEALTH	\$579.64
	11-190-100-610-03-HPE		S95464510101	05/09/16	\$579.64
028882	05/09/16		1473	PEREZ, EVELYN M.	\$450.00
601428	03/23/16			SPANISH PSYCHOLOGICAL EVAL	\$450.00
	11-000-219-390-08-000		PREK SPANISH EVAL	05/09/16	\$450.00
028883	05/09/16		0490	PINELAND LEARNING CENTER, INC	\$10,066.54
601215	12/17/15			Tuition Contract	\$10,066.54
	11-000-100-566-08-000		MAY J.M.	05/09/16	\$10,066.54
028884	05/09/16		0148	PRINTER TECH	\$1,900.00
601385	03/14/16			Toners	\$1,450.00
	11-190-100-610-07-TEC		5410	05/09/16	\$1,450.00
601432	03/30/16			Toner	\$450.00
	11-190-100-340-07-TEC		5412	05/09/16	\$375.00
	11-190-100-610-07-TEC		5412	05/09/16	\$75.00

Starting date 5/9/2016

Ending date 8/9/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
028885	05/09/16		1427	QC LABORATORIES	\$132.00
	608012	07/01/15		POOL TESTING SERVICE FOR HESS	\$132.00
		11-000-262-590-09-MNT	1781989 4/4-4/25	05/09/16	\$132.00
028886	05/09/16		0810	RICOH USA, INC.	\$450.79
	600669	08/07/15		SHANER PRIORT DUPLICATOR MAIN	\$450.79
		11-190-100-500-01-000	4TH QTR 5041678328	05/09/16	\$450.79
028887	05/09/16		0998	RICOH USA, INC.	\$2,552.00
	600138	07/01/15		15-16 ANNUAL COPIER LEASES	\$2,552.00
		11-000-240-500-01-RNT	APRIL	05/09/16	\$178.64
		11-000-240-500-04-RNT	APRIL	05/09/16	\$918.72
		11-190-100-500-04-RNT	APRIL	05/09/16	\$1,454.64
028888	05/09/16		0541	RIVERSIDE PUBLISHING CO.	\$223.57
	601278	01/19/16		CogAt Materials	\$223.57
		11-190-100-610-05-TSG	952220857	05/09/16	\$223.57
028889	05/09/16		0538	RUSSELL REID INC.	\$160.28
	608319	03/28/16		GREASE TRAP CLEANING-ALL SCHS	\$160.28
		11-000-262-420-09-MNT	5034842	05/09/16	\$160.28
028890	05/09/16		0710	SHEPPARD BUS SERVICE	\$149.64
	601466	04/27/16		REPLACE VANDALIZED SEAT COVER	\$149.64
		11-000-270-600-11-000	SHEP82210	05/09/16	\$149.64
028891	05/09/16		2759	STAPLES BUSINESS ADVANTAGE	\$39.99
	600825	09/14/15		ITEMS FOR PREK DISABILITIES CL	\$39.99
		11-215-100-610-08-000	3299842721	05/09/16	\$39.99
028892	05/09/16		1387	THE PROMPTCARE COMPANIES	\$100.00
	601107	11/20/15		Supplies	\$100.00
		11-000-217-600-08-000	2706776	05/09/16	\$100.00
028893	05/09/16		0636	TOWNSHIP OF HAMILTON	\$2,211.00
	600195	07/01/15		Waste Hauling Service	\$2,211.00
		11-000-262-420-10-CUS	16-0050 MAY	05/09/16	\$2,211.00
028894	05/09/16		1348	TRI-COUNTY COMMUNITY ACTION AGENCY INC	\$11,751.20
	600899	09/29/15		Preschool Services	\$11,751.20
		20-220-200-325-00-PRE	MAY PAY	05/09/16	\$11,751.20
028895	05/09/16		0032	UNITED ELECTRIC SUPPLY	\$1,809.70
	608334	04/25/16		ELECTRIC SUPPLIES -DISTRICT	\$953.80
		11-000-261-610-09-DAV	S103383701-711-713	05/09/16	\$482.50
		11-000-261-610-09-HES	S103383701-711-713	05/09/16	\$294.50
		11-000-261-610-09-SHA	S103383701-711-713	05/09/16	\$176.80
	608337	04/29/16		ELECTRICAL SUPPLIES - DISTRICT	\$855.90
		11-000-261-610-09-DAV	S103391429.001	05/09/16	\$285.30
		11-000-261-610-09-HES	S103391429.001	05/09/16	\$285.30
		11-000-261-610-09-SHA	S103391429.001	05/09/16	\$285.30
028896	05/09/16		1261	VENTNOR BOARD OF EDUCATION	\$12,221.60
	601478	05/03/16		15-16 TUITION 2 STUDENTS	\$12,221.60
		11-000-100-561-00-000	TN3-16	05/09/16	\$12,221.60

61

Starting date 5/9/2016 Ending date 8/9/2016

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
028897	05/09/16		0447	VERIZON WIRELESS	\$1,334.04
600780	09/02/15			IPAD AIR AND BROADBAND	\$30.02
	11-000-230-530-01-TLP		9763859408 MAR	05/09/16	\$30.02
601055	11/13/15			Verizon Phones	\$1,252.07
	11-000-230-530-00-NEX		9764256882 APRIL	05/09/16	\$1,252.07
601288	01/19/16			Unlimited data for iPad	\$51.95
	11-000-230-610-00-000		9763859408 APRIL	05/09/16	\$51.95
028898	05/09/16		6876	VERIZON WIRELESS	\$570.28
600143	07/01/15			WIRELESS INTERNET IPAD2 ADMINIS	\$440.26
	11-000-230-530-00-TLP		9763859408 MAR	05/09/16	\$100.10
	11-000-230-530-01-TLP		9763859408 MAR	05/09/16	\$20.02
	11-000-230-530-03-TLP		9763859408 MAR	05/09/16	\$80.06
	11-000-230-530-04-TLP		9763859408 MAR	05/09/16	\$240.08
600306	07/08/15			iPad Air 16GB, Data plan	\$130.02
	11-000-230-530-01-TLP		9763859408 MAR	05/09/16	\$130.02
028899	05/09/16		1522	VILLAGE SUPERMARKET INC.	\$24.23
600854	09/21/15			FULL DAY PREK SUPPLIES	\$24.23
	20-220-100-600-00-PRE		06010568985	05/09/16	\$24.23
028900	05/09/16		0985	WILLIAMS, REGINALD	\$51.00
601475	05/03/16			TRACK OFFICIAL APRIL 25	\$51.00
	11-402-100-500-03-000		TRACK APRIL 25	05/09/16	\$51.00
028901	05/09/16		1834	YALE SCHOOL ATLANTIC, INC.	\$10,754.00
600773	09/02/15			15-16 TUITION 2 STUDENTS	\$10,754.00
	20-251-100-500-08-000		MAY CH / ZH	05/09/16	\$10,754.00
028902	05/09/16		0690	YALE SCHOOL EAST, INC.	\$21,277.20
600774	09/02/15			15-16 TUITION 2 STUDENTS	\$15,484.77
	11-000-100-566-08-000		MAY KH/JW	05/09/16	\$15,484.77
600959	10/15/15			Tuition Contract	\$5,792.43
	11-000-100-566-08-000		MAY VM	05/09/16	\$5,792.43

Check Journal
Rec and Unrec checks

HAMILTON TOWNSHIP BOARD OF ED
Hand and Machine checks

Page 7 of 7
05/04/16 12:24

Starting date 5/9/2016

Ending date 8/9/2016

Fund Totals		
-------------	--	--

10	GENERAL FUND	\$2,949.00
11	GENERAL CURRENT EXPENSE	\$398,153.64
20	SPECIAL REVENUE FUNDS	\$69,671.88
Total for all checks listed		\$470,774.52

Prepared and submitted by: _____

Board Secretary

Date

63

May 9, 2016

[illegible]

Finance-5

Horizon BlueCross BlueShield of New Jersey
Hamilton Township Board Of Education #86848

PROSPECTIVE RATING

Dental Rate Renewal Summary

Renewal Period: 07/01/2016 to 06/30/2017

Experience Period: 01/01/2015 to 12/31/2015

1. INCURRED LIABILITY	
A. Charges For Claims Paid During Experience period	574,328
B. Subscriber Liability (Deductibles, Copays)	(11,182)
C. Differential Discount	(220,691)
D. Other Savings (COB, Alternate Benefit Provisions & Benefit Limits)	(88,966)
E. Paid Claims	253,490
F. Reserve Adjustment	3,802
G. Total Incurred Claims Payment	257,292
2. TREND (4.75% Annually)	1.0721
H. PROJECTED INCURRED CLAIMS [1 X 2]	275,843
I. CREDIBILITY ADJUSTMENT	0
J. TOTAL NET PROJECTED INCURRED CLAIMS	275,843
3. RETENTION	50,143
4. RENEWAL PREMIUM NEEDED	325,986
5. ADJUSTMENT TO RENEWAL PREMIUM NEEDED	(13,211)
6. NET RENEWAL PREMIUM NEEDED	312,775
7. PREMIUM AT CURRENT RATES	312,775
8. ADDITIONAL PREMIUM NEEDED	(0)
9. NET RATE CHANGE	0.00%

Average Number Of Contracts: 376

The Retention for Dental includes a broker commission of 10% of the first \$5,000 in premium 4% for the next \$95,000 and 2% thereafter (10/4/2 scale).

Horizon BCBSNJ administers payment of broker commissions on Contract Holder's behalf to Contract Holder's commissioned broker. Broker commission noted herein is specifically directed, approved, and authorized by Contract Holder and Horizon BCBSNJ provides only administrative services in making broker payment and does not independently make commission payments. Contract Holder acknowledges that broker commissions are paid by its own funds and that it remains responsible to fund such commissions either as included in the premium rates or self-funded fees. Where Contract Holder approval is not received within 45 days of the effective/renewal date, Horizon BCBSNJ shall cease all administration of broker commission payments on behalf of Contract Holder and premium rates or self-funded fees shall be reduced accordingly. Additionally, Contract Holder is solely responsible for contracting with its commissioned broker and Horizon BCBSNJ is not a party to such relationship between Contract Holder and its commissioned broker.

I acknowledge receipt and approve the renewal, commission level, and attached rates as outlined. In addition, I authorize commission to be paid to our Broker of Record.

The rates and other information set forth in this renewal are subject to final approval and acceptance by Horizon BCBSNJ.

I represent that by signing this document that I have the legal authority to accept these terms.

Group Official Name & Title: _____
 (PLEASE PRINT)

Group Official Signature: _____ Date: _____

**Prospective Rating
Horizon Dental Option Plan
Renewal Summary of Rates**

Group Name: Hamilton Township Board Of Education
Group Number: 00-15-16-086848
Renewal Period: 07/01/2016 to: 06/30/2017

Average Monthly Contract Exposure

Single	Family	P & C	Total
87	262	27	376

	<u>Current Rate</u>	<u>Renewal Rates</u>	<u>Change in Premium</u>
Single	\$31.45	\$31.45	\$0.00
Family	\$82.88	\$82.88	\$0.00
P & C	\$59.58	\$59.58	\$0.00

Percentage Change: 0.00%

The above Dental rates includes a broker commission of 10% of the 1st \$5,000 in premium, 4% for the next \$95,000 and 2% thereafter (10/4/2 scale).

Horizon BCBSNJ administers payment of broker commissions on Contract Holder's behalf to Contract Holder's commissioned broker. Broker commission noted herein is specifically directed, approved, and authorized by Contract Holder and Horizon BCBSNJ provides only administrative services in making broker payment and does not independently make commission payments. Contract Holder acknowledges that broker commissions are paid by its own funds and that it remains responsible to fund such commissions either as included in the premium rates or self-funded fees. Where Contract Holder approval is not received within 45 days of the effective/renewal date, Horizon BCBSNJ shall cease all administration of broker commission payments on behalf of Contract Holder and premium rates or self-funded fees shall be reduced accordingly. Additionally, Contract Holder is solely responsible for contracting with its commissioned broker and Horizon BCBSNJ is not a party to such relationship between Contract Holder and its commissioned broker.

The rates and other information set forth in this renewal are subject to final approval and acceptance by Horizon BCBSNJ.

I represent that by signing this document that I have the legal authority to accept these terms.

Group Official Name & Title: _____
(PLEASE PRINT)

Group Official Signature & Date: _____

66

Amendment to Schedule B: Premium Rates

Employer
Hamilton Township Board Of Education

Policy No.
00-15-16-086848

Effective Date
July 1, 2016

In accordance with the terms of this contract, Schedule B is amended as follows:

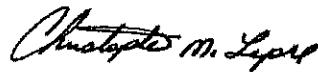
	Single	Family	Parent and Child(ren)
Horizon Dental Option Plan Benefits	\$31.45	\$82.88	\$59.58

The monthly charges may be changed by Horizon Healthcare Services, Inc:

1. When the terms of this Contract are changed by amendment;
2. When there is a material change in the number of persons enrolled under this Contract; or
3. As of any monthly due date for the payment of the charges, provided that the Group receives 60 days prior notice.

Horizon Healthcare Services, Inc.
d/b/a Horizon BlueCross BlueShield of New Jersey

By: _____



Christopher M. Lepre
Senior Vice President
Market Business Units

LEGAL SERVICES AGREEMENT

THIS AGREEMENT, is made this _____ day of _____, 2016, BETWEEN the Board of Education of the Township of Hamilton (the "Board") and Nehmad Perillo & Davis, PC ("NPD").

BACKGROUND

- A. The Board is desirous of retaining NPD to provide legal services to the Board.
- B. NPD has submitted a proposal which has been reviewed by the Board and its staff and has been deemed responsive and acceptable.
- C. On June 25, 2013 the Board voted to appoint Eric S. Goldstein, of NPD, as its solicitor to provide legal services.
- D. On _____, 2016, the Board voted to re-appoint Eric S. Goldstein, of NPD, as its solicitor to provide legal services for the 2016 – 2017 school year.

NOW, THEREFORE, in consideration of the Background above, the parties hereby agree as follows:

- 1. The Board does hereby agree to employ NPD as its Board Solicitor for the term of July 1, 2016 through June 30, 2017, in accordance with the terms set forth herein.
- 2. NPD does hereby agree to accept said employment aforesaid and agrees to faithfully perform the duties called for under the rules and regulations prescribed therefore by the Board and to further devote all of the time, skill and energy necessary in the performance of said duties.
- 3. The Board, in consideration of NPD performing its duties under such employment as stated above and in accordance with said rules and regulations, does hereby agree to pay to NPD the sum of \$130.00 per hour, for attendance at all Board meetings and general legal representation, billed monthly and payable within 30 days of receipt of a detailed invoice from NPD.
- 4. The Board shall pay only for actual expenses incurred by NPD and administrative work and secretarial services shall not be billed at an hourly rate. Travel time shall not be billable at all.
- 5. Any matters outside of the scope of general legal representation for which NPD shall provide work (if any such matter arise or exist), shall be approved in advance by the Board.

IN WITNESS WHEREOF, the parties have hereunto attached their corporate seals, caused those present to be signed by its authorized representatives on the date stated above.

BOARD OF EDUCATION OF THE TOWNSHIP OF
HAMILTON

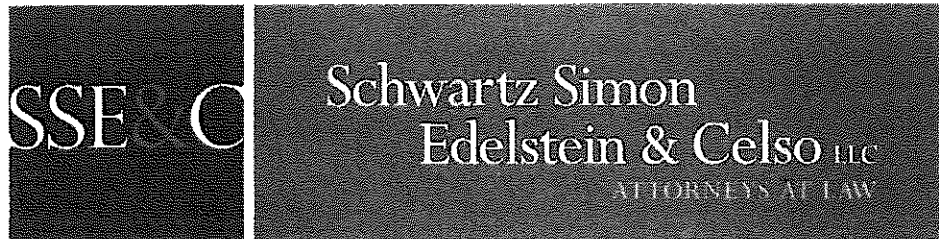
By: _____

ATTESTED TO

By: _____
School Business Administrator

NEHMAD PERILLO & DAVIS, P.C.

By: _____



100 South Jefferson Road ■ Suite 200 ■ Whippany, New Jersey 07981

Tel: 973.301.0001 ■ Fax: 973.993.3152 ■ www.sseclaw.com

Please Reply to Whippany Office

April 7, 2016

Members of the Board
Mark A. Ritter, Business Administrator/Board Secretary
Hamilton Township School District
1876 Dr. Dennis Foreman Drive
Mays Landing, NJ 08330

Andrew B. Brown
abrown@sseclaw.com

**RE: Retainer Agreement for Special Counsel for the
2016-17 School Year**

Dear Board Members and Mr. Ritter:

We are honored and pleased to continue to represent the Hamilton Township School District as Special Counsel for Labor and Personnel matters. This letter, once formally approved by resolution and executed by you, will serve as our Retainer Agreement for the 2016-17 school year. We have also enclosed our Political Contribution Disclosure Form, Business Registration Certificate and Disclosure of Investment Activities in Iran together with the mandatory affirmative action assurances.

Terms of the Agreement

1. The law firm of Schwartz Simon Edelstein & Celso, LLC ("SSEC" or the "FIRM") agrees to provide legal services in the capacity of Special Counsel, as more fully described below.

2. The Firm's partners, counsel and associates shall provide services in all labor and personnel matters involving the Board and its employees. The Firm shall serve as the Board's chief negotiator for collective bargaining; advise the Board on proposed contract language and bargaining proposals; assist in the development of possible salary guides in accordance with Board guidelines; and prepare all final contract documents upon settlement and ratification of a tentative collective bargaining agreement. The Firm will also provide advice and counsel

South Jersey Office:

1000 Crawford Place
Suite 140
Mt. Laurel, New Jersey
08054
973.301.0001

New York Office:

415 Madison Avenue
16th Floor
New York, New York
10017
212.752.5258

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Members of the Board
Mark A. Ritter, Business Administrator/Board Secretary
Hamilton Township School District
April 7, 2016
Page 2

on grievances, tenure matters and any other personnel or labor matter referred to us by the Board or its designees. The Firm's services shall also include: attendance at Board meetings, if requested by the Board; the review of documents; the performance of legal research, the review of related policies, regulations, and procedures and in any other legal matters related to the operation of the school district as requested by designated administrators and officers of the Board, as well as to the Board itself.

It is understood and agreed that Andrew B. Brown will be the primary contact and coordinating attorney for all Board matters referred to the Firm, with regular support and assistance by such other partners, counsel and associates as may be necessary, and that other partners or associates may handle specific Board legal matters from time to time.

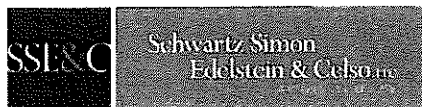
3. In consideration of the above described services, the Board agrees to the following arrangement for payment:

All Legal matters of the Firm shall be billed at the hourly rate of \$160.00 (one hundred sixty dollars) for attorneys. Law clerks and paralegals shall be billed at the hourly rate of \$100.00 (one hundred dollars).

4. All services shall be billed monthly in an itemized fashion in increments of no less than one-tenth of an hour. Certain expenses and disbursements made by the Firm on the Board's behalf will be separately itemized and reimbursed by the Board. Examples of such billed expenses, include photocopying in excess of 25 pages, messenger services, overnight mail, stenographic transcripts and court filing fees, all of which shall be charged to the Board at cost. Payment shall be remitted by the Board within thirty days of receipt of billing. Payment shall be remitted by the Board within thirty days of receipt of billing. Travel time is not billed.

5. The term of this Agreement (the "Term") shall be from July 1, 2016 through June 30, 2017. The parties agree that the Term, and any successor Terms, may be extended by Board resolution approving a letter from the Firm which incorporates by reference the provisions of this Agreement, with acceptable modifications.

6. Approval of this Agreement constitutes express authorization for the Firm to undertake all actions necessary, in the judgment of its attorneys, to defend the Board and generally to protect its interests, without the need to seek



Members of the Board
Mark A. Ritter, Business Administrator/Board Secretary
Hamilton Township School District
April 7, 2016
Page 3

further, specific authorization. This would include by way of example and not limitation, the preparation, service and filing of documents and pleadings in judicial and administrative proceedings relating to the matters we are handling on the Board's behalf, appearances in such proceedings and interacting with opposing counsel or other persons involved in .

7. During the performance of this agreement, SSEC agrees to comply with the requirements of N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time, the Americans with Disabilities Act and N.J.A.C. 17:27,

As evidence of the Board's approval of the foregoing agreement, kindly complete and execute, as indicated below, and return one of two enclosed original copies.

Very truly yours,

Schwartz Simon
Edelstein & Celso LLC

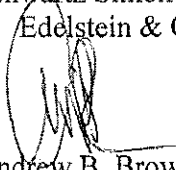

Andrew B. Brown
A Member Of The Firm

ABB:mab
Enclosures
cc: Dr. Maryann Banks, Superintendent (w/o encls.)



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Members of the Board
Mark A. Ritter, Business Administrator/Board Secretary
Hamilton Township School District
April 7, 2016
Page 4

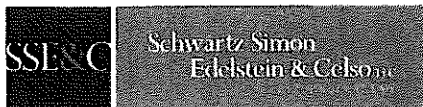
I, _____, hereby certify that the within retainer agreement was approved by formal resolution of the Hamilton Township Board of Education at a duly convened public meeting of the Board on _____, 2016, and that the Board President and Board Secretary have been authorized to, and do hereby, execute same on behalf of the Board.

By: _____
Eric Aiken, Board President

Attest:

By: _____
Mark A. Ritter
Business Administrator/Board Secretary

DATED:



HAMILTON TOWNSHIP BOARD OF EDUCATION

2016-2017

CONTRACT FOR SERVICES OF SCHOOL PHYSICIAN

It is hereby agreed between Dr. Stuart J. Goldman, M.D. of Mays Landing, N.J. herein after referred to as School Physician, and the Hamilton Township Board of Education, that the following services will be provided by the School Physician beginning July 1, 2016 and ending June 30, 2017:

1. Consultation and review in the development of district policies and procedures related to health, safety and emergency medical procedures.
2. Consultation to the district board of education, administrators, and staff.
3. Consultation to the school district medical staff regarding the delivery of school health services, which includes special health care needs of technology supported and medically fragile children, including those covered by the Individuals with Disabilities Education Act, 20 U.S.C. Chapter 33.
4. Physical examinations for students who do not have a medical home; also employee physicals as requested.
5. Written standing orders to be reviewed and reissued before the beginning of the school year.
6. Establishment of standards of care for emergency situations and medically related care involving students and school staff.
7. Assistance to the certified school nurses in conducting health screenings of students and staff and assistance with the delivery of school health services.
8. Review, as needed, of reports and orders from private physicians regarding student health concerns.
9. Authorization of tuberculin testing and Epi Pen administration.
10. Review and approval of Do Not Resuscitate (DNR) orders and instruction to school staff.
11. Includes services listed on Form-2 attached.

The School Physician will be appointed annually by the Hamilton Township Board of Education. The fee for the above services will be \$ 16,800.00, payable in equal monthly installments.

Dr. Stuart J. Goldman

Date

Mark A. Ritter, Interim School Business Administrator
Hamilton Township Board of Education

Date

Eric Aiken, Board President
Hamilton Township Board of Education

Date

FORM-2

FEE STRUCTURE

Monthly Fee:

\$1400 x 12 months

Includes:

- all Middle School sports physical examinations on site
- all urine drug concern requests without physical exam
- all required administrator and supply requests
- all telephone consultation and orders

Extra fees:

- Physical exam of student in office at request of school
- All immunizations (schedule can be supplied with fees)

RESOLUTION #103 OF THE HAMILTON TOWNSHIP
BOARD OF EDUCATION APPROVING
FREE MEALS FOR STUDENTS AT YALE SCHOOL EAST
FOR THE 2016-2017 SCHOOL YEAR

In accordance with the requirements of the New Jersey
Administrative Code, Section 6A:23A-18.5(a)(20i, iii & iv),
the BOARD hereby agrees and consents to the following:

IT IS RESOLVED AS FOLLOWS:

The private school, YALE School East ("YALE"), is not required to charge
District students for any "paid or reduced meals" furnished directly or
indirectly by YALE to them. This shall be effective for the school year
beginning September 1, 2016 and ending June 30, 2017.

Resolution #104 Approving Free Meals for
Students at Pineland Learning Center, Inc.
for the 2015-2016 School Year

WHEREAS, Pineland Learning Center, Inc. is an approved private school for students with disabilities and,

WHEREAS, the students from Hamilton Township School District attending Pineland Learning Center, Inc. are all classified handicapped students and are IEP'd for a free breakfast and lunch.

NOW, THEREFORE, BE IT RESOLVED THAT: In accordance with N.J.A.C. 6A:23-4.5iii, the Hamilton Township School District Board of Education does not require Pineland Learning Center, Inc. to charge Hamilton Township School District students for a reduced and/or paid meal for the 2015-2016 school year.



Finance-12

CM3 Building Solutions, Inc.

April 19, 2016

185 Commerce Drive, Fort Washington, PA 19034
ph.215-322-8400 fx.215-322-8838
www.cm3inc.com

Hamilton Township Schools
1876 Dr. Dennis Foreman Drive
Mays Landing, NJ 08330
Attn: Mr. Ian Nelson

RE: MAINTENANCE SERVICES AGREEMENT
HESS SCHOOL Contract Number: CM3-M03084
SHANER SCHOOL Contract Number: CM3-M03085
DAVIES SCHOOL Contract Number: CM3-M06016

Dear Mr. Nelson,

Thank you for the opportunity to provide maintenance services at Hess, Shaner and Davies Schools. Our Service Agreements are approaching renewal on July 1, 2015. According to the terms of the agreement, the contracts can renew year to year. It is my hope that we can continue our relationship with your facilities. There will be no increase in the price of the agreements for the 15-16 school year. At renewal date, annual price of the contracts will be:

Hess School	\$17,436.00 invoiced monthly at \$1,453.00
Shaner School	\$18,552.00 invoiced monthly at \$1,546.00
Davies School	\$21,996.00 invoiced monthly at \$1,833.00

Please take a moment to acknowledge receipt of this notice and acceptance of the new contract amount by signing below and faxing this letter to my attention at (215) 322-8838.

If you wish to expand our services at your facility, or if you have any questions or comments, please do not hesitate to call me at (215) 322-8400 ext. 8860.

Thank you for your continued confidence in CM³ Building Solutions, Inc.

Very truly yours,


Jane E. Haberle
Service Manager

Accepted by:

for Hamilton Township BOE

cc: Peter Gregory, CM3

AtlantiCare Physician Group

Service Agreement Between AtlantiCare Physician Group, PA and

Hamilton Township Board of Education for Occupational Medicine Services

This Agreement made this 9th day of May, 2016 between AtlantiCare Physician Group, PA a New Jersey professional services corporation with its principal place of business at 2500 English Creek Avenue, Suite 908, Egg Harbor Township, New Jersey, ("AtlantiCare") and Hamilton Township Board of Education, with an address of 1876 Dr. Dennis Foreman Drive, Mays Landing, NJ 08330 ("School").

WITNESSETH

WHEREAS, AtlantiCare is a professional services corporation organized under the law of the State of New Jersey which practices medicine through duly licensed physicians.

WHEREAS, AtlantiCare provides occupational medicine services;

WHEREAS, School wishes to engage AtlantiCare to provide occupational medicine services to School applicants/employees/clients.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

- I. Term: The term of this Agreement shall be for a period of one (1) year, commencing July 1, 2016 and expiring on June 30, 2017. Thereafter, the Agreement will automatically renew for one (1) year terms until terminated by either party pursuant to paragraph VI.
- II. Services to be provided by AtlantiCare: Please see Attached Proposal for Occupational Health Services as set forth in Exhibit A attached hereto.
- III. Consideration. As consideration for the services rendered by AtlantiCare to School, School shall pay AtlantiCare consideration as set forth in the attached Exhibit A.
- IV. Confidentiality: Except as required by law or by those agencies regulating School, School and AtlantiCare shall maintain strict confidentiality of all information acquired in performance of its obligations under this Agreement.

- V. Assignability: This obligation of AtlantiCare under this Agreement may be assigned to a related or affiliated entity to AtlantiCare, upon written notice to School _____.
- VI. Termination: After the completion of the first year of the contract term, this contract may be terminated without cause by either party upon ninety (90) days' notice to the non-terminating party. This contract may be terminated for cause by either party upon 30 days prior written notice of material breach, including non-payment of compensation. The breaching party has the 30 day notice prior during which to cure.
- VII. Entire Agreement, Amendment and Governing Law. This Agreement contains the entire Agreement between the parties. It shall be construed under the laws of the State of New Jersey, without application to the choice of law provisions thereof. It may be amended only by a writing signed by both parties.
- VIII. Notice. Notices or communications required or permitted under the provisions of this Agreement shall be delivered, certified mail, return receipt requested, to the parties designated at the addresses listed below unless a new address is designated in writing:

To AtlantiCare:

Jatin Motiwal, Vice President of AtlantiCare Physician Group, PA
AtlantiCare Physician Group, PA
2500 English Creek Avenue, Building 600
Egg Harbor Township, NJ 08234

To Hamilton Township Board of Education _____:

Mark Ritter, Interim School Business Administrator
1876 Dr. Dennis Foreman Drive
Mays Landing, NJ 08330

IN WITNESS WHEREOF, the parties have executed this Agreement on the above written date.

ATLANTICARE PHYSICIAN GROUP, PA

By: _____

Jatin Motiwal, VP of APG

By: _____

Mark Ritter, Interim School Business Administrator

EXHIBIT A

04/26/2016

AtlantiCare Physician Group

Page 1

Company Profile NJ-EHT-ACM for Hamilton Twp Public Schools

Company Information

Company Name: Hamilton Twp Public Schools ID: HAMPUBLI Corporate Office
Main Address: 1876 Dr. Dennis Foreman Drive Alt Company ID: 2004 ML
Mays Landing, NJ 08330 Company #: # of Employees: 0
FEIN:
NAICS Code: Main Contact: Elen Manalang
Company Type: School Phone: 609-476-6307
User Code: Fax: 609-625-4847
Sales Rep: Christina Simpkins Email: manalange@hamiltonschools.org
Last Contact: 04/26/2016 Next Contact: Client Since: 03/19/2004 Active
Comment: FAX DRUG TEST RESULTS & PHYS CLEAR SAMETIME
Warning Flag: No Post Accident Drug Testing
Have Modified Duty

Memo:

Account Information

Self-Pay Billing Carol Bowen Bill To: Elen Manalang
Disc Table: HAM Phone: 609-476-6302 Hamilton Twp. Public Schools
Fax: 609-625-4847 1876 Dr. Dennis Foreman Drive
Mays Landing, NJ 08330-
Phone: 609-476-6307
Workers' Comp Billing Qual-Lynx Bill To: Qual-Lynx
Plan: QUALLYNX100 100 Decadon Drive
Group: Egg Harbor Township, NJ 08234 100 Decadon Drive
Policy: Phone: 609-653-8400 Egg Harbor Township, NJ 08234
Phone: 609-653-8400
Fax: 609-365-4000

Departments/Contacts

DERALL Contact PHY & DS
Contact: Elen Manalang Phone: 609-476-6307
1876 Dr. Dennis Foreman Drive Fax: 609-625-4847
Mays Landing, NJ 08330 Email: manalange@hamiltonschools.org
WC Contact WC
Contact: Carol Bowen Phone: 609-476-6302
1876 Dr. Dennis Foreman Drive Fax: 609-625-4847
Mays Landing, NJ 08330 Email: bowenc@hamiltonschools.org

Company Profile NJ-EHT-ACM for Hamilton Twp Public Schools

Drug Testing Programs

5 Panel Hair Drug Drug Test

Test Protocol: 5 Panel Hair Drug Screen

Laboratory: Quest Diagnostics

1201 South Collegeville Road

Collegeville, PA 19426

Phone: 800-795-0190

Fax: 800-894-5847

MRO: Mark Magariello MD

Results: Elen Manalang

Ph: 609-476-6307

1876 Dr. Dennis Foreman Drive Mays Landing NJ 08330

Active: Yes

Certified Lab Required? No

Lab: QUES1201

Service Contracts

No Records Found

Procedures

	<u>Fee Code</u>	<u>Price</u>
BAT Confirmation		
BAT Confirmation	BATCONFI	35.00
Invoice to: CO HAMPUBLI DER, Elen Manalang, If Positive Call her at 609 476-6307		
Fax BAT Results Elen Manalang, Confidential Fax: 609 625-4847		
		\$35.00
Breath Alcohol Test NONDOT-Reason Suspicious		
Breath Alcohol Test Non-DOT	BAT	36.00
Invoice to: CO HAMPUBLI DER, Elen Manalang, If Positive Call her at 609 476-6307		
Report Results to Company DER Fax BAT results to Elen Manalang at confidential fax: 625-4847		
		\$36.00
Hair Drug Test, Pre-Employment		
Picture ID, Consent and HIPPA Acknowled.		
Hair drug test, Quest Labs, Pre-Employ	DSHAIR	95.00
Invoice to: CO HAMPUBLI We are the MRO Use Quest Labs Hair drug test, full screen, send out Ship via FedEx		
Fax Hair Drug Results Fax hair drug test results along with physical clearance report to Elen Manalang at 625-4847		
		\$95.00

Company Profile NJ-EHT-ACM for Hamilton Twp Public Schools

	<u>Fee Code</u>	<u>Price</u>
<i>10 Panel Urine Drug Test, Reasonable Sus</i>		
Picture ID, Consent and HIPPA Acknowled.		
Have employee sign Auth. to Release form		
10 panel drug test, reasonable suspicion	DSPAN10	70.00
Invoice to: CO HAMPUBLI Reasonable Suspicion		
We will be the MRO Use Medtox 10 panel urine NON-DOT Drug Test, full screen, send out (Medtox) Ship via FedEx Fax Drug Test Results HAVE EMPLOYEE SIGN AUTHORIZATION TO RELEASE DRUG TEST FORM Fax drug test results to Elen Manalang at confidential fax: 625-4847		
		<hr/> \$70.00
<i>Drug Screen - ONLY IF NO HAIR</i>		
Picture ID		
5 panel nondot drug test	DSPAN5	50.00
Invoice to: CO HAMPUBLI ACOM will be the MRO Use Medtox 5 panel non-DOT urine drug test, full screen, send out Ship via Fedex Fax Drug Screen Results Fax drug testing results form to Elen Manalang at 625-4847		
		<hr/> \$50.00
<i>Fit for Duty Complex - Consult Charge</i>		
Medical Evaluation	99243	229.00
Invoice to: CO HAMPUBLI They will provide medical records prior to scheduled appointment for provider to review along with a copy of the job description.		
Picture ID		
Consent Form (General)		
HIPAA Handout		
Health Questionnaire		
Fax Report Elen Manalang 625-4847		
		<hr/> \$229.00
<i>First Hepatitis B Immunization</i>		
Hepatitis B Vaccination Consent		
CDC information Hep B		
First Hepatitis B Vaccination	90746	80.00
Invoice to: CO HAMPUBLI Fax hepatitis B administration record to Elen Manalang at 625-4847		
Administration of Vaccine	90471	13.00
Invoice to: CO HAMPUBLI		
		<hr/> \$93.00

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Company Profile NJ-EHT-ACM for Hamilton Twp Public Schools

	<u>Fee Code</u>	<u>Price</u>
<i>Second Hepatitis B Immunization</i>		
Second Hepatitis B Vaccination	90746	80.00
Invoice to: CO HAMPUBLI		
Fax hepatitis B administration record to Elen Manalang at 625-4847		
CDC information Hep B		
Administration of Vaccine	90471	13.00
Invoice to: CO HAMPUBLI		
		<hr/> \$93.00
<i>Third Hepatitis B Immunization</i>		
CDC information Hep B		
Third Hepatitis B Vaccination	90746	80.00
Invoice to: CO HAMPUBLI		
Fax hepatitis B administration record to Elen Manalang at 625-4847		
Administration of Vaccine	90471	13.00
Invoice to: CO HAMPUBLI		
		<hr/> \$93.00
<i>NON-DOT Physical w/Vision</i>		
Picture ID, Consent and HIPPA Acknowled.		
Vital signs, height & weight		
Vision Screen, Snellen		
Health Questionnaire		
Pre-Placement Exam Report		
Physical exam with vision screening	PHYVISON	79.00
Invoice to: CO HAMPUBLI		
Fax Physical Clearance Report		
Fax physical clearance report along with drug test results to Elen Manalang at 625-4847		
		<hr/> \$79.00
<i>Non-DOT Phy w/Vision, Cust, Maint. Food</i>		
Picture ID, Consent and HIPPA Acknowled.		
Vital signs, height & weight		
Vision Screen, Snellen		
Invoice to: CO HAMPUBLI		
Health Questionnaire		
Physical/Vision, Cust, Maint, Food	PHYVISON	79.00
Invoice to: CO HAMPUBLI		
Pre-Placement Exam Report		
ACOM Back Evaluation Forms		
Back Evaluation with Lift Test	LIFT2	75.00
Invoice to: CO HAMPUBLI		
Custodians, Maintenance - 50 lbs lift test		
Food Services - 25 lbs lift test		
Fax Physical Exam Report		
Fax physical clearance report along with drug test results to Elen Manalang at 625-4847		
		<hr/> \$154.00

Company Profile NJ-EHT-ACM for Hamilton Twp Public Schools

	<u>Fee Code</u>	<u>Price</u>
<i>Return to Work Basic Exam</i>		
Health Questionnaire		
Limited return to work exam basic	PHYRTW	60.00
Invoice to: CO HAMPUBLI		
Fax Clearance Report		
Fax clearance report to Elen Manalang, Fax: 625-4847		
		<hr/> \$60.00

Workers' Compensation Follow-up Visit

Nursing Injury Assessment
 Vital signs
 WC Follow-up
 Qual-LynxSPELLJIF Duty Determination Rpt
 Fax Qual-Lynx SPELL JIF Duty Determ. Rpt
Invoice to: CO HAMPUBLI
 QUALCARE SPELL JIF DUTY DETERMINATION RPT:
 Carol Bowen, Fax: 625-4847
 Qual-Lynx, Fax: 927-0991

 MEDICAL NOTES:
 Qual-Lynx, Fax: 927-0991

Workers' Compensation Initial Visit

Picture ID
 Consent for Treatment worker comp
 HIPAA Handout
 Health History Worker Comp
 Vital signs
 WC Initial Visit
 Nursing Injury Assessment
 Qual-Lynx SPELL JIF Duty Determ Rpt
 Fax Qual-Lynx SPELL JIF Duty Determ Rpt
 QUALCARE SPELL JIF DUTY DETERMINATION RPT:
 Carol Bowen, Fax: 625-4847
 Qual-Lynx, Fax: 927-0991

 MEDICAL NOTES:
 Qual-Lynx, Fax: 927-0991



BIMBO BAKERIES USA, INC.
(FORMERLY STROEHMANN BAKERIES)

**HAMILTON TOWNSHIP PUBLIC SCHOOLS
AUTHORIZED PRODUCTS AND PRICES
FOR THE 2016-2017 SCHOOL YEAR
EFFECTIVE 6/28/2016**

PROD CODE	PRODUCT DESCRIPTION	NET PRICE
001024	Baker's Touch White Bread	\$1.30
003239	Plain Bag Whole Grain White Bread	\$1.80
003242	Plain Bag Whole Grain 4" Kaiser Roll 12/Pack	\$2.16
003426	Baker's Touch Sandwich Rolls 16/Pack	\$1.92
003760	Baker's Touch Plain 6" Steak Rolls 6/Pack	\$1.35
005392	Plain Bag Wheat Sandwich Rolls 16/Pack	\$2.28 *
005393	Plain Bag Wheat Hot Dog Rolls 16/Pack	\$2.28 *
005397	Baker's Touch Breakaway Wheat Dinner Rolls 12/Pack	\$1.62 *
005926	Baker's Touch Hot Dog Rolls 16/Pack	\$1.92
005928	Baker's Touch Split-Top Dinner Rolls 16/Pack	\$1.84
005987	Baker's Touch Ind 4" Seeded Sandwich Rolls 12/Pack	\$1.98
006195	Baker's Touch Wheat Bread	\$1.40
006375	Plain Bag 6" Sausage Rolls 6/Pack	\$1.74
006377	Plain Bag 100% Whole Wheat Bread	\$1.70 *
007259	Baker's Touch 100% Whole Wheat English Muffins 6/Pack	\$2.16
009624	Baker's Touch English Muffins 12/Pack	\$2.16

ALL OTHER PRODUCTS ARE SOLD AT WHOLESALE PRICE.

ITEMS HIGHLIGHTED IN YELLOW MEET THE NEW FEDERAL SCHOOL
NUTRITIONAL GUIDELINES.



529 Cedar Lane ♦ Florence, NJ ♦ 08510 ♦ Phone 1-800-220-6455 ♦ Fax 609-499-3896

NATURALLY DELICIOUS

Hamilton Township Schools
1876 Dr. Dennis Foreman Dr.
Mays Landing, NJ 08330
Attn: Trackman

Dear Mr. Trackman,
Cream-o-Land Dairy would very much like to renew your present milk contract for the coming 2016-2017 school year. We have enjoyed a very good relationship with your school over the past year and can assure you the same prompt service, quality and cleanliness of product.

At this time Cream-O-Land Dairy wishes to offer a contract renewal for 2016-2017 at the attached margin over class 1 pricing. Please note there are 2 renewal proposals. Please let me know which proposal meets with your approval.

If the proposal meets with the Board of Education's approval, please acknowledge your acceptance by having an authorized signatory sign where indicated and return this letter to Cream-O-Land Dairy.

If you have any further questions or if I can be of assistance, please call me at 1-800-220-6455 or fax me at 609-499-8243.

Sincerely,

Diane Van Doren

Authorized Signature

4/29/16

Date

2016-2017
HAMILTON TOWNSHIP

MARGIN
2015-2016

MARGIN
2016-2017
RENEWAL
REDUCTION

OPTION**
MARGIN
2016-2017
RENEWAL
2 DEL/WK

1/2 PINTS PAPER

1% WHITE	0.1744	-0.0100	0.1644	-0.02	0.1544
SKIM	0.1791	-0.0100	0.1691	-0.02	0.1591
FF CHOCOLATE	0.1910	-0.0100	0.1810	-0.02	0.1710
FF STRAWBERRY	0.1849	-0.0100	0.1749	-0.02	0.1649

1/2 PINTS PLASTIC

1% WHITE	0.2344	-0.0100	0.2244	-0.02	0.2144
SKIM	0.2391	-0.0100	0.2291	-0.02	0.2191
FF CHOCOLATE	0.2510	-0.0100	0.2410	-0.02	0.2310
FF STRAWBERRY	0.2449	-0.0100	0.2349	-0.02	0.2249

PRICE

LACTAID	0.5100	0.5100	0.5100
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OPTION**FOR REDUCED DELIVERIES. PLEASE LET ME KNOW.

Please consider two days a week
Delivery Tue & Thurs
(circled above)

William M. Lachman

LUCCA'S BAKERY INC.South Egg Harbor Road
Winslow New Jersey 08095Phone 609-561-5558
Fax 609-561-0310

April 11, 2016

Hamilton Township Schools
1876 Dr. Dennis Forman Drive
Mayslanding, N.J. 08330

Attention ; Mr. Bill Trackman

Dear Bill,
Food Service Director

Lucca's bakery is currently serving Italian Rolls and Bread to your schools and the current contract will expire 8/31/16. Each year a great deal of time and effort is expected on bids and quotes for the subsequent year. In the interest of saving both time and effort I thought it appropriate to contact you to see if you would be interested in extending the current bid or quote for an additional year to the 2016-2017 school year.

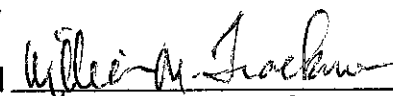
The pricing is the same as the 2016 school year
Enclosed is a price list.

If you would be interested in an extension as described above please 'YES' below,
sign on the appropriate line and return this to me by May 23-2016

Sincerely,

Lucca's Bakery Inc.**Mary Ann Lucca**

☒ Yes, We would like to extend the pricing for the 2016-2017
School year

[Signature]  Date 4/14/16[Title] Food Director

Lucca's Bakery			South Egg Harbor Road	
Phone 609-561-5558			Winslow N,J, 08095	
Fax 609-561-0310				
School Year 2016-2017				
5" Steak Rolls	Doz	\$2.05		
5" Steak Rolls w/w	Doz	\$2.15		
5" Steak Rolls m/g	Doz	\$2.25		
Small Kaiser	Doz	\$2.05		
Small Kaiser w/w	Doz	\$2.15		
Small Kaiser m/g	Doz	\$2.25		
Large Kaiser	Doz	\$2.25		
Large Kaiser w/w	Doz	\$2.35		
Large Kaiser m/g	Doz	\$2.45		
7" Steak Rolls	Doz	\$2.25		
7" Steak Rolls w/w	Doz	\$2.35		
7" Steak Rolls m/g	Doz	\$2.45		
9" Steak Rolls	Doz	\$3.07		
9" Steak Rolls w/w	Doz	\$3.40		
9" Steak Rolls m/g	Doz	\$3.60		
Dinner Rolls	Doz	\$1.60		
Dinner Rolls w/w	Doz	\$1.65		
Dinner Rolls m/g	Doz	\$1.75		
Italian Bread	Loaf	\$1.60		
Italian Bread w/w	Loaf	\$1.65		
Italian Bread m/g	Loaf	\$1.75		
Pizza Shells 24x48	each	\$4.75		
Pizza Shells m/g 24x48	each	\$4.85		
Pizza Shells w/w 24x48	each	\$5.10		
Personal Pizza Shells	each	\$0.50		
Snow Flake rolls	Doz	\$2.15		
Snow Flake rolls w/w	Doz	\$2.25		
Snow Flake rolls m/g	Doz	\$2.35		
Club rolls	Doz	\$2.20		
Club rolls w/w	Doz	\$2.25		
Club rolls m/g	Doz	\$2.25		
Bread Crumb lb	LB	\$1.00		
Flat Bread m/g	Doz	\$2.60		
Hamburger Roll	Doz	\$1.40		
Hot Dog Roll	Doz	\$1.40		

**FORD - SCOTT**

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

1535 HAYEN AVENUE • PO BOX 538 • OCEAN CITY, NJ • 08226-0538
PHONE 609.399.6333 • FAX 609.399.3710
www.ford-scott.com

May 4, 2016

The Honorable President and
Members of the Board of Education
Hamilton Township Board of Education
1876 Dr. Dennis Foreman Drive
Mays Landing, N.J. 08330

We are pleased to confirm our understanding of the services we are to provide the Hamilton Township Board of Education for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Hamilton Township Board of Education as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the Hamilton Township Board of Education's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Hamilton Township Board of Education's required supplementary information in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following required supplementary information is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules.
3. Pension Liabilities and Contributions

The Hamilton Township Board of Education intends to issue a Comprehensive Annual Financial Report. We have also been engaged to report on supplementary information other than required supplementary information that accompanies the Hamilton Township Board of Education's financial statements. We will subject the following supplementary information, if applicable, to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal Awards.
2. Schedule of Expenditures of State Financial Assistance.
3. Combining and Individual Fund Schedules.
4. School Level Schedules.
5. Long-Term Debt Schedules.

The following information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

1. Statistical Information.
2. Introductory Section.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and New Jersey OMB 15-08, if applicable.

The reports on internal control and compliance will each include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance, Uniform Guidance, and New Jersey OMB Circular 15-08 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the New Jersey Department of Education Audit Guide, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of Uniform Guidance and New Jersey OMB Circular 15-08, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance and New Jersey OMB Circular 15-08, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified (unmodified), we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance in accordance with the requirements of Uniform Guidance and New Jersey OMB Circular 05-08. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance and related notes. You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance and related notes, and any other non-audit services we provide. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and schedule of expenditures of state financial assistance and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance and related notes prior to their

issuance and have accepted responsibility for them. Further, you are required to designate an individual, preferably from senior management, with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.


Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Hamilton Township Board of Education and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for preparation of the schedule of expenditures of federal awards in conformity with Uniform Guidance and the schedule of expenditures of state financial assistance in conformity with New Jersey OMB Circular 15-08. You agree to include our report on the schedule of expenditures of federal awards and schedule of expenditures of state financial assistance in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with Uniform Guidance and the schedule of expenditures of state financial assistance in accordance with New Jersey OMB 15-08; (2) that you believe the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance, including its form and content, are fairly presented in accordance with Uniform Guidance and New Jersey OMB Circular 15-08; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance.



You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported, on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with U.S. generally accepted accounting principles; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. generally accepted accounting principles; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.


Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements, schedule of expenditures of federal awards, federal award programs, compliance with laws, regulations, contracts and grant agreements, and other responsibilities required by generally accepted auditing standards.



Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by Uniform Guidance and New Jersey OMB Circular 15-08, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance and New Jersey OMB Circular 15-08.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, Uniform Guidance and New Jersey OMB Circular 15-08.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Hamilton Township Board of Education's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Uniform Guidance and New Jersey OMB Circular 15-08 require that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Uniform Guidance Compliance Supplement* and the applicable New Jersey OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Hamilton Township Board of Education's major programs. The purpose of these procedures will be to express an opinion on the Hamilton Township Board of Education's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and New Jersey OMB Circular 15-08.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, if applicable, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Ford, Scott & Associates, L.L.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State of New Jersey, Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If

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May 4, 2016

requested, access to such audit documentation will be provided under the supervision of Ford, Scott & Associates, L.L.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of New Jersey, Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Leon P. Costello is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will not exceed \$24,000. Our invoices for this fee will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2013 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Hamilton Township Board of Education and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

FORD, SCOTT & ASSOCIATES, L.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

Leon P. Costello

Leon P. Costello
Certified Public Accountant
Licensed Public School Accountant
No. 767

RESPONSE:

This letter correctly sets forth the understanding of the Hamilton Township Board of Education.

By: _____

Title: _____

Date: _____

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SCHOOL OF EDUCATION

101 Vera King Farris Drive • Galloway, NJ 08205
Phone (609) 652-4688 • Fax (609) 626-5528
Jeanne.delcolle@stockton.edu

Intermediate Fieldwork (80 hours) Placement Request for Fall 2016 Semester

This is not a request for student teacher placement

Once the student is accepted, he / she will contact the school to set up a schedule with the mentoring teacher.

Education course requirements for students in Intermediate Fieldwork include, but will not be limited to, the following assignments:

- Collect and analyze sample student work
- Work with groups of students as directed
- Maintain a daily log of fieldwork activities
- Teach a minimum of six whole class lessons
- Tutor students as directed
- Assist mentoring teacher as needed

Area of Certification	Dates	Student Information	School/District	Placement Request
K-6	September 6, 2016- December 15, 2016	Chelsea Abhau 170 Delaware Drive Pennsville NJ 08070 (609) 221-9943 abhau@go.stockton.edu	Hamilton Township School District	6,7,8 ELA or Social Studies

For School District Use

The mentoring teacher receives a certificate granting eight (8) hours of professional development credit for the IN field placement.

To confirm the above placement, please complete the information below and return this form to the School of Education via fax (609-626-5528) or email to fielddirector@stockton.edu.

Signature of School Official:

Stephen J. Santilli

School, if not indicated above::

William Davies Middle School

School Contact Person:

Stephen P. Santilli

School Phone:

609-476-6241

Mentoring Teacher's Name:

Rebecca McErlane

Grade Level:

6

Mentoring Teacher's E-Mail:

McErlane.r@hamiltonschools.org

Mentoring Teacher's Phone #:

609-625-6600 ext. 1026

Personnel-9

**HAMILTON TOWNSHIP SCHOOL DISTRICT
SCHOOL RESOURCE / ATTENDANCE OFFICER
PERFORMANCE EVALUATION**

Name _____

DATE _____

PERFORMANCE RUBRIC

- 1 Meets expected performance levels: Completes responsibilities as required
- 2 Area of Concern: Expected performance not effective—professional growth needed
- 3 Unsatisfactory: Does not meet minimum standards

I. SCHOOL SAFETY / EMERGENCY MANAGEMENT	1	2	3
Strong visible presence in school buildings, aware of crucial times during the day when presence is needed and available at these times			
Coordinates school safety training and drills throughout the year in conjunction with administration.			
Ensures that school emergency management plan is updated in a timely manner			
Routinely monitors safety conditions, to include traffic concerns and overall building upkeep as it relates to safety			
Coordinates security for after school functions and special events			
II. LAW ENFORCEMENT			
Demonstrates knowledge about state laws and local ordinances			
Demonstrates knowledge about school rules and discipline procedures			
Demonstrates knowledge about criminal / juvenile justice system			
Conducts detailed investigation of incidents, distinguishing between criminal offenses and school policy violations and takes appropriate law enforcement action			
Completes incident reports in a thorough, accurate and timely manner			
Handles court matters pertaining to attendance problems, prepares necessary reports and attends pre-trial conferences and/or court sessions as required			
Confers with appropriate district personnel in investigating all truancy and residency issues making the necessary home call / home visits			

Works well with outside law enforcement and juvenile justice agencies, serving as liaison between these agencies and the schools			
III. RESOURCE TO SCHOOLS			
Proactively works to solve student conflicts, issues and problems before they become a criminal offense			
Provides workshops/training/instructional/informational programs to students, parents, and staff			
Available for one-on-one and small group consultation with students and/or staff on law, safety and behavior-related topics			
Makes appropriate referrals of students to school and community resources / programs			
Works well with the administrative team, students, staff and parents to provide a safe school environment			
IV. PERSONAL QUALITIES			
Appearance and demeanor set an appropriate example for teachers and pupils			
Manages time appropriately and is punctual for school and scheduled events / appointments			
Communicates effectively, courteously and tactfully and treats everyone with respect and fairness.			
Takes part in professional development activities to improve knowledge and skills and keep all necessary certifications up-to-date			

ATTENDANCE RECORD FOR THE _____ SCHOOL YEAR.

It is noted that as of _____, you utilized the following:

	Sick Days
	Personal Days
	Professional Days
	Total

Superintendent Comments:

Conference Date: _____

School Resource / Attendance Officer

Maryann Banks, Ed.D.
Interim Superintendent

Hamilton Township School District

Office of Special Education

1876 Dr. Dennis Foreman Drive, Mays Landing, NJ 08330

District Website: hamiltonschools.org

Marylynn Stecher
Supervisor of Special Education
609.476.6313

Dana Kozak
Supervisor of Instruction for Special Education
609.476.6107

Mary Ellen Tantom
Administrative Assistant
609.476.6314

DEPARTMENTAL MEMORANDUM

TO: Dr. Maryann Banks, Superintendent of Schools
Mr. Mark Ritter, School Business Administrator
FROM: Marylynn Stecher, Supervisor of Special Education
C: Dana Kozak, Supervisor of Instruction for Special Education
Mary Ellen Tantom, Administrative Assistant
RE: Special Education Extended School Year and Summer Child Study Team Services
DATE: May 3, 2016

The Extended School Year (ESY) Program will run for six weeks, from July 5 until August 15, 2016. The Child Study Team staff will be employed for per case work. Below please find the names of the staff members who are being recommended for summer employment

Special Education Extended School Year Program July-August 2016

Special Education Teachers: maximum of 150 hours per teacher at \$49.60/hour

- Mrs. Deanna Allen, Multiply Disabled Teacher and Lead Teacher (plus a \$600 stipend in addition to the salary for her additional duties)
- Mrs. Laurie Derringer, Preschool Disabilities Teacher
- Mrs. Karen Sauerbrey, Preschool Disabilities Teacher
- Ms. Jackie Lautato, Autism Teacher
- Ms. Lea Pickering, Multiply Disabled Teacher
- Ms. Jessica Malloy, Multiply Disabled Teacher

Teacher Substitutes: as needed at \$49.60/hour

- Ms. Lori Bernard, Substitute Teacher
- Mrs. Sheldis Hewish, Substitute Teacher
- Ms. Amanda Fortune, Substitute Teacher
- Ms. Kelly Ho, Substitute Teacher
- Mr. Nick Gabriel, Substitute Teacher

School Nurse:

- Mrs. Barbara Graf, Nurse- maximum of 120 hours at \$49.60/hour
- Ms. Laura Christman, Substitute Nurse as needed if Mrs. Graf is absent at \$100/day

All Children Can Learn!  All Children Can Succeed!

RECIPIENT OF NATIONAL BLUE RIBBON AWARD, NEW JERSEY DEPARTMENT OF EDUCATION STAR SCHOOL AND BEST PRACTICE AWARDS

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Other Certificated Staff: \$49.60/hour not to exceed 100 hours per staff member

- Mrs. Vanessa DeCesari, Physical Therapy, in accordance with IEPs
- Mrs. Ashley Galbiati, Occupational Therapy, in accordance with IEPs
- Ms. Kelly Pinnix, Speech Therapy, in accordance with IEPs
- Mrs. Anne Nelson, Speech Therapy, in accordance with IEPs
- Mrs. Karen Fink, Speech Therapy, in accordance with IEPs
- Ms. Caitlin Ponticello, Speech Therapy, in accordance with IEPs
- Ms. Lindsay Scott, Speech Therapy, in accordance with IEPs
- Ms. Lindsay Laielli, Speech Therapy, in accordance with IEPs
- Ms. Gina DeBerardinis, Teacher of the Deaf, in accordance with IEPs

Paraprofessionals: maximum of 135 hours per para at \$14.00/hour

- Rica Bilko
- Michelle Mick
- Michelle Nilan
- Annette Palmieri
- Jeanne Petrillo
- Sherry Prior
- Jen Quartararo
- Vivian Ragan
- Rebecca Rosen
- Michelle Slack
- Lois Townsend
- Jackie Tummon
- Lorraine Von Hess
- Allison Williams
- Marla Kanevsky
- Jaclyn Smit
- Taylor Mondorff

Para Subs at \$14/hour

- Katie Snyder (sub)
- Renee Richards (sub)
- Rita Cohen (sub)
- Iris Townsend (sub)
- Lisa King (sub) (as needed)

Per Case Child Study Team Members
June-August 2016

School Psychologists:

Jeff Wellington
Andrew Disque
Kelly Crowder
Kate Cariss

Learning Consultants:

Brooke Parsons
Thelma Trego
Toni Ricelli

Social Workers:

Ann Bucknam
Revaé Burton

OT/PT:

Vanessa DeCesari
Ashley Galbiati

Speech Therapists:

Anne Nelson
Kelly Pinnix
Karen Fink
Lindsay Scott
Lindsay Laielli
Caitie Ponticello

*The number of summer evaluations will be determined by the special education administration in accordance with the mandated rules governing timelines for special education evaluations. The CST Members are paid \$300 per case not to exceed 30 cases per team member.

Thank you for your consideration of these requests.

POLICY

HAMILTON TOWNSHIP BOARD OF EDUCATION

Bylaws
0155/Page 1 of 1
BOARD COMMITTEES

0155 BOARD COMMITTEES

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

The President shall appoint Board members to serve a one-year term on the following Board standing committees: ~~Buildings and Grounds~~ ^{FACILITIES}, Finance, Personnel, Curriculum ~~Programs~~, Policy, ~~Transportation~~ ^{TRANSPORTATION/DISCIPLINE}, and Negotiations.

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

^{ALL} ~~THE PERSONNEL COMMITTEE~~ ^{SHALL CONSIST OF NO MORE THAN} ~~other~~ Committees shall consist of no more than four Board members, one of whom ^{TWO} shall be the President, who shall serve as ex officio member on all Board committees. ^{Board members.} The ex officio member may participate in the discussion of any matter before the committee, but shall not participate in the final recommendation. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee.

A chairperson shall be appointed by the President.

Committee meetings may be called at any time by the committee chairperson or when a meeting is requested by a majority of the members of the committee. ~~At least~~ ^{Two} committee members, not counting the ex officio member, must be present for the committee meeting to be conducted.

Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

Adopted: 17 October 2000



BYLAW GUIDE

BYLAWS

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Public Participation in Board Meetings

Mar 16

[See POLICY ALERT Nos. 181, 197 and 208]

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

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

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, **municipality** place of residence, and group affiliation, if applicable appropriate;

[Option – select one option for 2.

2. In the event it appears the public comment portion of the meeting may exceed _____ minutes, the presiding officer may limit each statement made by a participant to **(not less than three)** _____ minutes' duration;

or

2. Each statement made by a participant shall be limited to **(not less than three) THREE** minutes' duration;]

3. No participant may speak more than once on the same topic ~~until all others who wish to speak on that topic have been heard;~~

4. All statements, **questions, or inquiries** shall be directed to the presiding officer; **and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member** ~~no participant may address or question Board members individually;~~

OK

Leave and current statement limiting public portion to 30 min

See insert

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BYLAW GUIDE

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Public Participation in Board Meetings

5. The presiding officer may:
- a. Interrupt, warn, **and/or** terminate a participant's statement, **question, or inquiry** when ~~it the statement~~ is too lengthy, abusive, obscene, or irrelevant;
 - b. Interrupt **and/or** warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
 - cb. Request any **person individual** to leave the meeting when that person does not observe reasonable decorum;
 - de. Request the assistance of law enforcement officers in the removal of a disorderly person when **that person prevents or that person's conduct disrupts a meeting with an act that obstructs or** interferes with ~~the orderly progress of the~~ a meeting;
 - ed. . Call for a recess or an adjournment to another time when the lack of public decorum ~~so~~ interferes with the orderly conduct of the meeting ~~as to warrant such action;~~ and
 - fe. Waive these rules when necessary for the protection of privacy or **to maintain an the orderly operation of the Board meeting** ~~efficient administration of the Board's business.~~

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

Adopted:



V. 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 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.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

Insert

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

VI. Moment of silence for private reflection

VII. Approval of Minutes

Action

1. Motion to approve the regular and executive session minutes of the meeting of _____, 2015 (attachment Minutes-1).

Motion _____ Second _____ Vote _____

VIII. Correspondence

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

- X. Board Member Comments

- XI. Superintendent/Staff Reports

BYLAW GUIDE

BYLAWS
0168/page 1 of 4
Recording Board Meetings
Mar 16

[See POLICY ALERT Nos. 111, 128, 170, 195 and 208]

0168 RECORDING BOARD MEETINGS

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

Minutes

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

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

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

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

Optional

[Electronic Recording

The ^{TECHNOLOGY} TEAM shall make
→ X an audio ^{AND VIDEO} tape recording
 a video tape recording
of each Board meeting



BYLAW GUIDE

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Recording Board Meetings

Optional

~~and Executive Session~~

as an administrative aid in the preparation of minutes. The recording shall be

Choose only one of the following options:

☒ retained for 45 days (must be at least forty-five days) or until either summary or verbatim transcripts have been approved as minutes, whichever is longer, after which time they may be erased only if permission is granted by the New Jersey Department of State, Division of Archives and Record Management. All such recordings will be erased or destroyed in compliance with laws and rules for the destruction of public records.

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

 permanently preserved as a governmental record in accordance with the Open Public Records Act.

Recording by the Public

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

The Board will permit the use of **audio or video recording devices by members of the public to record public meetings.**

*Not
Recommended*



BYLAW GUIDE

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Recording Board Meetings

Prior notice to audio or video record a public meeting is not required provided the person operates the recording device while sitting in the area designated by the Board for public seating. The recording of a meeting from this area shall not obstruct or distract any member of the public from observing and listening to the proceedings of the meeting. If the recording is obstructing the view or is distracting to members of the public, the presiding officer or designee will require the person recording the meeting to relocate to another area of the meeting room.

In the event a member of the public wants or needs to audio or video record a public meeting from an area other than the area designated for public seating, the person shall provide notice of such request ~~only when notice of such intended use has been given~~ to the Board Secretary in advance of the meeting. The Board Secretary or designee shall review the ~~video~~ recording guidelines outlined in this Bylaw with the person requesting to ~~video~~ record the meeting. ~~Prior notice is not required to audio record a meeting.~~

~~All audio and video recording devices shall be silent in operation, inoffensive, and unobtrusive.~~ Any member of the public wanting to use a ~~video~~ recording device from an area other than the area designated for public seating must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer or designee ~~of the meeting~~. Prior to the meeting, the presiding officer or designee will determine the location of each recording device so ~~each~~ the video recording device can ~~video~~ record the meeting with an unobstructed view and each audio recording device can record a meeting so the speakers and meeting proceedings can be properly recorded. The location of any recording device operated from an area other than the area designated for public seating will be in an area of the meeting room that is not distracting or obtrusive to Board members, members of the public, or the orderly operation of the meeting. Any recording device used outside the area designated for public seating shall be located within a similar distance from the Board as the public seating area. The presiding officer or designee shall determine when the number of recording devices used outside the area designated for public seating interferes with the conduct of a Board meeting and may order that an interfering recording device be removed or relocated. ~~The presiding officer may permit a person wanting to video record the meeting using a small hand held video recording device to sit with their video recording device in the public seating area of the meeting room provided the person recording and/or the recording device is not distracting or obtrusive to the~~



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BYLAW GUIDE

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Recording Board Meetings

~~A person that wants to audio record a public meeting shall sit with their audio recording device in the public seating area of the meeting room and shall not be distracting or obtrusive to the meeting. Additional lighting shall not be used unless approved by the presiding officer or designee prior to the meeting. All recording devices and any related equipment must be battery operated or operational without the use of district electricity; as the district cannot will not permit such equipment to be connected to the school district's electrical service guarantee convenient availability or location of electric outlets in the meeting room.~~

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

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

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

Adopted:



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POLICY GUIDE

PROGRAM

2422/page 1 of 7

Health and Physical Education

Mar 16

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[See POLICY ALERT Nos. 102, 139, 161, 172 and 208]

2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Department of Education Core Curriculum Content Standards (CCCS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the CCCS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community. The mission of the CCCS for comprehensive health and physical education is knowledge of health and physical education concepts and skills to empower students to assume lifelong responsibility to develop physical, social, and emotional wellness.

The CCCS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the CCCS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires instruction in accident and fire prevention. Regular courses of instruction in accident prevention and fire prevention shall be given in every public and private school in New Jersey. Instruction shall be adapted to the understanding of students at different grade levels.
2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires instruction on breast self-examination. The Board of Education shall operate an educational program for students in grades seven through twelve with instruction in breast self-examination. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide school districts with sample activities that may be used to support implementation of the instructional requirement.

Replaces
2425
needs to
be abolished
and 2422
adopted

makes
generic
references
to CCCS
so that we
no longer have
to revise policy
if there is a
change in the
CCCS

also
cites
mandated
statutes
for
curriculum
items

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Health and Physical Education

3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs. The school district is encouraged to establish bullying prevention programs and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement, and community members. To the extent funds are appropriated for these purposes, the school district shall: (1) provide training on the school district's Harassment, Intimidation, or Bullying Policy to school employees and volunteers who have significant contact with students; and (2) develop a process for discussing the district's Harassment, Intimidation, or Bullying Policy with students. Information regarding the school district Policy against harassment, intimidation, or bullying shall be incorporated into the school's employee training program.
4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness. The Commissioner of Education, in consultation with the State school Boards, shall develop a cancer awareness program appropriate for school-aged children.
5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve. The school district shall incorporate dating violence education that is age appropriate into the health education curriculum as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education for students in grades seven through twelve. The dating violence education shall include, but not be limited to, information on the definition of dating violence, recognizing dating violence warning signs, and the characteristics of healthy relationships.
6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse. The Board of Education may include instruction on the problems of domestic violence and child abuse in an appropriate place in the curriculum of elementary school, middle school, and



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Health and Physical Education

high school students. The instruction shall enable students to understand the psychology and dynamics of family violence, dating violence, and child abuse; the relationship of alcohol and drug use to such violence and abuse; the relationship of animal cruelty to such violence and abuse; and to learn methods of nonviolent problem-solving.

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students. A Board of Education that operates an educational program for elementary school students shall offer instruction in gang violence prevention and in ways to avoid membership in gangs. The instruction shall take place as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education and the comprehensive health and physical education curriculum framework shall provide the school district with sample materials that may be used to support implementation of the instructional requirement.
8. Health, Safety, and Physical Education (N.J.S.A. 18A:35) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week. Every student, except Kindergarten students, attending the public schools, insofar as he or she is physically fit and capable of doing so, as determined by the medical inspector, shall take such courses, which shall be a part of the curriculum prescribed for the several grades. The conduct and attainment of the students shall be marked as in other courses or subjects, and the standing of the student in connection therewith shall form a part of the requirements for promotion or graduation. The time devoted to such courses shall aggregate at least two and one-half hours each school week, or proportionately less when holidays fall within the week.
9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines. Instructional programs on the nature of



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drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances, as defined in Section 2 of P.L.1970, c.226 (C.24:21-2), and their physiological, psychological, sociological, and legal effects on the individual, the family, and society shall be taught in the public school and in each grade from Kindergarten through grade twelve in a manner adapted to the age and understanding of the students. The programs shall be based upon the curriculum guidelines established by the Commissioner of Education and shall be included in the curriculum for each grade in such a manner as to provide a thorough and comprehensive treatment of the subject.

10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1) requires the development of Lyme disease curriculum guidelines. The guidelines shall emphasize disease prevention and sensitivity for victims of the disease. The Commissioner of Education shall periodically review and update the guidelines to insure that the curriculum reflects the most current information available.
11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve. The goals of the instruction shall be to:
 - a. Emphasize the benefits of organ and tissue donation to the health and well-being of society generally and to individuals whose lives are saved by organ and tissue donations, so that students will be motivated to make an affirmative decision to register as donors when they become adults.
 - b. Fully address myths and misunderstandings regarding organ and tissue donation.
 - c. Explain the options available to adults, including the option of designating a decision-maker to make the donation decision on one's behalf.
 - d. Instill an understanding of the consequences when an individual does not make a decision to become an organ donor and does not register or otherwise record a designated decision-maker.



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The instruction shall inform students that, beginning five years from the date of enactment of P.L.2008, c.48 (C.26:6-66 et al.), the New Jersey Motor Vehicle Commission will not issue or renew a New Jersey driver's license or personal identification card unless a prospective or renewing licensee or card holder makes an acknowledgement regarding the donor decision pursuant to Section 8 of P.L.2008, c.48 (C.39:3-12.4). The Commissioner of Education, through the non-public school liaison in the Department of Education, shall make any related instructional materials available to private schools educating students in grades nine through twelve, or any combination thereof. Such schools are encouraged to use the instructional materials at the school; however, nothing in N.J.S.A. 18A:7F-4.3 shall be construed to require such schools to use the materials.

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program. The Department of Education in consultation with the advisory committee shall develop and establish guidelines for the teaching of sexual assault prevention techniques for utilization by local school districts in the establishment of a sexual assault prevention education program. Such program shall be adapted to the age and understanding of the students and shall be emphasized in appropriate places of the curriculum sufficiently for a full and adequate treatment of the subject.
13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence. Any sex education that is given as part of any planned course, curriculum, or other instructional program and that is intended to impart information or promote discussion or understanding in regard to human sexual behavior, sexual feelings and sexual values, human sexuality and reproduction, pregnancy avoidance or termination, HIV infection or sexually transmitted diseases, regardless of whether such instruction is described as, or incorporated into, a description of "sex education," "family life education," "family health education," "health education," "family living," "health," "self esteem," or any other course, curriculum program, or goal of



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education, and any materials including, but not limited, to handouts, speakers, notes, or audiovisuals presented on school property concerning methods for the prevention of acquired immune deficiency syndrome (HIV/AIDS), other sexually transmitted diseases, and of avoiding pregnancy, shall stress that abstinence from sexual activity is the only completely reliable means of eliminating the sexual transmission of HIV/AIDS and other sexually transmitted diseases and of avoiding pregnancy.

14. Suicide Prevention (N.J.S.A. 18A:6-111) requires instruction in suicide prevention in public schools. Instruction in suicide prevention shall be provided as part of any continuing education that public school teaching staff members must complete to maintain their certification; and inclusion of suicide prevention awareness shall be included in the CCCS in Comprehensive Health and Physical Education.
15. Cardiopulmonary Resuscitation (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires instruction in the use of automated external defibrillator for students. Instruction shall be provided in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student in a public school that includes grades nine through twelve prior to graduation as part of the district's implementation of the CCCS in Comprehensive Health and Physical Education. The instruction provided shall be modeled from an instructional program established by the American Heart Association, American Red Cross, or other nationally recognized association and shall include a hands-on learning component.
16. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the New Jersey Department of Education's CCCS in Comprehensive Health and Physical Education.



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Health **and** Physical Education

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

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

Adopted:



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POLICY

HAMILTON TOWNSHIP BOARD OF EDUCATION

ABOLISH

Current

Program
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PHYSICAL EDUCATION

2425 PHYSICAL EDUCATION

The Board of Education recognizes the value of physical activity in the development and maintenance of sound physical and mental health, and encourages all pupils to participate fully in the physical education program. Accordingly, the Board directs the establishment, in accordance with law, and the New Jersey Core Curriculum Content Standards of a program of physical education and the enrollment therein of every pupil in attendance in the schools of this district, insofar as each is physically capable of participation. Each course will provide pupils with a regimen of physical exercise and activity, assist pupils in the development of physical skills and achievements, encourage pupils in a spirit of sharing and cooperation, and instill in pupils a life-long appreciation for physical activity. The successive courses of physical education will be so designed as to provide pupils with exposure to a variety of athletic and physical activities.

N.J.S.A. 18A:35-5

Adopted: 17 October 2000
Revised: 5 December 2000

*needs to
be abolished*



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Mandated

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Athletic Competition
Mar 16
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[See POLICY ALERT Nos. 102, 120, 139, 157, 164, 168, 196, 198 and 208]

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 students 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, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students 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, and/or intramural athletic programs within a school or among schools in the district

[~~Optional~~ Required for school districts with a cheerleading program

~~and any cheerleading program or activity in the school district.]~~

We do not have

Eligibility Standards

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



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Athletic Competition

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

[For School Districts with High School Students and NJSIAA Athletics]

- X 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 students 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 Students and NJSIAA Athletics]

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

X 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 Students]

- 2. X A student in grades 6 through 8 is eligible for participation in school district sponsored programs of athletic competition if he/she passed all courses required for promotion or graduation in the preceding _____ (semester, marking period, or other).

X A student in grades 6 through 8 is eligible for participation in school district sponsored programs of athletic competition if he/she _____



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Athletic Competition

Home schooled children in grades 6 through 6 are
(☐ eligible ☒ not eligible) to participate in school district
sponsored programs of athletic competition of this district.]

[Options for All Students

3. ☒ A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 10 school days in the (school year) marking period semester other prior to the student commencing participation in school district sponsored programs of athletic competition.

☒ A student who is absent (with an excused absence with an unexcused absence) for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

☒ A student who is serving an (in-school ^{AND/OR} out-of-school in-school or out-of-school) suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.]

[Optional

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

Notice of the school district's eligibility requirements shall be available to students.

Health Requirements Required Examinations -- Interscholastic or Intramural Team or Squad

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



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Athletic Competition

Students enrolled in grades six to twelve must receive a medical examination, **in accordance with the provisions of N.J.S.A. 18A:40-41.7**, prior to participation on a in school-sponsored interscholastic or intramural ~~programs of athletic team or squad competition~~

[Optional Required for school districts with a cheerleading program

_____ and any cheerleading program or activity.]

~~A medical examination is the assessment of an individual's health status. The examination shall be conducted within 365 days prior to the first day of official practice session in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent(s) or legal guardian(s) for the provision of health care. If a student does not have a medical home, the school district shall provide the this examination at the school physician's office or other comparably equipped facility. The parent(s) or legal guardian(s) may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.~~

~~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.~~

~~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.~~



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Athletic Competition

~~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 student 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 and Regulation 2431.2.~~

~~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 conduct the medical examination. The medical report shall indicate whether the student 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 student's medical home for completion. A student that does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.~~

~~If the student's medical examination was completed more than sixty days prior to the first practice session, the student must provide a health history update of medical problems experienced since the last medical examination in accordance with N.J.A.C. 6A:16-2.2(h)1.iii. 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 student's participation, based solely on the medical report, or the written reasons for the school physician's disapproval of the student's participation. The school physician's signature on the notification indicates the medical report complies with the requirements of N.J.A.C. 6A:16-2.2(h)iv.~~

Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student's health record.

Optional

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



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Athletic Competition

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student 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 not less than once in each school year and shall be disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts 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 Students 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:16-2.1 et seq.

Adopted:



Policy 17

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Medical Examination ~~Prior to Determine Fitness~~
for Participation in Athletics on a School-
Sponsored Interscholastic or
Intramural Team or Squad
Mar 16
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[See POLICY ALERT Nos. 157, 198 and 208]

R 2431.2 MEDICAL EXAMINATION PRIOR TO DETERMINE FITNESS
FOR PARTICIPATION IN ATHLETICS ON A SCHOOL-
SPONSORED INTERSCHOLASTIC OR
INTRAMURAL TEAM OR SQUAD

- A. Students are required to receive medical examinations in accordance with the provisions of N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.2(f). Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility.

The school district shall ensure students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and prior to participation on a school-sponsored interscholastic or intramural team or squad for students in grades six through twelve.

1. Required Medical Examination

- a. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, advanced practice nurse (APN), or physician assistant (PA).
- b. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at, <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.

OK
Mandated?
Physical Exam

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Medical Examination ~~Prior to Determine Fitness~~
for Participation in Athletics on a School-
Sponsored Interscholastic or
Intramural Team or Squad

- (1) Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41.d.
 - (a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
 - (2) The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
 - (3) An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire



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Medical Examination **Prior** to ~~Determine Fitness~~
~~for Participation in Athletics~~ on a School-
Sponsored Interscholastic or
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shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- (1) Been advised by a licensed physician, APN, or PA not to participate in a sport;
- (2) Sustained a concussion, been unconscious, or lost memory from a blow to the head;
- (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;
- (4) Fainted or blacked out;
- (5) Experienced chest pains, shortness of breath, or heart racing;
- (6) Had a recent history of fatigue and unusual tiredness;
- (7) Been hospitalized, visited an emergency room, or had a significant medical illness;
- (8) Started or stopped taking any over the counter or prescribed medications; or
- (9) Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.



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Medical Examination ~~Prior to Determine Fitness~~
for Participation in Athletics on a School-
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- d. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- e. The Board of Education will not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.
- f. The school district shall distribute to a student-athlete and his or her parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
 - (1) A student-athlete and his or her parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it to the student's school pursuant to N.J.S.A. 18A:40-41.d.
 - (2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.
 - (3) The Commissioner shall distribute the pamphlet, at no charge, to all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.

Adopted:



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Eligibility of Resident/Nonresident Students

Mar 16

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[See POLICY ALERT Nos. 96, 109, 128, 143, 160, 171, 173, 189 and 208]

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The 7/1 Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 et seq.

A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child in accordance with N.J.A.C. 6A:22-3.2 et seq. A student is only eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 this provision if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file, if so required by the Board of Education district, a sworn statement that he or she: is domiciled within the school district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all

New Jersey National Guard

Supportive

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Eligibility of Resident/Nonresident Students

personal obligations for the student relative to school requirements; and provides a copy of his or her lease if a tenant, ~~or a sworn landlord's statement if residing as a tenant without a written lease,~~ **or a mortgage or tax bill if an owner.** Pursuant to N.J.S.A. 18A:38-1.(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school **in this school district** free of charge pursuant to N.J.S.A. 18A:38-1.(b) if the student is kept in the home of a person domiciled in the **school district, who is not other than the parent or guardian;** ~~where and~~ the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service **in the United States armed forces** in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year **during which** ~~upon~~ the parent or guardian's returns from active military duty.

A student is eligible to attend school **in this school district** free of charge pursuant to N.J.S.A. 18A:38-1.(d) if the student's parent or guardian temporarily resides within the **school district** and elects to have the student attend **the school** ~~in the district of temporary residence,~~ notwithstanding the existence of a domicile elsewhere. **When** ~~Where~~ required by the **Board of Education** ~~district,~~ the parent or guardian shall demonstrate ~~that such~~ **the** temporary residence is not solely for purposes of a student attending **the school** ~~within the district of temporary residence.~~ **When** ~~Where~~ one of a student's parents or guardians temporarily resides in the **school district** while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A student is eligible to attend **this school** ~~in the district~~ free of charge:

1. If the student's parent or guardian moves to another **school district** as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the student is placed **by court order** ~~in the home of a district resident by court order (as defined in N.J.A.C. 6A:22-3.2(e))~~ or by a society, agency, or institution **in the home of a school district resident** pursuant to N.J.S.A. 18A:38-2;



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Eligibility of Resident/Nonresident Students

3. If the student ~~had~~ previously resided in the **school** district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the **school** district, pursuant to N.J.S.A. 18A:38-3.(b). The **school** district shall not be obligated for transportation costs; and
4. If the student resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h). If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.

A student's eligibility to attend this school shall not be affected by ~~the~~ physical condition of an applicant's housing, or his or her ~~an applicant's~~ compliance with local housing ordinances, or terms of lease ~~shall not affect~~ eligibility to attend school.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school and the school district shall not condition enrollment in the school district on immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

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Eligibility of Resident/Nonresident Students

Proof of Eligibility

The ~~district~~ **Board of Education** shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the **school** district in accordance with the provisions of N.J.A.C. 6A:22-3.4 ~~et seq.~~. The **Board of Education** ~~district~~ shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form of ~~documentation~~, or a ~~particular~~ subset of documents, without regard to other evidence presented.

The ~~district~~ **Board of Education** shall not condition enrollment on the receipt of ~~require or request~~ any information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) or pertinent parts thereof if voluntarily disclosed by the applicant. However, ~~these protected documents or information, or pertinent parts thereof, may be voluntarily disclosed by the person(s) seeking enrollment in the district.~~ However, ~~The district~~ **Board of Education** may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment. However, in the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

Registration Forms and Procedures for Initial Assessment ~~and Enrollment~~

Registration, ~~and initial determinations of eligibility, and enrollment~~ will be in accordance with N.J.A.C. 6A:22-4.1 ~~et seq.~~. The ~~district~~ **Board of Education** shall use **Commissioner-provided** registration forms ~~provided by the Commissioner of Education~~ or locally developed forms that are consistent with the forms provided by the Commissioner. A district-level ~~school~~ administrator designated by the Superintendent ~~shall~~ **will** be ~~available and~~ clearly identified to applicants, ~~and available~~ to assist persons who ~~experience~~ **are experiencing** difficulties with the ~~registration/enrollment~~ process.



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Eligibility of Resident/Nonresident Students

Initial ~~determinations~~—of eligibility **determinations** shall be made upon presentation of an **enrollment** application, ~~for enrollment and enrollment shall take place immediately in all cases except in cases~~ those of clear, uncontested denials. **Enrollment shall take place immediately when** ~~Where~~ an applicant has provided incomplete, unclear, or questionable information, ~~enrollment shall take place immediately; but the applicant shall be notified that the student will be removed from the school district will be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 et seq.~~

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

When ~~Where~~ enrollment is denied and no intent to appeal is indicated, applicants shall be advised ~~that they shall comply with compulsory education laws.~~ **When the student is between the ages of six and sixteen, applicants also shall** ~~In this case, the parent(s) or guardian(s) shall, where the student is between the ages of six and sixteen, be asked to complete a written statement indicating that the student will be attending school in another school district, attending or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of event this written statement, is not provided, the district level administrator designated by the Superintendent designated staff shall report to shall notify the school district of actual domicile or residence, or the Department of Children and Families, to report a potential instance of "neglect" for the purposes of ensuring compliance with compulsory education law, pursuant to N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff and shall also indicate that admission to the school district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.~~



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Eligibility of Resident/Nonresident Students

Enrollment or attendance ~~at in~~ the school district shall not be conditioned on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon the absence of the certified copy of the student's birth certificate or other proof of a student's identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the school district shall not be denied based upon absence of student medical information. However, ~~although~~ actual attendance at school may be deferred until the student complies with student as necessitated by compliance with rules regarding immunization rules set forth in of students, N.J.A.C. 8:57-4.1 et seq.

When ~~e~~Enrollment in the school district, attendance at school, or the receipt of educational services where attendance in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised that the initial educational placement of the student student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student by the district.

Notice of Ineligibility

When a student is found ~~If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-1.1 et seq., or the student's initial application initially submitted is found to be deficient upon subsequent review or investigation, the school district notice shall immediately shall provide be provided to the applicant notice that is consistent with sample form(s) to be provided by the Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4 et seq.~~ Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside. The Notices of Ineligibility shall be provided and shall include information as outlined required in accordance with N.J.A.C. 6A:22-4.2 et seq.



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Eligibility of Resident/Nonresident Students

Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this Policy shall preclude the Board of Education from identifying seeking to identify, through further investigation or periodic requests for current revalidation of previously determined eligibility status, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student, who is enrolled and attending school in the district based on an initial eligibility determination of eligibility, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal of the student in accordance with the provisions of N.J.A.C. 6A:22-4.3(b). No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) as the case may be, has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult student or resident keeping an "affidavit student", as the case may be, does not respond to the Superintendent's notice within the designated time frame to the Superintendent's notice or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility or ineligibility and shall immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2 et seq. The Hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No student may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

Appeal to the Commissioner

An applicant may appeal The district's determination that a student is ineligible to attend the schools of the district may be appealed to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools by the parent, guardian, adult student or resident keeping an "affidavit student", as the case may be. Appeals Such appeals shall be initiated by petition which shall be filed proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1.(b)(1), appeals of "affidavit student" eligibility determinations shall must be filed by the resident keeping the student.



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Eligibility of Resident/Nonresident Students

Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a **an ineligibility** determination ~~of ineligibility~~, the Board of Education may assess tuition for ~~any period of a student's ineligible attendance~~, for **up to one year of a student's ineligible attendance**, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. **If the responsible party does not pay the tuition assessment, the Board of Education** ~~district~~ may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10; through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

If an appeal to the Commissioner is filed and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a). Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2.

Nonresident Students

The admission of a nonresident **student child** to school free of charge must be approved by the Board. No **student child** otherwise eligible shall be denied admission on the basis of the **student's child's** race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.

Optional

[Children Who Anticipate Moving to or from the District]

A nonresident **student child** otherwise eligible for attendance whose parent(s) or guardian(s) anticipates **school** district residency and has entered a contract to buy,



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Eligibility of Resident/Nonresident Students

build, or rent a residence in this school district may be enrolled without (with or without) payment of tuition for a period of time not greater than 6 weeks prior to the anticipated date of residency. If any such student does not become a resident of the school district within 6 weeks after admission to school, tuition will be charged for attendance commencing the beginning of the 7th week and until such time as the student becomes a resident or withdraws from school.

Students whose parent(s) or guardian(s) have moved away from the school district on or after APRIL 1 (date) and ~~twelfth grade students whose parent(s) or guardian(s) have moved away from the school district on or after~~ (date) will be permitted to finish the school year in this school district without (with or without) payment of tuition.]

Optional

[Children of District Employees

Children of Board of Education employees who do not reside in this school district may be admitted to school in this district with (with or without) payment of tuition, provided that the educational program of such children can be provided within school district facilities.]

Optional

[Other Nonresident Students Children

Other nonresident students children, otherwise eligible for attendance, may be admitted to school in this school district with (with or without) payment of tuition and Board approval if their admission is warranted by the inaccessibility of school in their home district, the singular availability of an appropriate educational program in this district, the avoidance of transfer and readmission of a child whose legal custody is shared by a parent(s) or guardian(s) residing in this district, or other good cause.]

N.J.S.A. 18A:38-1 et seq.; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

Adopted:

Recommended

Current Policy

Current policy has Reduced fee \$3500 fee

Keep \$ with Fee

Do they want this?

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A nonresident child otherwise eligible for attendance whose parent(s) or guardian(s) anticipates district residency and has entered a contract to buy, build, or rent a residence in this district may be enrolled without payment of tuition for a period of time not greater than 60 calendar days prior to the anticipated date of residency. If any such pupil does not become a resident, tuition will be charged for attendance commencing the beginning of the 61st day and until such time as the pupil becomes a resident or withdraws from school.

A security deposit for tuition for the first twenty days of attendance will be required at registration. The security deposit of tuition will be reimbursed when the pupil becomes a resident (if within sixty days) or the security deposit will be applied to the tuition bill (if after sixty days).

Pupils whose parent(s) or guardian(s) have moved away from the school district on or after April 1st will be permitted to finish the school year in this district without payment of tuition.

Children of Nonresident Staff Member

Current Policy

Children of nonresident employees of the Board may be enrolled in the schools of this district with payment of tuition as per a fee schedule of \$3,500.00 per year as established by the Board. Admission of children of nonresident employees of the Board shall be subject to availability of space and approval of the Board for each applicant. The Board reserves the right to deny initial registration of a nonresident employee's child because of available space. When a child of a nonresident employee is eligible and enrolled under the provisions of this policy, such child will ~~not~~ be denied ensuing years because of space.

N.J.S.A. 18A:38-1 et seq.

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.;

6A:22-1.1 et seq.

Adopted: 17 October 2000

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Eligibility of Resident/Nonresident Students

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[See POLICY ALERT Nos. 109, 128, 160, 173, 189 and 208]

R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

A. Definitions

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.(b) and N.J.A.C. 6A:22-3.2(a) ~~6A:22-3.1(a)2.~~
2. ~~"Appeal to the Commissioner"~~ or "appeal" means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, **Controversies and Disputes.**
3. **"Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.**
43. "Commissioner" means the Commissioner of Education or his/her designee.
54. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district **unless it can be proven** ~~subject to a rebuttable presumption~~ that the child **does not actually live** ~~is actually living~~ with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.(e).
5. ~~"Parent" means the natural or adoptive parent, foster parent, and surrogate parent.~~

B. Eligibility to Attend School – Students Domiciled in the District

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:



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Eligibility of Resident/Nonresident Students

- a. A student is domiciled in the **school** district when he or she is living with a parent or guardian whose **permanent home domicile** is located within the **school** district. ~~A home is permanent when the parent or guardian intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.~~
- (1) **When** ~~Where~~ a student's parents or guardians are domiciled within different **school** districts, and ~~where~~ there is no court order or written agreement between the parents designating the **school** district **of attendance** ~~for school attendance~~, the student's domicile is the **school** district of the parent or guardian with whom the student lives for the majority of the school year. **This provision shall apply** regardless of which parent has legal custody.
- (2) **When** ~~Where~~ a student's physical custody is shared on an equal-time, alternating week/month or other similar basis ~~so such that~~ the student is not living with one parent or guardian for a majority of the school year, and ~~where~~ there is no court order or written agreement between the parents designating the **school** district ~~of for school attendance~~, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the **application** ~~date of the application~~.
- (a) **When** ~~If~~ a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. **When** ~~Where~~ the parents or guardians do not designate, or cannot agree upon, the student's likely residence as of that date, or if on that date the student is not residing



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Eligibility of Resident/Nonresident Students

with the parent or guardian previously indicated, the student ~~shall will~~ attend school in the **school** district of **domicile** of ~~where~~ the parent or guardian with whom the student **actually lives** is ~~actually living~~ as of the last school day prior to October 16 is domiciled.

- (b) **When** ~~Where~~ the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) **When** ~~Where~~ a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's **right** ~~entitlement~~ to attend school in the parent or guardian's **school** district of domicile pursuant to the provisions of N.J.A.C. 6A:22.
- (4) **No school** The district shall ~~not~~ be required to provide transportation for a student residing outside the **school** district for all or part of the school year; ~~other than that~~ **unless transportation is** based upon the home of the parent or guardian domiciled within the **school** district **or otherwise** ~~to the extent required by law, as a result of being the district of domicile for school attendance purposes pursuant to the provisions of N.J.A.C. 6A:22.~~
- b. A student is domiciled in the **school** district when he or she has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a **domicile** ~~permanent home~~ within the **school** district. A ~~home is permanent when the student intends to return to it when absent and has no present intent of moving from it, notwithstanding the existence of homes or residences elsewhere.~~



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Eligibility of Resident/Nonresident Students

- c. A student is domiciled in the **school** district when the student has come from outside the State and is living with a person domiciled in the **school** district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-30(e) **2A:34-54 ("home state" definition)** and **2A:34-65.a(1)** N.J.S.A. ~~2A:34-31~~. However, a ~~any such~~ student may later be subject to removal proceedings if application for legal guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
 - d. A student is domiciled in the **school** district when his or her parent or guardian resides within the **school** district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the **school** district if the Department of Children and Families is acting as the student's guardian and has placed the student in the **school** district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the **school** district of domicile for school attendance purposes shall be ~~that of~~ the municipality to which the majority of the dwelling's property tax is paid, or to which the majority of the **dwelling's** or unit's property tax is paid ~~by the owner of a multi-unit dwelling~~.
- a. ~~When~~ **Where** property tax is paid in equal amounts to two or more municipalities, and ~~where~~ there is no established assignment for students residing in the affected dwellings, the **school** district of domicile for school attendance purposes ~~shall will~~ be determined through assessment of individual proofs as provided pursuant to N.J.A.C. 6A:22-3.4.
 - b. This provision shall not preclude the attendance of currently enrolled students who were permitted to attend ~~the school in the district prior to the provision's initial promulgation on December 17, 2001.~~



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Eligibility of Resident/Nonresident Students

3c. ~~When Where~~ a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 ~~is intended to foreclose a~~ **shall exclude** a student's **right** ~~entitlement~~ to attend the school in the district of domicile **although** ~~notwithstanding that~~ the student is qualified to attend a **different** school in a ~~different~~ district pursuant to N.J.S.A. 18A:38-1.(b) or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.(d).

3. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.

C. Eligibility to Attend School – Other Students Eligible to Attend School

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-1.b(b) if that student is kept in the home of a person other than the student's parent or guardian, **and** ~~where~~ the person is domiciled in the school district and is supporting the student without remuneration as if the student were his or her own child.
 - a. A student is not eligible to attend **this school** ~~in this district~~ pursuant to this provision unless:

mandated

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Eligibility of Resident/Nonresident Students

- (1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and
- (2) The person keeping the student has filed, if so required by the **Board of Education** district:
 - (a) A sworn statement that he or she is domiciled within the **school** district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will assume all personal obligations for the student **pertaining** relative to school requirements; and
 - (b) A copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease, **or a mortgage or tax bill if an owner.**
- b. A student shall not be deemed ineligible under this provision because required sworn statement(s) cannot be obtained, ~~where~~ **when** evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under this provision **when** ~~where~~ evidence is presented that the student has no home or possibility of school attendance other than with a **school** district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.



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Eligibility of Resident/Nonresident Students

- d. A student shall not be deemed ineligible under this **provision** ~~section~~ solely because a parent or guardian gives **occasional** gifts or makes limited contributions, financial or otherwise, toward the **student's** welfare ~~of the student~~, provided the resident keeping the student receives **from the parent or guardian** no payment or other remuneration ~~from the parent or guardian~~ for regular maintenance of the student.
 - e. Pursuant to N.J.S.A. 18A:38-1.c(e), any person who fraudulently allows a child of another person to use his or her residence, **and** is not the primary financial supporter of that child, and **any person** who fraudulently claims to have given up custody of his or her child to a person in another **school** district commits a disorderly persons offense.
2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-1.b(b) if the student is kept in the home of a person domiciled in the **school** district, **who is not the parent or guardian** ~~other than and the parent or guardian, where the parent or guardian~~ is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
- a. Eligibility under this provision shall cease at the end of the ~~current~~ school year **during which upon** the parent or **guardian** ~~guardian's~~ returns from active military duty.
3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school **in this school district** ~~in the district~~ pursuant to N.J.S.A. 18A:38-1.(d) if the student's parent or guardian temporarily resides within the **school** district and elects to have the student attend **the school** ~~in the~~ district of temporary residence, notwithstanding the existence of a domicile elsewhere.



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- a. **When required by the Board of Education,** ~~the parent or guardian, when required by the district,~~ shall demonstrate ~~that such~~ **the** temporary residence is not solely for purposes of ~~the~~ a student's attending ~~the~~ school ~~within the district of temporary residence;~~
 - b. **When** ~~Where~~ one of a student's parents or guardians temporarily resides in ~~the~~ a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, ~~if when~~ required by the **Board of Education,** ~~district, that such~~ **the** temporary residence is not solely for purposes of a student's attending ~~the~~ school ~~within the~~ district.
4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-1.~~(f)~~ if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
 5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-2 if the student is placed ~~in the home of a district resident~~ by court order or by a society, agency, or institution **in the home of a school district resident pursuant to N.J.S.A. 18A:38-2 as referenced in that statute. As used in this section, "court order"** ~~as used in this paragraph shall~~ does not encompass orders of residential custody, under which claims of entitlement to attend a school ~~in a~~ district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.



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6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in ~~the~~ **this school** district pursuant to N.J.S.A. 18A:38-3.b(b) if the student ~~had~~ previously resided in the **school** district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the **school** district. A **school** district admitting a student pursuant to N.J.S.A. 18A:38-3.b(b) shall not be obligated for transportation costs.
7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend **the school in** ~~the~~ district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. **In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.**
 - a. **For purposes of N.J.A.C. 6A:22-3.2(h) and Policy and Regulation 5111, "family crisis" shall include, but not be limited to:**
 - (1) **An instance of abuse such as domestic violence or sexual abuse;**
 - (2) **A disruption to the family unit caused by death of a parent or guardian; or**



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- (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
- b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.
- (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in 8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of his or her right to appeal the decision within twenty-one calendar days of his or her receipt of the notification, and shall state that if such appeal is denied, he or she may be assessed the costs for transportation provided to



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the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.

- (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
 - (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria set forth at 8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
 - (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.
- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.



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- (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria set forth at 8.a. above.
 - (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.
- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the Executive County Superintendent for a reimbursement of eligible costs for transportation services.
- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.



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- (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the Department's Office of School Facilities and Finance for reimbursement payment(s) to the school district.
- (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.
- i. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, his or her decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.

D. Housing and Immigration Status

- 1. A student's eligibility to attend school shall not be affected by ~~the physical condition of an applicant's housing, or his or her an applicant's compliance with local housing ordinances or terms of lease shall not affect eligibility to attend school.~~
- 2. Except as set forth in a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status.



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- a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa²).

{Optional

3. F-1 Visa Students

Option 1 [Select One Option

— The school district will permit the attendance of accept F-1 Visa students into the school district with the payment of tuition with a signed tuition contract that may require advance payment of tuition before providing the requested I-20 form.

— The school district will permit the attendance of F-1 Visa students into the school district without the payment of tuition.

X — The school district will not permit the attendance of F-1 Visa students into the school district.]

— with the payment of tuition with a tuition contract to be signed before the district will provide the requested I 20 Form.

— without the payment of tuition.

Option 2

— The district will not accept F-1 Visa students into the district.]

- E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.(a).



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F. Proof of Eligibility

1. The ~~district~~ **Board of Education** shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the **school** district:
 - a. Property tax bills;; deeds;; contracts of sale;; leases;; mortgages;; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
 - b. Voter registrations;; licenses;; permits;; financial account information;; utility bills;; delivery receipts;; and other evidence of personal attachment to a particular location;
 - c. Court orders;; State agency agreements; and other evidence of court or agency placements or directives;
 - d. Receipts;; bills;; cancelled checks;; insurance claims or payments;; and other evidence of expenditures demonstrating personal attachment to a particular location, ~~or, where applicable,~~ to support of the student;
 - e. Medical reports;; counselor or social worker assessments;; employment documents;; unemployment claims;; benefit statements;; and other evidence of circumstances demonstrating, ~~where applicable,~~ family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.



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2. The **Board of Education** ~~district~~ may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by **an applicant** ~~a person seeking to enroll a student~~.
3. The **Board of Education** ~~district~~ shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form of ~~documentation~~, or a ~~particular~~ subset of documents, without regard to other evidence presented.
4. The **Board of Education** ~~district~~ shall not ~~require or request, as a condition of enrollment on the receipt of in school, any~~ information or documents protected from disclosure by law, or pertaining to criteria ~~that~~ **which** are not a legitimate ~~bases~~ **basis** for determining eligibility to attend school. ~~They~~ **These** include, but are not limited to:
 - a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b);
 - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
5. The **Board of Education** may consider, in a manner consistent with Federal law, ~~d~~Documents or information of the type referenced in 4. above, or pertinent parts thereof, ~~may be considered by the district if voluntarily disclosed by the applicant seeking enrollment.~~ However, the **Board of Education** ~~district~~ may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.



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6. In the case of a dispute between the school district and the parents or guardians of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district.

G. **Registration Forms and Procedures for Initial Assessment and Enrollment**

1. The **Board of Education** ~~district~~ shall use **Commissioner-provided** registration forms ~~provided by the Commissioner,~~ or locally developed forms that:
 - a. Are consistent with the forms provided by the Commissioner;
 - b. Do not seek information prohibited by N.J.A.C. 6A:22 or any other provision of statute or rule;
 - c. Summarize, **for the applicant's reference,** the criteria for attendance set forth in N.J.S.A. 18A:38-1 ~~for applicant reference,~~ and specify the nature and form of any sworn statement(s) to be filed;
 - d. Clearly state the purpose, ~~in relation to such criteria,~~ for which **the** requested information is being sought **in relation to the criteria;** and
 - e. **Notify applicants that an** ~~Provide notice to applicants that~~ any initial **eligibility** determination ~~of eligibility~~ is subject to a more thorough review and **evaluation** ~~re-evaluation,~~ and that ~~there is a potential for an~~ assessment of tuition is **possible in the event that** if an initially admitted applicant is later found ineligible.



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2. **The Board of Education** ~~The district shall make available ensure~~ that sufficient numbers of registration forms, and sufficient ~~numbers of trained registration staff, are available to ensure prompt~~ **eligibility** determinations ~~of eligibility and enrollment.~~ **Enrollment** ~~a~~Applications for ~~enrollment~~ may be taken by appointment, but ~~such~~ appointments **shall** ~~must~~ be promptly scheduled and **shall** ~~may~~ not unduly defer a student's attendance at school.
- a. If the **school** district uses separate forms for "affidavit student" applications, rather than a single form for all types of ~~application for enrollment, affidavit student~~ **such** forms shall comply in all respects with the provisions of G.1. above. **When affidavit student** ~~Where such forms are~~ used, the **school** district shall provide them to any person attempting to register a student of whom he or she is not the parent or guardian, **even if** ~~whether or not they are~~ specifically requested.
- (1) **The Board of Education or its agents** ~~district~~ shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian, since such student may qualify as an "affidavit student".
- (2) **The Board of Education or its agents** ~~nor shall the~~ **not** ~~district~~ demand or suggest that "affidavit student" ~~proofs be produced by an applicant seeking to enroll a student of whom the applicant has guardianship or custody~~ **produce affidavit student proofs.**
- b. A district-level ~~school~~ administrator designated by the Superintendent shall be ~~available, and~~ clearly identified to applicants **and available**, to assist persons who ~~are experiencing~~ **experience** difficulties with the enrollment process.



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3. Initial **eligibility** determinations ~~of eligibility~~ shall be made upon presentation of an **enrollment** application, ~~for enrollment~~, and enrollment shall take place immediately ~~in all cases except in cases~~ these of clear, uncontested denials.
 - a. **Enrollment shall take place immediately when** ~~Where an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district enrollment shall take place immediately, but the applicant shall be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2.~~
 - b. ~~Where an applicant~~ **When a student** appears ineligible based on information provided in the initial application, ~~the school district shall issue a preliminary written notice of ineligibility shall be provided, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.~~
 - (1) An applicant whose student is enrolled pursuant to this provision shall be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.
4. **When** ~~Where~~ enrollment is denied and no intent to appeal is indicated, applicants shall be advised ~~that they shall comply with compulsory education laws.~~ **When and shall, where** the student is between the ages of six and sixteen, **applicants also shall** be asked to complete a written statement indicating the student will be attending school in another **school** district, ~~attending or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement that the student will be attending school in~~



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another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to ~~from the parent or guardian, the district level school administrator designated by the Superintendent shall notify the~~ school district of actual domicile or residence, or the Department of Children and Families, to report a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, pursuant to N.J.S.A. 9:6-1 (~~"willfully failing to provide regular school education as required by law"~~). ~~Staff The administrator designated by the Superintendent shall provide the~~ school district or the Department of Children and Families, ~~as the case may be,~~ with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. ~~Staff and~~ shall also indicate that admission to the school district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

5. **Enrollment or attendance in the school district** ~~Where enrollment is denied and an intent to appeal is indicated, or where enrollment is provisional subject to further review or information, enrollment or attendance at school shall not be conditioned on advance payment of tuition in whole or part~~ **when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.**
6. **The Board of Education** ~~The Superintendent or designee, shall ensure that information suggesting an applicant may be homeless is identified during the registration process;~~ **identifies information suggesting an applicant may be homeless so that, where appropriate, procedures may be implemented** ~~ensue~~ in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
7. Enrollment or attendance in the school district shall not be denied based upon absence of ~~the~~ **a** certified copy of ~~the student's~~ **the student's** birth certificate or other proof of ~~a student's~~ **his or her** identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.



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8. Enrollment in the **school** district shall not be denied based upon absence of student medical information. **However, although actual attendance at school may be deferred until the student complies with student immunization rules set forth in as necessitated by compliance with rules regarding immunization of students, N.J.A.C. 8:57-4.1 et seq.**
9. **When e**Enrollment in the **school** district, attendance at school, or **the receipt of** educational services ~~where attendance in the regular education program appears inappropriate, the student~~ shall not be denied based upon **the** absence of a student's prior educational record. However, the applicant shall be advised ~~that the student's~~ initial educational placement ~~of the student~~ may be subject to revision upon **the school district's** receipt of records or further assessment of the student ~~by the district.~~

H. Notice of Ineligibility

1. **When a student is found** ~~If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22 or the student's initial application initially submitted is found to be deficient upon subsequent review or investigation, the school district notice shall immediately provide notice be provided to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4 et seq. provided by the Commissioner.~~
- a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.
2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made;
 - (1) **The description shall be** sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and



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- (2) **The description** ~~Such description~~ shall identify the specific **subsection** ~~section~~ of N.J.S.A. 18A:38-1 under which the application was decided;
- b. In cases of provisional eligibility, a clear description of the missing documents or information that **still must** ~~shall~~ be provided ~~in order to attain before a~~ final eligibility status **can be attained** under the applicable provision of N.J.S.A. 18A:38-1;
- c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the ~~date of the notice~~ **date**, along with an informational document provided by the Commissioner describing how to file an appeal;
- d. A clear statement ~~of that~~ the student's **right** ~~is entitled~~ to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. **It also shall state** ~~but that, if missing information is not provided or an appeal is not filed,~~ the student will not be permitted to attend school beyond the **twenty-first** ~~21st~~ day following the ~~notice date of the notice if missing information is not provided or an appeal is not filed;~~
- e. A clear statement ~~that of~~ the student's **right** ~~is entitled~~ to continue attending school **while an appeal to the Commissioner is pending** ~~during the pendency of an appeal to the Commissioner;~~
- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's **right entitlement** to attend the ~~schools of the~~ school district, or the applicant **withdraws** ~~abandons~~ the appeal ~~through withdrawal, fails~~ ~~failure to prosecute or~~ **abandons the appeal** by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;



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- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
- (1) If removal is based on the student's **move having moved** from the **school** district, the notice of ineligibility shall also provide information as to whether district **Ppolicy** permits continued attendance, with or without tuition, for students who move from the **school** district during ~~the course of~~ the school year.
- h. The name of a contact person in the **school** district who can ~~provide assistance~~ **assist** in explaining the **notice's** contents of the notice; and
- i. ~~When Notice that, where no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws;. In and that, in the absence of a written statement from the parent or guardian that the student will be attending school in another school district or non-public school, attending a nonpublic school, or receiving instruction elsewhere than at a school, the school district staff level administrator designated by the Superintendent shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. ("willfully failing to provide regular school education as required by law"). Such staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission to the district based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere, for~~ **For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.**



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I. Removal of Currently Enrolled Students

1. Nothing in N.J.A.C. 6A:22 and this Regulation shall preclude the Board of Education from **identifying seeking to identify**, through further investigation or periodic requests for ~~current~~ revalidation of ~~previously determined~~ eligibility status, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
2. When a student, **who is** enrolled and attending school ~~in the district~~ based on an initial **eligibility** determination ~~of eligibility~~, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the **student's** removal ~~of the student~~.
 - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2. However, ~~such~~ the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.
3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," ~~as the case may be~~, has been informed of his or her entitlement to a hearing before the Board of Education.
4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," ~~as the case may be~~, does not respond to the Superintendent's notice within the designated time frame **to the Superintendent's notice** or appear for the hearing, the Board of Education shall make a prompt determination of the student's eligibility ~~or ineligibility~~ and shall immediately provide notice ~~thereof~~ in accordance with the ~~requirements of~~ N.J.A.C. 6A:22-4.2.



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Eligibility of Resident/Nonresident Students

5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by **the full Board of Education or a Board committee**, at the discretion of the full Board. **If the hearing is conducted by a Board Committee, the Committee** which shall make a recommendation to the full Board for action. **However, no student shall** may be removed except by vote of the Board of Education taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

J. Appeal to the Commissioner

1. **An applicant may appeal** ~~A district determination that a student is ineligible to attend the schools of the district may be appealed to the Commissioner of Education~~ **a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed by the parent, guardian, adult student or resident keeping an "affidavit student," as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.**
 - a. Pursuant to N.J.S.A. 18A:38-1**b(1)(b)**~~1~~, appeals of "affidavit student" **ineligibility** ~~eligibility~~ determinations shall be filed by the resident keeping the student.

K. Assessment and Calculation of Tuition

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or **school district resident keeping an "affidavit" student**² following notice of a **an ineligibility** ~~ineligibility~~ determination of ~~ineligibility~~, the **Board of Education** may assess tuition for **up to one year** ~~any period~~ of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the **Board of Education** may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the **Board of Education** pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.



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Eligibility of Resident/Nonresident Students

2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or **school** district resident keeping an "affidavit" student", ~~where~~ **and** the petitioner does not sustain the burden of demonstrating **the student's right entitlement** to attend the schools of the district, or **the petitioner withdraws** ~~abandens~~ the appeal, ~~through withdrawal, failure~~ **fails** to prosecute, or **abandons the appeal** by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may ~~assess order assessment of~~ **assess** order assessment of tuition ~~for any for the period of a student's ineligible attendance in a district, including the twenty one day period for filing of an appeal and the period during which the hearing and decision on appeal were pending, and for up to one year of a student's ineligible attendance in a school district prior to the appeal's filing and including the twenty-one day period to file an appeal.~~ **for up to one year the period of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed.** However, ~~if~~ **if** the record of the appeal includes a calculation reflecting the **tuition rate(s)** of ~~tuition~~ for the year(s) at issue, the per diem **tuition rate** of ~~tuition~~ for the current year, and the date on which the student's ~~ineligibility~~ **ineligible attendance** began, the Commissioner may order payment of tuition as part of his or her decision. **In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error.** If the record does not include such a calculation, ~~and but~~ **and** the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
- a. Upon the Commissioner's finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for **up to one year the period of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) plus the period of ineligible attendance after the appeal was filed.** However, ~~if~~ **if** the record of the appeal includes a calculation reflecting the **tuition rate(s)** of ~~tuition~~ for the year(s) at issue, the per diem **tuition rate** of ~~tuition~~ for the current year, and the date on which the student's ~~ineligibility~~ **ineligible attendance** began, the Commissioner may order payment of tuition as part of his or her decision. **In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error.** If the record does not include such a calculation, ~~and but~~ **and** the Board of Education has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.
- b. An order of the Commissioner assessing tuition is enforceable through recording, **upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12,** on the judgment docket of the Superior Court, Law Division, **in accordance with** ~~pursuant to~~ N.J.S.A. 2A:58-10.



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Eligibility of Resident/Nonresident Students

3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, **up to one year**, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23-3.1 **6A:23A-17.1**. The individual student's record of daily attendance shall not ~~impact on such~~ **affect the** calculation.
4. Nothing in N.J.A.C. 6A:22 **shall** precludes an equitable determination; by the Board of **Education** or the Commissioner; that, ~~when the particular circumstances of a matter so warrant,~~ tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the **school** district ~~when the particular circumstances of a matter so warrant.~~ **In making the determination, the Board of Education or Commissioner shall consider whether the ineligible attendance was due to the school district's error.**

Issued:



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POLICY

HAMILTON TOWNSHIP BOARD OF EDUCATION

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ENTRANCE AGE

5112 ENTRANCE AGE

The Board of Education will admit to this district children otherwise eligible by law or Board policy who have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birthdate of any child for whom admission to this district is sought.

Preschool Disabled

A child is eligible for entrance into a program of special education who has attained his or her third birthday and has been found by the Child Study Team to be eligible for a program for the preschool disabled in accordance with rules of the State Board of Education.

Four Year Old Program

A child is eligible for entrance into the district four year old program who will have attained the age of four years on or before October 1 of the year in which entrance is sought. No child will be admitted to the four year old program who has not met the age requirement set by this policy. *Retention is not an option in the four year old program.*

Kindergarten

A child is eligible for entrance into kindergarten who will have attained the age of five years on or before October 1 of the year in which entrance is sought. No child will be admitted to kindergarten who has not met the age requirement set by this policy.

First Grade

A child is eligible for entrance into first grade who will have attained the age of six years on or before October 1 of the year in which entrance is sought has completed the kindergarten program of this district or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade.

N.J.S.A. 18A:36-19; 18A:38-5; 18A:38-6; 18A:44-1;
18A:44-2; 18A:46-6; 18A:46-6.1
N.J.A.C. 6:28-1.1; 6:28-1.3; 6:28-3.2

Adopted: 17 October 2000



Policy 10

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[See POLICY ALERT Nos. 96, 106, 139, 141, 147, 157, 170, 178, 204 and 208]

5310: HEALTH SERVICES

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)2. (Policy and Regulation 5330);
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:
 - a. The emergency administration of epinephrine via Epi-pen auto-injector pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
 - b. The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
 - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
 - d. The transportation and supervision of any student determined to be in need of immediate ~~medical~~ care (Policy and Regulation 8441); and
 - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and

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- f. **The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b (Policy and Regulation 5300).**
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5 (Policy 5335);
6. ~~The~~ Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR 1910.1030, Public Employees Occupational Safety and Health Program (PEOSH) Bloodborne Pathogens Standards (Policy and Regulation 7420);
8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individual healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including **life-threatening allergies, diabetes, and asthma**, and ~~diabetes, asthma, and life-threatening allergies~~, requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii (Policies and Regulations 5331 and 5338 **and Policy 5335**); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

* *mandated*

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The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting.

The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:

1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.24.
2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.
3. The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.
4. The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.
5. Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.
6. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.
7. The findings of ~~the medical~~ **required** examinations ~~as required~~ under **8.b., c., d., and e.** below shall include the following components:



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Health Services

- a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;
 - b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
 - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d. Physical examinations.
8. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:
- a. Prior to participation on a school-sponsored interscholastic ~~athletic team~~ or intramural ~~athletic~~ team or squad for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;
 - b. Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2;
 - c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;
 - d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and
 - e. When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.
9. Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).



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109. The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
1110. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.
1211. The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(kl).
1312. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students hear are functioning properly.

N.J.S.A. 18A:40-4 et seq.

N.J.A.C. 6A:16-1.3; **6A:16-2.1**; 6A:16-2.2 et seq.

Adopted:



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[See POLICY ALERT Nos. 106, 139, 147, 157, 170, 178, 204 and 208]

R 5310 HEALTH SERVICES

A. Definitions – N.J.A.C. 6A:16-1.3

1. Advanced practice nurse (APN) – means a person who holds a current license as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified sSchool nNurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate, school nurse or school nurse/non-instructional endorsement from the Department of Education pursuant to N.J.A.C. 6A:9B-12.3 and 12.4 N.J.A.C. 6A:9-13.3 and 13.4.
3. ~~Medical Examination~~ – means the assessment of an individual's health status.
34. Medical hHome – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
45. Non-certified nNurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a district Board of Education or nonpublic school, and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

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- 6. **Physician assistant (PA)** – means a health care professional licensed to practice medicine with physician supervision.
- 76. **Physical examination** – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or **physician assistant**. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
- 87. **School physician** – means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions

- 1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility pursuant to N.J.S.A. 18A:40-4.
- 2. The findings of required examinations under D~~C~~. through G. below shall include the following components:
 - a1. Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;
 - b2. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
 - c3. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d4. Physical examinations.
- 3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a(1) and (3), that is:

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- a. **In an unlocked location on school property, with an appropriate identifying sign;**
 - b. **Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and**
 - c. **Within a reasonable proximity of the school athletic field or gymnasium, as applicable.**
4. The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program for students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
 5. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by his/her parent that required examinations interfere with the free exercise of his/her religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or under the influence of alcohol or drugs or is disabled or is fit to participate in any health, safety, or physical education course required by law.
 6. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.
- C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural Athletic Team or Squad for Students Enrolled in Any Grades Six to Twelve
1. The school district shall ensure that students receive medical examinations prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any grades six to twelve. **The examination shall be conducted within 365 days prior to the first day of official practice session in an athletic season and shall be conducted by a licensed physician, APN, or PA.**



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1. ~~The examination shall be conducted within 365 days prior to the first practice session.~~
2. ~~The medical examination shall include a health history questionnaire completed and signed by the parent.~~
 - a. ~~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 student had or currently has any of the following since their last physical:~~
 - (1) ~~Injuries;~~
 - (2) ~~Chronic or ongoing illness;~~
 - (3) ~~Need for prescribed medication;~~
 - (4) ~~Allergies;~~
 - (5) ~~Head related conditions;~~
 - (6) ~~Heart related conditions;~~
 - (7) ~~Eye, ear, nose, mouth, or throat conditions;~~
 - (8) ~~Neuromuscular/orthopedic conditions; or~~
 - (9) ~~General or exercise related conditions.~~
 - b. ~~The medical report shall include a determination concerning the student's participation that includes, at a minimum, the following normalities:~~
 - (1) ~~Measurement of weight, height, and blood pressure;~~
 - (2) ~~Examination of the skin to determine the presence of infection, scars from previous surgery or trauma, jaundice, a rash, and purpura;~~



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- (3) — ~~Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;~~
- (4) — ~~Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;~~
- (5) — ~~Examination of the nose to assess the presence of deformity which may affect endurance;~~
- (6) — ~~Assessment of the neck, back, and spine to determine range of motion, the presence of pain associated with such motion, and abnormal curvature of the spine;~~
- (7) — ~~Examination of chest contour;~~
- (8) — ~~Auscultation and percussion of the lungs;~~
- (9) — ~~Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;~~
- (10) — ~~Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;~~
- (11) — ~~Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;~~
- (12) — ~~Examination of the testes to determine the presence and descent of testes, abnormal masses, or configurations, or hernia;~~
- (13) — ~~Assessment of physiological maturation; and~~
- (14) — ~~Neurological examination to assess balance and coordination.~~



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- e. ~~The medical report shall indicate if a student is allowed or disallowed to participate in the required sports categories and shall be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant.~~
- d. ~~An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.~~

- 2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf> in accordance with N.J.S.A. 18A:40-41.7.

- a. Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.

- (1) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.



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- b. The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
 - c. An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:
- a. Been advised by a licensed physician, APN, or PA not to participate in a sport;
 - b. Sustained a concussion, been unconscious, or lost memory from a blow to the head;
 - c. Broken a bone or sprained, strained, or dislocated any muscles or joints;
 - d. Fainted or blacked out;
 - e. Experienced chest pains, shortness of breath, or heart racing;
 - f. Had a recent history of fatigue and unusual tiredness;



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- g. Been hospitalized, visited an emergency room, or had a significant medical illness;
 - h. Started or stopped taking any over the counter or prescribed medications; or
 - i. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.
- The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.
- The Board of Education will not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.
- The school district shall distribute to a student-athlete and his or her parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.
- a. A student-athlete and his or her parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school pursuant to N.J.S.A. 18A:40-41.d.
 - b. The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.



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c. The Commissioner shall distribute the pamphlet, at no charge, to all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.

3. ~~Each student whose medical examination was completed more than sixty days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the parent. The health history update shall include the following information:~~

a. ~~Hospitalization/operations;~~

b. ~~Illnesses;~~

c. ~~Injuries;~~

d. ~~Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant; and~~

e. ~~Medications.~~

4. ~~Each school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.~~

5. ~~A student who does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.~~

D. Medical Examinations - Upon Enrollment in School

1. The school district shall ensure that students receive medical examinations upon enrollment in school. **The school district requires a parent to provide within thirty days of enrollment entry-examination documentation for each student** ~~parent shall be required to provide examination documentation of each student within thirty days of enrollment in the school.~~



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2. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district pursuant to N.J.A.C. 6A:16-2.4(d).
3. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
4. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).

E. Medical Examinations - When Students Apply for Working Papers

1. Pursuant to N.J.S.A. 34:2-21.7 and 21.3, **34:2-21.8(3)** the school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
2. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).

F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4

1. The school district shall ensure that students receive medical examinations for the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4.

G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3

1. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination pursuant to N.J.A.C. 6A:16-4.3.



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2. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(1k).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall ~~notify provide for the notification of the~~ parent of any student suspected of deviation from the recommended standard.

Issued:



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Administration of Medical Marijuana

Mar 16
M

[See POLICY ALERT No. 208]

5330.01 ADMINISTRATION OF MEDICAL MARIJUANA

The Board of Education, in accordance with the requirements of N.J.S.A. 18A:40-12.22, must adopt a Policy authorizing parents, guardians, and primary caregivers to administer medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event. The parent of a qualifying student patient requesting the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and Policy and Regulation 5330.01.

A student enrolled in the school district must be authorized to engage in the medical use of marijuana and the primary caregiver, who may be the parent, must be authorized to administer medical marijuana to a qualifying student patient in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The student and the primary caregiver must complete the registration process to obtain a Registry Identification Card from the New Jersey Department of Health in accordance with the requirements of N.J.S.A. 24:6I-4.

The parent of the student authorized to engage in the medical use of marijuana must submit a written request with supporting documentation to the Principal requesting approval to have a primary caregiver assist in the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event. The Principal, in consultation with the school nurse, the school physician, and the Superintendent of Schools, will review each request and upon approval will inform the parent in writing of the approval with details for the administration of medical marijuana to the qualifying student patient. The medical use of marijuana by a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event will only be authorized after the written approval from the Principal is provided to the parent.

Medical marijuana may only be administered to the qualifying student patient while the student is on school grounds, aboard a school bus, or attending a school-sponsored event by the primary caregiver in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. The prescribed medical marijuana must be in the possession of the primary caregiver at all times, except

*New Policy / Regs
mandated*



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during the administration process. The primary caregiver shall comply with the requirements of the Principal's written approval for the administration of medical marijuana to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.

All health records related to the administration of medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event shall be maintained in accordance with the requirements of N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7.4.

No person shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for simply being in the presence or vicinity of the medical use of marijuana as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22. No custodial parent, guardian, or person who has legal custody of a qualifying student patient who is a minor shall be subject to arrest or prosecution for constructive possession, conspiracy, or any other offense for assisting the minor in the medical use of marijuana as authorized under N.J.S.A. 24:6I-1 et seq. or N.J.S.A. 18A:40-12.22.

N.J.S.A. 18A:40-12.22;

N.J.S.A. 24:6I-1 et seq.

N.J.A.C. 6A:16-2.4; 6A:32-7.4

Adopted:



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[See POLICY ALERT No. 208]

R 5330.01 ADMINISTRATION OF MEDICAL MARIJUANA

A custodial parent, guardian, or person having legal custody of a student requesting the administration of medical marijuana to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event must comply with the procedures and requirements of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-1 et seq. and this Regulation.

A. Definitions

For the purposes of this Policy:

1. "Bona fide physician-patient relationship" means a relationship in which the physician has ongoing responsibility for the assessment, care, and treatment of a qualifying student patient's debilitating medical condition.
2. "Certification" means a statement signed by a physician with whom a qualifying student patient has a bona fide physician-patient relationship, which attests to the physician's authorization for the patient to apply for registration for the medical use of marijuana.
3. "Marijuana" has the meaning given in Section 2 of the "New Jersey Controlled Dangerous Substances Act," N.J.S.A. 24:21-2.
4. "Medical use of marijuana" means the acquisition, possession, transport, or use of marijuana or paraphernalia by a registered qualifying student patient as authorized by the New Jersey Compassionate Medical Marijuana Act (Act).
5. "Parent" means the custodial parent, guardian, or person who has legal custody of a qualifying student patient who may also be the primary caregiver registered and provided a Registry Identification Card by the New Jersey Department of Health to administer medical marijuana to a student in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A. 24:6I-4.

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6. "Physician" means a person licensed to practice medicine and surgery pursuant to Title 45 of the Revised Statutes with whom the qualifying student patient has a bona fide physician-patient relationship and who is the primary care physician, hospice physician, or physician responsible for the ongoing treatment of a qualifying student patient's debilitating medical condition, provided; however, that the ongoing treatment shall not be limited to the provision of authorization for a qualifying student patient to use medical marijuana or consultation solely for that purpose.
7. "Primary caregiver" or "caregiver" means a resident of the State who:
 - a. Is at least eighteen years old;
 - b. Has agreed to assist with a registered qualifying student patient's medical use of marijuana, is not currently serving as primary caregiver for another qualifying patient, and is not the qualifying student patient's physician;
 - c. Has never been convicted of possession or sale of a controlled dangerous substance, unless such conviction occurred after the effective date [Oct. 1, 2010] of the Act and was for a violation of Federal law related to possession or sale of marijuana that is authorized under the Act;
 - d. Has registered with the Department of Health pursuant to N.J.S.A. 24:6I-4 and has satisfied the criminal history record background check requirement of N.J.S.A. 24:6I-4; and
 - e. Has been designated as primary caregiver on the qualifying student patient's application or renewal for a Registry Identification Card or in other written notification to the Department of Health.
8. "Qualifying student patient" means a resident of the State who is a student enrolled and attending school in this school district who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship and has been issued a Registry Identification Card by the New Jersey Department of Health for medical use of marijuana in accordance with the provisions of N.J.S.A. 18A:40-12.22 and N.J.S.A 24:6I-4.

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9. "Qualifying patient" means a resident of the State who has been provided with a certification by a physician pursuant to a bona fide physician-patient relationship.
10. "Registry Identification Card" means a document issued by the Department of Health that identifies a person as a registered qualifying student patient or primary caregiver.

B. Registration – Qualifying Student Patient and Primary Caregiver

1. A qualifying student patient must be authorized to engage in the medical use of marijuana and the primary caregiver must be authorized to assist the qualifying student patient with the medical use of marijuana pursuant to the provisions of N.J.S.A. 24:6I-1 et seq.
2. A qualifying student patient and their primary caregiver must complete the registration process in accordance with the provisions of N.J.S.A. 24:6I-4 and any other requirements of the New Jersey Department of Health.
3. The qualifying student patient's parent shall be responsible to immediately inform the Principal of any change in the status of the student's Registry Identification Card that would deem the Registry Identification Card null and void due to any reason outlined in N.J.S.A. 24:6I-4e or for any other reason.
4. The qualifying student patient's primary caregiver shall be responsible to immediately inform the Principal of any change in the status of any primary caregiver's Registry Identification Card that would deem the Registry Identification Card null and void due to any reason outlined in N.J.S.A. 24:6I-4e or for any other reason.

C. Submission for Authorization for Administration of Medical Marijuana

1. A parent of a qualifying student patient requesting the administration of medical marijuana to the student while on school grounds, aboard a school bus, or attending a school-sponsored event must submit a written request to the Principal with a copy of



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a current New Jersey Department of Health Registry Identification Cards for the qualifying student patient and the primary caregiver and a copy of the physician's order or prescription indicating dosage information and the method of administration for the medical marijuana to the qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event.

The Principal may request the parent provide additional documentation from the physician that the medical marijuana must be administered during the time of the day when the student is on school grounds, aboard a school bus, or attending a school-sponsored event and the medical marijuana cannot be administered and/or will not be effective during alternate times when the student is not on school grounds, aboard a school bus, or attending a school-sponsored event.

- a. The parent's written request and all supporting documentation must be submitted to the Principal at least five school days before the first day of the requested administration.
2. The Principal shall review the submitted Registry Identification Cards and supporting documentation with the school physician, the school nurse, and the Superintendent of Schools.
3. Upon review and approval of the documentation submitted by the parent, the Principal will inform the parent or primary caregiver, if the parent is not the primary caregiver, in writing with the following information:
 - a. The location (school, office, etc.) where the primary caregiver shall report to administer the medical marijuana;
 - b. The school staff member(s) who the primary caregiver must see to coordinate the administration of medical marijuana;
 - c. The time the primary caregiver shall report to administer the medical marijuana;



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- d. The specific location where the medical marijuana shall be administered to the student; and
 - e. A copy of Policy and Regulation 5330.01 – Administration of Medical Marijuana.
- 4. In the event the Principal, after consultation with the school nurse, school physician, and Superintendent, has a question or concern regarding the Registry Identification Cards or supporting documentation submitted by the parent, the Principal or school physician will contact the parent with the question or concern.
 - 5. The administration of medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event, pursuant to N.J.S.A. 18A:40-12.22, will only be authorized after the approval required by Policy and Regulation 5330.01.

D. Administration of Medical Marijuana

- 1. The medical marijuana shall only be administered by the primary caregiver and at the approved location, times, and method as indicated in the parent's request that was approved in writing by the Principal.
- 2. In accordance with the provisions of N.J.S.A. 18A:40-12.22.b.(5), medical marijuana cannot be administered to a qualifying student patient while on school grounds, aboard a school bus, or attending a school-sponsored event by smoking or other form of inhalation.
- 3. The prescribed medical marijuana must always be in the possession of the primary caregiver and may not be in the possession of the qualifying student patient at any time on school grounds, aboard a school bus, or at a school-sponsored event.
- 4. The Principal, after consultation with the school nurse, school physician, and the Superintendent, will determine a specific location for the administration of the medical marijuana to the qualifying student patient.



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Administration of Medical Marijuana

- a. The Principal will designate a private area, if possible, for the primary caregiver to administer the medical marijuana to the qualifying student patient. The amount of privacy provided for the administration will depend on the approved method of administration and the designated location. The location may be a nurse's office, a private office, a private restroom facility, or any other location appropriate for the approved method of administration.
5. The primary caregiver shall report to the approved location prior to the scheduled time for the administration of medical marijuana to the qualifying student patient. The primary caregiver must show the Registry Identification Card and a second form of identification which shall be a photograph identification.
6. The Principal or supervising school staff member of a school-sponsored event may designate a school staff member to escort the primary caregiver to the qualifying student patient at the designated time to the designated location for the administration.
7. The Principal may designate a school staff member to observe the administration of the medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event.
8. The primary caregiver shall assist in the administration of medical marijuana to the qualifying student patient in accordance with the method and dosage prescribed by the physician and included in the parent's request to the Principal.
9. The qualifying student patient shall return to his/her class or event as soon as possible after the administration.
10. The primary caregiver will be escorted outside the school building, away from the school bus, or away from the school-sponsored event, if applicable, by a school staff member after the administration.
 - a. The qualifying student patient and/or primary caregiver may be asked to remain at the location of the administration by the school staff member in the event the student needs some additional time after the administration and before returning to their class or event.



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Administration of Medical Marijuana

11. The primary caregiver shall be responsible for the security of the medical marijuana on school grounds, aboard a school bus, or at a school-sponsored event before, during, and after the administration. At no time shall the qualifying student patient have the medical marijuana in their possession except during the administration process by the primary caregiver.

Issued:



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POLICY

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PUPIL SUICIDE PREVENTION

[See POLICY ALERT NO. 193]

5350 PUPIL SUICIDE PREVENTION

The Board of Education recognizes that depression and ~~self destruction~~ *mental illness* are problems of increasing severity among children and adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the pupil who exhibits behavioral warning signs of potential ~~self destruction~~ *of a mental health disorder* or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

A potentially suicidal pupil shall be referred to ~~the Child Study Team~~ a school psychologist, school social worker, or guidance counselor for appropriate evaluation (risk assessment) and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) or legal guardian(s) objects to the ~~recommended evaluation~~ recommendations made by the school professionals who have conducted the risk assessment or indicates an unwillingness to cooperate in the best interests of the pupil, ~~the Child Study Team may contact~~ the New Jersey Division of Youth and Family Services Child Protection and Permanency may be contacted to request that agency's intervention on the pupil's behalf.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9-15.1 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with experience in mental health issues, in ~~each professional development period~~ every five years. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having members at high risk of suicide.



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additionally Training
review/discussion of district
policy and procedures shall occur annually.

POLICY

HAMILTON TOWNSHIP BOARD OF EDUCATION

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PUPIL SUICIDE PREVENTION

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a pupil commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112
N.J.A.C. 6A:9-15.1 et seq.

Adopted: 17 October 2000
Revised: ~~August 2011~~ April, 2016

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PUPIL SUICIDE

*Revised
Protocol
for conducting
intervention*

5350 PUPIL SUICIDE

The following regulations are established for guidance of staff members in recognizing the pupil who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a pupil commits suicide. Because a prompt response may be essential to a pupil's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a pupil may be contemplating suicide. Such signs include, but are not necessarily limited to, a pupil's:

1. Overt suggestion, regardless of its context, that he or she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his or her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;

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PUPIL SUICIDE

10. Loss of weight, appetite, and/or sleep;
11. Substance abuse; and
12. Loss of economic resources.

B. Response to Potential Suicide

1. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to the Principal immediately.

2. The Principal, shall immediately inform the ~~Child Study Team~~ School Psychologist, School Social Worker or Guidance Counselor, ~~which~~ who shall investigate the matter promptly and conduct such evaluations (i.e. risk assessment) as may be appropriate.

3. ~~The Principal will inform the pupil's parents or legal guardians, in a conference if possible, of the signs demonstrated by the pupil and of the district's concern and seek parental approval of the pupil's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the Division of Youth and Family Services in accordance with Policy No. 8462.~~

- * (4.) If the threat of suicide is immediate and serious, the Principal may appoint teaching staff members and/or Child Study Team members to a A suicide intervention team of two or more (School Psychologists, School Social Workers or Guidance Counselors) ~~which~~ who shall determine the potential of the threat by directly questioning the pupil, without mincing words, about:
- Key -

- a. Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,
- b. The pupil's feelings of hopelessness and the length of time the pupil has had such feelings,
- c. The pupil's thoughts of suicide and how persistent and strong those thoughts are, and

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PUPIL SUICIDE

- d. Whether the pupil has considered alternative courses of action to resolve his or her problems.
5. After gathering information, the suicide intervention team shall determine the life-threatening risk of the situation based on the pupil's signs of possible suicide (§A1) and the pupil's responses to questioning.
6. If it is determined that a substantial risk of suicide exists, the Suicide Intervention Team shall:
 - a. Assign staff members as required to assure that the pupil is never out of the presence of an adult who has been fully informed that the pupil may be in danger of self-destruction,
 - b. ~~Refer the pupil to the Child Study Team for comprehensive evaluation,~~
 - c. Notify the pupil's parent or legal guardian immediately of the signs demonstrated by the pupil and of the district's concern and strongly recommend consultation with a licensed mental health professional or agency (the student will be referred to the Psychiatric Intervention Program (PIP) at AtlaniCare),
 - d. Request the parent or legal guardian to sign a release of information form authorizing the district to share the risk assessment with the chosen mental health professional or agency and for the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.
7. A member of the Suicide Intervention Team will be appointed to follow up on the pupil's progress and to determine whether the pupil's parent or legal guardian has consulted a mental health professional or agency. Follow up reports will be made to the Principal.
8. If the pupil's parent or legal guardian does not sign the release of information form or ~~does not cooperate in a comprehensive Child Study Team evaluation~~ or does not seek treatment for the pupil, the



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PUPIL SUICIDE

Principal shall inform the Division of ~~Youth and Family Services~~ Child Protection and Permanency.

C. Response to Suicide Attempt

1. Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the Principal.
2. The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy No. 8441 and summon medical assistance as appropriate.
3. Procedures outlined at ¶B2 through ¶B8 above will be followed.

D. Prevention of Suicide Contagion

1. All district Principals will be promptly informed when a pupil of this district commits suicide.
2. Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of pupils.
3. The Principal of the school or building that the victim attended will assign a crisis team comprised of school psychologist(s), school social worker(s) and guidance counselor(s) ~~from the pupil personnel staff~~ to assist the staff in dealing with the general school situation and any individual problems that may arise.
4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit pupils and staff members to attend the victim's funeral.
5. Teachers will respond to the needs of pupils with as little interruption of the educational program as possible.
6. Pupils will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.

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7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.
8. Teaching staff members, under the direction of the Principal, shall attempt to prevent social contagion by:
 - a. Preventing glorification or romanticization of the suicide,
 - b. Helping pupils recognize that suicide is irreversible and permanent and does not truly resolve problems,
 - c. Encouraging pupils to ask probing questions when a fellow pupil suggests suicide and to report such suggestions to a teaching staff member, and
 - d. Discussing ways of handling depression and anxiety without resort to self-destruction.
9. Pupils who were close to the victim, and their parents or legal guardians, shall be offered special counseling services and notified of available community mental health services.

Issued: 17 October 2000

Updated:

10 Add Statement for 8462 -
Reporting to agencies



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HAMILTON TOWNSHIP BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES

R 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:

All Hamilton Township School groups for students and teachers including but not limited to; Clubs, Athletic Teams, PTA, HTEA.

2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:

Community based organizations formed for the expressed benefit of Hamilton Township residents (i.e. PAL, MLAA, local charities). Local government agencies, community church groups, Public and non-public schools based in Hamilton Township.

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:

All For-Profit Businesses. Not-for-profit organizations outside of local community. Other school districts public and private outside.

4. No other organizations or individuals will be permitted to use school facilities.

B. Application Procedures

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NEW



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USE OF SCHOOL FACILITIES

1. Application must be made in writing and on the form supplied by the school district. The form is available in all building main offices and district website.
2. Application for use of school facilities must be submitted to the Community Education Department (CED) not less than 3 working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 3 working days prior to a regular Board meeting and not less than 15 working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The Community Education Department Director will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.



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REGULATION

HAMILTON TOWNSHIP BOARD OF EDUCATION

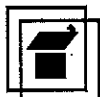
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USE OF SCHOOL FACILITIES

2. If the facility is not available for use, the Community Education Department will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Community Education Department Director will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Superintendent for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:

- a. School facilities are available for use only on weekdays, including school vacations.

School facilities may be available for use on (____
Saturdays ____ Saturdays and Sundays ____
Saturdays, Sundays, and other public holidays
depending on appropriate and adequate custodial
coverage.

- b. School facilities are available for use only during the hours of 6 a.m. and 11 p.m. Permission may be granted for a use up to 24 hours, provided the user pays an overtime fee regardless of the user's classification. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
- c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
- d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.



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5. The Community Education Department Director will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.
6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
10. Permission to use school facilities is not transferable.
11. The organization representative must inform the Community Education Department of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Community Education Department of a canceled use at least 3 working days in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification



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1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of
 - a. \$500,000 per person,
 - b. \$500,000 per accident or event, and
 - c. \$500,000 property damage.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$500,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.



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E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
 - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
 - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed

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by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.

- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
- j. No school keys shall be issued to a user.



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- k. No animal shall be allowed on school premises without prior approval.
 - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
 - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses Must be Properly Supervised.
- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.
 - b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
 - c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to

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supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.

- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

F. Fee Schedule

- 1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.
- 2. Class II users will not be charged a facility fee, but will be charged
 - a. For the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b, if any, and
 - b. For service costs of the use as follows:

Custodial costs: \$30 hourly

Lighting costs: \$35 hourly
- 3. Class III users will be charged the costs charged Class II users (paragraph F2a and paragraph F2b) and the following facility fee for each four hours' use.



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<u>Facility</u>	<u>Fee</u>
Auditorium	\$ _____
Gymnasium	\$ _____
Cafeteria	\$ _____
Athletic field	\$ _____
Classroom	\$ _____
Elementary school auditorium	\$ _____
Elementary school gymnasium	\$ _____
Elementary school cafeteria	\$ _____
Elementary school classroom	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

HAMILTON TOWNSHIP PUBLIC SCHOOLS USE OF FACILITIES FEE SCHEDULE

<u>ROOM</u>	<u>NON-PROFIT GROUP</u>	<u>FOR PROFIT GROUP</u>
CAFETERIA:	\$250.00 weekday	\$325.00 weekday
(4 Hour Time Blocks)	\$375.00 weekend	\$500.00 weekend
GYMNASIUMS:	\$125.00 weekday	\$175.00 weekday
(4 Hour Time Blocks)	\$150.00 weekend	\$200.00 weekend
(Small Group Use Twp. Residents)	\$15.00 per hour	N/A



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AUDITORIUM:	<u>NON-PROFIT GROUP</u>	<u>FOR PROFIT GROUP</u>
SHANER/DAVIES	\$125.00/\$175.00 week day	\$175.00/\$225.00 weekday
DAVIES OR SHANER	\$200.00/\$250.00 weekend	\$275.00/\$325.00 weekend

COMPUTER ROOM:	\$225.00 per 4 hour time block + Technician \$35.00 hourly
SPECIALTY CLASSROOM:	\$200.00 per 4 hour time block
REGULAR CLASSROOM:	\$100.00 per 4 hour time block

There is an additional charge for custodial and maintenance personnel of \$30.00 per hour for each person needed. Technical assistance is charged at a rate of \$35.00 per hour.

<u>FACILITY</u>	<u>NON-PROFIT GROUP</u>	<u>FOR PROFIT GROUP</u>
POOL:	\$100.00/hour	\$150.00/hour
(3 hour blocks)	\$250.00	\$400.00
LIFEGUARD	\$15.00 per hour	\$15.00 per hour

HESS PERFORMING ARTS CENTER:	<u>NON-PROFIT GROUP</u>	<u>FOR PROFIT GROUP</u>
DAY OR EVENING	\$375.00	\$450.00
Saturday/Sunday	\$525.00	\$700.00



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HAMILTON TOWNSHIP PUBLIC SCHOOLS USE OF FACILITIES FEE SCHEDULE

REHEARSALS:	NON-PROFIT GROUP	FOR PROFIT GROUP
DAY OR EVENING	\$50.00/hour	\$60.00/ hour
Saturday/Sunday	\$50.00/hour	\$60.00/ hour
ADDITIONAL CHARGES: Piano	\$75.00	\$75.00
Tuning (required when the Steinway is to be used)		
LIGHTING:	\$35.00/hour	\$35.00/hour
TECHNICAL	\$35.00/hour	\$35.00/hour
STAFF: only Hess lighting technicians will be allowed to operate the lights and sound equipment.		
CUSTODIAL STAFF:	\$30.00	\$30.00

- New*
- Rental Fees can reflect discounts of 5% if the facilities are to be rented six or more times in the school year.
 - Discounts will increase to 10% if the facilities are rented twelve or more times in the school year. Any departure from this fee schedule must be approved by the facilities committee.

4. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment may be requested in advance of the use.

Issued: 17 October 2000
Revised: _____



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Mar 16

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[See POLICY MEMO No. 56]

[See POLICY ALERT Nos. 94, 97, 100, 106, 133, 169, 180, 203 and 208]

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all

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reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates THE BUILDING PRIN as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

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An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing-, abused-, or neglected-child situation pursuant to N.J.S.A. 9:6-8.13.



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Any employee, volunteer, or intern with reasonable cause to suspect or believe ~~that~~ a student has attempted or ~~contemplated~~ **completed** suicide, shall report ~~the~~ such information to the Department of **Human Services, Division of Mental Health and Addiction Services** ~~Children and Families, Division of Child Protection and Permanency~~, in a form and manner prescribed by the Division of **Mental Health and Addiction Services** ~~Child Protection and Permanency~~ pursuant to N.J.S.A. 30:9A-24.a.

** mandated*

N.J.S.A. 18A:36-24; 18A:36-25 et seq.
N.J.A.C. 6A:16-11.1

Adopted:



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Mar 16

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[See POLICY ALERT Nos. 97, 100, 133, 169, 180, 203 and 208]

R 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

A. Definitions

1. An "abused child" as defined in N.J.S.A. 9:6-8.9, is a child under the age of eighteen years whose parent, guardian, or other person having his/her custody and control:
 - a. Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
 - b. Creates or allows to be created a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious protracted disfigurement, or protracted loss or impairment of the function of any bodily organ;
 - c. Commits or allows to be committed an act of sexual abuse against the child;
 - d. Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his/her parent, guardian, or other person having his/her custody and control, to exercise a minimum degree of care: (1) in supplying the child with adequate food, clothing, shelter, education, medical, or surgical care though financially able to do so or though offered financial or other reasonable means to do so;; or (2) in providing the child the proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child's behavior is harmful to himself/herself, others or property, or by any other act of similarly serious nature requiring the aid of the court;

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- e. Or a child who has been willfully abandoned by his/her parent, guardian, or other person having his/her custody and control; or
- f. Or a child who is in an institution as defined under N.J.S.A. 9:6-8.21 and: (1) has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being; or (2) has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation.

A child shall not be considered abused under N.J.S.A. 9:6-8.9 if the acts or omissions described therein occur in a day school as defined in N.J.S.A. 9:6-8.21.

- 2. An "Intern" means a post-secondary student or graduate student in a professional field gaining supervised practical experience.

B. Indications of Child Abuse and/or Neglect

- 1. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee, volunteer, or intern. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:
 - a. There is evidence of physical injury to a student not likely to have been caused by an accident, regardless of the student's explanation of the injury;
 - b. A student complains of having been injured or having been sexually molested, with or without external signs of physical injury;
 - c. A student appears to be malnourished;
 - d. A student's general condition indicates a persistent want of care, such as clothing inadequate for the weather, inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;

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- e. A student complains of or indicates by other means that he/she has been subjected to threats or emotional abuse;
- f. A student is excessively apprehensive, fearful, withdrawn, or aggressive;
- g. A student is afraid to go home after school or arrives to school unreasonably early;
- h. A parent or the caretaker of a child admits having abused the child;
- i. The removal from school by the parent, guardian, or other person having custody and control of the child that may be an indicator of additional grievous abuses; or
- j. School district personnel have any other reason to believe that a child has been subject to child abuse and/or neglect, to include but not be limited to, physical abuse, sexual abuse, neglect, educational abuse, and educational neglect.

C. Notification Requirements for School District Employees, Volunteers, or Interns

- 1. Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, or neglected children.
 - a. The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification.
 - b. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification.

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- (1) Notice to the Principal or other designated school official(s) need not be given when the person believes the notice would likely endanger the reporter or student involved or when the person believes the disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.
2. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to **any other telephone number designated by the appropriate child welfare authorities**. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

D. School District's Notification to Law Enforcement

1. The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.
 - a. Notification procedures to child welfare authorities and law enforcement authorities regarding alleged incidents of missing, abused, or neglected children shall be consistent with the Memorandum of Agreement between education and law enforcement authorities pursuant to N.J.A.C. 6A:16-6.2(b)13.
 - b. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.
 - (1) The notification to appropriate law enforcement authorities on behalf of a student attending a receiving school shall be made to the law enforcement authorities identified in the receiving school's Memorandum of Agreement as required by N.J.A.C. 6A:16-6.2(b)13.

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2. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.
- E. School District Cooperation with Designated Law Enforcement Authorities
1. The school district will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children.
 - a. Accommodations shall be made permitting the child welfare and law enforcement investigators to interview the student in the presence of the Principal or other designated school official(s).
 - (1) If the student is intimidated by the presence of the school representative, the student shall be requested to name an employee, volunteer, or intern working in the school district, whom he or she feels will be supportive, and who will be allowed to accompany the student during the interview.
 - b. District administrative and/or supervisory staff members will assist designated child welfare and law enforcement authorities in scheduling interviews with any employee, volunteer, or intern working in the school district who may have information relevant to the investigation.
 - c. In accordance with N.J.A.C. 6A:16-11.1(a)5.iii., the district will release all records of the student who is the subject of the investigation that are deemed to be relevant to the assessment or treatment of a potentially missing, abused, or neglected child pursuant to N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and allowable under the Family Education Rights and Privacy Act (FERPA), 34 CFR Part 99.



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Reporting Potentially Missing or Abused Children

- d. In accordance with N.J.A.C. 6A:16-11.1(a)5.iv., the district will ensure the maintenance, security, and release of all confidential information about potential missing, abused, or neglected child situations is in accordance with N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40, and N.J.A.C. 6A:32-7.
 - (1) All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern working in the school district shall be considered confidential and may be disclosed only as required in order to cooperate in investigations pursuant to N.J.A.C. 6A:16-11.1(a)2. and 3. or by virtue of a Court Order. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the Superintendent or designee.
- e. In accordance with N.J.A.C. 6A:16-11.1(a)5.v., the district will release the student to child welfare authorities while school is in session when it is necessary to protect the student or take the student to a service provider.
 - (1) Such removal shall take place only after the Principal or other designated school official(s) has been provided, either in advance or at the time removal is sought, with appropriate documentation that the child welfare authority has already removed, or has appropriate authority to remove, the student from his or her home, as specified in N.J.S.A. 9:6-8.27 through 8.30.
- f. The district will cooperate in the transfer of a student who has been removed from his or her home by designated child welfare authorities for proper care and protection pursuant to N.J.S.A. 9:6-8.28 and 8.29 to another school.

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F. Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect

1. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing-, abused-, or neglected-child situation shall be entitled to due process rights.
2. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect pursuant to N.J.A.C. 6A:16-11.1-(a)2 shall occur only if there is reason to believe that the life or health of the alleged victim or other student is in jeopardy due to continued contact between the employee, volunteer, or intern and the student.
3. All references to a notification to the designated child welfare authorities of a potential missing-, abused-, or neglected-child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from child welfare authorities that the allegation was unfounded pursuant to N.J.S.A. 18A:6-7a.

Adopted:



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Any employee, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or ~~contemplated~~ **completed** suicide, shall report the ~~such~~ information to the Department of **Human Services, Division of Mental Health and Addiction Services Children and Families, Division of Child Protection and Permanency**, in a form and manner prescribed by the Division of **Mental Health and Addiction Services Child Protection and Permanency** pursuant to N.J.S.A. 30:9A-24.a.

** Mandated*

N.J.S.A. 18A:36-24; 18A:36-25 et seq.

N.J.A.C. 6A:16-11.1

See on Page 3, Item C, (c).

Adopted:



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Outstanding Food Service Charges

Mar 16

[See POLICY ALERT Nos. 206 and 208]

8550 OUTSTANDING FOOD SERVICE CHARGES

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears, the Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's lunch or breakfast bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student

[Select one option

_____ will not be served school breakfast or lunch, as applicable, beginning the eighth calendar day from the date of the second notice.

☒ will be provided a basic lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture beginning the eighth calendar day from the date of the second notice.]

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter. ~~In the event the parent refuses to meet with the Principal or designee or is unable to resolve the matter the Principal or designee will report the parent's failure to provide breakfast or lunch, as applicable, for the child, to the New Jersey Department of Children and Families, Division of Child Protection and Permanency.~~

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A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

~~The~~ This provisions of N.J.S.A. 18A:33-21 and this Policy will be made available to parents of all children in the school district in a manner as determined by the Superintendent.

N.J.S.A. 18A:33-21

*not
mandated
but
recommended*

Adopted:



9.3.8