

**SOUTH AMBOY BOARD OF EDUCATION
Business/Public Meeting Agenda
September 3, 2019 – 6:00 p.m. Open Meeting & immediately go into
Executive/Closed Session
Public Meeting begins at 6:30 P.M. – Middle/High School Cafeteria**

1. Meeting Called to Order (6:00 p.m.)

2. Roll Call

Mr. Conrad		Mrs. McLaughlin		Mr. Diaz, Supt.	
Mrs. Conway		Mr. Perez		Mr. Frascella, SBA/BS	
Mr. Dragotta		Mrs. Taggart		Mr. Silvestro, Atty.	
Mrs. Gonzalez		Mr. Walsh			
Mrs. Kasics				B. Pena, Student Rep.	

3. Adjourn to Executive Session

- On a motion by _____ and seconded by _____, the board adjourns into Closed Session at _____ p.m.
- Mr. Frascella reads the closed session notice:

BE IT RESOLVED, pursuant to the Sunshine Act, N.J.S.A. 10:4-12 and 13, the South Amboy Board of Education will now meet in closed session to discuss:

The aforesaid subjects are within the exemptions permitted to be discussed in closed session in accordance with N.J.S.A. 10:4-13. Information regarding the Board’s closed session discussion will be disclosed to the public as soon as the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session in approximately 30 minutes.

4. Re-Convene to Public Session (6:30 p.m.)

- On a motion by _____ and seconded by _____, the Board reconvenes into the public portion of the meeting at _____ p.m.

5. Reading of Public Notice – P. Frascella

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon.

In compliance with the Open Public Meeting Law, the South Amboy Board of Education has caused notice of this meeting setting forth the time, date, and location to be submitted for publication to the Home News Tribune and Star Ledger and posted at the Board Office, Middle/High School, Elementary School, City Hall, Library and Senior Citizens Center Bulletin Boards at least 48 hours in advance of this meeting. Members of the public who wish to address the Board will be given the opportunity before the Board adjourns for the evening.

6. Salute to the Flag

7. Review/Comment/Approval of Agenda Items (Committee Chairs)

MINUTES

1. ACCEPTANCE OF MINUTES

A motion was made by _____ and seconded by _____.
 I would like to make a motion that the Board of Education accepts the minutes of the following meetings as submitted:

July 22, 2019	Business-Public Meeting
July 22, 2019	Closed Session/Business Meeting

On a roll call vote:

Mr. Conrad		Mrs. Gonzalez		Mr. Perez	
Ms. Conway		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	

EDUCATION & CURRICULUM

1. CURRICULUM REVISION/2019-2020 SCHOOL YEAR

That the Board of Education approves the following revised curriculum subject areas for the 2019-2020 school year, as presented, and as recommended by the Superintendent.

- Health 9, 10, 11
- College Prep Math
- Pre-Calculus/Calculus
- Pre-Algebra/Algebra
- Marine Science
- World History
- Contemporary Issues
- Financial Literacy
- Elementary Social Studies, Grades 3, 4, 5
- Facing History and Ourselves

2. APPROVE/CURRICULUM/2019-2020 SCHOOL YEAR

That the Board of Education approves the following new curriculum subject area for the 2019-2020 school year, as presented, and as recommended by the Superintendent.

- Elementary Counseling, Grades K, 1, 2

3. APPROVE/STUDENT HANDBOOKS

That the Board of Education approves the Elementary School and Middle High School Student Handbooks for the 2019-2020 school year as recommended by the Superintendent.

4. APPROVE/DISTRICT GOALS & OBJECTIVES

That the Board of Education approves the District Goals & Objectives for the 2019-2020 school year. (Attachment A)

PUBLIC COMMENT ON EDUCATION & CURRICULUM ITEMS

MOTION TO APPROVE EDUCATION & CURRICULUM MOTION

A motion was made by Lynn Kasics and seconded by _____.
 I would like to make a motion that the Board of Education approves item One through Four in the Education & Curriculum section of the Business/Public Meeting Agenda as recommended by the Superintendent of Schools.

On a roll call vote:

Mr. Conrad		Mrs. Gonzalez		Mr. Perez	
Ms. Conway		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	

POLICY

1. APPROVE POLICY AND REGULATION REVISION TO ADMINISTERING MEDICATION #5141.21/#5141.21R

That the Board of Education approves the revision of policy and regulation #5141.21/#5141.21R, Administering Medication, as attached and recommended by the Superintendent. (Attachment B)

2. APPROVE POLICY REVISION TO ATTENDANCE, ABSENCES, AND EXCUSES #5113

That the Board of Education approves the revision of policy #5113, Attendance, Absences, and Excuses as attached and recommended by the Superintendent. (Attachment C)

PUBLIC COMMENT ON POLICY ITEMS

MOTION TO APPROVE POLICY MOTIONS

A motion was made by Joan Conway and seconded by _____.
 I would like to make a motion that the Board of Education approves motions One through Two of the Policy section of the Business/Public Meeting Agenda as recommended by the Superintendent of Schools.

On a roll call vote:

Mr. Conrad		Mrs. Gonzalez		Mr. Perez	
Ms. Conway		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	

PERSONNEL

1. REHIRE OF SUBSTITUTE TEACHERS/SUBSTITUTE PARAPROFESSIONALS /SUBSTITUTE BUS DRIVERS/SUBSTITUTE NURSES/SUBSTITUTE SECRETARIES /SUBSTITUTE CUSTODIANS/2019-2020 SCHOOL YEAR

That the Board of Education approves the reemployment of substitute teachers, substitute paraprofessionals, substitute bus drivers, substitute school nurses, substitute secretaries, substitute custodians for the 2019-2020 school year as recommended by the Superintendent. (Attachment D)

2. ATHLETIC/INTRAMURAL POSITIONS/2019-2020 SCHOOL YEAR

That the Board of Education approves the appointment of the following individuals to Athletic & Intramural positions for the 2019-2020 school year as recommended by the Superintendent. The stipend for these positions will be in accordance with the negotiated agreement between the Board of Education and the South Amboy Education Association:

Eugene Reagan	Time Keeper
Colleen Palmeri	Site Manager
Peter Gulla	Time Keeper
Emily Mitchell	Girls Basketball (MS)

3. EXTRA-CURRICULAR POSITIONS/2019-2020 SCHOOL YEAR

That the Board of Education approves the appointment of the following individuals to Extra-Curricular positions for the 2019-2020 school year as recommended by the Superintendent. The stipend for these positions will be in accordance with the negotiated agreement between the Board of Education and the South Amboy Education Association:

MIDDLE/HIGH SCHOOL	
8 th Grade Advisor (MHS) (co-advisors)	Tara Vona/Elisabeth Doherty

4. APPROVE/TEACHER OF MATHEMATICS /GRACE AMARI

That the Board of Education approves the employment of Grace Amari as a Teacher of Mathematics in the High School for the 2019-2020 school year effective September 1, 2019 until June 30, 2020 as recommended by the Superintendent. Her salary (BA Step 1), with benefits, will be as reflected in the negotiated agreement between the Board of Education and the South Amboy Education Association. Employment is contingent upon completion of the Criminal History Background Check (Policy #4111/4211) and Physicals for Employees (Policy #4212.4)

5. APPROVE STAFF FOR FEDERAL/STATE PROGRAMS

That the Board of Education approves the attached list of teachers, paraprofessionals, secretaries, other professional staff, and program directors for the 2019-2020 Federal/State Programs as recommended by the Superintendent. (Attachment E)

6. STAFF ROSTER/2019-2020

That the Board of Education approves the attached staff roster for the 2019-2020 school year as recommended by the Superintendent. The salaries and steps will reflect negotiated agreements with the Board of Education. (Attachment F)

7. MEDICAL LEAVE OF ABSENCE/2019-2020 SCHOOL YEAR/BUS DRIVER/SANDY DEL PRETE

That the Board of Education approves the unpaid medical leave of absence of Sandy Del Prete, Bus Driver, for a period of September 1, 2019 until January 2, 2020.

8. RESCIND PART-TIME IN-SCHOOL SUSPENSION TEACHER POSITION APPOINTMENT/2019-2020 SCHOOL YEAR

That the Board of Education rescinds the appointment of Greta Grasso as the Part-Time In-School Suspension Teacher for the 2019-2020 school year as recommended by the Superintendent.

J. APPROVE/TEACHER OF SPANISH /NIDIA SANCHEZ

That the Board of Education approves the employment of Nidia Sanchez as a Teacher of Spanish in the Middle High School for the 2019-2020 school year effective September 1, 2019 until June 30, 2020 as recommended by the Superintendent. Her salary (MA Step 6), with benefits, will be as reflected in the negotiated agreement between the Board of Education and the South Amboy Education Association. Employment is contingent upon completion of the Criminal History Background Check (Policy #4111/4211.) and Physicals for Employees (Policy #4212.4)

10. RESIGNATION/PT CAFETERIA AIDE/KATHERINE QUINONES

That the Board of Education approves the resignation of Katherine Quinones, effective August 22, 2019, as recommended by the Superintendent.

11. STIPEND/BLACK SEAL-CUSTODIAN/SAFWAT YOUSSEF

The Board of Education approves the Black Seal stipend for Safwat Youssef (Custodian). The stipend, retroactive to August 1, 2019, for this position will be in accordance with the negotiated agreement between the Board of Education and the South Amboy Education Association.

12. RESCIND WORLD LANGUAGE SPANISH TEACHER POSITION APPOINTMENT/2019-2020 SCHOOL YEAR

That the Board of Education rescinds the appointment of Julieanne Jimenez as World Language Spanish Teacher for the 2019-2020 school year as recommended by the Superintendent.

13. LONG TERM SUBSTITUTE TEACHER/ 2019-2020 SCHOOL YEAR

That the Board of Education approves the appointment of the following Long Term Substitute Teacher starting September 1, 2019 until June 30, 2020 as recommended by the Superintendent. Employment is contingent upon completion of the Criminal History Background Check (Policy #4111/4211) and Physicals for Employees (Policy #4212.4)

➤ Julieanne Jimenez Long Term Substitute Teacher - Spanish

PUBLIC COMMENT ON PERSONNEL ITEMS

MOTION TO APPROVE PERSONNEL MOTIONS

A motion was made by Amy McLaughlin and seconded by _____

I would like to make a motion that the Board of Education approves motions One through Thirteen of the Personnel section of the Business/Public Meeting Agenda as recommended by the Superintendent of Schools.

On a roll call vote:

Mr. Conrad		Mrs. Gonzalez		Mr. Perez	
Ms. Conway		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	

BUDGET AND FINANCE

1. BUDGETARY TRANSFERS

The Board of Education approves the attached transfers for July 2019 in conjunction with the requirements of N.J.S.A. 18A:22-8-1 and N.J.A.C. 6A:23A-16.10. (Attachment G)

2. EXPENDITURES FOR 7/23/2019-8/31/2019 (Attachment H)

The Board of Education approves the following expenditures for 7/23/19-8/31/19

Bills For	Amount
Regular Bills	878,906.03
7/15/19 Payroll	108,298.65
7/30/19 Payroll	95,998.37
TOTAL	\$1,083,203.05
July Agency	76,973.94

3. ACCEPT THE SECRETARY AND TREASURER REPORT – JULY 2019 (Attachment I)

BE IT RESOLVED that the South Amboy Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, does hereby certify that as of the date of the reports, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10 (a); the monthly financial reports of the Secretary and the Treasurer; and further recommends, in compliance with N.J.A.C. 6A:23A-16.10 (c) 4, that the Board of Education certifies that no major account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (b), and that as of this report sufficient funds are available to meet the District’s financial obligations for the remainder of the year.

4. APPROVE TRAVEL AND REIMBURSEMENT

The Board of Education approves the following under the “Travel and Reimbursement Policy” of the South Amboy - Board of Education as recommended by the Superintendent of Schools:

Staff/Board Member	Program Date	Program Title or Event	Fees	GAAP Account
Sean Dunphy Patrick McCabe Frank Zalocki Martin Gurczeski Jorge Diaz	July 16 th and July 17 th , 2019	LinkIt! Data Forward Summer Institute	\$1,200	20-270-200-300-01-00-00-060 20-270-200-300-01-00-00-030 11-000-230-585-00-01
Kim Barna Marci Oaks	August 20 & 21, 2019; October 23, 2019, January 15, 2020, April 8, 2020	Tools of the Mind Regional Training Workshop	\$3,750 each	20-218-200-580-01-01-00-060
Amy McLaughlin John Dragotta Joan Conway Lynn Kasics Paula Taggart Shannon Gonzalez Anthony Conrad Jorge E. Diaz Peter Frascella	October 21 st through October 24 th , 2019	NJSBA Workshop	\$1,700	11-000-230-500-01-00

- 5. APPROVE RENEWAL TO NJSIG EDUCATIONAL RISK & INSURANCE CONSORTIUM**
That the Board of Education approves the contract between the South Amboy Board of Education and the New Jersey Insurance Group Education Risk & Insurance Consortium for a period of three years as per contract. (Copy of Contract on file in the Board Office)
- 6. APPROVE CONSULTING AGREEMENT WITH ACELERO LEARNING**
That the Board of Education approves the contract between the South Amboy Board of Education and Acelero Learning to provide services that will include responsibilities related to the role of Master Teacher.
- 7. APPROVE TUITION CONTRACT FOR 2019-2020 – CPC BEHAVIORAL HEALTHCARE**
The Board of Education approves tuition contract between the South Amboy Board of Education and CPC Behavioral Healthcare for students #9900562875, #5452569864, #2475544946 for the period July 1, 2019 – June 30, 2020 in the total amount of \$224,462.70. (Copy of contract is on file in the Board Office).
- 8. APPROVE TUITION CONTRACT FOR 2019-2020 ESY – ESCNJ – CENTER FOR LIFELONG LEARNING**
The Board of Education approves tuition contract between the South Amboy Board of Education and CPC Behavioral Healthcare for students #4098271022, #9880067721, #6732255358, #631854506, #3194689036, #1887907053, #4744776169, #20130241591, #3944564593, #5981261432, #4015445792, #9141052803 for the period July 1, 2019 – August 12, 2019 in the total amount of \$71,511. (Copy of contract is on file in the Board Office).
- 9. APPROVE TUITION CONTRACT FOR 2019-2020 ESY – ESCNJ – PISCATAWAY REGIONAL DAY SCHOOL**
The Board of Education approves tuition contract between the South Amboy Board of Education and Piscataway Regional Day School for students #4640775933, #7769635663, #8993906650 for the period July 1, 2019 – August 12, 2019 in the total amount of \$19,435. (Copy of contract is on file in the Board Office).
- 10. APPROVE TUITION CONTRACT FOR 2019-2020 ESY – ESCNJ – ACADEMY LEARNING CENTER**
The Board of Education approves tuition contract between the South Amboy Board of Education and Academy Learning Center for students #9635038745, #7350592711 for the period July 1, 2019 – August 12, 2019 in the total amount of \$10,068. (Copy of contract is on file in the Board Office).
- 11. APPROVE TUITION CONTRACT FOR 2019-2020 ESY – ESCNJ – BRIGHT BEGINNINGS LEARNING CENTER**
The Board of Education approves tuition contract between the South Amboy Board of Education and Bright Beginnings Learning Center for student #8486823312 for the period July 1, 2019 – August 12, 2019 in the total amount of \$5,520. (Copy of contract is on file in the Board Office).
- 12. APPROVE TUITION CONTRACT FOR 2019-2020 – UNION COUTY EDUCATIONAL SERVICES COMMISSION**
The Board of Education approves tuition contract between the South Amboy Board of Education and Union County Educational Services Commission for student #1488771299 for the period July 1, 2019 – June 30, 2020 in the total amount of \$64,940. (Copy of contract is on file in the Board Office).
- 13. APPROVE TUITION CONTRACT FOR 2019-2020 – ESCNJ – CENTER FOR LIFELONG LEARNING**
The Board of Education approves tuition contract between the South Amboy Board of Education and CPC Behavioral Healthcare for students #4098271022, #9880067721, #6732255358, #631854506, #3194689036, #1887907053, #4744776169, #20130241591, #3944564593, #5981261432,

#4015445792, #9141052803 for the period of September 4, 2019 – June 30, 2020 in the total amount of \$733,158. (Copy of contract is on file in the Board Office).

14. APPROVE TUITION CONTRACT FOR 2019-2020 – ESCNJ – PISCATAWAY REGIONAL DAY SCHOOL

The Board of Education approves tuition contract between the South Amboy Board of Education and Piscataway Regional Day School for students #4640775933, #7769635663, #8993906650 for the period of September 4, 2019 – June 30, 2020 in the total amount of \$210,438. (Copy of contract is on file in the Board Office).

15. APPROVE TUITION CONTRACT FOR 2019-2020 – ESCNJ – ACADEMY LEARNING CENTER

The Board of Education approves tuition contract between the South Amboy Board of Education and Academy Learning Center for students #9635038745, #735059271.1 for the period of September 4, 2019 – June 30, 2020 in the total amount of \$108,918. (Copy of contract is on file in the Board Office).

16. APPROVE TUITION CONTRACT FOR 2019-2020 – ESCNJ – BRIGHT BEGINNINGS LEARNING CENTER

The Board of Education approves tuition contract between the South Amboy Board of Education and Bright Beginnings Learning Center for student #8486823312 for the period of September 4, 2019 – June 30, 2020 in the total amount of \$59,454. (Copy of contract is on file in the Board Office).

17. APPROVE SERVICE CONTRACT FOR 2019-2020 – N.J. COMMISSION FOR THE BLIND

The Board of Education approves service contract between the South Amboy Board of Education and N.J. Commission for the Blind for students #2021717088, #5981261432, #4228703327, #4015445792, #1478089520 for the period of September 1, 2019 – June 30, 2020 in the total amount of \$9,500. (Copy of contract is on file in the Board Office)

18. APPROVE NONRESIDENT CONTRACTS FOR THE 2019-2020 SCHOOL YEAR

The Board of Education approves contract agreements consistent with board policy #51.18 for nonresident students listed below:

State ID
#1067324908
#4450237224
#6294506855
#7420729367
#6145393130
#6376344141
#9460923570

19. USE OF SCHOOL FACILITIES/B.A.S.C.

That the Board of Education approves the use of facilities for B.A.S.C. to use the Elementary School cafeteria, gym and playground in accordance with their agreement on school days, between the hours of 7:00am and 9:00am and 2:00pm and 6:30pm (The regular program ends at 6:00pm and the Extended Care Program ends at 6:30pm) and on early dismissal days, between the hours of 7:00am and 9:00am and 12:30pm and 6:30pm. This activity will be covered by the B.A.S.C.'s insurance. The cost of the use of facilities for the 19-20 school year is \$10,000.

20. PAYMENT OF SUPERINTENDENT MERIT GOAL ACHIEVEMENT/2018-2019 SCHOOL YEAR

WHEREAS, the South Amboy Board of Education ("the Board") approved Merit Goals for the Superintendent for the 2018-2019 school year consisting of two (2) Quantitative Merit Goals and two (2) Qualitative Merit Goals (collectively referred to as the "Merit Goals") and submitted the Merit Goals

to the Executive County Superintendent for approval in accordance with the provisions of N.J.A.C. 6A:23A-3.1; and

WHEREAS, on or about August 15, 2019, the Executive County Superintendent approved the Merit Goals, thereby authorizing the Board to award to the Superintendent merit pay upon his successful achievement of each Merit Goal; and

WHEREAS, upon the continued evaluation of the Superintendent's performance, the Board has determined that to date, the Superintendent has successfully achieved completion of one (1) Quantitative Merit Goal, partially achieved another Quantitative Merit Goal and achieved two (2) Qualitative Merit Goals, thereby entitling the Superintendent to a bonus of 11.04186% of his annual salary,

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby certifies that the Superintendent, Jorge E. Diaz, has successfully achieved completion of one (1) Quantitative Merit Goal, partially achieved another Quantitative Merit Goal, and achieved two (2) Qualitative Merit Goals for 2018-2019 and approves payment of the merit bonus for achievement as approved by the Executive County Superintendent.

PUBLIC COMMENT ON BUDGET AND FINANCE MOTIONS

APPROVE BUDGET AND FINANCE MOTIONS

A motion was made by Shannon Gonzalez and seconded by _____.

I would like to make a motion that the South Amboy Board of Education approves motions One through Twenty Nineteen of the Budget and Finance section of the regular public meeting agenda of September 3, 2019 as recommended by the Superintendent of Schools.

On a roll call vote:

Mr. Conrad		Mrs. Gonzalez		Mr. Perez	
Ms. Conway		Mrs. Kasics		Mrs. Taggart	
Mr. Dragotta		Mrs. McLaughlin		Mr. Walsh	

A. STUDENT REPRESENTATIVE REPORT

B. BOARD OF EDUCATION COMMENTS

C. PUBLIC COMMENTS

D. ADJOURNMENT

A motion by _____ seconded by _____ that there being no further business the meeting be adjourned at _____. Roll call vote: _____.

Respectfully submitted,

Peter T. Frascella

Business Administrator/Board Secretary

SOUTH AMBOY SCHOOL DISTRICT
South Amboy, New Jersey
2019-2020 DISTRICT GOALS AND OBJECTIVES

ATTACHMENT A

GOAL AREA 1	Academic Achievement – The South Amboy School District believes in developing critical and analytical thinkers and leaders who have the ability to make decisions and communicate effectively. The district will provide students with a rigorous academic instructional program aligned to the New Jersey Student Learning Standards in Math, Language Arts, Technology and Science while providing students with differentiated and collaborative learning opportunities in a safe instructional environment.
Objectives	<ol style="list-style-type: none"> 1) Provide professional development for the implementation of new programs: Fountas & Pinnell (ELA) for Grades K-2; Ready Classroom (Math) for grades 1 – 5 2) Develop and implement curricula for Media Specialist K-12, Computer Literacy K-12, and a Counseling curriculum 3) Develop Google Apps for Education proficiency for all administrators in establishing and communicating high academic expectations while supporting students to meet same 4) Provide professional development opportunities for staff to implement problem-based, project-based and inquiry-based learning 5) Expand academic programming in partnership with local colleges and universities, as well as online independent learning 6) Assess and develop a plan for a future one-to-one student Chromebook initiative

GOAL AREA 2	Physical Environment – The South Amboy School District believes in maintaining and enhancing our facilities to support our students and staff in a safe and secure learning environment. The district will review and update school safety plans, explore and incorporate additional layers of security, and enhance the school facilities that serve our students.
Objectives	<ol style="list-style-type: none"> 1) Update the School Safety Manual / Emergency Action Plan and share with OEM and SAPD 2) Expand key-card access to schools and board office 3) Identify and secure contract to install panic/silent alarms at each school (or similar program approved by the state DOE) 4) Complete the Elementary School cafeteria renovation 5) Enhance exterior aesthetics through landscaping and lawn maintenance (i.e. student flower beds, patching, seeding, and other general lawn maintenance) 6) Carpet replacement district wide, where necessary 7) Identify and select artwork and murals to display throughout our schools 8) Coordinate with the State of New Jersey Department of Clean Energy to conduct an energy audit of our facilities

GOAL AREA 3	Engaging the Community – The South Amboy School District believes in promoting education as a shared responsibility among students, parents, teachers and the entire community. The district will communicate effectively with all stakeholders (PTO, district labor associations, municipal government, and the community) to encourage support for school initiatives and provide opportunities for open discussion and input on school district issues.
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SOUTH AMBOY SCHOOL DISTRICT
South Amboy, New Jersey
2019-2020 DISTRICT GOALS AND OBJECTIVES

ATTACHMENT A

Objectives	<ol style="list-style-type: none"> 1) Create and distribute a community survey focusing on the collection of topics, concerns, and inquiry regarding the South Amboy School District 2) Create videos for public viewing driven by topics from the community survey 3) Explore options for a district mobile app 4) Create partnerships through a marketing plan designed to engage and encourage businesses in the community to invest in the district through sponsorships and scholarships. 5) Continue to utilize district communication methods to disseminate information (website, school messenger, newsletter, social media, and digital marquee)
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GOAL AREA 4	Health & Wellness – The South Amboy School District believes in fostering, promoting, and modeling positive student interaction and healthy lifestyles. The district will engage community resources to provide educational programming on various topics including: HIB, Drug Awareness & Prevention, and Social Emotional Learning.
Objectives	<ol style="list-style-type: none"> 1) Provide professional development for teachers to embed Social Emotional Learning (SEL) practices in daily instruction 2) Research SEL programs for K-5 implementation 3) Conduct special events related to Substance Abuse Awareness, Suicide Prevention, and Bullying 4) Increase awareness and understanding of current health and wellness trends and practices

THE SOUTH AMBOY BOARD OF EDUCATION
South Amboy Board of Education, New Jersey

FILE CODE: 5141.21

 X Monitored X Mandated X Other Reasons**Policy**ADMINISTERING MEDICATION

The board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular student or medications prescribed by the district physician on standing orders, including Medications shall include emergency medication in the event of bee stings, medication for asthma, diabetes, adrenal insufficiency, or other medical diagnosis requiring medication during the school day, opioid antidote, and all non-prescription "over the counter" medication (see policy 5141).

Before any medication may be administered to any student either by the school nurse or designated school staff or by the student themselves or by any student during school hours, the board shall require the written consent of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability for administration of medication. In addition, the board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The district medical inspector shall develop procedures for the administration of medication which provide that:

- A. All medications, whether prescribed or "over the counter", shall be administered by the medical inspector, school nurse or substitute school nurse, the parent/guardian or the student himself/herself where the parent/guardian so permits and with the school nurse present;
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult student and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses, a life-threatening allergic reaction or adrenal insufficiency, provided that the applicable requirements of this policy for such self-administration, as described below, are met. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not

ADMINISTERING MEDICATION (continued)

limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

Nebulizers

Each school in the district shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. The chief school administrator shall prepare and the board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s). Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to the following:

- A. Requirement that each school nurse shall be authorized to administer asthma medication through use of a nebulizer;
- B. Requirement that each school nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards;
- C. Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

Student Self-Administration of Medication

The board shall permit self-administration of medication for asthma, diabetes or other potentially life-threatening illnesses, ~~a life-threatening allergic reaction or adrenal insufficiency~~, by students who have the capability for self-administration of medication, both on school premises during regular school hours and off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Parents/guardians of the student must meet the following conditions:

- A. Provide the board with written authorization for the student's self-administration of medication;
- B. Provide written certification from the student's physician that the student has asthma, diabetes, or another potentially life-threatening illness, ~~is subject to a life-threatening allergic reaction, or has adrenal insufficiency~~ and is capable of and has been instructed in the proper method of self-administration of medication; ~~and~~
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student.

~~A student who is permitted to self-administer medication shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, or prescribed medication for adrenal insufficiency at all times, provided that the student does not endanger himself or other persons through misuse.~~

The board shall:

- A. Inform the student and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication ~~by the student, and~~
- C. Maintain the right to revoke a student's permission to self-medicate if he/she has failed to comply with all

ADMINISTERING MEDICATION (continued)

conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The chief school administrator shall confer with the school physician and school nurse prior to recommending termination of a student's permission to self-medicate and shall also consult with the student, the student's parents/guardians and the student's physician.

Upon written request of the parent or guardian and as provided in the individualized health care plan, the student shall be allowed to attend to the management and care of his/her diabetes in the classroom or on school grounds, if evaluated and determined to be capable of doing so consistent with the plan, and N.J.S.A. 18A:40-12.15 and board policy 5141 Health for specific rules regarding diabetes management.

Emergency Administration of Epinephrine

The board shall permit the school nurse or medical inspector to administer epinephrine via epi-pen or other pre-filled auto-injector mechanism in emergency situations. In their absence, a designee or designees who are employees of the board may do so.

The designees must be properly trained by the school nurse in the administration of the epi-pen or other pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each student for whom he/she is designated.

The board shall inform the student's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epi-pen or other pre-filled auto-injector mechanism to the student.

Parents/guardians shall provide the board with the following:

- A. Written orders from the physician that the student requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epi-pen or other pre-filled auto-injector mechanism by the school nurse or ~~and~~ designee(s); ~~and~~
- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epi-pen or other pre-filled auto-injector mechanism by the school nurse or designee(s) to the student and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epi-pen or other pre-filled auto-injector mechanism to the student.

Permission for the administration of epinephrine via epi-pen or other pre-filled auto-injector mechanism shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

Placement and Availability of Epinephrine, and Transportation to Hospital Emergency Room

Pursuant to N.J.S.A. 18A:40-12.6, school policy requires:

- A. The placement of a student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed;
- B. The school nurse or designee to be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction; and
- C. The transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.

Emergency Administration of Epinephrine for First Time Allergic Reactions at School

ADMINISTERING MEDICATION (continued)

The school nurse or trained designee shall be permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis. This includes students whose parents/guardians have not submitted prior written permission or obtained prescribed medication as indicated in the rules above. Epinephrine may be administered to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes that the student is having an anaphylactic reaction.

The district shall maintain a supply of epinephrine auto-injectors that is prescribed under a standing protocol from a licensed physician or an advanced practice nurse in a secure but unlocked and easily accessible location. The supply of epinephrine auto-injectors shall be accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

Liability

No school employee, including a school nurse, or any other officer or agent of a board, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine shall be held liable for any good faith act or omission consistent with the provisions of law for the administration of epinephrine (N.J.S.A. 18A:40-12.5 et seq.). No action shall be taken before the New Jersey State Board of Nursing against a school nurse for any such action taken by a person designated in good faith by the school nurse to administer epinephrine according to law (N.J.S.A. 18A:40-12.6). Good faith shall not include willful misconduct, gross negligence or recklessness.

Emergency Administration of Hydrocortisone Sodium Succinate for Adrenal Insufficiency

In the event of an emergency, hydrocortisone sodium succinate shall be administered through an appropriate delivery device and equipment to a student for adrenal insufficiency provided that:

- A. The parents/guardians of the student provide to the board written authorization for the administration of hydrocortisone sodium succinate;
- B. The parents/guardians of the student provide to the board written orders from the physician or advanced practice nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;
- C. The board informs the parents/guardians of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate; and
- D. The parents/guardians sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate.

The permission is effective for the school year for which it is granted and is renewed for each subsequent school year.

Placement and Availability of Hydrocortisone Sodium Succinate and Transportation to Hospital

The school nurse shall oversee the following school policy requirements for compliance with law (N.J.S.A. 18A:40-12.3):

- A. The placement of a student's prescribed hydrocortisone sodium succinate in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of emergency situations at school or at a school-sponsored function. The location of the hydrocortisone sodium succinate shall be indicated on the student's emergency care plan. Back-up hydrocortisone sodium succinate, provided by the parent/guardian, shall also be available at the school if needed.

ADMINISTERING MEDICATION (continued)

B. The school nurse or designee shall be promptly available on site at the school and school-sponsored functions in the event of an emergency, and

C. The transportation of the student to a hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student's symptoms appear to have resolved.

Nothing in this policy shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated when the student is authorized to self-administer hydrocortisone sodium succinate.

Designee Training to Administer Hydrocortisone Sodium Succinate

The school nurse shall have the primary responsibility for the emergency administration of hydrocortisone sodium succinate. The school nurse shall designate, in consultation with the board, additional employees or volunteers to administer hydrocortisone sodium succinate to a student for adrenal insufficiency when the nurse is not physically present at the scene. The school nurse shall recruit and train, in consultation with the board of education, volunteer designees who are determined acceptable candidates by the school nurse within each school building, as deemed necessary by the nursing service plan.

The school nurse shall determine that

A. The designees have been properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the Department of Education in consultation with the Department of Health;

B. The parents/guardians of the student consent in writing to the administration of hydrocortisone sodium succinate by the designees (in addition to the school nurse), and

C. The parents/guardians of the student have received a written statement that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student, and that the parents/guardians have signed a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student.

The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the above-listed requirements in this section.

Emergency Administration of Opioid Antidote

"Opioid antidote" means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. Opioid antidote includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.

"Opioid overdose" means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.

The school physician shall include an opioid antidote in the prescribed standing order for the schools of the district that include any of the grades nine through twelve. The chief school administrator, in consultation with the building principal of any school other than those including grades nine through twelve, shall determine whether the school physician shall include an opioid antidote in the prescribed standing order for such schools and shall report that determination to the board. The opioid antidote may be administered to any

ADMINISTERING MEDICATION (continued)

student, school personnel or other person reasonably believed to be experiencing an opioid overdose. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. The chief school administrator, in consultation with each building principal regardless of grade, shall determine whether to make opioid antidotes accessible during school-sponsored functions that take place off school grounds and shall report each school's determination to the board.

The opioid antidote shall be stored in a secure but unlocked and easily accessible location, and according to the manufacturer's directions regarding the heat and cold sensitivity of the medication. To the extent that is safe and practical, the opioid antidote shall be stored at a reasonable proximity of an automated external defibrillator (AED). The school nurse shall be responsible for monitoring the on-site inventory of the opioid antidote, arranging for the replacement of the opioid antidote supply and ensuring the appropriate and safe disposal of administered and expired opioid antidote applicators.

Any student suspected of being under the influence of drugs or alcohol including students suspected of an opioid overdose shall be subject to board policy 5131.6 Drugs, Alcohol, Steroids and Tobacco and applicable law (including but not limited to N.J.A.C. 6A:16-3) regarding prevention, identification, examination, treatment, intervention and referral for substance abuse.

The school nurse shall be primarily responsible for the assessment of any student suspected of being under the influence of drugs or alcohol including but not limited to any student suspected of an opioid or other drug overdose. The board shall designate additional district employees ("designated employees") who volunteer to administer an opioid antidote in the event a person experiences an opioid overdose when the nurse is not physically present at the scene. Such designated employees shall receive training in administration of the opioid antidote in accordance with applicable law. When the school nurse or designated employee who believes in good faith that a person is experiencing an opioid overdose has assessed that a student is experiencing an opioid overdose the school nurse, or board approved school employee or volunteer trained to administer the opioid antidote or other appropriately licensed school health professionals, may administer the opioid antidote.

The school nurse or his or her designee or a designated employee shall immediately call 911 upon suspecting an overdose, and notify the parents/guardians as soon as practicable. The school nurse or designee and any designated employee responding to a suspected overdose shall notify the building principal of any suspected overdose and all actions taken including the administration of opioid antidote and the notification of emergency medical services.

If the school nurse or a designated employee are not immediately available and a district employee observes a person overdosing, the employee may contact emergency services. The employee who has contacted emergency services regarding a person suspected to have overdosed shall notify the building principal of any suspected overdose and all actions taken including the administration of opioid antidote and the notification of emergency medical services.

An overdose victim shall be transported by emergency services personnel to the nearest hospital emergency room, including where the victim's symptoms appear to have resolved. The principal shall designate a member of the school staff to accompany the student to the hospital. The principal shall notify the chief school administrator whenever an opioid antidote is administered.

The school nurse shall document the incident including but not limited to:

- A. Date, time and location of the incident;
- B. Names of any staff members or students reporting the incident;
- C. A description of the incident;
- D. Description of the evaluation conducted;

ADMINISTERING MEDICATION (continued)

- E. The administration of opioid antidote including the form and dosage;
- F. All actions taken, including, when 911 was called, when emergency services arrived, staff assigned to accompany the student.

The documentation shall be in the same manner as the documentation of administration of other medications under a non-patient specific order.

~~A school may enter into a shared services agreement for the provision of opioid antidotes pursuant to applicable law if the arrangement will result in cost savings.~~

Training

The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote. ~~As described above,~~ the board shall designate additional employees (~~"designated employees"~~) or volunteers to administer the opioid antidote who shall be authorized to administer the antidote only after receiving training ~~in accordance with applicable law~~ on standardized protocols for the administration of the opioid antidote and information regarding overdose prevention pursuant to the Overdose Prevention Act (P.L. 2013, c. 46). The school nurse shall not be solely responsible to train designated individuals ~~employees~~. The policy guidelines developed by the New Jersey Department of Education in consultation with the New Jersey Department of Human Services shall specify an appropriate entity or entities to provide the training. ~~A school may enter into a shared services agreement for the provision of opioid antidotes if the arrangement will result in cost savings.~~

Parent Notification

Written notification of the board opioid overdose policy shall be distributed annually to parents/guardians and adult students. The notification shall inform parents/guardians and adult students that the board authorizes the certified school nurse ~~and/or other appropriately licensed school health professionals~~ ~~as well as~~ ~~designated employees~~ ~~deemed capable of administering naloxone by a health care professional,~~ to administer the opioid antidote, naloxone. In addition, the notification shall also include that volunteer, unlicensed school personnel appropriately trained through a Department of Human Services (DHS) endorsed program may also be authorized to administer naloxone (see attachment).

The school nurse, in consultation with the chief school administrator, shall be responsible for the development and regular review of policies and procedures regarding the naloxone ~~administration of opioid antidotes~~. The policies and procedures for the use of opioid antidote shall be included in district emergency response procedures.

Liability for the Administration of Opioid Antidote

No school employee, including a school nurse, or any other officer or agent of a board of education, charter school, or nonpublic school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of this act ~~applicable law~~. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Implementation

The board may adopt additional regulations on all aspects of the administration of medication. When implementing school policy and N.J.S.A. 18A:40-12.6, staff will consult these New Jersey Department of Education guidance documents:

- A. Training Protocols for the Emergency Administration of Epinephrine (9/08);
- B. Guidelines for the Management of Life-Threatening Food Allergies in Schools (9/08).

~~Any person who acts in good faith in accordance with law and board policy shall be immune from any civil or~~

ADMINISTERING MEDICATION (continued)

~~criminal liability arising from actions performed pursuant to law and this board policy~~

Adopted: No Date

NJSBA Review/Update: January 2010

Readopted: June 14, 2010

Revised: April 27, 2015, October 11, 2015, October 29, 2018, September 3, 2019

Key Words

Administering Medication, Medication in School, Nebulizer, Epinephrine, Anaphylaxis, Asthma

Legal References:

	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:40-1	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
	<u>N.J.S.A.</u> 18A:40-3.2 et seq.	Medical and Nursing Personnel
	<u>N.J.S.A.</u> 18A:40-4	Examination for physical defects and screening of hearing of students
	<u>N.J.S.A.</u> 18A:40-12.3	Self-administration of medication by student; conditions through -12.4
	<u>N.J.S.A.</u> 18A:40-12.5	Policy for emergency administration of epinephrine to public school students
<u>N.J.S.A.</u> 18A:40-12.6 through -12.6d		Administration of epinephrine; primary responsibility; parental consent
	<u>N.J.S.A.</u> 18A:40-12.7	Nebulizer
	<u>N.J.S.A.</u> 18A:40-12.8	Administration of asthma medication by school nurse through nebulizer; training; student asthma treatment plan
<u>N.J.S.A.</u> 18A:40-12.11		Children with diabetes
<u>N.J.S.A.</u> 18A:40-12.12		Definitions
<u>N.J.S.A.</u> 18A:40-12.13		Health care plans for children with diabetes
<u>N.J.S.A.</u> 18A:40-12.14		Employees authorized to administer glucagon
<u>N.J.S.A.</u> 18A:40-12.15		Management by student permitted
<u>N.J.S.A.</u> 18A:40-12.16		Notice to bus driver
<u>N.J.S.A.</u> 18A:40-12.17		Posting of reference sheet
<u>N.J.S.A.</u> 18A:40-12.18		Medical information release
<u>N.J.S.A.</u> 18A:40-12.19		Immunity
<u>N.J.S.A.</u> 18A:40-12.20		Authorized possession of syringe
<u>N.J.S.A.</u> 18A:40-12.21		School choice not restricted
<u>N.J.S.A.</u> 18A:40-12.22		Administration of medical marijuana
<u>N.J.S.A.</u> 18A:40-12.23 through <u>N.J.S.A.</u> 18A:40-12.28		Emergency administration of opioid antidotes
<u>N.J.S.A.</u> 18A:40-21.1		Required Hepatitis B vaccination
<u>N.J.S.A.</u> 18A:40-21.2		Distribution of fact sheet on meningitis
<u>N.J.S.A.</u> 18A:40-23		Findings and Declarations
<u>N.J.A.C.</u> 18A:40-24		Definitions
<u>N.J.A.C.</u> 18A:40-25		Nursing services to students in non-public schools
<u>N.J.S.A.</u> 18A:40-26		Medical services to non-public school students
<u>N.J.S.A.</u> 18A:40-27.1		Nursing services to non-public preschool students

ADMINISTERING MEDICATION (continued)

<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
<u>N.J.S.A.</u> 45:11-23	Definitions
	<u>N.J.A.C.</u> 6A:16-1.1et seq.
	Programs to Support Student Development
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:16-1.3	Definitions
<u>N.J.A.C.</u> 6A:16-2.1	Health services policy and procedural requirements
<u>N.J.A.C.</u> 6A:16-2.2	Required health services
<u>N.J.A.C.</u> 6A:16-2.3	Health services personnel
<u>N.J.A.C.</u> 6A:16-2.4	Required student health records
<u>N.J.A.C.</u> 6A:16-2.5	School health services to nonpublic schools
<u>N.J.A.C.</u> 6A:16-4.1	Policies and procedures for the prevention of drug and alcohol abuse
<u>N.J.A.C.</u> 6A:23A-5.3(e)	Failure to maximize SEMI Aid
<u>N.J.A.C.</u> 6A:32-6.3	Requirements of physical examinations

P.L. 2018. C.106 (A542, S1830), an act concerning the emergency administration of opioid 1 antidotes in schools, supplementing chapter 40 of Title 18A of 2 the New Jersey Statutes, and amending P.L.2013, c.46

~~P.L. 2019, c. 118, an act concerning the self-administration and emergency administration of hydrocortisone sodium succinate for adrenal insufficiency~~

Overdose Prevention Act, P.L. 2013, c. 46

Bernards Township Education Association v. Bernards Township Board of Education, 1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div., unpublished opinion (A-4211-81T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie H. Katzenbach School for the Deaf, State Board Docket #52-91

Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of Medication By a Student, New Jersey State Department of Education, June 5, 1995

Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse, New Jersey State Department of Education, October, 1998

For training for the administration of naloxone see:
<http://www.state.nj.us/humanservices/dmhas/initiatives/naloxone.html>

Possible

Cross References:

*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.1	Accidents
*5141.2	Illness
*5141.3	Health examinations and immunizations
*5141.8	Sports related concussion and head injury
*6153	Field trips

*Indicates policy is included in the Critical Policy Reference Manual.

Monitored
 Mandated
 Other Reasons

Regulation

ADMINISTERING MEDICATION

GENERAL STATEMENT

The administration of medication to students during the school day or at a school function or activity shall be governed by board policy and regulations and allowed only when the student's attendance is contingent on such arrangement. The regulations apply to both prescription and nonprescription medicines, including but not limited to aspirin, hay fever tablets, and cough preparations.

All medicines shall be kept by the school nurse, except in specific, required and approved instances of self-medication.

STAFF RESPONSIBLE

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

Position	Summary of Main Responsibilities
Chief school administrator	<ul style="list-style-type: none"> • General policy procedure oversight within the district
Building principal	<ul style="list-style-type: none"> • General procedure oversight within the school
School Nurse	<ul style="list-style-type: none"> • Oversight of the student's physical wellbeing • Receive and maintain all parent and physician authorization documentation and verify annually • Administer medication • Ensure the safe storage of medication • Ensured the safe disposal of medication • Maintain the school health records • Appoint and train designees to administer epinephrine in an emergency
Designated Teaching and support staff	<ul style="list-style-type: none"> • Receive training from the school nurse <u>and/or another entity/entities</u> as needed for the safe supervision of students with potentially life threatening conditions

DEFINITIONS

"Individualized health care plan" means a document developed by the school nurse, in consultation with the parent or guardian of a student and other appropriate medical professionals setting out the health services needed by the student at school and is signed by the parent or guardian and the school nurse.

"Individualized emergency health care plan" means a document, developed by the school nurse in consultation with the parents, which is consistent with the recommendations of the student's health care providers and which outlines a set of procedural guidelines that provide specific directions about what to do in a particular emergency situation and is signed by the parent and school nurse.

"Asthma treatment plan" means a form approved by the Commissioner and completed by the medical home that is specifically designed to indicate differentiated symptoms and appropriate action to be taken by school staff to manage the care of a student who suffers from asthma-related illnesses. The asthma treatment plan shall serve as an accompaniment to the student's Individualized Healthcare Plan.

"Medication" means a drug approved by the Federal Food and Drug Administration for preventing, caring for,

ADMINISTERING MEDICATION (regulation continued)

and assisting in the cure of disease and injury that has a written order from a physician licensed in medicine, dentistry or osteopathy, or from an advanced practice nurse. Medication does not include herbal remedies.

"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 that 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.

"School grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities or other individuals during times when the school district has exclusive use of a portion of the land.

"School function" means any activity, event or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized, supported and approved by the school building principal and the board of education.

"Standing orders" means directives and protocols written by the school physician to carry out medical procedures for all students and staff.

"Written order" means a directive and protocol written by the student's medical home to address a healthcare need or provide a medical service for a specific student.

PROCEDURESAdministration of Medication - Generally

A. Except as otherwise authorized by state statute, state code, board policy or regulation, the school nurse shall oversee the administration of epinephrine, ~~hydrocortisone sodium succinate for adrenal insufficiency~~, and other medication in the schools or at a school function. Authority for any person other than the school nurse to administer medication to a student in school or at a school function shall only be granted in compliance with this policy/regulation ~~with this policy 5141.21, Administering Medication, and this regulation~~. The administration of medication to students at school or a school function is authorized for the following individuals:

1. School physician;
2. Certified school nurse;
3. Noncertified nurse under the supervision of the certified school nurse;
4. Substitute school nurse employed by the school district;
5. Parent of the student;
6. Student approved to self-administer medication;
7. School employees who volunteer to be trained to administer epinephrine in an emergency; and
8. School employees who volunteer to be trained to administer glucagon; and
9. ~~School employees who volunteer to be trained to administer hydrocortisone sodium succinate for adrenal insufficiency.~~

B. The school nurse may, in compliance with state statute, regulation, and professional nursing practice standards, delegate the administration of medication to individuals who are properly licensed and/or certified to administer medication. In all cases of delegation, the school nurse shall direct and supervise the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;

ADMINISTERING MEDICATION (regulation continued)

- C. In consultation with the board of education, the school nurse shall designate additional employees who volunteer to administer epinephrine, via a pre-filled auto-injector mechanism, to a pupil for anaphylaxis when the school nurse is not physically present at the scene or in the event of an emergency. In all cases, the school nurse shall document the administration of epinephrine and any other medication, including obtaining all necessary signatures, regardless of the individual who actually administered the medication. In the event that a licensed athletic trainer volunteers to administer epinephrine, it shall not constitute a violation of the "Athletic Training Licensure Act;"
- D. In consultation with the board of education, the school nurse shall designate additional employees who volunteer to administer hydrocortisone sodium succinate to a student for adrenal insufficiency when the school nurse is not physically present at the scene. In all cases, the school nurse shall document the administration of hydrocortisone sodium succinate and any other medication, including obtaining all necessary signatures, regardless of the individual who actually administered the medication. In the event that a licensed athletic trainer volunteers to administer hydrocortisone sodium succinate, it shall not constitute a violation of the "Athletic Training Licensure Act;"
- E. The board shall designate employees ("designated employee" or "designated employees") to administer the opioid antidote, naloxone hydrochloride, who shall be authorized to administer the antidote only after receiving training on standardized protocols for the administration of the opioid antidote and information regarding overdose prevention pursuant to the Overdose Prevention Act. (P.L.2013, c. 46);
- F. In all cases of volunteers ~~staff volunteering to administer epinephrine~~, the school nurse shall:
1. Ensure the designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and maintain appropriate documentation of such training;
 2. Obtain written parental consent to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees;
 3. Inform the parents, in writing, that the district and its employees or agents or the nonpublic school and its employees and agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the pupil;
 4. Obtain written acknowledgment from the parents confirming their understanding that the district or nonpublic school shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil;
 5. Inform the parents, in writing, that consent is valid and effective only for the school year (including any extended school year program) in which it is granted, and must be renewed for each successive school year;
 6. In the event of an emergency, the lack of parental consent shall not be deemed to prohibit the administration of epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis by the school nurse or other designated employees when the pupil is authorized to self-administer epinephrine, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medication.

~~C. In all cases of staff volunteering to administer hydrocortisone sodium succinate for adrenal insufficiency to a student, the school nurse shall:~~

- ~~1. Ensure the designees have been properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the Department of Education in consultation with the Department of Health;~~
- ~~2. Obtain written parental consent to the administration of hydrocortisone sodium succinate by the designees;~~
- ~~3. Inform the parents, in writing, that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student;~~

ADMINISTERING MEDICATION (regulation continued)

4. Obtain written acknowledgment from the parents confirming their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student for adrenal insufficiency and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and
5. Inform the parents, in writing, that consent is valid and effective only for the school year (including any extended school year program) in which it is granted, and must be renewed for each successive school year in accordance with requirements 1-4 in this section.

Nothing in this section shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated when the student is authorized to self-administer hydrocortisone sodium succinate.

H. In all cases of staff volunteering to the opioid antidote naloxone hydrochloride to a student, the school nurse shall:

1. Ensure that the designated employees or volunteers receive training on standardized protocols for the administration of the opioid antidote and information regarding overdose prevention pursuant to the Overdose Prevention Act (P.L. 2013, c. 46). The policy guidelines developed by the New Jersey Department of Education in consultation with the New Jersey Department of Human Services shall specify an appropriate entity or entities to provide the training;
2. Ensure written notification of the board opioid overdose policy shall be distributed annually to parents/guardians and adult students. The notification shall inform parents/guardians and adult students that the board authorizes the certified school nurse or other appropriately licensed school health professionals as well as designated employees to administer the opioid antidote.

I. In the absence of an emergency, in order for the school nurse to administer medication to a student at school or during a school function, a parent must both submit a request and provide authorization to the district. The school nurse shall maintain appropriate confidentiality of all documentation related to any request to administer medication. A parent's request and authorization for administration of medication during the school day or during a school function shall be made in writing to the school nurse. The request/authorization must be signed and dated by the parent. The request shall include a written statement by the student's physician certifying the need for the administration of the medication and including the following:

1. Name of student;
2. Date;
3. Name of the medication;
4. Dosage;
5. Diagnosis;
6. Purpose of medication;
7. Time medication should be administered and dosage;
8. Duration of medication administration;
9. Possible side effects;
10. Statement that medication must be administered during school day or during school activity or function in order for student to be able to attend or benefit from the instruction or services being provided by the school district (see Exhibit 1, Physician Authorization Form).

J. Where the parent request and authorization for administration of medication has been reviewed and approved by the nurse, it must then be submitted to the building principal for his/her written approval prior to the initial administration of the medication;

K. In the event of a school function which the school nurse or appropriately certified and authorized employee designee cannot attend, a student's parent shall be notified reasonably in advance of the activity and may be permitted to attend and administer the medication if the student will require medication that is not subject to the self-administration provisions of these regulations. If a parent is

ADMINISTERING MEDICATION (regulation continued)

- unavailable to attend, the district shall not exclude the student from the activity solely due to the student's medication needs and shall obtain consent from the parent to arrange for a suitable accommodation. In seeking to arrange a suitable accommodation, parental consent is required prior to speaking to the student's physician or any other healthcare provider;
- L. In the event of an emergency requiring an unscheduled administration of the student's medication, the school nurse shall implement procedures from the student's individual emergency health care plan, as applicable;
 - M. The school nurse shall maintain complete and accurate records of all parent and physician requests and authorization documentation;
 - N. The school nurse shall maintain complete and accurate records regarding all instances of administration of medication to students. Such records shall include all requests, authorizations and certifications referred to in these regulations; all necessary approvals for administration; a record of all instances of administration of medication and reported side effects; and the precise circumstances of disposal of unused medication;
 - O. No school employee, officer, or other agent of the board of education, who administers a prescription under a standing protocol for school epinephrine, in compliance with all applicable standards, shall be held liable for any good faith act or omission, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse. Good faith shall not include willful misconduct, gross negligence or recklessness.

Administration of Medication by Student

- A. Self-administration of medication by a student may only be permitted for asthma, a life-threatening allergic reaction, or potentially life-threatening illnesses, ~~or adrenal insufficiency~~. A parent's/guardian's request to allow a student to self-administer medication, during the school day or during a school function or activity, must be made in writing in accordance with the rules for administration as listed above. In addition, the written request must include the following:
 1. ~~For minor students~~ authorization by the parent for the self-administration of medication; ~~and~~
 2. Written certification from the student's physician that the student has asthma, a life-threatening allergic reaction, or potentially life-threatening illnesses, ~~or adrenal insufficiency~~ and is capable of, and has been instructed in, the proper method of self-administration of medication;
 3. The requesting parent/guardian shall be advised that:
 - a. The district ~~and its employees or agents~~ shall incur no liability as a result of any injury arising from the student's self-administration of medication; and
 - b. That the parents shall indemnify and hold harmless the district, its employees or agents against any claims arising out of the student's self-administration of medication.
 - c. The school nurse shall obtain written confirmation of parental receipt of the above ~~forementioned~~ notice (see Exhibit 2, Self-Administration of Medication Release Form).
- B. Permission to self-administer medication shall be effective only for the school year for which it is granted and may only be renewed for each subsequent year upon fulfillment of the district's requirements set forth above;
- C. No student may possess medication for self-administration without having the written permission of the parent and the authorization of their physician to self-administer. A copy of such permission and authorization shall be maintained in the school nurse's office;
- D. Students who have permission to self-administer medication shall keep the medication, in its original container, in their possession. The student must secure the medication in a manner which ensures it will not be available to others and must properly dispose of spoiled or partially dispensed portions of the

ADMINISTERING MEDICATION (regulation continued)

medication and the tools or instruments used to dispense same;

- E. If reasonably possible, the student shall self-administer medication in the nurse's presence. The student must promptly make a report of such administration and any side effects to the teaching staff member who is supervising the school activity. It shall be that individual's duty to promptly report the self-administration and any side effects to the school nurse;
- F. The chief school administrator after consultation with the school physician, and school nurse, ~~the student and, for a minor student, the student's parent/guardian~~ may revoke medication self-administration authorization should the student be observed to improperly use or dispose of said medication(s) ~~or otherwise violate this regulation, policy 5141.21 Administering Medication, or other tenets of the agreement to self-medicate~~. The school nurse shall advise the ~~student, parent/guardian~~ and prescribing physician of such revocation.
- G. The possession and use of syringes consistent with the purposes of this policy and regulation shall not be considered a violation of applicable code of student conduct provisions that may otherwise restrict or prohibit such possession and use.
- H. A student's school choice shall not be restricted because that student has diabetes.

Nebulizers

- A. There will be a nebulizer in the main office of the school, the nurse's office or similar accessible location, in accordance with the school physician's standing orders;
- B. Each school nurse shall be authorized to administer asthma medication through the nebulizer upon receipt of written authorization of the parent and physician certification authorizing the use, prescribing the dosage, time intervals and duration of use of nebulizer;
- C. Each school nurse shall have training in airway management and in the use of nebulizers and inhalers in accordance with national standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma and Immunology;
- D. The school nurse shall ensure that each student authorized to use asthma medication through a nebulizer shall:
 1. Meet all the requirements enumerated in the Administration of Medication section of this regulation;
 2. Have an asthma treatment plan developed by the student's physician or medical home that identifies the student's asthma triggers and the course of treatment. The asthma treatment plan must be submitted to the certified school who shall retain such plan in the student's medical records.
 3. Have an individualized health care plan developed by the school nurse that meets the student's medical needs while at school or a school function. The treatment plan shall also be included in the student's individualized emergency healthcare plan;
- E. The school nurse shall ensure that each student authorized to self-administer asthma medication through a nebulizer shall:
 1. Meet all the requirements enumerated in the Self-Administration of Medication section of this regulation;
 2. Have an asthma treatment plan developed by the student's physician that identifies the student's asthma triggers.
 3. Have an individualized health care plan developed and annually updated, by the school nurse that meets the student's medical needs while at school or a school sponsored event. The school nurse shall also update appropriate school staff as needed.
 4. Have an individualized emergency health care plan, developed and annually updated by the school nurse, that meets the student's medical needs while at school or a school function. The school nurse

ADMINISTERING MEDICATION (regulation continued)

shall also update school staff who have supervisory authority over the student as needed.

Diabetes

- A. Each school nurse shall develop an individual health care plan and an individualized emergency health care plan for students whose parents inform the school nurse of the student's need for diabetic care while at school or a school function.
- B. The school nurse is authorized to administer medication to student with diabetes upon annual receipt of written authorization of the parent and the certification from the student's physician authorizing the use, prescribing the dosage, time intervals and duration of the medications administration;
- C. The school nurse shall ensure that each student who has been parentally authorized to use medication for diabetes:
1. Has a written parental request;
 2. Meet all the requirements enumerated in the Administration of Medication section of this regulation;
 3. Has an individualized healthcare plan and an individualized emergency health care plan developed by the school nurse and have written authorization for the provision of diabetes care as outlined in those plans, including authorization for the emergency administration of glucagon;
- D. The school nurse shall ensure that each student authorized to self-administer insulin through the insulin delivery system set forth in the student's individualized healthcare plan for diabetes shall:
1. Meet all the requirements enumerated in the Self-Administration of Medication section of this procedure;
 2. Have written parental authorization for the student's self-management and care of his or her diabetes;
 3. Have an individualized healthcare plan and an individualized emergency health care plan developed by the school nurse and updated annually, and have written authorization for the provision of diabetes care as outlined in the plans, including authorization for the emergency administration of glucagon. These plans shall be updated prior to the beginning of each school year.
- D. The individualized health care plan and an individualized emergency health care plan may have elements specified in board policy and in N.J.S.A. 18A:40-12.13, including but not limited to:
1. The symptoms of hypoglycemia for that particular student and the recommended treatment;
 2. The symptoms of hyperglycemia for that particular student and the recommended treatment;
 3. The frequency of blood glucose testing;
 4. Written orders from the student's physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed;
 5. Times of meals and snacks and indications for additional snacks for exercise;
 6. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
 7. Accommodations for school trips, after-school activities, class parties, and other school-related activities;
 8. Education of all school personnel who may have supervisory authority over the student about diabetes, how to recognize and treat hypoglycemia, how to recognize hyperglycemia, and when to call for assistance;
 9. Medical and treatment issues that may affect the educational process of the student with diabetes; and
 10. How to maintain communications with the student, the student's parent or guardian and healthcare team, the school nurse, and the educational staff.
- E. The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff are trained in the care of students with diabetes, including staff working with school-sponsored programs outside of the regular school day, as provided in the

ADMINISTERING MEDICATION (regulation continued)

individualized health care plan and the individualized emergency health care plan;

- F. The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia. The school nurse shall designate, in consultation with the board of education, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia:
1. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene;
 2. Pursuant to N.J.S.A. 18A:40-12.14, the emergency administration of glucagon shall not constitute the practice of nursing and shall be exempted from all applicable statutory or regulatory provisions that restrict the activities that may be delegated to a person who is not a licensed health care professional;
 3. In the event that a licensed athletic trainer volunteers to administer glucagon to a student with diabetes in accordance with this regulation, it shall not constitute a violation of the Athletic Training Licensure Act;
 4. The school nurse shall also notify the student's school bus driver of the student's condition, how to treat hypoglycemia, who to contact in an emergency, and parent contact information.
- G. The school nurse shall also ensure that designated areas of the school building shall have posted, in plain view, a reference sheet identifying signs and symptoms of hypoglycemia in students with diabetes:
1. Main office;
 2. Nurse's office;
- H. The school nurse shall obtain a written release from the parent of a diabetic student authorizing the sharing of medical information between the student's physician or advanced practice nurse and other health care providers. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary (see Exhibit 3, HIPPA Exchange of Information Form).

Emergency Administration of Epinephrine via a Pre-Filled Auto-Injector Mechanism

- A. The school nurse shall have the primary responsibility for the emergency administration of epinephrine via a pre-filled auto-injector mechanism to students suffering from anaphylaxis. The school nurse may designate, in consultation with the board, employee(s) to administer the epinephrine via a pre-filled auto-injector mechanism when the nurse is not physically present at the scene. Such individuals shall be properly trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health.

Epinephrine via a pre-filled auto-injector mechanism may be administered to students provided that the parent provides the following to the school nurse:

1. Written authorization for administration of a pre-filled auto-injector mechanism by the school nurse and by a designated employee(s) when the school nurse is not present at the scene;
2. Written orders from the student's physician or advanced practical nurse that the student requires the administration of epinephrine for anaphylaxis;
3. Written notice to the parent advising that the district and its employees or agents or the nonpublic school and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism;
4. A signed statement acknowledging the parent's understanding that the district and its employees shall have no liability as a result of any injury arising from the administration of a pre-filled auto-injector mechanism to the student and that the parents shall indemnify and hold harmless the district, its employees or agents, against any claims arising out of administration of a pre-filled auto-injector mechanism (see Exhibit 4, Emergency Administration of Epinephrine Form).

ADMINISTERING MEDICATION (regulation continued)

- B. Permission for administration of epinephrine is effective for the school year for which it is granted and may only be renewed for each subsequent year upon fulfillment of the district's requirements set forth in this section.
- C. The pre-filled auto injector for the emergency administration of epinephrine shall be maintained in a secure, but unlocked location, easily accessible to the school nurse and designees in the event of an emergency at school or a school function. The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine via a pre-filled auto-injector mechanism shall also be available in the nurse's office if needed.
- D. The school nurse/designee shall be promptly available at school and at school functions in the event of an allergic reaction in order to administer epinephrine via a pre-filled auto-injector mechanism to a student.
- E. The nurse shall ensure that each student how has been administered epinephrine is promptly transported the a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.
- F. Nothing in this section shall be construed to prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other employees designated pursuant to this section when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:10-12.3, or when there is a co-existing diagnosis of asthma, or when a prescription is received from licensed health care professional for epinephrine coupled with another form of medication.

Emergency Administration of Epinephrine for First Time Allergic Reactions at School

- A. The school nurse or the nurse's trained designee shall be permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student, without a known history of anaphylaxis or parent authorization for the administration of medication, when the school nurse/designee in good faith believes that the pupil is having an anaphylactic reaction;
- B. The district shall maintain a supply of epinephrine auto-injectors that is prescribed under a standing protocol from a licensed physician or an advanced practice nurse in a secure but unlocked and easily accessible location. The following locations are designated:
 1. The nurse's office;

Delivery, Storage and Disposal of Student Medication

- A. All medication (in its original container with the prescription information attached) must be delivered by the parent to the school nurse;
- B. Except for medication to be self-administered by the student, the school nurse shall maintain all medication in a secure, locked cabinet. ~~No student shall have access to the cabinet under any circumstances.~~ Medication that has been approved for self-administration, may be carried by the student so long as the student presents no danger to himself or others through misuse;
- C. Student prescribed epinephrine shall be maintained in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic reaction at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the students' emergency health care plans;
- ~~D. No student shall have access to the cabinet under any circumstances;~~

ADMINISTERING MEDICATION (regulation continued)

- E. Parents shall be notified by the school nurse when additional medication is needed. The parents must deliver that medication to the nurse immediately;
- F. The school nurse shall maintain a system by which parents are informed of their obligation to retrieve unused medication. If unused medication is not retrieved within two (2) weeks of notice, the nurse shall dispose of the medication in accordance with proper medical controls, unless otherwise specified in the student's individualized health care plan or individualized emergency health care plan.
- G. Annually, the school nurse shall oversee and ensure the distribution of the Commissioner's educational fact sheet regarding meningococcal meningitis to parents of students in the sixth grade (see Primary Resource 1, Meningococcal Factsheet).

Emergency Administration of Hydrocortisone Sodium Succinate

A. The school nurse shall have the primary responsibility for the emergency administration of hydrocortisone sodium succinate. The school nurse shall designate, in consultation with the board, employee(s) who volunteer to administer the hydrocortisone sodium succinate to students for adrenal insufficiency when the nurse is not physically present at the scene. Such individuals shall be properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the Department of Education in consultation with the Department of Health, or such other protocols as may be required by applicable law.

Hydrocortisone sodium succinate may be administered to students provided that the parent/guardian provides the following to the school nurse:

1. Written authorization for administration of hydrocortisone sodium succinate by the school nurse and by a designated employee(s) when the school nurse is not present at the scene;
2. Written orders from the student's physician or advanced practical nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;
3. Written notice to the parent advising that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the hydrocortisone sodium succinate to students for adrenal insufficiency; and
4. A signed statement acknowledging the parent/guardian's understanding that the district and its employees shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to a student for adrenal insufficiency and that the parents shall indemnify and hold harmless the district, its employees or agents, against any claims arising out of administration of the hydrocortisone sodium succinate to the student.

B. Permission for administration of hydrocortisone sodium succinate to students for adrenal insufficiency is effective for the school year for which it is granted and may only be renewed for each subsequent year upon fulfillment of the district's requirements set forth in this section.

C. The hydrocortisone sodium succinate shall be maintained in a secure, but unlocked location, easily accessible to the school nurse and designees in the event of an emergency at school or a school function. The location of the hydrocortisone sodium succinate shall be indicated on the student's emergency care plan. Back-up hydrocortisone sodium succinate, provided by the parent/guardian shall also be available in the nurse's office if needed.

D. The school nurse/designee shall be promptly available at school and at school functions in the event of an allergic reaction in order to administer hydrocortisone sodium succinate to a student.

E. The nurse shall ensure that each student who has been administered epinephrine is promptly transported to the hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student's symptoms appear to have resolved.

F. Nothing in this section shall be construed to prohibit the emergency administration of hydrocortisone

ADMINISTERING MEDICATION (regulation continued)

sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated when the student is authorized to self-administer hydrocortisone sodium succinate

Emergency Administration of Opioid Antidote, Naloxone Hydrochloride

A. The school physician shall include an opioid antidote in the prescribed standing order for the schools of the district that include any of the grades nine through twelve.

B. The chief school administrator, in consultation with the building principal of any school other than those including grades nine through twelve, shall determine whether the school physician shall include an opioid antidote in the prescribed standing order for such schools and shall report that determination to the board.

C. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

D. When appropriate as determined by the chief school administrator in consultation with the building principal, the opioid antidotes shall be accessible during school-sponsored functions that take place off school grounds. The chief school administrator shall report each school's determination to the board.

E. The opioid antidote shall be stored in a secure but unlocked and easily accessible location, and according to the manufacturer's directions. To the extent that is safe and practical, the opioid antidote shall be stored at a reasonable proximity of an automated external defibrillator (AED).

F. The school nurse shall be responsible for monitoring the on-site inventory of the opioid antidote, arranging for the replacement of the opioid antidote supply and ensuring the appropriate and safe disposal of administered and expired opioid antidote applicators.

G. The school nurse shall be primarily responsible for the assessment of any student suspected of being under the influence of drugs or alcohol including any student suspected of an opioid or other drug overdose. The board shall designate additional district employees ("designated employees") who volunteer to administer an opioid antidote in the event a person experiences an opioid overdose when the nurse is not physically present at the scene. Such designated employees shall receive training in administration of the opioid antidote in accordance with applicable law. The school nurse or designated employee who believes in good faith that a person is experiencing an opioid overdose may administer the opioid antidote.

H. The school nurse or his or her designee shall immediately call 911 upon suspecting an overdose, and notify the parents/guardians as soon as practicable. The school nurse or his or her designee shall notify the building principal of any suspected overdose and all actions taken including the administration of opioid antidote and the notification of emergency medical services.

I. A designated employee shall immediately call 911 upon suspecting an overdose, and notify the parents/guardians as soon as practicable. The designated employee shall notify the building principal of any suspected overdose and all actions taken including the administration of opioid antidote and the notification of emergency medical services.

J. If the school nurse or a designated employee are not immediately available and a district employee observes a person overdosing, the employee may contact emergency services (call 911) in accordance with district policy and procedures. The employee who has contacted emergency services regarding a person suspected to have overdosed shall notify the building principal of any suspected overdose and all actions taken including the administration of opioid antidote and the notification of emergency medical services.

K. An overdose victim shall be transported by emergency services personnel to the nearest hospital emergency room, including where the victim's symptoms appear to have resolved. The principal shall

ADMINISTERING MEDICATION (regulation continued)

designate a member of the school staff to accompany the student to the hospital. The principal shall notify the chief school administrator whenever an opioid antidote is administered.

The school nurse shall document the incident including but not limited to:

1. Date, time and location of the incident;
2. Names of any staff members or students reporting the incident;
3. A description of the incident;
4. Description of the evaluation conducted;
5. The administration of naloxone including the form and dosage;
6. All actions taken, including when 911 was called, when emergency services arrived, and staff member(s) assigned to accompany the student.

The documentation shall be in the same manner as the documentation of administration of other medications under a non-patient specific order.

REGULATION HISTORY

Effective Date: No date
Date of Review/Revision: September 3, 2019

CROSS REFERENCES

- 6153 Field Trips
- 5141 Health
- 5141.1 Accidents
- 5141.2 Illness

EXHIBITS

- Exhibit 1 Consent Form for the Nurse to Administer Medication
- Exhibit 2 Consent Form for Self-Administration of Medication
- Exhibit 3 HIPAA (Health Insurance Portability and Accountability Act) Exchange of Information Form
- Exhibit 4 Consent Form for the Emergency Administration of Epinephrine

PRIMARY RESOURCE

- PR 1 Meningococcal Factsheet

THE SOUTH AMBOY BOARD OF EDUCATION
 South Amboy Board of Education, New Jersey

FILE CODE: 5113

X MonitoredX MandatedX Other Reasons

Policy

ATTENDANCE, ABSENCES, AND EXCUSES

The South Amboy Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Common Core State Standards for mathematics and language arts and literacy and the Core Curriculum Content Standards. The chief school administrator shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

- A. Encourage good attendance;
- B. Discourage unexcused absences;
- C. Identify patterns of absence, tardiness and early departures from school; and
- D. Intervene to prevent and correct problems with attendance.

Attendance

A day in session for purposes of attendance shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes and inclement weather shall not be considered as days in session.

A school day shall consist of not less than four hours of actual instruction. One continuous session of two and one-half hours may be considered a full day in kindergarten.

A day of attendance shall be one in which a student is present for the full day under the guidance and direction of a teacher while school is in session. Where there are two sessions in a day due to overcrowding, either session of four hours or more, exclusive of lunch or recess, shall be the equivalent of a full day's attendance.

A student shall be recorded as absent in the school register when not in attendance at a session, except students excused due to religious holidays who shall be recorded as excused ~~State-Approved excused~~. An excused ~~A~~ State-Approved excused absence for any reason other than due to religious holidays shall not be counted as a day of attendance in the school register.

The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with law (N.J.A.C. 6A:32-8.3—School attendance). In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

ATTENDANCE, ABSENCES, AND EXCUSES (continued)Excused ~~State Approved Excused~~ and Unexcused Absence

A. An absence shall be considered an ~~"excused absence"~~ a **"State Approved Excused Absence"** for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance, for the following reasons (school district must select options): **State-excused absences are limited to the following:**

1. **Observance of the student's religion on a day approved for that purpose by the State Board of Education;**
2. **Take Our Children to Work Day;**
3. **participation in observance of Veterans' Day or Board of Election membership activities;**
4. **closure of a busing district leaving students without transportation to receiving district,**
5. **college visits (limited to a maximum of three days per year for 11th & 12th graders)**

- ~~A. The student's illness;~~
- ~~B. Requirements of a student's individual health care plan;~~
- ~~C. A death or critical illness in the student's immediate family, or of others with permission of principal;~~
- ~~D. Quarantine;~~
- ~~E. Observance of the student's religion on a day approved for that purpose by the State Board of Education;~~
- ~~F. The student's suspension from school;~~
- ~~G. Requirements of the student's individualized education program (IEP);~~
- ~~H. Alternate short or long term accommodations for students with disabilities;~~
- ~~I. The student's required attendance in court;~~
- ~~J. Interviews with an admissions officer of an educational institution;~~
- ~~K. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;~~
- ~~L. Such good cause as may be acceptable to the principal.~~

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

B. An **unexcused** absence shall be considered a **"documented absence"** for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance, for the following reasons:

- a. ~~Medical (includes and is not limited to student illness, the requirements of a student's individual health care plan, quarantine, and Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day~~ **Written note must be provided to the school from the doctor.**
- b. ~~Legal (The student's required attendance in court);~~

ATTENDANCE, ABSENCES, AND EXCUSES (continued)

- c. Death or critical illness in the student's immediate family, or of others with permission of principal;
- d. The student's suspension from school;
- e. Requirements of the student's individualized education program (IEP);

C. An "*unexcused absence*" is a student's absence for all or part of a school day for any reason other than those listed as ~~excused absences in "A"~~ **a documented absences** in "B" above. An unexcused absence may be counted toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance. Absence is expressly not excused for any of the following reasons (this list is intended to be illustrative and is not inclusive):

1. Family travel;
2. Performance of household or babysitting duties;
3. Illness without a Doctor's note.
4. Other daytime activities unrelated to the school program;
5. Leaving school without permission when school is still in session;
6. Leaving class because of illness and not reporting to the school nurse as directed; or
7. Being present in school but absent from class without approval. Such absence from class is a "class cut."

Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5131 Conduct and Discipline and the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention, loss of credit and an unexcused school absence.

Attendance and Instruction

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students are required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

- A. A student shall be considered absent from class for tardiness in excess of one half of the total class period.
- B. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

A pupil must be in attendance for ~~163 or more school days~~ **90% of the days in which the student was on roll** in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

ATTENDANCE, ABSENCES, AND EXCUSES (continued)

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in ~~excess of the 17 days~~ excess of the 10% of days where the student was on roll. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian. The absence of documented ~~parent/guardian notes~~, doctor's notes, and other records that verify that an absence was ~~excused~~ documented according to board policy, shall be considered unexcused. Unexcused absences shall count toward truancy and may be subject to loss of grade or course credit toward promotion or graduation and disciplinary actions according to the code of student conduct. Notes from parents/guardians shall be considered but the district may require additional documentation such as doctor's notes or other official records to verify the note.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.

Procedures for Unexcused Absences

When a student fails to report to class or school, accumulating up to four unexcused absences, the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;
- B. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
- C. Identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- D. Follow all procedures according to law and board policy 5142 Safety 5141.4 Child Abuse and Neglect if a potential missing or abused child situation is detected
- E. Cooperate with law enforcement and other authorities and agencies, as appropriate.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

Procedures for Persistent Absences

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;
- B. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents to address patterns of unexcused absences previously;
- C. Evaluate the appropriateness of action taken as identify in consultation with the student's parents;
- D. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - A. Refer or consult with the building's intervention and referral services team;
 - B. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;

ATTENDANCE, ABSENCES, AND EXCUSES (continued)

- C. Consider an alternate educational placement;
- D. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
- E. Refer to the court or a court program as follows:
 - a. When the unexcused absences are determined to be violations of the compulsory education law and board policy;
 - b. When there is evidence of a juvenile-family crisis the student may be referred to Superior Court, Chancery Division, Family Part. "Juvenile-family crisis" pursuant to N.J.S.A. 2A:4A-22(g) means behavior, conduct or a condition of a juvenile, parent or guardian or other family member which presents or results in a threat to wellbeing and safety of the juvenile, serious conflict regarding the juvenile's conduct, unauthorized absence from home, pattern of unauthorized absence from school, or human trafficking;
- F. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate;
- G. Engage the student's family.

Discipline

All discipline regarding the attendance of students shall be consistent with the board policy 5131 Conduct and Discipline and the board of education's code of student conduct. Consequences for absences may include:

- A. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
- B. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
- C. Loss of partial or total course credit;
- D. Detention or suspension.

No student who is absent from school for observance of an approved religious holiday or other excused ~~State-Approved excused~~ absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in board policy 5145.6 Student Grievance.

Truancy

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall:

- A. Make a determination regarding the need for a court referral for the truancy;
- B. Make a reasonable attempt to notify the student's parents of the mandatory referral;
- C. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperate with law enforcement and other authorities and agencies, as appropriate;
- E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes as follows;

ATTENDANCE, ABSENCES, AND EXCUSES (continued)

- A. An attendance officer who finds a truant child, shall take the child and deliver him/her to the parent/guardian or other person having charge and control of the child, or to the teacher of the school which such child is lawfully required to attend;
- B. The attendance officer shall examine into all violations and shall warn the child, the parent/guardian or other person having charge and control of the child of the consequences of the violation if persisted in;
- C. The attendance officer shall notify the parent/guardian or other person having charge and control of the child in writing, to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter;
- D. The attendance officer shall have full police power to enforce the provisions of this article and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school;
- E. The sheriff and his officers and all police officers and constables shall assist the attendance officer in the performance of their duties;
- F. A parent, guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$ 25.00 for a first offense and not more than \$ 100.00 for each subsequent offense, at the discretion of the court. In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.

Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

- A. Individualized Education Program (IEP);
- B. The Individuals with Disabilities Act (IDEA);
- C. Procedural protections set forth in N.J.A.C. 6A:14;
- D. Alternate short or long term accommodations for students with disabilities as required by law;
- E. Requirements of a student's individual health care plan and individualized emergency healthcare plan.

District Sending and Receiving Relationships

The receiving school shall report attendance problems to the sending district responsible for the student. Following five or more cumulative unexcused absences school officials from the sending district shall proceed in accordance with the sending district's board attendance policy and procedure.

Regular Release of Pupils Before the End of the Normal School Day

There are varying situations which may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

Late Arrival and Early Dismissal

ATTENDANCE, ABSENCES, AND EXCUSES (continued)

The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Requirements of a student's individual health care plan and individualized emergency healthcare plan;
- C. Requirements of the student's Individual Education Program (IEP);
- D. Alternate short or long term accommodations for students with disabilities;
- E. Medical disability;
- F. Motor vehicle driver's test;
- G. Interview for college entrance or employment;
- H. Family emergency;
- I. Court appearance;
- J. Such good cause as may be acceptable to the administration.

No pupil in grades kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

Legal Custody

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the board of any change in the pupil's custodian. The principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

Potentially Missing Children

- A. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them;
- B. If no telephone contact can be made, the attendance officer shall investigate;
- C. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities'
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

Marking Missing Child's School Record

Whenever the chief school administrator receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the chief school administrator shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing pupil records (see policy 5125 Pupil Records). After the chief school administrator has complied with the request

ATTENDANCE, ABSENCES, AND EXCUSES (continued)

for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

Regulations

The chief school administrator shall develop procedures for the attendance of pupils which:

- A. The expectations and consequences regarding students' timely arrival of students to school and classes;
- B. The expectations and consequences regarding attendance at school and classes;
- C. A definition of unexcused absence that counts toward truancy that is consistent with the definition of a school day;
- D. School staff responses for unexcused absences for:
 - A. Cumulative absences up to four;
 - B. Cumulative absences of between five and nine;
 - C. Cumulative unexcused absences of 10 or more; and
 - D. Referral to court.

Dissemination and Implementation

The chief school administrator shall take all necessary steps to publicize this policy and may include these rules in district handbooks and/or on the district website. Parents/guardians and students shall be notified annually of the attendance policy.

The chief school administrator shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The board shall review the attendance policy on a regular basis.

Adopted: March 29, 1999

NJSBA Review/Update: January 2010

Readopted: June 14, 2010

Revised: June 23, 2014, September 3, 2019

Key Words

Pupil Attendance, Attendance, Absences and Excuses, Student Attendance

Legal References:

N.J.S.A. 18A:11-1 General mandatory powers and duties

N.J.S.A. 18A:35-4.9 Pupil promotion and remediation; policies and procedures

N.J.S.A. 18A:36-14, -15 and -16 Religious holidays; absence of pupils on; effect

N.J.S.A. 18A:36-19a Newly enrolled students; records and identification

N.J.S.A. 18A:36-24 through -26 Missing children; legislative findings and declarations

N.J.S.A. 18A:38-25 Attendance required of children between six and 16; exceptions

N.J.S.A. 18A:38-26 Days when attendance required; exceptions

N.J.S.A. 18A:38-27 Truancy and juvenile delinquency defined

N.J.S.A. 18A:38-31 Violations of article by parents or guardians; penalties

N.J.S.A. 18A:38-32 District and county vocational school attendance officers

N.J.S.A. 18A:40-7 Exclusion of pupils who are ill

N.J.S.A. 18A:40-8 Exclusion of pupils whose presence is detrimental to health and cleanliness

N.J.S.A. 18A:40-9 Failure of parent to remove cause for exclusion; penalty

N.J.S.A. 18A:40-10 Exclusion of teachers and pupils exposed to disease

N.J.S.A. 18A:40-11 Exclusion of pupils having communicable tuberculosis

N.J.S.A. 18A:40-12 Closing schools during epidemic

ATTENDANCE, ABSENCES, AND EXCUSES (continued)

N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

N.J.S.A. 52:17B-9.8a through -9.8c Marking of missing child's school record

N.J.A.C. 6A:8-5.1 Graduation requirements

N.J.A.C. 6A:16-1 *et seq.* Programs to support student development

N.J.A.C. 6A:30-1.1 *et seq.* Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-8.1 *et seq.* Student Attendance and Accounting

N.J.A.C. 6A:32-8.3 Student attendance

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851

C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)

Student Attendance Policies and Procedures Compliance Checklist, New Jersey Department of Education

Possible Cross References:

*5020 Role of parents/guardians

*5111 Admission

*5114 Suspension and expulsion

*5124 Reporting to parents/guardians

*5125 Pupil records

*5141.2 Illness

*5141.4 Child abuse and neglect

*5142 Pupil safety

*6146 Graduation requirements

*6146.2 Promotion/retention

*6147 Standards of proficiency

*6147.1 Evaluation of individual student performance

*6154 Homework/makeup work

*6171.4 Special education

*6173 Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

Substitute Teacher/Paraprofessional/Bus Driver/Nurse/Secretary/Custodian List
2019-2020 School Year

Name	Substitute Position(s)
Jenna Anderson	\$85-Teacher/Para
Jacqueline Bagwell	\$10.91-Para/Secretary
Fallon Barchowski	\$85-Teacher/Para
Rebecca Bartlinski	\$85-Teacher/Para
Brittany Biesiada	\$85-Teacher
Emily Bloodgood	\$85-Teacher/Para
Colleen Brown	\$90-Teacher/Para
Carole Buff	\$90-Teacher
Michele J. Cetta	\$16-Custodian (Boller Lic)
Megan Collante	\$90/Teacher
Joseph Charmello	\$90-Teacher/Para
Katey Charmello	\$85-Teacher/Para
Barbara Clark	\$85-Teacher
Danica D'Achiardi	\$85/Teacher
Jennifer DaSilva	\$85/Teacher
Linda DeLuca	\$90-Teacher
Ronald Devilbiss	\$18/Bus Driver
Michael Drozd	\$90-Teacher
Nicole Fadell	\$90/Teacher
Jullan Findley	\$85/Teacher
Patricia Giaquinto	\$90-Teacher/Para
Anthony Gonsalves	\$100-Teacher
Greta Grasso	\$90-Teacher/Para
Brittany Greco	\$85-Teacher/Para
Michele Gregory	\$90-Teacher
Kenneth Haklar	\$17.00-Bus Driver
Alec Hall	\$85-Teacher/Para
Thomas Harkness	\$90-Teacher/\$16.00Cust. Sub
Linda Henry	\$100-Teacher/Para
Joshua Heller	\$90-Teacher
Nicole Honkisz	\$85-Teacher
Pauline Regina Jones	\$90-Teacher
Samreen Karnal	\$85-Teacher/Para
Joseph Kaprowski	\$90-Teacher
Maureen Kearns	\$10.91-Para
Ronald Klein	\$90-Teacher
Thomas Krasovich	\$90-Teacher
George Krzyzanowski	\$100-Teacher
Patricia Langan	\$90-Teacher/Para
Heather Liptak	\$85-Teacher
Thomas Magielnicki	\$100-Teacher
Leonard Maltese	\$85-Teacher

Name	Substitute Position(s)
Marcia Mercado	\$90-Teacher/Para
Luke McNally	\$16.00-Custodian
Brian Milbauer	\$90-Teacher
Diane Mullen	\$85/Teacher
Rona Nalven	\$85-Teacher
Irene Nemser	\$85/Teacher
Caitlin Norak	\$85/Teacher
Richard Pagut	\$16.00-Custodian
Reema Pandoh	\$85-Teacher
Rosaria Petrillo	\$90-Teacher
Evon Racioppi	\$150-Nurse
Angelica Raevis	\$85-Teacher/Para
Robert Reddington	\$85-Teacher/Para
Sally Reddington	\$100-Teacher
Mariana Regan	\$85-Teacher/Para/Bus Para
Thomas Reilly	\$85-Teacher
Christine Salmon(Walczak)	\$150-Nurse
Jean Samuel	\$90-Teacher
Kevin Schnell	\$10.91-Para
Shari Schnell	\$10.91-Para
Rita Seig	\$85-Teacher/Para
Irma Sepa-Cannavo	\$150-Nurse/Teacher
Salma Siddiqui	\$85-Teacher/Para
Samantha Stratton	\$85-Teacher/Para
Samuel B. Suhotliv	\$85-Teacher
Timothy Sullivan	\$90-Teacher
Lisa Sutter	\$90-Teacher
Paul Swiderski	\$16.00-Custodian
Patrick Tierney	\$16.00-Custodian
Katy Udwardla	\$85-Teacher
Henry Valdez	\$90-Teacher
Daphney Vastey	\$85-Teacher
Candace Wallace	\$90/Teacher
Patrick Walsh	\$85-Teacher
Maryann Zafarana	\$90-Teacher/Para

FUND 20 - Federal & State Grant Programs

2019-2020 Budgeted Salary / Stipends

						ATTACHMENT E	
<u>Preschool Early Childhood:</u>	<u>Position</u>	<u>Employee</u>	<u>Type</u>	<u>GAAP Account</u>	<u>Amount</u>		
4 Yr. Old Program	Teacher	Kim Barma	Salary	20-218-100-101-11-10-00-00-060	\$60,112		
	Teacher	Marci Oks	Salary	20-218-100-101-11-10-00-00-060	\$60,512		
	Paraprofessional	Donna Kales	Salary	20-218-100-106-11-10-00-00-060	\$14,345		
	Paraprofessional	Joan Crowley	Salary	20-218-100-106-11-10-00-00-060	\$35,343		
	Paraprofessional	Janice Maggi	Salary	20-218-100-106-11-10-00-00-060	\$14,630		
	Other Professional Staff (Nurse)	Karen Laino	Salary	20-218-200-104-00-00-00-060	\$12,903		
	Principal	Sean Dunphy	Salary	20-218-200-103-00-00-00-060	\$23,706		
	Secretary	Amy Wolfe	Salary	20-218-200-105-00-00-00-060	\$7,776		
	Custodian	Antony Gennaro	Salary	20-218-200-110-00-00-00-060	\$8,162		
	Program Director	Christine Robbins	Salary	20-218-200-102-00-00-00-060	\$13,097		
				Total	\$250,586		
ESSA							
Title I	Teacher	Carrie Kenny	Salary	20-231-100-100-11-10-00-00-060	\$82,162		
	Teacher	Joy LaVigne	Salary	20-231-100-100-11-10-00-00-060	\$83,430		
Title I/SIA	Data Coach	Gayle Martinez	Salary	20-233-200-100-00-00-00-030	\$72,112		
				Total	\$237,704		
					\$488,290		
Fund20Attachment2019				Board of Education Approval:			09/03/19

**Staff Roster
2019-2020**

Last Name	First Name	Job Title	Total Salary	Definition	Base Salary	Longevity	In-Service	Stlpend	Step
AFFRIOL	HOPE	Secretary	52,104.00	OFFICE PERSONNEL	50,104.00	2,000.00	0.00	0.00	13
AHMED	SHIFA	Teacher BA	59,712.00	TEACHER BA	59,712.00	0.00	0.00	0.00	6
ALCURI	VERONICA	Teacher BA	60,912.00	TEACHER BA	60,912.00	0.00	0.00	0.00	7
AMARI	GRACE	Teacher BA	56,812.00	TEACHER BA	56,812.00	0.00	0.00	0.00	1
AQUINO-SOARES	MARIA	Teacher MA	84,212.00	TEACHER MA	83,712.00	500.00	0.00	0.00	14
BAGALA-DEVOE	ROXANN	Secretary	44,104.00	OFFICE PERSONNEL	44,104.00	0.00	0.00	0.00	2
BARNA	KIMBERLY	Teacher MA	60,112.00	TEACHER MA	60,112.00	0.00	0.00	0.00	2
BARTLINSKI	LIZBETH	Para FT	35,342.95	PARAPROFESSIONAL FT	33,481.00	1,861.95	0.00	0.00	14
BATES	LINDSAY	Teacher MA	60,512.00	TEACHER MA	60,512.00	0.00	0.00	0.00	3
BIKOWSKI	THOMAS	Custodian	51,250.00	CUSTODIAN	50,517.00	0.00	0.00	733.00	5
BIZIEN	DIANE	Teacher BA	81,772.00	TEACHER BA	80,512.00	1,000.00	260.00	0.00	14
BLOOMER	DIANE	Para PT	20.50/hrly	PARAPROFESSIONAL PT	0.00	0.00	0.00	0.00	9
BLUMETTI	MARY	Para PT	21.07/hrly	PARAPROFESSIONAL PT	0.00	0.00	0.00	0.00	10
BOURGEAU	DENIS	Teacher MA	84,712.00	TEACHER MA	83,712.00	1,000.00	0.00	0.00	14
BREDER	JO-ANN	Teacher BA	58,712.00	TEACHER BA	85,712.00	0.00	0.00	0.00	5
BUCHANAN	MICHELLE	Teacher MA	86,703.60	TEACHER MA	83,712.00	1,856.60	1,135.00	0.00	14
CANNON	LORETTA	Teacher BA	82,032.00	TEACHER BA	80,512.00	1,000.00	520.00	0.00	14
CASTELLO	GREGORY	Teacher BA	81,512.00	TEACHER BA	80,512.00	1,000.00	0.00	0.00	14
CHARMELLO	JOYCE	Secretary	53,104.00	OFFICE PERSONNEL	50,104.00	3,000.00	0.00	0.00	13
COLACCI	JANICE	Custodian	46,750.00	CUSTODIAN	46,017.00	46,017.00	0.00	733.00	2
COLOMBO	DENISE	Teacher MA	60,112.00	TEACHER MA	60,112.00	0.00	0.00	0.00	2
CONNORS	BEVERLY	Para FT	35,727.95	PARAPROFESSIONAL FT	33,481.00	1,861.95	385.00	0.00	14
COTTER	E. LORRAINE	Teacher MA	60,512.00	TEACHER MA	60,512.00	0.00	0.00	0.00	3
CREED	ROBERT	Custodial/Maint	49,017.00	CUSTODIAN	49,017.00	0.00	0.00	0.00	4
CROWLEY	JOAN	Para FT	35,342.95	PARAPROFESSIONAL FT	33,481.00	1,861.95	0.00	0.00	14
CYRIAX	JUDITH	Para FT	35,342.95	PARAPROFESSIONAL FT	33,481.00	1,861.95	0.00	0.00	14
DAHL	SARAH	Teacher BA	56,912.00	TEACHER BA	56,912.00	0.00	0.00	0.00	2
DAVIDSON	MARY JUDITH	Teacher MA	86,930.00	TEACHER MA	83,712.00	2,688.00	530.00	0.00	14
DEJESUS	SHAYLA	Secretary	47,104.00	OFFICE PERSONNEL	47,104.00	0.00	0.00	0.00	11
DESOUZA	EILEEN	Teacher BA	74,642.00	TEACHER BA	74,012.00	500.00	130.00	0.00	12
DIAZ	JORGE	Superintendent	147,500.00	OTHER SALARY	147,500.00	0.00	0.00	0.00	
DITMAR	STACEY	Para PT	19.10/hrly	PARAPROFESSIONAL PT	0.00	0.00	0.00	0.00	2
DOHERTY	ELISABETH	Teacher BA	67,912.00	TEACHER BA	67,912.00	0.00	0.00	0.00	10
DOUGHERTY	ROBERT	Teacher BA	83,200.00	TEACHER BA	80,512.00	2,688.00	0.00	0.00	14
DOWNS	NICOLE	Teacher MA	71,742.00	TEACHER MA	71,112.00	500.00	130.00	0.00	10
DUNPHY	SEAN	Elem Principal	143,793.00	ADMINISTRATOR SALARY - STEP C	142,293.00	1,500.00	0.00	0.00	11
DURANT	LINDSAY	Teacher MA	60,112.00	TEACHER MA	60,112.00	0.00	0.00	0.00	2
EARDLEY	NICOLE	Teacher BA	57,912.00	TEACHER BA	57,912.00	0.00	0.00	0.00	4
ELSON	MICHAEL	Teacher BA	90,679.80	TEACHER BA	88,563.20	1,856.60	260.00	0.00	14
ENGLISH-HONIMAR	JESSICA	Para PT	20.50/hrly	PARAPROFESSIONAL PT	0.00	0.00	0.00	0.00	9
EVERETT	CORIN	Teacher BA	59,712.00	TEACHER BA	59,712.00	0.00	0.00	0.00	6
FALCO	CINDY	Teacher BA	82,368.60	TEACHER BA	80,512.00	1,856.60	0.00	0.00	14
FALVO	BARBARA	Teacher BA	68,412.00	TEACHER BA	67,912.00	500.00	0.00	0.00	10
FINCKE	MICHELLE	Teacher BA	67,912.00	TEACHER BA	67,912.00	0.00	0.00	0.00	10
FINOCHIO	FRANK	Teacher MA	84,212.00	TEACHER MA	83,712.00	500.00	0.00	0.00	14
FLYNN	LINDA	Teacher MA	85,698.60	TEACHER MA	83,712.00	1,856.60	130.00	0.00	14
FRASCELLA	PETER	Bus Admin/Bd Secy	140,181.00	OTHER SALARY	140,181.00	0.00	0.00	0.00	
GENNARO	ANTHONY	Custodian	53,255.00	CUSTODIAN	52,017.00	505.00	0.00	733.00	6
GONSALVES	JARED	Guidance-11 Mo MA	69,203.20	TEACHER MA	69,203.20	0.00	0.00	0.00	6
GONZALEZ	EVELYN	Para FT	35,342.95	PARAPROFESSIONAL FT	33,481.00	1,861.95	0.00	0.00	14
GRAIFER	CARRIE	Secretary to BA	58,122.00	OTHER SALARY	58,122.00	0.00	0.00	0.00	
GRASSO	JESSICA	Teacher BA	57,312.00	TEACHER BA	57,312.00	0.00	0.00	0.00	3
GUNDRUM	GEORGE	Teacher BA	82,498.60	TEACHER BA	80,512.00	1,856.60	130.00	0.00	14
GUNDRUM	KIMBERLY	Teacher BA	74,642.00	TEACHER BA	74,012.00	500.00	130.00	0.00	12
GURCZESKI	MARTIN	Vice Principal	103,100.00	ADMINISTRATOR SALARY - STEP D	103,100.00	0.00	0.00	0.00	4
HAAG	DIANA	Teacher BA	74,512.00	TEACHER BA	74,012.00	500.00	0.00	0.00	12
HARDUBY	GEORGE	Teacher MA	85,568.60	TEACHER MA	83,712.00	1,856.60	0.00	0.00	14
HARLAN	SHERI	Teacher MA	84,212.00	TEACHER MA	83,712.00	500.00	0.00	0.00	14
HEADY	ANDREW	Teacher BA	59,712.00	TEACHER BA	59,712.00	0.00	0.00	0.00	6
HEIRY	THOMAS	Teacher PhD	86,712.00	TEACHER PHD	86,212.00	500.00	0.00	0.00	14
HIBELL	KELLI	Teacher MA	60,112.00	TEACHER MA	60,112.00	0.00	0.00	0.00	2
HOLTON	LINDA	Teacher BA	82,598.60	TEACHER BA	80,512.00	1,856.60	230.00	0.00	14
HOUSMAN	CATHERINE	Teacher BA	82,498.60	TEACHER BA	80,512.00	1,856.60	130.00	0.00	14
HUGHES	SHANE	Teacher BA	59,712.00	TEACHER BA	59,712.00	0.00	0.00	0.00	6

**Staff Roster
2019-2020**

Last Name	First Name	Job Title	Total Salary	Definition	Base Salary	Longevity	In-Service	Stipend	Step
JOSEPH	LORI	Teacher MA	80,412.00	TEACHER MA	80,412.00	0.00	0.00	0.00	13
KALES	DONNA	Para PT	20.10/hrly	PARAPROFESSIONAL PT	0.00	0.00	0.00	0.00	7
KATZENBERGER	GRETCHEN	Teacher MA	60,112.00	TEACHER MA	60,112.00	0.00	0.00	0.00	2
KELLY-JURGENS	MAUREEN	Teacher MA	64,112.00	TEACHER MA	64,112.00	0.00	0.00	0.00	7
KEMPROWSKI	SHERI	Cust/Maint Spvsr	81,764.88	OTHER SALARY	80,764.88	1,000.00	0.00	0.00	
KENNY	CARRIE	Teacher BA	82,162.00	TEACHER BA	80,512.00	1,000.00	650.00	0.00	14
KIM	JOHN	Teacher MA	60,112.00	TEACHER MA	60,112.00	0.00	0.00	0.00	2
KIPPER	LAURYN	Teacher BA	83,430.00	TEACHER BA	80,512.00	2,688.00	230.00	0.00	14
KOSMOSKI	MARY LOU	Teacher MA+30	87,400.00	TEACHER MA+30	84,712.00	2,688.00	0.00	0.00	14
KOVACS	NANCY	Teacher BA	59,712.00	TEACHER BA	59,712.00	0.00	0.00	0.00	6
KOY	SHARON	Teacher BA	82,623.60	TEACHER BA	80,512.00	1,856.60	255.00	0.00	14
KUHN	GARY	Teacher BA	81,512.00	TEACHER BA	80,512.00	1,000.00	0.00	0.00	14
KWATKOSKI	JILL	Teacher BA	82,668.60	TEACHER BA	80,512.00	1,856.60	300.00	0.00	14
LAINO	KAREN	Teacher BA	81,512.00	TEACHER BA	80,512.00	1,000.00	0.00	0.00	14
LAMAGNA	KRISTEN	Teacher BA	58,912.00	TEACHER BA	58,912.00	0.00	0.00	0.00	2
LAMANNA	PHILIP	Custodian PT	16.50/hrly	CUSTODIAN PT	0.00	0.00	0.00	0.00	3
LAVIGNE	JOY	Teacher BA	83,430.00	TEACHER BA	80,512.00	2,688.00	230.00	0.00	14
LEONARD	MICHELLE	Secretary	53,604.00	OFFICE PERSONNEL	50,104.00	3,500.00	0.00	0.00	13
LEWIS	LINDA	Teacher MA	86,650.00	TEACHER MA	83,712.00	2,688.00	250.00	0.00	14
LEWIS	MARY-ANNE	Teacher BA	82,498.60	TEACHER BA	80,512.00	1,856.60	130.00	0.00	14
LIEBOFF	SHARI	Teacher MA+30	84,712.00	TEACHER MA+30	84,712.00	0.00	0.00	0.00	14
LYNCH	ARTHUR	Attend Officer	\$18 pr hr/not to exceed 600 hrs)	OTHER SALARY	0.00	0.00	0.00	0.00	
MAGGI	JANICE	Para PT	20.50/hrly	PARAPROFESSIONAL PT	0.00	0.00	0.00	0.00	9
MARTINEZ	GAYLE	Teacher MA+30	72,112.00	TEACHER MA+30	72,112.00	0.00	0.00	0.00	10
MASELLA	MICHELLE	Guidance-11 Mo MA	94,294.80	TEACHER MA	92,083.20	1,856.60	355.00	0.00	14
MCCABE	PATRICK	M/H Principal	153,967.00	ADMINISTRATOR SALARY - STEP B	151,467.00	1,500.00	1,000.00	0.00	11
MCGUIRE	KERI ANNE	Teacher MA	65,412.00	TEACHER MA	65,412.00	0.00	0.00	0.00	8
MCNAMARA	EILEEN	Para FT	36,081.00	PARAPROFESSIONAL FT	33,481.00	2,600.00	0.00	0.00	14
MCQUADE	JENNIFER	Teacher BA	81,512.00	TEACHER BA	80,512.00	1,000.00	0.00	0.00	14
MECCA	ANTHONY	Teacher BA	77,712.00	TEACHER BA	77,212.00	500.00	0.00	0.00	13
MILLER	KATHRYN	Teacher MA	60,112.00	TEACHER MA	60,112.00	0.00	0.00	0.00	2
MITCHELL	EMILY	Teacher MA	60,112.00	TEACHER MA	60,112.00	0.00	0.00	0.00	2
MOLLIS	CATHARINE	Teacher BA+30	84,102.00	TEACHER BA+30	82,712.00	1,000.00	390.00	0.00	14
NAVARRIA	NICOLE	Secretary	44,604.00	OFFICE PERSONNEL	44,104.00	500.00	0.00	0.00	3
NISRAIYYA	GEETA	Teacher MA+30	85,712.00	TEACHER MA+30	84,712.00	1,000.00	0.00	0.00	14
O'CONNOR	ANNA MAE	Secretary	50,604.00	OFFICE PERSONNEL	50,104.00	500.00	0.00	0.00	13
OKS	MARCI	Teacher MA	60,512.00	TEACHER MA	60,512.00	0.00	0.00	0.00	3
PALMER	GARI	Custodian	50,517.00	CUSTODIAN	50,517.00	0.00	0.00	0.00	5
PALMERI	COLLEEN	Teacher BA	68,412.00	TEACHER BA	67,912.00	500.00	0.00	0.00	10
PARKS	ROBERT	Teacher BA	81,902.00	TEACHER BA	80,512.00	1,000.00	390.00	0.00	14
PATTERSON	NICOLE	Teacher BA	60,912.00	TEACHER BA	60,912.00	0.00	0.00	0.00	7
PETERSON	ELLEN	Teacher BA+30	84,798.60	TEACHER BA+30	82,712.00	1,856.60	230.00	0.00	14
PETRUZZI	STEPHANIE	Teacher MA	61,912.00	TEACHER MA	61,912.00	0.00	0.00	0.00	5
POTH	CAROL	Para PT	20.50/hrly	PARAPROFESSIONAL PT	0.00	0.00	0.00	0.00	9
RANDAZZO	RONALD	Custodial/Maint	49,017.00	CUSTODIAN	49,017.00	0.00	0.00	0.00	4
REAGAN	EUGENE	Custodial/Maint	49,017.00	CUSTODIAN	49,017.00	0.00	0.00	0.00	4
REILLY	MONIKA	Custodian	52,522.00	CUSTODIAN	52,017.00	505.00	0.00	0.00	6
REILLY	TRACEY	Teacher BA	82,368.60	TEACHER BA	80,512.00	1,856.60	0.00	0.00	14
ROBBINS	CHRISTINE	DirCurrInst/PupServ	158,722.00	ADMINISTRATOR SALARY - STEP A	156,222.00	1,500.00	1,000.00	0.00	11
ROLZHAUSEN	PATTI	Teacher BA	82,593.60	TEACHER BA	80,512.00	1,856.60	225.00	0.00	14
RUSSO	AMY	Para PT	19.70/hrly	PARAPROFESSIONAL PT	0.00	0.00	0.00	0.00	5
RUTKOWSKI	DEBORAH	Para FT	35,472.95	PARAPROFESSIONAL FT	33,481.00	1,861.95	130.00	0.00	14
SANCHEZ	NIDIA	Teacher MA	62,912.00	TEACHER MA	62,912.00	0.00	0.00	0.00	6
SANTORO	KRISTINA	Secretary to SUPT	63,406.00	OFFICE PERSONNEL-LONGEVITY	63,406.00	0.00	0.00	0.00	2
SCHAEFER	KERRY	Teacher BA	83,555.00	TEACHER BA	80,512.00	2,688.00	355.00	0.00	14
SCHNYDERITE	JOHN	Teacher BA	82,368.60	TEACHER BA	80,512.00	1,856.60	0.00	0.00	14
SHERMAN	WENDY	Teacher MA	77,712.00	TEACHER MA	77,212.00	500.00	0.00	0.00	12
SMOGOVICH	DIANE	Teacher BA	82,368.60	TEACHER BA	80,512.00	1,856.60	0.00	0.00	14
SOSA	ASHLEY	Teacher BA	56,812.00	TEACHER BA	56,812.00	0.00	0.00	0.00	1
SPINAPONT	SARAH	Teacher BA	60,912.00	TEACHER BA	60,912.00	0.00	0.00	0.00	7
STRATTON	PHYLLIS	Teacher BA	81,642.00	TEACHER BA	80,512.00	1,000.00	130.00	0.00	14
STRUMWASSER	LAUREN	Teacher MA+30	66,412.00	TEACHER MA+30	66,412.00	0.00	0.00	0.00	8

**Staff Roster
2019-2020**

Last Name	First Name	Job Title	Total Salary	Definition	Base Salary	Longevity	In-Service	Stipend	Step
STRZYKALSKI	MAUREEN	Para FT	37,501.00	PARAPROFESSIONAL FT	33,481.00	2,600.00	1,420.00	0.00	14
TICE	GEORGANN	Teacher BA	81,512.00	TEACHER BA	80,512.00	1,000.00	0.00	0.00	14
TORRETTA	MARTINA	Teacher BA	60,912.00	TEACHER BA	60,912.00	0.00	0.00	0.00	7
TRZECIAK	KELLY ANNE	Teacher BA	61,412.00	TEACHER BA	60,912.00	500.00	0.00	0.00	7
TSOUKAS	ELENI	Teacher MA	68,212.00	TEACHER MA	68,212.00	0.00	0.00	0.00	9
VANCIL	NICOLE	Teacher BA	57,312.00	TEACHER BA	57,312.00	0.00	0.00	0.00	3
VONA	TARA	Teacher BA	68,412.00	TEACHER BA	67,912.00	500.00	0.00	0.00	10
WILKINSON	JENNIFER	Teacher BA	65,012.00	TEACHER BA	65,012.00	0.00	0.00	0.00	9
WILLIAMS	JENNIFER	Teacher BA	81,642.00	TEACHER BA	80,512.00	1,000.00	130.00	0.00	14
WILSON	LISA	Teacher MA	86,530.00	TEACHER MA	83,712.00	2,888.00	130.00	0.00	14
WITTE	MICHELLE	Teacher MA	75,033.20	TEACHER MA	75,033.20	0.00	0.00	0.00	9
WOHLT	BRIAN	Teacher MA	77,842.00	TEACHER MA	77,212.00	500.00	130.00	0.00	12
WOLFE	AMY	Secretary	52,104.00	OFFICE PERSONNEL	50,104.00	2,000.00	0.00	0.00	13
YEH	YVONNE	Teacher MA	64,112.00	TEACHER MA	64,112.00	0.00	0.00	0.00	7
YOUSSEF	SAFWAT	Custodial/Maint	44,517.00	CUSTODIAN	44,517.00	0.00	0.00	0.00	1
YUAN	CHESTER	Teacher BA+30	84,568.60	TEACHER BA+30	82,712.00	1,856.60	0.00	0.00	14
ZALOCKI	FRANK	Asst Princ-Athletics	97,594.00	ADMINISTRATOR SALARY - STEP D	97,594.00	0.00	0.00	0.00	2
ZELLER	ALANNA	Teacher MA+30	62,912.00	TEACHER MA+30	62,912.00	0.00	0.00	0.00	5
ZOMRO	GABRIELLE	Teacher BA	60,912.00	TEACHER BA	60,912.00	0.00	0.00	0.00	7

South Amboy School District Expense Account Adjustment Analysis By Account#

Attachment G

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07/01/2019

Current Cycle : July

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-213-600-04-55-00-060	NURSE SUPPLIES - ELEM	Nursing Supplies	000016	07/01/2019	PFRASCELLA	\$1,100.00	\$300.00	\$1,400.00
11-000-219-320-07-65-00-060	PROF SERV OT/PT	Professional Services CST	000017	07/01/2019	PFRASCELLA	\$55,000.00	\$13,000.00	\$68,000.00
11-000-223-320-09-45-00-060	PUR PROF SVC-STAFF TRAIN	Professional Services CST	000017	07/01/2019	PFRASCELLA	\$25,000.00	(\$13,000.00)	\$12,000.00
11-000-240-600-04-00-00-060	SUPPLIES - ELEMENTARY	Nursing Supplies	000016	07/01/2019	PFRASCELLA	\$5,484.00	(\$300.00)	\$5,184.00
11-000-270-161-11-11- --	SAL - SPEC EDUC DRIVERS	FIELD TRIP DRIVERS	000019	07/01/2019	PFRASCELLA	\$21,928.00	(\$500.00)	\$21,428.00
11-000-270-162-11-01- --	SAL - FIELD TRIPS	FIELD TRIP DRIVERS	000019	07/01/2019	PFRASCELLA	\$0.00	\$500.00	\$500.00
11-402-100-600-07-20-00-030	SUPPLIES - ATHLETICS MHS	Athletics	000021	07/01/2019	PFRASCELLA	\$14,298.90	\$1,000.00	\$15,298.90
		Soccer Uniforms	000022	07/01/2019	PFRASCELLA	\$15,298.90	\$500.00	\$16,098.90
			Total For Account # 11-402-100-600-07-20-00-030				\$1,800.00	
11-402-100-800-08-21-00-030	OFFICIALS FEES	Athletics	000021	07/01/2019	PFRASCELLA	\$21,000.00	(\$1,000.00)	\$20,000.00
		Soccer Uniforms	000022	07/01/2019	PFRASCELLA	\$20,000.00	(\$800.00)	\$19,200.00
			Total For Account # 11-402-100-800-08-21-00-030				(\$1,800.00)	
20-001-200-890-01-01- --	LOWES GRANT	LOWES GRANT CO 1819	000024	07/01/2019	CGRAIFER	\$0.00	\$1,998.17	\$1,998.17
20-218-100-101-11-10-00-060	SAL-ECA TCHR -4YR OLD	PEEA Allocation	000018	07/01/2019	PFRASCELLA	\$954,449.00	(\$778,758.00)	\$175,691.00
20-218-100-105-11-10-00-060	SAL- ECA PARA-4YR OLD	PEEA Allocation	000018	07/01/2019	PFRASCELLA	\$0.00	\$120,000.00	\$120,000.00
20-218-100-600-00-00-00-060	PEEA IN SUPPLS - CO	PEEA CO 1819	000025	07/01/2019	CGRAIFER	\$0.00	\$4,712.38	\$4,712.38
20-218-100-600-04-00-00-060	ECA SUPPLIES-4 YR OLD	PEEA Allocation	000018	07/01/2019	PFRASCELLA	\$0.00	\$26,114.00	\$26,114.00
20-218-200-102-00-00-00-060	PEEA SAL OF PROGRAM DIR	PEEA Allocation	000018	07/01/2019	PFRASCELLA	\$0.00	\$13,097.00	\$13,097.00
20-218-200-103-00-00-00-060	PEEA SAL OF PRINCIPAL	PEEA Allocation	000018	07/01/2019	PFRASCELLA	\$0.00	\$23,706.00	\$23,706.00
20-218-200-104-00-00-00-060	PEEA SAL OF OTHER PROFES	PEEA Allocation	000018	07/01/2019	PFRASCELLA	\$0.00	\$12,903.00	\$12,903.00
20-218-200-105-00-00-00-060	PEEA SAL OF SECR AND CLE	PEEA Allocation	000018	07/01/2019	PFRASCELLA	\$0.00	\$7,776.00	\$7,776.00
20-218-200-110-00-00-00-060	PEEA OTHER SALARIES	PEEA Allocation	000018	07/01/2019	PFRASCELLA	\$0.00	\$8,162.00	\$8,162.00
20-218-200-325-00-00-00-060	PEEA PUR SERV-HEAD START	PEEA Allocation	000018	07/01/2019	PFRASCELLA	\$0.00	\$567,000.00	\$567,000.00
			Total For Account # 20-218-200-325-00-00-060			\$567,000.00	(\$7,500.00)	\$559,500.00
20-218-200-325-00-00-00-060	HEAD START PURC SERV- CO	PEEA CO 1819	000025	07/01/2019	CGRAIFER	\$0.00	\$92,654.00	\$92,654.00
20-218-200-329-01-00-00-060	PEEA PURCH PROF - CO	PEEA CO 1819	000025	07/01/2019	CGRAIFER	\$0.00	\$3,455.00	\$3,455.00
20-218-200-330-00-00-00-060	PEEA CO-OTH PURC PROF SV	PEEA CO 1819	000025	07/01/2019	CGRAIFER	\$0.00	\$4,250.00	\$4,250.00
20-218-200-516-00-00-00-060	PEEA CONTR - CO	PEEA CO 1819	000025	07/01/2019	CGRAIFER	\$0.00	\$8,438.00	\$8,438.00
20-218-200-580-01-01-00-060	PEEA - PROF DEVEL TRAVEL	PEEA Allocation	000020	07/01/2019	PFRASCELLA	\$0.00	\$7,500.00	\$7,500.00

South Amboy School District

Expense Account Adjustment Analysis By Account#

via_exeae1.062406
07/01/2019

Current Cycle : July

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance	
20-218-200-580-04-00-CO-060	PEEA CO- PD TRAVEL	PEEA CO 1819	000025	07/01/2019	CGRAIFER	\$0.00	\$5,000.00	\$5,000.00	
20-218-200-800-00-00-CO-060	PEEA OTHER OBJECTS - CO	PEEA CO 1819	000025	07/01/2019	CGRAIFER	\$0.00	\$14,018.57	\$14,018.57	
20-218-400-732-00-00-CO-060	PEEA NONINSTRL EQ - CO	PEEA CO 1819	000025	07/01/2019	CGRAIFER	\$0.00	\$2,067.24	\$2,067.24	
20-231-100-100-11-10-00-060	SAL- TCHR NCLB TITLE I	19/20 Title 1 Allocations	000001	07/01/2019	PFRASCELLA	\$256,982.00	\$430.00	\$256,982.00	
		Allocation of Title 1 Funds	000002	07/01/2019	PFRASCELLA	\$256,982.00	(\$81,390.00)	\$175,592.00	
			Total For Account # 20-231-100-100-11-10-00-060					(\$80,960.00)	
20-231-100-300-01-00-00-060	NCLB TITLE I -PURCH PROF	Allocation of Title 1 Funds	000002	07/01/2019	PFRASCELLA	\$0.00	\$1,000.00	\$1,000.00	
20-231-100-610-01-05-00-060	NCLB TITLE I -SUPPLIES	Allocation of Title 1 Funds	000002	07/01/2019	PFRASCELLA	\$0.00	\$10,000.00	\$10,000.00	
20-231-100-610-01-05-CO-	GENERAL SUPPLIES - CO	TITLE I AR 1819	000026	07/01/2019	CGRAIFER	\$0.00	\$4,098.65	\$4,098.65	
20-231-200-105-11-10-CO-060	SALARIES OF SECRETARY-CO	TITLE I AR 1819	000026	07/01/2019	CGRAIFER	\$0.00	\$16,837.00	\$16,837.00	
20-231-200-200-01-05-00-060	NCLB TITLE I-EE BENEFIT	Allocation of Title 1 Funds	000002	07/01/2019	PFRASCELLA	\$0.00	\$57,957.00	\$57,957.00	
20-231-200-300-01-00-00-060	NCLB TITLE I -PURCH SVCS	Allocation of Title 1 Funds	000002	07/01/2019	PFRASCELLA	\$0.00	\$8,933.00	\$8,933.00	
20-231-200-300-01-00-CO-	NCLB TITLE I -PURCH SVCS	TITLE I AR 1819	000026	07/01/2019	CGRAIFER	\$0.00	\$2,970.00	\$2,970.00	
20-231-200-600-01-05-00-060	NCLB TITLE I -SUPPLIES	Allocation of Title 1 Funds	000002	07/01/2019	PFRASCELLA	\$0.00	\$3,500.00	\$3,500.00	
20-231-200-600-01-05-CO-	SUPPLIES MATERIALS - CO	TITLE I AR 1819	000026	07/01/2019	CGRAIFER	\$0.00	\$2,149.19	\$2,149.19	
20-231-400-731-01-00-CO-060	INSTRUCTIONAL EQUIP- CO	TITLE I AR 1819	000026	07/01/2019	CGRAIFER	\$0.00	\$6,114.00	\$6,114.00	
20-233-100-100-00-00-00-030	ESEA TITLE 1 SIA - SAL	Title 1SIA Allocations	000003	07/01/2019	PFRASCELLA	\$184,545.00	(\$124,445.00)	\$60,100.00	
		Title 1SIA Allocation	000004	07/01/2019	PFRASCELLA	\$60,100.00	(\$10,100.00)	\$50,000.00	
			Total For Account # 20-233-100-100-00-00-00-030					(\$134,545.00)	
20-233-100-100-00-00-00-CO	TITLE 1 SIA-SALARIES CO	TITLE I SIA CO 1819	000027	07/01/2019	CGRAIFER	\$0.00	\$321.21	\$321.21	
20-233-100-600-00-00-00-030	TITLE 1 SIA - GEN SUPPLI	Title 1SIA Allocation	000004	07/01/2019	PFRASCELLA	\$0.00	\$1,000.00	\$1,000.00	
20-233-100-600-00-00-CO-030	TITLE I SIA-SUPPLIES CO	TITLE I SIA CO 1819	000027	07/01/2019	CGRAIFER	\$0.00	\$59.47	\$59.47	
20-233-200-100-00-00-00-030	TITLE 1 SIA-NON INST SAL	Title 1SIA Allocation	000004	07/01/2019	PFRASCELLA	\$0.00	\$5,000.00	\$5,000.00	
20-233-200-100-00-00-CO-030	TITLE I SIA-SALARIES CO	TITLE I SIA CO 1819	000027	07/01/2019	CGRAIFER	\$0.00	\$71,400.00	\$71,400.00	
20-233-200-300-00-00-00-030	NON-INSTR PURCHASED SERV	Title 1SIA Allocation	000004	07/01/2019	PFRASCELLA	\$0.00	\$4,100.00	\$4,100.00	
20-233-200-600-00-00-CO-030	TITLE I SIA- SUPPLIES CO	TITLE I SIA CO 1819	000027	07/01/2019	CGRAIFER	\$0.00	\$879.60	\$879.60	
20-243-100-610-01-05-00-060	NCLB III IMMIGRANT SUPPL	TITLE 3 IMM ALLOCATION	000008	07/01/2019	PFRASCELLA	\$0.00	\$3,166.00	\$3,166.00	
20-243-100-610-01-05-CO-	GENERAL SUPPLIES - CO	Title 3 IMM CO1819	000028	07/01/2019	PFRASCELLA	\$0.00	\$24.13	\$24.13	
20-243-200-600-01-05-00-060	NCLB III-IMMIG-SABOE	TITLE 3 IMM ALLOCATION	000008	07/01/2019	PFRASCELLA	\$1,598.00	(\$1,598.00)	\$0.00	
20-250-100-500-01-65-00-030	OTHER PURCHASED SERVICES	IDEA BASIC ALLOCATION	000013	07/01/2019	PFRASCELLA	\$274,446.00	\$32,832.00	\$307,278.00	

South Amboy School District Expense Account Adjustment Analysis By Account#

/a_exaa1.082406
07/01/2019

Current Cycle : July

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
20-251-100-500-01-65-00-060	OTHER PURCH SVC - PS	IDEA PREK ALLOCATION	000014	07/01/2019	PFRASCELLA	\$5,968.00	\$1,252.00	\$7,220.00
20-270-100-100-11-10-00-060	SAL-TCHRS NCLB TITLE II	Title 2 Allocation	000005	07/01/2019	PFRASCELLA	\$40,926.00	\$530.00	\$41,456.00
		TITLE 2 ALLOCATION	000006	07/01/2019	PFRASCELLA	\$41,456.00	(\$37,896.00)	\$3,560.00
		TITLE 2 ALLOCATION	000007	07/01/2019	PFRASCELLA	\$3,560.00	(\$3,560.00)	\$0.00
			Total For Account # 20-270-100-100-11-10-00-060				(\$40,926.00)	
20-270-100-300-00-00-060	PURCHASED PROFESSIONAL A	TITLE 2 ALLOCATION	000006	07/01/2019	PFRASCELLA	\$0.00	\$2,896.00	\$2,896.00
20-270-100-600-01-00-00-060	GENERAL SUPPLIES	TITLE 3 IMM ALLOCATION	000008	07/01/2019	PFRASCELLA	\$0.00	\$3,166.00	\$3,166.00
		TITLE 3 IMM ALLOCATION	000009	07/01/2019	PFRASCELLA	\$3,166.00	(\$3,166.00)	\$0.00
			Total For Account # 20-270-100-600-01-00-00-060				\$0.00	
20-270-200-300-01-00-00-060	NCLB TITLE II -SO AMBOY	TITLE 2 ALLOCATION	000006	07/01/2019	PFRASCELLA	\$0.00	\$30,000.00	\$30,000.00
20-270-200-500-01-00-00-030	NCLB TITLE II-SA MHS	TITLE 2 ALLOCATION	000006	07/01/2019	PFRASCELLA	\$0.00	\$2,500.00	\$2,500.00
20-270-200-500-01-00-00-060	OTHER PURCH SERVICES-ELM	TITLE 2 ALLOCATION	000006	07/01/2019	PFRASCELLA	\$0.00	\$2,500.00	\$2,500.00
20-270-200-500-01-05-CO-	OTHER PURCHASED SERVICES	TITLE 2 CO1819	000030	07/01/2019	PFRASCELLA	\$0.00	\$6,057.00	\$6,057.00
20-270-200-600-00-00-00-060	SUPPLIES AND MATERIALS	TITLE 2 ALLOCATION	000007	07/01/2019	PFRASCELLA	\$0.00	\$2,500.00	\$2,500.00
20-280-100-300-00-00-00-030	TITLE 4 - PURCH PROF	TITLE 4 ALLOCATION	000011	07/01/2019	PFRASCELLA	\$0.00	\$3,203.00	\$3,203.00
20-280-100-300-00-00-CO-030	TITLE 4 PURCH SERV - CO	TITLE 4 AR1819	000029	07/01/2019	PFRASCELLA	\$0.00	\$1,839.47	\$1,839.47
20-280-200-300-00-00-00-030	TITLE 4-PUR PROF SERV HS	TITLE 4 ALLOCATION	000010	07/01/2019	PFRASCELLA	\$18,982.00	(\$2,968.00)	\$16,014.00
		TITLE 4 ALLOCATION	000011	07/01/2019	PFRASCELLA	\$16,014.00	(\$3,203.00)	\$12,811.00
		TITLE 4 ALLOCATION	000012	07/01/2019	PFRASCELLA	\$12,811.00	(\$6,406.00)	\$6,406.00
			Total For Account # 20-280-200-300-00-00-00-030				(\$12,576.00)	
20-280-200-300-00-00-00-060	TITLE 4-PURC PROF SER-ES	TITLE 4 ALLOCATION	000012	07/01/2019	PFRASCELLA	\$0.00	\$6,406.00	\$6,406.00
20-280-200-300-00-00-CO-	PURC PROF SERV - CO	TITLE 4 CO1819	000029	07/01/2019	PFRASCELLA	\$0.00	\$4,683.00	\$4,683.00
20-280-200-600-00-00-CO-030	TITLE 4 SUPPLIES- CO	TITLE 4 CO1819	000029	07/01/2019	PFRASCELLA	\$0.00	\$1,113.00	\$1,113.00
30-000-400-394-04-00- -	CONSTRUCTION-ARCHITECT	FUND 30 ADJ	000023	07/01/2019	CGRANFER	\$0.00	\$2,708.00	\$2,708.00
60-910-310-870-01-95- -	CAFE SODEXO	Fund 60 Food Serv PO setup	000015	07/01/2019	PFRASCELLA	\$0.00	\$400,000.00	\$400,000.00
Total Current Appr.								\$565,987.08


**South Amboy Board of Education
Expenditures 7/23/19-8/31/19**

Bills For	Amount
Regular Bills	878,906.03
7/15/19 Payroll	108,298.65
7/31/19 Payroll	95,998.37
TOTAL	\$ 1,083,203.05
July Agency	\$ 76,973.94

Certified Correct

The above claims were certified correct by the Board Secretary.

Signature/Board Secretary



South Amboy School District Check Register By Vendor Name

Posted Checks : Current Cycle : August

Vendor Name/ Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
POSTED CHECKS								
ADAMS BOOK COMPANY/ 2816	52 11-190-100-610-02-18-00-030	200094	0035360JN	367.28	20156	08/31/2019	INSTR SUPPLIES - MHS	C
ASCD/ 2835	52 11-000-219-800-12-65-00-060	200223	200223	239.00	20157	08/31/2019	DUES, FEES, OTHER	C
AXISPLUS BENEFITS/ 4484	50 11-000-291-270-01-80- -	200136	4113	21.00	20143	08/14/2019	EE HEALTH BENEFITS	C
B&H FOTO & ELECTRONICS/ 4731	52 11-190-100-610-02-18-00-030	200076	160464569	424.85	20158	08/31/2019	INSTR SUPPLIES - MHS	C
B&H FOTO & ELECTRONICS/ 4731	52 11-190-100-610-02-18-00-030	200076	160494644	67.49	20158	08/31/2019	INSTR SUPPLIES - MHS	C
	Total For B&H FOTO & ELECTRONICS/ 4731			\$492.34				
BANYAN SCHOOL/ 5081	52 20-250-100-500-01-65-00-030	200231	JULY 19	6,310.26	20159	08/31/2019	OTHER PURCHASED SERVICES	C
BARCLAY SCHOOL SUPPLIES/ 1391	52 11-190-100-610-04-18-00-060	200125	156893-0	281.06	20165	08/31/2019	INSTR SUPPLIES - ELEM	C
BRETT DINOVI & ASSOCIATES, LLC/ 5117	52 11-000-219-320-07-65-00-060	200187	289-254	7,600.00	20161	08/31/2019	PROF SERV OT/PT	C
BRETT DINOVI & ASSOCIATES, LLC/ 5117	52 11-000-219-320-07-65-00-060	200187	289-255	9,468.75	20161	08/31/2019	PROF SERV OT/PT	C
BRETT DINOVI & ASSOCIATES, LLC/ 5117	52 11-000-219-320-07-65-00-060	200187	289-256	9,231.25	20161	08/31/2019	PROF SERV OT/PT	C
BRETT DINOVI & ASSOCIATES, LLC/ 5117	52 11-000-219-320-07-65-00-060	200187	289-257	4,562.50	20161	08/31/2019	PROF SERV OT/PT	C
BRETT DINOVI & ASSOCIATES, LLC/ 5117	52 11-000-219-320-07-65-00-060	200187	289-258	9,750.00	20161	08/31/2019	PROF SERV OT/PT	C
BRETT DINOVI & ASSOCIATES, LLC/ 5117	52 11-000-219-320-07-65-00-060	200187	289-259	8,662.50	20161	08/31/2019	PROF SERV OT/PT	C
BRETT DINOVI & ASSOCIATES, LLC/ 5117	52 11-000-219-320-07-65-00-060	200187	289-261A	5,050.00	20161	08/31/2019	PROF SERV OT/PT	C
BRETT DINOVI & ASSOCIATES, LLC/ 5117	52 11-000-219-320-07-65-00-060	200187	289-262B	920.00	20161	08/31/2019	PROF SERV OT/PT	C
	Total For BRETT DINOVI & ASSOCIATES, LLC/ 5117			\$55,245.00				
BROADWAY DINER/ 5246	52 11-212-100-610-02-00-00-030	200156	31432	52.10	20162	08/31/2019	INSTR SUPP - LIFE SKILLS	C
BROADWAY DINER/ 5246	52 11-212-100-610-02-00-00-030	200214	30496	36.40	20162	08/31/2019	INSTR SUPP - LIFE SKILLS	C
	Total For BROADWAY DINER/ 5246			\$88.50				
BROWN AND BROWN METRO, INC/ 4657	52 11-000-230-590-01-00- -	200196	209295	9,257.00	20163	08/31/2019	INS - GENERAL LIABILITY	C

South Amboy School District Check Register By Vendor Name

Posted Checks : Current Cycle : August

Vendor Name/ Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Date	Description	Check Type
POSTED CHECKS								
BUSCH LAW GROUP, LLC/ 4734	52 11-000-230-331-01-00- -	200105	14782	2,425.50	20164	08/31/2019	LEGAL SERVICES	C
CABLEVISION LIGHTPATH, INC./ 4358	50 11-190-100-340-06-04-00-030	200033	100156828	1,621.74	20144	08/14/2019	INTERNET SERVICES	C
CAROLINA BIOLOGICAL SUPPLY/ 1319	52 11-000-221-600-01-66-00-060	200192	50717699 RI	17.40	20168	08/31/2019	CURRICULUM SUPPLIES	C
CAROLINA BIOLOGICAL SUPPLY/ 1319	52 11-190-100-610-02-18-00-030	200091	50748979 RI	492.48	20168	08/31/2019	INSTR SUPPLIES - MHS	C
CAROLINA BIOLOGICAL SUPPLY/ 1319	52 11-190-100-610-02-18-00-030	200091	50751642 RI	147.26	20168	08/31/2019	INSTR SUPPLIES - MHS	C
Total For CAROLINA BIOLOGICAL SUPPLY/ 1319				<u>\$657.14</u>				
COMMERCIAL INTERIORS DIRECT, INC/ 5175	52 11-000-261-420-02-71- -	200031	12154	5,355.00	20166	08/31/2019	MAINT REPAIRS MHS	C
COOPER FRIEDMAN ELECTRIC SUPPLY CO. INC./ 5029	52 11-000-261-610-01-70- -	200045	5037252282.0 01	1,334.00	20167	08/31/2019	SUPPLIES - MAINT	C
DECKER, INC./ 4105	52 11-000-261-420-02-71- -	200072	302232	845.02	20169	08/31/2019	MAINT REPAIRS MHS	C
DECKER, INC./ 4105	52 11-000-261-610-01-70- -	200198	306339A	227.80	20169	08/31/2019	SUPPLIES - MAINT	C
Total For DECKER, INC./ 4105				<u>\$1,072.82</u>				
DELTA DENTAL OF NJ/ 3930	50 11-000-291-270-01-80- -	200011	335209	7,760.62	20146	08/14/2019	EE HEALTH BENEFITS	C
DEMCO/ 3420	52 11-000-222-600-02-13-00-030	200100	6647781	515.37	20170	08/31/2019	SUPPLIES - MHS LIBRARY	C
DIRECT ENERGY BUSINESS MARKETING, LLC/ 3979	50 11-000-262-621-01-70- -	200117	HS91371738	89.94	20147	08/14/2019	UTILITIES-NATURAL GAS	C
DRESCHER, CHRISTINE/ 5237	0 60-910-310-870-01-95- -	200269	LUNCH REFUND	39.95	808	08/31/2019	CAFE SODEXO	H
E-RATE CONSULTING, INC./ 3571	52 11-000-230-339-01-01- -	200193	SAB2018191	2,750.00	20171	08/31/2019	OTHER PURCHASED SVC	C
EAST MOUNTAIN SCHOOL (CARRIER CLINIC)/ 3628	52 11-000-100-566-10-65- -	200183	200183	2,434.00	20172	08/31/2019	TUITION - PRIV SP ED	C
ESCNJ - OTHER/ 2949	52 11-150-100-320-11-10-00-030	200209	HL_M0619	67.50	20173	08/31/2019	PURCH PROF-HOME INST	C
ESCNJ / ACADEMY LEARNING CENTER/ 4126	52 11-000-100-565-10-65- -	200167	ALCOT_M061 9	159.00	20174	08/31/2019	TUITION -ESC SP ED	C

South Amboy School District Check Register By Vendor Name

Posted Checks : Current Cycle : August

Vendor Name/ Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
POSTED CHECKS								
ESCNJ TRANSPORTATION/ 1250	52 11-000-270-517-10-65- -	200154	MAY FY19 SOAMB	17,679.75	20175	08/31/2019	ESC & CTSA - REG ED	C
ESCNJ TRANSPORTATION/ 1250	52 11-000-270-517-10-65- -	200154	JUNE FY19 SOAMB	13,255.99	20175	08/31/2019	ESC & CTSA - REG ED	C
ESCNJ TRANSPORTATION/ 1250	52 11-000-270-518-10-65- -	200154	MAY FY19 SOAMB	82,303.61	20175	08/31/2019	ESC & CTSA - SPEC ED	C
ESCNJ TRANSPORTATION/ 1250	52 11-000-270-518-10-65- -	200154	JUNE FY19 SOAMB	49,329.58	20175	08/31/2019	ESC & CTSA - SPEC ED	C
ESCNJ TRANSPORTATION/ 1250	52 11-000-270-518-10-65- -	200154	JULY FY20 SOAMB	46,008.69	20175	08/31/2019	ESC & CTSA - SPEC ED	C
Total For ESCNJ TRANSPORTATION/ 1250				\$208,557.32				
FALAK CONSTRUCTION, INC./ 5277	53 30-000-400-452-04-00- -	191156	191156 A	184,534.00	1078	08/15/2019	CONSTRUCTION -BLDG IMPVM	C
FLINN SCIENTIFIC/ 2828	52 11-190-100-610-02-18-00-030	200164	2372186	130.25	20176	08/31/2019	INSTR SUPPLIES - MHS	C
FOLLETT SCHOOL SOLUTIONS, INC./ 4033	52 P2-233-100-600-00-00-030	191109	502981	461.26	20177	08/31/2019	TITLE 1 SIA - GEN SUPPLI	C
FOLLETT SCHOOL SOLUTIONS, INC./ 4033	52 P2-233-100-600-00-00-030	191109	502981F	211.64	20177	08/31/2019	TITLE 1 SIA - GEN SUPPLI	C
Total For FOLLETT SCHOOL SOLUTIONS, INC./ 4033				\$692.90				
FRANK RICHUSAJ 5282	52 11-000-261-420-01-71- -	200172	1	2,075.00	20178	08/31/2019	MAINT REPAIRS BD	C
GANN LAW BOOKS, INC./ 1442	52 11-000-230-890-01-71- -	200018	D621693	347.50	20179	08/31/2019	DUES, FEES, OTHER	C
HATIKA/VAH INTERNATIONAL ACADEMY CS/ 4883	52 10-000-100-560-00-00- -	200181	JULY 2019	456.00	20180	08/31/2019	TRANSFER TO CHARTER SCH	C
HEIRY, TOM/ 4580	52 11-000-219-500-01-65-00-030	200159	200159	69.16	20181	08/31/2019	TRAVEL - MHS	C
HMH-RIVERSIDE CUSTOMER SERVICE/ 4742	52 11-000-218-500-04-60-00-060	200147	INV001471	229.46	20182	08/31/2019	TESTING - ELEM	C
HOME DEPOT/ 3656	50 11-000-261-420-01-71- -	200236	1510167	31.49	20148	08/14/2019	MAINT REPAIRS BD	C
HOME DEPOT/ 3656	50 11-000-261-420-02-71- -	200236	1014505	24.77	20148	08/14/2019	MAINT REPAIRS MHS	C
HOME DEPOT/ 3656	50 11-000-261-420-04-71- -	200236	1514029	73.66	20148	08/14/2019	MAINT REPAIRS ELEM	C
HOME DEPOT/ 3656	50 11-000-261-610-01-70- -	200236	22213	117.29	20148	08/14/2019	SUPPLIES - MAINT	C
HOME DEPOT/ 3656	50 11-000-261-610-01-72- -	200236	5022374	246.12	20148	08/14/2019	SUPPLIES - PAINT	C
HOME DEPOT/ 3656	50 11-000-262-610-01-70- -	200236	7083928	169.00	20148	08/14/2019	SUPPLIES - CUSTODIAL	C

South Amboy School District Check Register By Vendor Name

Posted Checks : Current Cycle : August

Vendor Name/ Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
POSTED CHECKS								
JCP&L/ 2806	Total For HOMIE DEPOT/ 3656			\$862.33				
	50 11-000-262-622-01-70- -	200035	10001014706 2-7/19	11,600.32	20149	08/14/2019	UTILITIES-ELECTRICITY	C
JCP&L/ 2806	50 11-000-262-622-01-70- -	200035	10000974168 5-7/19	6,361.19	20149	08/14/2019	UTILITIES-ELECTRICITY	C
JCP&L/ 2806	50 11-000-262-622-01-70- -	200035	10000974312 9-7/19	421.43	20149	08/14/2019	UTILITIES-ELECTRICITY	C
	Total For JCP&L/ 2806			\$18,382.94				
JERSEY ELEVATOR/ 1235	52 11-000-261-420-04-70- -	200113	220033	2,239.84	20184	08/31/2019	MAINT CONTRACTS ELEM	C
JW PEPPER & SON, INC./ 1025	52 11-190-100-610-04-18-00-060	200066	166649849	48.00	20183	08/31/2019	INSTR SUPPLIES - ELEM	C
JW PEPPER & SON, INC./ 1025	52 11-190-100-610-04-18-00-060	200066	165762815	253.43	20183	08/31/2019	INSTR SUPPLIES - ELEM	C
	Total For JW PEPPER & SON, INC./ 1025			\$301.43				
KUMAR GAS CO / DELTA/ 2830	52 11-000-261-610-01-74- -	200104	JULY 2019	200.01	20185	08/31/2019	SUPPLIES/REPAIR - TRUCK	C
KURTZ BROS./ 3253	52 11-190-100-610-02-18-00-030	200090	34911.00	102.85	20186	08/31/2019	INSTR SUPPLIES - MHS	C
LAKESHORE LEARNING MATERIALS/ 4136	52 11-190-100-610-04-18-00-060	200123	4284650719	1,257.87	20187	08/31/2019	INSTR SUPPLIES - ELEM	C
LAKESHORE LEARNING MATERIALS/ 4136	52 11-190-100-610-04-18-00-060	200135	4480900719	215.92	20187	08/31/2019	INSTR SUPPLIES - ELEM	C
	Total For LAKESHORE LEARNING MATERIALS/ 4136			\$1,473.79				
LAYLA TRANSPORTATION & TRADING, INC./ 4462	52 11-000-270-512-10-65- -	200232	2850	389.00	20188	08/31/2019	VENDOR - ATHLETICS	C
LIEBOFF, SHARJ/ 4648	52 11-000-219-500-01-65-00-030	200158	200158	20.46	20189	08/31/2019	TRAVEL - MHS	C
MGL PRINTING SOLUTIONS/ 1900	52 11-000-251-600-01-00- -	200141	165897	998.00	20190	08/31/2019	SUPPLIES	C
MICROSCRIBE PUBLISHING, INC./ 4956	52 11-000-230-339-01-01- -	200270	135587	1,600.00	20191	08/31/2019	OTHER PURCHASED SVC	C
MIDDLESEX WATER COMPANY/ 1210	50 11-000-261-800-01-71- -	200118	10427-7/19	135.19	20151	08/14/2019	UTILITIES - WATER/SEWER	C
MIDDLESEX WATER COMPANY/ 1210	50 11-000-261-800-01-71- -	200118	37817-7/19	126.98	20151	08/14/2019	UTILITIES - WATER/SEWER	C
MIDDLESEX WATER COMPANY/ 1210	50 11-000-261-800-01-71- -	200118	54327-7/19	422.28	20151	08/14/2019	UTILITIES - WATER/SEWER	C
MIDDLESEX WATER COMPANY/ 1210	50 11-000-261-800-01-71- -	200118	74327-7/19	433.95	20151	08/14/2019	UTILITIES - WATER/SEWER	C
MIDDLESEX WATER COMPANY/ 1210	50 11-000-261-800-01-71- -	200118	00427-7/19	388.90	20151	08/14/2019	UTILITIES - WATER/SEWER	C

South Amboy School District Check Register By Vendor Name

Posted Checks : Current Cycle : August

Vendor Name/ Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
MIDDLESEX WATER COMPANY/ 1210	50 11-000-261-800-01-71- -	200118	743270-7/19	1,391.74		20151 08/14/2019	UTILITIES - WATER/SEWER	C
Total For MIDDLESEX WATER COMPANY/ 1210				\$2,899.04				
MUNICIPAL CAPITAL FINANCE/ 5061	50 11-000-218-390-02-52-00-060	200115	12371020819	360.86		20150 08/14/2019	COPIER LEASE MHS	C
MUNICIPAL CAPITAL FINANCE/ 5061	50 11-000-219-390-08-65-00-060	200115	12371020819	193.47		20150 08/14/2019	COPIER LEASE	C
MUNICIPAL CAPITAL FINANCE/ 5061	50 11-000-221-600-01-65-00-060	200115	12371020819	434.78		20150 08/14/2019	CURRICULUM SUPPLIES	C
MUNICIPAL CAPITAL FINANCE/ 5061	50 11-000-230-339-01-02- -	200115	12371020819	261.73		20150 08/14/2019	SUPT COPIER LEASE	C
MUNICIPAL CAPITAL FINANCE/ 5061	50 11-000-240-390-02-01-00-030	200115	12371020819	182.60		20150 08/14/2019	MHS COPIER LEASE	C
MUNICIPAL CAPITAL FINANCE/ 5061	50 11-000-240-390-04-01-00-060	200115	12371020819	360.86		20150 08/14/2019	ELEM 2NDFL COPIER LEASE	C
MUNICIPAL CAPITAL FINANCE/ 5061	50 11-000-251-340-01-00- -	200115	12371020819	310.86		20150 08/14/2019	COPIER LEASE	C
MUNICIPAL CAPITAL FINANCE/ 5061	50 11-190-100-500-02-01-00-030	200115	12371020819	1,297.08		20150 08/14/2019	MHS COPIER LEASE	C
MUNICIPAL CAPITAL FINANCE/ 5061	50 11-190-100-500-04-01-00-060	200115	12371020819	570.99		20150 08/14/2019	ELEM 1STFL COPIER LEASE	C
Total For MUNICIPAL CAPITAL FINANCE/ 5061				\$3,973.23				
N.J.P.S.A.FEA/ 1866	52 11-000-240-800-02-01-00-030	200151	35873	1,170.00		20194 08/31/2019	DUES, FEES, OT - MHS	C
NEW JERSEY ASSOC. OF DESIGNATED PERSONS/ 3837	52 11-000-261-800-01-70- -	200208	1920401	125.00		20192 08/31/2019	OTHER OBJECTS-INSPECTION	C
NU ADVANCE MEDIA/ 4778	52 11-000-230-590-01-73- -	200235	0002306058	843.20		20193 08/31/2019	LEGAL ADS/NOTICES	C
NJASBO/ 1838	52 11-000-251-590-01-00- -	200191	300001168	990.00		20195 08/31/2019	DUES, FEES, OTHER	C
NJPSA/ 2112	52 11-000-219-800-12-65-00-060	200222	200222	845.00		20197 08/31/2019	NJPSA	C
NJPSA/ 2112	52 11-000-240-800-04-00-00-060	200220	200220	820.00		20198 08/31/2019	NJPSA	C
NJPSA/ 2112	52 11-190-100-590-02-01-00-030	200166	85861	845.00		20196 08/31/2019	NJPSA	C
Total For NJPSA/ 2112				\$2,610.00				
NJSBGA MONMOUTH OCEAN/ 5172	52 11-000-261-800-01-70- -	200180	833	350.00		20199 08/31/2019	OTHER OBJECTS-INSPECTION	C
NORWOOD AUTO PARTS/ 2925	52 11-000-261-610-01-70- -	200056	59065950	86.79		20200 08/31/2019	SUPPLIES - MAINT	C
ON-SITE FLEET SERVICE/ 3936	52 11-000-270-615-01-76- -	200234	330080803	403.04		20201 08/31/2019	BUS FUEL & REPAIRS	C
PAWLOWSKI INC./ 2846	52 11-000-261-610-01-70- -	200059	827883	215.46		20206 08/31/2019	SUPPLIES - MAINT	C
PAWLOWSKI INC./ 2846	52 11-000-261-610-01-70- -	200059	827513	129.88		20206 08/31/2019	SUPPLIES - MAINT	C
PAWLOWSKI INC./ 2846	52 11-000-262-610-01-72- -	200073	826595	1,312.83		20206 08/31/2019	SUPPLIES - GROUNDS	C
PAWLOWSKI INC./ 2846	52 11-000-262-610-01-72- -	200146	827753	2,527.94		20206 08/31/2019	SUPPLIES - GROUNDS	C
Total For PAWLOWSKI INC./ 2846				\$4,186.11				

South Amboy School District Check Register By Vendor Name

Posted Checks : Current Cycle : August

Vendor Name/ Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
POSTED CHECKS								
PEARSON EDUCATION, INC./ 1049	52 11-190-100-610-02-18-00-030	200085	4025882224	124.67	20202	08/31/2019	INSTR SUPPLIES - MHS	C
PISCATAWAY TOWNSHIP SCHOOLS/ 5271	52 11-000-100-562-10-65- -	200168	MAY 2019	3,252.55	20203	08/31/2019	TUITION -OTHR LEA SP ED	C
PISCATAWAY TOWNSHIP SCHOOLS/ 5271	52 11-000-100-562-10-65- -	200168	JUNE 2019	3,252.55	20203	08/31/2019	TUITION -OTHR LEA SP ED	C
Total For PISCATAWAY TOWNSHIP SCHOOLS/ 5271				\$6,505.10				
FITNEY BOWES / RENTAL SUPPLIES/ 4222	52 11-000-230-690-01-72- -	200233	1013556910	203.27	20204	08/31/2019	DISTRICT POSTAGE	C
PRESTWICK HOUSE, INC./ 3722	52 11-190-100-610-02-18-00-030	200079	372613	961.40	20205	08/31/2019	INSTR SUPPLIES - MHS	C
PURCELL MULCAHY FLANAGAN, LLC/ 5210	52 11-000-230-331-01-00- -	200145	69427	885.80	20207	08/31/2019	LEGAL SERVICES	C
QUEST DIAGNOSTICS/ 2903	52 11-000-291-290-01-01- -	200271	190769281	1,060.15	20208	08/31/2019	OTHER BENEFITS	C
RAPID FIRE & SECURITY SYSTEMS/ 2984	52 11-000-261-420-02-70- -	200015	21233	630.00	20209	08/31/2019	MAINT CONTRACTS MHS	C
ROBERT MITCHELL/ 4722	52 11-000-261-420-04-70- -	200026	200026	7,700.00	20210	08/31/2019	MAINT CONTRACTS ELEM	C
RUTGERS UBHC/ 4622	52 11-000-100-562-10-65- -	200212	JUNE 2019	6,471.42	20211	08/31/2019	UNIV. BEHAVIORAL HEALTHCARE	C
SANTORO, KRISTINA/ 5096	52 11-000-230-585-01-01- -	200211	200211	18.55	20212	08/31/2019	TRAVEL - SUPT	C
SCHOOL HEALTH CORP/ 2879	52 11-190-100-610-04-18-00-060	200122	3628952-00	391.62	20213	08/31/2019	INSTR SUPPLIES - ELEM	C
SCHOOL SPECIALTY, INC./ 1315	52 11-190-100-610-02-18-00-030	200087	30810334953	184.56	20214	08/31/2019	School Specialty	C
SCHOOL SPECIALTY, INC./ 1315	52 11-190-100-610-04-18-00-060	200071	5	102.93	20215	08/31/2019	School Specialty	C
SCHOOL SPECIALTY, INC./ 1315	52 11-190-100-610-04-18-00-060	200127	20812330263	294.17	20216	08/31/2019	School Specialty	C
SCHOOL SPECIALTY, INC./ 1315	52 11-190-100-610-04-18-00-060	200140	20812337862	2,173.45	20217	08/31/2019	School Specialty	C
SCHOOL SPECIALTY, INC./ 1315	52 11-190-100-610-04-18-00-060	200126	20812338416	529.89	20218	08/31/2019	SCHOOL SPECIALTY MARKETPLACE	C
Total For SCHOOL SPECIALTY, INC./ 1315				\$3,285.01				

South Amboy School District Check Register By Vendor Name

Posted Checks : Current Cycle : August

Vendor Name/Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
POSTED CHECKS								
SIX FLAGS WILD SAFARI INVITATIONAL/ 4609	52 11-402-100-800-07-22-00-030	200264	732167	16.00	20219	08/31/2019	CLINICS, DUES, FEES, OTH	C
SIX FLAGS WILD SAFARI INVITATIONAL/ 4609	52 11-402-100-800-07-22-00-030	200263	732142	48.00	20219	08/31/2019	CLINICS, DUES, FEES, OTH	C
SIX FLAGS WILD SAFARI INVITATIONAL/ 4609	52 11-402-100-800-07-22-00-030	200262	732140	24.00	20219	08/31/2019	CLINICS, DUES, FEES, OTH	C
Total For SIX FLAGS WILD SAFARI INVITATIONAL/ 4609				\$88.00				
SOUTH AMBOY BOE (CAFETERIA) CO/ 2986	52 20-231-200-600-01-05-00-060	200166	200166	195.00	20220	08/31/2019	NCLB TITLE I -SUPPLIES	C
SOUTH AMBOY PLUMBING SUPPLY CO/ 2986	52 11-000-261-610-01-70- -	200039	\$1403993.001	8.34	20221	08/31/2019	SUPPLIES - MAINT	C
STATE OF NJ DIV OF EMPLOYER ACCTS/ 2936	50 11-000-291-270-01-80- -	200182	200182	594.00	20152	08/14/2019	EE HEALTH BENEFITS	C
STATE OF NJ HEALTH BENEFITS/ 2095	0 11-000-291-270-01-80- -	200037	AUGUST 2019 HEALTH	201,687.37	21750109	08/14/2019	EE HEALTH BENEFITS	H
STATE OF NJ HEALTH BENEFITS/ 2095	0 11-000-291-270-01-80- -	200036	AUGUST 2019 RETIREE	302.22	21750109	08/14/2019	EE HEALTH BENEFITS	H
Total For STATE OF NJ HEALTH BENEFITS/ 2095				\$201,989.59				
STRONGE & ASSOCIATES, LLC/ 4513	52 20-270-200-300-01-00-00-060	200217	1468	700.00	20222	08/31/2019	NCLB TITLE II -SO AMBOY	C
STRUMWASSER, LAUREN/ 4392	52 11-000-219-500-01-65-00-060	200157	200157	149.73	20223	08/31/2019	TRAVEL - ELEM	C
THE BOOKSOURCE, INC./ 4019	52 P2-233-100-600-00-00-00-030	191137	843941	847.81	20160	08/31/2019	TITLE 1 SIA - GEN SUPPLI	C
TOKAR, VLADIMIR/ 5286	52 11-000-291-270-01-80- -	200195	200195	80.00	20224	08/31/2019	EE HEALTH BENEFITS	C
TRANE U.S., INC./ 4239	52 11-000-261-420-02-70- -	200021	310108165	4,053.00	20225	08/31/2019	MAINT CONTRACTS MHS	C
TREASURER, STATE OF NEW JERSEY/ 3918	52 11-000-291-270-01-80- -	191163	191163	31,712.14	20226	08/31/2019	EE HEALTH BENEFITS	C
TREASURER, STATE OF NEW JERSEY/ 3918	52 P2-231-200-200-01-05-00-060	191163A	191163A	48,810.00	20226	08/31/2019	NCLB TITLE I -FEE BENEFIT	C
Total For TREASURER, STATE OF NEW JERSEY/ 3918				\$80,522.14				

South Amboy School District Check Register By Vendor Name

Posted Checks : Current Cycle : August

Vendor Name/ Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check Description	Check Type
POSTED CHECKS							
TRU KLEEN, LLC/ 4950	52 11-000-261-420-02-70- -	200023	3326	1,950.00	20227	08/31/2019 MAINT CONTRACTS MHS	C
U.S. BANK EQUIPMENT FINANCE/ 5086	50 11-000-252-440-01-00- -	200054	391340247	1,889.72	20153	08/14/2019 LEASE/TECH EQUIP	C
UNION CTY EDUCATIONAL SERVICES COMM/ 4868	52 20-250-100-500-01-65-00-030	200162	7181648	5,423.00	20228	08/31/2019 OTHER PURCHASED SERVICES	C
UNION CTY EDUCATIONAL SERVICES COMM/ 4868	52 20-250-100-500-01-65-00-030	200162	7181771	5,423.00	20228	08/31/2019 OTHER PURCHASED SERVICES	C
Total For UNION CTY EDUCATIONAL SERVICES COMM/ 4868				\$10,846.00			
VERIZON/ 1461	50 11-000-230-630-01-00- -	200116	7219594-8/19	102.01	20154	08/14/2019 TELEPHONE/COMMUNICATIONS	C
VERIZON WIRELESS/ 4546	50 11-000-230-630-01-00- -	200139	9835142622	204.92	20145	08/14/2019 TELEPHONE/COMMUNICATIONS	C
VWR INTERNATIONAL LLC/WARDS NAT SCIENCE/ 4078	52 11-190-100-610-02-18-00-030	200096	8086998187	345.69	20229	08/31/2019 INSTR SUPPLIES - MHS	C
VWR INTERNATIONAL LLC/WARDS NAT SCIENCE/ 4078	52 11-190-100-610-02-18-00-030	200096	8086975711	361.13	20229	08/31/2019 INSTR SUPPLIES - MHS	C
VWR INTERNATIONAL LLC/WARDS NAT SCIENCE/ 4078	52 11-190-100-610-02-18-00-030	200092	8087025711	46.87	20229	08/31/2019 INSTR SUPPLIES - MHS	C
VWR INTERNATIONAL LLC/WARDS NAT SCIENCE/ 4078	52 11-190-100-610-02-18-00-030	200092	8086975712	116.09	20229	08/31/2019 INSTR SUPPLIES - MHS	C
Total For VWR INTERNATIONAL LLC/WARDS NAT SCIENCE/ 4078				\$869.78			
W.B. MASON/ 3923	52 11-000-240-600-04-00-00-060	200063	200978218	63.24	20230	08/31/2019 SUPPLIES - ELEMENTARY	C
W.B. MASON/ 3923	52 11-000-251-600-01-00- -	200106	200836662	243.06	20230	08/31/2019 SUPPLIES	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200078	200078	66.97	20230	08/31/2019 INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200081	201099232	98.82	20230	08/31/2019 INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200160	201332514	319.96	20230	08/31/2019 INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200074	201440538	9.95	20230	08/31/2019 INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200074	201016847	57.87	20230	08/31/2019 INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200093	201441178	20.37	20230	08/31/2019 INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200093	201016379	234.14	20230	08/31/2019 INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200177	201368817	213.29	20230	08/31/2019 INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200177	201443479	41.93	20231	08/31/2019 INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200179	201369555	50.51	20231	08/31/2019 INSTR SUPPLIES - MHS	C

South Amboy School District Check Register By Vendor Name

Posted Checks : Current Cycle : August

Vendor Name/Number	Ba- tch Account #	PO #	Invoice #	Check Amount	Check #	Check Date	Check Description	Check Type
POSTED CHECKS								
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200179	201443607	2.79	20231	08/31/2019	INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200163	201369680	695.02	20231	08/31/2019	INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200095	201495198	18.63	20231	08/31/2019	INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-02-18-00-030	200095	201366011	82.58	20231	08/31/2019	INSTR SUPPLIES - MHS	C
W.B. MASON/ 3923	52 11-190-100-610-04-18-00-060	200129	201563755	93.80	20231	08/31/2019	INSTR SUPPLIES - ELEM	C
W.B. MASON/ 3923	52 11-190-100-610-04-18-00-060	200129	201239511	231.13	20230	08/31/2019	INSTR SUPPLIES - ELEM	C
W.B. MASON/ 3923	52 P2-218-100-600-00-00-060	190627	200787360	97.98	20230	08/31/2019	PEEA IN SUPPLS & MATRLS	C
W.B. MASON/ 3923	52 P2-218-100-600-00-00-060	190627	63023374	97.98	20230	08/31/2019	PEEA IN SUPPLS & MATRLS	C
			Total For W.B. MASON/ 3923	\$2,740.02				
W.W. GRAINGER/ 1539	52 11-000-261-610-01-70- -	200058	9244069085	105.62	20232	08/31/2019	SUPPLIES - MAINT	C
WIESER EDUCATIONAL, INC./ 4683	52 11-190-100-640-02-00-00-030	200082	89768	19.03	20233	08/31/2019	TEXTBOOKS - MHS	C
WIESER EDUCATIONAL, INC./ 4683	52 11-190-100-640-02-00-00-030	200082	89520	1,371.85	20233	08/31/2019	TEXTBOOKS - MHS	C
			Total For WIESER EDUCATIONAL, INC./ 4683	\$1,390.88				
XTEL COMMUNICATIONS/ 2855	50 11-000-230-530-01-00- -	200027	41420173	55.60	20155	08/14/2019	TELEPHONE/COMMUNICATIONS	C
ZANER-BLOSER EDUCATIONAL PUBLISHER, INC./ 1001	52 11-190-100-610-04-18-00-060	200148	10216721	1,604.20	20234	08/31/2019	INSTR SUPPLIES - ELEM	C
			Total Posted Checks	\$878,906.03				

South Amboy School District Check Register By Vendor Name

Posted Checks : Current Cycle : August

Fund Summary		Fund Category	Sub Fund	Computer Checks	Computer Checks Non/AP	Hand Checks	Hand Checks Non/AP	Total Checks
10		10		\$456.00				\$456.00
10		11		\$423,288.56		\$201,989.59		\$625,278.15
	Fund 10	TOTAL		\$423,744.56		\$201,989.59		\$625,734.15
20		20		\$18,051.26				\$18,051.26
20		P2		\$50,546.57				\$50,546.57
	Fund 20	TOTAL		\$68,597.83				\$68,597.83
30		30		\$184,534.00				\$184,534.00
60		60				\$39.95		\$39.95
	GRAND	TOTAL		\$676,876.49	\$0.00	\$202,029.54	\$0.00	\$878,906.03

* Total Prior Cycle Checks Voided in selected cycle(s):

\$0.00

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

\$0.00

DATE	NUM	CLEARED	DESCRIPTION	CHECK AMOUNT	DEPOSIT AMOUNT	DEPOSIT AMOUNT \$
07/10/19			FEDERAL TAXES	0.16		
07/12/19			PAYROLL 7/15/2019		16,410.55	
07/12/19			PAYROLL 7/15/2019		30,782.10	
07/12/19			TRANSFER TO PUBLIC FUNDS (GU 712977			
07/15/19			STATE TAXES	136.43		
07/15/19			FEDERAL TAXES	3,566.36		
07/15/19			AXA EQUITABLE	26,974.29		
07/15/19			LINCOLN INVESTMENT PLANNING, INC	1,880.00		
07/15/19			MG TRUST COMPANY	250.00		
07/15/19			NJFSPC	200.00		
07/15/19			OFI TRUST COMPANY, TRUSTEE	413.84		
07/15/19			PRUDENTIAL RETIREMENT	1,041.66		
07/17/19			STATE TAXES	38.21		
07/17/19			TRANSFER TO PUBLIC FUNDS (GU 712977	3,690.31		
07/26/19			PAYROLL 7/30/2019	128.57		
07/26/19			PAYROLL 7/30/2019		15,627.05	
07/26/19			STATE TAXES		26,775.80	
07/30/19			FEDERAL TAXES	3,028.82		
07/30/19			AXA EQUITABLE	23,530.49		
07/30/19			Jamie Kelly, Trustee Superior Court	1,730.00		
07/30/19			LINCOLN INVESTMENT PLANNING, INC	168.38		
07/30/19			OFI TRUST COMPANY, TRUSTEE	250.00		
07/30/19			SOUTH AMBOY BOE FLEX SPENDING	1,041.66		
07/30/19			SOUTH AMBOY BOE-PR	500.00		
07/30/19				8,404.76		
				<u>76,973.94</u>	<u>89,595.50</u>	<u>\$ 58,277.17</u>
7/31/2019			STATEMENT	61,467.21		
			July Outstanding Checks	3,190.04		
				<u>58,277.17</u>		

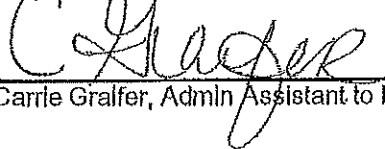
Increased starting balance by \$480.94 due to check #8777 being voided in June 2019.
Original check was cut on 3/29/19 and was never received.

Form A - 149
 REPORT OF THE TREASURER
 TO THE BOARD OF EDUCATION
 South Amboy Board of Education
 All Funds
 For The Month Ending: July 2019

Attachment I

FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts JULY	(3) Cash Disbursements JULY	(4) Ending Cash Balances (1) + (2) - (3)
Fund 10 - General Fund	46,348.37	1,633,314.48	578,452.70	1,101,210.15
Fund 20 - Special Revenue Fund	228,454.58	24.13	97,106.42	131,372.29
Fund 30 - Capital Project Fund	776,281.57	1,252.07	131,320.00	646,193.64
Fund 40 - Debt Service Fund	-	-	-	-
Total Governmental Funds:	<u>1,051,064.52</u>	<u>1,634,590.68</u>	<u>806,879.12</u>	<u>1,878,776.08</u>
Payroll	-	312,256.50	312,256.50	-
Payroll Agency	(25,590.47)	89,595.50	76,973.94	(12,968.91)
Employee Summer Savings Plan	365,131.53	-	182,516.06	182,615.47
Flexible Spending/Dependent Care	9,243.30	500.00	2,324.34	7,418.96
Unemployment Trust	92,150.11	265.00	-	92,415.11
Total Trust and Agency Funds:	<u>440,934.47</u>	<u>402,617.00</u>	<u>574,070.84</u>	<u>269,480.63</u>
Enterprise Food Service Fund	167,470.31	2,627.55	1,124.20	168,973.66
TOTAL ALL FUNDS:	<u>1,218,534.83</u>	<u>1,637,218.23</u>	<u>808,003.32</u>	<u>2,047,749.74</u>

Prepared and Submitted By:

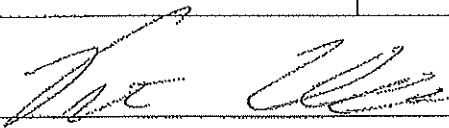

 Carrie Gralfer, Admin Assistant to BA

August 15, 2019

Date

SOUTH AMBOY BOARD OF EDUCATION SUMMARY BOARD SECRETARY REPORT

July 31, 2019

	Beginning Cash	Cash Receipts	Disbursed	Ending Bal
General Fund 10	46,348.37	1,633,314.48	578,452.70	1,101,210.15
Special Revenue Fund 20	228,454.68	24.13	97,106.42	131,372.29
Capital Fund 30	776,261.57	1,252.07	131,320.00	646,193.64
Debt Service Fund 40	-	-	-	-
Total Governmental Funds	1,051,064.52	1,634,590.68	806,879.12	1,878,776.08
TRUST & AGENCY				
Payroll	-	312,256.50	312,256.50	-
Payroll Agency	(25,590.47)	89,595.50	76,973.94	(12,968.91)
Employee Summer Savings Plan	365,131.53	-	182,516.06	182,615.47
Flexible Spending/Dependent Care	9,243.30	500.00	2,324.34	7,418.96
SUI	92,150.11	265.00	-	92,415.11
Total Trust & Agency	440,934.47	402,617.00	574,070.84	269,480.63
ENTERPRISE FUNDS 60				
	167,470.31	2,627.55	1,124.20	168,973.66
TOTAL ALL FUNDS	\$ 1,218,534.83	\$ 1,637,218.23	808,003.32	\$ 2,047,749.74
				August 15, 2019
Peter Frascella, Business Administrator/Board Secretary				Date