

SOUTH HACKENSACK BOARD OF EDUCATION
Monday, November 9, 2015
Regular Meeting
Time 7:30 p.m.

A. **Meeting called to order at:**

B. **Announcement of adequate meeting:**

The New Jersey Open Public Meetings 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 interests is discussed or acted upon. In accordance with the provisions of the Act, the South Hackensack Board of Education has caused notice of meetings published in The Record by having the date, time and place thereof posted. Notice was also placed on the Bulletin Board in the Municipal Building and in the Lobby of Memorial School.

C. **Roll call**

D. **Flag Salute**

E. **Presentations**

F. **Public Hearing on Resolutions to be acted upon this meeting.**

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

G. **Approval of Minute(s): None**

H. **Correspondence**

I. **Report of the Superintendent**

- J. Old Business
- K. New Business
- L. Open Public Hearing

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- M. Private Session (If necessary)
- N. Adjournment

November Meeting (October Correspondence)

To / From	Subject
<i>Mrs. Susan Cucciniello / Mr. Gregorio Maceri</i>	<i>Verification of Tricia Smith's summer hours</i>

Superintendent's Report- November 9, 2015

- Current Enrollment (*attached*)
- Events in November

Event	Date	Time	
Conference Week	November 9 th – November 13 th		
Veterans Day	Wednesday, November 11 th	11:00 a.m.	Grades 7 & 8
Honor Roll Assembly	Friday, November 13 th	9:00 a.m.	Grades 4-8
Annual 8 th Grade Beefsteak	Friday, November 20 th	7:00 p.m.	Gymnasium
School Dance	Friday, November 18 th	7:00 – 10:00 p.m.	Grades 6-8
Superintendent Open Forum	Tuesday, November 18 th	6:00 p.m.	Cafeteria
Thanksgiving Celebration	Wednesday, November 25 th	9:45 – 10:45 a.m. (Puppet Show)	Cafeteria
		12:00 – 12:45 p.m. (Pizza Party)	

- Process of appointing a new board member

School: MS Memorial School

GRADE	PLACEMENT	COUNT
01		21
Grade Total		21
02		31
Grade Total		31
03		22
Grade Total		22
04		20
Grade Total		20
05		27
Grade Total		27
06		33
Grade Total		33
07		27
Grade Total		27
08		22
Grade Total		22
4F		21
Grade Total		21
KF		23
Grade Total		23
School Total		247

OLD BUSINESS

NONE

NEW BUSINESS

CONSENT AGENDA: MOTIONS 1 THROUGH 24

MOTIONED BY: _____ **SECONDED BY:** _____

1. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the reimbursement of the Principal's Account in the amount of \$776.50.

Description	Cost
Scripps National Spelling Bee	\$143.50
NJ Symphony Orchestra – 4 th Grade	\$168.00
Metropolitan Opera Guild – 8 th Grade	\$250.00
Physical Education Equipment	\$50.00
Grade 6 Gifted and Talented Trip	\$105.00
Grade 5 Gifted and Talented Trip	\$60.00

2. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following for the school year 2015-2016:

Accept Monthly Discipline Report
2 in-school suspensions

3. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following for the school year 2015-2016:

Accept Monthly Superintendent HIB Report and approves the actions recommended by the Superintendent for the following incidents: (if applicable)

3 investigations

4. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following for the school year 2015-2016:
(Attachment A)

The monthly district calendar

5. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the schedule for the boys' and girls' basketball teams and schedules. (Attachment B)

6. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve a \$52.00 event payment to basketball referees for the school year 2015-2016.

7. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following class trips:

Grade	Trip	Date	Time
6 th grade	MLK Dance Celebration at NJPAC	Friday, January 15, 2016	12:00 p.m.
2 nd grade	Bob Marley's Three Little Birds at NJPAC	Friday, January 22, 2016	10:00 a.m.
5 th grade	Nai-Ni Chen Company at NJPAC	Friday, February 5, 2016	10:00 a.m.
3 rd grade	Are You My Mother? at Bergen PAC	Monday, April 4, 2016	10:00 a.m.

8. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the Thanksgiving Show "Hiawatha Puppet Show" for November 25, 2015, at a cost not to exceed \$ 1,235.00.

9. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education ratify the following request for professional leave:

Name	Professional Development	Date	Cost
Mary Gould	Experienced Bilingual / ESL Supervisors	October 6, 2015	FREE

10. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following requests for professional leave:

Name	Professional Development	Date	Cost
Valentine Thom	Department of Education: Translating the NGSS into Middle School Local Curriculum	December 18, 2015, January 7, 2016 & January 14, 2016	FREE
Tricia Smith	School Avoidance	November 12, 2015	\$70.00
Carla Moreno	PARCC Math Assessments Updates (Grades 3-5)	November 16, 2015	FREE
Zoe Makofske	Visual Design in Opera	May 6, 2016	\$25.00 tolls
Casey Corsa	Tri State Tech for Schools Superintendents Forum	February 26, 2016	FREE
Christina Caporrino	Tri State Tech for Schools Superintendents Forum	February 26, 2016	FREE
Jeff Badre	Tri State Tech for Schools Superintendents Forum	February 26, 2016	FREE
Gregorio Maceri	Tri State Tech for Schools Superintendents Forum	February 26, 2016	FREE
Casey Corsa	Powerful Strategies to Help Struggling Readers Achieve Standards (Grades K-5)	December 7, 2015 Funded Title I	\$239.00
Debbie Watts	Powerful Strategies to Help Struggling Readers Achieve Standards (Grades K-5)	December 7, 2015 Funded Title I	\$239.00

11. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the amended Substitute List for the school year 2015-2016. *(Attachment C)*
12. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the resignation of Kelly Maher, President, South Hackensack Board of Education, effective November 10, 2015. *(Attachment D)*
13. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education ratify the resignation of Jaymie Mainieri, 4th grade teacher aide, effective October 30, 2015. *(Attachment E)*
14. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education ratify Veronica Nti as a substitute teacher for the After School Program during the school year 2015-2016 at a rate of \$20.00 per hour.
15. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the new special education placement for the following student:

Student Number	Enrolled	Tuition (Does NOT include transportation)
147	October 8, 2015	\$18,300
16. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the purchase of a Veteran's wreath not to exceed \$50.00.
(Ceremony: November 11, 2015 at 11:00 a.m. at the VFW Monument on Phillips Avenue, across the street from Town Hall)
17. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education ratify the Coaches Annual Safety Training packet for the school year 2015-2016. *(Attachment F)*
18. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the Business Administrator to pay November 2015 bills.
19. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the following reports in accordance with NJAC 6A:23-2.11(a) and NJAC 6A:23-2.11(b). *(Attachment G)*
 - Board Secretary's Report
 - Treasurer's Report
 - Monthly Fund Transfer Report
 - September 2015
20. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.

21. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the actual payroll for the month of October 2015 in the amount of \$254,871.68 that the President of the Board, the School Business Administrator and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above.
22. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the estimated payroll for the month of November 2015 in the amount of \$250,000.00 the President of the Board, the School Business Administrator and the Treasurer of School Funds be, and they hereby are, authorized to sign warrants up to and including the above \$250,000.00
23. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the Bill List for October 2015.

(Attachment H)

Fund 10	\$ 682,488.74
Fund 20	\$ 17,358.80
Fund 30	\$ 0
Fund 40	\$ 0
Fund 50	\$ 1,788.20
Total	\$ 701,635.74

24. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the Little Ferry/South Hackensack Travel Indoor Soccer Team to use the school's gym for training sessions on Wednesdays from 6:30 p.m. – 8:00 p.m. *(Attachment I)*

Individual Motion:

1. Be it Resolved that upon the recommendation of the Superintendent of Schools the South Hackensack Board of Education approve the amended job description for literacy coach. *(Attachment J)*

Attachment A

November 2015

South Hackensack School District - Memorial School / Calendars

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 PEO Pie & Cookie Dough	2 General Faculty Meeting Room 113 PEO Pie & Cookiesough Ends	3 1:00pm Election Day - 1:00 p.m. Dismissal	4 1st Marking Period Ends Trip (Grades Kindergarten - 2) - Alstede Farms	5 NJEA Convention - School	6 Closed	7
8	9 1:00pm 1:00 P.M. Dismissal 2nd Marking Period Begins Conference Week - No Meetings Report Cards Issued	10	11 11:00am Veteran's Day - Ceremony (Grades 7 & 8)	12	13 School Dance (Grades 6-8) 8:00am Honor Roll Assembly	14
15	16 Group IV Faculty Meeting Jeans for Troops	17	18 8:45am Picture Day Make Ups, Re-Takes and Clubs 8:00pm Superintendent Open Forum	19	20 Beefsteak	21
22	23 Group I Faculty Meeting	24	25 9:45am Thanksgiving Show: Hiawatha Puppet Show 12:00pm Thanksgiving Pizza Party 1:00pm Thanksgiving Recess - 1:00 p.m. Dismissal	26 Thanksgiving Recess - SCHOOL CLOSED	27 SCHOOL CLOSED	28
29	30 Group II Faculty Meeting					

2015-2016 Memorial School Girls Basketball Schedule

December

3 rd	vs	Alpine* <i>(DH 4:00pm)</i>
9 th	at	Little Ferry Holiday Tournament (vs <i>Maywood 4:00pm</i>)
10 th	at	Little Ferry Holiday Tournament (vs <i>Ridgefield Park 4:00pm</i>)
11 th	at	Little Ferry Holiday Tournament (vs <i>Little Ferry 6:30pm</i>)
15 th	at	East Rutherford* <i>(DH 4:00pm)</i>
17 th	vs	Teaneck Charter School* <i>(DH 4:00pm)</i>
22 nd	at	Dumont Honiss* <i>(DH 4:00pm)</i>

January

6 th	vs	Bergen Arts & Science Charter* <i>(DH 4:00pm)</i>
8 th	at	Ringwood Christian School (<i>Ryerson School</i>) <i>(DH 4:00pm)</i>
13 th	vs	South Hackensack Invitational Tournament
14 th	vs	South Hackensack Invitational Tournament
15 th	vs	South Hackensack Invitational Tournament
20 th	vs	Dumont Selzer* <i>(DH 5:15pm)</i>
21 st	vs	Ringwood Christian School <i>(DH 4:00pm)</i>
25 th	at	Maywood* <i>(DH 4:00pm)</i>
27 th	vs	Dwight Englewood <i>4:00pm</i>
29 th	vs	Fairview <i>(DH 4:00pm)</i>

February

1 st	at	Alpine <i>(DH 4:00pm)</i>
4 th – 12 th		BYBL Tournament
23 rd	vs	East Rutherford <i>(DH 4:00pm)</i>
24 th	at	Dumont Selzer <i>(DH 4:00pm)</i>
29 th – Mar. 4 th	at	Maywood Invitational Tournament

DH = Double Header

* = Bergen Youth Basketball League Game (BYBL) <http://www.leaguelineup.com/bybl16>

2015-2016 Memorial School Boys Basketball Schedule

December

3 rd	vs	Alpine* <i>(DH 5:15pm)</i>
9 th	at	Little Ferry Holiday Tournament <i>(vs Maywood 5:15pm)</i>
10 th	at	Little Ferry Holiday Tournament <i>(vs Ridgefield Park 5:15pm)</i>
11 th	at	Little Ferry Holiday Tournament <i>(vs Little Ferry 7:45pm)</i>
15 th	at	East Rutherford* <i>(DH 5:15pm)</i>
17 th	vs	Teaneck Charter School* <i>(DH 5:15pm)</i>
22 nd	at	Dumont Honiss* <i>(DH 5:15pm)</i>

January

6 th	vs	Bergen Arts & Science Charter* <i>(DH 5:15pm)</i>
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27 th	at	Dwight Englewood <i>4:00pm</i>
29 th	vs	Fairview <i>(DH 5:15pm)</i>

February

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SOUTH HACKENSACK MEMORIAL SCHOOL
List of approved substitute staff for the 2015 - 2016 school year

Approved at the _____ Board Meeting

Name	Address		Certificate(s)	Telephone Number(s)
Andrea Savino	41 Golf Road	Bloomfield	CEAS	201-532-3338
Phillip Cerone	854 Lincoln Avenue	Maywood	Substitute Teacher	201-403-3144
Vanessa Evans	160 Oak Trail Road	Hillsdale	CEAS	201-264-0802
Gissell Paulino	40 Sears Place	Clifton	CEAS	862-571-7785
Gissell Tejada	40 Sears Place	Clifton	CEAS	862-571-7785
Ivana Lopa *Limited availability	3 Veprek Lane	South Hackensack	Substitute Teacher 7/1/2019	201-310-6060
Amber Gaskill Prefers grades pk-3 *Limited availability	12 North 10 th Street	Paterson	Substitute Teacher	609-661-8765
Diamanto Athanasatos	46 Niehaus Avenue	Little Ferry	Substitute Teacher 1/2/2020	347-724-6124
Kimberly Junda	120 Athenia Avenue	Clifton	CEAS	973-809-3087

SOUTH HACKENSACK MEMORIAL SCHOOL
List of approved substitute staff for the 2015 - 2016 school year

Approved at the _____ Board Meeting

John Vittozzi	23 Atwood Place	Wayne	Substitute Teacher	973-865-5115
Stefanie Scholz *Limited availability	7 Sievers Lane	South Hackensack	Substitute Teacher	201-233-5831
Keungsuk Estrada	260 Phillips Avenue	South Hackensack	Substitute Teacher	201-397-7171 201-820-4678
Dawn Hlad	49 Carlstadt Court	Carlstadt	Substitute Teacher	201-507-9077
Breanne DeVico	765 Blaircliff Avenue	Maywood	Substitute Teacher	201-414-8922

Substitute Teacher rate of pay: \$85.00 per day (for the first five consecutive days)
 \$100.00 per day (for six or more consecutive days)
 Teacher Aides that sub will be paid their hourly rate (\$19.50 per hour or \$20.00 per hour)

Secretary			
Lorraine Cuomo	16 Bennett Avenue	Rochelle Park	N/A (Secretary) 201-843-6074 201-708-5673

Rate of pay: \$12.00 per hour

SOUTH HACKENSACK MEMORIAL SCHOOL
List of approved substitute staff for the 2015 - 2016 school year

Approved at the _____ Board Meeting

Nurse		898 Ray Avenue	Ridgefield	Substitute School Nurse & County 5/31/15	201-943-5883
	Alice Puller				

Rate of pay: \$125.00 per day

Custodian		413 Taylor Avenue	South Hackensack	201-403-5445
	Tony Fantauzzi			

Rate of pay: \$14.00 per hour

Attachment D

October 19, 2015

Mr. Maceri and The South Hackensack Board of Education,

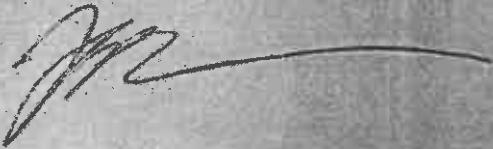
This letter is to serve as my notice of resignation from The South Hackensack Board of Education effective November 10th, 2015, due to my relocation out of state.

I would like to thank all of you, the community of South Hackensack, and the staff and students of Memorial School for allowing me to serve you these last eight years. It has truly been my pleasure and honor to do so.

I wish you all well and look forward to hearing about the great things that are yet to come at Memorial.

Go Bulldogs!!!

Kelly Maher

A handwritten signature in black ink, appearing to be 'KM' followed by a long horizontal stroke.

President, South Hackensack Board of Education

Attachment E

October 27, 2015

Mr. Gregorio Maceri,

Please accept this letter as a notice of my resignation as a Teacher's Aide in the South Hackensack school district. The date of my final day as an employee will be October 30, 2015.

I have accepted a position within the Fort Lee school district as a First Grade leave-replacement teacher for the remainder of the 2015-2016 school year. Although I am sad to leave such an amazing school district, I feel as though this is a great opportunity to grow in my career as an Elementary teacher and I have to take advantage of what has been presented to me.

I cannot express my gratitude to you, as well as the staff at Memorial School, for everything I have learned while being employed here for the past four years. Although I still have more to learn within my career, I have grown and developed as a teacher while being a part of Memorial School. I have been provided with many wonderful opportunities and observed techniques that I will be able to take with me and utilize in the new school district that I will be a part of. Memorial School will always hold a special place in my heart.

Thank you,


Jaymie Mainieri

Coaches Annual Safety Training
Memorial School
South Hackensack, N.J. 07606

Attachment F

Presented by: Jason Chirichella

Date: September 16, 2015

Prevention of Injury:

- Prior to play, survey area for hazards
- Students wear proper equipment:
 - Proper size is important
 - mouth guards
 - cups
 - shin guards
- No jewelry, watches, hair ornaments to be worn during play (practice or game)
- Maintaining adequate hydration
- Keeping cool!
- Maintaining warmth
- Sunburn protection

Treatment of Injury:

- Contact parent regarding ALL injuries no matter how minor.
- If parent is on the premises you can defer to parental judgment BUT you should always advise them of the protocol below.
- Complete an accident report.
- No student is allowed to play if they are bleeding (i.e. spontaneous nose bleeds) or there is blood present on their uniform, socks, shoes etc.
- All coaches should be trained in CPR, Rescue breathing and Blood-borne pathogens.
- All coaches should make sure their tetanus vaccine is up-to-date...booster @ 10 years.
- Should a coach (not a student) come into direct contact with the blood or body fluid of another person they should begin the process outlined in the Exposure Control Plan available in the nursing office and board of education office.
 - **Shock:** Can be the result of any serious injury.
Signs: restlessness, altered consciousness, nausea, pale/ashen skin, diaphoretic (clammy, sweaty), rapid pulse, rapid/shallow breaths.
Lie student down, elevate feet, and call 911.
 - **Fall or collision** (American Red Cross p 136-139)
Leave in position of fall ... **DO NOT MOVE**
Student can move **ONLY** when he is able to move him/herself without assistance
Call 911 for assistance, if needed

- Head Injury (American Red Cross p. 136-139)

All athletes must have a "Sports-Related Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form" signed by parent/guardian prior to practicing or participation in any sport-intramural event.

If unconscious or disoriented ... call 911 even if they regain consciousness
If bruise or bleeding, remove from play for the remainder of game ... treat wound (see bruises, lacerations and abrasions) and contact parent. Advise parent to contact their doctor regarding possible concussion.

Sports-Related Concussion and Head Injury Fact Sheet:

review this handout on concussions, signs and symptoms and what to do. COACHS MUST KEEP A WRITTEN RECORD of a concussed student's return to play activities to be reviewed by the school nurse and filed in the student's health record.

All coached MUST complete a Concussion Training Program annually. Our district recommends "Concussion Wise PRO for Coaches" found on the www.atsnj.org website. Once you have completed the course, print out your certificate and give to the Superintendent's Administrative Assistant to be kept in your personnel file.

- Abrasions and Lacerations: (American Red Cross p 113-116)
 - Bleeding? Use gloves to treat. Wash wound with soap and water, bandage. All bleeding wounds must be covered then can return to play.
 - Stitches needed? Advise parent to seek medical attention if wound is on face, over 1/2" long or skin edges do not fall together (American Red Cross p116). Student is unable to play until stitches removed and Dr. authorization allowing return to play.
 - Severe bleeding/spurting blood ... Put on gloves, cover with sterile dressing, apply direct pressure, call 911, assess and treat for shock if applicable. (American Red Cross p 126-127)
- Impact to parts of the body leading to potential bruises: (American Red Cross p 111-113)
 - On head ... see head injury, ice affected area
 - On torso ... ice, contact parent ... advise there is a potential for internal bleeding/injuries...seek medical attention, keep out for remainder of game. (American Red Cross p 123)
 - On genitalia ... have student void if able, to check color of urine, if discolored seek immediate medical attention. If swelling ... seek immediate medical attention. If persistent pain ... seek immediate medical attention.
 - On limbs/digits ... ice, elevate ... assess for sprain/strains/fractures/dislocations
 - On nose ... pressure to control bleeding, ice, have student lean forward until bleeding has stopped ... assess breathing ability. If difficulty breathing, swelling, bruising, persistent bleeding present seek medical attention. (American Red Cross p 122)

- Potential fractures/sprains/strains/dislocations: (American Red Cross 129-134)
Of limbs/digits ...

For complaint of pain only, Ice, elevate ... Do not wrap. Student can return to play ONLY if he/she is able to move joint without distress and no visible swelling or bruising noted.

If visible swelling, ice, elevate ... notify parent and advise they seek medical attention. Dr. authorization to return to play ... this may be a possible fracture.

If fracture is apparent or student is unable to move limb or body ... call 911 ... DO NOT attempt to immobilize limb/joint yourself. Do not move student.

If joint/limb appears disfigured this may be due to a fracture or dislocation: Do not attempt to reposition or correct positioning. Call 911

Of groin ... advise parents to seek medical attention ... possible hernia
Of back/torso ... advise parents to seek medical attention.

*never return a student to play unless he/she has full range of motion of all joints and is able to ambulate with a strong, steady gait. No grimace of pain or limp should be present.

- Avulsed tooth (American Red Cross p 157):
Place sterile dressing in space left by the tooth and have student bite down to stop bleeding.
Handle tooth by crown, DO NOT touch the root section. DO NOT CLEAN TOOTH!
Place tooth in cup of student's spit OR in a cup of milk.
Transport student immediately (with tooth) to the Emergency Room or dentist.
- Embedded objects: (American Red Cross p 121)
Do NOT remove. Depending of size and location of object call 911 or have parent take to the Emergency Room/family doctor for removal and treatment.
- Splinters:
Do NOT remove because our equipment is not sterile. Wash area with soap and water and cover with sterile dressing. Parent/Guardian can remove at home.

Resources

American Red Cross, First Aid/CPR/AED for Schools and the Community, 2006 edition.

Brain Injury Association of New Jersey, Inc. "Important Information about Hitting your Head". www.bianj.org

Sports-Related Concussions and other Head Injuries information:

www.cdc.gov/concussion/sports/index.html

www.ncaa.org/health-safety

www.nfhs.com

www.atstnj.org – click on "Concussion Wise PRO for Coaches" and follow links to complete the course and print out your certificate.

Sports-Related Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form

A concussion is a brain injury that can be caused by a blow to the head or body that disrupts normal functioning of the brain. Concussions are a type of Traumatic Brain Injury (TBI), which can range from mild to severe and can disrupt the way the brain normally functions. Concussions can cause significant and sustained neuropsychological impairment affecting problem solving, planning, memory, attention, concentration, and behavior.

The Centers for Disease Control and Prevention estimates that 300,000 concussions are sustained during sports related activities nationwide, and more than 62,000 concussions are sustained each year in high school contact sports. Second-impact syndrome occurs when a person sustains a second concussion while still experiencing symptoms of a previous concussion. It can lead to severe impairment and even death of the victim.

Legislation (P.L. 2010, Chapter 94) signed on December 7, 2010, mandated measures to be taken in order to ensure the safety of K-12 student-athletes involved in interscholastic sports in New Jersey. It is imperative that athletes, coaches, and parent/guardians are educated about the nature and treatment of sports related concussions and other head injuries. The legislation states that:

- All Coaches, Athletic Trainers, School Nurses, and School/Team Physicians shall complete an Interscholastic Head Injury Safety Training Program by the 2011-2012 school year.
- All school districts, charter, and non-public schools that participate in interscholastic sports will distribute annually this educational fact to all student athletes and obtain a signed acknowledgement from each parent/guardian and student-athlete.
- Each school district, charter, and non-public school shall develop a written policy describing the prevention and treatment of sports-related concussion and other head injuries sustained by interscholastic student-athletes.
- Any student-athlete who participates in an interscholastic sports program and is suspected of sustaining a concussion will be immediately removed from competition or practice. The student-athlete will not be allowed to return to competition or practice until he/she has written clearance from a physician trained in concussion treatment and has completed his/her district's graduated return-to-play protocol. According to district policy the district's school doctor must approve all students' physician written clearances.

Quick Facts

- Most concussions do not involve loss of consciousness
- You can sustain a concussion even if you do not hit your head
- A blow elsewhere on the body can transmit an "impulsive" force to the brain and cause a concussion

Signs of Concussions (Observed by Coach, Athletic Trainer, Parent/Guardian)

- Appears dazed or stunned
- Forgets plays or demonstrates short term memory difficulties (e.g. unsure of game, opponent)
- Exhibits difficulties with balance, coordination, concentration, and attention
- Answers questions slowly or inaccurately
- Demonstrates behavior or personality changes
- Is unable to recall events prior to or after the hit or fall

Symptoms of Concussion (Reported by Student-Athlete)

- Headache
- Nausea/vomiting
- Balance problems or dizziness
- Double vision or changes in vision
- Sensitivity to light/sound
- Feeling of sluggishness or fogginess
- Difficulty with concentration, short term memory, and/or confusion

What Should a Student-Athlete do if they think they have a concussion?

- **Don't hide it.** Tell your Athletic Trainer, Coach, School Nurse, or Parent/Guardian.
- **Report it.** Don't return to competition or practice with symptoms of a concussion or head injury. The sooner you report it, the sooner you may return-to-play.
- **Take time to recover.** If you have a concussion your brain needs time to heal. While your brain is healing you are much more likely to sustain a second concussion. Repeat concussions can cause permanent brain injury.

What can happen if a student-athlete continues to play with a concussion or returns to play too soon?

- Continuing to play with the signs and symptoms of a concussion leaves the student-athlete vulnerable to second impact syndrome.
- Second impact syndrome is when a student-athlete sustains a second concussion while still having symptoms from a previous concussion or head injury.
- Second impact syndrome can lead to severe impairment and even death in extreme cases.

Should there be any temporary academic accommodations made for Student-Athletes who have suffered a concussion?

- To recover cognitive rest is just as important as physical rest. Reading, texting, testing-even watching movies can slow down a student-athletes recovery.
- Stay home from school with minimal mental and social stimulation until all symptoms have resolved.
- Students may need to take rest breaks, spend fewer hours at school, be given extra time to complete assignments, as well as being offered other instructional strategies and classroom accommodations.

Student-Athletes who have sustained a concussion should complete a graduated return-to-play before they may resume competition or practice, according to the following protocol:

- **Step 1:** Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without reemergence of any signs or symptoms. If no return of symptoms, next day advance.
- **Step 2:** Light Aerobic exercise, which includes walking, swimming, and stationary cycling, keeping the intensity below 70% maximum heart rate. No resistance training. The objective of this step is increased heart rate.
- **Step 3:** Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement.
- **Step 4:** Non contact training drills (e.g. passing drills). Student-athlete may initiate resistance training.
- **Step 5:** Following medical clearance (consultation between school health care personnel and student-athlete's physician), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by coaching and medical staff.
- **Step 6:** Return to play involving normal exertion or game activity.

For further information on Sports-Related Concussions and other Head Injuries, please visit:

www.cdc.gov/concussion/sports/index.html

www.ncaa.org/health-safety

www.bianj.org

www.nfhs.com

www.attnj.org

Signature of Student-Athlete

Print Student-Athlete's Name

Date

Signature of Parent/Guardian

Print Parent/Guardian's Name

Date

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 10 GENERAL CURRENT EXPENSE

Fund Balance:

Appropriated:

753.754	Reserve for encumbrances		\$4,158,154.68
7	Capital reserve account - July	\$50,000.00	
604	Add: Increase in capital reserve	\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00	
309	Less: Bud. w/d cap. reserve excess costs	\$0.00	\$50,000.00
764	Maintenance reserve account - July	\$0.00	
606	Add: Increase in maintenance reserve	\$0.00	
310	Less: Bud. w/d from maintenance reserve	\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00	
609	Add: Increase in waiver offset reserve	\$0.00	
314	Less: Bud. w/d from waiver offset reserve	\$0.00	\$0.00
762	Adult education programs		\$265,453.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$7,719,198.33	
602	Less: Expenditures (\$1,094,639.60)		
	Less: Encumbrances (\$4,105,087.10)	(\$5,199,726.70)	\$2,519,471.63
	Total appropriated		\$6,993,079.31
Unappropriated:			
770	Fund balance, July 1		\$402,967.56
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$302,745.33)
	Total fund balance		\$7,093,301.54
	Total liabilities and fund equity		\$7,551,701.23

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$7,719,198.33	\$5,199,726.70	\$2,519,471.63
Revenues	(\$7,416,453.00)	(\$7,230,766.72)	(\$185,686.28)
Subtotal	<u>\$302,745.33</u>	<u>(\$2,031,040.02)</u>	<u>\$2,333,785.35</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	(\$50,000.00)	\$50,000.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$302,745.33</u>	<u>(\$2,081,040.02)</u>	<u>\$2,383,785.35</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$302,745.33</u>	<u>(\$2,081,040.02)</u>	<u>\$2,383,785.35</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$302,745.33</u>	<u>(\$2,081,040.02)</u>	<u>\$2,383,785.35</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 10 GENERAL CURRENT EXPENSE

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	7,122,899	0	7,122,899	6,987,213	Under	135,686
00520	SUBTOTAL – Revenues from State Sources	293,554	0	293,554	243,554	Under	50,000
Total		7,416,453	0	7,416,453	7,230,767		185,686
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	1,513,883	64,122	1,578,005	290,372	1,215,787	71,847
10300	Total Special Education - Instruction	261,533	0	261,533	26,153	235,380	0
11160	Total Basic Skills/Remedial – Instruct.	107,492	0	107,492	14,008	75,948	17,536
12160	Total Bilingual Education – Instruction	91,484	0	91,484	12,921	78,164	399
17100	Total School-Sponsored Co/Extra Curricul	70,365	1,162	71,527	6,155	2,884	62,488
20620	Total Summer School	14,000	5,340	19,340	19,340	0	0
27100	Total Community Services Programs/Operat	17,000	(3,725)	13,275	12,343	932	0
29180	Total Undistributed Expenditures - Instr	2,578,507	0	2,578,507	82,388	805,604	1,690,515
29680	Total Undistributed Expenditures – Atten	4,738	0	4,738	1,170	3,510	58
30620	Total Undistributed Expenditures – Healt	84,763	612	85,375	7,858	49,153	28,364
40580	Total Undistributed Expend – Speech, OT,	90,500	41	90,541	5,750	36,520	48,271
41080	Total Undist. Expend. – Other Supp. Serv	198,000	0	198,000	14,376	138,253	45,372
42200	Total Undist. Expend. – Child Study Team	254,000	0	254,000	396	0	253,604
43200	Total Undist. Expend. – Improvement of I	96,750	0	96,750	24,077	72,229	444
43620	Total Undist. Expend. – Edu. Media Serv.	1,000	0	1,000	0	0	1,000
44180	Total Undist. Expend. – Instructional St	2,500	0	2,500	189	394	1,917
45300	Support Serv. - General Admin	151,970	6,881	158,851	53,900	68,415	36,536
46160	Support Serv. - School Admin	61,510	1,475	62,985	19,104	41,898	1,983
47200	Total Undist. Expend. – Central Services	65,669	160	65,829	19,259	41,836	4,734
51100	Total Undist. Expend. – Oper. & Maint. O	595,674	20,104	615,778	190,132	379,109	46,536
51200	Total Undist. Expend. – Student Transpor	330,439	0	330,439	35,414	234,681	60,344
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	1,029,035	(38,332)	990,703	247,264	617,996	125,443
72020	Total Undistributed Expenditures – Food	11,652	0	11,652	2,132	6,395	3,126
75880	TOTAL EQUIPMENT	0	9,940	9,940	9,940	0	0
76260	Total Facilities Acquisition and Construc	18,956	0	18,956	0	0	18,956
Total		7,651,420	67,778	7,719,198	1,094,640	4,105,087	2,519,472

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 10 GENERAL CURRENT EXPENSE

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy		6,942,502	0	6,942,502	6,942,502		0
00100	10-1310	Tuition from Individuals		12,800	0	12,800	1,600	Under	11,200
00300	10-1___	Unrestricted Miscellaneous Revenues		167,597	0	167,597	43,111	Under	124,486
00430	10-3131	Extraordinary Aid		50,000	0	50,000	0	Under	50,000
00470	10-3177	Categorical Security Aid		20,749	0	20,749	20,749		0
00500	10-3___	Other State Aids		222,805	0	222,805	222,805		0
Total				7,416,453	0	7,416,453	7,230,767		185,686

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers		71,091	13,226	84,317	8,429	75,888	0
02080	11-110-___-101	Kindergarten – Salaries of Teachers		140,571	0	140,571	14,054	126,517	0
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers		630,761	(13,226)	617,535	61,193	551,463	4,880
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers		427,943	0	427,943	43,014	381,944	2,985
03000	11-190-1___-106	Other Salaries for Instruction		31,000	0	31,000	2,467	25,649	2,884
03020	11-190-1___-320	Purchased Professional – Educational Ser		66,586	38,332	104,918	71,625	33,293	0
03040	11-190-1___-340	Purchased Technical Services		20,000	5,000	25,000	21,154	3,524	322
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series		28,050	0	28,050	26,571	0	1,479
03080	11-190-1___-610	General Supplies		65,000	17,102	82,102	38,809	15,834	27,459
03100	11-190-1___-640	Textbooks		28,381	3,688	32,069	2,486	1,674	27,908
03120	11-190-1___-8___	Other Objects		4,500	0	4,500	570	0	3,930
07000	11-213-100-101	Salaries of Teachers		261,533	0	261,533	26,153	235,380	0
11000	11-230-100-101	Salaries of Teachers		107,492	0	107,492	14,008	75,948	17,536
12000	11-240-100-101	Salaries of Teachers		91,134	0	91,134	12,921	78,164	49
12100	11-240-100-610	General Supplies		350	0	350	0	0	350
17000	11-401-100-1___	Salaries		28,865	0	28,865	0	0	28,865
17020	11-401-100-[3-5]	Purchased Services (300-500 series)		28,500	(1,615)	26,885	0	0	26,885
17040	11-401-100-6___	Supplies and Materials		10,000	2,777	12,777	3,155	2,884	6,738
17080	11-401-100-930	Transfers to Cover Deficit (Agency Funds		3,000	0	3,000	3,000	0	0
20000	11-422-100-101	Salaries of Teachers		14,000	5,340	19,340	19,340	0	0
27000	11-800-330-1___	Salaries		17,000	(3,725)	13,275	12,343	932	0
29000	11-000-100-561	Tuition to Other LEAs within the State -		1,347,756	0	1,347,756	0	0	1,347,756
29020	11-000-100-562	Tuition to Other LEAs within the State -		619,149	0	619,149	36,970	396,231	185,948
29040	11-000-100-563	Tuition to County Voc. School District-R		55,566	0	55,566	0	0	55,566
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools		357,730	1,050	358,780	15,388	303,272	40,120
29100	11-000-100-566	Tuition to Priv. School for the Disabled		159,195	(1,050)	158,145	30,030	66,990	61,125
29160	11-000-100-569	Tuition – Other		39,111	0	39,111	0	39,111	0
29500	11-000-211-1___	Salaries		4,738	0	4,738	1,170	3,510	58
30500	11-000-213-1___	Salaries		68,913	0	68,913	5,531	46,755	16,627
30540	11-000-213-3___	Purchased Professional and Technical Ser		10,000	(500)	9,500	1,080	2,100	6,320
30580	11-000-213-[4-5]	Other Purchased Services (400-500 series		100	1,112	1,212	1,195	0	17
30600	11-000-213-6___	Supplies and Materials		5,750	0	5,750	53	298	5,400
40520	11-000-216-320	Purchased Professional – Educational Ser		90,000	0	90,000	5,709	36,520	47,771

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 10 GENERAL CURRENT EXPENSE

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
40540	11-000-216-6__	Supplies and Materials	500	41	541	41	0	500
41000	11-000-217-1__	Salaries	198,000	0	198,000	14,376	138,253	45,372
42000	11-000-219-320	Purchased Professional – Educational Ser	251,000	0	251,000	0	0	251,000
42160	11-000-219-6__	Supplies and Materials	3,000	0	3,000	396	0	2,604
43040	11-000-221-105	Salaries of Secretarial & Clerical Assis	96,750	0	96,750	24,077	72,229	444
43580	11-000-222-6__	Supplies and Materials	1,000	0	1,000	0	0	1,000
44080	11-000-223-320	Purchased Professional – Educational Ser	2,500	0	2,500	189	394	1,917
45000	11-000-230-1__	Salaries	93,590	0	93,590	31,095	53,045	9,450
45040	11-000-230-331	Legal Services	10,000	0	10,000	70	9,930	0
45060	11-000-230-332	Audit Fees	24,150	0	24,150	0	0	24,150
45100	11-000-230-339	Other Purchased Professional Services	3,990	50	4,040	4,040	0	0
45140	11-000-230-530	Communications/Telephone	9,000	4,746	13,746	7,579	5,140	1,027
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	3,000	700	3,700	3,550	50	100
45200	11-000-230-610	General Supplies	500	1,385	1,885	1,348	0	537
45260	11-000-230-890	Miscellaneous Expenditures	3,240	0	3,240	2,268	0	972
45280	11-000-230-895	BOE Membership Dues and Fees	4,500	0	4,500	3,949	250	301
46000	11-000-240-103	Salaries of Principals/Assistant Princip	52,760	0	52,760	16,543	36,217	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	7,750	0	7,750	1,128	5,639	983
46120	11-000-240-6__	Supplies and Materials	1,000	1,475	2,475	1,433	42	1,000
47000	11-000-251-1__	Salaries	53,770	0	53,770	13,328	39,984	458
47040	11-000-251-330	Purchased Professional Services	750	160	910	160	0	750
47060	11-000-251-340	Purchased Technical Services	6,799	0	6,799	4,347	1,800	652
47100	11-000-251-592	Misc. Purch. Services (400-500 Series, O	2,800	0	2,800	1,276	0	1,524
47180	11-000-251-6__	Supplies and Materials	800	0	800	0	52	748
48520	11-000-251-890	Other Objects	750	0	750	149	0	601
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	54,000	14,711	68,711	33,941	31,122	3,648
48540	11-000-261-610	General Supplies	500	0	500	120	0	380
49000	11-000-262-1__	Salaries	306,399	10,000	316,399	86,600	227,281	2,518
49040	11-000-262-3__	Purchased Professional and Technical Ser	5,000	0	5,000	2,453	0	2,547
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	15,000	0	15,000	1,131	3,843	10,026
49120	11-000-262-490	Other Purchased Property Services	11,500	0	11,500	3,463	6,537	1,500
49140	11-000-262-520	Insurance	33,275	0	33,275	16,215	15,205	1,855
49160	11-000-262-590	Miscellaneous Purchased Services	7,000	0	7,000	1,918	4,700	382
49180	11-000-262-610	General Supplies	13,000	5,393	18,393	14,722	991	2,680
49220	11-000-262-622	Energy (Electricity)	150,000	(10,000)	140,000	29,570	89,430	21,000
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub	7,072	1,768	8,840	0	8,840	0
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven	36,720	0	36,720	0	35,000	1,720
52280	11-000-270-512	Contr Serv (Oth. Than Bet Home & Sch) -	20,400	(1,768)	18,632	665	1,591	16,377
52300	11-000-270-517	Contract Serv. (Reg. Students) – ESCs &	24,004	0	24,004	0	24,000	4
52320	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	242,243	0	242,243	34,750	165,250	42,243
71020	11-000-291-220	Social Security Contributions	65,000	0	65,000	17,201	42,799	5,000

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 10 GENERAL CURRENT EXPENSE

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
71060	11-000-291-241	Other Retirement Contributions - PERS		82,551	0	82,551	0	0	82,551
71100	11-000-291-260	Workmen's Compensation		27,000	0	27,000	25,295	0	1,705
71100	11-000-291-270	Health Benefits		775,496	0	775,496	198,866	555,197	21,433
71200	11-000-291-280	Tuition Reimbursement		12,000	0	12,000	1,200	0	10,800
71220	11-000-291-290	Other Employee Benefits		66,988	(38,332)	28,656	4,702	20,000	3,954
72000	11-000-310-930	Transfers to Cover Deficit (Enterprise F		11,652	0	11,652	2,132	6,395	3,126
75860	12-___-00-73_	Special Schools (All Programs)		0	9,940	9,940	9,940	0	0
76100	12-000-400-600	Supplies and Materials		18,956	0	18,956	0	0	18,956
Total				7,651,420	67,778	7,719,198	1,094,640	4,105,087	2,519,472

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

	Cash in bank		\$1,476.35
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	(\$4,859.00)	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	(\$4,859.00)

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

304	Estimated revenues	\$135,118.00	
	Less revenues	\$0.00	\$135,118.00

Total assets and resources

\$131,735.35

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.14
421	Accounts payable	\$0.00
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$2,117.87
	Other current liabilities	\$0.00
	Total liabilities	\$2,118.01

Report of the Secretary to the Board of Education
South Hackensack BOE

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Starting date 7/1/2015 Ending date 9/30/2015 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

Appropriated:

753.754	Reserve for encumbrances			\$82,033.96
7	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$135,118.00		
602	Less: Expenditures	(\$5,500.66)		
	Less: Encumbrances	(\$82,033.96)	(\$87,534.62)	\$47,583.38
	Total appropriated			\$129,617.34
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$129,617.34
	Total liabilities and fund equity			\$131,735.35

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$135,118.00	\$87,534.62	\$47,583.38
Revenues	(\$135,118.00)	\$0.00	(\$135,118.00)
Subtotal	<u>\$0.00</u>	<u>\$87,534.62</u>	<u>(\$87,534.62)</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$87,534.62</u>	<u>(\$87,534.62)</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$87,534.62</u>	<u>(\$87,534.62)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$87,534.62</u>	<u>(\$87,534.62)</u>

Prepared and submitted by : _____
Board Secretary Date

Report of the Secretary to the Board of Education
South Hackensack BOE

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Starting date 7/1/2015 Ending date 9/30/2015 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00830	Total Revenues from Federal Sources	118,230	16,888	135,118	0	Under	135,118
	Total	118,230	16,888	135,118	0		135,118

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88740	Total Federal Projects	118,230	16,888	135,118	5,501	82,034	47,583
	Total	118,230	16,888	135,118	5,501	82,034	47,583

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00775 20-441[1-6] Title I	44,312	17,247	61,559	0	Under	61,559
00779 20-445[1-5] Title II	8,691	(359)	8,332	0	Under	8,332
00780 20-442[0-9] I.D.E.A. Part B (Handicapped)	65,227	0	65,227	0	Under	65,227
Total	118,230	16,888	135,118	0		135,118

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88500 20-____-____ Title I	44,312	17,247	61,559	5,501	42,369	13,689
88520 20-____-____ Title II	8,691	(359)	8,332	0	6,349	1,983
88620 20-____-____ I.D.E.A. Part B (Handicapped)	65,227	0	65,227	0	33,316	31,911
Total	118,230	16,888	135,118	5,501	82,034	47,583

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

	Cash in bank		\$0.00
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

201	Estimated revenues	\$0.00	
	Less revenues	\$0.00	\$0.00
Total assets and resources			<u>\$0.00</u>

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$0.00
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$0.00
	Other current liabilities	\$0.00
Total liabilities		\$0.00

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

Appropriated:

753.754	Reserve for encumbrances			\$0.00
7	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2, _____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$0.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$0.00
	Total liabilities and fund equity			\$0.00

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by : _____
Board Secretary Date

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 30 CAPITAL PROJECTS FUNDS

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

	Cash in bank		
102 - 106	Cash Equivalents		(\$95,922.50)
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
			\$751,845.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Other Current Assets			
			\$0.00
Resources:			
301	Estimated revenues	\$751,845.00	
	Less revenues	(\$751,845.00)	\$0.00
	Total assets and resources		<u>\$655,922.50</u>

Liabilities and Fund Equity

Liabilities:

101	Cash in bank		(\$95,922.50)
411	Intergovernmental accounts payable - state		\$0.00
421	Accounts payable		\$0.00
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$0.00
	Other current liabilities		\$0.00
	Total liabilities		\$0.00

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:

Appropriated:

753.754	Reserve for encumbrances			\$0.00
7	Capital reserve account - July			\$0.00
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$751,845.00	
602	Less: Expenditures	(\$95,922.50)		
	Less: Encumbrances	\$0.00	(\$95,922.50)	\$655,922.50
	Total appropriated			\$655,922.50
	Unappropriated:			
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$655,922.50
	Total liabilities and fund equity			\$655,922.50

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$751,845.00	\$95,922.50	\$655,922.50
Revenues	(\$751,845.00)	(\$751,845.00)	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$655,922.50)</u>	<u>\$655,922.50</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$655,922.50)</u>	<u>\$655,922.50</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$655,922.50)</u>	<u>\$655,922.50</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$655,922.50)</u>	<u>\$655,922.50</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 40 DEBT SERVICE FUNDS

Revenues:

0093A Other

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	751,845	0	751,845	751,845		0
Total	751,845	0	751,845	751,845		0

Expenditures:

89660 Total Regular Debt Service

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	751,845	0	751,845	95,923	0	655,923
Total	751,845	0	751,845	95,923	0	655,923

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 40 DEBT SERVICE FUNDS

Revenues:

00890 40-3160 Debt Service Aid Type II

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
	751,845	0	751,845	751,845		0
Total	751,845	0	751,845	751,845		

Expenditures:

89600 40-701-510-834 Interest on Bonds

89620 40-701-510-910 Redemption of Principal

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
	191,845	0	191,845	95,923	0	95,923
	560,000	0	560,000	0	0	560,000
Total	751,845	0	751,845	95,923	0	655,923

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 50 FUND 50

Assets and Resources

Assets:

	Cash in bank		\$15,817.65
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets \$1,462.00

Resources:

204	Estimated revenues	\$0.00	
	Less revenues	(\$6,046.19)	(\$6,046.19)

Total assets and resources **\$11,233.46**

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$0.00
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$0.00
	Other current liabilities	\$1,462.00

Total liabilities **\$1,462.00**

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 50 FUND 50

Fund Balance:

Appropriated:

753 754	Reserve for encumbrances			\$0.00
7	Capital reserve account - July	\$0.00		
604	Add: Increase in capital reserve	\$0.00		
307	Less: Bud. w/d cap. reserve eligible costs	\$0.00		
309	Less: Bud. w/d cap. reserve excess costs	\$0.00		\$0.00
764	Maintenance reserve account - July	\$0.00		
606	Add: Increase in maintenance reserve	\$0.00		
310	Less: Bud. w/d from maintenance reserve	\$0.00		\$0.00
768	Waiver offset reserve - July 1, 2_____	\$0.00		
609	Add: Increase in waiver offset reserve	\$0.00		
314	Less: Bud. w/d from waiver offset reserve	\$0.00		\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$0.00		
602	Less: Expenditures	(\$1,049.50)		
	Less: Encumbrances	\$0.00	(\$1,049.50)	(\$1,049.50)
	Total appropriated			(\$1,049.50)

Unappropriated:

770	Fund balance, July 1	\$10,820.96
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance

\$9,771.46

Total liabilities and fund equity

\$11,233.46

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$1,049.50	(\$1,049.50)
Revenues	\$0.00	(\$6,046.19)	\$6,046.19
Subtotal	<u>\$0.00</u>	<u>(\$4,996.69)</u>	<u>\$4,996.69</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$4,996.69)</u>	<u>\$4,996.69</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$4,996.69)</u>	<u>\$4,996.69</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$4,996.69)</u>	<u>\$4,996.69</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 50 FUND 50

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
(Total of Accounts W/O a Grid# Assigned)		0	0	0	6,046		(6,046)
Total		0	0	0	6,046		(6,046)

E. nditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	0	0	1,050	0	(1,050)
Total		0	0	0	1,050	0	(1,050)

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 50 FUND 50

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	6,046		(6,046)
Total	0	0	0	6,046		(6,046)

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999	0	0	0	1,050	0	(1,050)
Total	0	0	0	1,050	0	(1,050)

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 60 ENTERPRISE FUND

Assets and Resources

Assets:

	Cash in bank		\$0.00
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

	Estimated revenues	\$0.00	
	Less revenues	\$0.00	\$0.00

Total assets and resources

\$0.00

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$0.00
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$0.00
	Other current liabilities	\$0.00
Total liabilities		\$0.00

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 60 ENTERPRISE FUND

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2 _____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$0.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00

Unappropriated:

770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00

Total fund balance **\$0.00**

Total liabilities and fund equity \$0.00

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 60 ENTERPRISE FUND

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 80 FIXED ASSETS GROUP

Assets and Resources

Assets:

	Cash in bank		\$0.00
102 - 106	Cash Equivalents		\$0.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$0.00	
	Less revenues	\$0.00	\$0.00

Total assets and resources

\$0.00

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$0.00
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$0.00
	Other current liabilities	\$0.00

Total liabilities

\$0.00

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 80 FIXED ASSETS GROUP

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
1	Capital reserve account - July		\$0.00	
604	Add: Increase in capital reserve		\$0.00	
307	Less: Bud. w/d cap. reserve eligible costs		\$0.00	
309	Less: Bud. w/d cap. reserve excess costs		\$0.00	\$0.00
764	Maintenance reserve account - July		\$0.00	
606	Add: Increase in maintenance reserve		\$0.00	
310	Less: Bud. w/d from maintenance reserve		\$0.00	\$0.00
768	Waiver offset reserve - July 1, 2_____		\$0.00	
609	Add: Increase in waiver offset reserve		\$0.00	
314	Less: Bud. w/d from waiver offset reserve		\$0.00	\$0.00
762	Adult education programs			\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$0.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$0.00
	Total liabilities and fund equity			<u>\$0.00</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in capital reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in waiver offset reserve account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

Board Secretary

Date

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 80 FIXED ASSETS GROUP

SOUTH HACKENSCK BOARD OF EDUCATION CASH REPORT

September 30, 2015

	Cash Balance 7/1/2015	Cash Receipts	Cash Disbursements	Cash Balance 7/31/2015
General Fund - 10	1,828,422.33	777,575.80	(521,995.76)	2,084,002.37
Special Revenue Fund - 20	5,653.67	0.00	(4,177.32)	1,476.35
Capital Projects Fund - 30	0.00	0.00	0.00	0.00
Debt Service Fund - 40	(95,922.50)	0.00	0.00	(95,922.50)
Enterprise Fund - 50	10,878.67	5,458.98	(520.00)	15,817.65
Total	1,749,032.17	783,034.78	(526,693.08)	2,005,373.87
Payroll Account	0.00	147,575.67	(147,575.67)	0.00
Payroll Agency Account	14,488.77	118,463.55	(128,728.93)	4,223.39
Unemployment Account	12,056.22	2.01	0.00	12,058.23
Flexible Spending Account	1,257.07	0.21	(10.00)	1,247.28
Grand Total	1,776,834.23	1,049,076.22	(803,007.68)	2,022,902.77

Deborah Carpino
Treasurer of School Monies

11/2/2015
Date-r

Attachment G

Attachment

Line Budget Category

Account

Line	Budget Category	Account	(col 1) Original Budget	(col 2) Revenues Allowed NJAC - A:23A-2.3	(col 3) Original Budget For 10% Calc	(col 4) Maximum Transfer Amount	(col 5) YTD Net Transfers to (from) 9/30/2015	(col 6) % Change of Transfers YTD	(col 7) Remaining Allowable Balance From	(col 8) Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	1,513,883	25,790	1,539,673	153,967	38,332	2.49%	192,299	115,635
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	749,009	41	749,050	74,905	0	0.00%	74,905	74,905
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT., Total									
	Undist. Expend. - Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul., Total	11-4XX-X00-XXX	84,365	2,777	87,142	8,714	3,725	4.27%	12,439	4,989
19160 19620	School-Sponsored Athletics - Instr, Total Before/After School									
20620 21620	Programs - Ins, Total Before/After School Programs, Total									
22620 23620	Summer School, Total Instructional Alternative Educatio, Total									
25100	Other Supplemental/At-Risk Program, Total Other Alternative									
	Educational Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	17,000	0	17,000	1,700	(3,725)	-21.91%	(2,025)	5,425
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	2,578,507	0	2,578,507	257,851	0	0.00%	257,851	257,851
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	344,501	612	345,113	34,511	0	0.00%	34,511	34,511
41660 42200	Expenditures - Health, Total Undist. Expend. - Guidance, Total	218, 219, 222								
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. -									
	Edu. Media Serv.									
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist.	11-000-221, 223	99,250	0	99,250	9,925	0	0.00%	9,925	9,925
45300	Expend. - Instructional St									
46160	Support Serv. - General Admin	11-000-230-XXX	151,970	6,881	158,851	15,885	0	0.00%	15,885	15,885
47200 47620	Support Serv. - School Admin	11-000-240-XXX	61,510	1,475	62,985	6,299	0	0.00%	6,299	6,299
	Total Undist. Expend. - Central Services, Total Undist.	11-000-25X-XXX	65,669	160	65,829	6,583	0	0.00%	6,583	6,583
51120	Expend. - Admin. Info, Tec									
52480	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	595,674	5,393	601,067	60,107	14,711	2.45%	74,817	45,396
71260	Total Undist. Expend. - Student Transpor	11-000-270-XXX	330,439	0	330,439	33,044	0	0.00%	33,044	33,044
72020	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	1,029,035	0	1,029,035	102,904	(38,332)	-3.73%	64,572	141,236
72120	Total Undistributed Expenditures - Food	11-000-310-XXX	11,652	0	11,652	1,165	0	0.00%	1,165	1,165
72160	Transfer of Property Sale Proceeds to De	11-000-520-934	0	0	0	0	0	0.00%	0	0
72180	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72200	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72240	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72260	Interest Earned on Current Exp. Emergenc	10-607	0	0	0	0	0	0.00%	0	0
75880	TOTAL GENERAL CURRENT EXPENSE		7,632,464	43,128	7,675,592	767,559	14,711	0.19%	782,270	752,848
	TOTAL EQUIPMENT	12-XXX-XXX-73X	0	9,940	9,940	994	0	0.00%	994	994

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - A.23A-2.3	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from) 9/30/2015	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	+ or - Data	Col5/Col3	Col4+Col5	Col4-Col5
76260	Total Facilities Acquisition and Constru	12-000-4XX-XXX	18,956	0	18,956	1,896	0	0.00%	1,896	1,896
76320	Capital Reserve -- Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve -- Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76380	Interest Deposit to Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY									
83080	TOTAL SPECIAL SCHOOLS		18,956	9,940	28,896	2,890	0	0.00%	2,890	2,890
84000	Transfer of Funds to Charter Schools	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-100-56X	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL	10-000-520-930	0	0	0	0	0	0.00%	0	0
			7,651,420	53,068	7,704,488	770,449	14,711	0.19%	785,160	755,738

School Business Administrator Signature
Date

Starting date 7/1/2015 Ending date 9/30/2015 Fund: 10 GENERAL CURRENT EXPENSE

Assets and Resources

Assets:

106	Cash in bank		\$2,084,002.37
106	Cash Equivalents		\$250.00
111	Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$5,018,914.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$257,989.58	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$4,859.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$262,848.58

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00

Other Current Assets

\$0.00

Resources:

301	Estimated revenues	\$7,416,453.00	
	Less revenues	(\$7,230,766.72)	\$185,686.28

Total assets and resources

\$7,551,701.23

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state		(\$8,218.79)
421	Accounts payable		\$20,593.48
431	Contracts payable		\$0.00
451	Loans payable		\$0.00
481	Deferred revenues		\$1,250.00
	Other current liabilities		\$444,775.00

Total liabilities

\$458,399.69

**BOARD SECRETARY'S MONTHLY CERTIFICATION
BUDGETARY LINE ITEM STATUS**

Pursuant to N.J.A.C. 6A:23-2.11(c)4, I certify that as of 9/30/15, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1 and

Pursuant to N.J.A.C. 6A:23-2.11(c) 4, I certify that as of 9/30/15, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:20-2:12(a).


Board Secretary

11/9/15

Date

Note: For the purpose of this rule, budgetary line item accounts are those reflected in the advertised section of the state prescribed budget. Districts maintaining expanded levels of budgetary line item accounts should adhere to local board policy for those accounts which exceed the prescribed level of detail. A line item account (or program category account) is defined as the most specific level of detail in the appropriation/expenditure classification.

Starting date 10/1/2015 Ending date 10/31/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
040452	10/20/15		0435	Accuscan	\$360.00
153	10/20/15		0892	Allegro School, Inc	\$11,438.00
040454	10/20/15		0044	American Paper & Supply Company	\$353.97
040455	10/20/15		0057	Arrow Elevator Incorporated	\$160.00
040456	10/20/15		0064	Avaya Inc.	\$128.87
040457	10/20/15		0080	Bergen County Assn. Sch. Adm.	\$500.00
040458	10/20/15		0089	Bergen County Special Services School Di	\$8,253.00
040459	10/20/15		0090	Bergen County Tech. Schools	\$6,491.20
040460	10/20/15		0119	Broad U.S.A., Inc	\$8,835.00
040461	10/20/15		0358	Brookaire Company, LLC	\$293.14
040462	10/20/15		0126	CDW Government, Inc	\$672.41
040463	10/20/15		0193	Dell Financial Services L.P.	\$300.00
040464	10/20/15		0194	Dell Inc. Education	\$1,088.36
040465	10/20/15		0196	Delta Dental Plan Of NJ	\$6,044.37
040466	10/20/15		0970	DePieros Farm	\$217.00
040467	10/20/15		0940	Direct Energy Business/Gas	\$2,877.58
040468	10/20/15		0268	First Student Inc.	\$348.60
040469	10/20/15		0857	Fogarty and Hara, Counsellors-at-Law	\$105.00
040470	10/20/15		0919	Follet School Solutions, Inc	\$537.84
040471	10/20/15		0440	G & S Hardware & Supply, LLC	\$211.93
040472	10/20/15		0285	Game Time	\$604.51
040473	10/20/15		0631	Graybar Electric Company, Inc	\$32.86
040474	10/20/15		0306	Hackensack Board Of Education	\$123,600.03
040475	10/20/15		0950	Hillmar LLC	\$500.00
040476	10/20/15		0325	Houghton Mifflin Harcourt	\$2,742.18
040477	10/20/15		0360	John Sortino & Son Co.	\$450.00
040478	10/20/15		0433	Manuel Diaz	\$1,440.00
040479	10/20/15		0941	McGraw Hill Education	\$1,457.13
040480	10/20/15		0464	Memorial School Principals Ac	\$1,461.50
040481	10/20/15		0879	MyLocker.net	\$1,053.89
040482	10/20/15		0929	Neptune Township Board of Education	\$15,862.56
040483	10/20/15		0496	NJ School Boards Association	\$250.00
040484	10/20/15		3564	Omni Waste Services, Inc	\$482.00
040485	10/20/15		0545	P S E & G Co.	\$3,479.36
040486	10/20/15		0867	Paulino; Gissell	\$99.00
040487	10/20/15		0969	Pepe Plumbing & Heating Corp.	\$2,514.00
040488	10/20/15		0882	Poland Spring Direct	\$221.06
040489	10/20/15		0913	Projector Lamp Source	\$97.46
190	10/20/15		0612	Ridgefield Board Of Education	\$24,836.80

Starting date 10/1/2015

Ending date 10/31/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
040491	10/20/15		0657	School Specialty Inc.	\$1,940.27
192	10/20/15		0651	School Alliance	\$15,205.00
040493	10/20/15		0655	School Health Corporation	\$326.44
040494	10/20/15		0668	Shirts Illustrated	\$334.00
040495	10/20/15		0684	South Bergen Jointure Comm.	\$102,684.60
040496	10/20/15		0688	South Jersey Energy	\$5,647.05
040497	10/20/15		0695	Staples Business Advantage	\$1,808.65
040498	10/20/15		0710	Summit Medical Management Svc	\$400.00
040499	10/20/15		0748	The Master Teacher	\$131.70
040500	10/20/15		0791	United Water New Jersey	\$1,471.77
040501	10/20/15		0968	US Games	\$149.00
040502	10/20/15		0795	Valentine Stanowski-Thom	\$295.00
102015 H	10/15/15		0699	State Of NJ Health Ben.prog.	\$67,332.47
103015	10/30/15		PAY	South Hackensack BOE Payroll	\$254,871.68
103115 H	10/30/15		0108	Board Of Ed. Payroll Agency	\$13,544.83
103215 H	10/30/15		0108	Board Of Ed. Payroll Agency	\$5,092.67

Starting date 10/1/2015

Ending date 10/31/2015

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

10	GENERAL CURRENT EXPENSE	\$13,544.83
11	GENERAL CURRENT EXPENSE	\$668,943.91
20	SPECIAL REVENUE FUNDS	\$17,358.80
50	FUND 50	\$1,788.20
Total for all checks listed		\$701,635.74

Prepared and submitted by: _____

Board Secretary

_____ Date

Petty cash disbursements:

10/8/2015	Jim Parisi	Supplies for Science Lesson	37.68
10/28/2015	Elizabete Schaefer	Drying Cleaning/blood borne pathogen	15.00

Food disbursements:

None

Athletic disbursements:**Check#**

10/6/2015	Mark Saoud	1061	52.00
10/6/2015	Marty Kless	1062	52.00
10/8/2015	David Yuhasz	1063	52.00
10/8/2015	Wayne Marshall	1064	52.00
10/15/2015	Mark Saoud	1065	52.00
10/15/2015	Andrew Tisellano	1066	52.00
10/17/2015	Kenneth Van Rye	1067	52.00
10/17/2015	Anthony Riolo	1068	52.00
10/17/2015	Anthony Riolo	1069	52.00
10/17/2015	Marty Kless	1070	52.00
10/19/2015	Thomas Reynolds	1071	52.00
10/19/2015	Shawn Meurer	1072	52.00
10/21/2015	Anthony Riolo	1073	52.00
10/21/2015	Jim Wright	1074	52.00
10/23/2015	Anthony Riolo	1075	52.00
10/23/2015	Andrew Tisellano	1076	52.00
10/24/2015	Anthony Riolo	1077	52.00
10/24/2015	Kenneth Van Rye	1078	52.00
10/24/2015	Anthony Riolo	1079	52.00
10/24/2015	Kenneth Van Rye	1080	52.00

Attachment I

Dear South Hackensack Board of Education and Mr. Maceri South Hackensack School Superintendent:

Last year we started a travel indoor soccer team for 3rd and 4th grade girls in Little Ferry/South Hackensack and would like to continue the program so the girls can continue to grow and progress in the sport. We feel with your help, allowing us to use the gym for our training sessions, we could further improve the progress of these girls. We are inquiring about using Memorial School Gym once a week starting the week of November 9th through January 31st from 6:00–7:30.

Please feel free to contact me with any questions concerning this matter. I can be reached at 201-282-1339

In the attachment is our insurance

Respectfully

Jim Fucci

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the polici(es) must be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Conner Strong & Buckelew Companies, Inc. MEL/JIF Underwriting Unit 9 Campus Drive, Suite 16 Parsippany, NJ 07054	CONTACT NAME: MEL Underwriting Service Center PHONE (A/C, No Ext): FAX (A/C, No Ext): (732) 736-5274 EMAIL ADDRESS: MELUnderwritingSvcCntr@connerstrong.com
INSURED Borough of Little Ferry 215-217 Liberty Street Little Ferry, NJ 07643	INSURERS AFFORDING COVERAGE INSURER A: South Bergen Municipal Joint Insurance Fund INSURER B: Municipal Excess Liability Joint Insurance Fund INSURER C: INSURER D: INSURER E:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> Policy <input type="checkbox"/> Project <input type="checkbox"/> LOC	N		SB150201-86	1/1/2015	1/1/2016	EACH OCCURRENCE \$ 300,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$ MED. EXP. (Any one person) \$ PERSONAL & ADV. INJURY \$ GENERAL AGGREGATE \$ PRODUCTS-COMP/OP AGG. \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED <input checked="" type="checkbox"/> NON-OWNED <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/>	N		SB150201-86	1/1/2015	1/1/2016	COMBINED SINGLE LIMIT (EA accident) \$ 300,000 BODILY INJURY (Per Person) \$ BODILY INJURY (Per Accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	N		MEL01150187	1/1/2015	1/1/2016	EACH OCCURRENCE \$ 4,700,000 AGGREGATE \$ 4,700,000
A	WORKERS' COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	SB150201-86	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (attach ACORD 101, Additional Remarks Schedule, If more space is required) ANY ALTERATIONS WILL VOID THIS CERTIFICATE.
 Evidence of insurance as respects to use of school facilities by the Borough of Little Ferry Recreation indoor soccer program.

CERTIFICATE HOLDER

CANCELLATION

Memorial School
 1 Day Ave.
 South Hackensack, NJ 07606

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph Hudnork

JOB DESCRIPTION
LITERACY COACH

Qualifications:

- Teacher of Elementary Certified and /or Teacher of Middle School

Reports To: Superintendent of Schools

Job Goal:

The job of the Literacy Coach was established for the purpose of improving students' success in reading and writing by implementing district approved curriculum, documenting teaching and student progress/ activities/outcomes; developing lesson plans; modeling the necessary skills to perform assignments; providing a safe and positive environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, etc.

Responsibilities:

Works with administrators in revising/updating curricula and deciding upon curricular materials, textbooks, resources for reading/writing program, particularly for grades PreK-8.

- Assist other teachers for the purpose of implementing district writing curriculum.
- Participates in I&RS team meetings, when applicable, for the purpose of receiving and/or providing information
- Demonstrates methods required to perform assignments for the purpose of providing an effective district reading/writing program and addressing the needs to students
- Develops and coordinates writing programs cooperatively with the classroom teaches for the purpose of supporting teachers and ensuring student success
- Assists in evaluating student's abilities in reading and writing skills for the purpose of assisting in the developing remediation plans, and/or evaluating student progress
- Facilitates study common planning (e.g. literacy team meetings, workshops, etc.) for the purpose of providing staff development and support district staff
- Instructs students (e.g. individually, group sessions, etc.) for the purpose of improving their success in reading/writing and assessing these concepts and proficiencies through a defined course of study
- Maintains confidentiality of all information for the purpose of protection of students, staff, parents and the district
- Mentors classroom teachers and support staff for the purpose of supporting staff in the instructional process
- Monitors student progress for the purpose of providing student feedback on a regular basis to students, teachers, and parents in order to determine interventions for those students who are diagnosed as "at risk" readers
- Prepares teaching materials and related lessons for the purpose of implementing writing/reading strategies in the classroom

- Provides assistance in selecting and administering valid, reliable reading/writing assessments and screening instruments for the purpose of providing an effective school program to increase the reading/writing skills of our students
- In conjunction with principals and board office, establishes up to four evenings (to meet contractual requirements) highlighting the importance of reading throughout the school year.

Terms of Employment: per contract