

SOUTH HACKENSACK BOARD OF EDUCATION

RESOLUTION

SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities and,

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of South Hackensack Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the South Hackensack Board of Education hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for South Hackensack in compliance with Department of Education requirements.



South Hackensack School District

COMPREHENSIVE MAINTENANCE PLAN

2015 - 2016

MEMORIAL SCHOOL

Dyer Avenue

South Hackensack, New Jersey 07606 -1537

**Mr. Gregorio Maceri
Superintendent/ Principal**

"A Tradition of Caring"

The South Hackensack School District

3/5/4870

Comprehensive Maintenance Plan Report

School /Number	14/15 Actual	15/16 Budgeted	16/17 Planned
Memorial 03-4870-050	\$53,764 Localized repairs, painting, Fire Alarm maintenance Chiller maintenance HVAC maintenance Automatic building controls maintenance Chemical water treatment Fire Sprinklers & extinguishers maintenance Irrigation maintenance Landscaping Wood and flooring maintenance Electrical Maintenance/Repair Elevator inspection & maintenance Emergency generator maintenance Environmental Controls Pest management Annual service and inspection of all systems	\$54,500 Localized repairs, painting, Fire Alarm maintenance Chiller maintenance HVAC maintenance Automatic building controls maintenance Chemical water treatment Fire Sprinklers & extinguishers maintenance Irrigation maintenance Landscaping Wood and flooring maintenance Electrical Maintenance/Repair Elevator inspection & maintenance Emergency generator maintenance Environmental Controls Pest management Annual service and inspection of all systems	\$60,000 Localized repairs, painting, Fire Alarm maintenance Chiller maintenance HVAC maintenance Automatic building controls maintenance Chemical water treatment Fire Sprinklers & extinguishers maintenance Irrigation maintenance Landscaping Wood and flooring maintenance Electrical Maintenance/Repair Elevator inspection & maintenance Emergency generator maintenance Environmental Controls Pest management Annual service and inspection of all systems
TOTAL ALL SCHOOLS	\$53,764	\$54,500	\$60,000

**Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26A**

County	Bergen
District Name	South Hackensack
District Number	4870
Filing Date	9/30/2015

Current Area Cost Allowance per SF	\$ 143.00
District contact name	Mr. Greg Maceri
District contact phone	201-394-7793
District contact e-mail	gmaceri@shmmemorial.org

[illegible]

Prepared by:
District School Business Administrator

Max. Maintenance Reserve Amount (4% of column D)	\$ 354,726
Current District Maintenance Reserve Amount	\$ 265,453

Print Dina Messery
Sign Dina Messery

Date 9/30/2015

NJ Quality Single Accountability Continuum (NJQSAC)

Statement of Assurance - School Year 2015-16

District Information and Score Summary Page

District Name	SOUTH HACKENSACK		
County Name	BERGEN		
District Superintendent Name	GREGORIO MACERI		
District Mailing Address	Memorial School Dyer Avenue South Hackensack, NJ 07606-1537		
Superintendent Email	gmaceri@shmemorial.org		
SOA Area	Score # of Yes Responses	Score % of Yes Responses	
Instruction and Program	5	100%	
Fiscal Management	10	100%	
Governance	10	100%	
Personnel	5	100%	
Operations	20	100%	

NJQSAC Statement of Assurance - School Year 2015-16

South Hackensack			
Instruction and Program	Yes or N/A = 1 No = 0	Comments	
1. Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1).	1		
2. Communicates district graduation requirements to all high school students, their families, and the community annually (N.J.A.C. 6A:8-5.1).	1	N/A	
3. Implements board-approved new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Common Core Curriculum Standards (NJCCCS) and Common Core State Standards (CCSS) and with the timeline for implementation of curriculum for each content standard (N.J.A.C. 6A:3-3.1).			
Content Area and Date Standards Were Adopted by the State Board of Education:	Yes or N/A = 1 No = 0	In the boxes below, enter the district board adoption date for each content area. If the content area has not been aligned to the standards, provide an explanation.	
English Language Arts: (June 2010)	1	August 20, 2015	
Math (June 2010)		August 20, 2015	
Science (June 2009)		August 20, 2015	
Social Studies (September 2009)		Ongoing, 2015	
World Languages (June 2009)		August 20, 2015	
Technology (June 2009)		Imbedded August, 2015	
21st Century Life and Careers (June 2009)		Imbedded August, 2015	
Visual and Performing Arts (June 2009)		August 20, 2015	
Comprehensive Health and Physical Education (June 2009)		August 20, 2015	

NJQSAC Statement of Assurance - School Year 2015-16

South Hackensack		
Instruction and Program	Yes or N/A = 1 No = 0	Comments
4. Aligns the approved career and technical education program with the State Plan for Career and Technical Education and evaluates the program annually, including the required safety and health program (<i>N.J.A.C. 6A:19 et seq.</i>).	1	

NJQSAC Statement of Assurance - School Year 2015-16

South Hackensack			
Instruction and Program	Yes or N/A = 1 No = 0	Comments	
5. Has a preschool program plan approved by NJDOE Div. of Early Childhood Education, as per <i>N.J.A.C. 6A:13A-3.1</i> (if district receives State preschool education aid). For those school districts receiving full State funding under the School Funding Reform Act (SFRA) funded per pupil amount determined by the formula, the preschool Self-Assessment Validation System is complete, per <i>N.J.A.C. 6A:13A-8.1</i> .	1	N/A	
Instruction & Program Subtotal	5		
Fiscal Management	Yes or N/A = 1 No = 0	Comments	
The district:			
1. Follows a budget calendar that was developed and shared with the board annually and that reflects all applicable legal and management requirements.	1	Policy & Regulation 6220	
2. Bases the tuition estimate on an analysis of prior year expenditures and the current year schedule of out-of-district placements from existing contracts.	1	Policy 6150	
3. Bases appropriations for capital projects on the district's Long Range Facilities Plan (<i>N.J.A.C. 6A:26-2.1</i>) and the comprehensive maintenance plan (<i>N.J.A.C. 6A:26-20</i>).	1	Policy & Regulation 7100	
4. Supports other budget lines by a trend analysis of historical expenditures.	1		
5. Includes only line-item transfers or appropriations of surplus for new programs and initiatives contained in the original budget certified for taxes (excluding transfers for health and safety related items and awards of additional state aid or grants for new purposes).	1	Policy & regulation 6470	

NJQSAC Statement of Assurance - School Year 2015-16

South Hackensack		
Fiscal Management	Yes or N/A = 1 No = 0	Comments
6. Submits initial applications, revisions and final reports for all entitlement and discretionary grants in a timely manner.	1	Policy 6113
7. Maintains separate accounts and keeps records, by grant (IDEA, Title I, IDEA-ARRA, Education Jobs Funds, etc.) and location as required (Title I, etc.), and/or consolidates accounts for approved school-wide programs as allowed in accordance with the approved budget.	1	Policy 6820
8. Expends federal funds consistent with the approved indirect cost rate.	1	Policy 6112
9. At a minimum, performs a semi-monthly review of the budget status (budget to actual) to ensure that sufficient appropriations are available.	1	
10. Approves purchase orders approved only by the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	1	Policy & Reulation 6470
Fiscal Management Subtotal	10	
Governance	Yes or N/A = 1 No = 0	Comments
The district:		
1. Establishes policies and procedures for the provision of educational programs and services to all students (N.J.A.C. 6A:7 et seq).	1	Policy 1140, Policy & Reg 2260, Policy & Reg 2411, Policy 2416, Policy 2422, Policy 2431, Policy 2622, Policy 5752, Policy 5755
2. Establishes a nepotism policy (N.J.A.C. 6A:23A-6.2)	1	Policy 0142.1
3. Follows all requirements for the annual organization meeting (N.J.S.A. 18A:10-3 et seq. and 15-1 et seq.).	1	Policy 0151

NJQSAC Statement of Assurance - School Year 2015-16

South Hackensack			
Governance		Yes or N/A = 1 No = 0	Comments
4. Drafts minutes of all meetings, including executive sessions, that reflect all board actions and makes the minutes publicly available within two weeks or by the next board meeting (N.J.S.A. 18A:17-7). When appropriate, the board obtains public input and provides information to district staff as it relates to community expectations. The board also implements the Open Public Records Act (OPRA) pursuant to N.J.S.A. 47:1A-1 et seq.).		1	Policy 0168
5. Requires each board member and administrator to file a timely and properly completed financial and personal/relative disclosure statement each year (N.J.S.A. 18A:12-26). Annually discusses the School Ethics Act and has not been found in violation of the School Ethics Act (N.J.S.A. 18A:12-22).		1	Policy 0142
6. Establishes a travel and related expense reimbursement policy and ensures school board members and all employees operate in accordance with that policy (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7).		1	Policy & Reg 6471
7. Submits new, renegotiated, amended, altered or extended contracts for superintendents, deputy superintendents, assistant superintendents and school business administrators to the Executive County Superintendent (ECS) for review and approval. Takes no formal action to approve or implement such contracts prior to ECS review and approval (N.J.S.A. 18A:7-8, N.J.A.C. 6A:23A-3.1).		1	Policy 1220

NJQSAC Statement of Assurance - School Year 2015-16

South Hackensack			
Governance	Yes or N/A = 1 No = 0	Comments	
8. Approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees only by a roll call majority vote of the full membership of the board upon the recommendation of the Chief School Administrator and acts within 60 days of the CSA's recommendation (N.J.S.A. 18A:27-4.1).	1	Policy 0165 Policy 1230 Policy 3125 Policy 4125	
9. Approves the monthly board secretary's and treasurer's reports within 60 days of month's end and certifies in the minutes that the major funds (general fund, special revenue and capital projects fund) have not been over-expended (N.J.A.C. 6A:23A-16.10).	1	Policy & Reg 6470 Policy 6820	
10. Conducts a public hearing on the proposed budget and formally adopts the budget at a public meeting (N.J.A.C. 18A:22-7 et seq. and N.J.A.C. 23A:8-1).	1	Policy 6230	
Governance Subtotal	10		
Operations	Yes or N/A = 1 No = 0	Comments	
The district:			
1. Conducts all required trainings for school district employees (N.J.S.A. 18A and N.J.A.C. 6A).	1	Policy 1140, Policy 2431.3, Policy 5300, Policy 5335, Policy 5755, Policy 7433, Policy & Reg 1510, Policy 2431.4, Policy 3126, Policy 5331, Policy 5338, Policy 5512, Policy 5530, Policy 7420, Policy 8420, Policy 8461, Policy 8462 Policy 5339, Policy 5350	
2. Submits all required NJSMART files by the due dates and has an error rate of less than 2% for each file.	1		

NJQSAC Statement of Assurance - School Year 2015-16

South Hackensack		
3. Adopts and distributes to all school staff, students and parents a code of student conduct that contains all required elements (<i>N.J.A.C. 6A:16-7.1</i>).	1	Policy & Reg 5600

NJQSAC Statement of Assurance - School Year 2015-16

South Hackensack			
Operations		Yes or N/A = 1 No = 0	Comments
4. Collects and reports annually, incidents of violence, vandalism, substance abuse and disruptive behavior to the NJDOE on the Electronic Violence and Vandalism Reporting System (EVVRS). Reports to the board all incidents from the previous year, annually at a public hearing. Analyzes these incidents and identifies activities to address them (<i>N.J.A.C. 6A:16-5.3</i>).		1	Policy & Reg 5512 Policy & Reg 8461
5. Develops and implements policies and procedures prohibiting harassment, intimidation and bullying (HIB); distributes them to students, parents and staff; and posts the policies and procedures on the district's website (<i>N.J.S.A. 18A:37-14-18 and N.J.A.C. 6A:16-7.7</i>).		1	Policy & Reg 5512
6. Satisfies all requirements of the Gun-Free Schools Act, 20 USC 7151 and the Title IV Section 4141 of NCLB (<i>N.J.S.A. 18A:37-7-12 and N.J.A.C. 6A:16-5.5</i>).		1	Policy & Reg 8467
7. Provides for the safety and protection of students through the annual review, development and implementation of a memorandum of agreement (MOA) with law enforcement and implementation of board-approved policies to facilitate cooperation between school staff and law enforcement (<i>N.J.A.C. 6A:16-6.2</i>)		1	Policy & Reg 5611 Policy & Reg 9320
8. Implements procedures to review and resolve transportation incidents to avoid safety violations and ensures the safety of children including but not limited to meeting Motor Vehicle Commission requirements for bus driver inspections before loading and after drop-off and evacuation drills (<i>N.J.A.C. 6A:27-11 and 12.1(g)</i>).		1	Policy & Reg 8600 Policy & Reg 8441

NJQSAC Statement of Assurance - School Year 2015-16

South Hackensack			
Operations	Yes or N/A = 1 No = 0		Comments
9. Adopts and implements policies and procedures designed to report missing and abused children to law enforcement and child welfare authorities. Appoints and school district liaison and provides training to district employees, volunteers and interns working in the school district (N.J.A.C. 6A:16-11).	1		Policy & Reg 8462
10. Provides school health services, screenings and examinations to identify the need for medical services for public and nonpublic students. Maintains student health records (N.J.A.C. 6A:16-2.1 et seq).	1		Policy & Reg 5308 Policy & Reg 5310
11. Implements the NJDOE-approved school health nursing services plan (N.J.A.C. 6A:16-2.1(b)).	1		Policy & Reg 2411
12. Implements a board-approved comprehensive guidance and academic counseling program for all students (N.J.A.C. 6A:8-3.2).	1		Policy & Reg 2411
13. Coordinates a comprehensive career education and counseling program with transition services for students with disabilities beginning at age 14 or younger as determined by the Individualized Education Program team (N.J.A.C. 6A:14-3.7(e)11-13).	1		Policy & Reg 2460
14. Ensures that each school building has a multidisciplinary team (such as Intervention and Referral Services Team, Pupil Assistance Team and School Resource Committee) as part of its coordinated system for the planning and delivery of intervention and referral services (NJAC 6A:16-8.	1		Policy & Reg 2417
15. Provides educational services, either in school or out of school, within five days of the student's removal for disciplinary reasons or absence due to chronic or temporary illness (N.J.A.C. 6A:16-7.2; 7.3 and 10). If the district is a County Special Services School District, it develops and implements procedures for notifying resident district of disciplinary removals or absences due to chronic or temporary illness.	1		Policy & Reg 2412 Policy & Reg 2481

NJQSAC Statement of Assurance - School Year 2015-16

South Hackensack			
Operations	Yes or N/A = 1 No = 0	Comments	
16. Forwards all student records, including disciplinary records, to the school district to which the student has transferred within 10 school days after the transfer has been verified by the requesting school district. Forwards disciplinary records, with respect to suspensions and expulsions, to nonpublic schools (<i>N.J.A.C. 6A:32-7.5(f)10iii and 6A:16-7.10</i>).	1	Policy & Reg 8330	
17. Provides services and programs to nonpublic school students in accordance with Chapter 192 Auxiliary Services (<i>N.J.S.A. 18A:46A-1 et seq. and N.J.A.C. 6A:14-6.1 et seq</i>) and Chapter 193 Remedial Services for the Handicapped (<i>N.J.S.A. 18A:46-19.1 et seq and N.J.A.C. 6A:14-6.1</i>).	1		
18. Disseminates information about and implements a comprehensive alcohol, tobacco and other drug abuse program. Adopts and disseminates to all school staff, students and parents policies and procedures for the prevention, assessment, intervention, referral for evaluation referral for treatment, discipline for students using alcohol or other drugs and continuity of care (<i>N.J.S.A. 18A:40A-B and N.J.A.C. 6A:16-1.4(a)18; 6A:16-3-4</i>).	1	Policy & Reg 5530	
19. Annually reviews, revises or develops, and implements safety and security plans, procedures and mechanisms in consultation with law enforcement, health, social service and emergency management agencies and other community members, including parents (<i>N.J.A.C. 6A:16-5.1 et seq</i>).	1	Policy & Reg 8420, Reg 8420.1, Reg 8420.2, Reg 8420.3, Reg 8420.4; Reg 8420.5, Reg 8420.6, Reg 8420.7, Reg 8420.10	
20. Implements the NJDOE-approved Comprehensive Equity Plan (CEP) designed to eliminate discrimination according to race, age, creed, color, national original, ancestry, marital status, affectional or sexual orientation, gender, religion, disability, socioeconomic status, pregnancy or parenthood (<i>N.J.A.C. 6A:7-1.4</i>).	1	Policy 1530	
Operations Subtotal	20		

NJSAC Statement of Assurance - School Year 2015-16

South Hackensack			
Personnel	Yes or N/A = 1 No = 0	Comments	
The district:			
1. Utilizes board-approved job descriptions and standards for appointment of each teaching staff member, substitute teacher and other staff including paraprofessional positions. Ensures that all staff are appropriately certified and credentialed for their assignment (<i>N.J.A.C. 6A:32-4 and N.J.A.C. 6A:9-6.5</i>).	1	Policy & Reg 1400 Policy 3125 Policy 4125	
2. Confirms that new employees have a successful criminal history record check within three months of employment and that they have not been disqualified for employment (<i>N.J.S.A. 18A:6-7.1 et. seq., 18A:39-19.1 and 18A:6-4.13 et. seq.</i>).	1	Policy 3125 Policy 4125	
3. Adopts written policies and procedures for the physical examination of new and existing employees and maintains personnel health records in a secure separate location from personnel files (<i>N.J.A.C. 6A:32-6.2 and 6.3</i>).	1	Policy & Reg 3160 Policy & Reg 4160	
4. Adopts policies and procedures for the annual evaluation of all tenured and non-tenured teaching staff members by appropriately certified personnel. Distributes the policies to all tenured teaching staff members, including administrators and supervisor, by October 1 (<i>N.J.A.C. 6A:10</i>).	1	Policy & Reg 3221 Policy & Reg 3222	
5. Uses multiple data sources, (e.g., test scores, needs assessments, attendance data, violence reports) to address current and projected needs and priorities for all school/district staff when providing professional development opportunities. Uses the data sources to analyze the alignment of the district's Professional Development Plan with teaching staff needs (<i>N.J.A.C. 6A:9-15 et.seq.</i>).	1		
Personnel Subtotal	5		

NJ QUALITY SINGLE ACCOUNTABILITY CONTINUUM STATEMENT OF ASSURANCE - SCHOOL YEAR 2015-16

DECLARATION PAGE

BERGEN

SOUTH HACKENSACK SCHOOL DISTRICT

By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.

POSITION	NAME	SIGNATURE
Chief School Administrator	Gregorio Maceri	
Board of Education President	Kelly Maher	
Board Resolution Date: October 19, 2015		

SOUTH HACKENSACK SCHOOL DISTRICT

Attachment C

NJ Single Accountability Continuum (NJQSAC)

District Performance Review - School Year 2015-16

District Information and Score Summary

District Name and CDS #	South Hackensack 034870050
County Name	Bergen
District Superintendent Name	Mr. Gregorio Maceri
District Mailing Address	Memorial School Dyer Avenue South Hackensack, NJ 07606-1537
Superintendent Email Address	gmaceri@shmemorial.org

DPR Area	District Score	County Score
Instruction and Program	84%	0%
Fiscal Management	100%	0%
Governance	100%	0%
Operations	100%	0%
Personnel	100%	0%

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. The district meets the Annual Measurable Objective (AMO) in language arts literacy (LAL) for the district's total population.	Assessment data provided by NJDOE	3	0	0	
2. The district meets the Annual Measurable Objective (AMO) in mathematics for the district's total population.	Assessment data provided by NJDOE	3	0	0	
Directions for indicator A3a through A3h: Each district may only receive credit for one indicator depending on the percentage of proficiency of the total student population or the progress made by the total student population. The maximum number of points that a district may receive for A3a through A3d is 10.					
3. Language Arts Literacy (LAL) State assessment data for the district's total student population shows <u>one</u> of the following:					
a. At least 95% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed (NJDOE goal); or	Assessment data provided by NJDOE	10	0	0	Our primary scores do not reflect the overall growth of student learning. Due to the diverse student population and the number of increasing non-English speaking students entering the district, several in programs have been instituted since these testing results have been posted.

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
b. At least 85%-94.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	Assessment data provided by NJDOE	8	0	0	The district has changed from an ELS district to a ESL district with the corresponding WIDA and CCSS standards curriculum being implemented. For the 2015-2016 year another influx of non-English speaking students have entered the district forcing the district to file a waiver for a "Sheltered Instruction" format. All faculty members will be trained in mandated "Sheltered Instruction" to accommodate all ELL's in their classrooms.
c. At least 75%-84.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	Assessment data provided by NJDOE	6	0	0	The district has hired a Literacy Coach for the primary grades who is responsible for implementing the "Writers' Workshop"® and "Readers' Workshop"® curriculum in Grade K-5.
d. At least a 5% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	Assessment data provided by NJDOE	5	0	0	Last year (2014-2015), the district purchased and implemented the Comprehensive DRA Reading Series 2 ® in grades K-5. Teachers saw an increase in Lexile levels and in the process, are focusing on areas that need improvement based on EOY DRA Assessments.

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
e. At least a 4% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	4	1	0	Growth has been made in the content of ELA School -wide from original scores: 2012-13: 66.4% SW 2013-14: 71.1% SW thereby decreasing the achievement gap by 4.7%
f. At least a 3% decrease in the difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	3	0	0	For the 2015-2016 school year along with the DRA Comprehensive Reading System@ the district is implementing the "Readers' Workshop"@ into our ELA Reading curriculum for grades K-5.
g. At least a 2% decrease in the difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	DPR Assessment Worksheet provided by NJDOE	2	0	0	
h. At least a 1% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population.	DPR Assessment Worksheet provided by NJDOE	1	0	0	
Subtotal - #3			4	0	

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
Directions for indicator 4a through 4d: Each district may only receive credit for one indicator depending on the percentage of proficiency of the total student population or the progress made by the total student population. The maximum number of points that a district may receive for 4a through 4h is 10.					
4. Mathematics assessment data for the district's total student population shows one of the following:					
a. At least 95% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed (NJDOE goal); or	Assessment data provided by NJDOE	10	0	0	
b. At least 85%-94.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	Assessment data provided by NJDOE	8	0	0	
c. At least 75%-84.9% of the total student population achieved proficiency (proficient plus advanced proficient) in the most recent year assessed; or	Assessment data provided by NJDOE	6	1	0	In the 2013-2014 school year the Math scores school wide increased to 79.4%

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
d. At least a 5% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	Assessment data provided by NJDOE	5	0	0	
e. At least a 4% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	Assessment data provided by NJDOE	4	0	0	
f. At least a 3% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	Assessment data provided by NJDOE	3	0	0	
g. At least a 2% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population; or	Assessment data provided by NJDOE	2	0	0	

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
h. At least a 1% decrease in the achievement gap or difference between the NJDOE goal (95%) and the district's prior year's proficiency percentage of the total student population.	Assessment data provided by NJDOE	1	0	0	
Subtotal - #4			6	0	
5a. The district has no priority schools as designated by the NJDOE.	Priority and Reward School lists provided by NJDOE	2	1	0	
5b. The district has reward schools as designated by the NJDOE.	Priority and Reward School list provided by NJDOE	2	0	0	
6. At least 70% of the district's total student population, across all grades tested in science, achieved proficient or advanced proficient status on the most recent state science assessments.	Assessment data provided by NJDOE	4	1	0	
Directions for indicator 7A through 7d: Each district may only receive credit for one indicator depending on the percentage of students who graduated from high school by way of the High School Proficiency Assessment (HSPA) in the last academic year. The maximum number of points that a district may receive for 7a through 7d is 4.					
7. The percentage of students who graduated from high school by way of the High School Proficiency Assessment (HSPA) in the last academic					

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
a. at least 95%, according to the most recent NJDOE-published high school graduation rate (<i>N.J.S.A. 18A:7E-3</i>); or	School Performance Reports	4	1	0	N/A Pre- K to Eight School District
b. at least 90%, according to the most recent NJDOE-published high school graduation rate (<i>N.J.S.A. 18A:7E-3</i>); or	School Performance Reports	3	0	0	
c. at least 85%, according to the most recent NJDOE-published high school graduation rate (<i>N.J.S.A. 18A:7E-3</i>); or	School Performance Reports	2	0	0	
d. at least 80%, according to the most recent NJDOE-published high school graduation rate (<i>N.J.S.A. 18A:7E-3</i>).	School Performance Reports	1	0	0	
Subtotal - #7			10	0	
8. The district analyzes student achievement data by comparing each grade level across all schools within the district, similar DFGs and against state averages. The district provides the analysis to each principal and verifies that the data analysis drives instruction and professional development.	District analysis Summary of assessment results by content Explanation of how district prepared analysis	3	1	0	N/A Pre- K to Eight School District

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			Comments
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	
9. Based on state assessment data, the achievement of all subgroup populations is analyzed at the district and school levels. For those populations not meeting AMO targets or showing a stagnant or declining trend, the district investigates and identifies possible causes, including but not limited to those below: Lack of curriculum that is aligned to the New Jersey Core Curriculum Content Standards and Common Core State Standards; lack of consistent focus on academic work using data; insufficient exposure to the NJCCCS and CCSS; use of unaligned instructional materials; inadequate support and/or professional development for teachers for new content and materials; teacher vacancy/substitute teacher; student absence or mobility; failure to meet the annual measurable achievement objective (AMAO) for the percentage of students making progress in learning English; failure to meet the AMAO for the percentage of students attaining English proficiency; other.	District analysis by total population, subgroup, concentration Minutes from curriculum meetings Review of information, issues, and status District action plan to correct areas of concern Letter of achievement of AMAO	4	1	0	The continuation of the district's "CAG" Closing the Achievement Gap) Program to address the achievement levels of sub-group populations For the 2015-2016 school the district has continued with a "Literacy Coach" to implement a new writing program which is parallel to the "Writers Workshop @". Class size reduction to improve instruction . The district split the current second grade of 37 students to a ratio of 16:1 and 17:1 respectively and adding additional push-in support in the content area of writing in the common core . Class Size Reduction : for grades 6,7 &8 mathematics classes in which no class is greater than 12 students.
NJQSAC DPR: Instruction and Program section					

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
10. For those subgroup populations at the district and school levels that have shown improvement or growth, the district investigates and identifies factors that may have contributed to improvement, including but not limited to those below: Curriculum aligned to the NJCCCS and CCSS; consistent focus on academic work; appropriate use of aligned assessments, both formative and summative; increased exposure to the NJCCCS and CCSS; adoption and implementation of aligned instructional materials; targeted professional development for teachers based on needs assessment and data analysis; employment of full-time, highly qualified teachers; improved student attendance; additional learning support (tutoring, after school, summer school, etc.); increased parent involvement; met the annual measurable achievement objective (AMAO) for the percentage of students making progress in learning English; met the AMAO for the percentage of students attaining English proficiency; other.	District analysis by total population and subgroup(s) Minutes from curriculum meetings Review of information, issues, and status District action plan to correct areas of concern New/revised curriculum New/revised assessments	4	1	0	There was overall improvement School- wide in our Subgroups: In ELA the LEP: 61.2% the total 70.8% The ED scores reflected 50% the total 58.4% In Math LEP: 76.1% the Total 82.1% the ED : 56.3% to 63.7% The continuation of the district's "CAG" Program in grade eight has additional HQ teachers assist in the LAL writing process; Minutes from ELA PLC Curriculum Meetings; Analysis and discussions at PLC meeting and EOY input for goals and objectives for the 2015-2016 school year.
NJQSAC DPR: Instruction and Program section		Page 9 of 15			

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			Comments
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	
11. The district implements strategies to support progress or to address deficiencies identified in indicators 1-10 above. The strategies must explicitly link changes in instruction, curriculum, materials, staffing, professional development and support, or other areas to address any and all hypothesized causes through the use of data. The strategies also specify a timeline for implementation with expected outcomes and target dates for resolution.	Analysis and related plan New/revised curriculum, teacher hires or other charges identified in the analysis District/school improvement plans	4	1	0	The District has implemented an Extended Curriculum Program for ELA and Mathematics conducted after school for those students "at risk"
12. The district assesses the progress of each student in mastering the New Jersey Core Curriculum Content Standards (NJCCCS) and Common Core State Standards (CCSS) at least two times each year, including content areas not included on statewide assessments. Data from rigorous assessments at the district, school and classroom level is used to evaluate, adjust and improve instruction.	Assessment schedule for district, schools, and classrooms Samples of tests Assessment reports Meeting agendas that show review of test scores Test contracts	4	0	0	All new curriculum series purchased come with components to assess for differentiation which include but are not limited to Gifted (enriched), "At Risk" students and SE students with pre-tests and posttests, and benchmark tests available for differentiation. The also has purchased many online enrichment/ remedial websites to assist students of all levels of differentiation, i.e., Starfall, Brain Pop, BrainPopJr, the Lexia Program, Raz Kids, Learning A-Z (with all components)

NJSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
13. The district uses a monitoring process to continually improve curriculum implementation for each NJCCCS and CCSS area.	Class schedules, lesson plans, assessment data, data analysis, observations	3	1	0	Class Scheduling , review of Lesson Plans, review of data from SGO's, Teacher observations, pre and post conferences with teachers on student achievement and with the exception of Special Areas all SGO's are ELA and math.
14. The curriculum specifies the content to be mastered for each grade and includes clear grade level benchmarks and interim assessments.	Curriculum in each content area Curriculum audit or map Interim assessments	3	1	0	Curricula has a corresponding pacing guide for each curriculum with exception of Science . The district is currently writing NGSS Curriculum with the SBJC.
15. The curriculum and information about student strengths and needs are horizontally and vertically articulated among all grades, content areas, schools, and at all specific transition points.	Curriculum in each content area, curriculum audit or map, agendas, sign-in sheets, formative and benchmark assessments, data analysis, interventions	3	1	0	Curriculum PLC meetings have agendas, minutes and sign-in sheets. The meetings consist of discussing data, curriculum and better venues to be used to teach new methodologies from the Common Core. Weekly/monthly online updates from "Achieve the Core" PARRC updates
16. The high school graduation requirements have been implemented for all students based on the implementation schedule in N.J.A.C. 6A:6-5.1.	Board of education resolution, minutes, district/student policy manual, meeting schedules, agendas, curriculum, Education Proficiency Plan (EPP)	2	1	0	

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
17. For each content area:					
a. supervisory practices are implemented to ensure that the curriculum is taught in every classroom; these practices focus on classroom instruction as evidenced by teacher-principal/supervisor discussions and meetings, teacher evaluations and observations, lesson planning, student performance data and walk-throughs.	District policies and procedures Teacher evaluation schedules Lesson plans Professional improvement plans Assessment data	6	1	0	
b. lesson plans are aligned with the curriculum, the NJCCCS and the CCSS, integrate technology and are reviewed at least monthly by principals/supervisors. Each teacher is provided with feedback on lesson planning and implementation.	Teacher observations and evaluation schedules Lessons plans and feedback loop Meeting agendas Board approved curriculum	6	1	0	

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
18. The district requires and verifies that instruction for all students is based on the district's curriculum, instructional materials, media and school library resources and includes instructional strategies, activities and content that meet individual students needs including Individual Education Programs (IEP). "All students" include those students with disabilities, English language learners, gifted and talented students and students in alternative education programs.	Library Skills/Information Literacy/Library Media curriculum Lesson plans Assessment data and analysis Classroom visits Test contracts Recommendation forms Program description Student roster District technology plan	6	1	0	

NJSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
19. The district promotes regular attendance of students by adopting and implementing policies and procedures that include expectations and consequences regarding timely arrival and attendance and district responses to unexcused absences. (N.J.A.C. 6A:16-7.8)	District policies and procedures regarding attendance and on-time arrivals (refer to <i>District Review of Checklist for Board-Approved Student Attendance Policies and Procedures</i>), district procedures for responding to unexcused absences and excused absences, records indicating actions taken to prevent and intervene in the cases of absences and truancy that include contacts with parents regarding absences	2	1	0	
20. The district's average daily attendance (ADA) rate averages 90% or higher as calculated for the three years prior to completion of the DPR. (N.J.A.C. 6A:32-13.1)	ADA report provided by the NJDOE	2	1	0	

NJQSAC District Performance Review - School Year 2015-16

Instruction and Program		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
Directions for indicator 21: Enter a district score for only ONE of the sub-indicators listed below. The score is based upon depending on the number of "Yes" and/or "N/A" responses on the Instruction and Program section of the NJQSAC Statement of Assurance. The maximum number of points that a district may receive for indicator 21 is 10.					
21. The Board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 5 items	Statement of Assurance	10	1	0	
b. Compliance with 4 items	Statement of Assurance	8	0	0	
c. Compliance with 3 items	Statement of Assurance	6	0	0	
d. Compliance with 2 items	Statement of Assurance	4	0	0	
e. Compliance with 1 items	Statement of Assurance	2	0	0	
f. Compliance with 0 items	Statement of Assurance	0	0	0	
Subtotal - #21			10	0	
Instruction and Program Total			84	0	

NJSAC District Performance Review - School Year 2015-16

Fiscal Management			SOUTH HACKENSACK		
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. The monthly Board Secretary's report is completed and reconciled without exceptions (e.g.: unbalanced/inaccurate balance sheet, unauthorized transfers) and is completed within 30 days of the month's end, reconciled with the Treasurer's report or equivalent report within 45 days of the month's end and submitted to the board within 60 days of the month's end for approval (<i>N.J.A.C. 64:23A-6.10</i>). The report contains a budget status report, which includes for each required line item account, the original budget, transfers, adjusted budget, expenditures, encumbrances and available balance.	Comprehensive Annual Financial Report (CAFR) Auditors Management Report (AMR) Monthly board secretary's and treasurer's report or equivalent report Board minutes	2	1	0	Policy 0172 Policy 6820 Policy 6830 Policy & Reg 6422 Policy & Reg 6810

NJQSAC District Performance Review - School Year 2015-16

Fiscal Management			SOUTH HACKENSACK		
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
2. The district follows a standard operating procedures manual for business functions (<i>N.J.A.C. 6A:23A-6.6</i>), which includes a system of internal controls (<i>N.J.A.C. 6A:23-A-6.4</i>) to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud.	Budget status reports, monthly transfer reports, adopted board policies, organizational chart and duties, AMR, listing of purchase order numbers and invoice dates, cash receipts journal, listing of manual checks issued, fixed asset inventory, CAFR, Interim and Final Expenditure Reports, Position Control Roster, Standard Operating Procedures Manual, board adoption date, review of software capabilities	2	1	0	Policy 0173 Policy 1110 Policy 6820 Policy 7450 Policy & Reg 1570 Policy & Reg 6422 Policy & Reg 6470 Policy & Reg 6810 Policy & Reg 6830

NJQSAC District Performance Review - School Year 2015-16

Fiscal Management		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
3. At least monthly, the district prepares and analyzes fiscal year cash flow management for all funds to ensure that payments can be made on a prompt basis and to ensure that reimbursement requests for federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	PO listing, contract files, annual purchasing plan (aggregation), CAFR, AMR, cash management plan, cash flow documentation, board secretary reports, treasurer or equivalent reports	2	1	0	Policy 6311; Policy 6440 Policy 6700 Policy 6820 Policy & Reg 6320 Reg 6350 Policy & Reg 6421 Policy & Reg 6424 Policy & Reg 6810 Policy &
4. The district has filed the annual audit of its Comprehensive Annual Financial Report (CAFR) and filed other supporting forms and collections (Auditor's Management Report, Federal Data Collection Form) by the due date. (N.J.S.A. 18A:23-1)	CAFR AMR Audit Synopsis Federal data collection form AUDSUM submission	2	1	0	Policy 0173 Policy 6830

NJQSAC District Performance Review - School Year 2015-16

Fiscal Management		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
5. The district received an unqualified opinion on the annual audit and satisfies the all of the following:					
a. if required, has implemented a corrective action plan (CAP) acceptable to the Executive County Superintendent, which addresses all audit recommendations.	Board-adopted Corrective Action Plan (CAP), evidence that CAP was acceptable to the Executive County Superintendent, certification of CAP implementation, CAFR, AMR, unqualified opinion for 5a	3	1	0	N/A
b. Has no repeat audit findings of a substantive nature.	CAFR, AMR	3	1	0	
c. has no material weaknesses in the findings.	CAFR, AMR	3	1	0	
d. ends the year with no deficit balances and no line item over-expenditures in the general fund, special revenue fund, capital projects fund or debt service fund (other than permitted under state law and GAAP).	CAFR, AMR	2	1	0	

NJQSAC District Performance Review - School Year 2015-16

Fiscal Management		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
6. The district manages and oversees NCLB, IDEA, ARRA and other entitlement and discretionary grants as required. Specifically, the district:					
a. complies with demonstration of comparability, maintenance of effort, supplement not supplant and other federal grant fiscal requirements.	CAFR, AMR, grant application submission and approval dates, carryover reports, transfer approvals, MOE and comparability reports, interim and final expenditure reports, project files, board meeting minutes, accounting system/reports by capital project	1	1	0	Policy 0168 Policy 2415.02 Policy 6820 Policy & Reg 2415 Policy & Reg 6422
b. spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold (entitlement grants - lesser of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000).	CAFR, AMR, grant application submission and approval dates, carryover reports, transfer approvals, MOE and comparability reports, interim and final expenditure reports	1	1	0	

NJQSAC District Performance Review - School Year 2015-16

Fiscal Management			SOUTH HACKENSACK		
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
c. spends federal and state grants funds as required and distributes non-public allocations as required. The district shows evidence of contact with non-public schools. If the district has returned funds in excess of \$1,000 to NJDOE: list the name of the grant and dollar amount refunded in the Comments column. If the returned funds were for nonpublic school services, specify the date the services began and the reason the funds were not spent.	CAFR Interim and Final Expenditure Reports Accounting system/report by capital project Project files Voter or other requisite approval to spend above authorized amount Board meeting minutes	1	1	0	
d. approves salaries funded by federal grants as documented in the board minutes and maintains the required time and activity reports.	CAFR, Interim and Final Expenditure Reports, Board meeting minutes	1	1	0	Policy 0168

NJSAC District Performance Review - School Year 2015-16

Fiscal Management			SOUTH HACKENSACK		
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
7. The district provide proper oversight and accounting of capital projects and Referendum and other Fund 30 capital projects. Specifically the district:					
a. maintains a separate accounting by project.	CAFR, AMR, accounting system/reports by capital project, project files, voter or other requisite approval to spend above authorized amount report of available balances, board minutes	2	1	0	Policy 0168 Policy 6820 Policy & Reg 6810
b. monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	CAFR, AMR, accounting system/reports by capital project, project files, voter or other requisite approval to spend above authorized amount report of available balances, board minutes	2	1	0	

NJQSAC District Performance Review - School Year 2015-16

Fiscal Management		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
c. spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	CAFR, AMR, accounting system/reports by capital project, project files, voter or other requisite approval to spend above authorized amount report of available balances, board minutes	2	1	0	
d. conducts the proper fiscal close-out of completed projects. This includes proper transfer of interest earned annually to the debt service and/or general fund.	CAFR, AMR, accounting system/reports by capital project, project files, voter or other requisite approval to spend above authorized amount, report of available balances, board minutes	2	1	0	
8. The district implements, reviews and revises as needed, projects that are consistent with the approved Long Range Facilities Plan and has received county office approval for emergent projects (N.J.A.C. 6A:23A-3.16).	Project approval, county office approval for emergent projects, board minutes, list of participants, revisions approved by NJDOE	1	1	0	Policy 0168 Policy & Reg 7100

NJQSAC District Performance Review - School Year 2015-16

Fiscal Management		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
9a. Annual health and safety reviews have been conducted in each building using the <i>Evaluation of School Buildings Checklist Report</i> (N.J.A.C. 6A:19-6.1 et seq.).	Signed Facilities Checklist	2	1	0	7410 Policy & Regulation
b. "100% compliance" section - all items are in compliance in all buildings.	Signed Facilities Checklist	4	1	0	

NJQSAC District Performance Review - School Year 2015-16

Fiscal Management			SOUTH HACKENSACK		
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
c. "80% compliance" section - at least 80% of items are in compliance in all buildings.	Signed Facilities Checklist	2	1	0	
Directions for indicator 10a through 10k: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Fiscal section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 10 is 10.					
10. The Board has annually approved by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 10 items	Statement of Assurance	10	1	0	
b. Compliance with 9 items	Statement of Assurance	9	0	0	
c. Compliance with 8 items	Statement of Assurance	8	0	0	
d. Compliance with 7 items	Statement of Assurance	7	0	0	
e. Compliance with 6 items	Statement of Assurance	6	0	0	
f. Compliance with 5 items	Statement of Assurance	5	0	0	
g. Compliance with 4 items	Statement of Assurance	4	0	0	
h. Compliance with 3 items	Statement of Assurance	3	0	0	
i. Compliance with 2 items	Statement of Assurance	2	0	0	

NJQSAC District Performance Review - School Year 2015-16

Fiscal Management		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
j. Compliance with 1 item	Statement of Assurance	1	0	0	
k. Compliance with 0 items	Statement of Assurance	0	0	0	
Subtotal - #10			10	0	
Fiscal Management Total		50	50	0	

NJQSAC District Performance Review - School Year 2015-16

Governance		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. At least annually, and more frequently if required by changes in law or statute, the district board of education or advisory board reviews, updated and, by resolution, adopts policies, procedures and by-laws reflective of current statutory authority (N.J.S.A. 18A:11-1).	Mandatory policies, non-mandatory policies, adopting resolution for each policy, district procedures manual, Board agendas	8	1	0	Policy 0131 Policy 0132
2. The board of education has a policy and a contract with the Chief School Administrator (CSA) to annually evaluate the CSA based on the adoption of goals and performance measures, which reflect that highest priority is given to student achievement and attention to subgroup achievement. The board annually reviews and revises, as necessary, the evaluative instrument based on district goals and objectives. In the event that the certificate of the CSA is revoked, the contract is null and void as of the date of the revocation (N.J.S.A. 18A:17-15 and N.J.A.C. 18A:17-20.3).	Board policy Evaluation instrument Adopted goals Board minutes School district newsletters	7	1	0	Policy 1230 Policy & Reg 1240

NJQSAC District Performance Review - School Year 2015-16

Governance		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
3. The district's budgeting process and its allocation of resources are aligned with instructional priorities and student needs to provide for a thorough and efficient (T&E) education (N.J.A.C. 6A:16-8.1).					
a. The district has developed written policies and procedures for the budget and financial planning process that ensure the process is integrated and aligned with district priorities and planning objectives based on statewide assessments and applicable strategic plans such as school improvement plans, curriculum plans, a textbook replacement plan, a long-range facilities plan and maintenance plans.	Board minutes/agendas and minutes from goal setting meetings, QSAC District Improvement Plans, strategic plans, NCLB needs assessment, curriculum plans, Professional Development Plans, CAPA plan(s), if applicable, Long Range Facilities Plan, Maintenance Plan, textbook replacement plan	6	1	0	Policy & Reg 2510 Policy & Reg 3240 Policy & Reg 6210 Policy & Reg 6220 Policy & Reg 7100

NJQSAC District Performance Review - School Year 2015-16

Governance		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
b. The district annually aligns fiscal goals and budget objectives to ensure that instructional resources are sufficient to address the needs of students and student subgroup performance as measured under NCLB. The district develops curricula and ensures professional development for all staff.	Budget calendar, budget supporting document, other budget support/tools updated annually, description of how the district's planning and budgeting processes link	6	1	0	Policy & Reg 3240
c. The board's adopted budget includes sufficient resources to address all board-approved corrective measures, as applicable, in response to annual audits and other programmatic and fiscal monitoring reports.	Advertisements and notice(s) for budget hearing Minutes of budget hearing	6	1	0	Policy 6230 Policy & Reg 6220

NJQSAC District Performance Review - School Year 2015-16

Governance		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The board has reviewed all audit recommendations and, if required, approved and submitted an acceptable corrective action plan for any audit finding and recommendation, or other compliance-related report according to N.J.S.A. 18A:23-5 and N.J.A.C.6A:23A-4.3 (e.g. Title I audits, special education monitoring reports).	Annual Audit and recommendations	7	1	0	Policy 0173 Policy 6830

NJQSAC District Performance Review - School Year 2015-16

Governance		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
Directions for indicator 5a through 5k: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Governance section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 10 is 10.					
5. The Board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 10 items	Statement of Assurance	10	1	0	
b. Compliance with 9 items	Statement of Assurance	9	0	0	
c. Compliance with 8 items	Statement of Assurance	8	0	0	
d. Compliance with 7 items	Statement of Assurance	7	0	0	
e. Compliance with 6 items	Statement of Assurance	6	0	0	
f. Compliance with 5 items	Statement of Assurance	5	0	0	
g. Compliance with 4 items	Statement of Assurance	4	0	0	
h. Compliance with 3 items	Statement of Assurance	3	0	0	
i. Compliance with 2 items	Statement of Assurance	2	0	0	

NJQSAC District Performance Review - School Year 2015-16

Governance		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
j. Compliance with 1 item	Statement of Assurance	1	0	0	
k. Compliance with 0 items	Statement of Assurance	0	0	0	
Subtotal - #5			10	0	
Governance Total		50	50	0	

NJQSAC District Performance Review - School Year 2015-2016

Operations		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
Directions for indicator 1a through 1u: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Operations section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 1 is 10.					
The board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 20 items	Statement of Assurance	10	1	0	
b. Compliance with 19 items	Statement of Assurance	9.5	0	0	
c. Compliance with 18 items	Statement of Assurance	9	0	0	
d. Compliance with 17 items	Statement of Assurance	8.5	0	0	
e. Compliance with 16 items	Statement of Assurance	8	0	0	
f. Compliance with 15 items	Statement of Assurance	7.5	0	0	
g. Compliance with 14 items	Statement of Assurance	7	0	0	
h. Compliance with 13 items	Statement of Assurance	6.5	0	0	
i. Compliance with 12 items	Statement of Assurance	6	0	0	
j. Compliance with 11 item	Statement of Assurance	5.5	0	0	
k. Compliance with 10 items	Statement of Assurance	5	0	0	

NJQSAC District Performance Review - School Year 2015-2016

Operations		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
1. Compliance with 9 items	Statement of Assurance	4.5	0	0	

NJQSAC District Performance Review - School Year 2015-2016

Operations		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
m. Compliance with 8 items	Statement of Assurance	4	0	0	
n. Compliance with 7 items	Statement of Assurance	3.5	0	0	
o. Compliance with 6 items	Statement of Assurance	3	0	0	
p. Compliance with 5 items	Statement of Assurance	2.5	0	0	
q. Compliance with 4 items	Statement of Assurance	2	0	0	
r. Compliance with 3 items	Statement of Assurance	1.5	0	0	
s. Compliance with 2 items	Statement of Assurance	1	0	0	
t. Compliance with 1 item	Statement of Assurance	0.5	0	0	
u. Compliance with 0 items	Statement of Assurance	0	0	0	
Operations Total			10	0	

NJQSAC District Performance Review - School Year 2015-16

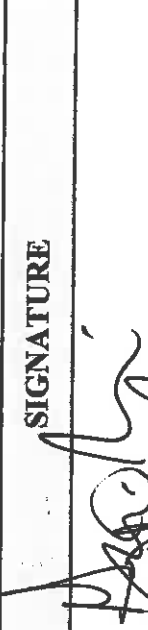
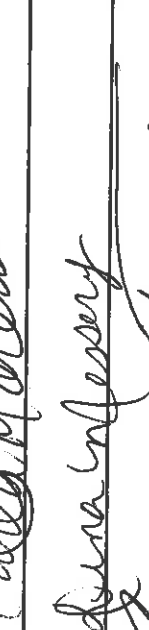
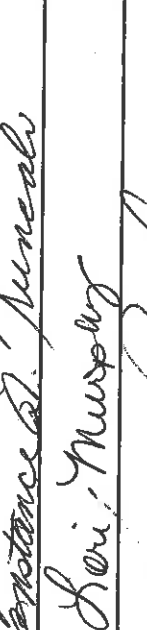
Personnel		SOUTH HACKENSACK			
Indicator	Documentation	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
Directions for indicator 1a through 1f: Each district may only receive credit for one indicator depending on the number of "yes and/or "N/A" responses on the Personnel section of the Statement of Assurance document. The maximum number of points that a district may receive for indicator 1 is 10.					
The board has annually approved, by resolution, the district Statement of Assurance document as reflected in the minutes.					
a. Compliance with 5 items	Statement of Assurance	10	1	0	
b. Compliance with 4 items	Statement of Assurance	8	0	0	
c. Compliance with 3 items	Statement of Assurance	6	0	0	
d. Compliance with 2 items	Statement of Assurance	4	0	0	
e. Compliance with 1 items	Statement of Assurance	2	0	0	
f. Compliance with 0 items	Statement of Assurance	0	0	0	
Personnel Total			10	0	

NJQSAC District Performance Review - School Year 2015-2016

DECLARATION PAGE

SOUTH HACKENSACK SCHOOL DISTRICT

Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)

POSITION	NAME	SIGNATURE
Chief School Administrator	Gregorio Maceri	
District Administrative Staff (Principal)	Gregorio Maceri	
Teacher	Carla Moreno	
School Business Administrator	Dina Messery	
Curriculum and Instruction Representative	Constance A. Truncali	
Local Collective Bargaining Representative	Lori Murphy (Local President)	
District Board of Education Member	Luis Perdomo	

By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.

Chief School Administrator	Gregorio Maceri	
Board of Education President	Kelly Maher	
Board Resolution Date: October 19, 2015		

**Memorial School
Dyer Avenue
South Hackensack, NJ 07606**

FOOD SERVICE BIOSECURITY MANAGEMENT PLAN

2015-2016

Board approved: _____

INTRODUCTION

WHAT IS “FOOD BIOSECURITY”?

“Food Biosecurity” is the protection of food from bioterrorism or any intentional use of biological and chemical agents for the purpose of causing harm.

HOW DOES “FOOD BIOSECURITY DIFFER FROM “FOOD SAFETY”?

“Food Biosecurity” focuses on ways to limit the opportunity for someone to intentionally contaminate food for the purpose of causing harm or death. “Food Safety” focuses on ways to limit naturally occurring food contaminants and those caused by cross contamination and time/temperature abuse.

WHAT IS OUR “FOOD BIOSECURITY MANAGEMENT PLAN”?

Our “Food Biosecurity Management Plan” is our District’s way to prepare for the threat of bioterrorism or a crisis emergency to our foodservice operation.

This “Food Biosecurity Management Plan” contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community.

Our plan includes strategies for preventing threats and incidents of product tampering and food contamination. It also contains step by step actions to implement if a biosecurity or crisis incident occurs. This manual has been developed as an emergency readiness plan to help protect the lives and health of the children and adults in our school environment.

This plan is in compliance with N.J. A.C. 2:36-1.13 and the USDA’s “Biosecurity Checklist for School Foodservice Programs”.

FOODSERVICE BIOSECURITY MANAGEMENT PLAN Table of Contents

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Appendix

- a. South Hackensack Memorial School Evacuation Plan**
- b. South Hackensack Memorial School Architectural Plan with first responder entry points shown**
- c. Biosecurity Report Form**
- d. Biosecurity Agreement Form-Food service supplies**
- e. Foodservice Supplier Receiving/Delivery Form**
- f. Biosecurity Self-Inspection Checklist**
- g. Monitoring Schedule Form-the follow-up action noted on bio security checklist.**

A - COMMUNICATION

School Foodservice Biosecurity Management Team Information

School District Name: **Memorial School**

School District/Address: **1 Dyer Avenue, South Hackensack, NJ 07606**

1-Team Leader:	Mr. Gregorio Maceri, Superintendent/Principal
Work/ Office Phone	201-440-2782
Cell Phone	201-394-7793
Home Phone	973-226-4860
Team Responsibilities	
2- Alternate Team Leader:	Constance Truncali – Supervisor of Curriculum
Work/ Office Phone	201-440-2782
Cell Phone	201-394-9523
Home Phone	973-777-9484
Team Responsibilities	
3- Member:	Maya Vorderstrasse – School Secretary
Work/ Office Phone	201-440-2782
Cell Phone	973-652-5394
Home Phone	201-641-0650
Team Responsibilities	
4- Member:	Priscilla Gonzalez – Administrative Assistant for Superintendent
Work/ Office Phone	201-440-2782
Cell Phone	732-585-3432
Home Phone	973-685-7076
Team Responsibilities	

A - COMMUNICATION

Chain of Command:

Contact the Nutrition Coordinator immediately if a biosecurity emergency occurs or if there are any suspicions of a possible biosecurity or crisis. The Food Service Director will then contact the Biosecurity Team Leader and Superintendent. If the Food Service Director is unavailable contact the "Second Food Service Responder". In the event that the Second Responder is unavailable, contact the "Third Food Service Responder".

1-Nutrition Coordinator:	Priscilla Gonzalez
Work Phone	201-440-2782
Cell Phone	732-585-3432
Home Phone	973-685-7076
E-Mail	pgonzalez@shmemorial.org
Home Address	66 MacArthur Avenue, Lodi, NJ 07644
2- Lunch Coordinator:	Maya Vorderstrasse
Work Phone	201-440-2782
Cell Phone	973-652-5394
Home Phone	201-641-0650
E-Mail	mvorderstrasse@shmemorial.org
Home Address	7 Sievers Lane, South Hackensack, NJ 07606
3- Head Custodian:	Jimmy Parisi
Work Phone	201-440-2782
Cell Phone	201-952-4606
Home Phone	201-343-9494
E-Mail	jparisi@shmemorial.org
Home Address	79 E. Wesley, South Hackensack, NJ 07606
4- Biosecurity Team Leader :	Mr. Gregorio Maceri, Superintendent/Principal
Work Phone	201-440-2782
Cell Phone	201-394-7793
Home Phone	973-226-4860
E-Mail	gmaceri@shmemorial.org
Home Address	11 Hickory Drive, North Caldwell, NJ 07006
5- Superintendent:	Gregorio Maceri, Superintendent/Principal
Work Phone	201-440-2782
Cell Phone	201-394-7793
Home Phone	973-226-4860
E-Mail	gmaceri@shmemorial.org
Home Address	11 Hickory Drive, North Caldwell, NJ 07006

A - COMMUNICATION

Local & State Agency Emergency Contacts:

AGENCY:	PHONE#:	CONTACT:	ADDRESS:
Any Emergency	911 or 1-866-4-SAFE-NJ		
South Hackensack Police Department	201-440-0042		Dyer Avenue South Hackensack, NJ 07606
South Hackensack Fire Headquarters	201-440-0042		Calicooneck Road South Hackensack, NJ 07606
United Water Department	201-525-2321		
Bergen County Health Department	201-634-2600		1 Bergen Plaza Hackensack, NJ 07601
State of New Jersey Water Quality	NJ DEP Hotline 877-927-6337		
NJ Department of Agriculture/Bureau of Child Nutrition	609-984-0692		
NJ Department of Health	609-292-7837		
South Hackensack Department of Health	201-599-6290	Martha Rogalski	
Mid Regional Health Commission	201-599-6290	Sam Yanovich	930 River Rd. New Milford, NJ 07646

A - COMMUNICATION

Utility & Community Relief Emergency Contacts:

COMPANY:	PHONE#:	CONTACT:	ADDRESS:
Electric Company PSE&G	1-800-357-2262		
Gas Company PSE&G	1-800-357-2262		
United Water Company of Hackensack	201-525-2321		
Sanitation & Sewage So. Hackensack Public Works	201-440-3282		Dyer Ave. South Hackensack, NJ 07606
So. Hackensack Public Works	201-440-3282		Dyer Ave. South Hackensack, NJ 07606

Form Developed on September 22, 2006

Form Revised on : 12/12/2012

Form Developed on September 22, 2006

Form Revised on: October 2015

A - COMMUNICATION

Master Keys to Foodservice Operation

SCHOOL:	CONTACT:	W PHONE:	CELL PHONE:	H PHONE:	H ADDRESS:
Memorial	Jimmy Parisi <u>Head</u> <u>Custodian</u>	201-440-2782	201-952-4606	201-343-9494	79 E. Wesley, South Hackensack 07606
Memorial	Carmine Barricella <u>Custodian</u>	201-440-2782	201-440-8829	201-280-9418	435 N. Taylor, South Hackensack 07606
Memorial	Silvio Marini <u>Custodian</u>	201-440-2782	201-218-9991	201-329-9058	443 S. Chestnut, South Hackensack 07606
Memorial	Marcus Polanco, Sr. <u>Custodian</u>	201-440-2782	201-898-1065	201-641-5236	63 Broadway, Hackensack 07601

B - HANDLING A CRISIS

1. An evacuation plan will be clearly posted in each school. An evacuation plan for each school is attached.
2. Entry points will be clearly marked for first responders. Entry points for all school locations are attached.
3. Invoices for all food and supplies purchased will be kept at the Board of Education office in a fireproof file cabinet.
4. All schools are completing production records with HACCP, recipe and brand information. Inventory records will also be maintained in each building and updated monthly. Bids for foodservice will be kept at the Board of Education office. Originals will be filed at the Board of Education in the Business Administrator's office. This will help when tracking food ingredients and consumption.
5. Should food be found unfit for consumption or a recall occurs, the Nutrition Coordinator will be contacted immediately. All products will be located and removed from service. The Nutrition Coordinator will designate an area for storage. The Nutrition Coordinator will make the necessary arrangements for the removal of contaminated or recalled food. The proper authorities will be called as necessary.
6. A contact list of all foodservice suppliers will be kept by the Board of Education, Nutrition Coordinator and the Lunch Coordinator.
7. If the water source is suspected to be contaminated, the local health department and water department will be contacted.

8. Memorial School will have in stock at all time at least one 12 ounce serving of water for all students and staff enrolled in the building.
- 9.If electrical power is out, schools will use items in refrigerators and freezers that pose no food safety danger.
- 10.A “Biosecurity Report Form” will be completed by the Nutrition Coordinator or Foodservice Biosecurity Team Leader whenever anyone throughout the District receives a threat or observes or suspects product tampering. “Biosecurity Report” form is attached, page 8.
- 11.The South Hackensack Police Department will be contacted by the Foodservice Biosecurity Team Leader if there is any suspicion that the airflow is contaminated with biological or other contaminants.

BIOSECURITY REPORT FORM

Date:	
School:	
Time Report Rec'd:	
How Was Report Rec'd: <i>(E.g.: phone, e-mail, fax...)</i>	
Who Made Report:	
Reporter's Contact Information Address: Phone Number: E-Mail:	
Describe Report:	
Actions Taken:	
Additional Comments:	

SIGNATURE VERIFICATION: _____

DATE: _____

C - CHOOSING SUPPLIERS

1. Food and other foodservice supplies will be purchased from reputable dealers.
2. A contact list of all foodservice suppliers will be kept by the Nutrition Coordinator, Board of Education Office and the Lunch Coordinator. This list is attached.
3. A copy of each supplier's Board of Health Certification or licensing will be kept on file by the Nutrition Coordinator.
4. All food suppliers will deliver food with a tamper proof seal. Food items will be matched to an invoice by the receiving person.
5. If a product is received with a broken seal, it will be rejected and returned.
6. Unscheduled deliveries will be rejected or returned unless advance notification is provided.
7. Suppliers will provide the school with any HACCP or Biosecurity measures that may be in place.
8. All suppliers will sign an agreement that they will comply with our Foodservice Biosecurity Management Plan. Agreement form is attached.
9. Tamper-evident packaging will be discussed with, and requested from our vendors that supply our schools with fresh produce.

Biosecurity Agreement Form Foodservice Supplier

As a representative of our entire company, I agree that our company and all our employees will follow all policies and procedures of the **Memorial School, South Hackensack, NJ** Foodservice Biosecurity Management Plan. I have read the plan and understand all the requirements stipulated for foodservice suppliers.

FOODSERVICE COMPANY NAME: Chartwell

REPRESENTATIVE'S NAME (Print): Cathi Scotti

REPRESENTATIVE'S TITLE (Print): Food Service Director

REPRESENTATIVE'S SIGNATURE: _____

DATE: _____

Biosecurity Agreement Form

Foodservice Supplier

As a representative of our entire company, I agree that our company and all our employees will follow all policies and procedures of the **Memorial School, South Hackensack, NJ** Foodservice Biosecurity Management Plan. I have read the plan and understand all the requirements stipulated for foodservice suppliers.

MILK SERVICE COMPANY NAME: Valley Ridge Farms

REPRESENTATIVE'S NAME (Print): Steve

REPRESENTATIVE'S TITLE (Print): Owner of Valley Ridge Farms

REPRESENTATIVE'S SIGNATURE: _____

DATE: _____

D - RECEIVING/INSPECTION

1. The Lunch Coordinator will be assigned to verify and receive lunch shipments from Hackensack High School and the Head Custodian will be assigned to verify and receive milk shipments and make sure they are placed in the refrigerator that is kept locked.
2. During after business hours the head custodian on duty will be the authorized person to verify and receive deliveries.
3. Deliveries will be verified against an invoice and/or order sheet.
4. All delivery staff will be required to sign in on our "Foodservice Supplier Receiving/Delivery Sign-In Form". Form is attached.
5. Suppliers will be required to keep delivery trucks on the school premise locked when not being loaded or unloaded.
6. Deliveries from any unknown source will not be accepted.
7. Food service personnel will be trained to identify packaging that is unacceptable.
8. Any food item or supply that is not delivered in a sealed container will not be accepted and will be returned for credit.
9. Any food item delivered that was not part of the original order will be rejected.
10. The person inspecting and receiving product will sign his or her name to invoice.
11. Suppliers will be notified of the school's policy for receiving.
12. The Nutrition Coordinator and Foodservice Biosecurity Team Leader will be notified immediately if product tampering is suspected in any delivery.

FOODSERVICE SUPPLIER RECEIVING/DELIVERY SIGN-IN FORM

DATE	TIME	COMPANY	DELIVERY PERSON'S NAME <i>(Print)</i>	DELIVERY PERSON'S SIGNATURE

E - STORAGE AREAS

1. All food storage and supply areas will be locked when food service personnel are not present.
2. A list of all personnel who have keys to open food storage and supply areas will be kept on file by the Nutrition Coordinator and chief school administrator.
3. Delivery personnel will be monitored by the lunch coordinator or a custodian during delivery.
4. Only Memorial School employees will be allowed in food storage areas unsupervised.
5. All storage facility locks will be checked monthly by the Head Custodian, to insure they are working properly. Results will be kept on the "Storage Lock Security Form". In the event a lock is not securing supplies, the chief school administrator will be notified. The lock will be replaced immediately. "Storage Lock" form is attached.

STORAGE LOCK SECURITY FORM

DATE	TIME	UNIT CHECKED	INSPECTED BY <i>(Print Name & Sign)</i>	Results of Inspection	Action Taken if Unsatisfactory

F - STORING FOOD

1. Thermometers will be placed visibly in all refrigerators and freezers.
2. Any foods not labeled or dated will be discarded.
3. Any bulging or leaking cans will be discarded properly.
4. All chemicals will be stored away from food and other food related supplies.
5. All foods received, but not consumed will be discarded after lunch.

G - HAZARDOUS CHEMICALS

1. Hazardous chemicals will be stored away from food storage areas.
2. "Material Safety Data Sheets" will be readily available for food service staff.
3. Employees will be trained to use chemicals properly.
4. Manufacturers' instruction for use of hazardous chemicals will be followed.
5. Employees handling hazardous chemicals will be trained to monitor inventory of usage on a daily basis. An inventory of hazardous chemicals will be maintained by the head custodian monthly. Unusual usage discrepancies will be investigated by the Head Custodian and chief school administrator immediately.
6. Emergency contact and medical information regarding each employee will be kept in the event of chemical exposure.

I - FOODSERVICE PERSONNEL

1. Prior to hiring, a background check will be performed on all food service applicants.
2. Food service personnel will be required to have a health check prior to hiring.
3. All personal belongings will be kept in an area separate from the work area.
4. Hands will be washed and gloves will be worn at critical points.

J - FOODSERVICE /FOOD PREPARATION AREAS

1. Access to central controls for airflow, HVAC, water systems, electricity, and gas within the foodservice area will be restricted to all people except the head of maintenance and head custodian in each building.
2. One authorized employee will be present in the food service area during all operating times.
3. All ingredient packages will be inspected prior to use for possible tampering or discoloration of food.
4. The foodservice will not permit any outside foods and/or medications from students, school staff or foodservice employees to be stored in the foodservice area.
5. The Foodservice Biosecurity Team Leader will be notified of any suspected contaminated food or foodservice products and will designate an area for storage.
6. All schools are completing production records with HACCP, recipe and brand information. Inventory records will also be maintained in each building and updated monthly by the Lunch Coordinator. Bids for foodservice will be kept at the Board of Education office. Originals will be filed at the Board of Education in the Business Administrator's office. These procedures will help when tracking food ingredients and consumption.
7. The food service area will not be used for "special events" unless a member of the custodial staff is on the food service premise.
8. All foodservice areas and outside storage and solid waste disposal areas will be continuously monitored for any signs of suspicious activity or unauthorized entry by custodial staff will report to the Biosecurity Management team.

K - OUTSIDE the SCHOOL BUILDING

1. The outside area used for receiving will be well lit. Lights will be on at dusk and also, if necessary, when foodservice employees arrive for work in the morning.
2. School security will monitor school property daily, including the entry of all vehicles on school property.

L - WATER & ICE SUPPLY

1. The drains and water lines in the food production areas will be periodically monitored by the custodial staff for tampering.
2. Bottled water will be kept on the premises at all times as an alternate source of water.
3. Procedures for notification of unsafe water have been established with our water supplier. They will contact the Biosecurity Team Leader immediately if our water supply is unsafe to drink or use. Periodic communication will be maintained with our local water supplier to insure that the correct phone numbers and contacts are maintained.

M - GENERAL SECURITY

1. All job candidates (permanent and substitutes) must pass a background security check prior to hiring.
2. All food-borne illnesses will be reported on the "Food-borne Illness Incident Report" form located in our HACCP Manual.
3. All computer systems are protected with passwords, network firewalls and an effective virus detection system.
4. Emergency alert systems will be tested by the main office.
5. All visitors and any unauthorized person must report to the main office before entering any foodservice area.
6. A list of current employees who have keys or access to keys will be maintained on file, along with a list of what the keys are used for.
7. Upon the notification, dismissal or resignation of an employee they will be required to relinquish their identification badge and any keys if applicable.
8. All truck drivers and delivery personnel will be required to show identification at the receiving area. All delivery staff will be required to sign in on our "Foodservice Supplier Receiving/Delivery Sign-In Form".
9. All areas of food service will be monitored for any signs of suspicious activity or unauthorized entry.

N - HANDLING MAIL & MONEY

1. All incoming mail from private mail services such as UPS, FedEx, etc. will be delivered to the Board of Education office. It will be sorted and delivered to proper locations.
2. Mail handlers will be trained to recognize and handle suspicious mail prior to delivery.
3. All mail will be opened within the confines of the Board of Education Office or main office. This procedure will eliminate the risk of contaminated mail being opened and contaminating the food or food service area.
4. All money transactions will be handled in the Main Office.
5. Employees will wash hands after handling money and prior to preparing, serving or handling foods service equipment.
6. Deposits of daily money will be counted in the Main office. Money will not be counted or handled on the surface of any food preparation area.

0 - TRAINING

1. All food service employees will be trained regarding the Foodservice Biosecurity Management Plan. They will be required to sign an attendance form on the day of the training.
2. Each food service employee will receive a copy of the Biosecurity Management Plan.
3. Foodservice employees will be trained to:
 - a. Prevent accidental contamination of food
 - b. Know and recognize "adulteration"
 - c. Recognize any sign of possible product tampering, deliberate and intentional product contamination or any other breach in the food security system.
4. Food service employees will be trained to properly handle money and mail.
5. Food service employees will be trained on the procedure to properly report any situation or incident that violates a breach in the Foodservice Biosecurity Management Plan.
6. Food service employees will be trained in food safety and the school's foodservice biosecurity procedures before they start working, so that they can recognize threats to security and respond to a crisis if necessary.

P - PLAN MAINTENANCE

1. A "Biosecurity Self-Inspection Checklist" will be implemented. The Foodservice Biosecurity Team Leader and the Head Custodian will use this checklist to inspect outside and inside foodservice areas, food production areas, food storage areas, shipping and receiving areas, water and ice supply, mail handling, and personal/locker areas. They will report their findings to the Foodservice Biosecurity Management Team. The "Biosecurity Self-Inspection Checklist" will contain the date, time, name of inspectors and all corrective action recommendations. The inspection will remain on file with our "Foodservice Biosecurity Management Plan". The "team inspectors" will be rotated. "Checklist" form is attached.
2. The Foodservice Biosecurity Management Team will summarize items that require follow-up from the "Biosecurity Self-Inspection Checklist" onto the "Monitoring Schedule". The Biosecurity Team Leader will be responsible for insuring that the "Monitoring Schedule" is completed by the dates specified. "Monitoring Schedule" form is attached.
3. The Foodservice Biosecurity Management Plan will be reviewed and **updated annually**.

Biosecurity Self-Inspection Checklist

DATE: _____ TIME: _____

INSPECTORS: _____

BIOSECURITY ITEM	SATISFACTORY	UN- SATISFACTORY	RECOMMENDATIONS
A-1			
B-1			
B-2			
B-3			
B-4			
B-5			
B-6			
B-7			
B-8			
B-9			
B-10			
B-11			
B-12			
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-8			
D-1			
D-2			
D-3			
D-4			
D-5			
D-6			
D-7			
D-8			

MONITORING SCHEDULE

For Biosecurity Checklist Follow-Up Action

Biosecurity Item# To Monitor or Follow-Up	Planned Date for Completion?	Who is Responsible?	Results of Follow-Up	Actual Date of Completion	Check (✓) When Completed

Form Developed on September 22, 2006

Form Revised on: October 2015

South Hackensack District Nursing Services Plan

2015-2016

(NJAC 6A:16-2.1 through 2.5)

District Name: South Hackensack
School Year: 2015-2016

Board of Education Approval Date:

District Contact Person: Maxine Lynch, Rn, BSN, CSN

I. Description of Basic Nursing Services Provided to All Students: (N.J.A.C. 6A 16-2.1 (b) 2 (i))

Basic services: N.J.A.C. 16A and N.J.S.A. 18A:40, federal law (such as FERPA- 20 U.S.C. §1232g, 34 CFR Part 99) and N.J. Sanitation Code. Under the direction of the School Physician, the following services are provided to students:

A. Health Records (N.J.A.C. 8:57-4.1 through 4.20)	
1. Maintain and review student health documents	
a) State of New Jersey Health History and Appraisal record i.e., A-45 cards	(N.J.A.C. 6A:16-2.2 (g))
b) Immunization record	(N.J.A.C.:16-2.2 (a))
c) Medical history	
d) Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statutes)	(N.J.A.C. 6A:16-2.2 (k))
e) Physical examinations for:	
(1) Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	(N.J.A.C. 6A:16-2.2 (h) 1)
(2) New or transfer student	(N.J.A.C. 6A:16-2.2 (h) 2)
(3) Working Papers health exam	(N.J.A.C. 6A:16-2.2 (h) 3)
(4) Comprehensive child study team evaluation	(N.J.A.C. 6A:16-2.2 (h) 4)
(5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance	(N.J.A.C. 6A:16-2.2 (h) 5)
f) Transference and request of health records i.e. A-45 and current physical exam	(N.J.A.C. 6A:16-2.4 (d))

g) Adherence to Family Education Rights and Privacy Act	(FERPA- 20 U.S.C. §1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.2 (h) 5 and N.J.A.C. 6A:32-7)
2. Determine student status for admission or retention with unacceptable evidence of immunizations	(N.J.A.C. 6A:16-2.2(b))
3. Conduct tuberculosis testing as directed by the NJ DHSS	(N.J.S.A. 18A:40-16 & N.J.A.C. 6A:16-2.2 (c))
B. Medications, health care treatments, procedures and care:	(N.J.A.C. 6A:16-2.1 (a) 2)
1. Administer authorized medications, health care treatments and care	(N.J.A.C. 6A:16-2.1 (a) 2)
2. Approval of self administered medications	(N.J.A.C. 18A:40-12.3 & 12.4 & N.J.A.C. 6A:16-2.1 (a) 2v)
3. Designate and train annually epinephrine auto injector delegates	(N.J.S.A. 18A:40-12.5 & 12.6)
C. Review and create IHP/IEHP for Do Not Resuscitate (DNR) orders	(N.J.A.C. 6A:16-2.1 (a) 3)
D. Provide Health Care	(N.J.A.C. 6A:16-2.1 (a) 4)
1. Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP, and Medical Home Practitioner's orders.	(N.J.A.C. 6A:16-2.1 (a) 4 (ii)), (N.J.A.C. 6A:16-1.4 (a)) and (N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
2. Isolate, exclude and re-admit any student or employee with a communicable disease	(N.J.A.C. 6A:16-1.4 (a))
3. Report "Reportable Communicable Disease" to County health officer	(N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2 (d))
4. Arrange for transportation and supervision of students in need of emergency health care	(N.J.A.C. 6A:16-2.1 (a) 4 (iii))
5. Notify parents of need for emergency care	(N.J.A.C. 6A:16-2.1 (a) 4 (iv))
6. Administer emergency medications i.e., anaphylaxis (epinephrine) or asthma medications etc.	(N.J.A.C. 6A:16-2.1 (a) 4 (v))
7. Write and update annually student individualized health care plans (IHP's) and individualized emergency health care plan (IEHP's) for student's medical needs and instruction of staff.	(N.J.A.C. 6A:16-2.1(a)5iii and N.J.A.C. 6A:16-2.3 (b) 5 xiii)
8. Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care	(N.J.A.C. 6A:16-2.3 (b)5 i and (d) 3 i)
E. Administer asthma related care	(N.J.A.C. 6A:16-2.1 (a) 5)
1. Obtain training for administration of medication via nebulizer	(N.J.S.A. 18A:40-12.8 (a) & (N.J.A.C. 6A:16-2.1(a) 5 ii)
2. Maintain one nebulizer per school	(N.J.A.C. 6A:16-2.2 (e))

3. Require Students to have a current "Asthma Action Plan	(N.J.A.C. 6A:16-2.1 (a) 5 (iii))
F. Health history and examinations	(N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1 (a) 6)
1. Provide health examination for student's without medical homes	(N.J.A.C. 6A:16-2.2 (f) 6)
2. Maintain Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	(N.J.A.C. 6A:16-2.2 (h) 1)
G. Establish and maintain procedures for universal precautions	(N.J.A.C. 6A:16-2.1 (a) 7)
H. Provide nursing services to nonpublic school located in district	(N.J.A.C. 6A:16-2.1 (a) 8)
I. Instruct students/ teachers/staff:	(N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b) 5 (x and xv))
1. Staff in-service communicable diseases, blood borne pathogens	
2. Staff in-service Asthma management	
3. Staff in-service on Severe Allergies and Anaphylaxis management	
4. classroom Health curriculum for 7 th and 8 th grade; Human Sexuality curriculum for grades 4-8.	
5. Staff in-service on diabetic management	
6. Staff in-service on seizure management	
J. Provide information for:	
1. NJ Family Care program	(N.J.A.C. 6A:16-2.2 (i))
2. Pregnancy Assistance	
3. Free Immunization clinics	
4. Nutritional and personal wellness	
K. Implementation of the Nurse Practice Act by	
L. Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse	N.J.S.A. 45:11-23.- New Jersey Board of Nursing Statutes
1. Nursing Diagnosis /Case-finding of actual or potential physical health problems	
2. Provision of nursing care for actual or potential emotional health problems	
3. Health teaching in health office	
4. Health teaching in classroom – 7 th & 8 th grade classroom health curriculum and Human Sexuality curriculum for grades 4-8.	
5. Health counseling	

Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students (N.J.A.C. 6A:16-2.1 (b)2

(ii))

Indicated number students for which you are providing services. From the list below add or delete nursing services that are provided or not provided by your schools within district, respectively.

Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.	Memorial Elem School								
First-Aid, splinting, Ace-wrap etc.	3000								
Dental: tooth avulsion, caries, braces, etc.	245								
Health Screenings Ht., Wt., & BP yearly	245								
Visual Acuity screening K,2,4,6,8,10	127								
Auditory screening K,1,2,3,7,11	123								
Scoliosis screening biennially age 10-18	55								
Diabetic Glucose testing, insulin pump management	2 student								
Mantoux/PPD testing – testing completed by school doctor. School nurse monitors results and submits annual report to NJ Dept. of HSS.	5								
Medication Administration- daily	5 to 6								
Medication Administration – PRN (number of students with PRN orders)	9								
Nebulizer/inhalers/peak flow measurements	2/wk								
Tube feedings	0								
Urinary catheterizations	0								
Ventilator care	0								
Referral for vision evaluations	15/yr								

II. Emergency Management (N.J.A.C. 6A 16-2.1 (b) 2 (iii))

(Emergency management is a description of how nursing services will be provided in all emergency situations for the entire school district. Add or delete the following services provided or not provide by your school district, respectively)

A. Acute Care Management Plan:

1. Creation and maintenance of an Emergency Management Kit (“Go-box”, crash cart, etc.) for utilization in Crisis, Emergency Evacuations, or and Shelter-In-Place situations
2. Cardiac or Respiratory Distress Action Plan
 - a) AED’s (Automatic External Defibrillators) deployment and delegates trained
 - b) CPR trained school nurse (NJAC 6A:13.3)
 - c) Asthma Nebulizer trained nurses
 - d) Universal Precautions trained staff
 - e) CPR trained coaches/athletic trainers/teachers/staff

Acute Care Management Plan: The certified school nurse carries a cell phone with her at all times through which she can be contacted regarding any emergency within the school system. During Fire and Crisis Management School Security Drills (including lock-down and evacuation drills) the certified school nurse carries a “Go-bag” complete with epi-pens, carbohydrates for diabetic students, first aid equipment and supplies, classroom rosters, student medical alert and contact information, and emergency action plans. The certified school nurse has completed Asthma Nebulizer Training and is currently CPR/AED certified. The Cardiac Response Team (which includes all coaching staff members) and Administrators in the district are CPR/AED certified. All coaches receive annual “Coaches Safety Training” developed and presented by the certified school nurse. The board of education approved “Coaches Safety Training” program is designed specifically for South Hackensack Memorial School and based on the American Red Cross First Aid program. All coaches and the certified school nurse have completed a Department of Education approved Concussion Training Program. On the first staff development day each academic year, the certified school nurse presents information on asthma, severe allergic reactions, diabetes, seizures and universal precautions (now known as standard precautions). The staff is informed as to the nature of each of these conditions and the protocols to follow should a student present with symptoms. Each classroom is equipped with a standard precaution kit containing gloves, absorbent cloths, antibacterial wipes, adhesive bandages and a disposal bag. All custodians, secretaries, coaches, epi-pen delegates, playground/lunch aids, the chief school administrator, the school nurse and the science and art teacher receive annual “Bloodborne Pathogen Training” presented on-line by the Bergen County Department of Health.

B. IEHP's/Chronic Care Management Plans:

1. Epinephrine Auto-Injector/ Anaphylaxis Action Plan
2. Asthma Action Plan
3. Diabetic Action Plan
4. Lock-Down Health Care Action Plan
5. Shelter-In -Place Health Care Action Plan
6. Emergency Plan for Cardiac/Respiratory Arrest

IEHP's/Chronic Care Management Plans: All students with severe allergies requiring an epi-pen have epi-pen delegates and an Anaphylaxis Plan. All students with asthma that require medication administration during school hours/sponsored activities have an Asthma Action Plan. Our two diabetic students have Diabetic Care Plans and Diabetic Emergency Action Plans. In the event of a Lock-Down there is a juice box in the student's classroom should that student experience low blood glucose levels.

C. District Crisis Management Plan:

1. Triage Action Plans in District Crisis Management Plan

District Crisis Management Plan: The district has four different drills which are conducted each month to cover various emergency situations. In all cases, including lock-downs and evacuations, the certified school nurse has her cell phone and "go bag" available.

D. Community Rescue Squad and Emergency Paramedic Services: Emergency response services are contacted by calling 911. The South Hackensack Rescue Squad and or Emergency Paramedic Services will arrive within a minute or two. Students are transported to Hackensack University Medical Center Pediatric Emergency Department unless otherwise specified by the student's parent or guardian. A district employee will ride and remain with the student until the parent or guardian arrives.

III. Detailed Nursing Assignments Sufficient to Provide Health Services (N.J.A.C. 6A 16-2.1 (b) 2 (iv), N.J.A.C. 6A:16-2.1 (b)3, N.J.A.C. 6A:16-2.3)

[illegible]

V. Nursing Services and Additional Medical Services provided to Non-Public Schools

A. Non-public nursing services (NJAC 6A 6A:16-2.1(a)8)

1. Non-public nursing services are not provided in South Hackensack as there are no non-public schools in the town boundaries

VI. Additional District Nursing Services Information:

A. Nutrition Coordinator

The school nurse also takes on the added responsibility as Nutrition Coordinator, responsible for processing applications for the Free and Reduced Lunch Program, providing information for various state agency reports on an annual and monthly basis, submitting monthly voucher for state reimbursement, as well as, serving as a team member on the Biohazard Plan and ensuring the plan up-to-date. It is the Nutrition Coordinators responsibility to maintain up-to-date menus of foods served during lunch and as Nutrition Coordinator it is the school nurses responsibility to chair the health and wellness committee, making sure annual goals are identified and met as well as distributing information regarding our nutrition policy to parents, students and staff.

B. Community Liaison

In the role of community liaison, the school nurse works with local groups and organizations to bring special programs into the schools. The school nurse also provides the link for staff, students and family members to obtain affordable health insurance, immunizations and physical exams, as well as other community resources such as flu shots, counseling services, drug, alcohol and eating disorder rehabilitation facilities.

Nursing Services Plan Review by:

Name: Mr. Gregorio Maceri

Signature: _____

Title: Superintendent/Principal

Date: _____

Name: Mona Tantawi, M.D.

Signature: _____

Title: School Physician

Date: _____

Name: Maxine Lynch, RN, BSN, CSN

Signature: _____

Title: Certified School Nurse

Date: _____

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

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

Rate of pay: \$125.00 per day

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

Rate of pay: \$14.00 per hour

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

Starting date 7/1/2015 Ending date 8/31/2015 Fund: 10 GENERAL CURRENT EXPENSE

Assets and Resources

Assets:

101	Cash in bank		\$1,828,422.33
102 - 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		\$5,660,110.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$322,397.27	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$4,859.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$327,256.27

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	
302	Less revenues	(\$7,186,730.92)	\$229,722.08

Total assets and resources

\$8,045,760.68

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.00
421	Accounts payable	\$21,254.21
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$1,250.00
	Other current liabilities	\$444,775.00

Total liabilities

\$467,279.21

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

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Starting date 7/1/2015 Ending date 8/31/2015 Fund: 10 GENERAL CURRENT EXPENSE

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$2,055,247.67
761	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	\$7,704,487.58		
602	Less: Expenditures	(\$609,459.67)		
	Less: Encumbrances	(\$2,002,180.09)	(\$2,611,639.76)	\$5,092,847.82
	Total appropriated			\$7,463,548.49
Unappropriated:				
770	Fund balance, July 1			\$402,967.56
771	Designated fund balance			\$0.00
303	Budgeted fund balance			(\$288,034.58)
	Total fund balance			\$7,578,481.47
	Total liabilities and fund equity			<u>\$8,045,760.68</u>

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$7,704,487.58	\$2,611,639.76	\$5,092,847.82
Revenues	(\$7,416,453.00)	(\$7,186,730.92)	(\$229,722.08)
Subtotal	<u>\$288,034.58</u>	<u>(\$4,575,091.16)</u>	<u>\$4,863,125.74</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>\$288,034.58</u>	<u>(\$4,625,091.16)</u>	<u>\$4,913,125.74</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>\$288,034.58</u>	<u>(\$4,625,091.16)</u>	<u>\$4,913,125.74</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$288,034.58</u>	<u>(\$4,625,091.16)</u>	<u>\$4,913,125.74</u>

Prepared and submitted by : _____ Date _____

Board Secretary

Date

Starting date 7/1/2015 Ending date 8/31/2015 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	6,943,177	Under	179,722
00520	SUBTOTAL – Revenues from State Sources	293,554	0	293,554	243,554	Under	50,000
Total		7,416,453	0	7,416,453	7,186,731		229,722
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	1,513,883	25,790	1,539,673	118,497	92,276	1,328,900
10300	Total Special Education - Instruction	261,533	0	261,533	0	0	261,533
11160	Total Basic Skills/Remedial – Instruct.	107,492	0	107,492	4,245	21,226	82,021
12160	Total Bilingual Education – Instruction	91,484	0	91,484	4,245	21,226	66,013
17100	Total School-Sponsored Co/Extra Curricul	70,365	2,777	73,142	739	3,442	68,961
20620	Total Summer School	14,000	0	14,000	19,340	(5,340)	0
27100	Total Community Services Programs/Operat	17,000	0	17,000	12,343	932	3,725
29180	Total Undistributed Expenditures - Instr	2,578,507	0	2,578,507	28,443	218,014	2,332,050
29680	Total Undistributed Expenditures – Atten	4,738	0	4,738	780	3,900	58
30620	Total Undistributed Expenditures – Healt	84,763	612	85,375	1,526	2,428	81,421
40580	Total Undistributed Expend – Speech, OT,	90,500	41	90,541	3,190	29,080	58,271
41080	Total Undist. Expend. – Other Supp. Serv	198,000	0	198,000	0	0	198,000
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	16,051	80,255	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	0	288	2,212
45300	Support Serv. - General Admin	151,970	6,881	158,851	38,129	83,292	37,430
46160	Support Serv. - School Admin	61,510	1,475	62,985	13,580	47,331	2,074
47200	Total Undist. Expend. – Central Services	65,669	160	65,829	14,198	46,439	5,193
51120	Total Undist. Expend. – Oper. & Maint. O	595,674	5,393	601,067	128,503	426,934	45,630
52480	Total Undist. Expend. – Student Transpor	330,439	0	330,439	20,390	239,585	70,464
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	1,029,035	0	1,029,035	173,506	683,767	171,762
72020	Total Undistributed Expenditures – Food	11,652	0	11,652	1,421	7,105	3,126
75880	TOTAL EQUIPMENT	0	9,940	9,940	9,940	0	0
76260	Total Facilities Acquisition and Constr	18,956	0	18,956	0	0	18,956
Total		7,651,420	53,068	7,704,488	609,460	2,002,180	5,092,848

Starting date 7/1/2015 Ending date 8/31/2015 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
00140	10-1310	Tuition from Individuals		12,800	0	12,800	0	Under	12,800
00300	10-1__	Unrestricted Miscellaneous Revenues		167,597	0	167,597	675	Under	166,922
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	7,186,731		229,722

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02000	11-105-100-101	Preschool – Salaries of Teachers		71,091	0	71,091	0	0	71,091
02080	11-110-__-101	Kindergarten – Salaries of Teachers		140,571	0	140,571	0	0	140,571
02100	11-120-__-101	Grades 1-5 – Salaries of Teachers		630,761	0	630,761	0	0	630,761
02120	11-130-__-101	Grades 6-8 – Salaries of Teachers		427,943	0	427,943	75	0	427,868
03000	11-190-1__-106	Other Salaries for Instruction		31,000	0	31,000	0	0	31,000
03020	11-190-1__-320	Purchased Professional – Educational Ser		66,586	0	66,586	71,625	33,293	(38,332)
03040	11-190-1__-340	Purchased Technical Services		20,000	5,000	25,000	20,802	3,876	322
03060	11-190-1__-[4-5]	Other Purchased Services (400-500 series		28,050	0	28,050	0	26,571	1,479
03080	11-190-1__-610	General Supplies		65,000	17,102	82,102	25,845	23,612	32,645
03100	11-190-1__-640	Textbooks		28,381	3,688	32,069	150	4,353	27,566
03120	11-190-1__-8__	Other Objects		4,500	0	4,500	0	570	3,930
07000	11-213-100-101	Salaries of Teachers		261,533	0	261,533	0	0	261,533
11000	11-230-100-101	Salaries of Teachers		107,492	0	107,492	4,245	21,226	82,021
12000	11-240-100-101	Salaries of Teachers		91,134	0	91,134	4,245	21,226	65,663
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	0	28,500	0	0	28,500
17040	11-401-100-6__	Supplies and Materials		10,000	2,777	12,777	739	3,442	8,596
17080	11-401-100-930	Transfers to Cover Deficit (Agency Funds		3,000	0	3,000	0	0	3,000
20000	11-422-100-101	Salaries of Teachers		14,000	0	14,000	19,340	(5,340)	0
27000	11-800-330-1__	Salaries		17,000	0	17,000	12,343	932	3,725
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	1,353	118,684	499,112
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	6,300	23,100	329,380
29100	11-000-100-566	Tuition to Priv. School for the Disabled		159,195	(1,050)	158,145	20,790	76,230	61,125
29160	11-000-100-569	Tuition – Other		39,111	0	39,111	0	0	39,111
29500	11-000-211-1__	Salaries		4,738	0	4,738	780	3,900	58
30500	11-000-213-1__	Salaries		68,913	0	68,913	336	(336)	68,913
30540	11-000-213-3__	Purchased Professional and Technical Ser		10,000	0	10,000	600	2,100	7,300
30560	11-000-213-[4-5]	Other Purchased Services (400-500 series		100	612	712	590	612	(490)
30580	11-000-213-6__	Supplies and Materials		5,750	0	5,750	0	53	5,698
40520	11-000-216-320	Purchased Professional – Educational Ser		90,000	0	90,000	3,149	29,080	57,771

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

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Starting date 7/1/2015 Ending date 8/31/2015 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	0	0	198,000
42060	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	16,051	80,255	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	0	288	2,212
45000	11-000-230-1__	Salaries	93,590	0	93,590	24,083	60,057	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	4,946	13,946	1,625	10,735	1,587
45180	11-000-230-590	Misc Purch Services (400-500 series, O/T	3,000	500	3,500	3,329	50	121
45200	11-000-230-610	General Supplies	500	1,385	1,885	383	1,002	500
45260	11-000-230-890	Miscellaneous Expenditures	3,240	0	3,240	649	1,519	1,072
45280	11-000-230-895	BOE Membership Dues and Fees	4,500	0	4,500	3,949	0	551
46000	11-000-240-103	Salaries of Principals/Assistant Princip	52,760	0	52,760	12,147	40,613	0
46100	11-000-240-[4-5]	Other Purchased Services (400-500 series	7,750	0	7,750	0	6,676	1,074
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	8,885	44,427	458
47020	11-000-251-330	Purchased Professional Services	750	160	910	0	160	750
47040	11-000-251-340	Purchased Technical Services	6,799	0	6,799	4,347	1,800	652
47060	11-000-251-592	Misc. Purch. Services (400-500 Series, O	2,800	0	2,800	931	0	1,869
47100	11-000-251-6__	Supplies and Materials	800	0	800	0	52	748
47180	11-000-251-890	Other Objects	750	0	750	35	0	715
48520	11-000-261-420	Cleaning, Repair, and Maintenance Servic	54,000	0	54,000	27,410	34,664	(8,074)
48540	11-000-261-610	General Supplies	500	0	500	120	0	380
49000	11-000-262-1__	Salaries	306,399	0	306,399	60,384	245,443	572
49040	11-000-262-3__	Purchased Professional and Technical Ser	5,000	0	5,000	1,600	0	3,400
49060	11-000-262-420	Cleaning, Repair, and Maintenance Svc.	15,000	0	15,000	754	3,770	10,476
49120	11-000-262-490	Other Purchased Property Services	11,500	0	11,500	1,702	8,298	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	500	6,118	382
49180	11-000-262-610	General Supplies	13,000	5,393	18,393	7,007	7,247	4,139
49220	11-000-262-622	Energy (Electricity)	150,000	0	150,000	12,813	106,187	31,000
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub	7,072	0	7,072	0	0	7,072
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	0	20,400	390	585	19,425
52360	11-000-270-517	Contract Serv. (Reg. Students) – ESCs &	24,004	0	24,004	0	24,000	4
52380	11-000-270-518	Contract Serv. (Spl. Ed. Students) – ESC	242,243	0	242,243	20,000	180,000	42,243
71020	11-000-291-220	Social Security Contributions	65,000	0	65,000	12,746	47,254	5,000

Starting date 7/1/2015 Ending date 8/31/2015 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
71160	11-000-291-260	Workmen's Compensation		27,000	0	27,000	25,295	0	1,705
71180	11-000-291-270	Health Benefits		775,496	0	775,496	130,963	635,313	9,220
71200	11-000-291-280	Tuition Reimbursement		12,000	0	12,000	0	1,200	10,800
71220	11-000-291-290	Other Employee Benefits		66,988	0	66,988	4,502	0	62,486
72000	11-000-310-930	Transfers to Cover Deficit (Enterprise F		11,652	0	11,652	1,421	7,105	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	53,068	7,704,488	609,460	2,002,180	5,092,848

Starting date 7/1/2015 Ending date 8/31/2015 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$5,653.67
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:

301	Estimated revenues	\$118,230.00	
302	Less revenues	\$0.00	\$118,230.00

Total assets and resources

\$119,024.67

Liabilities and Fund Equity

Liabilities:

411	Intergovernmental accounts payable - state	\$0.14
421	Accounts payable	\$168.00
431	Contracts payable	\$0.00
451	Loans payable	\$0.00
481	Deferred revenues	\$2,117.87
	Other current liabilities	\$0.00
Total liabilities		\$2,286.01

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South Hackensack BOE

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Starting date 7/1/2015 Ending date 8/31/2015 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$1,954.61
761	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		\$118,230.00	
602	Less: Expenditures	(\$1,491.34)		
	Less: Encumbrances	(\$1,954.61)	(\$3,445.95)	\$114,784.05
	Total appropriated			\$116,738.66
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$116,738.66
	Total liabilities and fund equity			\$119,024.67

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$118,230.00	\$3,445.95	\$114,784.05
Revenues	(\$118,230.00)	\$0.00	(\$118,230.00)
Subtotal	<u>\$0.00</u>	<u>\$3,445.95</u>	<u>(\$3,445.95)</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>\$3,445.95</u>	<u>(\$3,445.95)</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>\$3,445.95</u>	<u>(\$3,445.95)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$3,445.95</u>	<u>(\$3,445.95)</u>

Prepared and submitted by : _____

Board Secretary

Date

Starting date 7/1/2015 Ending date 8/31/2015 Fund: 20 SPECIAL REVENUE FUNDS

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

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88740	Total Federal Projects	118,230	0	118,230	1,491	1,955	114,784
Total		118,230	0	118,230	1,491	1,955	114,784

Starting date 7/1/2015 Ending date 8/31/2015 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00775 20-441[1-6] Title I	44,312	0	44,312	0	Under	44,312
00780 20-445[1-5] Title II	8,691	0	8,691	0	Under	8,691
00805 20-442[0-9] I.D.E.A. Part B (Handicapped)	65,227	0	65,227	0	Under	65,227
Total	118,230	0	118,230	0		118,230

Expenditures:	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
88500 20-__-__-__ Title I	44,312	0	44,312	1,491	1,955	40,866
88520 20-__-__-__ Title II	8,691	0	8,691	0	0	8,691
88620 20-__-__-__ I.D.E.A. Part B (Handicapped)	65,227	0	65,227	0	0	65,227
Total	118,230	0	118,230	1,491	1,955	114,784

Starting date 7/1/2015 Ending date 8/31/2015 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

101	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	
302	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

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South Hackensack BOE

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Starting date 7/1/2015 Ending date 8/31/2015 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	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 8/31/2015 Fund: 30 CAPITAL PROJECTS FUNDS

Starting date 7/1/2015 Ending date 8/31/2015 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

Assets:

101	Cash in bank		(\$95,922.50)
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		\$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	
302	Less revenues	(\$751,845.00)	\$0.00

Total assets and resources

\$655,922.50

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

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

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Starting date 7/1/2015 Ending date 8/31/2015 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	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			<u>\$655,922.50</u>

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 8/31/2015 Fund: 40 DEBT SERVICE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
0093A	Other	751,845	0	751,845	751,845		0
Total		751,845	0	751,845	751,845		0
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	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 8/31/2015 Fund: 40 DEBT SERVICE FUNDS

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00890 40-3160 Debt Service Aid Type II	751,845	0	751,845	751,845		0
Total	751,845	0	751,845	751,845		0

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600 40-701-510-834 Interest on Bonds	191,845	0	191,845	95,923	0	95,923
89620 40-701-510-910 Redemption of Principal	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 8/31/2015 Fund: 50 FUND 50

Assets and Resources

Assets:

101	Cash in bank		\$10,878.67
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:

301	Estimated revenues	\$0.00	
302	Less revenues	(\$587.21)	(\$587.21)

Total assets and resources

\$11,753.46

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

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Starting date 7/1/2015 Ending date 8/31/2015 Fund: 50 FUND 50

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			(\$529.50)
761	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		(\$529.50)	
	Less: Encumbrances	\$529.50	\$0.00	\$0.00
	Total appropriated			(\$529.50)
Unappropriated:				
770	Fund balance, July 1			\$10,820.96
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$10,291.46
	Total liabilities and fund equity			\$11,753.46

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	(\$587.21)	\$587.21
Subtotal	<u>\$0.00</u>	<u>(\$587.21)</u>	<u>\$587.21</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>(\$587.21)</u>	<u>\$587.21</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>(\$587.21)</u>	<u>\$587.21</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$587.21)</u>	<u>\$587.21</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 8/31/2015 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	587		(587)
Total		0	0	0	587		(587)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
(Total of Accounts W/O a Grid# Assigned)		0	0	0	530	(530)	0
Total		0	0	0	530	(530)	0

Starting date 7/1/2015 Ending date 8/31/2015 Fund: 50 FUND 50

Revenues:

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
99999	0	0	0	587		(587)
Total	0	0	0	587		(587)

Expenditures:

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
99999	0	0	0	530	(530)	0
Total	0	0	0	530	(530)	0

Starting date 7/1/2015 Ending date 8/31/2015 Fund: 60 ENTERPRISE FUND

Assets and Resources

Assets:

101	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	
302	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

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

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Starting date 7/1/2015 Ending date 8/31/2015 Fund: 60 ENTERPRISE FUND

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	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 : _____ Date _____
Board Secretary

Starting date 7/1/2015 Ending date 8/31/2015 Fund: 60 ENTERPRISE FUND

Starting date 7/1/2015 Ending date 8/31/2015 Fund: 80 FIXED ASSETS GROUP

Assets and Resources

Assets:

101	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	
302	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 8/31/2015 Fund: 80 FIXED ASSETS GROUP

Fund Balance:

Appropriated:

753,754	Reserve for encumbrances			\$0.00
761	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 8/31/2015 Fund: 80 FIXED ASSETS GROUP

SOUTH HACKENSCK BOARD OF EDUCATION CASH REPORT

August 31, 2015

	Cash Balance 7/1/2015	Cash Receipts	Cash Disbursements
General Fund - 10	1,538,289.49	647,053.19	(356,920.35)
Special Revenue Fund - 20	7,145.01	0.00	(1,491.34)
Capital Projects Fund - 30	0.00	0.00	0.00
Debt Service Fund - 40	0.00	0.00	(95,922.50)
Enterprise Fund - 50	8,758.68	2,119.99	0.00
Total	1,554,193.18	649,173.18	(454,334.19)
Payroll Account	0.00	49,711.51	(49,711.51)
Payroll Agency Account	17,560.07	36,806.22	(39,877.52)
Unemployment Account	12,054.13	2.09	0.00
Flexible Spending Account	1,300.85	0.22	(44.00)
Grand Total	1,585,108.23	735,693.22	(543,967.22)

Deborah Carpino
Treasurer of School Monies

9/30/2015
Date

Month / Year: Aug 31, 2015

10/05/15

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) 8/31/2015	% 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
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	1,513,883	25,790	1,539,673	153,967	0	0.00%	153,967	153,967
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 Curricular, Total	11-4XX-X00-XXX	84,365	2,777	87,142	8,714	0	0.00%	8,714	8,714
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 Education, Total									
25100	Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	17,000	0	17,000	1,700	0	0.00%	1,700	1,700
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. Expend. - Instructional St	11-000-221, 223	99,250	0	99,250	9,925	0	0.00%	9,925	9,925
45300	Support Serv. - General Admin	11-000-230-XXX	151,970	6,881	158,851	15,885	0	0.00%	15,885	15,885
46160	Support Serv. - School Admin	11-000-240-XXX	61,510	1,475	62,985	6,299	0	0.00%	6,299	6,299
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	65,669	160	65,829	6,583	0	0.00%	6,583	6,583
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	595,674	5,393	601,067	60,107	0	0.00%	60,107	60,107
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	330,439	0	330,439	33,044	0	0.00%	33,044	33,044
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	1,029,035	0	1,029,035	102,904	0	0.00%	102,904	102,904
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	11,652	0	11,652	1,165	0	0.00%	1,165	1,165
72120	Transfer of Property Sale Proceeds to De	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240	Interest Earned on Current Exp. Emergenc	10-607	0	0	0	0	0	0.00%	0	0
72260	TOTAL GENERAL CURRENT EXPENSE		7,632,464	43,128	7,675,592	767,559	0	0.00%	767,559	767,559
75880	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) 8/31/2015	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
76260	Total Facilities Acquisition and Constr	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		18,956	9,940	28,896	2,890	0	0.00%	2,890	2,890
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000	Transfer of Funds to Charter Schools	10-000-100-56X	0	0	0	0	0	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		7,651,420	53,068	7,704,488	770,449	0	0.00%	770,449	770,449

School Business Administrator Signature

Date

**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 8/31/15, 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 8/31/2015, no budgetary line item account has been overexpended in violation of N.J.A.C. 6:20-2:12(a).



Board Secretary

10/19/15

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 9/1/2015 Ending date 9/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
040384	09/22/15		0957	C&H Distributors LLC	\$828.73
040385	09/22/15		0892	Allegro School, Inc	\$12,040.00
040386	09/22/15		0035	Allied Interior Products	\$175.00
040387	09/22/15		0912	Apple Inc. Education	\$567.95
040388	09/22/15		0057	Arrow Elevator Incorporated	\$160.00
040389	09/22/15		0064	Avaya Inc.	\$136.20
040390	09/22/15		0852	BCCTG	\$60.00
040391	09/22/15		0915	BCPSA	\$100.00
040392	09/22/15		0089	Bergen County Special Services School Di	\$6,288.00
040393	09/22/15		0921	Blackboard Inc	\$498.00
040394	09/22/15		0119	Broad U.S.A., Inc	\$2,826.75
040395	09/22/15		0123	Bug Doctor	\$75.00
040396	09/22/15		0150	Classic Floor Finishing, Inc	\$2,820.00
040397	09/22/15		0964	Crayola Experience	\$79.68
040398	09/22/15		0176	CrossTec Corporation	\$101.52
040399	09/22/15		0193	Dell Financial Services L.P.	\$26,571.32
040400	09/22/15		0196	Delta Dental Plan Of NJ	\$17,678.91
040401	09/22/15		0940	Direct Energy Business/Gas	\$2,147.74
040402	09/22/15		0903	Eastern Acoustics Company	\$52.50
040403	09/22/15		0671	Education Inc	\$180.00
040404	09/22/15		0823	EIRC	\$189.00
040405	09/22/15		0549	EPS Literacy & Intervention	\$520.08
040406	09/22/15		0262	Factory Select, LLC	\$5,408.70
040407	09/22/15		0270	First student Inc 1309	\$195.00
040408	09/22/15		0958	Foschino; David	\$665.00
040409	09/22/15		0440	G & S Hardware & Supply, LLC	\$198.27
040410	09/22/15		0298	Gopher	\$2,681.68
040411	09/22/15		0300	Grainger	\$140.20
040412	09/22/15		0329	Industrial Appraisal Company	\$160.00
040413	09/22/15		0865	ITA Sports LLC	\$768.30
040414	09/22/15		0356	John A Earl, Inc.	\$1,078.04
040415	09/22/15		0130	Konica Minolta Premier Finance	\$3,082.49
040416	09/22/15		0946	Learning A-Z	\$189.95
040417	09/22/15		0414	Lisette Vidal	\$1,200.00
040418	09/22/15		0429	Main Lock Shop	\$202.75
040419	09/22/15		0433	Manuel Diaz	\$1,360.00
040420	09/22/15		0941	McGraw Hill Education	\$2,336.43
040421	09/22/15		0459	Media Flex	\$750.00
040422	09/22/15		0468	Metro Fire & Safety Equipt.	\$1,673.00

Starting date 9/1/2015 Ending date 9/30/2015

Cknum	Date	Rec date	Vcode	Vendor name	Check amount
040423	09/22/15		0949	Music & Arts	\$151.56
040424	09/22/15		0513	New Jersey Association of School Adminis	\$1,519.00
040425	09/22/15		0529	North Jersey Media Group	\$45.79
040426	09/22/15		3564	Omni Waste Services, Inc	\$377.00
040427	09/22/15		0128	Optimum	\$704.75
040428	09/22/15		0545	P S E & G Co.	\$3,976.75
040429	09/22/15		0439	Pearson Clinical Assessment	\$384.78
040430	09/22/15		0920	Pitney Bowes Inc.	\$89.97
040431	09/22/15		0572	Polaris Galaxy Insurance, LLC	\$200.00
040432	09/22/15		0913	Projector Lamp Source	\$417.96
040433	09/22/15		0963	RFS Commercial, Inc	\$725.00
040434	09/22/15		0612	Ridgefield Board Of Education	\$24,936.80
040435	09/22/15		0637	S. Meltzer & Son	\$1,167.96
040436	09/22/15		0655	School Health Corporation	\$604.80
040437	09/22/15		0446	SearchSoft Solutions, Inc	\$570.00
040438	09/22/15		0960	Shaws Lock Service Inc.	\$156.00
040439	09/22/15		0931	Solo School Products	\$380.95
040440	09/22/15		0684	South Bergen Jointure Comm.	\$26,929.64
040441	09/22/15		0688	South Jersey Energy	\$10,633.11
040442	09/22/15		0695	Staples Business Advantage	\$7,235.64
040443	09/22/15		0696	Star Ledger	\$175.00
040444	09/22/15		0700	State Of New Jersey	\$114.00
040445	09/22/15		0767	Trane U.S. Inc.	\$164.67
040446	09/22/15		0791	United Water New Jersey	\$1,761.22
040447	09/22/15		0839	Wisconsin Center for Education Research	\$508.00
040448	09/22/15		0845	Zep Manufacturing Co.	\$992.94
040449	09/22/15		0193	Dell Financial Services L.P.	\$5,376.00
040451	09/30/15		0771	Treasurer, State Of NJ	\$8,218.79
092015 H	09/15/15		0699	State Of NJ Health Ben.prog.	\$62,436.99
093115	09/30/15		PAY	South Hackensack BOE Payroll	\$247,937.70
093215 H	09/30/15		0108	Board Of Ed. Payroll Agency	\$13,638.31
093315 H	09/30/15		0108	Board Of Ed. Payroll Agency	\$4,455.81

Starting date 9/1/2015

Ending date 9/30/2015

Fund Totals	
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10	GENERAL CURRENT EXPENSE	\$21,857.10
11	GENERAL CURRENT EXPENSE	\$497,138.66
20	SPECIAL REVENUE FUNDS	\$4,177.32
	Total for all checks listed	\$523,173.08

Prepared and submitted by:

Elizabeth Schaefer
Board Secretary

10/19/2015
Date

Petty cash disbursements:

None

Food disbursements:

None

Athletic disbursements:

Check#

9/22/2015	Shawn Meurer	1051	52.00
9/22/2015	Thomas Reynolds	1052	52.00
9/25/2015	Anthony Riolo	1053	52.00
9/25/2015	Marty Kless	1054	52.00
9/28/2015	Wayne Marshall	1055	52.00
9/28/2015	Jeff Marshall	1056	52.00
9/29/2015	Thomas Reynolds	1057	52.00
9/29/2015	Allan Sandberg	1058	52.00
9/30/2015	Thomas Reynolds	1059	52.00
9/30/2015	Jim Wright	1060	52.00

SOUTH HACKENSACK SCHOOL DISTRICT

**Memorial School
Dyer Avenue
South Hackensack, New Jersey 07606-1537**

Local Mentoring Plan

2015- 2017

**Gregorio Maceri
Principal/Superintendent**

MEMORIAL SCHOOL
South Hackensack, New Jersey

LOCAL MENTOR PLAN

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SECTION I

South Hackensack School District

District Profile

Name of District: South Hackensack

District Code: 4870

Address: Memorial School
Dyer Avenue
South Hackensack, New Jersey 07606-1536

Telephone Number: 201-440-2782

Fax Number: 201-440-9156

Contact Person: Patricia Dinallo

County: Bergen

County Code: 03

School Code: 050

Enrollment: 243

Chief School Administrator: Gregorio Maceri

Type of School District: Pre-K to 8

Number of professional staff members: 31
(Including all those who hold instructional or education service licenses, such as Child Study Team members)

Number of Teacher Aides: 8

Sign-off SheetLocal Professional Development Committee (LDPC)

Name of District: South Hackensack

Code: 4870

County: Bergen

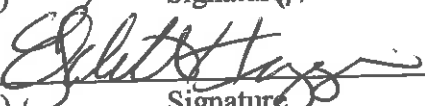
Code: 03

Names of Professional Staff Members elected to the Committee

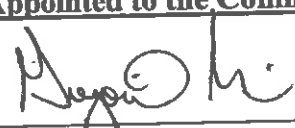
Patricia Dinallo		Teacher / Chairperson	7/2015- 6/2017
Name (please print)	Signature	Position	Term
Chairperson			

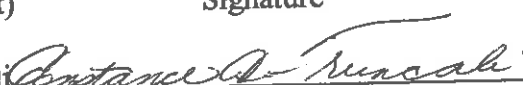
Rita Liggio		Special Education Teacher	7/2015-6/2017
Name (please print)	Signature	Position	Term

Gina Kipp		Teacher	7/2015 -6/2017
Name (please print)	Signature	Position	Term

Elizabeth Higgins		Teacher	7/2015-6/2017
Name (please print)	Signature	Position	Term

Names of Administrator Appointed to the Committee

Gregorio Maceri		Superintendent/ Principal	7/2015-6/2017
Name (please print)	Signature	Position	Term

Constance Truncali		Supervisor	7/2015- 6/2017
Name (please print)	Signature	Position	Term

Contact Person: Patricia Dinallo

Telephone Number: 201-440-2782 ex 116

Fax Number: 201-440-9156

E-Mail: pdinallo@shmemorial.org

Board of Education Approval Sheet

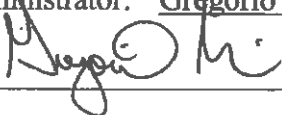
County: Bergen

District: South Hackensack

Date of Board Approval: October 19, 2015

Signatures:

Chief School Administrator: Gregorio Maceri.

Signature: 

Board Secretary: Elizabete Schaefer

Signature: 

Section II

Needs Assessment

Narrative

The South Hackensack School District has hired both traditional and alternate route teachers over the past several years. Experienced highly qualified teachers, with mentoring leadership training have always mentored these newly hired staff members.

Through a district needs assessment it has been determined that the district should continue to provide initial and on-going training for mentors. In alignment with our Professional Development Plan, the district will initiate mentor training workshops as needed. This will revitalize the skills of mentor teachers and encourage experienced teachers to apply for and receive mentor training. By ensuring the smooth transition of novice teachers into the classroom we will increase the probability of retaining them.

The South Hackensack School District continues to hire and provide two years of mentoring services for all novice teachers. This includes any full-time or part-time teacher who has not completed one year of full-time teaching under a valid state teaching certificate and who has a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing. The district believes that the eligible new hires have a responsibility to meet with their mentor on a regular basis, to ask questions, exchange ideas, seek advice and become well-versed in school policy. The mentor teacher has the responsibility to cover such topics as effective teaching strategies, teaching and class management strategies, effective and diverse use of assessment, differentiated instruction, the state approved curriculum standards, clear communicating skills with students, parents and colleagues, and aid in the development and implementation of their individual professional development plan and self-assessment plan.

Section III**Vision**

The District of South Hackensack believes that quality mentoring will better prepare the novice teacher to handle the challenges of the classroom during his/her critical first two years. Research shows that many novice teachers leave the teaching profession within one to three years after entering the profession because they find the challenges of the classroom too great. Providing a rigorous two-year mentoring program for all novice teachers will assure that novice teachers receive the collegial support and guidance needed to develop effective teaching strategies and educational practices, thereby retaining the majority of those who might otherwise leave the profession. The mentoring provided to novice teachers by skilled, committed and experienced mentor teachers will assist the novice teacher in providing effective instruction. This will in turn enable students to meet the State Approved Curriculum Standards and teachers to fulfill the INTASC Model Core Teaching Standards.

Goals

The goals of South Hackensack's mentoring plan are in alignment with the InTASC Model Core Teaching Standards, NCLB Key Elements of Highly Quality Professional Development, and state regulations. At a minimum, the goals must:

- enhance teacher knowledge of and strategies related to the Common Core State Standards in order to facilitate student achievement;
- identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching;
- assist and provide support to novice teachers in the performance of their duties and in their adjustment to the challenges of teaching;
- foster a better educational environment by promoting the cooperation among teachers, administrators, support staff and all stakeholders;
- promote personal and professional well-being to ensure a smooth transition of new staff into the district, and
- recognize that the professional development of a teacher is an on-going educational process.

Section IV**Mentor Selection**

The minimum criteria of a mentor will be the selection of a certified teacher with at least three years experience, who demonstrates commitment to the goals of the mentoring plan, agrees to maintain confidentiality in the mentor-novice teacher relationship, demonstrates exemplary content knowledge and pedagogy, and is matched with the novice teacher's content area if possible. The South Hackensack Mentoring Program will assure the selection of effective mentors by selecting candidates that possess the following qualities. (See appendix A for Mentoring Application and Mentor and Novice Teacher List).

1. Attitude and Character

- exhibits strong commitment to the teaching profession;
- willing to receive training to improve mentoring skills;
- is eager to share information and ideas with colleagues; and
- is resilient, flexible, persistent, open-minded, enjoys new challenges and solving problems.

2. Professional Competence and Experience

- has excellent knowledge of various teaching techniques and is willing to learn new strategies from novices;
- has confidence in his/her own instructional skills;
- understands the policies and procedures of the school and district; and
- collaborates well with other teachers and administrators.

3. Communication Skills

- is able to articulate effective instructional strategies;
- listens attentively and asks questions that prompt reflection and understanding;
- offers critiques in positive and productive ways while being discrete and maintains confidentiality; and
- conveys enthusiasm and passion for teaching.

4. Interpersonal Skills

- is patient and approachable and easily establishes rapport with others;
- knows how to express care for a novice's emotional and professional needs and is able to maintain a trusting professional relationship; and
- works well with individuals from different cultures.

Criteria Checklist for Selecting Mentor Teachers

- The teacher is tenured in the district and is actively teaching.
- The teacher is committed to the goals of the local mentor plan including respect for the confidential nature of the mentor teacher/novice teacher relationship.
- The teacher has demonstrated exemplary command of content area knowledge and teaching techniques.
- When possible, the teacher is experienced and certified in the subject area in which the novice teacher is teaching.
- The teacher is knowledgeable about the social/workplace norms of the Board of Education and the South Hackensack Community.
- The teacher is knowledgeable about the resources and opportunities in the District and able to act as a referral source to the novice teacher.
- The teacher agrees to participate in a mentor-training program when available, applicable and approved by the Superintendent.

Section V**Roles and Responsibilities for Mentors**

As a novice teacher is inducted into the teaching profession, the roles and responsibilities of the mentor and novice teacher may vary according to the phases of teacher development. The roles and responsibilities are influenced by the knowledge, dispositions, and performances that are identified in the InTASC Model Core Teaching Standards.

The Mentor must:

- make a commitment of time to the mentor-novice relationship over the required one-year mentoring period;
- establish regular weekly conferencing times to discuss novice teacher needs, provide ongoing support, and plan and reflect on classroom practices aligned with the InTASC Model Core Teaching Standards and the State Approved Standards;
- maintain confidentiality for all mentor-novice activities;
- contribute to ongoing program evaluation;
- assist the novice teacher in adjusting to, and becoming familiar with the school culture, policy, procedures, resources, and personnel;
- document mentoring activities and time;
- provide opportunities for the novice teacher to observe the mentor and other content experts;
- observe the novice teacher during the school year to provide feedback, teaching tips, guidance on curricular issues, and suggestions for classroom management;
- be a model of professionalism;
- encourage the novice teacher to participate in collaborative professional learning activities, such as action research, team meetings, and reflective practice; and
- assist the novice teacher in understanding the importance of and receiving the benefits of the district's observation/evaluation procedures.

The District must:

- provide a rigorous two-year mentoring program for novice teachers;
- ensure that the plan includes face-to-face contact between mentor teacher and novice teacher;
- annually review/approve the South Hackensack Mentoring Plan as needed, ensuring that it is consistent with the State's regulations;
- ensure that teachers applying to be mentors meet the eligibility criteria outlined in the regulations; and
- provide mentor teachers with appropriate training opportunities.

Section VI

Professional Learning Components for Mentors

The South Hackensack School District will train and support its mentors by using components that are aligned with the InTASC Model Core Teaching Standards. Training components should include but are not limited to: roles and responsibilities; transition to mentoring; communication and building trust; mentoring challenges; adult learning theory; questioning techniques; using standards-based formative assessment; classroom visitations; collegial coaching; designing professional growth activities; and on-going networking for mentors.

Roles and Responsibility

All of the following roles and responsibilities are essential to ensure a successful experience for both the mentor and the novice teacher.

- mentors will make a commitment of time to the mentor-novice relationship over the required one-year mentoring period;
- mentors will establish regular weekly conferencing times to discuss novice teacher needs, provide ongoing support, and plan and reflect on classroom practices aligned with the InTASC Model Core Teaching Standards and the State Approved Standards.
- mentors will maintain confidentiality for all mentor-novice activities;
- mentors will contribute to ongoing program evaluation;
- mentors will assist the novice teacher in adjusting to and becoming familiar with the school culture, policy, procedures, resources, and personnel;
- mentors will document mentoring activities and time; (see Appendix C for Monthly Meeting Signature page).
- mentors will provide opportunities for the novice teacher to observe the mentor and other content experts;
- mentors will observe the novice teacher during the school year to provide feedback, teaching tips, guidance on curricular issues, and suggestions for classroom management;
- mentors will be a model of professionalism;
- mentors will encourage the novice teacher to participate in collaborative professional learning activities, such as action research, team meetings, and reflective practice;
- mentors will assist the novice teacher in understanding the importance of and receiving the benefits of the South Hackensack School district's observation/evaluation procedures.

Transition to Mentoring

As a novice teacher is inducted into the teaching profession, the roles and responsibilities of the mentor and novice teacher may vary according to the phases of teacher development. The roles and responsibilities are influenced by the knowledge, dispositions, and performances that are identified in the InTASC Model Core Teaching Standards. The following are the phases in the mentor-novice teacher relationship development:

- the mentor and novice teacher will work together to build trust and a comfort level;
- the mentor will gain knowledge about the goals and concerns of the novice teacher and begin to exchange information;
- the mentor will provide information as needed and then help to set priorities and become a model for the novice teacher;
- the mentor will offer assistance and seek suggestions from the novice teacher to allow him/her to take some responsibility for the relationship;
- the mentor will explore interests and beliefs of the novice teacher to gain better insight into reasons for his/her decisions;
- the two teachers will work more collaboratively sharing ideas, analyzing and making decisions;
- the mentor will begin to withdraw from the relationship by encouraging the novice teacher to become more independent. The mentor will use questioning techniques to guide the novice teacher in becoming a reflective practitioner.

Communication and Building Trust

A positive mentor-novice teacher relationship involves building and maintaining respect, trust, and effective communication. This will be accomplished in the following manner:

- the mentor will listen to the novice teacher in a manner that shows respect and value of his/her ideas;
- the mentor will practice openness when sharing information;
- the mentor will speak authentically about his/her feelings;
- the mentor will explain what he/she understands and admits when there is something that he/she doesn't understand;
- the mentor will explain why he/she shifts the level of support according to the situation;
- the mentor will follow through and do what he/she says he/she will do;
- the mentor will continually work at safeguarding confidentiality;
- the mentor will be open to feedback;
- the mentor will be truthful;
- the mentor will be consistent;
- the mentor will be supportive publicly and privately.

Mentoring Challenges

The novice teacher and mentor need to work together to establish parameters for their roles and responsibilities and their expectations of each other so the mentor doesn't overextend him/herself. The following are areas that have been identified as challenges for a mentor.

- overextending himself/herself;
- interacting with the novice teacher without clearly defined roles and responsibilities, training or support from the school leader;
- assuming too much responsibility for the novice teacher;
- under-utilizing the professional growth opportunities available through working with a novice teacher;
- inability to find time to meet on a regular basis;
- inappropriate faculty room discussions of novice teacher's abilities;
- personality conflicts;
- novice teacher who resists mentoring assistance;
- school leader requesting evaluative information from the mentor.

Adult Learning Theory

Mentors need to know the characteristics of adult learners, learning styles, and phases of teacher development to facilitate working with novice teachers and other colleagues. The following are four adult learning principles that have been identified.

- adult learners are socially interactive;
- adult learners bring rich experience to learning;
- adult learners learn by doing, often in problem-based situations;
- adult learners benefit from the process of feedback and reflection.

Adult Learners Benefit from the Following:

- being provided with a deep understanding of a topic;
- time to practice new skills with feedback until it changes practice;
- active learning processes for adults including reflection such as "discussion and dialogue, writing, demonstration, practice with feedback, and group problem-solving: a multi-sensory presentation of professional learning activities;
- a choice in the selection of their learning opportunities and the learning environment, which may be alone or with others.

Questioning Techniques

The mentor will employ questioning techniques that challenge and stretch both the mentor and novice teacher to reflect on their classroom practices which enhance student learning.

The mentor will employ many of the following questioning techniques:

- questions should be open-ended;
- questions should focus on the event or behavior and not the person;
- questions should be probing;
- questions should be non-judgmental.

A mentor will also consider using reflective questions to help the novice teacher hypothesize what might happen in a lesson, analyze what worked or didn't work in a lesson, imagine possibilities for future lessons, and compare/contrast what was planned and what really happened in the lesson.

Reflective questions could include:

- what's another way you might...?
- what would it look like if...?
- what do you think would happen if...?
- What do you think...?

Using Standards-Based Formative Assessments

The use of standards-based formative assessments provides a confidential structure for interaction between a mentor and novice teacher to allow for reflection on strengths and areas for growth. The purpose is to allow the mentor to guide and support the novice teacher in identifying professional learning activities that are most appropriate to improve classroom teaching. The mentor can help the novice teacher identify and make progress toward his/her identified professional goals. Together the mentor and novice teacher determine the next steps by focusing on what to observe during classroom visitations, by collaboratively planning lessons by making suggestions for improvement or adjustment, and by modeling lessons.

The characteristics of formative assessment used in the mentoring relationship include:

- an ongoing measurement of growth over time;
- evidence of student learning and teacher practice to help identify areas of strength and for growth;
- objective and data-based;
- responsive to the teacher's development needs;
- interactive and collaborative;
- assessment tools that support inquiry and reflection.

Collaborative assessment logs will be used as the basis for accountability and interaction between the mentor and novice teacher. Collaborative assessment logs will include the following criteria:

- a developmental guide and support system based on continuous discussion and ongoing assessment;
- frequent use of self-assessment and reflection;
- a shared accountability and responsibility for contribution to the mentor-novice teacher relationship.

Classroom Visitation

When a mentor visits the classroom of a novice teacher, he/she has an opportunity to observe what is happening in the classroom. The mentor will use reflective questioning techniques to engage the novice teacher in reflection after the classroom visitation and then will begin to set goals. The information gathered from the classroom visitation will then be used with the collaborative assessment log to support the novice teacher's reflection in planning for his/her continuous professional growth.

The following is the format for a classroom visitation:

1. Planning the Conference (5-10 minutes)
 - set a specific date and time for a classroom visitation and follow-up conference;
 - agree upon what is to be observed;
 - determine where the mentor is to sit in the classroom;
 - discuss the lesson plan and what is to be learned;
 - specify any observation tools to be used.
2. Classroom Visitation (20-50 minutes)
 - observe one or two teaching behaviors or strategies;
 - use any other observation tools agreed upon prior to classroom visitation.
3. Reflective Conference (10-30 minutes)
 - establish a trusting environment;
 - share any specific data collected;
 - engage in reflection of the lesson;
 - discuss areas of focus for observed lessons or attend professional development activities.

The purpose of using various observation tools is to record objective, usable data that focus on verbal and nonverbal behaviors of both students and novice teacher. The following are observation tools that the mentor can use during a classroom visitation to collect data include the following:

- seating charts;
- student/teacher question patterns;
- on-task behavior;
- reinforcement and feedback;
- classroom movement patterns;
- cause-and-effect records;
- verbatim transcripts;
- videotapes.

Collegial Coaching

There are four phases in the collegial coaching cycle:

1. Planning – The mentor and novice teacher will determine what specifically will be observed during the classroom delivery of the lesson and how data will be collected so that decisions can be made as to the effectiveness of the lesson.
2. Observation of the teaching performance – The mentor will observe and take data on the instructional or learning behaviors determined during the planning phase. The observation notes are meant to be a mirror so that the teacher can see what was taking place during the lesson.
3. Reflection time – Following observation, the mentor and novice teacher will meet to reflect on instructional actions and the relationship between teaching behaviors and student learning.
4. Debriefing – The mentor and novice teacher will problem-solve in order to bring about changes in instructional practices.

Designing Professional Growth Activities

Mentoring will ensure movement of the novice teacher from dependence to self-direction through ongoing support and guidance from the mentor. Professional learning activities will include any or all of the following:

- sharing views concerning possible career paths and goals;
- providing direct assistance: answering questions, suggesting strategies, supplying resources;
- creating opportunities for the novice teacher to become involved in professional activities- such as PLC meeting, a professional association, and to “prove” him/herself as a professional;
- providing information on the mentor’s own professional development plan as a model;
- assisting the novice teacher in setting short- and long-term professional goals;

- acting as a resource to help the novice teacher obtain information about certification and continuing education requirements;
- suggesting or providing books, articles, professional videos, and webinars etc.

Other professional learning opportunities that the novice teacher and mentor can individually or collaboratively engage in include the following:

- action research;
- case discussions;
- curriculum development;
- data analysis of student work;
- journaling;
- lesson study;
- portfolios;
- study groups.

Ongoing Networking

Mentors will be given opportunities to meet with other mentors to share successes, to problem-solve, and to share effective instructional strategies. Networking provides opportunities for mentors to model and be engaged in continuous professional learning.

Section VII

Professional Learning Components for the Novice Teacher

A key element in designing and implementing a successful mentoring program is the promise for on-going training and support for the novice teachers. Training needs to be designed based on the needs of the novice teacher within the district and aligned with the New Jersey Professional Standards for teachers. As recommended by the New Jersey Department of Education the South Hackensack School District will incorporate as many as possible of the novice teacher training components identified in this plan.

A key element in designing and implementing a successful mentoring program is the provision for ongoing training and support for novice teachers. The South Hackensack School District's personnel will provide training for novice teachers that will include the following components.

New Teacher Orientation

The South Hackensack School District will provide training for new teachers in the beginning of each school year. The purpose of this training is to help new teachers become familiar with the district, its policies and procedures, the New Jersey State Approved Standards and district curriculum, program initiatives, and effective research-based strategies. The South Hackensack School District will provide ongoing training throughout the school year on various topics such as methods of instruction and behavioral management.

Understanding and Applying the InTASC Model Core Teaching Standards

Novice teachers will be provided with the knowledge, dispositions, and performances defined in the InTASC Model Core Teaching Standards, which describes what all teachers should know and be able to do. The standards are grouped into the following four general categories to help teachers organize their thinking about the standards.

The four general categories are:

1. The Learner and Learning
 - learner development
 - learning differences
 - learning environments
2. Content
 - content knowledge
 - application of content
3. Instructional Practice
 - assessment
 - planning for instruction
 - instructional strategies
4. Professional Responsibility
 - professional learning and ethical practice
 - leadership and collaboration

Classroom and Behavior Management

The following will be provided to the novice teacher to assist him/her in establishing a learning environment:

- consistent, proactive discipline is essential for effective classroom management;
- effective teachers establish routines for all daily tasks and needs;
- effective classroom managers orchestrate smooth transitions and continuity of momentum throughout the day;
- effective teachers and classroom managers strike a balance between variety and challenge in student activities;
- effective classroom managers can multitask;
- effective educators have a heightened awareness of all actions and activities in the classroom;
- classroom management skills include the use of space and proximity or movement around the classroom for nearness to trouble spots and to encourage attention;
- effective teachers anticipate potential problems as a means to limit disruption;
- effective classroom teachers resolve minor inattention and disruption before they become a major disruption;
- effective classroom managers are able to increase student engagement in learning and make good use of every instructional moment;
- effective teachers seem to have eyes in the backs of their heads.

Meeting the Needs of Diverse Students

The novice teacher will be instructed on how to understand and address the diverse needs of all students. Instruction will focus on:

- novice teachers will explore their own personal histories and experiences, as well as the histories of their students and their families;
- novice teachers will develop an appreciation for diversity;
- novice teachers will engage in reflective thinking and writing;
- novice teachers will read about and/or visit teachers in diverse settings.

Focus will be on making novice teachers aware that as they plan lessons, they need to take into consideration the students' cultures and languages in their classrooms and respect their diversity.

Lesson Planning

Developing strategies for effective teaching is an ongoing process that requires the teacher to link curriculum, instruction, and assessment. To be effective, the teacher needs to be able to:

- Develop instructional strategies and methods that:
 - a. cover essential core curriculum content over the course of the year;
 - b. schedule each day and week to address all subject areas within the given time frames;
 - c. plan daily lessons and thematic units;
 - d. consistently align lesson objectives with standards to be addressed;
 - e. maximize time spent on learning.
- Select curriculum materials, always keeping standards in mind.
- Perform standards-based assessment (formative, diagnostic, summative, formal, and informal.)

Designing Professional Goals

The mentor will work collaboratively with the novice teacher to identify the novice teacher's strength and areas for improvement in teaching practice. Formal and informal assessments will be used to determine area of focus and may include: self-assessments, collaborative assessment logs, data gathered by observations during classroom visitations, and analysis of student work in relation to the New Jersey State Approved Standards.

Once an area of focus for professional growth has been determined, the novice teacher will write a SMART goal, which is specific (must be based on the InTASC Model Core Teaching Standards and clearly state what is to be accomplished), measurable (needs to be results-oriented with evidence of achievement), achievable (must be within reach given the time frame and resources available), relevant (must address a need based on data that will enhance student learning), and tactically sound (must identify barriers and challenges in process of achieving desired results).

“20-Day Requirement for Novice Alternate Route Teacher”**The 20-Day Requirement**

A key element in designing and implementing a successful mentoring program is the provision for ongoing training and support for novice alternate route teachers. The South Hackensack School District’s personnel will provide identical training for novice alternate route teachers as for all novice teachers. All novice teachers will also receive the following supports:

- At least 90 hours of contact time with their mentor to include orientation, induction, pre-service or summer clinical experiences.
- Veteran teachers will be provided the opportunity through the use of substitute teachers to support the novice teacher in his/her classroom.
- Ongoing support and training throughout the school year will be offered to the novice alternate route teacher which may extend over the 20-day intensive mentoring period.
- Alternate route teachers who are hired midyear will be provided the opportunity to observe the outgoing teacher and other highly effective veteran teachers prior to the start of employment.

Modification of the 20-Day Requirement

The district may modify the 20-day requirement and reduce the number of contact hours for alternate route teachers in the following instances:

- Candidates with teaching experience who have documented extensive nursery to grade twelve teaching experience in non-public schools or in another state, or working under an emergency/conditional certificate. The 90 hours may be reduced to 50 hours.
- Candidates who have completed Phase I A of the state sponsored regional training prior to being employed may have the 90 hours reduced to 70 hours.
- Pre-School through third grade candidates (P-3) who have served for one year as a lead teacher or two years as an assistant teacher in a pre-school may have the 90 hours reduced to 50 hours.

Substitutions for the 20-Day Requirement

The New Jersey Department of Education maintains a list of approved providers of formal instruction that includes a pre-service clinical experience. When an alternate route teacher completes the clinical experience prior to employment, this instruction and clinical experience may be substituted for the 20-day requirement. At this time, approved providers include:

- Fairleigh Dickinson Masters of Arts in Teaching
- NJCU World Languages Alternate Route
- New Jersey Consortium for Urban Education
- New Pathways to Teaching
- Richard Stockton Summer to Summer Program
- Transition to Teaching

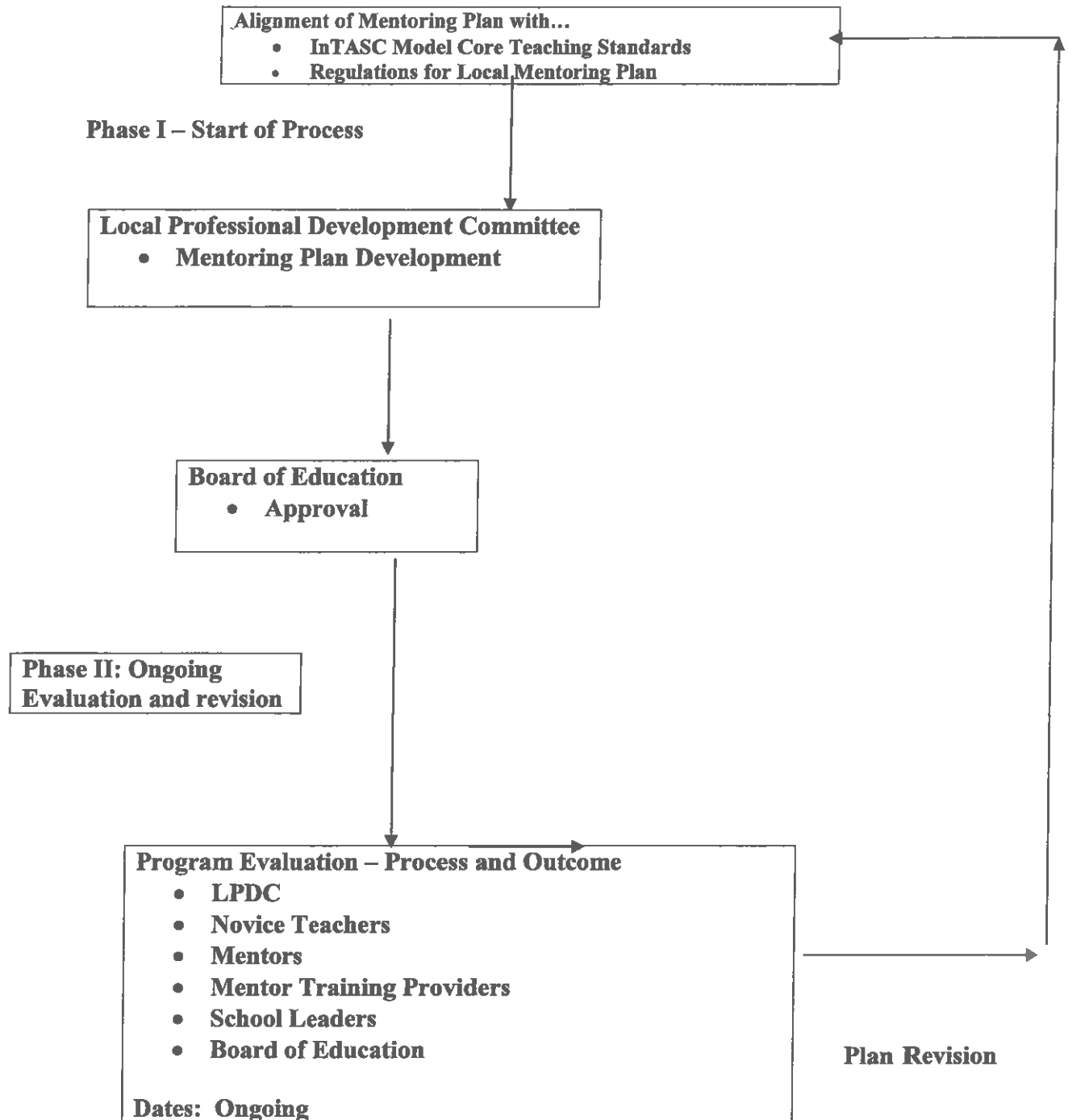
Section VIII**Plan for Implementation**

The following is the information that will be included in developing a plan for implementation of the South Hackensack mentoring plan. The plan will include a list of goals and expected outcomes, procedures for mentor selection, professional learning activities for mentors and novice teachers and the timeline for development, approval, implementation and evaluation of the program.

1. Topics to be covered in Novice Teacher Training:
 - preparing for the first day;
 - classroom management;
 - preparing for effective Parent-Teacher conferences;
 - mentor/novice teacher meetings;
 - New Jersey State Approved Standards;
 - classroom visitations;
 - mentor observations.
2. Locations and Dates of Training
3. Resources and Materials
4. Activity (e.g., Seminar, Discussions, Observations)
5. Evaluation Strategy (e.g., Evaluation Form, Mentor Log, Checklist)
6. Person Responsible
7. Alignment with InTASC Model Core Teaching Standards

Plan Approval and the Local Board of Education

Graphic Timeline for South Hackensack Mentoring Plan



Section IX

Resource Options Used

The South Hackensack School District agrees to support the implementation of the local mentoring plan by providing coverage for release time as needed for classroom visitations by novice teachers. Moreover, access to Professional Development opportunities and professional publications will be made available to such teachers. Consultative personnel will assist mentors in providing expert materials and services to novice teachers.

Mentors shall meet with novice teachers at a minimum of once per month and keep a log of meetings, to be provided to the building principal upon request. (See appendix)

Section X

Funding Resources

A recommendation will be made to the Board of Education to allocate a budget for the Mentoring Program. This money would be used to support ongoing training of mentors and novice teachers.

Section XI**Program Evaluation**

The purpose of program evaluation is to support program improvement. The South Hackensack District's program will take into consideration each level listed below to plan its mentoring program and the program evaluation:

- **Inputs/Resources:** resources of time, money, people and materials
 - Amount of time available and how it is used
 - What funds and resources are available and how they are used
 - Mentor training providers and supporters
 - Training materials
- **Activities:** professional learning activities offered (e.g., orientation, training)
 - Professional learning activities for mentors
 - Professional learning activities for novice teachers
 - Professional learning activities for school leaders
 - Ongoing networking opportunities
- **People Involvement:** number of participants involved
 - Who attends professional learning activities
- **Reactions:** what participants thought about the program
 - Follow up Evaluation Forms
- **Practice Change:** improved methods of application and practice
 - What learning is being transferred to the classrooms of both mentors and novice teachers
 - What learning is applied to ensure a rigorous mentoring experience
 - What Professional Standards for Teachers are being implemented
- **End Results:** outcomes resulting from changes in practice
 - Impact on teacher effectiveness
 - Impact on student performance
 - Impact on teacher retention

Appendices

Mentor Application and Assignment

Part A – Mentor teacher application form

I am interested in being considered for the position of mentor. I understand that the role of the mentor is a critical factor in the success of a novice teacher.

Directions: Answer the following questions and forward the completed form to the Superintendent. Use the reverse side of this form to answer the questions, if necessary. Please attach three completed reference forms to this application.

Name _____

Subject/Grade Level _____

1. Why do you want to be a mentor? What abilities and experiences do you bring to process of mentoring beginning teachers?

2. How are you keeping current in curriculum areas?

Teacher's signature _____ Date _____

Part B – Superintendent's mentor-novice assignment

I have assigned _____ to
mentor teacher

_____, grade level/position _____,
novice teacher

a first/second year teacher for the () school year.

Superintendent's signature Date _____

To be completed by the Superintendent

[illegible]

Mentoring Reference Form

I believe that:

Mentor Applicant _____

Subject/grade level _____

Possesses the required skills, knowledge and attitude to effectively serve as a mentor teacher for either a first or second-year teacher.

Name _____

School _____

Monthly Meeting Signature Page

<u>Month</u>	<u>Date</u>	<u>Mentor/Mentee Signature</u>
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		



**NEW JERSEY DEPARTMENT OF EDUCATION DISTRICT
MENTORING PLAN
STATEMENT OF ASSURANCE**

Please complete and return this two-page form to the County Office of Education by July 1 for the school year beginning the following September.

SCHOOL DISTRICT: South Hackensack

COUNTY: Bergen

ADDRESS: Memorial School
Dyer Avenue

CITY/TOWN: South Hackensack, New Jersey 07606-1537

SUPERINTENDENT/PRINCIPAL: Gregorio Maceri

PHONE: 201-440-2782 **E-MAIL:** gmaceri@shmemorial.org

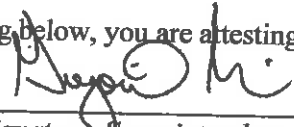


This mentoring plan will be in effect during the school year beginning September 1, 2015

The district mentoring plan has been developed in accordance with all mentoring program regulations for non-tenured teachers in their first year of employment, as specified in N.J.A.C. 6A:9B-8.4, including, but not limited to, the following:

- ☐ All non-tenured teachers in their first year of employment receive a comprehensive induction to school district policies and procedures.
- ☐ All non-tenured teachers in their first year of employment receive individualized supports and activities.
- ☐ All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing) have a one-one mentor upon beginning their contracted teaching assignment.
- ☐ All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing) participate in a one-year mentoring program.
- ☐ Each mentor teacher holds a teacher certification, has at least three years of experience and has taught full-time for at least two years within the last five years.
- ☐ The mentor teacher does not serve as their mentee's direct supervisor nor conduct evaluations of teachers.
- ☐ Each mentor teacher demonstrates a record of success in the classroom, according to the stipulations in N.J.A.C. 6A:9-8.4(e)4 regarding summative evaluation ratings.*
- ☐ Each mentor teacher completes a comprehensive mentor training program that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument,* the N.J. Professional Standards for Teachers, the Common Core State Standards, classroom observation skills, facilitating adult learning and leading reflective conversations about teaching practice.
- ☐ The district mentoring plan has been submitted to the district board of education for review of fiscal impact.
- ☐ The district mentoring plan has been shared with each school improvement panel.
- ☐ Mentoring time is logged and mentor payments are handled through the district office.

By signing below, you are attesting to the accuracy of this document.



Signature, Superintendent

Gregorio Maceri
Printed Name

South Hackensack
District Name

October 19, 2015
Date

*Charter schools may use their own system of teacher evaluation.