

**REGULAR MEETING
BOARD OF EDUCATION, SCHOOL DISTRICT OF THE CHATHAMS
MONDAY, MAY 17, 2021**

7:30 PM REGULAR BUSINESS MEETING

**CHATHAM HIGH SCHOOL AUDITORIUM
255 LAFAYETTE AVENUE, CHATHAM, NEW JERSEY**

**BOARD AND DISTRICT STAFF - IN PERSON
PUBLIC (Face masks are required and must maintain a six (6) foot distance)**

MINUTES

- I. CALL TO ORDER:** Jill Critchley Weber, President, called the meeting to order at 7:32 PM.
- II. OPEN PUBLIC MEETING STATEMENT:** In accordance with the requirements of the Open Public Meetings Act, Chapter 231, P.L. 1975 Announcement, I wish to announce that:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act, the School District of the Chathams Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Board Administrative Offices, sent to the Clerks of Chatham Borough and Chatham Township, the Library of the Chathams, the Chatham Courier, the Daily Record, the Star Ledger and TAP (news online).

III. ROLL CALL:

Present: Sal Arnuk, Ann Ciccarelli, Michelle Clark, Matthew Gilfillan, Chris Delsandro, Lata Kenney, Bradley Smith and Jill Critchley Weber

Absent: Michael Ryan

Also Present: Dr. Michael LaSusa, Superintendent; Ms. Tatiana Gilbert, Assistant Business Administrator; Ms. Karen Chase, Assistant Superintendent of Curriculum and Instruction; Ms. Beth; Grant, Human Resources Manager; and 4 members of the public and press.

- IV. PLEDGE OF ALLEGIANCE** - Ms. Critchley Weber led the assembly in the Pledge of Allegiance.

V. BOARD PRESIDENT'S COMMENTS

- Ms. Critchley Weber thanked everyone for their part in making it a successful year.

VI. ADMINISTRATIVE REPORTS

A. SUPERINTENDENT'S REPORT

- Annual Discipline Report

- Lori Girona and Anthony Gioconia presented the annual discipline report. Both noted the reduction in disciplinary infractions due to the hybrid schedules at CMS and CHS. Two possible HIB violations were formally investigated at CMS and CHS. None of these were determined to constitute HIB. Three were determined to be code of conduct violations. Both discussed strategies to address HIB at CMS and CHS.
- Update on Status of Schools
 - Discussed HIB status at elementary schools.
 - Noted that we have over 90% in person attendance at CHS and CMS. Despite more students coming back in person, no new COVID cases have been reported since May 5th.
 - We will continue to survey parents for vaccination status on a voluntary basis.
 - The State of New Jersey announced all virtual instruction will not be an option for parents next year. We will continue to look to the State and the DOH for additional guidance.

B. BUSINESS ADMINISTRATOR’S REPORT

- Construction Update
 - Tatiana Gilbert: Nothing to report.

VII. COMMITTEE REPORTS

- A. Personnel** (A. Ciccarelli): The committee met on May 5th. They briefly discussed any leaves, staffing changes, and other matters. Will meet again on June 7th.
- B. Curriculum** (L. Kenney): The committee met on May 5th. Heather Rocco and Kim Lanza presented the K-3 Literacy Program. The presentation will be made available to the public in the fall.
- C. Finance/Facilities** (M. Gilfillan): Haven’t met since last meeting. The next meeting was going to be 5/19 but it was canceled as it was deemed unnecessary.
- D. Policy and Planning** (M. Ryan) - Mr. Gilfillan filling in for Mr. Ryan: Same as Finance and Facilities.

Liaisons

- Chatham Borough (A. Ciccarelli): Nothing to report.
- Chatham Township (M. Clark): Nothing to report.
- Chatham Athletic Boosters (A. Ciccarelli/J. Weber): Nothing to report.
- Chatham Performing Arts Boosters (J. Weber): Noted that the Spring Musical begins on Thursday at the circle in front of CHS Auditorium. Unfortunately, due to copyright issues, it won’t be recorded.
- Chatham Education Foundation (L. Kenney): Nothing to report.
- Chatham Recreation (M. Gilfillan): Nothing to report.
- PTO District Cabinet (A. Ciccarelli): The PTO Fashion Show was a great success.

VIII. MINUTES

Motion by Trustee: Ms. Critchley Weber, seconded by: Mr. Arnuk, Roll call vote: 7-0-1

Approval: Minutes

RESOLVED: That the Board of Education approves the minutes from the following meetings:

- April 26, 2021 - Public Session and Executive Sessions
- May 5, 2021 - Public Session and Executive Session

IX. PUBLIC COMMENTARY

NOTICE OF PUBLIC COMMENT TIME LIMIT

Hearing of citizens during the Public Commentary section of the Agenda is an opportunity for any member of the public to be heard about issues which are/are not topics scheduled for the current meeting. To help facilitate an orderly meeting, and to permit all to be heard, speakers will be asked to limit their comments to a reasonable length of time.

- Jane Devlin: Noted that the Fashion Show was awesome. She has been active within the district since 2004. Her last niece is graduating in June, so she wanted to speak loud and clear as to her sincere appreciation for the District and all of its staff members.

X. ACTION ITEMS

A. PERSONNEL

Agenda items A.1 to A.29, Motion by Trustee: Ms. Ciccarelli, seconded by Trustee: Ms. Critchley Weber, Roll call vote: 8-0-0

1. (0269-20/21) Acceptance: Resignation

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education accepts the resignation of the following staff members:

***ADDENDUM IN BOLD**

Name	Location/Position	Effective Date	Notes
Getch, Allyson	CMS/Teacher of Mathematics	06/30/2021	
Froisland, Kristi	CHS/Teacher of Special Education	06/30/2021	
Robins, Damaris	Central Office/Transportation Coordinator	06/30/2021	
Neuner, Sharon	MAS/Paraprofessional	06/30/2021	ADDENDUM

2. (0270-20/21) Amendment: Custodial Contract - 2020/2021 School Year

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education amends the contracts for the following individuals for the 2020/2021 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Name	Position	Location	Column/Step	FTE	Salary	Night Differential	Other Salary	Effective Date	Termination Date
Avillion, Karen	Custodian	CMS	IV/4	1.0	\$41,683.00 total salary Prorated \$5,210.37	\$2,000	N/A	05/16/2021	06/30/2021
NOTE: Supersedes action on 04/27/2020 to rescind alternate week and amend salary due to change in shift. Salary listed includes the night differential.									
Paul, Joel	Custodian	CMS	IV/7	1.0	\$41,183.00 Prorated \$5,147.87	N/A	N/A	05/16/2021	06/30/2021
NOTE: Supersedes action on 04/27/2020 to rescind night differential & amend salary due to change in shift.									

3. (0271-20/21) Approval: Contracts - 2020/2021 School Year

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves contracts for the following individuals for the 2020/2021 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Name	Position	Location	Column/Step	FTE	Salary	Night Differential	Total Salary	Effective Date	Termination Date	Notes
Honore, Bernard	Custodian	District	IV/4	1.0	\$39,683.00	\$2,000.00	\$41,683.00 Prorated at \$3,473.58	06/01/2021	06/30/2021	
Nadal, Kevin	Custodian	District	IV/3	1.0	\$39,183.00	\$2,000.00	\$41,183.00 Prorated at \$3,431.92	06/01/2021	06/30/2021	

4. (0272-20/21) Approval: Contracts - 2021/2022 School Year

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves contracts for the following individuals for the 2021/2022 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Name	Position	Location	Column/Step	FTE	Salary	Night Differential	Total Salary	Effective Date	Termination Date	Notes
Honore, Bernard	Custodian	District	IV/4	1.0	\$40,565.00	\$2,000.00	\$42,565.00	07/01/2021	06/30/2022	
Nadal, Kevin	Custodian	District	IV/3	1.0	\$40,065.00	\$2,000.00	\$42,065.00	07/01/2021	06/30/2022	

5. (0273-20/21) Approval: Contracts - 2021/2022 School Year

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves contracts for the following individuals for the 2021/2022 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Name	Position	Location	Column	Step	Salary	Effective Date	Termination Date	Notes
Gaul, Emily	Teacher of Music	LAF	BA15	6	\$61,900.00	08/24/2021	06/30/2022	
Malanga, Grace	Teacher of Special Education	MAS	BA	3	\$59,185.00	08/24/2021	06/30/2022	
Lovett, Jacqueline	Teacher of Special Education	CHS	BA	3	\$59,185.00	08/24/2021	06/30/2022	
DelloStritto, Gina	Teacher of Special Education	MAS	MA	3	\$62,735.00	08/24/2021	06/30/2022	

6. (0274-20/21) Amendment: Contract - 2021/2022 School Year

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education amends the contracts for the following individual for the 2021/2022 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Name	Position	Location	Column	Step	Salary	Additional	Total Salary	Effective Date	Termination Date
Mantone, Thomas	Teacher of Health & Physical Education	CHS	MA	6	\$64,620.00	\$2,000.00	\$66,620.00	08/24/2021	06/30/2022
Supersedes action on 04/26/2021 to amend salary for extra class.									

7. (0275-20/21) Approval Contract - Leave Replacement Assignment

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the contract for the following Leave Replacement assignment for the 2021/2022 school year:

Name	Position	Location	Column / Step	FTE	Salary	Effective Date	Termination Date	Notes
Gascoigne, Courtney	Teacher of Mathematics	CMS	BA/3	1.0	\$59,185.00	08/24/2021	06/30/2022	

8. (0276-20/21) Approval: Staff Transfer of Assignment

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following staff transfer for the 2021/2022 school year:

Name	Position	Location	Column/Step	FTE	Salary	Effective Date	Notes
Oliver, Helen	Teacher of Special Education	SBS	MA/10	1.0	\$71,640.00	08/24/2021	Transfer from CHS

9. (0277-20/21) Approval: Contract - Technology Staff

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the appointment of district technology staff for the 2021/2022 school year, as per the agreement between the Board of Education and the Technology Staff and as per the agreement between the Board of Education and the Chatham Education Association. (Attachment A.9)

10. (0278-20/21) Approval: Contract - District Staff

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the appointment of district staff members for the 2021/2022 school year. (Attachment A.10)

11. (0279-20/21) Approval: Contract - Security Personnel

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the appointment of the district security personnel for the 2021/2022 school year. (Attachment A.11)

12. (0280-20/21) Approval: District Administrator Contracts

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the contracts for Ms. Karen Chase, Assistant Superintendent of Curriculum and Instruction, Dr. Emily Sortino, Assistant Superintendent of Student Support Services, Mr. Peter Daquila, Business Administrator/Board Secretary, and Ms. Beth Grant, Manager of Human Resources, for the 2021/2022 school year. These contracts have been approved by the Executive County Superintendent as required. (Contracts on file in the office of Human Resources)

13. (0281-20/21) Approval: Central Office Confidential Support Staff

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the appointment of Central Office Confidential Support Staff for the 2021/2022 school year. (Attachment A.13)

14. (0282-20/21) Approval: Job Description

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following job description as listed below:

Dean of Students

15. (0283-20/21) Approval: Contracts - 2021/2022 School Year

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves contract for the following individual for the 2021/2022 school year, as per the agreement between the School District of the Chathams and the Chatham Administrator Association (CEA):

Name	Position	Location	Column	Step	Salary	Effective Date	Termination Date	Notes
Henderson, Connor	Dean of Students	CHS	DOS	1	\$122,000.00	07/01/2021	06/30/2022	Supersedes action on 04/26/2021.

16. (0284-20/21) Approval: Unpaid Absences

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following unpaid absences during the 2020/2021 school year:

***ADDENDUM IN BOLD**

Name	Position	Location	Number of Requested Unpaid Days	Start Date	End Date	Notes
Paul, Joel	Custodian	CMS	0.5	04/30/2021	N/A	
Elkas, Jeannine	Paraprofessional	MAS	6	05/11, 5/18 & 05/25/2021, 6/01,06/08 & 06/15/2021	N/A	
Fitzgerald, Nicole	Teacher	MAS	1.5	05/12 & 05/13/2021	N/A	
Leverich, Cheryl	Paraprofessional	LAF	2	06/04/2021	06/07/2021	ADDENDUM

17. (0285-20/21) Approval: Use of Accumulated Family Illness Days

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the use of accumulated family illness days, as listed below:

Employee #	Total Number of Days	Notes
ID# 1351	2	

18. (0286-20/21) Approval: District Substitutes

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following substitutes for the 2020/2021 school year:

Teacher	Para	Clerical	Nurse	Last Name	First Name
x	x			Denecke	Craig
x	x			Sitar	Megan

19. (0287-20/21) Approval: Contracts - Extra Duty Stipends 2020/2021

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Contracts for Extra Duty Stipends, for the 2020/2021 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Staff Member	Activity	Ratio	Compensation
Keeshen, Katrina	ASP Makeup	0.5	\$502.75

20. (0288-20/21) Approval: 12-Month CAA Administrative Stipend

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves a one-time payment in the amount of \$3,000.00 to the CAA 12-month Administrators in recognition of their leadership throughout the COVID-19 pandemic and their inability to utilize vacation days in order to open the schools and keep them open. (List on file in the Human Resources office.)

21. (0289-2/21) Approval: Brain Camp, 2-3 Program

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves staff for the Brain Camp 2-3 Program, for Summer 2021, funded by the ESSER grant, as listed below:

Teacher	Hours/Day	Hourly	Days	Total Amount
Jacqueline Berger	4.5	\$52.00	20	\$4,680.00
Cathy Gomber	4.5	\$52.00	15	\$3,510.00
Megan Tompkins	4.5	\$52.00	5	\$1,170.00
Paraprofessional	Hours/Day	Hourly Rate	Days	Total Amount
Lisa Beth Reina	4.5	\$24.54	19	\$2,098.17
Megan Tompkins	4.5	\$24.54	19	\$2,098.17

22. (0290-20/21) Approval: Summer Hours

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Summer, 2021 hours and rates for the following individuals, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA),

Name	Position	Location	Number of Days/Hours	Per Diem/ Hourly Rate	Notes
Pace, Carol	Nurse	CHS	4 days	\$446.50/\$63.80	Not to exceed 4 days
Maka, Mark	Counselor	CHS	10 days	\$371.43/\$53.06	Not to exceed 10 days
Murphy, Andrea	Counselor	CHS	10 days	\$497.60/\$71.09	Not to exceed 10 days
Tully-Cano, Elizabeth	Counselor	CHS	10 days	\$437.00/\$62.43	Not to exceed 10 days
Kool-Behr, Lisa	Counselor	CHS	10 days	\$560.18/\$80.03	Not to exceed 10 days
Newcombe, Sean	Counselor	CHS	10 days	\$560.18/\$80.03	Not to exceed 10 days
Barbato, Joseph	Counselor	CHS	10 days	\$471.05/\$67.29	Not to exceed 10 days
Irene, Alexis	Counselor	CHS	10 days	\$344.68/\$49.24	Not to exceed 10 days
Sleight, Kaitlin	Counselor	CHS	15 hours	\$318.98/\$45.57	Not to exceed 15 hours
Benimeo, Frank	Counselor	CMS	10 days	\$357.65/\$51.10	Not to exceed 10 days
Butler, Susan	Nurse	CMS	4 days	\$455.00/\$65.00	Not to exceed 4 days
Montefinese, Stephanie	Counselor	CMS	10 days	\$409.03/\$58.44	Not to exceed 10 days
Whitehead, Christine	Secretary	CMS	15 days	\$193.46/\$27.64	Not to exceed 15 days
Weinroth, Gail	Counselor	CMS	10 days	\$357.65/\$51.10	Not to exceed 10 days
Kelly, Sally	Nurse	LAF	4 days	\$397.05/\$56.73	Not to exceed 4 days
McHugh, Elizabeth	Secretary	LAF	7 days	\$203.46/\$29.07	Not to exceed 7 days
Zotti, Erin	Nurse	MAS	5 days	\$430.33/\$61.48	Not to exceed 5 days.
Hollingsworth, Melanie	Secretary	MAS	15 days	\$228.94/\$32.71	Not to exceed 15 days
Sachs, Christina	Nurse	WAS	5 days	\$337.35/\$48.20	Not to exceed 5 days
Eigen, Betsy	Secretary	WAS	20 days	\$228.94/\$32.71	Not to exceed 20 days
Auer, Kimberly	Nurse	SBS	5 days	\$445.40/\$63.63	Not to exceed 5 days
Bischoff, Jennifer	Secretary	SBS	10 days	\$221.89/\$31.70	Not to exceed 10 days

23. (0291-20/21) Approval: Compensation Rates

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves Compensation Rates for the 2021/2022 school year, as per agreement between the Board of Education and the Chatham Education Association (CEA), as listed below:

Position	Notes	Rate Per Day	Rate Per Hour
Short Term Substitute Teachers		\$100/full day \$50/half day	
Long Term Substitute Teachers	(after 10 or more consecutive days in one position)	\$295.93 (1/200th of BA/3)	
Saturday School Supervisor		\$150	
Central Detention		\$30	
Bedside Instruction			\$60
Substitute School Nurse		\$200	
Long Term Substitute School Nurse		\$295.93 (1/200th of BA/3)	
Nurses State Required Records Work	Maximum of 60 hours		\$30
Secretarial/Clerical	All Secretarial Substitutes		\$16
Custodian			\$18
Maintenance			\$24
Paraprofessional			\$17
Home Behavioral Analysis - Professional			\$60
Home Behavioral Analysis- Paraprofessional			\$60
Substitute Athletic Trainer			\$40
Stage Crew Professional			\$50

24. (0292-20/21) Medical Leave of Absence - FFCRA - Medical

RESOLVED: Upon recommendation of the Superintendent, the Board of Education amends the medical leave of absence for the following staff members detailed as follows:

Employee #	Leave Start Date	EPSLA Start/End Date	Sick & Accumulated Sick Days Applied	FMLA Start Date (unpaid with benefits)	NJFLA Start Date (unpaid with benefits)	Extended Leave Start Date (unpaid without benefits)	Date of Return (Anticipated)	Notes
ID# 7110	08/25/2020	08/25 - 09/17/2020	56	12/10/2020	N/A	03/18/2021	05/10/2021	Supersedes action on 03/01/2021 to amend date of return.

25. (0293-20/21) Approval: *Extended School Year Staff*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves *Extended School Year Program Staff Members*, to provide services during Summer 2021, as listed below:

POSITION	STAFF	HOURS/DAY	TEACHER/PARA HOURLY RATE	DAYS NEEDED	TOTAL COST
Speech Therapist	Caryn Badian	85	\$80.00	N/A	\$6,800.00
Speech Therapist	Jaclyn Behrens	100	\$80.00	N/A	\$8,000.00
Speech Therapist	Colleen Mullen	100	\$80.00	N/A	\$8,000.00
Physical Therapy	Gail Hatch	50	\$80.00	N/A	\$4,000.00
Teacher	Alexandra Bonner	4.5	\$52.00	26	\$6,084.00
Teacher	Christina Cisco	4.5	\$52.00	26	\$6,084.00
Teacher	Liana Esposito	4.5	\$52.00	26	\$6,084.00
Paraprofessional	Ashlee Coleman	4.5	\$19.22	25	\$2,162.25
Paraprofessional	Danielle Doria	4.5	\$19.22	25	\$2,162.25
Paraprofessional	Colette Gruppuso	4.5	\$19.22	25	\$2,162.25
Paraprofessional	Deborah Knerr	4.5	\$19.22	20	\$1,729.80
Paraprofessional	Leonard-James Johnson	4.5	\$19.22	25	\$2,162.25
Paraprofessional	Janice Mahoney	4.5	\$19.22	25	\$2,162.25
Paraprofessional	Fatima Ouksili	4.5	\$19.22	25	\$2,162.25
Paraprofessional	Sandra Orejarena	4.5	\$19.22	25	\$2,162.25
Paraprofessional	Samantha Tisi	4.5	\$19.22	25	\$2,162.25

Substitutes		
Paraprofessional & Teacher	Daily Para Sub Rate	Daily Sub Teacher Rate
Cathy Casano-Boris	\$76.50	\$100.00
ESY/BC Paraprofessional Staff	\$76.50	\$100.00

26. (0294-20/21) Approval: *Brain Camp*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the staff for the Brain Camp Program, for Summer 2021 as listed below:

Paraprofessional	Hours/Day	Hourly Rate	Days	Total Amount
Deborah Knerr	4.5	\$19.22	5	\$432.45

Substitutes		
Paraprofessional & Teacher	Daily Para Sub Rate	Daily Sub Teacher Rate
Cathy Casano-Boris	\$76.50	\$100.00
ESY/BC Paraprofessional Staff	\$76.50	\$100.00

27. (0295-20/21) Approval: *Summer Adventures*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the staff for the Summer Adventures Program, for Summer 2021, **funded by the ESSER grant**, as listed below:

Teacher	Hourly Rate	Hours/Day	Days	Total Amount
Kimberly Dellano	\$52	4.5	10	\$2,340.00
Karen Rutkowski	\$52	4.5	10	\$2,340.00
Tara Burroughs	\$52	4.5	10	\$2,340.00
Paraprofessional	Hourly Rate	Hours/Day	Days	Total Amount
Archana Ghadge	\$19.22	4.5	9	\$778.41
Yana Doyle	\$24.54	4.5	9	993.87

28. (0296-20/21) Approval: *Summer Connect*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the staff for the Summer Connect Program, for Summer 2021, **funded by the ESSER grant**, as listed below:

Teacher	Hourly Rate	Hours/Day	Days	Total Amount
Anna Amster	\$52	4.5	10	\$2,340.00
Alexis Irene	\$52	4.5	10	\$2,340.00
Rachel Goldberg	\$52	4.5	10	\$2,340.00
Samantha Kenny	\$52	4.5	10	\$2,340.00

29. (0297-20/21) Approval: *Travel*

WHEREAS: In accordance with the State of New Jersey School District Accountability Act (A-5) and the School District of the Chatham's *Policy 6471 - School District Travel*, travel by school district employee and Board of Education members must be approved in advance; now

THEREFORE, BE IT RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following expenses for faculty, staff, administrators, and board members for seminars, conferences and workshops. The expense includes travel costs, if applicable.

Month	Day	Year	First	Last	Position	Vendor	Purpose	Location	Cost
July	19-29	2021	Rachel	Goldberg	Science Teacher	RVCC	NGSS Summer Institute	Virtual	\$200
October	20	2021	Michael	LaSusa	Superintendent	NJAAP	30th Annual Health Fair	Virtual	\$135
May July	24 - 11	2021	Rachel	Goldberg	Science Teacher	College of St. Elizabeth	Foundations in SEL	Virtual	\$295*
Sept Dec	13 - 5	2021	Rachel	Goldberg	Science Teacher	College of St. Elizabeth	Strategies in SEL	Virtual	\$395*
Jan May	17 8	2022	Rachel	Goldberg	Science Teacher	College of St. Elizabeth	Practicum in SEL	Virtual	\$495*

*Funded by ESSER grant

30. (0298-20/21) Approval: *Maternity Leaves of Absence - ADDENDUM*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following *Maternity Leave of Absence*:

Employee #	Leave Start Date	Sick & Accumulated Sick Days Applied	FMLA Start Date <i>(unpaid with benefits)</i>	NJFLA Start Date <i>(unpaid with benefits)</i>	Extended Leave Start Date <i>(unpaid without benefits)</i>	Date of Return <i>(Anticipated)</i>	Notes
ID# 8059	08/24/2021	40	N/A	N/A	10/26/2021	08/22/2022	

B. FINANCE/FACILITIES

Agenda items B.1 to B.17, Motion by Trustee: Mr. Gilfillan, seconded by Trustee: Ms. Ciccarelli, Roll call vote: 8-0-0

1. (0197-20/21) Approval: Payments - Bills List & Payroll

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following payments: (Attachment B.1)

Description	Total
Bill List - May 17, 2021	\$727,213.42
Payroll - April 15, 2021	\$2,104,065.97
Payroll - April 30, 2022	\$2,088,480.23
Total	\$4,919,759.62

2. (0198-20/21) Approval: Monthly Report of County Transfers - April 2021

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Monthly Report of County Transfers for April 2021. (Attachment B-2)

3. (0199-20/21) Approval: Report of the Board Secretary - April 2021

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Report of the Board Secretary for April 2021. (Attachment B-3)

4. (0200-20/21) Approval: Report of the Board Treasurer - April 2021

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Report of the Board Treasurer for April 2021. (Attachment B-4)

5. (0201-20/21) Approval: Finance Certification - April 2021

RESOLVED: Pursuant to N.J.A.S. 18A:17-9, the Board Secretary does certify that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.S. 18A:17-9. Pursuant to N.J.A.S. 18A:17-36, the School District of the Chathams Board of Education has reviewed for the minutes of this meeting the Board Secretary's and Treasurer's monthly financial reports for April 2021 that no account or fund has been over-expended in violation of N.J.A.S. 18A:17-36.

6. (0202-20/21) Rescind: Related (Administrative) Services - Ameriflex

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education rescinds the purchase of administrative services from Ameriflex, that relate to COBRA and billing services for retirees, at an estimated cost of \$4,500.00 annually, effective July 1, 2021 through June 30, 2022.

7. (0203-20/21) Approval: Related (Administrative) Services - Benefit Express

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the purchase of administrative services from Benefit Express, that relate to COBRA and billing services for retirees, flexible spending accounts and health savings accounts at an estimated cost of \$7,200.00 annually, effective July 1, 2021 through June 30, 2022. (*Contracts on file in the Business Office*)

8. (0204-20/21) Approval: Food Service Management Services for 2021/2022

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the food service contract addendum with Chartwell's School Dining Services of West Long Branch, NJ (hereinafter referred to as the Food Service Management Company or FSMC) for the 2021/2022 school year as follows: and

BE IT FURTHER RESOLVED: that the FSMC shall receive, in addition to the costs of operation, a management fee of \$94,039.00 (\$9,403.90 per month for 10 months; 1.0% increase) to compensate the Food Service Management Company for management costs. These fees shall be billed monthly as a cost of the operation. The LEA guarantees the payment of such costs and fees to the FSMC; and

BE IT FURTHER RESOLVED: that grades 1 through 8 will remain in the National School Lunch Program and that grades 9 through 12 will not participate in the National School Lunch Program; and

BE IT FURTHER RESOLVED: that total meals are calculated by adding reimbursable meal pattern meals (breakfast, lunch and after school snack meals) served and meal equivalents. The number of School Breakfast Program, After School Snack Program, and National School Lunch program meals served to the children shall be determined by actual count. Cash receipts, other than from Sales of National Lunch Program and School Breakfast Program meals and After School Snack program meals served to the children, shall be divided by \$3.66 to arrive at an equivalent meal count; and

BE IT FURTHER RESOLVED: that the FSMC guarantees the LEA a minimum profit return on \$100,000.00 for the school year 2021/2022. If the annual operating statement shows a return less than \$100,000.00, Chartwells will pay the difference between the actual and the guaranteed amount. The FSMC includes a full time Food Service Director with a degree in Culinary Arts to oversee the district's program and the profit is after the cost of the district's Food Service Supervisor. The Guaranteed Return is based on the following conditions and assumptions remaining in effect for the school year;

Conditions and Qualifiers to Include:

- Cash and/or reimbursement levels from State and Federal sponsors do not fall below the levels estimated in FSMC proposed budget,
- USDA Commodity levels no lower than prior agreement year,
- USDA commodities compatible with menus outline in writing by Chartwells,
- Number of feeding days as stated in RFP and the renewal agreement,
- Changes in district policies, practices and serving requirements may result in an adjustment,
- Student enrollment and ADA as stated in RFP and the renewal agreement,
- Wages, salaries and benefits as stated in RFP and the renewal agreement,
- No limitations on the sale of menu items and a la carte items, except that they conform with State and District Nutrition Policies,
- No interruption of service as outlined in RFP and the renewal agreement,
- Document submission of all documentation as outlined in RFP and the renewal agreement,
- Pricing schedule as per RFP Response and the renewal agreement,
- Staffing schedule as attached to reflect Director on District Payroll without cost to FSMC,
- Equipment and repairs will be paid by the District,
- Mutual agreement on FSMC's capital investment,

BE IT FURTHER RESOLVED: that the Board hereby directs the Board President, Board Secretary, and Board Attorney to prepare the necessary contracts in order to effectuate the purpose of this resolution.

9. (0205-20/21) Approval: 2021/2022 School Lunch Prices

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the 2021/2022 school lunch prices for the high school, middle school and elementary schools as follows:

	2018/2019	2019/2020	2020/2021	2021/2022
High School	\$4.25	\$4.25	\$4.25	\$4.50
Middle School	\$4.00	\$4.00	\$4.00	\$4.00
Elementary Schools	\$3.50	\$3.50	\$3.50	\$3.50
Reduced Price	\$0.40	\$0.40	\$0.40	\$0.00
Adult	\$4.75	\$4.75	\$5.00	\$5.00

10. (0206-20/21) Approval: Membership in SHIF (Schools Health Insurance Fund) for Medical Coverage 2021/2022

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the membership in the SHIF (Schools Health Insurance Fund) for the 2021/2022 school year. (Agreement of file in the Business Office)

11. (0207-20/21) Acceptance: Bank of America Charitable Foundation

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the acceptance of the Bank of America Charitable Foundation in the amount of \$250.00. This donation is made possible through Jill Critchley Weber and will be used at the discretion of the superintendent.

12. (0208-20/21) Acceptance: Fidelity Charitable Donor for the Eleanor Shipler Award

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the acceptance of the Fidelity Charitable Donor for the Eleanor Shipler Award in the amount of \$250.00. This donation is made possible through David and Debborah Shipler.

13. (0209-20/21) Acceptance: Donation of Books for the "All Are Welcome Here" Project

RESOLVED: Upon recommendation of the Superintendent, and as approved by the Assistant Curriculum of Instruction, the Board of Education approves the donation of 93 books valued at \$1,128.00, to be used at the Milton Ave School, the Southern Boulevard School, the Milton Ave School and the Chatham Middle School. The books are part of the "All Are Welcome Here" initiative and are being donated in honor of Asian American Heritage Month by the Asian American Allies Group of Chatham and Summit.

14. (0210-20/21) Acceptance: Box Tops for Education - CMS

RESOLVED: Upon recommendation of the Superintendent and as approved by the CMS Principal, Jill Gihorski, the Board of Education approves the donation from Box Tops for Education in the amount of \$157.60.

15. (0211-20/21) *Acceptance: CyberGrants, Lord, Abbot & Co. LLC*

RESOLVED: Upon recommendation of the Superintendent and the Lafayette Avenue Principal, Ms Cheryl Russo, the Board of Education approves the acceptance of a CyberGrant from Lord, Abbot & Co. LLC on behalf of the donor Eric Kang in the amount of \$242.57. The donation will be used at the discretion of the Lafayette Avenue Principal.

16. (0212-20/21) *Approval: Award Contract Cougar Fieldhouse Restroom Renovation*

WHEREAS: the Board of Education received proposals for the Cougar Fieldhouse Restroom Renovation Project that is being funded by a withdrawal from capital reserve in the 2020/2021 budget:

Contractor	Base Bid
Frankoski Construction Co, Inc, East Orange, NJ	\$38,700.00
Billy Contracting & Restoration, Paterson, NJ	\$44,000.00
Wallkill Group, Inc, Hamburg, NJ	\$49,000.00
Drill Construction, West Orange, NJ	\$50,000.00

Upon the Architect and Attorney’s recommendation, the project should be awarded to Frankoski Construction. of East Orange, NJ since they are the lowest responsible bidder.

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education awards the contract for the Cougar Fieldhouse Restroom Renovation Project funded by a withdrawal from capital reserve in the 2020/2021 budget to Frankoski Construction. of East Orange, NJ in the amount of \$38,700.00.

17. (0213-20/21) *Submission and Acceptance: NSLP (National School Lunch Program) Equipment Assistance Grant*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the submission and acceptance of the NSLP (National School Lunch Program) Equipment Assistance Grant for 2020/2021, for the purchase of two (2) hot and cold food well units in the amount of \$10,961.70 that will be installed at the Chatham Middle School.

18. (0214-20/21) *Approval: Settlement Agreement – ADDENDUM*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Settlement Agreement between the district and the parents of special education student #9198573492.

C. CURRICULUM

Agenda items C.1 to C.2. Motion by Trustee: Ms. Kenney, seconded by Trustee: Mr. Arnuk,
Roll call vote: 8-0-0

1. (0248-20/21) *Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from April 26, 2021 through May 14, 2021.*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the period of April 26, 2021 through May 14, 2021, pursuant to N.J.S.A. 18A:37-1 et seq.

2. (0249-20/21) *Affirmation: Findings of Harassment, Intimidation and Bully Investigations*
RESOLVED: That the Board affirms the determination made by the Superintendent regarding the HIB Investigations reported by the Superintendent at the Board's April 26, 2021 Meeting, which encompasses all HIB findings from March 22, 2021 through April 23, 2021.

D. POLICY - NONE

XI. BOARD BUSINESS - NONE

XII. PUBLIC COMMENTARY - NONE

XIII. EXECUTIVE SESSION - NONE

WHEREAS: The Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED: The Board of Education adjourns to closed session to discuss: (select one or more)

1. A matter rendered confidential by federal or state law;
2. A matter in which release of information would impair the right to receive government funds;
3. Material the disclosure of which constitutes an unwarranted invasion of individual privacy;
4. A collective bargaining agreement and/or negotiations related to it;
5. A matter involving the purchase, lease, or acquisition of real property with public funds;
6. Protection of public safety and property and/or investigations of possible violations or violations of law;
7. Pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege;
8. Specific prospective or current employees unless all who could be adversely affected request an open session;
9. Deliberation after a public hearing that could result in a civil penalty or other loss; and be it further

RESOLVED: The minutes of this closed session will be made public when the need for confidentiality no longer exists.

XIV. PUBLIC SESSION

XV. ADJOURNMENT

On motion by Ms. Critchley Weber, seconded by Ms. Clark and as approved by unanimous vote, the meeting adjourned at 8:24 PM.

Minutes recorded by:

Tatiana Gilbert
Assistant Business Administrator/Assistant Board Secretary

School District of the Chathams
Reappointment of Paraprofessional Staff
School Year 2021/2022
Effective: August 24, 2021 - June 30, 2022

Attachment A.10
Monday, June 21, 2021

Last Name	First Name	Location	Title	Rate	Other
DeLaurentis	Kim	CHS	Paraprofessional	\$21.39	
Maurer	Marisa	CHS	Paraprofessional	\$19.22	\$600.00
Maxwell	Laura	CHS	Paraprofessional	\$19.22	\$600.00
McGookin	Elizabeth	CHS	Paraprofessional	\$19.22	
Patrone	Doreen	CHS	Paraprofessional	\$19.22	\$600.00
Wanniarachchi	Decika	CHS	Paraprofessional	\$19.22	\$600.00
Anderson	Ellen	CMS	Paraprofessional	\$21.39	
Coleman	Brett	CMS	Paraprofessional	\$19.22	\$600.00
Costa	Maryann	CMS	Paraprofessional	\$39,525.00	\$600.00
Dovico	Marc	CMS	Paraprofessional	\$24.54	
Failla	Whitney	CMS	Paraprofessional	\$24.54	
Luongo	Jennifer	CMS	Paraprofessional	\$21.39	
Malatesta	Lucy	CMS	Paraprofessional	\$21.39	
Marqueen	Helen	CMS	Paraprofessional	\$24.54	
Milanesi	Ellen	CMS	Paraprofessional	\$19.22	
Molnar	Nicole	CMS	Paraprofessional	\$19.22	
Murray	Tracy	CMS	Paraprofessional	\$19.22	
Peters	Cecilia	CMS	Paraprofessional	\$24.54	
Rinato	Sharon	CMS	Paraprofessional	\$24.54	
Rosenblatt	Deborah	CMS	Paraprofessional	\$21.39	
Sacco	Pamela	CMS	Paraprofessional	\$21.39	
Schein	Steven	CMS	Paraprofessional	\$21.39	\$600.00
Szajowski	Elizabeth	CMS	Paraprofessional	\$24.54	
Tompson	Steven	CMS	Paraprofessional	\$21.39	
Vega	Alexander	CMS	Paraprofessional	\$19.22	\$600.00
Winard	Nancy	CMS	Paraprofessional	\$19.22	
Azzaro	Stephanie	LAF	Paraprofessional	\$19.22	
Burke	Laura	LAF	Paraprofessional	\$24.54	
DiSessa	Raquel	LAF	Paraprofessional	\$21.39	
Fell	Diane	LAF	Paraprofessional	\$21.39	
Forand-Pike	Diana	LAF	Paraprofessional	\$19.22	
Henwood	Jennifer	LAF	Paraprofessional	\$19.22	
Himstreet	Kathryn	LAF	Paraprofessional	\$19.22	
Jobanputra	Avni	LAF	Paraprofessional	\$21.39	
Leverich	Cheryl	LAF	Paraprofessional	\$19.22	
Maroney	Elizabeth	LAF	Paraprofessional	\$24.54	
Megargel	Jennifer	LAF	Paraprofessional	\$24.54	
Ouksili	Fatima	LAF	Paraprofessional	\$19.22	
Pollack	Kathryn	LAF	Paraprofessional	\$19.22	\$600.00

School District of the Chathams
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Attachment A.10
Monday, June 21, 2021

Last Name	First Name	Location	Title	Rate	Other
Skrobacz	Amy	LAF	Paraprofessional	\$24.54	
Summers	Susan	LAF	Paraprofessional	\$19.22	\$600.00
Torrioni	Debra	LAF	Paraprofessional	\$21.39	
Urashima	Eliana	LAF	Paraprofessional	\$19.22	
Zinser	Ami	LAF	Paraprofessional	\$24.54	
Ames	Ellen	MAS	Paraprofessional	\$24.54	\$600.00
Bauer	Shannon	MAS	Paraprofessional	\$21.39	\$600.00
Beebe	Brenda	MAS	Paraprofessional	\$19.22	\$600.00
Caracciolo	Krista	MAS	Paraprofessional	\$19.22	\$600.00
Casano-Boris	Cathy	MAS	Paraprofessional	\$19.22	
Elkas	Jeannine	MAS	Paraprofessional	\$21.39	\$600.00
Heap	Lisa	MAS	Paraprofessional	\$24.54	
Johnson	Leonard-James	MAS	Paraprofessional	\$19.22	\$600.00
Kim	Cecilia	MAS	Paraprofessional	\$19.22	
Lauver	Michele	MAS	Paraprofessional	\$24.54	
Lukis	Melissa	MAS	Paraprofessional	\$21.39	
McCabe	Maryann	MAS	Paraprofessional	\$24.54	
Nelson	Karen	MAS	Paraprofessional	\$19.22	
Orejarena	Sandra	MAS	Paraprofessional	\$19.22	\$600.00
Porfirio	Maria	MAS	Paraprofessional	\$24.54	
Reina	Lisa	MAS	Paraprofessional	\$24.54	
Rondepierre	Lisa	MAS	Paraprofessional	\$24.54	\$600.00
Sanderson	Kirsty	MAS	Paraprofessional	\$19.22	\$600.00
Serrapica	Bonnie	MAS	Paraprofessional	\$24.54	
Suber	Mary Sue	MAS	Paraprofessional	\$21.39	
Tomaino	April	MAS	Paraprofessional	\$19.22	\$600.00
Zigon	Wendy	MAS	Paraprofessional	\$19.22	
Campbell	Donna	SBS	Paraprofessional	\$24.54	
Cody	Kelly	SBS	Paraprofessional	\$19.22	
DeSante	Nancy	SBS	Paraprofessional	\$24.54	
Gruppuso	Colette	SBS	Paraprofessional	\$19.22	
Haller	Mindy	SBS	Paraprofessional	\$19.22	
Jones	Sylvona	SBS	Paraprofessional	\$19.22	
Knerr	Deborah	SBS	Paraprofessional	\$19.22	
Lowe	Patricia	SBS	Paraprofessional	\$24.54	
Mackessy	Alison	SBS	Paraprofessional	\$19.22	
Matyas	Arleen	SBS	Paraprofessional	\$24.54	
Menza	Joelle	SBS	Paraprofessional	\$19.22	
Savarese	Kelly	SBS	Paraprofessional	\$24.54	

School District of the Chathams
Reappointment of Paraprofessional Staff
School Year 2021/2022
Effective: August 24, 2021 - June 30, 2022

Attachment A.10
Monday, June 21, 2021

Last Name	First Name	Location	Title	Rate	Other
Srikantan	Sharada	SBS	Paraprofessional	\$24.54	
Bissett	Kelly	WAS	Paraprofessional	\$24.54	\$600.00
Carles	Julie	WAS	Paraprofessional	\$21.39	\$600.00
Cody	Suzanne	WAS	Paraprofessional	\$19.22	
Cruz	Emilee	WAS	Paraprofessional	\$19.22	
Druhot	Dawn	WAS	Paraprofessional	\$21.39	
Garfinkel	Karen	WAS	Paraprofessional	\$21.39	
Guerrero	Joan	WAS	Paraprofessional	\$24.54	
Hernandez Ramirez	Victor	WAS	Paraprofessional	\$19.22	\$600.00
LaCorte	Mary	WAS	Paraprofessional	\$24.54	
Milone	Susan	WAS	Paraprofessional	\$24.54	
O'Connor	Anne	WAS	Paraprofessional	\$24.54	
Srygley	Bonnie	WAS	Paraprofessional	\$24.54	
Stumpf	Anne	WAS	Paraprofessional	\$24.54	
Switzer	Maura	WAS	Paraprofessional	\$24.54	
Ziegler	Marisol	WAS	Paraprofessional	\$19.22	\$600.00



LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i)

Introduction and Background

As announced in the New Jersey Department of Education (NJDOE)'s [April 28, 2021 broadcast](#), in March 2021 President Biden signed the Federal [American Rescue Plan \(ARP\) Act](#), Public Law 117-2, into law. The ARP Act provides an additional \$122 billion in Elementary and Secondary School Emergency Relief (ARP ESSER) to States and school districts to help safely reopen, sustain the safe operation of schools, and address the impacts of the COVID-19 pandemic on the nation's students. As with the previous ESSER funds available under the Coronavirus Aid, Relief and Economic Security (CARES) Act, and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), the purpose of the additional funding is to support local educational agencies (LEAs) in preparing for and responding to the impacts of COVID-19 on educators, students, and families. Additional information on ARP ESSER may be found in the NJDOE's [funding comparison fact sheet](#).

Section 2001(i)(1) of the ARP Act requires each LEA that receives ARP ESSER funds to develop and make publicly available on the LEA's website, no later than 30 days after receiving ARP ESSER funds, a plan for the safe return to in-person instruction and continuity of services for all schools (Safe Return Plan). A Safe Return Plan is required of all fund recipients, including those that have already returned to in-person instruction. Section 2001(i)(2) of the ARP Act further requires that the LEA seek public comment on the Safe Return Plan and take those comments into account in finalization of the Safe Return Plan. Under the interim final requirements published in [Volume 86, No. 76 of the Federal Register](#) by the U.S. Department of Education (USDE), an LEA must periodically, but no less frequently than every six months through September 30, 2023, review and, as appropriate, revise its Safe Return Plan.

Pursuant to those requirements, **LEAs must submit to the NJDOE and post on their website their Safe Return Plans by June 24, 2021.** The NJDOE intends to make LEA ARP ESSER Fund applications available in EWEG on May 24, 2021 and LEAs will submit their Safe Return Plans to the NJDOE via EWEG. To assist LEAs with the development of their Safe Return Plans, the NJDOE is providing the following template.

This template incorporates the federally-required components of the Safe Return Plan. The questions in the template below will be included in the LEA ARP ESSER Fund application in EWEG. LEAs will submit responses to the questions within the LEA ARP ESSER Fund application in EWEG by June 24, 2021. The NJDOE hopes that this template will allow LEAs to effectively plan for that submission and to easily post the information to their websites as required by the ARP Act.

Note that on May 17, 2021, Governor Murphy [announced](#) that upon the conclusion of the 2020-2021 school year, portions of Executive Order 175 allowing remote learning will be rescinded, meaning that schools will be required to provide full-day, in-person instruction, as they were prior to the COVID-19 Public Health Emergency. The NJDOE and New Jersey Department of Health will share additional information regarding State requirements or guidance for health and safety protocols for the 2021-2022 school year as it becomes available.

Template: LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: School District of the Chathams

Date (mm/dd/yyyy): 06/15/2021

Date Revised (mm/dd/yyyy):

1. Maintaining Health and Safety

For each mitigation strategy listed below (A–H), please describe how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC.

A. Universal and correct wearing of masks

The School District of the Chathams reopened its doors to students for in-person instruction on September 8, 2020. Prior to that date, the Board of Education adopted [Policy 1648](#) and [Policy 1648.1](#), both of which detail that face coverings are required for all staff, students, and other individuals in the school setting. The only exception to the face covering requirement is for individuals whose health may be compromised by wearing a face mask and other minor exceptions granted by the New Jersey Department of Education, such as when students are playing a musical instrument and are spaced at least six feet apart or when students are engaged in aerobic activity outdoors. For the 2020/2021 school year, the school district did not grant any exception to mask wearing for health reasons and mask compliance has been near 100% for all staff and students.

B. Physical distancing (e.g., including use of cohorts/podding)

Upon opening in September of 2020, the School District of the Chathams utilized two tiers of physical distancing. At the PK-5 level, all students were welcome to attend school every day, with over 90% electing to do so. To accommodate this number of students, the school district spaced students at least three feet apart and utilized desk barriers on all student seating. At the 6-12 level, each grade level was divided into two cohorts—an A and a B cohort—and attended school every other day. To accommodate this number of students, the school district spaced

students approximately six feet apart. By April, as the NJDOH guidance changed to reflect both new CDC guidance and also falling case rates, the school district collapsed its cohorts and permitted all students to attend school every day. The school district spaced students at least three feet apart and utilized desk shields on all student work spaces in the district.

C. Handwashing and respiratory etiquette

During the summer of 2020, the school district purchased hand sanitizer for every classroom in the district and encouraged students to use hand sanitizer as they wished. The school district also encouraged students to wash their hands whenever necessary. The school district reinforced both proper hand etiquette and respiratory etiquette through its own [health website](#) and videos created by the district nursing staff.

D. Cleaning and maintaining healthy facilities, including improving ventilation

[Policy 1648](#) outlines all of the cleaning protocols implemented from the beginning of the 2020/2021 school year and continuing through the coming year. These protocols include daily sanitization of all classrooms, frequent sanitization of high-touch surfaces, and disinfection of special equipment in between student use. With respect to ventilation, all mechanical ventilation units in the district were confirmed to be operational throughout the year and all were confirmed to have the manufacturer-specified air filters in place. All teachers were encouraged to open the windows in their classrooms to maximize fresh air exchange, and classroom doors were required to remain open throughout the school day. Finally, all HVAC units were programs to run continuously from before the day began until after it ended in order to further maximize fresh air exchange.

E. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments

[Policy 1648](#) outlines relevant contact tracing, quarantining, and isolation measures. Further, the district's [Rule for Return](#) specify all of the steps that staff, students, and parents must take if sick or exposed to COVID. All of these rules have changed according to the New Jersey Department of Health updates, which were informed by CDC changes.

F. Diagnostic and screening testing

[Policy 1648](#) details the daily health screening requirements for all staff and students. Since April 2021, the school district has also offered voluntary COVID-19 PCR testing to all staff and students on a weekly basis.

G. Efforts to provide vaccinations to educators, other staff, and students, if eligible

The school district partnered with Atlantic Health System to secure vaccination appointments for all staff members in the district in March 2021. The school district continues to work with AHS to provide voluntary COVID testing for students and staff, and discussions are currently underway for the provision of vaccines for any staff or student who is eligible and has not yet been vaccinated.

H. Appropriate accommodations for children with disabilities with respect to the health and safety policies

All students with an IEP, regardless of grade level, were permitted to attend school every day in-person this school year. Accommodations for students with disabilities were made on a case-by-case basis according to their IEP, and included the provision of remote therapies when requested and frequent mask breaks for students who needed them.

2. Ensuring Continuity of Services

A. Describe how the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services. (1000 character limit)

The school district has created and is about to implement a bevy of summer programming. This includes extended school year programming for students with disabilities, learning acceleration for students not yet performing at grade level, teletherapy for mental health support for students who have been referred by counselors or parents as struggling, and social reintegration programs for students identified as suffering from social anxiety or a lack of social interaction. The school district is taking advantage of the federal lunch program that will provide free lunch to all students for the 2021/2022 school year.

3. Public Comment

A. Describe how the LEA sought public comment on its plan, and how it took those public comment into account in the development of its plan. Note, the ARP requires that LEAs seek public comment for each 60-day revision to the plan. (1000 character limit)

The school district presented its draft plan at the June 24 Board of Education meeting and sought public comment at that time. The school district will solicit additional public input each time the plan is revised.

B. Describe how the LEA ensured that the plan is in an understandable and uniform format; is to the extent practicable written in a language that parents can understand or, if not practicable to provide written translations to a parent with limited English proficiency, will be orally translated for such a parent; and upon request by a parent who is an individual with a disability as defined by the ADA, will be provided in an alternative format accessible to that parent. (1000 character limit)

The school district has striven to be concise, clear, and straightforward in its plan articulation. It ensures that all documents and files posted to the district website are compatible with standard digital readers that enable access to the visually impaired. The school district will translate the plan into any language upon request.

Bills To Be Approved Board Report
Checks Dated From 06/01/2021 To 06/21/2021

Check No.	Check Date	Vendor Name	Check Total
10*70757*v	06/16/2021	KENNETH EGAN	\$-477.78
10*71277	06/21/2021	MOHAMMED (MO) ABDELAZIZ	\$173.46
10*71278	06/21/2021	ABLENET, INC.	\$20,357.50
10*71279	06/21/2021	ACCREDITED LOCK SUPPLY	\$27.48
10*71280	06/21/2021	ALARM & COMMUNICATION TECH	\$538.90
10*71281	06/21/2021	ALLIED FILTER COMPANY	\$342.00
10*71282	06/21/2021	AMAZON.COM LLC	\$1,234.84
10*71283	06/21/2021	APPLE COMPUTER INC	\$299.00
10*71284	06/21/2021	ARCTIC FALLS	\$93.00
10*71285	06/21/2021	ASSETGENIE INC.	\$39.95
10*71286	06/21/2021	BANYAN SCHOOL	\$7,227.75
10*71287	06/21/2021	BARBARA FERTAKOS	\$452.84
10*71288	06/21/2021	BARCO PRODUCTS COMPANY	\$282.55
10*71289	06/21/2021	BARNES & NOBLE	\$5,664.78
10*71290	06/21/2021	BEN SHAFFER RECREATION INC.	\$6,653.40
10*71291	06/21/2021	BETH GRANT	\$1,572.33
10*71292	06/21/2021	BOGUSH INC	\$125.00
10*71293	06/21/2021	BOROUGH OF CHATHAM WATER DEPT	\$2,413.94
10*71294	06/21/2021	C.R. CONSTRUCTION CO., INC,	\$55,874.08
10*71295	06/21/2021	CABLEVISION OF MORRIS	\$249.90
10*71296	06/21/2021	CALAIS SCHOOL	\$5,530.00
10*71297	06/21/2021	CAMCOR, INC	\$839.21
10*71298	06/21/2021	CANNON, CHARLES	\$144.00
10*71299	06/21/2021	CAROLINA BIOLOGICAL SUPPLY	\$103.88
10*71300	06/21/2021	CDW GOVERNMENT INC	\$55,557.28
10*71301	06/21/2021	CELEBRATE THE CHILDREN	\$4,713.00
10*71302	06/21/2021	CENERGISTIC LLC	\$8,600.00
10*71303	06/21/2021	CEREBRAL PALSY OF NORTH JERSEY	\$7,121.88
10*71304	06/21/2021	KAREN CHASE	\$3,117.75
10*71305	06/21/2021	CHATHAM FAMILY PRACTICE	\$13,675.00
10*71306	06/21/2021	CHATHAM HIGH SCHOOL PETTY CASH	\$619.80
10*71307	06/21/2021	CHATHAM NAPA #998	\$91.73
10*71308	06/21/2021	CHATHAM PRINT & DESIGN	\$10,227.51
10*71309	06/21/2021	CHS ATHLETIC BOOSTERS	\$13,046.41
10*71310	06/21/2021	CLEARY GIACOBBE ALFIERI & JACOBS LLC	\$5,283.25
10*71311	06/21/2021	CM3 BUILDING SOLUTIONS, INC	\$875.10
10*71312	06/21/2021	COLLEGE BOARD	\$400.00
10*71313	06/21/2021	CRAWFORD, KRISTEN (05)	\$4,824.68
10*71314	06/21/2021	CYBERGUYS	\$79.61
10*71315	06/21/2021	DAGOUNIS, DANIELLE 04	\$349.00
10*71316	06/21/2021	DAILY RECORD-CLASSIFIED ADS	\$1,059.00
10*71317	06/21/2021	DELL COMPUTER	\$2,183.84
10*71318	06/21/2021	DELTA DENTAL PLAN OF NJ	\$56,463.68
10*71319	06/21/2021	DEMCO INC	\$30.22
10*71320	06/21/2021	DIRECTORS OF ATHLETICS ASSOCIATION OF NJ INC	\$135.00
10*71321	06/21/2021	DONAGHY'S BOOKWORM, INC.	\$780.30
10*71322	06/21/2021	DREYER'S LUMBER & HARDWARE CO	\$109.08
10*71323	06/21/2021	DRILL CONSTRUCTION CO., INC.	\$44,858.52
10*71324	06/21/2021	ECLC OF NEW JERSEY	\$34,076.36
10*71325	06/21/2021	EDUCATIONAL DATA SERVICES INC	\$75.00
10*71326	06/21/2021	EDUCATIONAL SERVICES COMM OF MORRIS CTY	\$86,088.46

Bills To Be Approved Board Report
 Checks Dated From 06/01/2021 To 06/21/2021

Check No.	Check Date	Vendor Name	Check Total
10*71327	06/21/2021	EDUCERE LLC	\$873.00
10*71328	06/21/2021	ELEFANTE MUSIC	\$8,391.50
10*71329	06/21/2021	ERIC PURCELL AND JESSICA APPICELLI	\$5,400.00
10*71330	06/21/2021	FARLEY, JAMES 04	\$150.00
10*71331	06/21/2021	FIRST STUDENT	\$182,021.60
10*71332	06/21/2021	FOLLETT EDUCATIONAL SERVICES	\$715.78
10*71333	06/21/2021	FOLLETT LIBRARY RESOURCES	\$871.68
10*71334	06/21/2021	FW WEBB COMPANY	\$83.23
10*71335	06/21/2021	GENESIS EDUCATIONAL SERVICES	\$700.00
10*71336	06/21/2021	GINGERBREDKIDZ LLC	\$2,450.00
10*71337	06/21/2021	GM FENCE	\$3,300.00
10*71338	06/21/2021	GOLDBERG, RACHEL 04	\$296.95
10*71339	06/21/2021	GRAINGER INC	\$3,982.49
10*71340	06/21/2021	HEINEMANN EDUCATIONAL BOOKS	\$53.00
10*71341	06/21/2021	HITCHINGS, JAMES 04	\$76.21
10*71342	06/21/2021	HOMECARE THERAPIES, INC. LLC	\$6,092.17
10*71343	06/21/2021	HOUSE OF GLASS	\$895.00
10*71344	06/21/2021	J&R SOUND AND COMMUNICATION	\$518.70
10*71345	06/21/2021	JAEGER LUMBER	\$1,028.69
10*71346	06/21/2021	JAFFE, EVAN	\$885.00
10*71347	06/21/2021	JAKE STORAGE CONTAINERS, LLC	\$620.00
10*71348	06/21/2021	JCW INC. DBA NATURAL GREEN LAWN CARE	\$5,750.00
10*71349	06/21/2021	JERSEY CENTRAL POWER & LIGHT	\$17,880.55
10*71350	06/21/2021	JEWELL PARKER RHODES	\$375.00
10*71351	06/21/2021	UNITED SITE SERVICES	\$1,248.70
10*71352	06/21/2021	JOHNSTONE SUPPLY	\$129.04
10*71353	06/21/2021	TERRI JONES	\$1,640.00
10*71354	06/21/2021	JOSTENS INC	\$1,196.31
10*71355	06/21/2021	K OFFICES LLC	\$6,014.93
10*71356	06/21/2021	KELLIMEG MAINTENANCE - BREAKDOWN PRODUCT	\$356.00
10*71357	06/21/2021	KENCOR INC	\$640.00
10*71358	06/21/2021	KEVIN LYNCH	\$400.00
10*71359	06/21/2021	KEYBOARD CONSULTANTS	\$1,657.20
10*71360	06/21/2021	KIMBERLY N. PARKER	\$2,500.00
10*71361	06/21/2021	KNOX COMPANY	\$459.00
10*71362	06/21/2021	KURTZ BROS. INC	\$47.49
10*71363	06/21/2021	LAKESHORE LEARNING MATERIALS	\$548.55
10*71364	06/21/2021	JOHN LALLY	\$62.00
10*71365	06/21/2021	LANGUAGE LINE SERVICES, INC.	\$27.20
10*71366	06/21/2021	JOHN LATONA	\$3,069.37
10*71367	06/21/2021	EI US, LLC	\$2,074.00
10*71368	06/21/2021	RENA LEO 05	\$43.75
10*71369	06/21/2021	LIAM KELLER 15	\$129.00
10*71370	06/21/2021	KENNETH EGAN	\$477.78
10*71371	06/21/2021	M & M LIMOUSINE & CAR SERVICE	\$5,310.00
10*71372	06/21/2021	GASPER J MAJOR	\$382.25
10*71373	06/21/2021	MANHATTAN WELDING COMPANY, INC.	\$16,296.00
10*71374	06/21/2021	MORRIS & BERGEN CTY IRRIGATION	\$340.34
10*71375	06/21/2021	MORRIS COUNTY SECONDARY SCHOOL ATHLETIC DIRECTORS ASSOX. INC -MORRIS COUNTY TRACK COAC	\$874.00
10*71376	06/21/2021	MORRIS COUNTY SECONDARY SCHOOL ATHLETIC DIRECTORS ASSOX. INC -MORRIS COUNTY TRACK COAC	\$567.00
10*71377	06/21/2021	MORRIS COUNTY SECONDARY SCHOOL ATHLETIC DIRECTORS ASSOX. INC -MORRIS COUNTY TRACK COAC	\$960.00

Bills To Be Approved Board Report
 Checks Dated From 06/01/2021 To 06/21/2021

Check No.	Check Date	Vendor Name	Check Total
10*71378	06/21/2021	MORRIS COUNTY TEEN ARTS	\$250.00
10*71379	06/21/2021	MORRIS COUNTY VOCATIONAL SCHOO	\$6,869.70
10*71380	06/21/2021	MORRIS SCHOOL DISTRICT	\$17,130.60
10*71381	06/21/2021	MORRIS UNION JOINTURE COMMISSI	\$118,701.11
10*71382	06/21/2021	MOUNTAIN LAKES BOARD OF EDUCATION	\$7,420.00
10*71383	06/21/2021	MOUNTAIN LAKES BOARD OF EDUCATION	\$1,009.00
10*71384	06/21/2021	MUNICIPAL CAPITAL CORPORATION	\$11,033.00
10*71385	06/21/2021	NADEGE NICOLL	\$403.39
10*71386	06/21/2021	NASCO	\$237.92
10*71387	06/21/2021	NEW JERSEY INSTITUTE FOR DISABILITIES, INC. - LAKEVIEW SCHOOL	\$6,117.36
10*71388	06/21/2021	NJ AMERICAN WATER COMPANY	\$3,388.17
10*71389	06/21/2021	NJSIAA	\$90.00
10*71390	06/21/2021	NJSIAA	\$1,117.00
10*71391	06/21/2021	O'CONNOR, WILLIAM	\$51.17
10*71392	06/21/2021	ONE CALL CONCEPTS, INC.	\$45.76
10*71393	06/21/2021	RICHARD PAPROTA	\$174.99
10*71394	06/21/2021	PARETTE SOMJEN ARCHITECTS LLC	\$500.00
10*71395	06/21/2021	PARTAC PEAT CORPORATION	\$690.19
10*71396	06/21/2021	PARTS-PEOPLE.COM, INC.	\$209.95
10*71397	06/21/2021	PASSAIC VALLEY COACHES	\$2,367.50
10*71398	06/21/2021	PATRICK AND AMY SWEENEY	\$6,500.00
10*71399	06/21/2021	PEAPOD - COMMERCIAL ACCOUNTS	\$89.93
10*71400	06/21/2021	PEARSON ASSESSMENTS	\$56.00
10*71401	06/21/2021	PITNEY BOWES	\$445.32
10*71402	06/21/2021	PITNEY BOWES-SUPPLIES	\$18.00
10*71403	06/21/2021	PITNEY BOWES-SUPPLIES	\$117.00
10*71404	06/21/2021	PLAYCORE GROUP INC. & SUBSIDIARIES	\$4,481.00
10*71405	06/21/2021	POLLARD DANIEL	\$28.98
10*71406	06/21/2021	GINA PRIANO-KEYSER	\$52.37
10*71407	06/21/2021	PSAT 10	\$5,355.00
10*71408	06/21/2021	PTO - WASHINGTON AVENUE SCHOOL	\$1,249.79
10*71409	06/21/2021	PUBLIC SERVICE ELECTRIC & GAS	\$7,076.18
10*71410	06/21/2021	R & J CONTROL	\$489.00
10*71411	06/21/2021	RANDOLPH TRACK CLUB	\$648.00
10*71412	06/21/2021	RARITAN VALLEY COMMUNITY COLLEGE	\$200.00
10*71413	06/21/2021	RARITAN VALLEY COMMUNITY COLLEGE	\$200.00
10*71414	06/21/2021	RICCIARDI BROTHERS, INC.	\$1,104.76
10*71415	06/21/2021	RK OCCUPATIONAL & ENV ANALYSIS	\$2,900.00
10*71416	06/21/2021	ROSE BRAND	\$1,914.72
10*71417	06/21/2021	ROXBURY TOWNSHIP SCHOOL DISTIRCT	\$12,445.80
10*71418	06/21/2021	SAGE DAY	\$8,616.00
10*71419	06/21/2021	SCHOOL HEALTH CORPORATION	\$144.50
10*71420	06/21/2021	PERMA RISK MANAGEMENT SERV (SHIF)	\$1,763,267.00
10*71421	06/21/2021	SCHOOL OUTFITTERS	\$190.99
10*71422	06/21/2021	SENSORY GARDEN OCCUPATIONAL THERAPY, LLC	\$4,197.50
10*71423	06/21/2021	SERVICE PLUS	\$1,084.95
10*71424	06/21/2021	SEWING AIDS & NOTIONS EVERYONE	\$90.00
10*71425	06/21/2021	SILVERGATE PREPATORRY SCHOOL LLC	\$2,280.00
10*71426	06/21/2021	SOUTHERN POVERTY LAW CENTER, INC.	\$500.00
10*71427	06/21/2021	SOUTHERN SOURCE INDUSTRIES, INC.	\$4,253.61
10*71428	06/21/2021	SPECIALTY GRAPHICS LLC	\$513.00

Bills To Be Approved Board Report
Checks Dated From 06/01/2021 To 06/21/2021

Check No.	Check Date	Vendor Name	Check Total
10*71429	06/21/2021	SPECTROTEL	\$212.45
10*71430	06/21/2021	SPECTRUM 360	\$23,218.16
10*71431	06/21/2021	SPEEDWELL ELECTRIC MOTORS	\$3,366.00
10*71432	06/21/2021	SPORTS PARADISE	\$2,253.00
10*71433	06/21/2021	ST.JOSEPHS SCHOOL FOR THE BLIND	\$15,484.70
10*71434	06/21/2021	STANK ENVIRONMENTAL LLC	\$690.00
10*71435	06/21/2021	STAPLES ADVANTAGE	\$519.47
10*71436	06/21/2021	STAPLES	\$181.13
10*71437	06/21/2021	STARS (SOLOMEN THERAPEUTICS)	\$560.00
10*71438	06/21/2021	JOEL STEIN	\$213.00
10*71439	06/21/2021	STEWART MORRIS INC	\$1,691.81
10*71440	06/21/2021	SUMMIT BOARD OF EDUCATION	\$2,265.04
10*71441	06/21/2021	SUMMIT ELECTRICAL SUPPLY CO	\$437.45
10*71442	06/21/2021	SUMMIT SPEECH SCHOOL	\$783.75
10*71443	06/21/2021	SUNLIGHT GENERAL MORRIS SOLAR LLC	\$1,075.75
10*71444	06/21/2021	SWEETWATER SOUND INC	\$2,800.79
10*71445	06/21/2021	T-MOBILE USA INC	\$40.00
10*71446	06/21/2021	TALK TO ME TECHNOLOGIES, LLC	\$187.39
10*71447	06/21/2021	TANNER NORTH JERSEY INC	\$2,959.26
10*71448	06/21/2021	DENNIS TAYLOR	\$174.99
10*71449	06/21/2021	TERESA-MARIA GOTANCO	\$1,400.00
10*71450	06/21/2021	THE BOOKSOURCE INC	\$1,140.08
10*71451	06/21/2021	THERAPY SHOPPE	\$114.33
10*71452	06/21/2021	TRACY AND BONNI PRESS	\$16,250.00
10*71453	06/21/2021	TRANSFINDER CORPORATION	\$505.00
10*71454	06/21/2021	TREASURER STATE OF NJ	\$10,899.53
10*71455	06/21/2021	TRI-STATE FOLDING PARTITIONS INC	\$3,999.00
10*71456	06/21/2021	ULINE INC	\$173.76
10*71457	06/21/2021	ULTIMATE SECURITY SYSTEMS INC	\$654.00
10*71458	06/21/2021	UNITY CHARTER SCHOOL	\$4,734.00
10*71459	06/21/2021	V E RALPH	\$1,739.50
10*71460	06/21/2021	VANDERHOOF TRANSPORTATION CO INC	\$1,845.00
10*71461	06/21/2021	VARIDESK LLC.	\$495.00
10*71462	06/21/2021	VERIZON WIRELESS	\$391.48
10*71463	06/21/2021	VERIZON-NEW JERSEY TELEPHONE	\$205.91
10*71464	06/21/2021	VILLAGE HARDWARE	\$22.03
10*71465	06/21/2021	VILLAGE SUPERMARKETS	\$2,101.27
10*71466	06/21/2021	W.B. MASON	\$334.84
10*71467	06/21/2021	WAGeworks INC	\$928.00
10*71468	06/21/2021	DOUGLAS WALKER	\$2,007.90
10*71469	06/21/2021	WARDS NATURAL SCIENCE	\$49.50
10*71470	06/21/2021	WASTE MANAGEMENT OF NJ	\$7,922.12
10*71471	06/21/2021	WEATHERPROOFING TECHNOLOGIES, INC.	\$2,269.08
10*71472	06/21/2021	PRAXAIR	\$16.15
10*71473	06/21/2021	WESTFIELD AUDIO VISUAL INC.	\$1,060.00
10*71474	06/21/2021	WILLS, IAN	\$48.72
10*71475	06/21/2021	WINSTON PREPARATORY SCHOOL	\$7,120.00
10*71476	06/21/2021	WISOLMERSKI, THERESA	\$350.00
10*71477	06/21/2021	WOODS CAROLYN	\$115.40
10*71478	06/21/2021	WORK FAMILY CONNECTION	\$140.00
10*71479	06/21/2021	SMITH YARDVILLE SUPPLY CO	\$5.58

Bills To Be Approved Board Report
Checks Dated From 06/01/2021 To 06/21/2021

Check No.	Check Date	Vendor Name	Check Total

Total General Account Checks			\$2,891,531.46
			=====
60*5757	06/21/2021	CHARTWELLS	\$33,899.67
60*5758	06/21/2021	CLAUDIA STROMBERG	\$96.00
60*5759	06/21/2021	ECHO HE	\$94.75
60*5760	06/21/2021	LISA DUFF	\$252.80
60*5761	06/21/2021	MCBREEN, ROBERT	\$304.93
60*5762	06/21/2021	ROSENBERG, MELISSA	\$40.10
60*5763	06/21/2021	TARA TWYNAM	\$9.35
60*5764	06/21/2021	YUE LAM	\$35.80

Total Cafeteria Checks			\$34,733.40
			=====
Grand Total Checks			\$2,926,264.86

School District of the Chathams
Payroll Control
5/14/2021
Contract Pay #9

Regular Payroll:		
GENESIS BASE PAYROLL		\$2,042,311.49
MINUS DOCKS	\$7,258.78	\$2,035,052.71
Time sheets:		
ABA		
CUSTODIAN O/T	\$ 10,360.60	
MAINT O/T	\$ 2,413.57	
MAINT SUMMER & PAINTERS	\$ 1,090.25	
GAME WORK	\$ 150.00	
BED	\$ 690.00	
GAME WORK	\$ -	
DETENTION (SATURDAY)		
DETENTION (CENTRAL)	\$ 210.00	
SUMMER GUIDANCE		
SUB SECRETARY	\$ 30.00	
SUB SECURITY		
NURSE SUB	\$ 600.00	
SUB PARA	\$ 3,196.29	
SUB TEACHER	\$ 15,750.00	
LONG TERM LEAVE REPLACEMENT	\$ 1,451.90	
TELEHEALTH	\$ 1,890.00	
MENTOR		
RETRO (pensionable)		
SUM SECRETARY (11-000-240-105-000-00)		
SUM NURSE/CLERICAL (11-000-213-100-003-00)		
RELATED SERVICES (13-423-100-100-003)		
CST SUMMER (11-000-219-104-003-06)		
EXTRA DUTY STIPEND 1		
EXTRA DUTY	\$ 11,890.00	
EXTRA DUTY STIP		
CEA HEALTH BENEFIT RELIEF		
COACH PAY		
Adjustment to Rounding		
TOTAL CASUAL PAY	\$ 49,722.61	
MINUS CASUAL PENSIONABLE	\$ -	
MANUAL LIVE CHECKS		
GENESIS GROSS PAY		\$ 2,084,775.32

4900
6100
1800
750
1300
900

School District of the Chathams
Payroll Control
5/28/2021
Contract Pay #10

Regular Payroll:		
GENESIS BASE PAYROLL		\$2,038,800.61
MINUS DOCKS	\$1,064.25	\$2,037,736.36
Time sheets:		
ABA		
CUSTODIAN O/T	\$ 12,447.07	
MAINT O/T	\$ 2,616.92	
MAINT SUMMER & PAINTERS	\$ 869.75	
GAME WORK		
BED	\$ 2,820.00	
GAME WORK		
DETENTION (SATURDAY)		
DETENTION (CENTRAL)	\$ 120.00	
SUMMER GUIDANCE		
SUB SECRETARY	\$ 416.00	
SUB SECURITY		
NURSE SUB	\$ 1,100.00	
SUB PARA	\$ 4,723.25	
SUB TEACHER	\$ 17,533.61	
LONG TERM LEAVE REPLACEMENT	\$ 2,903.80	
TELEHEALTH		
MENTOR		
RETRO (pensionable)		
SUM SECRETARY (11-000-240-105-000-00)		
SUM NURSE/CLERICAL (11-000-213-100-003-00)		
RELATED SERVICES (13-423-100-100-003)		
CST SUMMER (11-000-219-104-003-06)		
EXTRA DUTY STIPEND 1		
EXTRA DUTY	\$ 7,809.35	
EXTRA DUTY STIP		
CEA HEALTH BENEFIT RELIEF		
COACH PAY		
Adjustment to Rounding		
TOTAL CASUAL PAY	\$ 53,359.75	
MINUS CASUAL PENSIONABLE	\$ -	
MANUAL LIVE CHECKS		
GENESIS GROSS PAY		\$ 2,091,096.11

School District Of The Chathams
 PROCESSED TRANSFER REPORT

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ID	USER	DEPT	ENTRY	PROCESSED	REASON	----- FROM -----	----- TO -----
2072	TGILBERT	000	05/04/21	05/04/21	Implementation of new math program		
					11-0000-100-567-000-06 Tuition Pvt out NJ	25,000.00	
					11-0000-216-320-000-06 PPTS Related Svcs		25,000.00
					-----	-----	-----
					TRANSFER TOTALS	25,000.00	25,000.00
					-----	-----	-----
2073	TGILBERT	000	05/11/21	05/11/21	Milton Heating repairs		
					11-0000-261-110-000-11 Sal Maintainers	16,500.00	
					11-0000-261-420-000-11 Repair Maintenance		16,500.00
					-----	-----	-----
					TRANSFER TOTALS	16,500.00	16,500.00
					-----	-----	-----
2074	TGILBERT	000	05/14/21	05/14/21	To reallocate funds within ESSER II Learning Acceleration		
					20-0484-100-100-000-09 ESSER II - LEARNING ACC ESY ED SALARIES	9,040.00	
					20-0484-200-200-000-09 ESSER II - LEARNING ACC BENEFITS	710.00	
					20-0484-200-320-000-09 ESSER II - LEARNING ACC PURCH PROF & TECH SERVI		10,000.00
					20-0484-100-610-000-09 ESSER II - LEARNING ACC I INST SUPPLIES	250.00	
					-----	-----	-----
					TRANSFER TOTALS	10,000.00	10,000.00
					-----	-----	-----
2075	TGILBERT	000	05/14/21	05/14/21	To reallocate within ESSER II Learning Acceleration Funds		
					20-0484-100-100-000-09 ESSER II - LEARNING ACC ESY ED SALARIES	464.00	
					20-0484-200-320-000-09 ESSER II - LEARNING ACC PURCH PROF & TECH SERVI		500.00
					20-0484-200-200-000-09 ESSER II - LEARNING ACC BENEFITS	36.00	
					-----	-----	-----
					TRANSFER TOTALS	500.00	500.00
					-----	-----	-----
2076	TGILBERT	000	05/14/21	05/14/21	CMS Main Sewer line clog		
					11-0000-261-610-000-20 Supply Maint Covid19	5,000.00	
					11-0000-261-420-000-11 Repair Maintenance		5,000.00
					-----	-----	-----
					TRANSFER TOTALS	5,000.00	5,000.00
					-----	-----	-----
2077	TGILBERT	000	05/18/21	05/18/21	To adjust benefits to actual estimate		
					20-0483-200-200-000-09 ESSER II - NON TITLE I BENEFITS	38.00	
					20-0483-200-500-000-09 ESSER II - NON TITLE I OTH PURCH SVCS		38.00
					-----	-----	-----
					TRANSFER TOTALS	38.00	38.00
					-----	-----	-----
2078	TGILBERT	000	05/19/21	05/19/21	Reimburse uniform to Ast Supervisor B&G		
					11-0000-262-890-000-11 Custodial Services-Miscellaneous Expenses	400.00	
					11-0000-223-890-000-11 Misc Exp Staff Development Maint		400.00
					-----	-----	-----

School District Of The Chathams

LG0519

PROCESSED TRANSFER REPORT

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ID	USER	DEPT	ENTRY	PROCESSED	REASON	----- FROM -----	----- TO -----
					TRANSFER TOTALS	400.00	400.00
2079	TGILBERT	000	05/21/21	05/21/21	To pay JL for time spent working musical		
					11-0401-100-600-000-12 Supply Co-Curricular	3,000.00	
					11-0000-262-320-024-00 Custodial-Auditrium PPTS		3,000.00
					TRANSFER TOTALS	3,000.00	3,000.00
2080	TGILBERT	000	05/21/21	05/21/21	Pay consultant for video editing for musical		
					11-0401-100-600-000-12 Supply Co-Curricular	400.00	
					11-0402-100-320-000-12 Purch Svcs. - Perf Arts		400.00
					TRANSFER TOTALS	400.00	400.00
2081	TGILBERT	000	05/21/21	05/21/21	To pay out of correct accounts		
					11-0402-100-320-000-12 Purch Svcs. - Perf Arts	400.00	
					11-0000-262-320-024-00 Custodial-Auditrium PPTS	3,000.00	
					11-0401-100-320-000-12 Purch Svcs. - Perf Arts		3,400.00
					TRANSFER TOTALS	3,400.00	3,400.00
2082	TGILBERT	000	05/25/21	05/25/21	Sailing Allocation 2020-21 Spring		
					11-0402-100-500-000-16 Atheletic Insurance	8,000.00	
					11-0402-100-320-079-16 PPTS Athletic Sailing		1,500.00
					11-0402-100-890-079-16 Misc Exp Athletics Sailing		500.00
					11-0000-270-512-079-16 Transportation Sailing		6,000.00
					TRANSFER TOTALS	8,000.00	8,000.00
2083	KCAFFREY	000	05/26/21	05/26/21	Controllor for scoreboard		
					11-0402-100-890-054-16 Misc Exp Athletics Bowling	2,000.00	
					11-0402-100-600-000-16 Supply Athletic		2,000.00
					TRANSFER TOTALS	2,000.00	2,000.00
2084	TGILBERT	000	05/27/21	05/27/21	AED Supplies		
					11-0000-262-890-000-11 Custodial Services-Miscellaneous Expenses	1,700.00	
					11-0000-213-610-000-00 Supply Nurse DW		1,700.00
					TRANSFER TOTALS	1,700.00	1,700.00
2086	TGILBERT	000	06/02/21	05/28/21	Month End Transfers May 2021		
					11-0000-217-100-002-06 Sal ABA Therapists/Supplemental Inst.	485.04	
					11-0000-217-106-000-06 Sal Aide Extraordinary Svcs DW		485.04

ID	USER	DEPT	ENTRY	PROCESSED	REASON	----- FROM -----	----- TO -----
						1,470.00	
							1,470.00
						2,442.86	
							2,442.86
						22,807.67	
							22,807.67
						18,286.52	
							18,286.52
						2,587.54	
							2,587.54
						14,762.68	
							14,762.68
						6,150.72	
							6,150.72
						610.00	
							610.00
						2,571.16	
							2,571.16
						-----	-----
					TRANSFER TOTALS	72,174.19	72,174.19
						-----	-----

School District Of The Chathams
MONTHLY TRANSFER REPORT
JULY 20 Thru MAY 21
270785

Funds:10,11,12,13

Budget Category	Original Budget	Revenues Allowed	Original Budget	Maximum Amount	Net Transfer to/(from)	%Change of Trans	Allowable Balance From	Allowable Balance To	Transfer MAY 21
Benefits	11,599,533.00	0.00	11,599,533.00	1,159,953.30	-246,072.29	-2.12	913,881.01		-18,286.52
975 Transfer Property Sale Proceeds to Debt Service Reserve			0.00	0.00		0.00	0.00		
980 Food Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
1000 TOTAL GENERAL CURRENT EXPENSE	71,690,869.00	152,658.30	71,843,527.30	7,184,352.73	-253,268.99	-0.35	6,931,083.74	7,437,621.72	-3,400.00
[(s7BCapital Outlay](s0B									
1010 Deposit to Capital Reserve			0.00	0.00		0.00	0.00		
1015 Interest Earned on Capital Reserve			0.00	0.00		0.00	0.00		
1020 Equipment	520,000.00	-272,607.94	247,392.06	24,739.20	221,448.39	89.51	246,187.59		0.00
1030 Facilities Acquisition and Construction Services	392,459.00	247,076.00	639,535.00	63,953.50	0.00	0.00	63,953.50		0.00
1035 Capital Reserve-Transfer to Capital Expend. Fund			0.00	0.00		0.00	0.00		
1036 Capital Reserve-Transfer to Repayment of Debt			0.00	0.00		0.00	0.00		
1040 TOTAL CAPITAL EXPENDITURES	912,459.00	-25,531.94	886,927.06	88,692.70	221,448.39	24.97	310,141.09	-132,755.69	0.00
[(s7BSpecial Schools](s0B									
1230 TOTAL SPECIAL SCHOOLS	200,597.00	0.00	200,597.00	20,059.70	0.00	0.00	20,059.70	20,059.70	0.00
1235 Transfer of Funds to Charter Schools	0.00	0.00	0.00	0.00	28,424.00	0.00	28,424.00		0.00
1236 General Fund Contribution to School Based Budgets			0.00	0.00		0.00	0.00		
1240 OPERATING BUDGET GRAND TOTAL	72,803,925.00	127,126.36	72,931,051.36	7,293,105.13	-3,396.60	-0.00	7,289,708.53	7,296,501.73	-3,400.00

School Business Administrator Signature

Date

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 General Fund - Fund 10 (10,11,12,13)

Interim Balance Sheet
 05/31/2021

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ASSETS AND RESOURCES

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ASSETS		
Cash & Cash Equivalents		
101 Cash in Bank	9,138,392.54	
103 Petty Cash	7,000.00	

Total Cash & Cash Equivalents		9,145,392.54
Other Current Assets		
116 Investments - Capital Reserve Account	2,740,000.00	
118 Investments - Current Expense Emergency Reserve	250,000.00	
121 Tax Levy Receivable	5,554,808.00	

Total Other Assets		8,544,808.00
Accounts Receivable		
132 Interfund Accounts Receivable	340,485.20	
141 Intergovernmental Accounts Receivable - State	535,011.77	
153 Other Accounts Receivable	96,495.86	

Total Accounts Receivable		971,992.83
Other Assets		

Total Other Assets		0.00
RESOURCES		
301 Estimated Revenues	71,658,647.00	
302 Revenues	-70,856,577.44	

Total Resources		802,069.56

Total Assets and Resources		19,464,262.93
		=====

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LIABILITIES AND FUND EQUITY

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LIABILITIES		
Current Liabilities		
422 Accounts Payable - PY		84,448.38
481 Deferred Revenues		61,000.00

Total Current Liabilities		145,448.38

FUND BALANCE

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 General Fund - Fund 10 (10,11,12,13)

Interim Balance Sheet
 05/31/2021

Appropriated		
Reserve for Encumbrances		
753 Reserve for Encumbrances - Current Year		7,205,731.72

Total Reserved for Encumbrances		7,205,731.72
601 Appropriations		72,934,051.36
602 Expenditures	59,496,147.32	
603 Encumbrances	7,205,731.72	

Less: Expenditures and Encumbrances		-66,701,879.04
Reserved Fund Balance		
Capital Reserve		
761 Reserved Fund Balance - Capital Reserve Account	5,640,000.00	
604 Increase in Capital Reserve /Interest Deposit to Capital	2,400,000.00	
307 Budgeted Withdrawal from Capital Reserve	-5,300,000.00	

Capital Reserve		2,740,000.00
Adult Education		

Adult Education		0.00
Sale/LeaseBack Reserve		

Sale/LeaseBack Reserve		0.00
Maintenance Reserve		

Maintenance Reserve		0.00
Tuition Reserve		

Tuition Reserve		0.00
Current Expense Emergency Reserve		
607 Increase in Current Expense Emergency Reserve/Interest De	250,000.00	

Current Expense Emergency Reserve		250,000.00
Bus Adv Revenue Reserve for Fuel Costs		

Bus Adv Revenue Reserve for Fuel Costs		0.00
Federal Impact Aid Reserve (General)		

Federal Impact Aid Reserve (General)		0.00

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 General Fund - Fund 10 (10,11,12,13)

Interim Balance Sheet
 05/31/2021

Federal Impact Aid Reserve (Capital)				

Federal Impact Aid Reserve (Capital)			0.00	
Other Reserves				

Other Reserves			0.00	
Total Reserved Funds			9,222,172.32	

Total Appropriated			16,427,904.04	
Unappropriated				
770 Unreserved Fund Balance		3,366,314.87		
303 Budgeted Fund Balance		-475,404.36		

Total Unappropriated			2,890,910.51	

Total Fund Balance				19,318,814.55

Total Liabilities and Fund Balance				19,464,262.93
				=====

School District Of The Chathams
REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION

RECAPITULATION OF BUDGETED FUND BALANCE
General Fund - Fund 10 (10,11,12,13)
May 21

RECAPITULATION OF FUND BALANCE

	Budgeted	Actual	Variance
Appropriations	72,934,051.36	66,701,879.04	6,232,172.32
Revenues	-71,658,647.00	-70,856,577.44	-802,069.56
-----	-----	-----	-----
Subtotal	1,275,404.36	-4,154,698.40	5,430,102.76
Change in capital reserve:			
Plus: Increase in Reserves	2,400,000.00	2,400,000.00	-2,400,000.00
Less: Decrease in Reserves	-5,300,000.00	-5,300,000.00	5,300,000.00
-----	-----	-----	-----
Subtotal	-2,900,000.00	-2,900,000.00	2,900,000.00
Change in emergency reserve:			
Plus: Increase in Reserves	250,000.00	250,000.00	-250,000.00
Less: Decrease in Reserves	0.00	0.00	0.00
-----	-----	-----	-----
Subtotal	250,000.00	250,000.00	-250,000.00
Less: Adjustment for prior year encumbra	-199,990.36	-199,990.36	0.00
-----	-----	-----	-----
Budgeted Fund Balance	-1,574,586.00	-7,004,688.76	5,430,102.76
=====	=====	=====	=====

School District Of The Chathams
 Schedule of Revenues
 Report dates 07/01/2020 - thru - 05/31/2021
 General Fund - Fund 10 (10,11,12,13)

	Final Budget	Actual	Unrealized
1210 Ad Valorem Taxes - Local Tax Levy	66,657,571.00	66,657,571.00	0.00
1310 Tuition From Individuals	587,600.00	247,705.07	339,894.93
1320 Tuition from Other LEAs within the State	41,000.00	0.00	41,000.00
1410 Transportation Fees from Individuals	150,000.00	-735.00	150,735.00
1510 Interest On Investments	110,010.00	55,401.48	54,608.52
1910 Rentals	55,000.00	-19,050.00	74,050.00
1980 Refund of Prior Year's Expenditures	0.00	625,353.98	-625,353.98
1990 Miscellaneous Revenue from Local Sources	330,000.00	146,228.53	183,771.47
	=====	=====	=====
1XXX From Local Sources	67,931,181.00	67,712,475.06	218,705.94
3121 Categorical Transportation Aid	723,961.00	723,961.00	0.00
3131 Extraordinary Aid	350,000.00	0.00	350,000.00
3132 Categorical Special Education Aid	2,259,157.00	2,259,157.00	0.00
3177 Categorical Security Aid	159,916.00	159,916.00	0.00
SCHOOL SECURITY GRANT	234,432.00	0.00	234,432.00
	=====	=====	=====
3XXX From State Sources	3,727,466.00	3,143,034.00	584,432.00
4200 Unrestricted Grants-in-Aid from the Federal Government thro	0.00	1,068.38	-1,068.38
	=====	=====	=====
4XXX From Federal Sources	0.00	1,068.38	-1,068.38
Fund Total - 10 General Fund	----- 71,658,647.00	----- 70,856,577.44	----- 802,069.56
	=====	=====	=====

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
General Fund - Fund 10 (10,11,12,13)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
10-000-100-56X Transfer of Funds to Charter Schools	28,424.00	23,690.00	4,734.00	0.00

TRANSFER OF FUNDS TO CHARTER SCHOOLS	28,424.00	23,690.00	4,734.00	0.00

Fund Total - General Fund	28,424.00	23,690.00	4,734.00	0.00
=====				
-GCodeDescription	2,996.60	2,074.42	0.00	922.18
11-4XX-100-320-GCodeDescription	3,400.00	0.00	3,400.00	0.00

-FCodeDescription	6,396.60	2,074.42	3,400.00	922.18
11-110-100-101 Kindergarten - Salaries of Teachers	509,682.25	463,250.93	29,344.18	17,087.14
11-120-100-101 Grades 1-5 - Salaries of Teachers	7,759,359.37	6,827,646.80	503,861.92	427,850.65
11-130-100-101 Grades 6-8 - Salaries of Teachers	5,531,019.86	5,038,291.52	302,374.51	190,353.83
11-140-100-101 Grades 9-12 - Salaries of Teachers	8,039,441.00	7,033,115.72	535,416.10	470,909.18
11-150-100-101 Salaries of Teachers	51,000.00	23,491.80	0.00	27,508.20
11-150-100-320 Purchased Professional-Educational Services	30,000.00	13,229.75	533.75	16,236.50
11-150-100-500 Other Purchased Services (400-500 series)	500.00	0.00	0.00	500.00
11-150-100-610 General Supplies	500.00	0.00	0.00	500.00
11-190-100-GCodeDescription	215,336.00	50,367.47	164,968.53	0.00
11-190-100-106 Other Salaries for Instruction	264,228.35	178,269.36	16,600.59	69,358.40
11-190-100-320 Purchased Professional-Educational Services	10,750.00	2,887.00	7,113.00	750.00
11-190-100-500 Other Purchased Services (400-500 series)	201,701.00	156,301.82	15,642.21	29,756.97
11-190-100-610 General Supplies	1,554,605.56	1,107,381.97	82,806.03	364,417.56
11-190-100-640 Textbooks	74,513.00	48,464.76	0.00	26,048.24
11-190-100-800 Other Objects	38,248.00	7,493.44	0.00	30,754.56

TOTAL REGULAR PROGRAMS - INSTRUCTION	24,280,884.39	20,950,192.34	1,658,660.82	1,672,031.23
11-204-100-106 Other Salaries for Instruction	73,969.56	70,076.45	3,893.11	0.00
11-204-100-610 General Supplies	914.54	395.29	0.00	519.25

TOTAL LEARNING AND/OR LANGUAGE DISABILITIES	74,884.10	70,471.74	3,893.11	519.25
11-206-100-320 Purchased Professional-Educational Services	4,200.00	2,100.00	0.00	2,100.00

TOTAL VISUAL IMPAIRMENTS	4,200.00	2,100.00	0.00	2,100.00
11-209-100-101 Salaries of Teachers	73,355.00	66,019.50	3,667.75	3,667.75
11-209-100-106 Other Salaries for Instruction	18,755.21	17,768.10	987.11	0.00

TOTAL BEHAVIORAL DISABILITIES	92,110.21	83,787.60	4,654.86	3,667.75

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
General Fund - Fund 10 (10,11,12,13)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
11-212-100-101 Salaries of Teachers	390,180.00	351,828.95	0.00	38,351.05
11-212-100-106 Other Salaries for Instruction	239,951.00	170,365.18	16,764.89	52,820.93
11-212-100-610 General Supplies	3,078.46	1,075.69	0.00	2,002.77
	-----	-----	-----	-----
TOTAL MULTIPLE DISABILITIES	633,209.46	523,269.82	16,764.89	93,174.75
11-213-100-101 Salaries of Teachers	3,845,538.00	3,287,914.33	203,088.86	354,534.81
11-213-100-106 Other Salaries for Instruction	959,922.00	775,286.42	51,321.45	133,314.13
11-213-100-610 General Supplies	8,389.41	5,041.84	0.00	3,347.57
11-213-100-640 Textbooks	1,500.00	1,178.11	0.00	321.89
	-----	-----	-----	-----
TOTAL RESOURCE ROOM/RESOURCE CENTER	4,815,349.41	4,069,420.70	254,410.31	491,518.40
11-215-100-106 Other Salaries for Instruction	112,547.62	111,501.63	1,045.99	0.00
11-215-100-600 General Supplies	2,460.62	2,271.12	0.00	189.50
	-----	-----	-----	-----
TOTAL PRESCHOOL DISABILITIES - PART-TIME	115,008.24	113,772.75	1,045.99	189.50
11-216-100-101 Salaries of Teachers	483,849.61	418,804.02	0.00	65,045.59
11-216-100-106 Other Salaries for Instruction	13,241.00	11,562.40	684.42	994.18
11-216-100-600 General Supplies	1,200.00	948.64	0.00	251.36
	-----	-----	-----	-----
TOTAL PRESCHOOL DISABILITIES - FULL-TIME	498,290.61	431,315.06	684.42	66,291.13
11-230-100-101 Salaries of Teachers	730,658.00	600,931.78	32,935.29	96,790.93
11-230-100-610 General Supplies	2,078.40	2,000.88	0.00	77.52
	-----	-----	-----	-----
TOTAL BASIC SKILLS/REMEDIATION - INSTRUCTION	732,736.40	602,932.66	32,935.29	96,868.45
11-240-100-101 Salaries of Teachers	262,027.50	248,202.50	13,825.00	0.00
	-----	-----	-----	-----
TOTAL BILINGUAL EDUCATION - INSTRUCTION	262,027.50	248,202.50	13,825.00	0.00
11-401-100-100 Salaries	379,440.00	235,019.35	1,005.50	143,415.15
11-401-100-600 Supplies and Materials	68,465.00	39,112.05	20,439.42	8,913.53
11-401-100-800 Other Objects	30,250.00	19,018.66	2,915.77	8,315.57
	-----	-----	-----	-----
TOTAL SCHOOL-SPON. CO/EXTRA CURR. ACTVTS. - INST	478,155.00	293,150.06	24,360.69	160,644.25
1-402-100-GCodeDescription	69,964.00	63,113.00	0.00	6,851.00
11-402-100-100 Salaries	525,860.00	321,575.11	0.00	204,284.89

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
General Fund - Fund 10 (10,11,12,13)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
11-402-100-600 Supplies and Materials	80,098.73	57,419.26	5,470.47	17,209.00
11-402-100-800 Other Objects	139,623.75	73,664.54	4,416.51	61,542.70
TOTAL SCHOOL-SPONSORED ATHLETICS - INSTRUCTION	815,546.48	515,771.91	9,886.98	289,887.59
11-402-100-500 Purchased Services (300-500 series)	3,000.00	3,000.00	0.00	0.00
11-4XX-100-300-GCodeDescription	8,500.00	3,196.21	0.00	5,303.79
11-4XX-100-500 Purchased Services (300-500 series)	123,041.00	82,343.44	4,213.04	36,484.52
TOTAL OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	134,541.00	88,539.65	4,213.04	41,788.31
11-000-100-562 Tuition to Other LEAs Within the State-Special	123,694.00	0.00	0.00	123,694.00
11-000-100-563 Tuition to County Voc. School Dist.-Regular	68,697.00	64,423.01	4,273.99	0.00
11-000-100-566 Tuition to Priv.Sch. for the Disabled W/I State	1,950,877.00	1,730,667.14	111,613.99	108,595.87
11-000-100-567 Tuition to Priv Sch Disabled & Oth LEAs-Spl,O/S St	337,000.00	12,365.60	62,381.04	262,253.36
TOTAL UNDISTRIBUTED EXPENDITURES - INSTRUCTION	2,480,268.00	1,807,455.75	178,269.02	494,543.23
11-000-211-100 Salaries	66,479.00	63,769.99	873.69	1,835.32
TOTAL UNDIST. EXPEND.-ATTENDANCE AND SOCIAL WORK	66,479.00	63,769.99	873.69	1,835.32
11-000-213-100 Salaries	607,626.00	531,225.47	27,048.25	49,352.28
11-000-213-300 Purchased Professional and Technical Services	26,390.00	10,550.00	10,700.00	5,140.00
11-000-213-500 Other Purchased Services (400-500 series)	960.00	567.50	0.00	392.50
11-000-213-600 Supplies and Materials	21,378.00	13,376.24	293.13	7,708.63
TOTAL UNDIST. EXPENDITURES - HEALTH SERVICES	656,354.00	555,719.21	38,041.38	62,593.41
11-000-216-100 Salaries	797,878.00	718,202.85	40,483.07	39,192.08
11-000-216-320 Purchased Professional - Educational Services	114,400.00	53,451.24	53,056.50	7,892.26
11-000-216-600 Supplies and Materials	12,826.62	12,082.80	0.00	743.82
TOTAL UNDIST. EXP.-SPEECH, OT, PT& RELATED SVCS	925,104.62	783,736.89	93,539.57	47,828.16
11-000-217-100 Salaries	544,440.11	440,398.90	59,244.97	44,796.24
11-000-217-320 Purchased Professional - Educational Services	255,500.00	173,028.59	82,201.41	270.00
11-000-217-600 Supplies and Materials	60,400.00	34,474.48	0.00	25,925.52
TOTAL UNDIST EXPEND-OTH SUPP SERV STD-EXTRA SERV	860,340.11	647,901.97	141,446.38	70,991.76
11-000-218-104 Salaries of Other Professional Staff	1,351,809.98	1,226,304.31	54,408.35	71,097.32

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
General Fund - Fund 10 (10,11,12,13)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
11-000-218-105 Salaries of Secretarial and Clerical Assistants	149,295.00	125,345.91	8,725.03	15,224.06
11-000-218-320 Purchased Professional - Educational Services	22,600.00	22,524.00	0.00	76.00
11-000-218-390 Other Purchased Prof. and Tech. Services	12,600.00	0.00	0.00	12,600.00
11-000-218-600 Supplies and Materials	11,470.00	3,467.87	2,668.52	5,333.61
11-000-218-800 Other Objects	11,560.00	8,082.76	1,948.71	1,528.53
	-----	-----	-----	-----
TOTAL UNDIST. EXPEND. - GUIDANCE	1,559,334.98	1,385,724.85	67,750.61	105,859.52
11-000-219-104 Salaries of Other Professional Staff	1,756,116.00	1,555,135.86	79,381.14	121,599.00
11-000-219-105 Salaries of Secretarial and Clerical Assistants	176,935.00	162,190.41	7,372.30	7,372.29
11-000-219-320 Purchased Professional - Educational Services	9,080.00	5,650.00	0.00	3,430.00
11-000-219-390 Other Purchased Prof. and Tech. Services	25,900.00	22,225.00	3,675.00	0.00
11-000-219-500 Other Purchased Services (400-500 series)	4,000.00	0.00	0.00	4,000.00
11-000-219-592 Misc Pur Serv(400-500 series O/than Resid Costs)	810.00	0.00	0.00	810.00
11-000-219-600 Supplies and Materials	30,678.00	25,961.51	3,459.72	1,256.77
11-000-219-800 Other Objects	3,140.00	150.00	0.00	2,990.00
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TOTAL UNDIST EXPEND- CHILD STUDY TEAMS	2,006,659.00	1,771,312.78	93,888.16	141,458.06
11-000-221-102 Sal of Supervisor of Instruction	917,900.00	740,608.14	34,712.84	142,579.02
11-000-221-600 Supplies and Materials	500.00	352.45	0.00	147.55
11-000-221-800 Other Objects	500.00	0.00	0.00	500.00
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TOTAL UNDIST. EXPEND.-IMPROV. OF INST. SERV.	918,900.00	740,960.59	34,712.84	143,226.57
11-000-222-100 Salaries	702,177.00	592,912.26	67,338.94	41,925.80
11-000-222-500 Other Purchased Services (400-500 series)	71,640.00	39,667.61	5,432.39	26,540.00
11-000-222-600 Supplies and Materials	74,498.77	59,013.62	8,258.16	7,226.99
11-000-222-800 Other Objects	34,084.23	33,661.40	0.00	422.83
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TOTAL UNDIST EXPEND-EDU. MEDIA SERV./SCH.LIBRARY	882,400.00	725,254.89	81,029.49	76,115.62
11-000-223-102 Salaries of Supervisors of Instruction	713,097.00	645,096.25	29,785.93	38,214.82
11-000-223-320 Purchased Professional - Educational Services	28,650.00	12,603.00	289.00	15,758.00
11-000-223-500 Other Purchased Services (400-500 series)	14,309.00	1,750.00	1,278.00	11,281.00
11-000-223-600 Supplies and Materials	13,230.05	2,630.17	60.00	10,539.88
11-000-223-800 Other Objects	26,775.00	23,433.94	557.24	2,783.82
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TOTAL UNDIST. EXP.-INSTR. STAFF TRAINING SERV.	796,061.05	685,513.36	31,970.17	78,577.52
11-000-230-100 Salaries	573,539.00	509,233.08	23,146.94	41,158.98
11-000-230-331 Legal Services	235,000.00	120,486.89	102,656.11	11,857.00

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
General Fund - Fund 10 (10,11,12,13)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
11-000-230-332 Audit Fees	69,490.00	52,085.00	9,000.00	8,405.00
11-000-230-334 Architectural/Engineering Services	36,900.00	18,573.93	0.00	18,326.07
11-000-230-339 Other Purchased Professional Services	28,540.00	5,137.30	688.00	22,714.70
11-000-230-39X Other Purchased Prof. Tech Services	3,500.00	0.00	0.00	3,500.00
11-000-230-530 Communications / Telephone	63,693.00	17,724.69	22,736.88	23,231.43
11-000-230-585 BOE Other Purchased Services	10,000.00	0.00	0.00	10,000.00
11-000-230-5XX Other Purchased Services	19,520.00	2,991.44	2,031.56	14,497.00
11-000-230-610 General Supplies	13,895.00	1,109.04	189.85	12,596.11
11-000-230-630 BOE In-House Training/Meeting Supplies	5,000.00	0.00	0.00	5,000.00
11-000-230-890 Miscellaneous Expenditures	27,419.73	19,260.12	0.00	8,159.61
11-000-230-895 BOE Membership Dues and Fees	46,000.00	43,702.97	0.00	2,297.03
TOTAL UNDIST. EXPEND.-SUPPORT SERV.-GEN. ADMIN.	1,132,496.73	790,304.46	160,449.34	181,742.93
11-000-240-103 Salaries of Principals/Asst. Principals/Prog Dir	2,083,270.00	1,833,251.83	79,935.62	170,082.55
11-000-240-105 Salaries of Secretarial and Clerical Assistants	803,709.00	709,374.38	34,290.25	60,044.37
11-000-240-500 Other Purchased Services (400-500 series)	34,504.44	16,872.23	8,613.10	9,019.11
11-000-240-580-GCodeDescription	3,000.00	221.62	270.55	2,507.83
11-000-240-600 Supplies and Materials	17,456.00	5,836.19	1,014.24	10,605.57
11-000-240-800 Other Objects	19,593.00	7,648.49	155.97	11,788.54
TOTAL UNDIST. EXPEND.-SUPPORT SERV.-SCHOOL ADM.	2,961,532.44	2,573,204.74	124,279.73	264,047.97
11-000-251-100 Salaries	823,299.00	772,325.21	16,535.17	34,438.62
11-000-251-330 Purchased Professional Services	75,551.00	69,039.59	0.00	6,511.41
11-000-251-33X Purchased Professional Services	12,598.00	6,901.00	0.00	5,697.00
11-000-251-420 Repairs & Maintenance	300.00	0.00	0.00	300.00
11-000-251-440 Equipment Rental	9,947.00	6,897.00	703.00	2,347.00
11-000-251-592 Misc. Purchased Services (400-500) [O/T 594]	50,023.00	47,056.21	0.00	2,966.79
11-000-251-5XX Travel	9,000.00	725.00	100.00	8,175.00
11-000-251-600 Supplies and Materials	27,555.00	7,343.75	7,276.73	12,934.52
11-000-251-890 Miscellaneous Expenditures	7,060.00	1,231.70	0.00	5,828.30
TOTAL UNDISTRIB EXPEND - CENTRAL SERVICES	1,015,333.00	911,519.46	24,614.90	79,198.64
11-000-252-100 Salaries	619,434.00	579,632.86	25,692.40	14,108.74
11-000-252-4xx-GCodeDescription	128.00	0.00	0.00	128.00
11-000-252-500 Other Purchased Services (400-500 series)	86,615.01	27,426.56	1,166.47	58,021.98
11-000-252-580-GCodeDescription	16,400.00	1,342.74	855.96	14,201.30
11-000-252-600 Supplies and Materials	96,144.38	95,855.91	0.00	288.47
11-000-252-800 Other Objects	600.00	575.00	0.00	25.00

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
General Fund - Fund 10 (10,11,12,13)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
TOTAL UNDISTRIB EXPEND - ADMIN. INFO TECHNOLOGY	819,321.39	704,833.07	27,714.83	86,773.49
11-000-261-100 Salaries	647,555.00	568,567.68	17,248.47	61,738.85
11-000-261-420 Cleaning, Repair, and Maintenance Services	397,340.00	349,506.81	42,916.69	4,916.50
11-000-261-440 Equipment Rental	3,208.00	0.00	0.00	3,208.00
11-000-261-580 Travel	189.20	0.00	0.00	189.20
11-000-261-610 General Supplies	505,817.91	475,730.13	24,949.32	5,138.46
11-000-261-800 Other Objects	2,000.00	1,050.00	0.00	950.00
TOTAL UNDIST. EXPEND-REQUIRED MAINT FOR SCH FAC.	1,556,110.11	1,394,854.62	85,114.48	76,141.01
11-000-262-100 Salaries	1,968,096.00	1,807,449.68	86,590.71	74,055.61
11-000-262-107 Salaries of Non-Instructional Aides	40,437.00	0.00	0.00	40,437.00
11-000-262-420 Cleaning, Repair, and Maintenance Services	285,000.00	196,615.58	88,278.00	106.42
11-000-262-490 Other Purchased Property Services	134,224.00	90,735.99	43,223.01	265.00
11-000-262-520 Insurance	346,571.00	346,571.00	0.00	0.00
11-000-262-610 General Supplies	273,968.72	224,071.76	12,566.51	37,330.45
11-000-262-621 Energy (Natural Gas)	425,000.00	192,526.71	232,473.29	0.00
11-000-262-622 Energy (Electricity)	741,898.00	432,278.48	309,619.52	0.00
11-000-262-626 Energy (Gasoline)	19,000.00	-2,993.48	20,112.48	1,881.00
11-000-262-800 Other Objects	2,900.00	0.00	0.00	2,900.00
11-000-262-837 Interest - Energy Savings Impr Prog Bonds	89,937.00	89,937.00	0.00	0.00
11-000-262-917 Principal - Energy Savings Impr Prog Bonds	284,490.00	284,490.00	0.00	0.00
TOTAL UNDIST EXPEND-CUSTODIAL SERVICES	4,611,521.72	3,661,682.72	792,863.52	156,975.48
11-000-263-100 Salaries	115,915.00	101,850.98	9,234.25	4,829.77
11-000-263-420 Cleaning, Repair, and Maintenance Services	97,775.00	88,108.84	7,941.55	1,724.61
11-000-263-610 General Supplies	39,269.00	35,414.33	3,366.80	487.87
TOTAL CARE AND UPKEEP OF GROUNDS	252,959.00	225,374.15	20,542.60	7,042.25
11-000-266-100 Salaries	224,648.00	185,827.29	12,510.87	26,309.84
11-000-266-300 Purchased Professional and Technical Services	155,000.00	41,088.35	70,911.65	43,000.00
11-000-266-420 Cleaning, Repair, and Maintenance Services	97,556.80	76,699.54	20,643.65	213.61
11-000-266-610 General Supplies	123,100.00	26,677.76	17.04	96,405.20
TOTAL SECURITY	600,304.80	330,292.94	104,083.21	165,928.65
11-000-270-160 Sal. for Pupil Trans(Bet Home & Sch)-Reg.	38,458.16	20,958.16	17,500.00	0.00
11-000-270-350 Management Fee - ESC & CTSA Trans. Program	12,862.93	10,090.00	0.00	2,772.93
11-000-270-390 Other Purchased Prof. and Technical Serv.	17,537.07	17,537.07	0.00	0.00

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
General Fund - Fund 10 (10,11,12,13)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
11-000-270-503 Contract. Serv. - Aid in Lieu Pymts-NonPub Sch	210,000.00	68,666.19	26,905.10	114,428.71
11-000-270-511 Contr Serv (Bet. Home and Sch)-Vendors	811,532.46	656,060.37	141,989.95	13,482.14
11-000-270-512 Contr Serv(Oth. than Bet Home & Sch)-Vend	227,915.00	70,618.82	97,291.35	60,004.83
11-000-270-517 Contract. Serv.(Reg. Students)-ESCs & CTSAs	263,787.29	251,768.86	12,018.43	0.00
11-000-270-518 Contract. Serv.(Spl. Ed. Students)-ESCs & CTSAs	1,616,281.94	1,228,954.30	387,327.64	0.00
TOTAL UNDIST. EXPEND.-STUDENT TRANS. SERV.	3,198,374.85	2,324,653.77	683,032.47	190,688.61
11-000-291-220 Social Security Contributions	828,372.00	774,138.36	638.53	53,595.11
11-000-291-241 Other Retirement Contributions - PERS	872,065.54	872,065.54	0.00	0.00
11-000-291-260 Workmen's Compensation	254,516.48	253,524.93	0.00	991.55
11-000-291-270 Health Benefits	9,011,032.00	6,465,471.86	2,240,955.23	304,604.91
11-000-291-280 Tuition Reimbursement	155,000.00	141,446.23	349.00	13,204.77
11-000-291-290 Other Employee Benefits	232,474.69	129,216.36	10,673.21	92,585.12
TOTAL UNALLOCATED BENEFITS	11,353,460.71	8,635,863.28	2,252,615.97	464,981.46
Fund Total - General Current Expense	71,596,654.91	58,714,934.70	7,065,567.76	5,816,152.45
12-000-261-732-GCodeDescription	53,000.00	52,590.20	0.00	409.80
-FCodeDescription	53,000.00	52,590.20	0.00	409.80
12-000-100-730 Undistributed Expenditures - Instruction	393,481.68	334,585.68	49,818.00	9,078.00
12-000-252-730 Undistributed Expenditures - Admin Info Tech.	0.00	0.00	0.00	0.00
12-000-261-730 Undist. Expend. - Required Maint for School Fac.	22,358.77	22,358.77	0.00	0.00
12-000-266-730 Undist. Expend. - Security	0.00	0.00	0.00	0.00
TOTAL EQUIPMENT	415,840.45	356,944.45	49,818.00	9,078.00
12-000-400-334 Architectural/Engineering Services	25,000.00	6,000.00	800.00	18,200.00
12-000-400-450 Construction Services	267,644.00	64,289.56	51,762.76	151,591.68
12-000-400-720-GCodeDescription	234,432.00	0.00	33,049.20	201,382.80
12-000-400-896 Assessment for Debt Service on SDA Funding	112,459.00	112,459.00	0.00	0.00
TOTAL FACILITIES ACQUISITION AND CONST. SERV.	639,535.00	182,748.56	85,611.96	371,174.48
Fund Total - Capital Outlay	1,108,375.45	592,283.21	135,429.96	380,662.28
13-422-100-101 Salaries of Teachers	18,948.00	0.00	0.00	18,948.00

School District Of The Chathams
 Statement of Appropriations
 Report dates 07/01/2020 - thru - 05/31/2021
 General Fund - Fund 10 (10,11,12,13)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
13-422-100-610 General Supplies	1,200.00	307.70	0.00	892.30
TOTAL SUMMER SCHOOL - INSTRUCTION	20,148.00	307.70	0.00	19,840.30
13-4XX-100-101 Salaries of Teachers	178,949.00	164,709.80	0.00	14,239.20
13-4XX-100-610 General Supplies	1,500.00	221.91	0.00	1,278.09
TOTAL OTHER SPECIAL SCHOOLS - INSTRUCTION	180,449.00	164,931.71	0.00	15,517.29
Fund Total - Summer School	200,597.00	165,239.41	0.00	35,357.59

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 General Fund - Fund 10 (10,11,12,13)
 Interim Statements Comparing
 Budgeted Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date
 (For the 11 month period ending May 21)

		Budgeted Estimated -----	Actual to Date -----	Note: Over or(Under) -----	Unrealized Balance -----
REVENUES/SOURCES OF FUNDS					
OPERATING BUDGET					
10-Recap	Budgeted Fund Balance	475,404.36	-4,154,698.40	UNDER	4,630,102.76
10-1XXX	1XXX From Local Sources	67,931,181.00	67,712,475.06	UNDER	218,705.94
10-3XXX	3XXX From State Sources	3,727,466.00	3,143,034.00	UNDER	584,432.00
10-4XXX	4XXX From Federal Sources	0.00	1,068.38	(OVER)	-1,068.38
		-----	-----	-----	-----
	TOTAL General Fund - Fund 10	72,134,051.36	66,701,879.04	UNDER	5,432,172.32
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School District Of The Chathams
Budgeted Expenditures
Report dates 07/01/2020 - thru - 05/31/2021
General Fund - Fund 10 (10,11,12,13)

	Final Budget	Actual To Date	Encumbrances	Available
10-999-100-569 Charter School Transfers	28,424.00	23,690.00	4,734.00	0.00
General Fund	28,424.00	23,690.00	4,734.00	0.00
-DCodeDescription	2,996.60	2,074.42	0.00	922.18
11-1XX-100-XXX Regular Programs - instruction	24,280,884.39	20,950,192.34	1,658,660.82	1,672,031.23
11-2XX-100-XXX Special Education - instruction	7,227,815.93	6,145,272.83	328,213.87	754,329.23
11-401-100-XXX School-spons. Cocurricular activities - instructio	482,555.00	293,885.06	27,760.69	160,909.25
11-402-100-XXX School-spons. Athletics - instruction	949,087.48	603,576.56	14,100.02	331,410.90
11-000-100-XXX Regular programs - instruction	2,480,268.00	1,807,455.75	178,269.02	494,543.23
11-000-211-XXX Attendance and Social Work Services	66,479.00	63,769.99	873.69	1,835.32
11-000-213-XXX Health services	656,354.00	555,719.21	38,041.38	62,593.41
11-000-216-XXX Other Support Services Students - Related	925,104.62	783,736.89	93,539.57	47,828.16
11-000-217-XXX Other Support Services Students - Extraordinary	860,340.11	647,901.97	141,446.38	70,991.76
11-000-218-XXX Other Support Services Students - Regular	1,559,334.98	1,385,724.85	67,750.61	105,859.52
11-000-219-XXX Other Support Services Students - Special	2,006,659.00	1,771,312.78	93,888.16	141,458.06
11-000-221-XXX Improvement of Instruction	918,900.00	740,960.59	34,712.84	143,226.57
11-000-222-XXX Educational Media Services	882,400.00	725,254.89	81,029.49	76,115.62
11-000-223-XXX Instructional Staff Training	796,061.05	685,513.36	31,970.17	78,577.52
11-000-230-XXX General Administration	1,132,496.73	790,304.46	160,449.34	181,742.93
11-000-240-XXX School Administration	2,961,532.44	2,573,204.74	124,279.73	264,047.97
11-000-251-XXX Central Services	1,015,333.00	911,519.46	24,614.90	79,198.64
11-000-252-XXX Administrative Information Technology	819,321.39	704,833.07	27,714.83	86,773.49
11-000-261-XXX Required Maintenance	1,556,110.11	1,394,854.62	85,114.48	76,141.01
11-000-262-XXX Routine Maintenance	4,611,521.72	3,661,682.72	792,863.52	156,975.48
11-000-263-XXX Care and Upkeep of Grounds	252,959.00	225,374.15	20,542.60	7,042.25
11-000-266-XXX Security	600,304.80	330,292.94	104,083.21	165,928.65
11-000-270-XXX Student Transportation	3,198,374.85	2,324,653.77	683,032.47	190,688.61
11-000-291-XXX Unallocated Benefits	11,353,460.71	8,635,863.28	2,252,615.97	464,981.46
General Current Expense	71,596,654.91	58,714,934.70	7,065,567.76	5,816,152.45
12-000-100-XXX Regular programs - instruction	393,481.68	334,585.68	49,818.00	9,078.00
12-000-252-XXX Administrative Information Technology	0.00	0.00	0.00	0.00
12-000-261-XXX Required Maintenance	53,000.00	52,590.20	0.00	409.80
12-000-262-XXX Routine Maintenance	22,358.77	22,358.77	0.00	0.00
12-000-266-XXX Security	0.00	0.00	0.00	0.00
12-000-4XX-XXX Facilities Acquisition and Construction	639,535.00	182,748.56	85,611.96	371,174.48
Capital Outlay	1,108,375.45	592,283.21	135,429.96	380,662.28
13-XXX-XXX-XXX Summer School	200,597.00	165,239.41	0.00	35,357.59

School District Of The Chathams
Budgeted Expenditures
Report dates 07/01/2020 - thru - 05/31/2021
General Fund - Fund 10 (10,11,12,13)

	Final Budget	Actual To Date	Encumbrances	Available
Summer School	200,597.00	165,239.41	0.00	35,357.59
Total Expense	72,934,051.36	59,496,147.32	7,205,731.72	6,232,172.32

School District Of The Chathams
BOARD SECRETARY REPORT
CERTIFICATION
General Fund - Fund 10 (10,11,12,13)
May 21

Pursuant to N.J.A.C 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary

Date

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Special Revenue - Fund 20 (20)

Interim Balance Sheet
 05/31/2021

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ASSETS AND RESOURCES

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ASSETS			
Cash & Cash Equivalents			
101 Cash in Bank	9,388.74		
Total Cash & Cash Equivalents			9,388.74
Other Current Assets			
Total Other Assets			0.00
Accounts Receivable			
Total Accounts Receivable			0.00
Other Assets			
Total Other Assets			0.00
RESOURCES			
301 Estimated Revenues	2,193,966.45		
302 Revenues	-1,380,160.95		
Total Resources			813,805.50
Total Assets and Resources			823,194.24

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LIABILITIES AND FUND EQUITY

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LIABILITIES			
Current Liabilities			
Total Current Liabilities			0.00

FUND BALANCE			
Appropriated			
Reserve for Encumbrances			
753 Reserve for Encumbrances - Current Year	356,042.74		
Total Reserved for Encumbrances			356,042.74
601 Appropriations	2,209,011.47		

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Special Revenue - Fund 20 (20)

Interim Balance Sheet
 05/31/2021

602 Expenditures	1,385,817.23	
603 Encumbrances	356,042.74	

Less: Expenditures and Encumbrances		-1,741,859.97
Reserved Fund Balance		
Capital Reserve		

Capital Reserve		0.00
Adult Education		

Adult Education		0.00
Sale/LeaseBack Reserve		

Sale/LeaseBack Reserve		0.00
Maintenance Reserve		

Maintenance Reserve		0.00
Tuition Reserve		

Tuition Reserve		0.00
Current Expense Emergency Reserve		

Current Expense Emergency Reserve		0.00
Bus Adv Revenue Reserve for Fuel Costs		

Bus Adv Revenue Reserve for Fuel Costs		0.00
Federal Impact Aid Reserve (General)		

Federal Impact Aid Reserve (General)		0.00
Federal Impact Aid Reserve (Capital)		

Federal Impact Aid Reserve (Capital)		0.00
Other Reserves		

Other Reserves		0.00

Toal Reserved Funds		467,151.50

Total Appropriated		823,194.24
Unappropriated		

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
School District Of The Chathams
Special Revenue - Fund 20 (20)

Interim Balance Sheet
05/31/2021

770 Unreserved Fund Balance	15,045.02	
303 Budgeted Fund Balance	-15,045.02	

Total Unappropriated		0.00

Total Fund Balance		823,194.24

Total Liabilities and Fund Balance		823,194.24
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School District Of The Chathams
REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION

RECAPITULATION OF BUDGETED FUND BALANCE
Special Revenue - Fund 20 (20)
May 21

RECAPITULATION OF FUND BALANCE

	Budgeted	Actual	Variance
Appropriations	2,209,011.47	1,741,859.97	467,151.50
Revenues	-2,193,966.45	-1,380,160.95	-813,805.50
	-----	-----	-----
Subtotal	15,045.02	361,699.02	-346,654.00
Less: Adjustment for prior year encumbra	-15,045.02	-15,045.02	0.00
	-----	-----	-----
Budgeted Fund Balance	0.00	346,654.00	-346,654.00
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School District Of The Chathams
 Schedule of Revenues
 Report dates 07/01/2020 - thru - 05/31/2021
 Special Revenue - Fund 20 (20)

	Final Budget	Actual	Unrealized
1920 Contributions and Donations from Private Sources	282,518.45	236,610.92	45,907.53
=====	=====	=====	=====
1XXX From Local Sources	282,518.45	236,610.92	45,907.53
3230 Restricted Nonpublic Aids	78,028.00	68,452.03	9,575.97
3231 Nonpublic Textbook Aid	18,816.00	18,816.00	0.00
3239 Nonpublic Nursing Services Aid	31,416.00	23,434.00	7,982.00
3239 Nonpublic Security Aid	53,900.00	53,900.00	0.00
=====	=====	=====	=====
3XXX From State Sources	182,160.00	164,602.03	17,557.97
4420 I.D.E.A. Part B	944,602.00	729,633.00	214,969.00
4423 I.D.E.A. Part B - Individuals with Disabilities Education A	49,471.00	5,755.00	43,716.00
4451 Title II-A or Title II-D	37,593.00	22,798.00	14,795.00
4491 Title III - English Language Enhancement	0.00	0.00	0.00
OTHER FEDERAL PROJECTS	0.00	0.00	0.00
OTHER FEDERAL PROJECTS	78,264.00	72,792.00	5,472.00
OTHER FEDERAL PROJECTS	28,000.00	41,219.00	-13,219.00
OTHER FEDERAL PROJECTS	120,149.00	106,751.00	13,398.00
OTHER FEDERAL PROJECTS	401,209.00	0.00	401,209.00
OTHER FEDERAL PROJECTS	25,000.00	0.00	25,000.00
OTHER FEDERAL PROJECTS	45,000.00	0.00	45,000.00
=====	=====	=====	=====
4XXX From Federal Sources	1,729,288.00	978,948.00	750,340.00
-----	-----	-----	-----
Fund Total - 20 SPECIAL REVENUE FUND	2,193,966.45	1,380,160.95	813,805.50
=====	=====	=====	=====

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
Special Revenue - Fund 20 (20)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
-GCodeDescription	21,492.65	3,861.33	516.00	17,115.32
20-0483-400-732-GCodeDescription	250,005.00	0.00	34,375.00	215,630.00
20-477-XXX-XXX-GCodeDescription	78,264.00	78,259.00	0.00	5.00
20-478-XXX-XXX-GCodeDescription	134,751.00	134,751.00	0.00	0.00
20-483-XXX-XXX-GCodeDescription	151,204.00	24,990.00	34,020.99	92,193.01
20-484-XXX-XXX-GCodeDescription	25,000.00	0.00	6,250.00	18,750.00
20-485-XXX-XXX-GCodeDescription	45,000.00	7,095.00	1,200.00	36,705.00
	-----	-----	-----	-----
-FCodeDescription	705,716.65	248,956.33	76,361.99	380,398.33
-GCodeDescription	345.50	0.00	0.00	345.50
20-001-XXX-GCodeDescription	10,453.68	0.00	0.00	10,453.68
20-0015-XXX-XXX-GCodeDescription	2,975.00	0.00	0.00	2,975.00
20-011-XXX-XXX Local Projects	111,095.56	91,314.18	5,491.41	14,289.97
20-012-XXX-XXX CEF	73,440.00	46,820.66	11,039.78	15,579.56
20-013-XXX-XXX-GCodeDescription	22,454.76	8,542.21	1,265.73	12,646.82
20-015-XXX-GCodeDescription	9.46	0.00	0.00	9.46
20-015-XXX-XXX-GCodeDescription	55,296.86	25,275.41	0.00	30,021.45
	-----	-----	-----	-----
TOTAL LOCAL PROJECTS	276,070.82	171,952.46	17,796.92	86,321.44
20-482-XXX-XXX-GCodeDescription	13,398.00	13,218.25	0.00	179.75
20-501-XXX-XXX NJ Nonpublic Textbook Aid, C. 194	18,816.00	18,816.00	0.00	0.00
20-502-XXX-XXX NJ Nonpublic Auxiliary Services - Compensatory Edu	8,709.00	6,644.00	2,065.00	0.00
20-506-XXX-XXX NJ Nonpublic Handicapped - Supplementary Instructi	26,713.00	19,994.65	6,719.00	-0.65
20-507-XXX-XXX NJ Nonpublic Handicapped - C. 193 Examination & Cl	31,031.00	17,705.66	13,325.34	0.00
20-508-XXX-XXX NJ Nonpublic Handicapped - Corrective Speech	11,575.00	7,473.48	4,101.52	0.00
20-509-XXX-XXX NJ Nonpublic Nursing Services	31,416.00	31,416.00	0.00	0.00
20-510-XXX-XXX NJ Nonpublic Technology Initiative	0.00	0.00	0.00	0.00
20-511-XXX-XXX-GCodeDescription	53,900.00	53,900.00	0.00	0.00
20-512-XXX-XXX-GCodeDescription	0.00	0.00	0.00	0.00
	-----	-----	-----	-----
TOTAL OTHER STATE PROJECTS	195,558.00	169,168.04	26,210.86	179.10
20-241-XXX-XXX NCLB Title III	0.00	0.00	0.00	0.00
20-250-XXX-XXX I.D.E.A Part B	969,682.00	768,158.73	201,338.08	185.19
20-252-XXX-XXX I.D.E.A. P/S	24,391.00	2,539.19	21,829.37	22.44
20-270-XXX-XXX NCLB Title II	35,913.00	23,407.48	12,505.52	0.00
20-275-XXX-XXX-GCodeDescription	1,680.00	1,635.00	0.00	45.00
	-----	-----	-----	-----
TOTAL FEDERAL PROJECTS	1,031,666.00	795,740.40	235,672.97	252.63
	-----	-----	-----	-----

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
Special Revenue - Fund 20 (20)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
Fund Total - SPECIAL REVENUE FUND	2,209,011.47	1,385,817.23	356,042.74	467,151.50

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Special Revenue - Fund 20 (20)
 Interim Statements Comparing
 Budgeted Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date
 (For the 11 month period ending May 21)

		Budgeted Estimated -----	Actual to Date -----	Note: Over or(Under) -----	Unrealized Balance -----
REVENUES/SOURCES OF FUNDS					
OPERATING BUDGET					
20-Recap	Budgeted Fund Balance	15,045.02	361,699.02	(OVER)	-346,654.00
20-1XXX	1XXX From Local Sources	282,518.45	236,610.92	UNDER	45,907.53
20-3XXX	3XXX From State Sources	182,160.00	164,602.03	UNDER	17,557.97
20-4XXX	4XXX From Federal Sources	1,729,288.00	978,948.00	UNDER	750,340.00
		-----	-----	-----	-----
	TOTAL Special Revenue - Fund 20	2,209,011.47	1,741,859.97	UNDER	467,151.50
		=====	=====	=====	=====

School District Of The Chathams
 Budgeted Expenditures
 Report dates 07/01/2020 - thru - 05/31/2021
 Special Revenue - Fund 20 (20)

	Final Budget	Actual To Date	Encumbrances	Available
-DCodeDescription	455,711.65	248,956.33	41,986.99	164,768.33
20-0483-4XX-XXX-DCodeDescription	250,005.00	0.00	34,375.00	215,630.00
LOCAL PROJECTS	276,070.82	171,952.46	17,796.92	86,321.44
OTHER STATE PROJECTS	195,558.00	169,168.04	26,210.86	179.10
FEDERAL PROJECTS	1,031,666.00	795,740.40	235,672.97	252.63

SPECIAL REVENUE FUND	2,209,011.47	1,385,817.23	356,042.74	467,151.50

Total Expense	2,209,011.47	1,385,817.23	356,042.74	467,151.50
=====				

School District Of The Chathams
BOARD SECRETARY REPORT
CERTIFICATION
Special Revenue - Fund 20 (20)
May 21

Pursuant to N.J.A.C 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary

Date

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Capital Projects - Fund 30 (30)

Interim Balance Sheet
 05/31/2021

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ASSETS AND RESOURCES

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ASSETS			
Cash & Cash Equivalents			
Total Cash & Cash Equivalents			0.00
Other Current Assets			
Total Other Assets			0.00
Accounts Receivable			
Total Accounts Receivable			0.00
Other Assets			
Total Other Assets			0.00
RESOURCES			
301 Estimated Revenues		30,000.00	
302 Revenues		-1,749.37	
Total Resources			28,250.63
Total Assets and Resources			28,250.63
			=====
=====			
LIABILITIES AND FUND EQUITY			
=====			
LIABILITIES			
Current Liabilities			
Total Current Liabilities			0.00
FUND BALANCE			
Appropriated			
Reserve for Encumbrances			0.00
Total Reserved for Encumbrances			0.00
601 Appropriations		30,000.00	

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Capital Projects - Fund 30 (30)

Interim Balance Sheet
 05/31/2021

602 Expenditures	1,749.37	

Less: Expenditures and Encumbrances		-1,749.37
Reserved Fund Balance		
Capital Reserve		

Capital Reserve		0.00
Adult Education		

Adult Education		0.00
Sale/LeaseBack Reserve		

Sale/LeaseBack Reserve		0.00
Maintenance Reserve		

Maintenance Reserve		0.00
Tuition Reserve		

Tuition Reserve		0.00
Current Expense Emergency Reserve		

Current Expense Emergency Reserve		0.00
Bus Adv Revenue Reserve for Fuel Costs		

Bus Adv Revenue Reserve for Fuel Costs		0.00

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Capital Projects - Fund 30 (30)

Interim Balance Sheet
 05/31/2021

Federal Impact Aid Reserve (General)			

Federal Impact Aid Reserve (General)		0.00	
Federal Impact Aid Reserve (Capital)			
Federal Impact Aid Reserve (Capital)	-----	0.00	
Other Reserves			
Other Reserves	-----	0.00	
Total Reserved Funds	-----	28,250.63	
Total Appropriated		28,250.63	
Unappropriated			
Total Unappropriated	-----	0.00	
Total Fund Balance		28,250.63	
Total Liabilities and Fund Balance		28,250.63	=====

School District Of The Chathams
REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION

RECAPITULATION OF BUDGETED FUND BALANCE
Capital Projects - Fund 30 (30)
May 21

RECAPITULATION OF FUND BALANCE

	Budgeted	Actual	Variance
Appropriations	30,000.00	1,749.37	28,250.63
Revenues	-30,000.00	-1,749.37	-28,250.63
	-----	-----	-----
Subtotal	0.00	0.00	0.00
Less: Adjustment for prior year encumbra	0.00	0.00	0.00
	-----	-----	-----
Budgeted Fund Balance	0.00	0.00	0.00
	=====	=====	=====

School District Of The Chathams
Schedule of Revenues
Report dates 07/01/2020 - thru - 05/31/2021
Capital Projects - Fund 30 (30)

	Final Budget	Actual	Unrealized
1510 Interest On Investments	30,000.00	1,749.37	28,250.63
1XXX From Local Sources	30,000.00	1,749.37	28,250.63
Fund Total - 30 CAPITAL PROJECTS FUND	30,000.00	1,749.37	28,250.63

School District Of The Chathams
 Statement of Appropriations
 Report dates 07/01/2020 - thru - 05/31/2021
 Capital Projects - Fund 30 (30)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
-GCodeDescription	30,000.00	1,749.37	0.00	28,250.63
-FCodeDescription	30,000.00	1,749.37	0.00	28,250.63
Fund Total - CAPITAL PROJECTS FUND	30,000.00	1,749.37	0.00	28,250.63

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Capital Projects - Fund 30 (30)
 Interim Statements Comparing
 Budgeted Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date
 (For the 11 month period ending May 21)

		Budgeted Estimated -----	Actual to Date -----	Note: Over or(Under) -----	Unrealized Balance -----
REVENUES/SOURCES OF FUNDS					
	OPERATING BUDGET				
30-Recap	Budgeted Fund Balance	0.00	0.00	UNDER	0.00
30-1XXX	1XXX From Local Sources	30,000.00	1,749.37	UNDER	28,250.63
30-3XXX	3XXX From State Sources	0.00	0.00	UNDER	0.00
		-----	-----	-----	-----
	TOTAL Capital Projects - Fund 30	30,000.00	1,749.37	UNDER	28,250.63
		=====	=====	=====	=====

School District Of The Chathams
Budgeted Expenditures
Report dates 07/01/2020 - thru - 05/31/2021
Capital Projects - Fund 30 (30)

	Final Budget	Actual To Date	Encumbrances	Available
-DCodeDescription	30,000.00	1,749.37	0.00	28,250.63
CAPITAL PROJECTS FUND	30,000.00	1,749.37	0.00	28,250.63
Total Expense	30,000.00	1,749.37	0.00	28,250.63

School District Of The Chathams
BOARD SECRETARY REPORT
CERTIFICATION
Capital Projects - Fund 30 (30)
May 21

Pursuant to N.J.A.C 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary

Date

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Debt Service - Fund 40 (40)

Interim Balance Sheet
 05/31/2021

=====

ASSETS AND RESOURCES

=====

ASSETS			
Cash & Cash Equivalents			
101 Cash in Bank	22,065.88		
Total Cash & Cash Equivalents		22,065.88	
Other Current Assets			
Total Other Assets		0.00	
Accounts Receivable			
Total Accounts Receivable		0.00	
Other Assets			
Total Other Assets		0.00	
RESOURCES			
301 Estimated Revenues	3,491,185.00		
302 Revenues	-3,492,934.83		
Total Resources		-1,749.83	
Total Assets and Resources			20,316.05
=====			
LIABILITIES AND FUND EQUITY			
=====			
LIABILITIES			
Current Liabilities			
Total Current Liabilities			0.00
FUND BALANCE			
Appropriated			
Reserve for Encumbrances			
Total Reserved for Encumbrances			0.00
601 Appropriations	3,540,175.00		
602 Expenditures	3,540,175.00		

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Debt Service - Fund 40 (40)

Interim Balance Sheet
 05/31/2021

Less: Expenditures and Encumbrances		-3,540,175.00	
Reserved Fund Balance			
Capital Reserve			

Capital Reserve		0.00	
Adult Education			

Adult Education		0.00	
Sale/LeaseBack Reserve			

Sale/LeaseBack Reserve		0.00	
Maintenance Reserve			

Maintenance Reserve		0.00	
Tuition Reserve			

Tuition Reserve		0.00	
Current Expense Emergency Reserve			

Current Expense Emergency Reserve		0.00	
Bus Adv Revenue Reserve for Fuel Costs			

Bus Adv Revenue Reserve for Fuel Costs		0.00	
Federal Impact Aid Reserve (General)			

Federal Impact Aid Reserve (General)		0.00	
Federal Impact Aid Reserve (Capital)			

Federal Impact Aid Reserve (Capital)		0.00	
Other Reserves			

Other Reserves		0.00	

Toal Reserved Funds			0.00

Total Appropriated			0.00
Unappropriated			
770 Unreserved Fund Balance		69,306.05	

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
School District Of The Chathams
Debt Service - Fund 40 (40)

Interim Balance Sheet
05/31/2021

303 Budgeted Fund Balance	-48,990.00	

Total Unappropriated		20,316.05

Total Fund Balance		20,316.05

Total Liabilities and Fund Balance		20,316.05
		=====

School District Of The Chathams
REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION

RECAPITULATION OF BUDGETED FUND BALANCE
Debt Service - Fund 40 (40)
May 21

RECAPITULATION OF FUND BALANCE

	Budgeted	Actual	Variance
Appropriations	3,540,175.00	3,540,175.00	0.00
Revenues	-3,491,185.00	-3,492,934.83	1,749.83
	-----	-----	-----
Subtotal	48,990.00	47,240.17	1,749.83
Less: Adjustment for prior year encumbra	0.00	0.00	0.00
	-----	-----	-----
Budgeted Fund Balance	48,990.00	47,240.17	1,749.83
	=====	=====	=====

School District Of The Chathams
 Schedule of Revenues
 Report dates 07/01/2020 - thru - 05/31/2021
 Debt Service - Fund 40 (40)

	Final Budget	Actual	Unrealized
1210 Ad Valorem Taxes - Local Tax Levy	3,267,966.00	3,267,966.00	0.00
3160 Debt Service Aid Type II	223,219.00	223,219.00	0.00
=====			
1XXX From Local Sources	3,491,185.00	3,491,185.00	0.00
5200 General Fund Contribution to Preschool	0.00	1,749.83	-1,749.83
=====			
-DCodeDescription	0.00	1,749.83	-1,749.83

Fund Total - 40 DEBT SERVICE	3,491,185.00	3,492,934.83	-1,749.83
=====			

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
Debt Service - Fund 40 (40)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
40-701-510-834 Interest on Bonds	1,380,175.00	1,380,175.00	0.00	0.00
40-701-510-910 Redemption of Principal	2,160,000.00	2,160,000.00	0.00	0.00
TOTAL REGULAR DEBT SERVICE	3,540,175.00	3,540,175.00	0.00	0.00
Fund Total - DEBT SERVICE	3,540,175.00	3,540,175.00	0.00	0.00

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Debt Service - Fund 40 (40)
 Interim Statements Comparing
 Budgeted Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date
 (For the 11 month period ending May 21)

		Budgeted Estimated -----	Actual to Date -----	Note: Over or(Under) -----	Unrealized Balance -----
REVENUES/SOURCES OF FUNDS					
	OPERATING BUDGET				
40-Recap	Budgeted Fund Balance	48,990.00	47,240.17	UNDER	1,749.83
40-	Not on file	0.00	1,749.83	(OVER)	-1,749.83
40-1XXX	1XXX From Local Sources	3,491,185.00	3,491,185.00	UNDER	0.00
		-----	-----	-----	-----
	TOTAL Debt Service - Fund 40	3,540,175.00	3,540,175.00	UNDER	0.00
		=====	=====	=====	=====

School District Of The Chathams
 Budgeted Expenditures
 Report dates 07/01/2020 - thru - 05/31/2021
 Debt Service - Fund 40 (40)

	Final Budget	Actual To Date	Encumbrances	Available
40-701-510-XXX Debt Service - Regular	3,540,175.00	3,540,175.00	0.00	0.00
DEBT SERVICE	3,540,175.00	3,540,175.00	0.00	0.00
Total Expense	3,540,175.00	3,540,175.00	0.00	0.00

School District Of The Chathams
BOARD SECRETARY REPORT
CERTIFICATION
Debt Service - Fund 40 (40)
May 21

Pursuant to N.J.A.C 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary

Date

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Enterprise Fund - Fund 60 (60)

Interim Balance Sheet
 05/31/2021

=====

ASSETS AND RESOURCES

=====

ASSETS			
Cash & Cash Equivalents			
101 Cash in Bank	90,194.46		
Total Cash & Cash Equivalents			90,194.46
Other Current Assets			
Total Other Assets			0.00
Accounts Receivable			
153 Other Accounts Receivable	11,937.00		
Total Accounts Receivable			11,937.00
Other Assets			
171 Inventories for Consumption	12,663.00		
241 Machinery and Equipment	822,003.00		
242 Accumulated Depreciation on Machinery and Equipment	-365,950.00		
Total Other Assets			468,716.00
RESOURCES			
301 Estimated Revenues	1,083,229.70		
302 Revenues	-53,995.70		
Total Resources			1,029,234.00
Total Assets and Resources			1,600,081.46

=====

LIABILITIES AND FUND EQUITY

=====

LIABILITIES			
Current Liabilities			
402 Interfund Accounts Payable		75,571.16	
481 Deferred Revenues		115,393.00	
Total Current Liabilities			190,964.16
FUND BALANCE			
Appropriated			
Reserve for Encumbrances			

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Enterprise Fund - Fund 60 (60)

Interim Balance Sheet
 05/31/2021

753 Reserve for Encumbrances - Current Year	367,854.32	

Total Reserved for Encumbrances		367,854.32
601 Appropriations	1,083,229.70	
602 Expenditures	271,018.57	
603 Encumbrances	367,854.32	

Less: Expenditures and Encumbrances		-638,872.89
Reserved Fund Balance		
Capital Reserve		
710 Invested in Capital Assets, Net of Related Debt	496,005.00	

Capital Reserve		496,005.00
Adult Education		

Adult Education		0.00
Sale/LeaseBack Reserve		

Sale/LeaseBack Reserve		0.00
Maintenance Reserve		

Maintenance Reserve		0.00
Tuition Reserve		

Tuition Reserve		0.00
Current Expense Emergency Reserve		

Current Expense Emergency Reserve		0.00
Bus Adv Revenue Reserve for Fuel Costs		

Bus Adv Revenue Reserve for Fuel Costs		0.00
Federal Impact Aid Reserve (General)		

Federal Impact Aid Reserve (General)		0.00
Federal Impact Aid Reserve (Capital)		

Federal Impact Aid Reserve (Capital)		0.00
Other Reserves		

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Enterprise Fund - Fund 60 (60)

Interim Balance Sheet
 05/31/2021

Other Reserves	0.00		

Toal Reserved Funds		940,361.81	

Total Appropriated		1,308,216.13	
Unappropriated			
770 Unreserved Fund Balance	100,901.17		

Total Unappropriated		100,901.17	

Total Fund Balance			1,409,117.30

Total Liabilities and Fund Balance			1,600,081.46
			=====

School District Of The Chathams
REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION

RECAPITULATION OF BUDGETED FUND BALANCE
Enterprise Fund - Fund 60 (60)
May 21

RECAPITULATION OF FUND BALANCE

	Budgeted	Actual	Variance
Appropriations	1,083,229.70	638,872.89	444,356.81
Revenues	-1,083,229.70	-53,995.70	-1,029,234.00

Subtotal	0.00	584,877.19	-584,877.19
Less: Adjustment for prior year encumbra	0.00	0.00	0.00

Budgeted Fund Balance	0.00	584,877.19	-584,877.19
=====			

School District Of The Chathams
 Schedule of Revenues
 Report dates 07/01/2020 - thru - 05/31/2021
 Enterprise Fund - Fund 60 (60)

	Final Budget	Actual	Unrealized
1611 Daily Sales - School Lunch Program	1,072,268.00	48,109.20	1,024,158.80
1980 Refund of Prior Year's Expenditures	0.00	36.60	-36.60
=====			
1XXX From Local Sources	1,072,268.00	48,145.80	1,024,122.20
3220 State School Lunch Program	0.00	1,415.74	-1,415.74
3230 Restricted Nonpublic Aids	10,961.70	0.00	10,961.70
=====			
3XXX From State Sources	10,961.70	1,415.74	9,545.96
4462 National School Lunch Program	0.00	4,434.16	-4,434.16
=====			
4XXX From Federal Sources	0.00	4,434.16	-4,434.16

Fund Total - 60 CAFETERIA FUND	1,083,229.70	53,995.70	1,029,234.00
=====			

School District Of The Chathams
 Statement of Appropriations
 Report dates 07/01/2020 - thru - 05/31/2021
 Enterprise Fund - Fund 60 (60)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
60-910-310-100-GCodeDescription	66,981.00	62,590.00	2,845.00	1,546.00
60-910-310-200-GCodeDescription	112,000.00	13,055.40	55,875.60	43,069.00
60-910-310-290-GCodeDescription	22,571.16	22,571.16	0.00	0.00
60-910-310-300-GCodeDescription	362,400.00	132,476.97	209,215.69	20,707.34
60-910-310-500-GCodeDescription	10,000.00	0.00	0.00	10,000.00
60-910-310-610-GCodeDescription	442,315.84	23,984.20	67,573.06	350,758.58
60-910-310-730-GCodeDescription	10,961.70	0.00	10,961.70	0.00
60-910-310-800-GCodeDescription	56,000.00	16,340.84	21,383.27	18,275.89
-FCODEDescription	1,083,229.70	271,018.57	367,854.32	444,356.81
 Fund Total - CAFETERIA FUND	 1,083,229.70	 271,018.57	 367,854.32	 444,356.81

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 Enterprise Fund - Fund 60 (60)
 Interim Statements Comparing
 Budgeted Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date
 (For the 11 month period ending May 21)

		Budgeted Estimated -----	Actual to Date -----	Note: Over or(Under) -----	Unrealized Balance -----
REVENUES/SOURCES OF FUNDS					
	OPERATING BUDGET				
60-Recap	Budgeted Fund Balance	0.00	584,877.19	(OVER)	-584,877.19
60-1XXX	1XXX From Local Sources	1,072,268.00	48,145.80	UNDER	1,024,122.20
60-3XXX	3XXX From State Sources	10,961.70	1,415.74	UNDER	9,545.96
60-4XXX	4XXX From Federal Sources	0.00	4,434.16	(OVER)	-4,434.16
		-----	-----	-----	-----
	TOTAL Enterprise Fund - Fund 60	1,083,229.70	638,872.89	UNDER	444,356.81
		=====	=====	=====	=====

School District Of The Chathams
 Budgeted Expenditures
 Report dates 07/01/2020 - thru - 05/31/2021
 Enterprise Fund - Fund 60 (60)

	Final Budget	Actual To Date	Encumbrances	Available
60-XXX-XXX-XXX-DCodeDescription	1,083,229.70	271,018.57	367,854.32	444,356.81
CAFETERIA FUND	1,083,229.70	271,018.57	367,854.32	444,356.81
Total Expense	1,083,229.70	271,018.57	367,854.32	444,356.81
	=====	=====	=====	=====

School District Of The Chathams
BOARD SECRETARY REPORT
CERTIFICATION
Enterprise Fund - Fund 60 (60)
May 21

Pursuant to N.J.A.C 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary

Date

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 xx-Other Fund 2 (99)

Interim Balance Sheet
 05/31/2021

=====

ASSETS AND RESOURCES

=====

ASSETS		
Cash & Cash Equivalents		
101 Cash in Bank	108,807.10	

Total Cash & Cash Equivalents		108,807.10
Other Current Assets		

Total Other Assets		0.00
Accounts Receivable		

Total Accounts Receivable		0.00
Other Assets		

Total Other Assets		0.00
RESOURCES		

Total Resources		0.00

Total Assets and Resources		108,807.10
		=====

=====

LIABILITIES AND FUND EQUITY

=====

LIABILITIES		
Current Liabilities		
471 Payroll Deductions and Withholdings	-966.34	
Not on file E*472	46,172.18	
Not on file E*476	0.04	
Not on file E*477	63,601.22	

Total Current Liabilities		108,807.10

FUND BALANCE		
Appropriated		
Reserve for Encumbrances		

Total Reserved for Encumbrances		0.00

REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION
School District Of The Chathams
xx-Other Fund 2 (99)

Interim Balance Sheet
05/31/2021

Less: Expenditures and Encumbrances	-----	0.00
Reserved Fund Balance		
Capital Reserve		
Capital Reserve	-----	0.00
Adult Education		
Adult Education	-----	0.00
Sale/LeaseBack Reserve		
Sale/LeaseBack Reserve	-----	0.00
Maintenance Reserve		
Maintenance Reserve	-----	0.00
Tuition Reserve		
Tuition Reserve	-----	0.00
Current Expense Emergency Reserve		
Current Expense Emergency Reserve	-----	0.00
Bus Adv Revenue Reserve for Fuel Costs		

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 xx-Other Fund 2 (99)

Interim Balance Sheet
 05/31/2021

Bus Adv Revenue Reserve for Fuel Costs	-----	0.00	
Federal Impact Aid Reserve (General)			
	-----	0.00	
Federal Impact Aid Reserve (Capital)			
	-----	0.00	
Other Reserves			
	-----	0.00	
Other Reserves		0.00	
Total Reserved Funds	-----	0.00	
Total Appropriated		-----	0.00
Unappropriated			
	-----	0.00	
Total Unappropriated		-----	0.00
Total Fund Balance			0.00
Total Liabilities and Fund Balance			----- 108,807.10 =====

School District Of The Chathams
REPORT OF THE SECRETARY
TO THE BOARD OF EDUCATION

RECAPITULATION OF BUDGETED FUND BALANCE
xx-Other Fund 2 (99)
May 21

RECAPITULATION OF FUND BALANCE

	Budgeted	Actual	Variance
Appropriations	0.00	0.00	0.00
Revenues	0.00	0.00	0.00
	-----	-----	-----
Subtotal	0.00	0.00	0.00
Less: Adjustment for prior year encumbra	0.00	0.00	0.00
	-----	-----	-----
Budgeted Fund Balance	0.00	0.00	0.00
	=====	=====	=====

School District Of The Chathams
Schedule of Revenues
Report dates 07/01/2020 - thru - 05/31/2021
xx-Other Fund 2 (99)

	Final Budget	Actual	Unrealized
-Field2Description			
-DCodeDescription	0.00	0.00	0.00
Fund Total -	0.00	0.00	0.00

School District Of The Chathams
Statement of Appropriations
Report dates 07/01/2020 - thru - 05/31/2021
xx-Other Fund 2 (99)

	Final Budget	Expenditures Actual	Encumbrances	Available Balance
-GCodeDescription				
-FCodeDescription	0.00	0.00	0.00	0.00
Fund Total -	0.00	0.00	0.00	0.00

REPORT OF THE SECRETARY
 TO THE BOARD OF EDUCATION
 School District Of The Chathams
 xx-Other Fund 2 (99)
 Interim Statements Comparing
 Budgeted Revenue with Actual to Date and
 Appropriations with Expenditures and Encumbrances to Date
 (For the 11 month period ending May 21)

	Budgeted Estimated -----	Actual to Date -----	Note: Over or(Under) -----	Unrealized Balance -----
REVENUES/SOURCES OF FUNDS				
OPERATING BUDGET				
d 2-Recap Budgeted Fund Balance	0.00	0.00	UNDER	0.00
	-----	-----	-----	-----
TOTAL xx-Other Fund 2	0.00	0.00	UNDER	0.00
	=====	=====	=====	=====

School District Of The Chathams
 Budgeted Expenditures
 Report dates 07/01/2020 - thru - 05/31/2021
 xx-Other Fund 2 (99)

	Final Budget	Actual To Date	Encumbrances	Available
-DCodeDescription				
FundDescription	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

School District Of The Chathams
BOARD SECRETARY REPORT
CERTIFICATION
xx-Other Fund 2 (99)
May 21

Pursuant to N.J.A.C 6:20-2A.10 (d)*, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6:20-2A. 10(a)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary

Date

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

District of the Chathams, NJ

All Funds

For the Month Ending: May 2021

CASH REPORT					
	FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
	GOVERNMENTAL FUNDS				
1	General Fund - Fund 10	8,655,163.12	8,677,209.64	5,203,980.22	12,128,392.54
2	Special Revenue Fund - Fund 20	0.00	66,834.60	57,445.86	9,388.74
3	Capital Projects Fund - Fund 30	0.00	0.00	0.00	0.00
4	Debt Service Fund - Fund 40	22,065.88	0.00	0.00	22,065.88
5	Total Governmental Funds (Lines 1 thru 4)	8,677,229.00	8,744,044.24	5,261,426.08	12,159,847.16
6a	ENTERPRISE FUNDS				
6b	Food Service Fund - Fund 60 PNC Bank	31,989.73	64,349.08	6,144.35	90,194.46
6c					
6	Total Enterprise Funds Fund 60	31,989.73	64,349.08	6,144.35	90,194.46
	TRUST AND AGENCY FUNDS (Fund 9X)				
7	Payroll	-	2,458,699.20	2,458,699.20	0.00
8	Payroll Agency	84,848.58	2,025,284.13	2,001,325.61	108,807.10
9	Unemployment	426,885.89	90.65	0.00	426,976.54
10					
11	Total Trust & Agency Funds (Lines 7 thru 10)	511,734.47	4,484,073.98	4,460,024.81	535,783.64
12	Total All Funds (Lines 5, 6 and 11)	9,220,953.20	13,292,467.30	9,727,595.24	12,785,825.26

Prepared and Submitted by:



Treasurer of School Monies

REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION
District of the Chathams, NJ

Bank Account Balances

For the Month Ending: May 2021

CASH REPORT				
FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
1	GOVERNMENTAL FUND ACCOUNTS			
2	Investors Bank -2054 (Referendum)	0.00		0.00
3	Investors Bank -5525	0.00		0.00
4	Investors Bank - 0799	10,512,186.65	8,746,929.67	7,064,724.03
5				
6				
7				
8				
9				
10				
11				
12	TOTAL GOVERNMENTAL FUNDS	10,512,186.65	8,746,929.67	7,064,724.03
13				
14				
15				
16				
17	Investor's Bank- 1402 Food Service	50,813.10	63,925.33	24,280.75
18	Food Service Fund 60	50,813.10	63,925.33	24,280.75
19				
	TRUST AND AGENCY FUNDS (Fund 9X)			
21	Investors Bank - 1440 Unemployment	426,885.89	90.65	0.00
22				
23	Investors - 1341 Payroll	22,314.83	2,458,699.20	2,466,399.28
24	Investors Bank - 0836 Payroll Agency	141,483.16	2,025,354.46	1,995,387.92
25				
26				
27	Total Trust & Agency Funds (Lines 21 thru 25)	590,683.88	4,484,144.31	4,461,787.20
28	Total All Funds (Lines 12, 18 and 26)	\$ 11,153,683.63	\$ 13,294,999.31	\$ 11,550,791.98
		\$ 12,897,890.96		

Bank Name	TOTAL GOVERNMENTAL FUNDS	Prepared by:	JC
Account Number	ATTACHED	Date:	6/16/2021
Statement Date	May 31, 2021		
Fund (s)	All Governmental Funds		

1	Balance per Bank			\$ 12,194,392.29
	Reconciling Items			
	Additions			
2				
3				
4	Total Additions		-	
	Deductions			
5				
6	Outstanding checks	34,545.13		
7	Total Deductions		34,545.13	
8	Net Reconciling Items			(34,545.13)
9	Adjusted Balance per Bank as of: May 31, 2021		*	\$ 12,159,847.16
10	Balance per Board Secretary's Records as of: May 31, 2021		**	\$ 12,159,847.16
	Reconciling Items			
	Additions			
11				
12				
13	Total Additions		-	
	Deductions			
14				
15				
16	Total Deductions		-	
17	Net Reconciling Items			-
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$ 12,159,847.16

* Line 9 MUST EQUAL line 18.

** If for a general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

Bank Name	Investors	Prepared by:	JC
Account Number	xxxxxx1341	Date:	6/16/2021
Statement Date	May 31, 2021		
Fund (s)	Payroll		

1	Balance per Bank			\$	14,614.75
	Reconciling Items				
	Additions				
2					
3					
4	Total Additions		-		
	Deductions				
5					
6	Outstanding checks	14,614.75			
7	Total Deductions		14,614.75		
8	Net Reconciling Items				(14,614.75)
9	Adjusted Balance per Bank as of: May 31, 2021			*	\$ 0.00
10	Balance per Board Secretary's Records as of: May 31, 2021			**	\$ -
	Reconciling Items				
	Additions				
11					
12					
13	Total Additions		-		
	Deductions				
14					
15	Other (Explain)	-			
16	Total Deductions		-		
17	Net Reconciling Items				-
18	Adjusted Board Secretary's Balance as of: May 31, 2021			*	\$ -

0.00

* Line 9 MUST EQUAL line 18.

** If for a general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

Bank Name	Investors	Prepared by:	JC
Account Number	xxxxxx0836	Date:	6/16/2021
Statement Date	May 31, 2021		
Fund (s)	Payroll Agency		

1 Balance per Bank				\$ 171,449.70
Reconciling Items				
Additions				
2	Due from DCRP	450.16		
3				
4	Total Additions		450.16	
Deductions				
5	Outstanding Checks	66,522.27		
6				
7	Total Deductions		66,522.27	
8	Net Reconciling Items			(66,072.11)
9	Adjusted Balance per Bank as of: May 31, 2021		*	\$ 105,377.59
10 Balance per Board Secretary's Records as of: May 31, 2021			**	\$ 108,807.10
Reconciling Items				
Additions				
11				
12				
13	Total Additions		-	
Deductions				
14				
15	Wageworks May 2021	3,429.51		
16	Total Deductions		3,429.51	
17	Net Reconciling Items			(3,429.51)
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$ 105,377.59

* Line 9 MUST EQUAL line 18. 0.00
 ** If for a general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

Bank Name	Investors	Prepared by:	JC
Account Number	xxxxxxxxxx1440	Date:	6/16/2021
Statement Date	May 31, 2021		
	Unemployment		

1	Balance per Bank			\$	426,976.54
	Reconciling Items				
	Additions				
2					
3					
4	Total Additions				-
	Deductions				
5	Outstanding Checks				-
6					
7	Total Deductions				-
8	Net Reconciling Items				-
9	Adjusted Balance per Bank as of: May 31, 2021		*	\$	426,976.54
10	Balance per Board Secretary's Records as of: May 31, 2021		**	\$	426,976.54
	Reconciling Items				
	Additions				
11					
12	Other (Explain)				
13	Total Additions				
	Deductions				
14					
15					
16	Total Deductions				-
17	Net Reconciling Items				
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$	426,976.54

* Line 9 MUST EQUAL line 18.
 ** If for a general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

Bank Name	Investors	Prepared by:	JC
Account Number	xxxxxx1402	Date:	6/16/2021
Statement Date	May 31, 2021		
	Cafeteria		

1	Balance per Bank			\$	90,457.68
	Reconciling Items				
	Additions				
2	DIT	435.00			
3					
4	Total Additions		-		435.00
	Deductions				
5	Outstanding Checks	698.22			
6					
7	Total Deductions		698.22		
8	Net Reconciling Items				(263.22)
9	Adjusted Balance per Bank as of: May 31, 2021		*	\$	90,194.46
10	Balance per Board Secretary's Records as of: May 31, 2021		**	\$	90,194.46
	Reconciling Items				
	Additions				
11					
12					
13	Total Additions		-		
	Deductions				
14					
15					
16	Total Deductions		-		
17	Net Reconciling Items				
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$	90,194.46

* Line 9 MUST EQUAL line 18.

** If for a general fund, special revenue fund, capital projects fund or debt service fund, must agree with amount per board secretary's report.

**School District of the Chathams
Payroll Fund Outstanding List
For the Month Ending: May 2021**

Issue Date	Ck#	Amount
2/28/2020	81051 \$	550.40
3/31/2021	81192	226.11
3/31/2021	81207	3,898.38
3/31/2021	81230	1,086.65
4/30/2021	81246	3,755.19
May-21	81250	3,166.83
May-21	81251	125
May-21	81252	298.34
May-21	81253	340.33
May-21	81254	153.52
May-21	81255	197.92
May-21	81256	380.4
May-21	81257	435.68

\$ 14,614.75

**School District of the Chathams
Payroll Agency Fund Outstanding List
For the Month Ending: May 2021**

Date	Check #	Amount
4/30/2021	PA wire	405.31
5/28/2021	90715	1,236.74
5/28/2021	90716	688.68
5/28/2021	90717	507.18
5/28/2021	90718	52,409.48
5/28/2021	90719	497.58
5/28/2021	90720	7,352.28
5/28/2021	90721	3,425.02
		<u>\$ 66,522.27</u>

**School District of the Chathams
Cafeteria Fund Outstanding List
For the Month Ending: May 2021**

Date	Check #	Amount
11/16/2020	5723	80.00
11/16/2020	5724	544.22
5/17/2021	5748	27.50
5/17/2021	5750	13.00
5/17/2021	5753	33.50
Total February 2021		<u>\$ 698.22</u>

REPORT OF THE TREASURER TO THE BOARD OF EDUCATION

District of the Chathams, NJ

Petty Cash, Student Activities and Scholarships

For the Month Ending: May 2021

CASH REPORT				
FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
PETTY CASH				
1 Milton Avenue	\$ -	\$ -	\$ -	\$ -
2 Southern Boulevard	0.00	0.00	0.00	0.00
3 Washington Avenue	0.00	0.00	0.00	0.00
4 Lafayette Avenue	0.00	0.00	0.00	0.00
5 Chatham Middle School	1,000.00	0.21	0.21	1,000.00
6 Chatham High School	915.01	85.17	326.74	673.44
7 Business Office	3,011.54	0.60	244.78	2,767.36
8 Buildings and Grounds	868.88	0.18	30.18	838.88
9				
Total Petty Cash	5,795.43	86.16	601.91	5,279.68
STUDENT ACTIVITIES				
1 Milton Avenue	1,322.81	0.28	0.00	1,323.09
2 Southern Boulevard	132.47	193.48	0.00	325.95
3 Washington Avenue	0.00	0.00	0.00	0.00
4 Lafayette Avenue	43,738.91	24.30	0.00	43,763.21
5 Chatham Middle School	75,055.82	43.94	0.00	75,099.76
6 Chatham High School	398,658.60	45,351.85	2,402.91	441,607.54
7 CHS Athletics	13,571.39	119.80	1,004.00	12,687.19
8 CHA Sports Officials	22,738.20	89.64	9,503.29	13,324.55
Total Student Activities	555,218.20	45,823.29	12,910.20	588,131.29
1 Scholarship	52,190.53	511.38	1,000.00	51,701.91
Total All Funds	\$ 613,204.16	\$ 46,420.83	\$ 14,512.11	\$ 645,112.88

Prepared and Submitted by:



Treasurer of School Monies

Bank Name	Investors
Account Number	xxxxxxxx1633
Statement Date	May 31, 2021
MAS Petty Cash	

Prepared by:	JC
Date:	6/16/2021

1	Balance per Bank 05/31/21		\$ -
	Reconciling Items		
	Additions		
2		-	
		-	
3			
4	Total Additions	-	
	Deductions		
5			
6			
7	Total Deductions	0.00	
8	Net Reconciling Items		-
9	Adjusted Balance per Bank 05/31/21		* \$ -
10	Balance per Board Secretary's Records as of : May 31, 2021		** \$ -
	Reconciling Items		
	Additions		
11			
12			
13	Total Additions	-	
	Deductions		
14			
15			
16	Total Deductions	-	
17	Net Reconciling Items		-
18	Adjusted Board Secretary's Balance as of: May 31, 2021		* \$ -

Bank Name	Investors
Account Number	xxxxxxx1751
Statement Date	May 31, 2021
SBA Petty Cash	

Prepared by:	JC
Date:	6/16/2021

1	Balance per Bank 05/31/21		\$ -
	Reconciling Items		
	Additions		
2			
3			
4	Total Additions	-	
	Deductions		
5			
6			
7	Total Deductions	-	
8	Net Reconciling Items		-
9	Adjusted Balance per Bank 05/31/21		* \$ -
10	Balance per Board Secretary's Records as of : May 31, 2021		** \$ -
	Reconciling Items		
	Additions		
11			
12			
13	Total Additions	-	
	Deductions		
14			
15		-	
16	Total Deductions	-	
17	Net Reconciling Items		-
18	Adjusted Board Secretary's Balance as of: May 31, 2021		* \$ -

Bank Name	Investors
Account Number	xxxxxx1690
Statement Date	May 31, 2021
WAS Petty Cash	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21			\$	-
	Reconciling Items				
	Additions				
2					
3					
4	Total Additions		-		
	Deductions				
5					
6					
7	Total Deductions		-		
8	Net Reconciling Items				-
9	Adjusted Balance per Bank 05/31/21		*	\$	-

10	Balance per Board Secretary's Records as of : May 31, 2021		**	\$	-
----	---	--	----	----	---

	Reconciling Items				
	Additions				
11					
12					
13	Total Additions		-		
	Deductions				
14					
15					
16	Total Deductions		-		
17	Net Reconciling Items				-
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$	-

Bank Name	PNC/Investors
Account Number	xxxxxx8545/1609
Statement Date	May 31, 2021
LAS Petty Cash	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21			\$	-
	Reconciling Items				
	Additions				
2					
3					
4	Total Additions				-
	Deductions				
5	Outstanding Checks #				
6					
7	Total Deductions				-
8	Net Reconciling Items				-
9	Adjusted Balance per Bank 05/31/21		*	\$	-

10	Balance per Board Secretary's Records as of : May 31, 2021		**	\$	-
	Reconciling Items				
	Additions				
11					
12	Other (Explain)				
13	Total Additions				
	Deductions				
14					
15					
16	Total Deductions				-
17	Net Reconciling Items				
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$	-

Bank Name	Investors
Account Number	xxxxxx1567
Statement Date	May 31, 2021
CMS Petty Cash	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21			\$	1,000.00
	Reconciling Items				
	Additions				
	Interest Earned				
2					
3					
4	Total Additions		-		
	Deductions				
5					
6	Outstanding Checks		-		
7	Total Deductions		-		
8	Net Reconciling Items				-
9	Adjusted Balance per Bank 05/31/21		*	\$	1,000.00

10	Balance per Board Secretary's Records as of : May 31, 2021		**	\$	1,000.00
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	Reconciling Items				
	Additions				
11					
12					
13			-		
	Deductions				
14					
15					
16	Total Deductions		-		
17	Net Reconciling Items				
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$	1,000.00

Bank Name	Investors
Account Number	xxxxxx1497
Statement Date	May 31, 2021
CHS Petty Cash	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21			\$	673.44
	Reconciling Items				
	Additions				
2					
3					
4	Total Additions		-		
	Deductions				
5					
6					
7	Total Deductions		-		
8	Net Reconciling Items				-
9		0	*	\$	673.44

10	Balance per Board Secretary's Records as of : May 31, 2021		**	\$	673.44
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	Reconciling Items				
	Additions				
11					
12					
13			-		
	Deductions				
14					
15					
16	Total Deductions		-		
17	Net Reconciling Items				
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$	673.44

Bank Name	Investors
Account Number	xxxxxx1770
Statement Date	May 31, 2021
Board Office Petty Cash	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21			\$	2,767.36
	Reconciling Items				
	Additions				
	Interest Earned				
2					
3					
4	Total Additions		-		
	Deductions				
5					
6					
7	Total Deductions		-		
8	Net Reconciling Items				-
9	Adjusted Balance per Bank 05/31/21		*	\$	2,767.36

10	Balance per Board Secretary's Records as of : May 31, 2021		**	\$	2,767.36
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	Reconciling Items				
	Additions				
11					
12					
13			-		
	Deductions				
14					
15					
16	Total Deductions		-		
17	Net Reconciling Items				
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$	2,767.36

Bank Name	investors
Account Number	xxxxxx1831
Statement Date	May 31, 2021
Maintenance Petty Cash	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21			\$	838.88
	Reconciling Items				
	Additions				
2					
3					
4	Total Additions		-		
	Deductions				
5	Outstanding Check(s)				
6					
7	Total Deductions		-		
8	Net Reconciling Items				-
9	Adjusted Balance per Bank 05/31/21		*	\$	838.88

10	Balance per Board Secretary's Records as of : May 31, 2021		**	\$	838.88
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	Reconciling Items				
	Additions				
11					
12					
13			-		
	Deductions				
14					
15					
16	Total Deductions		-		
17	Net Reconciling Items				
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$	838.88

Bank Name	Investors
Account Number	xxxxxx1652
Statement Date	May 31, 2021
MAS Student Activities	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21			\$	1,323.09
	Reconciling Items				
	Additions				
2					
3					
4	Total Additions		-		
	Deductions				
5					
6					
7	Total Deductions		-		
8	Net Reconciling Items				-
9		0	*	\$	1,323.09

10	Balance per Board Secretary's Records as of : May 31, 2021		**	\$	1,323.09
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	Reconciling Items				
	Additions				
11					
12					
13			-		
	Deductions				
14					
15					
16	Total Deductions		-		
17	Net Reconciling Items				
18	Adjusted Board Secretary's Balance as of: May 31, 2021		*	\$	1,323.09

Bank Name Investors	Prepared by: JC
Account Number xxxxxx1765	Date: 6/16/2021
Balance per Bank 05/31/21	
SBS Student Activities	



1	Balance per Bank 05/31/21		\$	325.95
	Reconciling Items			
	Additions			
	Interest Earned			
2				
3				
4	Total Additions		-	-
	Deductions			
5				
6				
7	Total Deductions		-	-
8	Net Reconciling Items			-
9	Adjusted Balance per Bank 05/31/21	*	\$	325.95

10	Balance per Board Secretary's Records as of : May 31, 2021	**	\$	325.95
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	Reconciling Items			
	Additions			
11				
12				
13			-	-
	Deductions			
14				
15				
16	Total Deductions		-	-
17	Net Reconciling Items			
18	Adjusted Board Secretary's Balance as of: May 31, 2021	*	\$	325.95

Bank Name	PNC/Investors
Account Number	xxxxxx8684/1727
Statement Date	May 31, 2021
WAS Student Activities	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21			\$	-
	Reconciling Items				
	Additions				
	Interest Earned				
2					
3					
4	Total Additions		-		
	Deductions				
5					
6					
7	Total Deductions		-		
8	Net Reconciling Items				-
9	Adjusted Balance per Bank 05/31/21		*	\$	-

10	Balance per Board Secretary's Records as of : May 31, 2021		**	\$	-
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	Reconciling Items				
	Additions				
11					
12					
13			-		
	Deductions				
14					
15					
16	Total Deductions		-		
17	Net Reconciling Items				-
18		0	*	\$	-

Bank Name	PNC/Investors
Account Number	xxxxxx8641/1614
Statement Date	May 31, 2021
LAS Student Activities	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21			\$ 43,793.20
	Reconciling Items			
	Additions			
	Interest Earned			
2				
3				
4	Total Additions		-	
	Deductions			
5	Outstanding check(s)	29.99		
6				
7	Total Deductions		29.99	
8	Net Reconciling Items			(29.99)
9	Adjusted Balance per Bank 05/31/21		*	\$ 43,763.21

10	Balance per Board Secretary's Records as of : May 31, 2021		**	\$ 43,763.21
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	Reconciling Items			
	Additions			
11				
12				
13			-	
	Deductions			
14				
15				
16	Total Deductions		-	
17	Net Reconciling Items			
18		0	*	\$ 43,763.21

Bank Name	Investors
Account Number	xxxxxx1572
Statement Date	May 31, 2021
CMS Student Activities	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21				\$ 75,099.76
	Reconciling Items				
	Additions				
2					
3					
4	Total Additions			-	
	Deductions				
5	Outstanding Check(s) PY				
6					
7	Total Deductions			-	
8	Net Reconciling Items				-
9		0		*	\$ 75,099.76

10	Balance per Board Secretary's Records as of : May 31, 2021			**	\$ 75,099.76
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	Reconciling Items				
	Additions				
11					
12					
13				-	
	Deductions				
14					
15					
16	Total Deductions			-	
17	Net Reconciling Items				
18	Adjusted Board Secretary's Balance as of: May 31, 2021			*	\$ 75,099.76

Bank Name	PNC and Investors	Prepared by:	JC
Account Number	xxxxxx8705 and xxxxxx1510	Date:	6/16/2021
Balance per Bank 05/31/21			
CHS Student Activities			



1	Balance per Bank 05/31/21		\$ 443,317.88
	Reconciling Items		
	Additions		
2			
3			
4	Total Additions	-	
	Deductions		
5	Outstanding Check(s)	1,710.34	
6	Previous Outstanding		
7	Total Deductions	1,710.34	
8	Net Reconciling Items		(1,710.34)
9	Adjusted Balance per Bank 05/31/21	*	\$ 441,607.54

10	Balance per Board Secretary's Records as of : May 31, 2021	**	\$ 441,607.54
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	Reconciling Items		
	Additions		
11			
12			
13		-	
	Deductions		
14			
15			
16	Total Deductions	-	
17	Net Reconciling Items		
18	0	*	\$ 441,607.54

Bank Name	Investors
Account Number	xxxxxx1529
Statement Date	May 31, 2021
CHS Athletics	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21		\$ 12,687.19
	Reconciling Items		
	Additions		
2			
3			
4	Total Additions	-	
	Deductions		
5			
6			
7	Total Deductions	-	
8	Net Reconciling Items		-
9	Adjusted Balance per Bank 05/31/21	*	\$ 12,687.19

10	Balance per Board Secretary's Records as of : May 31, 2021	**	\$ 12,687.19
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	Reconciling Items		
	Additions		
11			
12			
13		-	
	Deductions		
14			
15			
16	Total Deductions	-	
17	Net Reconciling Items		
18	0	*	\$ 12,687.19

Bank Name	Investors
Account Number	xxxxxx9254
Statement Date	May 31, 2021
CHS Sports Officials	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21		\$ 13,324.55
	Reconciling Items		
	Additions		
2			
3			
4	Total Additions	-	
	Deductions		
5			
6			
7	Total Deductions	-	
8	Net Reconciling Items		-
9	Adjusted Balance per Bank 05/31/21	*	\$ 13,324.55

10	Balance per Board Secretary's Records as of : May 31, 2021	**	\$ 13,324.55
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	Reconciling Items		
	Additions		
11			
12			
13		-	
	Deductions		
14			
15			
16	Total Deductions	-	
17	Net Reconciling Items		
18	0	*	\$ 13,324.55

Bank Name	Investors
Account Number	xxxxxx1459
Statement Date	May 31, 2021
Scholarship	

Prepared by:	JC
Date:	6/16/2021



1	Balance per Bank 05/31/21		\$ 53,701.91
	Reconciling Items		
	Additions		
2			
3			
4	Total Additions	-	
	Deductions		
5	Outstanding Check#(s)#1106	1,000.00	
6	Outstanding Check#(s)CY1118-1121	1,000.00	
7	Total Deductions	2,000.00	
8	Net Reconciling Items		(2,000.00)
9	Adjusted Balance per Bank 05/31/21	*	\$ 51,701.91

10	Balance per Board Secretary's Records as of : May 31, 2021	**	\$ 51,701.91
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	Reconciling Items		
	Additions		
11			
12			
13		-	
	Deductions		
14			
15			
16	Total Deductions	-	
17	Net Reconciling Items		
18	0	*	\$ 51,701.91

POLICY

SCHOOL DISTRICT OF THE CHATHAMS

BYLAWS

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Bylaws, Policies, and Regulations (M)

0131 BYLAWS, POLICIES, AND REGULATIONS

The Board of Education shall exercise its rule-making power by adopting, revising, and abolishing bylaws, policies, and regulations for the organization and operation of the school district.

“Regulations” for the purpose of this Bylaw are only those regulations that are required to be adopted by the Board.

Adoption, Amendment, and Abolishment

Bylaws, policies, and regulations may be adopted; and revised at any meeting of the Board, provided the proposed adoption; or revision has been approved by the Board at a previous meeting of the Board.

Bylaws, policies, or regulations may be abolished at any meeting of the Board provided the proposed abolishing of the proposed bylaw, policy, or regulation has been approved by the Board at a previous meeting of the Board.

The Board shall at its organization meeting or annually at a meeting of the Board and by a majority vote of those present and voting, readopt existing bylaws, policies, and regulations without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw, ~~or~~ policy, or regulation and adopt, revise, or abolish a bylaw, policy, or regulation without prior notice. The emergency adoption, revision, or abolishment of a bylaw, policy, or regulation shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board in accordance with this Bylaw.

The adoption, revision, abolishment, or suspension of a bylaw, policy, or regulation shall be recorded in the minutes of the Board. Any bylaw, policy, or regulation or part of a bylaw, policy, or regulation that is superseded by a term in a negotiated agreement or by a subsequently adopted

POLICY

SCHOOL DISTRICT OF THE CHATHAMS

BYLAWS

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Bylaws, Policies, and Regulations (M)

bylaw, policy, or regulation shall no longer be in force and effect as a bylaw, policy, or regulation and shall be abolished by the Board in accordance with this Bylaw.

Promulgation and Distribution

The manual of bylaws, policies, and regulations shall be maintained. A copy of the manual of bylaws, policies, and regulations shall be available and accessible to each Board member, the Superintendent, the School Business Administrator/Board Secretary, the Board Attorney, each Building Principal, and other individuals designated by the Superintendent.

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws, policies, and regulations.

The manual of bylaws, policies, and regulations shall be considered a public record open to inspection in the Business Office. The manual retained by the Business Office shall be considered the master copy of the manual. The policies and regulations are also posted on the district website.

Consideration of Bylaws, Policies, and Regulations

Bylaws, policies, and regulations will be considered for adoption by the Board in accordance with the following procedure:

1. A recommendation for a new or revised bylaw, policy, or regulation shall be recommended to the Board and/or Superintendent.
2. A recommendation for a new or revised bylaw, policy, or regulation may be referred, at the discretion of the Board President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a new or revised recommended bylaw, policy, or regulation

POLICY

SCHOOL DISTRICT OF THE CHATHAMS

BYLAWS

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Bylaws, Policies, and Regulations (M)

will consider whether the matter is adequately addressed in existing Board bylaw, policy, or regulation;

3. If a recommendation for a new or revised bylaw, ~~or~~ policy, or regulation results from referral for study, a proposed draft will be referred to the Superintendent and at the discretion of the Board President and as appropriate to the subject, to a Board committee.
4. All proposed new and revised bylaws, policies, and regulations shall be submitted to the Superintendent. The Superintendent or designee will review all new and revised draft bylaws, policies, and regulations prior to the Board receiving a draft of new or revised bylaws, policies, or regulations for Board consideration;
5. The proposed draft bylaw, policy, or regulation approved by the Board on first reading; will be submitted for adoption at a succeeding meeting of the Board. Revisions in the draft may be made at any meeting prior to adoption by a simple majority vote of the Board. A revision at any succeeding meeting that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at a succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw, policy, or regulation on second reading.

N.J.S.A. 18A:11-1

POLICY

SCHOOL DISTRICT
OF THE CHATHAMS
ADMINISTRATION
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1648 RESTART AND RECOVERY PLAN (M)

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back - Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

- a. If the school district is providing transportation services on a school bus, a face covering must be worn by all students upon entering the school bus unless doing so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Exceptions to the face covering requirements shall be those outlined in A.2.d. below:
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.
- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.
- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.

POLICY

SCHOOL DISTRICT
OF THE CHATHAMS
ADMINISTRATION
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- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.
2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms.
 - a. Parent and Staff Attestation
 - (1) Parents shall submit an attestation that they will evaluate their child daily for any COVID-like illness and will not send their child to school when symptomatic.
 - (2) Parents shall immediately notify the school nurse if their child has been exposed to a confirmed case of COVID-19 or is symptomatic. Students who have been exposed to COVID-19 or who are symptomatic shall follow the Rules for Return to school.
 - (3) Staff shall attest that they have not been exposed to someone with COVID-19 and are not exhibiting COVID-like symptoms.
 - (4) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials. Staff members and families of students exposed to a confirmed case of COVID-19 will be notified of exposure while maintaining confidentiality. Staff members and families exposed to a confirmed case of COVID-19 will be notified and will be required to follow rules for return to school.
 - (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
 - b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
 - (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the

POLICY

SCHOOL DISTRICT
OF THE CHATHAMS
ADMINISTRATION
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point of entry, the visitor's entry to the school/district facility may be denied.

- c. Students are required to wear face coverings unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.
- d. Exceptions to the Requirement for Face Coverings
 - (1) Doing so would inhibit the individual's health.
 - (2) The individual is in extreme heat outdoors.
 - (3) The individual is in water.
 - (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
 - (5) The student is under the age of two, due to the risk of suffocation.
 - (6) During the period a student is eating or drinking.
 - (7) Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).
 - (8) The student is engaged in high intensity aerobic or anaerobic activities.
 - (9) Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.

POLICY

SCHOOL DISTRICT
OF THE CHATHAMS
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(10) When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.

3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

4. Wraparound Supports

a. Mental Health Supports

The school district's approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students' mental health.

5. Contact Tracing

- a. Upon notification that a student or staff member has tested positive for COVID-19, the school district will notify the local health department.
- b. The local health department will guide the district in determining the identification of close contacts, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that

POLICY

SCHOOL DISTRICT
OF THE CHATHAMS
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could help ensure notifications are carried out in a prompt and responsible manner.

- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.
- b. The school district’s Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

(1) Special Education and English Language Learners (ELL)

- (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
- (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.

POLICY

SCHOOL DISTRICT
OF THE CHATHAMS
ADMINISTRATION
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- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE and school district regulation.

C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

- a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

- a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

POLICY

SCHOOL DISTRICT
OF THE CHATHAMS
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(1) Professional Learning

- (a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

- (a) The school district shall ensure:

- (i) All novice provisional teachers new to the district be provided induction;
- (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;
- (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;
- (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and
- (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

3. Career and Technical Education (CTE)

POLICY

SCHOOL DISTRICT
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- a. The school district shall implement innovative learning models for new learning environments regarding CTE.
- b. Quality CTE Programs
The school district shall ensure students have access to appropriate industry- recognized, high-value credentials.
- c. Work-Based Learning
The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

Memorandum – New Jersey Governor and Department of Education – Conditions for Learning – Health and Safety – August 3, 2020

Adopted: August 24, 2020

Revised: September 21, 2020

Revised: November 16, 2020

POLICY

SCHOOL DISTRICT OF THE CHATHAMS

PROGRAM

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Career and Technical Education (M)

2421 CAREER AND TECHNICAL EDUCATION

The Board of Education believes a program(s) of career and technical education is important to the educational development of its students. The New Jersey system of career and technical education has as its purpose to:

1. Support developmental career education designed to provide students opportunities to enhance career awareness, exploration, preparation, and decision-making skills necessary for success in the workplace;
2. Provide secondary and postsecondary students with career and technical education programs and programs of study in Department-recognized Career Clusters in accordance with N.J.A.C. 6A:19-1.1(a)2.;
3. Support a comprehensive K-12 career education and counseling system; and
4. Support the workforce development system by helping to ensure quality postsecondary educational opportunities for adult students.

The Board provides a program of career and technical education with students guaranteed the right to apply and, if accepted, to attend a county vocational school district. The district shall provide a county vocational school district and its designated representative(s) with reasonable opportunity, during school hours, to present information about the county vocational school district's programs to all students, grades Kindergarten through twelve in the schools of the district in accordance with N.J.A.C.

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Career and Technical Education (M)

6A:19-2.3(d). The Board of Education may not in any manner inhibit student access to such information.

In addition, the district has established local career and technical programs and programs of study approved pursuant to N.J.A.C. 6A:19-3.1 as part of a separate career and technical high school or as part of a comprehensive high school curriculum in accordance with the provisions of N.J.A.C. 6A:19 2.1(e). These programs shall be approved by the Commissioner of Education.

Admission to the district's career and technical education programs will be open to regularly enrolled students in grades _____ through _____ on the basis of their potential for achieving the occupational or other objective of such instruction.

All students participating in career and technical education programs within this district or in shared-time career and technical programs are considered to be regularly enrolled in the schools of this district and are subject to the policies and rules of this Board. The district shall establish admission requirements that include equity and access for all populations, including special populations and special education students. No student shall be denied admission or participation in any career and technical education programs due to race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability.

Students may be permitted to enroll in programs of vocational instruction offered by a county vocational school district outside the county only as required in the provisions of N.J.A.C. 6A:19-2.3(a)2.

The district will comply with the general program requirements for career and technical education as defined in N.J.A.C. 6A:19-3.1. Students participating in part-time school and part-time employment career and technical programs will not be exploited, illegally employed, or employed under conditions that fail to safeguard the student's health and interest. These students shall receive wages commensurate with wages paid to other employees for similar work and shall be protected by provisions of the Worker's Compensation Act and any other acts of the State pertaining to such training and employment. The school district will comply with all safety and health standards

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Career and Technical Education (M)

contained in N.J.A.C. 6A:19-6.1 for career and technical education programs, programs of study, and structured learning experiences.

Career and technical education programs offered by the school district shall comply with the provisions of N.J.S.A. 18A:54 and N.J.A.C. 6A:19.

The Superintendent shall seek and utilize all available Federal, State, and private sources of revenue for the financial support of career and technical education programs in the district.

N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54

N.J.A.C. 6A:19

Adopted: August 20, 2007

Revised:

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SCHOOL DISTRICT OF THE CHATHAMS

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Assignment of Extra Duties(M)

3134 ASSIGNMENT OF EXTRA DUTIES

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Superintendent or designee. The Superintendent or designee will, in accordance with the Board of Education's managerial prerogative, assign teaching staff members to extra duties.

All aspects of assignment to, retention in, dismissal from, and any terms and conditions of employment concerning extra-curricular activities shall be deemed mandatory subjects for collective negotiations in accordance with the provisions of N.J.S.A. 34:13A-23.

Performance in any extra duties may be considered in a teaching staff member's evaluation.

N.J.S.A. 18A:27-4

N.J.S.A. 34:13A-23

Approved: August 20, 2007

Revised:

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Nonrenewal of Nontenured Teaching Staff Members (M)

3142 Nonrenewal of Nontenured Teaching Staff Member

The Board of Education recognizes its obligation to employ only those staff members best trained and equipped to meet the educational needs of the students of this district. The Board shall discharge that obligation by retaining in service only those nontenured teaching staff members who meet those standards. The Board will renew the employment contract of a nontenured teaching staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. A nontenured teaching staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured teaching staff member's performance does not meet the standards of the school district, the Superintendent shall recommend not to renew the teaching staff member's contract. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board Meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured teaching staff member their employment will be discussed in executive session in order for the nontenured teaching staff member to exercise their statutory right to request a public discussion.

On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed. The Superintendent shall

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notify each nontenured teaching staff member to whom reemployment will not be offered of such nonrenewal in writing on or before May 15. Any nontenured teaching staff member receiving who received written notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days of receiving such notification thereafter, request in writing a statement of the reasons for nonrenewal such non-employment which shall be given to the nontenured staff member in writing within thirty calendar days after the receipt of such request. The Superintendent will provide a written statement of reasons within thirty days after the receipt of any such request.

Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing shall have the right to an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons to permit the staff member an opportunity to convince the members of the Board to offer reemployment. The staff member must request the appearance before the Board within ten calendar days of the nontenured teaching staff member's receipt of the statement of reasons. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured teaching staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The nontenured teaching staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.

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Nonrenewal of Nontenured Teaching Staff Members (M)

N.J.S.A. 18A:27-3.1; 18A:27-3.2; 18A:27-4.1; 18A:27-10 et seq.

N.J.A.C. 6A:10-98.1

Adopted: May 26, 2009

Revised & Adopted: January 11, 2010

Revised & Adopted: April 12, 2010

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R 3142 Nonrenewal of Nontenured Teaching Staff Member

A. Evaluations

1. Each nontenured teaching staff member shall be evaluated in strict compliance with N.J.S.A. 18A:27-3.1, N.J.A.C. 6A:10-1.1 et seq., and the policies and procedures of this district.

B. Nonrenewal Recommendation

1. When a nontenured teaching staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured teaching staff member for the succeeding school year.
2. On or before May 15 of each year, each nontenured teaching staff member continuously employed by a Board of Education since the preceding September 30 shall receive a written notice from the Superintendent that such employment will not be offered if the Superintendent recommends the nontenured teaching staff member not be renewed.
3. A recommendation by the Superintendent to not renew a nontenured teaching staff member's contract for the succeeding school year may be based upon the nontenured teaching staff member's observations, evaluations, job performance, or any factor affecting his/her employment in the school district.
4. A nontenured teaching staff member employment contract can be renewed only upon the Superintendent's recommendation and a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.

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C. Nonrenewal Action

1. Prior to notifying the nontenured teaching staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured teaching staff member's contract and the reasons for the recommendation in a written notice to the Board prior to May 15 or in the alternative, in executive session. If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session prior to May 15 to review the Superintendent's recommendation(s).
 - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured teaching staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured teaching staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation(s) and will be scheduled for discussion at a public meeting prior to May 15.
2. A nontenured teaching staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member's contract.

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D. Notice of Nonrenewal

1. The nonrenewal notice shall be provided to the nontenured teaching staff member not recommended for renewal by the Superintendent on or before May 15. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured teaching staff member's address of record.

E. Request for Statement of Reasons

1. Any nontenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing, a statement of the reasons for such non-employment which shall be given to the nontenured teaching staff member in writing within thirty calendar days after the receipt of such request.
2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured teaching staff member's observations and evaluations and the nontenured teaching staff member has been given a copy of those observations and evaluations, the statement of reasons may incorporate the observations and evaluations by reference.
3. The written statement of reasons will be prepared by the Superintendent.

F. Nonrenewal Appearance

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1. Whenever the nontenured teaching staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured teaching staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured teaching staff member's receipt of the Board's statement of reasons.
2. The informal appearance shall be scheduled within thirty calendar days from the nontenured teaching staff member's receipt of the Board's statement of reasons.
3. The Board will exercise discretion in determining a reasonable length of time for the proceeding, depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.S.A. 10:4-12(b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.
5. The Board shall provide the nontenured teaching staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured teaching staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide the nontenured teaching staff member the opportunity to convince Board of Education members to offer reemployment.
7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.

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8. The nontenured teaching staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured teaching staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured teaching staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured teaching staff member to the voting members of the Board. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the Superintendent's recommendation for reemployment.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured teaching staff member reemployment after the informal appearance before the Board.
3. Within three working days following the informal appearance, the Board shall notify the affected nontenured teaching staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

Adopted: August 20, 2007

Status: 1st Reading, BOE Meeting, June 21, 2021

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Evaluation of Teachers

3221 EVALUATION OF TEACHERS

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, “teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teachers which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

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Evaluation of Teachers

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and N.J.S.A. 18A:27-3.1. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4

N.J.A.C. 6A:10-7.1 and 7.2

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Evaluation of Teachers

Adopted: September 17, 2007

Revised: May 26, 2009

Revised: January 22, 2014

Revised:

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R 3221 EVALUATION OF TEACHERS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3221 unless the context clearly indicates otherwise:

“Announced observation” means an observation in which the person conducting an observation for the purpose of evaluation will notify the teacher of the date and the class period the observation will be conducted.

“Annual performance report” means a written appraisal of the teacher’s performance prepared by the teacher’s designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a teacher’s evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

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“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Co-observation” means two or more supervisors who are trained on the practice instrument who observe simultaneously, or at alternate times, the same lesson or portion of a lesson for the purpose of training.

“Corrective Action Plan” means a written plan developed by the designated supervisor in collaboration with the teacher to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teacher and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teacher’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the teacher practice instrument are components of the teacher’s evaluation rubric and the scores are included in the summative evaluation rating for the individual. The scores from educator practice instruments may be applied to the teacher’s summative evaluation rating in a manner determined by the school district.

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“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all teachers in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instrument, and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a teacher's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teacher for the purpose of evaluation to discuss the data collected in the observation.

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“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.

“Student growth percentile” means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student’s test scores have changed relative to other students Statewide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.

“Teacher” means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

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“Unannounced observation” means an observation in which the person conducting an observation for the purpose of evaluation will not notify the teacher of the date or time the observation will be conducted.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e. or distributing aggregate statistics regarding evaluation data.

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D. Evaluation of Teachers – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for teachers. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for teachers shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
3. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teachers, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
 - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is,

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upon receipt, promptly distributed or otherwise made available to teachers who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to teachers who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

- c. Ensure the Superintendent annually notifies all teachers of the adopted evaluation policies and procedures no later than October 1. If a teacher is hired after October 1, the Board/Superintendent shall notify the teacher of the policies and procedures at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures within ten teacher working days of adoption;
- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
- f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations

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- c. Annually require each supervisor who will conduct observations for the purpose of evaluation of a teacher to complete at least two co-observations during the school year.
 - (1) Co-observers shall use the co-observation to promote accuracy and consistency in scoring.
 - (2) A co-observation may count as one required observation for the purpose of evaluation pursuant to N.J.A.C. 6A:10-4.4, as long as the observer meets the requirements set forth in N.J.A.C. 6A:10-4.3 and 4.4, but the co-observation shall not count as two or more required observations. If a co-observation counts as one required observation, the score shall be determined by the teacher's designated supervisor.
- d. The Superintendent shall annually certify to the Department that all supervisors of teachers in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

- 1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office

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administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.

2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. A District Evaluation Advisory Committees is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Teachers – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3221 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teachers.
2. Evaluation policies and procedures requiring the annual evaluation of all teachers shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation

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- b. Job descriptions, evaluation rubrics for teachers, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. Process for developing and scoring student growth objectives;
 - f. The process for preparation of individual professional development plans; and
 - g. The process for preparation of an annual performance report by the teacher's designated supervisor and an annual summary conference between the teacher and his or her designated supervisor.
3. The annual summary conference between designated supervisors and teachers shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:

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- a. The performance of the teacher based upon the job description and the scores or evidence compiled using the teacher's evaluation rubric, including, when applicable:
 - (1) The educator's practice instrument; and
 - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 - b. The progress of the teacher toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 - c. The preliminary annual performance report.
4. If any scores for the teacher's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
 5. The annual performance report shall be prepared by the teacher's designated supervisor and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-4;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teacher's evaluation rubric; and

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- c. The teacher's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
 6. The teacher and the designated supervisor shall sign the report within five teacher working days of the review.
 7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teacher's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Teachers – N.J.A.C. 6A:10-2.5
 1. For each teacher rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teacher and the teacher's designated supervisor. If the teacher does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
 2. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:

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- a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.
3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
 - a. Address areas in need of improvement identified in the teacher evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
4. The teacher's designated supervisor and the teacher on a corrective action plan shall discuss the teacher's progress toward the goals outlined in the corrective action plan during each required post-observation conference, pursuant to N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-4.4. The teacher and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teacher's progress, position, or role.

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5. Progress toward the teacher's goals outlined in the corrective action plan:
 - a. Shall be documented in the teacher's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teacher on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teacher's progress toward his or her corrective action plan goals; and
 - b. May be used as evidence in the teacher's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated teacher on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teacher's designated supervisor.
7. The School Improvement Panel shall ensure teachers with a corrective action plan receive a mid-year evaluation as required by N.J.S.A. 18A:6-120.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum, a conference to discuss progress toward the teacher's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
8. The School Improvement Panel shall ensure teachers with a corrective action plan receive one observation, including a post-observation conference, in addition to the observations

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required in N.J.A.C. 6A:10-4.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 4.4(a).

9. Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, tenured teachers with a corrective action plan shall be observed by multiple observers for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4(c)4.
10. The corrective action plan shall remain in effect until the teacher receives his or her next summative evaluation rating.
11. There shall be no minimum number of teacher working days a teacher's corrective action plan can be in place.

I. School Improvement Panel – N.J.A.C. 6A:10-3 et seq.

1. School Improvement Panel Membership – N.J.A.C. 6A:10-3.1
 - a. The School Improvement Panel shall include the Principal, a Vice Principal, and a teacher who is chosen in accordance with b. below by the Principal in consultation with the majority representative. If an Assistant Principal or Vice Principal is not available to serve on the panel, the Principal shall appoint an additional member who is employed in the district in a supervisory role and capacity, in accordance with N.J.S.A. 18A:6-120.a. The Principal may appoint additional members to the School Improvement Panel as long as all members meet the criteria outlined in this section and N.J.S.A. 18A:6-120.a. and the teacher(s) on the panel represents at least one-third of its total membership.

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- b. The Principal annually shall choose the teacher(s) on the School Improvement Panel through the following process:
 - (1) The teacher member shall be a person with a demonstrated record of success in the classroom. A demonstrated record of success in the classroom means the teacher member shall have been rated effective or highly effective in the most recent available annual summative rating.
 - (2) The majority representative, in accordance with a. above, may submit to the Principal, teacher member nominees for consideration.
 - (3) The Principal shall have final decision-making authority and is not bound by the majority representative's list of nominees.
 - c. The teacher member shall serve a full school year, except in case of illness or authorized leave, but may not be appointed more than three consecutive school years.
 - d. All members of the School Improvement Panel shall be chosen by August 31 of each year.
2. School Improvement Panel Responsibilities – N.J.A.C. 6A:10-3.2
- a. The School Improvement Panel shall:

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- (1) Oversee the mentoring of teachers according to N.J.A.C. 6A:9C-5.3(a)2. and support the implementation of the school district mentoring plan;
 - (2) Conduct evaluations of teachers pursuant to N.J.A.C. 6A:10-2.4 and 4.4;
 - (3) Ensure corrective action plans for teachers are created in accordance to N.J.A.C. 6A:10-2.5; and ensure mid-year evaluations are conducted for teachers who are on a corrective action plan; and
 - (4) Identify professional development opportunities for all teachers based on the review of aggregate school-level data, including, but not limited to, teacher evaluation and student performance data to support school-level professional development plans described in N.J.A.C. 6A:9C-4.2.
- b. To conduct observations for the purpose of evaluation, the teacher member shall have:
- (1) Agreement of the majority representative;
 - (2) An appropriate supervisory certificate; and
 - (3) Approval of the Principal who supervises the teacher being observed.

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- c. The teacher member who participates in the evaluation process shall not serve concurrently as a mentor under N.J.A.C. 6A:9C-5.2(a)3.

J. Components of Teacher Evaluation Rubric – N.J.A.C. 6A:10-4.1

1. The components of the teacher evaluation rubric described in N.J.A.C. 6A:10-4.1 et seq. shall apply to teachers holding the position of teacher and holding a valid and effective standard, provisional, or emergency instructional certificate.
2. Evaluation rubrics for all teachers shall include the requirements described in N.J.S.A. 18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-4.2; and
 - b. Measures of teacher practice pursuant to N.J.A.C. 6A:10-4.3 and 4.4.
3. To earn a summative rating, a teacher shall have a student achievement score, including median student growth percentile and/or student growth objectives(s) scores, and a teacher practice score pursuant to N.J.A.C. 6A:10-4.4.
4. Each score shall be converted to a percentage weight so all components make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative

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rating scale. All components shall be worth the following percentage weights or fall within the following ranges:

- a. If, according to N.J.A.C. 6A:10-4.2(b), a teacher receives a median student growth percentile, the student achievement component shall be at least thirty percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
 - b. If, according to N.J.A.C. 6A:10-4.2(b), a teacher does not receive a median student growth percentile, the student achievement component shall be at least fifteen percent and no more than fifty percent of a teacher's evaluation rubric rating as determined by the Department.
 - c. Measures of teacher practice described in N.J.A.C. 6A:10-4.3 and 4.4 shall be at least fifty percent and no more than eighty-five percent of a teacher's evaluation rubric rating as determined by the Department.
5. Standardized tests, used as a measure of student progress, shall not be the predominant factor in determining a teacher's annual summative rating.

K. Student Achievement Components – N.J.A.C. 6A:10-4.2

1. Measures of student achievement shall be used to determine impact on student learning. The student achievement measure shall include the following components:

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- a. If the teacher meets the requirements of 2. below, the median student growth percentile of all students assigned to a teacher, which shall be calculated as set forth in 4. below; and
 - b. Student growth objective(s), which shall be specific and measurable, based on available student learning data, aligned to the New Jersey Student Learning Standards (NJSLS), and based on growth and/or achievement.
 - (1) For teachers who teach subjects or grades not covered by the NJSLS, student growth objective(s) shall align to standards adopted or endorsed, as applicable, by the State Board.
2. The median student growth percentile shall be included in the annual summative rating of a teacher who:
- a. Teaches at least one course or group within a course that falls within a standardized-tested grade or subject. The Department shall maintain on its website a course listing of all standardized-tested grades and subjects for which student growth percentile can be calculated pursuant to 4. below;
 - b. Teaches the course or group within the course for at least sixty percent of the time from the beginning of the course to the day of the standardized assessment; and
 - c. Has at least twenty individual student growth percentile scores attributed to his or her name during the school year

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of the evaluation. If a teacher does not have at least twenty individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation. Only student growth percentile scores from school year 2013-2014 or any school year after shall be used to determine median student growth percentiles.

3. The Department shall periodically collect data for all teachers that include, but are not limited to, student achievement and teacher practice scores.
4. The Department shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:
 - a. The Board of Education shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and
 - b. The Department then shall report to the employing district Board of Education the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.
5. Student growth objectives for teachers shall be developed and measured according to the following procedures:

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- a. The Superintendent shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. By August 31 prior to the school year the evaluation rubric applies, the Department shall provide on its website the minimum and maximum number of required student growth objectives within this range.
- b. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective.
- c. Each teacher shall develop, in consultation with his or her supervisor or a Principal's designee, each student growth objective. If the teacher does not agree with the student growth objectives, the Principal shall make the final determination.
- d. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each school year, or within twenty-five teacher working days of the teacher's start date if the teacher begins work after October 1.
- e. Adjustments to student growth objectives may be made by the teacher in consultation with his or her supervisor only when approved by the Superintendent or designee.

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Adjustments shall be recorded in the teacher's personnel file on or before February 15.

(1) If the Student Growth Objective (SGO) covers only the second semester of the school year, or if the teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester.

f. The teacher's designated supervisor shall approve each teacher's student growth objective score. The teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.

L. Teacher Practice Components – N.J.A.C. 6A:10-4.3

1. The teacher practice component rating shall be based on the measurement of the teacher's performance according to the school district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement.

M. Teacher Observations – N.J.A.C. 6A:10-4.4

1. For the purpose of teacher evaluation, observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

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2. Observation conferences shall include the following procedures:
 - a. A supervisor who is present at the observation shall conduct a post-observation conference with the teacher being observed. A post-observation conference shall occur no more than fifteen teacher working days following each observation.
 - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the teacher practice instrument and the teacher's individual professional development plan, collecting additional information needed for the evaluation of the teacher, and offering areas to improve effectiveness. Within a school year, the post observation conference shall be held prior to the occurrence of further observations for the purpose of evaluation.
 - c. If agreed to by the teacher, one required post-observation conference and any pre-observation conference(s) for observations of tenured teachers who are not on a corrective action plan may be conducted by written communication, including electronic.
 - d. One post-observation conference may be combined with a teacher's annual summary conference, as long as it occurs within the required fifteen teacher working days following the observation for the purpose of evaluation.

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- e. A pre-observation conference, when required, shall occur at least one but not more than seven teacher working days prior to the observation.
-
3. Each teacher shall be observed as described in N.J.A.C. 6A:10-4.4. For all teachers, at least one of the required observations shall be announced and preceded by a pre-observation conference, and at least one of the required observations shall be unannounced. The Superintendent shall decide whether additional required observations are announced or unannounced, if applicable. The following additional requirements shall apply:
 - a. Each observation required for the purpose of evaluation shall be conducted for at least twenty minutes.
 - b. Nontenured teachers shall be observed at least three times each school year, but not less than once each semester. The observations shall be conducted in accordance with the timeframe set forth in N.J.S.A. 18A:27-3.1.
 - (1) Except where a school district employs only one administrator whose position requires a supervisor, principal, or school administrator endorsement, nontenured teachers shall be observed during the course of the year by more than one appropriately certified supervisor.
 - c. Tenured teachers shall be observed at least two times during each school year. Observations for all tenured teachers shall occur prior to the annual summary

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conference, which shall occur prior to the end of the academic school year.

- (1) If a tenured teacher was rated highly effective on his or her most recent summative evaluation and if both the teacher and the teacher's designated supervisor agree to use this option, one of the two required observations may be an observation of a Commissioner-approved activity other than a classroom lesson. The Department of Education shall post annually to its website a list of Commissioner-approved activities that may be observed in accordance with N.J.A.C. 6A:10-4.4.
- d. Teachers on a corrective action plan shall receive, in accordance with N.J.A.C. 6A:10-2.5(h), one additional observation, including a post-observation conference.
- e. Upon receiving a final summative evaluation that necessitates a corrective action plan, in accordance with N.J.A.C. 6A:10-2.5(a), any remaining required observation(s) shall not be conducted until the corrective action plan has been finalized.
- f. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.
- g. The teacher shall submit his or her written objection(s) of the evaluation within ten teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.

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4. To earn a teacher practice score, a nontenured teacher shall receive at least three observations.
 - a. If a nontenured teacher is present for less than forty percent of the total student school days in a school year, he or she shall receive at least two observations to earn a teacher practice score.

N. Teacher Practice Instrument – N.J.A.C. 6A:10-7.2

1. The teacher practice instrument approved by the Department shall meet the following criteria:
 - a. Include domains of professional practice that align to the New Jersey Professional Standards for Teachers pursuant to N.J.A.C. 6A:9-3;
 - b. Include scoring guides for assessing teacher practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall:
 - (1) Clearly define the expectations for each rating category;
 - (2) Provide a conversion to four rating categories;

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- (3) Be applicable to all grades and subjects; or to specific grades and/or subjects if designed explicitly for the grades and/or subjects; and
 - (4) Use clear and precise language that facilitates common understanding among teachers and administrators.
- c. Rely on, to the extent possible, specific, discrete, observable, and/or measurable behaviors of students and teachers in the classroom with direct evidence of student engagement and learning; and
 - d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted: September 17, 2007

Revised: June 15, 2009

Revised: January 22, 2014

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Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators

3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING

TEACHERS AND ADMINISTRATORS

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, “teaching staff member” does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but

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Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teaching staff members which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee **may shall** be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:10-6.2. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

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Evaluation of Teaching Staff Members, Excluding
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N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5; 6A:10-6.2

Adopted: September 17, 2007

Revised: June 23, 2008

Revised: January 22, 2014

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R 3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3222 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the teaching staff member's performance prepared by the teaching staff member's designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, if applicable, and includes all measures captured in a teaching staff member's evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

“Corrective Action Plan” means a written plan developed by the designated supervisor in collaboration with the teaching staff member to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual teaching staff member and the

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school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the teaching staff member’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education’s evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for teaching staff members other than teachers, Principals, Vice Principals, and Assistant Principals may be applied to the teaching staff member’s summative evaluation rating in a manner determined by the school district.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all teaching staff members in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

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“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a teaching staff member's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the teaching staff member for the purpose of evaluation to discuss the data collected in the observation.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

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“Student growth objective” means an academic goal that teaching staff members and designated supervisors set for groups of students.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12.

“Teaching staff member” for the purposes of Policy 3222 and this Regulation, includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate and does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, Directors and/or Supervisors.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education

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for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e. or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Teaching Staff Members – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of teaching staff members, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;

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- b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
 - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
- c. Ensure the Superintendent annually notifies all teaching staff members of the adopted evaluation policies and procedures no later than October 1. If a teaching staff member is hired after October 1, the Board/Superintendent shall notify the teaching staff member of the policies and procedures at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures within ten teaching staff member working days of adoption;
- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31

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and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;

- f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
 - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a teaching staff member for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4, and N.J.A.C. 6A:10-6.2, shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b.(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all teaching staff members and, when applicable, applying the Commissioner-approved educator practice instruments:
- a. Annually provide training on and descriptions of each component of the evaluation rubric for all teaching staff members who are being evaluated in the school district and provide more thorough training for any teaching staff member who is being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instruments;
 - b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more

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thorough training for any supervisor who will evaluate teaching staff members for the first time. Training shall be provided on each component of the evaluated teaching staff member's evaluation rubric before the evaluation of a teaching staff member; and

- c. The Superintendent shall annually certify to the Department that all supervisors of teaching staff members in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. A District Evaluation Advisory Committees is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

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- G. Evaluation Procedures for Teaching Staff Members – N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3222 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of teaching staff members.
 2. Evaluation policies and procedures requiring the annual evaluation of all teaching staff members shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for all teaching staff members, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Assistant Principals, and Vice Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. Process for developing and scoring student growth objectives;

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- f. The process for preparation of individual professional development plans; and
 - g. The process for preparation of an annual performance report by the teaching staff member's designated supervisor, and an annual summary conference between the teaching staff member and his or her designated supervisor.
3. The annual summary conference between the designated supervisor and the teaching staff member shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation rubric, including, when applicable:
 - (1) The educator's practice instrument; and
 - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 - b. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 - c. The preliminary annual performance report.
4. If any scores for the teaching staff member's evaluation rubric are not available at the time of the annual summary conference due to pending

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assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.

5. The annual performance report shall be prepared by the teaching staff member's designated supervisor and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the teaching staff member's evaluation rubric; and
 - c. The teaching staff member's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
 6. The teaching staff member and the designated supervisor shall sign the report within five **teaching staff member** working days of the review.
 7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the teaching staff member's personnel file or in an alternative, confidential location. If reports and data are stored in an alternative location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Teaching Staff Members – N.J.A.C. 6A:10-2.5
1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a

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corrective action plan shall be developed by the teaching staff member and the teaching staff member's designated supervisor. If the teaching staff member does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.

2. The corrective action plan shall be developed and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation, except:
 - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the teaching staff member and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teaching staff member working days following the school district's receipt of the teaching staff member's summative rating.

3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
 - a. Address areas in need of improvement identified in the teaching staff member evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).

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4. The teaching staff member's designated supervisor and the teaching staff member on a corrective action plan shall discuss the teaching staff member's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The teaching staff member and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the teaching staff member's progress, position, or role.
5. Progress toward the teaching staff member's goals outlined in the corrective action plan:
 - a. Shall be documented in the teaching staff member's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the teaching staff member on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the teaching staff member's progress toward his or her corrective action plan goals; and
 - b. May be used as evidence in the teaching staff member's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.
6. Responsibilities of the evaluated teaching staff member on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the teaching staff member's designated supervisor.
7. The corrective action plan shall remain in effect until the teaching staff member receives his or her next summative evaluation rating.

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8. There shall be no minimum number of teaching staff member working days a teacher's corrective action plan can be in place.

I. Required Observations for Teaching Staff Members N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured teaching staff members, except teachers, Principals, Vice Principals, and Assistant Principals. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:
 - a. Be at least twenty minutes in length;
 - b. Be followed within fifteen teaching staff member working days by a conference between the supervisor who made the observation and the nontenured teaching staff member;
 - c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
 - d. Allow the nontenured teaching staff member to submit his or her written objection(s) of the evaluation within ten teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
2. All tenured teaching staff members shall receive at least one observation per school year.

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3. All nontenured teaching staff members shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.
 - a. The required observations and evaluations for nontenured teaching staff members shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three observations and evaluations must have been completed prior to April 30.
 - b. The number of required observations and evaluations for nontenured teaching staff members may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
4. Evaluations for tenured teaching staff shall be completed prior to June 30.

Adopted:

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3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS,

VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal, or Assistant Principal.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but

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not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all administrators which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent annually shall notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

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N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted: September 17, 2007

Revised: June 23, 2008;

May 26, 2009 Revised:

January 22, 2014

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R 3223 EVALUATION OF ADMINISTRATORS, EXCLUDING
PRINCIPALS, VICE PRINCIPALS, AND
ASSISTANT PRINCIPALS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3223 unless the context clearly indicates otherwise:

“Administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal, or Assistant Principal.

“Annual performance report” means a written appraisal of the administrator’s performance prepared by the administrator’s designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in an administrator’s evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

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“Corrective Action Plan” means a written plan developed by the administrator’s designated supervisor in collaboration with the administrator to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual administrator and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from educator practice instruments for administrators ~~teaching staff members~~ other than ~~teachers~~, Principals, Vice Principals, and Assistant Principals may be applied to the administrator’s summative evaluation rating in a manner determined by the school district.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all administrators in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for

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teachers, another specifically for Principals, Vice Principals, and Assistant Principals, and evaluation rubrics for other categories of staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of an administrator's assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by an individual employed in the school district in a supervisory role and capacity and possessing a school administrator, principal, or supervisor endorsement as defined in N.J.A.C. 6A:9-2.1 and as designated by the Superintendent.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the administrator for the purpose of evaluation to discuss the data collected in the observation.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

“Semester” means half of the school year.

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“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified staff member, as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the school district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement, as defined in N.J.A.C. 6A:9B-12.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting

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evaluation data pursuant to N.J.S.A. 18A:6-123.e. or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Administrators – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all administrators. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. Evaluation rubrics shall be submitted to the Commissioner by August ~~June~~ 1 for approval by August 15 ~~+~~ of each year.

E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of administrators, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
 - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise

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made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.

- c. Ensure the Superintendent annually notifies all administrators of the adopted evaluation policies and procedures no later than October 1. If an administrator is hired after October 1, the Board/Superintendent shall notify the administrator of the policies and procedures at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures within ten administrator working days of adoption;
- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
- e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
- f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and

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evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.
3. A District Evaluation Advisory Committees is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.

G. Evaluation Procedures for Administrators – N.J.A.C. 6A:10-2.4

1. The provisions outlined in Policy and Regulation 3223 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of administrators.
2. Evaluation policies and procedures requiring the annual evaluation of all administrators shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or

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representatives from School Improvement Panels, and shall include, but not be limited to, a description of:

- a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for administrators, the process for calculating the summative ratings and each component, and the evaluation regulations set forth in N.J.A.C. 6A:10 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, and Assistant Principals for calculating the median and school-wide student growth percentile;
 - d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. Process for developing and scoring student growth objectives;
 - f. The process for preparation of individual professional development plans; and
 - g. The process for preparation of an annual performance report by the Superintendent or designated supervisor and an annual summary conference between the administrator and his or her designated supervisor.
3. The annual summary conference between designated supervisors and the administrator shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:

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- a. The performance of the administrator based upon the job description and the scores or evidence compiled using the administrator's evaluation rubric, including, when applicable:
 - (1) The educator's practice instrument; and
 - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 - b. The progress of the administrator toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 - c. The preliminary annual performance report.
4. If any scores for the administrator's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
 5. The annual performance report for the administrator shall be prepared by the designated supervisor and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the administrator's evaluation rubric; and

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- c. The administrator's individual professional development plan or corrective action plan from the evaluation year being reviewed in the report.
 6. The administrator and the designated supervisor shall sign the report within five administrator working days of the review.
 7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of his or her personnel file, or in an alternative, confidential location. If reports and data are stored in an alternative, confidential location, the personnel file shall clearly indicate the report's location and how it can easily be accessed. The records shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.
- H. Corrective Action Plans for Administrators – N.J.A.C. 6A:10-2.5
 1. For each administrator rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by administrator and the Superintendent or the designated supervisor. If the administrator does not agree with the corrective action plan's content, the designated supervisor shall make a final determination.
 2. The corrective action plan shall be developed and the administrator and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
 - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the

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administrator and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five administrator working days following the school district's receipt of the administrator's summative rating.

3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:
 - a. Address areas in need of improvement identified in the administrator evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
4. The administrator's designated supervisor and the administrator on a corrective action plan shall discuss the administrator's progress toward the goals outlined in the corrective action plan during each required post-observation conference. The administrator and his or her designated supervisor may update the goals outlined in the corrective action plan to reflect any change(s) in the administrator's progress, position, or role.
5. Progress toward the administrator's goals outlined in the corrective action plan:
 - a. Shall be documented in the administrator's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the administrator on a corrective action plan and his or her designated

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supervisor may collect data and evidence to demonstrate the administrator's progress toward his or her corrective action plan goals; and

b. May be used as evidence in the administrator's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

6. Responsibilities of the evaluated administrator on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the administrator's designated supervisor.

7. The corrective action plan shall remain in effect until the administrator receives his or her next summative evaluation rating.

8. There shall be no minimum number of administrator working days an administrator's corrective action plan can be in place.

I. Administrator Observations and Evaluations – N.J.A.C. 6A:10-6.2

1. The Superintendent shall determine the duration of observations required pursuant to N.J.S.A. 18A:27-3.1 for nontenured administrators. Observations include, but are not limited to, observations of meetings, student instruction, parent conferences, and case-study analysis of a significant student issue. The observation shall:

a. Be at least twenty minutes in length;

b. Be followed within fifteen administrator working days by a conference between the supervisor who made the observation and the nontenured administrator;

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- c. Be followed by both parties to such a conference signing the written or electronic observation report and each retaining a copy of his or her records; and
 - d. Allow the nontenured administrator to submit his or her written objection(s) of the evaluation within ten administrator working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.
 2. All tenured administrators shall receive at least one observation per school year.
 3. All nontenured administrators shall receive at least three observations, as required pursuant to N.J.S.A. 18A:27-3.1.
 - a. The required observations and evaluations for nontenured administrators shall take place before April 30 each year. These observations and evaluations may cover that period between April 30 of one year and April 30 of the succeeding year except in the case of the first year of employment where the three evaluations and observations must have been completed prior to April 30.
 - b. The number of required observations and evaluations for nontenured administrators may be reduced proportionately when an individual administrator's term of service is less than one academic year.
 4. Evaluations for tenured administrators shall be completed prior to June 30.

Adopted:

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3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four

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defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1,

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the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-7.1 and 7.3

Adopted: January 22, 2014

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R 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS

A. Definitions – N.J.A.C. 6A:10-1.2

The following words and terms shall have the following meanings when used in Policy and Regulation 3224 unless the context clearly indicates otherwise:

“Annual performance report” means a written appraisal of the Principal’s, Vice Principal’s, or Assistant Principal’s performance prepared by the designated supervisor based on the evaluation rubric for his or her position.

“Annual summative evaluation rating” means an annual evaluation rating that is based on appraisals of educator practice and student performance, and includes all measures captured in a Principal, Vice Principal, or Assistant Principal evaluation rubric. The four summative performance categories are ineffective, partially effective, effective, and highly effective.

“Calibration” in the context of educator evaluation means a process to monitor the competency of a trained evaluator to ensure the evaluator continues to apply an educator practice instrument accurately and consistently according to the standards and definitions of the specific instrument.

“Chief School Administrator” means the Superintendent of Schools or the Administrative Principal if there is no Superintendent.

“Commissioner” means Commissioner of the New Jersey Department of Education.

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“Corrective Action Plan” means a written plan developed by the Superintendent or a designated supervisor in collaboration with the Principal, Vice Principal, and Assistant Principal to address deficiencies as outlined in an evaluation. The corrective action plan shall include timelines for corrective action, responsibilities of the individual Principal, Vice Principal, and Assistant Principal and the school district for implementing the plan, and specific support that the district shall provide as defined in N.J.S.A. 18A:6-119.

“Department” means the New Jersey Department of Education.

“Designated supervisor” means the supervisor designated by the Superintendent of Schools or designee as the administrator’s supervisor.

“District Evaluation Advisory Committee” means a group created to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2.3.

“Educator practice instrument” means an assessment tool that provides: scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies.

“Evaluation” means an appraisal of an individual’s professional performance in relation to his or her job description and professional standards and based on, when applicable, the individual’s evaluation rubric.

“Evaluation rubric” means a set of criteria, measures, and processes used to evaluate all Principals, Vice Principals, and Assistant Principals in a specific school district or local education agency. Evaluation rubrics consist of measures of professional practice, based on educator practice instruments and student outcomes. Each Board of Education will have an evaluation rubric specifically for teachers, another specifically for Principals, Vice

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Principals, and Assistant Principals, and evaluation rubrics for other categories of teaching staff members.

“Indicators of student progress and growth” means the results of assessment(s) of students as defined in N.J.A.C. 6A:8, Standards and Assessment.

“Individual professional development plan” is as defined in N.J.S.A. 18A:6-119.

“Job description” means a written specification of the function of a position, duties and responsibilities, the extent and limits of authority, and work relationships within and outside the school and school district.

“Observation” means a method of collecting data on the performance of a Principal’s, Vice Principal’s, and Assistant Principal’s assigned duties and responsibilities. An observation for the purpose of evaluation will be included in the determination of the annual summative evaluation rating and shall be conducted by the Superintendent or designee.

“Post-observation conference” means a meeting, either in-person or remotely, between the supervisor who conducted the observation and the Principal, Vice Principal, and Assistant Principal for the purpose of evaluation to discuss the data collected in the observation.

“Principal practice instrument” means an assessment tool that provides scales or dimensions that capture competencies of professional performance; and differentiation of a range of professional performance as described by the scales, which must be shown in practice and/or research studies. The scores from the principal practice instrument are components of the evaluation rubrics and the scores are included in the summative evaluation rating for the individual.

“Scoring guide” means a set of rules or criteria used to evaluate a performance, product, or project. The purpose of a scoring guide is to provide a transparent and reliable evaluation process. Educator practice instruments include a scoring guide that an evaluator uses to structure his or her assessments and ratings of professional practice.

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“Semester” means half of the school year.

“Signed” means the name of one physically written by oneself or an electronic code, sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Student growth objective” means an academic goal that teachers and designated supervisors set for groups of students.

“Student growth percentile” means a specific metric for measuring individual student progress on Statewide assessments by tracking how much a student’s test scores have changed relative to other students Statewide with similar scores in previous years.

“Superintendent” means Superintendent of Schools or Chief School Administrator.

“Supervisor” means an appropriately certified teaching staff member as defined in N.J.S.A. 18A:1-1, or Superintendent employed in the district in a supervisory role and capacity, and possessing a school administrator, Principal, or supervisor endorsement as defined in N.J.A.C. 6A:9B-12 and certified to evaluate a Principal, Vice Principal, or Assistant Principal.

B. Applicability of Rules on Collective Bargaining Agreements – N.J.A.C. 6A:10-1.3

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives.

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C. Educator Evaluation Data, Information, and Annual Performance Reports – N.J.A.C. 6A:10-1.4

All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees of the Board of Education for the purposes of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential. Such information shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. Nothing contained in N.J.A.C. 6A:10-1.1 et seq. shall be construed to prohibit the Department or a school district from, at its discretion, collecting evaluation data pursuant to N.J.S.A. 18A:6-123.e. or distributing aggregate statistics regarding evaluation data.

D. Evaluation of Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.1

1. The Board of Education shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective.
2. The evaluation rubrics for Principals, Vice Principals, and Assistant Principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 (P.L. 2012, c. 26, § 17c).
3. Evaluation rubrics shall be submitted to the Commissioner by August 1 for approval by August 15 of each year.

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E. Duties of the Board of Education – N.J.A.C. 6A:10-2.2

1. The Board of Education shall meet the following requirements for the annual evaluation of Principals, Vice Principals, and Assistant Principals, unless otherwise specified:
 - a. Establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the Board of Education's evaluation policies and procedures as set forth in N.J.A.C. 6A:10-2 et seq.;
 - b. Annually adopt policies and procedures developed by the Superintendent pursuant to N.J.A.C. 6A:10-2.4, including the evaluation rubrics approved by the Commissioner pursuant to N.J.A.C. 6A:10-2.1(c):
 - (1) The Superintendent shall develop policies and procedures that, at a minimum, ensure student performance data on the Statewide assessment is, upon receipt, promptly distributed or otherwise made available to staff members who were primarily responsible for instructing the applicable students in the school year in which the assessment was taken, as well as to staff members who are or will be primarily responsible for instructing the applicable students in the subsequent school year.
 - c. Ensure the Superintendent annually notifies all Principals, Vice Principals, and Assistant Principals of the adopted evaluation policies and procedures no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Board/Superintendent shall notify all Principals, Vice Principals, and Assistant Principals of the policies and procedures at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures within ten Principal, Vice Principal, and Assistant Principal working days of adoption;

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- d. Annually adopt by June 1, any Commissioner-approved educator practice instruments and, as part of the process described at N.J.A.C. 6A:10-2.1(c), notify the Department which instruments will be used as part of the school district's evaluation rubrics;
 - e. Ensure the Principal of each school within the school district has established a School Improvement Panel pursuant to N.J.A.C. 6A:10-3.1. The panel shall be established annually by August 31 and shall carry out the duties and functions described in N.J.A.C. 6A:10-3.2;
 - f. Ensure data elements are collected and stored in an accessible and usable format. Data elements shall include, but not be limited to, scores or evidence from observations for the purpose of evaluation and student growth objective data; and
 - g. Ensure the Superintendent or designee certifies to the Department that any observer who conducts an observation of a Principal, Vice Principal, or Assistant Principal for the purpose of evaluation as described in N.J.A.C. 6A:10-4.4; N.J.A.C. 6A:10-5.4; and 6A:10-6.2 shall meet the statutory observation requirements of N.J.S.A. 18A:6-119; 18A:6-123.b.(8); and N.J.S.A. 18A:27-3.1 and the teacher member of the School Improvement Panel requirements of N.J.A.C. 6A:10-3.2.
2. The Board of Education shall ensure the following training procedures are followed when implementing the evaluation rubric for all Principals, Vice Principals, and Assistant Principals and, when applicable, applying the Commissioner-approved principal practice instruments:
 - a. Annually provide training on and descriptions of each component of the evaluation rubric for all Principals, Vice Principals, and Assistant Principals who are being evaluated in the school district and provide more thorough training for any Principals, Vice Principals, and Assistant

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Principals who are being evaluated for the first time. Training shall include detailed descriptions of all evaluation rubric components including, when applicable, detailed descriptions of student achievement measures and all aspects of the principal practice instrument;

- b. Annually provide updates and refresher training for supervisors who are conducting evaluations in the school district and more thorough training for any supervisor who will evaluate Principals, Vice Principals, or Assistant Principals for the first time. Training shall be provided on each component of the evaluated Principal's, Vice Principal's, or Assistant Principal's evaluation rubric before the evaluation of the Principal, Vice Principal, or Assistant Principal;
- c. The Superintendent shall annually certify to the Department that all supervisors of Principals, Vice Principals, and Assistant Principals in the school district who are utilizing evaluation rubrics have completed training on and demonstrated competency in applying the evaluation rubrics.

F. District Evaluation Advisory Committee – N.J.A.C. 6A:10-2.3

1. Members of the District Evaluation Advisory Committee shall include representation from the following groups: teachers from each school level represented in the school district; central office administrators overseeing the teacher evaluation process; supervisors involved in teacher evaluation, when available or appropriate; and administrators conducting evaluations, including a minimum of one administrator conducting evaluations who participates on a School Improvement Panel. Members also shall include the Superintendent, a special education administrator, a parent, and a member of the Board of Education.
2. The Superintendent may extend membership on the District Evaluation Advisory Committee to representatives of other groups and to individuals.

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3. A District Evaluation Advisory Committees is not required and the Board of Education shall have the discretion to establish a District Evaluation Advisory Committee.
- G. Evaluation Procedures for Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-2.4
1. The provisions outlined in Policy and Regulation 3224 and N.J.A.C. 6A:10-2.4 shall be the minimum requirements for the evaluation of Principals, Vice Principals, and Assistant Principals.
 2. Evaluation policies and procedures requiring the annual evaluation of Principals, Vice Principals, and Assistant Principals shall be developed under the direction of the Superintendent, who may consult with the District Evaluation Advisory Committee or representatives from School Improvement Panels, and shall include, but not be limited to, a description of:
 - a. Roles and responsibilities for implementation of evaluation policies and procedures;
 - b. Job descriptions, evaluation rubrics for Principals, Vice Principals, and Assistant Principals, the process for calculating the summative ratings and each component and the evaluation regulations set forth in N.J.A.C. 6A:10-1 et seq.;
 - c. Methods of data collection and reporting appropriate to each job description, including, but not limited to, the process for student attribution to teachers, Principals, Vice Principals, Assistant Principals for calculating the median and school-wide student growth percentile;

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- d. Processes for observations for the purpose of evaluation and post-observation conference(s) by a supervisor;
 - e. Process for developing and scoring student growth objectives;
 - f. The process for preparation of individual professional development plans; and
 - g. The process for preparation of an annual performance report by the Superintendent or designated supervisor, and an annual summary conference between the Principal, Vice Principal, or Assistant Principal and the Superintendent or designated supervisor.
3. The annual summary conference between the designated supervisor and the Principal, Vice Principal, or Assistant Principal shall be held before the annual performance report is filed. The conference shall occur on or before June 30 of each school year and shall include, but not be limited to, a review of the following:
- a. The performance of the Principal, Vice Principal, or Assistant Principal based upon the job description and the scores or evidence compiled using the evaluation rubric, including, when applicable:
 - (1) The educator's practice instrument; and
 - (2) Available indicators or student achievement measures such as student growth objective scores and student growth percentile scores.
 - b. The progress of the Principal, Vice Principal, or Assistant Principal toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan; and
 - c. The preliminary annual performance report.

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4. If any scores for the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric are not available at the time of the annual summary conference due to pending assessment results, the annual summative evaluation rating shall be calculated once all component ratings are available.
5. The annual performance report for the Principal, Vice Principal, or Assistant Principal shall be prepared by the designated supervisor and shall include, but not be limited to:
 - a. A summative rating based on the evaluation rubric, including, when applicable, a total score for each component as described in N.J.A.C. 6A:10-5;
 - b. Performance area(s) of strength and area(s) needing improvement based upon the job description and components of the Principal's, Vice Principal's, or Assistant Principal's evaluation rubric; and
 - c. The Principal's, Vice Principal's, or Assistant Principal's individual professional development plan or a corrective action plan from the evaluation year being reviewed in the report.
6. The Principal, Vice Principal, or Assistant Principal and the designated supervisor shall sign the report within five Principal, Vice Principal, and Assistant Principal working days of the review.
7. The Board of Education shall include all performance reports and supporting data, including, but not limited to, written observation reports and additional components of the summative evaluation rating as part of the Principal's, Vice Principal's, or Assistant Principal's personnel file, or in an alternative, confidential location. If reports and data are stored in an alternate location, the personnel file shall clearly indicate the report's location and how it can be easily accessed. The records shall be confidential and shall not be subject to public

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inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

- H. Corrective Action Plans for Principals, Vice Principals, and Assistant Principals – N.J.A.C. 6A:10-2.5
1. For each Principal, Vice Principal, and Assistant Principal rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the Principal, Vice Principal, or Assistant Principal and the designated supervisor. If the Principal, Vice Principal, or Assistant Principal does not agree with the corrective action plan's content, the designated supervisor shall make the final determination.
 2. The corrective action plan shall be developed and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except:
 - a. If the ineffective or partially effective summative evaluation rating is received after October 1 of the school year following the year of evaluation, a corrective action plan shall be developed, and the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five Principal, Vice Principal, or Assistant Principal working days following the school district's receipt of the Principal's, Vice Principal's, or Assistant Principal's summative rating.
 3. The content of the corrective action plan shall replace the content of the individual professional development plan required pursuant to N.J.A.C. 6A:9C-4.3(a) and 4.4(a) and shall:

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- a. Address areas in need of improvement identified in the principal evaluation rubric;
 - b. Include specific, demonstrable goals for improvement;
 - c. Include responsibilities of the evaluated employee and the school district for the plan's implementation; and
 - d. Include timelines for meeting the goal(s).
4. The designated supervisor and the Principal, Vice Principal, or Assistant Principal on a corrective action plan shall discuss the Principal's, Vice Principal's, or Assistant Principal's progress toward the goals outlined in the corrective action plan during each post-observation conference, when required by N.J.S.A. 18A:27-3.1 or N.J.A.C. 6A:10-5.4.
 5. Progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan:
 - a. Shall be documented in the Principal's, Vice Principal's, or Assistant Principal's personnel file and reviewed at the annual summary conference and the mid-year evaluation. Both the Principal, Vice Principal, or Assistant Principal on a corrective action plan and his or her designated supervisor may collect data and evidence to demonstrate the Principal's, Vice Principal's, or Assistant Principal's progress toward his or her corrective action plan goals; and
 - b. May be used as evidence in the Principal's, Vice Principal's, or Assistant Principal's next annual summative evaluation; however, such progress shall not guarantee an effective rating on the next summative evaluation.

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6. Responsibilities of the evaluated Principal, Vice Principal, or Assistant Principal on a corrective action plan shall not be exclusionary of other plans for improvement determined to be necessary by the designated supervisor.
7. The Superintendent or his or her designee, and the Principal, as appropriate, shall conduct a mid-year evaluation of any Principal, Vice Principal, or Assistant Principal pursuant to N.J.S.A. 18A:6-121.c. The mid-year evaluation shall occur approximately midway between the development of the corrective action plan and the expected receipt of the next annual summative rating. The mid-year evaluation shall include, at a minimum a conference to discuss progress toward the Principal's, Vice Principal's, or Assistant Principal's goals outlined in the corrective action plan. The mid-year evaluation conference may be combined with a post-observation conference.
8. The Superintendent shall ensure Principals, Vice Principals, and Assistant Principals with a corrective action plan receive one observation and a post-observation conference in addition to the observations required in N.J.A.C. 6A:10-5.4 for the purpose of evaluation as described in N.J.A.C. 6A:10-1.2 and 5.4.
9. The corrective action plan shall remain in effect until the Principal, Vice Principal, or Assistant Principal receives his or her next summative evaluation rating.
10. There shall be no minimum number of Principal, Vice Principal, or Assistant Principal working days a Principal's, Vice Principal's, or Assistant Principal's corrective action plan can be in place.

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I. Components of Principal Evaluation Rubrics – N.J.A.C. 6A:10-5.1

1. Unless otherwise noted, the components of the principal evaluation rubrics shall apply to teaching staff members holding the position of Principal, Vice Principal, or Assistant Principal and holding a valid and effective standard, provisional, or emergency administrative certificate.
2. The principal evaluation rubric shall meet the standards provided in N.J.S.A. 18A:6-123, including, but not limited to:
 - a. Measures of student achievement pursuant to N.J.A.C. 6A:10-5.2; and
 - b. Measures of principal practice pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
3. To earn a summative rating, the Principal, Vice Principal, or Assistant Principal shall have a student achievement score, pursuant to N.J.A.C. 6A:10-5.2 and a principal practice score pursuant to N.J.A.C. 6A:10-5.3 and 5.4.
4. Each score shall be converted to a percentage weight so all measures make up 100 percent of the evaluation rubric. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on its website the required percentage weight of each component and the required summative rating scale. All components shall be worth the following percentage weights or fall within the following ranges:
 - a. If, according to N.J.A.C. 6A:10-5.2(b), the Principal, Vice Principal, or Assistant Principal receives a school-wide student growth percentile score as described in N.J.A.C. 6A:10-5.2(c), the score shall be at least ten percent and no greater than forty percent of evaluation rubric rating as determined by the Department.

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6A:10-5.2(e), which shall be specific and measurable, based on student growth and/or achievement data.

2. The school-wide student growth percentile score shall be included in the annual summative rating of Principals, Vice Principals, and Assistant Principals who are assigned to a school as of October 15 and who are employed in schools where student growth percentiles are available for students in one or more grades. If the Principal, Vice Principal, or Assistant Principal is employed in more than one school, the Superintendent shall assign to the Principal, Vice Principal, or Assistant Principal, as appropriate, the school-wide student growth percentile from one school and shall notify the Principal, Vice Principal, or Assistant Principal at the beginning of the school year of the student growth percentile assignment.
3. The Department shall calculate the school-wide student growth percentile for Principals, Vice Principals, and Assistant Principals.
4. The average student growth objective scores of all teachers, as described in N.J.A.C. 6A:10-4.2(e), shall be a component of the Principal's annual summative rating. The average student growth objective scores for Vice Principals or Assistant Principals shall be determined according to the following procedures:
 - a. The Principal, in consultation with the Vice Principal or Assistant Principal, shall determine prior to the start of the school year, which teachers, if not all teachers in the school, shall be linked to the Vice Principal's and Assistant Principal's average student growth objective score.
 - b. If the Vice Principal or Assistant Principal does not agree with the list of teachers linked to his or her name for the purposes of this measurement, the Principal shall make the final determination.

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5. Administrator goals for Principals, Vice Principals, or Assistant Principals shall be developed and measured according to the following procedures:
 - a. The designated supervisor shall determine for all Principals, Vice Principals, or Assistant Principals, the number of required administrator goals which shall reflect the achievement of a significant number of students within the school. By August 31 prior to the school year in which the evaluation rubric applies, the Department shall provide on the Department's website the minimum and maximum number of required goals, which will be at least one goal and no more than four goals.
 - b. Principals, Vice Principals, or Assistant Principals shall develop, in consultation with their designated supervisor, each administrator goal. Each Vice Principal and Assistant Principal shall set goals specific to his or her job description or adopt the same goals as his or her Principal. If the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor do not agree upon the administrator goal the Principal's, Vice Principal's, or Assistant Principal's designated supervisor shall make the final determination.
 - c. Administrator goals and the criteria for assessing performance based on those objectives shall be determined, recorded, and retained by the Principal, Vice Principal, or Assistant Principal and his or her designated supervisor by October 31 of each school year, or within twenty-five Principal, Vice Principal, and Assistant Principal working days of the Principal's, Vice Principal's, or Assistant Principal's start date if he or she begins work after October 1.
 - d. The administrator goal score shall be approved by the designated supervisor of the Principal, Vice Principal, or Assistant Principal. The Principal's, Vice Principal's, or Assistant Principal's administrator goal score, if available, shall be discussed at his or her annual summary conference and recorded in his or her personnel file.

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K. Principal Practice Component of Evaluation Rubric – N.J.A.C. 6A:10-5.3

1. Measures of principal practice shall include a measure determined through a Commissioner-approved principal practice instrument and may include a leadership measure determined through the Department-created leadership rubric.
2. Principal practice component rating shall be based on the measurement of the Principal's, Vice Principal's, or Assistant Principal's performance according to the school district's Commissioner-approved principal practice instrument. Observations pursuant to N.J.A.C. 6A:10-5.4 shall be used as one form of evidence for this measurement.
3. Leadership practice shall be determined by a score on a leadership rubric, which will assess the Principal's, Vice Principal's, or Assistant Principal's ability to improve student achievement and teaching staff member effectiveness through identified leader behaviors. The rubric will be posted on the Department's website and annually maintained.

L. Principal, Vice Principal, and Assistant Principal Observations – N.J.A.C. 6A:10-5.4

1. The Superintendent or his or her designee, shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).
2. A Principal, or the Superintendent or his or her designee, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.
3. For the purpose of collecting data for the evaluation of a Principal, Vice Principal, or Assistant Principal, an observation, as described in N.J.S.A. 18A:6-119 and N.J.A.C. 6A:10-1.2, may include, but is not limited to: building

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walk-through, staff meeting observation, parent conference observation, or case study analysis of a significant student issue.

4. Post-observation conferences shall include the following procedures:
 - a. A supervisor who is present at the observation shall conduct a post-observation conference with the Principal, Vice Principal, or Assistant Principal being observed. A post-observation conference shall occur no more than fifteen Principal, Vice Principal, or Assistant Principal working days following each observation.
 - b. The post-observation conference shall be for the purpose of reviewing the data collected at the observation, connecting the data to the principal practice instrument and the Principal's, Vice Principal's, or Assistant Principal's individual professional development plan, collecting additional information needed for the evaluation, and offering areas to improve effectiveness.
 - c. With the consent of the observed Principal, Vice Principal, or Assistant Principal, post-observation conferences for individuals who are not on a corrective action plan may be conducted via written communication, including electronic communication.
 - d. One post-observation conference may be combined with the Principal's, Vice Principal's, or Assistant Principal's annual summary conference as long as it occurs within the required fifteen Principal, Vice Principal, or Assistant Principal working days following the observation.
 - e. A written or electronic observation report shall be signed by the supervisor who conducted the observation and post-observation and the Principal, Vice Principal, or Assistant Principal who was observed.

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f. The Principal, Vice Principal, or Assistant Principal shall submit his or her written objection(s) of the evaluation within ten Principal, Vice Principal, and Assistant Principal working days following the conference. The objection(s) shall be attached to each party's copy of the annual performance report.

5. Each tenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4, at least two times during each school year. Each nontenured Principal, Vice Principal, and Assistant Principal shall be observed as described in N.J.A.C. 6A:10-5.4 at least three times during each school year, as

required by N.J.S.A. 18A:27-3.1. An additional observation shall be conducted pursuant to N.J.A.C. 6A:10-2.5(h) for Principals, Vice Principals, and Assistant Principals who are on a corrective action plan.

M. Principal Practice Instrument – N.J.A.C. 6A:10-7.3

1. The principal practice instrument approved by the Department shall meet the following criteria:
 - a. Incorporate domains of practice and/or performance criteria that align to the 2015 Professional Standards for Educational developed by the National Policy Board for Educational Administration (NPBEA) incorporated herein by reference;
 - b. Include scoring guides for assessing principal practice that differentiate among a minimum of four levels of performance, and the differentiation has been shown in practice and/or research studies. Each scoring guide shall clearly define the expectations for each category and provide a conversion to four rating categories;

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- c. Rely on, to the extent possible, multiple sources of evidence collected throughout the school year, including, but not limited to, evaluation of a Principal's leadership related to:
 - (1) Implementing high-quality and standards-aligned curriculum, assessments, and instruction; and
 - (2) Evaluating the effectiveness of teaching staff members and supporting their professional growth.
- d. Include descriptions of specific training and implementation details required for the instrument to be effective.

Adopted: January 22, 2014

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Nonrenewal of Nontenured Support Staff Member

4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured support staff member's performance does not meet the standards of the **school** district, the Superintendent shall recommend not to renew the nontenured support staff member's contract. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured support staff member their employment will be discussed in executive session in order for the nontenured support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall provide written notification to each nontenured support staff member to whom reemployment will not be offered in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school district that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be notified of renewal or nonrenewal on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.

Any nontenured support staff member receiving notice that a contract for the succeeding year will not be offered, may within fifteen calendar days, request in writing a statement of the

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Nonrenewal of Nontenured Support Staff Member

reasons for such nonemployment which shall be given to the nontenured support staff member in writing within thirty calendar days after the receipt of such request.

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination.

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Superintendent of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

This Policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

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N.J.S.A. 18A:27-3.2; 18A:27-4.1-

N.J.A.C. 6A:10-9.1

Adopted: April 14, 2014

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R 4146 NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER

A. Evaluations

1. Each nontenured support staff member shall be evaluated at least one time each school year.
2. Evaluations shall set forth both the strengths and weaknesses of the nontenured support staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.
3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured support staff members in the improvement of professional skills.

B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the school district, employment will not be offered to the nontenured support staff member-for the succeeding school year.
2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. A recommendation by the Superintendent to not renew the nontenured support staff member may be based upon the nontenured support staff member's

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evaluations, job performance, or any factor affecting his/her employment in the school district.

4. A nontenured support staff member contract can ~~only~~ be renewed only upon the Superintendent's recommendation and a majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons.
 - A. Nonrenewal Action
 1. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent shall notify the Board of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the Board or in the alternative, in executive session. Using this option If notification is provided to the Board in executive session, the Superintendent and the Board will meet in executive session in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between parties.
 - a. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured support staff members whose possible nonrenewal will be discussed at the meeting. If any such nontenured support staff member requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation and will be scheduled for discussion at a public meeting.

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2. The Superintendent will ensure the timelines for nonrenewal action are in accordance with the timelines and terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
 3. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board of Education vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member's contract.
- D. Notice of Nonrenewal
1. The nonrenewal notice shall be provided to the nontenured support staff member not recommended for renewal by the Superintendent in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured support staff member's address of record.
- E. Request for Statement of Reasons
1. Any nontenured support staff member receiving notice that a contract for the succeeding school year will not be offered may, within fifteen calendar days thereafter, request in writing a statement of the reasons for such nonemployment which shall be given to the nontenured support staff member in writing thirty calendar days after the receipt of such request.
 2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the nontenured support staff member's evaluations and the nontenured support staff member

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has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.

3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the nontenured support staff member who requested the statement of reasons within thirty calendar days after the receipt of the nontenured support staff member's request for the statement of reasons.

F. Nonrenewal Appearance

1. Whenever the nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment pursuant to N.J.S.A. 18A:27-3.2, the nontenured support staff member may request in writing an informal appearance before the Board. The written request shall be submitted to the Board within ten calendar days of the nontenured support staff member's receipt of the Board's statement of reasons.
2. The informal appearance shall be scheduled within thirty calendar days from the nontenured support staff member's receipt of the Board's statement of reasons.
3. The Board will exercise discretion in determining a reasonable length of time for the proceeding depending upon each instance's specific circumstances.
4. The proceeding of an informal appearance before the Board may be conducted in executive session pursuant to N.J.A.C. 10:4-12(b)(8). If conducted in executive session notice must be given in accordance with N.J.S.A. 10:4-13.
5. The Board shall provide the nontenured support staff member adequate written notice regarding the date and time of the informal appearance.
6. The nontenured support staff member's appearance before the Board shall not be an adversary proceeding. The purpose of the appearance shall be to provide

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the nontenured support staff member the opportunity to convince Board of Education members to offer reemployment.

7. The proceeding of an informal appearance before the Board shall be conducted with the President of the Board presiding.
8. The nontenured support staff member may be represented by an attorney or by one individual of his/her choosing. The nontenured support staff member may present, on his or her behalf, witnesses who do not need to present testimony under oath; and shall not be cross-examined by the Board. Witnesses shall be called one at a time into the meeting to address the Board and shall be excused from the meeting after making their statements.

G. Final Determination

1. A Board vote is not required on the Superintendent's recommendation(s) to not renew a nontenured support staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment of the nontenured support staff member to the voting members of the Board. If the Superintendent recommends the nontenured teaching staff member for reemployment, the voting members of the Board must, by a majority vote of the full Board at a public session, approve or not approve the reemployment.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board.
3. Within three working days following the informal appearance, the Board shall notify the affected nontenured support staff member, in writing, of its final determination. The Board may delegate notification of its final determination to the Superintendent or Board Secretary.

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Approved: April 14, 2014

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Bridge Year Pilot Program

5460.02 BRIDGE YEAR PILOT PROGRAM (M)

The New Jersey Commissioner of Education has established a three-year "Bridge Year Pilot Program," under which each school district with a high school shall offer students in the graduating classes of 2021 and 2022 the opportunity to pursue a Bridge Year during the year immediately following their senior year of high school, in accordance with the provisions of P.L. 2020 c.41. The purpose of the Bridge Year Pilot Program shall be to provide participating students an additional year to address learning loss and missed opportunities in extracurricular activities, including spring sports programs, as a result of the public health state of emergency caused by the COVID-19 pandemic.

For the purpose of this Policy, "host high school" means the high school that a student, who pursues a Bridge Year pursuant to the provisions of P.L. 2020 c.41, attended as a junior in high school.

Under the Bridge Year Pilot Program, each high school in a school district shall designate a school staff member as a Bridge Year Liaison to serve as the school's central point of contact for students interested in pursuing a Bridge Year and for students participating in a Bridge Year. Nothing in P.L. 2020 c.41 shall be construed to require a school district to hire an individual to serve as a Bridge Year Liaison.

To be eligible to participate in the Bridge Year Pilot Program, a student shall be nineteen years of age or younger and shall not turn twenty years of age at any time during the Bridge Year, except that a classified student shall be eligible to participate if the student will turn twenty years of age during the Bridge Year due to services provided pursuant to the student's individualized education program. To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison by February 15 of their senior year.

The Bridge Year Liaison shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student. To ensure ample time to plan for the implementation of

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Bridge Year Pilot Program

services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

During the fall semester of the student's Bridge Year, the student shall take between nine and twelve credits at the host high school, the county college that serves the county of the host high school, or a combination thereof. During the spring semester of the student's Bridge Year, the student shall take between nine and twelve credits at the county college that serves the county of the host high school. During either semester of the Bridge Year, a student may also take up to three credits offered by a four-year institution of higher education at any high school in the State or at any other location to fulfill the student's credit requirement. At the conclusion of each semester of the Bridge Year, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.

In the event that a student initially decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested. A student who decides not to continue the Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities pursuant to P.L. 2020 c.41.

The State Board of Education shall promulgate regulations pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of P.L. 2020 c.41.

The Higher Education Student Assistance Authority shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of subsection d. of section 2 of this Act.

P.L. 2020 c.41

Adopted:

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[See POLICY ALERT No. 223]

R 5460.02 BRIDGE YEAR PILOT PROGRAM

All public school districts, including charter and renaissance schools, that enroll high school students must offer all eligible students the opportunity to participate in the Bridge Year Pilot Program (P.L. 2020 c.41).

To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison of their intent to participate by February 15 of their senior year.

A. Bridge Year Liaison

1. To facilitate compliance with the requirements of the Bridge Year Pilot Program, each public high school in a school district shall designate a school staff member as a Bridge Year Liaison.
2. The school's Bridge Year Liaison shall serve as the school's point of contact for students interested in participating in the Bridge Year Pilot Program, facilitate planning of the Bridge Year students' academic services, and regularly communicate with the respective county college regarding students' academic progress.
3. Bridge Year Liaisons shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student.
4. The Bridge Year Liaison:
 - a. Shall collect and report attendance in accordance with the school district's policy for those students participating in classes not at the host high school

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consistent with N.J.A.C. 6A:16-7.6. Attendance for classes at the host high school shall be collected and recorded in the normal course;

- b. Must receive reports from the institution of higher education that a Bridge Year student attends at least quarterly. The reports must demonstrate, in a manner specified by the student's ILP, the student's academic progress and performance; and
- c. Shall ensure that at the conclusion of each semester of the Bridge Year, the student's high school transcript reflects any high school and college credits earned during the Bridge Year in accordance with Policy and Regulation 5460.02.

B. Student Eligibility

- 1. To be eligible to participate in Bridge Year Pilot Program, a student must:
 - a. Be in the graduating classes of 2021 or 2022;
 - b. Meet all applicable high school graduation requirements by the end of their senior year of high school;
 - c. Be nineteen years old or younger during the entirety of the Bridge Year; a student that would turn twenty years old before the end of their Bridge Year is not eligible to participate;
 - (1) A student with disabilities is eligible to participate if the student will turn twenty years old during the Bridge Year due to services provided under the student's individualized education program (IEP); and
 - d. Maintain a grade point average of 2.0 during the Bridge Year.

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2. Students with disabilities who receive special education and related services under the Individuals with Disabilities Education Act (IDEA) must be granted the opportunity to participate in a school district's Bridge Year Pilot Program in accordance with Federal and State special education requirements.
 - a. Regarding the Bridge Year's age requirements in B.1.c. above, school districts that have students with disabilities who have satisfied their State and local graduation requirements, but may need an extra year of services, and will not turn twenty-one years old before June 30, may receive services for another year as determined by the student's IEP team, which includes the student and the student's parent(s).
 - b. The school district's Bridge Year Liaison should collaborate with the student's IEP team as the services provided to students with disabilities should be focused on transition services. Services shall be delivered via the IEP.
- C. Academics
1. Individual Learning Plans (ILP)
 - a. Each Bridge Year student's academic and co-curricular goals for the Bridge Year shall be defined in an ILP. A student's ILP shall detail the activities and strategies for accomplishing these goals, including, but not limited to, counseling, academic support, coursework, and co-curricular or athletic participation. The New Jersey Department of Education (NJDOE) developed an ILP template for school districts, which will be available on the NJDOE's webpage.
 - (1) In developing a student's ILP, a school district should utilize the considerations outlined in Bridge Year Pilot Program (P.L. 2020 c.41) Implementation Guidance.

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- b. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

2. Academic and Course Requirements

- a. Students participating in the Bridge Year Pilot Program shall meet the following academic and course requirements:
 - (1) During the fall semester, students shall take between nine and twelve credits at the host high school, county college in the county in which the host high school is located, or a combination thereof;
 - (2) During the spring semester, students shall take between nine and twelve credits at the county college in the county in which the host high school is located;
 - (3) During either semester, students may take up to three credits offered by a four-year institution of higher education at any high school in the State or any other location to fulfill the student's credit requirements described in C.2.a.(1) and (2) above;
 - (4) Students who pursue a Bridge Year and participate in a spring sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall enroll in less than twelve college credits, or otherwise be enrolled in a number of college credits as to not be considered a full-time college student, in each of the fall and spring semesters during the student's Bridge Year;
 - (5) During the Bridge Year, students do not need to participate in health, safety, and physical education as required by N.J.S.A. 18A:35-5, 7, and 8 (N.J.A.C. 6A:8-5.1(a)1.vi); and

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- (6) A Bridge Year student shall be considered a non-matriculated student of the respective county college.
 - b. School districts that do not operate on the basis of fall and spring semesters should meet the spirit of the academic and course requirements outlined in C.2.a. above and ensure that Bridge Year students meet their total credit requirements for the entirety of the Bridge Year Pilot Program.
3. Graduation
 - a. As stated in B.1.b. above, all students must meet all applicable high school graduation requirements by the end of their senior year of high school before participating in the Bridge Year Pilot Program.
 - b. The Bridge Year student may participate in the graduation ceremony at the end of his or her senior year or the end of his or her Bridge Year.
 - c. The student's diploma will be withheld and formal matriculation from high school will be deferred until completion of the Bridge Year Pilot Program.
 - (1) Participating students are only held to the graduation requirements of their senior year and are not required to meet the graduation requirements of their Bridge Year in order to receive their high school diploma.
 - (a) For example, 12th graders in the graduating class of 2021 – whose Bridge Year would take place during the 2021-2022 school year – will be held only to the graduation requirements applicable to the class of 2021, as modified pursuant to Executive Order 214 by the Governor of New Jersey, and not to the graduation requirements for the class of 2022.

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- d. At the conclusion of each semester of the Bridge Year Pilot Program, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.
- e. If a student decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested.

D. Data Reporting

1. NJ SMART

- a. The NJDOE will add a new field in the NJ SMART SID Management to indicate whether 12th graders are planning to participate in the Bridge Year Pilot Program in the following year (beginning in the 2020-2021 school year) or whether a 12th grader is currently participating in a Bridge Year Pilot Program (beginning in the 2021-2022 school year).
- b. School districts will be required to begin entering this information for all 12th graders beginning with the June 2021 snapshot.

2. School and District Accountability

- a. Students participating in the Bridge Year Pilot Program will continue to be included in the accountability calculations for both Every Student Succeeds Act school accountability and New Jersey Quality Single Accountability Continuum (QSAC) district accountability during their Bridge Year.
 - (1) This would include graduation rate and chronic absenteeism calculations for both school and district accountability.

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- (2) Students participating in the Bridge Year Pilot Program will not count as graduates for graduation rate calculations until they receive a diploma at the end of the Bridge Year.

E. Athletic Requirements

1. Students participating in the Bridge Year Pilot Program are eligible to participate in NJSIAA sanctioned sports at their host high school – and only at their host high school – during the spring season of their Bridge Year.
 - a. Bridge Year students are not eligible to participate in fall or winter sports during their Bridge Year.
2. Students must meet the eligibility requirements outlined by the NJSIAA.
3. A student who decides not to continue their Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities.
4. Bridge Year students participating in spring athletics are subject to the athletic code of conduct, and any other applicable codes, rules, or school district policies as other students participating in the spring sport.

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The Board of Education shall implement a Policy and Regulation pertaining to travel expenditures for its employees and Board of Education members that is in accordance with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and other rules and procedures the Board of Education deems appropriate pursuant to N.J.A.C. 6A:23A-7.2(a). The Policy and Regulation pertaining to school district travel expenditures incorporates either expressly, in whole or in part, and/or by reference, the laws and regulations contained in N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7.

The Board of Education ensures the effective and efficient use of funds by adopting and implementing policies and procedures that are in accordance with N.J.S.A. 18A:11-12 and New Jersey Department of the Treasury, Office of Management and Budget (OMB) current circulars and any superseding circulars pertaining to travel, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7. If any superseding circulars of the OMB conflict with the provisions of these rules, the provisions of the superseding circulars shall govern.

Any sections of State travel regulations as established by the OMB presented as OMB Travel, Entertainment, Meals, and Refreshments Circulars, that conflict with N.J.S.A. 18A:1-1 et seq. shall not be included in Policy and Regulation 6471 nor authorized under N.J.A.C. 6A:23A-7. This includes, but is not limited to, the authority to issue travel charge cards as allowed under the OMB Circulars, but which is not authorized for school districts under New Jersey school law.

The Board of Education shall ensure, through Policy and Regulation 6471, that all travel by its employees and Board of Education members is educationally necessary and fiscally prudent. Policy and Regulation 6471 shall include the requirement that all school district travel expenditures are:

1. Directly related to and within the scope of the employee's or district Board member's current responsibilities and, for school district

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employees, the school district's professional development plan, the school professional development plan, and employee's individual professional development plan;

2. For travel that is critical to the instructional needs of the school district or furthers the efficient operation of the school district; and
3. In compliance with State travel payment guidelines as established by the OMB and with guidelines established by the Federal Office of Management and Budget; except any State or Federal regulations and guidelines that conflict with the provisions of Title 18A of the New Jersey Statutes shall not be applicable, including, but not limited to, the authority to issue travel charge cards. The Board of Education shall specify in its travel policy the applicable restrictions and requirements set forth in the State and Federal guidelines, including, but not limited to, types of travel, methods of transportation, mileage allowance, subsistence allowance, and submission of supporting documentation including receipts, checks, or vouchers.

School district travel expenditures shall include, but shall not be limited to, all costs for transportation, meals, lodging, and registration or conference fees directly related to participation in the event.

School district travel expenditures subject to N.J.A.C. 6A:23A-7 shall include costs for all required training and all travel authorized in school district employee contracts and Policy and Regulation 6471. This includes, but is not limited to, required professional development, other employee training and required training for Board members, and attendance at specific conferences authorized in existing employee contracts, provided the travel meets the requirements of N.J.A.C. 6A:23A-7. All such expenditures are subject to the rules in N.J.A.C. 6A:23A-7, including, but not limited to, inclusion in the annual travel limit, prior Board of Education approval, separate tracking as described at N.J.S.A. 18A:11-12.q., and per diem reimbursements.

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Travel reimbursements will only be paid upon compliance with all provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471. The Board of Education will not ratify or approve payments or reimbursements for travel after completion of the travel event, except as provided at N.J.A.C. 6A:23A-7.4(d).

The Board of Education shall establish a maximum travel budget in accordance with the requirements outlined in N.J.A.C. 6A:23A-7.3.

The Board of Education authorizes an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required. The annual maximum shall not exceed \$1,500.00 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.

All travel requests must be submitted and approved in writing by the Superintendent of Schools and the majority of the Board of Education's full voting membership of the Board, except if the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

All travel requests for Board members shall require prior approval by a majority of the Board of Education's full voting membership, except where the Board of Education has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.

A Board member must recuse himself or herself from voting on travel if the Board member, a member of his or her immediate family, or a business organization in which he or she has an interest has a direct or indirect financial involvement that may reasonably be expected to impair his or her objectivity or independence of judgment. Policy and Regulation 6471 prohibit a Board member from acting in his or her official capacity in any matter in which he or she or a member of his or her immediate family has a personal involvement that is or creates some benefit to the school district Board member or member of his or her immediate family; or undertaking any

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employment or service, whether compensated or not, that may reasonably be expected to prejudice his or her independence of judgment in the execution of his or her official duties.

The Board of Education requires documentation required in N.J.A.C. 6A:23A-7.5(b) that justifies the number of employees attending an event and the benefits derived from their attendance. Pursuant to N.J.A.C. 6A:23A-7.5(c), the school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.

The School Business Administrator/Board Secretary shall be responsible for the accounting requirements for travel in accordance with the provisions of N.J.A.C. 6A:23A-7.6.

The Superintendent of Schools is the final approval authority for travel.

Sanctions for a violation of the provisions of N.J.A.C. 6A:23A-7 or this Policy are outlined in N.J.A.C. 6A:23A-7.7 and Regulation 6471.

The Board of Education prohibits the types of travel expenditures not eligible for reimbursement as listed in N.J.A.C. 6A:23A-7.8. and Regulation 6471.

Travel methods shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.9 and Regulation 6471 and the routing of travel shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.10 and Regulation 6471.

Any subsistence allowance shall be in accordance with the provisions of N.J.A.C. 6A:23A-7.11 and Regulation 6471. Meal allowances and incidental expenditures shall be in accordance with N.J.A.C. 6A:23A-7.12 and Regulation 6471.

Reimbursement for out-of-State and high-cost travel shall be made pursuant to N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-5.9, and Policy and Regulation 6471.

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Records and supporting documentation must be completed and maintained as required in N.J.A.C. 6A:23A-7.13 and outlined in Regulation 6471.

The Board of Education shall approve the mileage reimbursement amount to be paid to an employee who has been approved by the Superintendent or designee to use their personal vehicle for school-related business.

N.J.S.A. 18A:11-12

N.J.A.C. 6A:23A-5.9; 6A:23A-7

Adopted:

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R 6471 SCHOOL DISTRICT TRAVEL

A. Definitions (N.J.S.A. 6A:23A-1.2)

1. For the purpose of this Policy, “travel expenditures” means those costs paid by the school district using local, State, or Federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district Board of Education members, to the following five types of travel events:
 - a. Training and seminars – means all regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
 - b. Conventions and conferences – means general programs, sponsored by professional associations on a regular basis, which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
 - c. School district sponsored events – means conferences, conventions, receptions, or special meetings, where the school plans, develops, implements, and coordinates the event and is the event’s primary financial backer. School district employees are actively involved in working the event and other employees may attend as participants;

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- d. Regular school district business travel – means all regular official business travel, including attendance at meetings, conferences, and any other gatherings which are not covered by the definitions included in a., b., and c. above. Regular school district business travel also includes attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge and regularly scheduled in-State professional development activities with a registration fee that does not exceed \$150 per employee or district Board member. The \$150 limit per employee or district Board member may be adjusted by inflation; and
- e. Retreats – means meetings with school district employees and school Board members, held away from the normal work environment at which organizational goals and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

B. Maximum Travel Budget (N.J.A.C. 6A:23A-7.3)

- 1. Annually in the prebudget year, the Board of Education shall establish by resolution a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The resolution shall also include the maximum amount established for the prebudget year and the amount spent to date.
 - a. The maximum school district travel expenditure amount shall include all travel supported by local and State funds.
 - b. The Board may exclude travel expenditures supported by Federal funds from the maximum travel expenditure amount.
 - (1) If Federal funds are excluded from the established maximum amount, the Board shall include in the resolution the total amount of travel supported by Federal funds from the prior year, prebudget year, and projected for the budget year.

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- c. Exclusion of Federal funds from the annual maximum travel budget shall not exempt such travel from the requirements applicable to State and local funds.
 2. The Board of Education may authorize an annual maximum amount per employee for regular business travel only for which Board of Education approval is not required.
 - a. The annual maximum shall not exceed \$1,500 and shall be subject to the approval requirements in N.J.S.A. 18A:19-1.
 - b. Regular school district business travel as defined in N.J.A.C. 6A:23A-1.2 and in this Regulation shall include attendance at regularly scheduled in-State county meetings and Department-sponsored or association-sponsored events provided free of charge. It also shall include regularly scheduled in-State professional development activities for which the registration fee does not exceed \$150 per employee or Board member.
 - c. Regular school district business travel shall require approval of the Superintendent prior to obligating the school district to pay related expenses and prior to attendance at the travel event.
 - (1) The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely district Board of Education approval.
 - (2) The Superintendent shall establish, in writing, the internal levels of approval required prior to his or her approval of the travel event, as applicable.
- C. Travel Approval Procedures (N.J.A.C. 6A:23A-7.4)
 1. All travel requests for employees of the school district shall be submitted to the Superintendent or designee and approved in writing by the Superintendent and

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approved by a majority of the Board of Education's full voting membership, except if the Board of Education has excluded regular business travel from prior approval in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.3(b), prior to obligating the school district to pay related expenses and prior to attendance at the travel event.

- a. The Superintendent shall designate an alternate approval authority to approve travel requests in his or her absence when necessary to obtain timely Board approval.
- b. The Superintendent shall establish, in writing, the internal levels of preliminary approval required prior to the Superintendent's approval of the travel event, as applicable.
 - (1) The School Business Administrator/Board Secretary or designee shall review all travel requests either before or after the Superintendent's approval and prior to submission of the Board for approval to determine if the expenses as outlined in the request are in compliance with the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, the current State travel payment guidelines established by the Department of the Treasury, and the current guidelines established by the Federal Office of Management and Budget.
 - (a) If any travel expenses requested are not in compliance with the guidelines outlined above, the School Business Administrator/Board Secretary or designee will return the request to be revised in accordance with the guidelines outlined above.
 - (b) The Superintendent may deny the request, approve the request conditioned upon the staff member assuming the financial responsibility for those travel expenses that are not in compliance with the guidelines, or may return the request to

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the school staff member to be revised in accordance with the guidelines outlined above.

2. All travel requests for Board members shall require prior approval by a majority of the Board's full voting membership, except where the Board has excluded regular business travel from prior approval pursuant to N.J.A.C. 6A:23A-7.3(b), and the travel shall be in compliance with N.J.S.A. 18A:12-24 and 24.1.
3. The Board of Education may approve, at any time prior to the event, travel for multiple months as long as the approval detailed in Board of Education minutes itemizes the approval by event, total cost, and number of employees and/or Board members attending the event. General or blanket pre-approval shall not be authorized.
4. All travel requests shall receive prior approval of the Board of Education except if the Board has excluded from the requirements prior Board approval of any travel caused by or subject to existing contractual provisions, including grants and donations, and other statutory requirements, or Federal regulatory requirements in Policy 6471 pursuant to N.J.A.C. 6A:23A-7.4(d). For the exclusion of prior Board approval to apply, the required travel event shall be detailed, with number of employee(s), Board member(s), and total cost in the applicable contract, grant, donation, statute, or Federal regulation.
 - a. This shall not include general grant guidelines or regulations that are permissive, but do not require the travel event, unless the specific travel event, number of employee(s), Board member(s), and total cost is detailed in the approved grant, donation, or other fund acceptance agreement.
 - b. This shall not include general contractual provisions in employment contracts for continuing education or professional development, except if the Board has included in its policy a maximum amount per employee for regular business travel that does not require prior Board of Education approval pursuant to N.J.A.C. 6A:23A-7.3.

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5. If occasional unforeseen situations arise wherein a travel request cannot obtain prior approval of the Board of Education, justification shall be included in the text of the travel request.
 - a. Such requests shall require prior written approval of the Superintendent or designee, and the Executive County Superintendent or designee.
 - b. The Board shall ratify the request at its next regularly scheduled meeting.
 - c. Travel to conferences, conventions, and symposiums shall not be considered emergencies and shall not be approved after the fact.
 6. Subsequent to pre-approval by a majority of the full voting membership of the Board of Education, reimbursement of prospective employee travel expense shall be pre-approved by the Executive County Superintendent.
- D. Required Documentation for Travel (N.J.A.C. 6A:23A-7.5)
1. The Board of Education requires the documentation listed in D.2. below to justify the number of employees attending an event and the benefits to be derived from their attendance;
 2. Neither the Superintendent or designee, nor the Board of Education shall approve a travel request unless it includes, at a minimum, the following information:
 - a. The name and date(s) of the event;
 - b. A list of Board members and/or employees to attend, either by name and title;
 - c. The estimated cost associated with travel;

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- d. A justification and brief statement that includes the primary purpose for the travel, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of the school district.
 - (1) For training events, the statement must include whether the training is for a certification required for continued employment, continuing education requirements, requirements of Federal or State law, or other purpose related to the programs and services currently being delivered or soon to be implemented in the school district; or related to school district operations;
 - e. The account number and funding source - Federal, State, private, or local; and
 - f. For annual events, the total attendance and cost for the previous year.
3. The school district shall maintain documentation on file that demonstrates compliance with the Board of Education's travel policy, including travel approvals, reports, and receipts for all school district funded expenditures, as appropriate.
- E. School Business Administrator/Board Secretary Responsibilities Regarding Accounting for Travel (N.J.A.C. 6A:23A-7.6)
1. The School Business Administrator/Board Secretary or designee shall prepare itemized travel budgets by function and object of expense for each cost center, department, or location maintained in the school district's accounting system, as applicable, as part of the preparation of and documentation for the annual school district budget.
 - a. The aggregate amount of all travel budgets shall not exceed the Board of Education approved maximum travel expenditure amount for the budget year as required by N.J.A.C. 6A:23A-7.3.

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2. The School Business Administrator/Board Secretary shall maintain separate accounting for school district travel expenditures, as necessary, to ensure compliance with the school district's maximum travel expenditure amount. The separate accounting tracking system may include, but need not be limited to, a separate or offline accounting of such expenditures or expanding the school district's accounting system. The tracking system shall be sufficient to demonstrate compliance with Policy and Regulation 6471 and N.J.A.C. 6A:23A-7, and shall be in a detailed format suitable for audit.
 3. The School Business Administrator/Board Secretary or designee shall review and approve the cost and supporting documentation required by N.J.A.C. 6A:23A-7 and submitted by the person(s) having incurred travel expense. The School Business Administrator shall not approve or issue payment of travel expenditures or reimbursement requests until all required documentation and information to support the payment has been submitted, and shall not approve any travel expenditure that, when added to already approved travel expenditures, would exceed the Board of Education approved maximum travel expenditure amount for the budget year.
 4. The School Business Administrator/Board Secretary shall be responsible for the adequacy of documentation of transactions processed by his or her staff and the retention of the documentation to permit audits of the records.
 5. A Board of Education employee, a Board member, or an organization shall not receive partial or full payment for travel and travel-related expenses in advance of the travel, pursuant to N.J.S.A. 18A:19-1 et seq. The payment of travel and travel-related expenses, including travel-related purchases for which a purchase order is not applicable, shall be made personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. N.J.A.C. 6A:23A-7.6, Policy 6471, and this Regulation do not preclude the school district from paying the vendor directly with the proper use of a purchase order (for example, for registration, airline tickets, hotel).
- F. Sanctions for Violations of Travel Requirements (N.J.A.C. 6A:23A-7.7)

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1. A Board of Education that violates its established maximum travel expenditure, as set forth in N.J.A.C. 6A:23A-7.3, or that otherwise is not in compliance with N.J.A.C. 6A:23A-7 travel limitations, may be subject to sanctions by the Commissioner as authorized pursuant to N.J.S.A. 18A:4-23 and 24, including reduction of State aid in an amount equal to any excess expenditure pursuant to N.J.S.A. 18A:11-12 and 18A:7F-60.
2. The staff member designated as the final approval authority for travel who approves any travel request or reimbursement in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
3. An employee or Board member who violates the provisions of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471 shall be required to reimburse the school district in an amount equal to three times the cost associated with attending the event, pursuant to N.J.S.A. 18A:11-12.
4. In accordance with N.J.A.C. 6A:23A-7.7(d), there must be procedures to monitor compliance and application of the penalty, as outlined in N.J.A.C. 6A:23A-7.7, upon determination a violation has occurred after Board of Education payment of the event.
 - a. In addition to the annual audit test procedures to ensure compliance as required in N.J.A.C. 6A:23A-7.7(e) and F.5. below, the School Business Administrator/Board Secretary will designate a staff member to review travel payments that are being recommended to the Board for payment prior to Board approval and travel payments previously approved by the Board for payment and paid for any violations.
 - (1) In the event the annual audit test procedures or the review by the staff member designated by the School Business Administrator/Board Secretary determines a travel payment

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recommended to the Board for payment or a travel payment previously approved by the Board and was paid in violation of N.J.A.C. 6A:23A-7 and Policy and Regulation 6471, the school district auditor or the staff member designated by the School Business Administrator/Board Secretary shall inform the Superintendent of Schools of the violation in writing.

- (2) The Superintendent shall determine if a violation of N.J.A.C. 6A:23A-7 requires a penalty in accordance with N.J.A.C. 6A:23A-7.7.
- (3) If a violation is determined prior to payment or reimbursement of the travel event, the Superintendent may exclude application of any additional penalties.

5. The annual audit conducted pursuant to N.J.S.A. 18A:23-1 shall include test procedures to ensure compliance with the Board of Education's policy and travel limitations set forth in this section and N.J.S.A. 18A:11-12.

G. Prohibitive Travel Reimbursements (N.J.A.C. 6A:23A-7.8)

1. The following types of expenditures are not eligible for reimbursement:
 - a. Subsistence reimbursement for one-day trips, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12;
 - b. Subsistence reimbursement for overnight travel within the State, except where authorized by the Commissioner in accordance with N.J.A.C. 6A:23A-7.11;
 - c. Travel by Board members or employees whose duties are unrelated to the purpose of the travel event or who are not required to attend to meet continuing education requirements or to comply with law or regulation;

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- d. Travel by spouses, civil union partners, domestic partners, immediate family members, and other relatives;
- e. Costs for employee attendance for coordinating other attendees' accommodations at the travel event;
- f. Lunch or refreshments for training sessions and retreats held within the school district, including in-service days and for employee participants traveling from other locations within the school district;
- g. Training to maintain a certification that is not required as a condition of employment (For example: CPE credits to maintain a CPA license if the employee is not required to be a CPA for continued school district employment);
- h. Charges for laundry, valet service, and entertainment;
- i. Limousine services and chauffeuring costs to, or during, the event;
- j. Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., unless absolutely necessary for the conduct of school district business. Justification shall accompany any request for car rentals. If approved, the most economical car rental is to be used, including the use of subcompacts and discounted and special rates. An example of the justified use of a car rental is when an employee is out of State, making inspections at various locations, and the use of public transportation is impracticable. When car rental is authorized, the employee shall not be issued an advance payment for the anticipated expense associated with the rental;
- k. Alcoholic beverages;

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- l. Entertainment costs, including amusement, diversion, social activities, and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities);
- m. Gratuities or tips in excess of those permitted by Federal per diem rates;
- n. Reverse telephone charges or third party calls;
- o. Hospitality rooms;
- p. Souvenirs, memorabilia, promotional items, or gifts;
- q. Air fare without documentation of quotes from at least three airlines and/or on-line services; and
- r. Other travel expenditures that are unnecessary and/or excessive.

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H. Travel Methods (N.J.A.C. 6A:23A-7.9)

1. For the purpose of section H. of this Regulation and N.J.A.C. 6A:23A-7.9, "transportation" means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, rideshares, school district-owned or leased vehicles, and personal vehicles.
2. The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee or Board member and reimbursed at the conclusion of the travel event. An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.
3. Pursuant to Office of Management and Budget (OMB) Travel Circulars and N.J.A.C. 6A:23A-7.1 et seq., the following travel methods requirements shall apply:
 - a. Air and rail tickets shall be purchased via the Internet, if possible, using airline or online travel services such as Travelocity, Expedia, or Hotwire.
 - b. Air travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
 - (1) The most economical air travel should be used, including the use of discounted and special rates.
 - (2) The following options should be considered when booking tickets:
 - (a) Connecting versus nonstop flights;
 - (b) Departing earlier or later compared to the preferred departure time;

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- (c) Utilizing alternative airports within a city, for example, Chicago, Illinois-Midway Airport versus O'Hare Airport;
 - (d) Utilizing alternative cities, for example, Newark versus Philadelphia;
 - (e) Utilizing "low cost" airlines; and
 - (f) Exploring alternate arrival and/or departure days.
- (3) No employee or Board member can earn benefits as a result of school district funded travel. Employees and Board members shall be prohibited from receiving "frequent flyer" or other benefits accruing from school district funded travel.
- (4) Airfare other than economy (that is, business or first class) shall not be fully reimbursed by the school district except when travel in such classes:
- (a) Is less expensive than economy;
 - (b) Avoids circuitous routings or excessive flight duration; or
 - (c) Would result in overall transportation cost savings.
- (5) All airfare other than economy and not covered by the above exceptions purchased by an employee or Board member shall be reimbursed only at the economy rate for the approved destination.
- (6) Cost estimates on travel requests and associated authorizations shall be consistent with current airline tariffs, with consideration of available special fares or discounts, for the requested destination.

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- (7) Airline tickets shall not be booked until all necessary approvals have been obtained.
 - (8) Additional expenses over and above the authorized travel request shall be considered only for factors outside the purchaser's control. The burden of proof shall be placed upon the purchaser and any additional expenses incurred without sufficient justification and documentation, as determined by the School Business Administrator/Board Secretary, shall not be reimbursed.
 - (9) Justification shall accompany requests for airline ticket reimbursement when purchased by employees or Board members contrary to H.3.b.(1) through (8) above. Sufficient justification shall be considered only for factors outside the purchaser's control. Noncompliant purchases without sufficient justification shall not be reimbursed.
- c. Rail travel shall be authorized only when determined that it is necessary and advantageous to conduct school district business.
- (1) The most economical scheduling of rail travel shall be utilized, including excursion and government discounts, whenever applicable.
 - (2) The use of high-speed rail services, such as Acela, shall not be authorized.
 - (3) All rail travel shall be processed in the same manner as prescribed for air travel in H.3.b. above.
- d. Use of a school district-owned or -leased vehicle shall be the first means of ground transportation. Use of a personally owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or -leased vehicle is available.

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- (1) Mileage allowance in lieu of actual expenses of transportation shall be approved by the Board and allowed at the rate authorized by the annual State Appropriations Act, or a lesser rate at the Board's discretion for an employee or Board member traveling by his or her personally owned vehicle on official business.
 - (a) If any condition in an existing negotiated contract is in conflict with the OMB Travel Circulars, such as the mileage reimbursement rates, the provisions of the existing contract shall prevail.
- (2) Parking and toll charges shall be allowed in addition to mileage allowance.
- (3) Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.
- (4) In determining the relative costs of private and public transportation, all associated costs (that is, tolls, taxicabs, airport or station transfers, etc.) shall be considered.
- (5) All employees and Board members using privately owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The card shall be made available to the Superintendent or designee before authorization to use privately owned cars.
- (6) Employees and district Board members who are out-of-State residents shall provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

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- e. School district-owned or -leased vehicles shall be utilized in accordance with N.J.A.C. 6A:23A-6.12.
- f. Necessary taxicab or rideshare charges shall be permitted. However, travel to and from airports, downtown areas, and between hotel and event site shall be confined to regularly scheduled shuttle service, whenever such service is complimentary or is less costly. If shuttle service is not available, taxicabs or rideshares may be used.
- g. Cruises shall not be permitted for travel events or transportation.

I. Routing of Travel (N.J.A.C. 6A:23A-7.10)

- 1. Pursuant to State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars:
 - a. All travel shall follow the most direct, economical, and usually traveled route. Travel by other routes as a result of official necessity shall be eligible for payment or reimbursement only if satisfactorily established in advance of such travel.
 - b. If a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
 - c. Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical, and usually traveled route.

J. Subsistence Allowance – Overnight Travel (N.J.A.C. 6A:23A-7.11)

- 1. Pursuant to the State travel guidelines as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented

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in the OMB Travel Circulars, one-day trips that do not involve overnight lodging shall not be eligible for subsistence reimbursement, except for meals expressly authorized by and in accordance with the provisions of N.J.A.C. 6A:23A-7.12.

2. Pursuant to the OMB Travel Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if it is authorized pursuant to 3. below, or is a required component by the entity issuing a grant, donation, or other funding agreement with the school district. The specific required overnight in-State travel event shall be detailed in the final grant, donation, or other fund acceptance agreement along with the number of authorized travelers and total cost. All reimbursements shall be subject to N.J.A.C. 6A:23A-7 unless the funding acceptance agreement specifies otherwise.
3. Pursuant to the State travel regulations as established by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars, the Commissioner shall be authorized to grant waivers for overnight travel for Board members and school district employees to attend in-State conferences.
 - a. Such waivers will be granted in only extremely limited circumstances when the sponsoring organization can demonstrate the conference is broad and multi-disciplinary in scope, incorporates content offerings from numerous specialty areas, and includes important professional development opportunities and/or required training.
 - b. The sponsoring organization shall demonstrate the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. When such waivers are granted, individual school districts or individuals shall not be required to submit waiver requests for attendance at these conferences.

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- c. Sponsors of in-State conferences may submit to the Commissioner a request for a waiver of this prohibition by providing information regarding the conference as follows:
 - (1) The name and dates of the event;
 - (2) Justification for the length of the conference and the necessity to hold events for each day beyond the first day of the conference;
 - (3) Identification of all other conferences sponsored or co-sponsored by the organization (whether single or multi-day) in the previous year;
 - (4) A description of the target audience by position title and/or educational certificate and endorsement;
 - (5) Justification of the importance of the target audience attending the event;
 - (6) The cost of registration;
 - (7) A detailed list and description of any activities to be charged to the participants by the sponsor separate from the registration fee, such as luncheons, workshops, entertainment, etc., including:
 - (a) The cost of the activity;
 - (b) Whether participation is mandatory or voluntary; and
 - (c) The purpose such as social, guest speaker, working session, etc.
 - (8) A copy of agenda or program for the event;

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- (9) A brief statement that includes the primary purpose of the event, the key issues that will be addressed at the event, and their relevance to improving instruction or the operation of a school or school district;
 - (10) For training events, whether the training is needed for a certification required for continued employment, continuing education requirements, or requirements of Federal or State law; and
 - (11) For annual events, total attendance, and registration cost for the previous year.
4. If a waiver of the prohibition on overnight travel is granted pursuant to N.J.A.C. 6A:23A-7.11, it shall permit reimbursement for travel expenses only for individuals whose home-to-convention commute exceeds fifty miles.
5. Overnight travel within the State shall not be eligible for subsistence reimbursement if travel is on the day prior to the start of the conference. Reimbursement shall be prohibited for lodging prior to check-in time for the first day of the event or after check-out time on the last day of the event.
6. The United States General Services Administration publishes a schedule of Federal per diem rates in the Federal Register for approved overnight travel by the event location. The latest Federal per diem rates schedule for lodging, meals, and incidental expenses by location can be found at www.gsa.gov. The following restrictions apply to allowable per diem reimbursements:
 - a. Allowable per diem reimbursement for lodging, meals, and incidentals shall be actual reasonable costs, not to exceed the Federal per diem rates for the event location. Registration and conference fees are not subject to the Federal per diem rate caps. If the event location is not listed, the maximum per diem allowance shall be equal to the standard Continental United States (CONUS) per diem rates published by the General Services Administration for meals, incidental expenses, and lodging.

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- b. Pursuant to N.J.S.A. 18A:11-12.o., reimbursement for lodging expenses for overnight travel, out-of-State or in-State as authorized by the Commissioner, may exceed the Federal per diem rates if the hotel is the site of the convention, conference, seminar, or meeting and the going rate of the hotel is in excess of Federal per diem rates.
 - (1) If the hotel at the site of the current travel event is not available, lodging may be paid for similar accommodations at a rate not to exceed the hotel rate at the site of the current event.
 - (2) If there is no hotel at the site of the current travel event (for example, Atlantic City Convention Center), then reimbursement for lodging shall not exceed the Federal per diem rate.
- c. If the meal is not part of a one-sum fee for a travel event, reimbursement may be approved for the full cost of an official convention meal that the employee or Board member attends, when such meal is scheduled as an integral part of the convention or conference proceedings. Receipts shall be submitted to obtain reimbursement in such situations. The amount of the Federal per diem rate for the corresponding meal shall be deducted from that day's subsistence allowance.
- d. The allowance for a meal(s) or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging, or transportation charge.
- e. Receipts shall be required for all hotel and incidental expenses. Meal expenses under the Federal per diem allowance limits shall not require receipts pursuant to N.J.S.A. 18A:11-12.o.(3), unless required by the Board of Education.
- f. If the total per diem reimbursement is greater than the Federal per diem rates, the costs shall be considered excessive in the absence of substantial justification accompanying the travel voucher submitted by the employee

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or district Board member. In such cases, receipts shall be submitted for all costs, including meals.

- g. Employees and Board members shall patronize hotels and motels that offer special rates to government employees unless alternative lodging offers greater cost benefits or is more advantageous to the conduct of school district business.
- h. Actual subsistence expenses shall not be reimbursable if paid by the traveler to a member of his or her family, to another school district employee, or to a family member of another school district employee.

K. Meal Allowance – Special Conditions – and Allowable Incidental Travel Expenditures (N.J.A.C. 6A:23A-7.12)

- 1. Meals for in-State travel shall not be eligible for reimbursement except as expressly authorized within N.J.A.C. 6A:23A-7.
- 2. A meal allowance may be provided to employees or Board members in relation to one-day, out-of-State trips required for school business purposes that do not require an overnight stay. The reimbursement for breakfast, lunch, and/or dinner shall not exceed the amounts authorized in State travel regulations as published by the New Jersey Department of the Treasury, Office of Management and Budget, and presented in the OMB Travel Circulars.
- 3. Lunch for off-site training sessions may be authorized for an amount up to \$7 per person only when it is necessary that employees or Board members remain at a site other than their school district and there are no viable options for lunch at the off-site location.
 - a. Per N.J.S.A. 18A:11-12.a.(1)(d), employee and Board member retreats shall be held onsite unless there is no school district site available.

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- b. If lunch is included in a lump-sum registration fee for an off-site training session, the full amount is eligible for reimbursement, if reasonable. Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted. (See K.4. below.)
 - c. Refreshments for breaks may also be provided at training sessions held at a site other than the school district.
 4. Subsistence expenses for an employee or Board member shall not be allowed within the school district or within a radius of ten miles thereof, except for meals expressly authorized by and in accordance with N.J.A.C. 6A:23A-7.12. Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings and in-service days.
 5. Reimbursement may be approved for the cost of an official luncheon or dinner, up to \$10 and \$15, respectively, that an employee or Board member is authorized to attend, if the meal is scheduled as an integral part of an official proceeding or program related to school district business and the employee's or Board member's responsibilities.
 - a. School district business above refers to the management operations of the school district and does not refer to activities that benefit students and are part of the instructional program. Pursuant to N.J.A.C. 6A:23A-5.8(b)4, all reasonable expenditures related to school district employees that are essential to the conduct of a student activity are permitted.
 6. Regular meetings, special meetings, and work sessions of the Board of Education shall be limited to light meals and refreshments for all Board members.

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- a. The meals may be served to employees who are required to attend the event and if it is impractical for the employee to commute to and from his or her residence between the end of the work day and the beginning of the event, or if the employee is required to remain at the school district to prepare for the event.
 - b. The school district shall acquire the light meals and refreshments by the solicitation of quotes, if required pursuant to N.J.S.A. 18A:18A-1 et seq.
 - c. If the school district's food service program can prepare comparable meals at a lower cost, the food service program shall be used.
 - d. The average cost per meal shall not exceed \$10.
 - e. The school district shall purchase or prepare food that is sufficient to provide each district Board member, dignitary, non-employee speaker, or allowable staff member one meal. Meals should be carefully ordered to avoid excess. Unintended left over food should be donated to a charitable shelter or similar facility, if at all possible.
7. Reimbursement may be approved for allowable telephone and incidental travel expenses that are essential to transacting official business.
- a. Charges for telephone calls on official business may be allowed. The voucher shall show the dates on which such calls were made, the points between which each call was made, and the cost per call.
 - b. Employees and Board members using their personally owned telephone for business may request reimbursement, less Federal Communications Tax. Calls for business are tax exempt and the telephone company will make allowances for the tax if the employee or Board member certifies to the telephone company when paying bills for personally owned phones that said calls were business calls.

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- c. Incidental expenses, defined as "non-meal tips" by the State travel regulations, when necessarily incurred by the traveler in connection with the transaction of official business, may be submitted for reimbursement only when the necessity and nature of the expense are clearly and fully explained on the travel voucher and the voucher is approved. Travel vouchers shall be supported by receipts showing the quantity and unit price.

L. Records and Supporting Documents (N.J.A.C. 6A:23A-7.13)

1. All persons authorized to travel on business shall keep a memorandum of expenditures chargeable to the school district, noting each item at the time and date the expense is incurred.
2. The travel voucher shall be completed by the employee or Board member to document the details of the travel event. The travel voucher shall be signed by the employee or Board member to certify the validity of the charges for which reimbursement is sought. The form also shall bear the signatures of approval officials for processing.
3. Sufficient documentation shall be maintained centrally by the school district to support payment and approval of the travel voucher.
4. In addition to the documentation required for reimbursement, each person authorized to travel shall submit a brief report that includes the primary purpose for the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district. This report shall be submitted prior to receiving reimbursement.
5. Documentation for requests for travel reimbursement shall show:
 - a. The date(s) and individual points of travel, number of miles traveled between such points, and kind of conveyance used;

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- b. If the distance traveled between individual points is greater than the usual route between the points, the reason for the greater distance shall be stated;
- c. The hours of the normal work day and actual hours worked shall be shown when requesting meal reimbursement for non-overnight travel;
- d. Original receipts shall be required for all reimbursable expenses, except for meals that qualify for per diem allowances and for parking meters;
- e. Actual vendor receipts for personal credit card charges shall be attached to reimbursement requests. Credit card statements shall not be accepted as documentation of expenses;
- f. Personal charges on a hotel bill shall be deducted and shown on the bill;
- g. When lodging is shared jointly, the fact shall be stated on the travel voucher;
- h. Where travel is not by the most economical, usually traveled route, the employee or Board member reimbursement request shall set forth the details of the route, the expenses actually incurred, the hour of departure, the hour of arrival, and an explanation for the use of costlier travel arrangements;
- i. When travel is authorized for the employee's or Board member's own automobile on a mileage basis, the points between which travel was made, and the distance traveled between each place shall be shown. A statement as to ownership of the auto or other conveyance used, as well as a certification that liability insurance is in effect, shall be documented;
- j. Reimbursement requests shall be supported by other receipts as required;
- k. The voucher shall be itemized; and

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1. Reimbursement requests shall be rendered monthly when in excess of \$25. Travel for a single travel event shall be reported as soon as possible after the trip.
 6. All outstanding travel vouchers for the school year ending June 30 shall be submitted as soon as possible after June 30 regardless of amount, notwithstanding 5.l. above.
 7. Travel mileage reimbursement requests of the just-completed school year that are not submitted by July 30 or the date approved by the school district for the closing of books, whichever is earlier, for the just-completed school year shall not be approved or paid.
- M. Out-of-State and High-Cost Travel Events (N.J.A.C. 6A:23A-5.9)
1. Reimbursement for all in-State and out-of-State travel shall be made pursuant to N.J.S.A. 18A:11-12.
 2. Out-of-State travel events shall be limited to the fewest number of Board members or affected employees needed to acquire and present the content offered to all Board members or staff, as applicable, at the conclusion of the event. Lodging may be provided only if the event occurs on two or more consecutive days and if home-to-event commute exceeds fifty miles.
 3. When a travel event has a total cost that exceeds \$5,000, regardless of the number of attendees, or when more than five individuals from the school district are to attend a travel event out-of-State, the school district shall obtain prior written approval of the Executive County Superintendent.
 - a. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.

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4. For all employee and Board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain prior written approval of the Executive County Superintendent.
 - a. Such requests shall be supported by detailed justification.
 - b. The Executive County Superintendent shall promptly review the request and render a written decision within ten business days.
 - c. It is expected that approvals will be rare.

Adopted: May 26, 2009

Revised: January 11, 2010

Revised: April 12, 2010