



**TABLE OF CONTENTS**

ROLL CALL	Page 2
APPROVAL OF MINUTES	Page 2
PRESENTATIONS	Page 2
PUBLIC COMMENT	Page 2
CORRESPONDENCE	Page 2
REPORTS	Page 2
COMMITTEE REPORTS:	
FACILITIES	Page 3
STRATEGIC/COMMUNITY AWARENESS	Page 3
FINANCE	Page 3-4
POLICY	Page 4
TRANSPORTATION	Page 5
CAFETERIA	Page 5
CURRICULUM	Page 5
PERSONNEL	Page 5-7
NEW BUSINESS	Page 7
OLD BUSINESS	Page 8
EXECUTIVE SESSION	Page 8
MONTHLY HIB REPORT	Page 8
ADJOURNMENT	Page 8



The regular session meeting of the East Greenwich Township Board of Education was held on the above date, duly advertised in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-8(d). Notice of this meeting was posted in the East Greenwich Township Municipal Building, each school in the district and advertised in the South Jersey Times and Courier Post. The meeting was called to order at 7:00 p.m. by President Schonewise. Following the flag salute, a moment of silent reflection was observed.

**ROLL CALL:**

Roll call was taken with the following members present: Acharya, Baird, Becker, Cavalieri, Christian, O'Brien, Schonewise, and Starks. Absent: Cosentino. Also present were the Superintendent, the Business Administrator, and six (6) members of the public.

**APPROVAL OF MINUTES:**

On motion by O'Brien, second by Acharya, and carried by unanimous voice vote, the following minutes were approved:

- Regular Session & Executive Session of June 12, 2024

**PRESENTATIONS:**

- The Superintendent provided a presentation to the Board highlighting recent school business and activities.
- A representative from Home & School updated the public and the Board on Home & School activities.

**PUBLIC COMMENT:**

No public comments were shared.

**CORRESPONDENCE:**

- Letter of request for an extended leave of absence from L.B., Principal's Secretary, referred to personnel.
- Letter of request for an unpaid child rearing leave from A.L., Physical Therapist, referred to personnel.
- Letter of request for a maternity/child rearing leave from R.L., Classroom Teacher, referred to personnel.
- Letter of request for an extended child rearing leave from C.S., Classroom Teacher, referred to personnel.
- Letter of resignation from E.B., Permanent Substitute Teacher, referred to personnel.
- Letter of resignation from K.B., Part-time Instructional Aide, referred to personnel.
- Letter of resignation from R.C., Classroom Teacher, referred to personnel.
- Letter of resignation from J.E., Permanent Substitute Teacher, referred to personnel.
- Letter of resignation from R.E., Permanent Substitute Teacher, referred to personnel.
- Letter of resignation from J.H., Supervisory Aide, referred to personnel.
- Letter of resignation from J.K., Supervisory Aide, referred to personnel.
- Letter of resignation from M.L., Classroom Teacher, referred to personnel.
- Letter of resignation from D.L., Art Teacher, referred to personnel.
- Letter of resignation from N.O., Classroom Teacher, referred to personnel.
- Letter of resignation from B.P., Supervisory Aide, referred to personnel.
- Letter of resignation from R.S., Part-time Instructional Aide, referred to personnel.

**REPORTS: (Attachment – 1)**

- Principal's report for review.
- Supervisor of Instruction's report for review.
- Transportation Coordinator & Registrar's report for review.





COMMITTEE REPORTS:

FACILITIES:

- The Jeffrey Clark School held a shelter-in-place drill on June 11, 2024 at 1:05 p.m. and a fire drill on June 13, 2024 at 9:05 a.m. The drills were supervised by the Principal and the Assistant Principal.
- The Samuel Mickle School held a fire drill on June 5, 2024 at 1:55 p.m. and an evacuation drill on June 12, 2024 at 10:18 a.m. The drills were supervised by the Assistant Principal and the Interim Principal.

STRATEGIC/COMMUNITY AWARENESS:

No report.

FINANCE:

On motion by Starks, second by O'Brien, and carried by unanimous roll call vote, the Board approved the following:  
**(Bill List Attachment – 2)**

- Payment of bills for June 2024: \$1,409,178.31
- Electronic Checks for June 2024:  
Custodial Account \$1,785,865.45
- Payment of bills for July 2024:  
Custodian Account \$434,975.18  
Cafeteria Account \$55,417.67  
Enterprise Account \$38,951.18
- Electronic Checks for July 2024:  
Custodial Account \$287,552.33
- Cafeteria Refund Checks for July 2024: \$907.68
- Payment of bills for August 21, 2024:  
Custodian Account \$722,787.89  
Cafeteria Account \$5,963.30  
Enterprise Account \$41,356.44
- Cafeteria and Beyond the Bell Profit & Loss Statement for June & July 2024. **(Attachment – 3)**
- Line item transfers approved by the Superintendent for June & July 2024.

**(Transfer List Attachment along with Transfer Status Report Attachment – 4)**

- Financial Reports A-148, Report of the Board Secretary, and A-149 Bank Reconciliation Report from the Superintendent for May & June 2024. **(Attachment – 5)**
- Board Secretary's Certification as follows:  
Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of July 31, 2024, no line item account has encumbrances or expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3.

  
Board Secretary/Business Administrator

8/21/2024

Date

- Financial Obligations Certification:  
Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we certify that as of June 30, 2024, after review of the Board Secretary's Report and Bank Reconciliation Report from the Superintendent, and upon consultation with the appropriate district officials, that, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**ROLL CALL VOTE:**

**Yea – 8**

**Nay – 0**

**Absent – 1**

Y Anand Acharya  
Y John Baird  
Y Lori Becker

Y Jennifer Cavalieri  
Y Krissy Christian  
A Stephanie Cosentino

Y Jodie O'Brien  
Y Mark Schonewise  
Y Lynn Starks



COMMITTEE REPORTS: (continued)

FINANCE: (continued)

On motion by Starks, second by O'Brien, and carried by unanimous roll call vote, the Board approved the following:

- Agreement with **Rowan University** for the placement of student teachers in the district during the 2024-25 SY.
- Agreement with **Western Governors University** for the placement of student teachers in the district during the 2024-25 SY.
- Agreement with **FURever As Friends Inc.** to provide therapy dogs through the S.M.I.L.E. program to Jeffrey Clark School students for an annual fee of \$300 for the 2024-25 SY.
- Contract with **Ricoh USA** for four digital copiers on NJ State contract at a cost of \$1,423.86 per month for 48 months.
- Tuition contracts with **Gloucester County Special Services School District** for the 2024-25 ESY program for student SID#9037881830, student SID#8527836759, student SID#8135562889, student SID# 5621755113, and student SID#2883504547 at a cost of \$4,770 per student.
- One-on-one teacher assistant agreements with **Gloucester County Special Services School District** for the 2024-25 ESY program for student SID#5621755113 and student SID#2883504547 at a cost of \$3,900 per student.
- Tuition contract with **Archway Programs** for student SID#2259200322 with a tuition cost of \$61,376.70 and an extraordinary services cost of \$37,800.00 for ESY and the 2024-25 SY.
- Tuition contract with **Kingsway Learning Center** for student SID#8395042809 with a tuition cost of \$78,065.40 and an extraordinary services cost of \$37,800 for ESY and the 2024-25 SY.
- Tuition contract with the **Larc School** for student SID#7660751467 with a tuition cost of \$67,298.70 and an extraordinary services cost of \$45,780 for ESY and the 2024-25 SY.

<b>ROLL CALL VOTE:</b>	<b>Yea – 8</b>	<b>Nay – 0</b>	<b>Absent – 1</b>
<u>Y</u> Anand Acharya	<u>Y</u> Jennifer Cavalieri		<u>Y</u> Jodie O'Brien
<u>Y</u> John Baird	<u>Y</u> Krissy Christian		<u>Y</u> Mark Schonewise
<u>Y</u> Lori Becker	<u>A</u> Stephanie Cosentino		<u>Y</u> Lynn Starks

On motion by Starks, second by Acharya, and carried by unanimous voice vote, the Board approved the following resolution:

BE IT RESOLVED, that the East Greenwich Township Board of Education authorizes the submission of the New Jersey Department of Education's Preschool Education Aid Grant (PEA) application for Fiscal Year 2025.

On motion by Starks, second by O'Brien, and carried by unanimous voice vote, the Board approved the following:

- The authorization of the submission of the ESEA application for the FY 2025, and the acceptance of the grant award of these funds upon the subsequent approval of the FY 2025 ESEA application as listed:
  - Title I Part A – \$38,100
  - Title II Part A – \$16,864
  - Title IV Part A – \$10,000
- Salaries to be funded through the federal grant as listed:
  - ESEA Title I – Alison Gentile \$19,050
  - ESEA Title I – Sheri Burlingame \$19,050
- The authorization of the submission of the IDEA application for the FY 2025 and the acceptance of the grant award of these funds upon the subsequent approval of the FY 2025 IDEA application as listed:
  - IDEA Basic \$230,585
  - IDEA Preschool \$13,440

POLICY:

No report.





COMMITTEE REPORTS: (continued)

TRANSPORTATION:

On motion by Baird, second by Starks, and carried by unanimous roll call vote, the Board approved the following:

- The 2024-2025 Jointure Transportation Agreement with Kingsway Regional School District to provide to/from school transportation for an annual estimated contract cost of \$1,008,615.50.
- The 2024-2025 Student Transportation Renewal Contract with Holcomb Bus Company to provide to/from school transportation for the following routes: EG04 (\$49,995.00), EG08 (\$49,995.00), EG25 (\$49,995.00), EGPS1 (\$76,660.20), and EGPS2 (\$76,660.20) for a total annual cost of \$303,305.40.
- The 2024-2025 SY Summer Joint Transportation Agreement for the time period of July 1, 2024 through August 30, 2024 with Gateway Regional High School District to provide to/from transportation for field trips for an annual estimated contract cost of \$4,000.

ROLL CALL VOTE:	Yea – 8	Nay – 0	Absent – 1
<u>Y</u> Anand Acharya	<u>Y</u> Jennifer Cavalieri	<u>Y</u> Jodie O’Brien	
<u>Y</u> John Baird	<u>Y</u> Krissy Christian	<u>Y</u> Mark Schonewise	
<u>Y</u> Lori Becker	<u>A</u> Stephanie Cosentino	<u>Y</u> Lynn Starks	

CAFETERIA:

On motion by Becker, second by Christian, and carried by majority roll call vote, the Board approved the Penns Grove-Carneys Point Regional School District Joint Purchasing Agreement for Ice Cream, Milk, Juice, and Dairy, and Baked Goods and the acceptance of the following bid results through the joint purchasing agreement for the 2024-25 SY:

**(Attachment – 6)**

Baked Goods – Deluxe Italian Bakery Inc.

Milk, Juice, and Dairy – Hy-Point Dairy Farms, Inc.

Ice Cream – Georgeo's Water Ice, Inc.

ROLL CALL VOTE:	Yea – 7	Nay – 0	Absent – 1	Abstain – 1
<u>Y</u> Anand Acharya	<u>Y</u> Jennifer Cavalieri		<u>Y</u> Jodie O'Brien	
<u>Abstain</u> John Baird	<u>Y</u> Krissy Christian		<u>Y</u> Mark Schonewise	
<u>Y</u> Lori Becker	<u>A</u> Stephanie Cosentino		<u>Y</u> Lynn Starks	

CURRICULUM:

On motion by Cavalieri, second by O'Brien, and carried by unanimous voice vote, the Board approved the following:

- The District Grading Policy for the 2024-25 SY **(Attachment – 7)**
- Field trips for the 2024-25 SY **(Attachment – 7)**
- Professional development workshops:

Name	Workshop	Location	Date(s)	Cost
Jessica Loggia	Designing the Learning	Monroe Twp.	7/15/24	\$125
	Navigating the Revised ELA Standards	Monroe Twp.	7/25/24	\$125
Gregory Wilson	OPRA, Negotiations, Arbitration & Fact Finding	Mt. Laurel	9/24/24	\$145
	Green Purchasing	Mt. Laurel	11/19/24	\$145
	Ethics and the BA	Mt. Laurel	12/17/24	\$145

PERSONNEL:

On motion by Cavalieri, second by O'Brien, and carried by unanimous roll call vote, on recommendation of the Superintendent, the Board approved the following:

- The hiring of the following for the 2024-25 school year with salary determined in accordance with the collective bargaining agreement or non-represented salary guides, pending teaching certifications, physical exam, drug screening, tuberculosis test, and background checks:

Katherine DellaRova	Classroom Teacher	MA, Step 1
Ashley Thomas	Classroom Teacher	BA, Step 11
Kate Apgar	Beginner Classroom Assistant	Step 1
Lauren Ficke	Part-time Health Room Assistant	

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COMMITTEE REPORTS: (continued)

PERSONNEL: (continued)

Jennifer Huntsberger	Part-time Instructional Aide	Step 1
Michele Cooklin	0.8 Permanent Substitute Teacher	
Meghann Shields	0.8 Permanent Substitute Teacher	

- The hiring of interim teacher positions, until the return of the regular employee from absence or June 30, 2025, whichever is sooner, at the substitute rate for 20 days followed by a rate of \$175 per day for days 21-40, followed by the Step 1 per diem rate, determined by the Collective Bargaining Agreement, pending teaching certifications, tuberculosis test, and background checks:

Julia Gehring	Long-term Substitute Teacher	BA, Step 1
Shannon Gibbons	Long-term Substitute Teacher	BA, Step 1

- The hiring of substitutes for the 2024-25 school year, pending teaching certifications, tuberculosis test, and background checks:

Brooke Morina	Substitute Teacher
Suzanne Schultes	Substitute Teacher
Ray M. Roeder	Substitute Custodian
Erin Thomas	Substitute Secretary

- The reappointment of the following for the 2024-25 SY:

Brett Anderson	0.8 Permanent Substitute Teacher	
Ray M. Roeder	Supervisory Aide	Step 2

- The approval of the following for the 2024-25 SY: **(Attachment – 8)**

- o Summer work appointments
- o Clubs with advisors
- o Stipend positions

- The teaching assignment change for Susan Curtis to be a Jeffrey Clark Special Education Teacher and a Samuel Mickle Special Education Teacher.

- The adjustment on the salary guide for Ashley Minniti, from MA to MA+15, effective September 1, 2024.

- The revised Director of Curriculum & Instruction job description. **(Attachment – 8)**

- A Wilmington University practicum student to obtain field experience at the Jeffrey Clark School during the fall of 2024.

**ROLL CALL VOTE:**

**Yea – 8**

**Nay – 0**

**Absent – 1**

<u>Y</u> Anand Acharya	<u>Y</u> Jennifer Cavalieri	<u>Y</u> Jodie O'Brien
<u>Y</u> John Baird	<u>Y</u> Krissy Christian	<u>Y</u> Mark Schonewise
<u>Y</u> Lori Becker	<u>A</u> Stephanie Cosentino	<u>Y</u> Lynn Starks

On motion by Cavalieri, second by O'Brien, and carried by unanimous roll call vote, the Board approved the following:

- The request for an extended leave of absence from Laura Bailey, Principal's Secretary, effective August 5, 2024, until released from doctor's care.
- The request for an unpaid child rearing leave from Adam Lee, Physical Therapist, effective September 16, 2024, for 12 weeks covered under FMLA/NJFLA.
- The request for a maternity leave from Rikki Lynn, Classroom Teacher, effective on or about November 7, 2024, allowed under FMLA, immediately followed by a 12-week unpaid child rearing leave covered under FMLA/NJFLA.
- The request for an extended unpaid child rearing leave from Caitlin Slevenski, Classroom Teacher, effective on November 25, 2024, with a return date of March 18, 2025.
- The resignation of Emma Bomhoff, 0.8 Permanent Substitute Teacher, effective August 31, 2024.
- The resignation of Keri Boone, Part-time Instructional Aide, effective August 31, 2024. Will remain on the per diem substitute list.
- The resignation of Rebecca Cruice, Classroom Teacher, effective August 31, 2024.

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COMMITTEE REPORTS: (continued)

PERSONNEL: (continued)

- The resignation of Jacob Elliott, 0.8 Permanent Substitute Teacher, effective August 31, 2024.
- The resignation of Ryan Elliott, 0.6 Permanent Substitute Teacher, effective August 31, 2024.
- The resignation of Jennifer Huntsberger, Supervisory Aide, effective August 31, 2024.
- The resignation of Judith Kennedy, Supervisory Aide, effective August 31, 2024.
- The resignation of Melissa Lee, Classroom Teacher, effective June 30, 2024.
- The resignation of Donna Lipin, 0.8 Art Teacher, effective August 31, 2024.
- The resignation of Natalie Ostrowski, Classroom Teacher, effective June 30, 2024.
- The resignation of Brenda Prus, Supervisory Aide, effective August 31, 2024.
- The resignation of Rebecca Smith, Part-time Instructional Aide, effective August 31, 2024. Will remain on the per diem substitute list.

ROLL CALL VOTE:	Yea – 8	Nay – 0	Absent – 1
<u>Y</u> Anand Acharya	<u>Y</u> Jennifer Cavalieri	<u>Y</u> Jodie O’Brien	
<u>Y</u> John Baird	<u>Y</u> Krissy Christian	<u>Y</u> Mark Schonewise	
<u>Y</u> Lori Becker	<u>A</u> Stephanie Cosentino	<u>Y</u> Lynn Starks	

On motion by Cavalieri, second by O'Brien, and carried by unanimous voice vote, the Board approved to authorize the Superintendent to hire personnel in advance of the next regularly scheduled board meeting, with such hiring's to be reported for ratification by the Board of Education at the next regularly scheduled meeting.

NEW BUSINESS:

On motion by O'Brien, second by Becker, and carried by unanimous voice vote, the Board approved the following for the 2024-25 school year: **(Attachment – 9)**

- Revised Organizational Chart, effective July 1, 2024
  - Strategic Plan 2022-2027, Year 3 Action Plans
  - East Greenwich Township School District Professional Development Plan
  - Jeffrey Clark School Professional Development Plan
  - Samuel Mickle School Professional Development Plan
  - The District Mentoring Program
  - The Staff Handbook
  - The Supervisory Aide Handbook
  - The Parent/Student Handbook
  - The Beyond the Bell Handbook
  - The Substitute Teacher Handbook
  - Superintendent Goals
  - The district's Code of Conduct
  - Emergency Virtual Instruction Plan as required by the NJDOE
  - Jeffrey Clark School Security Plan
  - Samuel Mickle School Security Plan
  - The Emergency Response Template
  - Rowan College of South Jersey in Sewell, NJ as the district's primary reunification site
- The Regular Session board meeting on September 18, 2024 will be rescheduled to September, 25, 2024 and the Regular Session board meeting on April 16, 2025 will be rescheduled to April 9, 2025.
  - NJSBA's Workshop 2024 is October 21-24, 2024 at the Atlantic City Convention Center



OLD BUSINESS:

On motion by O'Brien, second by Cavalieri, and carried by unanimous voice vote, the Board approved the following:  
**(Attachment – 10)**

- Safe Supportive Schools Clayton Model Pilot Program MOA for the 2024-25 SY
- The Comprehensive Equity Plan Statement of Assurance for the 2024-25 SY

On motion by Schonewise, second by Starks, and carried by unanimous roll call vote, the Board approved the resolution to approve the successor collective negotiations agreement between the East Greenwich Township Board of Education and the East Greenwich Education Association (EGEA)

Be it resolved, that the East Greenwich Township Board of Education (the "Board") hereby ratifies the successor Collective Negotiations Agreement between the Board and the East Greenwich Education Association covering the period from July 1, 2023 through June 30, 2028; and

Be it further resolved, that the Board President is authorized and directed to execute the attached successor Collective Negotiations Agreement

<b>ROLL CALL VOTE:</b>	<b>Yea – 8</b>	<b>Nay – 0</b>	<b>Absent – 1</b>
<u>Y</u> Anand Acharya	<u>Y</u> Jennifer Cavalieri		<u>Y</u> Jodie O'Brien
<u>Y</u> John Baird	<u>Y</u> Krissy Christian		<u>Y</u> Mark Schonewise
<u>Y</u> Lori Becker	<u>A</u> Stephanie Cosentino		<u>Y</u> Lynn Starks

EXECUTIVE SESSION:

On motion by Acharya, second by O'Brien, and carried by unanimous voice vote, the Board approved the following resolution:

**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.

**BE IT THEREFORE RESOLVED**, that the East Greenwich Township Board of Education adjourns to closed session to discuss the following known items:

- 1) Harassment, Intimidation, or Bullying

**BE IT FURTHER RESOLVED**, that the East Greenwich Township Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and

**BE IT FURTHER RESOLVED**, the minutes of this closed session be made public when the need for confidentiality no longer exists.

The Board convened in Executive Session at 8:15 p.m. The following members were present: Acharya, Baird, Becker, Cavalieri, Christian, O'Brien, Schonewise, and Starks. Absent: Cosentino. Also present were the Superintendent and the Business Administrator.

On motion by Becker, second by O'Brien, and carried by unanimous voice vote, the Board reconvened in public session at 8:35 p.m.

MONTHLY HIB REPORT:

On motion by O'Brien, second by Becker, and carried by unanimous voice vote, the Board approved the Superintendent's monthly HIB report.

ADJOURNMENT:

There being no further business, on motion by O'Brien, second by Starks, and carried by unanimous voice vote, the meeting was adjourned at 8:36 p.m.

Gregory Wilson  
School Business Administrator/Board Secretary



# Jeffrey Clark School

**Principal's Update**

**Mrs. Jessica Loggia**

**August 2024**

**Total Enrollment: 459**

Preschool	35	Beginners	142
First Grade	127	Second Grade	155

## August 2024 Jeffrey Clark Updates

- The Jeffrey Clark building is almost complete with its full summer cleaning and ready for the 2024-2025 school year because of our dedicated custodial staff.
- Our ELA and math committees worked hard under the direction of Mrs. Giorgianni. We are especially eager to dive into our new math curricular resource, iReady. We are ready to start our school year strong!
- The Jeffrey Clark School hosted a successful few weeks of ESY/WIN/Social Skills Camp programming.
- Members of our Clark staff participated in professional committees, such as Climate and Safety and Code of Conduct Committee, to help us prepare for the school year.
- Our building master schedule and individual teaching schedules are complete for the 2024-2025 school year.
- Student class lists are complete for the upcoming school year.
- Our professional development goals for the upcoming year include one teacher-selected goal, Organizing Students to Interact with New Knowledge, and Attention to Established Content Standards.
- We continue to focus our attention on the mental health and social emotional support of students by continuing our work with the Rutgers Mental Health Grant. The committee met during the summer to review data and streamline the referral process.
- A Hold/Shelter in Place Drill was conducted on July 10th.
- A fire drill was conducted on July 16th.
- Our Open House and Medication Drop Off dates will occur on August 20th from 4:00-5:30 PM and August 29th from 10:30-12:00 PM.
- Our Beginner Basic Information Sessions and Bus Rides will occur on August 27, 2024.
- Our Preschool Orientation and Beginner Orientation will occur on September 4, 2024.
- The Jeffrey Clark School students and staff are ready to come back for a wonderful 2024-2025 school year!

**RESPECT \* KINDNESS \* RESPONSIBILITY \* ACCEPTANCE \* INTEGRITY \* PERSEVERANCE**

## Samuel Mickle School

Principal's Update

Mrs. Bethanne Barousse

August 2024

### Total Enrollment: 711

Grade 3	179	Grade 5	195
Grade 4	166	Grade 6	171

### Mickle Updates

- Summer work is continuing and the final phases of scheduling, class rostering, building preparation, new student registration, and various summer work efforts are being completed in preparation of the 2024-2025 school year.
- Summer programming (including WIN, ESY, Flex, and Social Skills) concluded on July 25. It was wonderful to see our Clark and Mickle students engaging in various academic and social learning sessions with staff over the summer.
- Summer Open House and Medication Drop-Off building tours are scheduled to occur on Tuesday, August 20 and Thursday, August 29. Students and parents are able to visit Samuel Mickle, meet the principal, assistant principal, and school counselor, and complete a self-guided tour. Student medications and required medication administration documents may also be dropped off on these dates.
- A 3rd Grade Parent Orientation and information session is scheduled for Tuesday, August 27, offering the families of incoming 3rd Grade students to learn more about the school, the student schedule and school day, overviews of content covered over the course of the year, tips to support student success, and more.
- In accordance with the NJ Office of School Preparedness and Emergency Planning, school drills are required to be held over the summer months. At Samuel Mickle, a fire evacuation drill was held on July 17, 2024 and a 'Secure' safety drill was conducted on July 25, 2024.
- Summer curriculum revisions and committee work has been completed. Thank you to the staff who dedicated their time to reviewing and updating documents that continue to improve our lessons and units.
- Master schedules and teacher schedules have been developed for the 2024-2025 school year. Schedules continue to reflect a focus on whole-group and small-group instruction, as well as collaborative time between staff for planning purposes.
- The Samuel Mickle School Professional Development Plan was developed in order to provide this year's focus on: (1) established content standards and (2) examining errors in reasoning. Both goals provide a central focus of strengthening lesson and unit plans that are aligned to established content standards, as well as ensuring that the teacher assists students in deepening knowledge by examining the logic of the information presented to them.
- We look forward to the return of our students and instructional staff in the coming weeks! Staff will engage in two full district in-service days of professional learning on September 3 and September 4. We are eager to welcome our Mickle students back for the first day of school on September 5.



# Curriculum and Instruction Office Report



Submitted by:  
Mrs. Lisa Giorgianni, Director of Curriculum and Instruction

## Regional Curriculum Meetings/Training:

- All regional curriculum meetings for the 2024-2025 school year are being scheduled and will resume in the new school year.

## Observations:

- The 2024-2025 school year observation calendar is being developed for the school year.

## Testing/Benchmarking:

- The district assessment calendar for 2024-2025 is being finalized. Assessments include NJSLA, LinkIt benchmark (ELA), Aimsweb, i-Ready Diagnostic (Math), Fountas & Pinnell, and OLSAT.
- Guidance documents are generated to support staff with the administration process.

## Curriculum Updates for 2024-2025:

- The Math Committee met on five different days this summer to support the implementation of our new instructional resource for math called i-Ready Classroom Mathematics. Two teachers from each grade level and varying positions created a pacing guide, generated a new district curriculum tool, established evidence of learning plans by the unit, gave feedback on the instructional models, and generated support for their colleagues to kick off the new school year. All curriculum guides support the new 2023 New Jersey State Learning Standards for Mathematics. Even though they are not expected to be implemented until September 25, they are complete for our district. Below are the i-Ready training opportunities for staff.
  - This summer, i-Ready facilitated professional learning sessions on:
    - July 1st, 2024: Professional Learning Presentation of i-Ready to the Summer Math Curriculum Writing Committee
    - August 19th, 2024: Leading an i-Ready Classroom Mathematics Implementation to the East Greenwich Leadership Team
  - i-Ready will provide ongoing training and planning this school year to support all staff throughout this first year of implementation. Below is our planned professional development for staff this school year.
    - September 3rd, 2024: Preparing to Teach i-Ready Classroom Mathematics with Integrating digital resources to Support a Comprehensive Implementation to all staff
    - October 14th, 2024: Developing Mathematical Thinkers through Instructional Routines with Personalized Instruction Orientation to all staff
    - February 14th, 2025: Understanding & Responding to i-Ready Growth Data to all staff

- This summer, two teachers from each grade, from Beginners through Fourth grade, explored various literacy resources that support the ELA components provided by Journeys. We heard from various companies and are narrowing it down to two since Journeys expires after this school year. The goal is to pilot two programs this winter/spring and plan for implementation in September 2025.
- The ELA New Jersey State Learning Standards were updated for this school year and are expected to be implemented in September 2024. Mrs. Giorgianni updated the documents for Beginners through Fourth grade. The summer ELA Committee for B-4 teachers reviewed these documents and made edits. In fifth and sixth grade, teachers spent time this summer revising their novel-based curriculum to meet the needs of the new 2023 standards. In fifth grade, teachers generated a new curriculum guide to support their new board-approved novel, Save Me a Seat. Resources were generated to support implementation for the upcoming school year.
- Fifth and Sixth-grade teachers adjusted their science curriculum this summer to reflect hands-on, inquiry-based lessons using Kessler Science. Together, they made updates to reflect their current practices in life, earth, and physical science.

#### **Future Planning and Preparation:**

- This summer's WIN program is complete! Our WIN students worked with our WIN teachers to reinforce core math and ELA skills. We are proud of their hard work and dedication throughout the summer.
- New Staff Orientation will take place from August 20th to 23rd, 2024. We are looking forward to welcoming new staff to our district. Administration and selected teachers/staff will provide meaningful training sessions to support these new positions. It is a wonderful opportunity to help support staff and prepare for the 2024-2025 school year.
- We will pilot new literacy programs for the district during the 2024-2025 school year, with an implementation timeline for the 2025-2026 school year. The B-4 ELA committee will provide input on which two programs will be piloted. More info to come!
- NJSLA results from 2023-2024 are rolling in. These will be presented to the board in October.



**EAST GREENWICH TOWNSHIP SCHOOL DISTRICT  
TRANSPORTATION COORDINATOR AND REGISTRAR'S REPORT  
AUGUST 2024  
ANN MARIE ELLIOTT**

*TRANSPORTATION*

**ESY TRANSPORTATION** - Holcomb provided all four of our in district routes for ESY. For the most part, it was a smooth ESY session for transportation.

**2024-25 TRANSPORTATION** - Routes have been finalized and bus passes will be sent out on August 19th. As new students are pre-registered/registered, some routes may need to be adjusted.

There have been many changes to some routes due to the elimination of EG13 and EG18 for the 24-25 school year. There is a note on bus passes encouraging parents to carefully review the pass as changes have been made.

The Bus Drivers Meeting will be held on August 29, 2024. Drivers for all of our routes are invited. We will review our policies, expectations and procedures. Bus drivers will be provided with very detailed packets to review and use throughout the school year.

For the 2024/25 school year, I will again use the color coded band system at the Jeffrey Clark School for dismissal. This has been proven very successful in prior school years, especially in the beginning weeks of school.

Transportation for our out of district students has been secured through Gloucester County Special Services. I have worked with them throughout the summer to ensure all students had transportation.

**BEGINNER ORIENTATION** - Beginner students will be visiting Jeffrey Clark on August 27th and their visit will end with a bus ride. BR Williams will be donating these buses for this event at no cost to the district.

*REGISTRATION*

**NEW STUDENTS** - I have registered 20 new students for the upcoming school year since my last report and have the names of an additional 6 students who intend to register before the start of the school year.

There are 143 registered Beginners and I have the names of 1 Beginner who intends to register before the start of the school year. Last year at this time, we had 117 registered Beginners.

**RESIDENCY** - There are 6 students from 5 families that have expired leases. Two families have received several letters from the Superintendent and I have requested letters for the remaining 3 families as they are not responding to my correspondence.

*MISCELLANEOUS*

**BEYOND THE BELL** - I continue to do deposits for Beyond the Bell.

**NJ SMART** - The required August 2, 2024 NJ Smart snapshot was error free. I will be working on making our 6th grade students from the 23-24 school year inactive in NJ Smart.

**Check Journal**  
**Rec and Unrec checks**

**East Greenwich Board of Ed**  
**Hand and Machine checks**

**Page 1 of 5**  
**08/19/24 10:42**

**Starting date 6/1/2024**      **Ending date 6/30/2024**

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
016837	06/03/24	06/30/24	0960	BENECARD SERVICES		50,933.51
016838	06/03/24	06/30/24	0959	SCHOOL HEALTH INSURANCE FUND		264,992.00
016839	06/12/24	06/30/24	0392	4IMPRINT, INC		610.64
016840	06/12/24	06/30/24	2853	AC SOLAR I, LLC		19,773.29
016841	06/12/24	06/30/24	0499	AMAZON BUSINESS		107.67
016842	06/12/24	06/30/24	1570	AP PLUMBING & HEATING SUPPLY		115.23
016843	06/12/24	06/30/24	A446	ARCHWAY PROGRAMS		2,085.28
016844	06/12/24	06/30/24	0385	ATLANTIC CITY ELECTRIC		33,268.59
016845	06/12/24	06/30/24	1110	B SAFE INC		185.00
016846	06/12/24	06/30/24	0842	BAROUSSE; BETHANNE		200.00
016847	06/12/24	06/30/24	2850	BAYADA HOME HEALTH CARE		7,863.75
016848	06/12/24	06/30/24	0188	BODNO, LLC		278.00
016849	06/12/24	06/30/24	1859	BORRIE'S OUTDOOR POWER EQUIP.		257.92
016850	06/12/24	06/30/24	2501	BROOKFIELD SCHOOLS		6,983.88
016851	06/12/24	06/30/24	1411	BUREAU OF EDUCATION & RESEARCH		279.00
016852	06/12/24	06/30/24	0258	CASA PAYROLL		2,128.70
016853	06/12/24	06/30/24	0914	CASA REPORTING SERVICE		448.80
016854	06/12/24	06/30/24	0654	CDW GOVERNMENT		66,799.36
016855	06/12/24		0998	CECIL CREEK FARM		450.00
016856	V 06/12/24	06/12/24		00.0 \$ Multi Stub Void	#016857 Stub	
016857	06/12/24	06/30/24	2843	CINTAS CORPORATION #100		1,820.57
016858	V 06/12/24	06/12/24		00.0 \$ Multi Stub Void	#016859 Stub	
016859	06/12/24	06/30/24	1007	CM3 BUILDING SOLUTIONS		27,103.38
016860	06/12/24	06/30/24	1014	COLLEGE OF NJ; THE		275.00
016861	06/12/24	06/30/24	0904	COMCAST BUSINESS		705.00
016862	06/12/24	06/30/24	2854	COMPUTER SOLUTIONS, INC		749.00
016863	06/12/24	06/30/24	8601	EG TWP SCHOOLS CAFETERIA		74.00
016864	06/12/24	06/30/24	2846	ESS, LLC		7,278.14
016865	06/12/24	06/30/24	0836	FOUNDATION FOR EDUCUATIONAL ADMIN.		225.00
016866	06/12/24	06/30/24	1628	GCSSSD		38,679.75
016867	06/12/24	06/30/24	0688	GIORGIANNI; LISA		200.00
016868	06/12/24		2661	GODFREY; BETH ANN		200.00
016869	06/12/24	06/30/24	0784	GRAFTON INTEGRATED HEALTH NETWORK		419.71
016870	06/12/24	06/30/24	0753	HALL; Heather		1,165.00
016871	06/12/24	06/30/24	2498	HARRIS; BARBARA		1,125.00
016872	06/12/24	06/30/24	0479	HEINEMANN WORKSHOPS		318.00
016873	06/12/24	06/30/24	0833	HOLCOMB TRANSPORTATION, LLC		38,550.00
016874	06/12/24	06/30/24	2856	HollyDELL SCHOOLS		17,746.20
016875	06/12/24	06/30/24	0463	IMPERIAL DADE		26,261.11

Check Journal  
Rec and Unrec checks

East Greenwich Board of Ed  
Hand and Machine checks

Page 2 of 5  
08/19/24 10:42

Starting date 6/1/2024 Ending date 6/30/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
016876	06/12/24	06/30/24	1450	KALAIPOS; THERESA		524.10
016877	06/12/24	06/30/24	1079	KINGSWAY REGIONAL HS DISTRICT		104,714.28
016878	06/12/24	06/30/24	0655	K-LOG, INC.		891.85
016879	06/12/24	06/30/24	2445	LARC SCHOOL		8,699.38
016880	06/12/24	06/30/24	0902	METTLER; ANDREW		200.00
016881	06/12/24	06/30/24	0471	NARCISSI; Marigrace & Timothy		582.50
016882	06/12/24		0790	NJ TUTORING CORPS, INC.		53,062.84
016883	06/12/24	06/30/24	0763	NORTHEAST ELECTRICAL SERVICES, LLC		62,355.00
016884	06/12/24	06/30/24	2242	ORIENTAL TRADING CO. INC		41.94
016885	06/12/24	06/30/24	0212	PEARSON		144.40
016886	06/12/24	06/30/24	0197	PETTY CASH - ANDREA EVANS		30.00
016887	06/12/24	06/30/24	0798	PLAY THERAPY TRAINING INSTITUTE; THE		150.00
016888	06/12/24	06/30/24	0199	PROFESSIONAL MEDICAL STAFFING		1,849.50
016889	06/12/24	06/30/24	0169	QUEST DIAGNOSTICS INC		40.30
016890	06/12/24	06/30/24	0678	RICOH USA, INC		6,419.33
016891	06/12/24	06/30/24	1990	RIVERSIDE INSIGHTS		701.03
016892	06/12/24	06/30/24	1562	SOUTH JERSEY GAS COMPANY		20,089.18
016893	06/12/24	06/30/24	0126	STAPLES ADVANTAGE		1,473.26
016894	06/12/24	06/30/24	0585	STAR PEDIATRIC HOME CARE AGENCY		16,175.25
016895	06/12/24	06/30/24	0838	THERAPRO		165.00
016896	06/12/24	06/30/24	0065	UPS		71.22
016897	06/12/24	06/30/24	0604	VERIZON WIRELESS		411.45
016898	06/12/24	06/30/24	0629	WARSHAUER ELECTRIC SUPPLY		1,160.02
016899	06/12/24	06/30/24	2833	WASTE MANAGEMENT OF NEW JERSEY		2,472.17
016900	06/12/24	06/30/24	0438	WB MASON		516.69
016901	06/12/24	06/30/24	0026	WEAKLEY; ROBERT A.		956.06
016902	06/12/24	06/30/24	2855	WEINER LAW GROUP, LLP		2,986.50
016903	06/12/24	06/30/24	1142	WEISS HARDWARE		689.27
016904	06/12/24	06/30/24	0145	XTEL COMMUNICATIONS, INC.		1,534.15
016905	06/20/24	06/30/24	2207	PETTY CASH - BETHANNE BAROUSSE		85.00
016927	06/30/24		2853	AC SOLAR I, LLC		20,879.97
016928	06/30/24		0871	ARAMSCO INC.		708.00
016929	06/30/24		0385	ATLANTIC CITY ELECTRIC		18,549.88
016930	06/30/24		2850	BAYADA HOME HEALTH CARE		4,218.75
016931	06/30/24		2501	BROOKFIELD SCHOOLS		134.08
016932	06/30/24		0106	BROWN; EMERY		521.06
016933	06/30/24		0258	CASA PAYROLL		1,344.10
016934	06/30/24		2843	CINTAS CORPORATION #100		470.52
016935	06/30/24		0353	CLUNE; JENNIFER		2,109.00



Starting date 6/1/2024

Ending date 6/30/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
016936	06/30/24		1007	CM3 BUILDING SOLUTIONS		3,014.91
016937	06/30/24		2634	COLEMAN ELECTRIC INC.		500.00
016938	06/30/24		1861	COX JR.; THOMAS C.		164.18
016939	06/30/24		0363	CREATIVITY COLABORATORY CHARTER SCHOOL		11,544.00
016940	06/30/24		0416	DOCUVAULT DELAWARE VALLEY, LLC		114.30
016941	06/30/24		1166	EAST GREENWICH TOWNSHIP		90,939.42
016942	06/30/24		0367	EPIC ENVIRONMENTAL		175.00
016943	06/30/24		2846	ESS, LLC		4,366.90
016944	06/30/24		1628	GCSSSD		129,554.51
016945	06/30/24		0833	HOLCOMB TRANSPORTATION, LLC		15,925.00
016946	06/30/24		0911	HUMPHREYS; EMILY		2,352.72
016947	06/30/24		1079	KINGSWAY REGIONAL HS DISTRICT		44,361.40
016948	V 06/30/24	06/30/24	2445	LARC SCHOOL		
016949	06/30/24		0901	LENDVAI-LINTNER; Jennifer & Geza		582.50
016950	06/30/24		0209	MACALUSO; NICOLE		2,088.00
016951	06/30/24		0619	MEDFORD FAMILY PSYCHIATRY LLC		575.00
016952	06/30/24		0902	METTLER; ANDREW		1,500.00
016953	06/30/24		0208	MINNITI; ASHLEY		2,352.72
016954	06/30/24		0446	MUNICIPAL MAINTENANCE		1,501.00
016955	06/30/24		2774	NEWBORN NURSES		1,438.75
016956	06/30/24		0857	NJAMTE		40.00
016957	06/30/24		702	PENN POWER SYSTEMS		1,460.00
016958	06/30/24		0199	PROFESSIONAL MEDICAL STAFFING		1,147.50
016959	06/30/24		0678	RICOH USA, INC		1,210.14
016960	06/30/24		0852	SA COMMUNALE CO., INC		4,415.00
016961	06/30/24		1562	SOUTH JERSEY GAS COMPANY		4,656.46
016962	06/30/24		0126	STAPLES ADVANTAGE		576.12
016963	06/30/24		0585	STAR PEDIATRIC HOME CARE AGENCY		3,055.50
016964	06/30/24		2101	SUPER DUPER PUBLICATIONS		839.00
016965	06/30/24		0535	TJM PROMOS		735.00
016966	06/30/24		2422	TRI-COUNTY PEST CONTROL, INC.		425.00
016967	06/30/24		0681	USA BUILDING MAINTENANCE INC.		1,732.00
016968	06/30/24		0604	VERIZON WIRELESS		441.44
016969	06/30/24		1224	WESTON; ANGELINA		166.38
016970	06/30/24		0231	WILSON; GREGORY		45.36
016971	06/30/24		0145	XTEL COMMUNICATIONS, INC.		1,534.07
016972	06/30/24		0672	ZILLER CONSULTING		750.00
016973	06/30/24		2853	AC SOLAR I, LLC		26,865.20
016974	06/30/24		1110	B SAFE INC		185.00

Check Journal  
Rec and Unrec checks

East Greenwich Board of Ed  
Hand and Machine checks

Page 4 of 5

08/19/24 10:42

Starting date 6/1/2024

Ending date 6/30/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
016975	06/30/24		0914	CASA REPORTING SERVICE		904.40
016976	06/30/24		0654	CDW GOVERNMENT		15,070.65
016977	V 06/30/24	06/30/24	0904	COMCAST BUSINESS		
016978	V 06/30/24	06/30/24	1166	EAST GREENWICH TOWNSHIP		
016979	06/30/24		1628	GCSSSD		1,890.00
016980	06/30/24		0423	SHI INTERNATIONAL CORP.		20,831.15
016981	06/30/24		0681	USA BUILDING MAINTENANCE INC.		2,765.00
016982	06/30/24		2855	WEINER LAW GROUP, LLP		1,468.50
016983	06/30/24		8601	EG TWP SCHOOLS CAFETERIA		620.00
016984	06/30/24		0807	McGOVERN; MONIQUE		582.50
016985	06/30/24		0904	COMCAST BUSINESS		1,848.58
016986	06/30/24		1166	EAST GREENWICH TOWNSHIP		631.70
016987	06/30/24		0654	CDW GOVERNMENT		9,203.84
016988	06/30/24		0836	FOUNDATION FOR EDUCUATIONAL ADMIN.		50.00
016989	06/30/24		0727	VIVACITY TECH PBC		31,200.00

Starting date 6/1/2024

Ending date 6/30/2024

**Fund Totals**

11	GENERAL CURRENT EXPENSE	\$1,344,483.24
20	SPECIAL REVENUE FUNDS	\$64,695.07
	Total for all checks listed	\$1,409,178.31

Prepared and submitted by:

*Gregory Wilson*

Board Secretary

*Lynn Starks*

*8/19/24*

Date

*8/21/24*



Starting date 6/1/2024 Ending date 6/30/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
B36220	06/30/24	06/30/24	1059	AGENCY ACCOUNT		38,850.86
B36221	06/30/24	06/30/24	0225	DCRP		5,074.93
F36152	06/30/24	06/30/24	PAY	Payroll		1,741,939.66

Fund Totals

11	GENERAL CURRENT EXPENSE	\$1,785,865.45
	Total for all checks listed	\$1,785,865.45

Prepared and submitted by:

*Gregory Wilson*

Board Secretary

*8/19/24*

Date

*Lynn Starks*

*8/21/24*

Check Journal  
Rec and Unrec checks

East Greenwich Board of Ed  
Hand and Machine checks

Page 1 of 2

08/19/24 11:10

Starting date 7/1/2024

Ending date 7/31/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
016906	07/11/24	07/31/24	0605	ADVANTAGE SECURITY INC		992.28
016907	07/11/24	07/31/24	0499	AMAZON BUSINESS		164.35
016908	07/11/24	07/31/24	1570	AP PLUMBING & HEATING SUPPLY		879.66
016909	07/11/24	07/31/24	1212	ASCD		105.00
016910	07/11/24	07/31/24	1110	B SAFE INC		549.54
016911	07/11/24	07/31/24	0960	BENECARD SERVICES		52,657.62
016912	07/11/24	07/31/24	0411	CARE SOLACE		7,500.00
016913	07/11/24	07/31/24	2851	CMRS-FP		3,000.00
016914	07/11/24	07/31/24	1993	E2E EXCHANGE, LLC		625.00
016915	07/11/24	07/31/24	0304	EDUCATIONAL DATA SERVICES, INC		510.00
016916	07/11/24	07/31/24	0652	FRONTLINE TECHNOLOGIES GROUP		14,840.96
016917	07/11/24	07/31/24	2094	GCSSDJIF		36,584.00
016918	07/11/24	07/31/24	0894	NEARPOD, LLC		3,288.00
016919	07/11/24	07/31/24	1197	NJPSA		6,230.00
016920	07/11/24	07/31/24	0317	NJSBG		700.00
016921	07/11/24	07/31/24	8299	REALTIME		24,693.44
016922	07/11/24	07/31/24	0959	SCHOOL HEALTH INSURANCE FUND		274,962.00
016923	07/11/24	07/31/24	0913	SLOAN; ERICA		200.00
016924	07/11/24	07/31/24	0126	STAPLES ADVANTAGE		117.93
016925	07/11/24	07/31/24	0297	STRAUSS ESMAY ASSOCIATES, LLP		4,865.00
016926	07/11/24	07/31/24	0438	WB MASON		1,510.40

Starting date 7/1/2024

Ending date 7/31/2024

**Fund Totals**

11	GENERAL CURRENT EXPENSE	\$434,975.18
	Total for all checks listed	\$434,975.18

Prepared and submitted by:

*Gregory Wilson*

Board Secretary

*Lynn Starks*

*8/19/24*

Date

*8/21/24*



East Greenwich Township School District Cafeteria  
June 2024

Check #	Vendor	Amount
5496	NorthEast	\$ 5,721.92
5497	Heartland Payment systems(Annual Support)	\$ 2,329.00
5498	Urie Associates	\$ 2,230.00
5499	East Greenwich Township BOE(payroll)VOID	
5500	Petty Cash	\$ 9.51
5501	Tri- County Pest	\$ 50.00
5502	Heartland School Solutions(EOY)	\$ 545.00
5503	Pauls Commodity Hauling	\$ 192.94
5504	Deluxe Italian Bakery	\$ 137.09
5505	HyPoint Dairy Farms	\$ 409.24
5506	UsFoods/Bank of America	\$ 12,234.88
5507	East Greenwich Township BOE(payroll)	\$ 31,558.09
Total		<u>\$ 55,417.67</u>

I CERTIFY THAT I HAVE EXAMINED THE BILLS COVERED BY NO:5448-5507 AND FOUND THEM TO BE IN ORDER FOR PAYMENT IN ACCORDANCE WITH BOARD OF EDUCATION POLICY AND N.J.S. 18A:19-4 SEQ.

Finance Committee

Lynn Starks

8/21/2024

BEYOND THE BELL - June 2024

Check #	Vendor	Amount
618	Cicontes	\$97.99
619	Cicontes	\$116.49
620	Philadelphia Eagles	\$451.00
623	Procare	\$1,548.00
625	East Greenwich Cafeteria	\$1,989.83
626	Spiritwear Express	\$1,344.00
627	Beth Elbersen (Kona Ice Reimbursement)	\$228.00
628	Stephen Steltz (Refund)	\$252.50
629	Joanna & Matthew Graf (Refund)	\$312.50
633	East Greenwich Township Board of Education	\$32,610.87

Total

\$38,951.18

I CERTIFY THAT I HAVE EXAMINED THE BILLS COVERED BY NO.

**CHECK NUMBERS 618-620, 623, 625-629, 633**

AND FOUND THEM TO BE IN ORDER FOR PAYMENT

IN ACCORDANCE WITH BOARD OF EDUCATION POLICY AND

N.J.S.A 18A:19-4 et seq.

Finance Committee

Lynn Starks 8/21/24

## Check Journal

East Greenwich Board of Ed

Page 1 of 1

Rec and Unrec checks

Hand and Machine checks

08/19/24 11:10

Starting date 7/1/2024

Ending date 7/31/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
B36242	07/31/24	07/31/24	1059	AGENCY ACCOUNT		15,681.13
F36241	07/31/24	07/31/24	PAY	Payroll		271,871.20

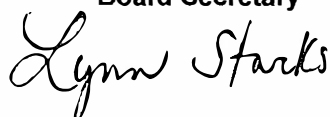
## Fund Totals

11	GENERAL CURRENT EXPENSE	\$287,552.33
	Total for all checks listed	\$287,552.33

Prepared and submitted by:



Board Secretary



8/19/24

Date

8/21/24



2023-2024 EAST GREENWICH TOWNSHIP SCHOOLS  
6TH GRADE REFUNDS/LEFT DISTRICT LISTING

Date	name	child name	check #	amount
7/1/2024	parents/guardian	Anicola, Katelin	5448	\$21.34
	parents/guardian	Antonelli, Anthony	5449	\$13.65
	parents/guardian	Barron, Michael	5450	\$6.30
	parents/guardian	Brinkley, Nuh	5451	\$15.20
	parents/guardian	Budd, Kylie & Reese	5452	\$55.85
	parents/guardian	Cavalieri, Bella	5453	\$10.25
	parents/guardian	Connell, Thomas	5454	\$5.80
	parents/guardian	Connolly, Avery	5455	\$5.50
	parents/guardian	Dagilus, Grant	5456	\$12.80
	parents/guardian	David, Isabella	5457	\$27.75
	parents/guardian	Davis, Madison	5458	\$7.95
	parents/guardian	Dobies, Austin	5459	\$9.20
	parents/guardian	Driscoll, Ally & Joshua	5460	\$25.20
	parents/guardian	Green, William	5461	\$61.50
	parents/guardian	Harkins, Brendan	5462	\$32.20
	parents/guardian	Harris, Nyvair	5463	\$41.45
	parents/guardian	Jackson, Najaat	5464	\$20.15
	parents/guardian	Keenan, Adrianan	5465	\$6.00
	parents/guardian	Kenderdine, Zachary	5466	\$8.65
	parents/guardian	Kirk, Declan	5467	\$18.50
	parents/guardian	Kruszewski, Kamryn	5468	\$11.90
	parents/guardian	Kunsaitis, Emma	5469	\$8.50
	parents/guardian	Lacorte, Madison	5470	\$20.65
	parents/guardian	Little, Emme	5471	\$20.00
	parents/guardian	Lopez, Jocelyn	5472	\$6.85
	parents/guardian	Matkowsky, Anna	5473	\$25.50
	parents/guardian	McNeill, Charlotte	5474	\$10.10
	parents/guardian	Miller, Mason	5475	\$14.25
	parents/guardian	Morgan, Elaina	5476	\$8.75
	parents/guardian	Neal, Kaytlynn	5477	\$45.45
	parents/guardian	Negrin, Jackson	5478	\$8.50
	parents/guardian	Preziosi, Brooks	5479	\$13.10
	parents/guardian	Randall, Seth	5480	\$26.20
	parents/guardian	Rodriguez, Armani	5481	\$6.60

[illegible]

Check Journal  
Rec and Unrec checks

East Greenwich Board of Ed  
Hand and Machine checks

Page 1 of 3

08/21/24 09:18

Starting date 8/1/2024

Ending date 8/21/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
016990	08/05/24		0960	BENECARD SERVICES		52,428.93
016991	08/05/24		0959	SCHOOL HEALTH INSURANCE FUND		270,747.00
016992	V 08/21/24	08/21/24		00.0 \$ Multi Stub Void	#016993 Stub	
016993	08/21/24		0499	AMAZON BUSINESS		3,886.55
016994	08/21/24		1570	AP PLUMBING & HEATING SUPPLY		424.89
016995	08/21/24		A446	ARCHWAY PROGRAMS		5,260.86
016996	08/21/24		0385	ATLANTIC CITY ELECTRIC		19,628.12
016997	08/21/24		1110	B SAFE INC		323.75
016998	08/21/24		0897	BELLIA PRINT & DESIGN		2,429.09
016999	08/21/24		0955	BONAVENTURE; ANTHONY		1,165.00
017000	08/21/24		0626	BRAINPOP		4,929.75
017001	08/21/24		2501	BROOKFIELD SCHOOLS		9,547.60
017002	08/21/24		0258	CASA PAYROLL		1,047.75
017003	08/21/24		0654	CDW GOVERNMENT		231.00
017004	08/21/24		0527	CENGAGE LEARNING		1,207.50
017005	08/21/24		2843	CINTAS CORPORATION #100		1,389.96
017006	V 08/21/24	08/21/24		00.0 \$ Multi Stub Void	#017007 Stub	
017007	08/21/24		1007	CM3 BUILDING SOLUTIONS		37,143.52
017008	08/21/24		2634	COLEMAN ELECTRIC INC.		315.00
017009	08/21/24		0904	COMCAST BUSINESS		2,806.76
017010	08/21/24		2854	COMPUTER SOLUTIONS, INC		1,514.00
017011	08/21/24		0400	COOPER UNIV HOSPITAL EAP		5,250.00
017012	08/21/24		0441	COREPOINT NETWORKS		4,200.00
017013	08/21/24		1196	COURIER POST		2,213.20
017014	08/21/24		1446	CURRICULUM ASSOCIATES, INC		60,355.00
017015	08/21/24		0973	DOCUSIGN, INC.		3,969.82
017016	08/21/24		0416	DOCUVAULT DELAWARE VALLEY, LLC		114.30
017017	08/21/24		0948	DuBOIS; JEFFREY		3,000.00
017018	08/21/24		1207	EASTERN ACOUSTICS		136.50
017019	08/21/24		0304	EDUCATIONAL DATA SERVICES, INC		2,100.00
017020	08/21/24		0238	EDUCATIONAL RESOURCES OF NJ, LLC		2,500.00
017021	08/21/24		2846	ESS, LLC		1,027.56
017022	08/21/24		0402	FIREPLACE INC.		1,360.00
017023	08/21/24		2852	FRANCOTYP-POSTALIA, INC		282.00
017024	08/21/24		2856	HollyDELL SCHOOLS		51,944.52
017025	08/21/24		1072	HOUGHTON MIFFLIN HARCOURT		29,020.17
017026	08/21/24		0663	INSTRUCTIONAL EMPOWERMENT, INC.		4,590.00
017027	08/21/24		1279	JC MAGEE SECURITY		500.00
017028	08/21/24		0024	JOHNSON CONTROLS FIRE PROTECTION LP		1,579.62



Check Journal  
Rec and Unrec checks

East Greenwich Board of Ed  
Hand and Machine checks

Page 2 of 3

08/21/24 09:18

Starting date 8/1/2024

Ending date 8/21/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
017029	08/21/24		1877	KEYSTONE FIRE PROTECTION		867.03
017030	08/21/24		1331	KINGSWAY LEARNING CENTER		26,484.22
017031	08/21/24		2445	LARC SCHOOL		25,846.56
017032	08/21/24		0175	LEARNING A-Z		9,732.00
017033	08/21/24		0133	LOGGIA; JESSICA		200.00
017034	08/21/24		0928	NJ ADVANCE MEDIA		118.88
017035	08/21/24		0280	NJ ASSOCIATION OF DESIGNATED PERSONS		150.00
017036	08/21/24		1101	NJASBO		1,250.00
017037	08/21/24		1084	NJSBA		9,312.03
017038	08/21/24		0435	NJSchoolJobs.com		2,000.00
017039	08/21/24		0935	NJSHA		160.00
017040	08/21/24		0529	NORTHEAST PLUMBING SERVICES, LLC		633.60
017041	08/21/24		0609	ORBIT SOFTWARE		2,900.00
017042	08/21/24		2242	ORIENTAL TRADING CO. INC		116.87
017043	08/21/24		0212	PEARSON		6,121.10
017044	08/21/24		0199	PROFESSIONAL MEDICAL STAFFING		3,726.00
017045	08/21/24		0169	QUEST DIAGNOSTICS INC		35.00
017046	08/21/24		0227	RAYMOND GEDDES & CO., INC.		334.30
017047	08/21/24		2227	REALLY GOOD STUFF		69.30
017048	V 08/21/24	08/21/24		00.0 \$ Multi Stub Void	#017049 Stub	
017049	08/21/24		0678	RICOH USA, INC		8,019.96
017050	08/21/24		0312	SAFEGUARD BUSINESS SYSTEMS		830.62
017051	08/21/24		0817	SCHOLASTIC INC.		2,503.82
017052	08/21/24		2371	SCHOOL MATES		4,435.85
017053	08/21/24		1391	SCHOOL SPECIALTY, LLC		4,914.33
017054	08/21/24		0423	SHI INTERNATIONAL CORP.		1,240.00
017055	08/21/24		0126	STAPLES ADVANTAGE		1,222.47
017056	08/21/24		0581	STS OF NJ		200.00
017057	08/21/24		0541	TEACHER SYNERGY, LLC		27.50
017058	08/21/24		2422	TRI-COUNTY PEST CONTROL, INC.		200.00
017059	08/21/24		0996	TROPICANACASINO AND RESORT		240.00
017060	08/21/24		0888	TummyTee LLC		100.00
017061	08/21/24		1643	TUSTIN WATER SOLUTIONS LLC		246.00
017062	08/21/24		0851	UNITED SUPPLY CORP		33.03
017063	08/21/24		0604	VERIZON WIRELESS		414.40
017064	08/21/24		0629	WARSHAUER ELECTRIC SUPPLY		1,186.07
017065	08/21/24		2833	WASTE MANAGEMENT OF NEW JERSEY		6,341.11
017066	08/21/24		0438	WB MASON		6,494.80
017067	08/21/24		2855	WEINER LAW GROUP, LLP		1,650.00

Starting date 8/1/2024

Ending date 8/21/2024

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
017068	08/21/24		1142	WEISS HARDWARE		323.50
017069	08/21/24		0145	XTEL COMMUNICATIONS, INC.		1,537.82

Fund Totals

11	GENERAL CURRENT EXPENSE	\$722,787.89
	Total for all checks listed	\$722,787.89

Prepared and submitted by:

*Gregory Wilson*

Board Secretary

*Lynn Starks*

*8/21/24*

Date

*8/21/24*

East Greenwich Township School District Cafeteria  
July 2024

Check #	Vendor	Amount
5508	Kylie and Reese Budd(replaces#5452)	\$ 55.85
5509	Tri County Pest Control	\$ 50.00
5510	East Greenwich Township Schools BOE(Payroll)	\$ 5,817.45
5511	William Green	\$ 40.00

Total	<u>\$ 5,963.30</u>
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I CERTIFY THAT I HAVE EXAMINED THE BILLS COVERED BY NO:5508-5510 AND FOUND THEM TO BE IN ORDER FOR PAYMENT IN ACCORDANCE WITH BOARD OF EDUCATION POLICY AND N.J.S. 18A:19-4 SEQ.

Finance Committee

Lynn Starks

8/21/2024

BEYOND THE BELL - July 2024

Check #	Vendor	Amount
621	Talewise	\$400.00
622	Mister Softee/Ron Bright LLC	\$255.50
624	Bowlero	\$1,418.86
630	Fahrenheit Studitos	\$1,174.99
631	Launch Deptford	\$1,260.00
632	Ciconte's	\$212.00
634	Mister Softee/Ron Bright LLC	\$238.00
635	Adventure Aquarium	\$1,638.37
636	Elite Party Entertainment (Kona)	\$236.00
640	East Greenwich Township Board of Education	\$31,993.12
641	Gateway	\$520.00
642	Holcomb	\$1,820.00
643	Amazon	\$189.60

Total

\$41,356.44

I CERTIFY THAT I HAVE EXAMINED THE BILLS COVERED BY NO.

**CHECK NUMBERS 621-622, 624, 630-632, 634-636, 640-643**

AND FOUND THEM TO BE IN ORDER FOR PAYMENT

IN ACCORDANCE WITH BOARD OF EDUCATION POLICY AND

N.J.S.A 18A:19-4 et seq.

Finance Committee

Lynn Starks

8/21/24



**EAST GREENWICH TOWNSHIP SCHOOL CAFETERIA**  
**PROFIT AND LOSS STATEMENT FOR THE MONTH OF June 2024**

Total Operating Days	<u>10</u>	Total Pupil Lunches Served	3,528
Average Daily Participation	<u>353</u>	Average Daily Attendance	1,304
% Participation	<u>27%</u>	Total Adult Lunches Served	<u>59</u>

<b>Jeffrey Clark</b>	<b>26%</b>	<b>Samuel Mickle</b>	<b>28%</b>
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<b>OPERATING COST</b>	<b>Food</b>	<b>Supplies</b>	<b>TOTAL</b>
Opening Inventory	\$ 22,147.71	\$ 4,508.13	\$ 26,655.84
Purchases	\$ 11,432.20	\$ 4,326.46	\$ 15,758.66
Closing Inventory	\$ 19,046.99	\$ 4,006.36	\$ 23,053.35
Cost for Food & Supplies	<u>\$ 14,532.92</u>	<u>\$ 4,828.23</u>	\$ 19,361.15
Purchased Services(Pest Control)			\$ 50.00
Labor Cost			\$ 31,558.09
Miscellaneous Expense			\$ 8,050.92
<b>TOTAL OPERATING COST</b>			<b>\$ 59,020.16</b>

<b>MONTHLY SALES</b>	
Pupil Lunch	\$ 11,259.50
Pupil Ala Carte	\$ 7,865.66
Adult Sales	\$ 528.58
Miscellaneous (Co-op rebate)	\$ 281.73
Interest Revenue	\$ 141.40
<b>Lunch Sales</b>	<b>\$ 20,076.87</b>
<b>Government Subsidy</b>	<b>\$ 3,105.58</b>
<b>Beyond the Bell Sales</b>	<b>\$ 1,989.83</b>
<b>Charge Backs</b>	
<b>TOTAL MONTHLY SALES</b>	<b>\$ 25,172.28</b>
<b>MONTHLY PROFIT/LOSS</b>	<b>\$ (33,847.88)</b>

Yearly Cash Sales	\$ 486,709.78
Yearly Expenses	\$ 497,682.55
<b>Cumulative Profit</b>	<b>\$ (10,972.77)</b>

<b>CASH REPORT</b>	
Opening Balance	202,257.47
Electronic Payments Received	\$ 15,577.94
Cash Deposits	\$ 2,768.88
Interest	\$ 141.40
Government Subsidy Received	\$ 16,306.42
BTB Received	\$ 2,170.12
Premier Rebate	\$ 281.73
<b>Total Cash Received</b>	<b>\$ 37,246.49</b>
<b>Total Check Disbursements</b>	<b>\$ 49,283.48</b>
<b>Ending Balance</b>	<b>\$ 190,220.48</b>

**EAST GREENWICH TOWNSHIP SCHOOL CAFETERIA  
PROFIT AND LOSS STATEMENT FOR THE MONTH OF July 2024**

Total Operating Days	0	Total Pupil Lunches Served	-
Average Daily Participation	0	Average Daily Attendance	-
% Participation	0%	Total Adult Lunches Served	-

<b>Jeffrey Clark</b>	<b>0%</b>	<b>Samuel Mickle</b>	<b>28%</b>
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<b><u>OPERATING COST</u></b>	<b><u>Food</u></b>	<b><u>Supplies</u></b>	<b><u>TOTAL</u></b>
Opening Inventory	\$ 19,046.99	\$ 4,006.36	\$ 23,053.35
Purchases	\$ -	\$ -	\$ -
Closing Inventory	\$ 19,046.99	\$ 4,006.36	\$ 23,053.35
Cost for Food & Supplies	\$ -	\$ -	\$ -
Purchased Services(Pest Control)			\$ 50.00
Labor Cost			\$ 5,817.45
Miscellaneous Expense			\$ -
<b>TOTAL OPERATING COST</b>			<b>\$ 5,867.45</b>

**MONTHLY SALES**

Pupil Lunch	
Pupil Ala Carte	
Adult Sales	
Miscellaneous (Co-op rebate)	
Interest Revenue	
<b>Lunch Sales</b>	<b>\$ -</b>
<b>Government Subsidy</b>	
<b>Beyond the Bell Sales</b>	
<b>Charge Backs</b>	
<b>TOTAL MONTHLY SALES</b>	<b>\$ -</b>
<b>MONTHLY PROFIT/LOSS</b>	<b>\$ (5,867.45)</b>
Yearly Cash Sales	\$ -
Yearly Expenses	\$ (5,867.45)
<b>Cumulative Profit</b>	<b>\$ 5,867.45</b>

**CASH REPORT**

Opening Balance		190,220.48
Electronic Payments Received	\$ 585.00	
Cash Deposits	\$ 258.25	
Interest	\$ 128.14	
Government Subsidy Received	\$ 3,105.58	
BTB Received	\$ 1,989.83	
Premier Rebate		
Total Cash Received	\$ 6,066.80	
Refund Check Disbursement	\$ 887.68	
Total Check Disbursements	\$ 55,417.67	
Ending Balance		\$ 139,981.93

**EAST GREENWICH TOWNSHIP SCHOOLS**  
**BEYOND THE BELL PROGRAM**  
**Profit and Loss Statement**  
**For the Month of June 2024**

**Income**

Cash Sales	25,617.00
Camp Sales	9,959.00
Return Deposit	

Total Sales	<b>35,576.00</b>
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**Cost**

Labor	32,610.87
Software	1,548.00
Supplies	\$1,344.00
Food	\$1,989.83
Entertainment	\$893.48
Refunds	\$565.00
Total Expenses	<b>38,951.18</b>

<b>Monthly Profit</b>	<b><u>(3,375.18)</u></b>
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Yearly Cash Sales	392,310.70
Yearly Expenses	392,943.99
<b>Cumulative Profit</b>	<b><u>(633.29)</u></b>

**CASH REPORT**

Opening Balance	291,690.87
Cash Received	35,576.00
Cash Disbursed	<u>(\$47,623.12)</u>
End of Month Balance	<b><u>279,643.75</u></b>

**EAST GREENWICH TOWNSHIP SCHOOLS**  
**BEYOND THE BELL PROGRAM**  
**Profit and Loss Statement**  
**For the Month of July 2024**

**Income**

Cash Sales	30.00
Camp Sales	54,954.00
Bank Correction	

Total Sales	<b>54,984.00</b>
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**Cost**

Labor	31,993.12
Transportation	2,340.00
Supplies	\$189.60
Food	
Entertainment	\$6,833.72
Refunds	
Total Expenses	<b>41,356.44</b>

<b>Monthly Profit</b>	<b><u>13,627.56</u></b>
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Yearly Cash Sales	54,984.00
Yearly Expenses	<u>41,356.44</u>
<b>Cumulative Profit</b>	<b><u>13,627.56</u></b>

**CASH REPORT**

Opening Balance	279,643.75
Cash Received	54,984.00
Cash Disbursed	<u>(\$43,532.05)</u>
End of Month Balance	<b><u>291,095.70</u></b>

Start date 7/1/2023

Period date

6/1/2024

End date 6/30/2024

Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL CURRENT EXPENSE</b>							
11-000-100-565-06-0	TUITION-CNTY SSD,D/S		\$204,686.00	(\$97,972.35)	(\$16,190.57)	\$90,523.08	-55.8%
258	- - - - -	Monthly transfers		06/30/24	(\$16,190.57)		
11-000-100-566-06-0	TUITION-PRIV-IN NJ		\$591,864.00	\$97,972.35	\$16,190.59	\$706,026.94	19.3%
258	- - - - -	Monthly transfers		06/30/24	\$16,190.59		
11-000-213-100-06-S	PERSONAL SERVICES - SALARIES		\$4,900.00	\$0.00	(\$3,593.31)	\$1,306.69	-73.3%
258	- - - - -	Monthly transfers		06/30/24	(\$3,593.31)		
11-000-213-390-06-0	OTHER PROF/TECH SERV		\$5,000.00	\$0.00	\$3,593.25	\$8,593.25	71.9%
258	- - - - -	Monthly transfers		06/30/24	\$3,593.25		
11-000-217-106-06-0	OTHER SALARIES FOR INSTRUCTION		\$227,241.00	\$13,574.44	\$35,141.14	\$275,956.58	21.4%
258	- - - - -	Monthly transfers		06/30/24	\$35,141.14		
11-000-218-104-06-0	SALARIES-OTHER PROF		\$235,415.00	\$1,585.00	\$1,320.50	\$238,320.50	1.2%
258	- - - - -	Monthly transfers		06/30/24	\$1,320.50		
11-000-218-390-06-0	OTHER PROF/TECH SERV		\$9,250.00	\$0.00	(\$1,320.50)	\$7,929.50	-14.3%
258	- - - - -	Monthly transfers		06/30/24	(\$1,320.50)		
11-000-219-105-06-0	SALARIES-SECR/CLER		\$75,128.00	(\$4,748.00)	(\$561.12)	\$69,818.88	-7.1%
258	- - - - -	Monthly transfers		06/30/24	(\$561.12)		
11-000-219-320-06-0	PURCH PROF/EDUC SRV		\$26,000.00	\$4,500.00	\$561.12	\$31,061.12	19.5%
258	- - - - -	Monthly transfers		06/30/24	\$561.12		
11-000-219-592-06-T	MISCEL. PURCHS SERV.		\$1,500.00	(\$500.00)	(\$439.70)	\$560.30	-62.6%
258	- - - - -	Monthly transfers		06/30/24	(\$439.70)		
11-000-219-610-06-0	GENERAL SUPPLIES		\$13,000.00	\$4,000.00	\$439.70	\$17,439.70	34.2%
258	- - - - -	Monthly transfers		06/30/24	\$439.70		
11-000-221-102-06-0	Salaries of Supervisor of Inst		\$194,738.00	\$0.00	\$7,639.69	\$202,377.69	3.9%
258	- - - - -	Monthly transfers		06/30/24	\$7,639.69		
11-000-221-110-06-0	OTHER SALARIES		\$19,000.00	\$0.00	(\$5,326.50)	\$13,673.50	-28.%
258	- - - - -	Monthly transfers		06/30/24	(\$5,326.50)		
11-000-221-320-06-0	PURCH PROF/EDUC SRV		\$20,000.00	(\$1,720.00)	(\$8,315.31)	\$9,964.69	-50.2%
258	- - - - -	Monthly transfers		06/30/24	(\$8,315.31)		
11-000-222-104-06-0	SALARIES-OTHER PROF		\$144,834.00	\$0.00	\$3,407.00	\$148,241.00	2.4%
258	- - - - -	Monthly transfers		06/30/24	\$3,407.00		
11-000-222-104-06-S	SALARIES-OTHER PROF		\$3,500.00	\$0.00	(\$500.08)	\$2,999.92	-14.3%
258	- - - - -	Monthly transfers		06/30/24	(\$500.08)		
11-000-222-177-06-0	SAL TECHNOLOGY COORD		\$51,170.00	\$0.00	\$500.08	\$51,670.08	1.%
258	- - - - -	Monthly transfers		06/30/24	\$500.08		
11-000-222-340-01-0	PURCHASED TECHNICAL SERVICES		\$6,500.00	\$0.00	(\$3,407.00)	\$3,093.00	-52.4%
258	- - - - -	Monthly transfers		06/30/24	(\$3,407.00)		
11-000-223-104-06-0	SALARIES-OTHER PROF		\$82,399.00	\$0.00	\$2,184.00	\$84,583.00	2.7%
258	- - - - -	Monthly transfers		06/30/24	\$2,184.00		



Start date 7/1/2023

Period date

6/1/2024

End date 6/30/2024

Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL CURRENT EXPENSE</b>							
11-000-223-110-06-0	OTHER SALARIES		\$30,000.00	(\$6,081.01)	(\$2,184.00)	\$21,734.99	-27.6%
258	- - - - -	Monthly transfers		06/30/24	(\$2,184.00)		
11-000-230-105-06-0	SALARIES-SECR/CLER		\$60,470.00	\$0.00	\$490.00	\$60,960.00	0.8%
258	- - - - -	Monthly transfers		06/30/24	\$490.00		
11-000-230-334-06-0	ARCHIT/ENGINEER SERV		\$15,000.00	(\$14,439.70)	(\$490.00)	\$70.30	-99.5%
258	- - - - -	Monthly transfers		06/30/24	(\$490.00)		
11-000-230-530-06-0	COMMUNICATIONS/TELEPHONE		\$75,000.00	\$25,000.00	(\$8,024.30)	\$91,975.70	22.6%
258	- - - - -	Monthly transfers		06/30/24	(\$8,024.30)		
11-000-240-103-06-0	SALARIES-PRINC/ASST		\$433,834.00	(\$8,400.00)	\$926.12	\$426,360.12	-1.7%
258	- - - - -	Monthly transfers		06/30/24	\$926.12		
11-000-240-105-06-0	SALARIES-SECR/CLER		\$171,813.00	\$10,000.00	\$18,219.59	\$200,032.59	16.4%
258	- - - - -	Monthly transfers		06/30/24	\$18,219.59		
11-000-240-320-06-0	PURCH PROF/EDUC SRV		\$3,000.00	(\$1,200.00)	(\$1,800.00)	\$0.00	-100.0%
258	- - - - -	Monthly transfers		06/30/24	(\$1,800.00)		
11-000-240-440-01-0	RENTALS		\$3,000.00	\$0.00	(\$1,185.42)	\$1,814.58	-39.5%
258	- - - - -	Monthly transfers		06/30/24	(\$1,185.42)		
11-000-240-440-02-0	RENTALS		\$3,000.00	\$0.00	(\$482.85)	\$2,517.15	-16.1%
258	- - - - -	Monthly transfers		06/30/24	(\$482.85)		
11-000-240-580-01-0	TRAVEL		\$1,100.00	\$0.00	(\$1,100.00)	\$0.00	-100.0%
258	- - - - -	Monthly transfers		06/30/24	(\$1,100.00)		
11-000-240-580-02-0	TRAVEL		\$1,100.00	(\$300.00)	(\$536.64)	\$263.36	-76.1%
258	- - - - -	Monthly transfers		06/30/24	(\$536.64)		
11-000-240-610-01-0	GENERAL SUPPLIES		\$7,500.00	(\$160.00)	(\$347.65)	\$6,992.35	-6.8%
258	- - - - -	Monthly transfers		06/30/24	(\$347.65)		
11-000-240-610-02-0	GENERAL SUPPLIES		\$7,500.00	\$300.00	\$333.27	\$8,133.27	8.4%
258	- - - - -	Monthly transfers		06/30/24	\$333.27		
11-000-261-420-01-0	CLEANING/REPAIR/MAIN		\$80,000.00	\$38,488.00	\$1,798.20	\$120,286.20	50.4%
258	- - - - -	Monthly transfers		06/30/24	\$1,798.20		
11-000-261-420-02-0	CLEANING/REPAIR/MAIN		\$80,000.00	\$50,731.00	\$16,151.74	\$146,882.74	83.6%
258	- - - - -	Monthly transfers		06/30/24	\$16,151.74		
11-000-262-107-06-0	SAL NON-INSTR AIDES		\$205,334.00	\$0.00	(\$5,334.00)	\$200,000.00	-2.6%
258	- - - - -	Monthly transfers		06/30/24	(\$5,334.00)		
11-000-262-107-06-S	SAL NON-INSTR AIDES		\$10,000.00	(\$2,000.00)	(\$8,000.00)	\$0.00	-100.0%
258	- - - - -	Monthly transfers		06/30/24	(\$8,000.00)		
11-000-262-110-06-0	OTHER SALARIES		\$537,329.00	\$0.00	(\$12,200.00)	\$525,129.00	-2.3%
258	- - - - -	Monthly transfers		06/30/24	(\$12,200.00)		
11-000-262-110-06-S	OTHER SALARIES		\$32,000.00	(\$8,100.00)	(\$18,847.17)	\$5,052.83	-84.2%
258	- - - - -	Monthly transfers		06/30/24	(\$18,847.17)		

Start date 7/1/2023

Period date

6/1/2024

End date 6/30/2024

Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL CURRENT EXPENSE</b>							
11-000-262-110-06-T	OTHER SALARIES		\$32,000.00	\$0.00	(\$3,632.89)	\$28,367.11	-11.4%
258	- - - - -	Monthly transfers		06/30/24	(\$3,632.89)		
11-000-262-340-06-0	PURCHASED TECHNICAL SERVICES		\$95,000.00	\$5,600.00	\$83,294.05	\$183,894.05	93.6%
258	- - - - -	Monthly transfers		06/30/24	\$83,294.05		
11-000-262-420-01-0	CLEANING/REPAIR/MAIN		\$10,000.00	(\$6,000.00)	(\$1,199.49)	\$2,800.51	-72.%
258	- - - - -	Monthly transfers		06/30/24	(\$1,199.49)		
11-000-262-420-02-0	CLEANING/REPAIR/MAIN		\$10,000.00	\$0.00	(\$9,523.01)	\$476.99	-95.2%
258	- - - - -	Monthly transfers		06/30/24	(\$9,523.01)		
11-000-262-420-06-0	CLEANING/REPAIR/MAIN		\$10,000.00	(\$5,000.00)	(\$4,052.26)	\$947.74	-90.5%
258	- - - - -	Monthly transfers		06/30/24	(\$4,052.26)		
11-000-262-520-06-0	INSURANCE		\$40,000.00	\$0.00	(\$16,534.00)	\$23,466.00	-41.3%
258	- - - - -	Monthly transfers		06/30/24	(\$16,534.00)		
11-000-262-610-06-0	GENERAL SUPPLIES		\$106,273.00	\$4,000.00	\$27,000.00	\$137,273.00	29.2%
258	- - - - -	Monthly transfers		06/30/24	\$27,000.00		
11-000-262-621-06-0	NATURAL GAS		\$135,000.00	\$20,000.00	(\$2,140.00)	\$152,860.00	13.2%
258	- - - - -	Monthly transfers		06/30/24	(\$2,140.00)		
11-000-262-622-06-0	ELECTRICITY		\$355,000.00	\$35,000.00	\$10,000.00	\$400,000.00	12.7%
258	- - - - -	Monthly transfers		06/30/24	\$10,000.00		
11-000-262-850-06-0	WATER AND SEWER		\$50,000.00	(\$17,800.00)	\$2,528.00	\$34,728.00	-30.5%
258	- - - - -	Monthly transfers		06/30/24	\$2,528.00		
11-000-263-420-06-0	CLEANING/REPAIR/MAIN		\$10,000.00	(\$2,200.00)	(\$3,182.66)	\$4,617.34	-53.8%
258	- - - - -	Monthly transfers		06/30/24	(\$3,182.66)		
11-000-263-610-06-0	GENERAL SUPPLIES		\$8,000.00	\$0.00	(\$7,179.00)	\$821.00	-89.7%
258	- - - - -	Monthly transfers		06/30/24	(\$7,179.00)		
11-000-270-160-06-0	SAL TRANS REGULAR		\$28,879.00	\$0.00	\$831.68	\$29,710.68	2.9%
258	- - - - -	Monthly transfers		06/30/24	\$831.68		
11-000-270-390-06-0	OTHER PROF/TECH SERV		\$2,000.00	(\$132.85)	(\$1,157.41)	\$709.74	-64.5%
258	- - - - -	Monthly transfers		06/30/24	(\$1,157.41)		
11-000-270-503-06-0	AID IN LIEU -NONPUBL		\$110,000.00	\$50,089.00	(\$13,236.60)	\$146,852.40	33.5%
258	- - - - -	Monthly transfers		06/30/24	(\$13,236.60)		
11-000-270-513-06-0	CON TRN REG JOINT		\$1,040,370.00	(\$58,477.00)	(\$12,277.40)	\$969,615.60	-6.8%
258	- - - - -	Monthly transfers		06/30/24	(\$12,277.40)		
11-000-270-514-06-0	CON TRN SPC VENDORS		\$0.00	\$146,207.85	(\$11,164.50)	\$135,043.35	0.%
258	- - - - -	Monthly transfers		06/30/24	(\$11,164.50)		
11-000-270-515-06-0	CON TRN SPC JOINT		\$632,155.00	(\$175,075.00)	\$102,816.10	\$559,896.10	-11.4%
258	- - - - -	Monthly transfers		06/30/24	\$102,816.10		
11-000-291-270-06-0	HEALTH BENEFITS		\$3,054,631.00	(\$18,699.77)	(\$105,759.34)	\$2,930,171.89	-4.1%
258	- - - - -	Monthly transfers		06/30/24	(\$105,759.34)		

Start date 7/1/2023

Period date

6/1/2024

End date 6/30/2024

Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL CURRENT EXPENSE</b>							
11-120-100-101-06-0	SALARIES OF TEACHERS		\$3,810,187.00	(\$111,851.00)	(\$10,716.83)	\$3,687,619.17	-3.2%
258	- - - - -	Monthly transfers		06/30/24	(\$10,716.83)		
11-130-100-101-06-0	SALARIES OF TEACHERS		\$938,149.00	\$36,851.00	\$613.80	\$975,613.80	4.%
258	- - - - -	Monthly transfers		06/30/24	\$613.80		
11-130-100-101-06-S	SALARIES OF TEACHERS		\$25,875.00	\$0.00	\$1,103.02	\$26,978.02	4.3%
258	- - - - -	Monthly transfers		06/30/24	\$1,103.02		
11-150-100-101-06-0	SALARIES OF TEACHERS		\$3,000.00	\$0.00	(\$852.01)	\$2,147.99	-28.4%
258	- - - - -	Monthly transfers		06/30/24	(\$852.01)		
11-150-100-320-06-0	PURCH PROF/EDUC SRV		\$10,000.00	\$3,000.00	\$852.00	\$13,852.00	38.5%
258	- - - - -	Monthly transfers		06/30/24	\$852.00		
11-204-100-101-06-0	SALARIES OF TEACHERS		\$211,449.00	(\$150,449.00)	\$2,352.41	\$63,352.41	-70.%
258	- - - - -	Monthly transfers		06/30/24	\$2,352.41		
11-204-100-101-06-E	SALARIES OF TEACHERS		\$22,000.00	(\$219.74)	(\$2,352.40)	\$19,427.86	-11.7%
258	- - - - -	Monthly transfers		06/30/24	(\$2,352.40)		
11-204-100-101-06-S	SALARIES OF TEACHERS		\$5,250.00	\$0.00	(\$1,463.90)	\$3,786.10	-27.9%
258	- - - - -	Monthly transfers		06/30/24	(\$1,463.90)		
11-204-100-106-06-0	OTHER SALARIES FOR INSTRUCTION		\$84,237.00	\$0.00	(\$1,737.00)	\$82,500.00	-2.1%
258	- - - - -	Monthly transfers		06/30/24	(\$1,737.00)		
11-212-100-101-06-0	SALARIES OF TEACHERS		\$199,242.00	\$12,758.00	\$34,389.61	\$246,389.61	23.7%
258	- - - - -	Monthly transfers		06/30/24	\$34,389.61		
11-212-100-106-06-0	OTHER SALARIES FOR INSTRUCTION		\$170,695.00	(\$39,983.00)	(\$13,223.54)	\$117,488.46	-31.2%
258	- - - - -	Monthly transfers		06/30/24	(\$13,223.54)		
11-213-100-106-06-0	OTHER SALARIES FOR INSTRUCTION		\$104,717.00	\$39,983.00	\$13,223.54	\$157,923.54	50.8%
258	- - - - -	Monthly transfers		06/30/24	\$13,223.54		
11-215-100-106-06-0	OTHER SALARIES FOR INSTRUCTION		\$68,218.00	\$0.00	(\$31,940.23)	\$36,277.77	-46.8%
258	- - - - -	Monthly transfers		06/30/24	(\$31,940.23)		
11-216-100-101-06-0	SALARIES OF TEACHERS		\$124,237.00	(\$20,898.00)	(\$34,389.61)	\$68,949.39	-44.5%
258	- - - - -	Monthly transfers		06/30/24	(\$34,389.61)		
Total for Just Accounts Listed			\$15,179,669.00	(\$152,766.78)	\$0.00	\$15,026,902.22	-1%

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	6/30/2024 + or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	6,460,995	0	6,460,995	646,100	(84,000)	-1.30%	562,099	730,100
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	4,303,872	0	4,303,872	430,387	(8,000)	-0.19%	422,387	438,387
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT,, Total Undist. Expend. - Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul, Total	11-4XX-X00-XXX	0	0	0	0	0	0.00%	0	0
19620 20620	School-Sponsored Athletics - Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional									
23620 25100	Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	2,000	0	2,000	200	0	0.00%	200	200
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	819,550	0	819,550	81,955	0	0.00%	81,955	81,955
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	1,359,262	0	1,359,262	135,926	8,000	0.59%	143,926	127,926
41660 42200	Expenditures - Healt, Total Undist. Expend. - Guidance, Total	218, 219, 222								
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.									
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	390,637	0	390,637	39,064	(6,002)	-1.54%	33,062	45,066
45300	Support Serv. - General Admin	11-000-230-XXX	509,775	0	509,775	50,978	6,976	1.37%	57,953	44,002
46160	Support Serv. - School Admin	11-000-240-XXX	642,447	0	642,447	64,245	14,026	2.18%	78,271	50,218
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	390,136	0	390,136	39,014	10,000	2.56%	49,014	29,014
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	1,837,936	7,731	1,845,667	184,567	123,948	6.72%	308,514	60,619
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	1,923,127	50,089	1,973,216	197,322	40,812	2.07%	238,133	156,510
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	3,894,631	0	3,894,631	389,463	(105,759)	-2.72%	283,704	495,222
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	42,722	42,722	4,272	0	0.00%	4,272	4,272
72120	Transfer of Property Sale Proceeds Res.	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240 72245	Interest Earned on Current Exp. Emergenc, Increase in Bus	10-607	0	0	0	0	0	0.00%	0	0
72246 72247	Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)									
72260	TOTAL GENERAL CURRENT EXPENSE		22,534,368	100,542	22,634,910	2,263,491	0	0.00%	2,263,491	2,263,491

District: **East Greenwich Board of Ed**

**Monthly Transfer Report NJ**

Month / Year: **Jun 30, 2024**

08/19/24

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	6/30/2024 + or - Data	Col5/Col3	Col4+Col5	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	10,000	0	10,000	1,000	30,195	301.95%	31,195	(29,195)
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	247,615	0	247,615	24,762	(30,195)	-12.19%	(5,434)	54,957
76320	Capital Reserve – Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve – Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76380 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY		257,615	0	257,615	25,762	0	0.00%	25,762	25,762
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000 84005	Transfer of Funds to Charter Schools, Transfer of Funds to Renaiss Schools	10-000-100-56X	0	0	0	0	0	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		22,791,983	100,542	22,892,525	2,289,252	0	0.00%	2,289,252	2,289,252

*Gregory Wilson*

School Business Administrator Signature

8/19/24

Date



Start date 7/1/2024

Period date

7/1/2024

End date 7/31/2024

Expenditure

		Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 11 GENERAL CURRENT EXPENSE</b>						
11-000-213-100-06-0	PERSONAL SERVICES - SALARIES	\$168,255.00	\$0.00	\$32,190.00	\$200,445.00	19.1%
4	- - - - - Stabilization Aid Adjustment		07/01/24	\$32,190.00		
11-000-221-320-06-0	PURCH PROF/EDUC SRV	\$20,000.00	\$0.00	(\$890.00)	\$19,110.00	-4.5%
17	- - - - - Monthly Transfers		07/31/24	(\$890.00)		
11-000-221-890-06-0	MISCELLANEOUS EXPENDITURES	\$0.00	\$0.00	\$890.00	\$890.00	0.0%
17	- - - - - Monthly Transfers		07/31/24	\$890.00		
11-000-223-104-06-0	SALARIES-OTHER PROF	\$0.00	\$0.00	\$85,345.00	\$85,345.00	0.0%
4	- - - - - Stabilization Aid Adjustment		07/01/24	\$85,345.00		
11-000-240-103-06-0	SALARIES-PRINC/ASST	\$336,998.00	\$0.00	\$73,610.00	\$410,608.00	21.8%
4	- - - - - Stabilization Aid Adjustment		07/01/24	\$73,610.00		
11-000-251-330-06-0	PURCH PROF SERVICES	\$25,000.00	\$0.00	(\$6,277.42)	\$18,722.58	-25.1%
17	- - - - - Monthly Transfers		07/31/24	(\$6,277.42)		
11-000-251-592-06-0	MISCEL. PURCHS SERV.	\$6,000.00	\$0.00	\$6,277.42	\$12,277.42	104.6%
17	- - - - - Monthly Transfers		07/31/24	\$6,277.42		
11-000-261-420-02-0	CLEANING/REPAIR/MAIN	\$125,000.00	\$0.00	\$19,998.00	\$144,998.00	16.0%
1	- - - - - * CARRY OVER *		07/01/24	\$19,998.00		
11-000-291-260-06-0	WORKERS' COMP	\$45,000.00	\$0.00	\$5,000.00	\$50,000.00	11.1%
4	- - - - - Stabilization Aid Adjustment		07/01/24	\$5,000.00		
11-000-291-290-06-0	OTHER EMPLOYEE BEN.	\$190,680.00	\$0.00	\$50,939.00	\$241,619.00	26.7%
4	- - - - - Stabilization Aid Adjustment		07/01/24	\$50,939.00		
11-110-100-101-06-0	SALARIES OF TEACHERS	\$814,215.00	\$0.00	\$65,465.00	\$879,680.00	8.0%
4	- - - - - Stabilization Aid Adjustment		07/01/24	\$65,465.00		
11-190-100-440-06-C	RENTALS	\$20,000.00	\$0.00	\$4,341.46	\$24,341.46	21.7%
17	- - - - - Monthly Transfers		07/31/24	\$4,341.46		
11-190-100-440-06-M	RENTALS	\$37,000.00	\$0.00	(\$4,341.46)	\$32,658.54	-11.7%
17	- - - - - Monthly Transfers		07/31/24	(\$4,341.46)		
11-190-100-610-01-0	GENERAL SUPPLIES	\$70,000.00	\$0.00	(\$4,000.00)	\$66,000.00	-5.7%
17	- - - - - Monthly Transfers		07/31/24	(\$4,000.00)		
11-190-100-610-02-I	General Supplies	\$50,000.00	\$0.00	\$4,000.00	\$54,000.00	8.0%
17	- - - - - Monthly Transfers		07/31/24	\$4,000.00		
11-204-100-101-06-E	SALARIES OF TEACHERS	\$22,000.00	\$0.00	(\$8,000.00)	\$14,000.00	-36.4%
17	- - - - - Monthly Transfers		07/31/24	(\$8,000.00)		
11-204-100-106-06-E	OTHER SALARIES FOR INSTRUCTION	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.0%
17	- - - - - Monthly Transfers		07/31/24	\$8,000.00		
11-215-100-106-06-0	OTHER SALARIES FOR INSTRUCTION	\$37,136.00	\$0.00	(\$3,000.00)	\$34,136.00	-8.1%
17	- - - - - Monthly Transfers		07/31/24	(\$3,000.00)		

Start date 7/1/2024    Period date 7/1/2024    End date 7/31/2024    Expenditure

		Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
Fund 11 GENERAL CURRENT EXPENSE						
11-215-100-106-06-E	OTHER SALARIES FOR INSTRUCTION	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
17	Monthly Transfers		07/31/24	\$3,000.00		
Total for Just Accounts Listed		\$1,967,284.00	\$0.00	\$332,547.00	\$2,299,831.00	17%

Start date 7/1/2024

Period date

7/1/2024

End date 7/31/2024

Expenditure

			Original amt	Prior xfer	Period xfer	Adjusted amt	% Chg
<b>Fund 20 SPECIAL REVENUE FUNDS</b>							
20-231-100-101-06-0	SALARIES OF TEACHERS		\$26,300.00	\$0.00	(\$3,028.00)	\$23,272.00	-11.5%
8	- - - - -	Grant Adjustments		07/01/24	(\$3,028.00)		
20-231-200-200-06-0	EMPLOYEE BENEFITS		\$6,575.00	\$0.00	\$8,253.00	\$14,828.00	125.5%
7	- - - - -	Grant Adjustments		07/01/24	\$8,253.00		
20-250-100-565-06-0	TUITION-CNTY SSD,D/S		\$210,207.00	\$0.00	\$20,378.00	\$230,585.00	9.7%
7	- - - - -	Grant Adjustments		07/01/24	\$20,378.00		
20-251-100-566-06-0	TUITION-PRIV-IN NJ		\$10,000.00	\$0.00	\$3,440.00	\$13,440.00	34.4%
7	- - - - -	Grant Adjustments		07/01/24	\$3,440.00		
20-280-100-300-06-0	ESEA Title IV		\$8,500.00	\$0.00	\$1,500.00	\$10,000.00	17.6%
7	- - - - -	Grant Adjustments		07/01/24	\$1,500.00		
20-291-100-300-06-0	PURCH PROF/TECH SERV		\$14,632.00	\$0.00	\$2,232.00	\$16,864.00	15.3%
7	- - - - -	Grant Adjustments		07/01/24	\$2,232.00		
20-469-100-300-06-0	High Impact Tutoring Grant		\$0.00	\$0.00	\$13,308.00	\$13,308.00	0.0%
10	- - - - -	High Impact Tutoring Carryover		07/01/24	\$13,308.00		
20-469-200-300-06-0	High Impact Tutoring Trant		\$0.00	\$0.00	\$9,070.00	\$9,070.00	0.0%
10	- - - - -	High Impact Tutoring Carryover		07/01/24	\$9,070.00		
<b>Total for Just Accounts Listed</b>			<b>\$276,214.00</b>	<b>\$0.00</b>	<b>\$55,153.00</b>	<b>\$331,367.00</b>	<b>20%</b>

District:

East Greenwich Board of Ed

## Monthly Transfer Report NJ

Page 1 of 2

Month / Year:

Jul 31, 2024

09/20/24

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	7/31/2024 + or - Data	Col5/Col3	Col4+Col5	Col4-Col5
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	11-1XX-100-XXX	6,229,589	65,465	6,295,054	629,505	0	0.00%	629,505	629,505
10300 11160	Total Special Education - Instruction, Total Basic	11-2XX-100-XXX	4,144,696	0	4,144,696	414,470	0	0.00%	414,470	414,470
12160 40580	Skills/Remedial - Instruct., Total Bilingual Education -	11-000-216, 217								
41080	Instruction, Total Undistributed Expend - Speech, OT,, Total Undist. Expend. - Other Supp. Serv									
15180	TOTAL VOCATIONAL PROGRAMS	11-3XX-100-XXX	0	0	0	0	0	0.00%	0	0
17100 17600	Total School-Sponsored Co/Extra Curricul, Total	11-4XX-X00-XXX	0	0	0	0	0	0.00%	0	0
19620 20620	School-Sponsored Athletics - Instr, Total Before/After School									
21620 22620	Programs, Total Summer School, Total Instructional									
23620 25100	Alternative Educatio, Total Other Supplemental/At-Risk Program, Total Other Alternative Education Progra, Total Other Instructional Programs - Ins									
27100	Total Community Services Programs/Operat	11-800-330-XXX	2,000	0	2,000	200	0	0.00%	200	200
29180	Total Undistributed Expenditures - Instr	11-000-100-XXX	981,229	0	981,229	98,123	0	0.00%	98,123	98,123
29680 30620	Total Undistributed Expenditures - Atten, Total Undistributed	11-000-211, 213,	1,382,875	32,190	1,415,065	141,507	0	0.00%	141,507	141,507
41660 42200	Expenditures - Healt, Total Undist. Expend. - Guidance, Total	218, 219, 222								
43620	Undist. Expend. - Child Study Team, Total Undist. Expend. - Edu. Media Serv.									
43200 44180	Total Undist. Expend. - Improvement of I, Total Undist. Expend. - Instructional St	11-000-221, 223	309,080	85,345	394,425	39,443	0	0.00%	39,443	39,443
45300	Support Serv. - General Admin	11-000-230-XXX	530,961	0	530,961	53,096	0	0.00%	53,096	53,096
46160	Support Serv. - School Admin	11-000-240-XXX	541,967	73,610	615,577	61,558	0	0.00%	61,558	61,558
47200 47620	Total Undist. Expend. - Central Services, Total Undist. Expend. - Admin. Info. Tec	11-000-25X-XXX	407,642	0	407,642	40,764	0	0.00%	40,764	40,764
51120	Total Undist. Expend. - Oper. & Maint. O	11-000-26X-XXX	2,079,217	19,998	2,099,215	209,922	0	0.00%	209,922	209,922
52480	Total Undist. Expend. - Student Transpor	11-000-270-XXX	1,950,492	0	1,950,492	195,049	0	0.00%	195,049	195,049
71260	TOTAL PERSONNEL SERVICES -EMPLOYEE	11-XXX-XXX-2XX	3,989,823	55,939	4,045,762	404,576	0	0.00%	404,576	404,576
72020	Total Undistributed Expenditures - Food	11-000-310-XXX	0	0	0	0	0	0.00%	0	0
72120	Transfer of Property Sale Proceeds Res.	11-000-520-934	0	0	0	0	0	0.00%	0	0
72160	Increase in Sale/Lease-back Reserve	10-605	0	0	0	0	0	0.00%	0	0
72180	Interest Earned on Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72200	Increase in Maintenance Reserve	10-606	0	0	0	0	0	0.00%	0	0
72220	Increase in Current Expense Emergency Re	10-607	0	0	0	0	0	0.00%	0	0
72240 72245	Interest Earned on Current Exp. Emergenc, Increase in Bus	10-607	0	0	0	0	0	0.00%	0	0
72246 72247	Adv. Res. for Fuel Costs, Increase in IMPACT Aid Reserve (General), Increase in IMPACT Aid Reserve (Capital)									
72260	TOTAL GENERAL CURRENT EXPENSE		22,549,571	332,547	22,882,118	2,288,212	0	0.00%	2,288,212	2,288,212

District:

East Greenwich Board of Ed

## Monthly Transfer Report NJ

Page 2 of 2

09/20/24

Month / Year:

Jul 31, 2024

Line	Budget Category	Account	(col 1)	(col 2)	(col 3)	(col 4)	(col 5)	(col 6)	(col 7)	(col 8)
			Original Budget	Revenues Allowed NJAC - 6A: 23A-13.3(d)	Original Budget For 10% Calc	Maximum Transfer Amount	YTD Net Transfers to / (from)	% Change of Transfers YTD	Remaining Allowable Balance From	Remaining Allowable Balance To
			Data	Data	Col1+Col2	Col3 * .1	7/31/2024 + or - Data	Col5/Col3	Col4+Col5	Col4-Col5
75880	TOTAL EQUIPMENT	12-XXX-XXX-73X	42,000	0	42,000	4,200	0	0.00%	4,200	4,200
76260	Total Facilities Acquisition and Constr	12-000-4XX-XXX	47,615	0	47,615	4,762	0	0.00%	4,762	4,762
76320	Capital Reserve – Transfer to Capital Pr	12-000-4XX-931	0	0	0	0	0	0.00%	0	0
76340	Capital Reserve – Transfer to Debt Servi	12-000-4XX-933	0	0	0	0	0	0.00%	0	0
76360	Increase in Capital Reserve	10-604	0	0	0	0	0	0.00%	0	0
76380 76385	Interest Deposit to Capital Reserve, IMPACT Aid Reserve (Cap) Tr to Cap Proj	10-604	0	0	0	0	0	0.00%	0	0
76400	TOTAL CAPITAL OUTLAY		89,615	0	89,615	8,962	0	0.00%	8,962	8,962
83080	TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0	0	0	0	0	0.00%	0	0
84000 84005	Transfer of Funds to Charter Schools, Transfer of Funds to Renaiss Schools	10-000-100-56X	0	0	0	0	0	0.00%	0	0
84020	General Fund Contrib. to School-based Bu	10-000-520-930	0	0	0	0	0	0.00%	0	0
84060	GENERAL FUND GRAND TOTAL		22,639,186	332,547	22,971,733	2,297,173	0	0.00%	2,297,173	2,297,173




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 School Business Administrator Signature

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 Date



Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$3,534,253.79
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$2,310,876.00

Accounts Receivable:

132	Interfund	\$63,372.72	
141	Intergovernmental - State	\$834,172.29	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$897,545.01

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, ✖	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$21,350,125.00	
302	Less Revenues	(\$21,487,542.93)	(\$137,417.93)

Total assets and resources

\$6,605,256.87

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 GENERAL FUND

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	(\$61,864.58)
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>(\$61,864.58)</b>

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 GENERAL FUND

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$2,311,942.74
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$601,939.24	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$601,939.24
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$461,550.54	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$461,550.54
765	Tuition Reserve Account - July 1	\$56,255.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$56,255.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$70,748.30	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$70,748.30
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$22,892,524.95	
602	Less: Expenditures	(\$18,851,944.42)	
	Less: Encumbrances	(\$2,311,942.74)	(\$21,163,887.16)
	Total appropriated		\$5,231,073.61
Unappropriated:			
770	Fund balance, July 1		\$2,877,905.84
771	Designated fund balance		\$0.00
303	Budgeted fund balance		(\$1,441,858.00)
	Total fund balance		\$6,667,121.45
	Total liabilities and fund equity		\$6,605,256.87

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$22,892,524.95	\$21,163,887.16	\$1,728,637.79
Revenues	(\$21,350,125.00)	(\$21,487,542.93)	\$137,417.93
Subtotal	<u>\$1,542,399.95</u>	<u>(\$323,655.77)</u>	<u>\$1,866,055.72</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$601,939.24)	\$601,939.24
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,542,399.95</u>	<u>(\$925,595.01)</u>	<u>\$2,467,994.96</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,542,399.95</u>	<u>(\$925,595.01)</u>	<u>\$2,467,994.96</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$461,550.54)	\$461,550.54
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,542,399.95</u>	<u>(\$1,387,145.55)</u>	<u>\$2,929,545.50</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$70,748.30)	\$70,748.30
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,542,399.95</u>	<u>(\$1,457,893.85)</u>	<u>\$3,000,293.80</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,542,399.95</u>	<u>(\$1,457,893.85)</u>	<u>\$3,000,293.80</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,542,399.95</u>	<u>(\$1,457,893.85)</u>	<u>\$3,000,293.80</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,542,399.95</u>	<u>(\$1,457,893.85)</u>	<u>\$3,000,293.80</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$1,542,399.95</u>	<u>(\$1,457,893.85)</u>	<u>\$3,000,293.80</u>
Less: Adjustment for prior year	(\$100,541.95)	(\$100,541.95)	\$0.00
Budgeted fund balance	<u>\$1,441,858.00</u>	<u>(\$1,558,435.80)</u>	<u>\$3,000,293.80</u>

Prepared and submitted by :

Board Secretary

Date

*Gregory Wilson*

*8/19/24*

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	13,885,258	0	13,885,258	13,980,816		(95,558)
00520	SUBTOTAL – Revenues from State Sources	7,464,867	0	7,464,867	7,506,727		(41,860)
Total		21,350,125	0	21,350,125	21,487,543		(137,418)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	6,460,995	(75,000)	6,385,995	5,170,120	866,437	349,437
10300	Total Special Education - Instruction	2,226,246	0	2,226,246	1,748,321	224,476	253,449
11160	Total Basic Skills/Remedial – Instruct.	915,386	0	915,386	675,329	136,900	103,157
27100	Total Community Services Programs/Operat	2,000	0	2,000	0	0	2,000
29180	Total Undistributed Expenditures - Instr	819,550	(0)	819,550	638,560	76,798	104,192
30620	Total Undistributed Expenditures – Healt	227,276	0	227,276	190,572	27,829	8,875
40580	Total Undistributed Expend – Speech, OT,	636,099	0	636,099	497,419	73,605	65,076
41080	Total Undist. Expend. – Other Supp. Serv	526,141	(8,000)	518,141	418,584	37,848	61,709
41660	Total Undist. Expend. – Guidance	266,665	0	266,665	219,286	30,907	16,472
42200	Total Undist. Expend. – Child Study Team	634,317	8,000	642,317	536,387	103,022	2,907
43200	Total Undist. Expend. – Improvement of I	236,738	(0)	236,738	198,316	12,146	26,276
43620	Total Undist. Expend. – Edu. Media Serv.	231,004	0	231,004	185,727	20,987	24,291
44180	Total Undist. Expend. – Instructional St	153,899	0	153,899	126,437	9,855	17,607
45300	Support Serv. - General Admin	509,775	15,000	524,775	403,698	28,842	92,235
46160	Support Serv. - School Admin	642,447	0	642,447	599,469	1,649	41,329
47200	Total Undist. Expend. – Central Services	311,248	9,457	320,705	261,346	19,326	40,033
47620	Total Undist. Expend. – Admin. Info. Tec	78,888	543	79,431	74,726	4,705	0
51120	Total Undist. Expend. – Oper. & Maint. O	1,837,936	82,731	1,920,667	1,467,222	339,203	114,242
52480	Total Undist. Expend. – Student Transpor	1,923,127	25,089	1,948,216	1,691,192	171,157	85,867
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	3,894,631	(0)	3,894,631	3,517,593	63,894	313,144
72020	Total Undistributed Expenditures – Food	0	42,722	42,722	(19,633)	62,355	0
75880	TOTAL EQUIPMENT	10,000	30,195	40,195	33,855	0	6,340
76260	Total Facilities Acquisition and Constr	247,615	(30,195)	217,420	217,420	0	0
Total		22,791,983	100,542	22,892,525	18,851,944	2,311,943	1,728,638



Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 GENERAL FUND

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy	13,865,258	0	13,865,258	13,865,258		0
00150	10-1320	Tuition from LEAs Within State	0	0	0	44,022		(44,022)
00300	10-1___	Unrestricted Miscellaneous Revenues	20,000	0	20,000	71,536		(51,536)
00420	10-3121	Categorical Transportation Aid	593,363	0	593,363	593,363		0
00430	10-3131	Extraordinary Aid	0	0	0	0		0
00440	10-3132	Categorical Special Education Aid	1,331,006	0	1,331,006	1,331,006		0
00460	10-3176	Equalization Aid	5,434,155	0	5,434,155	5,434,155		0
00470	10-3177	Categorical Security Aid	106,343	0	106,343	106,343		0
00500	10-3___	Other State Aids	0	0	0	41,860		(41,860)
Total			21,350,125	0	21,350,125	21,487,543		(137,418)

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers	916,784	0	916,784	730,624	117,929	68,231
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers	3,926,687	(111,851)	3,814,836	3,191,801	448,566	174,469
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers	964,024	36,851	1,000,875	858,286	139,608	2,981
02500	11-150-100-101	Salaries of Teachers	3,000	0	3,000	0	0	3,000
02540	11-150-100-320	Purchased Professional – Educational Ser	10,000	3,000	13,000	2,652	10,100	248
03020	11-190-1___-320	Purchased Professional – Educational Ser	15,000	(3,240)	11,760	4,858	0	6,903
03040	11-190-1___-340	Purchased Technical Services	44,000	0	44,000	24,806	3,745	15,449
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series	175,000	20,678	195,678	172,979	10,116	12,583
03080	11-190-1___-610	General Supplies	405,000	(20,438)	384,562	184,114	136,373	64,074
03100	11-190-1___-640	Textbooks	1,000	0	1,000	0	0	1,000
03120	11-190-1___-8__	Other Objects	500	0	500	0	0	500
04500	11-204-100-101	Salaries of Teachers	238,699	(150,669)	88,030	68,250	5,125	14,655
04520	11-204-100-106	Other Salaries for Instruction	89,837	6,220	96,057	70,495	18,224	7,337
04600	11-204-100-610	General Supplies	6,000	0	6,000	3,003	0	2,997
04620	11-204-100-640	Textbooks	500	0	500	0	0	500
06500	11-212-100-101	Salaries of Teachers	204,492	12,758	217,250	213,788	2,024	1,439
06520	11-212-100-106	Other Salaries for Instruction	181,895	(39,983)	141,912	62,096	2,904	76,912
06540	11-212-100-320	Purchased Professional-Educational Servi	0	1,807	1,807	1,801	0	6
06600	11-212-100-610	General Supplies	12,500	(1,807)	10,693	3,236	0	7,457
06620	11-212-100-640	Textbooks	1,000	0	1,000	0	0	1,000
07000	11-213-100-101	Salaries of Teachers	881,688	212,437	1,094,125	928,879	152,827	12,419
07020	11-213-100-106	Other Salaries for Instruction	111,717	39,983	151,700	136,534	8,166	7,000
07100	11-213-100-610	General Supplies	10,000	0	10,000	5,150	450	4,400
08000	11-215-100-101	Salaries of Teachers	221,098	(59,849)	161,249	138,350	20,406	2,493
08020	11-215-100-106	Other Salaries for Instruction	73,818	(46)	73,772	17,586	2,734	53,452
08040	11-215-100-320	Purchased Professional-Educational Servi	3,000	2,551	5,551	5,550	0	1
08100	11-215-100-6__	General Supplies	4,500	(2,504)	1,996	1,293	701	1
08500	11-216-100-101	Salaries of Teachers	127,737	(20,898)	106,839	58,652	8,444	39,743
08520	11-216-100-106	Other Salaries for Instruction	55,265	0	55,265	32,529	2,471	20,265
08600	11-216-100-6__	General Supplies	2,500	0	2,500	1,128	0	1,372

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
11000	11-230-100-101	Salaries of Teachers	909,386	0	909,386	672,562	136,900	99,923
11100	11-230-100-610	General Supplies	6,000	0	6,000	2,767	0	3,233
27040	11-800-330-6__	Supplies and Materials	2,000	0	2,000	0	0	2,000
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	204,686	(97,972)	106,714	25,522	0	81,192
29100	11-000-100-566	Tuition to Priv. School for the Disabled	591,864	97,972	689,836	613,039	76,798	0
29160	11-000-100-569	Tuition – Other	23,000	0	23,000	0	0	23,000
30500	11-000-213-1__	Salaries	211,276	0	211,276	178,745	27,455	5,076
30540	11-000-213-3__	Purchased Professional and Technical Ser	5,000	0	5,000	4,158	351	492
30560	11-000-213-[4-5]	Other Purchased Services (400-500 series	100	0	100	0	0	100
30580	11-000-213-6__	Supplies and Materials	10,000	0	10,000	7,669	23	2,307
30600	11-000-213-8__	Other Objects	900	0	900	0	0	900
40500	11-000-216-1__	Salaries	579,599	0	579,599	490,994	73,605	15,000
40520	11-000-216-320	Purchased Professional – Educational Ser	50,000	0	50,000	3,915	0	46,085
40540	11-000-216-6__	Supplies and Materials	6,000	0	6,000	2,509	0	3,491
40560	11-000-216-8__	Other Objects	500	0	500	0	0	500
41000	11-000-217-1__	Salaries	242,641	815	243,456	240,815	0	2,641
41020	11-000-217-320	Purchased Professional – Educational Ser	275,000	(8,815)	266,185	170,805	37,848	57,532
41040	11-000-217-6__	Supplies and Materials	8,500	0	8,500	6,964	0	1,536
41500	11-000-218-104	Salaries of Other Professional Staff	237,915	3,102	241,017	210,299	30,718	0
41560	11-000-218-320	Purchased Professional – Educational Ser	3,000	(1,585)	1,415	169	0	1,246
41580	11-000-218-390	Other Purchased Professional & Technical	9,250	0	9,250	7,500	0	1,750
41620	11-000-218-6__	Supplies and Materials	16,500	(1,517)	14,983	1,318	189	13,476
42000	11-000-219-104	Salaries of Other Professional Staff	515,089	6,729	521,818	429,611	92,207	0
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	77,228	(6,729)	70,499	61,882	7,869	748
42060	11-000-219-320	Purchased Professional – Educational Ser	26,000	4,500	30,500	27,069	2,672	759
42140	11-000-219-592	Misc. Purch. Svc. (400-500 series O/than	1,500	(500)	1,000	270	0	730
42160	11-000-219-6__	Supplies and Materials	13,000	4,000	17,000	16,327	274	399
42180	11-000-219-8__	Other Objects	1,500	0	1,500	1,229	0	271
43000	11-000-221-102	Salaries of Supervisor of Instruction	194,738	0	194,738	178,510	11,946	4,282
43060	11-000-221-110	Other Salaries	19,000	0	19,000	13,674	0	5,327
43100	11-000-221-320	Purchased Prof. – Educational Services	20,000	(1,720)	18,280	2,325	0	15,955
43160	11-000-221-6__	Supplies and Materials	3,000	(90)	2,910	2,038	200	673
43180	11-000-221-8__	Other Objects	0	1,810	1,810	1,770	0	40
43500	11-000-222-1__	Salaries	148,334	0	148,334	125,942	18,892	3,500
43520	11-000-222-177	Salaries of Technology Coordinators	51,170	0	51,170	47,364	1,747	2,058
43540	11-000-222-3__	Purchased Professional and Technical Ser	13,000	0	13,000	2,551	0	10,449
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	500	0	500	0	0	500
43580	11-000-222-6__	Supplies and Materials	18,000	0	18,000	9,869	348	7,783
44020	11-000-223-104	Salaries of Other Professional Staff	82,399	0	82,399	72,091	7,909	2,399
44060	11-000-223-110	Other Salaries	30,000	(6,081)	23,919	17,212	0	6,707
44080	11-000-223-320	Purchased Professional – Educational Ser	16,000	6,582	22,582	22,582	0	0

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 GENERAL FUND

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
44120	11-000-223-[4-5] Other Purch. Services (400-500 series)	24,000	(501)	23,499	14,552	1,946	7,001
44140	11-000-223-6__ Supplies and Materials	1,500	0	1,500	0	0	1,500
45000	11-000-230-1__ Salaries	219,075	0	219,075	201,268	12,326	5,481
45040	11-000-230-331 Legal Services	85,000	(10,000)	75,000	39,820	9,553	25,627
45060	11-000-230-332 Audit Fees	26,000	14,440	40,440	40,440	0	0
45080	11-000-230-334 Architectural/Engineering Services	15,000	(14,440)	560	0	0	560
45100	11-000-230-339 Other Purchased Professional Services	20,000	0	20,000	8,013	0	11,988
45140	11-000-230-530 Communications/Telephone	75,000	25,000	100,000	66,380	0	33,620
45160	11-000-230-585 BOE Other Purchased Services	8,000	0	8,000	6,996	0	1,004
45180	11-000-230-590 Misc Purch Services (400-500 series, O/T	41,700	(1,500)	40,200	25,409	5,152	9,639
45200	11-000-230-610 General Supplies	6,000	0	6,000	2,348	919	2,733
45220	11-000-230-630 BOE In-House Training/Meeting Supplies	1,500	1,146	2,646	922	892	833
45260	11-000-230-890 Miscellaneous Expenditures	6,000	(1,098)	4,902	4,151	0	751
45280	11-000-230-895 BOE Membership Dues and Fees	6,500	1,452	7,952	7,952	0	0
46000	11-000-240-103 Salaries of Principals/Assistant Princip	433,834	(8,400)	425,434	390,166	0	35,268
46040	11-000-240-105 Salaries of Secretarial and Clerical Ass	177,413	4,400	181,813	181,031	0	782
46080	11-000-240-3__ Purchased Professional and Technical Ser	3,000	(1,200)	1,800	0	0	1,800
46100	11-000-240-[4-5] Other Purchased Services (400-500 series	8,200	(300)	7,900	4,105	826	2,970
46120	11-000-240-6__ Supplies and Materials	15,000	140	15,140	14,221	599	321
46140	11-000-240-8__ Other Objects	5,000	5,360	10,360	9,947	225	189
47000	11-000-251-1__ Salaries	237,748	0	237,748	215,689	16,047	6,012
47020	11-000-251-330 Purchased Professional Services	20,000	10,000	30,000	8,503	0	21,497
47040	11-000-251-340 Purchased Technical Services	40,000	0	40,000	29,973	2,668	7,359
47060	11-000-251-592 Misc. Purch. Services (400-500 Series, O	6,000	(543)	5,457	2,133	611	2,713
47100	11-000-251-6__ Supplies and Materials	6,000	0	6,000	3,698	0	2,302
47180	11-000-251-890 Other Objects	1,500	0	1,500	1,350	0	150
47500	11-000-252-1__ Salaries	78,888	543	79,431	74,726	4,705	0
48520	11-000-261-420 Cleaning, Repair, and Maintenance Servic	160,000	89,219	249,219	194,953	33,297	20,969
48540	11-000-261-610 General Supplies	30,000	(29,988)	12	12	0	0
49000	11-000-262-1__ Salaries	601,329	(8,100)	593,229	478,112	82,507	32,610
49020	11-000-262-107 Salaries of Non-Instructional Aides	215,334	(2,000)	213,334	162,780	37,220	13,334
49040	11-000-262-3__ Purchased Professional and Technical Ser	95,000	5,600	100,600	100,336	0	264
49060	11-000-262-420 Cleaning, Repair, and Maintenance Svc.	30,000	(11,000)	19,000	4,225	0	14,775
49120	11-000-262-490 Other Purchased Property Services	1,000	0	1,000	182	0	818
49140	11-000-262-520 Insurance	40,000	0	40,000	19,550	3,916	16,534
49160	11-000-262-590 Miscellaneous Purchased Services	1,000	0	1,000	642	0	358
49180	11-000-262-610 General Supplies	106,273	4,000	110,273	78,384	29,810	2,079
49200	11-000-262-621 Energy (Natural Gas)	135,000	20,000	155,000	117,103	35,757	2,140
49220	11-000-262-622 Energy (Electricity)	355,000	35,000	390,000	280,630	109,370	0
49280	11-000-262-8__ Other Objects	50,000	(17,800)	32,200	24,874	7,326	0
50040	11-000-263-420 Cleaning, Repair, and Maintenance Svc.	10,000	(2,200)	7,800	4,617	0	3,183

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
50060	11-000-263-610	General Supplies	8,000	0	8,000	821	0	7,179
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	28,879	0	28,879	26,766	1,373	740
52120	11-000-270-390	Other Purchased Prof. and Technical Serv	2,000	(133)	1,867	707	0	1,160
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub	110,000	50,089	160,089	99,561	0	60,528
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven	109,723	62,477	172,200	167,737	0	4,463
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	1,040,370	(58,477)	981,893	872,669	96,947	12,277
52320	11-000-270-514	Contract Serv. (Sp Ed Stds) - Vendors	0	146,208	146,208	80,568	65,070	570
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agree	632,155	(175,075)	457,080	443,184	7,768	6,129
71000	11-000-291-210	Group Insurance	25,000	0	25,000	0	0	25,000
71020	11-000-291-220	Social Security Contributions	250,000	20,602	270,602	192,364	46,841	31,397
71060	11-000-291-241	Other Retirement Contributions - PERS	235,000	0	235,000	222,805	0	12,195
71080	11-000-291-242	Other Retirement Contributions - ERIP	75,000	0	75,000	34,272	9,228	31,500
71160	11-000-291-260	Workmen's Compensation	45,000	0	45,000	34,457	7,302	3,241
71180	11-000-291-270	Health Benefits	3,054,631	(18,700)	3,035,931	2,939,363	524	96,044
71200	11-000-291-280	Tuition Reimbursement	20,000	0	20,000	600	0	19,400
71220	11-000-291-290	Other Employee Benefits	190,000	(1,902)	188,098	93,731	0	94,367
72000	11-000-310-930	Transfers to Cover Deficit (Enterprise F	0	42,722	42,722	(19,633)	62,355	0
75500	12-000-100-73_	Undistributed Expenditures - Instruction	0	33,855	33,855	33,855	0	0
75720	12-000-262-73_	Undist. Expend. – Custodial Services	10,000	(3,660)	6,340	0	0	6,340
76080	12-000-400-450	Construction Services	200,000	(30,195)	169,805	169,805	0	0
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi	47,615	0	47,615	47,615	0	0
Total			22,791,983	100,542	22,892,525	18,851,944	2,311,943	1,728,638

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

**Assets:**

101	Cash in bank		(\$17,729.62)
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$62,848.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$ _____)	\$0.00	\$62,848.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$668,631.66	
302	Less Revenues	(\$400,547.40)	\$268,084.26

**Total assets and resources**

**\$313,202.64**

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 SPECIAL REVENUE FUNDS

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Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$17,729.62)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$85.90
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$5,760.77
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$5,846.67</b>



Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

Appropriated:

753,754 Reserve for Encumbrances \$84,644.94

Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00

601	Appropriations	\$668,631.66	
602	Less: Expenditures	(\$415,388.35)	
	Less: Encumbrances	(\$84,644.94)	(\$500,033.29)
	Total appropriated		\$253,243.31

Unappropriated:

770	Fund balance, July 1	\$54,112.66
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance \$307,355.97

Total liabilities and fund equity \$313,202.64

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 SPECIAL REVENUE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$668,631.66	\$500,033.29	\$168,598.37
Revenues	(\$668,631.66)	(\$400,547.40)	(\$268,084.26)
Subtotal	<u>\$0.00</u>	<u>\$99,485.89</u>	<u>(\$99,485.89)</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$99,485.89</u>	<u>(\$99,485.89)</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$99,485.89</u>	<u>(\$99,485.89)</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$99,485.89</u>	<u>(\$99,485.89)</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$99,485.89</u>	<u>(\$99,485.89)</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$99,485.89</u>	<u>(\$99,485.89)</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$99,485.89</u>	<u>(\$99,485.89)</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$99,485.89</u>	<u>(\$99,485.89)</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$99,485.89</u>	<u>(\$99,485.89)</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$99,485.89</u>	<u>(\$99,485.89)</u>

Prepared and submitted by :

*Gregory Wilson*

Board Secretary

8/19/24

Date

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	125,000	0	125,000	0	Under	125,000
00770	Total Revenues from State Sources	0	32,750	32,750	29,996	Under	2,753
00830	Total Revenues from Federal Sources	356,278	126,664	482,942	342,611	Under	140,331
88740	Total Federal Projects	27,940	0	27,940	27,940		0
Total		509,218	159,414	668,632	400,547		268,084
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84200	Student Activity Fund	125,000	0	125,000	0	0	125,000
88135	Nonpublic Teacher STEM Grant	0	4,343	4,343	3,213	0	1,129
88136	SDA Emergent Needs & Capital Maint.	0	28,407	28,407	28,407	0	0
88740	Total Federal Projects	384,218	126,664	510,882	383,768	84,645	42,469
Total		509,218	159,414	668,632	415,388	84,645	168,598

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00737	20-1760	Student Activity Fund Revenue		125,000	0	125,000	0	Under	125,000
00761	20-3257	SDA Emergent Needs & Capital Maint.		0	28,407	28,407	28,407		0
00762	20-3212	Nonpublic Teacher STEM Grant		0	4,343	4,343	1,589	Under	2,753
00775	20-441[1-6]	Title I		38,677	0	38,677	34,381	Under	4,296
00780	20-445[1-5]	Title II		17,214	14,412	31,626	4,250	Under	27,376
00790	20-447[1-4]	Title IV		10,000	0	10,000	10,000		0
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)		259,067	0	259,067	235,053	Under	24,014
00807	20-4542	ARP ESSER Evidence Based Summer Enrich		31,320	0	31,320	31,320		0
00825	20-4	Other		0	112,252	112,252	27,607	Under	84,645
88711	20-485- - -	CRRSA Act - Mental Health Grant		27,940	0	27,940	27,940		0
Total				509,218	159,414	668,632	400,547		268,084

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84200	20-475- - -	Student Activity Fund		125,000	0	125,000	0	0	125,000
88135	20-481- - -	Nonpublic Teacher STEM Grant		0	4,343	4,343	3,213	0	1,129
88136	20-492- - -	SDA Emergent Needs & Capital Maint.		0	28,407	28,407	28,407	0	0
88500	20- - - -	Title I		38,677	0	38,677	23,584	0	15,093
88520	20- - - -	Title II		0	14,412	14,412	4,250	0	10,162
88560	20- - - -	Title IV		10,000	0	10,000	10,000	0	0
88620	20- - - -	I.D.E.A. Part B (Handicapped)		259,067	0	259,067	259,067	0	0
88700	20- - - -	Other		17,214	112,252	129,466	27,607	84,645	17,214
88711	20-485- - -	CRRSA Act - Mental Health Grant		27,940	0	27,940	27,940	0	0
88715	20-489- - -	ARP ESSER Evidence Based Summer Enrich		31,320	0	31,320	31,320	0	0
Total				509,218	159,414	668,632	415,388	84,645	168,598

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

**Assets:**

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

<b>Total assets and resources</b>			<b><u>\$0.00</u></b>
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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 30 CAPITAL PROJECTS FUNDS

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$0.00</b>



Starting date 7/1/2023 Ending date 5/31/2024 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$0.00

Unappropriated:

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

Total fund balance	\$0.00
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Total liabilities and fund equity	<u>\$0.00</u>
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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 30 CAPITAL PROJECTS FUNDS


Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 30 CAPITAL PROJECTS FUNDS

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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

**Assets:**

101	Cash in bank		\$2.41
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$1,592,550.00	
302	Less Revenues	(\$1,592,550.00)	\$0.00

**Total assets and resources** **\$2.41**

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 40 DEBT SERVICE FUNDS

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$0.00</b>

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$1,592,550.00
602	Less: Expenditures (\$1,592,550.00)	
	Less: Encumbrances \$0.00 (\$1,592,550.00)	\$0.00
	Total appropriated	\$0.00

Unappropriated:

770	Fund balance, July 1	\$2.41
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance	\$2.41
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Total liabilities and fund equity	<u>\$2.41</u>
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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 40 DEBT SERVICE FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$1,592,550.00	\$1,592,550.00	\$0.00
Revenues	(\$1,592,550.00)	(\$1,592,550.00)	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date



Starting date 7/1/2023 Ending date 5/31/2024 Fund: 40 DEBT SERVICE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	1,592,550	0	1,592,550	1,592,550		0
Total		1,592,550	0	1,592,550	1,592,550		0
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	1,592,550	0	1,592,550	1,592,550	0	0
Total		1,592,550	0	1,592,550	1,592,550	0	0

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 40 DEBT SERVICE FUNDS

**Revenues:**

	Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860 40-1210 Local Tax Levy	1,592,550	0	1,592,550	1,592,550		0
Total	1,592,550	0	1,592,550	1,592,550		0

**Expenditures:**

	Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600 40-701-510-834 Interest on Bonds	392,550	0	392,550	392,550	0	0
89620 40-701-510-910 Redemption of Principal	1,200,000	0	1,200,000	1,200,000	0	0
Total	1,592,550	0	1,592,550	1,592,550	0	0

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 60 Enterprise Fund

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		\$202,257.47
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$189.20	
142	Intergovernmental - Federal	\$3,336.35	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$3,525.55
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$10,463.47
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
<b>Resources:</b>			
301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00
<b>Total assets and resources</b>			<b><u>\$216,246.49</u></b>

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 60 Enterprise Fund

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$23,856.83
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$23,856.83</b>

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 60 Enterprise Fund

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

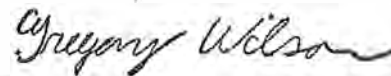
761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$13,643.52
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$13,643.52
Unappropriated:			
770	Fund balance, July 1		\$178,746.14
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$192,389.66
	Total liabilities and fund equity		<u>\$216,246.49</u>

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 60 Enterprise Fund

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 60 Enterprise Fund

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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 61 Enterprise

Assets and Resources

<b>Assets:</b>			
101	Cash in bank		\$291,690.87
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

**Total assets and resources**

**\$291,690.87**

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 61 Enterprise

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$30,389.41
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$30,389.41</b>

Report of the Secretary to the Board of Education  
East Greenwich Board of Ed

Page 34 of 66  
08/19/24 10:44

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 61 Enterprise

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances		\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1		\$261,301.46
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00

Total fund balance			\$261,301.46
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Total liabilities and fund equity			<u>\$291,690.87</u>
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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 61 Enterprise


Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 61 Enterprise

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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 62 62

Assets and Resources

Assets:

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, <del>xxx</del>	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources \$0.00

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 62 62

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$0.00</b>



Report of the Secretary to the Board of Education  
East Greenwich Board of Ed

Page 39 of 66  
08/19/24 10:44

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 62 62

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$0.00

Unappropriated:

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

Total fund balance	\$0.00
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Total liabilities and fund equity	<u>\$0.00</u>
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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 62 62

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

*Gregory Wilson*

Board Secretary

*8/19/24*

Date

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 62 62

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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 70 70

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Assets and Resources

<b>Assets:</b>			
101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00
<b>Resources:</b>			
301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00
<b>Total assets and resources</b>			<b><u>\$0.00</u></b>

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 70 70

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$0.00</b>

Report of the Secretary to the Board of Education  
East Greenwich Board of Ed

Page 44 of 66  
08/19/24 10:44

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 70 70

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$0.00

Unappropriated:

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

Total fund balance	\$0.00
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Total liabilities and fund equity	<u>\$0.00</u>
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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 70 70

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

Board Secretary

Date

*Gregory Wilson*

8/19/24

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 70 70

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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 80 TRUST FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$0.00	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$0.00
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$25,587,112.19

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$25,587,112.19

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 80 TRUST FUNDS

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$25,587,112.19
<b>Total liabilities</b>		<b>\$25,587,112.19</b>

Report of the Secretary to the Board of Education  
East Greenwich Board of Ed

Page 49 of 66  
08/19/24 10:44

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 80 TRUST FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$0.00

Unappropriated:

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

Total fund balance	\$0.00
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Total liabilities and fund equity	<u>\$25,587,112.19</u>
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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 80 TRUST FUNDS

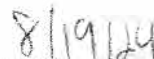
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023    Ending date 5/31/2024    Fund: 80    TRUST FUNDS

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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 90 AGENCY FUNDS

Assets and Resources

**Assets:**

101	Cash in bank		\$599,334.90
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00
Accounts Receivable:			
132	Interfund	\$17,633.03	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$17,633.03
Loans Receivable:			
131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

**Total assets and resources**

**\$616,967.93**

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 90 AGENCY FUNDS

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$12,000.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$11,974.61
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$23,974.61

Report of the Secretary to the Board of Education  
East Greenwich Board of Ed

Page 54 of 66  
08/19/24 10:44

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 90 AGENCY FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$93,124.59
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$93,124.59

Unappropriated:

770	Fund balance, July 1	\$499,868.73
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance	\$592,993.32
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Total liabilities and fund equity	<u>\$616,967.93</u>
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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 90 AGENCY FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 90 AGENCY FUNDS

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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 95 Student Activity

Assets and Resources

**Assets:**

101	Cash in bank		\$33,113.86
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

**Total assets and resources**

**\$33,113.86**

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 95 Student Activity

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$21,848.32
<b>Total liabilities</b>		<b>\$21,848.32</b>

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 95 Student Activity

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances		\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal ImpactAid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1	\$11,265.54
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance	\$11,265.54
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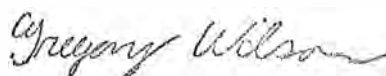
Total liabilities and fund equity	<u>\$33,113.86</u>
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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 95 Student Activity

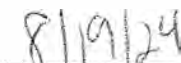
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023    Ending date 5/31/2024    Fund: 95    Student Activity

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Starting date 7/1/2023 Ending date 5/31/2024 Fund: 99 Long Term Debt

Assets and Resources

**Assets:**

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$15,551,952.02

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

**Total assets and resources**

**\$15,551,952.02**



Starting date 7/1/2023 Ending date 5/31/2024 Fund: 99 Long Term Debt

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$15,551,952.02
Total liabilities		\$15,551,952.02

Report of the Secretary to the Board of Education  
East Greenwich Board of Ed

Page 64 of 66  
08/19/24 10:44

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 99 Long Term Debt

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances			\$0.00
Reserved Fund Balance:				
761	Capital Reserve Account - July 1		\$0.00	
604	Add: Increase in Capital Reserve		\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs		\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs		\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service		\$0.00	\$0.00
762	Reserve for Adult Education			\$0.00
763	Sale/Leaseback Reserve Account - July 1		\$0.00	
605	Add: Increase in Sale/Leaseback Reserve		\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve		\$0.00	\$0.00
764	Maintenance Reserve Account - July 1		\$0.00	
606	Add: Increase in Maintenance Reserve		\$0.00	
310	Less: Bud. w/d from Maintenance Reserve		\$0.00	\$0.00
765	Tuition Reserve Account - July 1		\$0.00	
311	Less: Bud. w/d from Tuition Reserve		\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1		\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve		\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve		\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1		\$0.00	
610	Add: Increase in Bus Advertising Reserve		\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve		\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1		\$0.00	
611	Add: Increase in Federal Impact Aid (General)		\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)		\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1		\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)		\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)		\$0.00	\$0.00
769	Unemployment Fund - July 1		\$0.00	
	Add: Increase in Unemployment Fund		\$0.00	
678	Less: Bud. w/d from Unemployment Fund		\$0.00	\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations		\$0.00	
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$0.00
	Total liabilities and fund equity			<u>\$15,551,952.02</u>

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 99 Long Term Debt

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

*Gregory Wilson*

Board Secretary

8/19/24

Date

Starting date 7/1/2023 Ending date 5/31/2024 Fund: 99 Long Term Debt

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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 10 GENERAL FUND

Assets and Resources

Assets:

101	Cash in bank		\$1,956,410.22
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$1,155,438.00

Accounts Receivable:

132	Interfund	\$76,168.96	
141	Intergovernmental - State	\$994,466.15	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$1,070,635.11

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$4,182,483.33

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 10 GENERAL FUND

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	(\$61,864.58)
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>(\$61,864.58)</b>

Report of the Secretary to the Board of Education  
East Greenwich Board of Ed

Page 3 of 66  
08/13/24 10:41

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 10 GENERAL FUND

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$19,998.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$601,939.24
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
		\$601,939.24
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
		\$0.00
764	Maintenance Reserve Account - July 1	\$461,550.54
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
		\$461,550.54
765	Tuition Reserve Account - July 1	\$56,255.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
		\$56,255.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$70,748.30
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
		\$70,748.30
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
		\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
		\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
		\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
		\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
		\$0.00
	Total appropriated	\$1,210,491.08

Unappropriated:

770	Fund balance, July 1	\$3,033,856.83
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance	\$4,244,347.91
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Total liabilities and fund equity	<u>\$4,182,483.33</u>
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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 10 GENERAL FUND

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$601,939.24)	\$601,939.24
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$601,939.24)</u>	<u>\$601,939.24</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$601,939.24)</u>	<u>\$601,939.24</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$461,550.54)	\$461,550.54
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,063,489.78)</u>	<u>\$1,063,489.78</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	(\$70,748.30)	\$70,748.30
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,134,238.08)</u>	<u>\$1,134,238.08</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,134,238.08)</u>	<u>\$1,134,238.08</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,134,238.08)</u>	<u>\$1,134,238.08</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,134,238.08)</u>	<u>\$1,134,238.08</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>(\$1,134,238.08)</u>	<u>\$1,134,238.08</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>(\$1,134,238.08)</u>	<u>\$1,134,238.08</u>

Prepared and submitted by :



Board Secretary

8/13/24

Date



Starting date 7/1/2023 Ending date 6/30/2024 Fund: 10 GENERAL FUND

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00370	SUBTOTAL – Revenues from Local Sources	13,885,258	0	13,885,258	13,950,513		(65,255)
00520	SUBTOTAL – Revenues from State Sources	7,464,867	0	7,464,867	7,682,936		(218,069)
Total		21,350,125	0	21,350,125	21,633,449		(283,324)
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
03200	TOTAL REGULAR PROGRAMS - INSTRUCTION	6,460,995	(84,000)	6,376,995	6,092,052	0	284,943
10300	Total Special Education - Instruction	2,226,246	(35,141)	2,191,105	2,015,759	0	175,346
11160	Total Basic Skills/Remedial – Instruct.	915,386	0	915,386	772,745	0	142,641
27100	Total Community Services Programs/Operat	2,000	0	2,000	0	0	2,000
29180	Total Undistributed Expenditures - Instr	819,550	0	819,550	743,093	0	76,457
30620	Total Undistributed Expenditures – Healt	227,276	(0)	227,276	218,487	0	8,789
40580	Total Undistributed Expend – Speech, OT,	636,099	0	636,099	567,326	0	68,773
41080	Total Undist. Expend. – Other Supp. Serv	526,141	27,141	553,282	497,723	0	55,559
41660	Total Undist. Expend. – Guidance	266,665	0	266,665	252,201	0	14,464
42200	Total Undist. Expend. – Child Study Team	634,317	8,000	642,317	590,556	0	51,761
43200	Total Undist. Expend. – Improvement of I	236,738	(6,002)	230,736	222,462	0	8,274
43620	Total Undist. Expend. – Edu. Media Serv.	231,004	0	231,004	212,178	0	18,826
44180	Total Undist. Expend. – Instructional St	153,899	0	153,899	140,411	0	13,488
45300	Support Serv. - General Admin	509,775	6,976	516,751	432,786	0	83,965
46160	Support Serv. - School Admin	642,447	14,026	656,473	656,335	0	139
47200	Total Undist. Expend. – Central Services	311,248	9,457	320,705	284,773	0	35,932
47620	Total Undist. Expend. – Admin. Info. Tec	78,888	543	79,431	76,342	0	3,089
51120	Total Undist. Expend. – Oper. & Maint. O	1,837,936	131,679	1,969,615	1,864,369	19,998	85,248
52480	Total Undist. Expend. – Student Transpor	1,923,127	90,901	2,014,028	2,009,545	0	4,483
71260	TOTAL PERSONNEL SERVICES –EMPLOYEE	3,894,631	(105,759)	3,788,872	3,615,285	0	173,586
72020	Total Undistributed Expenditures – Food	0	42,722	42,722	42,722	0	0
75880	TOTAL EQUIPMENT	10,000	30,195	40,195	33,855	0	6,340
76260	Total Facilities Acquisition and Constr	247,615	(30,195)	217,420	217,420	0	0
Total		22,791,983	100,542	22,892,525	21,558,425	19,998	1,314,102

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 10 GENERAL FUND

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00100	10-1210	Local Tax Levy	13,865,258	0	13,865,258	13,865,258		0
00150	10-1320	Tuition from LEAs Within State	0	0	0	3,041		(3,041)
00300	10-1___	Unrestricted Miscellaneous Revenues	20,000	0	20,000	82,213		(62,213)
00420	10-3121	Categorical Transportation Aid	593,363	0	593,363	593,363		0
00430	10-3131	Extraordinary Aid	0	0	0	176,209		(176,209)
00440	10-3132	Categorical Special Education Aid	1,331,006	0	1,331,006	1,331,006		0
00460	10-3176	Equalization Aid	5,434,155	0	5,434,155	5,434,155		0
00470	10-3177	Categorical Security Aid	106,343	0	106,343	106,343		0
00500	10-3___	Other State Aids	0	0	0	41,860		(41,860)
Total			21,350,125	0	21,350,125	21,633,449		(283,324)

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
02080	11-110-___-101	Kindergarten – Salaries of Teachers	916,784	0	916,784	847,703	0	69,081
02100	11-120-___-101	Grades 1-5 – Salaries of Teachers	3,926,687	(122,568)	3,804,119	3,701,682	0	102,437
02120	11-130-___-101	Grades 6-8 – Salaries of Teachers	964,024	38,568	1,002,592	1,002,592	0	0
02500	11-150-100-101	Salaries of Teachers	3,000	(852)	2,148	0	0	2,148
02540	11-150-100-320	Purchased Professional – Educational Ser	10,000	3,852	13,852	5,452	0	8,400
03020	11-190-1___-320	Purchased Professional – Educational Ser	15,000	(3,240)	11,760	4,858	0	6,903
03040	11-190-1___-340	Purchased Technical Services	44,000	0	44,000	28,213	0	15,787
03060	11-190-1___-[4-5]	Other Purchased Services (400-500 series	175,000	20,678	195,678	179,627	0	16,051
03080	11-190-1___-610	General Supplies	405,000	(20,438)	384,562	321,926	0	62,636
03100	11-190-1___-640	Textbooks	1,000	0	1,000	0	0	1,000
03120	11-190-1___-8__	Other Objects	500	0	500	0	0	500
04500	11-204-100-101	Salaries of Teachers	238,699	(152,133)	86,566	76,333	0	10,234
04520	11-204-100-106	Other Salaries for Instruction	89,837	4,483	94,320	79,414	0	14,905
04600	11-204-100-610	General Supplies	6,000	0	6,000	3,003	0	2,997
04620	11-204-100-640	Textbooks	500	0	500	0	0	500
06500	11-212-100-101	Salaries of Teachers	204,492	47,148	251,640	250,806	0	834
06520	11-212-100-106	Other Salaries for Instruction	181,895	(53,207)	128,688	71,885	0	56,803
06540	11-212-100-320	Purchased Professional-Educational Servi	0	1,807	1,807	1,801	0	6
06600	11-212-100-610	General Supplies	12,500	(1,807)	10,693	3,236	0	7,457
06620	11-212-100-640	Textbooks	1,000	0	1,000	0	0	1,000
07000	11-213-100-101	Salaries of Teachers	881,688	212,437	1,094,125	1,073,091	0	21,034
07020	11-213-100-106	Other Salaries for Instruction	111,717	53,207	164,924	157,924	0	7,000
07100	11-213-100-610	General Supplies	10,000	0	10,000	5,600	0	4,400
08000	11-215-100-101	Salaries of Teachers	221,098	(59,849)	161,249	156,639	0	4,610
08020	11-215-100-106	Other Salaries for Instruction	73,818	(31,986)	41,832	21,396	0	20,437
08040	11-215-100-320	Purchased Professional-Educational Servi	3,000	2,551	5,551	5,550	0	1
08100	11-215-100-6__	General Supplies	4,500	(2,504)	1,996	1,994	0	1
08500	11-216-100-101	Salaries of Teachers	127,737	(55,288)	72,449	67,948	0	4,502
08520	11-216-100-106	Other Salaries for Instruction	55,265	0	55,265	38,012	0	17,253
08600	11-216-100-6__	General Supplies	2,500	0	2,500	1,128	0	1,372

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
11000	11-230-100-101	Salaries of Teachers	909,386	0	909,386	769,979	0	139,407
11100	11-230-100-610	General Supplies	6,000	0	6,000	2,767	0	3,233
27040	11-800-330-6__	Supplies and Materials	2,000	0	2,000	0	0	2,000
29080	11-000-100-565	Tuition to CSSD & Regular Day Schools	204,686	(114,163)	90,523	25,522	0	65,001
29100	11-000-100-566	Tuition to Priv. School for the Disabled	591,864	114,163	706,027	706,027	0	0
29160	11-000-100-569	Tuition – Other	23,000	0	23,000	11,544	0	11,456
30500	11-000-213-1__	Salaries	211,276	(3,593)	207,683	202,224	0	5,458
30540	11-000-213-3__	Purchased Professional and Technical Ser	5,000	3,593	8,593	8,593	0	0
30560	11-000-213-[4-5]	Other Purchased Services (400-500 series	100	0	100	0	0	100
30580	11-000-213-6__	Supplies and Materials	10,000	0	10,000	7,669	0	2,331
30600	11-000-213-8__	Other Objects	900	0	900	0	0	900
40500	11-000-216-1__	Salaries	579,599	0	579,599	560,737	0	18,862
40520	11-000-216-320	Purchased Professional – Educational Ser	50,000	0	50,000	3,915	0	46,085
40540	11-000-216-6__	Supplies and Materials	6,000	0	6,000	2,674	0	3,326
40560	11-000-216-8__	Other Objects	500	0	500	0	0	500
41000	11-000-217-1__	Salaries	242,641	35,957	278,598	275,957	0	2,641
41020	11-000-217-320	Purchased Professional – Educational Ser	275,000	(8,815)	266,185	214,803	0	51,382
41040	11-000-217-6__	Supplies and Materials	8,500	0	8,500	6,964	0	1,536
41500	11-000-218-104	Salaries of Other Professional Staff	237,915	4,423	242,338	242,338	0	0
41560	11-000-218-320	Purchased Professional – Educational Ser	3,000	(1,585)	1,415	856	0	559
41580	11-000-218-390	Other Purchased Professional & Technical	9,250	(1,321)	7,930	7,500	0	430
41620	11-000-218-6__	Supplies and Materials	16,500	(1,517)	14,983	1,507	0	13,476
42000	11-000-219-104	Salaries of Other Professional Staff	515,089	6,729	521,818	474,381	0	47,437
42020	11-000-219-105	Salaries of Secretarial and Clerical Ass	77,228	(7,290)	69,938	67,508	0	2,430
42060	11-000-219-320	Purchased Professional – Educational Ser	26,000	5,061	31,061	29,729	0	1,333
42140	11-000-219-592	Misc. Purch. Svc. (400-500 series O/than	1,500	(940)	560	270	0	290
42160	11-000-219-6__	Supplies and Materials	13,000	4,440	17,440	17,440	0	0
42180	11-000-219-8__	Other Objects	1,500	0	1,500	1,229	0	271
43000	11-000-221-102	Salaries of Supervisor of Instruction	194,738	7,640	202,378	202,378	0	0
43060	11-000-221-110	Other Salaries	19,000	(5,327)	13,674	13,674	0	0
43100	11-000-221-320	Purchased Prof. – Educational Services	20,000	(10,035)	9,965	2,325	0	7,640
43160	11-000-221-6__	Supplies and Materials	3,000	(90)	2,910	2,316	0	594
43180	11-000-221-8__	Other Objects	0	1,810	1,810	1,770	0	40
43500	11-000-222-1__	Salaries	148,334	2,907	151,241	148,241	0	3,000
43520	11-000-222-177	Salaries of Technology Coordinators	51,170	500	51,670	51,670	0	0
43540	11-000-222-3__	Purchased Professional and Technical Ser	13,000	(3,407)	9,593	2,551	0	7,042
43560	11-000-222-[4-5]	Other Purchased Services (400-500 series	500	0	500	0	0	500
43580	11-000-222-6__	Supplies and Materials	18,000	0	18,000	9,717	0	8,283
44020	11-000-223-104	Salaries of Other Professional Staff	82,399	2,184	84,583	84,583	0	0
44060	11-000-223-110	Other Salaries	30,000	(8,265)	21,735	17,212	0	4,523
44080	11-000-223-320	Purchased Professional – Educational Ser	16,000	6,582	22,582	22,582	0	0

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 10 GENERAL FUND

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
44120	11-000-223-[4-5] Other Purch. Services (400-500 series)	24,000	(501)	23,499	16,034	0	7,465
44140	11-000-223-6__ Supplies and Materials	1,500	0	1,500	0	0	1,500
45000	11-000-230-1__ Salaries	219,075	490	219,565	219,565	0	0
45040	11-000-230-331 Legal Services	85,000	(10,000)	75,000	44,275	0	30,725
45060	11-000-230-332 Audit Fees	26,000	14,440	40,440	40,440	0	0
45080	11-000-230-334 Architectural/Engineering Services	15,000	(14,930)	70	0	0	70
45100	11-000-230-339 Other Purchased Professional Services	20,000	0	20,000	8,013	0	11,988
45140	11-000-230-530 Communications/Telephone	75,000	16,976	91,976	69,449	0	22,527
45160	11-000-230-585 BOE Other Purchased Services	8,000	0	8,000	7,036	0	964
45180	11-000-230-590 Misc Purch Services (400-500 series, O/T	41,700	(1,500)	40,200	25,523	0	14,677
45200	11-000-230-610 General Supplies	6,000	0	6,000	3,949	0	2,051
45220	11-000-230-630 BOE In-House Training/Meeting Supplies	1,500	1,146	2,646	2,433	0	213
45260	11-000-230-890 Miscellaneous Expenditures	6,000	(1,098)	4,902	4,151	0	751
45280	11-000-230-895 BOE Membership Dues and Fees	6,500	1,452	7,952	7,952	0	0
46000	11-000-240-103 Salaries of Principals/Assistant Princip	433,834	(7,474)	426,360	426,360	0	0
46040	11-000-240-105 Salaries of Secretarial and Clerical Ass	177,413	22,620	200,033	200,033	0	0
46080	11-000-240-3__ Purchased Professional and Technical Ser	3,000	(3,000)	0	0	0	0
46100	11-000-240-[4-5] Other Purchased Services (400-500 series	8,200	(3,605)	4,595	4,595	0	0
46120	11-000-240-6__ Supplies and Materials	15,000	126	15,126	15,126	0	0
46140	11-000-240-8__ Other Objects	5,000	5,360	10,360	10,222	0	139
47000	11-000-251-1__ Salaries	237,748	0	237,748	233,204	0	4,544
47020	11-000-251-330 Purchased Professional Services	20,000	10,000	30,000	8,503	0	21,497
47040	11-000-251-340 Purchased Technical Services	40,000	0	40,000	35,548	0	4,452
47060	11-000-251-592 Misc. Purch. Services (400-500 Series, O	6,000	(543)	5,457	2,460	0	2,997
47100	11-000-251-6__ Supplies and Materials	6,000	0	6,000	3,708	0	2,292
47180	11-000-251-890 Other Objects	1,500	0	1,500	1,350	0	150
47500	11-000-252-1__ Salaries	78,888	543	79,431	76,342	0	3,089
48520	11-000-261-420 Cleaning, Repair, and Maintenance Servic	160,000	107,169	267,169	237,989	19,998	9,182
48540	11-000-261-610 General Supplies	30,000	(29,988)	12	12	0	0
49000	11-000-262-1__ Salaries	601,329	(42,780)	558,549	536,125	0	22,424
49020	11-000-262-107 Salaries of Non-Instructional Aides	215,334	(15,334)	200,000	188,598	0	11,402
49040	11-000-262-3__ Purchased Professional and Technical Ser	95,000	88,894	183,894	183,894	0	0
49060	11-000-262-420 Cleaning, Repair, and Maintenance Svc.	30,000	(25,775)	4,225	4,225	0	0
49120	11-000-262-490 Other Purchased Property Services	1,000	0	1,000	182	0	818
49140	11-000-262-520 Insurance	40,000	(16,534)	23,466	19,550	0	3,916
49160	11-000-262-590 Miscellaneous Purchased Services	1,000	0	1,000	807	0	193
49180	11-000-262-610 General Supplies	106,273	31,000	137,273	111,004	0	26,269
49200	11-000-262-621 Energy (Natural Gas)	135,000	17,860	152,860	141,848	0	11,012
49220	11-000-262-622 Energy (Electricity)	355,000	45,000	400,000	399,967	0	33
49280	11-000-262-8__ Other Objects	50,000	(15,272)	34,728	34,728	0	0
50040	11-000-263-420 Cleaning, Repair, and Maintenance Svc.	10,000	(5,383)	4,617	4,617	0	0

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 10 GENERAL FUND

Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
50060	11-000-263-610	General Supplies	8,000	(7,179)	821	821	0	0
52020	11-000-270-160	Sal. For Pupil Trans (Bet Home & Sch) –	28,879	832	29,711	29,711	0	0
52120	11-000-270-390	Other Purchased Prof. and Technical Serv	2,000	(1,290)	710	707	0	2
52200	11-000-270-503	Contract Serv.–Aid in Lieu Pymts–Non-Pub	110,000	36,852	146,852	146,835	0	18
52260	11-000-270-511	Contract Services (Bet. Home & Sch) -Ven	109,723	62,477	172,200	167,737	0	4,463
52300	11-000-270-513	Contr Serv (Bet. Home & Sch) – Joint Agr	1,040,370	(70,754)	969,616	969,616	0	0
52320	11-000-270-514	Contract Serv. (Sp Ed Stds) - Vendors	0	135,043	135,043	135,043	0	0
52340	11-000-270-515	Contract Serv. (Sp Ed Stds) – Joint Agree	632,155	(72,259)	559,896	559,896	0	0
71000	11-000-291-210	Group Insurance	25,000	0	25,000	0	0	25,000
71020	11-000-291-220	Social Security Contributions	250,000	20,602	270,602	227,141	0	43,460
71060	11-000-291-241	Other Retirement Contributions - PERS	235,000	0	235,000	220,169	0	14,831
71080	11-000-291-242	Other Retirement Contributions - ERIP	75,000	0	75,000	39,347	0	35,653
71160	11-000-291-260	Workmen's Compensation	45,000	0	45,000	34,457	0	10,543
71180	11-000-291-270	Health Benefits	3,054,631	(124,459)	2,930,172	2,900,378	0	29,794
71200	11-000-291-280	Tuition Reimbursement	20,000	0	20,000	9,502	0	10,498
71220	11-000-291-290	Other Employee Benefits	190,000	(1,902)	188,098	184,291	0	3,807
72000	11-000-310-930	Transfers to Cover Deficit (Enterprise F	0	42,722	42,722	42,722	0	0
75500	12-000-100-73_	Undistributed Expenditures - Instruction	0	33,855	33,855	33,855	0	0
75720	12-000-262-73_	Undist. Expend. – Custodial Services	10,000	(3,660)	6,340	0	0	6,340
76080	12-000-400-450	Construction Services	200,000	(30,195)	169,805	169,805	0	0
76210	12-000-400-896	Assessment for Debt Service on SDA Fundi	47,615	0	47,615	47,615	0	0
Total			22,791,983	100,542	22,892,525	21,558,425	19,998	1,314,102

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 20 SPECIAL REVENUE FUNDS

Assets and Resources

Assets:

101	Cash in bank		(\$1,051.69)
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$0.00	
141	Intergovernmental - State	\$72,052.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$72,052.00

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$71,000.31

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 20 SPECIAL REVENUE FUNDS

Liabilities and Fund Equity

Liabilities:

101	Cash Overdraft	(\$1,051.69)
401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$12,750.51
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$5,760.77
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$18,511.28</b>

Report of the Secretary to the Board of Education  
East Greenwich Board of Ed

Page 12 of 66  
08/13/24 10:41

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 20 SPECIAL REVENUE FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances		\$0.00
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1	\$52,489.03
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance \$52,489.03

Total liabilities and fund equity \$71,000.31



Starting date 7/1/2023 Ending date 6/30/2024 Fund: 20 SPECIAL REVENUE FUNDS

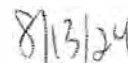
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00745	Total Revenues from Local Sources	125,000	0	125,000	0	Under	125,000
00770	Total Revenues from State Sources	0	32,750	32,750	29,996	Under	2,753
00830	Total Revenues from Federal Sources	356,278	126,664	482,942	433,188	Under	49,754
88740	Total Federal Projects	27,940	0	27,940	27,940		0
Total		509,218	159,414	668,632	491,124		177,507

Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84200	Student Activity Fund	125,000	0	125,000	0	0	125,000
88135	Nonpublic Teacher STEM Grant	0	4,343	4,343	3,213	0	1,129
88136	SDA Emergent Needs & Capital Maint.	0	28,407	28,407	28,407	0	0
88740	Total Federal Projects	384,218	126,664	510,882	461,128	0	49,754
Total		509,218	159,414	668,632	492,748	0	175,884

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 20 SPECIAL REVENUE FUNDS

Revenues:				Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00737	20-1760	Student Activity Fund Revenue		125,000	0	125,000	0	Under	125,000
00761	20-3257	SDA Emergent Needs & Capital Maint.		0	28,407	28,407	28,407		0
00762	20-3212	Nonpublic Teacher STEM Grant		0	4,343	4,343	1,589	Under	2,753
00775	20-441[1-6]	Title I		38,677	0	38,677	38,677		0
00780	20-445[1-5]	Title II		17,214	14,412	31,626	4,250	Under	27,376
00790	20-447[1-4]	Title IV		10,000	0	10,000	10,000		0
00805	20-442[0-9]	I.D.E.A. Part B (Handicapped)		259,067	0	259,067	259,067		0
00807	20-4542	ARP ESSER Evidence Based Summer Enrich		31,320	0	31,320	31,320		0
00825	20-4___	Other		0	112,252	112,252	89,874	Under	22,378
88711	20-485-___-___	CRRSA Act - Mental Health Grant		27,940	0	27,940	27,940		0
Total				509,218	159,414	668,632	491,124		177,507

Expenditures:				Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
84200	20-475-___-___	Student Activity Fund		125,000	0	125,000	0	0	125,000
88135	20-481-___-___	Nonpublic Teacher STEM Grant		0	4,343	4,343	3,213	0	1,129
88136	20-492-___-___	SDA Emergent Needs & Capital Maint.		0	28,407	28,407	28,407	0	0
88500	20-___-___-___	Title I		38,677	0	38,677	38,677	0	0
88520	20-___-___-___	Title II		0	14,412	14,412	4,250	0	10,162
88560	20-___-___-___	Title IV		10,000	0	10,000	10,000	0	0
88620	20-___-___-___	I.D.E.A. Part B (Handicapped)		259,067	0	259,067	259,067	0	0
88700	20-___-___-___	Other		17,214	112,252	129,466	89,874	0	39,592
88711	20-485-___-___	CRRSA Act - Mental Health Grant		27,940	0	27,940	27,940	0	0
88715	20-489-___-___	ARP ESSER Evidence Based Summer Enrich		31,320	0	31,320	31,320	0	0
Total				509,218	159,414	668,632	492,748	0	175,884

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 30 CAPITAL PROJECTS FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$ _____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$0.00

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 30 CAPITAL PROJECTS FUNDS

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 30 CAPITAL PROJECTS FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances		\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

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

Total fund balance	\$0.00
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Total liabilities and fund equity	<u>\$0.00</u>
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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 30 CAPITAL PROJECTS FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

*Gregory Wilson*

Board Secretary

8/13/24

Date

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 30 CAPITAL PROJECTS FUNDS

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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 40 DEBT SERVICE FUNDS

Assets and Resources

**Assets:**

101	Cash in bank		\$2.41
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

**Total assets and resources**

**\$2.41**

Starting date 7/1/2023    Ending date 6/30/2024    Fund: 40    DEBT SERVICE FUNDS

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
Total liabilities		\$0.00

Report of the Secretary to the Board of Education  
East Greenwich Board of Ed

Page 23 of 66  
08/13/24 10:41

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 40 DEBT SERVICE FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances		\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00

Unappropriated:

770	Fund balance, July 1	\$2.41
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00
	Total fund balance	\$2.41
	Total liabilities and fund equity	\$2.41

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 40 DEBT SERVICE FUNDS

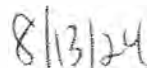
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 40 DEBT SERVICE FUNDS

Revenues:		Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00885	Total Revenues from Local Sources	1,592,550	0	1,592,550	1,592,550		0
Total		1,592,550	0	1,592,550	1,592,550		0
Expenditures:		Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89660	Total Regular Debt Service	1,592,550	0	1,592,550	1,592,550	0	0
Total		1,592,550	0	1,592,550	1,592,550	0	0

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 40 DEBT SERVICE FUNDS

Revenues:			Org Budget	Transfers	Budget Est	Actual	Over/Under	Unrealized
00860	40-1210	Local Tax Levy	1,592,550	0	1,592,550	1,592,550		0
Total			1,592,550	0	1,592,550	1,592,550		0
Expenditures:			Org Budget	Transfers	Adj Budget	Expended	Encumber	Available
89600	40-701-510-834	Interest on Bonds	392,550	0	392,550	392,550	0	0
89620	40-701-510-910	Redemption of Principal	1,200,000	0	1,200,000	1,200,000	0	0
Total			1,592,550	0	1,592,550	1,592,550	0	0

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 60 Enterprise Fund

Assets and Resources

Assets:

101	Cash in bank		\$190,220.48
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$1,989.83	
141	Intergovernmental - State	\$242.39	
142	Intergovernmental - Federal	\$2,863.19	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$5,095.41

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$20,562.31
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$215,878.20

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 60 Enterprise Fund

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$31,558.09
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$5,680.83
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$1,925.23
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$39,164.15</b>



Report of the Secretary to the Board of Education  
East Greenwich Board of Ed

Page 29 of 66  
08/13/24 10:41

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 60 Enterprise Fund

Fund Balance:

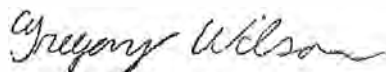
Appropriated:			
753,754	Reserve for Encumbrances		\$0.00
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$20,562.31
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$20,562.31
Unappropriated:			
770	Fund balance, July 1		\$156,151.74
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$176,714.05
	Total liabilities and fund equity		<u>\$215,878.20</u>

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 60 Enterprise Fund

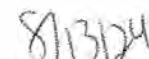
Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 60 Enterprise Fund

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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 61 Enterprise

Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$34,600.70
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$51,216.97
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$85,817.67</b>

**Report of the Secretary to the Board of Education  
East Greenwich Board of Ed**

**Page 34 of 66  
08/13/24 10:41**

**Starting date 7/1/2023 Ending date 6/30/2024 Fund: 61 Enterprise**

**Fund Balance:**

**Appropriated:**

753,754	Reserve for Encumbrances	\$0.00
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**Reserved Fund Balance:**

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$0.00

**Unappropriated:**

770	Fund balance, July 1	\$193,826.08
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance	<b>\$193,826.08</b>
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Total liabilities and fund equity	<b><u>\$279,643.75</u></b>
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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 61 Enterprise

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

*Gregory Wilson*

Board Secretary

8/13/24

Date

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 61 Enterprise

Assets and Resources

Assets:

101	Cash in bank		\$279,643.75
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$279,643.75

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 61 Enterprise

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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 62 62

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Assets and Resources

**Assets:**

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

**Total assets and resources**

**\$0.00**

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 62 62

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$0.00</b>

**Report of the Secretary to the Board of Education  
East Greenwich Board of Ed**

**Page 39 of 66  
08/13/24 10:41**

**Starting date 7/1/2023 Ending date 6/30/2024 Fund: 62 62**

**Fund Balance:**

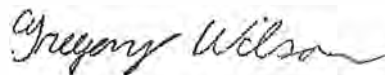
Appropriated:				
753,754	Reserve for Encumbrances			\$0.00
Reserved Fund Balance:				
761	Capital Reserve Account - July 1	\$0.00		
604	Add: Increase in Capital Reserve	\$0.00		
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00		
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00		
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00		\$0.00
762	Reserve for Adult Education			\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00		
605	Add: Increase in Sale/Leaseback Reserve	\$0.00		
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00		\$0.00
764	Maintenance Reserve Account - July 1	\$0.00		
606	Add: Increase in Maintenance Reserve	\$0.00		
310	Less: Bud. w/d from Maintenance Reserve	\$0.00		\$0.00
765	Tuition Reserve Account - July 1	\$0.00		
311	Less: Bud. w/d from Tuition Reserve	\$0.00		\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00		
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00		
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00		\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00		
610	Add: Increase in Bus Advertising Reserve	\$0.00		
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00		\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00		
611	Add: Increase in Federal Impact Aid (General)	\$0.00		
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00		\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00		
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00		
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00		\$0.00
769	Unemployment Fund - July 1	\$0.00		
	Add: Increase in Unemployment Fund	\$0.00		
678	Less: Bud. w/d from Unemployment Fund	\$0.00		\$0.00
750-752,76x	Other reserves			\$0.00
601	Appropriations	\$0.00		
602	Less: Expenditures	\$0.00		
	Less: Encumbrances	\$0.00	\$0.00	\$0.00
	Total appropriated			\$0.00
Unappropriated:				
770	Fund balance, July 1			\$0.00
771	Designated fund balance			\$0.00
303	Budgeted fund balance			\$0.00
	Total fund balance			\$0.00
	Total liabilities and fund equity			<u>\$0.00</u>

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 62 62

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary

8/13/24

Date

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 62 62

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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 70 70

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Assets and Resources

Assets:

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$0.00

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 70 70

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$0.00</b>

**Report of the Secretary to the Board of Education  
East Greenwich Board of Ed**

**Page 44 of 66  
08/13/24 10:41**

**Starting date 7/1/2023 Ending date 6/30/2024 Fund: 70 70**

**Fund Balance:**

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$0.00

Unappropriated:

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

Total fund balance	\$0.00
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Total liabilities and fund equity	<u>\$0.00</u>
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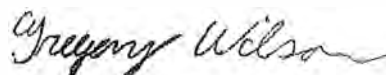


Starting date 7/1/2023 Ending date 6/30/2024 Fund: 70 70

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 70 70

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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 80 TRUST FUNDS

Assets and Resources

**Assets:**

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$19,870,358.76

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

**Total assets and resources**

**\$19,870,358.76**

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 80 TRUST FUNDS

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$19,870,358.76
<b>Total liabilities</b>		<b>\$19,870,358.76</b>

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 80 TRUST FUNDS

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$0.00
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00
Unappropriated:			
770	Fund balance, July 1		\$0.00
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$0.00
	Total liabilities and fund equity		<u>\$19,870,358.76</u>

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 80 TRUST FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 80 TRUST FUNDS

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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 90 AGENCY FUNDS

Assets and Resources

Assets:

101	Cash in bank		\$335,322.42
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

132	Interfund	\$2,880.53	
141	Intergovernmental - State	\$0.00	
142	Intergovernmental - Federal	\$0.00	
143	Intergovernmental - Other	\$0.00	
153, 154	Other (net of estimated uncollectable of \$_____)	\$0.00	\$2,880.53

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$338,202.95



Starting date 7/1/2023 Ending date 6/30/2024 Fund: 90 AGENCY FUNDS

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$109,398.27
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$75,911.84
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$0.00
<b>Total liabilities</b>		<b>\$185,310.11</b>

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 90 AGENCY FUNDS

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$193,188.37
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$193,188.37

Unappropriated:

770	Fund balance, July 1	(\$40,295.53)
771	Designated fund balance	\$0.00
303	Budgeted fund balance	\$0.00

Total fund balance	\$152,892.84
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Total liabilities and fund equity	<u>\$338,202.95</u>
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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 90 AGENCY FUNDS

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :



Board Secretary



Date

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 90 AGENCY FUNDS

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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 95 Student Activity

Assets and Resources

Assets:

101	Cash in bank		\$24,813.38
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

Accounts Receivable:

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

Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$0.00

Resources:

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

Total assets and resources

\$24,813.38

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 95 Student Activity

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$2,000.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$20,313.98
<b>Total liabilities</b>		<b>\$22,313.98</b>

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 95 Student Activity

Fund Balance:

Appropriated:			
753,754	Reserve for Encumbrances		\$0.00
Reserved Fund Balance:			
761	Capital Reserve Account - July 1	\$0.00	
604	Add: Increase in Capital Reserve	\$0.00	
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00	
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00	
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00	\$0.00
762	Reserve for Adult Education		\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00	
605	Add: Increase in Sale/Leaseback Reserve	\$0.00	
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00	
606	Add: Increase in Maintenance Reserve	\$0.00	
310	Less: Bud. w/d from Maintenance Reserve	\$0.00	\$0.00
765	Tuition Reserve Account - July 1	\$0.00	
311	Less: Bud. w/d from Tuition Reserve	\$0.00	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00	
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00	
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00	
610	Add: Increase in Bus Advertising Reserve	\$0.00	
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00	
611	Add: Increase in Federal Impact Aid (General)	\$0.00	
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00	
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00	
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00	\$0.00
769	Unemployment Fund - July 1	\$0.00	
	Add: Increase in Unemployment Fund	\$0.00	
678	Less: Bud. w/d from Unemployment Fund	\$0.00	\$0.00
750-752,76x	Other reserves		\$0.00
601	Appropriations	\$0.00	
602	Less: Expenditures	\$0.00	
	Less: Encumbrances	\$0.00	\$0.00
	Total appropriated		\$0.00
Unappropriated:			
770	Fund balance, July 1		\$2,499.40
771	Designated fund balance		\$0.00
303	Budgeted fund balance		\$0.00
	Total fund balance		\$2,499.40
	Total liabilities and fund equity		<u>\$24,813.38</u>

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 95 Student Activity

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

*Gregory Wilson*

Board Secretary

8/13/24

Date



Starting date 7/1/2023    Ending date 6/30/2024    Fund: 95    Student Activity

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Starting date 7/1/2023 Ending date 6/30/2024 Fund: 99 Long Term Debt

Assets and Resources**Assets:**

101	Cash in bank		\$0.00
102-106	Cash Equivalents		\$0.00
108	Impact Aid Reserve (General)		\$0.00
109	Impact Aid Reserve (Capital)		\$0.00
111	Investments		\$0.00
112	Unamortized Premiums on Investments		\$0.00
113	Unamortized Discounts on Investments		\$0.00
114	Interest Receivable on Investments		\$0.00
115	Accrued Interest on Investments		\$0.00
116	Capital Reserve Account		\$0.00
117	Maintenance Reserve Account		\$0.00
118	Emergency Reserve Account		\$0.00
121	Tax levy Receivable		\$0.00

## Accounts Receivable:

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

## Loans Receivable:

131	Interfund	\$0.00	
151, 152	Other (Net of estimated uncollectable of \$_____)	\$0.00	\$0.00
161	Bond Proceeds Receivable		\$0.00
171	Inventories for Consumption		\$0.00
172	Inventories for Resale		\$0.00
181	Prepaid Expenses		\$0.00
191	Deposits		\$0.00
192	Deferred Expenditures		\$0.00
199, xxx	Other Current Assets		\$12,233,109.66

**Resources:**

301	Estimated Revenues	\$0.00	
302	Less Revenues	\$0.00	\$0.00

**Total assets and resources****\$12,233,109.66**

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 99 Long Term Debt

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Liabilities and Fund Equity

Liabilities:

401	Interfund Loans Payable	\$0.00
402	Interfund Accounts Payable	\$0.00
411	Intergovernmental Accounts Payable - State	\$0.00
412	Intergovernmental Accounts Payable - Federal	\$0.00
413	Intergovernmental Accounts Payable - Other	\$0.00
421	Accounts Payable	\$0.00
422	Judgments Payable	\$0.00
431	Contracts Payable	\$0.00
451	Loans Payable	\$0.00
471	Payroll Deductions and Withholdings	\$0.00
481	Deferred Revenues	\$0.00
580	Unemployment Trust Fund Liability	\$0.00
499, xxx	Other Current Liabilities	\$12,233,109.66
<b>Total liabilities</b>		<b>\$12,233,109.66</b>

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 99 Long Term Debt

Fund Balance:

Appropriated:

753,754	Reserve for Encumbrances	\$0.00
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Reserved Fund Balance:

761	Capital Reserve Account - July 1	\$0.00
604	Add: Increase in Capital Reserve	\$0.00
307	Less: Bud. w/d Cap. Reserve Eligible Costs	\$0.00
309	Less: Bud. w/d Cap. Reserve Excess Costs	\$0.00
317	Less: Bud. w/d cap. Reserve Debt Service	\$0.00
762	Reserve for Adult Education	\$0.00
763	Sale/Leaseback Reserve Account - July 1	\$0.00
605	Add: Increase in Sale/Leaseback Reserve	\$0.00
308	Less: Bud w/d Sale/Leaseback Reserve	\$0.00
764	Maintenance Reserve Account - July 1	\$0.00
606	Add: Increase in Maintenance Reserve	\$0.00
310	Less: Bud. w/d from Maintenance Reserve	\$0.00
765	Tuition Reserve Account - July 1	\$0.00
311	Less: Bud. w/d from Tuition Reserve	\$0.00
766	Reserve for Cur. Exp. Emergencies - July 1	\$0.00
607	Add: Increase in Cur. Exp. Emer. Reserve	\$0.00
312	Less: Bud. w/d from Cur. Exp. Emer. Reserve	\$0.00
755	Reserve for Bus Advertising - July 1	\$0.00
610	Add: Increase in Bus Advertising Reserve	\$0.00
315	Less: Bud. w/d from Bus Advertising Reserve	\$0.00
756	Federal Impact Aid (General) - July 1	\$0.00
611	Add: Increase in Federal Impact Aid (General)	\$0.00
318	Less: Bud. w/d from Federal Impact Aid (Gen.)	\$0.00
757	Federal Impact Aid (Capital) - July 1	\$0.00
612	Add: Increase in Federal Impact Aid (Capital)	\$0.00
319	Less: Bud. w/d from Federal Impact Aid (Cap.)	\$0.00
769	Unemployment Fund - July 1	\$0.00
	Add: Increase in Unemployment Fund	\$0.00
678	Less: Bud. w/d from Unemployment Fund	\$0.00
750-752,76x	Other reserves	\$0.00
601	Appropriations	\$0.00
602	Less: Expenditures	\$0.00
	Less: Encumbrances	\$0.00
	Total appropriated	\$0.00

Unappropriated:

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

Total fund balance

\$0.00

Total liabilities and fund equity

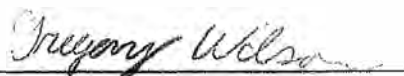
\$12,233,109.66

Starting date 7/1/2023 Ending date 6/30/2024 Fund: 99 Long Term Debt

Recapitulation of Budgeted Fund Balance:

	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>
Appropriations	\$0.00	\$0.00	\$0.00
Revenues	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Capital Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Sale/Leaseback Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Maintenance Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Emergency Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Tuition Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Bus Advertising Reserve Account:			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (General):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Change in Federal Impact Aid (Capital):			
Plus - Increase in reserve	\$0.00	\$0.00	\$0.00
Less - Withdrawal from reserve	\$0.00	\$0.00	\$0.00
Subtotal	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Less: Adjustment for prior year	\$0.00	\$0.00	\$0.00
Budgeted fund balance	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Prepared and submitted by :

  
Board Secretary

  
Date

Starting date 7/1/2023    Ending date 6/30/2024    Fund: 99    Long Term Debt

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**BANK RECONILIATION REPORT  
TO THE BOARD OF EDUCATION  
East Greenwich Township Board of Education  
All Funds  
May-24**

Funds	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balance
General Fund - Fund 10	\$ 2,380,014.98	\$ 3,398,710.28	\$ 2,244,471.47	\$ 3,534,253.79
Special Revenue Fund - Fund 20	\$ (35,597.79)	\$ 46,857.00	\$ 28,988.83	\$ (17,729.62)
Capital Projects Fund - Fund 30	\$ -	\$ -	\$ -	\$ -
Debt Service Fund - Fund 40	\$ (666,247.59)	\$ 666,250.00	\$ -	\$ 2.41
<b>Total Government Fund</b>	<b>\$ 1,678,169.60</b>	<b>\$ 4,111,817.28</b>	<b>\$ 2,273,460.30</b>	<b>\$ 3,516,526.58</b>
Enterprise Fund (Fund 60)	\$ 196,719.39	\$ 56,963.26	\$ 51,425.18	\$ 202,257.47
Enterprise Fund (Fund 61)	\$ 286,380.34	\$ 34,407.50	\$ 29,096.97	\$ 291,690.87
<b>Total Enterprise Funds</b>	<b>\$ 483,099.73</b>	<b>\$ 91,370.76</b>	<b>\$ 80,522.15</b>	<b>\$ 493,948.34</b>
Payroll - Fund 90	\$ -	\$ 750,610.73	\$ 750,610.73	\$ -
Payroll Agency - Fund 90	\$ 313,980.98	\$ 818,389.55	\$ 743,419.59	\$ 388,950.94
Unemployment Reserve - Fund 90	\$ 194,966.21	\$ 4,986.75	\$ 11,124.85	\$ 188,828.11
SA - Fund 90	\$ 20,100.86	\$ 4,651.00	\$ 3,196.01	\$ 21,555.85
Other : Student Activity - Fund 95	\$ 34,010.75	\$ 21,386.91	\$ 22,283.80	\$ 33,113.86
<b>Total Trust/Agency Funds</b>	<b>\$ 563,058.80</b>	<b>\$ 1,600,024.94</b>	<b>\$ 1,530,634.98</b>	<b>\$ 632,448.76</b>
<b>Total All Funds</b>	<b>\$ 2,724,328.13</b>	<b>\$ 5,803,212.98</b>	<b>\$ 3,884,617.43</b>	<b>\$ 4,642,923.68</b>

Submitted by:

Andrea Gwan      7/3/24  
Date

**Bank Reconciliation**  
**East Greenwich Township Board of Education**

Bank Name:	Fulton Bank		
Account Number:	46065368 12		
Statement Date:	5/31/2024		
Fund/Funds:	Custodian - Combined		
Balance per Bank		\$	2,922,367.21
Reconciling Items			
ADDITIONS:			
Deposits in Transit	\$	-	
Due from Payroll Interest	\$	100.00	
Due from Cap Proj	\$	100.00	
Irrc Diff/Charge	\$	0.72	
Due from Payroll/Agency/Unemployment			
<b>TOTAL ADDITIONS</b>		\$	200.72
DEDUCTIONS:			
Outstanding Cks. (Listed below)		\$270.00	
Due to Agency			
Due to Cafeteria Lunch	\$	7,656.06	
<b>TOTAL DEDUCTIONS</b>		\$	7,926.06
Net Reconciling Items			\$ 7,725.34
<b>Adjusted Balance per Bank as of:</b>	<b>5/31/2024</b>	<b>\$</b>	<b>2,914,641.87</b>
Balance per Board Secretary's Records as of:	5/1/2024	\$	1,076,284.89
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	-	
Deposits	\$	4,061,936.65	
<b>TOTAL ADDITIONS</b>		\$	4,061,936.65
DEDUCTIONS:			
Bank Charges	\$	-	
Disbursements	\$	2,223,579.67	
<b>TOTAL DEDUCTIONS:</b>		\$	2,223,579.67
Net Reconciling Items			\$ 1,838,356.98
<b>Adjusted Board Secretary's Balance as of:</b>	<b>5/31/2024</b>	<b>\$</b>	<b>2,914,641.87</b>
Difference between Bank and Board Secretary's Records		\$	-



Outstanding Cks.: Custodial Account

<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
16833	\$270.00		

	<u>\$270.00</u>	<u>\$0.00</u>
<b>Total Outstanding Checks:</b>	<u>\$270.00</u>	

**Bank Reconciliation**  
**East Greenwich Township Board of Education**

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Bank Name: Fulton Bank  
Account Number: 46068952 12  
Statement Date: 5/31/2024  
Fund/Funds: Capital Reserve Account

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Balance per Bank			\$	601,884.71
Reconciling Items				
ADDITIONS:				
Deposits in Transit	\$	-		
Due from	\$	-		
<b>TOTAL ADDITIONS</b>			\$	-
DEDUCTIONS:				
Outstanding Cks. (Listed below)	\$	-		
Other (Explanation below)	\$	-		
<b>TOTAL DEDUCTIONS</b>				
Net Reconciling Items			\$	-
<b>Adjusted Balance per Bank as of:</b>	<b>5/31/2024</b>		<b>\$</b>	<b>601,884.71</b>

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Balance per Board Secretary's Records as of:	5/1/2024		\$	601,884.71
Reconciling Items				
ADDITIONS:				
Interest Earned	\$	-		
Deposits	\$	-		
<b>TOTAL ADDITIONS</b>			\$	-
DEDUCTIONS:				
Bank Charges	\$	-		
Disbursements	\$	-		
<b>TOTAL DEDUCTIONS:</b>			\$	-
Net Reconciling Items			\$	-
<b>Adjusted Board Secretary's Balance as of:</b>	<b>5/31/2024</b>		<b>\$</b>	<b>601,884.71</b>

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Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
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Total Outstanding Checks:

\$	-
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\$	-
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**Bank Reconciliation**  
**East Greenwich Township Board of Education**

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Bank Name: Fulton Bank  
Account Number: 12000224 16  
Statement Date: 5/31/2024  
Fund/Funds: Capital Projects Account

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Balance per Bank			\$	100.00
Reconciling Items				
ADDITIONS:				
Deposits in Transit				
Due from Custodial				
<b>TOTAL ADDITIONS</b>			\$	-
DEDUCTIONS:				
Outstanding Cks. (Listed below)	\$	-		
Due to Custodial	\$	100.00		
<b>TOTAL DEDUCTIONS</b>			\$	100.00
Net Reconciling Items			\$	100.00
<b>Adjusted Balance per Bank as of:</b>	<b>5/31/2024</b>		<b>\$</b>	<b>-</b>

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Balance per Board Secretary's Records as of:	5/1/2024		\$	-
Reconciling Items				
ADDITIONS:				
Interest Earned	\$	-		
Deposits	\$	-		
<b>TOTAL ADDITIONS</b>			\$	-
DEDUCTIONS:				
Bank Charges	\$	-		
Disbursements	\$	-		
<b>TOTAL DEDUCTIONS:</b>			\$	-
Net Reconciling Items			\$	-
<b>Adjusted Board Secretary's Balance as of:</b>	<b>5/31/2024</b>		<b>\$</b>	<b>-</b>

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Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
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**Total Outstanding Checks:**

	<u>\$</u>	<u>-</u>		<u>\$</u>	<u>-</u>
	<u>\$</u>	<u>-</u>		<u>\$</u>	<u>-</u>

**Bank Reconciliation**  
**East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
Account Number: 4607044212  
Statement Date: 5/31/2024  
Fund/Funds: Enterprise Beyond the Bell

Balance per Bank		\$	291,690.87
Reconciling Items			
ADDITIONS:			
Deposits in Transit	\$	-	
Due from	\$	-	
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$	-	
Other (Service Fee)	\$	-	
<b>TOTAL DEDUCTIONS</b>		\$	-
Net Reconciling Items		\$	-
<b>Adjusted Balance per Bank as of:</b>	<b>5/31/2024</b>	<b>\$</b>	<b>291,690.87</b>

Balance per Board Secretary's Records as of:	5/1/2024	\$	286,380.34
Reconciling Items			
ADDITIONS:			
Interest Earned			
Deposits	\$	34,407.50	
Return Deposit			
<b>TOTAL ADDITIONS</b>		\$	34,407.50
DEDUCTIONS:			
Bank Charges			
Disbursements	\$	29,096.97	
<b>TOTAL DEDUCTIONS:</b>		\$	29,096.97
Net Reconciling Items		\$	5,310.53
<b>Adjusted Board Secretary's Balance as of:</b>	<b>5/31/2024</b>	<b>\$</b>	<b>291,690.87</b>

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
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**Total Outstanding Checks:**

\$ -

\$ -

# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
 Account Number: 46065368 13  
 Statement Date: 5/31/2024  
 Fund/Funds: School Lunch

Balance per Bank		\$	202,430.63
Reconciling Items			
ADDITIONS:			
Deposits in Transit			
Due from	\$	-	
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)		\$173.16	
Other-Bank Error			
<b>TOTAL DEDUCTIONS</b>		\$	173.16
Net Reconciling Items		\$	(173.16)
Adjusted Balance per Bank as of:	5/31/2024	\$	<b>202,257.47</b>

Balance per Board Secretary's Records as of:	5/1/2024	\$	196,719.39
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	-	
Deposits	\$	56,963.26	
<b>TOTAL ADDITIONS</b>		\$	56,963.26
DEDUCTIONS:			
Other			
Disbursements	\$	51,425.18	
<b>TOTAL DEDUCTIONS:</b>		\$	51,425.18
Net Reconciling Items		\$	5,538.08
Adjusted Board Secretary's Balance as of:	5/31/2024	\$	<b>202,257.47</b>
Difference between Bank and Board Secretary's Records z		\$	-

Outstanding Cks.: School Lunch Account

[illegible]

**Total Outstanding Checks:**

# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
 Account Number: 4607044212  
 Statement Date: 5/31/2024  
 Fund/Funds: Payroll

Balance per Bank \$ 837.19  
 Reconciling Items

**ADDITIONS:**

Deposits in Transit  
 Due from Custodial

**TOTAL ADDITIONS** \$ -

**DEDUCTIONS:**

Outstanding Cks. (Listed below) \$ 737.19  
 Due to Custodial \$ 100.00  
 Due to Custodial

**TOTAL DEDUCTIONS** \$ 837.19

Net Reconciling Items \$ (837.19)

**Adjusted Balance per Bank as of:** 5/31/2024 \$ -

Balance per Board Secretary's Records as of: 5/1/2024 \$ -  
 Reconciling Items

**ADDITIONS:**

Interest Earned \$ -  
 Deposits \$ 750,610.73  
 Deposits in Transit

**TOTAL ADDITIONS** \$ 750,610.73

**DEDUCTIONS:**

Bank Charges  
 Disbursements \$ 750,610.73  
**TOTAL DEDUCTIONS:** \$ 750,610.73

Net Reconciling Items \$ -

**Adjusted Board Secretary's Balance as of:** 5/31/2024 \$ -

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	CHECK NO.	AMOUNT	CHECK NO.	AMOUNT
	26311	\$ 195.19		
	26405	\$ 542.00		

\$ 737.19	\$ -
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**Total Outstanding Checks:** \$ 737.19

# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name:	Fulton Bank
Account Number:	46065368 14
Statement Date:	5/31/2024
Fund/Funds:	<b>Agency</b>

Balance per Bank		\$	691,478.00
Reconciling Items			
ADDITIONS:			
Deposits in Transit	\$	-	
Due from Custodial	\$	-	
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$	302,527.06	
Due to Custodial			
<b>TOTAL DEDUCTIONS</b>		\$	302,527.06
Net Reconciling Items		\$	(302,527.06)
<b>Adjusted Balance per Bank as of:</b>	<b>5/31/2024</b>	<b>\$</b>	<b>388,950.94</b>

Balance per Board Secretary's Records as of:	5/1/2024	\$	313,980.98
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	-	
Deposits	\$	818,389.55	
Other	\$	-	
<b>TOTAL ADDITIONS</b>		\$	818,389.55
DEDUCTIONS:			
Bank Charges	\$	-	
Disbursements	\$	743,419.59	
<b>TOTAL DEDUCTIONS:</b>		\$	743,419.59
Net Reconciling Items		\$	74,969.96
<b>Adjusted Board Secretary's Balance as of:</b>	<b>5/31/2024</b>	<b>\$</b>	<b>388,950.94</b>

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
	11509	87.80	TPAF	81,863.24
	11515	87.80	PERS	11,566.40
	11520	55.00	DCRP	9,047.26
	11519	87.80	Aflac	1,755.24
	11522	21,522.20		
	11523	8,061.56		
	11521	16,956.43		
	11524	1,206.18		
Federal/State Tax		150,230.15		
		<u>\$ 198,294.92</u>		<u>\$ 104,232.14</u>
<b>Total Outstanding Checks:</b>		<u><u>\$ 302,527.06</u></u>		



# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
 Account Number: 11009357 68  
 Statement Date: 5/31/2024  
 Fund/Funds: FSA

Balance per Bank		\$	21,555.85
Reconciling Items			
ADDITIONS:			
Deposits in Transit	\$	-	
Due from Unemployment			
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$	-	
Due to	\$	-	
<b>TOTAL DEDUCTIONS</b>		\$	-
Net Reconciling Items		\$	-
<b>Adjusted Balance per Bank as of:</b>	<b>5/31/2024</b>	<b>\$</b>	<b>21,555.85</b>

Balance per Board Secretary's Records as of:	5/1/2024	\$	20,100.86
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	-	
Deposits	\$	4,651.00	
<b>TOTAL ADDITIONS</b>		\$	4,651.00
DEDUCTIONS:			
Bank Charges	\$	-	
Disbursements	\$	3,196.01	
<b>TOTAL DEDUCTIONS:</b>		\$	3,196.01
Net Reconciling Items		\$	1,454.99
<b>Adjusted Board Secretary's Balance as of:</b>	<b>5/31/2024</b>	<b>\$</b>	<b>21,555.85</b>

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
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\$	-	\$	-
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<b>Total Outstanding Checks:</b>	<u>\$</u>	<u>-</u>
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**Bank Reconciliation**  
**East Greenwich Township Board of Education**

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Bank Name: Fulton Bank  
Account Number: 46065368 15  
Statement Date: 5/31/2024  
Fund/Funds: Unemployment

---

Balance per Bank			\$	188,828.11
Reconciling Items				
ADDITIONS:				
Deposits in Transit	\$	-		
Due from	\$	-		
<b>TOTAL ADDITIONS</b>			\$	-
DEDUCTIONS:				
Outstanding Cks. (Listed below)	\$	-		
Due to Custodial				
<b>TOTAL DEDUCTIONS</b>			\$	-
Net Reconciling Items			\$	-
<b>Adjusted Balance per Bank as of:</b>	<b>5/31/2024</b>		<b>\$</b>	<b>188,828.11</b>

---

Balance per Board Secretary's Records as of:	5/1/2024		\$	194,966.21
Reconciling Items				
ADDITIONS:				
Interest Earned	\$	135.69		
Deposits	\$	4,851.06		
<b>TOTAL ADDITIONS</b>			\$	4,986.75
DEDUCTIONS:				
Bank Charges	\$	-		
Disbursements	\$	11,124.85		
<b>TOTAL DEDUCTIONS:</b>			\$	11,124.85
Net Reconciling Items			\$	(6,138.10)
<b>Adjusted Board Secretary's Balance as of:</b>	<b>5/31/2024</b>		<b>\$</b>	<b>188,828.11</b>

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Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
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**Total Outstanding Checks:**

\$	-	\$	-
\$	-		

# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
 Account Number: 46071155-18  
 Statement Date: 5/31/2024  
 Fund/Funds: Student Activity - Clark

Balance per Bank		\$	22,137.77
Reconciling Items			
ADDITIONS:			
Deposits in Transit	\$	-	
Due from	\$	-	
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$	2,001.17	
Due to FSA	\$	-	
<b>TOTAL DEDUCTIONS</b>		\$	2,001.17
Net Reconciling Items			\$ 2,001.17
<b>Adjusted Balance per Bank as of:</b>	<b>5/31/2024</b>	<b>\$</b>	<b>20,136.60</b>

Balance per Board Secretary's Records as of:	5/1/2024	\$	15,323.66
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	9.86	
Deposits	\$	7,118.70	
<b>TOTAL ADDITIONS</b>		\$	7,128.56
DEDUCTIONS:			
Bank Charges	\$	-	
Disbursements	\$	2,315.62	
<b>TOTAL DEDUCTIONS:</b>		\$	2,315.62
Net Reconciling Items			\$ 4,812.94
<b>Adjusted Board Secretary's Balance as of:</b>	<b>5/31/2024</b>	<b>\$</b>	<b>20,136.60</b>

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
	1450	\$2,001.17		

	<u>\$2,001.17</u>	<u>\$0.00</u>
<b>Total Outstanding Checks:</b>	<u>\$ 2,001.17</u>	

# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
Account Number: 46071104-18  
Statement Date: 5/31/2024  
Fund/Funds: Student Activity - Mickle

Balance per Bank \$ 23,136.86

Reconciling Items

**ADDITIONS:**

Deposits in Transit

\$ -

Due from

\$ -

**TOTAL ADDITIONS**

\$ -

**DEDUCTIONS:**

Outstanding Cks. (Listed below)

\$ 14,250.76

Due to FSA

\$ -

**TOTAL DEDUCTIONS**

\$ 14,250.76

Net Reconciling Items

\$ 14,250.76

**Adjusted Balance per Bank as of:**

5/31/2024

**\$ 8,886.10**

Balance per Board Secretary's Records as of:

5/1/2024

\$ 14,598.18

Reconciling Items

**ADDITIONS:**

Interest Earned

\$ 11.05

Deposits

\$ 14,245.05

**TOTAL ADDITIONS**

\$ 14,256.10

**DEDUCTIONS:**

Bank Charges

Disbursements

\$ 19,968.18

**TOTAL DEDUCTIONS:**

\$ 19,968.18

Net Reconciling Items

\$ (5,712.08)

**Adjusted Board Secretary's Balance as of:**

5/31/2024

**\$ 8,886.10**

Difference between Bank and Board Secretary's Records

\$ -

Outstanding Cks.:

CHECK NO.

AMOUNT

CHECK NO.

AMOUNT

2333 \$775.00

2334 \$7.06

2335 \$3,274.53

2336 \$10,194.17

\$ 14,250.76

\$0.00

**Total Outstanding Checks:**

\$ 14,250.76

# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
Account Number: 46070442-12  
Statement Date: 5/31/2024  
Fund/Funds: Wild Site

Balance per Bank			\$	4,091.16
Reconciling Items				
ADDITIONS:				
Deposits in Transit	\$	-		
Due from	\$	-		
<b>TOTAL ADDITIONS</b>			\$	-
DEDUCTIONS:				
Outstanding Cks. (Listed below)	\$	-		
Due to FSA	\$	-		
<b>TOTAL DEDUCTIONS</b>			\$	-
Net Reconciling Items			\$	-
<b>Adjusted Balance per Bank as of:</b>	<b>5/31/2024</b>		<b>\$</b>	<b>4,091.16</b>

Balance per Board Secretary's Records as of:	5/1/2024		\$	4,088.91
Reconciling Items				
ADDITIONS:				
Interest Earned	\$	2.25		
Deposits	\$	-		
<b>TOTAL ADDITIONS</b>			\$	2.25
DEDUCTIONS:				
Bank Charges	\$	-		
Disbursements	\$	-		
<b>TOTAL DEDUCTIONS:</b>			\$	-
Net Reconciling Items			\$	2.25
<b>Adjusted Board Secretary's Balance as of:</b>	<b>5/31/2024</b>		<b>\$</b>	<b>4,091.16</b>

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
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**Total Outstanding Checks:**

<u>\$0.00</u>	<u>\$0.00</u>
<u>\$ -</u>	

**BANK RECONILIATION REPORT  
TO THE BOARD OF EDUCATION  
East Greenwich Township Board of Education  
All Funds  
June-24**

Funds	Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balance
General Fund - Fund 10	\$ 3,534,253.79	\$ 1,827,445.31	\$ 3,405,288.88	\$ 1,956,410.22
Special Revenue Fund - Fund 20	\$ (17,729.62)	\$ 81,373.00	\$ 64,695.07	\$ (1,051.69)
Capital Projects Fund - Fund 30	\$ -	\$ -	\$ -	\$ -
Debt Service Fund - Fund 40	\$ 2.41	\$ -	\$ -	\$ 2.41
<b>Total Government Fund</b>	<b>\$ 3,516,526.58</b>	<b>\$ 1,908,818.31</b>	<b>\$ 3,469,983.95</b>	<b>\$ 1,955,360.94</b>
Enterprise Fund (Fund 60)	\$ 202,257.47	\$ 37,246.49	\$ 49,283.48	\$ 190,220.48
Enterprise Fund (Fund 61)	\$ 291,690.87	\$ 35,576.00	\$ 47,623.12	\$ 279,643.75
<b>Total Enterprise Funds</b>	<b>\$ 493,948.34</b>	<b>\$ 72,822.49</b>	<b>\$ 96,906.60</b>	<b>\$ 469,864.23</b>
Payroll - Fund 90	\$ -	\$ 1,159,683.93	\$ 1,159,683.93	\$ -
Payroll Agency - Fund 90	\$ 388,950.94	\$ 716,090.59	\$ 987,100.79	\$ 117,940.74
Unemployment Reserve - Fund 90	\$ 188,828.11	\$ 4,528.05	\$ -	\$ 193,356.16
FSA - Fund 90	\$ 21,555.85	\$ 4,666.00	\$ 2,196.33	\$ 24,025.52
Other : Student Activity - Fund 95	\$ 33,113.86	\$ 4,460.10	\$ 12,760.58	\$ 24,813.38
<b>Total Trust/Agency Funds</b>	<b>\$ 632,448.76</b>	<b>\$ 1,889,428.67</b>	<b>\$ 2,161,741.63</b>	<b>\$ 360,135.80</b>
<b>Total All Funds</b>	<b>\$ 4,642,923.68</b>	<b>\$ 3,871,069.47</b>	<b>\$ 5,728,632.18</b>	<b>\$ 2,785,360.97</b>

Submitted by:

Andrew W. W. W.

8/11/24  
Date

**Bank Reconciliation**  
**East Greenwich Township Board of Education**

Bank Name:	Fulton Bank	
Account Number:	46065368 12	
Statement Date:	6/30/2024	
Fund/Funds:	Custodian - Combined	
Balance per Bank		\$ 1,903,941.49
Reconciling Items		
ADDITIONS:		
Deposits in Transit	\$ -	
Due from Payroll Interest	\$ 100.00	
Due from Cap Proj	\$ 100.00	
Irrc Diff/Charge	\$ 0.72	
Due from Payroll/Agency/Unemployment	\$ 2,378.02	
<b>TOTAL ADDITIONS</b>		\$ 2,578.74
DEDUCTIONS:		
Outstanding Cks. (Listed below)	\$553,044.00	
Due to Agency		
Due to Cafeteria Lunch		
<b>TOTAL DEDUCTIONS</b>		\$ 553,044.00
Net Reconciling Items		\$ 550,465.26
<b>Adjusted Balance per Bank as of:</b>	<b>6/30/2024</b>	<b>\$ 1,353,476.23</b>
Balance per Board Secretary's Records as of:	6/1/2024	\$ 2,914,641.87
Reconciling Items		
ADDITIONS:		
Interest Earned	\$ -	
Deposits	\$ 1,723,787.19	
<b>TOTAL ADDITIONS</b>		\$ 1,723,787.19
DEDUCTIONS:		
Bank Charges	\$ -	
Disbursements	\$ 3,284,952.83	
<b>TOTAL DEDUCTIONS:</b>		\$ 3,284,952.83
Net Reconciling Items		\$ (1,561,165.64)
<b>Adjusted Board Secretary's Balance as of:</b>	<b>6/30/2024</b>	<b>\$ 1,353,476.23</b>
Difference between Bank and Board Secretary's Records		\$ -

**Outstanding Cks.: Custodial Account**

<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
16855	\$450.00	16957	\$1,460.00
16868	\$200.00	16958	\$1,147.50
16882	\$53,062.84	16959	\$1,210.14
16927	\$20,879.97	16960	\$4,415.00
16928	\$708.00	16961	\$4,656.46
16929	\$18,549.88	16962	\$576.12
16930	\$4,218.75	16963	\$3,055.50
16931	\$134.08	16964	\$839.00
16932	\$521.06	16965	\$735.00
16933	\$1,344.10	16966	\$425.00
16934	\$470.52	16967	\$1,732.00
16935	\$2,109.00	16968	\$441.44
16936	\$3,014.91	16969	\$166.38
16937	\$500.00	16970	\$45.36
16938	\$164.18	16971	\$1,534.07
16939	\$11,544.00	16972	\$750.00
16940	\$114.30	16973	\$26,865.20
16941	\$90,939.42	16974	\$185.00
16942	\$175.00	16975	\$904.40
16943	\$4,366.90	16976	\$15,070.65
16944	\$129,554.51	16979	\$1,890.00
16945	\$15,925.00	16980	\$20,831.15
16946	\$2,352.72	16981	\$2,765.00
16947	\$44,361.40	16982	\$1,468.50
16949	\$582.50	16983	\$620.00
16950	\$2,088.00	16984	\$582.50
16951	\$575.00	16985	\$1,848.58
16952	\$1,500.00	16986	\$631.70
16953	\$2,352.72	16987	\$9,203.84
16954	\$1,501.00	16988	\$50.00
16955	\$1,438.75	16989	\$31,200.00
16956	\$40.00		
	<u>\$415,738.51</u>		<u>\$137,305.49</u>
<b>Total Outstanding Checks:</b>	<u><u>\$553,044.00</u></u>		



**Bank Reconciliation**  
**East Greenwich Township Board of Education**

---

Bank Name: Fulton Bank  
Account Number: 46068952 12  
Statement Date: 6/30/2024  
Fund/Funds: Capital Reserve Account

---

Balance per Bank \$ 601,884.71

Reconciling Items

ADDITIONS:

Deposits in Transit \$ -  
Due from \$ -

**TOTAL ADDITIONS** \$ -

DEDUCTIONS:

Outstanding Cks. (Listed below) \$ -  
Other (Explanation below) \$ -

**TOTAL DEDUCTIONS** \$ -

Net Reconciling Items \$ -

**Adjusted Balance per Bank as of:** 6/30/2024 \$ **601,884.71**

---

Balance per Board Secretary's Records as of: 6/1/2024 \$ 601,884.71

Reconciling Items

ADDITIONS:

Interest Earned \$ -  
Deposits \$ -

**TOTAL ADDITIONS** \$ -

DEDUCTIONS:

Bank Charges \$ -  
Disbursements \$ -

**TOTAL DEDUCTIONS:** \$ -

Net Reconciling Items \$ -

**Adjusted Board Secretary's Balance as of:** 6/30/2024 \$ **601,884.71**

---

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.: CHECK NO. AMOUNT CHECK NO. AMOUNT

\$ - \$ -

**Total Outstanding Checks:** \$ -

**Bank Reconciliation**  
**East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
Account Number: 12000224 16  
Statement Date: 6/30/2024  
Fund/Funds: Capital Projects Account

Balance per Bank		\$	100.00
Reconciling Items			
ADDITIONS:			
Deposits in Transit			
Due from Custodial			
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)		\$	-
Due to Custodial		\$	100.00
<b>TOTAL DEDUCTIONS</b>		\$	100.00
Net Reconciling Items		\$	100.00
<b>Adjusted Balance per Bank as of:</b>	6/30/2024	\$	-

Balance per Board Secretary's Records as of:	6/1/2024	\$	-
Reconciling Items			
ADDITIONS:			
Interest Earned		\$	-
Deposits		\$	-
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Bank Charges		\$	-
Disbursements		\$	-
<b>TOTAL DEDUCTIONS:</b>		\$	-
Net Reconciling Items		\$	-
<b>Adjusted Board Secretary's Balance as of:</b>	6/30/2024	\$	-

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	CHECK NO.	AMOUNT	CHECK NO.	AMOUNT
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**Total Outstanding Checks:**

\$ -

\$ -

**Bank Reconciliation**  
**East Greenwich Township Board of Education**

---

Bank Name: Fulton Bank  
Account Number: 4607044212  
Statement Date: 6/30/2024  
Fund/Funds: Enterprise Beyond the Bell

---

Balance per Bank \$ 279,543.75

Reconciling Items

ADDITIONS:

Deposits in Transit Bank Error \$ 100.00  
Due from \$ -  
**TOTAL ADDITIONS** \$ 100.00

DEDUCTIONS:

Outstanding Cks. (Listed below) \$ -  
Other (Service Fee) \$ -  
**TOTAL DEDUCTIONS** \$ -

Net Reconciling Items \$ 100.00

**Adjusted Balance per Bank as of:** 6/30/2024 \$ **279,643.75**

---

Balance per Board Secretary's Records as of: 6/1/2024 \$ 291,690.87

Reconciling Items

ADDITIONS:

Interest Earned  
Deposits \$ 35,576.00  
Return Deposit  
**TOTAL ADDITIONS** \$ 35,576.00

DEDUCTIONS:

Bank Charges  
Disbursements \$ 47,623.12  
**TOTAL DEDUCTIONS:** \$ 47,623.12

Net Reconciling Items \$ (12,047.12)

**Adjusted Board Secretary's Balance as of:** 6/30/2024 \$ **279,643.75**

---

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
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\$0.00

\$ -

**Total Outstanding Checks:** \$ -

**Bank Reconciliation**  
**East Greenwich Township Board of Education**

---

Bank Name: Fulton Bank  
Account Number: 46065368 13  
Statement Date: 6/30/2024  
Fund/Funds: School Lunch

---

Balance per Bank		\$	190,393.64
Reconciling Items			
ADDITIONS:			
Deposits in Transit			
Due from	\$	-	
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$173.16		
Other-Bank Error			
<b>TOTAL DEDUCTIONS</b>		\$	173.16
Net Reconciling Items		\$	(173.16)
Adjusted Balance per Bank as of:	6/30/2024	\$	<b>190,220.48</b>

---

Balance per Board Secretary's Records as of:	6/1/2024	\$	202,257.47
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	-	
Deposits	\$	37,246.49	
<b>TOTAL ADDITIONS</b>		\$	37,246.49
DEDUCTIONS:			
Other			
Disbursements	\$	49,283.48	
<b>TOTAL DEDUCTIONS:</b>		\$	49,283.48
Net Reconciling Items		\$	(12,036.99)
Adjusted Board Secretary's Balance as of:	6/30/2024	\$	<b>190,220.48</b>
Difference between Bank and Board Secretary's Records		\$	-

Amount

**\$173.16**

**Total Outstanding Checks:**

# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
 Account Number: 4607044212  
 Statement Date: 6/30/2024  
 Fund/Funds: Payroll

Balance per Bank		\$	2,729.65
Reconciling Items			
ADDITIONS:			
Deposits in Transit			
Due from Custodial			
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$	251.63	
Due to Custodial	\$	100.00	
Due to Custodial	\$	2,378.02	
<b>TOTAL DEDUCTIONS</b>		\$	2,729.65
Net Reconciling Items		\$	(2,729.65)
<b>Adjusted Balance per Bank as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>-</b>

Balance per Board Secretary's Records as of:	6/1/2024	\$	-
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	-	
Deposits	\$	1,159,683.93	
Deposits in Transit			
<b>TOTAL ADDITIONS</b>		\$	1,159,683.93
DEDUCTIONS:			
Bank Charges			
Disbursements	\$	1,159,683.93	
<b>TOTAL DEDUCTIONS:</b>		\$	1,159,683.93
Net Reconciling Items		\$	-
<b>Adjusted Board Secretary's Balance as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>-</b>

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
	26311	\$ 195.19		
	26412	\$ 56.44		
		\$ 251.63		\$ -
<b>Total Outstanding Checks:</b>		\$ 251.63		

**Bank Reconciliation**  
**East Greenwich Township Board of Education**

Bank Name:	Fulton Bank
Account Number:	46065368 14
Statement Date:	6/30/2024
Fund/Funds:	Agency

Balance per Bank		\$	322,791.75
Reconciling Items			
ADDITIONS:			
Deposits in Transit	\$	-	
Due from Custodial	\$	-	
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$	204,851.01	
Due to Custodial			
<b>TOTAL DEDUCTIONS</b>		\$	204,851.01
Net Reconciling Items			\$ (204,851.01)
<b>Adjusted Balance per Bank as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>117,940.74</b>

Balance per Board Secretary's Records as of:	6/1/2024	\$	388,950.94
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	-	
Deposits	\$	716,090.59	
Other	\$	-	
<b>TOTAL ADDITIONS</b>		\$	716,090.59
DEDUCTIONS:			
Bank Charges	\$	-	
Disbursements	\$	987,100.79	
<b>TOTAL DEDUCTIONS:</b>		\$	987,100.79
Net Reconciling Items			\$ (271,010.20)
<b>Adjusted Board Secretary's Balance as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>117,940.74</b>

Difference between Bank and Board Secretary's Records	\$ -
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Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
	5483	1,755.34	11535	7,761.56
	5484	239.01	11536	1,206.18
	11515	321.21	DCRP	11,969.11
	11517	21,872.21	PERS	12,111.06
	11530 & 11531	332.21	TPAF	89,113.96
	11532	55.00	NJ SIT	19,148.79
	11533	17,493.17		
	11534	21,472.20		
		\$ 63,540.35		\$ 141,310.66
<b>Total Outstanding Checks:</b>		\$ 204,851.01		

# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
 Account Number: 11009357 68  
 Statement Date: 6/30/2024  
 Fund/Funds: FSA

Balance per Bank		\$	24,025.52
Reconciling Items			
ADDITIONS:			
Deposits in Transit	\$	-	
Due from Unemployment			
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$	-	
Due to	\$	-	
<b>TOTAL DEDUCTIONS</b>		\$	-
Net Reconciling Items		\$	-
<b>Adjusted Balance per Bank as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>24,025.52</b>

Balance per Board Secretary's Records as of:	6/1/2024	\$	21,555.85
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	-	
Deposits	\$	4,666.00	
<b>TOTAL ADDITIONS</b>		\$	4,666.00
DEDUCTIONS:			
Bank Charges	\$	-	
Disbursements	\$	2,196.33	
<b>TOTAL DEDUCTIONS:</b>		\$	2,196.33
Net Reconciling Items		\$	2,469.67
<b>Adjusted Board Secretary's Balance as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>24,025.52</b>

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
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**Total Outstanding Checks:**

\$	-	\$	-
\$	-		



**Bank Reconciliation**  
**East Greenwich Township Board of Education**

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Bank Name: Fulton Bank  
Account Number: 46065368 15  
Statement Date: 6/30/2024  
Fund/Funds: Unemployment

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Balance per Bank			\$	193,356.16
Reconciling Items				
ADDITIONS:				
Deposits in Transit	\$	-		
Due from	\$	-		
<b>TOTAL ADDITIONS</b>			\$	-
DEDUCTIONS:				
Outstanding Cks. (Listed below)	\$	-		
Due to Custodial				
<b>TOTAL DEDUCTIONS</b>			\$	-
Net Reconciling Items			\$	-
<b>Adjusted Balance per Bank as of:</b>	<b>6/30/2024</b>		<b>\$</b>	<b>193,356.16</b>

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Balance per Board Secretary's Records as of:	6/1/2024		\$	188,828.11
Reconciling Items				
ADDITIONS:				
Interest Earned	\$	132.99		
Deposits	\$	4,395.06		
<b>TOTAL ADDITIONS</b>			\$	4,528.05
DEDUCTIONS:				
Bank Charges	\$	-		
Disbursements				
<b>TOTAL DEDUCTIONS:</b>			\$	-
Net Reconciling Items			\$	4,528.05
<b>Adjusted Board Secretary's Balance as of:</b>	<b>6/30/2024</b>		<b>\$</b>	<b>193,356.16</b>

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Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
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\$ -

\$ -

**Total Outstanding Checks:**

\$ -

# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
Account Number: 46071155-18  
Statement Date: 6/30/2024  
Fund/Funds: Student Activity - Clark

Balance per Bank		\$	22,145.60
Reconciling Items			
ADDITIONS:			
Deposits in Transit	\$	-	
Due from	\$	-	
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$	8,545.83	
Due to FSA	\$	-	
<b>TOTAL DEDUCTIONS</b>		\$	8,545.83
Net Reconciling Items		\$	8,545.83
<b>Adjusted Balance per Bank as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>13,599.77</b>

Balance per Board Secretary's Records as of:	6/1/2024	\$	20,136.60
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	12.12	
Deposits	\$	4,438.13	
<b>TOTAL ADDITIONS</b>		\$	4,450.25
DEDUCTIONS:			
Bank Charges	\$	-	
Disbursements	\$	10,987.08	
<b>TOTAL DEDUCTIONS:</b>		\$	10,987.08
Net Reconciling Items		\$	(6,536.83)
<b>Adjusted Board Secretary's Balance as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>13,599.77</b>

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	CHECK NO.	AMOUNT	CHECK NO.	AMOUNT
	1453	\$5,327.83		
	1454	\$748.00		
	1456	\$1,240.00		
	1457	\$1,230.00		
		<u>\$8,545.83</u>		<u>\$0.00</u>
<b>Total Outstanding Checks:</b>		<u>\$ 8,545.83</u>		

# **Bank Reconciliation** **East Greenwich Township Board of Education**

Bank Name: Fulton Bank  
Account Number: 46071104-18  
Statement Date: 6/30/2024  
Fund/Funds: Student Activity - Mickle

Balance per Bank		\$	8,870.27
Reconciling Items			
ADDITIONS:			
Deposits in Transit	\$	-	
Due from	\$	-	
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$	1,750.00	
Due to FSA	\$	-	
<b>TOTAL DEDUCTIONS</b>		\$	1,750.00
Net Reconciling Items		\$	1,750.00
<b>Adjusted Balance per Bank as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>7,120.27</b>

Balance per Board Secretary's Records as of:	6/1/2024	\$	8,886.10
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	7.67	
Deposits			
<b>TOTAL ADDITIONS</b>		\$	7.67
DEDUCTIONS:			
Bank Charges			
Disbursements	\$	1,773.50	
<b>TOTAL DEDUCTIONS:</b>		\$	1,773.50
Net Reconciling Items		\$	(1,765.83)
<b>Adjusted Board Secretary's Balance as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>7,120.27</b>

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
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	2337	\$1,750.00		
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	\$	1,750.00		\$0.00
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<b>Total Outstanding Checks:</b>	\$	1,750.00
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# Bank Reconciliation

## East Greenwich Township Board of Education

Bank Name: Fulton Bank  
 Account Number: 46070442-12  
 Statement Date: 6/30/2024  
 Fund/Funds: Wild Site

Balance per Bank		\$	4,093.34
Reconciling Items			
ADDITIONS:			
Deposits in Transit	\$	-	
Due from	\$	-	
<b>TOTAL ADDITIONS</b>		\$	-
DEDUCTIONS:			
Outstanding Cks. (Listed below)	\$	-	
Due to FSA	\$	-	
<b>TOTAL DEDUCTIONS</b>		\$	-
Net Reconciling Items		\$	-
<b>Adjusted Balance per Bank as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>4,093.34</b>

Balance per Board Secretary's Records as of:	6/1/2024	\$	4,091.16
Reconciling Items			
ADDITIONS:			
Interest Earned	\$	2.18	
Deposits	\$	-	
<b>TOTAL ADDITIONS</b>		\$	2.18
DEDUCTIONS:			
Bank Charges	\$	-	
Disbursements	\$	-	
<b>TOTAL DEDUCTIONS:</b>		\$	-
Net Reconciling Items		\$	2.18
<b>Adjusted Board Secretary's Balance as of:</b>	<b>6/30/2024</b>	<b>\$</b>	<b>4,093.34</b>

Difference between Bank and Board Secretary's Records \$ -

Outstanding Cks.:	<u>CHECK NO.</u>	<u>AMOUNT</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>
		\$0.00		\$0.00
<b>Total Outstanding Checks:</b>		\$ -		

# DeLuxe Italian Bakery Inc.

680 E. Clements Bridge Rd.  
Runnemede, New Jersey 08078  
856-939-0675 fax  
856-939-5000  
[orders@deluxebakery.com](mailto:orders@deluxebakery.com)

School Year 2024-2025

Food Service Pricing

## ITALIAN BREAD & ROLLS

Product Code	Product Description	Order By	Dozen Weight	Roll Weight	Grams of grain per 1 oz serving	Cost
6060	PLAIN LONG ITALIAN BREAD 20"	Piece		16 oz	8 grams	\$ 3.06
6080	SEEDED LONG ITALIAN BREAD 20"	Piece		16 oz	8 grams	\$ 3.06
6110	LONG SUB 18"	Piece		8 oz per roll	8 grams	\$ 1.27
6140	HOAGIE ROLL 9"	Dozen	36 oz	3 oz per roll	8 grams	\$ 6.39
6160	CAPRI ROLL 11"	Dozen	60 oz	5 oz per roll	8 grams	\$ 7.47
6200	KAISER ROLL 4.5"	Dozen	33 oz	2.75 oz per roll	8 grams	\$ 5.86
6400	TORPEDO ROLL 7"	Dozen	33 oz	2.75 oz per roll	8 grams	\$ 5.86
6520	HAMBURGER SESAME	Dozen	22 oz	1.8 oz per roll	8 grams	\$ 4.76
6500	HAMBURGER	Dozen	22 oz	1.8 oz per roll	8 grams	\$ 4.76
6600	SNOWFLAKE ROLL	Dozen	22 oz	1.8 oz per roll	8 grams	\$ 4.76
6280	CATER KAISER 3.5"	Dozen	24 oz	2 oz per roll	8 grams	\$ 4.76
6300	PARTY ROLL 5"	Dozen	24 oz	2 oz per roll	8 grams	\$ 5.31
6800	DINNER ROLL LONG	Dozen	15 oz	1.25 oz per roll	8 grams	\$ 3.86
6830	DINNER ROLL ROUND	Dozen	15 oz	1.25 oz per roll	8 grams	\$ 3.86

## WHOLE GRAIN PRODUCTS

Product Code	Product Description	Order By	Dozen Weight	Roll Weight	Grams of grain per 1 oz serving	Cost
6090	WHOLE GRAIN FRENCH BREAD 20"	Loaf		16 oz	16 grams	\$ 3.24
6420	WHOLE GRAIN TORPEDO 7"	Dozen	33 oz	2.75 oz per roll	16 grams	\$ 6.57
6650	WHOLE GRAIN KAISER 4.5"	Dozen	33 oz	2.75 oz per roll	16 grams	\$ 6.57
6310	WHOLE GRAIN CATER KAISER 3.5"	Dozen	24 oz	2 oz per roll	16 grams	\$ 5.42
6220	WHOLE GRAIN HAMBURGER Deluxe	Dozen	22 oz	1.8 oz per roll	16 grams	\$ 5.42
6430	WHOLE GRAIN PARTY ROLL 5"	Dozen	24 oz	2 oz per roll	16 grams	\$ 5.80
6860	WHOLE GRAIN DINNER ROLL	Dozen	15 oz	1.25 oz per roll	16 grams	\$ 4.46
9750	WHOLE GRAIN WHITE BREAD 20 slices	Loaf	20 oz	1 oz per slice	16 grams	\$ 3.22
9860	WHOLE GRAIN WHITE HOTDOG	8-pk	16 oz	2 oz per roll	16 grams	\$ 2.89
9870	WHOLE GRAIN WHITE HAMBURGER	8-pk	16 oz	2 oz per roll	16 grams	\$ 2.89

*Please Note that we now have a 10 item minimum for all daily deliveries*

*Serving the food industry since 1949*

## **PASTRIES**

Product Code	Product Description	Order By	Weight	Cost
9000	ASSORTED RING DONUTS	Dozen		\$ 19.00
9010	ASSORTED FILLED DONUTS	Dozen		\$ 19.00
9020	GLAZED RING DONUTS	Dozen		\$ 19.00
9030	POWDERED JELLY DONUTS	Dozen		\$ 19.00
9050	CREAM FILLED DONUTS	Dozen		\$ 19.00
9070	BOSTON FILLED DONUTS	Dozen		\$ 19.00
9150	CHOCOLATE RING DONUTS	Dozen		\$ 19.00
9160	VANILLA RING DONUTS	Dozen		\$ 19.00
9360	ASSORTED MUFFINS	6-pack		\$ 12.00
9380	BLUEBERRY MUFFINS	6-pack		\$ 12.00
9410	ASSORTED MEDIUM DANISH	Dozen		\$ 22.00

## **BAGELS**

Product Code	Product Description	Order By	Weight	Weight	Cost
7320	RAISEN BAGEL	6-pack	18 oz	3 oz bagels	\$ 3.90
7350	PLAIN BAGEL	6-pack	18 oz	3 oz bagels	\$ 3.90
7360	POPPYSEED BAGEL	6-pack	18 oz	3 oz bagels	\$ 3.90
7370	SESAME BAGEL	6-pack	18 oz	3 oz bagels	\$ 3.90
7380	WHEAT BAGEL	6-pack	18 oz	3 oz bagels	\$ 3.90
7400	ONION BAGEL	6-pack	18 oz	3 oz bagels	\$ 3.90
7420	ALL TOPPING BAGEL	6-pack	18 oz	3 oz bagels	\$ 3.90

## **WHITE BREAD & RYE BREADS**

Product Code	Product Description	Order By	Weight	Weight	Cost
8360	RYE 1/2 SPLITS	Piece	24 OZ	14 Slices	\$ 4.12
8470	LARGE PLAIN RYE	Piece	42 oz	30 Slices	\$ 7.25
8570	LARGE MARBLE RYE	Piece	42 oz	30 Slices	\$ 7.25
8670	LARGE PUMPERNICKLE RYE	Piece	42 oz	30 Slices	\$ 7.25
9700	HOT DOG ROLLS	12-pack	18 oz		\$ 3.18
9720	HAMBURGER ROLLS	12-pack	24 oz		\$ 3.18
9760	TEXAS TOAST	Piece	24 oz	16 Slices	\$ 3.57
9770	CLUB WHITE BREAD	Piece	27 oz	22 Slices	\$ 3.57
9780	CLUB WHEAT BREAD	Piece	27 oz	22 Slices	\$ 3.57
9650	RAISEN BREAD	Piece	16 OZ	12 Slices	\$ 4.65
9620	WHITE SANDWICH BREAD	Piece	25 oz	28 Slices	\$ 3.43
9660	WHEAT SANDWICH BREAD	Piece	25 oz	28 Slices	\$ 3.43
9840	ENGLISH MUFFINS	12-pack	24 oz		\$ 3.81
9850	SPLIT TOP DINNER ROLLS	12-pack	18 oz		\$ 3.81

***Please send all Orders by Email, Fax or Phone***

***All orders must be sent in by Thursday for the following week***

[orders@deluxebakery.com](mailto:orders@deluxebakery.com)

**856-939-5000**

**856-939-0675 Fax**

*Please Note that we now have a 10 item minimum for all daily deliveries*

*Serving the food industry since 1949*

# Hy-Point

SALEM COUNTY COOPERATIVE PRICING CONSORTIUM	MILK, JUICE DAIRY PRODUCTS				2024-2025
	BIDDERS MARGIN FORM				
	ITEM #	QTY/CS.	CLASS I PRICE	BIDDERS MARGIN	BID PRICE QUOTE
PRODUCT					
1/2 Pint 1% White Milk	42	50	.0896	.1429	.2325
1/2 Pint Fat Free White Milk	29	50	.073	.146	.219
1/2 Pint Fat Free Choc Milk	31	50	.0676	.1904	.258
1/2 Pint .5% Choc Milk	—	—	—	—	—
1/2 Pint Fat Free Straw Milk	33	50	.0676	.1904	.258
1/2 Pint .5% Strawberry Milk	—	—	—	—	—
1/2 Pint 1% White Plastic	132	40	.0896	.2354	.325
1 Pint 1% White Plastic	—	—	—	—	—
1 Pint Low Fat Choc Plastic	38	20	.1662	.5938	.76
1/2 Pint 1% Choc Plastic	—	—	—	—	—
1 Pint Low Fat Straw Plastic	—	—	—	—	—
1/2 Pint 1% Straw Plastic	—	—	—	—	—
1 Pint Iced Tea Plastic	131	20			.54
1 Pint Lemon Drink Plastic	132	20			.49
1 Pint Diet Iced Tea Plastic	361	20			.54
1 Pint Rasp. Tea Plastic	363	20			.54
1 Pint Peach Tea Plastic	362	20			.54
1 Pint Green Tea Plastic	365	20			.54
1/2 Pint Lactaid	1521	50			.89
1 Gallon 2% Milk	02	4	1.7794	2.1606	3.89
1 Gallon 1% Milk	03	4	1.433	2.157	3.59
1/2 Gallon 1% White Milk	44	9	.7165	1.3835	2.10
8 oz. Orange Juice	399	50			.475
4 oz. Orange Juice	375	75			.29
4 oz. Apple Juice	377	75			.16
4 oz. 100% Grape Juice	—	—			NA
4 oz. Fruit Punch Juice	—	—			NA
10 oz. Spring Water	292	24			.2042
8 oz. Lowfat Yogurt (Asst)	Asst	12			.91
4 oz. Lowfat Yogurt (Asst)	Asst	48			.46
Lowfat Sour Cream (pt)	209	12			2.49
Cream Cheese, 3 lb.	259	10			8.87
1 oz. Cream Cheese (100/cs)	262	1			33.00
1/2 & 1/2 Creamers (qt)	19	16			1.99
1/2 & 1/2 Creamers (400 cs)	400	200			16.25
1/2 & 1/2 Creamers (Fr. Van.)		1			28.25
Eggs	Asst	15			4.00

## Price Listing

GEORGE'S

EFFECTIVE DATE: 02/ SCHEDULE: 31

COST WAREHOUSE: Marcus Warehouse - ORGANIZED BY CATEGORY - FOR PRODUCT CATEGORY: J&J SNACK FOODS, RICH'S 3oz CUPS, RICH'S NOVELTY

CA ITEM#	DESCRIPTION	O? SUPPLIER ID	EAC /CA	CASES PRICE	EACH PRICE
95 1557	RICH'S 3oz LF VANILLA CUP	*	24	10.32	0.43
95 2295	RICH'S 3oz LF CHOC/VANILLA CUP	*	24	10.32	0.43
80 2098	ROSATI 4.4oz SWEETHEART CUPS	*	90	35.50	0.39
80 2126	ROSATI 4.4oz HIP HOPPIN CUPS	*	90	35.50	0.39
80 2141	ROSATI 4.4oz AMERICAN HERO	*	90	35.50	0.39
80 2164	ROSATI 4.4oz CRY- CHERRY CUPS	*	90	35.50	0.39
80 2165	ROSATI 4.4oz CRY- SR APPLE CUP	*	90	35.50	0.39
80 2169	ROSATI 4.4oz SNOW JOE CUPS	*	90	35.50	0.39
80 2170	ROSATI 4.4 oz H.NEW YEAR CUPS	*	90	35.50	0.39
80 2181	ROSATI 4.4oz LUCK O IRISH CUPS	*	90	35.50	0.39
80 2183	ROSATI 4.4oz CHILLIN BAT CUPS	*	90	35.50	0.39
80 2221	ROSATI 4.4oz BLUE RASP FREEZE	*	90	35.50	0.39
80 2222	ROSATI 4.4oz WATERMELON	*	90	35.50	0.39
80 2223	ROSATI 4.4oz GIVIN THANKS CUPS	*	90	35.50	0.39
80 2224	ROSATI 4.4oz CHERRY/FRUIT	*	90	35.50	0.39
80 2237	ROSATI 4.4 oz MANGO FRUIT FRZ	*	90	35.50	0.39
29 2442	51 % WG 1 OZ PRET ROD	31012	180	26.00	0.14
29 2450	51% WG DUTCH WAFFLE	4521	48	26.50	0.55
29 2451	WG BENEFIT BAR/ OATMEAL	40401	48	23.00	0.48
29 2452	WG BENEFIT BAR BANANA N CHOC	40402	48	23.00	0.48
29 2453	WG BENEFIT BAR CHOCOLATE	40408	48	23.00	0.48
29 2454	WG BENEFIT BAR CELEBRATION	40409	48	23.00	0.48
29 2476	100 ct WG 51% PRET 2.2 OZ	30110	100	25.25	0.25
43 1528	RICH'S CRUMBLER COOKIE BAR	*	24	11.60	0.48
43 1531	RICH'S CRUMBLE COOKIE CONE	*	24	12.40	0.53
43 1537	RICH'S FUDGE FRENZY	*	24	8.71	0.36
43 1541	RICH'S CHOC CRUNCH BAR	*	24	10.72	0.44
43 1542	RICH'S STRAW SHORTCAKE BAR	*	24	10.72	0.44
43 1543	RICH'S VANILLA SANDWICH	*	24	10.72	0.44
43 1546	RICH'S ORANGE CREAM BAR	*	24	8.71	0.36
43 1548	RICH'S POLAR POLE	*	24	11.72	0.48
43 1552	RICH'S B-DAY CAKE CONE	*	24	12.40	0.53
43 1554	RICH'S SAV. SOUR BLUE RASP	*	24	8.71	0.36
43 2093	RICH'S SAV. SOUR CHERRY	87000	24	8.71	0.36
43 2094	RICH'S COTTON CANDY TWIRL	87100	24	8.71	0.36
43 2166	RICH'S SOUR CYCLONE CUP	*	24	12.48	0.52



Name of Company George's Water ICE INC

**SALEM COUNTY COOPERATIVE PRICING CONSORTIUM  
SCHOOL YEAR 2024-2025  
BID PROPOSAL FORM**

**Ice Cream Products Delivery Margin**

**Bid Date: June 11, 2024**

I/we submit the following bid(s) for School Ice Cream Products Delivery Margin as here within specified

<b><u>CONTRACT A:</u></b>		<b>Bid on Ice Cream Products</b>	<b>RF = Reduced Fat LF = Low Fat</b>	
<b><u>Estimated Units</u></b>	<b><u>Item</u></b>	<b><u>Unit Bid Margin</u></b>	<b><u>Total</u></b>	
1. 330	RF Small Van/Choc Dixie Cup	\$ 10.32	\$ 3,405.60	
2. 235	RF <sup>Van/choc</sup> Strawberry Cup	\$ 10.32	\$ 2,425.20	
3. 315	RF <sup>Van</sup> Chocolate Cup	\$ 10.32	\$ 3,250.80	
4. 315	RF Vanilla Cup	\$ 10.32	\$ 3,250.80	
5. 841	RF Vanilla Ice Cream Sandwich	\$ 10.72	\$ 9,015.52	
6. 2033	RF Crumbled Cookie Cone	\$ 12.40	\$ 25,209.20	
7. 912	RF Van./Choc. Cone	\$ 12.40	\$ 11,308.80	
8. 620	Birthday Cake Cone	\$ 12.40	\$ 7,688.00	
9. 643	LF Fudge Bar	\$ 8.71	\$ 5,600.53	
10. 681	LF Orange Cream Bar	\$ 8.71	\$ 5,931.51	
11. 572	Cotton Candy Bar	\$ 8.71	\$ 4,982.12	
12. 796	RF Chocolate Éclair Bar	\$ 10.72	\$ 8,533.12	
13. 690	RF Strawberry Shortcake Bar	\$ 10.72	\$ 7,396.80	
14. 589	<sup>Bubble Gum</sup> Fruit Punch Bar	\$ 8.71	\$ 5,130.19	
15. 130	Banana Fudge Bomb Pop	\$ —	\$ —	
16. 90	Strawberry/Raspberry Bomb Pop	\$ —	\$ —	
17. 80	Strawberry/Banana Bomb Pop	\$ —	\$ —	
18. 415	Sour Swell Cherry Bar	\$ 8.71	\$ 3,614.65	
19. 470	Polar Pole Rainbow Push Up	\$ 11.72	\$ 5,508.40	
20. 401	Sour Cyclone Cup	\$ 12.48	\$ 5,004.48	
21. 311	Watermelon Cyclone Cup	\$ 12.48	\$ 3,881.28	
22. 301	Cherry Cyclone Cup	\$ 12.48	\$ 3,756.48	
23. 0	Crazy Cone	\$ —	\$ —	
<b><u>CONTRACT A:</u></b>		<b>Total Annual Bid (1-23)</b>	<u>124,893.48</u>	

**ICE CREAM BID  
2024-2025**

ITEM DESCRIPTION	SIZE	ITEM #	QTY/PK
<del>Vanilla</del> Reduced Fat Chocolate Cup	3oz	2295	24
Reduced Fat Vanilla Cup	3oz	1557	24
Reduced Fat Vanilla Ice Cream Sandwich	3oz	1543	24
Reduced Fat Crumbled Cookie Cone	3oz	1531	24
<del>Vanilla</del> Reduced Fat <del>Vanilla</del> Choc. Cone	3oz	1531	24
Birthday Cake Cone	3oz	1552	24
Lowfat Fudge Bar	2.5oz	1537	24
Lowfat Orange Cream Bar	2.5oz	1546	24
Reduced Fat Chocolate Éclair Bar	3oz	1541	24
Reduced Fat Strawberry Shortcake Bar	3oz	1542	24
<del>Bobble Gum</del> Fruit Punch Bar	2.5oz	1527	24
Banana Fudge Bomb Pop	/		
Strawberry/Raspberry Bomb Pop			
Strawberry/Banana Bomb Pop			
Sour Swell Cherry Bar		2093	24
<del>Cherry</del> Polar Pole Rainbow Push Up	2.75oz	<del>1548</del> 1548	24
Sour Cyclone Cup	3.75oz	2166	24
<del>Cherry</del> Sherbet Push Up	2.75oz	1548	24
<del>Sour BLUE Bar</del> Watermelon Cyclone Cup	2.5oz	1554	24
Cherry Cyclone Cup			
Crazy Cone			

**East Greenwich Township  
School District  
District Grading Policy  
2024-2025**

**What makes up a trimester grade?**

A **trimester** grade is composed of graded work recorded in Realtime™ from the following three categories: Primary Assessments, Secondary Assessments, Supportive Assessments.

**How are grades assigned in Grades 1-6?**

Grade	Numerical Band
A	92-100
B	83-91
C	74-82
D	65-73
F	0-64

**How much weight is assigned to each grading category in Grades 1-6?**

English Language Arts, Mathematics, Science, Social Studies

	<b>Grades 5, 6</b>	<b>Grades 1, 2, 3, 4</b>
Primary Assessments	50%	45%
Secondary Assessments	35%	35%
<u>Supportive Assessments</u>	<u>15%</u>	<u>20%</u>
Total Assessments	100%	100%

**In grades 1-6, how many grades are required for each grading category and what types of assignments are found in each category?**

Category	Rationale and Sample	Minimum Requirements
<b>Summative/ Primary Assessments</b>	<b>Purpose:</b> Summative assessments evaluate mastery/comprehension of a period of instruction.  <b>Examples Grades B-6:</b> Tests, writing assignments, performance-based assessments (ex.: Math in Action), major projects (school- based), extensive labs	<b>Grades B-4</b> <b>English Language Arts</b> - minimum of 4 <b>Math</b> minimum of 3 <b>Science</b> minimum of 2 <b>Social Studies</b> minimum of 2
		<b>Grades 5-6</b> <b>English Language Arts</b> minimum of 4 <b>Math</b> minimum of 3 <b>Science</b> minimum of 4 <b>Social Studies</b> minimum of 4
<b>Formative/ Secondary Assessments</b>	<b>Purpose:</b> Secondary assessments provide formative or ongoing assessment to guide instruction.  <b>Examples Grades B-6:</b> Quizzes, graded practice, STEAM lesson rubric, smaller labs, minor written responses, journal entries, outlines, smaller home-based projects  *Exception: In grade 2, grammar assessments fall in the supportive category. (In grades 3-6, grammar assessments fall in the secondary category.)	<b>Grades B-4</b> <b>English Language Arts</b> minimum of 4 <b>Math</b> minimum of 4 <b>Science</b> minimum of 3 <b>Social Studies</b> minimum of 3
		<b>Grades 5-6</b> <b>English Language Arts</b> minimum of 4 <b>Math</b> minimum of 4 <b>Science</b> minimum of 4 <b>Social Studies</b> minimum of 4
<b>Practice/ Supportive Assessments</b>	<b>Purpose:</b> Supportive assessments reinforce instruction with practice opportunities.  <b>Examples Grades B-6:</b> Homework, guided practice, outlines, center work, binder checks/notebook checks, grammar assessments (Grade 2 only)	<b>Grades B-4</b> <b>English Language Arts</b> minimum of 6 <b>Math</b> minimum of 6 <b>Science</b> minimum of 4 <b>Social Studies</b> minimum of 4
		<b>Grades 5-6</b> <b>English Language Arts</b> minimum of 10 <b>Math</b> minimum of 10 <b>Science</b> minimum of 6 <b>Social Studies</b> minimum of 6

### **What are the procedures for primary assessments?**

- Primary assessments will be spread throughout the trimester.
- At least one primary assessment will be graded and added to the grade book prior to mid-trimester.
- One week notification will be given to parents & students for primary assessments.
- Primary assessments will be similar or the same by grade/subject.
- Science and Social Studies study guides will be provided to students one week prior to a primary assessment. Parents should ask to see this study guide should they desire to help their child study for the assessment.

A primary assessment grade will only be assigned after an item analysis is conducted. Should a question be incorrectly answered by more than 50% or more of the students, that item will count towards the assigned grade, but will be re-taught and be a tested item again on the next assessment. Students will be notified of such items when the corrected test is given back.

All projects and writing assessments will be graded with a rubric. Students and parents will have access to the rubric.

Students' writing pieces will be sent home for your review. Please sign and return the writing piece to school. All writing pieces will be kept in school until the end of the year, when your child will select 4 pieces for his or her portfolio. All other pieces will be sent home at the end of the year.

The lowest possible grade reported is a "50" unless a child is found to be cheating or no attempt is made to complete assignments/assessments.

- If a grade is calculated below a 50, (although not recorded in gradebook,) the teacher will contact the parent. If a child is caught cheating or no attempt is made to complete an assignment or assessment, the parent will also be contacted.

At the end of each trimester, Honor Roll is calculated in grades 3-6. English Language Arts,

Math, Science and Social Studies averages are used in Honor Roll calculations; special area grades are not included in the calculation. Students may earn Superintendent's List (A averages) or Principal's List (A and B averages).

**How are grades assigned in Beginners and Special Areas?**

In Beginners and Special Areas (Art, Library, Music, Physical Education, World Language), a standards based report card is used.

Grade	Meaning	Numerical Band
M	Masters the Standard	92-100
W	Working Towards Standard	74-91
N	Not Meeting Standard	0-73

**In Beginners, how are students' grades determined for English Language Arts, Math, Science and Social Studies?**

Our Beginner students receive a standards-based report card. Each subject area, English Language Arts, Math, Science and Social Studies, will contain a list of skills and standards, and students will receive a grade to reflect his or her progress on each skill.

**In Special Areas, how are students' grades determined?**

Students receive trimester grades only. Comments, as needed, are provided for mid-trimester progress reports. Students' trimester grades are based on a trimester rubric which incorporates skills and effort. Portfolios consisting of a compilation of work for each student serve as the baseline for the assignment of the grade.

## Field Trips 2024-2025 School Year

Grade Level	Destination	Location
Preschool	The Little Gym	Clarksboro, NJ
Preschool	A Garden Party	Elmer, NJ
Beginner's	Please Touch Museum	Philadelphia, PA
Beginner's	Zimmerman's Farm	Sewell, NJ
1st	Zimmerman's Farm	Sewell, NJ
1st	Academy of Natural Sciences	Philadelphia, PA
2nd	Coombs Barnyard	Elmer, NJ
2nd	Adventure Aquarium	Camden, NJ
3rd	Arden Theatre	Philadelphia, PA
3rd	Philadelphia Zoo	Philadelphia, PA
4th	Franklin Institute	Philadelphia, PA
4th	Citizen's Bank Park	Philadelphia, PA
5th	Museum of the American Revolution	Philadelphia, PA
5th	Rowan Planetarium	Glassboro, NJ
6th	Kingsway Regional High School	Woolwich Township, NJ
6th	Hershey Park	Hershey, PA
6th Chorus	Botto's Italian Restaurant	Swedesboro, NJ
6th Band	Kingsway Regional High School	Woolwich Township, NJ
6th Band/Chorus/Strings	High Note Festival/Six Flags	Jackson, NJ
RISE	Red Bank Battlefield & Sugared	National Park/Clarksboro, NJ
Bird, Bat & Bug Club	Scotland Run Nature Center	Clayton, NJ



Summer Work Appointments 24/25 SY		
Staff Member	Program	Number of Hours Not to Exceed
Giovannitti, Ann	ESY Substitute	
Ficke, Lauren	Summer Nursing Hours	5

Summer Appointments 24/25 SY		
Staff Member Name	Prof. Development	Number of Hours Not to Exceed
Brown, Emery	Ukeru Training	6
Hansen, Heather	Ukeru Training	6
Humphreys, Emily	Ukeru Training	6
Macaluso, Nicole	Ukeru Training	6
Matteo, Katherine	Ukeru Training	6
Richetti, Rob	Ukeru Training	6
Spencer, Kelli	Ukeru Training	6
Theodoris, Sophia	Ukeru Training	6
Weston, Angelina	Ukeru Training	6

<b>Club Appointments 2024-2025 School Year</b>			
<b>Club Name</b>	<b>Club Advisor(s)</b>	<b>Grade Levels</b>	<b>Proposed # of Club Meetings</b>
Bird, Bat and Bug Club	Caroline Capasso and Jenna Gentile	2	30-39
Drama Club	Greg Hammell and Melissa Messina	5	40+
Stage Crew	Greg Hammell	5	20-29
Gaming Club	Kyle Agar & Holly Schell	3-6	40+
Band	Michael Gillespie	5	40+
Band	Michael Gillespie	6	40+
Jazz Band	Michael Gillespie	6	20-29
Art/Mural Club	Dannielle Benedetto & Scott Schriver	6	30-39
Chorus	Michael McGarrigle	5	30-39
Chorus	Michael McGarrigle	6	30-39
Ukelele Club	Michael McGarrigle	4	30-39
School Newspaper	Stacey Ligameri	6	30-39
Lego Club	Stacey Ligameri & Janene Emick	3	30-39
Healthy Hornets	Shannon Gibbons & Michele Brown	3-6	10-19
Sewing Club	Dannielle Benedetto	6	30-39
LIFT Club	Kristen Lombardo & Michele Brown	3-6	30-39
Strings	Jessica Stewart	3-6	30-39
Chapter Chasers	Jami Centrella	6	20-29
Junior Librarians	Stacey Ligameri	4-6	40+

2024-2025 SY Appointments		
Staff Member Name	Committee	Number of Hours Not to Exceed
Capasso, Caroline	Jeffrey Clark ScIP	5
Gentile, Jenna	Jeffrey Clark ScIP	5
Mirkovic, Lethina	Jeffrey Clark ScIP	5
DiCarlo, Monique	Samuel Mickle ScIP	5
Gray, Maureen	Samuel Mickle ScIP	5
Hammell, Greg	Samuel Mickle ScIP	5
Macaluso, Nicole	Samuel Mickle ScIP	5



# EAST GREENWICH TOWNSHIP SCHOOL DISTRICT

SAMUEL MICKLE BUILDING, 559 KINGS HIGHWAY, MICKLETON, NJ 08056

PHONE: 856-423-0412

FAX: 856-224-0144

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**Title: DIRECTOR OF CURRICULUM AND INSTRUCTION**

**Qualifications:**

- Possesses those qualifications as required by the School Laws of the State of New Jersey, including Principal or School Administrator certificate
- Those qualifications shall be considered minimum requirements
- The Board reserves the right to request that additional requirements be met
- Any exceptions to these requirements as determined by the Superintendent
- Must pass criminal background check and fingerprints, pre-employment drug screening and TB test

**Reports To:** Superintendent

**Purpose:** The Director of Curriculum and Instruction will provide leadership and vision in the ongoing planning, implementation, development, direction, review and evaluation of the district's curriculum and instructional services, federal programs, career and technical education services, assessment, research and evaluation services. The Director ensures that the district/school education objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement and instructional excellence.

**Performance Responsibilities:**

Curriculum and Instruction:

- Responsible for the development and implementation of federal or state aid programs, including, but not limited to Title I, Title IIA and Title IID
- Supervises the administration and analysis of all state and local testing programs within the district, including the creation of an annual district-wide assessment calendar
- Represents the school district in meetings and conferences related to curriculum and instruction, assessment and technology
- Reports periodically to the Board on all curriculum, instruction and assessment matters as directed by the Superintendent
- Makes recommendations pertaining to policy and procedure to the Superintendent
- Coordinates and supervises the instructional support programs for the district, including implementation of a multi-tiered system of supports (MTSS)
- Attends county and state curriculum meetings
- Supports all aspects of district instructional and curricular integration of technology
- Assists professional staff with the software evaluation process
- Coordinates the development, implementation, assessment, and evaluation of all curriculum programs and services on a five (5) year cycle

- Coordinate, articulate and monitor implementation of district curriculum to fidelity to reflect New Jersey Student Learning Standards and meet the needs of all students
- Lead the evaluation of curriculum, textbooks, and programs as per the five (5) year cycle
- Evaluate the effectiveness of instructional methods and programs and recommend revisions and improvements as needed
- Perform classroom observations and support teachers in the improvement of instructional performance
- Analyze student performance data, identify obstacles to improved performance, and identify remedies for improved teaching and learning in the district
- Serve as the contact and liaison with parents and the community regarding the instructional program
- Coordinate meetings with teachers and administrators to disseminate information regarding current developments and teaching
- Serves as the LEA contact for all curriculum initiatives
- Develop district-wide policies and procedures concerning curriculum and instructional programs
- Coordinate evaluation components required in accordance with AchieveNJ
- Coordinate and oversee the gifted and talented program
- Develops district report cards and oversee their use
- Coordinate the development, communication and implementation of summer assignments
- Establish a consistent process for the analysis of state, district and local assessment data
- Initiate, develop, and coordinate activities and workshops to improve student achievement consistent with current best practices
- Plan, promote and implement programs of in-service education for new and veteran staff
- Develop a professional development plan and calendar with a selection of workshops that are congruent with the district's goals
- Provide supervision and leadership in promoting improvement of teaching staff competencies through professional development and district analysis

#### Personnel (K-6)

- Participates in the interview and selection process of the instructional staff as appropriate
- Participates in the supervision process of beginning teachers through classroom observations and conferences
- Supervises and evaluates district staff
- Conducts formal and informal observations and supervision of staff
- Encourages ethical practices of teachers
- Cooperates with administrative and supervisory personnel on the overall education program

#### General (K-6)

- Recommends a budget to the Superintendent to meet the objectives of this office and operates within the budget
- Attends and actively participates in professional association meetings and conferences at the local, county, state and national levels
- Promotes and participates in the public relations program, including the district website and web pages
- Serves on district-wide committees as needed
- Keeps the Superintendent fully informed of significant matters pertaining to the administration of the schools and consults freely with him/her concerning such matters
- Establishes an open line of communication with the community
- Coordinate and ensure compliance in all elements relating to state monitoring

- Budget for, order and distribute district curricula and instructional materials in a timely manner for effective teacher and student use
- Submit to the superintendent a monthly report on school teaching and learning improvement activities and outcomes and an annual report of progress made
- Represents the school district in educational projects and initiatives at the local, county, state, and national levels
- Know and assist schools in the correct implementation of the laws related to state adopted standards and assessments
- As assigned, assist with the coordination and preparation of New Jersey Quality Single Accountability Continuum (NJQSAC) monitoring
- Complete, coordinate and oversee grant applications
- Provides leadership in developing school and district goals and shares responsibility for working towards the goals
- Establishes, supports and promotes high standard and expectations for students and staff
- Attends Board of Education meetings
- Attends school and district sponsored events
- Performs any other duties assigned by the Superintendent

#### **Additional Duties**

Performs other related tasks as assigned by the Superintendent.

#### **Evaluation**

Annually by the Superintendent using approved NJ format

#### **Physical Demands**

Works in standard office and school building environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this job are normally performed in the following manner: the employee is regularly required to stand and is regularly required to talk and to hear. The employee frequently is required to walk. The employee is occasionally required to sit; to use hand to finger, handle or feel; to reach with hands and arms; to stoop; kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Note:** Qualified candidates/incumbents must be able to perform the essential duties and responsibilities with or without reasonable accommodations. As required under the Americans with Disabilities Act (ADA),

reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or duties. It is the responsibility of the incumbent in the position or the candidate once offered the position to inform the East Greenwich Superintendent of any and all reasonable accommodations that may be required. Candidates who need accommodations to complete the application process must inform the Superintendent of their need.

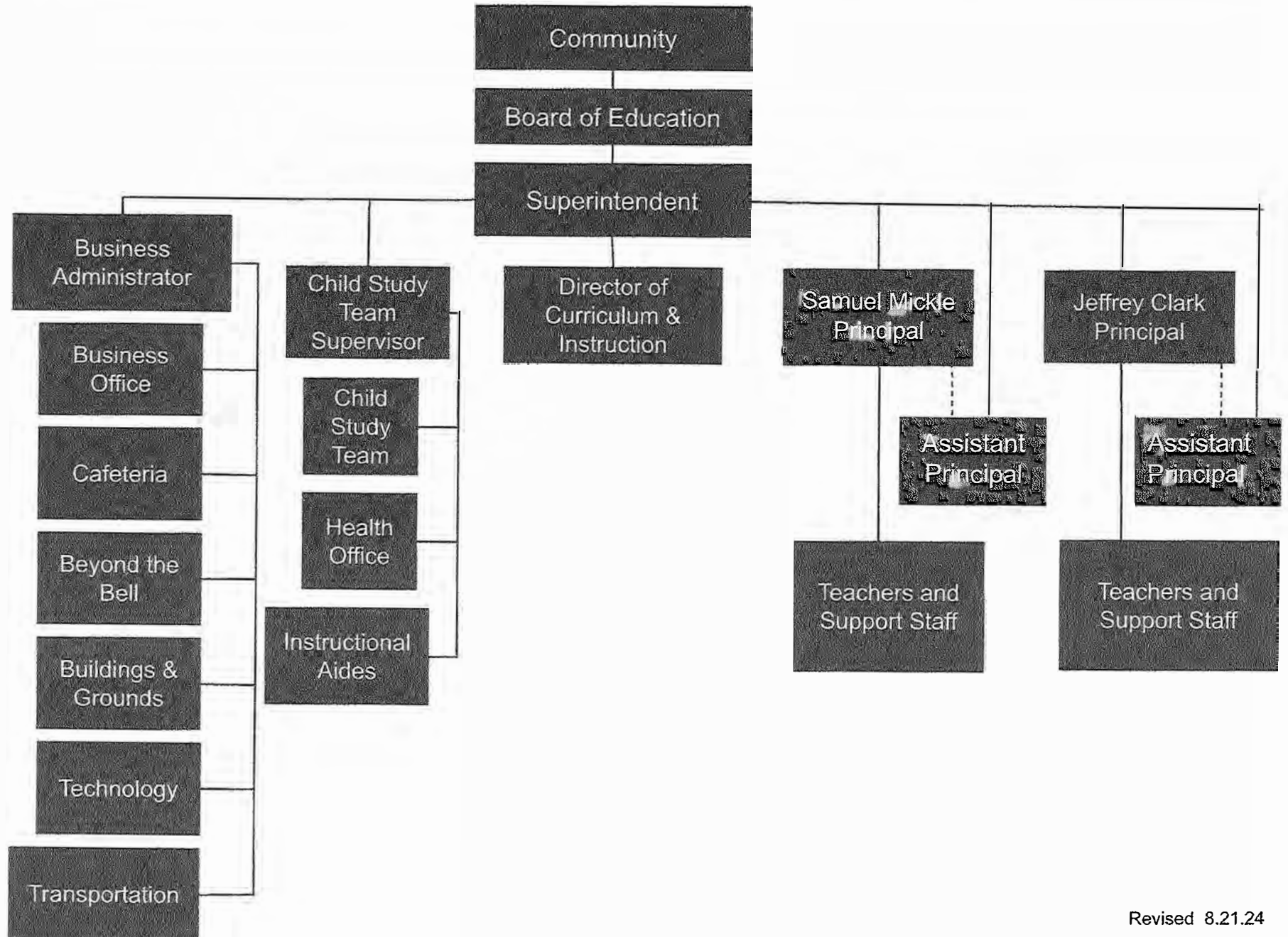
**Terms of Employment:** In accordance with the Collective Bargaining Agreement

*The East Greenwich Township School District is an Equal Opportunity Employment, Educational and Service Organization.*

Revised: 7/3/24



# East Greenwich Township School District Organizational Chart



## 2022-2027 East Greenwich Township School District Strategic Plan Action Plans, Year 3 (2024-2025)

### Goal 1 Focus Area: Teaching and Learning

Goal: Create and provide curricula and instructional practices that lead to high quality learning to build independent citizens within a variety of settings.

Objectives:

1. Create opportunities for students to experience hands-on project-based learning environments.
2. Facilitate learning environments that provide leadership opportunities for students.
3. Enhance teaching and learning through addressing the needs of the whole child in an inclusive environment through data driven decisions.
4. Provide enriching opportunities for students through STEAM and STEM lessons. (See Goal 2)
5. Strive to maintain small class size in order to provide authentic implementation of best practices.
6. Be selective in terms of technology to enhance and support instruction.

Major Activities	Timeline	Staff Responsible	Resources Required	Indicator of Success
Incorporate hands-on, project-based learning ( <i>Math in Action</i> ) into grades B-5 math curricula with the integration of a new resource, iReady Math Classroom (Objective 1) (Also aligns with Goal 2, Objective 1)	July 2024-June 2025	Superintendent Director of Curriculum and Instruction Principals Teachers	Revised Math Curricula, B-5  Ready Math Classroom teacher/ student instructional resources	B-5 Math revised curricula includes <i>Math in Action</i> project-based learning in at least 3/5 units of instruction  A random sampling of 2 gradebooks per grade level includes 3 <i>Math in Action</i> student grades by June
Implement a new math resource in grades B-5, iReady Math Classroom; iReady is structured to include practice and differentiation into lesson pacing, so there is time for student-centered, discourse-	July 2024- June 2025	Superintendent Director of Curriculum and Instruction All other administrators All instructional staff	iReady Classroom student and teacher resources (online subscription and print materials)  iReady Classroom professional development for all administrators and	B-5 revised Math curricula  iReady Math instructional model  Professional Development agendas and sign in sheets

<p>driven instruction with multiple options for practice and differentiation through the <i>Try It, Discuss It, Connect It</i> instructional framework; progress is monitored through lesson Comprehension Checks, so teachers are able to use the data to drive instructional decisions and reteach during Refine sessions included in each lesson.</p> <p>(Objectives 2 and 3)</p>			<p>instructional staff</p> <p>Revised B-5 math curricula with iReady Classroom as the instructional resource</p>	<p>Purchase requisition for materials and subscription</p>
<p>Continue to provide STEAM enrichment lessons to all students in preschool through grade 6</p> <p>(Objective 4)</p>	September 2024- June 2025	<p>Superintendent Director of Curriculum and Instruction Principals STEAM Teacher</p>	Curricula writing budget	<p>STEAM Schedule</p> <p>STEAM curricula</p>
<p>Maintain class size by evaluating enrollment projections and re-allocating staff as needed; continue to partner with the township to project enrollment for the 2025-2026 school year and make adjustments in staffing as needed</p> <p>2024-2025 Average Class Sizes: Beginners- 18 Grade 1- 18</p>	June 2024- August 2025	<p>Superintendent Principals Registrar</p>		District Enrollment Report by grade level

Grade 2- 19 Grade 3- 22 Grade 4- 21 Grade 5- 24 Grade 6- 22 (Objective 5)				
Be selective of technology to support and enhance instruction. Continue to evaluate all district subscriptions by usage as well as connectedness to standards and curricula, as well as information provided to staff, students and parents. Eliminate redundant or low yield subscriptions. For the 2024-2025 school year, eliminate IXL Math and Reflex Math to be replaced by iReady <i>My Path</i> and iReady <i>Fluency Flight</i> (Objective 6)	July 2024- June 2025	Superintendent Director of Curriculum	District Budget	Subscription List Resource Feedback Collection information  Purchase requisition for iReady resources

**Goal 2 Focus Area: Enrichment**

Goal: The East Greenwich Township Public School District will strive to enhance enrichment opportunities for all students, both during the school day and through academic and extracurricular activities, clubs, and events.

**Objectives:**

1. Infuse project-based and real-world learning into classroom learning opportunities.
2. Provide opportunities to enrich and reach students academically, physically, and social-emotionally.
3. Provide additional opportunities for students to provide their input for enrichment and extracurricular activities that are meaningful to them.
4. Seek opportunities for outside community groups and organizations to facilitate enrichment learning clubs or activities.

Major Activities	Timeline	Staff Responsible	Resources Required	Indicator of Success
Incorporate hands-on, project-based learning ( <i>Math in Action</i> ) into grades B-5 math curricula with the integration of a new resource, iReady Math Classroom (Objective 1) (Also aligns with Goal 1, Objective 1)	July 2024-June 2025	Superintendent Director of Curriculum and Instruction Principals Teachers	Revised Math Curricula, B-5  Ready Math Classroom teacher/ student instructional resources	B-5 Math revised curricula includes <i>Math in Action</i> project-based learning in at least 3/5 units of instruction  A random sampling of 2 gradebooks per grade level includes 3 <i>Math in Action</i> student grades by June
Accept inclusion into the Clayton Pilot Program and launch the Child Connection Center at the Jeffrey Clark School; the Child Connection Center will provide SEL supports to Jeffrey Clark teachers, families and students (Objective 2)	August 2024-June 2025	Superintendent Principals Mental Health Providers Teachers Families	Allocate district budget funds for 15% of the cost of the project  Provide space for 2 onsite SEL specialists to meet with students and families	Memorandum of Agreement

Continue to partner with Rutgers University for the Comprehensive Mental Health grant to accomplish Year 2 goals of 3 year grant; including attending Rutgers trainings, internal Mental Health team meetings and internal Mental Health team work sessions (Objective 2)	July 2024-August 2025	Superintendent Principals Mental Health Team	Allocate district budget resources for materials, training, substitutes and professional development	Training agendas Meeting minutes
Hold a minimum of 2 family events focused on strategies to support social-emotional and/or mental health (Objective 2)	July 2024-August 2025	Superintendent Principals Mental Health Team	Allocate district budget for materials, release time and/or compensation for preparation, compensation for the event	Event flyers Event sign in sheets Photos
Continue to offer instrumental strings (grades 2-6) and band lessons (grades 5-6) to students during the school day; continue to offer Strings Club, 5 <sup>th</sup> Grade Band, 6 <sup>th</sup> Grade Band and Jazz Band to students. (Objective 2)	September 2024-June 2025	Superintendent Principals Instrumental Strings Teacher Instrumental Band Teacher	Allocation of budget funds for instrumental music teachers  Materials as requested in club proposals	Teacher schedules; concert brochures
Continue to offer a variety of afterschool activities and clubs to students, such as Chorus, Drama Club, etc. (Objective 2)	September 2024-June 2025	Superintendent Principals Staff members who submit club proposal	Materials as requested in club proposals	School calendars with afterschool clubs/activities listed

Explore opportunities for clubs and/or enrichment. Add at least 1 new club to Jeffrey Clark for the 2024-2025 school year. Add at least 1 new club to the Samuel Mickle School for the 2024-2025 school year. (Objective 2, Objective 3)	September 2024-June 2025	Superintendent Principals Staff members who submit club proposal	Materials as requested in club proposals	BOE agenda with list of club proposals
Principals will develop and implement a structured process to meet with students for input and feedback on specific topics throughout the year. (Objective 3)	October 2024-May 2025	Superintendent Principals Students		Meeting agendas  Meeting sign in sheets  Parent permission slips/forms

<b>Goal 3 Focus Area: Communication</b>				
Goal: We aim to provide effective, timely, and relevant communication to all community members and collaborate with our township, community, and stakeholders.				
Objectives: <ol style="list-style-type: none"> <li>1. Collaborate with the township in order to share dates and events of the school and community in East Greenwich.</li> <li>2. Create an effective process to share and summarize important dates and events as well as pertinent district- or school-specific information.</li> <li>3. Develop a communication plan to provide easy access to school and district information.</li> </ol>				
Major Activities	Timeline	Staff Responsible	Resources Required	Indicator of Success
If the district receives Preschool Expansion Aid for the 2024-2025 school year, collaborate with the township to publicize and advertise the preschool lottery system (Objective 1)	November 2024-January 2025	Superintendent		Evidence of communication, such as meeting agenda, flyer, etc.
Continue to share township community event dates with families via newsletters and social media; Continue to provide the township notification of open school events (Objective 1)	August 2024-June 2025	Superintendent		Evidence of communication, such as social media posts on EGTSD Facebook page, flyers, and/or newsletters



Continue to provide a monthly paper calendar to families by building (green paper for Clark, yellow paper for Mickle); the paper calendar will include all special activities and events in the district and the school. (Objective 2)	September 2024- June 2025	Principals	Paper	Evidence of monthly calendars provided to parents
Continue to include all principal email communications on school websites so parents are able to access them in one location by date and/or topic. (Objective 2)	September 2024- June 2025	Principals		Evidence of all archived communications posted to school websites
Continue to post "Day" rotations on district website. (Objective 2)	September 2024- June 2025	Superintendent Director of Technology		Evidence of "Day" rotation on district website.
Include Spirit Days on school website calendars and school monthly paper calendars. (Objective 2)	September 2024- June 2025	Superintendent Principals Director of Technology		Evidence of Spirit Days on school website calendars and school monthly paper calendars.
Communicate the purpose and	September 2024- June 2025	Superintendent		Evidence of BTSN

process for students to receive Buzz Bucks. Include this information in the BTSN parent presentation; send home an explanatory letter. Include references to Buzz Bucks and their purpose in communications throughout the year. (Objective 2)		Principals Assistant Principals		presentation and parent letter.
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**Goal 4 Focus Area: Facilities and Technology**

Goal: Maintain and update infrastructure and technology tools to enhance teaching and learning to promote academic success.

Goal: Maintain and update the grounds and facilities to promote the safety and security of staff and students and prepare for future growth.

**Objectives:**

1. Develop a technology plan to guide future upgrades and purchases to meet the growing technology needs across the district.
2. Utilize available grant funding to help offset the cost of technology projects.
3. Provide more professional development opportunities to staff on utilizing new technologies in the classroom.
4. Develop a technology support group to help staff support each other with new teaching strategies and problem solving.
5. Maintain a secure network with the latest security technologies.
6. Continue to provide adequate resources to properly maintain the facilities.
7. Utilize available grant funding to help offset the cost of maintenance projects.
8. Keep an open dialogue with Township officials about incoming housing growth.
9. Be creative in utilizing existing classroom space. Create plans for utilizing existing space to handle increased enrollment.
10. Research expansion options such as construction and office trailers to address major growth in student enrollment.

Major Activities	Timeline	Staff Responsible	Resources Required	Indicator of Success
Revise the district technology plan (Objective 1)	October 2024-April 2025	Superintendent Business Administrator Director of Technology		Meeting agendas Revised plan
Continue to explore and secure grant funding to offset costs of technology projects based on the technology plan and district priorities. Purchase devices through E rate to maximize savings benefits. (Objective 2)	August 2024-June 2025	Superintendent Business Administrator Director of Technology	E rate application	Purchase requisitions

Provide professional development to staff on iReady online diagnostic assessment and iReady <i>My Path</i> personalized online instruction and practice tool (Objective 3)	July 2024-January 2025	Superintendent Director of Curriculum and Instruction Director of Technology Principals Teachers		Professional Development agendas
Continue to maintain a secure network with the latest security technologies by evaluating current practices and identifying opportunities for improvement. (Objective 5)	August 2024-June 2025	Superintendent Business Administrator Director of Technology	District budget	Purchase requisition
Through a Home & School grant, select and install new playground equipment at the Jeffrey Clark School and Samuel Mickle School (Objective 6,7)	June 2024-January 2025	Superintendent Business Administrator Principals Director of Facilities Home & School board		Photos of finished work
Continue to maintain open communication with the township regarding potential building projects which could impact enrollment, and plan for changes to staffing as needed (Objective 8)	December 2024-March 2025	Superintendent Business Administrator Board President Township officials		Meeting agendas

The Preschool Expansion Aid application requires districts to plan to service 90% of eligible preschoolers within 5 years; As part of the application process, reallocate space at Jeffrey Clark school for a total of 6 PEA classrooms during the 2024-2025 school year should funding be granted (Objective 9)	June 2024-August 2025	Superintendent Business Administrator Principal Facilities Director		2024 PEA grant application Jeffrey Clark school map
If Preschool Expansion Aid is awarded to the district, continue to plan to expand access to preschool for the 2025-2025 school year by expanding the number of classrooms in the Jeffrey Clark School and partnering with Head Start and/or local providers based on the amount of funding allocated by the NJDOE (Objectives 9, 10)	January 2025-June 2025	Superintendent Business Administrator Principal Facilities Director Township officials Community Contacts		Meeting agendas 2025 PEA grant application Jeffrey Clark School map

## East Greenwich Township School District Professional Development Plan (PDP)

District Name	Superintendent	Plan Begin/End Dates
East Greenwich Township School District	Andrea Evans	9/2024-6/2025

### 1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	In alignment with Marzano's Domain 2, Element 3: <i>Attention to Established Content Standards</i> , our objective is to enhance the capacity of our teaching staff to develop a comprehensive understanding of the New Jersey State Learning Standards to ensure that lesson and unit plans are aligned with established content standards.	Teaching Staff	<ul style="list-style-type: none"> <li>Goal 1 is aligned with our teacher evaluation system, Marzano.</li> <li>Goal 1 supports standards-aligned instruction that empowers teachers to make instructional decisions based on the New Jersey State Learning Standards.</li> <li>With the introduction of the 2023 New Jersey Student Learning Standards (NJSLS) for English Language Arts and Mathematics, our teachers will have opportunities to deepen their understanding of these revisions and effectively implement district-developed curricula. This will be achieved through high-impact resources designed to enhance student success. For instance, our district is adopting the i-Ready Classroom Mathematics program for Kindergarten through Fifth-grade students this year. This program will provide a robust framework for instruction and support our commitment to advancing student achievement.</li> <li>This goal aligns closely with our district's mission statement and core values. It emphasizes building our teachers' capacity to understand the New Jersey Student Learning Standards (NJSLS), thereby ensuring that we deliver a challenging and exceptional educational experience for our students.</li> </ul>
2	In alignment with Marzano, <i>Domain 1, Element 7: Organizing students to Interact with New Knowledge</i> , efforts will focus on enhancing staff capacity with sound structures for organizing students	All Jeffrey Clark Staff	<ul style="list-style-type: none"> <li>Goal 2 is aligned with our teacher evaluation system, Marzano.</li> <li>Goal 2 supports focusing on practices and outcomes that show how organizing students leads to enhanced engagement and understanding.</li> <li>Effective planning should incorporate activities to stimulate student discussion and interaction around new content. Students can be grouped based on their needs to maximize learning outcomes, allowing for differentiated instruction that addresses diverse learning styles and abilities.</li> </ul>

	that support the processing of new information. This approach aims to encourage active and meaningful interactions with new knowledge.		<p>This approach ensures that each student receives the support and challenge to engage meaningfully with the material.</p> <ul style="list-style-type: none"> <li>• With this goal, the district strives to implement consistent, collaborative learning structures in the classroom by using active learning strategies like problem-solving tasks and inquiry-based learning. These approaches require students to engage with and apply new knowledge effectively.</li> </ul>
3	In correlation with Marzano, <i>Domain 1, Element 18: Examining Errors in Reasoning</i> , the objective is to deepen learning and enhance critical awareness by encouraging students to move beyond surface-level understanding. The goal is to engage students in a more profound exploration of their reasoning and logic, fostering a greater awareness of their thought processes.	All Samuel Mickle Staff	<ul style="list-style-type: none"> <li>• Aligned with our teacher evaluation system, Marzano</li> <li>• Goal 3 emphasizes teachers engaging in meaningful discourse with students to examine their understanding and the level of support needed.</li> <li>• This goal lends itself to using the habits of the mind to foster critical thinking within students.</li> <li>• Goal 3 provides an opportunity to emphasize employing formative assessments that prompt students to identify and correct errors in their reasoning.</li> <li>• Empowering teachers to use discussions with students where students articulate their thought processes. Teachers with a deeper understanding can gain insight into their students' thinking processes and learning strategies.</li> </ul>
4	We will enhance and expand teachers' capacity to effectively utilize formative and benchmark assessment data to make data-informed decisions that drive and differentiate instruction, ultimately improving student outcomes. By fostering a data-driven culture, we aim to empower teachers to identify trends, monitor progress, and tailor instruction to meet the individual needs of each student.	Teaching Staff	<ul style="list-style-type: none"> <li>• Goal 4 focuses on enhancing data analysis and data-informed practices within the classroom to boost student learning and academic performance through targeted planning and instruction.</li> <li>• The district has introduced a new benchmarking tool for math with the recent implementation of i-Ready math. Teachers will receive support for effective administration and report interpretation and guidance on using lesson-level formative assessment tools.</li> <li>• With various benchmarks (e.g., LinkIt, Aimsweb, F&amp;P, &amp; i-ready) and state assessments (e.g., NJSLA, DLM, WIDA) available, the emphasis is on leveraging this data in meaningful and actionable ways to enhance student learning.</li> <li>• Effective data analysis and application in the classroom will enable more precise interventions, improving student performance.</li> </ul>

## 2: Professional Learning Activities

PL Goal No.	Initial Activities	Follow-up Activities (as appropriate)
1	<ul style="list-style-type: none"> <li>● <b><i>In-District Workshops:</i></b> Comprehensive workshops led by program-specific professionals               <ul style="list-style-type: none"> <li>○ i-Ready Classroom Mathematics Professional Learning Services:                   <ul style="list-style-type: none"> <li>■ 7/1/24: Overview of program components, structure, and key instructional features for curriculum writing for summer math committee</li> <li>■ 8/19/24: Administrative training on foundations of i-Ready Classroom Mathematics</li> </ul> </li> </ul> </li> <li>● <b><i>Marzano Training Refresher:</i></b> A session dedicated to revisiting Marzano’s instructional strategies and best practices to reinforce and update educators’ understanding.</li> <li>● <b><i>Observation Pre and Post-Conference:</i></b> Scheduled discussions before and after classroom observations to review goals, strategies, and feedback for continuous improvement.</li> <li>● <b><i>Collaboration with I&amp;RS Teams, Team Leaders, BSI Teachers, SCIP Committee, and Leadership Team:</i></b> Engaging in collaborative efforts with various educational teams to align strategies, share insights, and support the overall effectiveness of instructional programs.</li> </ul>	<ul style="list-style-type: none"> <li>● <b><i>In-District Workshops:</i></b> Comprehensive workshops led by program-specific professionals               <ul style="list-style-type: none"> <li>○ i-Ready Classroom Mathematics Professional Learning Services:                   <ul style="list-style-type: none"> <li>■ 9/3/24: Preparing to Teach i-Ready with Integrating Digital Resources to Support a Comprehensive Implementation</li> <li>■ 10/14/24: Developing Mathematical Thinkers through Instructional Routines with Personalized Instruction Orientation</li> <li>■ 2/14/25: Understanding and Responding to i-Ready Growth Data</li> </ul> </li> </ul> </li> <li>● <b><i>Turnkey Workshops:</i></b> Deliver comprehensive workshops led by trained staff to foster growth among all instructional personnel and ensure sustainability within the district.</li> <li>● <b><i>Professional Learning Opportunities:</i></b> Leverage faculty and team meetings to focus on targeted, differentiated, and data-informed instruction, enhancing instructional practices and outcomes.</li> <li>● <b><i>Ongoing Support and Coaching:</i></b> Offer continuous support, training, and individualized coaching to maintain and elevate instructional quality.</li> <li>● <b><i>Administrative Professional Development:</i></b> The administration will facilitate and provide necessary professional development opportunities to meet the evolving needs of the staff and enhance instructional effectiveness.</li> </ul>



2	<ul style="list-style-type: none"> <li>● <b>Marzano Training Refresher:</b> A session dedicated to revisiting Marzano’s instructional strategies and best practices to reinforce and update educators’ understanding.</li> <li>● <b>Observation Pre and Post-Conference:</b> Scheduled discussions before and after classroom observations to review goals, strategies, and feedback for continuous improvement.</li> <li>● <b>Collaboration with I&amp;RS Teams, Team Leaders, BSI Teachers, SCIP Committee, and Leadership Team:</b> Engaging in collaborative efforts with various educational teams to align strategies, share insights, and support the overall effectiveness of instructional programs.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Turnkey Workshops:</b> Deliver comprehensive workshops led by trained staff to foster growth among all instructional personnel and ensure sustainability within the district.</li> <li>● <b>Professional Learning Opportunities:</b> Leverage faculty and team meetings to focus on targeted, differentiated, and data-informed instruction, enhancing instructional practices and outcomes.</li> <li>● <b>Ongoing Support and Coaching:</b> Offer continuous support, training, and individualized coaching to maintain and elevate instructional quality.</li> <li>● <b>Administrative Professional Development:</b> The administration will facilitate and provide necessary professional development opportunities to meet the evolving needs of the staff and enhance instructional effectiveness.</li> </ul>
3	<ul style="list-style-type: none"> <li>● In-District Workshops</li> <li>● <b>Marzano Training Refresher:</b> A session dedicated to revisiting Marzano’s instructional strategies and best practices to reinforce and update educators’ understanding.</li> <li>● <b>Observation Pre and Post-Conference:</b> Scheduled discussions before and after classroom observations to review goals, strategies, and feedback for continuous improvement.</li> <li>● <b>Collaboration with I&amp;RS Teams, Team Leaders, BSI Teachers, SCIP Committee, and Leadership Team:</b> Engaging in collaborative efforts with various educational teams to align strategies, share insights, and support the overall effectiveness of instructional programs.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Professional Learning Opportunities:</b> Leverage faculty and team meetings to focus on targeted, differentiated, and data-informed instruction, enhancing instructional practices and outcomes.</li> <li>● <b>Ongoing Support and Coaching:</b> Offer continuous support, training, and individualized coaching to maintain and elevate instructional quality. <ul style="list-style-type: none"> <li>○ Teacher questions about benchmarking tools will be referred to program contacts and/or district experts</li> <li>○ Teachers will analyze data in their classroom to inform instruction, interventions, student grouping, etc.</li> <li>○ Student data from benchmark assessments will be analyzed and discussed</li> </ul> </li> <li>● <b>Administrative Professional Development:</b> The administration will facilitate and provide necessary professional development</li> </ul>

		opportunities to meet the evolving needs of the staff and enhance instructional effectiveness.
4	<ul style="list-style-type: none"> <li>● <b>Professional Development Sessions:</b> During in-service days, the leadership team will conduct professional development sessions to enhance instructional practices and support staff development.</li> <li>● <b>Consultation Services:</b> We will offer consultation services with program representatives to address specific needs and provide targeted support</li> <li>● <b>Professional Learning Communities:</b> The administration will attend team meetings to assist with the analysis of benchmark and lesson-level formative data, ensuring that data-driven decisions are made effectively.</li> <li>● <b>Scheduled District Benchmarks:</b> District-wide benchmarks will be administered three times per year using tools such as Linkit, Aimsweb, F&amp;P, and i-Ready to track student progress and inform instruction</li> <li>● <b>Collaboration:</b> The district will facilitate collaboration among I&amp;RS Teams, Team Leaders, BSI Teachers, and the Leadership Team to ensure cohesive and coordinated efforts in addressing student needs. Ex.: <ul style="list-style-type: none"> <li>○ <b>BSI Data Meetings:</b> Data meetings will include the BSI teacher, principal, director of curriculum, and teacher on assignment to review and strategize based on BSI data. <ul style="list-style-type: none"> <li>■ ELA: Diagnostic, Trimester 1 Data Review, and Trimester 2 Data Review</li> <li>■ Math: Trimester 1 Data Review and Trimester 2 Data Review</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● <b>Professional Learning Opportunities:</b> Leverage faculty and team meetings to focus on targeted, differentiated, and data-informed instruction, enhancing instructional practices and outcomes.</li> <li>● <b>Ongoing Support and Coaching:</b> Offer continuous support, training, and individualized coaching to maintain and elevate instructional quality.</li> <li>● <b>Administrative Professional Development:</b> The administration will facilitate and provide necessary professional development opportunities to meet the evolving needs of the staff and enhance instructional effectiveness.</li> </ul>

### 3: PD Required by Statute or Regulation

#### State-mandated PD Activities

See the attached link here.

### 4: Resources and Justification

#### Resources

- Consultant fees
- Professional development days, staff meetings, and team meeting time
- SCIP Committee meeting

#### Justification

The objectives of this professional development plan are strategically designed to enhance standards-driven instruction by closely examining errors in reasoning, facilitating student engagement with new content, and leveraging benchmark data to inform and refine instructional frameworks. These goals are directly aligned with our district's evaluation tool, Marzano, ensuring a cohesive approach to assessment and improvement. By providing professional development time, dedicated meeting time, consultation services, and comprehensive support alongside the above resources, we will effectively enable our district to meet and exceed these objectives. This structured approach will support our instructional goals and foster continuous growth and improvement within our educational practices.

Signature: \_\_\_\_\_

Superintendent Signature

\_\_\_\_\_

Date

## Professional Development Plan

District Name	School Name	Principal Name	Plan Begin/End Dates
East Greenwich Township	Jeffrey Clark School	Jessica Loggia	9/2024-6/2025

### 1: Professional Learning Goals

N o.	Goal	Identified Group	Rationale/Sources of Evidence
1	In correlation with Marzano, Domain 2, Element 3: <i>Attention to Established Standards</i> , continue to build our district and teaching staff's capacity to ensure that lesson and unit plans are aligned with established content standards and the manner in which content is sequenced.	Teaching Staff	<ul style="list-style-type: none"> <li>Goal 1 is aligned with the Marzano teacher evaluation model framework.</li> <li>Goal 1 directly addresses District Professional Learning Goal 1, aligning with focus element Domain 2, Element 3: <i>Attention to Established Standards</i>.</li> <li>The focus of the East Greenwich Township School District continues to be on providing a quality and rigorous education to all students. Goal 1 fosters the idea that effective preparation leads to improved decision-making in the classroom, which in turn, results in higher gains in student learning.</li> <li>With the introduction of new NJSLS in the 2024-2025 school year, teachers are provided with opportunities to cultivate clear and consistent learning goals to help prepare students for success. When teachers have a deep understanding of what students are expected to learn at specific grade levels and bands, teachers can effectively understand and support student learning.</li> <li>The desired effect of Goal 1 is that all teachers ensure that lessons and units include the important content identified by the district and the manner in which that content should be sequenced. This will lend itself to student learning activities that execute skills, strategies, and processes that enrich students academically.</li> <li>Goal 1 focuses on establishing a teachers' capacity in understanding the updates of the NJSLS which will provide a challenging and exceptional educational experience for our students, which is an exemplification of our district's mission statement and core set of values.</li> </ul>
2	In correlation with Marzano, <i>Domain 2, Element 7: Organizing</i>	Teaching Staff	<ul style="list-style-type: none"> <li>Aligned with our teacher evaluation system, Marzano.</li> <li>Goal 2 supports standards-aligned instruction that empowers students to work collaboratively with peers by asking and answering questions, adding their perspective to discussions and respecting the opinions of others in order to process new information.</li> </ul>

	<p><i>Students to Interact with New Knowledge</i>, to continue to build the staff's capacity by using instructional strategies and techniques to organize students into small groups to facilitate the processing of new information.</p>		<ul style="list-style-type: none"> <li>Providing support and professional development to build staff capacity using instructional strategies and techniques will lead to increased student achievement and engagement.</li> </ul>
3	<p>Continue to build the capacity of all teachers to adopt trauma-informed teaching methods to ensure considerations are in place to support and effectively reach students that are experiencing trauma.</p>	All Staff	<ul style="list-style-type: none"> <li>Educators must make appropriate considerations for all students, ensuring high expectations for academic achievement, while understanding how circumstances outside of the classroom impact learning and behavior. Goal 3 strives for adequate opportunities for teachers to analyze and understand the benefits of trauma-informed teaching and reflect on practices to find ways to better support students who may be experiencing trauma.</li> <li>Considerations and attention to targeted strategies to address the needs of students who may lack external support aligns with state requirements and recommendations regarding equitable practices and instruction, as well as explicit social-emotional efforts.</li> <li>Goal 3 demonstrates alignment, and supports efforts with District Goal 1: <i>Communicating Value and Respect for Low-Expectancy Students</i>, continuing our staff's ability to educate the "whole child", and focus school and district efforts on social-emotional development and wellness.</li> <li>Intended to support the East Greenwich "Enhancing School Mental Health Services Project" grant in partnership with The NJDOE and Rutgers Center on Comprehensive School Mental Health, as overseen by Emery Brown for the 2023-2024 school year and will continue to be during the 2024-2025 school year.</li> <li>Intended to support the district's goal of solidifying a tiered system of support.</li> <li>Develop and maintain a schedule for tier one lessons for each classroom on a monthly lesson.</li> <li>Ongoing meetings every six to eight weeks with administrators, the school counselor, and comprehensive mental health counselor to identify interventions and supports for our tier one, two and three students.</li> <li>In partnership with the Clayton Model Pilot Program, the Jeffrey Clark School has a designated "Child Connection Center" that allows for pilot staff to provide mental health and social emotional support to our students and families including family/child counseling, school/community engagement and integration of the Clayton Model within the school day.</li> </ul>

## 2: Professional Learning Activities

PL Goal No.	Initial Activities	Follow-up Activities (as appropriate)
1	<ul style="list-style-type: none"> <li>• Provide ongoing professional learning, training, and development focused on ways to support teachers in understanding the newly-revised New Jersey Student Learning Standards and how to effectively apply them to instruction.</li> <li>• Marzano Training Refresher (August 12, 2024)</li> <li>• Pre- and post-observation conferences</li> <li>• Collaboration with Team Leaders, BSI Teachers, I&amp;RS Team, and Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize faculty meetings, grade-level, and team meetings as opportunities to provide professional learning opportunities focused on ways to support teachers in understanding the newly-revised New Jersey Student Learning Standards and how to effectively apply them to instruction.</li> <li>• Ensure lesson planning and instructional design that demonstrates a knowledge and application of the content standards. Ensure lesson and unit plans include important content identified by the district and include the appropriate manner in which materials should be taught (scope and sequence).</li> <li>• Provide professional learning opportunities focused on lesson planning and preparing to progress teachers' understanding of the content and all components of the targeted New Jersey Student Learning Standards (see <u>Jeffrey Clark Professional Development Plan Goals 2024-2025</u> for specific strategies).</li> <li>• Continued support, training, and coaching of staff through district PD and workshops.</li> <li>• Administration will attend team meetings to support focus on utilization of establishing attention to content standards.</li> <li>• Administration will conduct pre-and post-observation conferences in which teacher-created resources that support planning and preparing are discussed (pacing guides, curriculum maps, teacher/student artifacts, etc).</li> <li>• Utilize classroom walkthroughs and observations to view Goal 1 in action; provide actionable feedback, whenever necessary.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Marzano Training Refresher</li> <li>• Observation Pre and Post Conference</li> <li>• Collaboration with I&amp;RS Teams, Team Leaders, BSI Teachers,</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize professional learning opportunities, such as faculty meetings and team meetings focused on targeted, differentiated, and data-informed instruction.</li> <li>• Administration will provide needed PD.</li> <li>• Utilize classroom walkthroughs and observations to provide specific and actionable feedback, whenever necessary.</li> <li>• Administration will attend team meetings to support focus on utilization of engagement strategies.</li> </ul>

	SCIP Committee, Leadership Team	<ul style="list-style-type: none"> <li>Administration will conduct pre-and post-observation conferences in which teacher-created resources that support planning and preparing are discussed (pacing guides, curriculum maps, teacher/student artifacts, etc).</li> </ul>
3	<ul style="list-style-type: none"> <li>Provide ongoing professional learning and development opportunities focused on tiered systems of supports.</li> <li>Provide teachers with professional development to enhance student achievement through data-driven instruction guided by MTSS.</li> <li>Collaboration with school counselors, mental health specialist, and case managers on turn-keying trauma-informed instruction strategies to staff.</li> <li>Administrative attendance at I&amp;RS/BSI/504 meetings, as well as attendance at bi-weekly counselor meetings, to disaggregate data pertaining to student achievement.</li> <li>Rutgers Center for Comprehensive School Mental Health Team</li> </ul>	<ul style="list-style-type: none"> <li>Attend team meetings to provide professional learning opportunities focused on strategies to support learners and engage in data-driven discussions and analysis.</li> <li>Attend trimester BSI data meetings to engage in student-based discussions.</li> <li>Support non-tenure teachers in SGO development that foster and uphold the MTSS academic model.</li> <li>Teachers will incorporate social-emotional and relationship-building strategies (Sanford Harmony) through scheduled classroom lessons and incorporation in routine classroom practices.</li> <li>Provide professional learning opportunities focused on trauma-informed practices that ensure staff involvement (Ukeru).</li> <li>Year-long involvement in the “Enhancing School Mental Health Services Project” grant in partnership with The NJDOE and Rutgers Center on Comprehensive School Mental Health.</li> <li>With the Jeffrey Clark Mental Health Team, develop a more streamlined processes for tiered interventions that support all students.</li> <li>Year-long involvement with the Clayton Model Pilot Program. The pilot staff will provide mental health and social emotional support to our students and families including family/child counseling, school/community engagement and integration of the Clayton Model within the school day.</li> </ul>



	Meeting (August 15, 2024). <ul style="list-style-type: none"> <li>Ukeru Training (October 14, 2024)</li> </ul>	
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### 3: Essential Resources

PL Goal No.	Resources	Other Implementation Considerations
1	<ul style="list-style-type: none"> <li>Leadership Team</li> <li>Teaching Staff</li> <li>Team Leaders</li> <li>I&amp;RS Team</li> <li>BSI Team</li> </ul>	<ul style="list-style-type: none"> <li>Dedicated common planning time and team meetings for collaboration regarding strategies to establish and align content standards to lessons and unit plans.</li> <li>Utilize I&amp;RS team to ensure alignment between I&amp;RS goals and targeted learning goals that incorporate the updated NJSLs and alignment with the district scope and sequence.</li> <li>Utilize collaboration opportunities for teachers to work with Principal, Director of Curriculum and Instruction, and grade level teams to determine areas of growth, explore academic resources, and revise curriculum to reflect the established standards.</li> <li>Solicit feedback from Team Leaders and ScIP team pertaining to areas of additional professional learning needs.</li> </ul>
2	I&RS Team Team Leaders BSI Teachers Leadership Team	<ul style="list-style-type: none"> <li>Meet regularly with the I&amp;RS Team Leader.</li> <li>Plan and hold meetings with individual teachers to discuss learners and learning goals within the classroom.</li> <li>PD opportunities focusing on small group instruction, engaging in rich, student-centered conversations, and utilizing a variety of strategies to support the variety of learning modalities to engage all learners.</li> </ul>
3	Leadership Team Teaching Staff Counselor Comprehensive Mental Health Coordinator Case Managers	<ul style="list-style-type: none"> <li>Coordinate trimester meetings with the Director of Curriculum and Instruction and BSI teachers to evaluate student performance within the tiers.</li> <li>Meet monthly with the Jeffrey Clark I&amp;RS Coordinator and team, as well as the Jeffrey Clark ScIP team.</li> <li>Dedicated common planning time and team meetings with counselors for collaboration regarding strategies to meet the needs of tier two and three counseling students.</li> </ul>



		<ul style="list-style-type: none"> <li>Utilize collaboration opportunities for teachers and counselors to determine barriers to student success and concerted efforts to meet student needs.</li> </ul>
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#### 4: Progress Summary

PL Goal No.	Notes on Plan Implementation	Notes on Goal Attainment
1		
2		
3		

Signature: \_\_\_\_\_

Principal Signature

Date

## 2024-2025 Samuel Mickle School Professional Development Plan

District Name	School Name	Principal Name	Plan Begin/End Dates
East Greenwich Township	Samuel Mickle School	Bethanne Barousse	September 2024-June 2025

### 1: Professional Learning Goals

No.	Goal	Identified Group	Rationale/Sources of Evidence
1	In correlation with Marzano, Domain 2, Element 3: <i>Attention to Established Standards</i> , continue to build our district and teaching staff's capacity to ensure that lesson and unit plans are aligned with established content standards and the manner in which content is sequenced.	Teaching Staff	<ul style="list-style-type: none"> <li>Goal 1 is aligned with the Marzano teacher evaluation model framework.</li> <li>Goal 1 directly addresses District Professional Learning Goal 1, aligning with focus element Domain 2, Element 3: <i>Attention to Established Standards</i>.</li> <li>The focus of the East Greenwich Township School District continues to be on providing a quality and rigorous education to all students. Goal 1 fosters the idea that effective preparation leads to improved decision-making in the classroom, which in turn, results in higher gains in student learning.</li> <li>With the introduction of new NJSLs in the 2024-2025 school year, teachers are provided with opportunities to cultivate clear and consistent learning goals to help prepare students for success. When teachers have a deep understanding of what students are expected to learn at specific grade levels and bands, teachers can effectively understand and support student learning.</li> <li>The desired effect of Goal 1 is that all teachers ensure that lessons and units include the important content identified by the district and the manner in which that content should be sequenced. This will lend itself to student learning activities that execute skills, strategies, and processes that enrich students academically.</li> <li>Goal 1 focuses on establishing a teachers' capacity in understanding the updates of the NJSLs which will provide a challenging and exceptional educational experience for our students, which is an exemplification of our district's mission statement and core set of values.</li> </ul>
2	In correlation with Marzano, Domain 1, Element 18: <i>Examining Errors in Reasoning</i> , continue to build staff capacity in deepening students' knowledge by examining their own reasoning or the logic of information as presented	Teaching Staff	<ul style="list-style-type: none"> <li>Goal 2 is aligned with the Marzano teacher evaluation model framework.</li> <li>Goal 2 directly addresses an element in our teacher evaluation system, Marzano - Domain 1, Element 18: <i>Examining Errors in Reasoning</i>.</li> <li>Effective use of error analysis and its impact on critical thinking deepen student learning and critical analysis. Students are driven beyond basic understanding to a more profound engagement.</li> <li>Examining errors in reasoning enhances student problem-solving skills; understanding and addressing common errors is pivotal in preventing them in the future.</li> <li>Effective use of examining errors in reasoning within the class fosters growth mindset, creative thinking skills, and enhances metacognitive abilities - students view mistakes as opportunities for growth and learning; students gain insight into their own thinking processes and learning strategies.</li> </ul>

	to them.		<ul style="list-style-type: none"> <li>Goal 2 is in direct correlation to a targeted instructional strategy that aligns to New Jersey Student Learning Standards, as student evidence displays a deep understanding of errors and informal fallacies in information and the overall structure of an argument to support a claim. Goal 2 empowers students to identify support for their perspectives using the appropriate evidence.</li> </ul>
3	Continue to focus on the academic and social-emotional needs of students through a multi-tiered system of support.	All Staff	<ul style="list-style-type: none"> <li>Utilization of tiered systems of supports for both academic and mental/emotional well-being will assist in providing holistic supports to students.</li> <li>I&amp;RS processes will focus on development, implementation, and review of tiered strategies, interventions, and supports.</li> <li>Goal 3 focuses on establishing a multi-tiered system of support that challenges students academically, while providing a strong social-emotional foundation for the “whole child” so they can thrive. This is an exemplification of our district’s mission statement and the core set of values created by the Samuel Mickle Mental Health Team.</li> <li>This goal supports the East Greenwich “Enhancing School Mental Health Services Project” grant in partnership with The NJDOE and Rutgers Center on Comprehensive School Mental Health, as well as the district goal to solidify a tiered system of support to reach all learners. From both an academic and social-emotional perspective, there is a focus of engaging in a continuous cycle of analyzing data, differentiating instruction, and reflecting on progress.</li> </ul>

## 2: Professional Learning Activities

PL Goal No.	Initial Activities	Follow-up Activities (as appropriate)
1	<ul style="list-style-type: none"> <li>Provide ongoing professional learning, training, and development focused on ways to support teachers in understanding the newly-revised New Jersey Student Learning Standards and how to effectively apply them to instruction.</li> <li>Marzano Training Refresher (August 12, 2024)</li> <li>Pre- and post-observation conferences</li> <li>Collaboration with Team Leaders, BSI Teachers, I&amp;RS Team, and Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>Utilize faculty meetings, grade-level, and team meetings as opportunities to provide professional learning opportunities focused on ways to support teachers in understanding the newly-revised New Jersey Student Learning Standards and how to effectively apply them to instruction.</li> <li>Ensure lesson planning and instructional design that demonstrates a knowledge and application of the content standards. Ensure lesson and unit plans include important content identified by the district and include the appropriate manner in which materials should be taught (scope and sequence).</li> <li>Provide professional learning opportunities focused on lesson planning and preparing to progress teachers’ understanding of the content and all components of the targeted New Jersey Student Learning Standards (see <u>Samuel Mickle Professional Development Plan Goals 2024-2025</u> for specific strategies).</li> <li>Continued support, training, and coaching of staff through district PD and workshops.</li> <li>Administration will attend team meetings to support focus on utilization of establishing attention to content standards.</li> <li>Administration will conduct pre-and post-observation conferences in which teacher-created resources that support planning and preparing are discussed (pacing guides, curriculum maps, teacher/student</li> </ul>

		<p>artifacts, etc).</p> <ul style="list-style-type: none"> <li>Utilize classroom walkthroughs and observations to view Goal 1 in action; provide actionable feedback, whenever necessary.</li> </ul>
2	<ul style="list-style-type: none"> <li>Provide ongoing professional learning and development focused on ways to build staff capacity in deepening students' knowledge by examining their own reasoning or the logic of information as presented to them. PD Sessions and training to be held during district in-services and grade level/team meetings.</li> <li>Marzano Training Refresher (August 12, 2024)</li> <li>Collaboration with Team Leaders, BSI Teachers, I&amp;RS Team, and Leadership Team.</li> </ul>	<ul style="list-style-type: none"> <li>Dedicated common planning time and team meetings for collaboration regarding instructional practices and activities to enhance strategies for examining errors in reasoning.</li> <li>Utilize I&amp;RS team to ensure alignment between I&amp;RS goals and targeted learning goals that incorporate strategies to help students examine their reasoning - i.e. authentic examples, student justification, anticipating student errors, modeling and think-aloud, and error analysis enacted on the spot.</li> <li>Continued support, training, and coaching of staff through district PD and workshops on "Habits of the Mind" - instructional practices to support critical thinkers (habit of the mind → situation → self-analysis questioning).</li> <li>Administration will attend team meetings to support teachers' focus on deepening students' knowledge of identifying and analyzing errors.</li> <li>Solicit feedback from Team Leaders and SciP team pertaining to areas of additional professional learning needs.</li> <li>Administration will conduct pre-and post-observation conferences in which teacher strategies for examining errors in reasoning are discussed.</li> <li>Provide Marzano training to ensure appropriate understanding of Marzano focus elements.</li> </ul>
3	<ul style="list-style-type: none"> <li>Provide ongoing professional learning and development opportunities focused on tiered systems of supports.</li> <li>Provide teachers with professional development to enhance student achieve through data-driven instruction guided by MTSS.</li> <li>Collaboration with school counselors, mental health specialist, and case managers on turn-keying trauma-informed instruction strategies to staff.</li> <li>Administrative attendance at I&amp;RS/BSI/504 meetings, as well as attendance at bi-weekly</li> </ul>	<ul style="list-style-type: none"> <li>Attend team meetings to provide professional learning opportunities focused on strategies to support learners and engage in data-driven discussions and analysis.</li> <li>Attend trimester BSI data meetings to engage in student-based discussions.</li> <li>Support non-tenure teachers in SGO development that foster and uphold the MTSS academic model.</li> <li>Teachers will incorporate social-emotional and relationship-building strategies (Sanford Harmony) through scheduled classroom lessons and incorporation in routine classroom practices.</li> <li>Provide professional learning opportunities focused on trauma-informed practices that ensure staff involvement (Ukeru).</li> <li>Year-long involvement in the "Enhancing School Mental Health Services Project" grant in partnership with The NJDOE and Rutgers Center on Comprehensive School Mental Health.</li> <li>With the Samuel Mickle Mental Health Team, develop a more streamlined processes for tiered interventions that support all students.</li> </ul>

	<p>counselor meetings, to disaggregate data pertaining to student achievement.</p> <ul style="list-style-type: none"> <li>• Rutgers Center for Comprehensive School Mental Health Team Meeting (August 15, 2024).</li> <li>• Ukeru Training (October 14, 2024)</li> </ul>	
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### 3: Essential Resources

PL Goal No.	Resources	Other Implementation Considerations
1	<p>Leadership Team Teaching Staff Team Leaders I&amp;RS Team BSI Team</p>	<ul style="list-style-type: none"> <li>• Dedicated common planning time and team meetings for collaboration regarding strategies to establish and align content standards to lessons and unit plans.</li> <li>• Utilize I&amp;RS team to ensure alignment between I&amp;RS goals and targeted learning goals that incorporate the updated NJSLs and alignment with the district scope and sequence.</li> <li>• Utilize collaboration opportunities for teachers to work with Principal, Director of Curriculum and Instruction, and grade level teams to determine areas of growth, explore academic resources, and revise curriculum to reflect the established standards.</li> <li>• Solicit feedback from Team Leaders and SciP team pertaining to areas of additional professional learning needs.</li> </ul>
2	<p>Leadership Team Teaching Staff Team Leaders I&amp;RS Team BSI Team</p>	<ul style="list-style-type: none"> <li>• Dedicated common planning time and team meetings for collaboration regarding instructional practices and activities to enhance students' examination of their own reasoning and the logic of information.</li> <li>• Teachers will analyze data in their classroom to inform instruction and ensure that practices are benign effectively utilized.</li> <li>• Utilize I&amp;RS team to ensure alignment between I&amp;RS goals and targeted student learning goals and instructional activities.</li> <li>• Solicit feedback from Team Leaders and SciP team pertaining to areas of additional professional learning needs.</li> <li>• Provide Marzano training to ensure appropriate understanding of Marzano focus elements.</li> </ul>
3	<p>Leadership Team</p>	<ul style="list-style-type: none"> <li>• Coordinate trimester meetings with the Director of Curriculum and Instruction and BSI teachers to</li> </ul>

	Teaching Staff Counselor Comprehensive Mental Health Coordinator Case Managers	<p>evaluate student performance within the tiers.</p> <ul style="list-style-type: none"> <li>• Meet monthly with the Mickle I&amp;RS Coordinator and team, as well as the Mickle ScIP team.</li> <li>• Dedicated common planning time and team meetings with counselors for collaboration regarding strategies to meet the needs of tier two and three counseling students.</li> <li>• Utilize collaboration opportunities for teachers and counselors to determine barriers to student success and concerted efforts to meet student needs.</li> </ul>
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#### 4: Progress Summary

PL Goal No.	Notes on Plan Implementation	Notes on Goal Attainment
		•
		•
		•

Signature: \_\_\_\_\_

Principal Signature

\_\_\_\_\_

Date

# **EAST GREENWICH TOWNSHIP SCHOOL DISTRICT**

**Gloucester County**

## **District Mentoring for Quality Induction Program 2024-2025**



**Submitted to BOE on August 21, 2024**

**RESPECT \* KINDNESS \* RESPONSIBILITY \* ACCEPTANCE \* INTEGRITY \***



**PERSEVERANCE**

**East Greenwich Township School District  
District Mentoring for Quality Induction Program  
Mentoring Plan Checklist**

<b>REQUIRED R</b>	<b>COMPONENTS OF MENTORING PLAN</b>	<b>INCLUDED R</b>
<b>R</b>	Title Page	<b>R</b>
<b>R</b>	Table of Contents	<b>R</b>
<b>R</b>	Section 1: District Profile	<b>R</b>
<b>R</b>	District profile sheet	<b>R</b>
<b>R</b>	LPDC signoff sheet	<b>R</b>
<b>R</b>	Board of Education approval form	<b>R</b>
<b>R</b>	Section 2: Needs Assessment	<b>R</b>
<b>R</b>	Current assessment of the mentoring for quality education program	<b>R</b>
<b>R</b>	Current needs of district mentoring plan	<b>R</b>
<b>R</b>	Section 3: Vision and Goals	<b>R</b>
<b>R</b>	Mentoring program vision	<b>R</b>
<b>R</b>	Mentoring program goals	<b>R</b>



<b>R</b>	<b>Section 4: Mentor Selection</b>	<b>R</b>
<b>R</b>	Guidelines for selection of mentors	<b>R</b>
<b>R</b>	Application process and criteria for selection of mentors	<b>R</b>
<b>R</b>	<b>Section 5: Roles and Responsibilities for Mentors</b>	<b>R</b>
<b>R</b>	<b>Section 6: Professional Learning Components for Mentors</b>	<b>R</b>
<b>R</b>	<b>Section 7: Professional Learning Components for Novice Teachers</b>	<b>R</b>
<b>R</b>	<b>Section 8: Action Plan for Implementation</b>	<b>R</b>
<b>R</b>	<b>Section 9: Resource Options Used</b>	<b>R</b>
<b>R</b>	<b>Section 10: Funding Resources</b>	<b>R</b>
<b>R</b>	<b>Section 11: Program Evaluation</b>	<b>R</b>
<b>R</b>	<b>Section 12: 20-Day Mentoring</b>	<b>R</b>

# East Greenwich Township School District

## Table of Contents

### District Mentoring for Quality Induction Program

Title	Page
<b>Preface</b>	
1. Local mentoring plan checklist	2
2. Table of contents	4
<b>District Profile</b>	
1. District Profile sheet	5
2. LPDC sign off sheet	6
3. Board of Education approval: sign off sheet	8
<b>Needs Assessment</b>	
1. Current assessment of mentoring program	10
2. Current needs of District Mentoring for Quality Induction Program	13
<b>Vision and Goals</b>	
1. Mentoring program vision	13
2. Mentoring program objectives and goals	14
<b>Mentor Selection</b>	
1. Guidelines for selection of mentors	15
2. Application process and criteria for selection of mentors	16
<b>Roles and Responsibilities of the Mentor Teacher</b>	17
<b>Professional Learning Components for Mentors</b>	
1. List of professional learning opportunities	18
2. Alignment with N.J. Professional Standards for Teachers	18
<b>Professional Learning Components for Novice Teachers</b>	
1. List of professional learning opportunities	19
2. Alignment with N.J. Professional Standards for Teachers	19
<b>Action Plan for Implementation</b>	21
<b>Resource Options Used</b>	28
<b>Funding Resources</b>	29
<b>Program Evaluation</b>	30
<b>20-Day Mentoring</b>	30

# East Greenwich Township School District

## District Profile Sheet – Section 1

The district profile sheet reflects the mentoring data from the 2022-2023 school year.

**Name of District:** East Greenwich Township School District

**District Code:** 1180

**County Code:** 15

**District Address:** 559 Kings Highway, Mickleton NJ 08056

**Chief School Administrator:** Andrea Evans, Superintendent of Schools

**Mentoring Program Contact:** Ms. Jessica Loggia, Jeffrey Clark Principal

**Mentoring Program Contact Phone:** 856.423.0412 Ext: 1050

**Mentoring Program Contact Email:** loggiaj@eastgreenwich.k12.nj.us

**Type of District:** Pre-6

**Number of novice teachers with a Certificate of Eligibility:** 0

**Number of novice teachers with a Certificate of Eligibility with Advanced Standing:** 0

**Number of new to district teachers with Standard License:** 3

**Number of novice special education teachers with a standard license:** 0

**Number of Mentors:** 8

**Identify the number of provisional novice teachers in the following areas:**

**K-5:** 0

**6-8:** 0

**Special education (all grades):** 0

### List of School Buildings, Grade, Enrollment, & Professional Staff

Name of Building	Grade	Enrollment	Number of Professional Staff
Clark School	PK-2	460	58
Mickle School	3-6	711	73
Child Study Team	PK - 6	251	31

# East Greenwich Township Schools

## LPDC Sign Off Sheet

Name of District: East Greenwich Township District Code: 1180

County: Gloucester

County Code: 15

Names of Professional Staff Members Elected to Committee:

## East Greenwich Township Schools

### LPDC Sign Off Sheet

Name of District: East Greenwich Township

District Code: 1180

County: Gloucester

County Code: 15

Names of Professional Staff Members Elected to Committee:

Jennifer Adair

Name (please print)

Signature

Teacher/Mentor

Position

Jamie Centrella

Name (please print)

Signature

Teacher/Mentor

Position

Caroline Capasso

Name (please print)

Signature

Teacher/Mentor

Position

Maureen Gray

Name (please print)

Signature

Teacher/Mentor

Position

Heather Hansen

Name (please print)

Signature

Teacher/Mentor

Position

Felisha Ingalls

Name (please print)

Signature

Teacher/Mentor

Position

Lethina Mirkovic

Name (please print)

Signature

Teacher/Mentor

Position

Suzanne Putnam

Name (please print)

Signature

Teacher/Mentor

Position

**Names of Administrators Appointed to Committee:**

Andrea Evans

Name (please print)

Signature

Superintendent

Position

Bethanne Barousse

Name (please print)

Signature

Principal

Position

Jessica Loggia

Name (please print)

Signature

Principal

Position

**Contact Person:** Jessica Loggia

**Phone:** 856-423-0412 Ext: 1050

**Fax:** 856-224-0144

**E-mail:** loggiaj@eastgreenwich.k12.nj.us

# East Greenwich Township Schools

## District Board of Education Approval and Comment Form

Date Plan received: \_\_\_\_\_

Date Plan reviewed: \_\_\_\_\_

Date Plan returned for revision: \_\_\_\_\_

Date Plan accepted: \_\_\_\_\_

**Name of District:** East Greenwich Township School District

**District Code:** 1180

**County:** Gloucester

**County Code:** 15

Sections	Completed Yes	Completed No	Comments
<b>Section 1: District Profile</b> a. District profile sheet  b. Board of Education approval form	Yes	-----	
<b>Section 2: Needs Assessment</b> a. Current assessment of mentoring program b. Current needs of district mentoring program	Yes	-----	
<b>Section 3: Vision and Goals</b> a. Mentoring program vision b. Mentoring program goals	Yes	-----	
<b>Section 4: Mentor Selection</b> a. Guidelines for selection of mentors b. Application process and criteria for selection of mentors	Yes	-----	
<b>Section 5: Roles and Responsibilities</b>	Yes	-----	

<b>Section 6:</b> Professional Learning Components for Mentors	Yes	-----	
<b>Section 7:</b> Professional Learning Components for Novice Teachers	Yes	-----	
<b>Section 8:</b> Action Plan for Implementation	Yes	-----	
<b>Section 9:</b> Resource Options Used	Yes	-----	
<b>Section 10:</b> Funding Resources	Yes	-----	
<b>Section 11:</b> Program Evaluation	Yes	-----	
<b>Section 12:</b> 20-Day Mentoring	Yes	-----	

# East Greenwich Township School District Self-Assessment Tool for

## District Mentoring for Quality Induction Program – Section 2

Place an “X” in the area that is appropriate for each item.

District-wide Planning Process	Yes	No	Partially
<ul style="list-style-type: none"> <li>• Has our district engaged a broad-based group of teachers and school leaders, including representation from teacher associations, as members of the local Professional Development Committee (LPDC) to develop a mentoring plan aligned with state regulations?</li> </ul>	X		
<ul style="list-style-type: none"> <li>• Does the LPDC monitor implementations of the mentoring program and use feedback to adjust and make improvements?</li> </ul>	X		
<b>Criteria-based Selection and Matching of Mentors</b>			
<ul style="list-style-type: none"> <li>• Does our district mentoring plan include at least the criteria for mentor selection in state regulations?</li> </ul>	X		
<ul style="list-style-type: none"> <li>• Are mentors selected based on the criteria stated in the regulations?</li> </ul>	X		
<ul style="list-style-type: none"> <li>• Does our district have criteria for matching mentors and novice teachers?</li> </ul>	X		
<ul style="list-style-type: none"> <li>• Are the matches between mentors and novice teachers based on criteria stated in the mentoring plan?</li> </ul>	X		
<b>Mentor Services</b>			



<ul style="list-style-type: none"> <li>• Do mentors receive training in the skills of conferencing and feedback?</li> <li>• Do mentors receive training in the skills of providing support in areas of curriculum, instruction, and assessment?</li> <li>• Is there a specified expectation regarding the frequency of interactions (conferences, observations) between the mentor and novice teacher?</li> </ul>	<p>X</p> <p><b>X</b></p> <p><b>X</b></p>		
<b>Novice Teacher Services</b>			
<ul style="list-style-type: none"> <li>• Do the novice teachers in the district participate in professional development activities (on topics such as classroom management, parent communication, diversity, lesson planning) that are specifically tailored to meet the needs of novice teachers?</li> <li>• Are novice teachers brought together regularly during the year for networking opportunities?</li> <li>• Are novice teachers given time and support to observe their mentors and other colleagues and to be observed by their mentors and other teachers?</li> </ul>	<p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p>		

(Self-assessment tool continued on next page)

(Self-assessment tool continued from previous page)

Place an "X" in the area that is appropriate for each item.

<b>School Leader Services</b>	<b>Yes</b>	<b>No</b>	<b>Partially</b>
<ul style="list-style-type: none"> <li>Do school leaders model a range of ways to support novice teachers at their schools?</li> </ul>	<b>X</b>		
<ul style="list-style-type: none"> <li>Do school leaders use a wide range of approaches to engage all staff in supporting novice teachers?</li> </ul>	<b>X</b>		
<ul style="list-style-type: none"> <li>Do school leaders use supervision and evaluation as a growth-oriented experience for novice teachers aligned with the New Jersey Professional Standards for Teachers?</li> </ul>	<b>X</b>		
<b>District Board of Education and Community</b>			
<ul style="list-style-type: none"> <li>Do all district staff and parents know that there is a rigorous mentoring for quality induction program in schools to support novice and veteran teachers for professional growth aligned with New Jersey Professional Standards for Teachers?</li> </ul>			<b>X</b>
<ul style="list-style-type: none"> <li>Is the community invited to support district efforts to nurture novice teachers?</li> </ul>	<b>X</b>		
<b>On-going Program Evaluation</b>	<b>x</b>		
<ul style="list-style-type: none"> <li>Do the LPDC engage in ongoing assessment (process/formative evaluation) of the mentoring for quality induction program?</li> </ul>	<b>X</b>		
<ul style="list-style-type: none"> <li>Does the LPDC gather outcome/summative information on the impact of the mentoring for quality induction program and is this information shared with staff and community?</li> </ul>	<b>X</b>		

## **East Greenwich Township School District Current Needs of District Mentoring for Quality Induction Program**

1. As experience in the program is gained, additional improvements within the mentor training program can be made. Professional Development (PD) is needed for all mentors prior to beginning the mentoring process, with ongoing support throughout the mentoring year.
2. Formal data collection processes are needed to judge the quality of the growing mentoring program. Once this information is established, a communication tool is needed to share it with administrators, staff, and the community at large.
3. Coordination between members of the following committees: DEAC, SCiP, mentors, is needed in order to support the mentoring program and provide/plan professional development. Regular meetings are needed for revised coordination practice to streamline the overall process.
4. Professional development and support on how the iObservation (Marzano) Evaluation Model informs the mentoring process from both the mentor and mentee perspective.

## **East Greenwich Township School District District Mentoring for Quality Induction Program Section 3**

### **Vision Statement**

The East Greenwich Township School District "Quality Induction Program for Teachers" consists of meaningful and relevant experiences for teachers new to the district. Our district strives to provide practical experiences, models of good teaching, subject area resources, opportunities for dialog with mentors and peers, and additional support systems to help the new teacher create optimal learning for students in the classroom environment. We believe that the first year is critical and the quality of the mentoring can yield higher student achievement through the development of excellence in teaching. We will train, support, and retain our highly qualified teachers. Our ultimate goal is to send the message that we value our teachers, and we want them to stay and succeed.

## **East Greenwich Township School District District Mentoring for Quality Induction Program**

### **Objectives and Goals**

**Objectives:** The East Greenwich Township School District sees every teacher as a professional educator and is committed to effectively train and support our teachers using the necessary time and resources. Each teacher new to the district, including novice teachers, must be treated by the school community with dignity and respect, and supported in learning to be successful at their craft as they become acclimated to the district community. Since teachers invest years to prepare for a life dedicated to the world's most valuable resource, the children, we have the responsibility to ensure that the new teachers will succeed and continue to be effective.

**Our vision is inclusive of these essential goals:**

- To assign a professional support team including a mentor to support all the novice and new-to-the-district teachers (those holding a CE, CEAS, or Standard Teacher of the Handicapped).
- To provide a comprehensive, supportive mentoring program for one year (30 weeks for traditional route and 34 weeks for alternate route) for novice teachers (those holding a CE, CEAS, or Standard Teacher of the Handicapped).
- To aid in the socialization of the teacher into the school culture and school community
- To guide in the understanding of the current teacher practice process (Marzano) and district evaluation process.
- To develop and attain Student Growth Objectives (SGOs).
- To facilitate a smooth transition into teaching.
- To provide instruction in classroom management and effective parent communication.
- To offer practical advice, continued learning, and valuable experiences.
- To provide opportunity for peer-observation and coaching.
- To promote an ongoing dialogue between all mentors and novice teachers.
- To make available subject area resources in terms of methodology and materials.
- To engage in collaborative projects with experienced educators.
- To support risk-taking with guidance.
- To spotlight long-term professional development and growth toward tenure.
- To improve teacher effectiveness and retention rate.
- To increase the level of student achievement.
- To increase community involvement.
- To prioritize equity in professional learning practices.
- To foster an environment in which educators engage in continuous improvement and share responsibility for improving learning for all students.

# **East Greenwich Township School District**

## **District Mentoring for Quality Induction Program**

### **Guidelines for Selection of Mentors**

#### **Section 4**

A mentor's distinguishing characteristic is a commitment to support the professional development of teachers new to the district. The mentor's role is to motivate, to guide, and to counsel both the novice and the teacher new to the district.

As a motivator, the mentor encourages the new teachers to accept challenges from which he or she might normally shy away. A trusting professional relationship can help to support a new teacher in developing his or her problem solving skills.

As a guide, the mentor can serve as a networking resource, steering the new teacher to new opportunities and needed resources. The mentor can help to identify the correct source for information and point the new teacher in the appropriate direction.

As a counselor, the mentor can assist the new teacher in assimilating into his or her new environment. Understanding the policies, procedures, and culture of the district is a necessity. The mentor must be approachable, patient, attentive, and professional. The mentor encourages the new teacher toward long-term professional development and growth as well as student achievement.

Mentors need to possess a positive attitude and solid commitment to the teaching profession. Ultimately, an effective mentor is also a fine role model who conveys enthusiasm for teaching, understands the importance of strong collaborative relationships, and demonstrates a love for lifelong learning.

A successful mentor must be regarded by colleagues as an outstanding teacher with an excellent knowledge of pedagogy, subject matter, and strong classroom management skills. He or she must possess effective communication skills and the ability to offer critiques in both positive and productive ways. Using time efficiently, and understanding the need to be discreet and maintain confidentiality is of utmost importance.

Mentors will enhance the overall success of the induction process by working to bring out the best in the new teacher. Ultimately, excellent mentors know that it is more important to empower than to teach.

## **East Greenwich Township School District District Mentoring for Quality Induction Program**

### **Application Process for Mentors**

To solicit interest, the application process begins with an internal posting of the available mentoring positions in each of the two district schools. Any staff member may express interest by applying through an email to the Superintendent. Based on the number of candidates in need and the number of approved mentors, the building principal will assign mentoring partnerships.

## **East Greenwich Township School District District Mentoring for Quality Induction Program**

### **Criteria for the Selection of Mentors**

- The East Greenwich Township Board of Education will strive to select a certified and tenured teacher who is actively teaching in the district.
- The teacher will strive to meet the guidelines provided for selection of mentors.
- Whenever possible, the mentor teacher will be experienced and certified in the subject area in which the novice teacher is teaching. When at all possible, the mentor will be located in the same school building as the provisional teacher and have a similar teaching assignment.
- The mentor teacher will be a cooperative staff member who is recognized for his or her leadership, professionalism, discretion, and helpfulness.
- The mentor teacher will demonstrate exemplary command of pedagogy and content area knowledge based on the district's evaluation model.
- The mentor teacher will agree to review, complete and follow the mentor tool-kit and attend any district training.

# **East Greenwich Township School District District Mentoring for Quality Induction Program**

## **Roles and Responsibilities for Mentors\* Section 5**

### **A formal mentor for novice teachers must:**

- Participate and contribute in all ongoing, sustained mentor training programs/professional development.
- Make a commitment of time to the mentor-novice relationship over the required time period.
- Be a role model of professionalism and teacher leadership.
- Establish regular conferencing times to discuss the provisional teacher needs, provide ongoing support, and plan and reflect on classroom practices aligned with the New Jersey Professional Standards for Teachers, the New Jersey Core Curriculum Content Standards, and Common Core Standards.
- Aid the novice teacher in adjusting to, and becoming familiar with, the school culture, policies, procedures, resources, and personnel.
- Encourage novice teachers to participate in team/teacher meetings, professional learning communities, professional development opportunities, and to collaborate and gain collegial support with veteran colleagues.
- Provide feedback, teaching tips, guidance, and suggestions.
- Discuss best practice instructional techniques.
- Within the first two months, document discussion topics between mentor/novice via weekly documentation log, which is to be submitted to administration.
- Support the novice teacher through the process of the current observation and evaluation procedures.
- Maintain confidentiality of all mentor-novice activities.
- Contribute to the ongoing evaluation of the District Mentoring for Quality Induction Program.
- Assist in the development of program revisions for the next year.

\*The mentor is not an evaluator. None of the mentor/mentee documents may be included as part of the mentee's formal evaluation. No information on the mentoring forms can be used as official documentation in the formal evaluation of any involved party.

## **Mentor Training**

The East Greenwich Township School District believes that a key element to implementing an exemplary teacher mentoring program is the provision of ongoing training for its teacher mentors. The training program affords mentors with opportunities to develop their skills and to collaborate with one another in order to provide consistent mentoring experience for all novice teachers. Components of mentor training include:

- Roles and responsibilities
- NJ Professional Standards for Teachers
- Informal observation skills
- Demographics and needs of a novice teacher
- Communication and listening skills
- Confidentiality
- Conferencing skills
- Observation skills
- Reviewing common problems of a novice teacher and how best to support them
- Peer coaching model
- Designing and effective Professional Growth Plan
- Professional Development Strategies
- Reflective practice

### **East Greenwich Township School District District Mentoring for Quality Induction Program Professional Learning Components for Mentors Alignment with New Jersey Professional Standards for Teachers Section 6**

- Mentors attend in-district and out-of-district annual, on-going, sustained professional development workshops/seminars to assist them in providing appropriate and meaningful learning experiences for their students. *(Standard one through seven and ten)*
- Professional development workshops include instructional planning which encourages cooperative learning experiences and the recognition of learning styles and multiple intelligences within the context of the classroom experience. *(Standard two through seven and ten)*



- Mentors are expected to review and analyze New Jersey standardized test results at each designated grade level. Upon completion, mentors collaborate with building supervisors and administrators to identify areas of strengths and weaknesses. Yearly district-wide and building initiatives and objectives are developed based on this information. *(Standard one and five)*
- Mentors are encouraged to be lifelong learners of their craft through ongoing self-reflection and professional development. *(Standard one through seven; nine through eleven)*
- Mentors are required to create a supportive, respectful, and safe learning environment for their students. *(Standard two through four; six, seven, nine through eleven)*
- Mentors demonstrate their verbal and written communication skills with opportunities to prepare and teach educational workshops in their designated specialties to their colleagues. *(Standard one, three, five, six through eleven)*
- Formal mentors become involved in a variety of school and community outings that help them to understand the intellectual, social, emotional, and physical development of their students. In doing so, they foster relationships with parents, guardians, families, and community agencies. *(Standard two, six, through eleven)*
- Formal mentors take part in a variety of multicultural activities that allow for the celebration of diverse groups and individuals. This process aids in the equitable education of students from all backgrounds and ethnicities. *(Standard two through four, seven, eight, eleven)*

## **East Greenwich Township School District District Mentoring for Quality Induction Program**

### **Professional Learning Components for Novice Teachers and Alignment with New Jersey Professional Standards for Teachers Section 7**

During an intensive, two day session, novice and experienced teachers who are new-to-the-district are required to take a series of custom workshops that are presented prior to the start of each school year. This New Teacher Induction Program is designed for the purpose of acclimating and orienting our new educators to the district's expectations for teaching and learning. It offers a guide to success in the district and in the teaching profession. It also serves as a way for the new teachers to establish professional relationships which allows them to be empowered and encourages them to contribute to their school community.

These initial workshops include the following:

- A summary of the rich history and demographics of East Greenwich Township (*Standards two, three, seven through eleven*)
- A warm welcome from the school administrators (*Standards two, six, eight through eleven*)
- A presentation and discussion of the district's vision for education. At the end of the two day session, the vision is revisited and a discussion of new teacher concerns and questions follows. (*Standards two, four through eleven*)
- A concentrated session on Classroom Management Skills. Teachers are provided with a variety of management techniques and the tools to create a classroom management plan. (*Standards three, four, six, nine, and ten*)
- An oral summary on professional growth including a discussion of the teacher observation and evaluation instruments which are presently in place throughout the district. This is followed by a question-and-answer session. Teachers are provided with the tools to create an individual professional improvement plan. (*Standards eight, nine, and ten*)
- A review of the technology aspects currently used and available within the district. (*Standards four, five, seven through eleven*)
- A planning and introduction session at the school location where the teacher will be employed on a day-to-day basis (*Standards one, two, four, six, eight, nine, and ten*)

Upon completion of this two day session, first-year teachers continue the learning process by completing the following requirements:

- A 30-week mentorship program (*All standards are addressed during this 30-week period*)

Additionally, the East Greenwich Township School District offers district-wide, half-day and full-day professional development workshops and grade level/departmental programs designed for each specific building objective.

- After school workshops are offered on a myriad of topics including but not limited to:
  - Conferences
  - Parent Communication
  - Behavior management
  - Data analysis
  - Assessment
  - Small group instruction
  - I&RS and tiered interventions
  - Equity practices

For the school year, the following will also be provided:

- Teacher discussions between veteran and novice teachers
- Professional learning communities

- Voluntary workshops
- Professional development days
- A Google Sites page dedicated to training modules designed to deliver differentiated professional learning as needed based on mentor observation, administrator observation, or teacher preference.
- A full time Instructional Coach will be available to all novice and second year teachers.

*(Standards one through eleven will be addressed)*

Until teachers acquire tenure status, we provide opportunities to attend both in and out of district workshops, after school workshops, plus committees in collaboration with veteran teachers. Custom designed workshops on topics including in-class support, special education, content area partnerships, and newly developed curriculum are also arranged as needed.

### **Major Changes in N.J.A.C. 6A: 9C Effective August 2023**

1. Strengthening support for Novice Teachers
  - a. Non Tenured teachers in their first year of employment will be provided individualized support and activities based on the nontenured individual needs.
  - b. Weekly, in-person contact time for a minimum of 30 weeks.
  - c. Increased meeting frequency to twice per week for novice provisional teachers. The change will require the mentor and novice provisional teacher to meet according to the following schedule:
    - i. Twice per week for the first four weeks for a novice provisional teacher holding a CEAS.
    - ii. Twice per week for the first eight weeks for a novice provisional teacher holding a CE.
2. Ensuring the District Mentoring Plan is a Collaborative and Transparent Process
  - a. The district mentoring plan shall include formal and informal resources and support to guide novice provisional teachers throughout the entire provisional period.
  - b. The chief school administrator (CSA) or designee shall:
    - i. Collaborate annually with each School Improvement Panel (SciP) to review the district mentoring plan, consider ways to support the plan at the school level, and take steps to ensure that all new teachers are receiving the necessary professional support.
    - ii. Make available to staff an electronic copy of the current district mentoring plan.
  - c. Each SciP shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non tenured teachers and their mentors.
3. Increased Specificity on What Counts in Professional Development for Teachers

- a. Each teacher must have at least 20 hours per year of qualifying experiences that support student achievement, including achievement in academic, physical, social, and emotional learning.
  - b. Professional learning experiences may include in-person, virtual or remote courses.
- 4. Revised New Jersey Standards for Professional Learning
  - a. Rigorous Content for Each Learner: These standards highlight essential content for adult learning which leads to student results.
    - i. Equity Practices: Educators understand their students' historical, cultural, and societal contexts; embrace student assets through instruction; and foster relationships with students, families, and communities.
    - ii. Curriculum, Assessment, and Instruction: Educators prioritize high-quality curriculum and instructional materials for students, assess student learning, and understand curriculum and implement through instruction; and
    - iii. Professional Expertise: Educators apply the NJSLS and research to their work, develop the expertise essential to their roles, and prioritize coherence and alignment in their learning.
  - b. Transformational Processes: These standards highlight processes which sustain significant changes in an educator's knowledge, skills, practices, and mindsets.
    - i. Equity Drivers: Educators prioritize equity in professional learning practices, identify and address their own biases and beliefs, and collaborate with diverse colleagues;
    - ii. Evidence: Educators create expectations regarding, and build capacity for, the use of evidence from multiple sources to plan educator learning, and measure and report the impact of professional learning;
    - iii. Learning Designs: Educators set relevant and contextualized learning goals, ground their work in research and theories about learning, and implement evidence-based learning designs; and
    - iv. Implementation: Educators understand and apply research on change management, engage in feedback processes, and implement and sustain professional learning.
  - c. Conditions for Success: These standards describe the aspects of the professional learning context, structures, and cultures that strengthen a professional learning system.
    - i. Equity Foundations: Educators establish expectations for equity, create structures to ensure equitable opportunities for access to learning, and sustain a culture of support for all staff;

- ii. Culture of Collaborative Inquiry: Educators engage in continuous improvement, build collaboration skills and capacity, and share responsibility for improving learning for all students.
- iii. Leadership: Educators establish a compelling and inclusive vision for professional learning, sustain coherent support to build educator capacity, and advocate for professional learning by sharing the importance and evidence of the impact of professional learning; and
- iv. Resources: Educators allocate resources for professional learning, prioritize equity in their resource decisions, and monitor the use and impact of resource investments.

## East Greenwich Township School District District Mentoring for Quality Induction Program

### Standards-Based Action Plan – Section 8

<b>Professional Learning Opportunities</b>	Teacher discussions between veteran and novice teachers through various communication venues including grade level meetings.	Novice teacher visits the classrooms of veteran teachers.  Veteran teacher conducts informal observations of the novice teacher.	Novice teacher participates in grade level meetings.
<b>Alignment with Professional Standards for Teachers</b>	Possible standards one through eleven depending on discussion elements, as well as Standards for Professional Learning (rigorous content for each learner, transformational processes, conditions for success)	Standards one through eleven; Standards for Professional Learning (rigorous content for each learner, transformational processes, conditions for success)	Standards one through eleven; Standards for Professional Learning (rigorous content for each learner, transformational processes, conditions for success)

<b>Participants</b>	Novice teachers and mentors; veteran teachers in the same discipline or building; supervisors; coaches	Novice teachers, mentors, veteran teachers within same building or discipline; supervisors; coaches	Novice teachers, mentors, other novice teachers within same building or discipline; other veteran teachers in the same building or discipline; supervisors; coaches; building administrators
<b>Resources</b>	Release time; substitute coverage; possible printed hand-outs; webinars; PLC; voluntary PD after school; scheduled professional development days; model lessons by Literacy Coaches	Release time; substitute coverage	Release time; substitute coverage; scheduled as part of the work day
<b>Program Evaluation</b>	Discussion; Question and Answer Session; Workshop Evaluation Form	Reflection questions	Reflection questions; discussion between novice peer teachers; PLC logs
<b>Person in Leadership Role</b>	District Assistant Principal- Traci Bowles.; Building Administrators; District Supervisors	Mentor; Building Administrators; Veteran teachers; Coaches; Supervisors	Mentor, Building Administrators; Veteran teachers; Coaches; Supervisors
<b>Timeline</b>	Implemented in 2006; ongoing	Implementation in 2006; ongoing	Implementation in 2006; ongoing updated annually Last update 8/16/2023

**East Greenwich Township School District  
District Mentoring for Quality Induction Program**

**Action Plan (*Continued*)**

<b>GOAL:</b>	
<b>Task/Action Steps</b> What will be done?	Provide Professional Development for all mentors prior to beginning the formal mentoring process, with ongoing support throughout the mentoring year. Informal mentors are encouraged to attend. This year, an additional piece of professional development will include PD on Equity Foundations in which educators will establish expectations for equity and create structures to ensure equitable opportunities for access to learning.
<b>Responsibilities</b> Who will do it?	District Supervisors and Administration
<b>Resources</b> Funding, time, people, materials	Staff Development budget, after school hours
<b>Timeline</b>	Summer 2024-June 2025

**Implications for Professional Development:** Improved effectiveness of the mentor/mentee relationship and process

**Evidence of Success:** Increased retention of tenured faculty; higher evaluation scores for novice teachers

**Evaluation Process:** Reflection on year-to-year retention of new teachers; increased evaluation scores of novice teachers; SGO achievement level.

## District Mentoring for Quality Induction Program

### Action Plan *(Continued)*

<b>GOAL:</b>	
<b>Task/Action Steps</b> What will be done?	<p>Coordination between members of the following committees: DEAC, SCIP is needed in order to support the mentoring program and provide/plan professional development. Regularly scheduled meetings are needed for this revised coordination practice to streamline the overall process.</p> <p>Collaborate annually with each School Improvement Panel (ScIP) to review the district mentoring plan, consider ways to support the plan at the school level, and take steps to ensure that all new teachers are receiving the necessary professional support.</p> <p>Principals provide a copy of the district mentoring plan to all staff and provide a brief overview during a faculty meeting.</p> <p>Each ScIP shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non tenured teachers and their mentors. The plan will be reviewed throughout the year during the September, January and April ScIP meetings.</p>
<b>Responsibilities</b> Who will do it?	All involved staff
<b>Resources</b> Funding, time, people, materials	Staff Development budget, committee meeting time



<b>Timeline</b>	<p>Sept 2024–June 2025</p> <p>September 2024: Principal provides mentoring plan to SciP and ensures all teachers are receiving necessary professional support.</p> <p>January 2025 and April 2025: Principal and committee review and revisit support.</p>
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**Implications for Professional Development:** An improved professional development program tailored to the needs of the certified staff.

**Evidence of Success:** Increased retention of tenured faculty; higher evaluation scores for novice teachers and improved student outcomes.

**Evaluation Process:** Workshop evaluation surveys; staff feedback surveys.

## District Mentoring for Quality Induction Program Action Plan *(Continued)*

<b>GOAL:</b>	
<b>Task/Action Steps</b> What will be done?	<p>Professional development, guidance, and support on how the Marzano Evaluation Model informs the mentoring process from both the mentor and mentee perspective.</p> <p>Each teacher must have at least 20 hours per year of qualifying experiences that support student achievement, including achievement in academic, physical, social, and emotional learning. Professional learning experiences may include in-person, virtual or remote courses.</p>

<b>Responsibilities</b> Who will do it?	District Administration
<b>Resources</b> Funding, time, people, materials	Staff Development budget
<b>Timeline</b>	Sept 2024-June 2025

**Implications for Professional Development:** An improved professional development program tailored to the needs of the certified staff; enhanced teacher practice and professionalism.

**Evidence of Success:** Increased retention of tenured faculty; higher evaluation scores for novice teachers and improved student outcomes

**Evaluation Process:** Workshop evaluation surveys; staff feedback surveys

## East Greenwich Township School District

### District Mentoring for Quality Induction Program

### Resource Options Used

### Section 9

- Release time for formal mentors and informal mentors

- Release time for novice and new-to-the-district teachers
- District administrators and Literacy/Math Coaches meeting and involvement time
- Cooperation of veteran teachers
- In-service workshops and volunteer Professional Development opportunities
- Professional Learning Communities
- Marzano Teacher Practice Model
- Use of district secretarial staff
- Copy equipment and supplies
- Internet Websites provided by the *New Jersey Mentoring for Quality Induction Toolkit*, NJEA, and the DOE

## **East Greenwich Township School District** **District Mentoring for Quality Induction Program** **Funding Resources Used** **Section 10**

The East Greenwich Township School District mentoring program is funded from the following budget resources:

- District Curriculum and Instruction budget

The mentoring funds were used as outlined in state and grant regulations providing:

- Professional development workshops
- Reference and training materials and supplies
- Substitute coverage for release time

**East Greenwich Township School District  
District Mentoring for Quality Induction Program**

**Program Evaluation  
Section 11**

The primary reason for an effective induction program is student achievement. In reaching this goal, teacher effectiveness must be improved and teacher retention rate must be improved. The East Greenwich Township School District has set a goal of summer 2020 for developing a valuable evaluation method. This method will reflect on the success of the induction program and its impact on the district as a whole.

In the short term, the New Teacher Induction Workshop which takes place just before the beginning of each school year uses the following assessment tool to rate participants' reactions.

**New Teacher Induction Program Entry/Mid-Year Survey**

**Directions:** Answer this survey based on your grasp and understanding of each topic. Provide input on training and guidance that would benefit your instruction. Rate your comfort level from 1-5 (1 being uncomfortable, 5 being most comfortable).

1. Parent Communication and Conferences
2. Classroom Management
3. Student Growth Objectives (SGOs)
4. Marzano and Evaluations
5. Data Analysis
6. I&RS and Tiered Support
7. Special Education
8. Differentiated Instruction
9. School Policies and Procedures
10. Technology Training
11. Please add any additional topics of which were not included above that you feel you need more support.

**Mentor Induction Program Entry/Mid-Year Survey**

**Directions:** Please rate how skilled you feel you are in each of the following areas, 1 being the least and 5 being the most. Please only choose "not applicable" (NA) when a skill cannot be applied to your mentee.

1. Active Listening
2. Providing Constructive Feedback

3. Identifying and Accommodating Different Communication Styles
4. Employing Strategies to Improve Communication with Mentee
5. Aligning your Expectations with your Mentees
6. Working with Mentee to Set Goals
7. Building Mentee's Confidence
8. Acknowledging your Mentee's Professional Contributions
9. Negotiating a Path to Professional Independence with your Mentee
10. Helping Mentee Acquire Resources
11. To what extent do you feel that you are currently meeting your mentee's expectations and needs? (Mid-year)
12. Please add any ways that I can better support your mentoring process. (Mid-year)
13. Please indicate any specific PD for our mentees that would best support them through the year.

### **New Teacher Induction Program Exit Survey**

1. How relevant was the program to your work needs?
2. Are there any components you feel would be useful to teachers next year?
3. How useful was the presented material?
4. Did you understand the integration of the material?
5. How effective was the overall program?
6. Specifically, was there anything else you enjoyed about the overall program?
7. Can you name one thing you learned which you plan to use?
8. Do you feel any important area has been overlooked by the mentoring program?
9. Can you provide us with three recommendations for next year?

## **Mentor Induction Program Exit Survey**

1. How relevant was the program to helping prepare you for the roles and responsibilities of a mentor?
1. Which presentation did you find most helpful?
1. What were your expectations of the mentor teacher program and did the program meet your expectations?
1. What component of the mentor process has been most positive? What needs improvement?
1. Would you consider being a mentor again?

## **East Greenwich Township School District District Mentoring for Quality Induction Program**

### **20-Day Mentoring (Requirement for Alternate Route)**

#### **Section 12**

The East Greenwich Township School District will provide the 20-day clinical experience NJAC 6A:9-8.2(b)1 as required. The 20-day requirement will be satisfied by immediate assistance of a veteran teacher to the novice teachers for all situations requiring the following:

- New Jersey Core Curriculum Content Standards
- State and district policies
- Strategies for differentiating instruction to meet the needs of our students, including high-risk and exceptional students.
- New Jersey Student Learning Standards
- SGO process
- iObservation (Marzano)Teacher Practice Model
- Classroom management and discipline
- State and district assessment of student progress and achievement
- Lesson planning, including setting goals, meeting objectives and developing assessment tools

- District policies and procedures
- New Jersey Professional Standards for Teachers

To achieve the 20-day requirement, the district will provide new staff orientation and induction program hours, pre-service or summer clinical experiences, along with in-class mentor support.

Modifications to the 20-day mentoring plan will be addressed individually to take advantage of previous experiences such as:

- Candidates will receive credit for summer services, private school teaching experiences and out- of-state teaching.
- New teachers will be given opportunities to observe veteran teachers and attend formal instruction through state sponsored training centers.
- Novice teachers will have contact with multiple veteran teachers and other staff able to provide direction and assistance.
- P-3 candidates will have modified 20-day mentoring if documentation is provided that they have served as either assistant or lead teacher in a pre-school setting.
- Veteran teachers will be given class coverage to free them to support the novice teacher in the classroom setting.

# **EAST GREENWICH TOWNSHIP SCHOOL DISTRICT**

## **STAFF HANDBOOK**

**2024-2025**



**RESPECT \* KINDNESS \* RESPONSIBILITY \* ACCEPTANCE \* INTEGRITY \* PERSEVERANCE**



## TABLE OF CONTENTS

Administration/Board Appointed Officers	4	Copier	15
504 Accommodation Plans	5	Curriculum Guides	15
Absences - students	5	Damage to school property	15
Absences - staff	5	Dismissal procedures - Clark	16
Attendance	6	Dismissal procedures - Mickle	16
Accident Insurance	6	Dress code - students	16
After school activities	6	Dress code - staff	17
American Education Week	6	Emergency drills and procedures	17
Arrival and Departure Time - Clark	6	Emergency school closing	19
Arrival and Departure Time - Mickle	7	Employee Assistance Program	19
Back to School Night	7	Equity	20
Birthdays	7	Evaluation of Staff	20
Board of Education Policies	7	Evening programs	20
Bus Procedure and Discipline	8	Field trips	20
Catalogs	8	Go Guardian	20
Cell phones and Smart devices	8	Grading	21
Character Education	9	Harassment, Intimidation	21
Changes to Dismissal	9	Health and Safety	22
Child Abuse	9	Home and School Association	22
Class Lists	9	Homework	22
Classified Students	9	Identification Badge/Keys	22
Classroom Assignments	10	Intervention and Referral Services	23
Classroom Management	10	Invitations	24
Code of Conduct	12	Job Descriptions	24
Communicating with Parents and Guardians	14	Keeping Children After School	24
Complaints concerning schools	14	Laminating	24
Confidential Information	15	Lavatory	24

## TABLE OF CONTENTS CONTINUED

Leaving the Building/Leaving Work Early	25	Realtime	29
Lesson Plans	25	Retentions	29
Lost and Found	25	Right to Know Act	29
Lunch	25	Room Responsibility	29
Mailboxes	25	Safety During Inclement Weather	30
Maintenance	25	Schedules	30
Medication	25	Social Media (Personal Use)	30
Midterm Progress Report	26	Special Area Classes	31
Morning Announcements	26	Special Services	31
Movies and Videos	26	Staff Meetings	31
News Articles	26	Substitute Folders	31
Parent-teacher conferences	26	Teachers' responsibilities	32
Parent/Professional Request For Information	27	Team Meetings	32
Parties	27	Technology	32
Permanent Pupil Records (Cumulative Folders)	27	Telephone Procedure	33
Personal days	27	Transportation	33
Physical Education	27	Tuberculosis	33
Presentations to Board of Education	28	Tutoring	33
Professional Improvement/Development	28	Using Students for Errands	34
Purchases Requiring Reimbursement	28	Visitors	34

## **East Greenwich Township Administration**

Andrea Evans, Superintendent  
Gregory Wilson, Business Administrator

Bethanne Barousse, Samuel Mickle Principal	Jessica Loggia, Jeffrey Clark Principal
Andrew Mettler, Samuel Mickle Assistant Principal	Erica Sloan, Jeffrey Clark Assistant Principal
Lisa Giorgianni, Supervisor of Instruction	Beth Ann Godfrey, Supervisor of Special Education

### **Board Appointed Officers**

Affirmative Action	Mrs. Erica Sloan
Alternative Affirmative Action	Mrs. Beth Ann Godfrey
Anti Bullying Coordinator	Mrs. Bethanne Barousse
Alternate Anti Bullying Coordinator	Mrs. Jessica Loggia
Asbestos/AHERA Coordinator	Mr. Greg Wilson
Board Secretary	Mr. Greg Wilson
Custodian of Records	Mr. Greg Wilson
District Testing Coordinator	Mrs. Lisa Giorgianni
Equity Officer	Mrs. Jessica Loggia
Gloucester County School Security Team Members	Mrs. Bethanne Barousse/Mrs. Erica Sloan
Homeless Liaison	Mrs. Beth Ann Godfrey
Indoor Air Quality Coordinator	Mr. Mike Venello
IPM Coordinator for the Schools/ District	Mr. Mike Venello/Mr. Greg Wilson
Issuing Officer	Mrs. Bethanne Barousse
Public Agency Compliance	Mr. Greg Wilson
Purchasing Agent	Mr. Greg Wilson
Right to Know Coordinator	Mr. Greg Wilson
School Safety Specialist	Mrs. Jessica Loggia
Alternative School Safety Specialist	Mrs. Bethanne Barousse
Website Accessibility Coordinator	Mr. Shaun Bailey

## 504 ACCOMMODATION PLANS

504 accommodation plans are created to ensure that students with a disability, which significantly impacts a life function, have equal access to education. In order to be granted a 504 a student must have a diagnosis, but having a diagnosis does not ensure that a plan will be granted. The diagnosis can include a physical or emotional disability, such as diabetes or depression. A 504 plan will outline the diagnosis and the appropriate accommodations needed by the student, like frequent bathroom breaks, or statewide testing accommodations. 504 plans do not grant students specialized instruction in special education placements, such as a self-contained or resource room setting. These accommodations are reserved for students with IEPs.

Any student who needs (or is suspected of needing) special accommodations may be referred by a teacher/administrator or parent/guardian to the Intervention and Referral Services Team (I&RS). The I&RS Team will determine if Section 504 consideration is warranted. A referral to the team is strongly encouraged before a more formal Section 504 referral is initiated. In this way, appropriate educational accommodations and services can be provided in a relatively informal manner without the need for formal qualifications under Section 504.

## ABSENCES - STUDENTS

The following procedures are for the student absences:

- A note should accompany any student who has been absent, regardless of the time duration. This note is to be signed by the parent or guardian and sent to the main office on the day of receipt.
- When a child is absent for three or more consecutive days, a doctor's certificate is required. The nurse will contact the parent to request this documentation.
- All written excuses are to be sent to the main office by the teacher on the day the child returns to school. Include your teacher code on the note. For example, 2G.
- When a child is absent due to vacation, all means of notification are to be sent to the office. When you get a note in advance of the trip, please forward to the office. The office would like to be notified in advance when possible. Per district procedure outlined in the Parent Handbook, teachers are not to send student work in advance of an absence due to vacation.
- Teachers are to help students make up missed work due to an excused absence. At minimum, students receive 1 day per absence to make up work. For example, if a student was absent for 3 days, he or she has at least 3 days upon return to make up work. (see HOMEWORK)

## ABSENCES- STAFF

Staff are to report absences through Frontline (formerly Aesop) online. Sick days must be entered by 7:00am on the day of the absence. If illness occurs after that time, please contact the main office directly.

All personal days must be requested a minimum of 2 days prior to the date requested for district approval. No more than five staff members will be approved for a personal day on a given day. Please remember that personal day requests will not be honored on professional development days.

Reference the Collective Bargaining Agreement for a detailed description of the types of absences and the approval process.

### ATTENDANCE

Homeroom teachers, complete your attendance through Real Time by 9:00am. Please be accurate with attendance reporting. If a parent does not report a child absent, the office will call the parent to confirm the child's absence.

In case of a drill or an emergency, it is the teacher's responsibility to have an accurate attendance count.

### ACCIDENT INSURANCE

All children are covered with excess insurance by the East Greenwich Board of Education during the school day. If a child becomes injured during the school day, he or she is to be sent to the nurse's office (if possible). Teachers and/or nurses are required to fill out a "Student Accident Report" after the incident occurs. This form will be provided by the nurse after the child is examined.

### AFTER-SCHOOL ACTIVITIES

After-school activities and clubs may be proposed by staff. Compensation is provided to approved activities/clubs in accordance with the CBA. It is the activity advisor's responsibility to propose activity meeting dates, times and locations for approval by the building principal. It is the activity advisor's responsibility to notify the participating students, participating students' parents and the main office of the activity meeting dates, times and parent pick-up location. Further communications regarding the activities may be included on the school calendar and in the school newsletter when provided by the activity advisor to the school principal.

In the event of an activity cancellation, it is the activity advisor's responsibility to contact the main office, participating students, and participating students' parents. For student safety, cancellation or change of meeting dates is strongly discouraged.

It is the activity advisor's responsibility to supervise the participating students at all times. Staff members may not transport students using their own transportation.

Should an item(s) be needed for use, please submit a requisition request to the principal for review and approval (see "Purchases Requiring Reimbursement").

If the activity advisor plans an afterschool event requiring the use of common space such as the gymnasium, cafeteria, media center, etc., or an event beyond the approved club time, the activity advisor must complete a district "Use of School Facilities" application and submit to the principal for approval. Upon district approval of the application, the activity is placed upon the district Facilities calendar.

### AMERICAN EDUCATION WEEK

During this week, one day is selected for parent visitation to the classroom to observe teacher instruction and student learning. Only if both parents/guardians are unable to attend, will another family member be permitted to attend in the place of the parents. Siblings are not permitted to attend.

### ARRIVAL AND DEPARTURE TIME – CLARK

Teachers' start time is 8:20 AM. All staff members are responsible for signing into the main office prior to their start time each day. All homeroom teachers must report to their classrooms by 8:25 AM as this is the time students will begin arriving in the classroom. *Students must never be permitted in a classroom without supervision.* All other staff must report to their assigned duties at 8:25 and remain at their post until 8:40 AM.

At dismissal, teachers are to dismiss their students according to the schedule on the announcements. Classroom teachers are responsible for walking their bus students to the gym in a quiet and orderly fashion. Staff members will be

assigned different duty posts throughout and around the building for dismissal. Staff who are assigned a duty post in the gym are responsible for ensuring students are walking in a calm manner to their designated bus line. Teachers or staff assigned a bus number are responsible for walking their bus students to their assigned bus. Staff members are expected to ensure students on their assigned bus are following expected behaviors on the bus (ie. seated in assigned seat, belted in, etc.) prior to departure. Staff members assigned a duty post in parent pick-up and non-transported student pick-up are responsible for ensuring students are gathered and waiting in a calm manner in the assigned area. Staff members must check parent and guardian photo identification prior to dismissing students from our supervision. Teacher and staff departure time is 3:35PM. All staff members are to state their time of arrival and departure by signing in and out on the form provided in the main office.

### ARRIVAL AND DEPARTURE TIME- MICKLE

Teachers' start time is 8:20 AM. All staff members are responsible for signing into the main office prior to their start time each day. All homeroom teachers must report to their classrooms by 8:25 AM as this is the time students will begin arriving in the classroom. *Students must never be permitted in a classroom without supervision.* All other staff must report to their assigned duties at 8:25 AM and remain at their post until 8:40 AM.

At dismissal, teachers are to dismiss their students according to the schedule on the announcements. Teachers are to walk their bus students out the side gym doors in a quiet and orderly fashion. Staff without a homeroom will have an alternative dismissal duty. Teachers assigned to a bus are expected to ensure students on their assigned bus are following expected behaviors on the bus (ie. seated in assigned seat, belted in, etc.) prior to departure.

Teacher's departure time is 3:35PM. All teachers are to state their time of arrival and departure by signing in and out on the form provided in the main office.

### BACK TO SCHOOL NIGHT

Back to School Nights are indicated on the district calendar. On Back to School Night, teachers are to give a presentation outlining classroom policies and procedures. The presentation should be general enough to apply to all students. Student work should be displayed during Back to School Night and name tags placed on the pupils' desks. No parent-teacher conferences are to be conducted. Teachers should have a sign-in sheet for visitors and a handout outlining the presentation. Student expectations, the classroom management plan, parent communication, and the grading policy need to be included.

### BIRTHDAYS

Birthday parties for students and teachers are prohibited. Party invitations may be distributed in the classroom if all students in the classroom receive an invitation.

Students are not permitted to bring in snacks or items to share in the classroom or cafeteria as part of a birthday celebration. Please be sure this is communicated to parents in your initial newsletter and at Back to School Night.

### BOARD of EDUCATION POLICIES

The district's board of education policies can be found on the district website under Board of Education, "School Board Policies". You can view policies in a list or you can search for a specific policy. At times throughout the year, the board may approve new or revised policies. These will be sent to all staff via email. All staff are responsible for adhering to board policies. Questions about board policies should be directed to your building principal or supervisor.

## BUS PROCEDURE AND DISCIPLINE

All students will be assigned to various buses prior to the opening of school with the exception of 'non-transported students' who live in the vicinity of the school. Teachers should familiarize themselves with the various buses and where those students line-up, aid any children, especially during the opening weeks of school. Discipline problems of a minor nature will be handled by the bus drivers. Any major infractions should be immediately reported to the principal or assistant principal, who will take the necessary action. Children who are assigned a bus **MUST** ride on that bus. Children are not permitted to ride other buses. If a child rides a bus and wants to walk or ride a bicycle to school, a note is necessary from the parent or guardian before this occurs.

## CATALOGS

Any teacher who needs to order instructional materials may borrow the catalogs from the office. Please return them promptly.

## CELL PHONES and SMART DEVICES

**STUDENTS:** Cell phones can be brought to school; however, they must remain off in the student's book bag at all times. Smart watches are permitted to be worn, so long as their sole purpose for use is to tell time. Cell phones and smartwatches that are being used to make calls, text (parents or peers) or play games during the day will be confiscated and returned to students at the end of the day.

During the school day and/or after school:

- may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- may not be turned on or used during lunch or recess.
- may not be turned on or used in the bathroom.
- may not be turned on or used during field trips, fire drills, or safety drills.
- may not be turned on or used during assessments.

Students are not to call, text, or message their family members during the school day. If students need to reach a member of their family, they can use one of the phones in the main office or in the classroom..

Parents are encouraged to help enforce this policy by refraining from texting, calling or answering messages/calls during the school day.

Students may not photograph or take videos of any staff members or other students on school property or at school-sponsored events.

If an electronic device is discovered, the following will apply:

1. 1<sup>st</sup> Offense: Staff member confiscates the electronic device with a warning and gives the student back the device at the end of the school day.
2. 2<sup>nd</sup> Offense: Staff member confiscates the device, sends it to the main office, and the student may come to the office at the end of the day to bring it home.
3. 3<sup>rd</sup> Offense: Same as above, but the parent must pick up the electronic device from the main office.

STAFF: Personal cell phones may not be used during the instructional day. The cell phone is to be turned off or placed on silent during instruction. Personal cell phones may only be used during lunch, planning period, prior to school and after school.

### CHARACTER EDUCATION

In the 2024-2025 school year, character education lessons are required to be taught weekly. One period per week is included in homeroom teachers' schedules for this purpose. Each lesson in the district-approved curriculum will be divided amongst each day of the week with core lessons, activities, and extensions. Character education lessons are to be documented in the lesson planner. Clark Connect/Mickle Meet have been developed as one component of the lessons to be implemented daily and documented daily in the lesson planner.

### CHANGES TO DISMISSAL

If a parent wishes to make a change to their student's regular dismissal, a "Change to Dismissal" form should be completed and sent in with the student on the day of the change. If a student turns in this form, please send it to the main office.

Teachers are not to accept changes to dismissal via phone or email. If a teacher is contacted by a parent via phone or email, please direct the parent to call the school's main office to reach one of the receptionists. The receptionist will inform teachers of any changes to dismissal made during school hours.

### CHILD ABUSE- Mandated Reporter

All school district employees are mandated reporters of suspected child abuse. If you suspect a child is being abused, you are required to contact DCPD immediately. You may consult with the school counselor or school administrator who can assist you through the process and/or call. See the Department of Children and Families informational presentation in the Google Drive for specific information regarding your liabilities, responsibilities and the process.

### CLASS LISTS

Teachers will be responsible for supplying information to assist in formulating class lists. These lists may not be ready until the teachers' in-service prior to the opening of school. If they are distributed earlier, last minute changes may be expected.

### CLASSIFIED STUDENTS

### PROCEDURES FOR PROBLEM-SOLVING

A copy of the child's IEP is accessible through Realtime. If the IEP is revised, you will be notified through Realtime. An IEP is a legal document and must be followed explicitly and in its entirety. If you have questions about the implementation of an IEP, please contact the child's case manager.

If a special education student is having difficulties in your class, contact the student's case manager to discuss your concerns. They will be able to assist you in determining whether the concern is related to the child's disability. Please remember to review and have knowledge of the contents of a student's IEP and implement all accommodations in your class at all times.

Collaboration between the special education and regular education teacher is instrumental to the child's success. Therefore, if you have any concerns regarding a special education student's progress, communicate your concerns to the special education teacher and the case manager to determine if a revision to the IEP is needed. If you have any concerns regarding a special education student's behavior, consult with the student's case manager. Special education students are responsible for following the district Code of Conduct. If the behavior is related to the student's disability, the case manager will be involved.



Grading: Before a classified student receives a D or an F on a progress report or report card, the case manager must be contacted. It is expected that the parents have been informed of the child's progress.

If at any time you wish to review a child's complete records, they are available in the Child Study Team office.

### CLASSROOM ASSIGNMENTS

Written assignments should be meaningful at all times. All written work should be checked and returned to the students or placed in folders and saved for parent conferences. If students' work is located in Google Classroom, be sure to provide parents with information on accessing and viewing the work. Occasionally, help children evaluate their own work. A folder containing samples of the student's work is to be kept for each child-for parent conferences.

Develop group dynamics in the classroom, allowing for interchange of ideas and encouraging pursuit of investigation. Use chalkboard/whiteboard, Smartboard, computers, and other visual means to reinforce verbal instructions. Vary class grouping by incorporating cooperative learning strategies, small group and large group instructional patterns and one to one conferencing.

Under no circumstances should children mark or grade papers of their classmates.

### CLASSROOM-MANAGEMENT

Effective classroom-management is the responsibility of the individual teacher. The teacher should be firm, but fair with students and guide them into expected behavioral practices.

Beginning at the start of the school year, teachers should routinely make time for establishing relationships and a positive classroom environment. The goal is to ensure all students feel a sense of belonging that is characterized by trust, connection, and understanding. This can be accomplished through morning meetings such as Clark Connect and Mickle Minute, as well as through the use of the Community Builder Cards provided by Sanford Harmony.

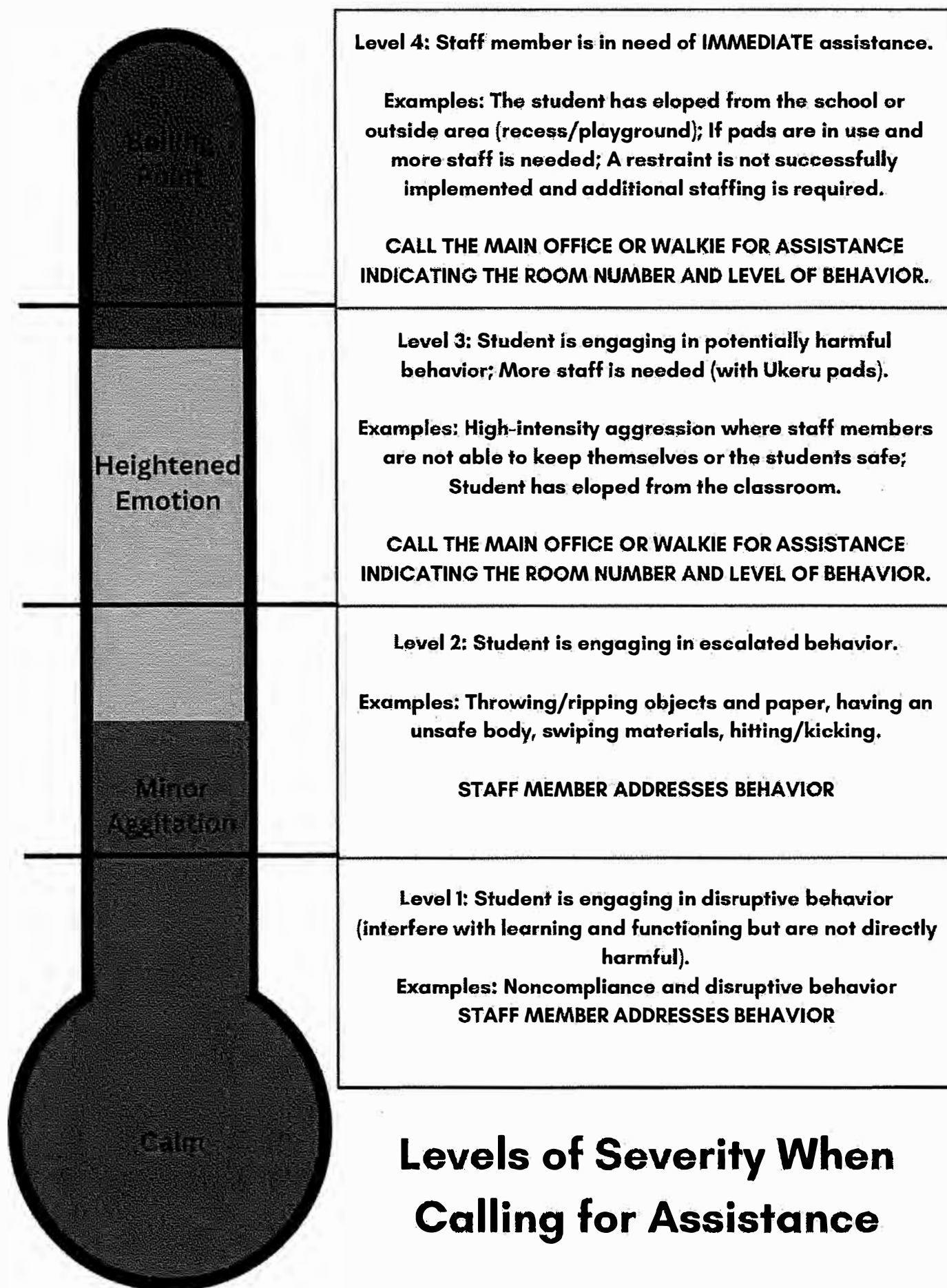
Teachers are to establish an assertive discipline plan for the classrooms and areas around the school. This plan should include clear expected behaviors understood by all, a list of consequences, and a list of rewards. Teachers are responsible for teaching and reinforcing the expected behavior for the classroom, bathroom, water fountain, hallway, cafeteria, playground and assemblies. A schedule for Rules Rollout and Rules Rollout lesson plans are provided to teachers prior to the start of the school year that they are required to follow. Classroom rules must be posted and easily visible to students. The classroom management plan should also be sent home with the students. A copy must also be included in substitute and emergency plans. Parents should be directed to discuss this plan with their children and return a signed portion of this note as a receipt of the classroom discipline plan.

Teachers are to follow the district Code of Conduct when addressing behavior and giving discipline consequences. **All parent contact regarding discipline is expected in the form of a parent phone call, not via Class Dojo or email.** Email and Class Dojo are supplemental means of communication and can be conducted in conjunction with a phone call. Parent contact and consequences are to be recorded in Real Time. Please follow procedures outlined in the Code of Conduct to determine when a break of school policy should be reported to administration by way of a discipline referral.

*Please do not send students to the main office. Complete the administrative referral form and send the completed form only to the office.* If there is an emergency situation, please call the main office for assistance and use the chart below to report the severity of the behavior. Do not leave a message. When a staff member calls on the telephone or uses the handheld radio to request for assistance, they must indicate the level of behavior and room number in which the incident is taking place.

*No pupil is to be left unsupervised at any time either in the classroom or hallways.*

**Should a staff member need assistance with a behavior, please reference the chart below. In the 2024-2025 school year, staff members involved in any calls for assistance will participate in a debrief following the incident in order to ensure best practices in addressing behavioral concerns.**



## Levels of Severity When Calling for Assistance

## CODE OF CONDUCT

The East Greenwich Township School District's Code of Conduct is aligned with our mission statement. This mission statement exemplifies our goal to provide a safe and secure learning environment. Our district uses a multi-tiered system of supports as a framework to promote a school climate that supports the instruction of students in the academic, social and behavioral skills needed for students to be successful in school and as citizens of the community.

Multi-tiered systems of support create school environments where standards for behavior are taught, problem behaviors are prevented, students and adults have positive relationships, and students understand what is expected of them as learners at school. All students are supported through a tiered model of increasingly intense interventions or enhancements that are available based upon a student's individual academic and behavioral needs. With the use of prevention and intervention strategies that support students' behavior and social-emotional needs, school staff facilitate both academic and social development of all students.

EGSD promotes the following universal expectations for all students and staff based on the following traits: kindness, respect, responsibility, acceptance, integrity, and perseverance.

In order to accomplish these goals, *all* stakeholders must work in collaboration to foster mutual respect within the school community.

- Students will grow to conduct themselves in a manner that reflects our character traits with the support of parents/guardians, administrators, teachers, and staff.
- Staff members are responsible for teaching and modeling skills that help students make informed and responsible choices. This includes fostering self-regulation, encouraging the consideration of diverse perspectives, and supporting the development of critical thinking skills.
- Staff members engage students in prevention and intervention strategies that promote positive behavior and address problem behavior. Student behavioral concerns will be addressed with corrective and restorative responses, as well as logical consequences.
- Administrators will intervene when the discipline offenses are repeated, are severe in nature, and/or when interventions are not successful.
- Parents and guardians of students are responsible for understanding the district's behavior expectations and supporting the child's adherence to the code of conduct.

### **Where and When the Student Code of Conduct Applies**

The code of conduct applies to students at all times during the school day, while on school property (including during before and after school programs), while traveling to and from school, at any school-related event, at bus stops, on any vehicle funded by the East Greenwich Township Public Schools, or at any time or place which may affect an educational function, including when accessing the district's electronic network services or on remote instruction.

### **Progressive Levels of Corrective Response**

Corrective responses provide a profound emphasis on what we want students to do and learn. Corrective responses include a focus on instruction in appropriate behavior, culturally responsive support strategies and social emotional learning opportunities through our character education curriculum and positive behavior supports. The goals of assigning corrective responses and consequences are to maintain a safe environment, maximize all students' learning, and improve students' behavior and problem solving skills. Appropriate interventions and consequences for students place an emphasis on correcting student behavior through classroom and school-based resources at the lowest possible level of intrusion and exclusion. All interventions should balance needs of the student, needs of those affected by the behavior and the needs of the overall school community. When teachers and/or administrators consider corrective responses, restorative practices, or instructive consequences, the following factors should be considered:

- Student's age, developmental level, and grade,
- Student's prior behavior patterns and responses to interventions
- Student's intent and the severity of harm caused

# East Greenwich Township School District

## Response to Code of Conduct Infractions

### Tier 1 Classroom-Level Behaviors

Not following expected behaviors under teacher supervision.

(ie. disruptive behavior, not following directions or off-task behavior, leaving classroom/assigned area, refusal to leave an assigned area, violation of the Acceptable Use Policy (BOE Policy 2361), use of unauthorized electronic device, inappropriate/unkind/disrespectful language or gestures, insubordination/noncompliance, not having a safe body (ex. pushing, shoving, hitting and/or kicking).

### Teacher Actions

#### Required Actions:

Parent phone call, teacher/student conference, log incident into Realtime, provide a consequence and a restorative support option.

#### Consequences:

Privilege Loss, In-Class Time Out, Lunch or Recess Detention (Not to Exceed 2 Recesses per Week), Warning

#### Restorative Support Options:

Apology Restitution, Reflection Assignment, Positive Reinforcement/Praise, Behavioral Contract/Behavior Plan, Teach/Reteach Student Expectations, Social Story, Behavior Map

If the student has three Incident reports for the same behavior with the same staff member and the staff member has logged the incidents in Realtime with the date of parent contact, implemented 3 consequences and 3 restorative supports, the staff member will complete an office referral.

<b>Tier 2 Behaviors</b> <b>Administrative Referral</b> Disruptive behavior Leaving classroom/ assigned area Refusal to return to classroom/assigned area Unsafe body (ex. pushing, shoving, hitting, and/or kicking) Inappropriate/unkind/disrespectful language/gesture/behavior including spitting. Knowingly making false accusations Insubordination/non-compliance Violation of Acceptable Use Policy(BOE Policy 2361) Violation of Bicycle/Scooter Safety Rules Theft (Under \$10) Violation of dress code policy (BOE Policy 5511) Use of unauthorized electronic device on bus, in and after school, or at school events (BOE Policy 2363) Unauthorized recording or photography of students or staff (BOE Policy 5516) Failure to serve detention	<b>Administrator Actions</b> <b>Required Actions:</b> <u>Parent phone call, admin/student conference, log incident into Realtime</u>  <b>Restorative Support Options</b> Apology Restitution Behavioral Contract Check In/Check Out Connect and Reflect Assignment Daily/Weekly Report Corrective Restitution Plan Review Meeting Referral to I&RS, Health Service, Counselor, CST Conference with Parent/Guardian Social Story Behavior Map Formal Behavior Plan  <b>Possible Consequences:</b> After School Detention Before School Detention Recess Detention (Not to Exceed 20 Minutes) Privilege Loss Lunch Detention Financial Restitution (Theft) Warning Bus Suspension	<b>Tier 3 Behaviors</b> <b>Administrative Referral</b> Leaving building/ school grounds Instigation/ Incitement to fight Physical altercation (ex. close fist fight) Inappropriate language or gestures directed at others Damage or vandalism to school property/technology Theft (over \$10) Harassment, intimidation, bullying (BOE Policy 5512) Possession of a toy weapon Possession of an authentic weapon Possession or distribution of illegal substances (BOE Policy 5530) Violating the rights of others (hazing, hate speech, slurs) Tampering alarms or making false emergency calls Making threats Sexual harassment (BOE Policy 5751) Physical aggression towards staff member Knowingly making false accusations about a student or staff member Unauthorized recording or photography of students or staff (BOE Policy 5516)	<b>Administrator Actions</b> <b>Required Actions:</b> <u>Parent phone call, teacher/student conference, log incident into Realtime</u>  <b>Other Restorative Support Options</b> Behavioral Contract Connect and Reflect Assignment Corrective Restitution Plan Review Meeting Referral to I&RS, Health Services, Counselor, CST Threat Assessment (Threat) Social Story Behavior Map Formal Behavior Plan  <b>Other Additional Consequences:</b> Financial Restitution (Theft) After School Detention(s) Before School Detention(s) Conference with Parent/Guardian Loss of Privileges Recess Detention(s)-Not to Exceed 2 per Week Lunch Detention(s) Bus Suspension Suspension Expulsion
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### **Administrative Discipline Referrals**

Administrative office referrals must be completed using the paper administrative referral form available in the main office. It is expected an administrative referral is submitted on the day in which the incident occurred, so that students can be interviewed and parents contacted. Please submit the written referral on your next available non-instructional time, such as lunch or prep. If the incident occurs at the end of the day or after your non-instructional periods, contact the office and then send the referral to the main office in a sealed envelope. If the incident or infraction is severe in nature and requires immediate attention, please contact the main office immediately.

### **Academic Integrity**

The East Greenwich Township School District students are expected to observe the highest standards of integrity when meeting the requirements of his or her academic curriculum. Pupils are expected to be honest in all of their academic work. This means they will not engage in the following acts:

- cheating on examinations and assignments.
- plagiarism on any academic work
- Falsifying, altering or tampering with official passes, notes, grades, or signatures.

Violation of BOE policy 5701 will result in a parent phone call and a student conference. In the event of plagiarism or cheating, the student may receive a zero on that assignment. If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.

### **Threats Towards Another Student**

The Board of Education directs all school district staff members to be alert to a student who exhibits warning signs of destruction to others. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the principal or designee. A threat assessment will be conducted by the principal or designee and disciplinary action will occur. Threats to others may be brought to the attention of the Threat Assessment Team for further evaluation. At the conclusion of the threat assessment, the child may be referred to outside counseling and/or support services or he or she may be required to be evaluated and cleared by a mental health specialist prior to returning to school.

### **Suspensions/Expulsions**

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him or her, or of the habitual use of profanity or of obscene language or actions, or who shall cut, deface or otherwise injure any school property shall be liable to punishment and to suspension and expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A 18A:37-2 and the school district's student discipline/code of conduct policy and regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

### **COMMUNICATING WITH PARENTS AND GUARDIANS**

Plan to communicate with individual parents and guardians through school email or by telephone. Other platforms, such as Class Dojo, may be used for other purposes, such as whole class messaging and classroom communication.

**Individual parent-teacher communication and messages are to be communicated through school-issued email or from a school district phone number.**

### **COMPLAINTS CONCERNING SCHOOLS**

It is usually best to try to solve conflicts or complaints at the lowest level. If a parent calls the office about a concern in a classroom or with a particular teacher, the principal will listen and refer the parent back to the teacher as the parent needs to contact the teacher first in most cases. The teacher will then be notified to expect a call. If colleagues are having a

conflict it works best to try to first settle it between the two. Here are some tips: Talk privately in a neutral place, discuss the problem and your feelings, confine your remarks to what was done to upset you, be specific; stay away from put downs and be prepared to hear and deal with your colleagues' feelings. If the problem cannot be settled at the lowest level, then follow the chain of command: Principal, Superintendent, Board of Education.

### CONFIDENTIAL INFORMATION

Information concerning the treatment of any student must be held in strict confidence by all employees. Conversations that are not respectfully intended to benefit a child will not be tolerated. Consulting privately with colleagues about your most challenging students is an effective way to brainstorm strategies to support the student. Constructive discussions about specific students should be held in private to maintain confidentiality. Students are not to be discussed in public areas such as hallways, lounges, etc. Teachers must not discuss or gossip about a child in front of the child's peers. Under no circumstances should such matters be discussed with anyone outside the school system. Refer any newspaper inquiries regarding the schools and its students to the administration. Any notification to the press or press releases need to be authorized by the Superintendent.

### COPIER

Each teaching staff member is assigned a copier code and monthly copy quota (3000 black and white, 50 color). Users may check their copier count by visiting the Teacher Portal under the For Staff tab on our websites or by typing in <https://www.eastgreenwich.k12.nj.us/site/default.aspx?DomainID=265>.

On this page, there is a link with a printer icon that says "Copier Count Check". Once you click the link, you are brought to the login page for the copiers. Your copier login uses the same credentials you use to log in on district computers. Every user gets 3000 copies per month (Team Leaders get an additional 500) so we set the value of 1 copy to \$0.01 and deposited \$30.00 per month into everyone's account. You may monitor your balance by checking the "Allotted Balance" tab on the page. Color copies are limited to 50 per month and can be checked by looking at the "Color Quota" tab on the page.

\$30.00 (or 3000 copies) are added to your balance on the 1st of each month along with the color quota being reset to 50. The "Additional Copy Request Form" is located underneath the link for the "Copier Count Check" on the Teacher Portal page.

### CURRICULUM GUIDES

The Director of Curriculum shall develop curriculum guides for every course and area of study for every grade level. Each guide shall contain objectives for concepts and skills to be taught and attitudes to be developed; necessary study skills; suggested materials and activities designed to achieve all of these; and evaluation criteria intended to test the extent to which learning objectives have been met. Curriculum guides shall include all requirements of the New Jersey State Learning Standards. Teachers shall use the guides as the core of their instructional planning. It shall be the responsibility of the building principal to ensure that curriculum guides are being followed. Each guide is also located on the district drive for instructor access.

Because curriculum guides are the means of implementing instruction in courses adopted by the Board as the curriculum of the district, the Board shall approve any new curriculum guides or any revision to an existing guide before they are put into effect. Reference the District Grading Policy for clarity on what goes into a student grade.

### DAMAGE TO SCHOOL PROPERTY

Every effort shall be made to recover damages from adult vandals or from the parents of juvenile vandals to cover the theft of equipment or the destruction of school property. This policy will apply, not only to damage as a result of breaking and entering at night, but also to willful damage done to school property by pupils during the course of the day.

### DISMISSAL PROCEDURES- CLARK

During dismissal, all teachers will stand in doorways to monitor their classrooms as well as the hallways. Teachers not assigned to a regular homeroom will have posts to assist in dismissal of non-transported students, parent pick-up, and Beyond the Bell students. All teachers will receive dismissal assignments on the in-service prior to the opening day of school.

Once dismissal begins, all staff will take their positions. Dismissal will be called in the following order:

- Beyond the Bell to the cafeteria
- Non-transported students to the classroom
- Parent pick up to the library
- Bus students to the gym

Non transported students and parent pick up students will be dismissed after all buses have been called from their designated exterior location. Staff members assigned to a duty post at non transported and parent pick up are required to check the ID of the adults prior to dismissing the student. Bus riders will dismiss through the gym.

After all students are dismissed to their dismissal locations, classroom teachers should walk bus students to the gym. Each classroom teacher will be assigned a dismissal duty. Once in the gym, bus supervisors will monitor and escort that bus line to the bus and remain at post outside of that bus until its departure or by 3:35. The work day for most staff ends at 3:35 PM. Staff members should remain on duty until 3:35 PM unless otherwise noted or approved by an administrator.

### DISMISSAL PROCEDURES- MICKLE

During dismissal, all staff will be on duty. Homeroom teachers will walk bus riders out the gym doors and up one of the bus lanes to his or her duty assignment. Homeroom teachers are expected to spread out on both sidewalk areas to ensure supervision of all students. Other staff will stand outside their doors or report to their duty assignments. All staff will receive their duty assignment on the in-service prior to the opening day of school.

Once dismissal begins, all staff will take their dismissal duty positions. Dismissal will be called in the following order:

- Beyond the Bell to the cafeteria
- Non-Transported (students who do not have bus assignments)
- Parent Pick Up (students with bus assignments who will be picked up)
- Bus Riders-Grades 3, 4, 5, 6

Non-transported students will be dismissed through the gym and across the bus lane crosswalk. Parent Pick Up students will be dismissed through the LGI door. Bus riders will dismiss through the gym and across the bus lane crosswalk. Staff members should remain on duty until 3:35 PM unless otherwise noted or approved by an administrator.

### DRESS CODE (STUDENTS)

Student dress code regulations are outlined in the Parent Handbook (See below).

**DRESS CODE:** Pupils at the elementary level need guidance from their parents/guardians in ensuring that student clothing meets safety standards, is appropriate to the school setting, and supports an environment conducive to well-being and learning. The dress code focuses on general appearance and ensures the safety, health, and well-being of the students.

1. Pupils and their clothing should be clean, neat, and modest.
2. The length of skirts, dresses, and shorts must be at least as long as an outstretched arm from shoulders to fist.
3. Excessively ripped or revealing clothing that exposes a disproportionate amount of skin (i.e. rips in pants cannot be above fist length) is not permitted.

4. Undershirts alone are not permitted.
5. Pajamas or pajama pants, slippers and robes are not permitted on days that are not specific spirit days.
6. Shirts must cover the torso including shoulders, back, and midriff. No spaghetti straps permitted. Shirt straps should be two-finger length width. Examples: clothing which is too tight, too short, bare at the midriff, bare at the sides, sun dresses, "spaghetti strap" type tops, and off-the-shoulder tops, low-cut front or back tops, sheer or see-through clothing worn alone, muscle shirts (sleeveless, tank tops), tube tops, halter tops, etc.
7. Articles of clothing should not be printed with suggestive or offensive pictures and or words that promote violence, profanity, and or substance abuse (drugs, alcohol, or tobacco.)
8. Students may wear a hooded sweatshirt to school. The expectation is that they not place the hood on their head either partially or otherwise during the school day.
9. Flip-flops and slip-on shoes (beach or shower shoes) are not permitted. Student shoes should have backs properly securing the foot to the shoe. Shoes without backs are safety and health hazards.
10. Sneakers or rubber-soled shoes must be worn on gym days or the child will not be permitted to participate in gym.
11. Clothing must not have words/graphics printed across the seat of the pants.
12. Makeup is not permitted.
13. Outerwear of any kind is not to be worn in school during class time. Hats, bandanas, sunglasses and gloves are not to be worn at any time during school hours. All outerwear must be placed in the student's backpack prior to homeroom and remain there until recess, dismissal, or appropriate outdoor time.

If there is a dress code violation, the student will be sent to the nurse. The nurse will supply the student with the appropriate clothing on loan or will call the parents to provide a change of clothing. If parent communication has occurred and a change of clothes is unavailable for the student, the student may need to remain in the office and/or the parent will be requested to pick up the child until appropriate clothing is available. Students out of compliance with the dress code will result in a verbal warning and a parent phone call for the first offense that will be logged into Realtime. Any subsequent infractions will result in disciplinary consequences according to the Code of Conduct.

Clothing or accessories with offensive, distasteful or suggestive images or language will not be tolerated. Any clothing that is considered disruptive to others or references violence or drugs and alcohol will be addressed by the Principal.

#### DRESS CODE (STAFF)

The Board expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion. All staff members shall, when assigned to district duty: be physically clean, neat, and well-groomed; dress in a professional manner; dress in a manner reflecting their assignments; dress in a manner that does not cause damage to district property; and dress and be groomed in such a way so as not to cause a health or safety hazard.

Footwear is part of the overall dress and is generally expected to be safe, sensible, in good repair, smart, and clean. Staff shoes should have backs properly securing the foot to the shoe. Shoes without backs are safety and health hazards.

School-based personnel shall follow this policy on all days students are in attendance. At the direction of the building principal, professional dress expectations are relaxed when staff are participating in district and/or school-designated Spirit Days, Jeans for a Cause Fridays, field trips, and field day. See board policy #3216 for more information.

#### EMERGENCY DRILLS and PROCEDURES

State law requires that each school have one fire drill and one emergency drill per month. Schools are required to conduct a fire drill within the 10 days of school and a school security drill within the first 15 days of the beginning of the school year.



Schools are required to hold a minimum of two of each of the following security drills annually: Hold, Secure, Lockdown, Evacuate, and Shelter. New employees are provided with the training within 60 days of the commencement of that staff member's employment and shall be reviewed annually and updated as appropriate.

The East Greenwich Township School District is adopting the Standard Response Protocol from the I Love U Guys Foundation beginning September 2022. The Standard Response Protocol consists of five specific actions that can be performed during an incident: Hold, Secure, Lockdown, Evacuation, or Shelter. Standardized Drill Signs are posted in every classroom and office throughout the buildings for quick reference, as well as on the back of staff ID cards/lanyards. Please reference and familiarize yourselves with the maps and drilling procedures provided in your emergency folder and also seen below.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

<b>Hazard</b>	<b>Safety Strategy</b>
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

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Teachers must be familiar with the required procedures for each drill. Prepare the children for drills by explaining the need and the reason for a drill. Emphasize seriousness and preparedness without frightening the children. Stress the importance of following directions, walking in a single file, keeping silent, walking quickly, not running during the entire duration of the drill. If evacuating the building, students should not be assigned as door holders but rather use the 'push and go' model for exiting the classroom and building. Each person should study the traffic design for the school posted in each room. The children are to practice this procedure until they know what to do without confusion or delay. In addition, explain that an exit may be blocked during a building evacuation and what they should do in that situation.

Children must also know what to do and where to go if they are away from their teacher when required to evacuate the building (hallway, restroom, cafeteria, etc.) During safety drills or in the event of an emergency, teachers are responsible for counting their students to be certain everyone is present. If students are to remain inside the building, teachers must account for their students. If there is a student missing, they should report it to the main office via handheld radio or phone immediately. During a building evacuation, once your students are all accounted for, signal to your designated person or the principal depending on your location. A green card means all students are present, a red card means a student is missing and a yellow card means an extra student is present with your class. On signal, all return to the classroom.

Teachers must take their emergency folder with them when they leave their classrooms when students are present. The safety folder must contain: an accurate class list, an accurate list of pull out services (BSI, SOAR, speech, etc.) by day and period, emergency procedures and emergency exit map. Teachers assigned to handheld radios should also have them on and with them throughout the day. Any staff member going outside the building with students should also bring a handheld radio with them for safety reasons.

It is the responsibility of students and staff to report safety concerns to the main office or the building administrator. If there is a concern for safety outside the building or within the halls, staff members are encouraged to initiate a Secure or a Hold. When there is a life safety threat on campus, a Lockdown should be immediately initiated by any student or staff member. Blue panic buttons have been installed throughout both buildings. They should be utilized when there is a life safety threat. When a blue panic button is pressed, a building Lockdown is initiated locking all interior and exterior doors. Additionally, 911 will be dispatched and a message will automatically announce the Lockdown.

Detailed safety and security plans can be found in staff emergency folders and school information folders on Google Drive. A formal copy of the District School Safety Plan is available upon request for review to any staff member. Please see your building principal to do so.

### EMERGENCY SCHOOL CLOSING

The Superintendent shall make the decision on school closings. All staff members and students' families will be notified of school closings and delays via a phone call through the automated system, Real Time. Please ensure the telephone number on file with the board office is accurate. The school closings and delays will also be posted on the website.

### EMPLOYEE ASSISTANCE PROGRAM

The district provides access to an Employee Assistance Program through Cooper University Healthcare. This is a strictly confidential, free, and voluntary benefit that is offered to both you and your immediate family members for self-referrals. Your EAP benefits include confidential solution-focused counseling, professional development coaching, mediation for resolution of workplace conflict, CISM services, and community resource referrals. More information about available benefits can be found here: <https://www.cooperhealth.org/services/employee-assistance-program>.

Care Solace is another district-provided resource that allows employees and their immediate family members for self-referrals related to mental health or substance abuse concerns. Care Solace will work to confidentially connect you or your family with a care companion that will find an appropriate mental health provider. More information about Care Solace can be found here: <https://www.caresolace.org/services/families>.

## EQUITY

The district is responsible for ensuring all students have equal and barrier-free access to all school and classroom facilities, courses, programs, activities, and services regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability. Staff members will be trained on the district's equity policy within sixty days of employment and annually thereafter.

## EVALUATION OF STAFF

All instructional staff members will be evaluated by an administrator using the Marzano Evaluation System and in accordance with regulations outlined through AchieveNJ. AchieveNJ relies on multiple measures of performance to evaluate teachers. Category weights are determined yearly by the NJDOE and communicated in writing to staff each September. For more information, please visit <http://www.nj.gov/education/AchieveNJ/>.

The iObservation program will be used for teacher evaluation through the use of the Marzano Evaluation System. Non-tenured teachers will have a minimum of three observations each year, and tenured teachers will have a minimum of two observations each year. Observations will be a minimum of 20 minutes each. For all instructional staff there will be a minimum of at least one announced observation with a pre-conference.

## EVENING PROGRAMS

Throughout the school year, programs that involve students will take place in the evening. These are, but are not limited to: Book Fair, Winter Concert, and Spring Arts Expo. An administrator will be present for all evening functions.

Staff members interested in hosting an evening event must fill out a Facilities Request Form and consult with the building principal to ensure an administrator is available for the event date and time.

## FIELD TRIPS

Field trips are to be taken for educational reasons only. Certain procedures are to be followed prior to scheduling a trip. Forms for requesting approval of field trips are available. These forms should be submitted along with a copy of the parent letter and consent form to the principal at least two months before the trip. All field trips require board approval and the coordination of transportation, so please submit field trip requests as soon as possible each school year.

Teachers should adhere to their designated dates; if any change is necessary, consult with the building principal. All costs are borne by the students unless a child is on free or reduced lunch.

Prior to any field trip, appropriate planning of projected student attendance, groups, and procedures will occur. Considerations for students with allergy and/or medical needs will be made in consultation with the nurse. Teachers are encouraged to remind chaperones to complete a Change of Dismissal form in advance if they are intended to sign their student out early.

## GO GUARDIAN (Mickle Only)

GoGuardian's web-based services operate on our school's managed G Suite for Education Chrome accounts (i.e. when a student is logged into Chrome or a Chromebook with his/her school email address).

We have chosen [GoGuardian Admin and GoGuardian Teacher] services to:

- Help protect students against harmful and inappropriate online material

- Help students stay “scholarly” and more focused when learning online
- Help assess students' progress towards class assignments [only if your school has GoGuardian Teacher]
- Facilitating communication between teachers and students during class time [if your school has GoGuardian Teacher]

The East Greenwich Township School District selected GoGuardian services for our Samuel Mickle students to help our students stay safer and more scholarly online. Students violating the Acceptable Use Policy during instructional hours are subject to consequences in accordance with the District Code of Conduct.

When a student is off campus, parents are responsible for supervising internet access and usage. Parents and guardians are encouraged to discuss rules for appropriate internet usage with their child, and to reinforce lessons of digital citizenship and safety with him or her. We also encouraged parents or guardians to report any potential cyberbullying or other sensitive issues to us. Please notify the anti-bullying coordinator of the district if there are any bullying concerns brought to your attention.

### GRADING

Grading is in accordance with the district grading policy. Please use the most current policy found on the district website.

### HARASSMENT, INTIMIDATION AND BULLYING

Faculty and staff are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation and bullying or HIB.

WHEN TRYING TO DETERMINE IF AN INCIDENT IS HIB, COMPARE IT AGAINST THE DEFINITION.  
DOES THE INCIDENT MEET ALL OF THE FOLLOWING?

- “Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents.
- ...is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic.
- ...takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law.
- ...substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

AND, DOES IT MEET ONE OF THESE?

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any student or group of students; or
- Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

All teachers and staff will receive HIB training within 60 days of the first day of employment and annually thereafter at the beginning of the school year. This training will address what bullying looks like, how to report it to the correct school administration, and how to coach students who have been bullied.

Teachers are expected to:

- Closely monitor student behavior in all areas of the school.
- Watch for signs of bullying and report them as soon as it happens.
- Report any families' concerns about bullying as soon as they happen.
- Complete the appropriate coaching if an incident of HIB has been confirmed.

Should a staff member witness or hear of incident(s) of harassment, intimidation, and bullying, they are required to complete the Harassment, Intimidation, and Bullying Reporting Form 338 within 24 hours of witnessing or hearing of the reported incident(s). A paper copy of Form 338 is available in the main office and can also be found on the district website. The complete East Greenwich Board of Education Policy on Harassment, Intimidation and Bullying can be found on the District Website.

### HEALTH & SAFETY

**STUDENT HEALTH:** Student medical information is confidential. For the safety of your students, immediately familiarize yourself with your student's medical needs. If you have a question or concern about a student's medical information, contact the nurse immediately.

Any child who appears ill or has an accident should be sent to the nurse. To ensure the student's safety, send a buddy to travel with the student. If a student has a bad fall, do not move the student; instead, send someone for the nurse immediately. The school nurse will update you with a confidential list of your students' medical needs. It is the teacher's responsibility to ensure this information is explicitly followed in all situations, such as the classroom, field trips, etc.

**STUDENT MEDICATION:** Medication may only be administered to students by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the student's parent or a student who is approved to self-administer. School employees, who have been trained and designated by the certified school nurse to administer epinephrine in an emergency, may administer epinephrine. Please note the locations of emergency epinephrine in your school. Should a student bring medication to school, notify the nurse immediately.

**HURT ON THE JOB:** Teachers who are hurt on the job are to report immediately to the building principal who will report it to the Board Office. Teachers must see the school nurse. The school nurse will help determine if the injury needs medical attention through a doctor or other medical professional. The teacher is responsible to fill out a form indicating the circumstances of the injury. This form may be obtained from the school nurse.

### HOME AND SCHOOL ASSOCIATION

General membership meetings are planned for the year and teachers are encouraged to attend. If funds or services are needed from Home & School, a form is to be completed. These forms are located under the Home and School tab on the district webpage. Once completed, the building principal will sign it and place it in the Home & School mailbox. Principal approval is required prior to submission to Home & School.

### HOMEWORK

Homework should be assigned to meet the needs of the student and should be reasonable in length. Homework provides an opportunity for students to practice skills they learned in school. **It is expected that students can complete homework assignments independently.** Please do not assume every student has an adult or sibling to assist. Projects, remedial assignments, completion of unfinished work, research and study are acceptable as homework.

Give specific instructions as to how to study at home. Any written assignments done as homework are to be checked in some way and returned to students. Be sure to communicate to parents how homework is checked and used for guiding instruction. Students in grades two through six will be using a homework assignment book (HAB). Instructions are outlined in the HAB.

### IDENTIFICATION BADGE/KEYS

Staff members are required to wear their green and yellow school-issued lanyard for safety purposes. All staff members are required to wear his or her identification badge at all times. The identification badge is to be worn in a visible area. All staff are required to have their fob with them at all times.

Additional badges will be issued through the main office for visitors, substitutes and vendors. Visitors, substitutes and vendors are required to provide their driver's license to the main office in order to obtain a lanyard for entry and must return their lanyard upon exiting the building. Red lanyards indicate visitors, blue lanyards indicate substitutes, and purple lanyards indicate vendors.

### INTERVENTION AND REFERRAL SERVICES

I&RS is a committee composed of instructional and support staff, including district personnel, under the leadership of the building principal. The committee provides an appropriate forum for the exchange of ideas and the development of instructional strategies to address the instructional needs of students experiencing difficulty. The committee, in consultation with the classroom teacher, determines which instructional strategies to implement in the classroom and which additional school level support services are most beneficial to each student. The committee supports the teacher in his/her efforts to provide an appropriate program in the least restrictive learning environment.

Each school in East Greenwich has its own I&RS Committee. Administrators, teachers, school counselors, nurses, and other district staff members on the committee work collaboratively to assist teachers in meeting the needs of all students. The committee meets monthly to develop plans and review student progress. A meeting schedule is published at the start of the year.

In September, teachers are notified if a student with an existing I&RS plan is on his or her roster. Each student's I&RS plan is also viewable in Realtime. The teacher is expected to implement the plan, document progress towards the goals, attend I&RS meetings and communicate progress with parents. The plan will be reviewed in accordance with the published I&RS schedule.

Should a teacher wish to refer a student to I&RS, the process is outlined below.

Why is a child referred to I&RS?

#### Academic Concerns

- Students who demonstrate significant academic delays with interventions in place, such as BSI, and the use of research-based supplemental materials

#### Social/Emotional Concerns

- Students experiencing unusually stressful, emotional, and/or social situations
- Students who moved into the district and experience transitioning difficulties
- Students who have been a victim of violence or witness to violence
- Students who demonstrate atypical social/emotional behavior
- Students who have a history of truancy and/or tardiness

#### Physical concerns

- Students with a diagnosed medical condition

Any other condition that may interfere with academic success

If a student is struggling, and I&RS is a support from which your student can benefit, complete an I&RS Referral form. On the form, provide documentation that shows evidence of concerns and previous interventions.

All forms are available on the East Greenwich Teacher Portal under I&RS.

Prior to submitting the I&RS Referral Form:

- Review student's permanent and academic records; discuss concerns with BSI staff, instructional coach, counselor, team leader, etc. for suggestions and guidance
- Document 6-8 weeks of interventions and their impact on the concern
- Communicate concerns to the parents
- Submit the completed forms to their building principal by the deadline

At an initial meeting, it will be determined if a child is eligible for an action plan. The referring teacher has the opportunity to attend with a substitute provided for coverage. The teacher is expected to bring the following to the initial meeting:

- Documentation of concerns and attempted interventions
- Documentation of parent contact
- Student work samples relating to the concerns
- Assessment results relating to the concerns

The teacher will present this information to the I&RS Committee. If the child is found eligible, the I&RS team and the teacher will develop a plan which includes measurable goals and specific interventions. A case manager will be assigned and the teacher will be expected to follow the plan set in place by the team. The teacher is expected to document interventions and progress as they relate to the I&RS goals. This documentation is submitted monthly to the case manager. Should a student have more than one teacher, the attending teacher is responsible for communicating information to the shared teachers during team meetings.

A parent meeting will also take place that includes the parent/guardian, teacher, principal, and counselor. The parents will receive a copy of the action plan and the group will discuss: an overview of the I&RS process, specific concerns related to their student, the plan goals and interventions and a timeline for assessing progress.

For more detailed information, please check the I&RS Process Overview on the District Website under the Teacher Portal.

### INVITATIONS

Birthday party invitations may be distributed in the classroom if all students in the classroom receive an invitation. It is suggested that teachers compile a voluntary class data sheet during Back to School Night to share with parents. Any parents that would like to share their contact information should complete a form including parent's name, child's name, address, phone number, and email address. This information would be shared only among participating parents.

### JOB DESCRIPTIONS

Job descriptions are located on the district website in the staff portal. Select "Job Descriptions" for an alphabetical list.

### KEEPING CHILDREN AFTER SCHOOL

Although students enjoy staying after school to help the teacher, most of them are bus students who cannot stay unless prior arrangements are made with the parent(s). If keeping a child after school, please notify a building administrator. Also, students kept after school for disciplinary reasons must have prior arrangements made with parent(s).

### LAMINATING- Clark

The laminator is located in the work room located next to the cafeteria. Please be sure to turn off and unplug the laminator when you are finished laminating. Lamination is for preserving materials, which are expensive to replace or used year after year. Be selective in what materials need lamination. Please notify the main office when the roll is getting low or the laminator needs to be repaired.

### LAMINATING- Mickle

The laminator is located in the work room located in the 6th grade hallway. Directions are posted above for your convenience. Please be sure to turn off and unplug the laminator when you are finished laminating. Lamination is for preserving materials, which are expensive to replace or used year after year. Be selective in which materials need lamination. Please notify the main office when the roll is getting low or the laminator needs to be repaired.

### LAVATORY

Students are permitted to use the lavatory facilities if they indicate a need. Except in cases of emergency, only one or two at a time are to be excused from class. This ruling does not apply when a teacher is present in or near the lavatories.

### LEAVING THE BUILDING/LEAVING WORK EARLY

Approval to leave the building is required from the building administrator (i.e. principal or assistant principal), except lunchtime, when only notification is necessary. When leaving the building for lunch, please sign out at the main office so that all staff can be accounted for in the case of an emergency. Teachers may leave early only with advance written permission of the principal. Staff members receive staff meeting dates ahead of the school year to allow for adequate notification and planning purposes. Before making appointments with doctors, dentists, etc, that require you to leave work early, make sure to request permission from your principal in order to avoid a possible conflict or disappointment. Teachers who need to leave work early due to illness or emergency will need to use the appropriate sick or emergency personal time.

### LESSON PLANS

All teachers must complete lesson plans using Real Time, a web-based program. Please remember to post your lesson plans by 8:20 AM on Monday morning of each week. It is expected that lesson plans reflect appropriate subject area standards as well as district curricula objectives, materials and assessments, as well as effective instructional strategies and practices. Character education lessons must be documented in lesson plans, as well as Mickle Meet/ Clark Connect. Films, documentaries, YouTube, etc. must be listed in your lesson plans. Unless the film or clip is rated G, or part of an approved district resource (such as Study Island, Mystery Science, Reading A-Z, etc.), advance approval is required by the principal.

### LOST AND FOUND

The Lost & Found in the Samuel Mickle School is located in the cafeteria. The Lost & Found in the Jeffrey Clark School is located in the back of the cafeteria.

### LUNCH

Daily student and staff lunch orders must be placed in Realtime by 9:00 AM. To submit a lunch order, complete your attendance. When you submit class attendance, click submit and order lunch. On the next screen, select "Lunch" in the drop down box (lunch is the only option). Enter the correct quantity for the item and select "Save". Teacher lunch orders may also be ordered on this page.

### MAILBOXES

The mailboxes are in the main office with names on them. Please check your mailbox each morning and every day at lunchtime.

### MAINTENANCE

If you have a maintenance repair or request, please complete a "Maintenance Request" form. The form can be found on the Staff Portal page, "Help Desk". If you have a maintenance emergency, such as a leak, call the main office immediately.

### MEDICATION

Medication may only be administered to students by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the student's parent or a student who is approved to self-administer. School employees, who have been trained and designated by the certified school nurse to administer epinephrine or glucagon in an emergency, may administer these medications. Please note the location of emergency epinephrine and glucagon in your school.

Should a student bring medication to school, notify the nurse immediately.



Students' allergy and medical needs must be considered when planning field trips and special events. Consult with the school nurse prior to the trip.

### MIDTERM PROGRESS REPORT

Midterm reports are available in Realtime to parents of all students. These reports are available during the middle of every trimester to notify parents of progress and encourage a conference. Be proactive; if a student is struggling in your classroom, reach out and talk with the parent. Do not wait until the midterm report to notify parents of students who are having difficulty in your class. Teachers are expected to have verbally communicated any academic or behavioral concerns prior to including any written concerns in progress reports.

### MORNING ANNOUNCEMENTS- Clark

Every morning announcements will be made over the loudspeaker. The announcement will include the date, character trait, rotation day (1, 2, 3 etc), any important school news, and begin the Pledge of Allegiance. Any child who, for religious reasons cannot participate in the pledge, should not be penalized for his /her action, nor should they be forced to participate. If a teacher has a special announcement to be made, please contact the office.

### MORNING ANNOUNCEMENTS- Mickle

Every morning announcements will be available over the loudspeaker. The announcements will include the date, rotation day (1, 2, 3, etc.), and the Pledge of Allegiance, as well as any important school news. Any child who, for religious reasons cannot participate in the Pledge, should not be penalized for his/her action, nor should they be forced to participate. If a teacher has a special announcement to be made, please contact the office.

### MOVIES/VIDEOS

On occasion, films are used to illustrate or enhance a particular concept from the district- approved curriculum. Preview all films, videos and video clips in advance and document use in lesson plans. A "G" (General Audience) rating is required. If you plan to show a full-length film or an unrated film, you must notify parents of the film's name, rating and purpose.

A film, video or clip with a rating of PG or PG-13 requires use of the district permission form and principal permission. An alternative educational activity must be planned and implemented for students who do not participate in the viewing.

### NEWS ARTICLES

The best way to inform the community of an education process is through the news media. Teachers are encouraged to develop short news articles concerning their work, especially when it is innovative, stimulating and successful. When writing an article, certain procedures should be followed. Watch your grammar and spelling. Be concise and give the topic adequate coverage. Photographs accompanying the article are often printed as well. Be sure permission has been given by parents for publishing student pictures and/or work. News articles must be cleared with the principal and approved by the Superintendent.

### PARENT-TEACHER CONFERENCES

There will be three days of district scheduled parent-teacher conferences. During the regularly scheduled conferences, students will be dismissed early. Consult the district calendar for the dates and times of parent-teacher conferences.

Parent-teacher conferences can also be scheduled by the teacher or parent, directly, at other times. Please do not wait until parent conference dates to keep parents informed about their child and your class.

### PARENT/PROFESSIONAL REQUEST FOR INFORMATION

If a parent or professional (doctor, therapist, etc.) requests that you complete a scale, survey, or form of any kind, please do not complete the form until you notify the building principal. The principal may consult with the counselor regarding the requested information.

If the information is provided, work in collaboration to provide pertinent information. Make a copy of the completed document before you return it to the parent.

### PARTIES

Two parent volunteers may be selected for each classroom party. Please rotate different parents for each party. The names of those parents who will be attending (2) should be sent to the school receptionists two weeks prior to the celebration. This will assist with the secure entrance of guests using the security system. All visitors will need to present a driver's license to be scanned. Siblings and additional family members may not attend. The approved parties include: Halloween, winter, and end of the year.

### PERMANENT PUPIL RECORDS (Cumulative Folders)

Permanent pupil records are kept under lock and key in the main office. These folders contain confidential information and are never to be given to a student. The folders should be used at the beginning of the year to check past progress, both academic and social. Teachers' comments on these folders should be objective, brief and to the point. A teacher should never make a speculative comment or use negative language. Cumulative folders are students' permanent legal record of schooling. These records are available for parents to view.

All folders must be completed by the end of the school year with final grades, promotion or retention and teacher signature. Information such as benchmark scores must also be completed before they are returned to the appropriate office.

### PERSONAL DAYS

Staff are entitled to personal days by contract. A request is to be completed using Frontline (formerly AESOP) prior to taking personal days. Personal day requests should be made at least two days in advance. The requirement for prior request may be waived by the superintendent in an emergency situation.

At the end of each year, unused personal days are converted to sick time. More information can be found in the Collective Bargaining Agreement.

### PHYSICAL EDUCATION

The State of New Jersey requires a minimum of 150 minutes per week of physical education, health and safety, with a proportionate amount of less than a week of school. Physical education means an organized activity with everyone participating unless excused in writing by a physician. Students may not be punished by excluding them from physical education.

Free Play does count toward the specific time allotment if supervised by a certified teacher in grades B-5. During inclement weather, some type of physical activity should occur in the classroom to provide a learning break. Character Education (Meetup/Buddy Up) supports the requirements of health education and should take place daily in classrooms. If any child is excused by a physician from physical education, he/she observes activities from the sidelines, perhaps

serving as timekeeper, etc.

### PRESENTATIONS TO BOARD OF EDUCATION

A teacher staff member may be asked to present a short report to the Board at the Board Meeting on a topic directly related to his/her assignment.

### PROFESSIONAL IMPROVEMENT/DEVELOPMENT

New Jersey requires individual Professional Development Plans (PDPs) to be created for all active teachers, defined as staff whose positions require possession of the instructional or education services certificates.

Each certificated instructional staff member shall be guided by an individualized professional development plan (PDP), pursuant to N.J.S.A. 18A:6-128.a, which shall include at least 20 hours per year of qualifying experiences. The 20-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave. Plan to track your hours throughout the school year and provide them to your building principal during your summative meeting.

The content of each individual PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the standards for professional learning in N.J.A.C. 6A:9C-3.3. The individual PDP shall be modified during the year, as necessary, and shall specify at least:

1. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; and
2. One area for development of professional practice derived from individual, collaborative team, school, or school district improvement goals.

More information can be found here: N.J.A.C. 6A:9C, Professional Development Regulations

Staff members are encouraged to make professional visitation during the school year. Any request for visitations must be submitted to the building principal. Professional improvement for workshops and college credits are encouraged. Requests for these must also be submitted to the building principal. A request form for professional improvement and development should be filled out and returned to the building principal. You may be asked to share your knowledge with your colleagues during a faculty meeting or grade level meeting.

### PURCHASES REQUIRING REIMBURSEMENT

**Do not make purchases requiring reimbursement without advance approval by the principal.** This includes items for classroom and/or afterschool activity use. Be mindful of your supply usage and limit waste so materials last through the school year.

Teaching staff members are allocated funds yearly for classroom supplies. The Business Office provides directions to staff regarding ordering information and deadlines. Please follow the directions carefully to ensure your order is placed, items are delivered in a timely fashion, and vendors are paid for items received.

If you need to purchase an item(s) for an activity, event, club, etc., please complete an "Advanced Request for Funds" form and submit it to your principal.

## REALTIME

If there is an emergency closing, please see directions below on how to move your lesson plans:

Log into Lesson Planner > If the default is Period/Day view > they'll need to switch to Course/subject view

There they will see the lessons, and then they can move them forward by clicking the orange arrow at the bottom.

If the lesson plan is defaulted to Course/Subject view > the teacher will just need to move the lessons forward using the orange arrow at the bottom.

The screenshot shows the Lesson Planner interface. On the left is a sidebar with navigation options: Train, Course/Subject View (highlighted), Period/Day View, Calendar View, Gradebook, Help, Reports, Planner Detail, Planner Book View, Planner Export, Analyze Standards, and Setup. The main content area displays lesson plans for Tuesday, 01/16/2024 (045: Day 5) and Wednesday, 01/17/2024 (045: Day 1). Each lesson plan entry includes a time slot (8:48 AM - 10:55 AM), a title (Berlin Wall/ Kid Innovators/Text Structures), an objective, and a list of standards (SWBAT write with an introduction with a strong thesis, SWBAT conduct short research tasks, SWBAT use adjectives text evidence with strong analysis to support their thinking, SWBAT determine the structure of nonfiction text using text). A 'Move Lesson Plan Forward' button is visible in the Tuesday entry. The right side of the interface shows a list of standards: Title, Objective, Activities/Procedures, Materials, Assessments, Modifications, and Standards.

## RETENTIONS

If you believe you have a student who would benefit from retention, discuss your professional recommendation with the school principal on or **before February 1st** of each school year. The principal will form a team to review the student's progress. This team will include building professionals and the parent/guardian. Please reference district policy 5410-Promotion and Retention for more information.

## RIGHT TO KNOW ACT

The New Jersey Workers and Community Right to Know Act requires employers to provide information about hazardous substances at their facilities. Under the Act, workers have certain rights and access to information about substances where they work. Some of their rights include the following:

- The right to have containers labeled by your employer with the names of their chemical contents.
- The right to have a copy of the Right to Know Survey of hazardous substances in your workplace.
- The right to obtain Hazardous Substance Fact Sheets from your employer
- The right to annual education and training about hazardous substances
- The right to use the Right to Know Act.

More information may be obtained from the Right to Know Act Officer.

## ROOM RESPONSIBILITY

Teachers must strive to keep their rooms as neat as possible since housekeeping is important to the total educational program. Per the EG Fire Inspector, classroom doors (front and back) must NOT be decorated. For safety reasons,

classroom windows cannot be covered at any time. Additionally, no more than 25% of the walls may be covered with posters, paper, etc. Some do's and don'ts for the classroom teacher are:

- Do not use thumb tacks on wood.
- Do not store books, papers, etc on the unit ventilator.
- Do not use Scotch tape on painted surfaces since it will remove the paint. Use masking tape for these purposes. However, do not allow tape to remain on the surface too long.
- Do not use Scotch tape on windows.
- Do not use water or paint on window sash, wood trim or bulletin boards.
- If you want window sills dusted, clear them.
- Do have each child handle textbooks and other materials carefully. Require all books to be covered. Books are the children's responsibility. Before the close of school, they will be required to pay for any damage caused deliberately or through carelessness.
- Keep your device charging area neat and orderly. Model and practice appropriate care of devices, and require students to demonstrate appropriate use. Be sure to monitor usage.
- All desks should be in place and floors clear of paper, books, etc. at the end of the school day. Floors not cleared make it difficult to run the vacuum/sweep.
- Do set a good example for the students by keeping your desk neat and clean.
- If you want your desk dusted, clear it or put everything on your blotter.
- The custodians will appreciate your help in facilitating their job.
- All hanging decorations need to be fire retardant.
- Do keep the teachers' room neat and clean. Throw trash in the waste container and store food in insect proof containers.
- Do check the refrigerator for unwanted food and toss in the trash.

#### SAFETY DURING INCLEMENT WEATHER

Weather permitting, students will have regular opportunities to be outside for recess, physical education class, teacher-determined learning activities, or a school event. During inclement weather, such as extreme cold (32 degrees or below), rain, heavy snow, or icy conditions, children are not to be exposed to the elements. Indoor activities are to be substituted for outdoor activities during adverse weather conditions. Teachers should have indoor activities (e.g., board games, drawing and coloring, etc.) available to students. Supervisory aides will also have indoor activity materials available for indoor recess.

Student and staff safety, and precautions for the prevention of injuries is also of prime importance. Teachers should use good judgment regarding these matters. During winter, students should not throw snowballs on school grounds and children are not permitted to walk, slide, or play on icy surfaces. If any questions arise concerning weather conditions, discuss the conditions with the building principal.

#### SCHEDULES

Schedules will be provided to all staff members prior to the start of the school year. Teachers are responsible for notifying building administration if they intend to make any changes to their schedules. Please note that if a trip, rehearsal, concert, activity, or assembly is scheduled during a teacher's prep period, they are not permitted to rearrange their schedule with another teacher to obtain a prep period. If a teacher has concerns about not receiving their contractual amount of prep or lunch time, they should promptly contact their building principal to address the issue.

#### SOCIAL MEDIA (Personal Use)

While the Board respects the right of staff members to use social networking sites and freedom of speech, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics.

Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Please see board policy 3282 (teaching staff) and 4282 (support staff) for more information Use of Social Networking Sites and Confidentiality of District Information.

### SPECIAL AREA CLASSES

Collaboration is essential and both special subject teachers and classroom teachers should place the students first. If an assembly is presented during the homeroom teacher's planning time, the special area teacher will accompany and supervise the class during that period. The homeroom students will miss the special subject. Likewise, if a class trip is planned on the day of a special subject, the students will miss that subject.

1. Homeroom teachers are instructional partners with all Special Area Teachers.
2. If a student has a behavior chart or plan used in academic classes, the classroom teacher will share the chart or plan with the special area teachers.
3. Homeroom teachers should remind students to come prepared to class (required materials).
4. If a discipline issue should arise in the Special Area Classroom, it is the Special Area teacher's responsibility to discipline the child and make contact with the child's parent/guardian.
5. Students in grades B-6 should be dropped off and picked up from Special Area classes. It is important that the classroom teacher be on time.
6. Special Area teachers are responsible for entering grades into Realtime and contacting the parents/guardians when the student is not meeting expectations.

### SPECIAL SERVICES

Special services have become increasingly important in today's education world. Teachers should familiarize themselves with these services and take advantage of their availability. These services include the Child Study Team, which comprises the Learning Disabilities Teacher-Consultant, School Social Worker, School Psychologist, Speech Therapist, school nurse, and school physician. The members of the Child Study Team are available to consult with staff members on various concerns and topics. A member of the Child Study Team is also a member of the I&RS team. Therefore, they can help a teacher determine if they should refer a student to I&RS.

All Child Study referral forms are due to the building principal at least one week prior to the evaluation plan meeting. You will receive a calendar invite to the evaluation plan meeting approximately 20 days prior to the meeting. The referral packet becomes part of the child's educational record; therefore, use observable language, avoid opinions and judgements. When the referral form is electronically sent to you to complete, a presentation and sample on how to complete the form is also sent to you.

When attending virtual Child Study Team meetings, please have your camera turned on and have your completed referral packet printed and in front of you. Also, have data points and any other pertinent information readily available to share with case managers and parents/guardians.

### STAFF MEETINGS

Staff meetings are scheduled once per month, with a maximum of 12 staff meetings throughout the year. Attendance is mandatory. A schedule of staff meetings is provided to staff by the end of August. Meetings begin promptly at 3:35pm and end by 4:20pm. If you would like an item added to the agenda, please email the principal a minimum of 2 days prior to the meeting.

### SUBSTITUTE FOLDERS

Emergency plans for the substitute teachers are to be available at all times and placed in the mailbox just inside the classroom door. If used, they are to be replaced. Substitute plans must include an accurate class roster, a detailed daily schedule and emergency procedures. Be sure directions are specific. See Appendix for more information.

## TEACHERS' RESPONSIBILITIES

Teachers will be assigned to various duties throughout the year and their responsibility is to carry out these duties to the best of their ability. Schedules will be posted so all staff members are aware of their duties, which include hall bulletin boards, assembly programs, supervision of teachers aides, and other related tasks. Staff responsibilities include professionalism, punctuality, attendance and participation at faculty meetings, in-service meetings, and any special events that are deemed important by the superintendent and/or principal.

It is the teacher's responsibility to be knowledgeable about district policies and procedures. Board of Education policies can be found on the district website.

All teachers will be assigned a morning and afternoon duty. All classroom teachers should report to their classrooms at 8:25 AM and be prepared for the arrival of students. All teachers/staff members without a homeroom will be assigned a duty from 8:25 to 8:40 AM. When dismissal begins, classroom teachers will assist in dismissing students and all teachers/staff without a homeroom will be assigned a duty. Afternoon duty is from 3:20 to 3:35 PM.

A teacher is never to leave the classroom unattended. If a teacher must leave the room, another staff member or administrator is to be notified so that class is covered. These instances are rare and are discouraged. If any teacher is absent, the substitute will assume all duties of the regular teacher.

## TEAM MEETINGS

Team meetings are scheduled regularly to facilitate communication and collaboration among team members. Attendance is required by team members, except in the case of assignment to another responsibility by the building principal, such as attendance at an IEP meeting.

Areas of focus include planning and reflection of curriculum, instruction and assessment and creation and/or identification of resources. Formative and summative assessment data is analyzed and used to drive the discussion and future planning. Grade level activities and events are also planned. The team leader creates an agenda and maintains notes.

## TECHNOLOGY

As a staff member, you have logins and passwords to various sites and programs. To ensure network security and student confidentiality, it is imperative that you protect your login and password information. Do not share this information. Be sure to create and use passwords of the strongest quality.

Technology includes Smart Boards, student computers, and either tablets or Chromebooks in each classroom. Smart Boards should be turned off each afternoon.

It is the teacher's responsibility to ensure the Chromebooks are cared for and used appropriately. Develop, practice and maintain procedures for the safe use of the Chromebooks. This includes: monitoring student usage, reporting damage to the teacher, etc. Students are required to use the provided cases at all times.

Please utilize similar care with staff devices as well, such as shutting down and updating your computer routinely, turning off Smart Boards when not in use, and properly addressing any device issues through technology work order requests.

If you need technology assistance, please go to the Staff Portal, Help Desk, IT Request to complete a work order request. If a student's Chromebook is damaged, please complete a Help Desk ticket, IT request immediately.

### TELEPHONE PROCEDURE

Teachers must answer the classroom phone at all times as it may be an important message from the office. Teachers may not answer a personal phone call during instructional time except in an emergency. All business calls, such as telephoning a parent, requesting field trip information, book supplies, etc should be made during prep times or before/after school. Please be sure to leave a message including your name, position, and reason for call when your call goes to voicemail. This will inform the person as to who has called from the school and helps avoid confusion in the main office. If a student needs to call a parent, upon the teacher's discretion, the call is to be placed from their classroom. Please direct the student to leave a message, so the parent is aware of the reason for the call. Additionally, it is the teacher's responsibility to inform the main office if something is being dropped off or delivered for the student.

Personal cell phones may not be used during the instructional day. Cell phones are to be turned off or placed on silent during instruction. Personal cell phones may only be used during lunch, planning period, prior to school and after school.

### TRANSPORTATION DROP OFF/PICKUP- CLARK

All children who are transported by bus to school will be dropped off in the morning by the gym doors and go directly to their classrooms. Teachers/staff members will be available to assist and supervise students. Children who take the bus home will exit the building through the gym. The location of each bus line will be indicated by a sign with the bus number and a specific color. Bus students will have coordinating color bracelets. Non-transported students will be dismissed from room 102. Parent pick up students will be dismissed through the library doors.

Note: Teachers should never transport students in their vehicles.

### TRANSPORTATION DROP OFF/PICKUP- MICKLE

All children who are transported by bus will enter at the gym doors and go directly to their classrooms. All students driven to school will be dropped off at the LGI door/hallway and go directly to their classrooms. Teachers/staff members will be available to assist and supervise students. Children who take the bus home will exit the building through the gym doors. Walkers will be dismissed from the gym doors. Parent pick up students will be dismissed through the LGI. Please listen closely to the afternoon announcements to ensure students are dismissed in a timely fashion.

Notes: Teachers should never transport students in their vehicles.

### TUBERCULOSIS

In every school, a Mantoux tuberculin test will be given upon employment to all newly hired employees (Full or part-time). An employee with a documented Mantoux test administered within the previous six (6) months does not have to be re-tested. Individuals who are currently employed will also be tuberculin tested if there is not a valid report that a Mantoux tuberculin test was administered during the previous five years. If more information is needed in this area, please contact the school nurse.

### TUTORING

In accordance with BOE Policy 3230, to avoid placing a teacher in a position where he/she may have a conflict of interest, teachers shall not tutor, for a fee, pupils enrolled in their classes, or upon whose evaluation or assignment they may be called upon to pass. Nor shall any employee of the board make a commitment to perform services for extra pay when he/she has been instrumental in recommending the need for those services.

Teachers may not tutor students assigned to their class roster either during the school year or the summer after that school year. Teachers may not transport students to or from tutoring sessions. Teachers are expected to offer assistance to students as a regular part of the instruction. Should a teaching staff member desire to use the school for tutoring, the teacher must request, in writing, permission from the principal prior to doing so.



### USING STUDENTS FOR ERRANDS

Students should not be employed to send messages, unless it is urgent and kept within the school. The teacher should select a dependable child to pursue the errand so that advantage will not be taken from this important situation. Never send a child on an errand outside of the school building. Do not send a child to the office to pick up your mail. The mail is your responsibility. Do not send a discipline referral to the main office with a child. If there is an incident that requires immediate attention, please call the main office.

### VISITORS

All visitors to the building are to enter through the main entrance. Visitors must present a driver's license to gain entrance to the school. The license will be scanned by the Raptor Technologies School Safety Software. Upon entering the building, visitors will receive a lanyard. The color of their lanyard is indicative of the type of visitor they are. For example, visitors will receive a RED lanyard. Substitute teachers will receive a BLUE lanyard. Vendors/contractors will receive a PURPLE lanyard. Please notify the main office immediately if you see any individuals not wearing a lanyard as this is a safety concern.

Any visitor to a classroom must be approved by the building principal at least one week prior to the visit. Visitors should report directly to the designated classroom/location. Do not confer with a parent in the hall doorway during instructional time.

Revised 8.13.24

# **EAST GREENWICH TOWNSHIP SCHOOLS**

**2024-2025**

## **Supervisory Aide Handbook**



**RESPECT \* KINDNESS \* RESPONSIBILITY \* ACCEPTANCE \* INTEGRITY \* PERSEVERANCE**

## Hours/Sign in

### Samuel Mickle School

**Regular Day Schedule: 10:43 AM - 1:54 PM (Lunch Times)**

**Contractual Hours: 3 hours 25 minutes**

Arrival Duty	8:20 am-8:50 am
Lunch and Recess: *Assist with Recess Set-Up (B Group: DiLorenzo, Graser, Panek, Huntsberger) *Assist with Recess Clean-Up (A Group: Prus, Madonna, Quigley, Agar)	*10:33 am-1:58 pm  **10:39 am-2:04 pm
Dismissal Duty	3:15 pm-3:45 pm

**2 Hour Delay Schedule: 12:11 PM - 2:17 PM (Lunch Times)**

Arrival Duty	10:20 am-10:50 am
Lunch and Recess	12:05 pm-2:20 pm
Dismissal Duty	3:15 pm-3:45 pm

**Early Dismissal Schedule:**

9/5, 9/16, 9/17, 11/22, 11/25, 11/26, 11/27, 4/16, 5/23, 6/11, 6/12

**10:09am-11:55am (Lunch Times)**

**9:57am-12:03pm (Lunch Times)**

Arrival Duty	8:20am-8:50am
Lunch	(9/5, 9/16, 11/22, 11/25, 11/26, 5/23, 6/11) 10:00am-12:40pm <i>*Report to the cafeteria at the end of the lunch period for additional duties.</i>  (9/17, 11/27, 12/20, 4/16, 6/12) 9:50 am-12:10 pm
Dismissal Duty	3:15pm-3:45pm

# Jeffrey Clark School

## Regular Day Schedule: 10:40-1:13 (Lunch Times)

**Contractual Hours: 2 hours 50 min**

Arrival Duty	8:20am-8:50am
Lunch and Recess *Assist with Recess Set-Up (B Group: Dougherty, Davis, Pennetti, Brasco) **Assist with Recess Clean-Up (A Group: Melnychuck, Sofia, Blessing, Ambrosio)	*10:25am-1:15pm **10:30am-1:20pm
Dismissal Duty	3:15pm-3:45pm

## 2 Hour Delay Schedule: 12:11pm-1:45pm (Lunch Times)

Arrival Duty	10:20 am-10:50 am
Lunch and Recess	11:52 am-1:50pm
Dismissal Duty	3:15pm-3:45pm

## Early Dismissal Schedule:

**9:48am-11:21am (Lunch Times)-9/5, 9/17, 11/22, 11/25, 11/26, 5/23, 6/11**

**9:48am-11:58am (Lunch Times)-9/16, 11/27, 12/20, 4/16, 6/12**

Arrival Duty	8:20am-8:50am
Lunch	9/5, 9/17, 11/22, 11/25, 11/26, 5/23, 6/11 9:40am-12:00pm <i>*Report to the cafeteria at the end of the lunch period for additional duties.</i> 9/16, 11/27, 12/20, 4/16, 6/12 9:40am-12:05pm
Dismissal Duty	3:15pm-3:45pm

Please report to the main office to sign in by your start time each day. Repeated tardiness could result in disciplinary action. If you are going to be late for any reason please contact the main office at either Jeffrey Clark or Samuel Mickle School.

As per district policy all staff are to sign in when entering the building and sign out when leaving for safety reasons. Please let the office know if you must leave earlier than expected, so we can ensure adequate coverage.

**Staff who must leave early must report to the main office and tell the secretary they are leaving. Staff must sign out at the office prior to leaving the building.**

### **Field Trips Schedule**

On days where students will not be present for their regular lunch period due to field trips, please report and leave at regular hours. Responsibilities during this time include:

- Aide meetings (if scheduled)
- Cleaning bins
- Organizing supplies
- Refilling hand sanitizer
- Checking and rehanging class name signs, peanut-free signs, and lockdown color zone signs.
- Sort and organize lost and found items
- Updating emergency folders
- Make copies/restock important papers and documents

### **Job Description and Essential Function of the Position**

- Assists in supervising students in the cafeteria during mealtime; making sure that tables and surrounding areas are clean; helping with orderly food purchases, distribution of food, disposal of food waste, and return of trays and utensils; ensures that students remain seated in assigned areas throughout their time in the cafeteria.
- Circulates among assigned tables during the mealtime to be available as needed.
- Assists in supervising the playground/classroom during the lunch hour.
- Reports to teachers, principal, nurse and/or security personnel as appropriate regarding infractions, safety concerns, injuries, or other issues involving students.
- During student arrival and dismissal, monitor student behavior and assist students going in and out of the bus.
- Assist students with non-instructional classroom needs including safety, recreation, eating, and hygiene.
- May distribute textbooks, supplies or other materials as requested.
- May collect count and deposit food services program monies.
- Performs other related tasks as assigned.

### **Job Performance Evaluation**

Supervisory aides will be evaluated at least once a year. The evaluation is based on the essential functions of the position and job description.

### **Indoor/Outdoor Recess**

The decision to have indoor or outdoor recess will be decided daily based on the weather. The information on indoor and outdoor recess will be posted by the mailboxes each day. Temperature: If the wind chill

temperature is 32 degrees or above, outdoor recess will be held. If it is 31 degrees or below, students will have indoor recess.

*Absence SMS: In the event that 3 or more supervisory aides are absent, please utilize the LGI for one half of the homerooms. Divide supervision accordingly so that aides are present in the LGI and in the classrooms with the students. This will maximize student supervision.*

*Absence JC: In the event that 3 or more supervisory aides are absent, please combine homerooms so that each classroom has at least one aide present for supervision. On certain days, the gym may be available for use.*

### **Sick/Personal Days**

Supervisory aides are allowed 10 sick days and 2 personal days per year. After exceeding this number all further absences must be approved by the board. In an emergency where prior approval is not possible, please notify the office of your anticipated length of leave. After 10 days you may be asked to provide verification by a medical professional. As per the CBA, *personal leave shall not be granted on an in-service day, or the work day immediately before and immediately after a holiday or a recess period, except in the case of an emergency.*

### **Reporting Absences**

East Greenwich uses an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Aesop. The Aesop service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

## How do I interact with Absence Management?

1. You can interact with Absence Management (Aesop) on the internet at <http://www.aesoponline.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

### Important Notes:

In order to access AESOP you must know your ID and PIN number. This information is provided by Laura Bailey (Clark) or Janene Emick (Mickle). In the event that you forget your login information, please contact them at [baileyl@eastgreenwich.k12.nj.us](mailto:baileyl@eastgreenwich.k12.nj.us) or [emickj@eastgreenwich.k12.nj.us](mailto:emickj@eastgreenwich.k12.nj.us).

\*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

You must call before 7:00 AM on the day of your absence. If it is after 7:00 AM you will not be able to put it in Aesop. Please call the main office and we will put it into Aesop.

If you are a part-time employee, you must put in Aesop a full day for absences that you will not be here for your full time. It will say 8:20 to 3:30. That is okay, the time you work is in your title on Aesop and on a list for the substitutes.



If you have any questions, concerns, or comments, please contact one of the East Greenwich Substitute Coordinators.

**Jeffrey Clark:** Laura Bailey, 856-423-0613 ext. 1020,  
baileyl@eastgreenwich.k12.nj.us

**Samuel Mickle:** Janene Emick, 856-423-0412 ext. 1040,  
emickj@eastgreenwich.k12.nj.us

### **Pay Scale**

The most up-to-date salary information and salary guides can be found in the most up-to-date collective bargaining agreement. This information can be found on the East Greenwich website under the staff section.

### **Resignation**

In the event of your resignation, please submit a letter to your building principal and/or building assistant principal stating your final date of employment.

### **Cafeteria Responsibilities**

Students are to walk at all times in the cafeteria. Students who are seen running must return to their seats and then walk to their destination. A student who continues to run in the cafeteria should be referred to the office.

### **How you can help in the Cafeteria**

Assist students with condiments, utensils, and napkins as they exit the lunch line. Circulate throughout the cafeteria to assist students who raise their

hands for help. Also, your proximity to students encourages them to make good choices.

Encourage students to raise their hands if they need assistance. Students are to remain seated unless they receive permission to leave their seats.

Remind children to pick up any trash that falls on the floor.

Encourage students to keep eating.

When it is time to transition from lunch, remind the students to throw their trash away in the large cans, throw recyclables in the appropriate receptacle, and stack the trays near the trash cans.

### **Restroom Use**

It is the expectation that students use the bathroom prior to arriving at lunch. If a student needs to use the restroom, they must raise their hand and ask for permission to leave their table. Be mindful of the number of students in the bathroom at one time.

At Samuel Mickle, students must sign in and out in order to use the restroom.

Please reinforce to students that they should return to their seat as quickly as possible.

### **Appropriate Strategies to Get Students' Attention**

- Lights Off
- Hand in the Air
- Clap a rhythm and students should repeat.
- Counting in a speaking voice while using the microphone.

## Hallway Behavior

Students are expected to walk quietly in the hallway. Students who are too loud can disrupt instruction. If a class will not comply with directions to walk quietly in the hallway please stop the class until they are quiet. Students who repeatedly do not comply with these directions should be referred to administration.

## Office Referrals

If a student breaches the code of conduct (included in the folder), please write them up using the Student Incident Report. Supervisory aides are permitted to have a student sit out for the remainder of recess if they repeatedly fail to follow directions. Please indicate in the office referral if a consequence was administered already. Please place the completed report in the assistant principal's mailbox. Forms can be found at the staff mailboxes in the Jeffrey Clark and Samuel Mickle main offices.

Please submit office referrals **AS SOON AS POSSIBLE** so the behavior can be addressed immediately. Please give written referrals to the building secretary, Janene Emick (Mickle) or Laura Bailey (Clark).

**If a student is a threat to themselves or others or there is an allegation of bullying please contact the office immediately to report this information.**

When a student receives a consequence in the main office during lunch or recess periods, supervisory aides will be notified with a calendar invite and an email. Please check your email before you begin your shift, so you are aware of any detentions so students are sent to the office in a timely manner.

## **Key Points to Remember When Working With Students**

What you focus on, you get more of.

Tell children what you want them to do instead of what you don't want them to do. Example: Student keeps getting up from cafeteria table - "Please sit at the table."

The only person you can MAKE change is yourself.

Help children be more successful instead of attempting to make or get them to behave. Example: Instead of asking yourself, "How am I going to get these children to act appropriately during lunch?" ask yourself, "How am I going to help these children to be more likely to make the right choices?"

Allow children the chance to solve their own problems.

Have children identify what making a good choice "looks like."

Example: "Show me what sitting appropriately at lunch looks like."

We will continue our Peer Mediation program. Selected students have been trained by Mrs. King as "Peace mediators," and they should be supporting conflict resolution between students.

Conflict is an opportunity to teach.

Teach children how to handle conflicts. And re-teach, and re-teach some more! Example: Have students work through conflict with Win-Win or Debug strategies with your guidance.

Remain Positive and Calm.

When you address an issue with students in a calm manner, they are more likely to hear your message rather than react to your emotionality.

Consistency and Predictability are critically important.

Children often look for the “loopholes” in the rules.

Inconsistent consequences and enforcement of the rules creates such loopholes. Make sure you follow through with consequences.

## Problem solving strategies for Conflict Resolution

# WHAT CAN I DO?

Do you have a small or medium problem?  
Try 2-3 of the following solutions.



Do you have a **BIG** problem?  
Go tell an adult.

Students are encouraged to use the problem solving choice wheel when they encounter a problem with their peers during recess time. If a student has a small or medium problem (i.e. a disagreement with a peer), students

should be encouraged to use 2-3 of the strategies on the problem solving wheel to solve their problem. Adults are encouraged to support the students and facilitate conversation through this process as it is a new skill. If students have a big problem, they are encouraged to find an adult. Problems during recess or lunch are the responsibility of the supervisory aide to report, not the classroom teacher. Please submit an office referral for larger discipline issues.

### **Recess Responsibilities**

A map has been created that indicates different zones or stations that need to be supervised during recess (see attached). Collaborate with staff to ensure that these areas are supervised during recess.

How can you help on the playground?

- Monitor recess for safe play. While supervising recess, think of your role as a "lifeguard." Keep alert at all times – attempt to anticipate potential issues (see attached Appropriate Recess Play). NOTE – Redirect students who are engaged in digging in the dirt around trees.
- Encourage and coach conflict resolution steps when students disagree.
- With Primary Grades - Please lead students to play age appropriate games (e.g. Duck-Duck- Goose and Snake in the Grass). Many students at this age find it difficult to initiate games on their own and do not know the rules of many games. Your support will enhance their playtime!
- With ball games (primarily older students) – It is extremely helpful to have an adult serve as a referee for ball games such as, soccer, basketball, and kickball. Our students can become quite competitive and also have difficulty interpreting the set rules in a fair

manner. Students often need to be reminded to use an appropriate level of competitive spirit which is consistent with recess. This is a time for fun and play!

### **Recess Responsibilities for Students**

1. Remain outside the entire recess, unless permission is given to come inside.
2. Use conflict resolution steps to resolve disagreements.
3. Follow adult directions the first time.
4. Use all equipment for the intended purpose. This includes refraining from digging on the hill area or throwing rocks.
5. Promptly stop and listen when a staff member blows her whistle for line up and put away any equipment that was used.

### **Restroom Use During Recess**

Encourage students to use the closest bathroom to the playground entrance and return to the playground as quickly as possible. Remind them of the expectations for restroom use and hallway.

### **Buzz Bucks**

Buzz Bucks will be distributed in your mailboxes. Each staff member must hand out six Buzz Bucks a day. When giving out Buzz Bucks, be sure to accompany it with specific praise ("I like how you are walking quietly in the hall"). Students must write their name on the back of the Buzz Buck and turn it in to their homeroom teacher. Buzz Bucks are pulled daily. Winners of the drawing will receive a prize.

## **Nurses Office**

We ask that all students sent to nurse are sent with a pass that includes student name, date, time, and issue, in emergencies students may be escorted to the health office by an adult and a pass completed then. Please sign or initial the pass in case of questions.

Serious injuries sustained during recess/lunch require accident reports to be completed by the person witnessing the accident or responsible for supervision at time of injury and subsequently, the nurse. Please collaborate with the nurse to complete this process before leaving for the day (or next morning if not possible before leaving).

Food allergy students:

Realtime will be updated with information noting food allergies and will indicate whether a student is required to sit at the nut free table and if an emergency medication order is on file for the school year.

In the event of a suspected allergic reaction, the student must be accompanied by an adult to the nurse. If the nurse is needed at the location of illness, please use a walkie and try to send an adult to locate the school nurse.

EPIPen:

All aides should be trained in administration of emergency allergy medication. EPIPens are located in the cafeteria, gym, nurse's office, and in the hallway near the playground entrance/exit. If you have any questions about EPI pen administration please contact the school nurse.



## **Peanut-Free Tables**

Ensure no peanut or tree nut products are eaten at or placed on the table.

Any non-peanut free friends invited to accompany students sitting at the nut free table is at the discretion of the classroom teacher who has verified that the visitors lunch is free of peanut / tree nuts and notified the aide. Aide must also ensure no snacks will be purchased that contain peanut/ tree nuts that day.

Aides will be given a list of all students whose doctor and/or physician request their child sit at the nut free table at the start of the school year. Any changes made through the school year identified by the nurse will be communicated to aides and reflected accordingly on the students medical record on Real Time. Any additions or deletions to/from the nut free table during the school year noted by the aide should be communicated to the school nurse to verify for accuracy and safety of the student.

## **Monthly Meetings**

Supervisory aides will have one meeting per month. These meetings are optional and will take place in the Jeffrey Clark and Samuel Mickle cafeterias. You will be compensated for any additional time served outside contractual hours. If you choose to miss a meeting, it is the supervisory aide's responsibility to catch up on any information that was missed. You will be provided with an agenda prior to the meeting. If there is anything you would like added to a monthly agenda for discussion please email the assistant principal.

## **Outdoor Recess**

Supervision should be dispersed across the fields and playground to ensure maximum supervision of students at all times. Supervisory aides should be circulating the playground or their assigned areas. Supervision should be spread out. Staff members should not be clustered together in one area engaging in conversation, sitting down on the benches for an extended period of time, and/or extended periods of time on cell phones.

\*Students are not to play underneath the Jeffrey Clark playground at any time to avoid injury.

## **Indoor Recess**

Indoor recess is conducted inside the classrooms. Students must remain in their homeroom classroom unless arrangements are made due to supervisory aide absence. Students may play appropriate games. Please ensure students are maintaining an appropriate volume for indoor activities. Students are not permitted to use their chromebooks at any time.

Each supervisory aide has been provided a selection of games. Each aide is assigned a specific number assigned to each game. Supervisory aides are responsible for maintaining the materials provided with each game.

## **Safety**

### **Emergency Folders:**

Detailed safety plans can be found in your emergency folders.

Emergency folders should be within reach at all times. In the event that a

folder is lost or needs to be replaced please see the district assistant principal for a replacement.

### **Lockdown:**

Doors locked, lights off, students out of sight.

In the event of a lockdown drill or incident an announcement will be made over the PA system stating that we are going into lock down.

Please proceed to your assigned lock down zone with your students.

Please ensure:

- Lights are off.

- Students are silent.

- Doors are locked.

Once secured and quiet, please take attendance.

### **Hold:**

During a **hold**, it is safe to continue lunch and recess as usual unless directed otherwise. Do not allow students to leave the cafeteria or the playground. Please wait for the announcement that the **hold** has concluded before allowing children into the hallways. If the announcement indicates that students should return to their homerooms, please quietly bring students inside in an orderly manner.

### **Fire Drill:**

In the event of a fire drill please exit the building according to the route designated on the fire drill map. Please memorize the standard and alternate route of exit in case of emergency. Once outside, please create a line with your class and take attendance. Hold up the green card if you have all students. Please hold up the red card if you are missing a student or have an extra student.

## Emergency Medical Procedures

### Emergency Procedure Lunch/ Recess:

If a student has a medical emergency, please follow the procedure below:

- Blow a whistle to alert other aides of an emergency.
- Aide who blew the whistle stays with the student.
- Closest 2 aides heads to the emergency site to be briefed one aide takes charge of **communication** the other takes **action**:

#### **Communication:**

- Call 911, if necessary.
- Alert the nurse.
- Alert front office staff of the emergency.

#### **Action Examples:**

- Go retrieve EpiPen/Glucagon.
- Go retrieve AED.
- Administer Epi Pen/Glucagon, if needed.
- Retrieve CPR-certified aide.
- Aides in charge of walkies call for the nurse as soon as they hear the whistle.
- Remaining aides should clear the area around the student.
- Remove students from the room or area.
- Following emergency response, aide meets with the nurse to debrief about the incident and fill out the incident report.

## Confidentiality

It shall be the policy of the Board to protect the confidentiality of personally identifiable information in student records against all persons except those with a need to know in normal operations of the schools or school system. Any confidential information should not be disclosed to

those who do not need the information or to individuals outside the school.

## **Harassment, Intimidation and Bullying**

Faculty and staff are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation and bullying or HIB.

### **WHEN TRYING TO DETERMINE IF AN INCIDENT IS HIB, COMPARE IT AGAINST THE DEFINITION.**

#### **DOES THE INCIDENT MEET ALL OF THE FOLLOWING?**

- "Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents.
- ...is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic.
- ...takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law.
- ...substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

#### **AND, DOES IT MEET ONE OF THESE?**

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any student or group of students; or
- Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

All teachers will receive HIB training at the beginning of the school year, which will address what bullying looks like, how to report it to the correct school administration, and how to coach students who have been bullied.

**Teachers are expected to:**

- A. Closely monitor student behavior in all areas of the school.
- B. Watch for signs of bullying and report them as soon as it happens.
- C. Report any families' concerns about bullying as soon as they happen.
- D. Complete the appropriate coaching if an incident of HIB has been confirmed.

**The complete East Greenwich Board of Education Policy on Harassment, Intimidation and Bullying can be found on the District Website.**

**Staff members must report bullying behavior within 24 hours of becoming aware of it. The HIB Form 338 for Staff Members is available in the main office and should be turned into the building principal or assistant principal.**

**Cell Phones**

Use of cell phones and smart devices while supervising students during lunch and recess is not permitted.

**EAST GREENWICH TOWNSHIP  
2024-2025 PARENT/STUDENT HANDBOOK**



## Hornets

**JEFFREY CLARK SCHOOL**

Grades Preschool - 2nd  
7 Quaker Road  
Mickleton, NJ 08056  
856.423.0613

**SAMUEL MICKLE SCHOOL**

Grades 3rd - 6th  
559 Kings Highway  
Mickleton, NJ 08056  
856.423.0412

[www.eastgreenwich.k12.nj.us](http://www.eastgreenwich.k12.nj.us)

## TABLE OF CONTENTS

East Greenwich BOE	2	Acceptable Use Policy	18
Administration	3	Chain of Command	20
Report Cards	4	District-Wide Student Code of Conduct	21
Mid Term Progress Reports	4	Social Emotional Learning and Character Education	23
Parent-Teacher Conferences	4	Student Discipline for 5th and 6th Grade	26
District Grading Policy	4	Harassment, Intimidation & Bullying Policy	26
Homework	4	Cafeteria	36
School Library	4	Lost and Found	36
Health Services Department	5	Selling in School	36
Emergency School Closing	7	Use of Telephone	36
School Property	8	School Counselors	36
Accident Insurance	8	Intervention and Referral Service (I&RS)	36
Communication	8	Child Study Team	37
Arrival/Dismissal Procedures	8	Child Custody	37
Board Residency Policy	11	Affirmative Action	37
School Safety Policy	12	School Volunteers	37
Pest Management Notification	13	Responsibilities of Field Trip Chaperones	38
Student Attendance Regulations	14	School Visitors	38
Bicycles/Transportation Information	16	Parties	38
Registration Procedures	17	Beyond the Bell	38
Dress Code	17	Clubs and Activities	39
Electronics and Cell phones	18	Home and School	39
Google Workspace for Education	18		



## 2024 - 2025 EAST GREENWICH TOWNSHIP BOARD OF EDUCATION

**Mark Schonewise, President**

**Jodie O'Brien, Vice President**

**Anand Acharya, John Baird, Lori Becker, Jennifer Cavalieri,**

**Krissy Christian, Stephanie Cosentino, and Lynn Starks**

**Andrea Evans, Superintendent**

**Gregory Wilson, Business Administrator/Board Secretary**

**Steve Edelstein, Board Solicitor**

*The East Greenwich Township Board of Education meets on the first Wednesday and third Wednesday of each month, unless otherwise noted in the calendar, at 7:00 p.m. in the Samuel Mickle School Cafeteria.*

### **Foreword:**

It takes a group effort to provide a thorough and complete education for our students. The school district and family serve as partners to attain this goal. This handbook will serve as a resource of general information concerning the school and district policy and procedure. Should you have any questions or concerns, please feel free to contact us by mail, telephone or stop in for a personal visit. Your ideas and suggestions on how to make our school district better is always appreciated.

Should you have a problem or complaint, discuss it first with the teacher before calling the principal. We shall all do our professional best to find satisfactory solutions as we educate your child, and hope that you will cooperate with us in this endeavor.

### **Mission Statement:**

The East Greenwich Township School District, through enthusiastic and engaging community partnerships and the establishment of a safe, secure learning and emotional environment, will provide a challenging and exceptional education program for its diverse learners.

### **Goals:**

1. Strive to have all students demonstrate a positive self-concept and positive character traits
2. Achieve proficiency in communications, computation, science and the arts based on Common Core Curriculum Standards
3. Enable our students to possess physical and mental well being
4. Cultivate an environment that allows for individual differences and learning styles and embraces cultural diversity
5. Demonstrate an understanding and appreciation of the world and its environment
6. Provide a base for the students to live productively and harmoniously in society with a high degree of confidence and opportunity for success in their future endeavors
7. Hiring/retaining a qualified staff, maintaining appropriate facilities, utilizing proper instructional tools and equipment, especially state-of-the-art technology
8. Engaging and connecting with parents and the community so they feel they have a voice and are part of the education process

## **East Greenwich Township Administration**

Andrea Evans, Superintendent  
Gregory Wilson, Business Administrator

Bethanne Barousse, Samuel Mickle Principal  
Andrew Mettler, Samuel Mickle Assistant Principal  
Lisa Giorgianni, Supervisor of Instruction

Jessica Loggia, Jeffrey Clark Principal  
Erica Sloan, Jeffrey Clark Assistant Principal  
Beth Ann Godfrey, Supervisor of Special Education

### **Board Appointed Officers**

Affirmative Action	Ms. Erica Sloan
Alternative Affirmative Action	Mrs. Beth Ann Godfrey
Anti Bullying Coordinator	Mrs. Bethanne Barousse
Alternate Anti Bullying Coordinator	Mrs. Jessica Loggia
Asbestos/AHERA Coordinator	Mr. Greg Wilson
Board Secretary	Mr. Greg Wilson
Custodian of Records	Mr. Greg Wilson
District Testing Coordinator	Mrs. Lisa Giorgianni
Equity Officer	Mrs. Jessica Loggia
Gloucester County Reunification Response Team Members	Mrs. Bethanne Barousse/Ms. Erica Sloan
Homeless Liaison	Mrs. Beth Ann Godfrey
Indoor Air Quality Coordinator	Mr. Mike Venello
IPM Coordinator for the Schools/ District	Mr. Mike Venello/Mr. Greg Wilson
Issuing Officer	Mrs. Bethanne Barousse
Public Agency Compliance	Mr. Greg Wilson
Purchasing Agent	Mr. Greg Wilson
Right to Know Coordinator	Mr. Greg Wilson
School Safety Specialist	Mrs. Jessica Loggia
Alternative School Safety Specialist	Mrs. Bethanne Barousse
Website Accessibility Coordinator	Mr. Shaun Bailey

### **Report Cards**

Report cards are issued electronically three times during the school year for all students. The dates for report card distribution are listed on the website. The report card indicates your child's progress in the grade level during a 12-week cycle.

### **Parent-Teacher Conferences**

Parent/Teacher Conferences are held in November of each year, and parents will be notified when the conference scheduler is available online.

### **Mid Term Progress Reports**

Progress reports are intended to give an indication of how your child is achieving academically midway through the trimester. You may access your child's progress at any time through the parent portal in Realtime. If you cannot access your parent portal, please contact your child's school's main office.

### **DISTRICT GRADING POLICY:**

Please access our website for full and complete information on the district's grading policy, [www.eastgreenwich.k12.nj.us](http://www.eastgreenwich.k12.nj.us).

### **HOMEWORK:**

The purpose of homework is to reinforce and extend what your child has learned in class. Homework develops self-discipline, personal responsibility, and independent thinking. Research states that the time spent doing homework directly affects a child's achievement. Pupils are expected to complete written homework assignments.

Each student, grades 2 through 6, receives a homework assignment book where he or she records daily assignments. Parents are asked to review and sign daily. Requests for homework assignments during a student's absence must be made by 11:00 am and should be made at the time you are reporting the absence if you intend to receive the assignments on the day of the absence. Otherwise, these requests will be honored on the following day. Since daily reading impacts on the reading achievement of children, parents are urged to set aside at least thirty minutes per day for family reading activities.

### **SCHOOL LIBRARY:**

The Board of Education recognizes the value of the elementary school library and media center. They have adopted the following statement reflecting the philosophy and objectives of the library.

The Samuel Mickle and Jeffrey Clark building libraries have the responsibility to assist in developing informed responsible citizens by supplying the student and teachers with the best possible information available in books, other resource materials and services of the library and librarian. The resources and services of the library should help our students to achieve competency and adjust in their personal, social, and civic living. The goals of this library are to aid each student in attaining his greatest achievement in academic pursuits, human relationships, civic responsibilities and to develop a taste for good literature which will enrich his/her life.

### **Objectives:**

1. Cooperate with the administration, faculty and staff in the establishment of the library as an integral part of the total education program
2. Arouse in students an interest in books and other materials and broaden this interest through service in a pleasant atmosphere
3. Provide continuous, progressive instruction in the use of the library materials and services
4. Make provisions for attendance to and full use of the library materials and service by all pupils
5. Provide for the continuous building of a reference collection to meet the needs of the curriculum and provide a broad collection of materials, which includes books, periodicals, newspapers, and audio-visual aids to meet the individual needs of the students
6. Provide for the continuous building of a fiction collection to meet the ability and interest of all students so they may know the thrill and pleasure of making friends and understanding themselves and others through books
7. Assist the administration in developing good public relations through pleasant and friendly contacts with students, teachers, staff and people of the community
8. There is no fine for overdue books. Lost books will be charged using the purchase price. If the purchase price is not available, the following charges will be incurred: \$5.00 for paperbacks and \$10.00 for hardbacks. Damaged books will have a prorated charge as determined by the librarian.

## **HEALTH SERVICES DEPARTMENT:**

### **Philosophy**

Our schools are staffed with certified school nurses dedicated to providing every student with health care. The school health service department, under the supervision of the school physician, Dr. Provencher, works as a team to provide a safe and healthy school environment. Our team works to provide:

- Emergency health services
- NJ mandated screenings (measurements of growth, vision and hearing screenings, scoliosis screening)
- Health education programs for staff and students
- Health resource for parents and staff
- Care for medically-fragile children and those with health problems

Our team cooperates with staff, students and parents to encourage optimal health so that there is maximum utilization of educational opportunities.

The certified school nurse is a health services specialist who assists students, families and staff in attaining and maintaining optimal health and attitudes. School nurses are responsible for illness care and first aid while the student is in school. In case of injury and illness at school, care will be given and a parent will be contacted if follow up is necessary. Accidents and injuries occurring at home are not the responsibility of the school nurse.

The school nurse will screen your child's height, weight, vision, hearing, color vision and scoliosis as set forth by N.J.A.C. 6A:16-2.2. Parents will be notified in writing if further evaluation is recommended and those results should be forwarded back to the health office from the child's physician.

A complete medical examination is required for new registrations in preschool, beginners and out of state transfer students. The required physical form can be located on the website, [www.eastgreenwich.k12.nj.us](http://www.eastgreenwich.k12.nj.us). Though it is not a requirement, it is strongly recommended that all students have a complete physical every year during their developmental stages, preschool to 12th grade.

### **Use of Medications**

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

For the purpose of this policy, "medication" shall include prescription and nonprescription medicines. The administration of medication to students in the school setting by the following authorized individuals: school physician, certified school nurse or non-certified nurse, substitute school nurse employed by the school district, student's parent/legal guardian, student approved to self-administer medication pursuant to N.J.A.C. 6A:16-2(a)5 and 9 and N.J.S.A. 18A:40-12.3 and 12.4; other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and other employees who volunteer to be designated as a delegate and trained to administer glucagon pursuant to N.J.S.A. 18A:40-12-14.

In order for the school nurse to administer prescription medications or medication not included in the standing orders, all required documentation needs to be completed by the child's prescribing doctor and the parent. These forms can be found on the EGT website under the school nurse tab of each school's website. Medication must be in the original container stating the student's name, name of medication, dosage, frequency of dosage and any description of adverse reactions. Students are not permitted to carry their medications to school unless required by their physician.

The school nurse may administer several medications under the standing orders of the school physician. These include, but are not limited to, Benadryl, epinephrine, oxygen, Albuterol, Benadryl cream, Anbesol, eye wash, Chloraseptic spray, rewetting drops for contact lenses, Bactine, Triple antibiotic ointment, Sting Relief, cough drops, acetaminophen, ibuprofen, and Narcan. Some of these medications are given on an emergency basis and the parent will be notified prior to the administration of acetaminophen and ibuprofen.

### **General Guidelines Regarding Exclusion**

- Any suspected viral/infectious disease the student will be isolated and parents contacted. The child will be excluded until cleared by a physician.
- Any student having vomiting or diarrhea will be sent home and excluded until they are free of symptoms for 24 hours.
- Any student with a temperature above 100°F will be sent home from school and excluded until their temperature is below 100°F without any fever-reducing medications for 24 hours.
- Any student with an undiagnosed skin eruption is to be excluded until cleared by a physician in writing.

If your child has a contagious infection/disease (i.e. chicken pox, fifth disease, strep throat, conjunctivitis, impetigo, influenza, MRSA, measles, pertussis, coronavirus COVID-19, etc.), the school nurse should be advised so the necessary steps can be taken to prevent an outbreak. No student may attend school if they, or a member of their household, is ill with or has been exposed to contagions, such as smallpox, diphtheria, scarlet fever, whooping cough, yellow fever, typhus fever, cholera, measles, or such other contagious or infectious disease. Please contact your physician, school nurse, or local health department for further guidance.

**Chicken Pox-** the child must remain at home until the acute illness is over, but no longer than six days. The school nurse will readmit the child to school when all the skin eruptions are dry and scabbed over. A physician's note is not required.

**Streptococcal Infections-** (Strep Throat; Scarlet Fever) - the child must remain home until the acute illness is over or until 24 hours after specific antibiotic therapy is begun by the child's physician.

**COVID-19-** Exclusion is in accordance with New Jersey Department of Health guidance for K-12 Schools.

**Returning to School Following Illness - (If a child is absent for three (3) consecutive school days, a physician's note is required.)**

When pupils return to school following an illness, they are expected to join in all activities, unless specifically excluded in writing by their physician. If they are not well enough to go outdoors, they should remain at home another day or so. No supervision is available for pupils to remain in the classroom.

### **Immunization Requirements**

Each child attending/enrolling school must present documentation of immunizations or valid medical or religious exemption to vaccines. All children entering preschool must be fully immunized against diphtheria, tetanus and acellular pertussis (DTaP), inactivated poliovirus (Polio), Haemophilus influenzae type b (Hib), hepatitis B, pneumococcal conjugate PCV13, mumps, measles and rubella (MMR), varicella (VAR) and influenza.

Students are required to have Tetanus, diphtheria, acellular pertussis (Tdap) and meningococcal vaccinations after their 11<sup>th</sup> birthday. **Students will not be permitted into 6<sup>th</sup> grade without these immunizations.** Please refer to N.J.A.C. 8:57-4, Immunizations of Pupils in School found on the NJDOH website.

Children 36 to 59 months of age attending preschool are required to receive at least one dose of influenza vaccine between September 1 to December 31 of each year. Students without the vaccination after December 31 will not be permitted to attend preschool.

**Health Services and First Aid:** Medical examinations are required for new registrations in Preschool, Beginners and transfer students from a state other than New Jersey. Annual physicals will not be done at school.

According to New Jersey law (N.J.A.C. 6A:16-2.2) all students entering kindergarten (or pre-kindergarten), and all students transferring into a New Jersey school are required to have a copy of a current physical exam performed by their medical provider and must present official documentation of NJ minimum required immunizations from their physician or valid medical or religious exemption to vaccines (N.J.A.C. 8:57-4). If the school does not receive a valid report verified by the physician of immunizations and/or physical examination, including stamp or physician signature, your child is at risk of being excluded from school.

A complete physical examination done at "medical home" - the office of your primary medical doctor - is best for your child. It is especially important to have a complete physical done at least once during each of the following developmental stages:

1. Early childhood (Preschool through grade 3)
2. Pre-adolescence (Grades 4-6)
3. Adolescence (Grades 7-12)

The school nurse will screen your child's height and weight, blood pressure, vision, color vision and hearing. Scoliosis screenings begin in Grade 4. Parents will be notified in writing if further evaluation for possible vision, hearing, blood pressure or spinal problems is recommended. If you wish your child to be excluded from any of the screenings, please notify the school nurse in writing by September 30th.

The school nurse assigned to your child's school is responsible for illness care and first aid. In case of injury and illness at school, care will be given and a parent will be contacted if follow-up is necessary. **When changes occur in your home telephone number or work telephone number, it is imperative that you notify the school office immediately so that your child's emergency contact information can be updated. We must have current emergency information in the event that we have to contact you during the school day.**

Accidents and injuries occurring at home are not the responsibility of the school nurse. A physician's note is required if a child is to be excluded from physical education class. No child may remain indoors when other children go out. Special arrangements will be made for children with allergies, on crutches, with stitches or a cast, or other valid reasons as explained by your doctor.

**Pediculosis (Infestation of Lice) Information, Prevention, and Treatment:**  
**Procedure:**

- The nurse will examine any student showing signs of pediculosis.
- If found, the nurse will contact the parent/guardian and discuss treatment options.
- The child must be excluded until he/she is treated with an anti-lice medicated shampoo and proof is provided by the parent. Therefore, a child may be treated and return to school on the same day.
- The nurse will notify the Director of Transportation so that the bus company can disinfect the bus. The student's name will remain confidential.
- We will ONLY notify the parent of the child with lice. We will no longer alert any unaffected students' parents nor will we provide checks on students in the class. We will however continue to educate the teachers on the signs of lice and check any suspected cases of lice.

Lice infestation is easy to control, but it does require your immediate attention and action. An infestation of head lice is generally a minor and temporary annoyance. They are rarely a medical problem and do not pose a health threat. They do not spread any disease agents. The greatest danger directly attributable to head lice is from secondary infection related to scratching the skin with dirty fingernails. The head louse is a tiny, wingless parasitic insect that lives among human hairs and feeds on tiny amounts of blood drawn from the scalp. Lice (the plural of louse) are a very common problem, especially for children.

**EMERGENCY SCHOOL CLOSING:**

You will receive a phone call by the Realtime System indicating the school's status as to a school closing or a 1-hour or 2-hour delay. Please make sure your phone numbers are updated through the parent portal.

The school's website will also list the school's status and any closings, [www.eastgreenwich.k12.nj.us](http://www.eastgreenwich.k12.nj.us).

The following radio and TV stations will announce school closings caused by adverse weather conditions or other serious reasons. Listen for number 818, which is the East Greenwich Township school number. If school will open late, the following code is used: 5-818, one hour late; 6-818, two hours late.

TV Channels: 3, 6, 10 & 29 (KYW, WCAU, WPVI & WTXF)

If an emergency forces us to close school once children have arrived, we will put into effect the Realtime system to alert our families.

If school is closed during the day, all other school programs are also canceled.

## **SCHOOL PROPERTY:**

Normal wear and tear on books, supplies, equipment and other school property is to be expected. We recommend all hardback books be covered to protect them from wear and tear. However, if deliberate damage or destruction is caused by a pupil, his/her parents are legally responsible financially and must assume the cost of repair or replacement. If books or Chromebooks are lost, damaged or destroyed through carelessness, a charge will be made for replacement or repair.

Skateboarding is prohibited on school grounds.

No pets are permitted on school property during school hours.

## **ACCIDENTAL INSURANCE:**

The Board of Education each school year provides school time accident insurance for all district students at no cost to the student's parent/guardian. This excess liability insurance covers school-sponsored and school-supervised activities. This includes the regular school session and travel to and from school sponsored activities. The policy will pay expenses that are in excess of expenses paid by the parent's prime insurer.

## **COMMUNICATION:**

Realtime text and email addresses are used to send important information home to families. Therefore, parent contact information must be accurate and up to date. If your contact information changes, please update the information through the Realtime parent portal.

Communication with teachers is welcomed. The best and quickest way to communicate is by email. All email is last name, first initial @eastgreenwich.k12.nj.us. Emails and telephone calls may not be answered during regular school hours; however, a teacher will generally respond to an email or voice mail message within 24 hours. Additionally, a parent/guardian may send a written message via the Home/School folder or Homework Assignment Book (HAB).

## **CLARK ARRIVAL:**

### **Parent drop-off Procedures**

- B-2 students are permitted to enter the building at 8:25am. B-2 parents are permitted to park and walk their child to the first grade side entrance of the building and remain with them until they are able to enter the building.
- Preschool students are permitted to enter the building at their designated start time. Preschool parents are permitted to park and walk their child to the preschool entrance at the front of the building and remain with them until students enter the building.
- Parents are also permitted to drop students off at the door by following the traffic pattern of the parking lot. Students are not permitted to exit their vehicles prior to arriving at the drop off location. Please have your student wait to exit your car until directed by a staff member to do so. Parents/guardians are responsible for assisting students out of their cars.
- Parents/guardians are not permitted to drive past school buses or other vehicles in the loading areas.

### **Non-transported Student Arrival**

- Non-transported students must safely cross the street in crosswalks under the supervision of crossing guards. They must utilize the sidewalks once on school property. Non-transported students may enter the building at the first grade hallway entrance.

### **Late Arrival**

- Students arriving late should report to the main entrance. Parents should park their vehicles and walk their child to the door in order to sign them in.

## **CLARK DISMISSAL:**

### **Parent Pick-up procedures**

- If a child is to be picked up early during a regular school day, a *Change of Dismissal* form should be sent to your child's homeroom teacher.
- Paper copies of the Change of Dismissal Form are available in the main office. It can also be found on the district website under the Parents tab by clicking on "Forms and Documents".
- If the person picking up the student is someone other than the parent, it is expected that this individual is listed on the Emergency Contact Form. Photo I.D. is required upon pick-up to verify the identity of that individual.

- If, for some reason, this individual is not on the Emergency Contact Form, his/her name **MUST** be provided on the *Change of Dismissal* form.
- If a note is not sent in and the name is not on the emergency form, the student will not be allowed to leave the building.
- Upon arrival at the school for early dismissals, parents/guardians must fill out the Student Sign In/Out Sheet on the cart outside the building. Once completed, parents/guardians must ring the day bell. **The school will require a photo I.D. upon student pick up.** An office staff member will ensure your child is dismissed to you. Parents/guardians are not permitted within the vestibule of the building for safety reasons unless approved or cleared to be a visitor within the school and notified in advance of the arrangement.
- If changes have to be made during the school day for an early pickup, a phone call must be made to the school's main office no later than 11:00 a.m. by the parent or guardian.
- Early parent pickups should occur no later than 12:00 pm during an early dismissal day. After this time, students will be dismissed at the regular dismissal time. Please send in a note in advance, so that we can make the necessary arrangements. This requirement has been put into place to ensure the safety of all students and that all children are in the right place at the right time.
- If a student is dismissed prior to 12:40, it will be recorded as a "half-day" absence.
- At the conclusion of the school day, students who participate in parent pick-up will be dismissed to the Clark Library. Staff members will confirm the parent or guardian identity and dismiss students out the door connected to the library.
- Please note that tardies and early dismissals impact a student's overall attendance. An excess number of tardies and early dismissals may result in a parental attendance meeting with the building principal. Please see the Attendance Policy for more information.

#### **Non-transported Dismissal**

- Staff members will confirm the parent or guardian identity and dismiss students out of the building through the first grade hallway doors. Please utilize the sidewalks on the school property and cross the street using the crosswalks when available.

#### **Transported Student Dismissal**

- At the conclusion of the school day, students will be dismissed from their classrooms and will be walked by their classroom teachers to the Jeffrey Clark gym. Students will be lined up according to bus numbers and will be walked out by a staff member to their assigned bus.
- Any Clark student that is not met by an adult or older sibling at the bus stop will be returned to the building. The parent or guardian on record will be called to pick up the student.

#### **MICKLE ARRIVAL:**

##### **Parent Drop-Off Procedures**

- Students are permitted to enter the building at 8:25am. Parents are permitted to drop students off at the LGI doors by following the traffic pattern of the parking lot. Students are not permitted to exit their vehicles prior to arriving at the drop off location. Please have your student wait to exit your car until directed by a staff member to do so.

#### **Non-Transported Student Arrival**

- Non-transported students must safely cross the street in crosswalks under the supervision of crossing guards. They must utilize the sidewalks once on school property. Non-transported students may enter the building at the side gym entrance.

#### **Bike Riders**

- Students in grades 3-6 may ride a bicycle to school with a parent/guardian's written permission. Students may arrive at school beginning at 8:25am. Students must walk their bicycles while on school property, including past



the schools and in the bus lanes. Failure to do so will result in a consequence in accordance with the Code of Conduct. Students are required to wear a helmet in accordance with NJ law. Bike riders will secure their bicycles to the bike racks by the gym doors.

### **Late Arrival**

- Students arriving late should report to the main entrance. Parents should park their vehicles and walk their child to the door in order to sign them in.

### **MICKLE DISMISSAL:**

#### **Parent Pick-Up Procedures**

- If a child is to be picked up early during a regular school day, a *Change of Dismissal* form should be sent to your child's homeroom teacher.
- Paper copies of the Change of Dismissal Form are available in the main office. It can also be found on the district website under the Parents tab by clicking on "Forms and Documents".
- If the person picking up the student is someone other than the parent, it is expected that this individual is listed on the Emergency Contact Form.
- If, for some reason, this individual is not on the Emergency Contact Form, his/her name MUST be provided on the *Change of Dismissal* form.
- If a note is not sent in and the name is not on the emergency form, the student will not be allowed to leave the building.
- Upon arrival at the school for early dismissals, parents/guardians must fill out the Student Sign In/Out Sheet on the cart outside the building. Once completed, parents/guardians must ring the day bell. The school will require a photo I.D. upon student pick up. An office staff member will ensure your child is dismissed to you.
- If changes have to be made during the school day for an early pickup, a phone call must be made to the school's main office no later than 11:00am by the parent or guardian.
- Early parent pickups should occur no later than 12:00 pm during an early dismissal day. After this time, students will be dismissed at the regular dismissal time. Please send in a note in advance, so that we can make the necessary arrangements. This requirement has been put into place to ensure the safety of all students and that all children are in the right place at the right time.
- If a student is dismissed prior to 12:40pm, it will be recorded as a "half-day" absence.
- At the conclusion of the school day, students who participate in parent pick-up exit via the LGI doors and enter their cars in between the designated cones. Students may not enter a vehicle unless permitted by a staff member or cross the crosswalk or parking lot without an adult.
- Please note that tardies and early dismissals impact a student's overall attendance. An excess number of tardies and early dismissals may result in a parental attendance meeting with the building principal. Please see the Attendance Policy for more information.

#### **Non-Transported & Bike Riders Student Dismissal**

- Non-transported students and bike riders must safely cross the street in crosswalks under the supervision of crossing guards. They must utilize the sidewalks on school property. Non-transported students and bike riders are required to exit at the side doors at the Mickle gymnasium.

#### **Transported Student Dismissal**

- Students will be escorted out of the building by staff, and students will walk to their assigned buses.

## **BOARD RESIDENCY POLICY**

**File Code: 5118**

### **Non-Residents**

The Board shall operate the schools of this district for the benefit of all children residing in the district and such others as may be admitted pursuant to statute and policy of the Board. The Board reserves the right to verify the residency of any pupil and the validity of any affidavit of guardianship.

Children whose parents do not reside within the limits of East Greenwich, or whose circumstances require living with some relative or some other person who is a resident of the township, may be admitted as a pupil to the school under one of the following conditions: Reference – N.J.S.A. 18A:38-1 et seq., N.J.A.C. 6:20-3.1 et seq.:

1. Legal adoption of the child by a resident of East Greenwich Township
2. Assignment of the child to a legal resident by the State Board of Children's Guardians or some other agency recognized for this purpose
3. Provision of a home for the child by a resident of East Greenwich, providing such resident will execute an affidavit form stating:
  - a. that he/she does not receive remuneration for the care of the child
  - b. that the period of domicile is for more than one school term
  - c. that the resident will assume all personal school obligations for the child
4. An affidavit from the child's parent or guardian stating that he or she is not supporting the child, accompanied by appropriate documentation in validation of the statement

The Board reserves the right to verify the validity of either affidavit and may, if validity is in doubt, institute a proceeding before the Commissioner of Education for a determination of the child's eligibility for attendance. The child shall remain enrolled in the district pending the outcome of any such proceeding.

If the Board has reason to believe that a district resident has fraudulently allowed a child or another person to use his or her residence and is not the primary financial supporter of that child or that a parent has fraudulently claimed to have given up custody of his or her child, the Board may report any such person to municipal authorities for prosecution as disorderly persons.

<b><u>Former Residents</u></b>	<b><u>Future Residents</u></b>	<b><u>Temporary Non-Residents</u></b>
Regularly enrolled children whose parents/guardians have moved out of the district after May 15th shall be permitted to finish the school year without payment of tuition. Regularly enrolled children whose parents/guardians move from the district at any other time during the school year may remain enrolled for the remainder of the school year on payment of tuition prorated. The Board shall not be responsible for the transportation to or from school for any non-resident student.	Students whose parents are in the process of constructing a home and becoming permanent residents of East Greenwich Township may enroll their children by becoming an approved tuition student in the school district. Please contact the superintendent's office and request information on this process. If closing occurs during the month of September, student registration may be permitted. Please contact the Superintendent for details.	A temporary non-resident is defined as a student who was regularly enrolled within the district during the previous and/or present school year and who has temporarily relocated outside the district but intends to return to the district within the current school year. Parents may request tuition status for their children by contacting the Superintendent's office to obtain their procedure.

### **Unforeseeable Conditions**

The East Greenwich Township Board of Education recognizes that, occasionally, a circumstance beyond the control of the resident family will occur leading to a temporary change in residence. It is not the desire of the Board to present hardship to families in an emergency situation when the condition is clearly beyond their control and when those circumstances are a temporary condition. Such conditions include a fire, flood, hurricane, tornado and other similar "Acts of God". It must be clear to a prudent person that these circumstances are unforeseeable and outside the scope of the family's control.

Families in need of relief due to these extenuating circumstances must submit a formal written request for an emergency waiver of residency to the Superintendent within fourteen calendar days of the event. Generally, a waiver due to an emergency situation may be granted for a maximum of up to sixty days and must meet the following conditions:

1. The family is expected to live out-of-district for a relatively short period of time (sixty days or less)
  2. Supportive evidence is provided indicating that there is an ongoing process leading to the return of the family to the residence or to another residence within the township
  3. Appropriate application is submitted to the Superintendent of schools for Board action within the stated time.
- Following the initial waiver, the family may apply for a thirty-day extension. This application must be made prior to the conclusion of the sixty-day waiver. Tuition for the additional thirty days must be paid in advance and will be reimbursed to the family upon return to East Greenwich Township. At the discretion of the Board, additional extension of waivers may be granted when it is determined that the family is in an ongoing process and that there is no question that the family will be returning to permanent residency in a short span of time. If the student does not move back into the district by the start of the following school year, the student must be enrolled in the district where he/she resides. The Board shall not be responsible for the transportation to or from school for any non-resident student.

If, in the judgment of the East Greenwich Township Board of Education, the family does not support the validity of the claim, the Board will institute a proceeding before the Commissioner of Education for a determination of the child's eligibility to remain in the district. The child shall remain enrolled in the district pending the outcome of any such proceeding. If in the judgment of the Commissioner the evidence does not support the claim of the parent/guardian, tuition shall be assessed to the time of the student's original ineligibility in the school district and the student must be transferred to the school of his or her residency immediately.

The Board shall determine tuition rates for nonresident pupils.

Date: May 26, 1999

Amended: June 20, 2001

#### **Legal References:**

N.J.S.A. 18A:11-1 General mandatory powers and duties N.J.S.A. 18A:38-1 et seq. Attendance at school free of charge

#### **See particularly:**

<u>N.J.S.A. 38-2, 38-3, 38-8, 38-9</u>	<u>N.J.A.C. 6:20-3.1 et seq.</u> Method of determining tuition rates for regular public schools
<u>N.J.S.A. 18A:46-20</u> Receiving pupils from outside district; establishment of facilities	<u>N.J.A.C. 6:20-5.3</u> Method of determining the district of residence
<u>N.J.S.A. 18A:54-20</u> Powers of Board (county vocational schools)	<u>N.J.S.A. 6:20-5.4</u> Address submission for determining the district of residence

Board of Education of the Borough of Englewood Cliffs v. Board of Education of the City of Englewood, N.J. The Supreme Court decided June 9, 1993.

#### **Possible Cross References:**

3240 Tuition income	6142.5 Travel and exchange programs
5111 Admission	6151 Class size
5114 Suspension and expulsion	

#### **SCHOOL SAFETY POLICY:**

Accidents are undesirable, unplanned occurrences that may be prevented and which often result in bodily harm, loss of school time, property damage, possibility of expensive legal action, and even death. Thus, it shall be the policy of the East Greenwich Township Board of Education to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district. The Board of Education believes that safety education and accident prevention are important to everyone concerned with our schools, not only as a protective measure during school hours, but also as an instruction means of developing an appropriate mode of behavior to minimize accidents at all times.

It shall be the responsibility of the district's chief school administrator to execute this policy in order to have a comprehensive program which meets the needs of the East Greenwich Township Board of Education. The responsibility for developing the total safety program shall be delegated to a safety committee.

The school safety committee and threat assessment team, in cooperation with the School Safety Specialist, shall act in an advisory capacity and shall be responsible for the promotion and development of an aggressive prevention and safety education program for students and professional and non-professional personnel employed by the district.

The general areas of responsibilities include, but are not limited to in-service training, development of accident prevention procedures, accident record keeping, facility inspection, fire prevention, school site selection, emergency procedures and traffic safety problems related to employees, pupils and the community. Staff safety concerns should be reported to the School Safety Specialist

Students making threats to themselves or others or reports of students making threats to themselves or others will be addressed with utmost level of concern. Threats will be immediately reported to the building principal.

A threat assessment will be conducted by the school counselor or school psychologist if a student makes a threat to self. A threat assessment will be conducted by an administrator if a student makes a threat to others. The student's parent/guardian will be notified immediately. Threats to others may be brought to the attention of the Threat Assessment Team for further evaluation and disciplinary action will be provided according to the district Code of Conduct. At the conclusion of a threat assessment, the child may be referred to outside counseling and/or support services, or he or she may be required to be evaluated and cleared by a mental health specialist prior to returning to school.

### **Emergency Drills**

NJ State Law 18A:41-1 states that every school shall have at least one fire drill and one school security drill each month. Families will be notified via email on the day a safety drill has been conducted in your student's school.

The East Greenwich Township School District has adopted the Standard Response Protocol from the I Love U Guys Foundation beginning September 2022 for our safety drill responses. The Standard Response Protocol consists of five specific actions that can be performed during an incident: Hold, Secure, Lockdown, Evacuation, or Shelter. Standardized Drill Signs are posted in every classroom and office throughout the buildings for quick reference, as well as on the back of staff ID cards/lanyards.

### **ANNUAL SCHOOL INTEGRATED PEST MANAGEMENT NOTICE FOR SCHOOL YEAR 2024 - 2025:**

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The East Greenwich Township School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for the East Greenwich Township School District is:

Michael Venello, Facilities Manager  
East Greenwich Township School District  
559 Kings Highway, Mickleton, NJ 08056  
856-423-0412

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan East Greenwich Township Schools may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following is a list of any pesticides in use or used in the last twelve (12) months on school property:

**Jeffrey Clark Building**

Termidor SC  
Final Blox  
Advion Ant Gel Bait  
Advion Ant Bait Arenda

**Samuel Mickle Building**

Final Blox  
Advion Ant Gel Bait  
Wast Freeze Wasp & Hornet Killer  
Zenprox EC  
Drione

Our school district has designated Integrated Pest Management (IPM) Coordinators, and these coordinators maintain the product label and material safety data sheet, when available, of each pesticide that may be used on school property. The label and data sheet is available for review by a parent, guardian, staff member, or student attending the school. The IPM Coordinator is available to parents, guardians, and staff members for information and comment.

The district's complete IPM policy School Integrated Pest Management (policy #7422) can be found at the following link:

[Click Here](#)

(<https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=7422&id=a556a6dac66d4f93908c5e2017958ac5>)

**STUDENT ATTENDANCE REGULATIONS:**

**Student Attendance:** Absence from school jeopardizes the ability of a pupil to satisfactorily complete the prescribed course of study and violates the statutes requiring children to regularly attend school (N.J.S.A. 18A 38:25-26). In order to provide appropriate supervision and provide a safe environment for students, parent drop off for students is no earlier than 8:25 am.

**Regular Day**

Arrive between 8:40 am - 10:40 am	Tardy
Arrive after 10:40am	Half-day absence
Picked up prior to 12:40pm	Half-day absence
Picked up after 12:40pm	Early Dismissal

**Early Dismissal**

Picked up before 10:40am	Full Day Absence
Picked up between 10:41am - 12:40pm	Half Day Absence
Arrive between 8:41am - 10:40am	Half Day Absence
Arrive after 10:40am	Full Day Absence

***If a student is absent from school, they will not be permitted to participate in any after-school activities or evening programs. For purposes of participation in an after-school or evening activity, the student must be present for at least one-half of the scheduled school day (4 hours for a full-day session, 2 hours for an early dismissal session.)***

***Please report any absences or tardiness to the main office of each school at 856-423-0412.***

The Board accepts the responsibility of properly operating schools within the context of prevailing laws and regulations. It cannot succeed in its paramount task of providing an education as proposed through accepted curriculum and courses of study, unless the pupils for whom it is intended are present for all regularly scheduled classroom learning activities.

The Board of Education recognizes that consistent attendance in the classroom is an integral and essential part of a student's total learning process for the following reasons:

- A. The teacher explains, interprets and adds to the information given in textbooks and other sources.

- B. Certain classroom activities such as discussions, laboratory experiences, films and speakers add to the class content.
- C. The student has a responsibility to participate in the class learning process and to contribute on the basis of his questions and comments. Therefore, a student's enrollment in a course is his/her commitment to attend all class periods. No student shall be absent from or tardy to school and/or classes without an acceptable reason.

**Absences:** Students are required to attend 180 days of school. Absences are sometimes necessary for reasons of illness; although, frequent absences from the classroom disrupt the instructional process, and limit the ability of pupils to complete the prescribed curriculum requirements.

Even with the above procedure, the following will be followed as attendance in school is directly connected to a child's success in school.

The East Greenwich Township Board of Education has determined that a pupil must be in attendance for 162 or more days to have successfully completed the requirements of the pupil's present grade level. Promotion to the next grade level may be jeopardized if absenteeism exceeds the Board's policy.

Students who are sick will be marked absent if they are unable to attend school.

After 5, 9, 12, 15 and beyond absent days, a letter will be sent by the respective principal to the parents indicating the serious nature of continued absences.

After a total of fifteen (15) days absent, a doctor's note will be required for each additional absence. In addition, a conference will be held with the parent, school nurse, guidance counselor, classroom teacher and the principal to develop a plan of action to correct the truancy problem.

If the parent does not comply with the doctor's note request, a conference will be held with the Superintendent and the above mentioned staff members.

The school district will reserve its right to seek action with other social agencies and/or the legal system to address excessive absences.

***Please note:*** After five (5) tardy, early dismissal and/or half days, a letter will be sent by the respective principal to the parents, indicating the serious nature of continued lateness. Parents will be contacted by the respective principal regarding a parent conference to reach a resolution of the issue. After the sixth (6) tardy, early dismissal and/or half day, a recess detention will be administered for each additional unexcused lateness.

**Family Vacations:** Parents are strongly encouraged to schedule family vacations at those times of the year when school is not in session. Any absence of a student from school is detrimental to the child's academic success. While some absences can be expected due to illness or emergencies, other absences should be kept to a minimum. Vacations are unexcused absences. In the event of an unexcused absence, **PARENTS** are responsible to ensure that the child completes all of the academic graded material covered in the classroom during the child's unexcused absence. Academic work affecting the child's grade will be provided to the parent upon the student's return to school. It is the **PARENT'S** responsibility to have the child complete and return the work to the teacher. **If such vacations must be scheduled, please make an effort not to schedule a family vacation during state and district mandated tests.** Please reference the school calendar for testing dates.

#### **Student/Parent Responsibilities:**

1. Parents shall ensure that their child attends school punctually and be aware of all absences.
2. Parents shall notify the school by telephone, before 9:00 a.m. of the absence, or the school will make every attempt to contact the parents. When calling, please report your child's name, the homeroom teacher's name and homework request.
3. When the student returns to school, he/she shall bring a **signed note from the parent explaining the reason for the absence.**
4. The school administration may also require additional verification from the parents such as a physician's note or court subpoena. **A physician's note is required after three consecutive days of absences.**
5. Parents are encouraged to schedule their children's doctor and dentist appointments after school or evening hours or on days when school is not in session. If this is not possible, please send in a note with your child or call the office by 9:00 a.m. to inform us of the time of the appointment. Any child who is to be dismissed early must first be signed out in the main office by the parent or guardian.

### **BICYCLES/SCOOTERS:**

Pupils in grades 3 to 6 may ride scooters or bicycles to school if the parent gives permission in writing by completing the bicycle/scooter permission slip located in the Mickle main office. Students must not arrive before 8:25 a.m. Students riding bicycles or scooters to school must walk their bikes or scooters while on campus. Students must wear helmets. This saves lives and is a New Jersey law. Bicycles and scooters must be secured to the bike rack located near the Mickle gym doors. Students who do not comply with bicycle and scooter safety rules can face disciplinary action per the Student Code of Conduct.

***East Greenwich Township School District is not responsible for damage to or theft of any bicycle or scooter brought to school.***

### **TRANSPORTATION ROUTES AND SERVICES:**

All pupils for whom district transportation is provided will be assigned by the District Transportation Coordinator to their bus routes prior to the opening of school.

Adjustments to these assignments will be made only under the following circumstances:

- In an emergency situation a parent/guardian may request in writing to the East Greenwich Transportation Coordinator, that a pupil exit from his/her regularly assigned bus at a different established stop along the approved route or may request a change of bus. Such requests shall be handled on an individual, case-by-case basis.
- If a pupil is suspended from bus transportation for disciplinary reasons, his/her parent/guardian is responsible for that pupil's transportation.

Any request for a permanent change in an approved bus stop on the same bus route must be directed to the East Greenwich Township Transportation Coordinator, Ann Marie Elliott, 856.423.0412 ext. 1305 or [elliotta@eastgreenwich.k12.nj.us](mailto:elliotta@eastgreenwich.k12.nj.us). Such requests shall be handled on an individual, case-by-case basis.

### **BUS BEHAVIOR:**

Pupil behavior on the school bus is directly related to safety and is a matter of mutual cooperation. The law is precise concerning discipline on the school bus. New Jersey Statutes Annotated, Title 18A:25-2 clearly states: "The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupils to the principal of the school they attend. A pupil may be excluded from the bus for disciplinary reasons by the principal, and the parents shall provide transportation to and from school during the period of such exclusion."

School bus drivers are responsible for reporting unsafe behavior and infractions to a building administrator. The building administrator will investigate any reported infractions and address the behavior according to the district Code of Conduct.

Oftentimes, children report behavior infractions or disciplinary concerns from the bus or bus stop to their parents or guardian. Parents or guardians are encouraged to report the incident to building administration to investigate and address any concerns.

### **Hornets are safe, responsible and respectful**

Parents should discuss bus behavior with their children, emphasizing the following points:

1. Arrive at the bus stop ten minutes before the assigned pick up time. Buses are not able to wait for students who have not arrived at the stop.
2. At the bus stop, never stand in the roadway, use sidewalks if available.
3. Behave in a safe manner while waiting at the bus stop.
4. Do not damage surrounding property while waiting at the bus stop. Be respectful of the property of others.
5. Once the bus arrives, wait for the driver's signal to cross the road or move toward the bus.
6. Never push, crowd, shove, or argue over who should be first on the bus. All pupils will have assigned seats.
7. Always wear your seatbelt while riding the bus and sit facing forward.
8. Never put arms or heads out of the bus windows, including at the bus stop or while waiting on the bus at school during arrival and dismissal.

9. Never shout out the window or throw objects out of the bus window, including while at the bus stop or while waiting on the bus at school during arrival and dismissal.
10. Show respect to the bus driver and follow all instructions.
11. Always remain in the assigned seat unless directed to move by the bus driver and/or school administrator.
12. Talk in a low voice only to students seated close to you. Never yell or scream on the bus. Loud noises are distracting to the driver.
13. Keep silent while crossing railroad tracks and when the bus driver signals for silence.
14. Keep body, books, book bags, instruments and other objects out of the aisle so others will not trip on them.
15. Do not open or close windows without the driver's permission.
16. Do not take objects out of your book bag while on the school bus. Any personal objects lost or stolen as a result of a lack of adherence to this rule is not the responsibility of the district.
17. Do not throw trash or any other objects on the bus or out bus windows.
18. Consumption of any food or drink, including gum, is prohibited on the bus.
19. Cell phones and other smart device use is prohibited on the bus.
20. Treat bus equipment as you would valuable furniture in your home. Do not draw on any part of the bus. Any damage to the bus and/or its equipment caused as a result of vandalism will be replaced at the expense of the person responsible for the damage.
21. Never push, crowd, shove, or argue over who should be first off the bus. The bus driver will direct student dismissal from the bus at both the school and bus stops.
22. Upon arrival at school each day, walk on the sidewalk of the bus lanes and into the school building. The bus lanes should be considered a street and caution must be exercised while traveling into school buildings. No running is permitted.
23. Report any problems occurring at bus stops or on the bus to the bus driver. The bus driver will address the issue or report them to the Transportation Coordinator.

Riding the school bus is a privilege. Students should follow the bus driver's directions for seating, noise level, behavior, and movement on and off the bus. Students who do not respect the driver, the rights of others riding the bus, or the bus itself may be suspended from the bus until they learn the fundamentals of good behavior and agree to abide by them. Student misbehavior at the bus stop can also result in a suspension of bus privileges.

#### **REGISTRATION PROCEDURES:**

Registration of Beginners (kindergarten) is held in the spring at the Jeffrey Clark Building for the following year. Children who are going to be five years old on or before October 1 will be admitted to the Beginners' class in September of each year. Proof of residency, proof of age (original birth certificate) and immunization record will be required for registration.

***Children entering grade 1 must be six years old on or before October 1 to gain admittance.***

Registration of transfer pupils is completed online. Proof of residency, proof of child's age (original birth certificate), immunization records, transfer card from previous school (if applicable) and most recent report card will be required for registration. If all documentation is in order, the pupil may enter the classroom approximately following registration. Please contact the district registrar for any registration questions.

**Registrar:** Ann Marie Elliott [elliotta@eastgreenwich.k12.nj.us](mailto:elliotta@eastgreenwich.k12.nj.us) or 856.423.0412 ext. 1305.

#### **DRESS CODE:**

Pupils at the elementary level need guidance from their parents/guardians in ensuring that student clothing meets safety standards, is appropriate to the school setting, and supports an environment conducive to well-being and learning. The dress code focuses on general appearance and ensures the safety, health, and well-being of the students.

1. Pupils and their clothing should be clean, neat, and modest.
2. The length of skirts, dresses, and shorts must be at least as long as an outstretched arm from shoulders to fist.
3. Excessively ripped or revealing clothing, that exposes a disproportionate amount of skin (i.e. rips in pants cannot be above fist length).
4. Undershirts alone are not permitted.
5. Pajamas or pajama pants, slippers, and robes are not permitted on days that are not spirit days.
6. Shirts must cover the torso including shoulders, back, and midriff. No spaghetti straps permitted. Shirt straps should be two-finger length width. Examples: clothing which is too tight, too short, bare at the midriff, bare at the



sides, sun dresses, "spaghetti strap" type tops, and off-the-shoulder tops, low-cut front or back tops, sheer or see-through clothing worn alone, muscle shirts ( sleeveless, tank tops), tube tops, halter tops, etc.

7. Articles of clothing cannot be printed with suggestive or offensive pictures and or words that promote violence, profanity, and or substance abuse (drugs, alcohol, or tobacco).
8. Students may wear a hooded sweatshirt to school. The expectation is that they not place the hood on their head either partially or otherwise during the school day.
9. Flip-flops and slip-on shoes (beach or shower shoes) are not permitted. Student shoes should have backs properly securing the foot to the shoe. Shoes without backs are safety and health hazards.
10. Sneakers or rubber-soled shoes must be worn on gym days or the child will not be permitted to participate in gym.
11. Clothing must not have words/graphics printed across the seat of the pants.
12. Makeup is not permitted.
13. Outerwear of any kind is not to be worn in school during class time. Hats, bandanas, sunglasses, and gloves are not to be worn at any time during school hours. All outerwear must be placed in the student's backpack prior to homeroom and remain there until recess, dismissal, or appropriate outdoor time.

If there is a dress code violation, the student will be sent to the nurse. The nurse will supply the student with the appropriate clothing on loan or will call the parents to provide a change of clothing. If parent communication has occurred and a change of clothes is unavailable for the student, the student may need to remain in the office and/or the parent will be requested to pick up the child until appropriate clothing is available. Students out of compliance with the dress code will result in a verbal warning and a parent phone call for the first offense that will be logged into Realtime. Any subsequent infractions will result in disciplinary consequences according to the Code of Conduct.

Clothing or accessories with offensive, distasteful, or suggestive images or language will not be tolerated. Any clothing that is considered disruptive to others or references violence or drugs and alcohol will be addressed by the Principal.

#### **ELECTRONICS & CELL PHONES:**

Electronics such as hand-held gaming systems are not permitted on school grounds. Cell phones can be brought to school; however, they must remain off in the student's book bag at all times. This includes when the student is riding on the school bus and when the student is on field trips.

Smart watches are permitted to be worn, so long as their sole purpose for use is to tell time. Cell phones and smartwatches that are being used to make calls, text (parents or peers) or play games during the day will be confiscated and returned to students at the end of the day.

Students are not to call, text, or message their family members during the school day. If students need to reach a member of their family, they can use one of the phones in the main office.

You can help us enforce this policy by not texting your children and calling or answering their calls during the day. Students may not photograph or take videos of any staff members or other students on school grounds or at school events.

Students who violate any of these expectations may be subject to disciplinary action per the Student Code of Conduct.

If an electronic device is discovered, the following will apply:

1. 1<sup>st</sup> Offense: Staff member confiscates the electronic device with a warning and gives the student back the device at the end of the school day.
2. 2<sup>nd</sup> Offense: Staff member confiscates the device, sends it to the main office, and the student may come to the office at the end of the day to bring it home.
3. 3<sup>rd</sup> Offense: Same as above, but the parent must pick up the electronic device from the main office.

#### **GOOGLE WORKSPACE for EDUCATION:**

At East Greenwich Township School District (EGTSD), we utilize Google Workspace for Education as a core part of our curriculum. We have provided a managed Google Workspace for Education account for all students. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At EGTSD, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into chromebooks with the SSO platform known as "Clever", and learn 21st century "Digital Citizenship" skills agreed upon within our "Acceptable Use Policy".

## **ACCEPTABLE USE POLICY:**

The purpose of the Student Acceptable Use Policy is to ensure the appropriate use of the East Greenwich Township School District's technology resources by all students. All students enrolled at the East Greenwich Township School District will be provided a Google Workspace account to be used during their time attending our schools. Students at the Samuel Mickle School will be issued a district Chromebook for use in school and at home, and students at the Jeffrey Clark School will have access to district Chromebooks while in school. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that the use of technology is a privilege and not a right, and everything done on any device, network, or electronic communications device may be monitored by the school authorities. Inappropriate use of the technology can result in limited or banned computer use and/or disciplinary consequences.

Students and their parents/guardians are responsible for reviewing/signing the Student Acceptable Use Policy and returning it to the school prior to the use of their district account and device. The full policy can be found on the website and is sent home at the start of each year for every parent and student.

### **Loss or Theft**

If at any point a Chromebook is stolen/lost; the student is to immediately report it to a member of the staff. A loaner device may be provided to the student for in school use only until the assigned Chromebook is recovered or payment for the missing device has been received.

### **Chromebook Damage**

The District has a "zero tolerance" policy for Chromebook damage, accidental or otherwise. Chromebooks must be returned to the district in the condition it was initially provided to the student considering reasonable use and care by the student. Please be aware, any family that does not choose to take advantage of the Chromebook Protection Plan will be charged for each instance of accidental damage, should they occur. Parents will be notified of the costs for repair and replacement at the beginning of each year when students and parents sign the acceptable use policy agreement. All repairs for Chromebook damage will be charged back to the parent/guardian. Should an entire device need to be replaced as a result of damage beyond repair or it is lost or stolen, the cost of replacement is not covered under the Accidental Damage Protection.

### **Consequences for Violations of the Student Chromebook Acceptable Use Policy**

1. Violations of these policies may result in one of the following but not limited to these disciplinary actions:
  - Restitution (money paid in compensation for theft, loss, or damage)
  - Student/Parent Conference with school administrator/principal or other school official
  - Removal of unauthorized files and folders
  - Restriction of Internet and Chromebook privileges\*
  - Detention or suspension
2. If a violation of the Student Chromebook Acceptable Use Policy violates other rules of the Student Code of Conduct, consequences appropriate for violation of those rules may also be imposed.

\*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Google Drive offline and will not be permitted to access the Internet without strict teacher supervision.

### **Go Guardian (Mickle only)**

GoGuardian's web-based services operate on our school's managed G Suite for Education Chrome accounts (i.e. when a student is logged into Chrome or a Chromebook with his/her school email address).

We have chosen [GoGuardian Admin and GoGuardian Teacher] services to:

- Help protect students against harmful and inappropriate online material
- Help students stay "scholarly" and more focused when learning online
- Help assess students' progress towards class assignments [only if your school has GoGuardian Teacher]

- Facilitating communication between teachers and students during class time [if your school has GoGuardian Teacher]

The East Greenwich Township School District selected GoGuardian services to help our students stay safer and more scholarly online. [We will work with students during class time to help teach them digital responsibility and safety. Additionally, teachers have been trained on how to operate GoGuardian and about our policies and procedures to help protect student privacy.]

Students violating the Acceptable Use Policy during instructional hours are subject to consequences in accordance with the District Code of Conduct.

When a student is off campus, parents are responsible for supervising internet access and usage. We encourage you to discuss rules for appropriate internet usage with your child, and to reinforce lessons of digital citizenship and safety with him or her. We also highly encourage you to report any potential cyberbullying or other sensitive issues to us.

## **CHAIN OF COMMAND:**

### **On matters involving instruction at your child's school:**

1. Classroom teacher
2. Principal
3. Supervisor of Instruction
4. Superintendent
5. Board of Education

### **On matters involving student discipline at your child's school:**

1. Classroom teacher
2. Case manager if your child has an IEP
3. Assistant Principal
4. Principal
5. Superintendent
6. Board of Education

### **On matters involving student social, emotional, behavioral concerns:**

1. Classroom teacher
2. School counselor or case manager if your child has an IEP
3. Assistant principal
4. Principal
5. Superintendent
6. Board of Education

### **On matters involving IEP and Special Education services:**

1. Classroom teacher
2. Case manager
3. Child Study Team Supervisor
4. Superintendent
5. Board of Education

### **On matters involving school safety and security:**

1. Principal
2. Superintendent
3. Board of Education

### **On matters involving transportation:**

1. Director of Transportation
2. Business Administrator
3. Superintendent
4. Board of Education

### **On matters involving facilities or buildings & grounds:**

1. Principal
2. Business Administrator
3. Superintendent
4. Board of Education

## **EAST GREENWICH TOWNSHIP SCHOOLS CODE OF CONDUCT:**

The East Greenwich Township School District's Code of Conduct is aligned with our mission statement. This mission statement exemplifies our goal to provide a safe and secure learning environment. Our district uses a multi-tiered system of supports as a framework to promote a school climate that supports the instruction of students in the academic, social and behavioral skills needed for students to be successful in school and as citizens of the community.

Multi-tiered systems of support create school environments where standards for behavior are taught, problem behaviors are prevented, students and adults have positive relationships, and students understand what is expected of them as learners at school. All students are supported through a tiered model of increasingly intense interventions or enhancements that are available based upon a student's individual academic and behavioral needs. With the use of prevention and intervention strategies that support students' behavior and social-emotional needs, school staff facilitate both academic and social development of all students.

EGSD promotes the following universal expectations for all students and staff based on the following traits: kindness, respect, responsibility, acceptance, integrity, and perseverance.

In order to accomplish these goals, *all* stakeholders must work in collaboration to foster mutual respect within the school community.

- Students will grow to conduct themselves in a manner that reflects our character traits with the support of parents/guardians, administrators, teachers, and staff.
- Staff members are expected to engage students in prevention and intervention strategies that promote positive behavior and address problem behavior. Students will be taught strategies to regulate their behavior. Expected behaviors with specific rules will be explicitly taught.
- Student behavioral concerns will be addressed with corrective and restorative responses, as well as logical consequences.
- Administrators will intervene when the discipline offenses are repeated, are severe in nature, and/or when interventions are not successful.
- Parents and guardians of students are responsible for understanding the district's behavior expectations and supporting the child's adherence to the code of conduct.

### **Where and When the Student Code of Conduct Applies**

The code of conduct applies to students at all times during the school day, while on school property (including during before and after school programs), while traveling to and from school, at any school-related event, at bus stops, on any vehicle funded by the East Greenwich Township Public Schools, or at any time or place which may affect an educational function, including when accessing the district's electronic network services or on remote instruction.

### **Progressive Levels of Corrective Response**

Corrective responses provide a profound emphasis on what we want students to do and learn. Corrective responses include a focus on instruction in appropriate behavior, culturally responsive support strategies and social emotional learning opportunities through our character education curriculum and positive behavior supports. The goals of assigning corrective responses and consequences are to maintain a safe environment, maximize all students' learning, and improve students' behavior and problem solving skills. Appropriate interventions and consequences for students place an emphasis on correcting student behavior through classroom and school-based resources at the lowest possible level of intrusion and exclusion. All interventions should balance needs of the student, needs of those affected by the behavior and the needs of the overall school community. When teachers and/or administrators consider corrective responses, restorative practices, or instructive consequences, the following factors should be considered:

- Student's age, developmental level, and grade,
- Student's prior behavior patterns and responses to interventions
- Student's intent and the severity of harm caused

# East Greenwich Township School District

## Response to Code of Conduct Infractions

Tier 1 Classroom-Level Behaviors	Teacher Actions
<p>Not following expected behaviors under teacher supervision. (ie. disruptive behavior, not following directions or off-task behavior, leaving classroom/assigned area, refusal to leave an assigned area, violation of the Acceptable Use Policy (BOE Policy 2361), use of unauthorized electronic device, inappropriate/unkind/ disrespectful language or gestures, insubordination/noncompliance, not having a safe body (ex. pushing, shoving, hitting and/or kicking).</p>	<p><b>Required Actions:</b> <u>Parent phone call, teacher/student conference, log incident into Realtime, provide a consequence and a restorative support option.</u></p> <p><b>Consequences:</b> Privilege Loss, In-Class Time Out, Lunch or Recess Detention (Not to Exceed 2 Recesses per Week), Warning</p> <p><b>Restorative Support Options:</b> Apology Restitution, Reflection Assignment, Positive Reinforcement/Praise, Behavioral Contract/Behavior Plan, Teach/Reteach Student Expectations, Social Story, Behavior Map</p>

If the student has three incident reports for the same behavior with the same staff member and the staff member has logged the incidents in Realtime with the date of parent contact, implemented 3 consequences and 3 restorative supports, the staff member will complete an office referral.

Tier 2 Behaviors	Administrator Actions	Tier 3 Behaviors	Administrator Actions
<p><b>Administrative Referral</b> Disruptive behavior Leaving classroom/ assigned area Refusal to return to classroom/assigned area Unsafe body (ex. pushing, shoving, hitting, and/or kicking) Inappropriate/unkind/ disrespectful language/gesture/behavior including spitting. Knowingly making false accusations Insubordination/ non-compliance Violation of Acceptable Use Policy (BOE Policy 2361) Violation of Bicycle/Scooter Safety Rules Theft (Under \$10) Violation of dress code policy (BOE Policy 5511) Use of unauthorized electronic device on bus, in and after school, or at school events (BOE Policy 2363) Unauthorized recording or photography of students or staff (BOE Policy 5516) Failure to serve detention</p>	<p><b>Required Actions:</b> <u>Parent phone call, admin/student conference, log incident into Realtime</u></p> <p><b>Restorative Support Options</b> Apology Restitution Behavioral Contract Check In/Check Out Connect and Reflect Assignment Daily/Weekly Report Corrective Restitution Plan Review Meeting Referral to I&amp;RS, Health Service, Counselor, CST Conference with Parent/Guardian Social Story Behavior Map Formal Behavior Plan</p> <p><b>Possible Consequences:</b> After School Detention Before School Detention Recess Detention (Not to Exceed 20 Minutes) Privilege Loss Lunch Detention Financial Restitution (Theft) Warning Bus Suspension</p>	<p><b>Administrative Referral</b> Leaving building/ school grounds Instigation/ incitement to fight Physical altercation (ex. close fist fight) Inappropriate language or gestures directed at others Damage or vandalism to school property/technology Theft (over \$10) Harassment, intimidation, bullying (BOE Policy 5512) Possession of a toy weapon Possession of an authentic weapon Possession or distribution of illegal substances (BOE Policy 5530)</p> <p>Violating the rights of others (hazing, hate speech, slurs) Tampering alarms or making false emergency calls Making threats Sexual harassment (BOE Policy 5751) Physical aggression towards staff member Knowingly making false accusations about a student or staff member Unauthorized recording or photography of students or staff (BOE Policy 5516)</p>	<p><b>Required Actions:</b> <u>Parent phone call, teacher/student conference, log incident into Realtime</u></p> <p><b>Other Restorative Support Options</b> Behavioral Contract Connect and Reflect Assignment Corrective Restitution Plan Review Meeting Referral to I&amp;RS, Health Services, Counselor, CST Threat Assessment (Threat) Social Story Behavior Map Formal Behavior Plan</p> <p><b>Other Additional Consequences:</b> Financial Restitution (Theft) After School Detention(s) Before School Detention(s) Conference with Parent/Guardian Loss of Privileges Recess Detention(s)-Not to Exceed 2 per Week Lunch Detention(s) Bus Suspension Suspension Expulsion</p>

### Academic Integrity

The East Greenwich Township School District students are expected to observe the highest standards of integrity when meeting the requirements of his or her academic curriculum. Pupils are expected to be honest in all of their academic work. This means they will not engage in the following acts:

- cheating on examinations and assignments.
- plagiarism on any academic work
- Falsifying, altering or tampering with official passes, notes, grades, or signatures.

Violation of BOE policy 5701 will result in a parent phone call and a student conference. In the event of plagiarism or cheating, the student may receive a zero on that assignment. If warranted, the teacher shall file a written complaint against the pupil with the principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the principal.

### **Threats Towards Another Student or Staff Member**

The Board of Education directs all school district staff members to be alert to a student who exhibits warning signs of destruction to others. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the principal or designee. A threat assessment will be conducted by the principal or designee and disciplinary action will occur. Threats to others may be brought to the attention of the Threat Assessment Team for further evaluation. At the conclusion of the threat assessment, the child may be referred to outside counseling and/or support services or he or she may be required to be evaluated and cleared by a mental health specialist prior to returning to school.

### **Suspensions/Expulsions**

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him or her, or of physical violence towards staff or students, or of the habitual use of profanity or of obscene language or actions, or who shall cut, deface or otherwise injure any school property shall be liable to punishment and to suspension and expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A 18A:37-2 and the school district's student discipline/code of conduct policy and regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

### **EAST GREENWICH TOWNSHIP SCHOOLS SOCIAL EMOTIONAL LEARNING & CHARACTER EDUCATION:**

The East Greenwich Township School community is dedicated to providing positive support systems to our students. The six traits of respect, responsibility, integrity, perseverance, acceptance, and kindness are highlighted and infused in our character education and social emotional learning curriculum.

The East Greenwich Township School District is committed to helping all children succeed. We have many ways to help children learn and to ensure those who need additional supports are successful. A multi-tiered system of support provides increasingly intensive instruction and support to promote the success of all children. Individual progress is monitored and results are used to make decisions about further instruction and intervention. This process typically has three tiers. Each tier provides differing levels of support.

- In Tier I, all students are explicitly taught positive behavioral expectations. All teachers use a consistent approach to discipline.
- In Tier II, the school provides supplemental targeted skill interventions, usually in small groups.
- In Tier III, student-centered planning is used to develop customized interventions with frequent progress monitoring.

### **Social Emotional Learning**

#### **Kimochis**

Kimochis is an instructional resource that we use for our preschool students. The *Kimochis® Educator's Tool Kit* is a universal, school-based, social and emotional learning program designed to give children the knowledge, skills, and attitudes they need to recognize and manage their emotions, demonstrate caring and concern for others, establish positive relationships, make responsible decisions, and handle challenging situations constructively.

These skills have been identified by leading researchers in the field of social and emotional learning as necessary for school success, academic achievement, positive social relationships, and the development of emotional competence.

Kimochis incorporates innovative, fun, and exciting lessons and activities that were developed to teach children how to manage challenging social situations with skill, character, and confidence.

#### **Sanford Harmony**

The Sanford Harmony Program is an award-winning program developed by the National University. Sanford Harmony is an instructional program with a curriculum designed for pre-K to 6th grade to develop social-emotional skills.

The program consists of two components: daily practices and weekly lessons. All curriculum aligns with CASEL's five core competencies of social emotional learning.

The Sanford Harmony lessons consist of four units: Being My Best Self, Valuing Each Other, Communicating With Each Other, and Learning From Each Other. There will be one lesson instruction with extension activities during each week. Lessons consist of setting the stage segment with a story featuring the Clubhouse Friends and Z, an extension activity, and a reflect and review segment.

The Sanford Harmony everyday practices are brief, daily class meetings. The purpose of which is to build a sense of community and build relationships within the classroom. Meet Up is a daily forum where students gather to share experiences, solve problems, and build community. During the first Meet Up, classes work together to create Harmony Goals together for their class. These goals reflect how everyone wants to interact and be treated by one another. Harmony Goals are referenced on a daily basis. Buddy Up is a peer buddy system that intentionally creates opportunities for students to get to know one another, connect, collaborate, and learn together. The Buddy Up system allows for all of the students the opportunity to work with all of their classmates on an individual basis. Quick Connection Cards provides students with the opportunity to talk, share, think, and collaborate with their peers in a fun and engaging way.

Sanford Harmony also provides a strong home-school connection and valuable resources that can support families at home during in-school, hybrid, and remote instruction. Please see [Sanfordharmony.org](http://Sanfordharmony.org) for more information.

### **Tier One Counselor Lessons**

For additional tier one support to our students, each school counselor from our schools pushes into classrooms to provide one lesson a month for our students. Lesson topics include regulating emotion, respecting differences, positive communication, kindness and friendship, positive self-talk, goal setting, and bullying prevention.

### **Character Education**

#### **Buzz Bucks**

All staff members hand out Buzz Bucks to students who demonstrate positive behavior. Students may be rewarded for demonstrating expected behavior on the bus, in the hallways, during lunch/recess, and in the classroom. Students write their name on the Buzz Bucks and turn them into their homeroom's "Buzz Bank". Buzz Bucks are randomly drawn and students may be rewarded after being selected. The Buzz Bucks are also collected in grade level and school-wide bins. Students select an incentive and work to fill the bins in order to earn a school-wide reward!

### **Buzzworthy Student Recognition Program**

District-wide, the schools participate in the Buzzworthy Student Recognition Program. One boy and one girl per grade level are recognized for exemplifying our monthly character traits at our school board meetings. Buzzworthy students are nominated by their grade level or special area teachers for each of our six character traits. Buzzworthy students are highlighted in the monthly newsletter and their pictures are displayed in each building. Buzzworthy students also have the opportunity to assist with a variety of leadership activities throughout the year.

### **Character Dare Choice Boards**

The Jeffrey Clark School and the Samuel Mickle School participate in character dares for students, staff and families. This year, character dare choice boards will be provided to students, staff, families, and administrators that correspond with each of our Buzzworthy character traits. Incentives will be provided to those who complete the most dares!

### **School Traits Posters and Codes**

School traits posters will be on display throughout the building for easy reference for the students and staff. The posters connect the traits to the Clark Code at Jeffrey Clark and the HORNET's Code at Samuel Mickle.

### **School Pledge**

Each school has designed a pledge that reflects the traits based on the Clark Code and the Hornet's Code. It is recited every day during the morning announcements and reinforces the values of the six traits.

### **Clear Rules and Expectations**

#### ***In the Classroom***

Classrooms have been provided three core classroom rules to follow. They are:

- Have an inside voice, listening ears and a safe body.
- Use kind words and actions.
- Follow adult directions.

Within the Sanford Harmony curriculum and daily routines, each class works together to create TWO more classroom rules personalized to their own classroom community. Classroom rules are established on the first day during Meet Up. The goals reflect how everyone wants to interact and be treated by one another. The goals will be referred to daily. These goals guide the class every moment of the day, whether it is during Meet Up, Buddy Up, or any other time throughout the day.

Displayed around the building are signs that identify ways that students can be safe in that designated area. Signs have 3-4 rules that consist of simple and easy to understand language with visuals for even our youngest students to understand.

### **Logical Interventions and Restorative Practices**

The East Greenwich Township Schools strives to support the instruction of students in the academic, social and behavioral skills needed for students to be successful in school and as citizens of the community. In the event of a behavioral infraction, teachers, staff and administration will provide a series of logical interventions that include:

- **Connect and Reflect Assignment:** student completes a form that is designed to reflect on their actions, understand how their actions affected others, and allows them to set goals for the future.
- **Student Conference:** conversation that is conducted with an adult and the student that is guided by questions that allows the student to role-play and/or reflect on their actions. Conferences are conducted in partnership with the reflect & connect form.
- **Apology Restitution:** student makes amends for negative actions by taking responsibility to correct the problem created by the behavior through verbal or written declaration of remorse.
- **Corrective Restitution:** student completes a task that compensates for the negative action and triggers a desire to revisit the negative behavior (e.g. clean up, helping another person, etc).
- **Behavior Contract:** A written/verbal contract for the student with stated goals, objectives, and outcomes for the student to develop the necessary skills to address the stated incident.
- **Check In/Out:** Daily contact with an assigned adult in the school. The student sees the adult before the school day starts, as well as at the end of the day. Often a behavior rating sheet is used to monitor and reinforce behavior goals.
- **Daily/Weekly Report:** A report that identifies goal(s) for the students. The student tracks their ability to meet expected behaviors throughout the day or week. The report is sent home for parent/guardian reinforcement.

### **Character Development Throughout the Year**

#### **Week of Respect**

The Week of Respect is scheduled for October 7-11, 2024. The Week of Respect is celebrated by all schools in New Jersey. The East Greenwich Township School District observes this week by providing age-appropriate activities and instruction focused on character development and bullying prevention.

#### **Red Ribbon Week**

Red Ribbon Week is scheduled for October 23-30, 2024. It is the nation's largest and oldest drug prevention awareness program. Red Ribbon Week incorporates activities and lessons that raise awareness of drug prevention.

#### **Great Kindness Challenge**

The Great Kindness Challenge is scheduled for January 27-31, 2025. The Great Kindness Challenge is a proactive and positive bullying prevention initiative that improves school climate and increases student engagement. The program encourages students to engage in as many acts of kindness as possible during the one week period to show that kindness matters.

#### **SEL Day**

SEL Day will be held on March 14, 2025. SEL Day is an annual event on the 2nd Friday in March to showcase, promote, advocate, and support SEL in schools and communities across the world.

#### **Rock Your Socks World Down Syndrome Day**

Every year on March 21, people all around the world come together to celebrate World Down Syndrome Day by wearing brightly colored, mismatched socks. March 21 is symbolic because people with Down syndrome have 3 copies of their 21st chromosome. Socks were chosen because the karyotype of Ds chromosomes actually looks like mismatched socks!

#### **Awareness Day**

Light It Up Blue Day is typically held on April 2, 2025. This year, we will be holding our districtwide Light It Up Blue Day on



April 1st to kick off the month for Autism Awareness and our Abilities Awareness Week. Light It Up Blue is a day held in celebration of people with autism and those who love and support them. On this day, we will join the thousands of landmarks, buildings, homes and communities around the world and come together on April 1st to shine a light on the autism community.

### **Abilities Awareness**

Abilities Awareness will be held in the month of April. This month is dedicated to increasing awareness of the abilities and strengths of people with disabilities, as well as promoting inclusion and acceptance of others.

### **School Sidekicks**

School sidekicks will take place at least once a trimester between our two schools. Each Jeffrey Clark classroom has been partnered up with a Samuel Mickle classroom. Each marking period, these students will participate in team-building and inclusion activities.

### **NJ CAP Program**

New Jersey Child Assault Prevention (NJ CAP) is a statewide community based prevention program. With a motto "All Children Deserve to be Safe, Strong and Free"®, the CAP program seeks to reduce children's vulnerability to abuse, neglect and bullying by providing comprehensive prevention workshops for children, parents and school staff. Our district's Home and School Association sponsors this program to be held for our Beginners each year. It also includes a parent information night.

### **L.E.A.D Program**

The Law Enforcement Against Drugs (L.E.A.D.) program is a collaborative effort by LEAD certified law enforcement officers, educators, students, parents, and the community to offer an educational program in the classroom to prevent or reduce drug abuse and violence among children and youth. This program is held each year for our sixth grade students.

### **STUDENT DISCIPLINE FOR 5<sup>th</sup> AND 6<sup>th</sup> GRADE:**

The East Greenwich Township School District offers its students a wide range of educational programs. An essential ingredient of these educational programs is the concept of student discipline. Proper discipline with respect to children is a shared responsibility – it involves a mutually supportive working relationship between the home, the school, and the community at large. As in the instructional process, student discipline takes into account the uniqueness of the individual. Disciplinary action strives to initiate a favorable change in student behavior.

It is a privilege for students at Samuel Mickle Elementary to attend class trips, school dances, clubs and other after-school activities. Students who habitually break school rules or engage in serious misbehavior may lose the privilege of attending these special events.

### **HARASSMENT, INTIMIDATION AND BULLYING (File Code 5131.1):**

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the East Greenwich Township School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults, support and assistance of students in school, the community and home, our students will achieve the above standards of character education.

The Board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the Board approved code of student conduct which establishes standards,

policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The Board directs the chief school administrator or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

**Note:** Please reference our website under HIB to gain additional information as to what constitutes a violation of this policy prior to submitting a complaint.

### **Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying**

#### **Students:**

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Consequences shall be consistent with the Board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

#### **A. Consequences**

- 1. Admonishment
- 2. Temporary removal from the classroom
- 3. Deprivation of privileges
- 4. Classroom or administrative detention
- 5. In-school suspension during the second week
- 6. After-school programs

7. Out-of-school suspension (short-term or long-term)
8. Legal action
9. Expulsion

**B. Remedial Measures**

**1. Personal:**

- a. Restitution and restoration
- b. Mediation
- c. Peer support groups
- d. Recommendations of a student behavior or ethics council
- e. Corrective instruction or other relevant learning or service experience
- f. Supportive student interventions, including participation of the intervention and referral services team
- g. Behavioral assessment or evaluation, including, but not limited to a referral to the child study team, as appropriate
- h. Behavioral management plan, with benchmarks that are closely monitored
- i. Assignment of leadership responsibilities (e.g., hallway or bus monitor)
- j. Involvement of school disciplinarian
- k. Student counseling
- l. Parent conferences
- m. Student treatment or
- n. Student therapy

**2. Environmental (Classroom, School Building or School District):**

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying
- b. School culture change
- c. School climate improvement
- d. Adoption of research-based, systematic bullying prevention programs
- e. School policy and procedures revisions
- f. Modifications of schedules
- g. Adjustments in hallway traffic
- h. Modifications in student routes or patterns traveling to and from school
- i. Supervision of students before and after school, including school transportation
- j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus)
- k. Teacher aides
- l. Small or large group presentations
- m. General professional development plans for involved staff
- o. Disciplinary action for school staff who contributed to the problem
- p. Supportive institutional interventions, including participation of the intervention and referral services
- q. Parent conferences
- r. Family counseling
- s. Involvement of parent-teacher organizations

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability
- B. The program that is being provided meets the student's needs

**Staff:**

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

**A. Consequences:**

1. Admonishment
2. Temporary removal from the classroom
3. Deprivation of privileges
4. Referral to disciplinarian
5. Withholding of increment
6. Suspension

7. Legal action

8. Termination

**B. Remedial Measures**

**1. Personal:**

- a. Restitution and restoration
- b. Mediation
- c. Support group
- d. Recommendations of behavior or ethics council
- e. Corrective action plan
- f. Behavioral assessment or evaluation
- g. Behavioral management plan, with benchmarks that are closely monitored
- h. Involvement of school disciplinarian
- i. Counseling
- j. Conferences
- k. Treatment
- l. Therapy

**2. Environmental (Classroom, School Building or School District)**

- a. School and community surveys and other strategies for determining the conditions contributing to harassment, intimidation or bullying
- b. School culture change
- c. School climate improvement
- d. Adoption of research-based, systemic bullying prevention programs
- e. School policy and procedures revisions
- f. Modifications of schedules
- g. Supervision
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors
- i. General professional development programs for certified and non-certified staff
- j. Professional development plans for involved staff
- k. Disciplinary action
- l. Supportive institutional interventions, including participation of the intervention and referral services team
- m. Conferences
- n. Counseling

**Reporting Harassment, Intimidation and Bullying Behavior**

The chief school administrator, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy. Individuals reporting an incident or series of incidents that may be acts of harassment, intimidation and bullying should use the HIB Reporting Form 338 located on the district website. Paper copies are also available in the main office of each building.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

A. All acts of harassment, intimidation or bullying shall be reported verbally or electronically to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;

B. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and

C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee, and fails to initiate to conduct an investigation, or who should have known of an incident of harassment, intimidation or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

#### **District Anti-Bullying Coordinator**

The chief school administrator shall appoint a district anti-bullying coordinator. The chief school administrator shall make every effort to appoint an employee of the school district to this position. The district anti-bullying coordinator shall:

- ❖ Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment intimidation, and bullying of students
- ❖ Collaborate with school anti-bullying specialists in the district, the Board of Education, and the chief school administrator to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district
- ❖ Provide data, in collaboration with the chief school administrator, to the Department of Education regarding harassment, intimidation or bullying of students
- ❖ Execute such other duties related to school harassment, intimidation or bullying as requested by the chief school administrator.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation or bullying in the district.

#### **School Anti-Bullying Specialist**

The principal in each school will serve as the anti-bullying coordinator and shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

- ☐ Chair the school safety team
- ☐ Lead the investigation of incidents of harassment, intimidation or bullying in the school
- ☐ Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation or bullying in the school

#### **School Safety Team**

The district shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the ongoing, systematic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per year.

The school safety team shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the school anti-bullying specialist; a parent of a student in the school; and other members to be determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

#### **The school safety team shall:**

- Receive any complaints of harassment, intimidation or bullying or students that have been reported to the principal
- Receive copies of any report prepared after an investigation of an incident of harassment, intimidation or bullying

- Identify and address patterns of harassment, intimidation or bullying of students in the school
- Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation or bullying of students
- Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation or bullying of students
- Participate in the training required pursuant to the provisions of (N.J.S.A. 18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request
- Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation or bullying of students
- Execute such other duties related to harassment, intimidation or bullying as requested by the principal or district anti-bullying coordinator.

**No parent/guardian who is a member of the school safety team shall:**

- Receive complaints of harassment, intimidation or bullying of students that have been reported to the principal
- Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident
- Identify and address patterns of harassment, intimidation or bullying of students
- Participate in any other activities of the team which may compromise the confidentiality of a student

**Investigating Reported Harassment, Intimidation and Bullying**

All reported incidents of harassment, intimidation or bullying shall be investigated promptly by the anti-bullying specialist and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
1. Taking of statements from victims, witnesses and accused;
  2. Careful examination of the facts;
  3. Support for the victim; and
  4. Determination if the alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the chief school administrator within two school days of the completion of the investigation, and in accordance with law and board policy. The chief school administrator may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:
1. Any services provided;
  2. Training established;
  3. Discipline imposed; or
  4. Other actions taken or recommended by the chief school administrator.
- F. The chief school administrator or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
1. The nature of the investigation
  2. Whether the district found evidence of harassment, intimidation or bullying; or
  3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying

### **Range of Ways to Respond to Harassment, Intimidation or Bullying**

The Board of Education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

- School and community surveys
- Mailings
- Focus groups
- Adoption of research-based bullying prevention program models
- Training for certificated and non-certificated staff
- Participation of parents and other community members and organizations
- Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community
- The involvement of law enforcement officers, including school resource officers

**For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:**

- Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion)
- Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management
- School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices
- District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

### **Retaliation and Reprisal Prohibited**

The Board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the chief school administrator and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

#### **A. Students:**

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and

performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

**B. School Employees:**

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

**C. Board Members:**

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation or bullying; or found to have engaged in retaliation; reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

**D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons:**

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the chief school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

**1. Consequences:**

- A. Admonishment
- B. Temporary removal from the classroom or school
- C. Deprivation of privileges
- D. Prohibited from access to the school facilities (visitors, vendors, board members, all other people)
- E. Classroom or administrative detention
- F. Referral to disciplinarian
- G. In-school suspension during the school week or the weekend
- H. After school programs
- I. Out-of-school suspension (short-term or long-term)
- J. Legal action
- K. Withholding of Increment
- L. Suspension
- M. Expulsion
- N. Termination
- O. Termination of service agreements or contracts (vendors, volunteers)
- P. Public sanction (board members)
- Q. Ethics charges (some administrators, board members)

**2. Remedial Measures:**

**A. Personal:**

- 1. Restitution and restoration
- 2. Mediation
- 3. Peer support group
- 4. Recommendations of a student behavior or ethics council
- 5. Corrective instruction or other relevant learning or service experience
- 6. Supportive student interventions, including participation of the intervention and referral services team
- 7. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate
- 8. Behavioral management plan, with benchmarks that are closely monitored
- 9. Assignment of leadership responsibilities (e.g., hallway or bus monitor)
- 10. Involvement of school disciplinarian
- 11. Counseling



12. Conferences
13. Treatment
14. Therapy

**B. Environmental (Classroom, School Building or School District)**

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying
2. School culture change
3. School climate improvement
4. Adoption of research-based, systemic bullying prevention programs
5. School policy and procedures revisions
6. Modifications of schedules
7. Supervision
8. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors
9. Conferences
10. Counseling

**Appeal Process**

The parent or guardian may request a hearing before the Board after receiving the information from the chief school administrator regarding the investigation. The hearing shall be held within 10 days of the request. The Board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the Board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next Board of Education meeting following its receipt of the report, the Board shall issue a decision, in writing, to affirm, reject, or modify the chief school administrator's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the Board's decision. A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Information regarding the school district's policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

**Reporting to the Board**

Two times each year between September 1st and January 1st and between January 1st and June 30th, the school board shall hold a public hearing at which the chief school administrator will report to the Board of Education all acts of violence, vandalism, and harassment, intimidation or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

- The number of reports of harassment, intimidation or bullying
- The status of all investigations
- The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic
- The names of the investigators
- The type of nature of any discipline imposed on any student engaged in harassment, intimidation or bullying
- Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation or bullying

**Reporting to the Department of Education**

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1st and January 1st and between January 1st and June 30th, to the Department of Education. The report shall include:

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation or bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A-37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or state law for public release.

The chief school administrator will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The chief school administrator shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incidents of harassment, intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the Board of Education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the chief school administrator shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The Board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation or bullying.

#### **Program Assessment and Review**

Each school and the school district shall annually establish, implement, document and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

#### **Policy Development and Review**

The district harassment, intimidation or bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The Board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

#### **Publication, Dissemination and Implementation**

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment, intimidation or bullying that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

The chief school administrator shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on the district website;
- B. Provide a link to this policy on a prominent place on each school's website;
- C. Distribute this policy annually to all staff, students and parents/guardians; and
- D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks;

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the homepage of the district website. Each school within the district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the homepage of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parents/guardians, students and district staff to assist in resolving complaints concerning student harassment, intimidation or bullying.

The chief school administrator shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

Adopted: 3/2011

#### **CAFETERIA:**

Under the direction of the cafeteria manager, a balanced Type A lunch is served every school day: **\$3.50** for pupils, **\$4.00** for adults. School lunch includes the daily entrée, assorted fruit and/or vegetable, 1% milk and/or juice. Bottled water can be purchased separately, \$1 for a 16.9 oz bottle or \$.70 for an 8 oz bottle. Milk can be purchased for \$.60. Snacks are also available each day ranging from \$.80 to \$1.50. Prices are subject to change.

Please encourage your children to eat a hot lunch at school. Many times they may like the way food is prepared at school, even though they may not like it at home. Then again, this is a good way to introduce them to new foods you may never prepare. Eating habits and tastes are developed early.

In case of food allergies, parents are responsible for screening the menus. The school cannot be responsible for checking what each child eats at lunch. If you have any questions, please call the school and ask for the cafeteria manager.

#### **LOST AND FOUND:**

Many times pupils lose items of clothing or other objects, and fail to report the loss in the office. If you notice that something is missing, call the school. A check will be made in the Lost and Found Department.

#### **SELLING IN SCHOOL:**

Pupils are not permitted to sell any merchandise (candy, etc.) in the school or on school grounds.

#### **USE OF TELEPHONE:**

To discourage cell phone use, students have access to classroom and school office phones, with permission from the teacher.

#### **SCHOOL COUNSELORS:**

The district provides the services of a full-time elementary counselor to diagnose students' concerns and to work with the students, teachers, and parents to address these concerns. Parents are invited to discuss with the counselor any special or unusual situations concerning their children.

#### **INTERVENTION & REFERRAL SERVICE (I&RS):**

In our continuing efforts to serve the needs of all children, Jeffrey Clark and Samuel Mickle have an Intervention & Referral Service team at each school. The Intervention & Referral Service (I&RS) plays an important role in the school.

The Intervention & Referral Service (I&RS) is a school-based, problem-solving group composed of professionals, which includes teachers, an administrator, a counselor, and other school staff. I&RS assist teachers with intervention strategies for meeting the learning needs and interests of students. I&RS seeks creative ways to maximize the use of available school resources so children succeed in school. Being presented to I&RS is not the same as being referred to the Child Study Team.

If your child needs the services of I&RS, you will be notified by your child's teacher and also be invited to attend a meeting.

#### **CHILD STUDY TEAM:**

The Child Study Team (CST) is a multidisciplinary group of professionals that provide parents and teachers with a variety of learning related services. Child Study Team personnel share many common skills such as child advocacy, understanding of school functioning, knowledge and implementation of special education law, case management, transition planning, in-service training, research, and community collaboration. However, each discipline approaches the intervention and eligibility process from a different perspective based on the training and skills of each profession.

This model is a team approach in which separate professionals assess the educational impact of a child's learning, behavioral, emotional, social, communication and language functioning. As such, the Child Study Team provides students and parents with the most comprehensive and reliable method of assessing children's needs and recommending appropriate educational and related services when deemed eligible. The Child Study Team Supervisor is available at the Samuel Mickle Building, 423-0678.

#### **Preschool child with a disability**

East Greenwich Residents who have concerns about their child's development in the areas of fine and gross motor development, speech and language development, the acquisition of age-appropriate cognitive skills, or other significant developmental delays, should contact the Child Study Team at 856-423-0678 to request a Child Study Team evaluation. The Child Study Team, parents, and other teaching staff members, as required by law, will meet to determine whether an evaluation is warranted, and if warranted, determine the nature and scope of the evaluation, according to the requirements of New Jersey Administrative Code 6A:14. If, upon conclusion of the evaluation, an eligibility determination is made, an appropriate educational program is provided by the East Greenwich Township School District.

#### **CHILD CUSTODY:**

To protect children, and prevent them from being taken from school by anyone other than the authorized parent or guardian, the school must have a copy of any custody papers issued by the court or a copy of the custody agreement drawn by the attorney for the child's parents.

Without these legal documents, the school is obligated to permit either parent to take the child.

If this is a matter that concerns you, please contact the school at once.

#### **AFFIRMATIVE ACTION PROGRAM FOR SCHOOL & CLASSROOM PRACTICES:**

The East Greenwich Township Board of Education acknowledges its legal responsibility to ensure all pupils and employees in the public schools of East Greenwich equal education opportunity, regardless of race, color, creed, religion, gender, ancestry, national origin, or social or economic status. Through the Affirmative Action Team, the Board will develop plans to review and modify, if determined to be necessary, school and classroom programs. Copies of the Affirmative Action Plan, Grievance Procedures, and Sexual Harassment Policy are available, upon request, from the Affirmative Action Officer or Alternate Affirmative Action Officer. All investigations of allegations will be conducted in accordance with Board policy by the District Superintendent.

#### **SCHOOL VOLUNTEERS:**

When parents volunteer, both families and schools reap the benefits. Studies have concluded that volunteers express greater confidence in schools where they have the opportunity to participate regularly. In addition, assisting in school events and activities communicates to a child "I care about what you do there." If interested in serving as a volunteer, please communicate with your child's teacher in order to ensure consultation with the principal and to receive proper district approval.

**Library Volunteers:** People are needed to assist the teacher in a number of ways in the library, including clerical work, cataloging, and typing. If you are interested, please contact your child's school librarian.

**Parent Resource:** Perhaps you would be willing to share your special skills and/or talents with a classroom as a guest speaker or presenter.

## **RESPONSIBILITIES OF FIELD TRIP CHAPERONE(S):**

The Board of Education has adopted a policy regarding the responsibilities for field trip chaperones.

Listed below are the responsibilities for individuals who wish to be eligible as a Field Trip Chaperone. Should you be selected to chaperone a field trip, you will be asked to complete, sign and return the form to your child's teacher. To ensure the safety of all students, we discourage parents from attending the field trips unless they are selected to be a chaperone. All chaperones will be screened through the Raptor Technologies School Safety Software prior to the field trip. There is a nurse that accompanies the students on the school trips and will attend to any medical issues the students may have while out of school.

1. Arrive at school and the designated area(s) during the trip on time.
2. Strictly adhere to the teacher(s) instructions and directives.
3. Supervise and direct assigned students during the field trip activities
4. Chaperones must remain with the students at all times.
5. Appropriate language should be used at all times.
6. Chaperones should not discuss other students or staff members during the trip.
7. Use of cell phones is discouraged and should only be used in case of emergency.
8. Distributing medications to students during the trip (i.e. Aspirin, Excedrin, Tums, etc.) is prohibited.
9. Chaperones should attempt to regulate student behavior at all times during the trip to ensure that such behavior is safe and appropriate.
10. Discipline shall not be administered to any student by anyone other than the teacher.
11. Chaperones are not to touch or grab any student.
12. Significant or persistent student misbehavior should be reported immediately or as soon as practical to the teacher(s) for appropriate action.
13. Chaperone's attire (dress code) should be suitable for the trip's activities and for your role as chaperone (supervisor) of the students.
14. Student siblings may not attend district field trips.
15. Smoking during field trips is restricted.
16. The use of alcoholic beverages by chaperones prior to, or at any time during the trip is strictly prohibited.
17. Taking photographs or videos of students, without permission of the teacher or administrator, is prohibited.
18. Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

## **SCHOOL VISITORS:**

School visitors entering the school must report to the office first. Visitors must bring a valid identification, such as a driver's license. All visitors must be cleared through the Raptor Technologies School Safety Software for the safety of everyone. A parent who wishes to see a teacher is asked to make arrangements in advance. This is necessary to avoid interruption of lessons, as instructional time is limited. School visitors are required to wear a lanyard that they will receive in the main office upon checking in to the main office. Visitors must provide their driver's license in order to obtain a visitor lanyard. Upon return of the lanyard, they will be able to receive their license upon leaving the building.

## **PARTIES AT SCHOOL:**

Parties are limited to specific occasions as planned by the teacher with approval from the principal. Parent volunteers may also be asked to assist. Please note that siblings may not attend classroom parties.

Jeffrey Clark School - Halloween, Winter, End of the Year

Samuel Mickle School - Halloween, Winter, End of the Year

***Please note: All food items need to be approved by the classroom teacher and screened for food allergies by the teacher before any items can be brought into the classroom.***

Birthday parties for students and teachers are prohibited. Students are also prohibited from bringing in birthday treats to share during lunch. Birthday or party invitations may be distributed ONLY IF ALL students in the homeroom receive an invitation.

## **BEYOND THE BELL IS CURRENTLY CLOSED FOR REGISTRATION:**

If you would like to be placed on the waiting list or would like more information, please contact Beth Elbertson, [beyondthebell@eastgreenwich.k12.nj.us](mailto:beyondthebell@eastgreenwich.k12.nj.us) or 856.423.0412 ext. 1075.

**CLUBS AND ACTIVITIES:**

East Greenwich Township School District is proud to offer a variety of clubs and activities which target the various interests and pursuits of our students. It is important to note that all clubs meet on designated dates and times and are eligible to students only in specific grade levels. You can view the meeting schedule for any of these offerings by accessing the district website (<https://www.eastgreenwich.k12.nj.us/domain/569>) or via the monthly calendar of events posted in the weekly school newsletters. If you have any specific questions about a particular club, please contact the club advisor.

**HOME AND SCHOOL:**

The Home & School Association is a collective effort between the parents, teachers, and school administration from Jeffery Clark and Samuel Mickle Schools. We work together to provide programs, activities, and equipment/supplies that directly benefit our children. Whether it is Field Day t-shirts or new technology, literacy grants, funds towards field trips, the Home & School Association provides the financial assistance for these and many other educational and recreational activities and supplies through our fundraising efforts. Check out the Home & School Tab on the school's website for more information.

CST & Related Services				
Time	Title	Presenter	Audience	
8:30-9:00	Coffee and Catch Up	N/A	Clark Staff	
9:00-10:00	Meet New Case Manager		Preschool Teachers	Classroom
9:30-10:00	Staff will be provided a refresher on Ukeru techniques, emphasizing the importance of safe and compassionate crisis management strategies. Participants will review the purpose of Ukeru: creating a safe, comforting environment that reduces the need for restraint and seclusion. Discussion will focus on the dual goals of maintaining the safety of everyone involved while also prioritizing the comfort of the individual in crisis. There will be a quick review of key verbal and non-verbal de-escalation strategies, including tone of voice, body language, and creating a calming environment. The use of protective pads and blocking techniques will be reviewed using the correct Ukeru pads for protection during physical crises.	Emery Brown	Instructional Aides Pre School Teachers	
10:00-11:30	Aides will be oriented to skills to effectively support and guide students during play, fostering social, emotional, and cognitive development. Facilitated play will be defined, and its importance will be discussed. Aides will be taught how to strike a balance between guiding play and allowing children to lead. Strategies will be shared to ensure all students are included, particularly those who might be shy, have social challenges, or are new to the	Emery Brown	Instructional Aides Preschool Teachers	

	group. Participants will be taught how to return responsibility to the child and prompt them to extend and deepen play through modeling.			
12:00-1:00	Lunch			
1:00-3:30	Work in Room/ Check-In Check Out Champion Training	N/A Emery Brown	Clark Staff/ Interested Clark Staff	

September 3, 2024 Instructional Aides				
Time	Title	Presenter	Audience	Location
8:30-9:00	Coffee and Catch Up	N/A	Clark Staff	Clark Cafeteria
9:00-9:30	Instructional Aide Handbook Review	Beth Ann Godfrey	Instructional Aides	
9:30-10:00	Staff will be provided a refresher on Ukeru techniques, emphasizing the importance of safe and compassionate crisis management strategies. Participants will review the purpose of Ukeru: creating a safe, comforting environment that reduces the need for restraint and seclusion. Discussion will focus on the dual goals of maintaining the safety of everyone involved while also prioritizing the comfort of the individual in crisis. There will be a quick review of key verbal and non-verbal de-escalation strategies, including tone of voice, body language, and creating a calming environment. The use of protective pads and blocking techniques will be reviewed using the correct Ukeru pads for protection during physical crises.	Emery Brown	Instructional Aides Pre School Teachers	
10:00-11:30	Aides will be oriented to skills to effectively support and guide students during play, fostering social, emotional, and cognitive development. Facilitated play will be defined, and its importance will be discussed. Aides will be taught how to strike a balance between guiding play and allowing children to lead. Strategies will be shared to ensure all students are included, particularly those who might be shy, have social challenges, or are new to the group. Participants will be taught how to return responsibility to the child and prompt them to extend and deepen play through modeling.	Emery Brown	Instructional Aides Preschool Teachers	
11:30-12:30	Aide Menu ☰ Aide Menu Table of Contents	Self Directed	Instructional Aides	Assigned Classrooms



**BEYOND THE BELL**  
**2024-2025 PARENT/STUDENT HANDBOOK**



## GOAL AND OBJECTIVE

Beyond the Bell is a self-sufficient program designed to provide a safe and secure environment for the children of the East Greenwich Township Public Schools both before class starts and after dismissal. It is not an extension of the school day. We ask that you share with us any special circumstances we may need to be aware of for your child. We have a program at both the Jeffrey Clark School and Samuel Mickle School. All students, from Beginners through 6<sup>th</sup> grade, are eligible to register for our program.

## HOURS OF OPERATION

Our morning program begins at 6:30 a.m. and runs until 8:25 a.m. when the children are dismissed directly into their classrooms.

Our afternoon program begins at dismissal as the children are dismissed directly into our program. Children must be picked up no later than 6:00 p.m.

In the event of a school closing for inclement weather or another emergency, Beyond the Bell will also be closed. In the event of a delayed opening we will also operate on a delayed schedule. Our delayed start will reflect what the delayed opening of the school would be. For example, if the school has a 2 hour delay due to snow, the starting time of our program would be 8:30 a.m. On scheduled half days, we operate on an extended schedule which begins at dismissal and runs until 6:00 p.m.

The school nurse is not available during our hours. All our staff is Red Cross First Aid and CPR certified. In the event of an emergency we will attempt to contact all emergency contacts provided to us starting with the parents. For this reason, it is imperative that you provide us with accurate contact information and update us if anything changes. If it is necessary, 911 will be called prior to calling the parent/guardian.

## ILLNESS POLICY

In the interest of trying to prevent the spread of illness, if your child shows any signs of illness, you will be required to come pick them up as soon as possible. If your child has a fever of 100 degrees or higher, we will report this to the school nurse and they will be prohibited from returning to school for at least 24 hours after being fever free without fever medication.

## ARRIVAL AND DISMISSAL

When arriving in the morning, a parent/guardian is required to walk the child into the building. The parent/guardian **MUST** sign in the child. **UNDER NO CIRCUMSTANCES SHOULD A CHILD SIGN THEMSELVES IN.** For the safety of all the children, no child is permitted to walk in without a parent or guardian.

When picking up your child, you are required to pick up your child at the designated time for the session that you registered them. PM 1 must be picked up by 4:40 p.m. and PM 2 must be picked up by 6:00 p.m. For PM 1, 4:40 p.m. is considered late. On the third late pick up, your registration will be changed to PM 2 for the remainder of the school year and you will be charged the PM 2 tuition fee. For PM 2, 6:01

p.m. is considered late. On the third late pick up, you will be charged \$25 for each additional late pick up. After the 6<sup>th</sup> late pick up, we will need to have a review to determine if your child will be able to continue in our program. The person picking up your child must be included on your list of approved pick up people. All persons picking up a child in our program are subject to providing a government or employer issued ID. The person picking up the child will need to know their student ID number to sign them out. Children are not allowed to sign themselves in or out. There are absolutely no exceptions to this rule.

## **SCHEDULE CHANGES**

If you change your child's schedule, you must complete a change of dismissal form. This form must be submitted to the office. Beyond the Bell will receive a copy. In the event there is a question as to whether or not your child should be dismissed to us or sent home on the bus, we will always keep your child. For the safety of your child we will always err on the side of caution.

## **PROGRAMS OPTIONS AND FEES**

Our program offers different sessions to accommodate your varied schedules. We have an AM session and 2 PM sessions. Current fees are as follows and are subject to change. All prices are per month.

AM	\$140
PM 1	\$150
PM 2	\$185
AM and PM 1	\$220
AM and PM 2	\$280
Drop In / Maintenance AM	- \$14 per child per day
Drop In / Maintenance PM	- \$16 per child per day

Drop in is within 24 hours' notice. No discounts for drop ins. You must be registered to use the drop in option. Payment for drop ins is due on the day of use.

Payments are due no later than the 5th of the month. A \$10 late fee will be charged for any late payments. A 10% sibling discount is given for the 2nd and any additional child.

Note: No cash will be accepted. Payments must be made by check or money order.

For tax purposes our tax ID number is 21-6000259

## **RULES FOR BEYOND THE BELL**

- No physical contact of any kind will be tolerated
- No verbal abuse of any kind will be tolerated
- Children are expected to clean up after themselves
- General playground rules of the school apply (i. e. recess rules)
- Respect for staff and other children is always expected
- Sharing and playing with other children is encouraged

## SUSPENSION/EXPULSION POLICY

When a rule is broken, it is met with corrective action from our staff. Depending on the severity and frequency, the child will be written up by a staff member and is subject to a suspension. A parent/guardian will be notified. If a child receives three write ups, there will be a suspension and you will be required to attend a conference to determine if the child will be allowed to return to the program for the rest of the school year.

**Suspension:** Suspension from the program will occur after three write ups. Immediate suspension will occur for any of the following:

- Uncontrolled tantrums/angry outbursts.
- Ongoing verbal abuse of staff or other children.
- Kicking, biting, or physical abuse of staff or other children.
- Continuous attempts to elope from the program.

The first-time suspension will be for 1 to 3 days depending on the severity of the offense. A second-time suspension will be for 5 days.

**Expulsion:** After the completion of 2 suspensions from the Beyond the Bell program, any additional behaviors that will lead to suspension will result in expulsion from the Beyond the Bell program.

Immediate expulsion will occur for any of the following:

- Child is at risk of causing serious injury to themselves, staff members or other children.
- Parent threatens physical or intimidating actions toward staff members.
- Parent or child exhibits verbal abuse towards staff in the presence of enrolled students.

## TYPICAL BEYOND THE BELL SESSIONS

### AM Session

After the parent/guardian signs the child in, the child puts their belongings in one of the baskets provided. They are then offered breakfast. Breakfast consists of a variety of cereals, yogurts, cereal bars, muffins, milk, juice, and other assorted items. Two to three times a week we offer a hot breakfast such as waffles, bagels, and French toast sticks. Children are offered various games and toys to share and play with. A last call for breakfast is at 7:50 a.m. Breakfast is over at 8:00 a.m. and between 8:15 a.m. and 8:20 a.m. we prepare the children for the school day.

### PM Session

Children are dismissed directly to Beyond the Bell. Children are required to check in and put their belongings in one of the provided baskets. We ask that they be seated while roll call is taken. We then provide them with a snack that consists of choices like chips, cookies, crackers, popcorn, and milk and juice. Our program is tree nut free. If your child has any allergies or restrictions, please let us know. If your child does not like any of the snacks we offer, you can send in a tree nut free snack they would

enjoy. After snack, children in grades 1 through 6 are offered an opportunity to do homework. If you would like your child to do their homework, you must let the staff know. Beyond the Bell staff will offer assistance with homework, however if the child is struggling, they will be told to complete the homework at home. If this happens we will inform the person picking up the child. Children are also offered the opportunity to go outside (weather permitting) and play on the playground equipment. There are also a large assortment of indoor activities and toys to play with. During extended day sessions (early dismissal) you will be required to provide a lunch for your child. Please make sure they know that the lunch is to be eaten at Beyond the Bell.

## **CONTACT INFORMATION**

Director of Beyond the Bell

Beth Elberson

Assistant Director/Jeffrey Clark Site Leader

Amy O'Hara

Site Leader Samuel Mickle School

Vinny Laurelli

Phone Number: 856-423-0412

Mickle extension 1880

Clark extension 1075

BeyondtheBell@eastgreenwich.k12.nj.us

# EAST GREENWICH TOWNSHIP SCHOOLS

2024-2025

## SUBSTITUTE TEACHER HANDBOOK



RESPECT \* KINDNESS \* RESPONSIBILITY \* ACCEPTANCE \* INTEGRITY \* PERSEVERANCE

## Table of Contents

Letter to Substitute Employees .....	3
School Information .....	4
Frontline Substitute Management System .....	5
Substitute Information .....	6
Daily Checklist .....	7
General Duties .....	8
Teaching Duties .....	9
Safety .....	11
Telephone Procedure .....	13
Student Medication .....	13
Classroom Management & Discipline .....	13
Reporting Code of Conduct Infractions .....	14
Student Threats .....	15
Child Abuse or Neglect .....	15
Confidentiality of Student Records and Information .....	15
Harassment, Intimidation & Bullying .....	15
Avoiding Negligence .....	16

Dear Substitute Employee:

Welcome to the East Greenwich Township School District. Our mission is to engage in community partnerships and to establish a safe, secure learning and emotional environment that will provide a challenging and exceptional educational program for its diverse learners.

The purpose of this handbook is to assist you in knowing, following, and enforcing the policies, procedures, and practices of the East Greenwich Township School District. Substitute teachers assume the same responsibilities and duties as the regular classroom teacher. The information in the Substitute Teacher Handbook will be an invaluable resource to you in working as a substitute teacher. Please read and familiarize yourself with the information that will assist you in this important role. The suggestions and procedures in this handbook are not meant to be inclusive, but are designed to serve as a foundation.

Welcome aboard and thank you for joining the team on our journey to excellence! We consider you a vital part of our educational system. Thank you for being an important part of the education of our youth. We look forward to working with you this year and wish you success in your endeavors.

Sincerely,

The East Greenwich Township Administration



**Grades Pre-K to 2**

**Jeffrey Clark School  
7 Quaker Road  
Mickleton, NJ 08056  
856-423-0412**

**Principal: Jessica Loggia  
Assistant Principal: Erica Sloan  
Secretary: Laura Bailey**

**Grades 3-6**

**Samuel Mickle School  
559 Kings Highway  
Mickleton, NJ 08056  
856-423-0412**

**Principal: Bethanne Barousse  
Assistant Principal: Andrew Mettler  
Secretary: Janene Emick**

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East Greenwich Township uses an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. This service, called Aesop (name change Absence Management), utilizes both the telephone and the Internet to assist you in locating jobs in this school district. The Absence Management (Aesop) system is available 24 hours a day, 7 days a week. Absence Management uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Aesop on the internet at <http://www.frontlinek12.com/aesop>. If the employee has uploaded lesson plans on the Internet, you will be able to view them online once you take the job!
2. You may interact with the Aesop system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.
3. Aesop will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the Absence Management service may call for substitutes: 6:00am – 7:30am in the morning and 6:00 pm – 10:30 pm in the evening.

#### **Important Notes:**

- \* In order to access the Aesop system, you will need to enter your ID and PIN which will be provided to you at your time of hiring. If you do not have a pin or ID please contact Tammy Vogt at [vogtt@eastgreenwich.k12.nj.us](mailto:vogtt@eastgreenwich.k12.nj.us)
- \* Once you have logged into Absence Management, you will find valuable resources under the HELP tab. To understand your interaction with the Absence Management system, you must read through the material under "Getting Started" and watch the brief Basic Training video. This video will give you the information you need to properly navigate the Absence Management system.

[http://help1.frontlinek12.com/?b\\_id=3220](http://help1.frontlinek12.com/?b_id=3220)

[http://help1.frontlinek12.com/customer/portal/articles/1502637-getting-started?b\\_id=3220](http://help1.frontlinek12.com/customer/portal/articles/1502637-getting-started?b_id=3220)

- \* If you accept a job, Absence Management will issue a confirmation number. Please remember that your transaction is not complete until Absence Management supplies you with a confirmation number.

\*Absence Management will automatically make a recording of your name on the phone system. To review or change the recording of your name, call in to Aesop and select option 4.

We are confident that you will find the Aesop experience beneficial and enjoyable.

Should you experience difficulty using the Aesop system in any way, please contact one of the East Greenwich Substitute Coordinators.

**Jeffrey Clark:** Laura Bailey, 856-423-0613 ext. 1020, baileyl@eastgreenwich.k12.nj.us

**Samuel Mickle:** Janene Emick, 856-423-0412 ext. 1040, emickj@eastgreenwich.k12.nj.us

We would like to remind you that you must work five days during the school year to be kept on the substitute list. If for any reason you may not be able to do this please contact Laura Bailey or Janene Emick to put you on the inactive list, so that you may stay on our substitute list for the next year.

***\*\*AESOP Frontline Substitute Mobile App is now available using code 7354.***

**Substitute Information for Teachers and Substitutes**

**Computer Login:**

Username: subjcs

Password: H@rnets559#

**Google Login:**

Username: subjcs@eastgreenwich.k12.nj.us

Password: H@rnets559#

**Technology Support:**

Email: technology@eastgreenwich.k12.nj.us

Ext: 1111

Teachers will:	Substitute teachers will:
<ul style="list-style-type: none"><li>• Provide substitutes with plans for the day(s) the teacher will be absent.</li><li>• Provide a summary or schedule for the substitute to follow for the day.</li><li>• Prepare emergency plans for the substitute teachers in the event the absence is unplanned.</li><li>• Maintain and update the safety folder.</li></ul>	<ul style="list-style-type: none"><li>• Check in with the main office.</li><li>• Review the safety information in the classroom mail bin.</li><li>• Review the primary and secondary evacuation routes of the classroom.</li><li>• Complete attendance and lunch count.</li><li>• Review and familiarize yourself with the schedule for the day.</li><li>• Review and follow the substitute</li></ul>

**SUBSTITUTE DAILY CHECKLIST**

\_\_\_\_\_ Bring your license with you prior to signing in to the main office. (Per-diem substitutes only)

\_\_\_\_\_ Report to the main office of the building (8:20am for AM or full day coverage, 11:55am for afternoon coverage). If you are a perm substitute for the Mickle building, you may report right to the substitute sign-in table next to the main office.

\_\_\_\_\_ Provide your license to the main office staff in order to obtain your lanyard for the day. (Per-diem substitutes only)

\_\_\_\_\_ Check the teacher's mailbox located in the main office of each building.

- Take and distribute, if any, class handouts or fliers
- Leave important paperwork for the teacher upon their return to work

\_\_\_\_\_ Get directions to your classroom.

\_\_\_\_\_ Locate the class information and lesson plans.

- Check what students who will be participating in pull-out support programs
- Review any student medical concerns.
- Contact Michele Brown, Mickle School nurse (ext. 1037) or Christine Calhoun, Jeffrey Clark nurse (ext. 1022) with any questions.

\_\_\_\_\_ Locate the emergency folders in the plastic bin by the door, familiarize yourself with emergency procedures and exit routes.

\_\_\_\_\_ Classroom door should remain locked. Doors should be immediately shut in the event of an emergency.

\_\_\_\_\_ Check with the team leader for any special activities or assemblies.

\_\_\_\_\_ Get a daily or weekly schedule as needed.

\_\_\_\_\_ Become familiar with the teacher's arrival and dismissal duties. Report to the arrival post by 8:25. Remain on duty until 8:40.

\_\_\_\_\_ Locate instructional and student materials.

\_\_\_\_\_ Write your name on the whiteboard (if applicable)

\_\_\_\_\_ Take attendance; Record absent students on attendance sheet.

\_\_\_\_\_ Record lunch count and place it in the office folder. Collect any notes, including Changes to Dismissal forms and Attendance, place them in the office folder and send one child to the office with the folder.

\_\_\_\_\_ At the end of the day, return your lanyard to the main office in order to obtain your license back.

## **GENERAL DUTIES**

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### **Before Classes Begin**

1. Introduce yourself to the team leader, and/or a teacher in an adjacent classroom so that you'll have someone to call on if you have questions or problems. Ask about special notices, etc., that need to be sent home with students.
2. Organize materials to be used during the day (notices from the office, handouts, etc.) and check any equipment that will be used to ensure that it is working properly. If copies need to be made, please go to the main office.
3. Locate the class seating charts.
4. Locate classroom telephone.
5. Familiarize yourself with fire drills and other emergency procedures, as well as the evacuation plan posted in the classroom. Emergency folders are located in the orange folder in the bin by the door. **If you are evacuating the building for a fire drill or evacuation drill, you must take the safety folder with you.**
6. Locate the faculty lounge/dining area and adult restrooms.

### **Planning Period and Lunch**

1. Do not leave handbags or valuables unattended.
2. Follow procedures given to you by the school's administrative staff.
3. If you are to leave the building at any time you must sign out and alert the front office staff.

### **End of the Day**

1. Fill out a Substitute Teacher's Report for the appropriate grade level at the end of the day. Be honest, and note specific problems.
2. Leave the teacher's materials and students work in the classroom or in the office as instructed.

### **If you are assigned to a classroom with computer equipment**

1. Be aware of the proper treatment of the equipment.

- Do not disconnect keyboards or cables.
- At the end of the day, be certain that all equipment is turned off.

## TEACHING DUTIES

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### Before Classes Begin

1. Write your name on the chalkboard/whiteboard, if applicable.
2. Familiarize yourself with the teacher's lesson plans and Teacher's Edition of the textbooks.
3. As time permits, make notes on the lesson in your own words so that you'll be more comfortable with the materials and better organized in your presentation.
4. Anticipate student's questions about the materials and be prepared to answer them.
5. Quickly review plans and organize materials for the next lesson while the children are completing the current activity.
6. Once you are familiar with the school routine, remain close to the classroom door in the hallways during class changes.

### During Each Class

1. Begin each class as soon as the bell rings. A prompt, organized beginning will project an "in charge" image.
  - Greet the class and introduce yourself.
  - Smile.
2. Follow the lesson plan furnished by the teacher or note any changes you implemented.
3. Present an overview of the day's lesson (and a review of the previous lesson if you are returning to a class from the day before.)
4. Introduce the first activity, including the following information:
  - The title/type of the lesson
  - Write the instructional objectives on the whiteboard
  - The student's roles (taking notes, reading, etc.)
  - The amount of time to be spent on the activity
  - Related activities (discussion groups, homework, etc.)
  - Evaluation (project, composition, test, etc.)
  - During the introduction, motivate student interest by emphasizing the value of the lesson to them academically (it will help them pass the SAT) or personally (it will make learning meaningful to the student).
5. Throughout the class or subject, ensure that the students understand the lesson. Give clear, concise directions and explanations.

- Use the whiteboard or verbal cues to emphasize important points or to clarify complicated directions.
  - Watch for the signs from the students indicating confusion or an inability to hear or keep up with lecture notes, and adjust your presentation accordingly.
6. If students are doing seatwork or group work, circulate to assist them as necessary. Praise students who are doing well; give corrective feedback and encouragement to those who are having difficulty.
  7. Don't let the instructional pace drag.
    - Handle materials in an orderly manner. Have everything organized so that you don't waste time looking for books, lesson plans, etc. while students are idle.
    - Ask serious students to assist you in passing out and collecting papers, books, etc. Check for lists of "suggested helpers".
    - Move quickly from one activity to another.
  8. As much as the lesson plan will allow, vary the students' roles during the class. For example, rather than have them be listeners for an entire hour, provide activities that will require them to alternately listen, write and discuss. Younger students in particular have short attention spans so plan a variety of activities to prevent them from getting restless.
  9. Vary the order in which you call on students.
  10. Avoid confusing the students by jumping abruptly from one activity to the next. Make the transition between activities systematically, as follows:
    - Step 1: Summarize the first activity
    - Step 2: Pause for questions and comments
    - Step 3: Introduce the next activity

### **At the End of the Class or Subject**

1. Collect the students' work.
  - Immediately secure papers with a paper clip or rubber band to ensure that none are misplaced.
  - Label the papers with a cover sheet.
  - Verify with students that all papers have been turned in.
2. Review important points of the lesson, following these steps:
  - Step 1: Summarize the lesson, emphasizing the purpose of the day's activities
  - Step 2: Answer and ask specific questions about the lesson. Example: "Why are whales classified as mammals rather than fish?"
  - Step 3: Review overall objectives. Example: A lesson on using an encyclopedia to identify types of whales could be related to the overall objectives of developing research skills, writing reports on endangered species, and/or improving environmental awareness.
3. Preview the next class or subject.

- Example: “Tomorrow you will view a video on the different types of whales and form discussion groups to brainstorm methods for protecting endangered species.”

4. Go over the homework assignment with the class.
  - Carefully explain the assignment, encouraging the students to ask questions about any aspect of the assignment that they don’t understand.
  - Give directions on how the work is to be done and when the assignment is due.
  - Go over examples from the exercise with the class to ensure that the students know how to do the assignment.
  - Give directions for the next class (bring textbooks, complete worksheets, review notes, etc.)
5. Give the students specific directions for end-of-class or subject housekeeping chores. For example, rather than asking the class to “put everything away,” request that the first person in each row collect the dictionaries or that students throw away scrap paper as they leave the room.
6. Complement the students on their performance, and thank them for their good behavior and work. Let them know that you will be informing the classroom teacher of what took place.

### **After Class**

1. Organize and label the student’s work.
2. If you were unable to complete the lesson, leave a note for the teacher indicating how much you were able to cover on your **Substitute Teacher’s Report**.

## **SAFETY**

State law requires that each school have one fire drill and one emergency drill per month. Schools are required to conduct a fire drill within the 10 days of school and a school security drill within the first 15 days of the beginning of the school year.

Schools are required to hold a minimum of two of each of the following security drills annually: Hold, Secure, Lockdown, Evacuate, and Shelter. New employees are provided with the training within 60 days of the commencement of that staff member’s employment and shall be reviewed annually and updated as appropriate. The East Greenwich Township School District is adopting the Standard Response Protocol from the I Love U Guys Foundation beginning September 2022. The Standard Response Protocol consists of five specific actions that can be performed during an incident: Hold, Secure, Lockdown, Evacuation, or Shelter. Standardized Drill Signs are posted in every classroom and office throughout the buildings for quick reference, as well as on the back of staff ID cards/lanyards. Please reference and familiarize yourselves with the maps and drilling procedures provided in your emergency folder and also seen below. Emergency folders can be found in the black plastic bin next to the door in each classroom.



# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

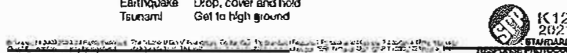
### **STUDENTS**

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



The expected behavior during a drill is walking in a single file, keeping silent, walking quickly, not running during the entire duration of the drill. If evacuating the building, students should not be assigned as door holders but rather use the 'push and go' model for exiting the classroom and building. Each person should study the traffic design for the school posted in each room. In addition, an exit may be blocked during a building evacuation. Be aware of primary and secondary exit routes. During safety drills or in the event of an emergency, teachers are responsible for counting their students to be certain everyone is present. If students are to remain inside the building, teachers must account for their students. If there is a student missing, they should report it to the main office via handheld radio or phone immediately. During a building evacuation, once your students are all accounted for, signal to your designated person or the principal depending on your location. A green card means all students are present, a red card means a student is missing and a yellow card means an extra student is present with your class. On signal, all return to the classroom.

Teachers must take their emergency folder with them when they leave their classrooms when students are present. The safety folder must contain: an accurate class list, an accurate list of pull out services (BSI, SOAR, speech, etc.) by day and period, emergency procedures and emergency exit map. Teachers assigned to handheld radios should also have them on and with them throughout the day. Any staff member going outside the building with students should also bring a handheld radio with them for safety reasons. Interior and exterior doors should never be propped open. It is the responsibility of students and staff to report safety concerns to the main office or the building administrator. If there is a concern for safety outside the building or within the halls, staff members are encouraged to initiate a Secure or a Hold. When there is a life safety threat on campus, a Lockdown should be immediately initiated by any student or staff member. Blue panic buttons have been installed throughout both buildings. They should be utilized when there is a life safety threat. When a blue panic button is pressed, a building Lockdown is initiated locking all interior and exterior doors. Additionally, 911 will be

dispatched and a message will automatically announce the Lockdown. Detailed safety and security plans can be found in staff emergency folders.

### **TELEPHONE PROCEDURE**

Teachers must answer the classroom phone at all times as it may be an important message from the office. Teachers may not answer a personal phone call during instructional time except in an emergency. Additionally, it is the teacher's responsibility to inform the main office if something is being dropped off or delivered for the student.

Personal cell phones should not be used during the instructional day. Cellphones are to be turned off or placed on silent during instruction. Personal cell phones may only be used during lunch, planning period, prior to school and after school.

### **STUDENT MEDICATION**

Medication may only be administered to students by the school physician, a certified or non certified school nurse, a substitute school nurse employed by the district, the student's parent or a student who is approved to self-administer. School employees, who have been trained and designated by the certified school nurse to administer epinephrine in an emergency, may administer epinephrine. Please note the locations of emergency epinephrine in your school. Should a student bring medication to school, notify the nurse immediately.

### **CLASSROOM MANAGEMENT AND DISCIPLINE**

An effective substitute teacher strives to create a climate in which success is expected, academics are emphasized and the environment is orderly.

As a substitute teacher, it is essential to understand and practice good classroom discipline and management. This is necessary before any classroom learning can occur. Good classroom control can be the best prevention of major classroom difficulties.

Often a class will "test" a substitute teacher. Students may try to gain status by upsetting class routines. Your response to these situations is crucial. Teacher self-control is a must! You must begin by establishing order during the first minute of the first day. Your responses must be calm, firm yet fair, and tempered with good humor. You can prevent many problems with a combination of planning, awareness, and sensitivity.

To assist you in maintaining discipline, the following guidelines are recommended.

1. Before entering the classroom, ask the school administrator for information on the "school's discipline plan" and other information on any special discipline policies or procedures followed at this school.

2. Always insist that students address all teachers and adults by their titles: Mr., Mrs., Miss, and Ms.
3. Remember that you are an adult leader and therefore not a “pal” to these students.
4. Set clear limits/standards/rules for the students and then be **CONSISTENT** in enforcing them.
5. Utilize the teacher’s whole class behavior plan if possible.
6. Expect students to behave well and **PRAISE STUDENTS** for their good behavior.
7. As you speak, **CIRCULATE** in the classroom to monitor activity and to target possible trouble spots.
8. Use your voice, eyes, and other nonverbal cues to communicate.
9. **GO TO THE STUDENTS** when they request help. This avoids confusion and unnecessary commotion.
10. Pause and wait, if necessary, for attention and silence before speaking. Avoid sarcasm and shouting!
11. Be prepared. Keep activities moving and students working. Always have some additional activities planned.
12. Use a **POSITIVE** approach.
13. If you are having problems in maintaining classroom discipline, consult one of the school’s administrators.

### **REPORTING CODE OF CONDUCT INFRACTIONS**

If a student violates the code of conduct, please refer them to administration and leave a detailed note for the homeroom teacher. Administrative contact slips can be found in the main offices of both schools. Please leave the slip in the assistant principal’s mailbox. The assistant principal will review the slip and assign discipline where necessary. **Do not send students to the main office if there is problem that requires immediate attention. Call the main office and someone will be there to provide assistance.**

### **STUDENT THREATS**

If a student makes a threat to themselves or others **immediately** report this information to the main office. Please do not leave the student unattended or allow them to leave the campus.

### **CHILD ABUSE OR NEGLECT**

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information. If you suspect child abuse, it must be reported immediately to the principal or assistant principal.

### **CONFIDENTIALITY OF STUDENT RECORDS AND INFORMATION**

It shall be the policy of the Board to protect the confidentiality of personally identifiable information in student records against all persons except those with a need to know in normal operations of the schools or school system. Any confidential information should not be disclosed to those who do not need the information or to individuals outside the school.

### **HARASSMENT, INTIMIDATION AND BULLYING**

Faculty and staff are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation and bullying or HIB.

**WHEN TRYING TO DETERMINE IF AN INCIDENT IS HIB, COMPARE IT AGAINST THE DEFINITION.**

**DOES THE INCIDENT MEET ALL OF THE FOLLOWING?**

- "Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents.
- ...is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic.
- ...takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law.
- ...substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

**AND, DOES IT MEET ONE OF THESE?**

- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or

placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

- Has the effect of insulting or demeaning any student or group of students; or
- Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

All teachers will receive HIB training at the beginning of the school year, which will address what bullying looks like, how to report it to the correct school administration, and how to coach students who have been bullied.

**Teachers are expected to:**

- A. Closely monitor student behavior in all areas of the school.
- B. Watch for signs of bullying and report them as soon as it happens.
- C. Report any families' concerns about bullying as soon as they happen.
- D. Complete the appropriate coaching if an incident of HIB has been confirmed.

**The complete East Greenwich Board of Education Policy on Harassment, Intimidation and Bullying can be found on the District Website.**

### **AVOIDING NEGLIGENCE**

Primary among many substitute teachers' concerns is protecting their students from harm, and themselves from lawsuits. While not all accidents can be avoided, liability for them can be if the teacher has provided adequate supervision. The following guidelines are offered to help you prevent injuries to students under your care, act responsibly in the event of accidents, and avoid legal problems should mishaps occur.

1. **NEVER LEAVE STUDENTS UNATTENDED.** Use the classroom intercom or send a student with a message if you need to contact the principal, another teacher, etc.
2. **NEVER USE CORPORAL PUNISHMENT WITH STUDENTS.** Corporal punishment includes hitting, pushing, pinching, forcing a child to stand up for long periods of time, making a student do push-ups, or using any physical force. **NEVER TOUCH A STUDENT.**
3. **NEVER GIVE MEDICINE OF ANY KIND INCLUDING ASPIRIN TO STUDENTS.** Refer students who are taking medication to the office or nurse for supervision.
4. Don't order a disruptive student to leave class unsupervised. Instead:
  - a. Use the phone to ask for assistance from the office
5. Caution students against hazards or unusual conditions such as slippery floors which require extraordinary care.
6. Maintain a neat, orderly, and safe environment for the students.

7. Know how to quickly contact school personnel who can assist with an emergency (administrator, nurse, etc.)
8. Report accidents or injuries to the office or nurse immediately. As soon as possible, write down what happened for school authorities and keep a copy of the report for yourself.
9. If a student appears to be ill, send them to the nurse with a pass.
10. Do not keep students after class or after school.
11. No persons from outside the school should be permitted to question or interview a student except in the presence of the principal, assistant principal or principal designee.
12. Use of cell phones and smart devices during instructional time is not permitted.
13. Avoid introducing controversial subjects or materials to classes.
14. Do not advertise products or services or announce public meetings during class.
15. Do not give gifts including candy to students.
16. Avoid being left alone with a student for extended periods of time.
17. Safeguard equipment and material against abuse and theft.
18. If a student teacher is assigned to your class, remain on duty in the classroom, assisting the student teacher as necessary.
19. Maintain the confidentiality of student information. Do not share with neighbors, friends, and other teachers/students.
20. The use of profanity will not be tolerated.
21. No persons, including parents, should visit a classroom without the approval of the principal or assistant principal.
22. Substitute teachers are not permitted to call parents regarding discipline concerns. Leave a note for the classroom teacher regarding specific infractions and concerns.
23. Substitute teachers are not permitted to use a teacher's computer for personal use (i.e. check email, browse the internet).
24. Backpack searches are not permissible. Contact the main office if there is something of suspicion.

## 2024-2025 Proposed District Goals

### **District Goal A:** Implement a multi tiered system of supports for mental health.

#### Action Steps:

Implement the Clayton Model Pilot Program grant, known as the *Child Connection Center*, for the 2024-2025 school year at the Jeffrey Clark School.

Implement the Enhancing School Mental Health Services grant, Year 2.

### **District Goal B:** Implement iReady Math Classroom with fidelity in grades B-5

#### Action Steps:

Revise B-5 curricula to reflect iReady Math Classroom resources.

Create and implement B-5 instructional models which reflect the components of iReady Math.

Provide ongoing professional development and targeted support to administrators and instructional staff on the iReady Math resources and implementation.

Incorporate problem-based learning in math through a minimum of 3 *Math in Action* projects per grade per year.

### **District Goal C:** Implement the Strategic Plan, Year 3, Action Plans.

#### Action Steps:

Articulate the goals and action plans to all stakeholders.

Provide updates on progress towards goals midyear and end of year.

Evaluate and refine, if necessary, Year 3 Action Plans based on emergent needs.

### **District Goal D:** Expand the district's preschool program through Preschool Expansion Aid (This goal is pending receipt of the aid. Notifications will be made to districts in "late fall".)

#### Action Steps:

Hire district preschool staff (teachers, instructional aides) and contracted preschool staff (Preschool Instructional Coach, Preschool Intervention and Referral Specialists, Social Worker).

Purchase classroom materials and set up classrooms.

Purchase curricular materials and provide training to staff.

Communicate preschool program opportunity to community stakeholders.

Hold a lottery and register students.

Plan transportation.

Orient parents, students and staff.

Launch the program no later than 75 days after the notification of the PEA.

# **East Greenwich Township Schools**

## **Code of Conduct**

The East Greenwich Township School District's Code of Conduct is aligned with our mission statement. This mission statement exemplifies our goal to provide a safe and secure learning environment. Our district uses a multi-tiered system of supports as a framework to promote a school climate that supports the instruction of students in the academic, social and behavioral skills needed for students to be successful in school and as citizens of the community.

Multi-tiered systems of support create school environments where standards for behavior are taught, problem behaviors are prevented, students and adults have positive relationships, and students understand what is expected of them as learners at school. All students are supported through a tiered model of increasingly intense interventions or enhancements that are available based upon a student's individual academic and behavioral needs. With the use of prevention and intervention strategies that support students' behavior and social-emotional needs, school staff facilitate both academic and social development of all students.

EGSD promotes the following universal expectations for all students and staff based on the following traits: kindness, respect, responsibility, acceptance, integrity, and perseverance.

In order to accomplish these goals, *all* stakeholders must work in collaboration to foster mutual respect within the school community.

- Students will grow to conduct themselves in a manner that reflects our character traits with the support of parents/guardians, administrators, teachers, and staff.
- Staff members are expected to engage students in prevention and intervention strategies that promote positive behavior and address problem behavior. Student behavioral concerns will be addressed with corrective and restorative responses, as well as logical consequences.
- Administrators will intervene when the discipline offenses are repeated, are severe in nature, and/or when interventions are not successful.
- Parents and guardians of students are responsible for understanding the district's behavior expectations and supporting the child's adherence to the code of conduct.



## **Where and When the Student Code of Conduct Applies**

The code of conduct applies to students at all times during the school day, while on school property (including during before and after school programs), while traveling to and from school, at any school-sponsored event, at bus stops, on any vehicle funded by the East Greenwich Township Public Schools, or at any time or place which may affect an educational function, including when accessing the district's electronic network services or on remote instruction.

## **Progressive Levels of Corrective Response**

Corrective responses provide a profound emphasis on what we want students to do and learn. Corrective responses include a focus on instruction in appropriate behavior, culturally responsive support strategies and social emotional learning opportunities through our character education curriculum and positive behavior supports. The goals of assigning corrective responses and consequences are to maintain a safe environment, maximize all students' learning, and improve students' behavior and problem solving skills. Appropriate interventions and consequences for students place an emphasis on correcting student behavior through classroom and school-based resources at the lowest possible level of intrusion and exclusion. All interventions should balance needs of the student, needs of those affected by the behavior and the needs of the overall school community. When teachers and/or administrators consider corrective responses, restorative practices, or instructive consequences, the following factors will be considered:

- Student's age, developmental level, and grade,
- Student's prior behavior patterns and responses to interventions
- Student's intent and the severity of harm caused

# East Greenwich Township School District

## Response to Code of Conduct Infractions

### Tier 1 Classroom-Level Behaviors

Not following expected behaviors under teacher supervision.

(i.e. disruptive behavior, not following directions or off-task behavior, leaving classroom/assigned area, refusal to leave an assigned area, violation of the Acceptable Use Policy (BOE Policy 2361), use of unauthorized electronic device, inappropriate/unkind/disrespectful language or gestures, insubordination/noncompliance, not having a safe body (ex. pushing, shoving, hitting and/or kicking).

### Teacher Actions

#### Required Actions:

Parent phone call, teacher/student conference, log incident into Realtime, provide a consequence and a restorative support option.

#### Consequences:

Privilege Loss, In-Class Time Out, Lunch or Recess Detention (Not to Exceed 2 Recesses per Week), Warning

#### Restorative Support Options:

Apology Restitution, Reflection Assignment, Positive Reinforcement/Praise, Behavioral Contract/Behavior Plan, Teach/Re-teach Student Expectations, Social Story, Behavior Map

If the student has three incident reports for the same behavior with the same staff member and the staff member has logged the incidents in Realtime with the date of parent contact, implemented 3 consequences and 3 restorative supports, the staff member will complete an office referral.

### Tier 2 Behaviors

#### Administrative Referral

Disruptive behavior  
Leaving classroom/assigned area  
Refusal to return to classroom/assigned area  
Unsafe body (ex. pushing, shoving, hitting, and/or kicking)  
Inappropriate/unkind/disrespectful language/gesture including spitting.  
Knowingly making false accusations  
Insubordination/non-compliance  
Violation of Acceptable Use Policy (BOE Policy 2361)  
Violation of Bicycle/Scooter Safety Rules  
Theft (Under \$10)  
Violation of dress code policy (BOE Policy 5511)  
Use of unauthorized electronic device on bus, in and after school, or at school events (BOE Policy 2363)  
Unauthorized recording or photography of students or staff (BOE Policy 5516)  
Failure to serve detention

### Administrator Actions

#### Required Actions:

Parent phone call, admin/student conference, log incident into Realtime

#### Restorative Support Options

Apology Restitution  
Behavioral Contract  
Check In/Check Out  
Connect and Reflect Assignment  
Daily/Weekly Report  
Corrective Restitution  
Plan Review Meeting  
Referral to I&RS, Health Service, Counselor, CST  
Conference with Parent/Guardian  
Social Story  
Behavior Map  
Formal Behavior Plan

#### Possible Consequences:

After School Detention  
Before School Detention  
Recess Detention (Not to Exceed 20 Minutes)  
Privilege Loss  
Lunch Detention  
Financial Restitution (Theft)  
Warning  
Bus Suspension

### Tier 3 Behaviors

#### Administrative Referral

Leaving building/ school grounds  
Instigation/  
Incitement to fight  
Physical altercation (ex. close fist fight)  
Inappropriate language or gestures directed at others  
Damage or vandalism to school property/technology  
Theft (over \$10)  
Harassment, intimidation, bullying (BOE Policy 5512)  
Possession of a toy weapon  
Possession of an authentic weapon  
Possession or distribution of illegal substances  
Violating the rights of others (hazing, hate speech, slurs)  
Tampering alarms or making false emergency calls  
Making threats  
Sexual harassment (BOE Policy 5751)  
Physical aggression towards staff member  
Knowingly making false accusations about a student or staff member  
Unauthorized recording or photography of students or staff (BOE Policy 5516)

### Administrator Actions

#### Required Actions:

Parent phone call, teacher/student conference, log incident into Realtime

#### Other Restorative Support Options

Behavioral Contract  
Connect and Reflect Assignment  
Corrective Restitution  
Plan Review Meeting  
Referral to I&RS, Health Services, Counselor, CST  
Threat Assessment (Threat)  
Social Story  
Behavior Map  
Formal Behavior Plan

#### Other Additional Consequences:

Financial Restitution (Theft)  
After School Detention(s)  
Before School Detention(s)  
Conference with Parent/Guardian  
Loss of Privileges  
Recess Detention(s)-Not to Exceed 2 per Week  
Lunch Detention(s)  
Bus Suspension  
Suspension  
Expulsion

Teachers are to follow the district Code of Conduct when addressing behavior and giving discipline consequences. All parent contact regarding discipline is expected in the form of a parent phone call, not via Class Dojo or email. Email and Class Dojo are supplemental means of communication and can be conducted in conjunction with a phone call. Parent contact and consequences are to be recorded in Real Time. Please follow procedures outlined in the Code of Conduct to determine when a break of school policy should be reported to administration by way of a discipline referral.

*Please do not send students to the main office. Complete the administrative referral form and send the completed form only to the office.* If there is an emergency situation, please call the main office for assistance and use the chart below to report the severity of the behavior. Do not leave a message. When a staff member calls on the telephone or uses the handheld radio to request for assistance, they must indicate the level of behavior and room number in which the incident is taking place.

*No pupil is to be left unsupervised at any time either in the classroom or hallways.*

### **Administrative Discipline Referrals**

Administrative office referrals must be completed using the paper administrative referral form available in the main office. It is expected an administrative referral is submitted on the day in which the incident occurred, so that students can be interviewed and parents contacted. Please submit the written referral on your next available non-instructional time, such as lunch or prep. If the incident occurs at the end of the day or after your non-instructional periods, contact the office and then send the referral to the main office in a sealed envelope. If the incident or infraction is severe in nature and requires immediate attention, please contact the main office immediately.

### **Academic Integrity**

The East Greenwich Township School District students are expected to observe the highest standards of integrity when meeting the requirements of his or her academic curriculum. Pupils are expected to be honest in all of their academic work. This means they will not engage in the following acts:

- cheating on examinations and assignments.
- plagiarism on any academic work
- Falsifying, altering or tampering with official passes, notes, grades, or signatures.

Violation of BOE policy 5701 will result in a parent phone call and a student conference. In the event of plagiarism or cheating, the student may receive a zero on that assignment. If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must

describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.

### **Threats Towards Another**

The Board of Education directs all school district staff members to be alert to a student who exhibits warning signs of destruction to others. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the principal or designee. A threat assessment will be conducted by the principal or designee and disciplinary action will occur. Threats to others may be brought to the attention of the Threat Assessment Team for further evaluation. At the conclusion of the threat assessment, the child may be referred to outside counseling and/or support services or he or she may be required to be evaluated and cleared by a mental health specialist prior to returning to school.

### **Suspensions/Expulsions**

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him or her, or of the habitual use of profanity or of obscene language or actions, or who shall cut, deface or otherwise injure any school property shall be liable to punishment and to suspension and expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A 18A:37-2 and the school district's student discipline/code of conduct policy and regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.



# Emergency Virtual Instruction Plan

## 2024-2025

Pending approval by the East Greenwich Township Board of Education  
on August 21, 2024

## Introduction

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9.

In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education.

This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. A superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction.

A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

Any district program of virtual or remote instruction implemented for the general education students shall provide the same educational opportunities to students with disabilities. Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to students with disabilities through the use of electronic communication or a virtual or online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

## Instruction

Equitable access to instruction will be provided to all students.

### Connectivity

Students who do not have internet access will be provided with access to the internet.

### Devices

The district maintains a supply of Chromebooks, and students in preschool and Beginners in need of a device will be provided one. Students in grades 1 and 2 are assigned a district Chromebook for use when in school. In the event of an unexpected closure, pick up times will be arranged, so families can pick up a device at the school. Students in grades 3 through 6 are assigned a district Chromebook.

### Instructional Day

In the event of an emergency closure, the district will maintain the same daily schedule as an in person learning day. The school day begins at 8:40am and ends at 3:20pm. Staff and students will follow their in-person schedule for academic instruction, special area instruction, related services, lunch and recess. Change to the daily schedule may be made due to the length of the closure.

### Delivery of Instruction

A blend of synchronous and asynchronous learning will occur. Factors such as the anticipated length of closure and the developmental needs of the students will be considered when determining how instruction will be delivered and which materials/resources will be used.

Google Suite for Education, specifically Google Meet will be used to deliver synchronous instruction, and Google Classroom will be used to provide access to materials for asynchronous instruction. All staff and students have active Google accounts.

Special education related services, when permissible by law, will continue to be provided virtually.

### Student Progress

In a virtual environment, student progress will be measured in a variety of ways. Formative methods, such as teacher observation, student participation, review of student assignments, virtual rating scales, exit tickets, etc. will continue to be used in the virtual environment. Summative assessments, such as tests and projects can also continue to take place in the virtual environment, using online subscription services and platforms. Additionally, small group instruction and 1:1 virtual sessions will be used to assess students.

## Special Education Needs

Special education students will continue to receive instruction virtually through both synchronous and asynchronous instruction

Related services will continue in the virtual environment where permissible by law. Student progress monitoring will continue to ensure students' progress is documented.

Based on the anticipated length of closure, case managers may contact parents regarding how specific modifications and/or accommodations are implemented in a virtual environment.

IEP meetings, evaluations and reevaluations will continue to occur in a virtual environment.

## Addressing English Language Learners

In a virtual environment, services will continue to be delivered to ELL students. Access to technology and materials will continue to be available. Translated and leveled literacy materials are available via Google platform. Differentiation and technology will be used to support the instructional needs of students.

Communication with families of ELL students occurs electronically with the support of Google translation features through the Google Translate application.

Depending upon the length and purpose of the closure, additional, specific training may be provided to staff to ensure culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students.

## Attendance

Attendance will be measured daily at 8:40am. This is the start of synchronous virtual instruction. During synchronous classes, attendance will be taken. During asynchronous work time, attendance will not be taken. Students must be logged into the meet and participate to be considered present.

The district will follow all current policies and procedures for attendance (and non-attendance) in a virtual environment. After 5, 9, 12, 15 and beyond absent days, a letter will be sent by the respective principal to the parents indicating the serious nature of continued absences.

After a total of fifteen (15) days absent, a doctor's note will be required for each additional absence. In addition, a conference will be held with the parent, school nurse, guidance counselor, classroom teacher and the principal to develop a plan of action to correct the truancy problem.



If the parent does not comply with the doctor's note request, a conference will be held with the Superintendent and the above mentioned staff members.

## Meals

In the event of an emergency closure, if meal pick up and/or delivery is required by executive order or law, meals will be provided to families. The district will establish and publicize a schedule for meal pick up and/or delivery.

## Facilities

In the event of an extended closure, the buildings will continue to be maintained. Based on the reason for the closure, the building maintenance shift schedule may be adjusted to accommodate for health and safety reasons.

## Other Considerations

Our Gifted and Talented courses, Take Flight and SOAR, will continue in the virtual environment. Enrichment activities for all students, such as STEAM class, will continue in the virtual environment. Instrumental music lessons will continue in the virtual environment. Clubs may continue in the virtual environment; however, due to the nature of the club and the typical activities, adjustments may be made for a virtual environment or the club may be temporarily suspended.

Basic skills and other academic interventions will continue in the virtual environment.

The social and emotional health of all will continue to be a priority. Monthly counselor lessons, small group and individual counseling sessions will continue in the virtual environment for students. Staff has access to free mental health services through our Employee Assistance Program with Cooper University Hospital. Care Solace will continue to be used to assist staff and parents in locating mental health resources in the community.

The before and after school program will not take place when the physical building is closed due to a public health emergency. To the extent possible, community programs will continue in the virtual environment. The district will work with the provider to support a virtual platform.

Essential employees will be identified based on the reason and expected duration of a public health emergency. A list will be provided to the county office at the start of the closure.

## Essential Personnel

In the event of an emergency closure with a shift to virtual instruction, essential personnel are those who are required to report to work in person to ensure continued operations. The list of essential staff members will be adjusted based on the length and purpose of the closure. In the event of an emergency closure, the list below will be updated and shared with the Gloucester County Office of Education and district employees.

### **Essential Personnel List (subject to change based on length and purpose of closure):**

Superintendent

All administrators

All directors and managers (Cafeteria, Facilities, IT, Transportation)

Secretarial staff

Maintenance/custodial staff

School Resource Officers (SRO's)

***Nikolaos C. Koutsogiannis***  
***Superintendent of Schools***



***Frances C. Adler***  
***Business Administrator***

July 2024

Dear Jeffrey Clark Elementary School,

The Clayton Model Pilot Program Team is delighted to inform you that your district/school has been accepted into the 2024-2025 Clayton Model Pilot Program.

We are confident that the vision and goals of the Clayton Model will align with your district needs and together we will be able to provide SEL supports to your students, staff, and school community as a whole.

Attached you will find our memorandum of agreement for your review. In the next few weeks, a member of our team will be reaching out to your office to schedule a time to review all documentation and discuss next steps to incorporate the Clayton Model within your school.

We look forward to this new partnership and wish you a successful start to the school year,

Sincerely,

*Kate Hallinan*

Kate Hallinan

Clayton Model Pilot Program Coordinator

**CLAYTON PUBLIC SCHOOL DISTRICT**  
**350 East Clinton Street, Clayton NJ 08312**  
**(856) 881-8700**  
**[www.claytonps.org](http://www.claytonps.org)**

## Clayton Model Pilot Program Memorandum of Agreement

2024-2025

Participation in the Clayton Model Pilot Program requires a strong commitment from both the district and participating schools to implement, monitor and evaluate their implementation of social and emotional learning practices in accordance with P.L. 2021 c. 85.

Districts and schools participating in the pilot program agree to the following assurances in order to successfully implement the Clayton Model Pilot Program with fidelity and anticipated success.

The school identified for project participation shall:

- Commit to participating in this project for the 2024-2025 school year;
- Commit to a local contribution of 15% (\$20,500) of direct costs for the 2024-2025 school year, per participating school, made payable via invoice provided by Gloucester County Special Services School District;
- Designate a staff member who shall serve as an on-site supervisor of the pilot program staff within your school (typically the building Principal or Vice Principal), enable the collection of data and facilitate reporting of the program's implementation and outcomes to school district stakeholders, the Walter Rand Institute, Rutgers University, and Clayton Model Pilot Program Administrators;
- Provide administrative support to encourage school-wide/community engagement in the Clayton Model Pilot Program, this implies clear articulation of the program to teachers and staff (during back to school presentations, administrative meetings, staff in-service, etc.); frequent monitoring of the program through regular communication with Clayton Model staff and Program Coordinators; supporting high visibility of the Clayton Model program throughout the school community (e.g. posting CCC information on school website, social media outlets, sharing CCC brochures and program information with students, families, and staff); support integration of Clayton Model staff into the school community (enabling those staff to be present within the school, in classrooms, on the playground, and in the lunchroom, etc.) and permit Clayton Model staff to participate in I&RS, PIRT, and PBSIS (etc.) programs (as deemed relevant/applicable);

- Comply with all mandatory evaluation requirements including sharing school-wide data (i.e. number of office or discipline referrals, number of suspensions, attendance rate, grades, graduation rate, perceptions of progress, classification/de-classification); tracking outcomes for students and families; and participation in evaluation surveys, interviews, and small focus groups during scheduled intervals (for staff and administration);
- Support implementation of the Clayton Model Pilot Program with guidance from the Clayton Model Pilot Program staff including: follow the schedule of orientation sessions (for administration and whole-staff); facilitate open communications between the Clayton Model staff and the school community; connect Clayton Model staff to existing SEL supports within the school; and communicate regularly the school's SEL needs with the Clayton Model staff;
- Provide a physical office/meeting space/classroom within the school and designate the area as the "Child Connection Center." The Child Connection Center (CCC) is a space ideal for at least 4-6 people. This space is private/not a shared space with other school staff, so that students and/or families can engage in counseling-based conversations, small group sessions, etc.;
- Provide Technology & IT Support to the Clayton Model Pilot Program staff including but not limited to; an individualized phone extension for the Child Connection Center (CCC); provide a school-based email address for on-site Clayton Model staff, provide Wi-Fi access/logins, provide staff with building access (ie fobs and/or ids, keys), and enable those staff access to the school's student data-base system;

Name of Chief School Administrator or Superintendent: Andrea Evans

Signature of Chief School Administrator or Superintendent: Andrea Evans

Date: 8/14/24

Name of participating School Principal: Jessica Loggia

Signature of participating School Principal: Jessica Loggia

Date: 8/14/24

# Comprehensive Equity Plan Statement of Assurance 2024-2025

send the signed form to your Executive County Superintendent  
by August 15, 2024

*School District, Charter School or Renaissance School Project Information School Year 2024-2025*

Name of County: Gloucester

Name of School District/Charter School/Renaissance School Project: East Greenwich Township School District

Address: 559 Kings Highway, Mickleton, NJ 08056

Affirmative Action Officer (AAO): Erica Sloan, Assistant Principal

Telephone #: 856-423-0613 ext. 1080

AAO Email: sloane@eastgreenwich.k12.nj.us

Alternate Contact Person: Beth Ann Godfrey

Telephone #: 856-423-0412 ext. 1090

Title: Supervisor of CST

Email: godfreyb@eastgreenwich.k12.nj.us

- 
1. The school district, charter school or renaissance school project has reviewed its implementation strategies for school year 2023-2024 and provides assurance that the implementation timeline has been met at each school within the district, charter school or renaissance school project, if applicable. The areas of noncompliance as indicated in the CEP have met specific indicators of achievement at each site, if applicable, during this previous school year.
  2. The school district, charter school or renaissance school project will continue to fully implement the NJDOE approved 2019-2022 Comprehensive Equity Plan through the 2024-2025 school year.
  3. The district, charter school or renaissance school project will achieve and maintain compliance with all applicable laws, codes, and regulations governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.

## *Certification:*

By signing below, the Chief School Administrator or Charter or Renaissance School Project Lead Person certifies that all statements above are true and correct:

Name: Andrea Evans

Title: Superintendent

Signature: 

Date: August 1, 2024