

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

MINUTES

REGULAR MEETING

Tenakill Middle School

August 20, 2026 - 7:30 PM

The Board meeting was called to order by Ms. Finkelstein at 7:32 p.m.

The following Board Members were present:

Ms. Lee, Ms. Micera, Mr. Shih (arrived 7:42 p.m.), Mr. Choi, Ms. Ravid, Mr. Paldi, and Ms. Finkelstein

The following Board Members were absent:

Ms. Argenziano and Ms. Estrems

Also present:

Mr. McHale and Mr. Villanueva

NEW JERSEY OPEN PUBLIC MEETINGS ACT STATEMENT - Read by the President:

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act and NJ Statute, the Secretary to the Board of Education has caused notice of this meeting to be published on the District's official website homepage. The date, time, and place of this meeting were also posted at each school building within the District, at the Board of Education office, and at the Office of the Borough Clerk. Through the end of this calendar year, a notice will also be published in the newspaper. That notice directs the public to the District's official website, where the full meeting notice may be viewed.

PLEDGE OF ALLEGIANCE

PRINCIPALS' REPORTS

Ms. Diane Smith, Principal of Hillside Elementary, shared with the Board and the community her report:

Enrollment

Hillside's current enrollment is 569 students, with an additional student expected to begin mid-September.

Sidewalk Improvement

Work is expected to conclude this week. The administration appreciates the cooperation of the staff and community during this project.

Hillside Happenings

On Monday, families received the second summer newsletter, which included staff information, summer reading and math recommendations, and first-day-of-school arrival and dismissal information. This information is also posted on the school website.

New Staff Members

The school is excited to welcome the following new team members:

- Ms. Kelly Kawaguchi: Grade One leave replacement through the end of November.
- Ms. Alexis Kastrinos: Special education leave replacement through the end of November.
- Ms. Melanie Jimenez: Third grade leave replacement.
- Ms. Isabella Vitolo: Former clinical intern joining the second grade team.
- Mr. Joseph Moskowitz: Former Hillside paraprofessional joining the fourth grade team.
- Ms. Bina Rivard: Joining the Plus team.
- Ms. Melanie Arnold & Ms. Tracy Barron: Serving as Hillside's behaviorists.
- Ms. Bridget Smith: Serving as the clinician from West Bergen Mental Healthcare.

New staff members will attend the Northern Valley Curriculum Center-sponsored "Off to a Great Start" sessions next week and attend Closter's new teacher orientation on Thursday. In the afternoon, Mr. O'Neill and the school leadership will meet to review information about Hillside.

Counselor Update

Last week, school leadership met with the school counselors to review and plan for implementation of the district goal. Focus areas included:

- Preparing staff professional development for the September faculty meeting on consistent language for conflict resolution and in-person counselor lessons
- Presenting at Back to School Night to provide an overview of the ICARE program
- Creating a shared resource folder for staff

The school will use its ICARE school safety monthly meetings to continue planning.

Upcoming Events

- August 27 — Hillside Hello: New-to-district visitation for students in grades 1–4 (31 new students currently invited).
- September 2 — Kindergarten Kickstart: Invites kindergarten students and an adult to meet their teacher, peers, and classroom. The PTO is sponsoring two follow-up events:
 - Kindercamp: Immediately following Kickstart on the Hillside playground.
 - Chalk the Walk: Held in the early evening, where fourth graders are invited to leave positive messages for younger students.
- September 15 — Back to School Night: Grades 3–4.
- September 22 — Back to School Night: Grades PK–2.

Families can expect to receive specific Back-to-School Night information during the week of September 7. School leadership looks forward to welcoming back all students and staff for a year filled with learning, laughs, and Hillside love.

Ms. Christine Cippolini, Principal of Tenakill Middle School, shared with the Board and the community her report:

Tenakill Middle School (TMS) currently has an enrollment of 568 students, with four additional students pending enrollment. TMS recently hosted a parent and student orientation for all incoming fifth graders and new students. The event featured a scavenger hunt, details on scheduling and school programming, a Q&A session, locker setup and combination practice, and an opportunity for students to meet several teachers. For the 2026–2027 school year, all fifth-grade re-registration is being conducted online, and Chromebook pickup for incoming fifth graders began on Wednesday.

Preparation throughout August has been supported by the custodial staff, secretarial team, and Mr. Salvati.

The Back-to-School edition of the Tenakill Times was emailed to families on Monday, August 17. The newsletter provides details on the CharacterStrong SEL programming, fall sports for grades 6–8, first-day schedule information, and an updated bell schedule. In line with district goals, the monthly newsletter will feature regular updates from the counselor's corner, academic and programming news, and a new section dedicated to home-school connections related to CharacterStrong.

Back to School Nights are scheduled as follows:

- *Grades 5 and 6: September 16 at 6:30 PM*
- *Grades 7 and 8: September 23 at 6:30 PM (Includes a High School Transition Information Session for parents)*

Additional details will be shared with families in the coming weeks.

TMS is also introducing "W.I.N. Period" (What I Need), a dedicated weekly time each Thursday for personalized academic support. During W.I.N. Period, students can complete assignments, finish assessments, or receive small-group assistance from teachers. Students without active assignments will use the time during their advisory class for independent reading, followed by an end-of-class reflection.

TMS announced several new staff members for the 2026–2027 school year:

- *Julianne Bilotta – ESL Teacher*
- *Deborah Gonzalez – ESL Teacher (transitioning from HES)*
- *Adrienne Stuart – Special Education Teacher*
- *Sing Han – Leave Replacement Special Education Teacher*
- *Emily Linick – School Psychologist, Child Study Team / Case Manager*
- *Ashley Ryan – LDTC, Child Study Team / Case Manager*

- Tracy Barron – BCBA (Behaviorist)
- Hailee Scarafile – Speech-Language Pathologist
- Bridget Smith – West Bergen Clinician

New staff members will attend the NVCC orientation next week and the in-district orientation on August 27.

All staff will return on September 1 and 2 for classroom preparation, faculty exchange sessions, and professional development. Students' first day of school is scheduled for September 3.

DIRECTOR OF SPECIAL SERVICES' REPORT

Ms. Lori Cohen, Director of Special Services, shared with the Board and the community her report:

Student Enrollment

The Child Study Team (CST) completed a busy summer of evaluations, meetings, and case management, ensuring student programs are fully established for the start of the school year.

As of late August, the District serves 171 students with Individualized Education Programs (IEPs):

- Hillside Elementary School (HES): 60 students
- Tenakill Middle School (TMS): 100 students
- Out-of-District Placements: 11 students

Additionally, 10 students are currently in the CST evaluation process (6 at Hillside, 4 at Tenakill). With no new referrals for Speech-Only IEPs, that enrollment remains at 23 students (17 at HES, 6 at TMS).

The Integrated Preschool program has 26 general education and 8 special education students enrolled across 3 integrated classrooms. The Preschool Pop-In is scheduled for September 2nd at 2:30 PM.

Department Goals for 2026–2027

Aligned with the Profile of a Closter Learner, the Special Services Department established two building-level goals for the 2026–2027 school year:

- Hillside Elementary School Goal: Support students with IEPs in demonstrating measurable growth in emotional regulation, resilience, and self-awareness through consistent, developmentally appropriate behavioral and social-emotional supports that foster well-balanced individuals.

- *Tenakill Middle School Goal: Support students with IEPs to become mindful communicators who express their needs, thoughts, and perspectives clearly and respectfully in academic and social settings.*

Upcoming department meetings will focus on activities and professional development opportunities targeted toward achieving these goals.

Special Education Parent Advisory Group (SEPAG)

Preparations are underway for the upcoming SEPAG meeting schedule. To accommodate varying family schedules, meetings will be offered during both day and evening hours. The schedule will also feature a Lunch and Learn session with the New Jersey Department of Education (NJDOE) Special Education Ombudsman to help families, students, and staff address questions or concerns about special education programs and services.

Professional Development

- *August 26: New case managers participate in a Realtime training session to gain familiarity with the platform used for IEP development.*
- *September 1: Paraprofessionals will attend a professional development session led by district behaviorists focusing on the functions of behavior and procedures for requesting support. They will also meet with case managers to review accommodations for assigned students prior to the first day of school.*

SUPERINTENDENT'S REPORT

Mr. Vincent McHale, Superintendent of Schools, shared with the Board and the community his report:

The countdown to the 2026-2027 school year is underway for Closter Public Schools. Teachers and staff will return on Tuesday, September 1, 2026, and students will return on Thursday, September 3, 2026. Administrators, secretaries, and custodians have prepared the facilities for the upcoming academic year.

Orientation and New Staff

- *Ten new employees will attend an orientation at the Northern Valley Curriculum Center next week.*
- *On Thursday, August 27, 2026, new teachers, staff, long-term leave replacements, and clinical interns from Ramapo College will attend district orientation.*
- *The Closter Education Association will provide lunch for the new hires, and the administrative team organized the orientation event.*

PTO Contributions

- *The Closter PTO donated \$337,000 to the district this year to support student and staff initiatives at Hillside Elementary School (HES) and Tenakill Middle School (TMS).*
- *Details regarding the allocation of these funds will be shared in the coming months.*

- The PTO is also providing a welcome-back breakfast for the staff on September 1, 2026.

District Initiatives and Policy Updates

- *Profile of a Closter Learner (POCL) Rubric:* This fall, the district is launching the POCL Rubric across PreK–2, Grades 3–5, and Grades 6–8 to assess skills like critical thinking, collaboration, and character. Teachers will receive training on September 2, 2026. Families will receive a progress report at the end of the first year, followed by report-card interval reporting in subsequent years.
- *Personal Electronic Device Policy:* In compliance with New Jersey's "bell-to-bell" law (P.L. 2025, c.195), updated Policy 5516 restricts student use of cell phones and smartwatches from arrival through dismissal at both HES (stored in backpacks) and TMS (stored in lockers), with exceptions for documented medical needs.

Mark your calendars for Back-to-School Nights:

Tuesday, September 15, 2026: Grades 3–4, HES, 6:30 – 8:00 p.m.

Wednesday, September 16, 2026: Grades 5-6, TMS, 6:30 – 8:30 p.m.

Tuesday, September 22 2026: Grades PreK-2 , HES, 6:30 – 8:00 p.m.

Wednesday, September 23, 2026: Grades 7–8, TMS, 6:30 – 8:30 p.m.

BOARD COMMITTEES

Ms. Cathy Lee reported that the Curriculum Committee met on July 24 to review the updated K–8 Science curriculum units. The Committee confirmed alignment with the 2026 New Jersey Student Learning Standards for Science and reviewed the curriculum for appropriate progression into high school coursework. The Committee also confirmed that the curriculum guides satisfy QSAC Instruction and Program Indicators 9–15 and recommended Board approval of Board Operations Motion G, readopting all NVCC core curriculum guides. The Committee reviewed QSAC monitoring requirements and discussed documentation and evidence necessary to demonstrate compliance. During the meeting, Mr. McHale updated the Committee on district mathematics support. K–6 coaching through the Curriculum to Classroom series will continue during the 2026–2027 school year, with the focus determined by needs identified through end-of-year check-ins.

Ms. Janine Micera reported that the Policy Committee reviewed the kindergarten entrance age policy and considered relevant research and legal guidance. District counsel confirmed that the current policy is consistent with New Jersey law and advised against ad hoc exceptions. The Committee recommended maintaining the current policy and permitting delayed entry only through the district's existing individualized exception process. The Committee also reviewed Policy and Regulation 5516 regarding student use of electronic devices and compliance with the new bell-to-bell law. The policy and regulation will be presented for first reading and considered for emergency adoption prior to the start of the 2026–2027 school year

PUBLIC COMMENTS ON AGENDA ITEMS

Moved by **Mr. Paldi**, seconded by **Ms. Micera** to open the meeting to the public.

Statements made by individual participants are limited to a duration of three (3) minutes unless otherwise announced at the beginning of the discussion. A maximum of 15 minutes for public input is scheduled as per bylaw 0167. The Board urges large groups to select one person to represent them. The Board reminds those individuals who take the opportunity to speak to please step up, identify themselves by name and address, and to limit their comments to items listed on the agenda.

There were no public comments.

Moved by **Ms. Micera**, seconded by **Mr. Paldi** to resume the regular order of business.

BOARD OPERATIONS

Moved by **Mr. Shih**, seconded by **Ms. Micera** to approve Motions A - G.

Mr. McHale highlighted a generous donation from the Closter PTO and recognized the significant positive impact of the PTO's continued efforts on the schools. Ms. Finkelstein expressed appreciation for the PTO's hard work and dedication, and acknowledged the strong engagement of Closter families as partners in the school community. The remaining trustees echoed this sentiment.

Ms. Finkelstein also advised that the NJSBA representative will attend the October Board meeting, rather than the originally scheduled August meeting. Board members who have not yet completed the Board self-evaluation will be contacted to do so, as the results will inform discussions before the October meeting.

Motions were **approved** by a roll call vote of the Board as follows:

YEAS: Ms. Lee, Ms. Micera, Mr. Shih, Mr. Choi, Ms. Ravid, Mr. Paldi, and Ms. Finkelstein

NAYS: None

A. APPROVAL - Board of Education Meeting Minutes

Motion to approve the July 16, 2026, Board of Education meeting minutes.

B. APPROVAL - Harassment, Intimidation or Bullying (HIB)

Motion to affirm the decision of the Superintendent of Schools regarding Harassment, Intimidation or Bullying (HIB) incident TMS-2526-28 as reported to the Board in Executive Session at the July 16, 2026, meeting.

C. APPROVAL - District Goals - 2026-2027 School Year

Motion to approve the District goals for the 2026-2027 school year, as per Appendix A.

D. **APPROVAL - Acceptance of Donation from the Closter PTO**

Motion to accept, with gratitude, the donation from the Closter Parent Teacher Organization (PTO) in the total amount of \$337,000.00 for the 2026-2027 school year, of which \$311,000.00 will be received and managed by the District, and \$26,000.00 will remain with the PTO for activities and purchases handled directly by the PTO.

E. **APPROVAL - Use of Facilities for Temple Emanu-El of Closter**

Motion to approve Temple Emanu-El of Closter's use of the Hillside Elementary School parking lot on September 12-13, 2026, and September 20-21, 2026.

F. **APPROVAL - Independent Educational Evaluations Maximum Costs**

WHEREAS, on May 27, 2021, the Board adopted Policy 2468 governing Independent Educational Evaluations; and

WHEREAS, Policy 2468 requires the Board to annually determine and approve the maximum costs it will pay for such evaluations, with anything above those maximum costs deemed unreasonably excessive;

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Board hereby adopts the following maximum costs for the assessments listed below when they are conducted as part of an independent educational evaluation, consistent with Policy No. 2468, effective immediately and through June 30, 2027:

- Assistive Technology: \$1,250
- Auditory Processing/Hearing Acuity: \$1,000
- Early Childhood: \$1,350
- Educational: \$1,000
- Functional or Adaptive Behavior: \$1,000
- Neurological: \$1,500
- Neuropsychiatric: \$1,500
- Neuropsychological: \$2,000
- Occupational Therapy: \$750
- Physical Therapy: \$750
- Psychiatric: \$1,250
- Psychological: \$1,000
- Social History: \$750
- Speech/Language: \$1,000
- Visual Acuity: \$1,500

G. **APPROVAL - Re-Adoption of all NVCC Core Curriculum Guides for 2026-2027**

Motion to approve, for the 2026-2027 school year, the re-adoption of the NVCC Core Curriculum Guides for English, ESL, Library/Media, Mathematics, Computer Science Design Thinking, Physical Education & Comprehensive Health, Social Studies, Visual & Performing Arts, and World Languages, as well as the revised Grades K-8 Science curriculum guide.

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson: Ms. Lee; Members: Ms. Argenziano, Ms. Estrems

Moved by **Ms. Lee**, seconded by **Mr. Paldi** to approve Motions A - D.

Motions were **approved** by a roll call vote of the Board as follows:

YEAS: Ms. Lee, Ms. Micera, Mr. Shih, Mr. Choi, Ms. Ravid, Mr. Paldi, and Ms. Finkelstein

NAYS: None

A. APPROVAL - Staff Coursework

Motion to approve the following courses for the 2026-2027 school year as recommended to the Superintendent by the Principals:

Staff Member: Lori Cohen
Course No./Title: LDTC 501 - Theory/Practice of Individuals with Dyslexia
Institution: Felician University
Credits: 3

Staff Member: Silvia Jost
Course No./Title: FDU Orton Gillingham Teacher Training Program
Institution: Fairleigh Dickinson University
Credits: 12

B. APPROVAL - Staff Conferences

Motion to approve the following staff conferences for the 2026-2027 school year:

Staff Member(s): Christine Cipollini
Conference: AI: Friend or Foe? Key Considerations on Accuracy, Critical Thinking
Equity, Ethics, Privacy, Security & Humanity
Location: Virtual
Date: 3/16/27
Cost to Board: \$160.00 (Registration)

Staff Member(s): Brianna McKancha
Conference: NJDOE - Learning Lounge: Science Education Updates
Location: Virtual
Date: 8/6/26
Cost to Board: \$0

Staff Member(s): Lori Cohen
Conference: NJ Association of Pupil Services Administrators (NJAPSA) Advanced Cohort
Location: Oyster Point and Forsgate Country Club
Date: 12/4/26, 1/8/27, 1/22/27, 3/12/27 and 4/9/27
Cost to Board: \$1,528.70

Staff Member(s): Lori Cohen
Conference: Region III CST Directors Meetings
Location: NVCC Demarest
Date: 9/22/26, 10/20/26, 11/10/26, 12/22/26, 1/19/27, 2/9/27, 3/9/27, 4/20/27, 5/25/27 and 6/15/27
Cost to Board: \$21.80 (Mileage)

Staff Member(s): Lori Cohen
Conference: North Jersey Special Education Administrators Association (NJSEAA) County Meetings
Location: Washington Township, NJ
Date: 9/30/26, 10/28/26, 11/19/26, 12/16/26, 1/27/27, 2/24/27, 3/31/27, 4/28/27 and 5/26/27
Cost to Board: \$408.96

Staff Member(s): Christine Cipollini and Dianne Smith
Conference: Northern Valley Principals Meetings (NVPA)
Location: NVCC Demarest
Date: 9/18/26, 10/16/26, 11/13/26, 12/18/26, 1/15/27, 2/12/27, 3/19/27, 4/9/27, 5/7/27 and 6/4/27
Cost to Board: \$0

Staff Member(s): Keith McElroy and Justin O'Neill
Conference: Northern Valley Curriculum Leaders Meetings (NVCL)
Location: NVCC Demarest
Date: 9/24/26, 10/21/26, 11/18/26, 12/18/26, 1/20/27, 2/12/27, 3/19/27, 4/9/27, 5/12/27 and 6/4/27
Cost to Board: \$0

Staff Member(s): Juliane Bilotta, Deborah Gonzalez, Kathy Lee, Cassandra San-Emeterio and Margaret Tahtabrounian
Conference: World Class Instructional Design and Assessment (WIDA) Annual Conference
Location: Virtual
Date: 9/15/26 - 9/18/26
Cost to Board: \$1,425.00 (Paid with Title III Funds)

Staff Member(s): Floro Villanueva Jr.
Conference: Northeast School Board Insurance Group Meetings (NESBIG)
Location: River Vale, NJ
Date: 9/17/26, 11/11/26, 2/10/27, 5/6/27 and 6/16/27
Cost to Board: \$16.17 (Mileage)

Staff Member(s): Floro Villanueva Jr.
Conference: NJ Association of School Business Officials Workshops (NJASBO)
 1) Human Resources & the Business Administrator
 2) The Business Administrator as Chief Risk Manager
 3) Office Automations & Efficiencies for the Business Office
Location: Whippany, NJ
Date: 9/22/26, 10/6/26, 12/15/26
Cost to Board: \$685.55 (Registration and mileage)

Staff Member(s): Floro Villanueva Jr.
Conference: Bergen County Association of School Business Officials Meetings (BCASBO)
Location: River Vale and Washington Township, NJ
Date: 9/24/26, 10/29/26, 11/19/26, 12/11/26, 1/21/27, 2/25/27, 3/25/27, 4/29/27, 5/20/27 and 6/4/27
Cost to Board: \$38.15 (mileage)

Staff Member(s): Suzanne Lang and Dara Weiss (counselors will alternate attendance at each meeting)
Conference: Northern Valley School Counselors Meetings
Location: Various Northern Valley District Locations
Date: Once per month on various dates from October 2026 to June 2027
Cost to Board: \$0

Staff Member(s): Suzanne Lang and Dara Weiss (counselors will alternate attendance at each meeting)
Conference: Bergen County School Counselors Association Meetings
Location: Lyndhurst, Paramus, Saddle River and Westwood
Date: 10/23/26, 1/29/27, 3/12/27, 6/4/27
Cost to Board: \$0

C. **APPROVAL - Field Trip for 2026-2027**

Motion to approve the field trip for the 2026-2027 school year:

School: Tenakill Middle School
Group: Grade 8
Month: September 2026
Destination: 9/11 Memorial
Location: Closter, NJ

D. **APPROVAL - Mentoring Plan and Professional Development Plan for 2026-2027**

Motion to approve the Mentoring Plan and the Professional Development Plan for the 2026-2027 school year as per Appendix B.

FINANCE AND PHYSICAL PLANT COMMITTEE

Chairperson: Mr. Choi; Members: Ms. Micera, Ms. Ravid, Ms. Finkelstein

Moved by , seconded by to approve Motions A - K.

Motions were by a roll call vote of the Board as follows:

YEAS: Ms. Lee, Ms. Micera, Mr. Shih, Mr. Choi, Ms. Ravid, Mr. Paldi, and Ms. Finkelstein

NAYS: None

A. **APPROVAL - Monthly Financials and Certification**

Motion to approve the following items as required, pursuant to NJSA 18A:17-9 and NJAC 6:20-2.13, as per Appendix C attached:

- a. Final Board Secretary and School Treasurer Financial Reports for June 2026.
- b. Final Board of Education's Monthly Certification of Budgetary Major Account/Fund status for June 2026.
- c. Final Transfer of funds for June 2026.

B. **APPROVAL - Monthly Financials and Certification**

Motion to approve the following items as required, pursuant to NJSA 18A:17-9 and NJAC 6:20-2.13, as per Appendix D attached:

- d. Board Secretary and School Treasurer Financial Reports for July 2026.
- e. Board of Education's Monthly Certification of Budgetary Major Account /Fund status for July 2026.
- f. Transfer of funds for July 2026.

C. **APPROVAL - Payment of Bills**

Motion to approve payment of bills for June 30, 2026, in the amount of:

General Fund (Fund 10)	\$167.50
Total	\$167.50

D. **APPROVAL - Payment of Bills**

Motion to approve payment of bills from July 17, 2026, to July 31, 2026, in the amount of:

General Fund (Fund 10)	\$293,806.58
Total	\$293,806.58

E. **APPROVAL - Payment of Bills**

Motion to approve payment of bills from August 1, 2026, to August 20, 2026, in the amount of:

General Fund (Fund 10)	\$1,095,026.76
Debt Services (Fund 40)	\$ 364,275.00
Special Revenue (Fund 20)	\$ 29,449.14
Total	\$1,488,750.90

F. **APPROVAL - Staff Remuneration**

Motion to approve remuneration to staff members as follows:

Staff Member: Lori Cohen
Course: LDTC 500 - The Impact of Neurological & Physiological Factors on Student Performance
College/University: Felician University
Remuneration: \$1,191.00

Staff Member: Song Hee Lee
Course: EDUC 710B I'm So Stressed I Could Scream
College/University: University of LaVerne
Remuneration: \$420.00

G. **APPROVAL - Amendment to the 2026-2027 Budget**

Motion to approve an amendment to the 2026-27 Budget, appropriating Fiscal Year 2026 Extraordinary Aid and Non-Public Transportation Reimbursement as follows:

Revenue

10-3131-000	Extraordinary Aid	\$382,987
10-3121-001	Non-Public Transportation Reimbursement	\$ 18,341
Total Increase in State Aid		\$401,328

Appropriation

11-000-100-562	Other LEAs (Spec. Ed Tuition)	\$100,000
11-000-217-320	Extraordinary Services OOD	\$ 25,328
11-000-261-420	Maintenance Services	\$ 50,000
11-000-291-270	Medical Insurance	\$120,000
11-190-100-600	Tech Hardware	\$ 80,000
11-421-100-100	After School Academic Support	\$ 26,000
Total Increase in Appropriations		\$401,328

H. **APPROVAL – Purchase and Price of Milk**

Motion to approve the purchase of milk from Swede Farms in Tenaflly, NJ, and that the price of milk shall be \$0.50/half-pint for the 2026-2027 school year.

I. **APPROVAL – Change Order #1 – Sidewalk Replacement Project – Hillside Elementary School**

Motion to approve Change Order #1 with S. Batata Construction, Inc. for the Sidewalk Replacement Project at Hillside Elementary School, in the amount of \$50,320.00, for additional curb work and line striping not originally included in the base bid and alternates. Of this amount, \$20,000.00 will be deducted from the contingency allowance included in the base bid, and the remaining balance of \$30,320.00 will be funded from the SY 2026-2027 Capital Reserve Withdrawal as included in the SY 2026-2027 budget.

J. **APPROVAL - Landscape & Lawn Maintenance Contract for SY 2026 - 2027**

Motion to approve the contract with Lupardi Nursery Inc. for landscape maintenance and field services at Hillside Elementary School and Tenakill Middle School, as follows:

Summer-Fall Landscape Maintenance (Hillside and Tenakill) – \$6,800.00
Fall Clean-Up (Hillside and Tenakill) – \$3,240.00
Hillside Soccer Field Lawn Maintenance – \$4,725.00

Field Maintenance and December Clean-Up – \$1,210.00
Total Contract Amount – \$15,975.00

The District solicited quotes for these services; however, only Lupardi Nursery Inc. met the District's scheduling requirements, operational flexibility, and geographic proximity to both school locations. The contract amount is below the public bidding threshold pursuant to N.J.S.A. 18A:18A-37, and the award is supported by documentation of the District's efforts to obtain competitive pricing. The Board hereby authorizes the Business Administrator/Board Secretary to execute the contract and any other documents necessary to effectuate this agreement.

K. **APPROVAL - Settlement Agreement and Release - Student ID 3242024283**

Motion to approve the terms, stipulations, and conditions of the Settlement Agreement and Release between the Closter Board of Education and the parents of a student whose name and record are on file in the Superintendent's office. The Board hereby authorizes and directs the Board President and Business Administrator/Board Secretary to execute the Settlement Agreement and Release and any other documents necessary to effectuate the settlement.

PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson: Mr. Paldi; Members: Mr. Shih, Ms. Finkelstein

Moved by , seconded by to approve Motions A - L.

Mr. McHale alerted the trustees to item K, the resignation of Ms. Allyson Ho, the district's part-time Certified Occupational Therapy Assistant (COTA), who accepted a full-time position in another district. He expressed appreciation for her service and wished her well. The district has posted the position and will seek to fill the vacancy as soon as possible. In the interim, the district will explore temporary support through Region 3 and Region 5 special education providers.

Motions were by a roll call vote of the Board as follows:

YEAS: Ms. Lee, Ms. Micera, Mr. Shih, Mr. Choi, Ms. Ravid, Mr. Paldi, and Ms. Finkelstein

NAYS: None

A. **APPROVAL - Movement on the Salary Guide for the 2026-2027 School Year**

Motion to approve movement on the salary guide for the following employees for the 2026-2027 school year, effective September 1, 2026:

NAME	CURRENT PLACEMENT	NEW PLACEMENT	STEP	BASE SALARY
Laura Abbey	MA +15	MA +30	16	\$110,250

Sofia Capparelli	MA	MA +15	16	\$107,550
Allison Esposito	MA +15	MA +30	11	\$99,300
Kathy Lee	MA +30	MA +60	15	\$113,350
Song Hee Lee	BA	BA +15	5	\$71,350
Catherine Ricca	MA +15	MA +30	9	\$93,900
Megan Weis	BA	BA +15	4	\$69,100
Kaitlyn Yu	MA	MA +15	5	\$81,250

B. **APPROVAL - Appointment of Jung Hye Lee as Paraprofessional for the 2026-2027 School Year**

Motion to approve the appointment of Jung Hye Lee as paraprofessional for the 2026-2027 school year, 5.75 hours per day, at a salary of \$22.09 per hour, with a start date of September 1, 2026, pending a criminal history background check.

C. **APPROVAL - Marino Nin Vasquez Black Seal Fireman's License**

Motion to approve the Black Seal Fireman's License differential of \$100.00, prorated, for Marino Nin Vasquez for the 2026-2027 school year.

D. **APPROVAL - Substitute Teachers/Paraprofessionals/Custodians**

Motion to approve the following substitute teachers/paraprofessionals/custodians for the 2026-2027 school Year:

<u>Name</u>	<u>Certification</u>
Anthony Scarazati	Substitute Custodian - no certification needed
Nicole Buccola	Substitute Certification

E. **APPROVAL - Home Instruction for 2026-2027**

Motion to approve the following teachers for home instruction for the 2026-2027 school year, at a rate of \$50 per hour, on an as-needed basis:

- Erika Dunn
- Bernadette Flood
- Charlene Gerbig
- Catherine Gibney
- Josephine Hunt
- Ornit Katzin
- Kaitlin Lange
- Chelsea Smith

F. **APPROVAL - Hillside Elementary School Loop Duty Staff**

Motion to approve the following staff for loop duty at Hillside Elementary School at a rate of \$24.27 per session:

- Allison Esposito
- Charlene Gerbig
- Alyssa Levy
- Claire Pidi
- Kristin Talty

Substitutes

- Judith Eller
- Diane Ferraro
- Catherine Gibney
- Brielle Tacconi

G. **APPROVAL - Tenakill Middle School Harrington Avenue Supervision Staff**

Motion to approve the following staff for Harrington Avenue Supervision at Tenakill Middle School at a rate of \$24.27 per session:

- Paul Aguirre
- Gabriella Garcia
- Ornit Katzin
- Megan McCafferty
- Madilyn Palmer
- Michelle Pletsch
- Michael Wowkun

H. **APPROVAL - Revision of Kelly Kawaguchi's Last Day as Long-Term Leave Replacement - Grade 1 Teacher**

Motion to approve the revision of Kelly Kawaguchi's last day as Long-Term Leave Replacement, HES Grade 1 Teacher, to December 3, 2026.

I. **APPROVAL - Parent-Paid ABA Bass Therapists for Students ID #350001 and #361001**

Motion to approve the following parent-paid therapists from ABA Bass Therapists for Students ID #350001 and #361001:

- Jaymmie Escobar
- Nicole Ozga
- Fresia Retana

J. **APPROVAL - Parent-Paid AG Behavioral Services Therapists for Student ID #340008**

Motion to approve the following parent-paid therapists from AG Behavioral Services Therapists for Student ID #340008:

- Gabrielle Ciarallo
- Amanda Jeon
- Dina Marinaccio
- Renee Nemeth
- Maria Rojas

K. **APPROVAL - Resignation of Allyson Ho, Part-Time District COTA**

Motion to accept the resignation of Allyson Ho, part-time District COTA, effective August 11, 2026.

L. **APPROVAL - Appointment of Francesca Rivellini as Mentor to Juliane Bilotta for the 2026-2027 School Year**

Motion to approve the appointment of Francesca Rivellini as mentor to provisionally licensed teacher Juliane Bilotta for 30 weeks of mentoring during the 2026-2027 school year.

POLICY COMMITTEE

Chairperson: Ms. Micera; Member: Ms. Finkelstein

Moved by , seconded by to approve Motions A and B.

Motions were by a roll call vote of the Board as follows:

YEAS: Ms. Lee, Ms. Micera, Mr. Shih, Mr. Choi, Ms. Ravid, Mr. Paldi, and Ms. Finkelstein

NAYS: None

A. **APPROVAL - Second Reading of Policies and Regulations**

Motion to approve the second reading of the following policies and regulations, as per Appendix E.

- Policy 0142.1 - Nepotism
- Policy 1220 - Employment of Chief School Administrator
- Policy 1552 - Sexual Harassment - Staff
- Regulation 1552 - Sexual Harassment - Staff

B. **APPROVAL – Emergency Adoption of Policy and Regulation 5516**

Motion to approve the emergency adoption of Policy and Regulation 5516 - Use of Internet-Enabled Devices after first reading, pursuant to Bylaw 0131, given that the Board is required to have this policy in place at the start of the 2026-2027 school year. This emergency adoption shall terminate at the next Board meeting, at which time Policy and Regulation 5516

will be presented for second reading and formal adoption in accordance with Bylaw 0131, as per Appendix F.

OLD/NEW BUSINESS

Mr. Villanueva echoed the appreciation expressed by Mr. McHale and the building principals for Mr. Scaglione and the Maintenance and Custodial Staff's work over the past nine weeks in preparing both schools for the new year. He also thanked the Central Office and Business Office staff for their efforts during what is always a demanding period—closing out the fiscal year, opening the new books, and managing all preparations for the start of school.

He thanked the trustees for completing all mandated training and reminded them that the new school year brings an additional requirement — the Vector-mandated training, which was emailed to trustees a few days ago.

He also reminded trustees to confirm their attendance at the 2026 New Jersey School Boards Association Conference scheduled for October 19–22.

Finally, Mr. Villanueva provided the Board and the community with a status update on all capital projects funded from the available SY 2025–2026 funds and the Capital Reserve withdrawal.

PUBLIC COMMENTS

Moved by **Ms. Micera** , seconded by **Mr. Paldi** to open the meeting for public comments.

Mr. and Mrs. Leverage, 63 Harvard Street, asked clarifying questions regarding Kindergarten entrance age requirements and the October 1 cutoff date. Mr. McHale explained the current requirements and noted that exceptions are limited to students with significant developmental or clinical concerns. He also provided context for the recent policy change, citing an increase in requests to repeat Pre-K and the District's preparation for upcoming state Kindergarten requirements.

Moved by **Ms. Micera** , seconded by **Mr. Paldi** to close the meeting to public comments.

CLOSED SESSION MOTION (If required)

Moved by Ms. Ravid ▾, seconded by Ms. Micera ▾ to approve the following Closed Session Motion.

Motion was approved ▾ by a voice vote of the Board:

YEAS: Ms. Lee, Ms. Micera, Mr. Shih, Mr. Choi, Ms. Ravid, Mr. Paldi, and Ms. Finkelstein

NAYS: None

BE IT RESOLVED that the Closter Board of Education will adjourn to a Closed Session to discuss the following:

Legal Matters

The matters so discussed will be disclosed to the public as soon as and to the extent that such disclosure can be made without adversely affecting the public.

The Board went into Closed Session at 8:21 PM.

The Board reconvened from Closed Session at 8:53 PM.

ADJOURNMENT

Moved by Ms. Micera ▾, seconded by Mr. Choi ▾ to adjourn the meeting at 8:54 PM.

Respectfully submitted,



Floro M. Villanueva, Jr.
Business Administrator/Board Secretary

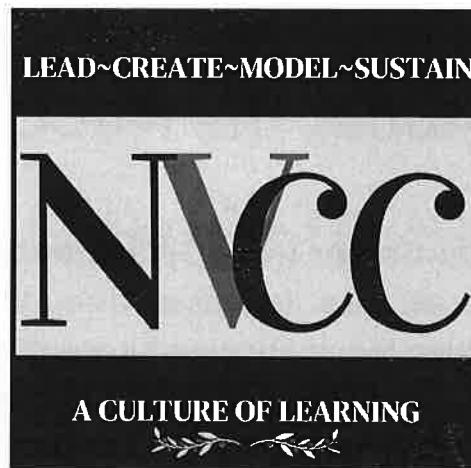
Appendix A



Goals for 2026-2027

1. By May 2027, complete the full launch of the Profile of a Closter Learner Rubric for all PreK-8 students, including a teacher training during September 2026 professional learning time, completion of the first whole-class rubric scan by the end of Trimester 2, and family communication through Realtime report card integration in Spring 2027. As a measurable outcome, each school will confirm completion of all three implementation components (training, rubric scan, and Realtime integration) via a brief year-end checklist submitted to the Superintendent.
2. By May 2027, implement school-based action plans to strengthen Social-Emotional Learning and character education programming at both schools, building on the comprehensive SWOT analyses completed in 25-26, with a focus on interactive instruction, counselor-led programming, home-school communication, family engagement, and student voice. As a measurable outcome, each school will produce a report by May 2027 detailing the implementation of its action plan, including implementation status, data on outcomes where available, and recommended next steps for 2027-28.
3. By May 2027, the Superintendent will establish and facilitate a district Innovative Learning Committee, including administrators and teachers, that will meet a minimum of five times during the 2026-2027 school year to review current research, emerging technologies, and model programs in innovative instruction and environmental/sustainability initiatives, and will produce a formal written report to the Board of Education by May 2027 with recommendations for at least one initiative for 2027-2028.

Appendix B



Northern Valley Schools Consortium

CLOSTER PUBLIC SCHOOLS

Model Mentoring Plan
2026-27

This document has been created by the NVCC (Adapted from Audubon Public Schools) and is provided as a model tool for Consortium Districts to use as they create their individual district mentoring plans. Please adapt as needed.

About the NVCC

The Northern Valley Curriculum Center (NVCC) is committed to providing the support and professional learning to all new teachers through the Professional Learning Academy and beyond. We believe that a successful mentoring program will facilitate the development of a collaborative and reflective relationship between the new teacher and the mentor teacher that will encourage effective pedagogy to support student achievement. This handbook, along with the mentor training through the NVCC, will guide our new teachers, our mentor teachers and our administrators through the mentoring process.

Statement Of Purpose

The NVCC believes that novice teachers will benefit and grow in the teaching profession through our formal three-year induction program, along with a one-year formal mentoring program. The mentoring program will focus on the professional growth of new teachers through the guidance and advice of a mentor in a collaborative relationship. As new teachers enter the Northern Valley Schools, they will experience a collaborative and reflective process that enhances their learning and enables the students they teach to achieve at higher levels. Topics will include assessment, differentiated instruction, collaborative structures, as well as other best practices in pedagogy. Training on district teacher evaluation will be addressed by individual districts.

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Goals

As stated in N.J.A.C. 6A:9B-8, the goals of the Northern Valley Schools Consortium Mentoring Plan are the following:

- To enhance teacher knowledge of and strategies related to the New Jersey Student Learning Standards in order to facilitate student achievement.
- To identify and support exemplary teaching and educational practices necessary to acquire and maintain excellence in teaching and student engagement.
- To encourage the formulation and successful implementation of rigorous student growth objectives.
- To assist novice and first-year teachers in the performance of their duties.
- To support and clarify an understanding of the NJSLs, the Marshall Teacher Evaluation Rubric, and the New Jersey Professional Standards for Teachers.

State Document



New Jersey
DEPARTMENT OF EDUCATION

Overview of 2014 New Jersey Teacher Mentoring Regulations (N.J.A.C. 6A9-8)

Background

Effective May 5, 2014, the rules for new teacher mentoring have been amended to better align with the TEACHNJ Act of 2012, to reduce district reporting burdens, and to promote flexibility and accountability for district implementation. Each public school district is still required to implement a system of supports for new teachers.¹ Studies of support programs for new teachers have documented their effectiveness in transitioning teachers into practice.² A comprehensive district mentoring program, as described in these regulations, aims to:

- Assist first-year teachers in the performance of their duties and adjustment to the challenges of their teaching assignment;
- Reduce novice teacher attrition;
- Improve the effectiveness of new teachers; and
- Enhance teacher knowledge of, and strategies related to, the New Jersey Core Curriculum Content Standards (CCCS) to facilitate student achievement and growth.

For more information, please visit <http://www.nj.gov/education/profdev/mentor/> or email teachpd@doe.state.nj.us.

Updates in Regulations

The regulations expand the scope of support which districts must provide to novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district. Individual 1-1 mentoring is still required for novice teachers. In addition, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and aligned with state standards and school/district expectations for teacher effectiveness. In addition, regulations:

- Specify a comprehensive orientation to the district for all new first-year teachers;
- Specify minimum mentoring requirements during the critical first weeks of employment;
- Specify particular mentor support activities for novice teachers;
- Update the training and experience requirements for teachers serving as 1-1 mentors;
- Require a log to record all contact time between the 1-1 mentor and the novice provisional teacher (see this Optional Mentoring Log Template for an example);
- Require all mentor payments to be handled by the district's administrative office;
- Give the chief school administrator (CSA) responsibility for district mentoring plan development;
- Require the CSA to share the plan with the district board of education for review of fiscal impacts;
- Require the CSA to submit a Statement of Assurance to the Department that the district is meeting the requirements for the mentoring program; and
- Align the three required formative and summative evaluations of the novice provisional teacher with required observations through AchieveNJ.

¹ Non-public schools may choose to follow the requirements which align to their operations. Novice teachers serving under the Charter School Certificate of Eligibility are not subject to these requirements.

² Ingersoll, R. & Strong, M. (June 2011). "The impact of induction and mentoring programs for beginning teachers: A critical review of the research." *Review of Educational Research*, 81(2). 201-233.

The following tables provide details of the amended mentoring regulations and how Northern Valley Schools can address these changes.

Requirement	Area of Focus	Regulations Adopted May 5, 2014
District Implementation & Accountability	Mentoring plan development	CSA is responsible for creating the plan and determining implementation logistics With input from all districts, the NVCC will aid in the development of district mentoring plans and provide professional learning experiences that meet or exceed all mentoring regulations.
	Mentoring plan approval	• Must be submitted to district board for review of fiscal impacts • CSA must submit Statement of Assurance to County Office • Plan kept in district The NVCC will support each district with the documents needed to support these mandates.
	Review of plan effectiveness	• Plan must be reviewed annually • Statement of Assurance must be submitted annually Through the meetings and communications of the Regional Professional Development Board data will be collected, discussed, and reviewed.
	School level implementation	• Plan must be shared with each School Improvement Panel (ScIP) • ScIP oversees implementation at school level The NVCC will support individual ScIP committees at the request of the superintendent.

Requirement	Area of Focus	Regulations Adopted May 5, 2014
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Mentoring Supports for Non-tenured, First-Year Teachers	Experienced teacher new to district	- Comprehensive orientation to district policies and procedures As part of the NVCC's 3-Year Professional Learning Academy, all teachers new to the Valley will begin orientation in the summer prior to the new teaching assignment. Teachers will continue a course of study over 3 years that will include a selection of workshops that will include instructional skills, differentiated instruction, classroom management, assessment, cooperative learning, and a variety of educational technology programs. - Individualized supports specified in the professional development plan (PDP) based on level of preparation and experience - New PDP created within 30 days of new assignment Supported by district-level mentors with aid from the NVCC.
	Novice teacher, traditional route (holding Certificate of Eligibility with Advanced Standing)	- Comprehensive orientation to district policies and procedures Same as: Experienced teacher new to district - One full school year of 1-1 mentoring from beginning of assignment, pro-rated for part-time teachers - Mentor/mentee meet at least twice/week for first 4 weeks of assignment - Mentor leads mentee in guided self-assessment on district's teacher practice instrument Supported by district-level mentors with aid from the NVCC.
	Novice teacher, alternate route (holding Certificate of Eligibility)	- Comprehensive orientation to district policies and procedures Same as: Experienced teacher new to district - One full school year of 1-1 mentoring from beginning of assignment, pro-rated for part-time teachers - Mentor/mentee meet at least twice/week for first 8 weeks of assignment - Mentor leads mentee in guided self-assessment on district's teacher practice instrument - Mentor aligns support to mentee's preparation curriculum Supported by district-level mentors with aid from the NVCC.

Requirement	Area of Focus	Regulations Adopted May 5, 2014
	Letters of recommendation	Optional
	Certification	Same as before

Mentor Selection, Training, & Payment	Effectiveness	• Mentor demonstrates a record of success in the classroom • Beginning in 2014-15, mentor has earned a summative rating of Effective or Highly Effective on most recent summative evaluation • In cases where summative evaluation is delayed, mentor has earned rating of Effective or higher on teacher practice instrument³ All data collected and reviewed based on teacher evaluation data
	Teaching experience	• At least 3 years, with at least 2 completed within previous 5 • Currently active As per teacher records
	Knowledge of district	• Understands resources and opportunities available and is able to act as referral source • Understands social and workplace norms of district and community This is the same as old regulations
	Confidentiality	Defined in regulations
	Professional relationship	Mentor may not serve as mentee's direct supervisor or conduct evaluations
	Training	• Training of mentors required • District makes provision for training • Training program curriculum must include, at minimum, training on the district's teacher evaluation rubric and practice instrument; the NJ Professional Standards for Teachers; the NJ Student Learning Standards; classroom observation skills; facilitating adult learning; and leading reflective conversations about practice The NVCC has updated and revised the Successful Mentoring Workshop to include best practices based on research as well as standards for teachers, NJSLS, observation skills, adult learner skills and communication skills. Additionally, these skills will be reinforced with new teachers at the NVCC Professional Learning Academy.
	Payment procedures	• Mentors must keep logs of contact time with mentees • Mentors submit logs to district office • Payment of mentors overseen by the district administrative office • Mentees may not pay mentors directly District business offices will coordinate payment between teachers and mentors

Professional Learning

- The NVCC *Successful Mentoring* workshop has been successful and rewarding. The program has been instituted to train teacher mentors with the new requirements issued in 2014. (A sample agenda for the 2-Day Mentoring Workshop is provided at the end of this document).
- The NVCC will continue to adapt the Professional Learning Academy to support teachers new to the Valley in updated practices and state mandates.
- All novice and first-year teachers will receive the benefit of multiple support experiences during their first year. Both the district and the NVCC provide a mentoring/coaching environment for its novice and first-year teachers. Districts will provide mentors trained in best practices through workshops at the NVCC. Novice, as well as veteran teachers new to the Valley will complete a three-year Professional Learning Academy differentiated to individual needs with a focus on instructional strategies to support student achievement.

New Jersey Professional Standards for Teachers

Model Core Teaching Standards and Learning Progressions for Teachers 1.0

New 2018-19

Selection of Mentors

Per NJQSAC District Performance Review Appendix A effective July 2018:

Personnel Indicator 2C

- The district mentoring plan describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers

The mentor has to meet the criteria set forth in New Jersey regulations (N.J.A.C. 6A:9C-5.2(a)). These requirements are:

- Holds an instructional certificate and, **when possible, is certified in the subject area** in which the novice provisional teacher is working;
- Has at least three years of experience and **has taught full-time for at least two years within the last five years**;
- Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;
- Demonstrates a record of success in the classroom;
 - ...as measured by a rating of effective or highly effective on the school district's Commissioner-approved practice instrument, or
 - ...demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor;
- Understands the social and workplace norms of the school district and the community it serves;
- Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and
- **Completes a comprehensive mentor training program** with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, NJSLs, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.

Common Definitions

Provisionally Certified Teacher

Any full or part-time teacher who has not completed two years of full-time teaching under a state teaching certificate.

First-Year Teacher

Any teacher with prior experience in another district or who took an extended leave of absence from teaching, or who is entering the district as a new hire.

Mentor Teacher

A veteran (tenured recommended) teacher who willingly models and supports strategies and techniques that encourage new teachers to develop successful classroom practices and techniques that will enhance the learning of the students. *This teacher must meet all the requirements of the new mentoring guidelines implemented in May 2014.*

A Mentor Teacher will be:

- Skilled in the delivery of instruction and knowledgeable about student learning standards.
- Deemed Effective or Highly Effective through the evaluation process.
- Non-evaluates and maintains confidences.
- Open to innovation.
- Sensitive to the needs of others.
- Available for help and support.
- A collaborative teacher leader.

Provisional Teacher Holding a Certificate of Eligibility (Alternate Route)

A new teacher who has not completed a state-approved college teacher training program and who must undergo formal instruction in essential areas of professional knowledge and skills at a district-operated or state-operated training center. Please see NJDOE Provisional Teacher Process.

Benefits

THE NOVICE TEACHER:

- Gains knowledge about district policies, job responsibilities, and school culture.
- Has emotional support that eases many concerns and anxieties.
- Improves teaching performance and promotes student learning.
- Engages in professional growth activities that enhance knowledge of effective strategies and techniques.
- Systematically builds on successful classroom practice.

THE MENTOR TEACHER:

- Becomes a stronger, more reflective practitioner.
- Transfers the knowledge and skills in effective classroom practice.
- Receives new ideas from a fresh perspective
- Functions as a teacher leader.
- Gains recognition for contributing to the professional growth of themselves and others.

THE STUDENT:

- Benefits from the experience of the mentor teacher.
- Receives instruction that is based on the most recent research and best practices.
- Learns in an environment that models collaboration, collegiality and life-long learning.

THE ADMINISTRATOR:

- Is supported in efforts to improve teacher quality and effectiveness.
- Has developed a cadre of teacher leaders to support reform efforts.
- Builds a feeling of collaboration within the school that encourages collegial problem solving.
- Is the staff leader in promoting positive professional growth
- Identifies and resolves the problems faced by new teachers.

THE SCHOOL DISTRICT:

- Retains quality teachers who understand the district and school culture.
- Identifies and assists new teachers in resolving problems.
- Creates cohesive schools that promote teacher professional training through learning communities.
- Becomes known for their support of the professional staff and the achievement of their students.

Roles and Responsibilities

SUPERINTENDENT:

- Develops, reviews, and submits Mentoring Plan annually
- Shares the plan with the ScIPs.
- Completes and submits an SOA that the Mentoring Plan meets all of the requirements as listed in the regulations.

PRINCIPAL/SUPERVISOR:

- Selects a mentor for each novice teacher, and where applicable for each first-year teacher, reports assignment to the Superintendent.
- Serves as a facilitator for and monitors mentoring activities through ScIP
- Reviews the Mentoring Plan with all partnerships through ScIP
- Observes and evaluates new teachers according to state and district requirements.

MENTOR TEACHER:

- Serves as a professional role model in both professional and classroom practice and has received a rating of Effective or Highly Effective.
- Meets with the novice teacher, one-on-one, as mandated, and provides appropriate feedback after a non-evaluative observation or visitation.
- Provides assistance in writing an individual goal and reviews expectations concerning district and building-level goals.
- Provides assistance in writing Student Growth Objectives.
- Completes the following mandated training: Marshall Evaluation Rubric, NJ Professional Standards for Teachers, NJ Student Learning Standards, Classroom Observation skills, Facilitation of adult learning, Leads reflective conversation about instruction.
- Participates in site-based mentoring meetings.

NOVICE AND FIRST-YEAR TEACHER

- Expands the knowledge, skills, and attitudes necessary for optimal student-centered learning through PLCs, workshops, observations and independent study.
- Reviews and fulfills the required hours of professional learning for the district, building, and individual level goals.
- Collaborates with the mentor and supervisor to create an individual goal
- Allows the mentor to observe instruction and accepts and implements appropriate suggestions in a professional manner.
- Consults with the mentor, supervisor and/or data coordinator, as needed, to create and evaluate assessments for Student Growth Objectives.

Resources

Mentor Observation Prompts

There are many useful questions that will help teachers reflect on their lessons after an observation has been completed. By using a series of questions both participants are able to discuss the skills and strategies used during the lesson, and their ultimate effectiveness in improving teaching and learning in the classroom.

1. How do you think the class went in light of the objectives you set?
2. How do you feel the students grasped the concepts? Can you give examples that speak to that point?
3. Did you need to alter your plans at any time during the lesson? Why? How did you accomplish that?
4. Was there any one aspect of the lesson that you would like to teach differently? How would you like to change it?
5. Were the materials you used helpful in making the concept come alive?
6. Are there any teaching methods you would like to further explore that might help you in teaching this type of lesson?
7. Can you describe a strength in the lesson?
8. Describe an area of concern during the lesson. What could be done to change the outcome?
9. Were there behaviors in the class that are not normally present? What could be done to retain the focus of the students while addressing the behavior?
10. How did you react to (describe an event or behavior) the way you did?
11. How will you follow-up the lesson?
12. What strategies did you use to encourage student participation?
13. Can you describe how the students interacted with one another?
14. Identify how you incorporated a variety of questioning techniques that assist students in using higher level thinking skills.
15. How did you vary teaching techniques to address the needs of all of the students?
16. Can you identify elements of the lesson that help students relate the learning to real-world situations?
17. Identify ways that you were sensitive to the behavioral and academic needs of your students.
18. Describe some techniques that were used to assist students in working cooperatively that enables them to process their learning.

District Observations and Evaluation

First-year teachers and all non-tenured teachers who have received their *Certificate of Eligibility with Advanced Standing* (Traditional Route) or their *Certificate of Eligibility* (Alternate Route) will be observed based on the state requirements or the approval of a waiver consistent with the Marshall Rubric or other district-approved instruments. The State of New Jersey requires all holders of provisional certificates to be evaluated within the approved timeline. The Marshall Teacher Evaluation is an example of an evaluation tool that can be the foundation for observations and evaluations.

Observation:

Observation by your supervisor is an important aspect of the teaching and learning process. There are several areas that will be assessed that will give your supervisor a picture of your strengths and areas that might need improvement. These areas are called domains:

Teacher Evaluation Rubric – Kim Marshall

Domains:

1. Planning and Preparation for Learning
2. Classroom Management
3. Delivery of Instruction
4. Monitoring, Assessment, and Follow-Up
5. Family and Community Outreach
6. Professional Responsibilities

Evaluation and Professional Development Plan:

All staff members will be involved in a formal summative evaluation at the end of the school year. This evaluation will look at the job performance of the individual based on formal and informal observations by the administrative team. You will be fully aware of the areas in which you and your supervisor determine professional learning will either improve or enhance your instruction. Professional development may be suggested at any time during the year.

Individual Professional Development Requirements As Of SY13-14

- Each **teacher** must develop an individualized professional development plan (PDP) in consultation with his/her supervisor; this is typically done at the end of each school year, and must be done **within the first 30 days of employment** for those new to a district.
- Each teacher must complete **at least 20 hours of professional development each school year** (replacing previous requirement of 100 hours over 5 years)
 - o The move to a yearly hourly requirement ensures that PDPs are revisited each year and are aligned with the teacher's evaluation results as well as any learning related to school, team, or district priorities.
- **School and district leaders** must develop an annual professional development plan that derives from the results of their annual evaluation and identifies professional goals aligned to individual, school, and/or district goals.
 - o **School leaders** whose positions require a principal or supervisor's endorsement **will develop their plans in consultation with their superintendent** (chief school administrator) or designee.
 - o **Superintendents** will develop their plans for review by their local board of education. All school leaders will be required to provide evidence of progress towards fulfillment of their plans.

Your Professional File

It is important that you maintain a personal and professional file of records that are critical to your job. Proper documentation can help you keep a potential problem from becoming a problem at all.

Please keep the following records:

- Your teaching certificate
- Your letter of employment and a copy of your contract
- All subsequent contracts
- Professional Learning Hours (PLH) certificates from the district and other professional experiences; log all in house PL on the Certificate Request Form
- Transcripts for college courses
- Observations
- Evaluations
- Anecdotal notes from evaluations or observations that required improvement in any area
- Professional Development Plans
- Letters of commendation from parents, administrators, Board of Education, or community organizations
- Awards and honors
- Records of any incidents involving discipline, violence, or other disruptive behavior – this includes reports of phone calls, copies of letters of disciplinary referrals, and logs of student behavior
- An updated resume
- Summaries of parent conferences
- Lesson plan files

Graduate Work:

Certified and tenured staff members may receive graduate credit reimbursement, as defined in the contract of your individual district.

It's Time to Begin the Year

1. Learn the layout of your school. Know how to get from your classroom to wherever you are going.
2. Get to know your principal, the assistant principal, and the supervisor. They will guide you through your first days in the school. Meet with your administrative supervisor to make sure the expectations of classroom practice are clearly defined.
3. Get to know the office staff and the facilities staff.
4. Familiarize yourself with the technology aspects of the job.
5. Make sure that you have the curricula/textbooks and teacher's manuals for all of the textbooks you will be using.
6. Think about the instructional strategies you will be using at the beginning of the school year and establish the layout and a seating chart for your students.
7. Organize your classroom based on the needs of your grade level.
8. Put up bulletin boards that are welcoming and that invite class participation.
9. Establish goals for the first couple of weeks of school.
10. Write lesson plans for the first week of school.
11. Establish routines for attendance, for class jobs, for homework, for class rules, etc.
Recommended Reading: The First Days of School, by Harry Wong
12. Talk to other members of your grade level or department to get an understanding of the procedures for the first week of school.

NVCC Mentoring Contract

The mentor and the mentee hereby agree:

- To develop a professional and collegial working relationship by discussion of expectations and by arriving at a mutual understanding about how to work together effectively
- To keep all shared information and discussions confidential
- To follow the no-fault exit process to discontinue the mentor-mentee relationship

The mentor hereby agrees:

- To provide developmentally appropriate support
- To attend the mentee teacher's classes **regularly** and provide the novice teacher with feedback, coaching, and support

The mentee teacher hereby agrees:

- To observe the mentor's teaching, as well as the teaching of other experienced professionals
- To reflect on mutually established goals
- To assume the initiative to seek out the mentor for questions that may arise

The principal and supervisor hereby agree:

- To provide support to both the mentor and the novice teacher
- Not to solicit evaluative comments from the mentor regarding the mentee
- To allow the mentor up to five periods of release time to observe the novice teacher, if needed

Protocol for a graceful exit:

- Confidentially contact NVCC office and attempt mediation
- Dissolve partnership
- Assign new mentor

All the parties agree:

- To follow all New Jersey regulations for mentoring aligned with the NJ Professional Standards for Teachers as outlined in the district mentoring for quality induction program

Mentor

Date

Novice Teacher

Date

Supervisor

Date

Principal

Date



Optional Novice Provisional Teacher Mentoring Log Template

Updated August 2020

Effective May 5, 2014, the New Jersey regulations governing district mentoring program requirements have changed. Novice provisional teachers (those teachers serving under a Certificate of Eligibility or a Certificate of Eligibility with Advanced Standing) must still be assigned an individual mentor at the beginning of the contracted teaching assignment. However, two of the regulatory changes impact the way these individual mentors track their time and receive payment for their services.

First, as specified in *N.J.A.C. 6A:9B-8(d)*, individual mentor teachers assigned to work with a novice provisional teacher are now required to log their mentoring contact time. The format of the log itself and the procedures for using it are to be developed as part of the district mentoring plan. The mentoring logs are to be sent to the district administrative office and retained there.

Secondly, as specified in *N.J.A.C. 6A:9B-8(h)*, the administrative office of each school district will now be responsible for overseeing the payment of mentors. Payment may not be conferred directly from provisional novice teacher to mentor. The mentoring logs can be used by the district to inform the payment process.

The optional mentor log template below is provided to assist districts in fulfilling these revised regulations. Please note that while the mentoring logs are required, the use of this particular template is not. Moreover, this template is based on a monthly log submission, but each district is free to determine the frequency with which they want to receive these mentoring logs.

New Jersey Department of Education
Optional Novice Provisional Teacher Monthly Mentoring Log Template

Instructions

Please log each session with your mentee in Table 1. Submit this log form to the district office on the last working day of each month for the duration of your mentorship. Please retain a copy for your own records.

Month: _____ Year: _____

School/District: _____

Mentor Name: _____

Mentor Signature: _____

Mentee Name: _____

Mentee Signature: _____

Total Number of Mentoring Hours This Month: _____

Table 1: Monthly Log of Sessions (add rows as needed)

Date	Start Time	End Time	Description of Activities	Total Time

NVCC Mentoring Documentation Form

Name:

Building

Codes:

Observation (O)

Modeling (M)

Conference (C)

Team Teaching (TT)

September	Week Of	Type of Mentoring
October	Week Of	Type of Mentoring
November	Week Of	Type of Mentoring
December	Week Of	Type of Mentoring
January	Week Of	Type of Mentoring

February	Week Of	Type of Mentoring
----------	---------	-------------------

March	Week Of	Type of Mentoring
April	Week Of	Type of Mentoring
May	Week Of	Type of Mentoring
June	Week Of	Type of Mentoring



Mentoring Transfer Template

Mentoring Information Related to Teacher Transfers¹

Updated August 2020

Documenting Mentoring Support for Teachers in the Provisional Teaching Process (PTP) Who are Leaving the District²

Teacher Transfers During the Mentoring Year

According to the district mentoring program requirements in *N.J.A.C. 6A:9C-5*, the administrative office of each school district or nonpublic school with teachers enrolled in the Provisional Teacher Process (PTP), pursuant to *N.J.A.C. 6A:9B-8.9*, is responsible for providing one-to-one mentoring for novice provisional teachers (teachers enrolled in the PTP) and for maintaining mentoring logs to document the mentoring that occurs and provide information for the appropriate payment of mentoring fees.

If a novice provisional teacher leaves the district's employ during the initial provisional year and begins to work in another New Jersey district, the first district will need to report the amount of mentoring that occurred, so that the teacher is able to complete the mentoring requirement in the new district or indicate to the new district that required mentoring has been completed. Also, the new district and the teacher who is transferring will have to make a determination about any mentoring fees still owed.

Mentoring Duration Requirements

- District boards of education must provide one-to-one mentoring support to novice provisional teachers for the first year of their employment, which is defined as a minimum of 30 weeks.
- The mentor teacher and the novice teacher holding a Certificate of Eligibility with Advanced Standing (CEAS) must meet at least once per week for the first four weeks of the teaching assignment.
- The mentor teacher and the novice provisional teacher holding a Certificate of Eligibility (CE) must meet at least once per week for the first eight weeks of the teaching assignment.
- One-to-one mentoring that includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS must occur over the course of the academic

¹ This teacher transfer information and form may be used by nonpublic schools having teachers enrolled in the PTP.

² The [Educator Mentoring and Induction Support](#) webpage has additional information.

year (a minimum of 30 weeks), or proportionally longer if the novice provisional teacher holds a part-time teaching assignment.

Mentoring Fee Requirements

- Candidates enrolled in the PTP are responsible for payment of mentoring fees during the first provisional year. The employing school district may pay the cost of mentoring fees, however.
- Check current information on mentoring fees on the [Provisional Teacher Process](#) webpage.
- The school district's administrative office is responsible for overseeing the payment of mentors, and payment may not be conferred directly from provisional novice teacher to mentor.

Mentoring Transfer Template: Instructions for Use

The form provided below is to be used either for provisional teachers leaving your district before they have completed the minimum 30-week mentoring requirement or to indicate that the 30 weeks of mentoring have been completed. It has been designed to assist the district/nonpublic school to facilitate transference of information about mentoring supports that have already been provided. (Please note: There is a separate template on the [Educator Mentoring and Induction Support webpage](#) that may be used to log one-to-one mentoring events throughout the year).

How to Use the Form

For Districts with an Outgoing Teacher Enrolled in the PTP:

- Consult mentoring payment records, confirm with the transferring teacher, and be ready to answer any inquiries from a receiving district.
- Complete the mentoring completion form and give a copy to any teacher enrolled in the PTP who is leaving your district before having completed his or her mentoring requirement or who has completed his or her mentoring requirement.
- Keep a copy of this form as specified by the document retention rules for past employees.

For Districts with an Incoming Teacher Enrolled in the PTP by a Previous District:

- Request a copy of the mentoring completion form from the teacher you are hiring. If no form is provided or information is incomplete, reach out to the prior district to obtain the necessary information.
- Provide the necessary mentoring support to allow the provisional teacher to complete the mentoring requirement in order to be eligible for a standard certificate.
- Begin mentoring logs and arrange for payment for mentoring provided in your district.
- Don't forget to register the transferring teacher into the Office of Certification and Induction's online system - the Provisional Licensure Registration Management System (PLRMS).

If you have questions about mentoring requirements or the use of this form, please communicate them to teachpd@doe.nj.gov or provisional.teacher@doe.nj.gov or contact the Office of Professional Learning at 609-633-8014.

New Jersey Department of Education
Mentoring Transfer Template

District/Nonpublic School: _____

Novice Provisional Teacher's Name: _____

Novice Provisional Teacher's PLMRS Tracking Number: _____

CE or CEAS: _____

School District Contact Information

(Name of individual who can provide information about the mentoring that occurred and the mentoring fees that were paid while the provisional teacher was employed in the district)

Name: _____

Title: _____

Phone (include extension) _____

Email: _____

Mentoring Information

Novice Provisional Teacher's Mentor: _____

Date One-to-One Mentoring began: Month: Year: _____

1. Have the required initial, weekly one-to-one meetings been completed? Check yes or no.

Yes	
No	

2. Have the required minimum of 30 weeks of mentoring been completed? Check yes or no.

Yes	
No	

If you answered "No" for #2, how many weeks of mentoring have been completed?

Total Number of weeks of mentoring completed (out of 30 minimum): _____

Signature Section

To be completed by Chief School Administrator (or designee) or Nonpublic School Lead (or designee).

Name of Person Signing this Form: _____

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

Signature: _____

Date: _____

MENTORING TRANSFER TEMPLATE

Mentoring Information Related to Teacher Transfers³

Documenting Mentoring Support for Teachers in the Provisional Teaching Process (PTP) Who Are Leaving the District⁴

TEACHER TRANSFERS DURING THE MENTORING YEAR

According to the district mentoring program requirements in *N.J.A.C. 6A:9C-5*, the administrative office of each school district or nonpublic school with teachers enrolled in the PTP, pursuant to *N.J.A.C. 6A:9B-8.9*, is responsible for providing one-to-one mentoring for novice provisional teachers (teachers enrolled in the PTP) and for maintaining mentoring logs to document the mentoring that occurs and provide information for the appropriate payment of mentoring fees.

If a novice provisional teacher leaves the district's employ during the initial provisional year and begins to work in another New Jersey district, the first district will need to report the amount of mentoring that occurred, so that the teacher is able to complete the mentoring requirement in the new district or indicate to the new district that required mentoring has been completed. Also, the new district and the teacher who is transferring will have to make a determination about any mentoring fees still owed.

MENTORING DURATION REQUIREMENTS

- District boards of education must provide one-to-one mentoring support to novice provisional teachers for the first year of their employment, which is defined as a minimum of 30 weeks.
- The mentor teacher and the novice teacher holding a Certificate of Eligibility with Advanced Standing (CEAS) must meet at least once per week for the first four weeks of the teaching assignment.
- The mentor teacher and the novice provisional teacher holding a Certificate of Eligibility (CE) must meet at least once per week for the first eight weeks of the teaching assignment.
- One-to-one mentoring that includes planned, in-person contact time between the mentor teacher and the novice provisional teacher holding a CE or CEAS must occur over the course of the academic year (a minimum of 30 weeks), or proportionally longer if the novice provisional teacher holds a part-time teaching assignment.

MENTORING FEE REQUIREMENTS

- Candidates enrolled in the PTP are responsible for payment of mentoring fees during the first provisional year. The employing school district may pay the cost of mentoring fees, however.
- Check current information on mentoring fees.

³ This teacher transfer information and form may be used by nonpublic schools having teachers enrolled in the PTP.

Access complete information about the district mentoring program and new teacher support.

⁴

- The school district's administrative office is responsible for overseeing the payment of mentors, and payment may not be conferred directly from provisional novice teacher to mentor.

MENTORING TRANSFER TEMPLATE: Instructions for use

The form provided below is to be used either for provisional teachers leaving your district before they have completed the minimum 30-week mentoring requirement or to indicate that the 30 weeks of mentoring have been completed. It has been designed to assist the district/nonpublic school to facilitate transference of information about mentoring supports that have already been provided. (Please note: There is a [separate template](#) that may be used to log one-to-one mentoring events throughout the year).

HOW TO USE THE FORM

For Districts with an Outgoing Teacher Enrolled in the PTP:

- Consult mentoring payment records, confirm with the transferring teacher, and be ready to answer any inquiries from a receiving district.
- Complete the mentoring completion form and give a copy to any teacher enrolled in the PTP who is leaving your district before having completed his or her mentoring requirement or who has completed his or her mentoring requirement.
- Keep a copy of this form as specified by the document retention rules for past employees.

For Districts with an Incoming Teacher Enrolled in the PTP by a Previous District:

- Request a copy of the mentoring completion form from the teacher you are hiring. If no form is provided or information is incomplete, reach out to the prior district to obtain the necessary information.
- Provide the necessary mentoring support to allow the provisional teacher to complete the mentoring requirement in order to be eligible for a standard certificate.
- Begin mentoring logs and arrange for payment for mentoring provided in your district.
- Don't forget to register the transferring teacher into the Office of Certification and Induction's online system - the PLRMS.

If you have questions about mentoring requirements or the use of this form, please communicate them to teachpd@doe.state.nj.us or provisional.teacher@doe.state.nj.us or contact the Office of Professional Development at 609-633-8014.

MENTORING TRANSFER TEMPLATE

District/Nonpublic School: _____

Novice Provisional Teacher's Name: _____

Novice Provisional Teacher's PLMRS Tracking Number: _____

Check One: ☐ CE ☐ CEAS

School District Contact: (Name of individual who can provide information about the mentoring that occurred and the mentoring fees that were paid while the provisional teacher was employed in the district)

Name (Please print): _____ Title: _____

Phone (incl. ext.): _____ Email: _____

Novice Provisional Teacher's Mentor: _____

Date One-to-One Mentoring began: Month: _____ Year: _____

Required initial, weekly one-to-one meetings have been completed: • Yes • No

Required minimum of 30 weeks of mentoring have been completed • Yes • No

If "No" was checked indicate below how many weeks of mentoring have been completed:

Total # of weeks of mentoring completed (out of 30 minimum): _____

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

*Signature, Chief School Administrator (or designee)
or Nonpublic School Lead (or designee)*

Printed Name

Date

NVCC Mentoring Intent Form

This form indicates that you have a desire to mentor a Novice Teacher in the District. A copy, with the required signatures, must be submitted to your Principal for his/her records and a copy must be sent to the Mentoring Coordinator.

Name: _____

School: _____

Email: _____

School Phone: _____

Assignment: _____

Years Teaching: _____

Years in Current Position: _____

Home Address: _____

Please check all that apply:

_____ I was a Mentor Teacher for the current school year

Name of Mentee: _____

_____ I have been a Mentor Teacher prior to 2014-2015

Year(s) as a Mentor Teacher: _____

Name of Student Teacher: _____

_____ I have been a Cooperating Teacher for a Student Teacher

Year(s) as a Cooperating Teacher: _____

_____ Name of Student Teacher(s): _____

_____ I have received formal mentor training within the district

Year of Completion: _____

_____ I have received formal mentor training through another program. Please describe below:

I understand that I must receive training in the roles and responsibilities of a Mentor Teacher, communication skills and peer coaching. I agree to meet with the Novice Teacher on a regular basis throughout the year. The district will provide the initial training which will take place in August and/or September with follow-up sessions during the first year. The compensation for this training is part of the stipend received at the end of the year.

Signature of Applicant: _____

It is the responsibility of the applicant to get the signature of the building principal and a colleague to verify the following statement:

The applicant has the qualities inherent in establishing a trusting relationship with the beginning professional. The applicant will be able to help the Novice Teacher face the realities of teaching and guide him/her in setting appropriate goals. The applicant is able to consistently model effective teaching strategies.

Building Principal

Colleague

Mentor's Checklist

Before school begins...

- Call to introduce yourself.
- Ask the beginning teacher to assemble a list of questions.
- Tour the building.
- Make certain that supplies and Teacher's Guides are available.
- Answer questions and supply additional related information.

On the first day...

- Introduce the beginning teacher to other staff members, especially those they will be working with most closely.
- Review daily routine.
 - ~ Homeroom period
 - ~ Attendance
 - ~ Lunch count
 - ~ Changing classes
 - ~ Special classes
 - ~ Playground, lunch, and door duty
- Review all paperwork for students to take home on the first day.
- Explain book cards and textbook distribution.
- Take the beginning teacher to the PTA luncheon and introduce them to room parents.

During the first week...

- Check **DAILY** to make sure the beginning teacher has settled into a smooth routine.
- Assist with any needed changes to the schedule.
- Be certain that first day paperwork has been returned and processed properly.
- Help the beginning teacher set up a gradebook and do the first full week's lesson plan.
- Review posting grades via the online format in your school.
- Set up a regular WEEKLY meeting time to check on progress and answer questions.
- Offer the beginning teacher a chance to observe you in class or set up other relevant and appropriate observations. Secure coverage if needed for observations.

Before mid-marking period 1...

- Provide needed information and advice for "Back to School Night".
- Review grading formulas.
- Assist with interims and CST review of interims as needed.
- Explain permanent record cards for reading and math, advise the beginning teacher to post test scores to these cards as soon as possible.
- Assist with pre-observation forms and answer questions about observation by administrators.

Before first report cards are due...

- Help the beginning teacher prepare for parent conferences.
- Assist with the completion of report cards as needed.

As the year proceeds...

- Continue to meet WEEKLY to answer questions and offer assistance.
- Explain standardized testing procedures.
- Guide the beginning teacher through:
 - ~ Referral to BSIP
 - ~ IEP meeting
 - ~ TRAC referral
 - ~ Child Study Team referral process
 - ~ CST staffing
 - ~ Retention decision

At year's end...

- Explain procedures for:
 - ~ Final grades
 - ~ Needs assessment form
 - ~ Permanent record folders
 - ~ Professional Improvement Plan
- Review end-of-year checklist.

Year Two

- Continue to meet regularly (MONTHLY at least) to provide support.
- Explain the documentation for professional learning hours.
- Guide the new teacher through any procedures listed above which were not experienced the first year.

Reflective feedback protocol

Reflective feedback is a protocol used to assist a teacher in reflecting on his or her lesson. A coach chooses observing and giving feedback when teachers have implemented new practices within their own classrooms independently and are ready to receive feedback. This form of classroom support helps teachers hone their instructional skills and strengthen their practice. It also supports a teacher in becoming a reflective practitioner who regularly examines his or her own practice.



Teacher _____ Coach _____

Conference date _____

Tell me about the highlights of your lesson.

How was this lesson different than what you planned? What do you think accounted for those differences?

What evidence from the lesson tells you if your students achieved the lesson's goals?

Teachers make many decisions as they teach. What decisions did you find yourself making during this lesson? Tell me about some of them and share your decision-making process. How did you arrive at those decisions?

What did you learn that you will apply to a future lesson?

Source: Killian, J. & Harrison, C. (2006). *Taking the lead: New roles for teachers and school-based coaches*. Oxford, OH: NSDC.

Collegial Visit

COLLEGIAL VISIT Bring structure to classroom observation

The observing teacher should record her observations on the note-taking guide. The coach or visit facilitator is encouraged to do the same.

Maintain a predetermined focus while completing this form in order to avoid getting hung up on unrelated details.

Teacher's Name:	Date of visit:
What is the focus of your visit?	
What are students doing?	What is the teacher doing?
What questions do you have as a result of this visit?	
What are your next steps?	

Source: Learning Forward, May 2012

Culture of Trust

CULTURE OF TRUST Build collaboration and collegiality

A culture of trust is essential for building collaboration around professional learning (Roy & Hord, 2003). The following actions contribute to building a culture of trust (Roy, 2007). Complete this self-analysis to discover how you can reinforce these actions in your own practice.

1	Build teacher trust in your decisions. How can you demonstrate that your educational decisions put the interests of students above personal and political interests?
2	Keep your word. How consistently do teachers see that you do what you say and that you follow through with promised actions?
3	Show your respect for teacher competence and intentions. How can you show teachers you believe in their abilities and that they operate with the best interest of students in mind?
4	Address incompetence fairly and firmly. How can you better respond to personnel issues related to incompetence?
5	Demonstrate your own competence. How can you communicate a strong vision for professional learning and clearly define expectations that are upheld for all faculty members?

Source: Roy, P. (2007, February). Trust is the on-ramp to building collaboration and collegiality. *The Learning Principal*. Oxford, OH: NSDC

Sample Agenda for the NVCC 2-Day Mentoring Workshop

Successful Mentoring

Day 1

- Mentoring then and now
 - Personal reflections
 - Policies and procedures
 - Key elements
- Phases of teacher-mentor relationship
 - Roles and responsibilities
 - Needs of new and transfer teachers
- Establishing the relationship
 - Trust - Integrity
 - Key communication skills
- Navigating the Challenges of Mentoring
 - School Culture
 - Time
 - Cross Generational Staff
- Mentoring and Coaching
 - Key Communication Concepts
 - Effective Listening
 - Feedback / Questioning Techniques
 - Case Studies
- Goals and plans for mentoring

Successful Mentoring

Day 2

- Promoting Collaborative Learning
 - Roles and ongoing responsibilities of a mentor
 - Facilitating transition
 - Change and CBAM model
- Mentoring Leadership Style
 - Facilitating Mentee Development
 - Mentoring, Coaching and Supervision
- Developing Mentoring Skills/ Coaching Techniques:
 - Feedback
 - Collecting classroom observation data
- Observation Practice
- Action Plans
- Gallery Tour



Closter Public Schools District Professional Development Plan (PDP)

District Name	Superintendent Name	Plan Begin/End Dates
Closter Public Schools	Vincent McHale	September 2026 – June 2027

1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	Monitor student progress toward meeting state standards and utilize assessment data to improve and accelerate student learning.	Teachers and administrators	Progress monitoring ensures that students are working toward meeting grade-level expectations in all content areas. Teachers will use LinkIt! and Aimsweb benchmark data, along with the 2025-2026 NJSLA ELA, Mathematics, and Science data, to determine students' starting point at the start of the 2026-2027 academic year.
2	Implement the New Jersey Student Learning Standards (NJSLS) and instructional engagement strategies in content areas to improve student achievement	Teachers and administrators	It is critical for teachers to have content knowledge, understanding of the content standards, awareness of best instructional strategies for engaging learners, and skill in planning instruction and technology integration.
3	Advance district priorities for 2026-2027 by fully launching the Profile of a Closter Learner (POCL) Rubric across content areas, implementing school-based Social-Emotional Learning (SEL) and character education action plans, and establishing an Innovative Learning Committee to research and pilot innovative instructional practices	Teachers, support staff and administrators	Embedding the POCL Rubric into daily instruction ensures that the district's competencies for a graduate are explicitly taught and assessed across grade levels, while explicit attention to SEL and character development supports the conditions necessary for academic achievement and helps students build the self-regulation, relationship, and decision-making skills essential to school and life.



2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1	- Complete benchmark assessments with LinkIt!, Aimsweb Plus, and district assessments - Work in PLCs to analyze data and set action plans for students	- Lesson plans will reflect differentiated instruction determined by PLCs and teachers. - Utilize professional resources and course offerings through Northern Valley Curriculum Center
2	- Attend Northern Valley Curriculum Center workshops on curriculum, content and instructional strategies - School-level meetings on curriculum and student engagement - Middle School teachers will implement a W.I.N. period once per week to provide additional academic support to students	Utilize professional resources and course offerings through Northern Valley Curriculum Center
3	- Provide professional learning on the POCL Rubric, including the Grades Prek-8 framework mapping rubric characteristics to content areas, during professional development days and faculty meetings - Building-level teams use morning meetings, advisory time, and grade-level PLCs to develop school-based SEL and character education action plans - Establish the Innovative Learning Committee and convene initial meetings to identify research priorities and potential instructional pilots	- Conduct classroom walkthroughs and PLC discussions to monitor integration of the POCL Rubric into lesson plans, student feedback, and student work samples - Review school climate and behavioral data at mid-year and end-of-year checkpoints to monitor implementation and impact of building-level SEL/character education action plans - Innovative Learning Committee shares pilot outcomes and a summary of recommendations with staff and administration at year's end



3: PD Required by Statute or Regulation

State-mandated PD Activities

Reading Disabilities Training: 2 Hours in January for appropriate staff – annual requirement
Suicide Prevention: 5-year training will be provided to all employees in October 2026
Review of HIB Policies and Procedures: September faculty meeting; all staff complete Safe Schools Online HIB training *Bullying: Recognition and Response*
Recognition of Substance Abuse: Safe Schools Online
School Safety: September faculty meeting
Law Enforcement Operations: faculty meeting
Gang Awareness: Administrators attended Office of the Attorney General seminars
Code of Conduct: September faculty meeting
Missing and Abused Children: September faculty meeting
Electronic Violence and Vandalism Reporting System: September faculty meeting
Communicable Diseases and EpiPen: Training by school nurse at September faculty meeting, and as needed
Asthma: Safe Schools Online
Bloodborne Pathogens: Safe Schools Online
Alcohol, Tobacco, and Drug Prevention: Safe Schools Online
AchieveNJ: September faculty meeting with follow-up throughout the year; SGO training and support in September – October
Integration of Strategies for MLs: Faculty meetings and small group grade level sessions
Gifted and Talented: Grade level meetings with gifted and talented teacher throughout the year

4: Resources and Justification

Resources

Closter's professional development is delivered in-district, whenever possible. However, a few professional development experiences require outside consultants, such as Dyslexia training provider, Accelerated Learning, Mental Health, and Safe Schools Online. We are part of the Northern Valley Curriculum Center, which provides additional professional learning opportunities for faculty and staff. These activities, and as-needed materials, have been developed with the 2026-2027 budget as approved by the Closter Board of Education and through federal grants.

Justification



Closter Public Schools has as one of its core beliefs: *In Closter Public Schools, we believe skilled, caring teachers are the most important variable in the classroom and we should consistently provide resources to assist them in life-long learning.* Professional learning is provided to teachers so they may successfully deliver the curriculum. We have identified the professional development priorities to ensure high-quality delivery of instruction to our students as we support their academic, social and emotional growth.

Signature:

Superintendent Signature

Date

Appendix C

REPORT OF THE TREASURER OF SCHOOL MONIES
CLOSTER BOARD OF EDUCATION

FINAL REPORT

All Funds for the Month Ending: JUNE 30, 2026

		Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balance
GOVERNMENTAL FUNDS					
General Fund	FUND 10	\$ 2,355,622.56	\$ 2,381,874.80	\$ 2,876,067.01	\$ 1,861,430.35
Compensating Balance		\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00
Capital Reserve		\$ 8,528,452.49	\$ -	\$ -	\$ 8,528,452.49
Maintenance Reserve		\$ 877,088.00	\$ -	\$ -	\$ 877,088.00
Emergency Reserve		\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
TOTAL FUND 10		\$ 13,011,163.05	\$ 2,381,874.80	\$ 2,876,067.01	\$ 12,516,970.84
Special Revenue	FUND 20	\$ 202,506.68	\$ 11,078.00	\$ 37,395.20	\$ 176,189.48
Capital Projects	FUND 30	\$ 2,562,258.95	\$ 5,797.74	\$ 83,571.80	\$ 2,484,484.89
Debt Service	FUND 40	\$ -	\$ -	\$ -	\$ -
TOTAL GOVERNMENTAL FUNDS 10-40		\$ 15,775,928.68	\$ 2,398,750.54	\$ 2,997,034.01	\$ 15,177,645.21
ENTPRISE (MILK) FUND 60		\$ 7,078.40	\$ 574.59	\$ 3,549.93	\$ 4,103.06
TRUST & AGENCY FUNDS					
Payroll - Fund 90		\$ 112.75	\$ 1,051,757.14	\$ 1,051,869.89	\$ -
Payroll Agency - Fund 90		\$ 17,055.18	\$ 785,132.69	\$ 785,534.52	\$ 16,653.35
Unemployment Trust - Fund 63		\$ 261,067.06	\$ 6,112.21	\$ -	\$ 267,179.27
Tenakill Laptop Account - Fund 61		\$ 18,866.00	\$ 60.00	\$ -	\$ 18,926.00
TOTAL TRUST & AGENCY FUNDS		\$ 297,100.99	\$ 1,843,062.04	\$ 1,837,404.41	\$ 302,758.62
TOTAL ALL FUNDS		\$ 16,080,108.07	\$ 4,242,387.17	\$ 4,837,988.35	\$ 15,484,506.89

Prepared and Submitted by:



7/28/26

Michael J. Donow, RSBA

Date

Treasurer of School Monies

2025-26 Monthly Transfers Worksheet - Details of Transfers

District:	CLOSTER BOARD OF EDUCATION
LEA Code:	03-0930
Month/Year:	FINAL REPORT - JUNE 2026
Date of Submission	7/28/26

Cells have been left blank for data entry.

This line contains column numbers for the amount columns, and descriptions of the calculations in each column.

			(column 1 = + Data Entry)	(column 2 = + Data Entry)	(column 3 = column 1 + column 2)	(column 4 = column 3 * 0.1)	(column 5 = + or - Data Entry)	(column 6 = column 5 / column 3)	(column 7 = column 4 + column 5)	(column 8 = column 4 - column 5)
Lines	Budget Category	Account	2025-26 Original Budget	Revenues Allowed (M-LA.C. 6A-23A-13.3(d))	2025-26 Original Budget For Use in 10% Calculation	Maximum Transfer Amount	2025-26 YTD Net to/(from) Date of Submission in cell B5	% Change of Transfers YTD	2025-26 Remaining Allowable Balance From	2025-26 Remaining Allowable Balance To
	Instruction									
3200	Regular Programs	11-1XX-100-XXX	7,737,461	55,629	7,793,090	779,308	419,350	5.36%	1,188,859	
10300, 11160	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX, 11-000-216,217	5,824,978		5,824,978	582,498	(12,645)	-0.22%	588,853	
41080										
13160, 15180	Vocational Programs - Local	11-3XX-100-XXX						0.00%		
17100, 17600	School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-X00-XXX	203,760	245	204,005	20,401	72,438	35.51%	92,839	
19620, 20620										
21620, 22620										
23620, 25100										
27100	Community Services Programs/Operations	11-800-330-XXX						0.00%		
	Undistributed Expenditures									
29180	Tuition	11-000-100-XXX	1,614,878		1,614,878	161,488	(77,359)	-4.79%	84,129	
29680, 30620, 41680, 42200	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-211,213,218,219,222	1,718,999	666	1,719,665	171,966	21,394	1.24%	183,360	
43620										
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	247,417		247,417	24,742	37,500	15.16%	82,242	
43300	General Administration	11-000-230-XXX	563,201	20,000	583,201	58,320	86,000	14.73%	144,320	(27,680)
46160	School Administration	11-000-240-XXX	876,277	5,289	881,566	88,157	73,500	8.34%	161,857	14,657
47200, 47820	Capital Services & Administrative Information Technology	11-000-25X-XXX	806,091	3,621	809,712	80,971	7,500	1.23%	88,471	53,471
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX	2,147,083	10,456	2,157,524	216,782	185,924	8.62%	401,676	
52480	Student Transportation Services	11-000-270-XXX	716,895		716,895	71,690	(54,250)	-7.51%	17,440	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	4,669,100		4,669,100	466,910	(268,500)	-5.75%	198,410	
72020	Food Services	11-000-310-XXX						0.00%		
72120	Transfer Property Sale Proceeds to Debt Service Reserve	11-000-320-934						0.00%		
72160	Deposit to Sale/Less-Back Reserve	10-605						0.00%		
72180	Interest Earned on Maintenance Reserve	10-606						0.00%		
72200	Deposit to Maintenance Reserve	10-607						0.00%		
72220	Deposit to Current Expense Emergency Reserve	10-607						0.00%		
72240	Interest Earned on Current Expense Emergency Reserve	10-610						0.00%		
72245	Deposit to Bus Advertising Reserve for Fuel Costs	10-611						0.00%		
72246	Increase in IMPACT Aid Reserve (General)	10-611								
72247	Increase in IMPACT Aid Reserve (Capital)	10-612								
72260	Total General Current Expense		26,925,125	95,906	27,022,031	2,702,204	480,882			
	Capital Outlay									
75880	Equipment	12-XXX-XXX-7XX	16,400		16,400	4,511	21,268	47.15%	25,779	
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX	914,941		914,941	91,494		0.00%		
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931						0.00%		

District:	CLOSTER BOARD OF EDUCATION
LEA Code:	03-0930
Month/Year:	FINAL REPORT - JUNE 2026
Date of Submission:	7/28/26

Calls have been left blank for data entry.

This line contains column numbers for the amount columns, and descriptions of the calculations in each column.

Lines	Budget Category	Account	2025-26 Original Budget	Revenues Allowed (M.F.A.C. 6A:23A-13.3(d))	2025-26 Original Budget For Use in 10% Calculation	Maximum Transfer Amount	2025-26 YTD Net Transfers to/from Date of Submission in cell B5	% Change of Transfers YTD	2025-26 Remaining Allowable Balance From	2025-26 Remaining Allowable Balance To
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-833						0.00%		
76360	Deposit to Capital Reserve	10-604						0.00%		
76380	Interest Earned on Capital Reserve	10-604						0.00%		
76385	Impact Aid Reserve (Capitol) - Transfer to Capital Projects	12-000-400-938						0.00%		
76400	Total Capital Expenditures		\$33,341	26,706	960,049	96,005	21,266	0.00%		
83080	Total Special Schools	13-XXX-XXX-XXX						0.00%		
84000	Transfer of Funds to Charter Schools	10-000-100-56X						0.00%		
84005	Transfer of Funds to Resident Renaissance Schools	10-000-100-571						0.00%		
84020	General Fund Contribution to School Based Budgets	10-000-520-930						0.00%		
84060	Operating Budget Grand Total		27,839,466	122,614	27,962,080	27,962,080	572,120			

School Business Administrator Signature:

Date:
end of worksheet

[Signature]
Floro M. Villanueva Jr.
 Business Administrator/Board Secretary
 Closter Public Schools

Appropriations Adjustments: 498,703 - FY 25 Extraordinary Aid
 13,417 - Non-Public Transportation Aid

Total Adjustments: **\$512,120**



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GENERAL FUND

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$2,861,430.35
102-106	CASH EQUIVALENTS	\$.00
108	IMPACT AID RESERVE GENERAL	\$.00
109	IMPACT AID RESERVE CAPITAL	\$.00
111	INVESTMENTS	\$.00
116	CAPITAL RESERVE ACCOUNT	\$8,528,452.49
117	MAINTENANCE RESERVE INVESTMENT ACCOUNT	\$877,088.00
118	EMERGENCY RESERVE	\$250,000.00
121	TAX LEVY RECEIVABLE	\$.00

ACCOUNTS RECEIVABLE:

132	INTERFUND	\$.00
140	INTERGOVERNMENTAL-ACCOUNTS RECEIVABLE	\$.00
141	INTERGOVERNMENTAL-STATE	\$602,027.92
142	INTERGOVERNMENTAL-FEDERAL	\$.00
143	INTERGOVERNMENTAL-OTHER	\$605.34
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	\$.00
		\$602,633.26

LOANS RECEIVABLE:

131	INTERFUND	\$.00
151, 152	OTHER - NET OF EST. UNCOLLECTIBLE OF	\$.00
181	PREPAID EXPENSES	\$.00
192	DEFERRED EXPENDITURES	\$.00
	OTHER CURRENT ASSETS	\$.00

RESOURCES:

301	ESTIMATED REVENUES	\$25,945,466.00
302	LESS REVENUES	(\$26,742,808.66)
		(\$797,342.66-)

TOTAL ASSETS AND RESOURCES

\$12,322,261.44

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$.00
402	INTERFUND ACCOUNTS PAYABLE	\$.00
421	ACCOUNTS PAYABLE	\$.00
431	CONTRACTS PAYABLE	\$.00
451	LOANS PAYABLE	\$.00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$.00
461	ACCURED SALARIES AND BENEFITS	\$.00
481	DEFERRED REVENUE	\$.00
580	UNEMPLOYMENT TRUST	\$.00

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OTHER CURRENT LIABILITIES
TOTAL LIABILITIES

\$.00
\$.00

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LINE	DESCRIPTION	AMOUNT	AMOUNT	AMOUNT
FUND BALANCE:				
APPROPRIATED:				
753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR			\$407,000.11
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR			\$20,000.00
768	RESERVED FUND BALANCE FOR WAIVER OFFSET RSV			
609	WAIVER OFFSET RESERVE - CURRENT YEAR			
314	INCREASE IN WAIVER OFFSET RESERVE			
	WITHDRAWAL FROM WAIVER OFFSET RESERVE			
	RESERVED FUND BALANCE:			
755	BUS ADVERTISING RESERVE			
610	ADD: INCREASE IN BUS ADV RESERVE FOR F	\$.00		
315	LESS: BUDGETED W/D FROM BUS ADV FUEL CO	(\$.00)		\$.00
756	FEDERAL IMPACT AID RESERVE GENERAL - JULY	\$.00		
611	ADD: INCREASE IN FEDERAL IMPACT AID RE	\$.00		
318	LESS: W/D FROM FEDERAL IMPACT AID RESER	(\$.00)		\$.00
757	FEDERAL IMPACT AID RESERVE CAPITAL - JULY	\$.00		
612	ADD: INCREASE IN FEDERAL IMPACT AID RE	(\$.00)		\$.00
319	LESS: W/D FROM FEDERAL IMPACT AID RESER	\$877,088.00		
764	MAINTENANCE RESERVE ACCOUNT - JULY 1, 2025	\$150.00		
606	ADD: INTEREST EARNED ON MAINTENANCE RE	(\$340,000.00)		\$537,238.00
310	LESS: BUDGETED W/D FROM MAINT. RESERVE	\$.00		
765	TUITION RESERVE ACCOUNT	\$8,528,452.49		
761	CAPITAL RESERVE ACCOUNT - JULY 1, 2025	\$850.00		
604	ADD: INCREASE IN CAPITAL RESERVE	\$.00		
605	ADD: INCREASE IN SALE/LEASE RESERVE	(\$.00)		\$7,629,302.49
307	LESS: BUDG. W/D FROM CAPITAL RESERVE-ELI	(\$900,000.00)		
309	LESS: BUDG. W/D FROM CAPITAL RESERVE-EXC	\$250,000.00		
766	CURR. EXP. EMERGENCY RESERVE - JULY 1, 2025	\$.00		
607	ADD: INCR. IN CURR. EXP. EMERG. RESERVE	(\$.00)		\$250,000.00
312	LESS: W/D FROM CURR. EXP. EMERG. RESERV			\$.00
762	ADULT EDUCATION PROGRAMS			\$.00
769	UNEMPLOYMENT FUND			\$.00
750,751,752	RESERVED FUND BALANCE			\$.00
76X	OTHER RESERVES			\$.00
601	APPROPRIATIONS	\$28,494,200.11		
602	LESS: EXPENDITURES	\$25,779,697.41		
603	ENCUMBRANCES	\$427,000.11	(\$26,206,697.52)	\$2,287,502.59
	TOTAL APPROPRIATED			\$11,131,043.19
	UNAPPROPRIATED:			
770	FUND BALANCE, JULY 1, 2025			\$1,035,285.25
771	FUND BALANCE, -DESIGNATED			\$1,325,000.00
772	FUND BALANCE -UNDESIGNATED			\$18,053.00
303	BUDGETED FUND BALANCE			(\$1,187,120.00)
311	BUDGT. WITHDR. FM TUITION RESERVE-ADJUST/SU			(\$.00)
320	BUDGT. WITHDR. FROM UNEMPLOYMENT FUND BALAN			(\$.00)
	TOTAL FUND BALANCE			\$12,322,261.44

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TOTAL LIABILITIES AND FUND EQUITY

\$12,322,261.44

RECAPITULATION OF FUND BALANCE:

	Budgeted	Actual	Variance
APPROPRIATIONS	\$28,494,200.11	\$26,206,697.52	\$2,287,502.59
REVENUES	(\$25,945,466.00)	(\$26,742,808.66)	(\$797,342.66-)
SUB TOTAL	\$2,548,734.11	(\$536,111.14-)	\$3,084,845.25
CHANGE IN RESERVE ACCOUNTS:			
PLUS - INCREASE IN RESERVE	\$1,000.00	\$1,000.00	\$.00
LESS - WITHDRAW FROM RESERVE	(\$1,240,000.00)	(\$1,240,000.00)	(\$.00)
SUB TOTAL	\$1,309,734.11	(\$1,775,111.14-)	\$3,084,845.25
LESS: ADJUSTMENT FOR PRIOR YEAR ENCUMBRANCE	(\$20,000.00)	(\$20,000.00)	(\$.00)
BUDGETED FUND BALANCE	\$1,289,734.11	(\$1,795,111.14-)	\$3,084,845.25

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	Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
REVENUE/SOURCES OF FUNDS:				
52XX FROM TRANSFERS	\$.00	\$83,571.80	over	(\$83,571.80-)
1XXX FROM INTEREST EARNED ON CURR. EXP. EMERGENCY	\$.00	\$.00		\$.00
1XXX FROM INTEREST EARNED ON MAINTENANCE RESERVE	\$.00	\$.00		\$.00
1XXX FROM LOCAL SOURCES	\$24,242,012.00	\$24,553,866.86	over	(\$311,854.86-)
2XXX FROM INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3XXX FROM STATE SOURCES	\$1,703,454.00	\$2,105,370.00	over	(\$401,916.00-)
4XXX FROM FEDERAL SOURCES	\$.00	\$.00		\$.00
5XXX FROM OTHER FINANCING SOURCES	\$.00	\$.00		\$.00
XXXX ARRA ESF (FUND 16)	\$.00	\$.00		\$.00
XXXX ARRA GSF (FUND 17)	\$.00	\$.00		\$.00
XXXX ARRA SFSF (FUND 18)	\$.00	\$.00		\$.00
TOTAL REVENUES/SOURCES OF FUNDS	\$25,945,466.00	\$26,742,808.66	over	(\$797,342.66-)
EXPENDITURES:				
GENERAL CURRENT EXPENSE FUND (11)				
1XX-100-XXX REGULAR PROGRAMS - INSTRUCTION	\$8,212,440.18	\$7,859,938.61	\$102,587.72	\$249,913.85
2XX-100-XXX SPECIAL EDUCATION - INSTRUCTION	\$2,733,964.00	\$2,658,642.57	\$3,354.99	\$71,966.44
230-100-XXX BASIC SKILLS/REMEDIAL INSTRUCTION	\$550,022.00	\$546,857.31	\$.00	\$3,164.69
240-100-XXX BILINGUAL EDUCATION - INSTRUCTION	\$543,646.00	\$539,629.52	\$.00	\$4,016.48
3XX-100-XXX VOC. PROGRAMS - LOCAL - INSTRUCTION	\$.00	\$.00	\$.00	\$.00
401-100-XXX SCHOOL-SPONS. COCURR. ACTIVITIES - INST.	\$111,860.00	\$90,886.18	\$.00	\$20,973.82
402-100-XXX SCHOOL-SPONS. ATHLETICS - INSTRUCTION	\$58,745.00	\$46,427.36	\$.00	\$12,317.64
421-XXX-XXX TOTAL BEFORE/AFTER SCHOOL PROGRAMS	\$50,886.89	\$32,112.50	\$.00	\$18,774.39
422-XXX-XXX TOTAL SUMMER SCHOOL PROGRAMS	\$54,951.00	\$43,559.13	\$.00	\$11,391.87
423-XXX-XXX TOTAL ALTERNATIVE EDUCATION PROGRAM	\$.00	\$.00	\$.00	\$.00
424-XXX-XXX TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$.00	\$.00	\$.00	\$.00
425-XXX-XXX TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$.00	\$.00	\$.00	\$.00
4XX-100-XXX OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	\$.00	\$.00	\$.00	\$.00
800-330-XXX COMM. SERV. PROGRAMS-COMM. SERV. OPERATIONS	\$.00	\$.00	\$.00	\$.00
OTHER EXPENDITURES NOT INCLUDED ABOVE	\$.00	\$.00	\$.00	\$.00
UNDISTRIBUTED EXPENDITURES:				
000-1XX-XXX INSTRUCTION	\$1,537,519.34	\$1,016,999.48	\$.00	\$520,519.86
000-211-XXX ATTENDANCE AND SOCIAL WORK SERVICES	\$114,107.00	\$109,836.05	\$.00	\$4,270.95
000-213-XXX HEALTH SERVICES	\$229,280.00	\$212,193.66	\$.00	\$15,886.34
000-216-XXX OTHER SUPPORT SERV.-STUDENTS-RELATED SERV.	\$509,996.00	\$478,132.29	\$.00	\$31,863.71
000-217-XXX OTHER SUPPORT SERV.-STUDENTS-EXTRA SERV.	\$1,474,705.00	\$1,324,684.32	\$17,996.14	\$132,224.54
000-218-XXX OTHER SUPPORT SERVICES-STUDENTS-REGULAR	\$410,389.00	\$402,360.20	\$.00	\$8,028.80
000-219-XXX OTHER SUPPORT SERV.-STUDENTS-SPEC. SERV.	\$763,911.00	\$707,350.52	\$1,486.37	\$55,074.11
000-221-XXX IMPROV. OF INST./OTHER SUP. SERV.-INST/SERV	\$176,917.00	\$154,943.98	\$.00	\$21,973.02
000-222-XXX EDUCATIONAL MEDIA SERV./SCHOOL LIBRARY	\$223,371.71	\$204,681.29	\$.00	\$18,690.42
000-223-XXX INSTRUCTIONAL STAFF TRAINING SERVICES	\$108,000.00	\$73,813.19	\$.00	\$34,186.81
000-23X-XXX SUPP. SERV. - GENERAL ADMINISTRATION	\$669,201.00	\$523,260.49	\$107,477.61	\$38,462.90

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	Appropriations	Expenditures	Encumbrances	Availablr Balance
000-24X-XXX SUPP. SERV. - SCHOOL ADMINISTRATION	\$955,065.67	\$919,246.30	\$1,284.03	\$34,535.34
000-25X-XXX SUPP. SERV. - CENTRAL SERVICES & TECH SERV	\$617,212.09	\$581,932.48	\$7,768.89	\$27,510.72
000-26X-XXX OPERATION AND MAINT. OF PLANT SERVICES	\$2,172,648.02	\$1,841,630.22	\$170,224.36	\$160,793.44
000-263-XXX TOTAL CARE AND UPKEEP OF GROUNDS	\$144,200.00	\$127,795.96	\$13,100.00	\$3,304.04
000-266-XXX TOTAL SECURITY	\$26,600.00	\$11,659.28	\$720.00	\$14,220.72
000-27X-XXX STUDENT TRANSPORTATION SERVICES	\$662,645.00	\$393,674.50	\$0.00	\$268,970.50
000-29X-XXX BUSINESS AND OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-40X-XXX FACILITIES ACO. & CONTRUCTION SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
XXX-XXX-2XX UNALLOCATED BENEFITS	\$4,400,600.00	\$4,205,158.29	\$0.00	\$195,441.71
000-31X-XXX FOOD SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-515-XXX RETIREMENT OF ERIP LIABILITY	\$0.00	\$0.00	\$0.00	\$0.00
000-52X-XXX FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00
OTHER UNDISTRIBUTED EXPENDITURES NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL GEN. CURRENT EXP. EXPENDITURES/USES OF FUNDS	\$27,512,882.90	\$25,107,405.68	\$427,000.11	\$1,978,477.11
CAPITAL OUTLAY (FUND 12)				
XXX-XXX-73X EQUIPMENT	\$66,376.21	\$31,091.31	\$0.00	\$35,284.90
000-400-937 IMPACT AID RESERVE	\$0.00	\$0.00	\$0.00	\$0.00
000-4XX-XXX FACILITIES ACQUISITION AND CONSTR. SERV.	\$914,941.00	\$641,200.42	\$0.00	\$273,740.58
430-4XX-741 INFRASTRUCTURE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER CAPITAL OUTLAY EXPENDITURES NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CAPITAL OUTLAY EXPENDITURES/USES OF FUNDS	\$981,317.21	\$672,291.73	\$0.00	\$309,025.48
SPECIAL SCHOOLS (FUND 13)				
3XX-1XX-XXX POST-SECONDARY INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
3XX-2XX-XXX POST-SECONDARY SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
422-1XX-XXX SUMMER SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
422-2XX-XXX SUMMER SCHOOL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
4XX-1XX-XXX OTHER SPEC. SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
4XX-2XX-XXX OTHER SPC. SCHOOLS - SUPPORT SERV.	\$0.00	\$0.00	\$0.00	\$0.00
601-1XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
601-2XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
602-1XX-XXX ADULT EDUCATION-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
602-2XX-XXX ADULT EDUCATION-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
629-1XX-XXX VOCATIONAL EVENING-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
629-2XX-XXX VOCATIONAL EVENING-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
631-1XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
631-2XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
EVENING SCHOOL FOR FOREIGN BORN-LOCAL SUPPORT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER SPECIAL SCHOOLS EXPEND. NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$0.00	\$0.00	\$0.00	\$0.00

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	Appropriations	Expenditures	Encumbrances	Availble Balance
10-000-550-905 BUDGETED INCREASE IN SURPLUS FOR TUITION	\$.00	\$.00	\$.00	\$.00
10-000-100-56X TRANSFER OF FUNDS TO CHARTER SCHOOLS	\$.00	\$.00	\$.00	\$.00
10-000-100-571 TRANSFER OF FUNDS TO RENAISSANCE SCHOOLS	\$.00	\$.00	\$.00	\$.00
10-000-520-93X GENERAL FUND CONTRIB - WHOLE SCH. REFORM	\$.00	\$.00	\$.00	\$.00
16-XXX-XXX-XXX ESF (FUND 16)	\$.00	\$.00	\$.00	\$.00
17-XXX-XXX-XXX ARRA GSF (FUND 17)	\$.00	\$.00	\$.00	\$.00
18-XXX-XXX-XXX ARRA SFSF (FUND 18)	\$.00	\$.00	\$.00	\$.00
19-XXX-XXX-XXX FEMA GRANT (FUND 19)	\$.00	\$.00	\$.00	\$.00
TOTAL GENERAL FUND EXPENDITURES	\$28,494,200.11	\$25,779,697.41	\$427,000.11	\$2,287,502.59

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	Estimate	Actual	Unrealized
REVENUES			
52XX TRANSFERS FROM OTHER FUNDS	\$.00	\$83,571.80	(\$83,571.80-)
LOCAL SOURCES:			
1210 LOCAL TAX LEVY	\$23,633,912.00	\$23,633,912.00	\$.00
1310 TUITION - FROM INDIVIDUALS	\$332,100.00	\$385,294.40	(\$53,194.40-)
1XXX MISCELLANEOUS	\$276,000.00	\$534,660.46	(\$258,660.46-)
TOTAL	\$24,242,012.00	\$24,553,866.86	(\$311,854.86-)
STATE SOURCES:			
3121 CATEGORICAL TRANSPORTATION AID	\$98,966.00	\$117,307.00	(\$18,341.00-)
3131 EXTRAORDINARY AID	\$.00	\$383,575.00	(\$383,575.00-)
3132 CATEGORICAL SPECIAL EDUCATION AID	\$1,438,479.00	\$1,438,479.00	\$.00
3177 CATEGORICAL SECURITY AID	\$166,009.00	\$166,009.00	\$.00
TOTAL	\$1,703,454.00	\$2,105,370.00	(\$401,916.00-)
TOTAL	\$25,945,466.00	\$26,742,808.66	(\$797,342.66-)

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GENERAL CURRENT EXPENSE (FUND 11)

	Appropriations	Expenditures	Encumbrances	Availble Balance
REGULAR PROGRAMS - INSTRUCTION				
105-1XX-101 PRESCHOOL - SALARIES OF TEACHERS	\$138,460.00	\$137,565.58	\$.00	\$894.42
110-1XX-101 KINDERGARTEN - SALARIES OF TEACHERS	\$653,231.00	\$651,736.88	\$.00	\$1,494.12
120-1XX-101 GRADES 1-5 -SALARIES OF TEACHERS	\$3,528,037.00	\$3,479,046.77	\$.00	\$48,990.23
130-1XX-101 GRADES 6-8 -SALARIES OF TEACHERS	\$2,376,478.00	\$2,371,155.09	\$.00	\$5,322.91
150-1XX-101 SALARIES OF TEACHERS	\$11,000.00	\$7,503.50	\$.00	\$3,496.50
150-1XX-32X PURCHASED PROF. - ED. SERVICES	\$3,000.00	\$.00	\$.00	\$3,000.00
190-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$323,871.00	\$260,404.37	\$421.93	\$63,044.70
190-1XX-32X PURCHASED PROF. - ED. SERVICES	\$16,225.00	\$7,000.00	\$.00	\$9,225.00
190-1XX-34X PURCHASED TECHNICAL SERVICES	\$68,534.00	\$51,328.99	\$.00	\$17,205.01
190-1XX-5XX OTHER PURCHASED SERVICES	\$430,063.00	\$328,922.35	\$84,950.00	\$16,190.65
190-1XX-61X TEXTBOOKS	\$275,507.13	\$217,937.96	\$11,403.79	\$46,165.38
190-1XX-64X MISCELLANEOUS EXPENDITURES	\$86,243.55	\$79,359.47	\$.00	\$6,884.08
190-1XX-890 OTHER UNDISTRIBUTED INSTRUCTION	\$22,494.50	\$17,192.88	\$.00	\$5,301.62
1XX-1XX-XXX	\$279,296.00	\$250,784.77	\$5,812.00	\$22,699.23
TOTAL REGULAR PROGRAMS - INSTRUCTION	\$8,212,440.18	\$7,859,938.61	\$102,587.72	\$249,913.85
SPECIAL EDUCATION PROGRAMS:				
LEARNING AND/OR LANGUAGE DISABILITIES				
204-1XX-101 SALARIES OF TEACHERS	\$555,755.00	\$531,655.62	\$.00	\$24,099.38
204-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$4,953.00	\$.00	\$.00	\$4,953.00
204-1XX-5XX OTHER PURCHASED SERVICES	\$32,712.00	\$30,594.74	\$1,895.00	\$222.26
204-1XX-61X GENERAL SUPPLIES	\$4,890.00	\$2,783.07	\$1,199.36	\$907.57
TOTAL	\$598,310.00	\$565,033.43	\$3,094.36	\$30,182.21
BEHAVIORAL DISABILITIES:				
209-1XX-101 SALARIES OF TEACHERS	\$141,772.00	\$136,509.83	\$.00	\$5,262.17
209-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$8,824.00	\$1,663.91	\$.00	\$7,160.09
209-1XX-XXX OTHER BEHAVIORAL DISABILITIES	\$900.00	\$816.41	\$12.05	\$71.54
TOTAL	\$151,496.00	\$138,990.15	\$12.05	\$12,493.80
RESOURCE ROOM/RESOURCE CENTER:				
213-1XX-101 SALARIES OF TEACHERS	\$1,584,138.00	\$1,576,744.08	\$.00	\$7,393.92
213-1XX-61X GENERAL SUPPLIES	\$8,000.00	\$6,763.41	\$54.15	\$1,182.44
TOTAL	\$1,592,138.00	\$1,583,507.49	\$54.15	\$8,576.36
PRESCHOOL DISABILITIES - FULL-TIME:				

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216-1XX-101 SALARIES OF TEACHERS	\$228,607.00	\$216,998.20	\$.00	\$11,608.80
216-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$157,863.00	\$149,216.66	\$.00	\$8,646.34
216-1XX-5XX OTHER PURCHASED SERVICES	\$3,150.00	\$3,110.00	\$.00	\$40.00
216-1XX-XXX OTHER PRESCHOOL DISABILITIES - FULL-TIME:	\$2,400.00	\$1,786.64	\$194.43	\$418.93
TOTAL	\$392,020.00	\$371,111.50	\$194.43	\$20,714.07
TOTAL SPECIAL EDUCATION - INSTRUCTION	\$2,733,964.00	\$2,658,642.57	\$3,354.99	\$71,966.44
BASIC SKILLS/REMEDIAL - INSTRUCTION				
230-1XX-101 SALARIES OF TEACHERS	\$548,372.00	\$545,991.60	\$.00	\$2,380.40
230-1XX-61X GENERAL SUPPLIES	\$1,650.00	\$865.71	\$.00	\$784.29
TOTAL	\$550,022.00	\$546,857.31	\$.00	\$3,164.69
BILINGUAL EDUCATION - INSTRUCTION				
240-1XX-61X GENERAL SUPPLIES	\$8,300.00	\$6,335.54	\$.00	\$1,964.46
240-1XX-64X TEXTBOOKS	\$41,200.00	\$40,443.86	\$.00	\$756.14
24X-1XX-XXX OTHER BILINGUAL EDUCATION - INSTRUCTION	\$494,146.00	\$492,850.12	\$.00	\$1,295.88
TOTAL	\$543,646.00	\$539,629.52	\$.00	\$4,016.48
SCHOOL SPONS. COCURRICULAR ACTIVITIES - INSTRUCTION				
401-100-1XX SALARIES	\$88,760.00	\$68,579.42	\$.00	\$20,180.58
401-100-6XX SUPPLIES AND MATERIALS	\$4,500.00	\$4,060.00	\$.00	\$440.00
401-1XX-8XX OTHER OBJECTS	\$18,600.00	\$18,246.76	\$.00	\$353.24
TOTAL	\$111,860.00	\$90,886.18	\$.00	\$20,973.82
SCHOOL SPONSORED ATHLETICS - INSTRUCTION				
402-1XX-1XX SALARIES	\$31,300.00	\$28,146.00	\$.00	\$3,154.00
402-1XX-5XX PURCHASED SERVICES	\$7,000.00	\$6,823.00	\$.00	\$177.00
402-1XX-6XX SUPPLIES AND MATERIALS	\$19,745.00	\$10,908.36	\$.00	\$8,836.64
402-1XX-8XX OTHER OBJECTS	\$700.00	\$550.00	\$.00	\$150.00
TOTAL	\$58,745.00	\$46,427.36	\$.00	\$12,317.64
SUMMER SCHOOL PROGRAMS				
422-100-101 SALARIES OF TEACHERS	\$43,951.00	\$35,050.00	\$.00	\$8,901.00
422-100-106 OTHER SALARIES OF INSTRUCTION	\$5,500.00	\$4,909.13	\$.00	\$590.87
TOTAL SUMMER SCHOOL INSTRUCTION	\$49,451.00	\$39,959.13	\$.00	\$9,491.87
SUMMER SCHOOL - SUPPORT SVCS				

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422-200-100 SALARIES	\$5,500.00	\$3,600.00	\$.00	\$1,900.00
TOTAL SUMMER SCHOOL - SUPPORT SVCS	\$5,500.00	\$3,600.00	\$.00	\$1,900.00
TOTAL SUMMER SCHOOL	\$54,951.00	\$43,559.13	\$.00	\$11,391.87
OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION				
4XX-1XX-1XX SALARIES	\$50,886.89	\$32,112.50	\$.00	\$18,774.39
TOTAL	\$50,886.89	\$32,112.50	\$.00	\$18,774.39
UNDISTRIBUTED EXPENDITURES - INSTRUCTION				
INSTRUCTION				
000-1XX-562 TUITION TO OTHER LEAS W/I STATE - SPEC.	\$920,870.34	\$546,103.21	\$.00	\$374,767.13
000-1XX-565 TUITION TO CSSD & REG. DAY SCHOOL	\$164,325.00	\$118,440.50	\$.00	\$45,884.50
000-1XX-566 TUITION TO PRIV. SCH. FOR HANDIC. W/I ST	\$452,324.00	\$352,455.77	\$.00	\$99,868.23
TOTAL	\$1,537,519.34	\$1,016,999.48	\$.00	\$520,519.86
ATTENDANCE AND SOCIAL WORK SERVICES				
000-211-1XX SALARIES	\$104,507.00	\$100,236.05	\$.00	\$4,270.95
000-211-171 SALARIES OF DROP-OUT PREVENTION OFFICER/CO	\$.00	\$.00	\$.00	\$.00
000-211-172 SALARIES OF FAMILY SUPPORT TEAMS	\$.00	\$.00	\$.00	\$.00
000-211-173 SALARIES OF FAMILY LIASONS/COMM. PARENT I	\$.00	\$.00	\$.00	\$.00
000-211-174 SALARIES OF COMMUNITY/SCHOOL COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-211-3XX PURCHASED PROF. AND TECH. SERVICES	\$9,600.00	\$9,600.00	\$.00	\$.00
TOTAL	\$114,107.00	\$109,836.05	\$.00	\$4,270.95
HEALTH SERVICES				
000-213-1XX SALARIES	\$192,680.00	\$185,537.13	\$.00	\$7,142.87
000-213-175 SALARIES OF SOCIAL SERVICES COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-213-3XX PURCHASED PROF. AND TECH. SERVICES	\$4,600.00	\$4,000.00	\$.00	\$600.00
000-213-5XX OTHER PURCHASED SERVICES	\$12,000.00	\$6,807.25	\$900.00	\$4,292.75
000-213-6XX SUPPLIES AND MATERIALS	\$20,000.00	\$15,849.28	\$300.00	\$3,850.72
TOTAL	\$229,280.00	\$212,193.66	\$1,200.00	\$15,886.34
OTHER SUPP. SERV. STUDENTS-RELATED SERVICES				
000-216-1XX SALARIES	\$504,496.00	\$476,471.65	\$.00	\$28,024.35
000-216-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$2,500.00	\$.00	\$.00	\$2,500.00
000-216-6XX SUPPLIES AND MATERIALS	\$2,000.00	\$1,660.64	\$.00	\$339.36
TOTAL	\$508,996.00	\$478,132.29	\$.00	\$30,863.71

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OTHER SUPP. SERV. STUDENTS-EXTRA SERVICES				
000-217-1XX SALARIES	\$941,853.00	\$870,708.22	\$.00	\$71,144.78
000-217-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$529,627.00	\$453,243.74	\$17,796.14	\$58,587.12
000-217-6XX SUPPLIES AND MATERIALS	\$2,725.00	\$732.36	\$.00	\$1,992.64
000-217-8XX OTHER OBJECTS	\$500.00	\$.00	\$.00	\$500.00
TOTAL	\$1,474,705.00	\$1,324,684.32	\$17,796.14	\$132,224.54
OTHER SUPP. SERV. - STUDENTS - REGULAR				
000-218-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$370,509.00	\$363,844.74	\$.00	\$6,664.26
000-218-32X PURCHASED PROF. - ED. SERVICES	\$30,000.00	\$30,000.00	\$.00	\$.00
000-218-6XX SUPPLIES AND MATERIALS	\$1,200.00	\$532.46	\$.00	\$667.54
000-218-8XX OTHER OBJECTS	\$1,080.00	\$383.00	\$.00	\$697.00
TOTAL	\$402,789.00	\$394,760.20	\$.00	\$8,028.80
OTHER SUPPORT SERVICES - STUDENTS-SPECIAL				
000-219-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$482,706.00	\$459,342.92	\$.00	\$23,363.08
000-219-105 SALARIES OF SEGR. AND CLERICAL ASSTS.	\$116,840.00	\$110,878.10	\$.00	\$5,961.90
000-219-32X PURCHASED PROF. - ED. SERVICES	\$129,860.00	\$119,247.00	\$.00	\$10,613.00
000-219-39X OTHER PURCHASED PROF. AND TECH. SERVICES	\$17,860.00	\$7,143.71	\$.00	\$10,716.29
000-219-5XX OTHER PURCHASED SERVICES	\$1,000.00	\$189.00	\$.00	\$811.00
000-219-6XX SUPPLIES AND MATERIALS	\$12,245.00	\$7,794.79	\$1,486.37	\$2,963.84
000-219-8XX OTHER PROJECTS	\$3,400.00	\$2,755.00	\$.00	\$645.00
TOTAL	\$763,911.00	\$707,350.52	\$1,486.37	\$55,074.11
IMPROVEMENT OF INSTRUCTION SERVICES/				
000-221-102 SALARIES OF SUPERVISORS OF INSTR.	\$78,777.00	\$78,220.98	\$.00	\$556.02
000-221-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$27,000.00	\$12,138.00	\$.00	\$14,862.00
000-221-176 SAL OF FACILITATORS, MATH COACHES & LITERA	\$.00	\$.00	\$.00	\$.00
000-221-32X PURCHASED PROF. - ED. SERVICES	\$66,340.00	\$64,585.00	\$.00	\$1,755.00
000-221-3XX OTHER PPURCHASED PROF. AND TECH. SERVICES	\$3,000.00	\$.00	\$.00	\$3,000.00
000-221-5XX OTHER PURCHASED SERVICES	\$500.00	\$.00	\$.00	\$500.00
000-221-6XX SUPPLIES AND MATERIALS	\$500.00	\$.00	\$.00	\$500.00
000-221-8XX OTHER OBJECTS	\$800.00	\$.00	\$.00	\$800.00
TOTAL	\$176,917.00	\$154,943.98	\$.00	\$21,973.02
EDUCATIONAL MEDIA SERVICES/SCHOOL LIBRARY				
000-222-1XX SALARIES	\$165,256.00	\$161,134.75	\$.00	\$4,121.25
000-222-177 SALARIES OF TECHNOLOGY COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-222-3XX PURCHASED PROF. AND TECH. SERVICES	\$3,500.00	\$.00	\$.00	\$3,500.00

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000-222-5XX OTHER PURCHASED SERVICES.	\$32,550.00	\$31,594.99	\$.00	\$955.01
000-222-6XX SUPPLIES AND MATERIALS	\$22,065.71	\$11,951.55	\$.00	\$10,114.16
TOTAL	\$223,371.71	\$204,681.29	\$.00	\$18,690.42
INSTRUCTIONAL STAFF TRAINING SERVICES				
000-223-102 SALARIES OF SUPERVISORS OF INSTR.	\$19,000.00	\$10,550.00	\$.00	\$8,450.00
000-223-32X PURCHASED PROF. - ED. SERVICES	\$46,000.00	\$43,972.00	\$.00	\$2,028.00
000-223-3XX OTHER PPURCHASED PROF. AND TECH. SERVICES	\$26,500.00	\$13,740.00	\$.00	\$12,760.00
000-223-5XX OTHER PURCHASED SERVICES	\$11,500.00	\$5,551.19	\$.00	\$5,948.81
000-223-6XX SUPPLIES AND MATERIALS	\$5,000.00	\$.00	\$.00	\$5,000.00
TOTAL	\$108,000.00	\$73,813.19	\$.00	\$34,186.81
SUPPORT SERVICES - GENERAL ADMINISTRATION				
000-23X-1XX SALARIES	\$326,984.00	\$326,563.00	\$.00	\$421.00
000-23X-331 LEGAL SERVICES	\$44,500.00	\$21,653.65	\$11,363.00	\$11,483.35
000-23X-332 AUDIT FEES	\$73,000.00	\$31,400.00	\$36,000.00	\$5,600.00
000-230-334 ARCHITECTURAL/ENGINEERING SERVICES	\$1,000.00	\$.00	\$.00	\$1,000.00
000-23X-33X OTHER PURCHASED PROF. SERVICES	\$20,500.00	\$17,300.20	\$.00	\$3,199.80
000-23X-34X PURCHASED TECHNICAL SERVICES	\$8,417.00	\$6,830.50	\$.00	\$1,586.50
000-23X-53X COMMUNICATIONS/TELEPHONE	\$41,750.00	\$38,984.04	\$.00	\$2,765.96
000-23X-585 BOE OTHER PURCHASED SERVICES	\$9,000.00	\$7,713.92	\$.00	\$1,286.08
000-23X-5XX OTHER PURCHASED SERVICES	\$62,500.00	\$55,684.52	\$.00	\$6,815.48
000-23X-610 GENERAL SUPPLIES	\$3,000.00	\$263.06	\$114.61	\$2,622.33
000-23X-630 BOE MEETING SUPPLIES	\$1,750.00	\$1,750.00	\$.00	\$.00
000-23X-82X JUDGMENTS AGST. THE SCHOOL DISTRICT	\$20,000.00	\$.00	\$20,000.00	\$.00
000-23X-890 MISCELLANEOUS EXPENDITURES	\$45,300.00	\$4,550.43	\$40,000.00	\$749.57
000-23X-895 BOE MEMBERSHIP DUES AND FEES	\$11,500.00	\$10,567.17	\$.00	\$932.83
TOTAL	\$669,201.00	\$523,260.49	\$107,477.61	\$38,462.90
SUPPORT SERVICES - SCHOOL ADMIN.				
000-24X-103 SALARIES OF PRINCIPALS/ASST. PRINCIPALS	\$552,035.00	\$547,262.25	\$.00	\$4,772.75
000-24X-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$146,544.00	\$146,260.00	\$.00	\$284.00
000-24X-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$151,098.00	\$143,324.50	\$.00	\$7,773.50
000-24X-3XX PURCHASED PROF. AND TECH. SERVICES	\$6,000.00	\$4,343.98	\$300.00	\$1,356.02
000-24X-5XX OTHER PURCHASED SERVICES	\$12,500.00	\$4,821.20	\$.00	\$7,678.80
000-24X-6XX SUPPLIES AND MATERIALS	\$53,288.67	\$49,907.43	\$984.03	\$2,397.21
000-24X-8XX OTHER OBJECTS	\$33,600.00	\$23,326.94	\$.00	\$10,273.06
TOTAL	\$955,065.67	\$919,246.30	\$1,284.03	\$34,535.34
SUPPORT SERVICES - CENTRAL SERVICES				
000-251-100 SALARIES	\$385,632.00	\$381,789.32	\$.00	\$3,842.68

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000-251-34X PURCHASED TECHNICAL SERVICES	\$34,000.00	\$29,702.74	\$3,357.23	\$940.03
000-251-592 MISC. PURCHASED SERVICES	\$4,000.00	\$2,450.00	\$0.00	\$1,550.00
000-251-5XX OTHER PURCHASED SERVICES	\$3,000.00	\$2,047.76	\$0.00	\$952.24
000-251-6XX SUPPLIES AND MATERIALS	\$17,563.69	\$13,735.73	\$851.46	\$2,976.50
000-251-890 MISCELLANEOUS EXPENDITURES	\$4,900.00	\$1,525.00	\$1.00	\$3,375.00
TOTAL	\$449,095.69	\$431,250.55	\$4,208.69	\$13,636.45
SUPPORT SERVICES - ADMINISTRATIVE INFO TECH SERVICES				
000-252-100 SALARIES	\$127,559.00	\$127,402.55	\$0.00	\$156.45
000-252-34X PURCHASED TECHNICAL SERVICES	\$27,840.00	\$16,197.52	\$0.00	\$11,642.48
000-252-5XX OTHER PURCHASED SERVICES	\$2,800.00	\$2,428.99	\$0.00	\$371.01
000-252-6XX SUPPLIES AND MATERIALS	\$9,417.40	\$4,652.87	\$3,560.20	\$1,204.33
000-252-8XX OTHER OBJECTS	\$500.00	\$0.00	\$0.00	\$500.00
TOTAL	\$168,116.40	\$150,681.93	\$3,560.20	\$13,874.27
OPERATION AND MAINTENANCE OF SCHOOL FACILITIES				
000-261-1XX SALARIES	\$183,328.00	\$181,911.10	\$0.00	\$1,416.90
000-261-61X GENERAL SUPPLIES	\$71,737.06	\$34,385.67	\$1,933.00	\$35,418.39
000-261-8XX OTHER OBJECTS	\$4,500.00	\$3,653.00	\$0.00	\$847.00
000-261-XXX REQUIRED MAINTENANCE UPDATE	\$363,318.96	\$201,950.14	\$143,712.49	\$17,656.33
TOTAL REQUIRED MAINT FOR SCHOOL FACILITIES	\$622,884.02	\$421,899.91	\$145,645.49	\$55,338.62
CUSTODIAL SERVICES				
000-262-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$172,069.00	\$171,159.84	\$0.00	\$909.16
000-262-1XX SALARIES	\$599,090.00	\$582,492.49	\$0.00	\$16,597.51
000-262-3XX PURCHASED PROF. AND TECH. SERVICES	\$6,400.00	\$650.00	\$0.00	\$5,750.00
000-262-42X CLEANING, REPAIR, AND MAINT. SERVICES	\$17,500.00	\$10,627.49	\$0.00	\$6,872.51
000-262-49X OTHER PURCHASED PROPERTY SERV.	\$24,600.00	\$20,184.07	\$0.00	\$4,415.93
000-262-52X INSURANCE	\$280,486.00	\$273,035.42	\$0.00	\$7,450.58
000-262-5XX MISCELLANEOUS PURCHASED SERVICES	\$3,000.00	\$2,450.00	\$0.00	\$550.00
000-262-61X GENERAL SUPPLIES	\$61,000.00	\$53,075.75	\$7,059.62	\$864.63
000-262-621 ENERGY (NATURAL GAS)	\$104,000.00	\$87,009.32	\$0.00	\$16,990.68
000-262-626 ENERGY (GASOLINE)	\$8,000.00	\$2,819.51	\$0.00	\$5,180.49
000-262-62X ENERGY (HEAT AND ELECTRICITY)	\$270,119.00	\$216,226.42	\$17,519.25	\$36,373.33
000-262-8XX OTHER OBJECTS	\$3,500.00	\$0.00	\$0.00	\$3,500.00
TOTAL CUSTODIAL SERVICES	\$1,549,764.00	\$1,419,730.31	\$24,578.87	\$105,454.82
CARE AND UPKEEP OF GROUNDS				
000-263-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$124,000.00	\$122,023.00	\$0.00	\$1,977.00
000-263-610 GENERAL SUPPLIES	\$20,200.00	\$5,772.96	\$13,100.00	\$1,327.04
TOTAL CARE AND UPKEEP OF GROUNDS	\$144,200.00	\$127,795.96	\$13,100.00	\$3,304.04

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	Appropriations	Expenditures	Encumbrances	Available Balance
SECURITY				
000-266-300 PURCHASED PROFESSIONAL AND TECHNICAL SERVI	\$7,500.00	\$2,270.00	\$.00	\$5,230.00
000-266-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$3,800.00	\$900.00	\$.00	\$2,900.00
000-266-610 GENERAL SUPPLIES	\$1,000.00	\$.00	\$.00	\$1,000.00
TOTAL SECURITY	\$12,300.00	\$3,170.00	\$.00	\$9,130.00
OPERATION AND MAINTENANCE OF PLANT SERVICES				
000-26X-XXX OTHER UNDIST. EXPEND. OPERATION & MAINTEN	\$14,300.00	\$8,489.28	\$720.00	\$5,090.72
TOTAL	\$14,300.00	\$8,489.28	\$720.00	\$5,090.72
STUDENT TRANSPORTATION SERV.				
000-270-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$11,395.00	\$10,284.43	\$.00	\$1,110.57
000-27X-503 CONTRACTED SERVICES - AID NON-PUBLIC	\$50,000.00	\$22,996.20	\$.00	\$27,003.80
000-27X-511 CONTRACTED SERVICES (HOME/SCH.) VENDORS	\$92,000.00	\$83,858.40	\$.00	\$8,141.60
000-27X-512 CONTRACTED SERV. (OTHER THAN HM/SC) VEND.	\$34,000.00	\$20,336.25	\$.00	\$13,663.75
000-27X-513 CONTRACTED SERV. (HOME/SCH.) JOIN AGREEMN	\$25,000.00	\$13,894.20	\$.00	\$11,105.80
000-27X-515 CONTR. SERV. (SPEC. ED. STUD.) JOIN AGRM.	\$450,250.00	\$242,305.02	\$.00	\$207,944.98
TOTAL	\$662,645.00	\$393,674.50	\$.00	\$268,970.50
UNALLOCATED BENEFITS				
000-291-22X SOCIAL SECURITY CONTRIBUTIONS	\$295,000.00	\$274,291.02	\$.00	\$20,708.98
000-291-241 OTHER RETIREMENT CONTRIBUTIONS - PERS	\$268,500.00	\$247,755.00	\$.00	\$20,745.00
000-291-249 OTHER RETIREMENT CONTRIBUTIONS-REG	\$56,000.00	\$52,956.17	\$.00	\$3,043.83
000-291-26X WORKMEN'S COMPENSATION	\$63,645.00	\$57,087.00	\$.00	\$6,558.00
000-291-27X HEALTH BENEFITS	\$3,666,455.00	\$3,543,970.37	\$.00	\$122,484.63
000-291-28X TUITION REIMBURSEMENT	\$15,000.00	\$11,439.00	\$.00	\$3,561.00
000-291-299 UNUSED SICK PAYMENT RETIRE/TERM	\$25,000.00	\$15,050.00	\$.00	\$9,950.00
000-291-2XX OTHER EMPLOYEE BENEFITS	\$11,000.00	\$2,609.73	\$.00	\$8,390.27
TOTAL UNALLOCATED BENEFITS	\$4,400,600.00	\$4,205,158.29	\$.00	\$195,441.71
TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS	\$4,400,600.00	\$4,205,158.29	\$.00	\$195,441.71
OTHER UNDISTRIBUTED EXPENDITURES	\$8,600.00	\$7,600.00	\$.00	\$1,000.00
TOTAL UNDISTRIBUTED EXPENDITURES	\$15,196,367.83	\$13,289,352.50	\$321,057.40	\$1,585,957.93
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES	\$27,512,882.90	\$25,107,405.68	\$427,000.11	\$1,978,477.11
TOTAL GEN. CURRENT EXP. EXPENDITURES AND TRANSFERS	\$27,512,882.90	\$25,107,405.68	\$427,000.11	\$1,978,477.11

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	Appropriations	Expenditures	Encumbrances	Availble Balance
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$.00	\$18,008.32	\$.00	(\$18,008.32-)
TOTAL GEN. CURRENT EXP., TRANSFERS AND RESERVE	\$27,512,882.90	\$25,125,414.00	\$427,000.11	\$1,960,468.79
CAPITAL OUTLAY (FUND 12)				
EQUIPMENT				
120-100-XXX GRADES 1-5	\$6,000.00	\$.00	\$.00	\$6,000.00
130-100-XXX GRADES 6-8	\$6,000.00	\$3,671.80	\$.00	\$2,328.20
000-24X-73X SCHOOL ADMINISTRATION	\$10,078.44	\$10,078.44	\$.00	\$.00
000-261-730 UNDIST. EXPEND.-REQUIRED MAINT FOR SCHOOL	\$2,013.11	\$2,013.11	\$.00	\$.00
000-266-730 UNDIST. EXPEND.-SECURITY	\$12,178.66	\$11,421.96	\$.00	\$756.70
XXX-XXX-73X OTHER EQUIPMENT	\$30,106.00	\$3,906.00	\$.00	\$26,200.00
TOTAL EQUIPMENT	\$66,376.21	\$31,091.31	\$.00	\$35,284.90
FACILITIES ACQ. AND CONSTR. SERV.:				
000-400-896 ASSESSMENT DEBT SVC ON SDA FUNDING	\$14,941.00	\$14,941.00	\$.00	\$.00
XXX-4XX-XXX OTHER FACILITIES ACQ. AND CONSTR. SERV.	\$900,000.00	\$626,259.42	\$.00	\$273,740.58
TOTAL	\$914,941.00	\$641,200.42	\$.00	\$273,740.58
TOTAL CAPITAL OUTLAY EXPENDITURES	\$981,317.21	\$672,291.73	\$.00	\$309,025.48
TOTAL CAPITAL OUTLAY EXPENDITURES AND RESERVES	\$981,317.21	\$672,291.73	\$.00	\$309,025.48
TOTAL GENERAL FUND NOT INCLUDING RESERVES	\$28,494,200.11	\$25,779,697.41	\$427,000.11	\$2,287,502.59

PREPARED AND SUBMITTED BY:



BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

7/28/2026

"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3),
I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY
LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATIO
OF N.J.A.C. 6A:23-2.11 (A)."





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ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$176,189.48
102-106	CASH EQUIVALENTS	\$.00
111	INVESTMENTS	\$.00
116	CAPITAL RESERVE ACCOUNT	\$.00

ACCOUNTS RECEIVABLE:

132	INTERFUND	\$.00
141	INTERGOVERNMENTAL - STATE	\$.00
142	INTERGOVERNMENTAL - FEDERAL	\$23,075.02
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	\$23,075.02
131	INTERFUND LOANS RECEIVABLE	\$.00

OTHER CURRENT ASSETS

\$8,759.00

RESOURCES:

301	ESTIMATED REVENUES	\$740,853.00
302	LESS REVENUES	(\$588,078.69)

TOTAL ASSETS AND RESOURCES

\$360,797.81

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$.00
411	INTERGOVERNMENTAL ACCOUNTS PAYABLE - STATE	\$23,394.12
412	INTERGOVERNMENTAL ACCOUNTS PAYABLE - FEDERAL	\$.00
421	ACCOUNTS PAYABLE	\$24,373.90
431	CONTRACTS PAYABLE	\$.00
451	LOANS PAYABLE	\$.00
481	DEFERRED REVENUES	\$134,165.16
	OTHER CURRENT LIABILITIES	\$.00

TOTAL LIABILITIES

\$181,933.18

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FUND BALANCE:

APPROPRIATED:

753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR	(\$2,339.27-)
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR	\$.00
	RESERVED FUND BALANCE:	
758	FUND BALANCE - STUDENT ACTIVITY FUND	\$.00
759	FUND BALANCE - SCHOLARSHIP FUND	\$.00
761	CAPITAL RESERVE ACCOUNT	\$.00
762	RESERVED FUND BALANCE - ADULT ED. PROGRAMS	\$.00
604	ADD INCREASE IN CAPITAL RESERVE	\$.00
307	LESS BUDGETED WITHDRAWAL FROM CAP. RESERVE	\$.00
601	APPROPRIATIONS	
602	LESS: EXPENDITURES	
603	ENCUMBRANCES	\$514,220.47
		\$45,428.63
		\$740,853.00
		(\$559,649.10)
		\$181,203.90

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2025	\$.00
303	BUDGETED FUND BALANCE	(\$.00)

TOTAL FUND BALANCE

TOTAL LIABILITIES AND FUND EQUITY

\$178,864.63
\$360,797.81

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REVENUE/SOURCES OF FUNDS:

	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
TRANSFERS FROM OPERATING BUDGET PRE-K				
1310 TUITION - PRESCHOOL	\$.00	\$.00		\$.00
1320 TUITION FROM LEA'S - PRESCHOOL	\$.00	\$.00		\$.00
1760 STUDENT ACTIVITY FUND	\$500.00	\$.00	under	\$500.00
1770 SCHOLARSHIP FUND	\$.00	\$.00		\$.00
1921 DIGITAL DIVIDE	\$.00	\$.00		\$.00
FROM LOCAL SOURCES	\$276,630.00	\$126,122.49	under	\$150,507.51
UNRESTRICTED GRANTS IN AID	\$.00	\$.00		\$.00
FROM INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3212 NONPUBLIC TEACHER STEM GRANT	\$.00	\$.00		\$.00
3218 PRESCHOOL EDUCATION AID - PR YR CARRYOVER	\$.00	\$.00		\$.00
3257 SDA EMERGENT NEEDS AND CAP MAINT	\$.00	\$.00		\$.00
3258 PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$.00	\$.00		\$.00
3259 PRESCHOOL FACILITIES LEAD REMEDIATION	\$.00	\$.00		\$.00
3700 STATE GRANTS THROUGH INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3XXX OTHER STATE AIDS	\$113,415.00	\$113,415.00		\$.00
FROM STATE SOURCES				
TITLE I	\$56,020.00	\$54,253.20	under	\$1,766.80
IDEA	\$294,288.00	\$294,288.00		\$.00
PERKINS GRANT	\$.00	\$.00		\$.00
TITLE II	\$.00	\$.00		\$.00
TITLE IV	\$.00	\$.00		\$.00
TITLE III	\$.00	\$.00		\$.00
FROM FEDERAL SOURCES	\$.00	\$.00		\$.00
4409 ARP-IDEA PRESCHOOL	\$.00	\$.00		\$.00
4417-4418 REAP GRANT	\$.00	\$.00		\$.00
4419 ARP-IDEA BASIC	\$.00	\$.00		\$.00
4500 OTHER RESTRICTED GRANTS	\$.00	\$.00		\$.00
4503 21ST CENTURY	\$.00	\$.00		\$.00
4526 FEMA - SUPERSTORM SANDY	\$.00	\$.00		\$.00
4530 CARES ACT	\$.00	\$.00		\$.00
4531 CARES DIGITAL DIVIDE	\$.00	\$.00		\$.00
4532 CORONAVIRUS RELIEF FUND	\$.00	\$.00		\$.00
4533 STUDENT LEARNING LOSS GRANT	\$.00	\$.00		\$.00
4534 CCPSA ESSER II	\$.00	\$.00		\$.00
4535 CCPSA LEARNING ACCEL	\$.00	\$.00		\$.00
4536 CCPSA MENTAL HEALTH	\$.00	\$.00		\$.00
4537 ACSERS	\$.00	\$.00		\$.00
4540 ARP ESSER	\$.00	\$.00		\$.00
4541 ARP ESSER ACCEL. LEARNING AND SUPPORT	\$.00	\$.00		\$.00
4542 ARP ESSER SUMMER LEARNING AND ENRICHMENT	\$.00	\$.00		\$.00
4543 ARP ESSER BEYOND THE SCHOOL DAY	\$.00	\$.00		\$.00
4544 ARP ESSER NJTSS	\$.00	\$.00		\$.00
4545 ARP HOMELESS CHILDREN AND YOUTH I	\$.00	\$.00		\$.00
4546 ARP HOMELESS CHILDREN AND YOUTH II	\$.00	\$.00		\$.00

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4600 REVENUE FOR/ON BEHALF OF THE LEA
4700 GRANTS-IN-AID FROM FEDERAL GOVT
4800 REVENUE IN LIEU OF TAXES

TOTAL REVENUE/SOURCES OF FUNDS

Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
\$1.00	\$1.00		\$1.00
\$1.00	\$1.00		\$1.00
\$1.00	\$1.00		\$1.00
\$740,853.00	\$588,078.69	Under	\$152,774.31

EXPENDITURES:

LOCAL PROJECTS

Appropriations

Expenditures

Encumbrances

Availble
Balance

STUDENT ACTIVITY FUND

\$218,700.00	\$57,677.90	\$11,585.00	\$149,437.10
\$500.00	\$1.00	\$1.00	\$500.00

SCHOLARSHIP FUND

\$1.00	\$1.00	\$1.00	\$1.00
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STATE PROJECTS

EARLY CHILDHOOD PROGRAM AID
DEMONSTRABLY EFFECTIVE PROGRAM AID
DISTANCE LEARNING NETWORK AID
INSTRUCTIONAL SUPPLEMENT AID
STATE PROJECTS CARRYOVER
DISTANCE LEARNING CARRYOVER

\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00

PRIVATE INDUSTRY COUNCIL

\$1.00	\$1.00	\$1.00	\$1.00
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NON PUBLIC TEACHER STEM

\$1.00	\$1.00	\$1.00	\$1.00
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NJ NONPUBLIC TEXTBOOKS
NJ NONPUBLIC AUXILIARY SERVICES
NJ NONPUBLIC HANDICAPPED SERVICES
NJ NONPUBLIC NURSING SERVICES
NJ NONPUBLIC TECHNOLOGY INITIATIVE
NJ NONPUBLIC SECURITY AID
ADULT EDUCATION - STATE
VOCATIONAL EDUCATION
CONTRIBUTION TO WSR - OTHER STATE PROJECTS
TARGETED AT-RISK AID
OTHER STATE PROJECTS

\$3,615.00	\$3,615.00	\$1.00	\$1.00
\$9,604.00	\$9,604.00	\$1.00	\$1.00
\$15,176.00	\$9,511.57	\$5,664.43	\$5,664.43
\$1.00	\$1.00	\$1.00	\$1.00
\$2,580.00	\$2,580.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$82,440.00	\$82,440.00	\$1.00	\$1.00

TOTAL STATE PROJECTS

\$113,415.00	\$98,146.57	\$15,268.43	\$1.00
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FEDERAL PROJECTS
ARP-IDEA BASIC GRANT
ARP IDEA PRESCHOOL
CLASS SIZE REDUCTION

\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00
\$1.00	\$1.00	\$1.00	\$1.00

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	Appropriations	Expenditures	Encumbrances	Available Balance
TITLE I	\$55,521.00	\$35,678.00	\$18,575.20	\$1,267.80
TITLE II	\$.00	\$.00	\$.00	\$.00
NCLB TITLE III	\$499.00	\$.00	\$.00	\$499.00
NCLB TITLE IV	\$.00	\$.00	\$.00	\$.00
NCLB TITLE V	\$.00	\$.00	\$.00	\$.00
TITLE VI	\$.00	\$.00	\$.00	\$.00
I.D.E.A. PART B (HANDICAPPED)	\$294,288.00	\$294,288.00	\$.00	\$.00
VOCATIONAL EDUCATION	\$.00	\$.00	\$.00	\$.00
GRANTS IN AID OTHER AGENCIES	\$.00	\$.00	\$.00	\$.00
CARES ACT	\$.00	\$.00	\$.00	\$.00
DIGITAL DIVIDE	\$.00	\$.00	\$.00	\$.00
CORONAVIRUS RELIEF FUND	\$.00	\$.00	\$.00	\$.00
STUDENT LEARNING LOSS	\$.00	\$.00	\$.00	\$.00
NONPUBLIC TECHNOLOGY CRF	\$.00	\$.00	\$.00	\$.00
CRSA ACT ESSER II	\$.00	\$.00	\$.00	\$.00
CRSA ACT LEARNING ACCELERATION	\$.00	\$.00	\$.00	\$.00
CRSA ACT MENTAL HEALTH	\$.00	\$.00	\$.00	\$.00
ACSERS PROGRAM	\$.00	\$.00	\$.00	\$.00
ARP-ESSER GRANT	\$.00	\$.00	\$.00	\$.00
ARP-ESSER ACCEL LEARNING AND SUPPORT	\$.00	\$.00	\$.00	\$.00
ARP-ESSER SUMMER LEARNING AND ENRICHMENT	\$.00	\$.00	\$.00	\$.00
ARP-ESSER BEYOND THE SCHOOL DAY	\$.00	\$.00	\$.00	\$.00
ARP-ESSER NITSS	\$.00	\$.00	\$.00	\$.00
ARP-ESSER SDA EMERGENT NEEDS	\$.00	\$.00	\$.00	\$.00
ARP-ESSER PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$.00	\$.00	\$.00	\$.00
ARP-ESSER PRESCHOOL FACILITIES LEAD REMEDIATION	\$.00	\$.00	\$.00	\$.00
ARP HOMELESS CHILDREN AND YOUTH I	\$.00	\$.00	\$.00	\$.00
ARP HOMELESS CHILDREN AND YOUTH II	\$.00	\$.00	\$.00	\$.00
ADULT EDUCATION	\$.00	\$.00	\$.00	\$.00
OTHER FEDERAL PROJECTS	\$.00	\$.00	\$.00	\$.00
OTHER SPECIAL PROJECTS	\$.00	\$.00	\$.00	\$.00
CONTRIBUTION TO MSR - OTHER FEDERAL PROJECTS	\$.00	\$.00	\$.00	\$.00
TOTAL FEDERAL PROJECTS	\$350,308.00	\$329,966.00	\$18,575.20	\$1,766.80
TOTAL EXPENDITURES	\$682,923.00	\$485,790.47	\$45,428.63	\$151,703.90
FEDERAL PROJECTS				
999-XXX-XXX PRIOR YEAR PURCHASE ORDERS	\$47,767.90	\$47,767.90	\$.00	\$.00
999-999-999 PRIOR YEAR RESERVE	\$.00	\$56,599.33	\$.12	(\$56,599.45-)
TOTAL EXPENDITURES AND RESERVE	\$730,690.90	\$590,157.70	\$45,428.75	\$95,104.45
TOTAL SPECIAL FUND NOT INCLUDING RESERVES	\$682,923.00	\$485,790.47	\$45,428.63	\$151,703.90

PREPARED AND SUBMITTED BY:

June 30, 2026 (Tue)
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Appropriations	Expenditures	Encumbrances	Available Balance
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	7/28/2026		
BOARD SECRETARY/BUSINESS ADMINISTRATOR	DATE		

"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3),
I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY
LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATIO
OF N.J.A.C. 6A:23-2.11 (A)."



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ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK		\$2,484,484.89
102-104	CASH - OTHER		\$.00
105	CASH WITH FISCAL AGENTS		\$.00
106	CASH EQUIVALENTS		\$.00
111	INVESTMENTS		\$.00

ACCOUNTS RECEIVABLE:

132	INTERFUND	\$.00
141	INTERGOVERNMENTAL - STATE	\$.00
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	\$.00
131	INTERFUND LOANS RECEIVABLE	\$.00
161	BOND PROCEEDS RECEIVABLE	\$.00

OTHER CURRENT ASSETS

\$.00

RESOURCES:

301	ESTIMATED REVENUES	\$.00	(\$83,571.80-)
302	LESS REVENUES		

TOTAL ASSETS AND RESOURCES

\$2,400,913.09

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$.00
421	ACCOUNTS PAYABLE	\$.00
402	INTERFUND ACCOUNTS PAYABLE	\$.00
431	CONTRACTS PAYABLE	\$.00
432	CONSTRUCTION CONTRACTS PAYABLE - RETAINED %	\$.00
433	CONSTRUCTION CONTRACTS PAYABLE	\$.00
451	LOANS PAYABLE	\$.00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$.00
461	ACCRUED SALARIES AND BENEFITS	\$.00
	OTHER CURRENT LIABILITIES	\$.00

TOTAL LIABILITIES

\$.00

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FUND BALANCE:

APPROPRIATED:

753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR			\$.00
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR			\$5,100.00
751, 752, 76X	OTHER RESERVES			\$.00
601	APPROPRIATIONS		\$800,506.54	
602	LESS: EXPENDITURES			
603	ENCUMBRANCES	\$621,670.88	(\$626,770.88)	\$173,735.66

TOTAL APPROPRIATED

\$178,835.66

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2025			\$2,222,077.43
771	FUND BALANCE - DESIGNATED			\$.00
303	BUDGETED FUND BALANCE			(\$.00)
	TOTAL FUND BALANCE			\$2,400,913.09

TOTAL LIABILITIES AND FUND EQUITY

\$2,400,913.09

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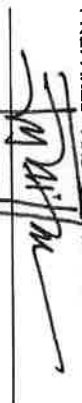
	Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
REVENUE/SOURCES OF FUNDS:				
15XX INTEREST	\$.00	\$83,571.80	Over	(\$83,571.80-)
51XX SALE OF BONDS	\$.00	\$.00		\$.00
52XX TRANSFERS FROM OTHER FUNDS	\$.00	\$.00		\$.00
54XX NJEDA (NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY)	\$.00	\$.00		\$.00
56XX LEASE PURCHASES	\$.00	\$.00		\$.00
3255 ADDITIONAL STATE SCHOOL BUILDING AID - EDA	\$.00	\$.00		\$.00
3256 SECURING OUR CHILDREN'S FUTURE BOND	\$.00	\$.00		\$.00
OTHER	\$.00	\$.00		\$.00
TOTAL REVENUE/SOURCES OF FUNDS	\$.00	\$83,571.80	Over	(\$83,571.80-)
EXPENDITURES:				
XXX-XXX-73X EQUIPMENT	\$.00	\$.00		\$.00
FACILITIES ACQUISITION AND CONSTR. SERV.	\$.00	\$.00		\$.00
000-4XX-1XX SALARIES	\$.00	\$.00		\$.00
000-4XX-331 LEGAL SERVICES	\$15,419.50	\$.00		\$15,419.50
000-4XX-39X OTHER PURCHASED PROF. AND TECH. SERV.	\$.00	\$.00		\$.00
000-4XX-45X CONSTRUCTION SERVICES	\$691,386.07	\$534,156.73		\$157,229.34
000-4XX-61X GENERAL SUPPLIES	\$.00	\$.00		\$.00
000-4XX-71X LAND AND IMPROVEMENTS	\$.00	\$.00		\$.00
000-4XX-72X BLDGS, OTHER THAN LEASE PURCHASE AGREEMENTS	\$.00	\$.00		\$.00
000-4XX-8XX OTHER OBJECTS	\$.00	\$.00		\$.00
000-4XX-XXX OTHER FAC. ACQ. AND CONSTR. SERV.	\$93,700.97	\$3,942.35		\$84,658.62
TOTAL FAC. ACQ. AND CONSTR. SERV.	\$800,506.54	\$538,099.08		\$257,307.46
TOTAL EXPENDITURES	\$800,506.54	\$538,099.08		\$257,307.46
TRANSFERS				
000-520-93X TRANSFER TO OTHER FUNDS	\$.00	\$.00		\$.00
TOTAL EXPENDITURES AND TRANSFERS	\$800,506.54	\$538,099.08		\$257,307.46
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$.00	\$25,719.99		(\$25,719.99-)
TOTAL EXPENDITURES, TRANSFERS AND RESERVE	\$800,506.54	\$563,819.07		\$231,587.47

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CAPITAL PROJECTS FUNDS - Fund 30
Interim Statements
June 2026

	Appropriations	Expenditures	Encumbrances	Available Balance
TOTAL CAPITAL PROJECTS FUNDS NOT INCLUDING RESERVES	\$800,506.54	\$538,099.08	\$5,100.00	\$257,307.46

PREPARED AND SUBMITTED BY:



BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

7/28/2026

"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3),
I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY
LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATIO
OF N.J.A.C. 6A:23-2.11 (A)."



June 30, 2026 (Tue)
Budget Year: 2026

Closter Board Of Education
Board Secretary Report
DEBT SERVICE FUNDS - Fund 40
Interim Balance Sheet
June 2026

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$.00
102-104	CASH - OTHER	\$.00
105	CASH WITH FISCAL AGENTS	\$.00
106	CASH EQUIVALENTS	\$.00
111	INVESTMENTS	\$.00
121	TAX LEVY RECEIVABLE	\$.00

ACCOUNTS RECEIVABLE:

132	INTERFUND	\$.00
141	INTERGOVERNMENTAL - STATE	\$.00
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	(\$.00)

OTHER CURENT ASSETS

\$.00

RESOURCES:

301	ESTIMATED REVENUES	\$459,750.00
302	LESS REVENUES	(\$459,750.00)

TOTAL ASSETS AND RESOURCES

\$.00

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$.00
401	INTERFUND LOANS PAYABLE	\$.00
402	INTERFUND ACCOUNTS PAYABLE	\$.00
453	INTEREST PAYABLE	\$.00
441	MATURED BONDS PAYABLE	\$.00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$.00
461	ACCURED SALARIES AND BENEFITS	\$.00
	OTHER CURENT LIABILITIES	\$.00

TOTAL LIABILITIES

\$.00

June 30, 2026 (Tue)
Budget Year: 2026

Cluster Board Of Education
Board Secretary Report
DEBT SERVICE FUNDS - Fund 40
Interim Balance Sheet
June 2026

FUND BALANCE:

APPROPRIATED:

767 RESERVED-FUND BALANCE
608 DEBT SERVICE RESERVE - JULY 1, 2025
313 ADD: INCREASE IN DEBT SERVICE RESERVE
LESS: W/D FROM DEBT SERVICE RESERVE

\$.00
\$.00
(\$.00)

\$.00

76X OTHER RESERVES

\$.00

601 APPROPRIATIONS
602 LESS: EXPENDITURES
603 ENCUMBRANCES
TOTAL APPROPRIATIONS

(\$459,750.00)
\$.00
(\$459,750.00)

\$.00
\$.00

UNAPPROPRIATED:

770 FUND BALANCE, JULY 1, 2025

\$.00

771 DESIGNATED FUND BALANCE
303 BUDGETED FUND BALANCE

\$.00
(\$.00)

TOTAL FUND BALANCE

\$.00

TOTAL LIABILITIES AND FUND EQUITY

\$.00

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	Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
REVENUE/SOURCES OF FUNDS:				
52XX TRANSFERS FROM OTHER FUNDS	\$.00	\$.00		\$.00
LOCAL SOURCES				
1210 LOCAL TAX LEVY-PREMERGER DEBT	\$.00	\$.00		\$.00
1210 LOCAL TAX LEVY	\$303,452.00	\$303,452.00		\$.00
1XXX INTEREST EARNED ON DEBT SERVICE RESERVE	\$.00	\$.00		\$.00
1XXX MISCELLANEOUS	\$.00	\$.00		\$.00
TOTAL	\$303,452.00	\$303,452.00		\$.00
STATE SOURCES				
3160 DEBT SERVICE AID TYPE II	\$156,298.00	\$156,298.00		\$.00
TOTAL	\$156,298.00	\$156,298.00		\$.00
50XX OTHER FINANCING SOURCES	\$.00	\$.00		\$.00
TOTAL REVENUE/SOURCES OF FUNDS	\$459,750.00	\$459,750.00		\$.00
USES OF FUNDS:				
DEBT SERVICE - REGULAR				
700-530-940 PAYMENT OF REFUND - BOND ESCROW	\$.00	\$.00		\$.00
701-510-723 PRINCIPAL PAYMENTS - LEASE PURCH. AGRMTS.	\$.00	\$.00		\$.00
701-510-833 INTEREST PAYMENTS - LEASE PURCH. AGRMTS.	\$.00	\$.00		\$.00
701-510-835 INTEREST ON EARLY RETIREMENT BONDS	\$.00	\$.00		\$.00
701-510-837 INTEREST ON COMMUNITY DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-83X INTEREST	\$219,750.00	\$219,750.00		\$.00
701-510-910 REDEMPTION OF PRINC.-EARLY RETIREM.BONDS	\$240,000.00	\$240,000.00		\$.00
701-510-912 PRINCIPAL ON COMM DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-91X REDEMPTION ON COMM DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-92X AMTS. PAID INTO SINKING FUND	\$.00	\$.00		\$.00
701-XXX-XXX ACCOUNTS NOT INCLUDED ABOVE	\$.00	\$.00		\$.00
TOTAL	\$459,750.00	\$459,750.00		\$.00
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 177				
TOTAL	\$.00	\$.00		\$.00
Appropriations		Expenditures	Encumbrances	Availble Balance

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	Appropriations	Expenditures	Encumbrances	Available Balance
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 10				
TOTAL	\$.00	\$.00		\$.00
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 74				
TOTAL	\$.00	\$.00		\$.00
000-515-915 RETIREMENT OF ERIP LIABILITY	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$459,750.00	\$459,750.00		\$.00
TRANSFERS				
000-520-93X TRANSFERS TO OTHER FUNDS	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS AND TRANSFERS	\$459,750.00	\$459,750.00		\$.00
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS, TRANSFERS AND RESERVE	\$459,750.00	\$459,750.00		\$.00
TOTAL DEBT SERVICE FUNDS NOT INCLUDING RESERVES	\$459,750.00	\$459,750.00	\$.00	\$.00

PREPARED AND SUBMITTED BY:

BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

7/28/2026

"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3),
I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY
LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATION
OF N.J.A.C. 6A:23-2.11 (A)."



Appendix D

**REPORT OF THE TREASURER OF SCHOOL MONIES
CLOSTER BOARD OF EDUCATION**

All Funds for the Month Ending: JULY 30, 2026

GOVERNMENTAL FUNDS		Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balance
General Fund	FUND 10	\$ 1,861,430.35	\$ 2,458,491.56	\$ 1,350,120.82	\$ 2,969,801.09
Compensating Balance		\$ 1,000,000.00	\$ -	\$ -	\$ 1,000,000.00
Capital Reserve		\$ 8,528,452.49	\$ -	\$ -	\$ 8,528,452.49
Maintenance Reserve		\$ 877,088.00	\$ -	\$ -	\$ 877,088.00
Emergency Reserve		\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
TOTAL FUND 10		\$ 12,516,970.84	\$ 2,458,491.56	\$ 1,350,120.82	\$ 13,625,341.58
Special Revenue	FUND 20	\$ 176,189.48	\$ 18,945.00	\$ -	\$ 195,134.48
Capital Projects	FUND 30	\$ 2,484,484.89	\$ 5,809.37	\$ -	\$ 2,490,294.26
Debt Service	FUND 40	\$ -	\$ 56,719.00	\$ -	\$ 56,719.00
TOTAL GOVERNMENTAL FUNDS 10-40		\$ 15,177,645.21	\$ 2,539,964.93	\$ 1,350,120.82	\$ 16,367,489.32
ENTERPRISE (MILK) FUND 60		\$ 4,103.06	\$ -	\$ -	\$ 4,103.06
TRUST & AGENCY FUNDS					
Payroll - Fund 90		\$ -	\$ 152,066.81	\$ 152,066.81	\$ -
Payroll Agency - Fund 90		\$ 16,653.35	\$ 112,388.50	\$ 113,347.20	\$ 15,694.65
Unemployment Trust - Fund 63		\$ 267,179.27	\$ 965.30	\$ 15,022.92	\$ 253,121.65
Tenakiti Laptop Account - Fund 61		\$ 18,926.00	\$ -	\$ -	\$ 18,926.00
TOTAL TRUST & AGENCY FUNDS		\$ 302,758.62	\$ 265,420.61	\$ 280,436.93	\$ 287,742.30
TOTAL ALL FUNDS		\$ 15,484,506.89	\$ 2,805,385.54	\$ 1,630,557.75	\$ 16,659,334.68

Prepared and Submitted by:



8/5/26

Date

Michael J. Donow, RSBA
Treasurer of School Monies

Closter Board Of Education
Board Secretary Report
GENERAL FUND - Fund 10
Interim Balance Sheet
July 2026

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GENERAL FUND

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK				\$3,969,801.09
102-106	CASH EQUIVALENTS			\$.00	
108	IMPACT AID RESERVE GENERAL			\$.00	
109	IMPACT AID RESERVE CAPITAL			\$.00	
111	INVESTMENTS			\$.00	
116	CAPITAL RESERVE ACCOUNT			\$8,528,452.49	
117	MAINTENANCE RESERVE INVESTMENT ACCOUNT			\$877,088.00	
118	EMERGENCY RESERVE			\$250,000.00	
121	TAX LEVY RECEIVABLE			\$23,102,824.00	

ACCOUNTS RECEIVABLE:

132	INTERFUND		\$.00	
140	INTERGOVERNMENTAL-ACCOUNTS RECEIVABLE		\$.00	
141	INTERGOVERNMENTAL-STATE		\$2,035,338.00	
142	INTERGOVERNMENTAL-FEDERAL		\$.00	
143	INTERGOVERNMENTAL-OTHER		\$605.34	
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	(\$.00)	\$2,035,338.00	

LOANS RECEIVABLE:

131	INTERFUND		\$.00	
151, 152	OTHER - NET OF EST. UNCOLLECTIBLE OF	(\$.00)	\$.00	
181	PREPAID EXPENSES		\$.00	
192	DEFERRED EXPENDITURES		\$.00	
	OTHER CURRENT ASSETS		\$.00	

RESOURCES:

301	ESTIMATED REVENUES	\$27,495,142.00	
302	LESS REVENUES	(\$26,974,350.85)	\$520,791.15
	TOTAL ASSETS AND RESOURCES		\$39,284,294.73

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$.00
402	INTERFUND ACCOUNTS PAYABLE	\$.00
421	ACCOUNTS PAYABLE	\$4,204.43
431	CONTRACTS PAYABLE	\$.00
451	LOANS PAYABLE	\$.00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$.00
461	ACCRUED SALARIES AND BENEFITS	\$.00
481	DEFERRED REVENUE	\$.00
580	UNEMPLOYMENT TRUST	\$.00

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OTHER CURRENT LIABILITIES

\$.00

TOTAL LIABILITIES

\$4,204.43

FUND BALANCE:		
APPROPRIATED:		
753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR	\$26,238,248.69
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR	\$304,022.74
RESERVED FUND BALANCE FOR WAIVER OFFSET RSV		
768	WAIVER OFFSET RESERVE - CURRENT YEAR	\$.00
609	INCREASE IN WAIVER OFFSET RESERVE	\$.00
314	WITHDRAWAL FROM WAIVER OFFSET RESERVE	\$.00
RESERVED FUND BALANCE:		
BUS ADVERTISING RESERVE		
755	ADD: INCREASE IN BUS ADV RESERVE FOR F	\$.00
610	LESS: BUDGETED W/D FROM BUS ADV FUEL CO	\$.00
315	FEDERAL IMPACT AID RESERVE GENERAL - JULY	(\$.00)
756	ADD: INCREASE IN FEDERAL IMPACT AID RE	\$.00
611	LESS: W/D FROM CAP RESERVE TRANSFER TO	(\$255,000.00)
317	LESS: W/D FROM FEDERAL IMPACT AID RESER	(\$.00)
318	FEDERAL IMPACT AID RESERVE CAPITAL - JULY	\$.00
757	ADD: INCREASE IN FEDERAL IMPACT AID RE	(\$.00)
612	LESS: W/D FROM FEDERAL IMPACT AID RESER	\$877,088.00
319	MAINTENANCE RESERVE ACCOUNT - JULY 1, 2025	\$150.00
764	ADD: INTEREST EARNED ON MAINTENANCE RE	(\$340,000.00)
606	LESS: BUDGETED W/D FROM MAINT. RESERVE	\$537,238.00
310	TUITION RESERVE ACCOUNT	
765	CAPITAL RESERVE ACCOUNT - JULY 1, 2025	\$8,528,452.49
761	ADD: INCREASE IN CAPITAL RESERVE	\$750.00
604	LESS: INCREASE IN SALE/LEASE RESERVE	\$.00
307	LESS: BUDG. W/D FROM CAPITAL RESERVE-ELI	(\$.00)
309	LESS: BUDG. W/D FROM CAPITAL RESERVE-EXC	(\$1,369,000.00)
766	CURR. EXP. EMERGENCY RESERVE JULY 1, 2025	\$250,000.00
607	ADD: INCR. IN CURR. EXP. EMERG. RESERVE	\$100.00
312	LESS: W/D FROM CURR. EXP. EMERG. RESERVE	(\$.00)
762	ADULT EDUCATION PROGRAMS	\$250,100.00
769	UNEMPLOYMENT FUND	\$.00
750,751,752	RESERVED FUND BALANCE	\$.00
76X	OTHER RESERVES	\$.00
601	APPROPRIATIONS	\$.00
602	LESS: EXPENDITURES	
603	ENCUMBRANCES	
TOTAL APPROPRIATED		\$30,485,724.56
		\$1,285,238.25
		(\$27,827,509.68)
		\$26,542,271.43
		\$2,658,214.88
		\$36,893,026.80
UNAPPROPRIATED:		
770	FUND BALANCE, JULY 1, 2026	\$1,694,010.50
771	FUND BALANCE - DESIGNATED	\$1,325,000.00
772	FUND BALANCE - UNDESIGNATED	\$18,053.00
303	BUDGETED FUND BALANCE	(\$650,000.00)
311	BUDGT. WITHDR. FM TUITION RESERVE-ADJUST/SU	(\$.00)
320	BUDGT. WITHDR. FROM UNEMPLOYMENT FUND BALAN	(\$.00)

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TOTAL FUND BALANCE

\$39,280,090.30

TOTAL LIABILITIES AND FUND EQUITY

\$39,284,294.73

RECAPITULATION OF FUND BALANCE:

APPROPRIATIONS

REVENUES

SUB TOTAL

CHANGE IN RESERVE ACCOUNTS:

PLUS - INCREASE IN RESERVE

LESS - WITHDRAW FROM RESERVE

SUB TOTAL

LESS: ADJUSTMENT FOR PRIOR YEAR ENCUMBRANCE

BUDGETED FUND BALANCE

Budgeted	Actual	Variance
\$30,485,724.56	\$27,827,509.68	\$2,658,214.88
(\$27,495,142.00)	(\$26,974,350.85)	(\$520,791.15)
\$2,990,582.56	\$853,158.83	\$2,137,423.73
\$1,000.00	\$1,000.00	\$.00
(\$1,964,000.00)	(\$1,964,000.00)	(\$.00)
\$1,027,582.56	(\$1,109,841.17-)	\$2,137,423.73
(\$304,022.74)	(\$304,022.74)	(\$.00)
\$723,559.82	(\$1,413,863.91-)	\$2,137,423.73

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REVENUE/SOURCES OF FUNDS:		Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
52XX	FROM TRANSFERS	\$.00	\$.00		\$.00
1XXX	FROM INTEREST EARNED ON CURR. EXP. EMERGENCY	\$.00	\$.00		\$.00
1XXX	FROM INTEREST EARNED ON MAINTENANCE RESERVE	\$.00	\$.00		\$.00
1XXX	FROM LOCAL SOURCES	\$25,842,791.00	\$25,320,224.91	Under	\$522,566.09
2XXX	FROM INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3XXX	FROM STATE SOURCES	\$1,652,351.00	\$1,654,125.94	Over	(\$1,774.94-)
4XXX	FROM FEDERAL SOURCES	\$.00	\$.00		\$.00
5XXX	FROM OTHER FINANCING SOURCES	\$.00	\$.00		\$.00
XXX1	ARRA ESF (FUND 16)	\$.00	\$.00		\$.00
XXX2	ARRA GSF (FUND 17)	\$.00	\$.00		\$.00
XXX3	ARRA SFSF (FUND 18)	\$.00	\$.00		\$.00
TOTAL REVENUES/SOURCES OF FUNDS		\$27,495,142.00	\$26,974,350.85	Under	\$520,791.15
EXPENDITURES:		Appropriations	Expenditures	Encumbrances	Available Balance
GENERAL CURRENT EXPENSE FUND (11)					
1XX-100-XXX	REGULAR PROGRAMS - INSTRUCTION	\$8,002,043.79	\$36,056.17	\$7,489,726.97	\$476,260.65
2XX-100-XXX	SPECIAL EDUCATION - INSTRUCTION	\$2,765,537.99	\$307.61	\$2,738,008.31	\$27,222.07
230-100-XXX	BASIC SKILLS/REMEDIAL INSTRUCTION	\$553,756.00	\$.00	\$553,285.05	\$470.95
240-100-XXX	BILINGUAL EDUCATION - INSTRUCTION	\$478,186.00	\$.00	\$475,084.12	\$3,101.88
3XX-100-XXX	VOC. PROGRAMS - LOCAL - INSTRUCTION	\$.00	\$.00	\$.00	\$.00
401-100-XXX	SCHOOL-SPONS. COCURR. ACTIVITIES - INST.	\$104,730.00	\$.00	\$100,935.00	\$3,795.00
402-100-XXX	SCHOOL-SPONS. ATHLETICS - INSTRUCTION	\$48,218.00	\$.00	\$38,876.62	\$9,341.38
421-XXX-XXX	TOTAL BEFORE/AFTER SCHOOL PROGRAMS	\$24,000.00	\$.00	\$24,000.00	\$.00
422-XXX-XXX	TOTAL SUMMER SCHOOL PROGRAMS	\$77,000.00	\$20,118.79	\$56,881.21	\$.00
423-XXX-XXX	TOTAL ALTERNATIVE EDUCATION PROGRAM	\$.00	\$.00	\$.00	\$.00
424-XXX-XXX	TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$.00	\$.00	\$.00	\$.00
425-XXX-XXX	TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$.00	\$.00	\$.00	\$.00
4XX-100-XXX	OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	\$.00	\$.00	\$.00	\$.00
800-330-XXX	COMM. SERV. PROGRAMS-COMM. SERV. OPERATIONS	\$.00	\$.00	\$.00	\$.00
OTHER EXPENDITURES NOT INCLUDED ABOVE		\$.00	\$.00	\$.00	\$.00
UNDISTRIBUTED EXPENDITURES:					
000-1XX-XXX	INSTRUCTION	\$1,415,993.00	\$37,614.45	\$1,110,225.91	\$268,152.64
000-211-XXX	ATTENDANCE AND SOCIAL WORK SERVICES	\$126,695.00	\$10,589.68	\$116,105.32	\$.00
000-213-XXX	HEALTH SERVICES	\$225,150.00	\$300.00	\$209,586.83	\$15,263.17
000-216-XXX	OTHER SUPPORT SERV.-STUDENTS-RELATED SERV	\$533,809.00	\$200.00	\$528,636.16	\$4,972.84
000-217-XXX	OTHER SUPPORT SERV.-STUDENTS-EXTRA SERV.	\$1,456,636.00	\$1,100.98	\$1,496,755.02	(\$41,220.00-)
000-218-XXX	OTHER SUPPORT SERVICES-STUDENTS-REGULAR	\$424,437.00	\$8,400.00	\$404,396.81	\$11,640.19
000-219-XXX	OTHER SUPPORT SERV.-STUDENTS-SPEC. SERV.	\$800,158.37	\$18,328.95	\$683,249.03	\$98,580.39
000-221-XXX	IMPROV. OF INST./OTHER SUP. SERV.-INSTSERV	\$180,419.00	\$5,911.58	\$152,613.42	\$21,894.00
000-222-XXX	EDUCATIONAL MEDIA SERV./SCHOOL LIBRARY	\$182,926.00	\$50.55	\$165,873.91	\$17,001.54
000-223-XXX	INSTRUCTIONAL STAFF TRAINING SERVICES	\$82,674.00	\$.00	\$48,001.00	\$34,673.00
000-23X-XXX	SUPP. SERV. - GENERAL ADMINISTRATION	\$710,019.61	\$85,280.30	\$516,593.11	\$108,146.20

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	Appropriations	Expenditures	Encumbrances	Available Balance
000-24X-XXX SUPP. SERV. - SCHOOL ADMINISTRATION	\$906,365.03	\$76,035.77	\$789,735.10	\$40,594.16
000-25X-XXX SUPP. SERV. - CENTRAL SERVICES & TECH SERV	\$650,156.66	\$52,141.03	\$528,308.71	\$69,706.92
000-26X-XXX OPERATION AND MAINT. OF PLANT SERVICES	\$2,249,877.11	\$426,208.45	\$1,581,181.15	\$242,487.51
000-263-XXX TOTAL CARE AND UPKEEP OF GROUNDS	\$103,100.00	\$0.00	\$54,100.00	\$49,000.00
000-266-XXX TOTAL SECURITY	\$27,220.00	\$720.00	\$4,480.00	\$22,020.00
000-27X-XXX STUDENT TRANSPORTATION SERVICES	\$644,083.00	\$0.00	\$633,458.00	\$10,625.00
000-29X-XXX BUSINESS AND OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-40X-XXX FACILITIES ACQ. & CONSTRUCTION SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
XXX-XXX-2XX UNALLOCATED BENEFITS	\$0.00	\$0.00	\$0.00	\$0.00
000-31X-XXX FOOD SERVICES	\$6,055,193.00	\$428,006.85	\$4,924,323.51	\$702,862.64
000-515-XXX RETIREMENT OF ERIP LIABILITY	\$0.00	\$0.00	\$0.00	\$0.00
000-52X-XXX FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00
OTHER UNDISTRIBUTED EXPENDITURES NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL GEN. CURRENT EXP. EXPENDITURES/USES OF FUNDS	\$28,828,383.56	\$1,207,371.16	\$25,424,420.27	\$2,196,592.13
CAPITAL OUTLAY (FUND 12)				
XXX-XXX-73X EQUIPMENT	\$18,400.00	\$0.00	\$0.00	\$18,400.00
000-400-937 IMPACT AID RESERVE	\$0.00	\$0.00	\$0.00	\$0.00
000-4XX-XXX FACILITIES ACQUISITION AND CONSTR. SERV.	\$1,638,941.00	\$77,867.09	\$1,117,851.16	\$443,222.75
430-4XX-741 INFRASTRUCTURE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER CAPITAL OUTLAY EXPENDITURES NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CAPITAL OUTLAY EXPENDITURES/USES OF FUNDS	\$1,657,341.00	\$77,867.09	\$1,117,851.16	\$461,622.75
SPECIAL SCHOOLS (FUND 13)				
3XX-1XX-XXX POST-SECONDARY INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
3XX-2XX-XXX POST-SECONDARY SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
422-1XX-XXX SUMMER SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
422-2XX-XXX SUMMER SCHOOL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
4XX-1XX-XXX OTHER SPEC. SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
4XX-2XX-XXX OTHER SPC. SCHOOLS - SUPPORT SERV.	\$0.00	\$0.00	\$0.00	\$0.00
601-1XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
601-2XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
602-1XX-XXX ADULT EDUCATION-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
602-2XX-XXX ADULT EDUCATION-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
629-1XX-XXX VOCATIONAL EVENING-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
629-2XX-XXX VOCATIONAL EVENING-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
631-1XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
631-2XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
EVENING SCHOOL FOR FOREIGN BORN-LOCAL SUPPORT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER SPECIAL SCHOOLS EXPEND. NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$0.00	\$0.00	\$0.00	\$0.00

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10-000-550-905 BUDGETED INCREASE IN SURPLUS FOR TUITION	\$.00	\$.00	\$.00	\$.00
10-000-100-56X TRANSFER OF FUNDS TO CHARTER SCHOOLS	\$.00	\$.00	\$.00	\$.00
10-000-100-571 TRANSFER OF FUNDS TO RENAISSANCE SCHOOLS	\$.00	\$.00	\$.00	\$.00
10-000-520-93X GENERAL FUND CONTRIB - WHOLE SCH. REFORM	\$.00	\$.00	\$.00	\$.00
16-XXX-XXX-XXX ESF (FUND 16)	\$.00	\$.00	\$.00	\$.00
17-XXX-XXX-XXX ARRA GSF (FUND 17)	\$.00	\$.00	\$.00	\$.00
18-XXX-XXX-XXX ARRA SFSF (FUND 18)	\$.00	\$.00	\$.00	\$.00
19-XXX-XXX-XXX FEMA GRANT (FUND 19)	\$.00	\$.00	\$.00	\$.00
TOTAL GENERAL FUND EXPENDITURES	\$30,485,724.56	\$1,285,238.25	\$26,542,271.43	\$2,658,214.88

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		Estimate	Actual	Unrealized
REVENUES				
LOCAL SOURCES:				
1210	LOCAL TAX LEVY	\$25,203,081.00	\$25,203,081.00	\$.00
1310	TUITION - FROM INDIVIDUALS	\$348,710.00	\$81,139.00	\$267,571.00
1XXX	MISCELLANEOUS	\$291,000.00	\$36,004.91	\$254,995.09
	TOTAL	\$25,842,791.00	\$25,320,224.91	\$522,566.09
STATE SOURCES:				
3121	CATEGORICAL TRANSPORTATION AID	\$99,146.00	\$99,146.00	\$.00
3132	CATEGORICAL SPECIAL EDUCATION AID	\$1,378,573.00	\$1,378,573.00	\$.00
3177	CATEGORICAL SECURITY AID	\$174,632.00	\$174,632.00	\$.00
3XXX	OTHER STATE AIDS	\$.00	\$1,774.94	(\$1,774.94-)
	TOTAL	\$1,652,351.00	\$1,654,125.94	(\$1,774.94-)
	TOTAL	\$27,495,142.00	\$26,974,350.85	\$520,791.15

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GENERAL CURRENT EXPENSE (FUND 11)

REGULAR PROGRAMS - INSTRUCTION			
105-1XX-101	PRESCHOOL - SALARIES OF TEACHERS	\$146,796.00	\$.00
110-1XX-101	KINDERGARTEN - SALARIES OF TEACHERS	\$689,015.00	\$.00
120-1XX-101	GRADES 1-5 -SALARIES OF TEACHERS	\$3,618,425.00	\$.00
130-1XX-101	GRADES 6-8 -SALARIES OF TEACHERS	\$2,513,870.00	\$.00
150-1XX-101	SALARIES OF TEACHERS	\$7,000.00	\$.00
150-1XX-32X	PURCHASED PROF. - ED. SERVICES	\$3,000.00	\$.00
190-1XX-106	OTHER SALARIES FOR INSTRUCTION	\$328,029.00	\$.00
190-1XX-32X	PURCHASED PROF. - ED. SERVICES	\$16,225.00	\$.00
190-1XX-34X	PURCHASED TECHNICAL SERVICES	\$74,734.00	\$.00
190-1XX-5XX	OTHER PURCHASED SERVICES	\$286,321.00	\$12,207.85
190-1XX-61X	GENERAL SUPPLIES	\$94,538.79	\$15,963.25
190-1XX-64X	TEXTBOOKS	\$35,428.00	\$4,237.14
190-1XX-890	MISCELLANEOUS EXPENDITURES	\$23,000.00	\$.00
1XX-1XX-XXX	OTHER UNDISTRIBUTED INSTRUCTION	\$165,662.00	\$3,647.93
TOTAL REGULAR PROGRAMS - INSTRUCTION		\$8,002,043.79	\$36,056.17

SPECIAL EDUCATION PROGRAMS:

LEARNING AND/OR LANGUAGE DISABILITIES			
204-1XX-101	SALARIES OF TEACHERS	\$577,584.00	\$.00
204-1XX-106	OTHER SALARIES FOR INSTRUCTION	\$23,402.00	\$.00
204-1XX-5XX	OTHER PURCHASED SERVICES	\$10,970.00	\$.00
204-1XX-61X	GENERAL SUPPLIES	\$2,199.36	\$60.36
TOTAL		\$614,155.36	\$60.36
BEHAVIORAL DISABILITIES:			
209-1XX-101	SALARIES OF TEACHERS	\$134,977.00	\$.00
209-1XX-106	OTHER SALARIES FOR INSTRUCTION	\$13,541.00	\$.00
209-1XX-XXX	OTHER BEHAVIORAL DISABILITIES	\$762.05	\$12.05
TOTAL		\$149,280.05	\$12.05

RESOURCE ROOM/RESOURCE CENTER:			
213-1XX-101	SALARIES OF TEACHERS	\$1,580,743.00	\$.00
213-1XX-61X	GENERAL SUPPLIES	\$6,304.15	\$54.15

TOTAL

PRESCHOOL DISABILITIES - FULL-TIME:

\$1,587,047.15		\$54.15		\$1,584,448.21		\$2,544.79
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Appropriations	Expenditures	Encumbrances	Available Balance
\$146,796.00	\$.00	\$146,796.00	\$.00
\$689,015.00	\$.00	\$689,015.00	\$.00
\$3,618,425.00	\$.00	\$3,618,425.00	\$.00
\$2,513,870.00	\$.00	\$2,513,870.00	\$.00
\$7,000.00	\$.00	\$7,000.00	\$.00
\$3,000.00	\$.00	\$3,000.00	\$.00
\$328,029.00	\$.00	\$328,029.00	\$.00
\$16,225.00	\$.00	\$16,225.00	\$.00
\$74,734.00	\$.00	\$74,734.00	\$.00
\$286,321.00	\$12,207.85	\$9,770.15	\$52,756.00
\$94,538.79	\$15,963.25	\$148,940.60	\$121,417.15
\$35,428.00	\$4,237.14	\$24,807.15	\$65,494.50
\$23,000.00	\$.00	\$350.00	\$35,428.00
\$165,662.00	\$3,647.93	\$2,724.07	\$22,650.00
\$8,002,043.79	\$36,056.17	\$7,489,726.97	\$159,290.00

\$577,584.00	\$577,584.00	\$11,701.00	\$.00
\$23,402.00	\$.00	\$1,895.00	\$9,075.00
\$10,970.00	\$60.36	\$2,045.88	\$93.12
\$2,199.36	\$60.36	\$593,225.88	\$20,869.12

\$134,977.00	\$134,977.00	\$13,541.00	\$.00
\$13,541.00	\$12.05	\$249.27	\$500.73
\$762.05	\$12.05	\$148,767.27	\$500.73

\$1,580,743.00	\$1,580,743.00	\$3,705.21	\$.00
\$6,304.15	\$54.15		\$2,544.79

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216-1XX-101 SALARIES OF TEACHERS	\$229,344.00	\$.00	\$229,344.00	\$.00
216-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$181,307.00	\$.00	\$181,307.00	\$.00
216-1XX-5XX OTHER PURCHASED SERVICES	\$2,910.00	\$.00	\$.00	\$2,910.00
216-1XX-XXX OTHER PRESCHOOL DISABILITIES - FULL-TIME:	\$1,494.43	\$181.05	\$915.95	\$397.43
TOTAL	\$415,055.43	\$181.05	\$411,566.95	\$3,307.43
TOTAL SPECIAL EDUCATION - INSTRUCTION	\$2,765,537.99	\$307.61	\$2,738,008.31	\$27,222.07
BASIC SKILLS/REMEDIAL - INSTRUCTION				
230-1XX-101 SALARIES OF TEACHERS	\$552,106.00	\$.00	\$552,106.00	\$.00
230-1XX-61X GENERAL SUPPLIES	\$1,650.00	\$.00	\$1,179.05	\$470.95
TOTAL	\$553,756.00	\$.00	\$553,285.05	\$470.95
BILINGUAL EDUCATION - INSTRUCTION				
240-1XX-61X GENERAL SUPPLIES	\$2,500.00	\$.00	\$298.12	\$2,201.88
240-1XX-64X TEXTBOOKS	\$900.00	\$.00	\$.00	\$900.00
24X-1XX-XXX OTHER BILINGUAL EDUCATION - INSTRUCTION	\$474,786.00	\$.00	\$474,786.00	\$.00
TOTAL	\$478,186.00	\$.00	\$475,084.12	\$3,101.88
SCHOOL SPONS. COCURRICULAR ACTIVITIES - INSTRUCTION				
401-100-1XX SALARIES	\$97,230.00	\$.00	\$97,230.00	\$.00
401-100-6XX SUPPLIES AND MATERIALS	\$5,000.00	\$.00	\$3,125.00	\$1,875.00
401-1XX-8XX OTHER OBJECTS	\$2,500.00	\$.00	\$580.00	\$1,920.00
TOTAL	\$104,730.00	\$.00	\$100,935.00	\$3,795.00
SCHOOL SPONSORED ATHLETICS - INSTRUCTION				
402-1XX-1XX SALARIES	\$37,118.00	\$.00	\$37,118.00	\$.00
402-1XX-5XX PURCHASED SERVICES	\$6,000.00	\$.00	\$.00	\$6,000.00
402-1XX-6XX SUPPLIES AND MATERIALS	\$4,400.00	\$.00	\$1,758.62	\$2,641.38
402-1XX-8XX OTHER OBJECTS	\$700.00	\$.00	\$.00	\$700.00
TOTAL	\$48,218.00	\$.00	\$38,876.62	\$9,341.38
SUMMER SCHOOL PROGRAMS				
422-100-101 SALARIES OF TEACHERS	\$59,500.00	\$16,000.00	\$43,500.00	\$.00
422-100-106 OTHER SALARIES OF INSTRUCTION	\$9,500.00	\$1,868.79	\$7,631.21	\$.00
TOTAL SUMMER SCHOOL INSTRUCTION	\$69,000.00	\$17,868.79	\$51,131.21	\$.00
SUMMER SCHOOL - SUPPORT SVCS				

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422-200-100 SALARIES	\$8,000.00	\$2,250.00	\$5,750.00	\$.00
TOTAL SUMMER SCHOOL - SUPPORT SVCS	\$8,000.00	\$2,250.00	\$5,750.00	\$.00
TOTAL SUMMER SCHOOL	\$77,000.00	\$20,118.79	\$56,881.21	\$.00
OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION				
4XX-1XX-1XX SALARIES	\$24,000.00	\$.00	\$24,000.00	\$.00
TOTAL	\$24,000.00	\$.00	\$24,000.00	\$.00
UNDISTRIBUTED EXPENDITURES - INSTRUCTION				
INSTRUCTION				
000-1XX-562 TUITION TO OTHER LEAS W/I STATE - SPEC.	\$848,290.00	\$.00	\$718,685.00	\$129,605.00
000-1XX-565 TUITION TO CSSD & REG. DAY SCHOOL	\$170,940.00	\$.00	\$118,534.00	\$52,406.00
000-1XX-566 TUITION TO PRIV. SCH. FOR HANDIC. W/I ST	\$396,763.00	\$37,614.45	\$273,006.91	\$86,141.64
TOTAL	\$1,415,993.00	\$37,614.45	\$1,110,225.91	\$268,152.64
ATTENDANCE AND SOCIAL WORK SERVICES				
000-211-1XX SALARIES	\$116,495.00	\$389.68	\$116,105.32	\$.00
000-211-171 SALARIES OF DROP-OUT PREVENTION OFFICER/CO	\$.00	\$.00	\$.00	\$.00
000-211-172 SALARIES OF FAMILY SUPPORT TEAMS	\$.00	\$.00	\$.00	\$.00
000-211-173 SALARIES OF FAMILY LIAISONS/COMM. PARENT I	\$.00	\$.00	\$.00	\$.00
000-211-174 SALARIES OF COMMUNITY/SCHOOL COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-211-3XX PURCHASED PROF. AND TECH. SERVICES	\$10,200.00	\$10,200.00	\$.00	\$.00
TOTAL	\$126,695.00	\$10,589.68	\$116,105.32	\$.00
HEALTH SERVICES				
000-213-1XX SALARIES	\$200,550.00	\$.00	\$200,550.00	\$.00
000-213-175 SALARIES OF SOCIAL SERVICES COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-213-3XX PURCHASED PROF. AND TECH. SERVICES	\$4,800.00	\$.00	\$4,000.00	\$800.00
000-213-5XX OTHER PURCHASED SERVICES	\$10,000.00	\$.00	\$1,600.00	\$8,400.00
000-213-6XX SUPPLIES AND MATERIALS	\$9,800.00	\$300.00	\$3,436.83	\$6,063.17
TOTAL	\$225,150.00	\$300.00	\$209,586.83	\$15,263.17
OTHER SUPP. SERV. STUDENTS-RELATED SERVICES				
000-216-1XX SALARIES	\$528,309.00	\$200.00	\$528,109.00	\$.00
000-216-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$2,500.00	\$.00	\$.00	\$2,500.00
000-216-6XX SUPPLIES AND MATERIALS	\$2,000.00	\$.00	\$527.16	\$1,472.84
TOTAL	\$532,809.00	\$200.00	\$528,636.16	\$3,972.84

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OTHER SUPP. SERV. STUDENTS-EXTRA SERVICES				
000-217-1XX SALARIES	\$937,557.00	\$582.48	\$936,974.52	\$.00
000-217-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$515,579.00	\$518.50	\$559,780.50	(\$44,720.00-)
000-217-6XX SUPPLIES AND MATERIALS	\$3,000.00	\$.00	\$.00	\$3,000.00
000-217-8XX OTHER OBJECTS	\$500.00	\$.00	\$.00	\$500.00
TOTAL	\$1,456,636.00	\$1,100.98	\$1,496,755.02	(\$41,220.00-)
OTHER SUPP. SERV. - STUDENTS - REGULAR				
000-218-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$386,057.00	\$.00	\$386,057.00	\$.00
000-218-32X PURCHASED PROF. - ED. SERVICES	\$27,500.00	\$.00	\$17,800.00	\$9,700.00
000-218-6XX SUPPLIES AND MATERIALS	\$1,400.00	\$.00	\$539.81	\$860.19
000-218-8XX OTHER OBJECTS	\$1,080.00	\$.00	\$.00	\$1,080.00
TOTAL	\$416,037.00	\$.00	\$404,396.81	\$11,640.19
OTHER SUPPORT SERVICES - STUDENTS-SPECIAL				
000-219-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$497,218.00	\$3,505.85	\$493,712.15	\$.00
000-219-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$119,854.00	\$7,783.50	\$112,070.50	\$.00
000-219-32X PURCHASED PROF. - ED. SERVICES	\$155,500.00	\$.00	\$76,000.00	\$79,500.00
000-219-39X OTHER PURCHASED PROF. AND TECH. SERVICES	\$17,700.00	\$5,396.69	\$.00	\$12,303.31
000-219-5XX OTHER PURCHASED SERVICES	\$1,000.00	\$.00	\$.00	\$1,000.00
000-219-6XX SUPPLIES AND MATERIALS	\$6,086.37	\$712.91	\$1,466.38	\$3,907.08
000-219-8XX OTHER PROJECTS	\$2,800.00	\$930.00	\$.00	\$1,870.00
TOTAL	\$800,158.37	\$18,328.95	\$683,249.03	\$98,580.39
IMPROVEMENT OF INSTRUCTION SERVICES/				
000-221-102 SALARIES OF SUPERVISORS OF INSTR.	\$75,177.00	\$5,911.58	\$69,265.42	\$.00
000-221-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$28,000.00	\$.00	\$15,000.00	\$13,000.00
000-221-176 SAL OF FACILITATORS, MATH COACHES & LITERA	\$.00	\$.00	\$.00	\$.00
000-221-32X PURCHASED PROF. - ED. SERVICES	\$72,442.00	\$.00	\$68,348.00	\$4,094.00
000-221-3XX OTHER PURCHASED PROF. AND TECH. SERVICES	\$3,000.00	\$.00	\$.00	\$3,000.00
000-221-5XX OTHER PURCHASED SERVICES	\$500.00	\$.00	\$.00	\$500.00
000-221-6XX SUPPLIES AND MATERIALS	\$500.00	\$.00	\$.00	\$500.00
000-221-8XX OTHER OBJECTS	\$800.00	\$.00	\$.00	\$800.00
TOTAL	\$180,419.00	\$5,911.58	\$152,613.42	\$21,894.00
EDUCATIONAL MEDIA SERVICES/SCHOOL LIBRARY				
000-222-1XX SALARIES	\$165,426.00	\$.00	\$165,426.00	\$.00
000-222-177 SALARIES OF TECHNOLOGY COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-222-3XX PURCHASED PROF. AND TECH. SERVICES	\$3,500.00	\$.00	\$.00	\$3,500.00

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000-222-5XX OTHER PURCHASED SERVICES.	\$7,800.00	\$0.00	\$0.00	\$7,800.00
000-222-6XX SUPPLIES AND MATERIALS	\$6,200.00	\$50.55	\$447.91	\$5,701.54
TOTAL	\$182,926.00	\$50.55	\$165,873.91	\$17,001.54
INSTRUCTIONAL STAFF TRAINING SERVICES				
000-223-32X PURCHASED PROF. - ED. SERVICES	\$51,874.00	\$0.00	\$48,001.00	\$3,873.00
000-223-3XX OTHER PPURCHASED PROF. AND TECH. SERVICES	\$14,000.00	\$0.00	\$0.00	\$14,000.00
000-223-5XX OTHER PURCHASED SERVICES	\$12,300.00	\$0.00	\$0.00	\$12,300.00
000-223-6XX SUPPLIES AND MATERIALS	\$4,500.00	\$0.00	\$0.00	\$4,500.00
TOTAL	\$82,674.00	\$0.00	\$48,001.00	\$34,673.00
SUPPORT SERVICES - GENERAL ADMINISTRATION				
000-23X-1XX SALARIES	\$334,482.00	\$27,873.48	\$306,608.52	\$0.00
000-23X-331 LEGAL SERVICES	\$42,640.00	\$0.00	\$34,640.00	\$8,000.00
000-23X-332 AUDIT FEES	\$74,000.00	\$0.00	\$74,000.00	\$0.00
000-230-334 ARCHITECTURAL/ENGINEERING SERVICES	\$7,000.00	\$0.00	\$0.00	\$7,000.00
000-23X-33X OTHER PURCHASED PROF. SERVICES	\$12,000.00	\$5,015.00	\$6,000.00	\$985.00
000-23X-34X PURCHASED TECHNICAL SERVICES	\$26,567.00	\$0.00	\$2,948.00	\$23,619.00
000-23X-53X COMMUNICATIONS/TELEPHONE	\$39,250.00	\$2,219.41	\$31,316.59	\$5,714.00
000-23X-585 BOE OTHER PURCHASED SERVICES	\$6,000.00	\$0.00	\$0.00	\$6,000.00
000-23X-5XX OTHER PURCHASED SERVICES	\$65,866.00	\$35,878.65	\$1,000.00	\$28,987.35
000-23X-610 GENERAL SUPPLIES	\$3,114.61	\$34.61	\$80.00	\$3,000.00
000-23X-630 BOE MEETING SUPPLIES	\$1,750.00	\$0.00	\$0.00	\$1,750.00
000-23X-82X JUDGMENTS AGST. THE SCHOOL DISTRICT	\$40,000.00	\$0.00	\$20,000.00	\$20,000.00
000-23X-890 MISCELLANEOUS EXPENDITURES	\$45,600.00	\$3,609.00	\$40,000.00	\$1,991.00
000-23X-895 BOE MEMBERSHIP DUES AND FEES	\$11,750.00	\$10,650.15	\$0.00	\$1,099.85
TOTAL	\$710,019.61	\$85,280.30	\$516,593.11	\$108,146.20
SUPPORT SERVICES - SCHOOL ADMIN.				
000-24X-103 SALARIES OF PRINCIPALS/ASST. PRINCIPALS	\$554,071.00	\$44,879.22	\$509,191.78	\$0.00
000-24X-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$151,380.00	\$12,614.90	\$138,765.10	\$0.00
000-24X-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$147,880.00	\$12,124.08	\$135,755.92	\$0.00
000-24X-3XX PURCHASED PROF. AND TECH. SERVICES	\$2,300.00	\$300.00	\$0.00	\$2,000.00
000-24X-5XX OTHER PURCHASED SERVICES	\$12,250.00	\$750.00	\$2,450.00	\$9,050.00
000-24X-6XX SUPPLIES AND MATERIALS	\$11,484.03	\$2,278.57	\$3,372.30	\$5,833.16
000-24X-8XX OTHER OBJECTS	\$27,000.00	\$3,089.00	\$200.00	\$23,711.00
TOTAL	\$906,365.03	\$76,035.77	\$789,735.10	\$40,594.16
SUPPORT SERVICES - CENTRAL SERVICES				
000-251-100 SALARIES	\$406,781.00	\$31,956.06	\$374,824.94	\$0.00
000-251-34X PURCHASED TECHNICAL SERVICES	\$33,500.00	\$1,103.56	\$28,906.25	\$3,490.19

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000-251-592 MISC. PURCHASED SERVICES	\$9,500.00	\$0.00	\$0.00	\$9,500.00
000-251-5XX OTHER PURCHASED SERVICES	\$3,000.00	\$0.00	\$0.00	\$3,000.00
000-251-6XX SUPPLIES AND MATERIALS	\$5,851.46	\$816.31	\$278.00	\$4,757.15
000-251-890 MISCELLANEOUS EXPENDITURES	\$5,100.00	\$1,700.00	\$0.00	\$3,400.00
TOTAL	\$463,732.46	\$35,575.93	\$404,009.19	\$24,147.34
SUPPORT SERVICES - ADMINISTRATIVE INFO TECH SERVICES				
000-252-100 SALARIES	\$132,514.00	\$11,029.00	\$121,485.00	\$0.00
000-252-34X PURCHASED TECHNICAL SERVICES	\$39,900.00	\$4,665.00	\$0.00	\$35,235.00
000-252-5XX OTHER PURCHASED SERVICES	\$2,450.00	\$0.00	\$0.00	\$2,450.00
000-252-6XX SUPPLIES AND MATERIALS	\$11,060.20	\$871.10	\$2,814.52	\$7,374.58
000-252-8XX OTHER OBJECTS	\$500.00	\$0.00	\$0.00	\$500.00
TOTAL	\$186,424.20	\$16,565.10	\$124,299.52	\$45,559.58
OPERATION AND MAINTENANCE OF SCHOOL FACILITIES				
000-261-1XX SALARIES	\$189,798.00	\$15,600.63	\$174,197.37	\$0.00
000-261-61X GENERAL SUPPLIES	\$73,933.00	\$144.62	\$15,785.32	\$58,003.06
000-261-8XX OTHER OBJECTS	\$4,000.00	\$750.00	\$0.00	\$3,250.00
000-261-XXX REQUIRED MAINTENANCE UPDATE	\$305,212.49	\$74,173.80	\$139,065.01	\$91,973.68
TOTAL REQUIRED MAINT FOR SCHOOL FACILITIES	\$572,943.49	\$90,669.05	\$329,047.70	\$153,226.74
CUSTODIAL SERVICES				
000-262-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$153,620.00	\$0.00	\$153,620.00	\$0.00
000-262-1XX SALARIES	\$646,625.00	\$49,491.15	\$597,133.85	\$0.00
000-262-3XX PURCHASED PROF. AND TECH. SERVICES	\$8,400.00	\$0.00	\$0.00	\$8,400.00
000-262-42X CLEANING, REPAIR, AND MAINT. SERVICES	\$17,500.00	\$621.19	\$11,601.41	\$5,277.40
000-262-49X OTHER PURCHASED PROPERTY SERV.	\$24,000.00	\$0.00	\$22,000.00	\$2,000.00
000-262-52X INSURANCE	\$304,029.00	\$283,479.86	\$0.00	\$20,549.14
000-262-5XX MISCELLANEOUS PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$500.00
000-262-61X GENERAL SUPPLIES	\$56,759.62	\$1,322.62	\$8,402.77	\$47,034.23
000-262-621 ENERGY (NATURAL GAS)	\$174,000.00	\$624.58	\$173,375.42	\$0.00
000-262-626 ENERGY (GASOLINE)	\$8,000.00	\$0.00	\$6,000.00	\$2,000.00
000-262-62X ENERGY (HEAT AND ELECTRICITY)	\$280,000.00	\$0.00	\$280,000.00	\$0.00
000-262-8XX OTHER OBJECTS	\$3,500.00	\$0.00	\$0.00	\$3,500.00
TOTAL CUSTODIAL SERVICES	\$1,676,933.62	\$335,539.40	\$1,252,133.45	\$89,260.77
CARE AND UPKEEP OF GROUNDS				
000-263-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$82,000.00	\$0.00	\$41,000.00	\$41,000.00
000-263-610 GENERAL SUPPLIES	\$21,100.00	\$0.00	\$13,100.00	\$8,000.00
TOTAL CARE AND UPKEEP OF GROUNDS	\$103,100.00	\$0.00	\$54,100.00	\$49,000.00

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SECURITY				
000-266-300	PURCHASED PROFESSIONAL AND TECHNICAL SERVI	\$7,500.00	\$0.00	\$7,500.00
000-266-420	CLEANING, REPAIR, AND MAINT. SERVICES	\$10,000.00	\$0.00	\$7,900.00
000-266-610	GENERAL SUPPLIES	\$1,000.00	\$0.00	\$1,000.00
	TOTAL SECURITY	\$18,500.00	\$0.00	\$16,400.00
OPERATION AND MAINTENANCE OF PLANT SERVICES				
000-26X-XXX	OTHER UNDIST. EXPEND. OPERATION & MAINTEN	\$8,720.00	\$720.00	\$5,620.00
	TOTAL	\$8,720.00	\$720.00	\$5,620.00
STUDENT TRANSPORTATION SERV.				
000-270-107	SALARIES OF NON-INSTRUCTIONAL AIDES	\$10,083.00	\$0.00	\$0.00
000-27X-503	CONTRACTED SERVICES - AID NON-PUBLIC	\$47,000.00	\$10,083.00	\$0.00
000-27X-511	CONTRACTED SERVICES (HOME/SCH.) VENDORS	\$93,000.00	\$0.00	\$0.00
000-27X-512	CONTRACTED SERV. (OTHER THAN HM/SC) VEND.	\$34,000.00	\$0.00	\$0.00
000-27X-513	CONTRACTED SERV. (HOME/SCH.) JOIN AGREEMN	\$25,000.00	\$0.00	\$10,625.00
000-27X-515	CONTR. SERV. (SPEC. ED. STUD.) JOIN AGRM.	\$435,000.00	\$435,000.00	\$0.00
	TOTAL	\$644,083.00	\$50.00	\$10,625.00
UNALLOCATED BENEFITS				
000-291-22X	SOCIAL SECURITY CONTRIBUTIONS	\$297,000.00	\$10,495.01	\$286,504.99
000-291-241	OTHER RETIREMENT CONTRIBUTIONS - PERS	\$290,250.00	\$0.00	\$290,250.00
000-291-249	OTHER RETIREMENT CONTRIBUTIONS-REG	\$42,000.00	\$0.00	\$42,000.00
000-291-26X	WORKMEN'S COMPENSATION	\$115,149.00	\$17,257.00	\$47,672.00
000-291-27X	HEALTH BENEFITS	\$5,260,794.00	\$399,384.84	\$12,305.65
000-291-28X	TUITION REIMBURSEMENT	\$15,000.00	\$870.00	\$14,130.00
000-291-299	UNUSED SICK PAYMENT RETIRE/TERM	\$25,000.00	\$0.00	\$0.00
000-291-2XX	OTHER EMPLOYEE BENEFITS	\$10,000.00	\$0.00	\$10,000.00
	TOTAL UNALLOCATED BENEFITS	\$6,055,193.00	\$428,006.85	\$702,862.64
TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS		\$6,055,193.00	\$428,006.85	\$702,862.64
OTHER UNDISTRIBUTED EXPENDITURES		\$9,400.00	\$8,400.00	\$1,000.00
TOTAL UNDISTRIBUTED EXPENDITURES		\$16,774,911.78	\$1,150,888.59	\$1,676,400.20
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES		\$28,828,383.56	\$1,207,371.16	\$2,196,592.13
TOTAL GEN. CURRENT EXP. EXPENDITURES AND TRANSFERS		\$28,828,383.56	\$1,207,371.16	\$2,196,592.13

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RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$0.00	\$45,213.12	\$4,204.43	(\$49,417.55-)
TOTAL GEN. CURRENT EXP. EXPEND., TRANSFERS AND RESERVE	\$28,828,383.56	\$1,252,584.28	\$25,428,624.70	\$2,147,174.58
CAPITAL OUTLAY (FUND 12)				
EQUIPMENT				
120-100-XXX GRADES 1-5	\$6,000.00	\$0.00	\$0.00	\$6,000.00
130-100-XXX GRADES 6-8	\$6,000.00	\$0.00	\$0.00	\$6,000.00
000-400-334 ARCHITECTURAL/ENGINEERING SERVICES	\$172,000.00	\$77,867.09	\$14,432.91	\$79,700.00
XXX-XXX-73X OTHER EQUIPMENT	\$6,400.00	\$0.00	\$0.00	\$6,400.00
TOTAL EQUIPMENT	\$190,400.00	\$77,867.09	\$14,432.91	\$98,100.00
FACILITIES ACQ. AND CONSTR. SERV.:				
000-400-896 ASSESSMENT DEBT SVC ON SDA FUNDING	\$14,941.00	\$0.00	\$0.00	\$14,941.00
XXX-4XX-XXX OTHER FACILITIES ACQ. AND CONSTR. SERV.	\$1,452,000.00	\$0.00	\$1,103,418.25	\$348,581.75
TOTAL	\$1,466,941.00	\$0.00	\$1,103,418.25	\$363,522.75
TOTAL CAPITAL OUTLAY EXPENDITURES	\$1,657,341.00	\$77,867.09	\$1,117,851.16	\$461,622.75
TOTAL CAPITAL OUTLAY EXPENDITURES AND RESERVES	\$1,657,341.00	\$77,867.09	\$1,117,851.16	\$461,622.75
TOTAL GENERAL FUND NOT INCLUDING RESERVES	\$30,485,724.56	\$1,285,238.25	\$26,542,271.43	\$2,658,214.88

PREPARED AND SUBMITTED BY:


BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

 8/10/2026

"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3),
I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY
LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATIO
OF N.J.A.C. 6A:23-2.11 (A)."

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ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$195,134.48
102-106	CASH EQUIVALENTS	\$.00
111	INVESTMENTS	\$.00
116	CAPITAL RESERVE ACCOUNT	\$.00
	ACCOUNTS RECEIVABLE:	
	INTERFUND	\$.00
132	INTERGOVERNMENTAL - STATE	\$.00
141	INTERGOVERNMENTAL - FEDERAL	\$18,575.02
142	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	(\$8,759.00-)
153, 154	INTERFUND LOANS RECEIVABLE	\$9,816.02
131	OTHER CURRENT ASSETS	\$.00
		\$8,759.00

RESOURCES:

301	ESTIMATED REVENUES	\$503,793.00
302	LESS REVENUES	(\$5,686.00)
	TOTAL ASSETS AND RESOURCES	\$498,107.00
		\$711,816.50

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$.00
411	INTERGOVERNMENTAL ACCOUNTS PAYABLE - STATE	\$23,394.12
412	INTERGOVERNMENTAL ACCOUNTS PAYABLE - FEDERAL	\$.00
421	ACCOUNTS PAYABLE	\$58,217.41
431	CONTRACTS PAYABLE	\$.00
451	LOANS PAYABLE	\$.00
481	DEFERRED REVENUES	\$134,165.16
	OTHER CURRENT LIABILITIES	\$.00
	TOTAL LIABILITIES	\$215,776.69

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FUND BALANCE:

APPROPRIATED:

753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR		
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR		
	RESERVED FUND BALANCE:		
758	FUND BALANCE - STUDENT ACTIVITY FUND		\$145,357.10
759	FUND BALANCE - SCHOLARSHIP FUND		\$11,585.00
761	CAPITAL RESERVE ACCOUNT		\$.00
762	RESERVED FUND BALANCE - ADULT ED. PROGRAMS		\$.00
604	ADD INCREASE IN CAPITAL RESERVE		\$.00
307	LESS BUDGETED WITHDRAWAL FROM CAP. RESERVE		\$.00
601	APPROPRIATIONS	\$503,793.00	
602	LESS: EXPENDITURES	\$193,125.00	
603	ENCUMBRANCES	(\$193,125.00)	\$310,668.00

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2026	\$28,429.71
303	BUDGETED FUND BALANCE	(\$.00)
	TOTAL FUND BALANCE	\$496,039.81

TOTAL LIABILITIES AND FUND EQUITY

\$711,816.50

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REVENUE/SOURCES OF FUNDS:

	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
TRANSFERS FROM OPERATING BUDGET PRE-K				
1310 TUITION - PRESCHOOL	\$.00	\$.00		\$.00
1320 TUITION FROM LEA'S - PRESCHOOL	\$.00	\$.00		\$.00
1760 STUDENT ACTIVITY FUND	\$500.00	\$.00	Under	\$500.00
1770 SCHOLARSHIP FUND	\$.00	\$.00		\$.00
1921 DIGITAL DIVIDE	\$.00	\$.00		\$.00
FROM LOCAL SOURCES	\$250,000.00	\$.00	Under	\$250,000.00
UNRESTRICTED GRANTS IN AID	\$.00	\$.00		\$.00
FROM INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3212 NONPUBLIC TEACHER STEM GRANT	\$.00	\$.00		\$.00
3218 PRESCHOOL EDUCATION AID - PR YR CARRYOVER	\$.00	\$.00		\$.00
3257 SDA EMERGENT NEEDS AND CAP MAINT	\$.00	\$.00		\$.00
3258 PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$.00	\$.00		\$.00
3259 PRESCHOOL FACILITIES LEAD REMEDIATION	\$.00	\$.00		\$.00
3700 STATE GRANTS THROUGH INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3XXX OTHER STATE AIDS	\$.00	\$.00		\$.00
FROM STATE SOURCES	\$13,686.00	\$5,686.00	Under	\$8,000.00
TITLE I				
IDEA	\$36,607.00	\$.00	Under	\$36,607.00
PERKINS GRANT	\$203,000.00	\$.00	Under	\$203,000.00
TITLE II	\$.00	\$.00		\$.00
TITLE IV	\$.00	\$.00		\$.00
TITLE III	\$.00	\$.00		\$.00
FROM FEDERAL SOURCES	\$.00	\$.00		\$.00
4409 ARP-IDEA PRESCHOOL	\$.00	\$.00		\$.00
4417-4418 REAP GRANT	\$.00	\$.00		\$.00
4419 ARP-IDEA BASIC	\$.00	\$.00		\$.00
4500 OTHER RESTRICTED GRANTS	\$.00	\$.00		\$.00
4503 21ST CENTURY	\$.00	\$.00		\$.00
4526 FEMA - SUPERSTORM SANDY	\$.00	\$.00		\$.00
4530 CARES ACT	\$.00	\$.00		\$.00
4531 CARES DIGITAL DIVIDE	\$.00	\$.00		\$.00
4532 CORONAVIRUS RELIEF FUND	\$.00	\$.00		\$.00
4533 STUDENT LEARNING LOSS GRANT	\$.00	\$.00		\$.00
4534 CCRSA ESSER II	\$.00	\$.00		\$.00
4535 CCRSA LEARNING ACCEL	\$.00	\$.00		\$.00
4536 CCRSA MENTAL HEALTH	\$.00	\$.00		\$.00
4537 ACSERS	\$.00	\$.00		\$.00
4540 ARP ESSER	\$.00	\$.00		\$.00
4541 ARP ESSER ACCEL. LEARNING AND SUPPORT	\$.00	\$.00		\$.00
4542 ARP ESSER SUMMER LEARNING AND ENRICHMENT	\$.00	\$.00		\$.00
4543 ARP ESSER BEYOND THE SCHOOL DAY	\$.00	\$.00		\$.00
4544 ARP ESSER NJTSS	\$.00	\$.00		\$.00
4545 ARP HOMELESS CHILDREN AND YOUTH I	\$.00	\$.00		\$.00
4546 ARP HOMELESS CHILDREN AND YOUTH II	\$.00	\$.00		\$.00

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4600 REVENUE FOR/ON BEHALF OF THE LEA 4700 GRANTS-IN-AID FROM FEDERAL GOVT 4800 REVENUE IN LIEU OF TAXES	Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
	\$.00	\$.00		\$.00
	\$.00	\$.00		\$.00
	\$.00	\$.00		\$.00
TOTAL REVENUE/SOURCES OF FUNDS	\$503,793.00	\$5,686.00	Under	\$498,107.00
EXPENDITURES:				
LOCAL PROJECTS				
STUDENT ACTIVITY FUND	\$250,000.00	\$.00	\$29,500.00	\$220,500.00
SCHOLARSHIP FUND	\$500.00	\$.00	\$.00	\$500.00
STATE PROJECTS				
EARLY CHILDHOOD PROGRAM AID	\$.00	\$.00	\$.00	\$.00
DEMONSTRABLY EFFECTIVE PROGRAM AID	\$.00	\$.00	\$.00	\$.00
DISTANCE LEARNING NETWORK AID	\$.00	\$.00	\$.00	\$.00
INSTRUCTIONAL SUPPLEMENT AID	\$.00	\$.00	\$.00	\$.00
STATE PROJECTS CARRYOVER	\$.00	\$.00	\$.00	\$.00
DISTANCE LEARNING CARRYOVER	\$.00	\$.00	\$.00	\$.00
PRIVATE INDUSTRY COUNCIL	\$.00	\$.00	\$.00	\$.00
NON PUBLIC TEACHER STEM	\$.00	\$.00	\$.00	\$.00
NJ NONPUBLIC TEXTBOOKS	\$3,334.00	\$.00	\$.00	\$3,334.00
NJ NONPUBLIC AUXILIARY SERVICES	\$4,000.00	\$.00	\$.00	\$4,000.00
NJ NONPUBLIC HANDICAPPED SERVICES	\$4,000.00	\$.00	\$.00	\$4,000.00
NJ NONPUBLIC NURSING SERVICES	\$.00	\$.00	\$.00	\$.00
NJ NONPUBLIC TECHNOLOGY INITIATIVE	\$2,352.00	\$.00	\$.00	\$2,352.00
NJ NONPUBLIC SECURITY AID	\$.00	\$.00	\$.00	\$.00
ADULT EDUCATION - STATE	\$.00	\$.00	\$.00	\$.00
VOCATIONAL EDUCATION	\$.00	\$.00	\$.00	\$.00
CONTRIBUTION TO WSR - OTHER STATE PROJECTS	\$.00	\$.00	\$.00	\$.00
TARGETED AT-RISK AID	\$.00	\$.00	\$.00	\$.00
OTHER STATE PROJECTS	\$.00	\$.00	\$.00	\$.00
TOTAL STATE PROJECTS	\$13,686.00	\$.00	\$.00	\$13,686.00
FEDERAL PROJECTS				
ARP-IDEA BASIC GRANT	\$.00	\$.00	\$.00	\$.00
ARP IDEA PRESCHOOL	\$.00	\$.00	\$.00	\$.00
CLASS SIZE REDUCTION	\$.00	\$.00	\$.00	\$.00

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TITLE I	\$36,607.00	\$.00	\$20,625.00	\$15,982.00
TITLE II	\$.00	\$.00	\$.00	\$.00
NCLB TITLE III	\$.00	\$.00	\$.00	\$.00
NCLB TITLE IV	\$.00	\$.00	\$.00	\$.00
NCLB TITLE V	\$.00	\$.00	\$.00	\$.00
TITLE VI	\$.00	\$.00	\$.00	\$.00
I.D.E.A. PART B (HANDICAPPED)	\$203,000.00	\$.00	\$143,000.00	\$60,000.00
VOCATIONAL EDUCATION	\$.00	\$.00	\$.00	\$.00
GRANTS IN AID OTHER AGENCIES	\$.00	\$.00	\$.00	\$.00
CARES ACT	\$.00	\$.00	\$.00	\$.00
DIGITAL DIVIDE	\$.00	\$.00	\$.00	\$.00
CORONAVIRUS RELIEF FUND	\$.00	\$.00	\$.00	\$.00
STUDENT LEARNING LOSS	\$.00	\$.00	\$.00	\$.00
NONPUBLIC TECHNOLOGY CRF	\$.00	\$.00	\$.00	\$.00
CRRSA ACT ESSER II	\$.00	\$.00	\$.00	\$.00
CRRSA ACT LEARNING ACCELERATION	\$.00	\$.00	\$.00	\$.00
CRRSA ACT MENTAL HEALTH	\$.00	\$.00	\$.00	\$.00
ACSERS PROGRAM	\$.00	\$.00	\$.00	\$.00
ARP-ESSER GRANT	\$.00	\$.00	\$.00	\$.00
ARP-ESSER ACCEL LEARNING AND SUPPORT	\$.00	\$.00	\$.00	\$.00
ARP-ESSER SUMMER LEARNING AND ENRICHMENT	\$.00	\$.00	\$.00	\$.00
ARP-ESSER BEYOND THE SCHOOL DAY	\$.00	\$.00	\$.00	\$.00
ARP-ESSER NJTSS	\$.00	\$.00	\$.00	\$.00
ARP-ESSER SDA EMERGENT NEEDS	\$.00	\$.00	\$.00	\$.00
ARP-ESSER PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$.00	\$.00	\$.00	\$.00
ARP-ESSER PRESCHOOL FACILITIES LEAD REMEDIATION	\$.00	\$.00	\$.00	\$.00
ARP HOMELESS CHILDREN AND YOUTH I	\$.00	\$.00	\$.00	\$.00
ARP HOMELESS CHILDREN AND YOUTH II	\$.00	\$.00	\$.00	\$.00
ADULT EDUCATION	\$.00	\$.00	\$.00	\$.00
OTHER FEDERAL PROJECTS	\$.00	\$.00	\$.00	\$.00
OTHER SPECIAL PROJECTS	\$.00	\$.00	\$.00	\$.00
CONTRIBUTION TO WSR - OTHER FEDERAL PROJECTS	\$.00	\$.00	\$.00	\$.00
TOTAL FEDERAL PROJECTS	\$239,607.00	\$.00	\$163,625.00	\$75,982.00
TOTAL EXPENDITURES	\$503,793.00	\$.00	\$193,125.00	\$310,668.00
FEDERAL PROJECTS				
999-XXX-XXX PRIOR YEAR PURCHASE ORDERS	\$11,585.00	\$.00	\$11,585.00	\$.00
999-999-999 PRIOR YEAR RESERVE	\$.00	\$.00	\$33,843.63	(\$33,843.63-)
TOTAL EXPENDITURES AND RESERVE	\$515,378.00	\$.00	\$238,553.63	\$276,824.37
TOTAL SPECIAL FUND NOT INCLUDING RESERVES	\$503,793.00	\$.00	\$193,125.00	\$310,668.00

PREPARED AND SUBMITTED BY:

	Appropriations	Expenditures	Encumbrances	Available Balance
--	----------------	--------------	--------------	----------------------

	8/3/2026			
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"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3),
I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY
LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATIO
OF N.J.A.C. 6A:23-2.11 (A)."

Closter Board of Education
Board Secretary Report
CAPITAL PROJECTS FUNDS - Fund 30
Interim Balance Sheet
July 2026

July 31, 2026 (Fri)
Budget Year: 2027

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ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$2,490,294.26
102-104	CASH - OTHER	\$.00
105	CASH WITH FISCAL AGENTS	\$.00
106	CASH EQUIVALENTS	\$.00
111	INVESTMENTS	\$.00

ACCOUNTS RECEIVABLE:

132	INTERFUND	\$.00
141	INTERGOVERNMENTAL - STATE	\$.00
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	\$.00
131	INTERFUND LOANS RECEIVABLE	\$.00
161	BOND PROCEEDS RECEIVABLE	\$.00

OTHER CURRENT ASSETS

RESOURCES:

301	ESTIMATED REVENUES	\$.00
302	LESS REVENUES	(\$5,809.37)
	TOTAL ASSETS AND RESOURCES	(\$5,809.37 -)
		\$2,484,484.89

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$.00
421	ACCOUNTS PAYABLE	\$.00
402	INTERFUND ACCOUNTS PAYABLE	\$.00
431	CONTRACTS PAYABLE	\$.00
432	CONSTRUCTION CONTRACTS PAYABLE - RETAINED %	\$.00
433	CONSTRUCTION CONTRACTS PAYABLE	\$.00
451	LOANS PAYABLE	\$.00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$.00
461	ACCRUED SALARIES AND BENEFITS	\$.00
	OTHER CURRENT LIABILITIES	\$.00

TOTAL LIABILITIES

\$.00

FUND BALANCE:

APPROPRIATED:

753 RESERVE FOR ENCUMBRANCES - CURRENT YEAR \$.00
754 RESERVE FOR ENCUMBRANCES - PRIOR YEAR \$5,100.00
751, 752, 76X OTHER RESERVES \$5,100.00
601 APPROPRIATIONS (\$5,100.00)
602 LESS: EXPENDITURES \$.00
603 ENCUMBRANCES \$5,100.00
TOTAL APPROPRIATED \$5,100.00

UNAPPROPRIATED:

770 FUND BALANCE, JULY 1, 2026 \$2,479,384.89
771 FUND BALANCE - DESIGNATED \$.00
303 BUDGETED FUND BALANCE (\$.00)
TOTAL FUND BALANCE

TOTAL LIABILITIES AND FUND EQUITY

\$2,484,484.89
\$2,484,484.89

REVENUE/SOURCES OF FUNDS:				NOTE: Over or (Under)	Unrealized Balance
	Budgeted Estimated	Actual to Date			
15XX INTEREST	\$.00	\$5,809.37	Over		(\$5,809.37-)
51XX SALE OF BONDS	\$.00	\$.00			\$.00
52XX TRANSFERS FROM OTHER FUNDS	\$.00	\$.00			\$.00
54XX NJEDA (NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY)	\$.00	\$.00			\$.00
56XX LEASE PURCHASES	\$.00	\$.00			\$.00
3255 ADDITIONAL STATE SCHOOL BUILDING AID - EDA	\$.00	\$.00			\$.00
3256 SECURING OUR CHILDREN'S FUTURE BOND	\$.00	\$.00			\$.00
OTHER	\$.00	\$.00			\$.00
TOTAL REVENUE/SOURCES OF FUNDS	\$.00	\$5,809.37	Over		(\$5,809.37-)
EXPENDITURES:				Encumbrances	Available Balance
	Appropriations	Expenditures			
XXX-XXX-73X EQUIPMENT	\$.00	\$.00		\$.00	\$.00
FACILITIES ACQUISITION AND CONSTR. SERV.					
000-4XX-1XX SALARIES	\$.00	\$.00		\$.00	\$.00
000-4XX-331 LEGAL SERVICES	\$.00	\$.00		\$.00	\$.00
000-4XX-39X OTHER PURCHASED PROF. AND TECH. SERV.	\$.00	\$.00		\$.00	\$.00
000-4XX-45X CONSTRUCTION SERVICES	\$.00	\$.00		\$.00	\$.00
000-4XX-61X GENERAL SUPPLIES	\$.00	\$.00		\$.00	\$.00
000-4XX-71X LAND AND IMPROVEMENTS	\$.00	\$.00		\$.00	\$.00
000-4XX-72X BLDGS. OTHER THAN LEASE PURCHASE AGREEMENTS	\$.00	\$.00		\$.00	\$.00
000-4XX-8XX OTHER OBJECTS	\$.00	\$.00		\$.00	\$.00
000-4XX-XXX OTHER FAC. ACQ. AND CONSTR. SERV.	\$5,100.00	\$.00		\$5,100.00	\$.00
TOTAL FAC. ACQ. AND CONSTR. SERV.	\$5,100.00	\$.00		\$5,100.00	\$.00
TOTAL EXPENDITURES	\$5,100.00	\$.00		\$5,100.00	\$.00
TRANSFERS					
000-520-93X TRANSFER TO OTHER FUNDS	\$.00	\$.00		\$.00	\$.00
TOTAL EXPENDITURES AND TRANSFERS	\$5,100.00	\$.00		\$5,100.00	\$.00
RESERVE ACCOUNT					
999-999-999 PRIOR YEAR RESERVE	\$.00	\$.00		\$.00	\$.00
TOTAL EXPENDITURES, TRANSFERS AND RESERVE	\$5,100.00	\$.00		\$5,100.00	\$.00

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Budget Year: 2027

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TOTAL CAPITAL PROJECTS FUNDS NOT INCLUDING RESERVES	Appropriations	Expenditures	Encumbrances	Available Balance
	\$5,100.00	\$.00	\$5,100.00	\$.00

PREPARED AND SUBMITTED BY:



8/3/2026

BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3),
I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY
LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATIO
OF N.J.A.C. 6A:23-2.11 (A)."

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$56,719.00
102-104	CASH - OTHER	\$.00
105	CASH WITH FISCAL AGENTS	\$.00
106	CASH EQUIVALENTS	\$.00
111	INVESTMENTS	\$.00
121	TAX LEVY RECEIVABLE	\$.00

ACCOUNTS RECEIVABLE:

132	INTERFUND	\$.00
141	INTERGOVERNMENTAL - STATE	\$160,556.00
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	\$.00
	(\$.00)	
	OTHER CURRENT ASSETS	\$.00

RESOURCES:

301	ESTIMATED REVENUES	\$472,275.00
302	LESS REVENUES	(\$217,275.00)
	TOTAL ASSETS AND RESOURCES	\$255,000.00
		\$472,275.00

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$.00
401	INTERFUND LOANS PAYABLE	\$.00
402	INTERFUND ACCOUNTS PAYABLE	\$.00
455	INTEREST PAYABLE	\$.00
441	MATURED BONDS PAYABLE	\$.00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$.00
461	ACCRUED SALARIES AND BENEFITS	\$.00
	OTHER CURRENT LIABILITIES	\$.00
	TOTAL LIABILITIES	\$.00

FUND BALANCE:

APPROPRIATED:

767	RESERVED-FUND BALANCE			
608	DEBT SERVICE RESERVE - JULY 1, 2026		\$.00	
313	ADD: INCREASE IN DEBT SERVICE RESERVE		\$.00	
	LESS: W/D FROM DEBT SERVICE RESERVE		(\$.00)	
76X	OTHER RESERVES		\$.00	
601	APPROPRIATIONS			
602	LESS: EXPENDITURES		\$472,275.00	
603	ENCUMBRANCES			
	TOTAL APPROPRIATIONS	(\$.00)	(\$472,275.00)	
		\$472,275.00	\$472,275.00	

UNAPPROPRIATED:

770	FUND BALANCE, July 1, 2026		\$.00	
771	DESIGNATED FUND BALANCE		\$.00	
303	BUDGETED FUND BALANCE		(\$.00)	
	TOTAL FUND BALANCE			\$472,275.00
	TOTAL LIABILITIES AND FUND EQUITY			\$472,275.00

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July 2026

July 31, 2026 (Fri)

Budget Year: 2027

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REVENUE/SOURCES OF FUNDS:		Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
52XX	TRANSFERS FROM OTHER FUNDS	\$255,000.00	\$.00	Under	\$255,000.00
LOCAL SOURCES					
1210	LOCAL TAX LEVY-PREMERGER DEBT	\$.00	\$.00		\$.00
1210	LOCAL TAX LEVY	\$56,719.00	\$56,719.00		\$.00
1XXX	INTEREST EARNED ON DEBT SERVICE RESERVE	\$.00	\$.00		\$.00
1XXX	MISCELLANEOUS	\$.00	\$.00		\$.00
	TOTAL	\$56,719.00	\$56,719.00		\$.00
STATE SOURCES					
3160	DEBT SERVICE AID TYPE II	\$160,556.00	\$160,556.00		\$.00
	TOTAL	\$160,556.00	\$160,556.00		\$.00
50XX	OTHER FINANCING SOURCES	\$.00	\$.00		\$.00
	TOTAL REVENUE/SOURCES OF FUNDS	\$472,275.00	\$217,275.00	Under	\$255,000.00

USES OF FUNDS:

DEBT SERVICE - REGULAR		Appropriations	Expenditures	Encumbrances	Available Balance
700-530-940	PAYMENT OF REFUND - BOND ESCROW	\$.00	\$.00		\$.00
701-510-723	PRINCIPAL PAYMENTS - LEASE PURCH. AGRMTS.	\$.00	\$.00		\$.00
701-510-833	INTEREST PAYMENTS - LEASE PURCH. AGRMTS.	\$.00	\$.00		\$.00
701-510-835	INTEREST ON EARLY RETIREMENT BONDS	\$.00	\$.00		\$.00
701-510-837	INTEREST ON COMMUNITY DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-83X	INTEREST	\$217,275.00	\$.00		\$.00
701-510-910	REDEMPTION OF PRINC.-EARLY RETIREM. BONDS	\$255,000.00	\$.00		\$.00
701-510-912	PRINCIPAL ON COMM DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-91X	REDEMPTION OF PRINCIPAL	\$.00	\$.00		\$.00
701-510-92X	AMTS. PAID INTO SINKING FUND	\$.00	\$.00		\$.00
701-XXX-XXX	ACCOUNTS NOT INCLUDED ABOVE	\$.00	\$.00		\$.00
	TOTAL	\$472,275.00	\$.00		\$.00

ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 177

TOTAL

\$.00

\$.00

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	Appropriations	Expenditures	Encumbrances	Available Balance
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 10				
TOTAL	\$.00	\$.00		\$.00
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 74				
TOTAL	\$.00	\$.00		\$.00
000-515-915 RETIREMENT OF ERIP LIABILITY	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$472,275.00	\$.00		\$.00
TRANSFERS				
000-520-93X TRANSFES TO OTHER FUNDS	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS AND TRANSFERS	\$472,275.00	\$.00		\$.00
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS, TRANSFERS AND RESERVE	\$472,275.00	\$.00		\$.00
TOTAL DEBT SERVICE FUNDS NOT INCLUDING RESERVES	\$472,275.00	\$.00	\$472,275.00	\$.00

PREPARED AND SUBMITTED BY:

8/3/2026

BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

"PURSUANT TO N.J.A.C. 6A:23-2.11 (C) (3),
I CERTIFY THAT AS OF THE ABOVE DATE, NO BUDGETARY
LINE ITEM ACCOUNT HAS BEEN OVEREXPENDED IN VIOLATIO
OF N.J.A.C. 6A:23-2.11 (A)."

District:	CLOSTER PUBLIC SCHOOLS
LEA Code:	03-0930
Month/Year:	July-26
Date of Submission	8/3/26

This line contains column numbers for the amount columns, and descriptions of the calculations in each column.

This line contains column numbers for the amount columns, and descriptions of the calculations in each column.										
Lines	Budget Category	Account	(column 1 = + Data Entry)	(column 2 = + Data Entry)	(column 3 = column 1 + column 2)	(column 4 = column 3 * 0.1)	(column 5 = + or - Data Entry)	(column 6 = column 5 / column 3)	(column 7 = column 4 + column 5)	(column 8 = column 4 - column 5)
			2026-27 Original Budget	Revenues Allowed (N.J.A.C. 6A-23A- 13.3(d))	2026-27 Original Budget For Use in 10% Calculation	Maximum Transfer Amount	2026-27 YTD Net Transfers to/(from) as of Date of Submission in cell B5	% Change of Transfers YTD	2026-27 Remaining Allowable Balance From	2026-27 Remaining Allowable Balance To
	Instruction									
3200	Regular Programs	11-1XX-100-XXX	7,899,878	102,166	8,002,044	800,204		0.00%	800,204	
10300, 11160, 12160, 40580, 41080	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX, 11-000-216,217	5,784,570	3,355	5,787,925	578,792		0.00%	578,792	
13160, 15180	Vocational Programs - Local	11-3XX-100-XXX						0.00%		
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-300-XXX	253,948		253,948	25,395		0.00%	25,395	
27100	Community Services Programs/Operations	11-800-330-XXX						0.00%		
	Undistributed Expenditures									
29180	Tuition	11-000-100-XXX	1,415,993		1,415,993	141,599		0.00%	141,599	
29680, 30620, 41660, 42200, 43620	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-211,213,218,219,222	1,757,580	1,786	1,759,366	175,937		0.00%	175,937	
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	263,093		263,093	26,309		0.00%	26,309	
45300	General Administration	11-000-230-XXX	612,265	97,755	710,020	71,002		0.00%	71,002	71,002
46160	School Administration	11-000-240-XXX	905,081	1,284	906,365	90,637		0.00%	90,637	90,637
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX	645,445	4,712	650,157	65,016		0.00%	65,016	65,016
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX	2,213,672	166,525	2,380,197	238,020		0.00%	238,020	
52480	Student Transportation Services	11-000-270-XXX	644,083		644,083	64,408		0.00%	64,408	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	6,055,193		6,055,193	605,519		0.00%	605,519	
72020	Food Services	11-000-310-XXX						0.00%		
72120	Transfer Property Sale Proceeds to Debt Service Reserve	11-000-520-934						0.00%		
72160	Deposit to Sale/Lease-Back Reserve	10-605						0.00%		
72180	Interest Earned on Maintenance Reserve	10-606						0.00%		
72200	Deposit to Maintenance Reserve	10-606						0.00%		
72220	Deposit to Current Expense Emergency Reserve	10-607								
72240	Interest Earned on Current Expense Emergency Reserve	10-607								
72245	Deposit to Bus Advertising Reserve for Fuel Costs	10-610						0.00%		
72246	Increase in IMPACT Aid Reserve (General)	10-611						0.00%		
72247	Increase in IMPACT Aid Reserve (Capital)	10-612								
72260	Total General Current Expense		28,450,801	377,583	28,828,384	2,882,838	-			

District: CLOSTER PUBLIC SCHOOLS

LEA Code: 03-0930

Month/Year: July 26

Date of Submission: 8/3/26

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This line contains column numbers for the amount columns, and descriptions of the calculations in each column.

Lines	Budget Category	Account	(column 1 = + Data Entry)	(column 2 = + Data Entry)	(column 3 = column 1 + column 2)	(column 4 = column 3 * 0.1)	(column 5 = + or - Data Entry)	(column 6 = column 5 / column 3)	(column 7 = column 4 + column 5)	(column 8 = column 4 - column 5)
Capital Outlay										
75880	Equipment	12-XXX-XXX-73X	18,400		18,400	1,840		0.00%	1,840	
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX						0.00%		
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931						0.00%		
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933						0.00%		
76360	Deposit to Capital Reserve	10-604						0.00%		
76380	Interest Earned on Capital Reserve	10-604						0.00%		
76385	Impact Aid Reserve (Capital) - Transfer to Capital Projects	12-000-400-938	1,638,941		1,638,941	163,894		0.00%	163,894	
76400	Total Capital Expenditures		1,657,341		1,657,341	165,734		0.00%		
83080	Total Special Schools	13-XXX-XXX-XXX						0.00%		
84000	Transfer of Funds to Charter Schools	10-000-100-56X						0.00%		
84005	Transfer of Funds to Resident Renaissance Schools	10-000-100-571						0.00%		
84020	General Fund Contribution to School Based Budgets	10-000-520-930						0.00%		
84060	Operating Budget Grand Total		30,108,142	377,583	30,485,725	3,048,572				

School Business Administrator Signature:

Date:
end of worksheet


Floro M. Villanueva Jr.
 Business Administrator/Board Secretary
 Closter Public Schools
August 3, 2026

Appendix E

POLICY GUIDE

BYLAWS

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Nepotism

M

0142.1 NEPOTISM

The Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2(a).

For the purposes of this Policy, "relative" means an individual's spouse, ~~by marriage or civil union~~ **partner as defined at pursuant to N.J.S.A. 37:1-2833 et seq.**, domestic partner as defined ~~at in~~ N.J.S.A. 26:8A-3, or the ~~individual's or spouse's~~ parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother, or half-sister **of the individual or of the individual's spouse, civil union partner, or domestic partner**, whether the relative is related to the individual or the individual's spouse, **civil union partner, or domestic partner** by blood, marriage, or adoption **pursuant to N.J.A.C. 6A:23A-1.2.**

For the purposes of this Policy, "immediate family member" means the person's spouse, partner in a civil union as defined ~~at in~~ N.J.S.A. 37:1-2833 et seq., domestic partner as defined ~~at in~~ N.J.S.A. 26:8A-3, or dependent child, residing in the same household.

For the purposes of this Policy, "administrator" is defined as set forth in N.J.S.A. 18A:12-23.

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this school district except: ~~that a person employed by the school district on the effective date of the Policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or promoted in the district.~~

1. **A person employed by the district on or before October 1, 2008 or on or before the date an employee's relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed or to be promoted in the district in accordance with the effective date as outlined in the initial version of N.J.A.C. 6A:32A-6.2 adopted on July 1, 2008. However, this shall not pertain to extending an employment contract to allow for an increase in annual pay directly related to an extension of the work year; and**



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Nepotism

2. **The district may employ a relative of a Board member or the Superintendent provided the district has obtained approval from the Executive County Superintendent. Such approval shall be granted only upon demonstration by the district that it conducted a thorough search for candidates and the proposed candidate is the only qualified and available person for the position.**

The Superintendent of Schools shall not recommend to the Board, of Education pursuant to N.J.S.A. 18A:27-4.1, ~~the any~~ relative of a ~~Board member or the Superintendent or a Board member~~, unless the relative is subject to an exception as outlined at N.J.A.C. 6A:23A-6.2(a)2. and at 1. and 2. above. ~~[Optional] However, in accordance with N.J.A.C. 6A:23A-6.2(a)2, the district may employ a relative of a Board member or Superintendent of Schools provided the district obtains the approval from the Executive County Superintendent of Schools. Such approval shall be granted only upon demonstration by the school district that it conducted a thorough search for candidates and that the proposed candidate is the only qualified and available person for the position.]~~

~~[Optional] In accordance with N.J.A.C. 6A:23A-6.2(a)6.(b), per diem substitutes and student employees who are relatives of a Board member or the Superintendent of Schools shall be excluded from the provisions of this Policy and N.J.A.C. 6A:23A-6.2.]~~

A ~~school~~ district administrator shall **not exercise** ~~be prohibited from exercising~~ direct or indirect authority, supervision, or control over **the administrator's** a relative ~~of the administrator~~. ~~If Where~~ it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternative supervision and reporting mechanisms **shall must** be put in place.

A ~~school~~ district administrator or Board member **whose who has** a relative ~~who is~~ a member of the bargaining unit shall **not discuss or vote** ~~be prohibited from discussing or voting~~ on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the negotiating team; nor should that ~~school~~ district administrator be present with the Board in closed session when negotiation strategies are being discussed; ~~provided however, that~~ the administrator may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide such information.



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BYLAWS

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Nepotism

A ~~school~~ district administrator or Board member who has an immediate family member who is a member of the same Statewide union in another school district shall **not participate** ~~be prohibited from participating~~ in any way in negotiations, including, but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a ~~tTentative m~~Memorandum of ~~aA~~greement with the bargaining unit that includes a salary guide and total compensation package. Once the ~~tTentative m~~Memorandum of ~~aA~~greement is established, a ~~school~~ district administrator with an immediate family member who is a member of the same Statewide union in another school district may fully participate in the process, absent other conflicts. **However** ~~Notwithstanding these provisions~~, a district administrator who has an immediate family member who is a member of the same Statewide union in another district may serve as a technical resource to the negotiating team and may provide technical information necessary to the collective bargaining process when no one else in the district can provide the information.

In accordance with N.J.A.C. 6A:23A-6.2(b), per diem substitutes and student employees who are relatives of a Board member or the Superintendent shall be excluded from the provisions of this Policy and N.J.A.C. 6A:23A-6.2.

N.J.A.C. 6A:23A-6.2

Adopted:



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Employment of Chief School Administrator

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1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board **employing the Superintendent of Education** and the right to speak on **all** matters at meetings of the Board (~~pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b~~), but shall have no vote **pursuant to N.J.S.A. 18A:17-20.b**.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. **The p**Preparation of informative material describing the ~~school~~ district and its educational goals and objectives;
3. ~~Where feasible,~~ The opportunity for applicants to visit the district, **where feasible**;
4. ~~An Establish an~~ interview process that encourages the candidate and the Board members to have a meaningful discussion of the ~~school~~ district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise **the candidate he/she** can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy 1530 on equal employment opportunity.



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Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. 6A:9B-12.4 et seq. and must qualify for employment following a criminal history record check.

The candidate shall meet criteria established by the Board.

Employment Contract

A person appointed Superintendent must enter **into** an employment contract with the Board.

An employment contract for the Superintendent ~~of Schools~~ shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any action(s) by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3 **pursuant to N.J.A.C. 6A:23A-3.1(f).**

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of **the Superintendent's** ~~his/her~~ employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.



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During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, **or** conduct unbecoming a Superintendent; or other just cause and **then only in the manner prescribed by N.J.S.A. 18A:6 Article 2 Subarticle B pursuant to N.J.S.A. 18A:17-20.2** ~~by the Commissioner of Education pursuant to the tenure hearing laws.~~

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a different term which shall ~~be not be~~ less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event **the Superintendent's** ~~his/her~~ employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent **they** ~~he/she~~ will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.

Pursuant to N.J.S.A. 18A:17-20.2a, the Board shall submit to the Commissioner **of Education** for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. **As used** ~~in accordance with~~ N.J.S.A. 18A:17-20.2a, "compensation" includes, but is not limited to, salary, allowances, bonuses and stipends, payments **for** ~~of~~ accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement **of the Superintendent** shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate ~~the such~~ agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and **shall have** ~~has~~ the authority to disapprove the agreement **if the payment of compensation has a condition of separation from service is found to be excessive pursuant to N.J.S.A. 18A:17-20.2a.** The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the ~~school~~ district.



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Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

Certificate Revocation

All Superintendent contracts shall include, pursuant to N.J.S.A. 18A:17-15.1, the required provision that states that the contract is null and void in the event the Superintendent's certificate is revoked in accordance with N.J.A.C. 6A:23A-3.1(e)13.

~~In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.~~

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3
N.J.A.C. 6A:9B-12.3; 6A:9B-12.4; 6A:23A-3.1; 6A:23A-3.2

Adopted:



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NEW

1552 SEXUAL HARASSMENT – STAFF

The Board of Education (employer) recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of the district are exposed.

A. Title VII of the Civil Rights Act of 1964 – 29 CFR 1604

1. Sexual Harassment – 29 CFR 1604.11

a. Definition of Sexual Harassment – Title VII

- (1) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



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- b. With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless the employer can show that it took immediate and appropriate corrective action.
- c. The employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action.
- d. The employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.
 - (1) The employee may submit a complaint, under 29 CFR 1604 to the Affirmative Action Officer.
 - (2) Upon receipt of the complaint the employer shall initiate the grievance procedure in accordance with Regulation 1552.
- e. Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other individuals who were qualified for but denied that employment opportunity or benefit.



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2. Job Opportunities Advertising – 29 CFR 1604.5

It is a violation of Title VII for a help-wanted advertisement to indicate a preference, limitation, specification, or discrimination based on sex unless sex is a bona fide occupational qualification for the particular job involved. The placement of an advertisement in columns classified by publishers on the basis of sex, such as columns headed “Male” or “Female,” will be considered an expression of a preference, limitation, specification, or discrimination based on sex.

3. Pre-Employment Inquiries as to Sex – 29 CFR 1604.7

A pre-employment inquiry may ask “Male.....”, “Female.....”; or “Mr. Mrs. Miss,” provided that the inquiry is made in good faith for a nondiscriminatory purpose. Any pre-employment inquiry in connection with prospective employment which expresses directly or indirectly any limitation, specification, or discrimination as to sex shall be unlawful unless based upon a bona fide occupational qualification.

4. Fringe Benefits – 29 CFR 1604.9

- a. “Fringe benefits,” as used in 29 CFR 1604.9, Regulation 1552, and this Policy, includes medical, hospital, accident, life insurance and retirement benefits; profit-sharing and bonus plans; leave; and other terms, conditions, and privileges of employment.
- b. It shall be an unlawful employment practice for the employer to discriminate between men and women with regard to fringe benefits.
- c. Where the employer conditions benefits available to employees and their spouses and families on whether the employee is the “head of the household” or “principal wage earner” in the family unit, the benefits tend to be available only to male employees and their families. Due to the fact



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that such conditioning discriminatorily affects the rights of women employees, and that “head of household” or “principal wage earner” status bears no relationship to job performance, benefits which are so conditioned will be found a prima facie violation of the prohibitions against sex discrimination contained in Title VII of the Civil Rights Act of 1964 (Act).

- d. It shall be an unlawful employment practice for the employer to make available benefits for the wives and families of male employees where the same benefits are not made available for the husbands and families of female employees; or to make available benefits for the wives of male employees which are not made available for female employees; or to make available benefits to the husbands of female employees which are not made available for male employees. An example of such an unlawful employment practice is a situation in which wives of male employees receive maternity benefits while female employees receive no such benefits.
 - e. It shall not be a defense under Title VII to a charge of sex discrimination in benefits that the cost of such benefits is greater with respect to one sex than the other.
 - f. It shall be an unlawful employment practice for the employer to have a pension or retirement plan which establishes different optional or compulsory retirement ages based on sex, or which differentiates in benefits on the basis of sex.
5. Employment Policies Relating to Pregnancy and Childbirth – 29 CFR 1604.10
- a. A written or unwritten employment policy or practice which excludes from employment applicants or employees because of pregnancy, childbirth or related medical conditions is in prima facie violation of Title VII.



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- b. Disabilities caused or contributed to by pregnancy, childbirth, or related medical conditions, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions, under any health or disability insurance or sick leave plan available in connection with employment. Written or unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or disability insurance or sick leave plan, formal or informal, shall be applied to disability due to pregnancy, childbirth or related medical conditions on the same terms and conditions as they are applied to other disabilities.
- c. Where the termination of an employee who is temporarily disabled is caused by an employment policy under which insufficient or no leave is available, such a termination violates the Act if it has a disparate impact on employees of one sex and is not justified by business necessity.
- d. Any fringe benefit program implemented after October 31, 1978, must comply with the provisions of 29 CFR 1604.10(b) upon implementation.

B. Title IX of the Education Amendments of 1972 – 34 CFR 106

1. Definitions – Title IX – 34 CFR 106.2 and 34 CFR 106.30

- a. “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:
 - (1) An employee of the employer conditioning the provision of an aid, benefit, or service of the employer on an individual’s participation in unwelcome sexual conduct;



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- (2) Unwelcome conduct determined by a reasonable individual to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the employer's education program or activity; or
 - (3) "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
 - b. "Program or activity" and "program" means all of the operations of a local educational agency (as defined in 20 USC 8801), system of vocational education, or other school system.
 - c. "Title IX" means Title IX of the Education Amendments of 1972, Pub. L. 92-318, as amended by section 3 of Pub. L. 93-568, 88 Stat. 1855, except sections 904 and 906 thereof; 20 USC 1681, 1682, 1683, 1685, 1686.
2. Effect of Employment Opportunities – 34 CFR 106.7
- The employer's obligation to comply with 34 CFR 106, Regulation 1552, and this Policy is not obviated or alleviated because employment opportunities in any occupation or profession are or may be more limited for members of one sex than for members of the other sex.
3. Designation of Title IX Coordinator and Notice to Employees – 34 CFR 106.8
- a. The employer must designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under 34 CFR 106, which employee must be referred to as the "Title IX Coordinator."



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- b. The employer must notify applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer, of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.
 - (1) Any individual may report sex discrimination, including sexual harassment (whether or not the individual reporting is the individual alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the individual's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.
 - (2) Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.
- c. Dissemination of Policy
 - (1) Notification of Policy
 - (a) The employer must notify applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer, that the employer does not



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discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and 34 CFR 106 not to discriminate in such a manner. Such notification must state that the requirement not to discriminate in the education program or activity extends to employment, and that inquiries about the application of Title IX and 34 CFR 106 to such employer may be referred to the employer's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

(2) Publications

- (a) Each employer must prominently display the contact information required to be listed for the Title IX Coordinator and this Policy on its website, if any, and in each handbook or catalog that it makes available to applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer.
- (b) The employer must not use or distribute a publication stating that the employer treats applicants for employment or employees differently on the basis of sex except as such treatment is permitted by Title IX or 34 CFR 106.



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4. Discrimination on the Basis of Sex and Employment in Education Programs or Activities Prohibited – 34 CFR 106 Subpart E

a. Employment – 34 CFR 106.51

(1) General

- (a) No individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection therefor, whether full-time or part-time, under any education program or activity operated by the employer which receives Federal financial assistance.
- (b) The employer shall make all employment decisions in any education program or activity operated by such employer in a nondiscriminatory manner and shall not limit, segregate, or classify applicants or employees in any way which could adversely affect any applicant's or employee's employment opportunities or status because of sex.
- (c) The employer shall not enter into any contractual or other relationship which directly or indirectly has the effect of subjecting employees or students to discrimination prohibited by 34 CFR 106 Subpart E, including relationships with employment and referral agencies, with labor unions, and with organizations providing or administering fringe benefits to employees of the employer.



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- (d) The employer shall not grant preferences to applicants for employment on the basis of attendance at any educational institution or

entity which admits as students only or predominantly members of one sex, if the giving of such preferences has the effect of discriminating on the basis of sex in violation of 34 CFR 106.

- (2) 34 CFR 106 Subpart E applies to:

- (a) Recruitment, advertising, and the process of application for employment;
- (b) Hiring, upgrading, promotion, consideration for and award of tenure, demotion, transfer, layoff, termination, application of nepotism policies, right of return from layoff, and rehiring;
- (c) Rates of pay or any other form of compensation, and changes in compensation;
- (d) Job assignments, classifications and structure, including position descriptions, lines of progression, and seniority lists;
- (e) The terms of any collective bargaining agreement;
- (f) Granting and return from leaves of absence, leave for pregnancy, childbirth, false pregnancy, termination of pregnancy, leave for individuals of either sex to care for children or dependents, or any other leave;
- (g) Fringe benefits available by virtue of employment, whether or not administered by the employer;



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- (h) Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, selection for tuition assistance, selection for sabbaticals and leaves of absence to pursue training;
 - (i) Employer-sponsored activities, including those that are social or recreational; and
 - (j) Any other term, condition, or privilege of employment.
- b. Employment Criteria – 34 CFR 106.52
 - (1) The employer shall not administer or operate any test or other criterion for any employment opportunity which has a disproportionately adverse effect on individuals on the basis of sex unless:
 - (a) Use of such test or other criterion is shown to predict validly successful performance in the position in question; and
 - (b) Alternative tests or criteria for such purpose, which do not have such disproportionately adverse effect, are shown to be unavailable.
- c. Recruitment – 34 CFR 106.53
 - (1) Nondiscriminatory Recruitment and Hiring

The employer shall not discriminate on the basis of sex in the recruitment and hiring of employees. Where the employer has been found to be presently discriminating on the basis of sex in the recruitment or hiring of employees, or has been found to have in the past so discriminated, the employer shall recruit members of the sex so discriminated against so as to overcome the effects of such past or present discrimination.



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(2) Recruitment Patterns

The employer shall not recruit primarily or exclusively at entities which furnish as applicants only or predominantly members of one sex if such actions have the effect of discriminating on the basis of sex in violation of 34 CFR 106.53.

d. Compensation – 34 CFR 106.54

(1) The employer shall not make or enforce any policy or practice which, on the basis of sex:

- (a) Makes distinctions in rates of pay or other compensation;
- (b) Results in the payment of wages to employees of one sex at a rate less than that paid to employees of the opposite sex for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions.

e. Job Classification and Structure – 34 CFR 106.55

(1) The employer shall not:

- (a) Classify a job as being for males or for females;
- (b) Maintain or establish separate lines of progression, seniority lists, career ladders, or tenure systems based on sex; or
- (c) Maintain or establish separate lines of progression, seniority systems, career ladders, or tenure systems for similar jobs, position descriptions, or job requirements which classify individuals on the basis of sex, unless sex is a bona-fide occupational



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qualification for the positions in question as set forth in 34 CFR 106.61.

f. Fringe Benefits – 34 CFR 106.56

- (1) For the purpose of 34 CFR 106, “fringe benefits” means: Any medical, hospital, accident, life insurance or retirement benefit, service, policy or plan, any profit-sharing or bonus plan, leave, and any other benefit or service of employment not subject to the provision of 34 CFR 106.54.
- (2) The employer shall not:
 - (a) Discriminate on the basis of sex with regard to making fringe benefits available to employees or make fringe benefits available to spouses, families, or dependents of employees differently upon the basis of the employee’s sex;
 - (b) Administer, operate, offer, or participate in a fringe benefit plan which does not provide either for equal periodic benefits for members of each sex, or for equal contributions to the plan by the employer for members of each sex; or
 - (c) Administer, operate, offer, or participate in a pension or retirement plan which establishes different optional or compulsory retirement ages based on sex or which otherwise discriminates in benefits on the basis of sex.

g. Marital or Parental Status – 34 CFR 106.57

- (1) The employer shall not apply any policy or take any employment action:



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- (a) Concerning the potential marital, parental, or family status of an employee or applicant for employment which treats individuals differently on the basis of sex; or
 - (b) Which is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.
- (2) The employer shall not discriminate against or exclude from employment any employee or applicant for employment on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.
- (3) The employer shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom and any temporary disability resulting therefrom as any other temporary disability for all job-related purposes, including commencement, duration and extensions of leave, payment of disability income, accrual of seniority and any other benefit or service, and reinstatement, and under any fringe benefit offered to employees by virtue of employment.
- (4) In the case of the employer which does not maintain a leave policy for its employees, or in the case of an employee with insufficient leave or accrued employment time to qualify for leave under such a policy, the employer shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence without pay for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status which the employee held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.



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h. Effect of State or Local Law or Other Requirements –
34 CFR 106.58

- (1) The obligation to comply with 34 CFR 106.58 is not obviated or alleviated by the existence of any State or local law or other requirement which imposes prohibitions or limits upon employment of members of one sex which are not imposed upon members of the other sex.
- (2) The employer which provides any compensation, service, or benefit to members of one sex pursuant to a State or local law or other requirement shall provide the same compensation, service, or benefit to members of the other sex.

i. Advertising – 34 CFR 106.59

The employer shall not in any advertising related to employment indicate preference, limitation, specification, or discrimination based on sex unless sex is a bona-fide occupational qualification for the particular job in question.

j. Pre-Employment Inquiries – 34 CFR 106.60

- (1) The employer shall not make pre-employment inquiry as to the marital status of an applicant for employment, including whether such applicant is “Miss or Mrs.”
- (2) The employer may make pre-employment inquiry as to the sex of an applicant for employment, but only if such inquiry is made equally of such applicants of both sexes and if the results of such inquiry are not used in connection with discrimination prohibited by 34 CFR 106.



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- k. Sex as a Bona-Fide Occupational Qualification – 34 CFR 106.61

The employer may take action otherwise prohibited by 34 CFR 106 Subpart E provided it is shown that sex is a bona-fide occupational qualification for that action, such that consideration of sex with regard to such action is essential to successful operation of the employment function concerned. The employer shall not take action pursuant to 34 CFR 106.61 which is based upon alleged comparative employment characteristics or stereotyped characterizations of one or the other sex, or upon preference based on sex of the employer, employees, students, or other individuals, but nothing contained in 34 CFR 106.61 shall prevent the employer from considering an employee's sex in relation to employment in a locker room or toilet facility used only by members of one sex.

5. Effect of Other Federal Provisions – 34 CFR 106.6(a)

- a. The obligations imposed by 34 CFR 106 are independent of, and do not alter, obligations not to discriminate on the basis of sex imposed by Executive Order 11246, as amended; sections 704 and 855 of the Public Health Service Act (42 USC 292d and 298b-2); Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.); the Equal Pay Act (29 USC 206 and 206(d)); and any other Act of Congress or Federal regulation.
- b. Nothing in 34 CFR 106 may be read in derogation of any individual's rights under Title VII of the Civil Rights Act of 1964, 42 USC 2000e et seq. or any regulations promulgated thereunder.

C. Grievance Procedures

1. Upon receiving a complaint alleging sexual harassment, the employer shall review the alleged conduct to determine whether to apply the grievance procedure for Title VII or Title IX outlined in Regulation 1552. When making this determination, the



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Superintendent or designee should consult with the Board Attorney to determine which definition of sexual harassment (Title VII, Title IX, or both), applies to the alleged conduct. If the alleged conduct is addressed by both definitions, the employer shall proceed with the grievance procedure outlined for Title IX in Section B. of Regulation 1552.

- a. Title VII of the Civil Rights Act of 1964 – 29 CFR 1604
 - (1) Upon receipt of a complaint of sexual harassment under Title VII, the employer shall follow the grievance procedure outlined in Section A. of Regulation 1552.
- b. Title IX of the Education Amendments of 1972 – 34 CFR 106
 - (1) Upon receipt of a complaint of sexual harassment under Title IX, the employer shall follow the grievance procedure outlined in Section B. of Regulation 1552.
 - (2) The employer must provide to applicants for employment, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the employer notice of the employer's Title IX grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the employer will respond.

29 CFR 1604
34 CFR 106

Adopted:



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TEACHING STAFF MEMBERS

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Sexual Harassment

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[See POLICY ALERT No. 236]

3362 SEXUAL HARASSMENT

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

The _____ shall instruct all employees and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Cross reference: Policy Guide No. 3211

Adopted:



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SUPPORT STAFF MEMBERS

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[See POLICY ALERT No. 236]

4352 SEXUAL HARASSMENT

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

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The _____ shall instruct all employees of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted:



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R 1552 SEXUAL HARASSMENT – STAFF

The Board of Education will not tolerate sexual harassment of employees by other school employees or third parties. The employer shall investigate and resolve allegations of sexual harassment pursuant to Title VII of the Civil Rights Act of 1964 (29 CFR 1604); Title IX of the of the Education Amendments of 1972 (34 CFR 106); Policy 1552; and this Regulation.

A. Title VII of the Civil Rights Act of 1964 – 29 CFR 1604

1. Sexual Harassment – 29 CFR 1604.11

a. Definition of Sexual Harassment – Title VII

- (1) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



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- b. With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.
- c. The employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action.
- d. The employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.
 - (1) The employee may submit a complaint, under 29 CFR 1604 to the Affirmative Action Officer.
 - (2) Upon receipt of the complaint the employer shall initiate the grievance procedure in accordance with Regulation 1552.
- e. Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other individuals who were qualified for but denied that employment opportunity or benefit.

2. Grievance Procedure for Title VII Complaints

The following grievance procedure shall be used for an allegation(s) of sexual harassment:



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a. Reporting of Sexual Harassment Conduct

- (1) Any individual with any information regarding actual and/or potential sexual harassment of an employee must report the information to the Principal, their immediate supervisor, the Title IX Coordinator, or the Affirmative Action Officer. The employer's Title IX Coordinator and the Affirmative Action Officer may be the same individual.
- (2) The employer can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or a telephone call.
- (3) The report may be made: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The report may be reported during business or non-business hours.
- (4) A report to the Principal or an immediate supervisor will be forwarded to the Superintendent or designee and Affirmative Action Officer within one working day, even if the Principal or immediate supervisor feels sexual harassment conduct was not present.
- (5) In the event the report alleges conduct by the Principal or the Affirmative Action Officer, the report shall be submitted to the Superintendent who will designate a school official to assume the Principal's or Affirmative Action Officer's responsibilities.

b. Affirmative Action Officer's Investigation

- (1) Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual



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harassment, whether or not a formal grievance is filed, and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.

- (2) When an employee provides information about possible sexual harassment, the Affirmative Action Officer will initially discuss what actions the employee seeks in response to the sexual harassment.
- (3) The investigation may include, but is not limited to, interviews with all individuals with potential knowledge of the alleged conduct, interviews with any employee(s) who may have been sexually harassed in the past by the employee, and any other reasonable methods to determine if sexual harassment conduct existed.
- (4) The Affirmative Action Officer may request an employee involved in the investigation to assist in the investigation.
- (5) The Affirmative Action Officer will provide a copy of Policy 1552 and this Regulation to all individuals who are interviewed with potential knowledge, upon request, and to any other individual the Affirmative Action Officer feels would be served by a copy of such documents.
- (6) Any individual interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- (7) The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if the conduct could potentially be criminal in nature.



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- (8) The employer may take interim measures during an investigation of a complaint.
- (9) The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

c. Investigation Results

- (1) Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the individual(s) providing notice to the employer and the employee(s) who was alleged to be sexually harassed.
- (2) The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
- (3) If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
- (4) If the Affirmative Action Officer determines that sexual harassment has occurred, the employer shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.



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- (5) In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The employer may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the employee that was sexually harassed, dissemination of information, distribution of new policy statements or other steps to communicate the message that the employer does not tolerate sexual harassment and will be responsive to any employee that reports such conduct.
- (6) In some situations, the employer may need to provide other services to the employee that was sexually harassed, if necessary, to address the effects of the sexual harassment on that employee. Depending on the type of sexual harassment found, these additional services may include an independent reassessment of the work performance of the employee that was sexually harassed, counseling, and/or other measures that are appropriate to the situation.
- (7) The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the employee who made the complaint, was the subject of the sexual harassment, or against those who provided the information or were witnesses.
 - (a) The Affirmative Action Officer will inform the employee that was sexually harassed to report any subsequent problems and will make follow-up inquiries to see if there have been any new incidents or retaliation.
- (8) All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.



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d. Affirmative Action Officer's Investigation Appeal Process

(1) Any individual found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any individual who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent.

(a) The Superintendent will make their determination within ten working days of receiving the appeal.

(2) Any individual who is not satisfied with the Superintendent's determination may appeal in writing to the Board.

(a) The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

3. United States Equal Employment Opportunity Commission (EEOC) Case Resolution

Individuals not satisfied with the resolution of a Title VII allegation of sexual harassment by the employer may request the EEOC to investigate the allegations.

a. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the employer to the EEOC.

b. Any individual may report an allegation of sexual harassment to the EEOC at any time. If the EEOC is asked to investigate or otherwise resolve incidents of sexual harassment of employees, the EEOC will consider whether:

(1) The employer has a policy prohibiting sexual harassment and a grievance procedure;



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- (2) The employer has appropriately investigated or otherwise responded to allegations of sexual harassment; and
- (3) The employer has taken immediate and appropriate corrective action responsive to quid pro quo or hostile environment sexual harassment.

B. Title IX of the of the Education Amendments of 1972 – 34 CFR 106

1. Definitions – 34 CFR 106.30

a. For the purpose of Section B. of this Regulation and in accordance with 34 CFR 106:

- (1) “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:
 - (a) An employee of the employer conditioning the provision of an aid, benefit, or service of the employer on an employee’s participation in unwelcome sexual conduct;
 - (b) Unwelcome conduct determined by a reasonable individual to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the employer’s education program or activity; or
 - (c) “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).
- (2) “Complainant” means an employee currently employed by the employer who is alleged to be the victim of conduct that could constitute sexual harassment.



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- (3) “Decision-maker” (34 CFR 106.45(b)(7)) means an employee(s) who is not the Title IX Coordinator or the employee who conducted the investigation, designated by the Superintendent, to objectively evaluate the relative evidence and reach conclusions about whether the respondent is responsible for the alleged sexual harassment in accordance with the provisions of 34 CFR 106.
- (4) “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the employer investigate the allegation of sexual harassment. The phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the employer) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the individual filing the formal complaint.
- (5) “Investigator” (34 CFR 106.45(b)(5)) means an employee(s) who may be the Title IX Coordinator and who is not a decision-maker designated by the Superintendent to investigate alleged sexual harassment in accordance with 34 CFR 106. The investigator may be the employer’s Affirmative Action Officer only if the Affirmative Action Officer is not the Title IX decision-maker.
- (6) “Program or activity” and “program” (34 CFR 106.2(h)(2)(ii)) means all of the operations of a local educational agency (as defined in 20 USC 8801), system of vocational education, or other school system.
 - (a) “Education program or activity” (34 CFR 106.44(a)) includes locations, events, or circumstances over which the employer exercised substantial control over both the respondent and the context in which the sexual harassment occurs.



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- (7) “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- (8) “Title IX Coordinator” (34 CFR 106.8(a)) means an individual designated and approved by the employer to coordinate its efforts to comply with its responsibilities under 34 CFR 106, Policy 1552, and this Regulation. The individual must be referred to as the “Title IX Coordinator” and may also be the investigator but cannot be the decision-maker.

2. Employer’s Response to Sexual Harassment – 34 CFR 106.44

- a. The employer with actual knowledge of sexual harassment in an education program or activity of the employer against an individual in the United States, must respond promptly in a manner that is not deliberately indifferent.
 - (1) The employer has “actual knowledge” when an employee receives a complaint of sexual harassment or an employee is aware of behavior that could constitute sexual harassment.
 - (a) Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator.
 - (2) The employer is deliberately indifferent only if the employer’s response to sexual harassment is clearly unreasonable in light of the known circumstances, pursuant to 34 CFR 106.44(a).

The United States Department of Education Office of Civil Rights may not deem the employer to have satisfied the employer’s duty to not be deliberately indifferent under 34 CFR 106 based on the employer’s restriction of rights protected under the United States Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment.



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b. Informal Resolution – 34 CFR 106.45

(1) The employer may not require as a condition of employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the employer may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility, the employer may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the employer:

(a) Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided; however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and

(b) Obtains the parties' voluntary, written consent to the informal resolution process.

3. Grievance Process - 34 CFR 106.45

a. The employer will use the grievance process outlined in 34 CFR §106.45 and this Regulation to address formal complaints of sexual harassment.



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- b. Parents, students, unions and associations, and staff members shall receive notice of the grievance procedures and the Title IX Coordinator's name or title, office, address, email address, and telephone number in accordance with 34 CFR 106.8(a).
- c. The employer's grievance process may, but need not, provide for a hearing pursuant to 34 CFR 106.45(b)(6)(ii).
- d. The Title IX Coordinator must promptly contact the complainant in accordance with 34 CFR 106.44(a).
- e. In response to a formal complaint, the employer will follow a grievance process that complies with 34 CFR 106.45.
 - (1) Upon receipt of a formal complaint, the Title IX Coordinator shall provide written notice to the parties who are known in accordance with 34 CFR 106.45(b)(2)(i).
 - (2) The Title IX Coordinator shall provide the investigator with a copy of the formal complaint if the Title IX Coordinator is not the investigator.
 - (3) The investigator shall investigate the allegations contained in a formal complaint pursuant to 34 CFR 106.45(b).
- f. The investigator shall create an investigative report in accordance with the provisions of 34 CFR 106.45(b)(5)(vii).
 - (1) The investigator will attempt to collect all relevant information and evidence.
 - (2) While the investigator will have the burden of gathering evidence, it is crucial that the parties present evidence and identify witnesses to the investigator so that they may be considered during the investigation.



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- (3) While all evidence gathered during the investigative process and obtained through the exchange of written questions will be considered, the decision-maker may in their discretion grant lesser weight to last minute information or evidence introduced through the exchange of written questions that was not previously presented for investigation by the investigator.
 - (4) To the greatest extent possible, and subject to Title IX, the employer will make reasonable accommodations in an investigation to avoid potential re-traumatization of a complainant.
 - (5) The investigative report shall be provided to the decision-maker in accordance with the provisions of 34 CFR 106.45(b)(6)(ii).
- g. The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility pursuant to 34 CFR 106.45(b)(7).
- (1) To reach this determination, the decision-maker will apply the preponderance of the evidence standard, which shall be the same standard of evidence for formal complaints against students as for formal complaints against employees, including faculty, and apply the same standard of evidence to all formal complaints of sexual harassment pursuant to 34 CFR 106.45(b)(1)(vii).



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- (2) The decision-maker will facilitate a written question and answer period between the parties.
 - (a) Each party may submit their written questions for the other party and witnesses to the decision-maker for review.
 - (b) The questions must be relevant to the case and the decision-maker will determine if the questions submitted are relevant and will then forward the relevant questions to the other party or witnesses for a response.
 - (c) The decision-maker shall then review all the responses, determine what is relevant or not relevant, and issue a decision as to whether the respondent is responsible for the alleged sexual harassment.
 - (d) The decision-maker will issue a written determination following the review of evidence. The written determination will include:
 - (i) Identification of allegations potentially constituting sexual harassment as defined in Policy and Regulation 1552 and 34 CFR 106.30;
 - (ii) A description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
 - (iii) Findings of fact supporting the determination, conclusions regarding the application of this formal grievance process to the facts; and



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- (iv) A statement of and rationale for the result as to each allegation, including any determination regarding responsibility, any disciplinary sanctions the decision-maker imposed on the respondent that directly relate to the complainant, and whether remedies designed to restore or preserve equal access to the employer's education program or activity will be provided to the complainant; and procedures and permissible bases for the parties to appeal the determination.
 - (e) The written determination will be provided to the parties simultaneously.
 - (f) Notwithstanding a temporary delay of the grievance procedure or the limited extension of the grievance procedure time frames with good cause, the written determination shall be provided within sixty calendar days from receipt of the complaint.
 - (i) The sixty calendar day time frame does not include the appeal process.
- 4. Appeals – 34 CFR 106.45(b)(8)
 - a. The employer will offer both parties an appeal from a determination regarding responsibility, and from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein in accordance with 34 CFR 106.45(b)(8)(i).
 - b. As to all appeals, the employer will comply with the requirements of 34 CFR 106.45(b)(8).
 - c. The Superintendent shall designate an appeal officer for each appeal filed.



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- (1) The appeal officer shall not be the same individual as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator in accordance with 34 CFR 106.45(b)(8)(iii)(B).
 - (2) Ensure that the appeal officer complies with the standards set forth in 34 CFR 106.45(b)(1)(iii).
- d. The employer shall give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- e. The employer shall administer the appeal process, but is not a party and will not advocate for or against any appeal.
- f. A party may appeal only on the following grounds and the appeal shall identify the reason(s) why the party is appealing:
 - (1) There was a procedural error in the hearing process that materially affected the outcome;
 - (a) Procedural error refers to alleged deviations from employer policy, and not challenges to policies or procedures themselves;
 - (2) There is new evidence that was not reasonably available at the time of the hearing and that could have affected the outcome;
 - (3) The decision-maker had a conflict of interest or bias that affected the outcome;
 - (4) The determination regarding the policy violation was unreasonable based on the evidence before the decision-maker;



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- (a) Appealing on this basis is available only to a party who participated in the hearing; and
- (5) The sanctions were disproportionate to the hearing officer's findings.
- (6) The employer may offer an appeal equally to both parties on additional bases.
- g. The appeal must be submitted in writing to the Title IX Coordinator within ten calendar days following the issuance of the notice of determination.
- h. The appeal must identify the ground(s) for appeal and contain specific arguments supporting each ground for appeal.
- i. The Title IX Coordinator shall notify the other party of the appeal, and that other party shall have an opportunity to submit a written statement in response to the appeal, within ten calendar days.
- j. The Title IX Coordinator shall inform the parties that they have an opportunity to meet with the appeal officer separately to discuss the proportionality of the sanction.
- k. The appeal officer shall decide the appeal considering the evidence presented at the hearing, the investigation file, and the appeal statements of both parties.
- l. In disproportionate sanction appeals, input the parties provided during the meeting may also be considered.
- m. The appeal officer shall summarize their decision in a written report that will be sent to the complainant and respondent within twenty calendar days of receiving the appeal.



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5. Supportive Measures – 34 CFR 106.30

- a. “Supportive measures” mean non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed pursuant to 34 CFR 106.30(a).
- b. The employer’s response must treat complainants and respondents equitably by offering supportive measures as defined in 34 CFR 106.30 to a complainant, and by following a grievance process that complies with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures as defined in 34 CFR 106.30, against a respondent.
- c. The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures as defined in 34 CFR 106.30, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
 - (1) Supportive measures shall be available to the complainant, respondent, and as appropriate, witnesses or other impacted individuals.
- d. The Title IX Coordinator shall maintain consistent contact with the parties to ensure that safety, emotional well-being and physical well-being are being addressed.
- e. Generally, supportive measures are meant to be short-term in nature and will be re-evaluated on a periodic basis.
 - (1) To the extent there is a continuing need for supportive measures after the conclusion of the resolution process, the Title IX Coordinator will work with appropriate employer resources to provide continued assistance to the parties.



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- f. The employer is required to offer supportive measures to the complainant even if the respondent ceased being employed by the employer prior to the filing of a formal complaint.
 - (1) If the respondent ceases to be employed by the employer after a formal complaint is filed, the employer may dismiss the complaint, but must still offer supportive measures to the complainant pursuant to 34 CFR 106.45(b)(3)(ii).
- 6. Remedies - 34 CFR 106.45
 - a. The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR 106.45(b)(7)(iv).
 - b. Following receipt of the written determination from the decision-maker, the Title IX Coordinator will facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.
 - (1) Emergency Removal

Nothing in 34 CFR 106 precludes the employer from removing a respondent from the employer's education program or activity on an emergency basis, provided that the employer undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.



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(2) Administrative Leave

Nothing in 34 CFR 106 Subpart D precludes the employer from placing an employee on administrative leave during the pendency of a grievance process that complies with 34 CFR 106.45. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

- c. The Superintendent or designee, after consultation with the Title IX Coordinator, will determine the sanctions imposed and remedies provided, if any.

- (1) The imposition of sanctions or provisions of remedies will be revisited by the Title IX Coordinator following the appeal officer's decision, as appropriate.

- d. The Title IX Coordinator must provide written notice to the parties simultaneously.

- e. The employer must disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant when such disclosure is necessary to ensure equal access to the employer's education program or activity.

- (1) Remedies and supportive measures that do not impact the respondent should not be disclosed in the written determination; rather the determination should simply state that remedies will be provided to the complainant.

- f. It is important to note that conduct that does not meet the criteria under Title IX may violate other Federal or State laws or employer policies regarding employee misconduct or may be inappropriate and require an immediate response in the form of supportive measures and remedies to prevent its recurrence and address its effects.



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7. Recordkeeping – 34 CFR 106.45(b)(10)
 - a. The employer must maintain for a period of seven years records of:
 - (1) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under 34 CFR 106.45(b)(6)(i), any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the employer's education program or activity;
 - (2) Any appeal and the result therefrom;
 - (3) Any informal resolution and the result therefrom; and
 - (4) All materials used to train Title IX Coordinators, investigators, decision-makers, and any individual who facilitates an informal resolution process. The employer must make these training materials publicly available on its website, or if the employer does not maintain a website the employer must make these materials available upon request for inspection by members of the public.
 - b. For each response required under 34 CFR 106.44, the employer must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the employer must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the employer's education program or activity. If the employer does not provide a complainant with supportive measures, then the employer must document the reasons why such a response was not clearly unreasonable in light of the known



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circumstances. The documentation of certain bases or measures does not limit the employer in the future from providing additional explanations or detailing additional measures taken.

8. Compliance

The Superintendent or designee shall consult with the Board Attorney to ensure the employer's response to any allegations of sexual harassment and the employer's grievance process are in accordance with 34 CFR 106.44 and 34 CFR 106.45.

9. Training

a. The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45(b)(1)(iii).

(1) The employer must ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in 34 CFR 106.45(b)(6).

(2) The employer also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in 34 CFR 106.45 (b)(5)(vii). Any materials used to train Title IX Coordinators, investigators, decision-makers, and any individual who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Adopted:



REGULATION GUIDE

~~STAFF MEMBERS~~

~~R 3362/page 1 of 1~~

~~Sexual Harassment of Teaching Staff Members
Complaint Procedure~~

R 3362 SEXUAL HARASSMENT OF TEACHING STAFF MEMBERS COMPLAINT PROCEDURE

~~Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.~~

~~A. Definitions~~

- ~~1. Gender based Harassment — Gender based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.~~
- ~~2. Hostile Environment Sexual Harassment — Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.~~
- ~~3. Quid Pro Quo Harassment — When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.~~



REGULATION GUIDE

~~SUPPORT STAFF MEMBERS~~

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~~Sexual Harassment of Support Staff Members Complaint Procedure~~

R 4352 SEXUAL HARASSMENT OF SUPPORT STAFF MEMBERS COMPLAINT PROCEDURE

~~Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.~~

~~A. Definitions~~

- ~~1. Gender based Harassment Gender based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.~~
- ~~2. Hostile Environment Sexual Harassment Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.~~
- ~~3. Quid Pro Quo Harassment When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.~~



REGULATION 3362 – SEXUAL HARASSMENT

Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.

A. Definitions

1. **Gender-based Harassment** - Gender-based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.
2. **Hostile Environment Sexual Harassment** - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.
3. **Quid Pro Quo Harassment** - When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.

B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of harassment of school staff members by other school staff members:

1. Reporting of Sexual Harassment Conduct

- a. Any person with any information regarding actual and/or potential sexual harassment of a staff member must report the information to the school Building Principal, their immediate supervisor or the Affirmative Action Officer.
- b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.
- c. A report to the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.

- d. In the event the report alleges conduct by the Building Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Building Principal's or Affirmative Action Officer's responsibilities as outlined in Policy No. 3362 and this Regulation.

2. Affirmative Action Officer's Investigation

- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.
- b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.
- c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.
- d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.
- e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 3362 to all persons who are interviewed with potential knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.
- f. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- g. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.
- h. The school district administration may take interim measures during an Affirmative Action Officer's investigation of a complaint.
- i. The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the person(s) providing notice to the school district and the staff member(s) who was alleged to be sexually harassed.
- b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
- c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
- d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administration shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
- e. In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The school district may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.
- f. In some situations, the school district may need to provide other services to the staff member that was harassed, if necessary, to address the effects of the harassment on that staff member. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed staff member's work performance, counseling and/or other measures that are appropriate to the situation.
- g. The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the staff member who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The Affirmative Action Officer will inform the sexually harassed staff member to report any subsequent problems and will make follow-up inquiries to see if there has been any new incidents or retaliation.
- h. All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

4. Affirmative Action Officer's Investigation Appeal Process

- a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any person who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

C. Office Of Civil Rights (OCR) Case Resolution

Persons not satisfied with the resolution of an allegation of sexual harassment by school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

1. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the Board to the Office of Civil Rights (OCR).
2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of school staff members, OCR will consider whether:
 - a. The school district has a policy prohibiting sexual harassment and a grievance procedure;
 - b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and
 - c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.

Issued: 27 May 2021

REGULATION 4352 – SEXUAL HARASSMENT

Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.

A. Definitions

1. **Gender-based Harassment** - Gender-based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.
2. **Hostile Environment Sexual Harassment** - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.
3. **Quid Pro Quo Harassment** - When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.

B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of harassment of school staff members by other school staff members:

1. Reporting of Sexual Harassment Conduct

- a. Any person with any information regarding actual and/or potential sexual harassment of a staff member must report the information to the school Building Principal, their immediate supervisor or the Affirmative Action Officer.
- b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.
- c. A report to the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.

- d. In the event the report alleges conduct by the Building Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Building Principal's or Affirmative Action Officer's responsibilities, as outlined in Policy No. 4352 and this Regulation.

2. Affirmative Action Officer's Investigation

- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.
- b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.
- c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.
- d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.
- e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 4352 to all persons who are interviewed with potential knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.
- f. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- g. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.
- h. The school district administration may take interim measures during an Affirmative Action Officer's investigation of a complaint.
- i. The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the person(s) providing notice to the school district and the staff member(s) who was alleged to be sexually harassed.
- b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
- c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
- d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administration shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
- e. In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The school district may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.
- f. In some situations, the school district may need to provide other services to the staff member that was harassed, if necessary, to address the effects of the harassment on that staff member. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed staff member's work performance, counseling and/or other measures that are appropriate to the situation.
- g. The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the staff member who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The Affirmative Action Officer will inform the sexually harassed staff member to report any subsequent problems and will make follow-up inquiries to see if there has been any new incidents or retaliation.
- h. All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

4. Affirmative Action Officer's Investigation Appeal Process

- a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any person who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

C. Office Of Civil Rights (OCR) Case Resolution

Persons not satisfied with the resolution of an allegation of sexual harassment by school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

1. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the Board to the Office of Civil Rights (OCR).
2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of school staff members, OCR will consider whether:
 - a. The school district has a policy prohibiting sexual harassment and a grievance procedure;
 - b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and
 - c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.

Issued: 27 May 2021

POLICY GUIDE

TEACHING STAFF MEMBERS

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Sexual Harassment

M

[See POLICY ALERT No. 236]

3362 SEXUAL HARASSMENT

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

The _____ shall instruct all employees and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Cross reference: Policy Guide No. 3211

Adopted:



POLICY GUIDE

SUPPORT STAFF MEMBERS

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Sexual Harassment

M

{See POLICY ALERT No. 236}

4352 SEXUAL HARASSMENT

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the New Jersey Division on Civil Rights or to the United States Equal Employment Opportunity Commission. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation 1530, Equal Employment Opportunity.

The _____ shall instruct all employees of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted:



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Sexual Harassment – Staff
M

R 1552 SEXUAL HARASSMENT – STAFF

The Board of Education will not tolerate sexual harassment of employees by other school employees or third parties. The employer shall investigate and resolve allegations of sexual harassment pursuant to Title VII of the Civil Rights Act of 1964 (29 CFR 1604); Title IX of the of the Education Amendments of 1972 (34 CFR 106); Policy 1552; and this Regulation.

A. Title VII of the Civil Rights Act of 1964 – 29 CFR 1604

1. Sexual Harassment – 29 CFR 1604.11

a. Definition of Sexual Harassment – Title VII

- (1) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
 - (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



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Sexual Harassment – Staff

- b. With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.
- c. The employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action.
- d. The employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.
 - (1) The employee may submit a complaint, under 29 CFR 1604 to the Affirmative Action Officer.
 - (2) Upon receipt of the complaint the employer shall initiate the grievance procedure in accordance with Regulation 1552.
- e. Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other individuals who were qualified for but denied that employment opportunity or benefit.

2. Grievance Procedure for Title VII Complaints

The following grievance procedure shall be used for an allegation(s) of sexual harassment:



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Sexual Harassment – Staff

a. Reporting of Sexual Harassment Conduct

- (1) Any individual with any information regarding actual and/or potential sexual harassment of an employee must report the information to the Principal, their immediate supervisor, the Title IX Coordinator, or the Affirmative Action Officer. The employer's Title IX Coordinator and the Affirmative Action Officer may be the same individual.
- (2) The employer can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or a telephone call.
- (3) The report may be made: in person; in writing; verbally by telephone; by mail to the office address; or by electronic mail. The report may be reported during business or non-business hours.
- (4) A report to the Principal or an immediate supervisor will be forwarded to the Superintendent or designee and Affirmative Action Officer within one working day, even if the Principal or immediate supervisor feels sexual harassment conduct was not present.
- (5) In the event the report alleges conduct by the Principal or the Affirmative Action Officer, the report shall be submitted to the Superintendent who will designate a school official to assume the Principal's or Affirmative Action Officer's responsibilities.

b. Affirmative Action Officer's Investigation

- (1) Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual



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Sexual Harassment – Staff

harassment, whether or not a formal grievance is filed, and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.

- (2) When an employee provides information about possible sexual harassment, the Affirmative Action Officer will initially discuss what actions the employee seeks in response to the sexual harassment.
- (3) The investigation may include, but is not limited to, interviews with all individuals with potential knowledge of the alleged conduct, interviews with any employee(s) who may have been sexually harassed in the past by the employee, and any other reasonable methods to determine if sexual harassment conduct existed.
- (4) The Affirmative Action Officer may request an employee involved in the investigation to assist in the investigation.
- (5) The Affirmative Action Officer will provide a copy of Policy 1552 and this Regulation to all individuals who are interviewed with potential knowledge, upon request, and to any other individual the Affirmative Action Officer feels would be served by a copy of such documents.
- (6) Any individual interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- (7) The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if the conduct could potentially be criminal in nature.



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Sexual Harassment – Staff

- (8) The employer may take interim measures during an investigation of a complaint.
- (9) The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

c. Investigation Results

- (1) Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the individual(s) providing notice to the employer and the employee(s) who was alleged to be sexually harassed.
- (2) The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
- (3) If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
- (4) If the Affirmative Action Officer determines that sexual harassment has occurred, the employer shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.



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Sexual Harassment – Staff

- (5) In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The employer may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the employee that was sexually harassed, dissemination of information, distribution of new policy statements or other steps to communicate the message that the employer does not tolerate sexual harassment and will be responsive to any employee that reports such conduct.
- (6) In some situations, the employer may need to provide other services to the employee that was sexually harassed, if necessary, to address the effects of the sexual harassment on that employee. Depending on the type of sexual harassment found, these additional services may include an independent reassessment of the work performance of the employee that was sexually harassed, counseling, and/or other measures that are appropriate to the situation.
- (7) The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the employee who made the complaint, was the subject of the sexual harassment, or against those who provided the information or were witnesses.
 - (a) The Affirmative Action Officer will inform the employee that was sexually harassed to report any subsequent problems and will make follow-up inquiries to see if there have been any new incidents or retaliation.
- (8) All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.



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Sexual Harassment – Staff

d. Affirmative Action Officer's Investigation Appeal Process

- (1) Any individual found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any individual who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent.
 - (a) The Superintendent will make their determination within ten working days of receiving the appeal.
- (2) Any individual who is not satisfied with the Superintendent's determination may appeal in writing to the Board.
 - (a) The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

3. United States Equal Employment Opportunity Commission (EEOC) Case Resolution

Individuals not satisfied with the resolution of a Title VII allegation of sexual harassment by the employer may request the EEOC to investigate the allegations.

- a. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the employer to the EEOC.
- b. Any individual may report an allegation of sexual harassment to the EEOC at any time. If the EEOC is asked to investigate or otherwise resolve incidents of sexual harassment of employees, the EEOC will consider whether:
 - (1) The employer has a policy prohibiting sexual harassment and a grievance procedure;



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Sexual Harassment – Staff

- (2) The employer has appropriately investigated or otherwise responded to allegations of sexual harassment; and
- (3) The employer has taken immediate and appropriate corrective action responsive to quid pro quo or hostile environment sexual harassment.

B. Title IX of the of the Education Amendments of 1972 – 34 CFR 106

1. Definitions – 34 CFR 106.30

a. For the purpose of Section B. of this Regulation and in accordance with 34 CFR 106:

- (1) “Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:
 - (a) An employee of the employer conditioning the provision of an aid, benefit, or service of the employer on an employee’s participation in unwelcome sexual conduct;
 - (b) Unwelcome conduct determined by a reasonable individual to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the employer’s education program or activity; or
 - (c) “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).
- (2) “Complainant” means an employee currently employed by the employer who is alleged to be the victim of conduct that could constitute sexual harassment.



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Sexual Harassment – Staff

- (3) “Decision-maker” (34 CFR 106.45(b)(7)) means an employee(s) who is not the Title IX Coordinator or the employee who conducted the investigation, designated by the Superintendent, to objectively evaluate the relative evidence and reach conclusions about whether the respondent is responsible for the alleged sexual harassment in accordance with the provisions of 34 CFR 106.
- (4) “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the employer investigate the allegation of sexual harassment. The phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the employer) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the individual filing the formal complaint.
- (5) “Investigator” (34 CFR 106.45(b)(5)) means an employee(s) who may be the Title IX Coordinator and who is not a decision-maker designated by the Superintendent to investigate alleged sexual harassment in accordance with 34 CFR 106. The investigator may be the employer’s Affirmative Action Officer only if the Affirmative Action Officer is not the Title IX decision-maker.
- (6) “Program or activity” and “program” (34 CFR 106.2(h)(2)(ii)) means all of the operations of a local educational agency (as defined in 20 USC 8801), system of vocational education, or other school system.
 - (a) “Education program or activity” (34 CFR 106.44(a)) includes locations, events, or circumstances over which the employer exercised substantial control over both the respondent and the context in which the sexual harassment occurs.



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Sexual Harassment – Staff

- (7) “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- (8) “Title IX Coordinator” (34 CFR 106.8(a)) means an individual designated and approved by the employer to coordinate its efforts to comply with its responsibilities under 34 CFR 106, Policy 1552, and this Regulation. The individual must be referred to as the “Title IX Coordinator” and may also be the investigator but cannot be the decision-maker.

2. Employer’s Response to Sexual Harassment – 34 CFR 106.44

- a. The employer with actual knowledge of sexual harassment in an education program or activity of the employer against an individual in the United States, must respond promptly in a manner that is not deliberately indifferent.
 - (1) The employer has “actual knowledge” when an employee receives a complaint of sexual harassment or an employee is aware of behavior that could constitute sexual harassment.
 - (a) Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator.
 - (2) The employer is deliberately indifferent only if the employer’s response to sexual harassment is clearly unreasonable in light of the known circumstances, pursuant to 34 CFR 106.44(a).

The United States Department of Education Office of Civil Rights may not deem the employer to have satisfied the employer’s duty to not be deliberately indifferent under 34 CFR 106 based on the employer’s restriction of rights protected under the United States Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment.



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b. Informal Resolution – 34 CFR 106.45

(1) The employer may not require as a condition of employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment. Similarly, the employer may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility, the employer may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the employer:

(a) Provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided; however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and

(b) Obtains the parties' voluntary, written consent to the informal resolution process.

3. Grievance Process - 34 CFR 106.45

a. The employer will use the grievance process outlined in 34 CFR §106.45 and this Regulation to address formal complaints of sexual harassment.



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- b. Parents, students, unions and associations, and staff members shall receive notice of the grievance procedures and the Title IX Coordinator's name or title, office, address, email address, and telephone number in accordance with 34 CFR 106.8(a).
- c. The employer's grievance process may, but need not, provide for a hearing pursuant to 34 CFR 106.45(b)(6)(ii).
- d. The Title IX Coordinator must promptly contact the complainant in accordance with 34 CFR 106.44(a).
- e. In response to a formal complaint, the employer will follow a grievance process that complies with 34 CFR 106.45.
 - (1) Upon receipt of a formal complaint, the Title IX Coordinator shall provide written notice to the parties who are known in accordance with 34 CFR 106.45(b)(2)(i).
 - (2) The Title IX Coordinator shall provide the investigator with a copy of the formal complaint if the Title IX Coordinator is not the investigator.
 - (3) The investigator shall investigate the allegations contained in a formal complaint pursuant to 34 CFR 106.45(b).
- f. The investigator shall create an investigative report in accordance with the provisions of 34 CFR 106.45(b)(5)(vii).
 - (1) The investigator will attempt to collect all relevant information and evidence.
 - (2) While the investigator will have the burden of gathering evidence, it is crucial that the parties present evidence and identify witnesses to the investigator so that they may be considered during the investigation.



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- (3) While all evidence gathered during the investigative process and obtained through the exchange of written questions will be considered, the decision-maker may in their discretion grant lesser weight to last minute information or evidence introduced through the exchange of written questions that was not previously presented for investigation by the investigator.
 - (4) To the greatest extent possible, and subject to Title IX, the employer will make reasonable accommodations in an investigation to avoid potential re-traumatization of a complainant.
 - (5) The investigative report shall be provided to the decision-maker in accordance with the provisions of 34 CFR 106.45(b)(6)(ii).
- g. The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility pursuant to 34 CFR 106.45(b)(7).
- (1) To reach this determination, the decision-maker will apply the preponderance of the evidence standard, which shall be the same standard of evidence for formal complaints against students as for formal complaints against employees, including faculty, and apply the same standard of evidence to all formal complaints of sexual harassment pursuant to 34 CFR 106.45(b)(1)(vii).



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- (2) The decision-maker will facilitate a written question and answer period between the parties.
 - (a) Each party may submit their written questions for the other party and witnesses to the decision-maker for review.
 - (b) The questions must be relevant to the case and the decision-maker will determine if the questions submitted are relevant and will then forward the relevant questions to the other party or witnesses for a response.
 - (c) The decision-maker shall then review all the responses, determine what is relevant or not relevant, and issue a decision as to whether the respondent is responsible for the alleged sexual harassment.
 - (d) The decision-maker will issue a written determination following the review of evidence. The written determination will include:
 - (i) Identification of allegations potentially constituting sexual harassment as defined in Policy and Regulation 1552 and 34 CFR 106.30;
 - (ii) A description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
 - (iii) Findings of fact supporting the determination, conclusions regarding the application of this formal grievance process to the facts; and



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- (iv) A statement of and rationale for the result as to each allegation, including any determination regarding responsibility, any disciplinary sanctions the decision-maker imposed on the respondent that directly relate to the complainant, and whether remedies designed to restore or preserve equal access to the employer's education program or activity will be provided to the complainant; and procedures and permissible bases for the parties to appeal the determination.
 - (e) The written determination will be provided to the parties simultaneously.
 - (f) Notwithstanding a temporary delay of the grievance procedure or the limited extension of the grievance procedure time frames with good cause, the written determination shall be provided within sixty calendar days from receipt of the complaint.
 - (i) The sixty calendar day time frame does not include the appeal process.
- 4. Appeals – 34 CFR 106.45(b)(8)
 - a. The employer will offer both parties an appeal from a determination regarding responsibility, and from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein in accordance with 34 CFR 106.45(b)(8)(i).
 - b. As to all appeals, the employer will comply with the requirements of 34 CFR 106.45(b)(8).
 - c. The Superintendent shall designate an appeal officer for each appeal filed.



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- (1) The appeal officer shall not be the same individual as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator in accordance with 34 CFR 106.45(b)(8)(iii)(B).
 - (2) Ensure that the appeal officer complies with the standards set forth in 34 CFR 106.45(b)(1)(iii).
- d. The employer shall give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
 - e. The employer shall administer the appeal process, but is not a party and will not advocate for or against any appeal.
 - f. A party may appeal only on the following grounds and the appeal shall identify the reason(s) why the party is appealing:
 - (1) There was a procedural error in the hearing process that materially affected the outcome;
 - (a) Procedural error refers to alleged deviations from employer policy, and not challenges to policies or procedures themselves;
 - (2) There is new evidence that was not reasonably available at the time of the hearing and that could have affected the outcome;
 - (3) The decision-maker had a conflict of interest or bias that affected the outcome;
 - (4) The determination regarding the policy violation was unreasonable based on the evidence before the decision-maker;



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- (a) Appealing on this basis is available only to a party who participated in the hearing; and
- (5) The sanctions were disproportionate to the hearing officer's findings.
- (6) The employer may offer an appeal equally to both parties on additional bases.
- g. The appeal must be submitted in writing to the Title IX Coordinator within ten calendar days following the issuance of the notice of determination.
- h. The appeal must identify the ground(s) for appeal and contain specific arguments supporting each ground for appeal.
- i. The Title IX Coordinator shall notify the other party of the appeal, and that other party shall have an opportunity to submit a written statement in response to the appeal, within ten calendar days.
- j. The Title IX Coordinator shall inform the parties that they have an opportunity to meet with the appeal officer separately to discuss the proportionality of the sanction.
- k. The appeal officer shall decide the appeal considering the evidence presented at the hearing, the investigation file, and the appeal statements of both parties.
- l. In disproportionate sanction appeals, input the parties provided during the meeting may also be considered.
- m. The appeal officer shall summarize their decision in a written report that will be sent to the complainant and respondent within twenty calendar days of receiving the appeal.



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5. Supportive Measures – 34 CFR 106.30

- a. “Supportive measures” mean non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed pursuant to 34 CFR 106.30(a).
- b. The employer’s response must treat complainants and respondents equitably by offering supportive measures as defined in 34 CFR 106.30 to a complainant, and by following a grievance process that complies with 34 CFR 106.45 before the imposition of any disciplinary sanctions or other actions that are not supportive measures as defined in 34 CFR 106.30, against a respondent.
- c. The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures as defined in 34 CFR 106.30, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
 - (1) Supportive measures shall be available to the complainant, respondent, and as appropriate, witnesses or other impacted individuals.
- d. The Title IX Coordinator shall maintain consistent contact with the parties to ensure that safety, emotional well-being and physical well-being are being addressed.
- e. Generally, supportive measures are meant to be short-term in nature and will be re-evaluated on a periodic basis.
 - (1) To the extent there is a continuing need for supportive measures after the conclusion of the resolution process, the Title IX Coordinator will work with appropriate employer resources to provide continued assistance to the parties.



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f. The employer is required to offer supportive measures to the complainant even if the respondent ceased being employed by the employer prior to the filing of a formal complaint.

(1) If the respondent ceases to be employed by the employer after a formal complaint is filed, the employer may dismiss the complaint, but must still offer supportive measures to the complainant pursuant to 34 CFR 106.45(b)(3)(ii).

6. Remedies - 34 CFR 106.45

a. The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR 106.45(b)(7)(iv).

b. Following receipt of the written determination from the decision-maker, the Title IX Coordinator will facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.

(1) Emergency Removal

Nothing in 34 CFR 106 precludes the employer from removing a respondent from the employer's education program or activity on an emergency basis, provided that the employer undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.



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(2) Administrative Leave

Nothing in 34 CFR 106 Subpart D precludes the employer from placing an employee on administrative leave during the pendency of a grievance process that complies with 34 CFR 106.45. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

- c. The Superintendent or designee, after consultation with the Title IX Coordinator, will determine the sanctions imposed and remedies provided, if any.
 - (1) The imposition of sanctions or provisions of remedies will be revisited by the Title IX Coordinator following the appeal officer's decision, as appropriate.
- d. The Title IX Coordinator must provide written notice to the parties simultaneously.
- e. The employer must disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant when such disclosure is necessary to ensure equal access to the employer's education program or activity.
 - (1) Remedies and supportive measures that do not impact the respondent should not be disclosed in the written determination; rather the determination should simply state that remedies will be provided to the complainant.
- f. It is important to note that conduct that does not meet the criteria under Title IX may violate other Federal or State laws or employer policies regarding employee misconduct or may be inappropriate and require an immediate response in the form of supportive measures and remedies to prevent its recurrence and address its effects.



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7. Recordkeeping – 34 CFR 106.45(b)(10)
 - a. The employer must maintain for a period of seven years records of:
 - (1) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under 34 CFR 106.45(b)(6)(i), any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the employer's education program or activity;
 - (2) Any appeal and the result therefrom;
 - (3) Any informal resolution and the result therefrom; and
 - (4) All materials used to train Title IX Coordinators, investigators, decision-makers, and any individual who facilitates an informal resolution process. The employer must make these training materials publicly available on its website, or if the employer does not maintain a website the employer must make these materials available upon request for inspection by members of the public.
 - b. For each response required under 34 CFR 106.44, the employer must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the employer must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the employer's education program or activity. If the employer does not provide a complainant with supportive measures, then the employer must document the reasons why such a response was not clearly unreasonable in light of the known



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circumstances. The documentation of certain bases or measures does not limit the employer in the future from providing additional explanations or detailing additional measures taken.

8. Compliance

The Superintendent or designee shall consult with the Board Attorney to ensure the employer's response to any allegations of sexual harassment and the employer's grievance process are in accordance with 34 CFR 106.44 and 34 CFR 106.45.

9. Training

a. The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR 106.45(b)(1)(iii).

(1) The employer must ensure that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in 34 CFR 106.45(b)(6).

(2) The employer also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in 34 CFR 106.45 (b)(5)(vii). Any materials used to train Title IX Coordinators, investigators, decision-makers, and any individual who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Adopted:



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STAFF MEMBERS

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Sexual Harassment of Teaching Staff Members
Complaint Procedure

R 3362 SEXUAL HARASSMENT OF TEACHING STAFF MEMBERS COMPLAINT PROCEDURE

~~Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.~~

~~A. Definitions~~

- ~~1. Gender based Harassment Gender based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.~~
- ~~2. Hostile Environment Sexual Harassment Sexual harassing conduct (which can include unwelcome sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.~~
- ~~3. Quid Pro Quo Harassment When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.~~



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~~SUPPORT STAFF MEMBERS~~

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~~Sexual Harassment of Support Staff Members Complaint Procedure~~

R 4352 ~~SEXUAL HARASSMENT OF SUPPORT STAFF MEMBERS~~ ~~COMPLAINT PROCEDURE~~

~~Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.~~

~~A. Definitions~~

- ~~1. Gender based Harassment Gender based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.~~
- ~~2. Hostile Environment Sexual Harassment Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.~~
- ~~3. Quid Pro Quo Harassment When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.~~



REGULATION 3362 – SEXUAL HARASSMENT

Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.

A. Definitions

1. **Gender-based Harassment** - Gender-based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.
2. **Hostile Environment Sexual Harassment** - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.
3. **Quid Pro Quo Harassment** - When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.

B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of harassment of school staff members by other school staff members:

1. Reporting of Sexual Harassment Conduct

- a. Any person with any information regarding actual and/or potential sexual harassment of a staff member must report the information to the school Building Principal, their immediate supervisor or the Affirmative Action Officer.
- b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.
- c. A report to the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.

- d. In the event the report alleges conduct by the Building Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Building Principal's or Affirmative Action Officer's responsibilities as outlined in Policy No. 3362 and this Regulation.

2. Affirmative Action Officer's Investigation

- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.
- b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.
- c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.
- d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.
- e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 3362 to all persons who are interviewed with potential knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.
- f. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- g. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.
- h. The school district administration may take interim measures during an Affirmative Action Officer's investigation of a complaint.
- i. The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the person(s) providing notice to the school district and the staff member(s) who was alleged to be sexually harassed.
- b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
- c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
- d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administration shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
- e. In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The school district may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.
- f. In some situations, the school district may need to provide other services to the staff member that was harassed, if necessary, to address the effects of the harassment on that staff member. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed staff member's work performance, counseling and/or other measures that are appropriate to the situation.
- g. The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the staff member who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The Affirmative Action Officer will inform the sexually harassed staff member to report any subsequent problems and will make follow-up inquiries to see if there has been any new incidents or retaliation.
- h. All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

4. Affirmative Action Officer's Investigation Appeal Process

- a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any person who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

C. Office Of Civil Rights (OCR) Case Resolution

Persons not satisfied with the resolution of an allegation of sexual harassment by school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

1. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the Board to the Office of Civil Rights (OCR).
2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of school staff members, OCR will consider whether:
 - a. The school district has a policy prohibiting sexual harassment and a grievance procedure;
 - b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and
 - c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.

Issued: 27 May 2021

REGULATION 4352 – SEXUAL HARASSMENT

Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.

A. Definitions

1. **Gender-based Harassment** - Gender-based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.
2. **Hostile Environment Sexual Harassment** - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.
3. **Quid Pro Quo Harassment** - When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.

B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of harassment of school staff members by other school staff members:

1. **Reporting of Sexual Harassment Conduct**
 - a. Any person with any information regarding actual and/or potential sexual harassment of a staff member must report the information to the school Building Principal, their immediate supervisor or the Affirmative Action Officer.
 - b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.
 - c. A report to the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.

- d. In the event the report alleges conduct by the Building Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Building Principal's or Affirmative Action Officer's responsibilities, as outlined in Policy No. 4352 and this Regulation.

2. Affirmative Action Officer's Investigation

- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.
- b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.
- c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.
- d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.
- e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 4352 to all persons who are interviewed with potential knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.
- f. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- g. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.
- h. The school district administration may take interim measures during an Affirmative Action Officer's investigation of a complaint.
- i. The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.

3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the person(s) providing notice to the school district and the staff member(s) who was alleged to be sexually harassed.
- b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
- c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
- d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administration shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
- e. In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The school district may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.
- f. In some situations, the school district may need to provide other services to the staff member that was harassed, if necessary, to address the effects of the harassment on that staff member. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed staff member's work performance, counseling and/or other measures that are appropriate to the situation.
- g. The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the staff member who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The Affirmative Action Officer will inform the sexually harassed staff member to report any subsequent problems and will make follow-up inquiries to see if there has been any new incidents or retaliation.
- h. All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

4. Affirmative Action Officer's Investigation Appeal Process

- a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any person who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

C. Office Of Civil Rights (OCR) Case Resolution

Persons not satisfied with the resolution of an allegation of sexual harassment by school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

1. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the Board to the Office of Civil Rights (OCR).
2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of school staff members, OCR will consider whether:
 - a. The school district has a policy prohibiting sexual harassment and a grievance procedure;
 - b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and
 - c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.

Issued: 27 May 2021

Appendix F

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Student Use of Internet-Enabled Devices

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5516 STUDENT USE OF INTERNET-ENABLED DEVICES

The Board of Education prohibits student use of internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b. The Board adopts this Policy and Regulation 5516 pursuant to N.J.S.A. 18A:36-40b. and the guidelines developed by the Commissioner of Education concerning student use of internet-enabled devices during regular school hours, on a school bus, or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board.

For the purpose of this Policy and Regulation 5516:

1. "Bell-to-bell" means the timeframe when the bell rings at the start of the school day until the dismissal bell rings at the end of the academic day. Bell-to-bell includes time in between class periods and lunch.
2. "Digital citizenship" means the development of thoughtful, empathetic citizens who can wrestle with important ethical questions at the intersection of technology and humanity. Model digital citizens focus on using technology to make communities better, engage respectfully online with others, and leverage technology to amplify voices and perspectives. They are careful to determine the validity of online sources of information and are always respectful of ideas different than their own.
3. "District-managed tools" means school-issued technology or platforms used for educational purposes (e.g., laptops, tablets, learning management systems, etc.).
4. "Internet-enabled device" means any device capable of connecting to the internet and accessing online content (e.g., smartphones, tablets, smartwatches, smart glasses, etc.), including social media applications. An internet-enabled device does not include an internet-enabled device provided by the Board when used for educational purposes.

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5. “Non-internet-enabled device” means a basic communication device that is not capable of connecting to the internet or enabling the user to access content on the internet (e.g., basic flip-style cell phones, two-way radio/walkie-talkie, etc.).
6. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, not to include school buses, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. “School grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School grounds” also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

A student’s use of an internet-enabled device on a school bus or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board will be in accordance with the age-appropriate and grade-level differentiated requirements outlined in Regulation 5516.

District-issued technology and sponsored platforms are permitted to be used in classrooms for educational purposes. The district may use existing information technology systems to proactively establish and monitor restrictions to the district’s network. The district may utilize device management software to restrict or monitor student browsing on school-issued devices or from devices connecting to the district’s Wi-Fi. **If the district chooses to use software or other technology to block students’ use of their internet-enabled devices, the district may collaborate with the local municipality to determine that there are no safety or security concerns.** The Board shall notify students and parents about the monitoring practices in Policy and Regulation 2361.

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The Board shall assume no responsibility for the security of or damage to a student's internet-enabled device brought onto school grounds. If a student brings an internet-enabled device to school, the internet-enabled device must remain off and may be required to be stored in a storage system as indicated in Regulation 5516. An internet-enabled device required to be stored in a district storage system shall be password protected by the student so only the student owner of the internet-enabled device can use the internet-enabled device.

The district shall provide instruction aligned to the New Jersey Student Learning Standards (NJSLS) on Digital Citizenship and shall ensure classroom instructional time is entirely free of internet-enabled devices. Teachers shall not incorporate students' personal technology into lesson plans. All digital engagement shall occur through district-managed tools and devices.

The district shall communicate behavioral expectations for student use of internet-enabled devices to students and their parent(s) and reinforce these behavioral expectations throughout the school year. Communication of this Policy and Regulation 5516 may include, but not be limited to, school-wide notifications, signage, and reinforcement as part of classroom routines.

The district shall comply with all applicable State and Federal laws that protect the rights of students with disabilities or health related needs, including, but not limited to, the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

Students shall be permitted to use their internet-enabled device on school grounds during the school day, on the school bus, and at school-sponsored events in the following circumstances in accordance with N.J.S.A. 18A:36-40b.:

1. To fulfill accommodations provided in a student's individualized education program (IEP);
2. To support the implementation of a 504 Plan;

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3. To implement a student health plan established to monitor or address a student's health condition (upon submission by a parent of documentation from a healthcare professional indicating that the



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use of an internet-enabled device is necessary for the health or well-being of the student);

4. For translation services;
5. For a student caregiver who is routinely responsible for the care or well-being of a family member;
6. When no reasonable alternative to the use of the internet-enabled device for a specific purpose exists (upon authorization by the Superintendent, Principal, or designee);
7. When required by law; and
8. In the event of an emergency.

The **Superintendent** ~~Principal~~ or designee will inform students and parents of their right to request an internet-enabled device accommodation. The parent(s) shall submit a written request to the **Superintendent** ~~Principal~~ or designee. The written request shall include, but not be limited to, supporting documentation from the student's physician, child study team, and/or any other documentation as required by the **Superintendent** ~~Principal~~ or designee as to why the student requires an internet-enabled device accommodation. The **Superintendent** ~~Principal~~ or designee shall inform the parent(s) of the approval or denial of the written request for an internet-enabled device accommodation within five school days of receiving the written request. The **Superintendent** ~~Principal~~ or designee shall base such an accommodation determination on documented **educational**, medical, developmental, **accessibility**, or other needs **or specific purposes** and review them on a regular basis.

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The **Superintendent** ~~Principal~~ or designee may involve school nurses, case managers, and IEP/504 coordinators in planning for and implementing internet-enabled device accommodations. Staff responsible for implementation shall have ready access to documentation of the accommodation and shall ensure their enforcement strategies minimize disruption. The district shall develop and disseminate clear procedures to ensure staff implement internet-enabled device accommodations confidentially. Staff training may be necessary to recognize and honor valid internet-enabled device accommodations without drawing unnecessary attention to the student. Staff shall treat students with an internet-enabled device accommodation with sensitivity and dignity. As appropriate, the



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district may develop one-page "internet-enabled device use summaries" for staff to ensure awareness while maintaining student confidentiality.

Pursuant to N.J.A.C. 6A:16-5.1, the district has developed and implemented comprehensive plans, procedures, and mechanisms that provide for safety and security in the district's schools. School safety plans include thoughtful integration of internet-enabled device procedures during emergencies or perceived threats. The district has incorporated clear expectations into school safety plans, emergency drill protocols, and staff professional development.

In the event of an unplanned emergency closure that prevents students from retrieving stored internet-enabled devices, the district shall develop and communicate a clear, centralized protocol for retrieving stored internet-enabled devices safely and efficiently once the school building is accessible.

In the event of a family emergency or for non-emergency communication, families shall contact the school's main office directly rather than reaching out to students during the school day. District staff will then follow local notification procedures to ensure the student receives the information in a timely and appropriate manner.

When a student leaves school grounds, whether for an open lunch period, internship, or other purpose, the student may be permitted to use their internet-enabled device. However, upon returning to school grounds, the

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student's internet-enabled device must be stored for the remainder of the school day in accordance with Regulation 5516.

The district shall ensure students, parents, and school staff members are aware of this Policy and Regulation 5516 and understand how this Policy and Regulation 5516 apply to them. The Board shall include information about this Policy and Regulation 5516 in student handbooks.

District staff shall apply clear, age-appropriate consequences and use strategies to redirect students who attempt to use internet-enabled devices. Discipline and consequences shall be addressed in Regulation 5516.

No student enrolled as a student of an elementary or secondary school, knowingly and without the express written permission of the Board, its delegated authority, or any Principal, shall bring or possess any remotely activated paging device on any property used for school purposes, at any time and regardless of whether school is in session or others are present pursuant to N.J.S.A. 2C:33-19.



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N.J.S.A. 2C:33-19.

N.J.S.A. 18A:36-40a.; 18A:36-40b.

Guidance for Schools on Student Use of Internet-Enabled Devices,
New Jersey Department of Education, January 2026

**Guidance for Schools on Student Use of Internet-Enabled Devices,
Frequently Asked Questions**

Adopted:



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R 5516 STUDENT USE OF INTERNET-ENABLED DEVICES

The following age-appropriate and grade level differentiated provisions shall govern student use of internet-enabled devices on school grounds during the school day.

A. Kindergarten through Grade Eight

1. Students in Kindergarten through grade eight are prohibited from using an internet-enabled device on school grounds during the school day.
2. Students in Kindergarten through grade eight shall store their internet-enabled device using the following storage options for internet-enabled devices during the school day. It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the device.
 - a. A student storage system – Each student who brings an internet-enabled device to school is expected to turn off their internet-enabled device and store it in their backpack placed in a classroom closet (K-4) or locker (K-8).
 - b. A locked pouch system – Students who do not comply with option (a) will follow option (b). Upon entry to school, internet-enabled devices shall be placed into secure pouches which allow students to carry their internet-enabled devices but prevent their use. At the end of the school day, a school staff member will unlock each pouch and allow students to retrieve their internet-enabled devices.



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3. Students in Kindergarten through grade eight shall be permitted to use their internet-enabled device on a school bus on their way to school or on their way home from school at the end of the school day.
4. Students in grade K through grade eight shall be permitted to use their internet-enabled device on school grounds, outside of the school building only, before the start of the regular school day and on school grounds, outside of the school building only, after the regular school day.
5. Students in Kindergarten through grade eight shall be permitted to use their internet-enabled device during school-sponsored events off school grounds during the school day while under the direct supervision of a school staff member or employee of the Board (e.g. field trip) **after determining no reasonable alternative to the use of the internet-enabled device at school-sponsored events off school grounds during the school day exists** only with the ~~authorization approval~~ of the ~~Superintendent~~ ~~Principal~~ or designee.
6. Students in Kindergarten through grade eight shall be prohibited from using their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.) except with the prior approval of the Principal or designee. Immediately upon the conclusion of the school-sponsored event, students shall be permitted to use their internet-enabled device for the limited purpose of contacting a parent/guardian to arrange pick-up.
7. Students in Kindergarten through grade eight are prohibited from using non-internet-enabled devices.
8. Discipline
 - a. School staff members shall apply clear, age-appropriate consequences and use strategies to redirect students who



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use internet-enabled devices in violation of this Regulation and Policy 5516.

(1) First Offense in a School Year

- (a) The internet-enabled device shall be taken from the student by a school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.
- (b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.
- (c) The student will be permitted to pick up the internet-enabled device in the Principal's or designee's office at the end of the school day.
- (d) The student will have the internet-enabled device returned upon signing an acknowledgment of their first offense in a school year in violation of this Regulation and Policy 5516.
- (e) The following discipline will be imposed on a student for a first offense in a school year in violation of the provisions in this Regulation and Policy 5516: the student will receive a verbal warning and the offense will be documented in the student's discipline file in the district student information system.



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- (2) Second Offense in a School Year
- (a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.
 - (b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.
 - (c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.
 - (d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.
 - (e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a second offense in a school year for their child.
 - (f) The following discipline will be imposed on a student for a second offense in a school year in violation of the provisions in this Regulation and Policy 5516: student will receive an afterschool detention; student and parent must meet with the Principal or Assistant Principal to discuss the violation of Board policy and the progressive



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discipline that will be applied if the student continues to violate the Board policy.

(3) Third Offense in a School Year

- (a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.
- (b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.
- (c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.
- (d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.
- (e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a third offense in a school year for their child.
- (f) The following discipline will be imposed on a student for a third offense in a school year in violation of the provisions in this Regulation and Policy 5516: the student will



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~~receive two afterschool detentions; and the student will be required to check the device~~

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into district storage each morning for 30 school days rather than self-manage compliance.

- (4) Fourth Offense in a School Year
- (a) The internet-enabled device shall be taken from the student by the school staff member or employee of the Board and turned in to the Principal or designee's office for the remainder of the school day.
 - (b) It is the student's responsibility to turn off the internet-enabled device and have the internet-enabled device password protected to prevent any unauthorized use of the internet-enabled device before turning the internet-enabled device in to the school staff member or employee of the Board.
 - (c) The internet-enabled device must be picked up at the Principal or designee's office by a parent at the end of the school day.
 - (d) If the parent cannot pick up the internet-enabled device by the end of the school day, the parent may pick up the internet-enabled device before the end of the next or any subsequent school day.
 - (e) The parent shall be required to sign for receipt of the internet-enabled device with notice provided of a fourth offense in a school year for their child.
 - (f) The following discipline will be imposed on a student for a fourth offense in a school year in violation of the provisions in this



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Regulation and Policy 5516: extended loss
of device privileges for the remainder of the

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marking period or trimester; parent conference required before reinstatement of any device privilege; and an evaluation by the Principal of whether the pattern reflects a broader Code of Conduct issue (insubordination, repeated disruption) that independently justifies suspension, distinct from the device access itself.

- (5) A student who violates the provisions of this Regulation and Policy 5516 more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an internet-enabled device on school grounds during the school day, on a school bus before and after school, or while participating in school-sponsored programs which include, but are not limited to: during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intramurals and interscholastic games and practices.
 - (a) The following discipline will be imposed on a student for bringing their internet-enabled device to school after being prohibited to have their internet-enabled device on school grounds: the Principal will impose discipline under the district's Code of Conduct for conduct occurring in connection with a violation of a suspended device privilege that includes but is not limited to disruption of the educational environment or defiance of school authority.

Adopted:

