

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

MINUTES

REGULAR MEETING

Tenakill Middle School

July 16, 2026 - 7:30 PM

The Board meeting was called to order by Ms. Finkelstein at 7:30 p.m.

The following Board Members were present:

*Ms. Argenziano, Ms. Estrems (Arrived 7:33 p.m.), Ms. Lee, Ms. Micera, Mr. Shih,
Mr. Paldi (Arrived 8:00 p.m.), Ms. Finkelstein*

The following Board Members were absent:

Mr. Choi and Ms. Ravid

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:

- *Hillside Elementary's current enrollment for students in grades K-4 is 536, with an additional six students currently in the registration process. PreK students are not included in the enrollment total, as they are in the process of being transferred to the district's student information system and are awaiting completion of required documentation. It is anticipated that PreK enrollment will add approximately 31 to 35 students to the school's total enrollment.*
- *The school's Summer Academic Assistance Program is currently underway, with 26 students enrolled. The program will continue through July 30.*
- *Families have been notified of the upcoming sidewalk improvement project, which is scheduled*

to begin on July 20 and continue through August 25. During construction, the upper loop and playgrounds will remain closed. The project is expected to enhance safety for the Hillside school community.

- As part of ongoing communication efforts, families will receive two summer newsletters—one in July and another in mid-August. The newsletters will include updates on staffing, general school information, school supply lists for the 2026–2027 school year, building improvements, and suggestions for supporting students throughout the summer.
- Hillside successfully completed its monthly security drill and has a fire drill planned in the coming weeks. School administration also met with the Closter Police Department to review the previous year's emergency drills and collaborate on planning for the upcoming school year.
- Preparations for the 2026–2027 school year are well underway. Hillside Hello, the school's new student orientation, is scheduled for August 27. The school currently has 18 newly enrolled students who will participate in the program.
- Kindergarten Kickstart, which provides incoming kindergarten students and a parent or guardian the opportunity to meet their teacher, classmates, and visit their classroom, will be held on September 2.
- Staff preparations for the new school year are also in progress. Kindergarten through fourth-grade teachers will participate in professional development focused on Benchmark Assessments. The training will cover the administration and coding of reading behaviors, scoring and analyzing assessment results, using data to inform instruction, identifying student strengths and areas for growth, planning vertical articulation meetings, and reviewing the rubrics aligned with the Profile of a Closter Learner.

Mr. Keith McElroy, Assistant Principal, shared Ms. Christine Cippolini's report, Principal of Tenakill Middle School, with the Board and the community in her absence.

- Tenakill Middle School currently has an enrollment of 559 students, with seven additional students in the pre-registration process.
- The Summer Academic Support Program is underway with 23 students enrolled. The program began on July 6 and will continue through July 30. During the summer session, both a security drill and a fire drill were successfully completed with students and staff.
- Planning for the 2026–2027 school year continues. The master schedule is nearly complete, and individualized student schedules are being finalized. The school looks forward to welcoming six new staff members during New Staff Orientation in August.
- Installation of the new gym wall padding featuring updated Tenakill Middle School logos has been completed. Appreciation was extended to the PTO for funding the project, which provides enhanced safety for athletics and physical education programs while updating the appearance of the gymnasium.
- The fifth-grade re-registration process has transitioned to a digital format through Realtime. All incoming fifth-grade families received instructions via email, and re-registration must be completed prior to Chromebook distribution. Chromebook pickup for incoming fifth-grade students is scheduled for August 19, 20, 21, and 31 from 10:00 a.m. to 12:00 p.m. Appreciation

was expressed to Ms. Chow, Ms. Ruiz, Mr. Salvati, and Mr. Moskowitz for their efforts in preparing student Chromebooks for distribution.

- Fifth-grade orientation is scheduled for Thursday, August 20, from 1:30 p.m. to 3:00 p.m. A special orientation for students who are new to the district will begin at 1:00 p.m. The program will include information on class schedules, navigating the building, accessing Realtime, and locker decoration.
- The July 2026 edition of the Tenakill Times newsletter was distributed to all families earlier this month. The newsletter includes important information regarding school supply lists, fall sports for students in grades 6–8, and reminders about fifth-grade orientation.

DIRECTOR OF SPECIAL SERVICES' REPORT

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

- Ms. Cohen reported that the District currently serves 172 students with Individualized Education Programs (IEPs). Of those students, 60 attend Hillside Elementary School, 101 attend Tenakill Middle School, and 11 students attend out-of-district placements.
- The Child Study Team (CST) is currently evaluating nine students, including seven at Hillside Elementary School and two at Tenakill Middle School.
- The District also serves 23 students with Speech-Only IEPs, with 17 attending Hillside Elementary School and six attending Tenakill Middle School.
- She shared an update on the Extended School Year (ESY) program, noting that four students are attending the District's Preschool ESY program, while five students are participating in the Region 3 Summer Enrichment Program for ESY.
- She reported that The Writing Revolution professional development sessions were held on June 29 and June 30. Seven special education teachers from Hillside Elementary School attended the training, which focused on developing early writing skills for students in grades K–2.
- Finally, Ms. Cohen noted that the work of the Special Services Department continues throughout the summer. Current responsibilities include evaluating students referred at the end of the school year, conducting eligibility meetings for students referred in the late spring, responding to new referrals, reviewing records and IEPs for students who register during the summer, meeting with new families to develop appropriate educational plans, hiring paraprofessionals for vacant positions, observing students in their summer programs, preparing for September professional development days, forwarding records for students who have relocated, and sending IEPs and student files for graduating eighth-grade students to the Northern Valley Demarest (NVD) High School District.

SUPERINTENDENT'S REPORT

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

- Although summer brings quieter hallways, learning continues throughout Closter Public Schools. Mr. McHale stated that the district remains committed to providing teachers with meaningful professional learning, recognizing that skilled and caring educators are the most important factor in student success.

- *He reported that seven special education teachers at Hillside Elementary School attended training in The Writing Revolution to strengthen writing instruction. In addition, thirteen second- and third-grade teachers completed mClass DIBELS 8 training to enhance literacy assessment and intervention. At Tenakill Middle School, ten fifth-grade general and special education teachers are collaborating to develop new language arts and mathematics instructional units for the 2026–2027 school year. Mr. McHale thanked the Board of Education for its continued support of professional development.*
- *Mr. McHale also reported that 123 students are participating in the district's summer academic programs, which began on July 6 and continue through July 30, providing academic support and enrichment. An additional 41 students are enrolled in tuition-based enrichment programs in STEM, Readers' Theater, and math. He thanked the administrators, teachers, students, and parents for their commitment to these programs.*
- *He recognized the district's custodial and maintenance staff for their efforts in preparing the schools for the upcoming year. Throughout the summer, the team has been deep cleaning classrooms, waxing floors, and completing building maintenance while accommodating the summer academic programs and Closter Recreation Camp. Mr. McHale thanked Mr. Scaglione, Supervisor of Buildings and Grounds, along with the maintenance and custodial staff, for their dedication.*
- *Mr. McHale provided an update on several facilities improvement projects taking place this summer, including:*
 - *Sidewalk replacements at Hillside Elementary School beginning July 20, requiring the temporary closure of the upper loop and playgrounds during construction.*
 - *Replacement of Wi-Fi access points at Tenakill Middle School, with completion expected in August.*
 - *A comprehensive HVAC system cleaning at both schools to meet New Jersey indoor air quality standards. Work has been completed at Hillside Elementary School and is expected to conclude at Tenakill Middle School by July 24.*
 - *Installation of custom security and school spirit window decals at Tenakill Middle School, fully funded by the Closter PTO.*
 - *Stripping, resealing, and waxing of the terrazzo floors at Hillside Elementary School during the week of August 17.*
 - *Replacement of damaged ceiling tiles at both schools, with remaining work around fire and smoke sensors to be completed before the start of school.*
 - *Installation of district- and school-branded windscreens on exterior fences to reduce debris, improve appearance, and discourage fence climbing.*
 - *Routine painting of selected classrooms, bathrooms, and office spaces at Hillside Elementary School as part of the district's preventative maintenance program.*
- *Mr. McHale also shared that nine new teachers and Child Study Team members will participate in new hire orientation on August 27, with additional curriculum training at the Northern Valley Curriculum Center from August 24 through August 26.*
- *Finally, he reminded families that summer reading and math practice recommendations are available on the Hillside and Tenakill school websites and encouraged students to continue practicing their skills before the start of school.*

- *Mr. McHale concluded by wishing everyone an enjoyable remainder of the summer. He noted that teachers and staff will return on September 1 and 2, 2026, students will begin the new school year on September 3, 2026, and expressed his excitement for another successful year at Closter Public Schools.*

BOARD COMMITTEES

Ms. Finkelstein presented the Finance and Physical Plant Committee Report on behalf of Mr. Edmund Choi.

- *The Finance and Physical Plant Committee met on July 8, 2026. Ms. Finkelstein reported that the committee continued its discussion on the referendum closeout. Mr. Villanueva shared the preliminary surplus numbers for Fiscal Year 2026, including the amount needed to fund the excess surplus plan and replenish reserves. She was pleased to report that the District met its financial goals for FY 2026.*
- *The committee also discussed summer projects and ongoing facility improvements in preparation for the return of students and staff in September.*
- *Ms. Finkelstein highlighted several items to monitor as the District moves into the SY 2026-2027 budget cycle. On salaries, she noted that the District is in good shape, crediting Mr. McHale for strong hiring and the negotiations committee for reaching a fair salary settlement. On health benefits, she noted that the 2027 rates will not be available until October, and that new hires and life change events could significantly impact the benefits budget. On special education, she noted that costs remain difficult to predict as they are driven by IEP requirements, and that the District is closely monitoring expenses related to out-of-district placements, transportation, and related services. Finally, on state aid, she noted that another reduction is anticipated for SY 2027-2028 due to declining district enrollment.*

Mr. McHale shared that the Curriculum Committee will meet on Monday, July 20, 2026.

PUBLIC COMMENTS ON AGENDA ITEMS

Moved by **Ms. Micera ▾** , seconded by **Ms. Argenziano ▾** 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 **Ms. Lee ▾** to resume the regular order of business.

BOARD OPERATIONS

Moved by Ms. Micera ▾ , seconded by Ms. Argenziano ▾ to approve Motions A - D.

Mr. McHale shared that the virtual plan must be approved each year by the Department of Education. He also noted that there are strict requirements that must be met before the NJDOE permits a district to implement remote learning. Remote instruction may only be utilized in the event of a district closure lasting more than three consecutive school days due to a declared state of emergency or public health emergency.

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

YEAS: Ms. Argenziano, Ms. Estrems, Ms. Lee, Ms. Micera, Mr. Shih, Ms. Finkelstein

NAYS: None

A. **APPROVAL - Board of Education Meeting Minutes**

Motion to approve the June 25, 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-2526-27 as reported to the Board in Executive Session at the June 25, 2026, meeting.

C. **APPROVAL - Use of Facilities for KCE Champions - SY 2026-2027**

Motion to approve the use of Hillside Elementary School facilities by KCE Champions for the before- and after-school program at a fee of \$1,300 per month, and for fall, winter, and spring enrichment programs at a fee of \$100 per classroom per month.

D. **APPROVAL - Virtual or Remote Instruction Programs Plan for the 2026-2027 School Year**

Motion to approve the Virtual or Remote Instruction Programs Plan for SY 2026-2027, as per Appendix A attached.

CURRICULUM AND INSTRUCTION COMMITTEE

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

Moved by Ms. Lee ▾ , seconded by Ms. Argenziano ▾ to approve Motions A and B.

Ms. Micera requested that Item B, regarding field trips, be discussed at a future meeting when all Board members are present. Mr. McHale explained that the trips needed to be approved or denied at this meeting because contracts for hotels, transportation, and activities must be secured.

The Board discussed concerns with overnight trips, including liability and supervision of younger students. It was agreed that future discussions about overnight trips would continue for the 2027–2028

school year. Board President Ms. Finkelstein suggested considering day trips, such as trips to Philadelphia, for the upcoming school year.

The Board agreed to approve the trips at this time while looking into whether there was flexibility to cancel them if needed.

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

YEAS: Ms. Argenziano, Ms. Estrems, Ms. Lee, Ms. Micera, Mr. Shih, Mr. Paldi, Ms. Finkelstein

NAYS: None

A. APPROVAL - Staff Conferences

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

Staff Member(s): Dianne Smith
Conference: LinkIt! Data Forward Summer Institute
Location: Paramus, NJ
Date: 7/22/26 and 7/23/26
Cost to Board: \$350.00

B. APPROVAL - Field Trips

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

School: Tenakill Middle School
Group: Grade 8
Month: May 2027
Destination: Washington, D.C.
Location: Various Locations

School: Tenakill Middle School
Group: Grade 7
Month: May 2027
Destination: Boston, MA
Location: Various Locations

FINANCE AND PHYSICAL PLANT COMMITTEE

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

Moved by Ms. Micera, seconded by Mr. Paldi to approve Motions A - H.

Mr. McHale expressed his gratitude to the PTO for their generous contributions to the school. The PTO has agreed to fund the electronic partition for the gymnasium at Hillside Elementary School.

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

YEAS: Ms. Argenziano, Ms. Estrems, Ms. Lee, Ms. Micera, Mr. Shih, Mr. Paldi, 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 B attached:

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

B. **APPROVAL - Payment of Bills**

Motion to approve payment of bills from June 26, 2026, to June 30, 2026, in the amount of:

General Fund (Fund 10)	\$317,218.34
Special Revenue (Fund 20)	\$ 28,347.60
Milk Fund (Fund 60)	\$ 589.66
Total	\$346,155.60

C. **APPROVAL - Payment of Bills**

Motion to approve payment of bills from July 1, 2026, to July 16, 2026, in the amount of:

General Fund (Fund 10)	\$1,056,314.24
Total	\$1,056,314.24

D. **APPROVAL - Staff Remuneration**

Motion to approve remuneration to staff members as follows:

Staff Member: Laura Abbey
Course: Cultural Intelligence in Education and The Happy Classroom
College/University: Fresno Pacific University
Remuneration: \$870.00

E. **APPROVAL – Application & Acceptance of IDEA Grants**

Motion to approve the application and acceptance of IDEA Grants for the 2026-2027 school year in the following amounts:

<u>TOTAL IDEA GRANT</u>	<u>\$ 300,069</u>
IDEA Basic	\$ 287,636
IDEA Preschool	\$ 12,433

F. **APPROVAL - Participation in Region III Transportation Consortium**

Motion to approve the Closter Public Schools' participation in the 2026-2027 Region III Special Education Transportation Consortium, with Northern Valley Regional High School District serving as the Lead Local Education Agency (LEA) for the District's special education transportation services.

G. **APPROVAL - Purchase and Installation of Electrically Operated Divider Curtain Partition from Tri-State Folding Partitions, Inc.**

Motion to approve the purchase and installation of an electrically operated divider curtain partition at Hillside Elementary School from Tri-State Folding Partitions, Inc., in the amount of \$29,500, through the Hunterdon County Educational Services Commission (Fencing Repair & Replacement #HCEC-CAT/SER-24-19) and Ed-Data Bid 12202, Package #17. This purchase is funded through a generous contribution from the Closter PTO.

H. **APPROVAL – Award of Contract for the Interior and Exterior Door Replacements to C&M Door Controls, Inc.**

Motion to approve the award of the contract for the Interior and Exterior Door Replacements at Tenakill Middle School and Hillside Elementary School (Re-bid) to C&M Door Controls, Inc., the lowest responsible bidder, as follows:

- Base Bid – \$115,751.00
- Alternate No. 1 – \$3,333.00
- Alternate No. 2 – \$3,333.00
- Alternate No. 3 – \$3,333.00
- Alternate No. 4 – \$3,333.00
- Alternate No. 5 – \$3,333.00
- Total Contract Amount – \$132,416.00

Bids were received on July 8, 2026, and the bid submitted by C&M Door Controls, Inc. was found to be responsive in all material respects. This award is conditioned upon the contractor furnishing the required insurance certificate, labor and materials/performance bond, AA201 Project Manning Report, and executed AIA Agreement within ten (10) days of the date of this resolution. The Board Attorney is directed to prepare the agreement consistent with this resolution and the bid documents. The Board President and Business Administrator/Board Secretary are hereby authorized to execute the agreement and any other documents necessary to effectuate this award.

PERSONNEL AND MANAGEMENT COMMITTEE

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

Moved by Mr. Paldi , seconded by Ms. Micera to approve Motions A and B.

Ms. Micera extended her appreciation to Ms. Suttora and Ms. Scarpelli for their assistance in covering the open position in the Business Office.

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

YEAS: *Ms. Argenziano, Ms. Estrems, Ms. Lee, Ms. Micera, Mr. Shih, Mr. Paldi, Ms. Finkelstein*

NAYS: *None*

A. **APPROVAL - Appointment of Paraprofessionals for the 2026-2027 School Year**

Motion to approve the appointment of the following paraprofessionals 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:

- Edlira Gjata
- Stefanie Horn
- Joung Hee Lee
- Shailajadevi Suva

B. **APPROVAL - Business Office Coverage Stipend for Doreen Scarpelli and Ann Suttora**

Motion to approve a stipend of \$3,000 each for Doreen Scarpelli and Ann Suttora for assuming additional responsibilities in covering the Business Office Assistant position from July 1, 2026, through August 17, 2026.

POLICY COMMITTEE

Chairperson: Ms. Micera; Member: Ms. Finkelstein

Moved by *Ms. Micera ▾*, seconded by *Ms. Argenziano ▾* to approve Motions A and B.

Mr. McHale explained that Item A, regarding Board policies and regulations, includes minor revisions that are aligned with state guidelines for public schools.

Mr. McHale explained that Item B is the abolishment of the separate sexual harassment policies for teachers and support staff. Based on a recommendation from Strauss Esmay, the policies have been combined into Policy 1552, making them easier to manage and maintain.

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

YEAS: *Ms. Argenziano, Ms. Estrems, Ms. Lee, Ms. Micera, Mr. Shih, Mr. Paldi, Ms. Finkelstein*

NAYS: *None*

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

Motion to approve first reading of the following policies and regulations, as per Appendix C.

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

B. APPROVAL - Abolishment of Policies and Regulations

Motion to approve the abolishment of the following policies and regulations, as per Appendix D.

- Policy and Regulation 3362- Sexual Harassment (Teaching Staff Members)
- Policy and Regulation 4352 - Sexual Harassment (Support Staff Members)

OLD/NEW BUSINESS

Mr. Vincent McHale, Superintendent, presented the draft District Goals for the 2026–2027 school year. The proposed goals include fully implementing the Profile of a Closter Learner Rubric for all PreK–8 students, strengthening social-emotional learning and character education, using student achievement data to inform instructional improvements, and establishing an Innovative Learning Committee to explore innovative teaching practices and sustainability initiatives. These draft goals are intended to support student success, enhance instruction, and promote continuous improvement throughout the district.

Ms. Finkelstein thanked Mr. McHale for his work on the draft District Goals. She said she was happy to see the continued implementation of the Profile of a Closter Learner and was excited about the district's focus on innovative learning, adding that it is important for the district to stay ahead of the curve.

Mr. McHale recognized the Finance Committee, business administrator, administrators, and staff for the collaborative efforts in maintaining strong fiscal health through careful financial planning and responsible spending, and announced that the district was selected to present its financial management practices at the New Jersey School Boards Conference in October.

Ms Finkelstein also reminded the board members to complete their self-evaluations by July 31, 2026.

PUBLIC COMMENTS

Moved by Ms. Micera ▾ , seconded by Ms. Argenziano ▾ to open the meeting for public comments.

Ms Joanne Scuderi, of 5 Tenakill Pke, Cresskill, asked whether a parent can keep a child in kindergarten for an extra year if they believe the child is not mature enough for kindergarten. Mr. McHale responded that under New Jersey law and district policy, grade placement is determined by the school district, not the parent. Although kindergarten is not mandatory, a child who enrolls at age six would typically enter first grade rather than kindergarten.

Ms Ilyse Leverne, of 63 Harvard St, Closter, expressed concerns about the revised kindergarten entrance age policy. She stated that the policy reduced flexibility for parents and educators to

determine school readiness on an individual basis, questioned the benefits of the change, noted that some families were unaware of the policy before its approval, and urged the board to reconsider the policy and restore greater flexibility for families

Mr. Kevin Cosgrove, of 134 Closter Dock Rd, Closter, expressed concern about the recent changes to Policy 5112 regarding kindergarten enrollment. He said the policy change was not communicated directly to affected families and explained that his family had planned for their daughter to attend private pre-K for an additional year before enrolling in Kindergarten. He stated that the revised policy would require her to enter first grade instead of kindergarten if they did not enroll her this fall, raising concerns about readiness, the loss of a kindergarten year, financial impacts from preschool commitments, and the lack of community consultation before the policy change.

Ms. Erika Katz, of 31 Wainwright Ave, Closter, spoke about the recent changes to Policy 5112 and requested greater transparency regarding the special consideration process for delayed kindergarten entry. The parent shared that their child's therapists and neurologist support delaying kindergarten for an additional year based on developmental readiness, and asked for clarification on the required documentation, the review process, and the decision timeline. The parent expressed concern about the policy's impact on a small number of families and emphasized that the request is intended to support the child's long-term success.

Ms. Alissa Latner, Council liaison to the school, congratulated the Board on its budget work before speaking as a parent and former educator. She shared her personal experience choosing to delay kindergarten for her twins due to developmental needs, explaining that the additional year was beneficial to their long-term success. She urged the Board to preserve flexibility and allow families to receive special consideration when parents and professionals believe a child would benefit from a later kindergarten entry.

Mr. Amit Mansur, of 29 Rutgers St, Closter, addressed the Board regarding their seven-year-old son, expressing concern that the student has been without a classroom placement for several months despite significant progress with medical treatment and therapeutic supports. He stated that his son is thriving in less restrictive settings, such as summer camp, and requested that the district evaluate him based on his current functioning and consider placement in the least restrictive environment. The parent explained that they withdrew their son from the TIP program due to concerns about his emotional well-being and safety. He also stated that the student has not consistently received all IEP Services and that the family has privately funded additional therapies. He requested greater collaboration with the district, questioned the rationale for placement recommendations, and urged the district to provide a timely educational placement that reflected his son's current needs and abilities.

Mr Jared Leverage, of 63 Harvard St, Closter, expressed concerns regarding kindergarten entrance policies, emphasizing that children develop at different rates and that families should have flexibility to determine when their child is ready. He advocated for allowing parents to make decisions that support their child's educational, emotional, and developmental success, with the goal of helping all students reach their full potential.

Ms. Mansur, of 29 Rutgers St, Closter, expressed her concerns to the board regarding the decision-making process affecting her seven-year-old son's educational placement. The parent questioned how one individual could make such a significant decision while allegedly disregarding the professional evaluations and input from educators and specialists. The parent raised concerns about the appropriateness of the proposed placement, access to peers, and the impact on their child's educational and emotional well-being, requesting accountability and clarification from the Board.

Ms Finkelstein thanked the parents for speaking up and stated that she understood and was sympathetic to the parents' concerns.

Mr. McHale stated that kindergarten entrance age requirements are established by the New Jersey Department of Education and that the district has historically followed those guidelines. He clarified that the recent Policy 5112 update did not remove flexibility for families and clarified that students who have completed pre-K and are age-eligible for kindergarten will enter kindergarten rather than repeat pre-K. He explained that decisions regarding delayed kindergarten entry or retention are handled on a case-by-case basis and are based on individual student needs and available intervention. Mr. McHale also stated that future changes to compulsory kindergarten attendance requirements will further limit families' ability to delay enrollment. Regarding individual student concerns, he noted that placement decisions are made collaboratively through the child study team process and that student-specific matters cannot be discussed publicly. He expressed the district's commitment to working collaboratively with families and supporting students' success.

Mr. McHale also addressed the Mansur family's concerns regarding their son's placement. His placement was not made by a single individual but through the Child Study Team process, which involves multiple participants. He stated that Ms. Cohen oversees special education, but placement decisions are made collaboratively, and emphasized the district's goal of having their son return to school while continuing to work cooperatively with the family.

Moved by Ms. Ravid , seconded by Ms. Argenziano to close the meeting to public comments.

CLOSED SESSION MOTION (If required)

Moved by Mr. Shih , seconded by Ms. Micera to approve the following Closed Session Motion.
Motion was approved by a voice vote of the Board:

YEAS: Ms. Argenziano, Ms. Estrems, Ms. Lee, Ms. Micera, Mr. Shih, Mr. Paldi, Ms. Finkelstein
NAYS: None

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

**HIB
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 9:09 PM.
The Board reconvened from Closed Session at 9:47 PM.

ADJOURNMENT

Moved by Mr. Paldi, seconded by Ms. Argenziano to adjourn the meeting at 9:48 PM.

Respectfully submitted,



Mr. Floro Villanueva, Jr.
Board Administrator / Board Secretary

Appendix A

VIRTUAL OR REMOTE INSTRUCTIONAL PLAN

DISTRICT CODE 03-0930

JULY 2026



Closter Public Schools

340 Homans Avenue

Closter, NJ 07624

201-768-3001

Vincent McHale, Superintendent

This plan has been developed in accordance with *P.L 2020, c.27*. School will be in session for 180 days.

Introduction & Overview

In April 2020, Governor Murphy signed A-3904 into law (P.L.2020, c.27, or "Chapter 27"), which, in part, requires each school district, charter school, renaissance school project, and Approved Private School for Students with Disabilities (APSSD), hereinafter referred to as Local Educational Agencies (LEAs), to annually submit a proposed program for emergency virtual or remote instruction (Plan) to the New Jersey Department of Education (NJDOE). In July 2022, the NJDOE readopted N.J.A.C. 6A:32, School District Operations, with amendments and new rules, which include updates to the components of the LEA's Plan. This law provides for the continuity of instruction in the event of a public health-related district closure by permitting LEAs to utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.A.C. 6A:32-13.1 & 13.2.

The Closter Public School District is dedicated to educational excellence. In partnership with the families, staff, and community, we are committed to meeting the educational needs of each child by providing the programs and environment necessary to:

- Enable every child to reach his/her full potential;
- Promote self-esteem, respect, responsibility, and appreciation of diversity;
- Develop knowledge, skills, and academic achievement per the New Jersey Student Learning Standards. (NJSLs);
- Prepare each child for continued education and responsible citizenship;
- Instill a lifelong passion for learning.

Closter Public School District is committed to fostering and instilling a culture that personalizes learning, prepares students for high school, college, careers, and life, and supports confident, responsible citizenship.

In keeping with Closter's commitment to providing our students with an exceptional education, this Virtual or Remote Learning Plan has been developed to guide the instruction and resources during a school closure lasting more than three (3) consecutive days.

Our goal during any school closure will be to maintain the same full-day schedule as the regular in-person school day and to utilize a live stream to provide instruction.

Access to Instruction

Virtual Day Schedule

Students will follow their regular school schedule on virtual days.

Hillside Elementary School	Tenakill Middle School
	Period
Log-in: 8:40 am	Log-in: 8:25 am (Homeroom)
8:40 am - 3:15 pm: Students remain with their classroom teacher, except for specials, ELL, related services, and special education. The classroom teacher provides instruction in ELA, mathematics, science, and social studies.	1: 8:37-9:23
	2: 9:25-10:11
	3: 10:13-10:59
	4: 11:01-11:47
	5: 11:49-12:35
	6: 12:37-1:23
	7: 1:25-2:11
	8: 2:13-3:00

Hillside Elementary School Lunch Periods:

- Lunch/recess for Grade K, 1 & 2: 11:40 - 12:30 (50 minutes)
- Lunch/recess for Grades 3 & 4: 12:40 - 1:30 (50 minutes)

Tenakill Lunch Periods:

- Lunch/Recess for Grades 5 & 6: 11:01 - 11:47 (46 minutes)
- Lunch/Recess for Grades 7 & 8: 11:49 - 12:35 (46 minutes)

Total instructional time (minus lunch and recess):

HES: 5 hours 45 minutes

TMS: 5 hours 37 minutes

Guidelines for Remote Instruction

In the event of a school closure for three days or longer, **we will follow the same school in-person schedule using a virtual format.** Teachers can maximize student learning and growth by using a live, synchronous instructional delivery method. This will allow students to interact with the teacher and their peers in a virtual environment. At times throughout the day, teachers may direct students to work independently or asynchronously, allowing the teacher time to work synchronously with small groups to provide differentiated instruction (similar to how small groups work during in-person instruction) and assess student growth and learning.

Access to Technology

- All instructional staff members have laptops to provide instruction.
- Students in grades 5-8 have a school-issued Chromebook as part of the 1:1 initiative.
- We will provide Chromebooks to PreK through grade 4 students so everyone can access remote learning. A device pickup time will be arranged for any student who needs a Chromebook.
- If a student cannot access the Internet at home, we will provide a WiFi connection. All students in grades K-8 who require a device for home use will be provided with a Chromebook.
- Verizon mobile WiFi hotspots are available to students without internet access at home.
- Families can access low-cost or no-cost internet through the Altice Advantage Program. Families can apply here:
<https://apply.alticeadvantageinternet.com/main>
- All students will use learning platforms that they are already using to sustain instruction: Google Classroom and Schoology.
- Students can receive technical support with devices and exchange equipment by contacting our Network Administrator, Vincent Salvati, at 201-768-3001, ext. 41134, or salvati@nvnet.org. Equipment exchange will be available regardless of building closure.

Delivery of Fully-Virtual or Remote Learning

The need for virtual or remote learning may vary throughout the school year. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the health department or an officer to institute a public health-related closure. We may need to pivot to remote learning for students who are required to isolate or quarantine. We may need to pivot to fully virtual learning if there is a school-wide outbreak of contagious disease or if the Governor issues an executive order to transition to remote or virtual learning.

Teachers will provide students with a link to access their virtual classes if there is a pivot to fully virtual learning. Teachers will provide instruction daily using the 2025-2026 in-person period schedule.

Teachers will assess students' progress toward mastery of the lesson's objective through various formative and summative assessments.

Addressing Special Education Needs During Virtual or Remote Instruction

Closter Public Schools will continue to meet our obligations to students with disabilities to the greatest extent practicable. During virtual or remote learning, Individualized Education Programs (IEP) and 504 Plans will continue accordingly with appropriate accommodations as documented in each student's specific plan. Case managers will communicate with families (via phone calls, email, or home visits) to ensure services are implemented in accordance with IEPs. Case managers and teachers will allow parents to pick up necessary resources (books, materials, manipulatives, etc.) to give students appropriate special education access and support.

Related services (Speech, Occupational Therapy, Physical Therapy, etc.) will be provided to students remotely to the extent possible. If sessions are not provided while school operates virtually, all sessions will be made up when school resumes in person. Related service providers will maintain session logs to ensure that students receive the services specified in their IEPs or 504 plans. Upon a return to in-person instruction, IEP teams will review student data and progress to determine whether critical skills were lost during the period when the school district delivered virtual or remote instruction and to determine the need for additional services to address the student's needs.

IEP meetings will be held either in person or virtually, in accordance with guidance from the New Jersey Department of Education and the New Jersey Department of Health during any health emergencies. We will continue to use Zoom for virtual meetings when requested; however, our goal is to hold in-person meetings whenever possible. Meetings are defined as IEP meetings, evaluations, and other meetings for identifying, evaluating, and/or re-evaluating students with disabilities.

Addressing English Language Learner Needs During Virtual or Remote Instruction

Classroom teachers and English Language Learner (ELL) teachers will collaborate to ensure a virtual learning program that aligns with State and Federal mandates and meets the needs of ELL Learners.

Teachers will ensure timely and effective communication with caregivers and parents of ELL students, including translation materials, interpretive services, literacy level-appropriate information, digital learning platforms, and other technology resources. Communication from the district and school administrators will be translated into the three languages most frequently spoken by Closter families: Hebrew, Korean, and Spanish.

As with in-person instruction, our teachers will use various learning strategies, including differentiated instruction and linguistic scaffolding, to ensure ELL students receive the same standard of education as their non-ELL peers.

We also have professional development opportunities for teachers to learn about social-emotional learning, which could be used with students affected by forced migration from their home countries, if necessary.

Attendance Plan

School district policies for attendance and instructional contact time will accommodate opportunities for synchronous and asynchronous instruction while ensuring the requirements for a 180-day school year. Our goal is to provide synchronous instruction whenever possible. We expect that students will participate in virtual or remote learning each day.

Students must log into the teacher's virtual classroom by the assigned time listed on page three. Teachers will take student attendance via Real-Time, and the school secretaries will coordinate remote attendance. If a student does not attend virtual or remote learning, the secretary or school nurse will contact the student's parents by telephone to determine the reason the student is not attending school virtually.

Student attendance is required, and actions will be taken for students who are absent from school in accordance with our district attendance policy. Student

participation is vital to ensuring student academic progress. Teachers or administrators will contact the parents of students who need to meet attendance or participation expectations during virtual or remote instruction.

Facilities Plan

During virtual or remote instruction, our maintenance and custodial staff will be essential personnel and will report to the school each day (unless otherwise prohibited by direction from the New Jersey Department of Education or the New Jersey Department of Health). The maintenance and custodial staff will maintain all building systems to ensure safety and continuity and avoid system failures. They will conduct building walkthroughs, maintain facilities, disinfect, and make any necessary repairs when the school buildings are unoccupied by staff and students.

Food Service and Distribution

Closter has very few free or reduced-price lunch students and does not have a contracted food service vendor. To ensure that free/reduced-price lunch students can continue to receive adequate nutrition, we will provide meals through a local vendor in accordance with state and federal mandates.

Essential Employees

If we are required to transition to virtual or remote learning, all employees will be considered essential. Based on the circumstances, the Superintendent will determine whether district and school administrators, network administrator, faculty, certificated staff, school nurses, secretaries, maintenance, and custodial staff will report to work in person (if permitted by the NJDOE and NJDOH guidelines) or work from home.

Other Considerations

As indicated on the NJDOE LEA Checklist for Virtual or Remote Instruction Programs for the 2025-2026 school year, the following considerations are explained below:

- a. Accelerated learning opportunities: Each school has an enrichment program (the Hillside Enrichment Program and the Tenakill Enrichment Program). These programs will be delivered during virtual or remote instruction. Our rigorous STEM programs will also be delivered as part of the students' virtual or remote instruction.
- b. Social and emotional health of staff and students: We provide SEL programs through the ICARE program at Hillside School and the Advisory Program at Tenakill Middle School. Our school wellness teams have designed programs for teachers and students, which are delivered on Wellness Wednesdays. These programs would continue during virtual or remote learning.
- c. Title I Extended Learning Programs: Currently, we have a small number of qualifying Title I students. We do offer Academic Assistance Programs after school and would consider offering them during virtual or remote learning time, while trying to avoid excessive screen time for students.
- d. 21st Century Community Learning Center Programs: Our district is neither rural nor inner-city, and we are not eligible for this program. However, we have embedded 21st-century skills into our curriculum.
- e. Credit recovery: Our program is not credit-bound as a PreK through Grade 8 district.
- f. Other extended student learning opportunities: Our PTO offers after-school enrichment courses, and we would coordinate with them to offer these courses virtually.
- g. Transportation: We provide transportation services through Region III and in accordance with N.J.S.A. If transportation is required during virtual or remote learning, we will provide it.
- h. Extra-curricular programs: We offer athletic and extracurricular clubs to students, primarily in middle school. These programs will be offered in accordance with guidelines set forth by the NJDOE and NJDOH during any health emergency that necessitates emergency virtual or remote learning.
- i. Childcare: We offer before- and after-school care programs through a third-party vendor. We wouldn't need these programs if schools

operated virtually or remotely. However, if the NJDOE and NJDOH guidelines permitted students to be in the school building, we would coordinate with our service provider to provide childcare for parents.

- j. Community programming: We work with the Closter Nature Center to provide programs for students during in-person instruction. During virtual or remote instruction, we would coordinate with the Closter Nature Center to determine if any programs could be offered virtually or, if possible, in person.

Contact Information

Remote Instruction Inquiries:

Vincent McHale, Superintendent
201-768-3001, ext. 41116
mchalev@nvnet.org

Health Inquiries:

Kristen Haenelt, HES School Nurse
201-768-3001, ext. 41121
haeneltk@nvnet.org

Virginia McHale, TMS School Nurse
201-768-3001, ext. 42222
TMSNurse@nvnet.org

Special Education Inquiries

Lori Cohen, Director
201-768-3001, ext. 41120
cohenl@nvnet.org

School Level Inquiries

Dianne Smith, HES Principal
201-768-3001, ext. 41117
dmsmith@nvnet.org

Justin O'Neill, HES Asst. Principal
201-768-3001, ext. 41131
oneilljc@nvnet.org

Christine Cipollini, TMS Principal
201-768-3001, ext. 42213
cipollinic@nvnet.org

Keith McElroy, Asst. Principal
201-768-3001, ext. 42211
mcelroyk@nvnet.org

Appendix B

REPORT OF THE TREASURER OF SCHOOL MONIES
CLOSTER BOARD OF EDUCATION
PRELIMINARY 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	\$ 2,298,303.00	\$ 2,789,073.36	\$ 1,864,852.20
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	\$ 2,298,303.00	\$ 2,789,073.36	\$ 12,520,392.69
Special Revenue	FUND 20	\$ 202,506.68	\$ 11,078.00	\$ 36,847.60	\$ 176,737.08
Capital Projects	FUND 30	\$ 2,562,258.95	\$ 5,797.74	\$ -	\$ 2,568,056.69
Debt Service	FUND 40	\$ -	\$ -	\$ -	\$ -
TOTAL GOVERNMENTAL FUNDS 10-40		\$ 15,775,928.68	\$ 2,315,178.74	\$ 2,825,920.96	\$ 15,265,186.46
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	\$ 4,158,815.37	\$ 4,666,875.30	\$ 15,572,048.14

Prepared and Submitted by:



7/2/26

Date

Michael J. Donow, RSBA
Treasurer of School Monies

2025-26 Monthly Transfers Worksheet - Details of Transfers

District:	CLOSTER BOARD OF EDUCATION
LEA Code:	03-0930
Month/Year:	PRELIMINARY JUNE 2026
Date of Submission	7/2/26

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	(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)
Instruction										
3200	Regular Programs	11-1XX-100-XXX	7,737,461	55,629	7,793,090	779,309	419,350	5.38%	1,198,659	
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	5,824,978		5,824,978	582,498	(12,645)	-0.22%	589,853	
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-X00-XXX	203,780	245	204,005	20,401	72,438	35.51%	92,839	
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, 41660, 42200, 43620	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-211,213,218,219,222	1,718,999	666	1,719,665	171,966	21,394	1.24%	193,360	
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%	52,242	
45300	General Administration	11-000-230-XXX	563,201	20,000	583,201	58,320	86,000	14.75%	144,320	(27,680)
46160	School Administration	11-000-240-XXX	878,277	5,289	881,566	88,157	73,500	8.34%	181,657	14,657
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX	606,091	3,621	609,712	60,971	7,500	1.23%	68,471	53,471
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX	2,147,068	10,456	2,157,524	215,752	185,924	8.62%	401,676	
52480	Student Transportation Services	11-000-270-XXX	716,895		716,895	71,690	(54,250)	-7.57%	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	11-000-520-934								
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								
72220	Deposit to Current Expense Emergency Reserve	10-607								
72240	Interest Earned on Current Expense Emergency Reserve	10-607						0.00%		
72245	Deposit to Bus Advertising Reserve for Fuel Costs	10-610						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		26,926,125	95,906	27,022,031	2,702,204	490,852			
Capital Outlay										
75880	Equipment	12-XXX-XXX-73X	18,400	26,708	45,108	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:	
LEA Code:	03-0930
Month/Year:	PRELIMINARY JUNE 2026
Date of Submission	7/2/26

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.

Lines	Budget Category	Account	2025-26 Original Budget	Revenues Allowed (N.J.A.C. 6A:23A-13.3(d))	2025-26 Original Budget For Use in 10% Calculation	Maximum Transfer Amount (column 3 * 0.1)	2025-26 YTD Net Transfers to/(from) Date of Submission in cell B5	% Change of Transfers YTD (column 6 = column 5 / column 3)	2025-26 Remaining Allowable Balance From (column 7 = column 4 + column 5)	2025-26 Remaining Allowable Balance To (column 8 = column 4 - column 5)
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						0.00%		
76400	Total Capital Expenditures		933,341	26,708	960,049	96,905	21,268	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 for 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		27,859,466	122,614	27,982,080	2,798,209	512,120			

School Business Administrator Signature:

Date:
end of worksheet

Florio 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

*PRELIMINARY REPORT
as of July 1, 2026*

GENERAL FUND

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK				\$2,864,852.20
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			\$200,699.92	
142	INTERGOVERNMENTAL-FEDERAL			\$.00	
143	INTERGOVERNMENTAL-OTHER			\$.00	
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF		(\$.00)		\$200,699.92

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			(\$311,837.52-)	
	TOTAL ASSETS AND RESOURCES				\$12,409,255.09

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	ACCRUED SALARIES AND BENEFITS			\$.00	
481	DEFERRED REVENUE			\$.00	
580	UNEMPLOYMENT TRUST			\$.00	

June 30, 2026 (Tue)
Budget Year: 2026

Closter Board of Education
Board Secretary Report
GENERAL FUND - Fund 10
Interim Balance Sheet
June 2026

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OTHER CURRENT LIABILITIES

\$.00

TOTAL LIABILITIES

\$.00

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

FUND BALANCE:					
753	APPROPRIATED:				\$519,431.94
754	RESERVE FOR ENCUMBRANCES - CURRENT YEAR				\$20,000.00
	RESERVE FOR ENCUMBRANCES - PRIOR YEAR				
768	RESERVED FUND BALANCE FOR WAIVER OFFSET RSV				
609	WAIVER OFFSET RESERVE - CURRENT YEAR			\$.00	
314	INCREASE IN WAIVER OFFSET RESERVE			\$.00	
	WITHDRAWAL FROM WAIVER OFFSET RESERVE				
	RESERVED FUND BALANCE:				
755	BUS ADVERTISING RESERVE			\$.00	
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	
319	LESS: W/D FROM FEDERAL IMPACT AID RESER			(\$.00)	\$.00
764	MAINTENANCE RESERVE ACCOUNT - JULY 1, 2025			\$877,088.00	
606	ADD: INTEREST EARNED ON MAINTENANCE RE			\$150.00	
310	LESS: BUDGETED W/D FROM MAINT. RESERVE			(\$340,000.00)	\$537,238.00
765	TUITION RESERVE ACCOUNT			\$.00	
761	CAPITAL RESERVE ACCOUNT - JULY 1, 2025			\$8,528,452.49	
604	ADD: INCREASE IN CAPITAL RESERVE			\$850.00	
305	ADD: 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			(\$900,000.00)	\$7,629,302.49
766	CURR. EXP. EMERGENCY RESERVE - JULY 1, 2025			\$250,000.00	
607	ADD: INCR. IN CURR. EXP. EMERG. RESERVE			\$.00	
312	LESS: W/D FROM CURR. EXP. EMERG. RESERV			(\$.00)	\$250,000.00
762	ADULT EDUCATION PROGRAMS				\$.00
769	UNEMPLOYMENT FUND				\$.00
750,751,752	RESERVED FUND BALANCE				\$.00
76X	OTHER RESERVES				\$.00
601	APPROPRIATIONS				\$.00
602	LESS: EXPENDITURES				
603	ENCUMBRANCES				
		\$25,692,703.76		\$28,494,200.11	
		\$539,431.94	(\$26,232,135.70)		
	TOTAL APPROPRIATED				\$2,262,064.41
					\$11,218,036.84
770	UNAPPROPRIATED:				
771	FUND BALANCE, JULY 1, 2025				\$1,035,285.25
772	FUND BALANCE -DESIGNATED				\$1,325,000.00
773	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				(\$.00)

TOTAL LIABILITIES AND FUND EQUITY

\$12,409,255.09

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
\$28,494,200.11	\$26,232,135.70	\$2,262,064.41
(\$25,945,466.00)	(\$26,257,303.52)	(\$311,837.52-)
\$2,548,734.11	(\$25,167.82-)	\$2,573,901.93
\$1,000.00	\$1,000.00	\$.00
(\$1,240,000.00)	(\$1,240,000.00)	(\$.00)
\$1,309,734.11	(\$1,264,167.82-)	\$2,573,901.93
(\$20,000.00)	(\$20,000.00)	(\$.00)
\$1,289,734.11	(\$1,284,167.82-)	\$2,573,901.93

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Board Secretary Report
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Interim Statements
June 2026

June 30, 2026 (Tue)

Budget Year: 2026

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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	\$24,242,012.00	\$24,553,261.52	Over	(\$311,249.52-)
2XXX	FROM INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3XXX	FROM STATE SOURCES	\$1,703,454.00	\$1,704,042.00	Over	(\$588.00-)
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		\$25,945,466.00	\$26,257,303.52	Over	(\$311,837.52-)

EXPENDITURES:		Appropriations	Expenditures	Encumbrances	Available Balance
GENERAL CURRENT EXPENSE FUND (11)					
1XX-100-XXX	REGULAR PROGRAMS - INSTRUCTION	\$8,212,440.18	\$7,823,101.55	\$140,128.81	\$249,209.82
2XX-100-XXX	SPECIAL EDUCATION - INSTRUCTION	\$2,733,964.00	\$2,658,271.33	\$5,976.58	\$69,716.09
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	\$539,616.67	\$75.63	\$3,953.70
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					

UNDISTRIBUTED EXPENDITURES:

000-1XX-XXX	INSTRUCTION	\$1,537,519.34	\$1,014,415.96	\$3,551.25	\$519,552.13
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	\$1,200.00	\$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	\$1,318,132.32	\$24,398.75	\$132,173.93
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	\$706,911.63	\$1,925.26	\$55,074.11
000-221-XXX	IMPROV. OF INST./OTHER SUP. SERV. -INSTSERV	\$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	\$516,332.99	\$81,212.39	\$71,655.62

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	Appropriations	Expenditures	Encumbrances	Available Balance
000-24X-XXX SUPP. SERV. - SCHOOL ADMINISTRATION	\$955,065.67	\$918,968.80	\$2,362.53	\$33,734.34
000-25X-XXX SUPP. SERV. - CENTRAL SERVICES & TECH SERV	\$617,212.09	\$577,888.66	\$12,524.84	\$26,798.59
000-26X-XXX OPERATION AND MAINT. OF PLANT SERVICES	\$2,179,648.02	\$1,830,873.57	\$211,245.80	\$137,528.65
000-263-XXX TOTAL CARE AND UPKEEP OF GROUNDS	\$131,000.00	\$127,795.96	\$0.00	\$3,204.04
000-266-XXX TOTAL SECURITY	\$32,800.00	\$11,659.28	\$720.00	\$20,420.72
000-27X-XXX STUDENT TRANSPORTATION SERVICES	\$662,645.00	\$375,613.88	\$53,556.10	\$233,475.02
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	\$554.00	\$195,019.71
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	\$25,020,412.03	\$539,431.94	\$1,953,038.93
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
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	Available 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	\$25,692,703.76	\$539,431.94	\$2,262,064.41

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REVENUES		Estimate	Actual	Unrealized
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	\$534,055.12	(\$258,055.12-)
TOTAL		\$24,242,012.00	\$24,553,261.52	(\$311,249.52-)
STATE SOURCES:				
3121	CATEGORICAL TRANSPORTATION AID	\$98,966.00	\$98,966.00	\$.00
3131	EXTRAORDINARY AID	\$.00	\$588.00	(\$588.00-)
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	\$1,704,042.00	(\$588.00-)
TOTAL		\$25,945,466.00	\$26,257,303.52	(\$311,837.52-)

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GENERAL CURRENT EXPENSE (FUND 11)

REGULAR PROGRAMS - INSTRUCTION
105-1XX-101 PRESCHOOL - SALARIES OF TEACHERS
110-1XX-101 KINDERGARTEN - SALARIES OF TEACHERS
120-1XX-101 GRADES 1-5 -SALARIES OF TEACHERS
130-1XX-101 GRADES 6-8 -SALARIES OF TEACHERS
150-1XX-101 SALARIES OF TEACHERS
150-1XX-32X PURCHASED PROF. - ED. SERVICES
190-1XX-106 OTHER SALARIES FOR INSTRUCTION
190-1XX-32X PURCHASED PROF. - ED. SERVICES
190-1XX-34X PURCHASED TECHNICAL SERVICES
190-1XX-5XX OTHER PURCHASED SERVICES
190-1XX-61X GENERAL SUPPLIES
190-1XX-64X TEXTBOOKS
190-1XX-890 MISCELLANEOUS EXPENDITURES
1XX-1XX-XXX OTHER UNDISTRIBUTED INSTRUCTION

TOTAL REGULAR PROGRAMS - INSTRUCTION

SPECIAL EDUCATION PROGRAMS:

LEARNING AND/OR LANGUAGE DISABILITIES
204-1XX-101 SALARIES OF TEACHERS
204-1XX-106 OTHER SALARIES FOR INSTRUCTION
204-1XX-5XX OTHER PURCHASED SERVICES
204-1XX-61X GENERAL SUPPLIES

TOTAL

BEHAVIORAL DISABILITIES:
209-1XX-101 SALARIES OF TEACHERS
209-1XX-106 OTHER SALARIES FOR INSTRUCTION
209-1XX-XXX OTHER BEHAVIORAL DISABILITIES

TOTAL

RESOURCE ROOM/RESOURCE CENTER:
213-1XX-101 SALARIES OF TEACHERS
213-1XX-61X GENERAL SUPPLIES

TOTAL

PRESCHOOL DISABILITIES - FULL-TIME:

Appropriations	Expenditures	Encumbrances	Available Balance
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\$138,460.00	\$137,565.58	\$0.00	\$894.42
\$653,231.00	\$651,736.88	\$0.00	\$1,494.12
\$3,528,037.00	\$3,479,046.77	\$0.00	\$48,990.23
\$2,376,478.00	\$2,371,155.09	\$0.00	\$5,322.91
\$11,000.00	\$7,503.50	\$0.00	\$3,496.50
\$3,000.00	\$0.00	\$0.00	\$3,000.00
\$323,871.00	\$260,404.37	\$0.00	\$63,466.63
\$16,225.00	\$7,000.00	\$0.00	\$9,225.00
\$68,534.00	\$51,328.99	\$0.00	\$17,205.01
\$430,063.00	\$311,759.85	\$102,112.50	\$16,190.65
\$275,507.13	\$199,465.40	\$30,812.31	\$45,229.42
\$86,243.55	\$79,359.47	\$0.00	\$6,884.08
\$22,494.50	\$16,461.02	\$921.86	\$5,111.62
\$279,296.00	\$250,314.63	\$6,282.14	\$22,699.23
\$8,212,440.18	\$7,823,101.55	\$140,128.81	\$249,209.82

\$555,755.00	\$531,655.62	\$0.00	\$24,099.38
\$4,953.00	\$0.00	\$2,162.00	\$2,791.00
\$32,712.00	\$30,594.74	\$1,895.00	\$222.26
\$4,890.00	\$2,783.07	\$1,199.36	\$907.57
\$598,310.00	\$565,033.43	\$5,256.36	\$28,020.21

\$141,772.00	\$136,509.83	\$0.00	\$5,262.17
\$8,824.00	\$1,663.91	\$0.00	\$7,160.09
\$900.00	\$724.55	\$103.91	\$71.54
\$151,496.00	\$138,898.29	\$103.91	\$12,493.80

\$1,584,138.00	\$1,576,744.08	\$0.00	\$7,393.92
\$8,000.00	\$6,484.03	\$421.88	\$1,094.09
\$1,592,138.00	\$1,583,228.11	\$421.88	\$8,488.01

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	Appropriations	Expenditures	Encumbrances	Available Balance
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	\$2,658,271.33	\$5,976.58	\$69,716.09
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	\$6,322.69	\$75.63	\$1,901.68
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	\$539,616.67	\$75.63	\$3,953.70
SCHOOL SPONS. CURRICULAR 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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	Appropriations	Expenditures	Encumbrances	Available Balance
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	\$545,803.44	\$.00	\$375,066.90
000-1XX-565 TUITION TO CSSD & REG. DAY SCHOOL	\$164,325.00	\$116,156.75	\$3,551.25	\$44,617.00
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	\$1,014,415.96	\$3,551.25	\$519,552.13
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 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	\$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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	Appropriations	Expenditures	Encumbrances	Avaiable Balance
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	\$446,691.74	\$24,398.75	\$58,536.51
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	\$1,318,132.32	\$24,398.75	\$132,173.93
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 SECR. 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	\$7,355.90	\$1,925.26	\$2,963.84
000-219-8XX OTHER PROJECTS	\$3,400.00	\$2,755.00	\$.00	\$645.00
TOTAL	\$763,911.00	\$706,911.63	\$1,925.26	\$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	\$51,000.00	\$16,176.15	\$15,855.50	\$18,968.35
000-23X-332 AUDIT FEES	\$83,000.00	\$31,400.00	\$40,600.00	\$11,000.00
000-230-334 ARCHITECTURAL/ENGINEERING SERVICES	\$5,000.00	\$.00	\$.00	\$5,000.00
000-23X-33X OTHER PURCHASED PROF. SERVICES	\$20,500.00	\$15,950.20	\$1,063.00	\$3,486.80
000-23X-34X PURCHASED TECHNICAL SERVICES	\$13,417.00	\$6,830.50	\$.00	\$6,586.50
000-23X-53X COMMUNICATIONS/TELEPHONE	\$44,250.00	\$38,984.04	\$1,666.00	\$3,599.96
000-23X-585 BOE OTHER PURCHASED SERVICES	\$9,000.00	\$7,713.92	\$.00	\$1,286.08
000-23X-5XX OTHER PURCHASED SERVICES	\$74,500.00	\$55,584.52	\$1,913.28	\$17,002.20
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	\$5,300.00	\$4,550.43	\$.00	\$749.57
000-23X-895 BOE MEMBERSHIP DUES AND FEES	\$11,500.00	\$10,567.17	\$.00	\$932.83
TOTAL	\$669,201.00	\$516,332.99	\$81,212.39	\$71,655.62
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	\$4,543.70	\$1,078.50	\$6,877.80
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	\$918,968.80	\$2,362.53	\$33,734.34
SUPPORT SERVICES - CENTRAL SERVICES				
000-251-100 SALARIES	\$385,632.00	\$381,789.32	\$.00	\$3,842.68

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	Appropriations	Expenditures	Encumbrances	Availabe Balance
000-251-34X PURCHASED TECHNICAL SERVICES	\$34,000.00	\$29,702.74	\$3,800.00	\$497.26
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	\$11,839.05	\$3,017.50	\$2,707.14
000-251-890 MISCELLANEOUS EXPENDITURES	\$4,900.00	\$1,525.00	\$0.00	\$3,375.00
TOTAL	\$449,095.69	\$429,353.87	\$6,817.50	\$12,924.32
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	\$2,505.73	\$5,707.34	\$1,204.33
000-252-8XX OTHER OBJECTS	\$500.00	\$0.00	\$0.00	\$500.00
TOTAL	\$168,116.40	\$148,534.79	\$5,707.34	\$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	\$348,318.96	\$197,025.14	\$144,832.02	\$6,461.80
TOTAL REQUIRED MAINT FOR SCHOOL FACILITIES	\$607,884.02	\$416,974.91	\$146,765.02	\$44,144.09
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	\$18,479.01	\$2,520.99	\$3,600.00
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)	\$119,000.00	\$87,009.32	\$0.00	\$31,990.68
000-262-626 ENERGY (GASOLINE)	\$8,000.00	\$2,819.51	\$0.00	\$5,180.49
000-262-62X ENERGY (HEAT AND ELECTRICITY)	\$277,119.00	\$212,099.83	\$54,900.17	\$10,119.00
000-262-8XX OTHER OBJECTS	\$3,500.00	\$0.00	\$0.00	\$3,500.00
TOTAL CUSTODIAL SERVICES	\$1,571,764.00	\$1,413,898.66	\$64,480.78	\$93,384.56
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	\$7,000.00	\$5,772.96	\$0.00	\$1,227.04
TOTAL CARE AND UPKEEP OF GROUNDS	\$131,000.00	\$127,795.96	\$0.00	\$3,204.04

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SECURITY				
000-266-300	PURCHASED PROFESSIONAL AND TECHNICAL SERVI	\$2,270.00	\$.00	\$5,230.00
000-266-420	CLEANING, REPAIR, AND MAINT. SERVICES	\$900.00	\$.00	\$9,100.00
000-266-610	GENERAL SUPPLIES	\$.00	\$.00	\$1,000.00
	TOTAL SECURITY	\$3,170.00	\$.00	\$15,330.00
OPERATION AND MAINTENANCE OF PLANT SERVICES				
000-26X-XXX	OTHER UNDIST. EXPEND. OPERATION & MAINTEN	\$8,489.28	\$720.00	\$5,090.72
	TOTAL	\$8,489.28	\$720.00	\$5,090.72
STUDENT TRANSPORTATION SERV.				
000-270-107	SALARIES OF NON-INSTRUCTIONAL AIDES	\$10,284.43	\$.00	\$1,110.57
000-27X-503	CONTRACTED SERVICES - AID NON-PUBLIC	\$22,996.20	\$.00	\$27,003.80
000-27X-511	CONTRACTED SERVICES (HOME/SCH.) VENDORS	\$83,858.40	\$.00	\$8,141.60
000-27X-512	CONTRACTED SERV. (OTHER THAN HM/SC) VEND.	\$20,168.75	\$6,968.00	\$6,863.25
000-27X-513	CONTRACTED SERV. (HOME/SCH.) JOIN AGREEMN	\$13,894.20	\$.00	\$11,105.80
000-27X-515	CONTR. SERV. (SPEC. ED. STUD.) JOIN AGRM.	\$224,411.90	\$46,588.10	\$179,250.00
	TOTAL	\$375,613.88	\$53,556.10	\$233,475.02
UNALLOCATED BENEFITS				
000-291-22X	SOCIAL SECURITY CONTRIBUTIONS	\$274,291.02	\$.00	\$20,708.98
000-291-241	OTHER RETIREMENT CONTRIBUTIONS - PERS	\$247,755.00	\$.00	\$20,745.00
000-291-249	OTHER RETIREMENT CONTRIBUTIONS-REG	\$52,956.17	\$.00	\$3,043.83
000-291-26X	WORKMEN'S COMPENSATION	\$57,087.00	\$.00	\$6,558.00
000-291-27X	HEALTH BENEFITS	\$3,543,970.37	\$.00	\$122,484.63
000-291-28X	TUITION REIMBURSEMENT	\$11,439.00	\$.00	\$3,561.00
000-291-299	UNUSED SICK PAYMENT RETIRE/TERM	\$15,050.00	\$.00	\$9,950.00
000-291-2XX	OTHER EMPLOYEE BENEFITS	\$2,477.73	\$554.00	\$7,968.27
	TOTAL UNALLOCATED BENEFITS	\$4,205,026.29	\$554.00	\$195,019.71
TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS		\$4,205,026.29	\$554.00	\$195,019.71
OTHER UNDISTRIBUTED EXPENDITURES		\$7,600.00	\$.00	\$1,000.00
TOTAL UNDISTRIBUTED EXPENDITURES		\$13,239,580.00	\$393,250.92	\$1,563,536.91
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES		\$25,020,412.03	\$539,431.94	\$1,953,038.93
TOTAL GEN. CURRENT EXP. EXPENDITURES AND TRANSFERS		\$25,020,412.03	\$539,431.94	\$1,953,038.93

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	Appropriations	Expenditures	Encumbrances	Available Balance
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$.00	\$18,008.32	\$.00	(\$18,008.32-)
TOTAL GEN. CURRENT EXP. EXPEND., TRANSFERS AND RESERVE	\$27,512,882.90	\$25,038,420.35	\$539,431.94	\$1,935,030.61
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	\$25,692,703.76	\$539,431.94	\$2,262,064.41

PREPARED AND SUBMITTED BY:



BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

7/1/2026

"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)."

PRELIMINARY REPORT
AS OF JUNE 30, 2026


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ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$176,737.08
102-106	CASH EQUIVALENTS	\$.00
111	INVESTMENTS	\$.00
116	CAPITAL RESERVE ACCOUNT	\$.00
	ACCOUNTS RECEIVABLE:	
132	INTERFUND	\$.00
141	INTERGOVERNMENTAL - STATE	(\$66.00-)
142	INTERGOVERNMENTAL - FEDERAL	\$65.82
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	(\$.00)
131	INTERFUND LOANS RECEIVABLE	\$.00
	OTHER CURRENT ASSETS	\$8,759.00

RESOURCES:

301	ESTIMATED REVENUES	\$740,853.00
302	LESS REVENUES	(\$565,003.49)
	TOTAL ASSETS AND RESOURCES	\$175,849.51
		\$361,345.41

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	(\$5,411.67-)
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	\$740,853.00
602	LESS: EXPENDITURES	
603	ENCUMBRANCES	(\$556,029.10)
		\$184,823.90

UNAPPROPRIATED:

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

TOTAL FUND BALANCE

\$179,412.23

TOTAL LIABILITIES AND FUND EQUITY

\$361,345.41

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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	\$.00	\$.00		\$.00
FROM STATE SOURCES	\$113,415.00	\$113,415.00		\$.00
TITLE I				
IDEA	\$56,020.00	\$31,178.00	Under	\$24,842.00
PERKINS GRANT	\$294,288.00	\$294,288.00		\$.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 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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	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
4600 REVENUE FOR/ON BEHALF OF THE LEA	\$.00	\$.00		\$.00
4700 GRANTS-IN-AID FROM FEDERAL GOVT	\$.00	\$.00		\$.00
4800 REVENUE IN LIEU OF TAXES	\$.00	\$.00		\$.00
TOTAL REVENUE/SOURCES OF FUNDS	\$740,853.00	\$565,003.49	Under	\$175,849.51
EXPENDITURES:				
LOCAL PROJECTS				Availalbe Balance
STUDENT ACTIVITY FUND	\$218,700.00	\$57,677.90	\$11,585.00	\$149,437.10
SCHOLARSHIP FUND	\$500.00	\$.00	\$.00	\$500.00
STATE PROJECTS	\$.00	\$.00	\$.00	\$.00
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	\$3,615.00	\$3,615.00	\$.00	\$.00
NJ NONPUBLIC AUXILIARY SERVICES	\$9,604.00	\$.00	\$9,604.00	\$.00
NJ NONPUBLIC HANDICAPPED SERVICES	\$15,176.00	\$8,963.97	\$2,592.03	\$3,620.00
NJ NONPUBLIC NURSING SERVICES	\$.00	\$.00	\$.00	\$.00
NJ NONPUBLIC TECHNOLOGY INITIATIVE	\$2,580.00	\$2,580.00	\$.00	\$.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	\$82,440.00	\$82,440.00	\$.00	\$.00
TOTAL STATE PROJECTS	\$113,415.00	\$97,598.97	\$12,196.03	\$3,620.00
FEDERAL PROJECTS				
ARP-IDEA BASIC GRANT	\$.00	\$.00	\$.00	\$.00
ARP IDEA PRESCHOOL	\$.00	\$.00	\$.00	\$.00
CLASS SIZE REDUCTION	\$.00	\$.00	\$.00	\$.00

June 30, 2026 (Tue)

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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	\$0.00	\$0.00	\$0.00	\$0.00
NCLB TITLE III	\$499.00	\$0.00	\$0.00	\$499.00
NCLB TITLE IV	\$0.00	\$0.00	\$0.00	\$0.00
NCLB TITLE V	\$0.00	\$0.00	\$0.00	\$0.00
TITLE VI	\$0.00	\$0.00	\$0.00	\$0.00
I.D.E.A. PART B (HANDICAPPED)	\$294,288.00	\$294,288.00	\$0.00	\$0.00
VOCATIONAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00
GRANTS IN AID OTHER AGENCIES	\$0.00	\$0.00	\$0.00	\$0.00
CARES ACT	\$0.00	\$0.00	\$0.00	\$0.00
DIGITAL DIVIDE	\$0.00	\$0.00	\$0.00	\$0.00
CORONAVIRUS RELIEF FUND	\$0.00	\$0.00	\$0.00	\$0.00
STUDENT LEARNING LOSS	\$0.00	\$0.00	\$0.00	\$0.00
NONPUBLIC TECHNOLOGY CRF	\$0.00	\$0.00	\$0.00	\$0.00
CRRSA ACT ESSER II	\$0.00	\$0.00	\$0.00	\$0.00
CRRSA ACT LEARNING ACCELERATION	\$0.00	\$0.00	\$0.00	\$0.00
CRRSA ACT MENTAL HEALTH	\$0.00	\$0.00	\$0.00	\$0.00
ACSERS PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00
ARP-ESSER GRANT	\$0.00	\$0.00	\$0.00	\$0.00
ARP-ESSER ACCEL LEARNING AND SUPPORT	\$0.00	\$0.00	\$0.00	\$0.00
ARP-ESSER SUMMER LEARNING AND ENRICHMENT	\$0.00	\$0.00	\$0.00	\$0.00
ARP-ESSER BEYOND THE SCHOOL DAY	\$0.00	\$0.00	\$0.00	\$0.00
ARP-ESSER NJTSS	\$0.00	\$0.00	\$0.00	\$0.00
ARP-ESSER SDA EMERGENT NEEDS	\$0.00	\$0.00	\$0.00	\$0.00
ARP-ESSER PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$0.00	\$0.00	\$0.00	\$0.00
ARP-ESSER PRESCHOOL FACILITIES LEAD REMEDIATION	\$0.00	\$0.00	\$0.00	\$0.00
ARP HOMELESS CHILDREN AND YOUTH I	\$0.00	\$0.00	\$0.00	\$0.00
ARP HOMELESS CHILDREN AND YOUTH II	\$0.00	\$0.00	\$0.00	\$0.00
ADULT EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00
OTHER FEDERAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00
OTHER SPECIAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTION TO WSR - OTHER FEDERAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FEDERAL PROJECTS	\$350,308.00	\$329,966.00	\$18,575.20	\$1,766.80
TOTAL EXPENDITURES	\$682,923.00	\$485,242.87	\$42,356.23	\$155,323.90
FEDERAL PROJECTS				
999-XXX-XXX PRIOR YEAR PURCHASE ORDERS	\$47,767.90	\$47,767.90	\$0.00	\$0.00
999-999-999 PRIOR YEAR RESERVE	\$0.00	\$56,599.33	\$0.12	(\$56,599.45-)
TOTAL EXPENDITURES AND RESERVE	\$730,690.90	\$589,610.10	\$42,356.35	\$98,724.45
TOTAL SPECIAL FUND NOT INCLUDING RESERVES	\$682,923.00	\$485,242.87	\$42,356.23	\$155,323.90

PREPARED AND SUBMITTED BY:

Cluster Board of Education
Board Secretary Report
SPECIAL REVENUE FUNDS - Fund 20
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June 30, 2026 (Tue)
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Available
Balance

Encumbrances

Expenditures

Appropriations

7/1/2026

DATE

BOARD SECRETARY/BUSINESS ADMINISTRATOR

"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)."

Interim Report
As of JUNE 30, 2026
[Signature]

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$2,568,056.69
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
302	LESS REVENUES	(\$83,571.80)
	TOTAL ASSETS AND RESOURCES	\$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

Closter Board Of Education
 Board Secretary Report
 CAPITAL PROJECTS FUNDS - Fund 30
 Interim Balance Sheet
 June 2026

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FUND BALANCE:

APPROPRIATED:

753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR			\$.00
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR			\$37,372.72
751, 752, 76X	OTHER RESERVES			\$.00
601	APPROPRIATIONS	\$800,506.54		
602	LESS: EXPENDITURES	\$538,099.08		
603	ENCUMBRANCES	\$37,372.72	(\$575,471.80)	
	TOTAL APPROPRIATED			\$225,034.74
				\$262,407.46

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2025			\$2,222,077.43
771	FUND BALANCE - DESIGNATED			\$.00
303	BUDGETED FUND BALANCE			(\$.00)
	TOTAL FUND BALANCE			\$2,484,484.89

TOTAL LIABILITIES AND FUND EQUITY

\$2,484,484.89

REVENUE/SOURCES OF FUNDS:				Actual to Date	NOTE: Over or (Under)	Unrealized Balance
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:				Expenditures	Encumbrances	Available Balance
XXX-XXX-73X	EQUIPMENT	\$.00	\$.00	\$.00	\$.00	\$.00
	FACILITIES ACQUISITION AND CONSTR. SERV.					
000-4XX-1XX	SALARIES	\$.00	\$.00	\$.00	\$.00	\$.00
000-4XX-331	LEGAL SERVICES	\$15,419.50	\$.00	\$.00	\$.00	\$15,419.50
000-4XX-39X	OTHER PURCHASED PROF. AND TECH. SERV.	\$.00	\$.00	\$.00	\$.00	\$.00
000-4XX-45X	CONSTRUCTION SERVICES	\$691,386.07	\$534,156.73	\$32,272.72	\$32,272.72	\$124,956.62
000-4XX-61X	GENERAL SUPPLIES	\$.00	\$.00	\$.00	\$.00	\$.00
000-4XX-71X	LAND AND IMPROVEMENTS	\$.00	\$.00	\$.00	\$.00	\$.00
000-4XX-72X	BLDGs. OTHER THAN LEASE PURCHASE AGREEMENTS	\$.00	\$.00	\$.00	\$.00	\$.00
000-4XX-8XX	OTHER OBJECTS	\$.00	\$.00	\$.00	\$.00	\$.00
000-4XX-XXX	OTHER FAC. ACQ. AND CONSTR. SERV.	\$93,700.97	\$3,942.35	\$5,100.00	\$5,100.00	\$84,658.62
	TOTAL FAC. ACQ. AND CONSTR. SERV.	\$800,506.54	\$538,099.08	\$37,372.72	\$37,372.72	\$225,034.74
	TOTAL EXPENDITURES	\$800,506.54	\$538,099.08	\$37,372.72	\$37,372.72	\$225,034.74
TRANSFERS						
000-520-93X	TRANSFER TO OTHER FUNDS	\$.00	\$.00	\$.00	\$.00	\$.00
	TOTAL EXPENDITURES AND TRANSFERS	\$800,506.54	\$538,099.08	\$37,372.72	\$37,372.72	\$225,034.74
RESERVE ACCOUNT						
999-999-999	PRIOR YEAR RESERVE	\$.00	\$25,719.99	\$.00	\$.00	(\$25,719.99-)
	TOTAL EXPENDITURES, TRANSFERS AND RESERVE	\$800,506.54	\$563,819.07	\$37,372.72	\$37,372.72	\$199,314.75

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TOTAL CAPITAL PROJECTS FUNDS NOT INCLUDING RESERVES	Appropriations	Expenditures	Encumbrances	Available Balance
	\$800,506.54	\$538,099.08	\$37,372.72	\$225,034.74

PREPARED AND SUBMITTED BY:



7/1/2026

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 VIOLATION
OF N.J.A.C. 6A:23-2.11 (A)."

*Premining Report
As of 6/30/2026*

Closter Board of Education
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DEBT SERVICE FUNDS - Fund 40
Interim Balance Sheet
June 2026

June 30, 2026 (Tue)

Budget Year: 2026

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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 CURRENT 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
455	INTEREST PAYABLE	\$.00
441	MATURED BONDS PAYABLE	\$.00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$.00
461	ACCURED SALARIES AND BENEFITS	\$.00
	OTHER CURRENT LIABILITIES	\$.00
	TOTAL LIABILITIES	\$.00

FUND BALANCE:

APPROPRIATED:

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

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

\$.00

OTHER RESERVES

\$.00

APPROPRIATIONS
LESS: EXPENDITURES
ENCUMBRANCES
TOTAL APPROPRIATIONS

\$459,750.00
(\$459,750.00)

\$.00
\$.00

UNAPPROPRIATED:

FUND BALANCE, JULY 1, 2025

\$.00

DESIGNATED FUND BALANCE
BUDGETED FUND BALANCE

\$.00
(\$.00)

TOTAL FUND BALANCE

\$.00

TOTAL LIABILITIES AND FUND EQUITY

\$.00

June 30, 2026 (Tue)

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DEBT SERVICE FUNDS - Fund 40
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	REVENUE/SOURCES OF FUNDS: TRANSFERS FROM OTHER FUNDS	Budgeted Estimated	Actual to Date	NOTE: over Or (Under)	Unrealized Balance
52XX	LOCAL SOURCES	\$.00	\$.00		\$.00
1210	LOCAL TAX LEVY-PREMERGER DEBT				
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			Encumbrances	Available Balance
700-530-940	PAYMENT OF REFUND - BOND ESCROW	\$.00	\$.00		\$.00
701-510-723	PRINCIPAL PAYMENTS - LEASE PURCH. AGRMNTS.	\$.00	\$.00		\$.00
701-510-833	INTEREST PAYMENTS - LEASE PURCH. AGRMNTS.	\$.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 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	\$459,750.00	\$459,750.00		\$.00
	ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 177				
	TOTAL	\$.00	\$.00		\$.00

June 30, 2026 (Tue)
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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

7/1/2026

"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)."

PRELIMINARY REPORT

As of JUNE 30, 2026



Appendix C

POLICY GUIDE

BYLAWS

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Nepotism

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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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BYLAWS

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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** ~~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.



POLICY GUIDE

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 ~~t~~Tentative ~~m~~Memorandum of ~~a~~Agreement with the bargaining unit that includes a salary guide and total compensation package. Once the ~~t~~Tentative ~~m~~Memorandum of ~~a~~Agreement 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, T~~he 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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Employment of Chief School Administrator

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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Employment of Chief School Administrator

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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Employment of Chief School Administrator

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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Sexual Harassment – Staff

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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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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 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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Sexual Harassment – Staff

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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Sexual Harassment – Staff

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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Sexual Harassment – Staff

- 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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Sexual Harassment – Staff

- (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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Sexual Harassment – Staff

- 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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Sexual Harassment – Staff

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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Sexual Harassment – Staff

(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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Sexual Harassment – Staff

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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Sexual Harassment – Staff

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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Sexual Harassment – Staff

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:



Appendix D

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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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Sexual Harassment

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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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~~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.
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- c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
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- 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.
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 - a. The school district has a policy prohibiting sexual harassment and a grievance procedure;
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