

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

MINUTES

REGULAR MEETING

Tenakill Middle School

June 25, 2026 - 7:30 PM

The Board meeting was called to order by Mr. Paldi at 7:30 PM.

The following Board Members were present:

Mr. Shih, Ms. Micera, Ms. Ravid, Mr. Choi (Arrived at 8:03), Ms. Argenziano, Ms. Lee, Mr. Paldi

The following Board Members were absent:

Ms. Finkelstein, Ms. Estrems

Also present:

Mr. McHale and Mr. Villanueva

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

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Secretary to the Board of Education has caused notice of this meeting by having the date, time, and place thereof, posted at each school building within the district, district website, the Board of Education office, the Office of the Borough Clerk, and transmitted to *The Record* and *Northern Valley Suburbanite* newspapers.

PLEDGE OF ALLEGIANCE

SUPERINTENDENT'S REPORT

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

- Our fourth-grade moving-on ceremony and eighth-grade graduation were held at Memorial Field on June 17, 2026. Thankfully, the weather cooperated. Both ceremonies were a wonderful celebration for our students and their families. Thank you to:
 - Ms. Smith, Mr. O'Neill, Ms. Cipollini, and Mr. McElroy for their efforts in planning the ceremonies.
 - Our secretaries, custodians, and maintenance staff for all their extra work in preparing the programs, certificates, diplomas, and setting up the stage and chairs.
 - Our teachers from PreK through grade eight for preparing our students for their milestones of completing grade 4 and grade 8. Thank you to the teachers who

organized and prepared students for the ceremonies, and a special thank you to Ms. Pidi and Ms. Abbey, who prepared musical performances.

- o The Closter PTO, KPG, and parent committees for planning and providing the many year-end extras for our students.
- o The Closter Board of Education trustees for supporting our students and staff and for their attendance at the ceremonies.
- o The Closter Mayor and Council for granting permission to use Memorial Field and to the Closter Recreation Department and the Closter Police Department for their great assistance!

- As we bring the 2025–2026 school year to a close, He is filled with tremendous pride and deep gratitude for everything our Closter Public Schools community has accomplished together. This has been a year of meaningful progress, inspiring achievements, and the kind of steady, purposeful work that defines what makes our district so special. From the first day of school on September 4, 2025, when we welcomed 1,188 students through our doors, to the final weeks of this remarkable year, our faculty, staff, administrators, families, and students have shown what is possible when a community is united behind a shared commitment to excellence.

District Goals: A Year of Achievement

- He is proud to share that Closter Public Schools has successfully met all three District Goals for the 2025–2026 school year. This is a reflection not of any single achievement, but of the sustained, collaborative effort of every member of our school community.
- Goal #1: Profile of a Closter Learner Rubrics: This year, we convened a Profile of a Closter Learner Rubric Committee comprised of parents, teachers, and administrators. Meeting five times between February and April 2026, the committee developed observable indicators and grade-band rubrics for all six characteristics of the Profile across three grade bands: PreK–2, 3–5, and 6–8. The committee also made key decisions on implementation, including a phased rollout beginning in 2026–2027 and the development of a simplified student progress report to be integrated into the online report card. This work sets the stage for one of the most significant instructional actions our district will undertake in the year ahead.
- Goal #2: Data-Driven Instruction: One hundred percent of PreK–8 teachers at both Hillside Elementary School and Tenakill Middle School completed more than five hours of professional development focused on data analysis, surpassing the goal. HES teachers logged six or more hours; TMS teachers completed eight or more, anchored by a comprehensive 6.25-hour Data-Driven Instruction professional learning day on January 19, 2026. Monthly data team meetings have been in place at both schools since October 2025, with teachers regularly reviewing student performance data from LinkIt!, DIBELS, AimsWeb, and Big Ideas to implement targeted interventions. A culture of data-informed decision-making is now firmly established across our district.
- Goal #3: SEL & Character Education SWOT Analysis: Teams at both schools completed comprehensive SWOT analyses of our Social-Emotional Learning and character education programs, ICARE at Hillside and CharacterStrong at Tenakill. The process engaged staff, students, and families through surveys, PAC meetings, and collaborative review. The resulting action plans provide clear, data-grounded roadmaps for strengthening both programs in 2026–2027, with detailed implementation phases presented to the Board this spring.

Academic Programs & Professional Development

- This school year marked a significant milestone in mathematics instruction with the full implementation of *Big Ideas: Math and You* in grades K–4, replacing *GoMath!*. Teachers received professional development over the summer and at the start of the year, and our Northern Valley Curriculum Center math instructional coach worked alongside teachers at multiple grade levels to strengthen problem-solving, number sense, and word problem instruction.
- Building on the success of the *Units of Study for Writing* in grade five the prior year, we expanded this model to grades two through four in September 2025. Literacy consultant Patty McGee provided literacy coaching support, and a cohort of teachers at Hillside benefited from two full-day professional development sessions through the FOCUS Grant in October 2025 and March 2026. Writing instruction rooted in *The Writing Revolution* approach has also continued to strengthen our work with students receiving special education services.
- Our district-wide professional development days, held September 2–3, October 13, and January 19, 2026, provided targeted, job-embedded learning aligned with our district goals. Sessions covered topics including *Big Ideas Mathematics*, literacy instruction, DIBELS data analysis, dyslexia training, artificial intelligence in the classroom, and science and engineering practices. Teachers and staff also participated in offerings through the Northern Valley Curriculum Center throughout the year.

Student Achievements & School Life

- Our students continued to shine this year in academics, the arts, and athletics. Our Tenakill Middle School Science Olympiad Team earned a spot at the 2026 Science Olympiad National Tournament at the University of Southern California, remarkable for the second consecutive year. Under the expert guidance of Ms. Moidu and Mr. Hernandez, these dedicated students demonstrated the competitive spirit and collaborative problem-solving that define the very best of Closter education.
- The National Association of Music Merchants (NAMM) Foundation once again recognized Closter Public Schools as a Best Community for Music Education, a reflection of the outstanding musical programming led by Ms. Pidi, Ms. Abbey, and Ms. Riecken. This year's concerts, from the First Grade Thanksgiving Concert in November to the Tenakill Winter Concert and the spring performances at both schools, were wonderful celebrations of student talent. Porchlight Productions delighted audiences with performances of *The Little Mermaid, Jr.* and *Aladdin, Jr.* in March 2026. Both schools presented school-wide art shows that were truly incredible, showcasing the remarkable artistic talents of our students across all grade levels.
- Our sixth-grade entrepreneurs once again demonstrated creativity and business skills at the Tenakill TREP\$ Marketplace in December 2025, developing financial literacy, marketing skills, and teamwork in a real-world setting. Our middle school student-athletes also represented Closter with pride, competing in fall, winter, and spring sports throughout the year.
- On January 30, 2026, both schools held Lunar New Year assemblies featuring student performances in singing, instrumental music, drumming, and dancing. The assemblies were a joyful celebration of the cultural richness of our school community, made possible through the dedication of the Korean Parents Group and our talented students and teachers.
- On April 24th, both schools celebrated Arbor Day with ceremonies featuring the planting of new trees, student council officers, the Closter Shade Tree Commission, and a musical performance by the TMS school band. Mayor Glidden shared a proclamation at both schools.

School Safety & Community of Care

- Students at both schools participated in the New Jersey Week of Respect from October 6–10, 2025. At HES, students engaged in daily lessons aligned with our ICARE program; at TMS, students focused on the theme *A Place I Want to Be*. On March 19, 2026, administrators and Anti-Bullying Specialists participated in the district's annual HIB training, led by district counsel Vic LaPira.
- This year, we also launched *Raising the Resilient Child*, a four-part evening parenting series led by Josephine Hunt, our Pre-K teacher at Hillside Elementary School, connecting home and school strategies for student well-being across four sessions from February through May 2026.

Community Partnerships & Family Engagement

- The strength of our parent and community partnerships was evident throughout the year. The Closter PTO and Korean Parent Group provided programming and events including Back-to-School Nights, the Scholastic Book Fair, the PTO Read-a-Thon, the TREP\$ Marketplace, and the Spring Fair. The Korean Parents Group generously provided lunch for veterans and guests at the Tenakill Veterans Day Observance in November 2025.
- Closter Police Department officers visited Hillside Elementary School during Read Across America Week in March 2026, spending a morning reading to students in 18 classrooms. Mayor Glidden, Councilwoman Amitai, and Ruth Rando of the Closter Library visited Hillside Elementary School in February to celebrate Groundhog Day with our youngest students. The Israeli American Council assisted Tenakill Middle School in hosting Holocaust survivor Tova Friedman who spoke to our middle school students in January 2026 at the Anti-Hate Assembly.
- We continued to partner with a parent volunteer group that translates district communications into Spanish, Hebrew, and Korean, ensuring that our district's mission, vision, and goals remain accessible to all families. He thanks our parent translators for their generous gift of time for translating documents that we send home! Our district and school websites also received a fresh redesign in March 2026, improving navigation and communication with families and the community.

Staff Recognition & Professional Community

- This was a year of remarkable achievements for our professional staff. At the October 15, 2025, Board meeting, we proudly celebrated Kerra Corio, Ellen Monaghan, William Potkulski, Yudelka Sanchez, Adam Sidrow, and Kerry Sidrow, each of whom reached the milestone of twenty years of dedicated service to Closter Public Schools. Their loyalty, expertise, and passion are a testament to the remarkable professional community we have built.
- In March 2026, Josephine Hunt, our Pre-K teacher at Hillside Elementary School, was named the 2025–2026 recipient of the prestigious Ringelheim Award by the New Jersey Council for Exceptional Children. This honor, awarded to an educator who embodies a lifelong dedication to advancing education for children with disabilities, reflects the exceptional caliber of the professionals who serve our students every day. In June 2026, our Business Administrator, Floro Villanueva, was named the recipient of the Bergen County Association of School Business Officials (BCASBO) 2026 Distinguished Service Award! This prestigious honor recognizes Mr. Villanueva's outstanding leadership, his many contributions to the educational community, and the generous mentorship he has provided to colleagues throughout Bergen County and beyond.
- We welcomed eleven new certificated staff members to tenure-track positions this year, along with three long-term leave replacement teachers and six new paraprofessionals. All new hires received comprehensive onboarding, including a three-day instructional orientation through the

Northern Valley Curriculum Center beginning August 18, 2025, followed by a district-level orientation on August 21. The participation of twenty-one tenured teachers in our alternate observation process this year, up from six in 2022–2023, reflects the sustained trust our teachers place in our administrative team and their embrace of a more reflective, self-directed model of professional growth.

- In the area of collective bargaining, formal negotiation sessions with the Closter Education Association were held from December 2025 through February 2026, resulting in a Memorandum of Agreement signed on March 6, 2026. A successor salary guide was mutually agreed upon on May 4, 2026, and was ratified by both the CEA and the Closter Board of Education in May 2026.

Facilities, Operations & Budget

- Over the summer of 2025, we completed several significant facilities improvements: new lockers were installed at Tenakill Middle School, air conditioning was added to the TMS gymnasium, the blacktop at Hillside Elementary School was repaved in the area of the modular wing and playground, and our technology network infrastructure was fully upgraded.
- The 2026–2027 budget was developed collaboratively with Business Administrator Floro Villanueva Jr. and the Finance and Physical Plant Committee. The preliminary budget was presented to the Board and the community at the March 12, 2026, Board of Education meeting, approved by the Executive County Superintendent, and the public hearing was held at the April 30, 2026, Board meeting. The approved budget maintains all current positions and programs, a reflection of the Board's commitment to preserving the high-quality education our community expects.

Looking Ahead

- As we look ahead to 2026–2027, we do so with clear priorities, strong momentum, and a deep sense of purpose. The Profile of a Closter Learner Rubric will be formally launched with all teachers in September 2026. Our SEL and character education programs will move from analysis to action at both schools. Our culture of data-driven instruction will deepen from compliance to genuine impact. And as we prepare for a NJDOE District Performance Review (QSAC) next year, we will continue to document the thoughtful, evidence-based work that defines Closter Public Schools.
- As he conclude this annual summary, he wants to express my deepest gratitude to our Board of Education for their unwavering support and vision; to our entire faculty, staff, and administrative team for their dedication, creativity, and tireless commitment to our students; to our students, who inspire us every single day; and to our families and community members, whose partnership and involvement make this district an extraordinary place to learn and grow. It has been my privilege to serve as your superintendent, and he looks forward with great enthusiasm to everything that lies ahead.
- Summer programs will begin on July 6, 2026, and will serve students through July 30, 2026. He wishes everyone a safe, restful, and rejuvenating summer. He looks forward to welcoming our students and staff back for the start of the 2026–2027 school year.

BOARD COMMITTEES

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.

Dara Weiss, HES School Counselor - 8 Marti Rd. Park Ridge, NJ, addressed the board, stating that Policy 5112 removes the flexibility parents currently have in making decisions for their child. She asked the Board to table the approval of the policy and to first gather input from Hillside Elementary teachers, who she noted are also opposed to the policy. Ms. Weiss referenced the concept of the "gift of time" and shared that her personal data is her own son.

Erica Katz - 31 Wainwright Avenue, Closter, NJ, addressed the Board regarding Policy 5112. Her son is scheduled to begin Kindergarten in the fall, but due to his developmental needs, she was advised to delay it by one year. Her plan is for him to repeat Pre-K. However, she expressed concern that under the proposed policy, her son would be required to enter First Grade the following year rather than Kindergarten. Ms. Katz stated that this decision should remain with parents, as they know their children best. She noted that she has spoken with other families who share similar concerns, and asked the Board to take parental rights into consideration before approving the policy.

Alissa Latner - 32 Hawthorne Terrace, Closter, NJ addressed the Board and clarified that she is not fully familiar with the current policy. She spoke from personal experience, sharing that she is the mother of twins and made the decision to hold both children back. She is grateful for that decision, as it had a positive impact on their development. She also took the opportunity to thank the Board for increasing the substitute teacher rate.

Shary Paparazzo - 303 Schraalenburgh Rd., Closter, NJ, addressed the Board and shared that when her child started First Grade years ago, she wished she had communicated her concerns earlier. She stated that it is important for parents to have input in their child's placement decisions.

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

Mr. McHale responded to the concerns raised by the community members. He explained that grade banding is an inherently arbitrary process. He noted that the policy revision was necessary to address abuse of the current practice, including instances in which staff members advised parents to request grade retention.

Mr. McHale acknowledged that there are studies supporting the developmental benefits of holding a child back for an additional year. However, he noted that an equal body of research questions its long-term effectiveness. He referenced the Star Schools Project, which found that while retained students may show short-term academic gains, those benefits tend to diminish over time and do not

produce lasting academic improvement compared to peers who were not held back. He emphasized that the evidence on both sides of this issue is significant and should be considered in full context.

Mr. McHale assured those in attendance that while the process is not an exact science, special needs and individual circumstances are always taken into consideration when making placement decisions.

BOARD OPERATIONS

Moved by Ms. Lee ▾ , seconded by Ms. Micera ▾ to approve Motions A - N.

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

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

NAYS: None

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

Motion to approve the June 11, 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-2526-26 as reported to the Board in Executive Session at the June 11, 2026, meeting.

C. **APPROVAL - Readoption of all Job Descriptions**

Motion to approve the readoption of all job descriptions currently on file in the Superintendent's Office, based on the original approval without content changes.

D. **APPROVAL - Use of Facilities by Closter Recreation Department - Summer Program**

Motion to approve the Closter Recreation Department's use of Tenakill Middle School for their Summer Recreation Camp from June 29, 2026, to August 7, 2026.

E. **APPROVAL - Marshall Equivalency Waiver for 2026-2027 School Year**

Motion to approve the Marshall Equivalency Waiver for the 2026-2027 school year.

F. **APPROVAL - Risk Management Services for the 2026-2027 School Year**

Motion to approve the agreement with Arthur J. Gallagher Risk Management Consulting Services Inc. to provide risk management consulting services for the 2026-2027 school year, and shall be compensated pursuant to the current agreement with the Northeast Bergen County School Board Insurance Group (NESBIG) fund. The appointment is through the Extraordinary Unspecifiable Service (EUS) N.J.S.A 18A:18A-5a (2).

G. **APPROVAL - Use of Facilities Fees**

Motion to approve the Use of Facilities fee schedule for the 2026-2027 school year:

- Field - \$150/hour, plus the charge of custodial cost

- Gym - \$350 for the first two hours, max of \$500 per use, plus the charge of custodial costs
- Auditorium - \$500 per use, plus the charge of custodial cost and sound & lighting staff if necessary
- Classrooms - \$100 per room/day, plus a charge for custodial costs
 - Custodians - \$70 per hour (\$92 per hour on Sundays or Holidays)

H. **APPROVAL - Substitute Rates for SY 2026-2027**

Motion to approve the SY 2026-2027 substitute rates as follows:

- Substitute Custodian: \$22 per hour
- Substitute Nurse: \$225 per day
- Substitute Teacher: \$135 per day
- Substitute Paraprofessional: \$115 per day

I. **APPROVAL - Partnership Agreement with Ramapo College of NJ for the 2026-2027 School Year**

Motion to approve the agreement with Ramapo College of NJ - Teacher Education Program in the School of Social Science and Human Services and the Closter Board of Education for the district's participation in the Archway Project - a collaborative teacher residency partnership, for the 2026-2027 school year.

J. **APPROVAL - School District Physician**

Motion to approve, upon the recommendation of the Superintendent of Schools, the appointment of Dr. Nancy Rothenberg as the School District Physician for the 2026-2027 school year at an annual rate of \$4,000.

K. **APPROVAL - Use of Facilities by Closter Recreation Department - SY 2026-2027**

Motion to approve Closter Recreation Department to use Hillside Elementary School and Tenakill Middle School gymnasiums for the 2026-2027 school year for men's basketball, youth basketball, and volleyball camp.

L. **RESOLUTION - Authorizing the Execution of a Deed of Conservation Restriction fo a Portion of Block 903, Lot 4**

WHEREAS, the Borough's Shade Tree Commission worked with the Borough's Board of Education to obtain a tree planning grant from the Trees for Schools grant fund; and

WHEREAS, in order to complete the grant process, a fully executed and recorded Deed of Conservation Restriction must be submitted to the Trees for Schools program in order for the Grant recipients to receive the final payment; and

WHEREAS, the purpose of the Deed of Conservation Restriction is to protect the State of New Jersey's investment in the trees planted through the Trees for Schools program.

These plantings expand and strengthen tree canopy and provide long-term environmental benefits, including carbon sequestration and improved ecosystem health; and

WHEREAS, executing this document ensures that the parties responsible for the property acknowledge and agree to protect and maintain the trees. It also ensures that any future land use decisions take the protection of these trees into consideration; and

WHEREAS, the conservation restriction automatically expires ten years after it is recorded; and

WHEREAS, the trees were planted on a portion of Block 804, Lot 6, commonly known as Memorial Field, which is Borough-owned property, and additional trees were planted in the Right of Way of Block 903, Lot 4, which is school-owned property, therefore, Both the Borough and the Board of Education are required, as Grantors, to sign the Deed; and

WHEREAS, the Deed of Conservation Restriction was approved by the Closter Mayor and Council on its June 24, 2026, meeting; and

WHEREAS, the Deed was prepared, reviewed, and finalized by a member of the Borough Attorney's Office and the attorney for the Closter Board of Education.

NOW, THEREFORE, BE IT RESOLVED by the Closter Board of Education that the Board President and the School Business Administrator are hereby authorized to execute the Deed of Conservation Restriction as representatives of the Board/Grantors for the Right of Way of Block 903, Lot 4.

M. **APPROVAL - Use of Facilities for Korean School**

Motion to approve the renewal of the Use of Facilities Agreement with the Korean Language and Culture School at the fees established for the 2026-2027 school year, utilizing the Tenakill Middle School auditorium and 17 classrooms.

N. **APPROVAL - Closter PTO Use of Facilities**

Motion to approve the Closter PTO to host events at Hillside Elementary School and Tenakill Middle School during the 2026-2027 school year.

CURRICULUM AND INSTRUCTION COMMITTEE

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

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

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

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

NAYS: None

A. APPROVAL - Staff Coursework

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

Staff Member: Songhee (Joy) Lee

Course No./Title: EDUC 710B: I'm So Stressed I Could Scream

Institution: University of LaVerne

Credits: 3

Staff Member: Alexandra Earle

Course No./Title: Career Development Specialist

Institution: Lindenwood University

Credits: 3

Staff Member: Grace Park

Course No./Title: 1) EDUC 712Y: ABCs of Effective Mainstreaming and Inclusion

2) EDUC 720D: Neurodiversity: Building a Classroom Where All Students Thrive

Institution: University of LaVerne

Credits: 6 (3 credits each)

B. APPROVAL - Staff Conferences

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

Staff Member(s): Floro Villanueva Jr.

Conference: ESEA (Elementary & Secondary Education Act) Application Training and Work Session

Location: Bergen Community College, Paramus

Date: 6/29/26

Cost to Board: \$0

Staff Member(s): Dianne Smith
Conference: School Safety & Security Symposium
Location: North Caldwell, NJ
Date: 7/14/26
Cost to Board: \$20.68

FINANCE AND PHYSICAL PLANT COMMITTEE

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

Moved by Ms. Ravid ▾, seconded by Ms. Micera ▾ to approve Motions A - BB.

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

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

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 A attached:

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

B. APPROVAL - Payment of Bills

Motion to approve payment of bills from June 12, 2026, to June 23, 2026, in the amount of:

General Fund (Fund 10)	\$1,021,913.15
Special Revenue (Fund 20)	\$ 2,500.00
Enterprise (Milk – Fund 60)	\$ 973.81
Total	\$1,025,386.96

C. **APPROVAL - Staff Remuneration**

Motion to approve remuneration to staff members as follows:

Staff Member: Sandra Hernandez
Course: LDTC 501 Theory and Remediation Practices in Support of Individuals with Dyslexia
College/University: Felician University
Remuneration: \$1,000.00

Staff Member: Gila Rachlin
Course: All Eyes on IEP
College/University: Colorado State University-Pueblo
Remuneration: \$429.00

D. **APPROVAL – Purchase of a Multi-Year License Agreement with IXL Learning**

Motion to approve the purchase of a multi-year license agreement with IXL Learning for the IXL Math and ELA Grades K - 8, and PowerUp PD. The total cost for the site license is \$71,795.

E. **APPROVAL – Award of Contract to West Bergen Mental Health Care for Mental Health Support and Counseling Services for the 2026-2027 School Year**

Motion to approve the award of the contract for Mental Health Support and Counseling Services to West Bergen Mental Health Care for the period of September 1, 2026, through June 30, 2027, in an amount not to exceed \$93,800, pursuant to N.J.S.A. 18A:18A-5(a)(1), which designates mental health and counseling services as a professional service not subject to public bidding. West Bergen Mental Health Care has been the District's Mental Health Support and Counseling Services provider since SY 2021-2022, selected through a fair and open RFP process conducted pursuant to N.J.A.C. 6A:23A-5.2(a)(5), and has consistently been awarded the contract based on qualifications, demonstrated performance, and the best interests of the District. The Board hereby authorizes the Business Administrator/Board Secretary to execute the contract and any other documents necessary to effectuate the agreement, subject to the availability and appropriation of sufficient funds. Notice of this award shall be published on the district website in accordance with N.J.S.A. 18A:18A-5(a)(1).

F. **APPROVAL – Special Education Placements**

Motion to approve the following 2026-2027 Special Education Out of District placements for Closter Students:

NJ SMART ID	TUITION	GRADE	PLACEMENT
8583886300	\$89,964.00	GR8	BCSS-SHIP EMERSON
4780672334	\$13,505.00	TOD GR4	BCSS-TOD
7946671740	\$7,045.00	TOD GR1	BCSS-TOD

NJ SMART ID	TUITION	GRADE	PLACEMENT
9597653741	\$108,310.00	GR7	CTC-Oakland
1595602128	\$108,310.00	GR7	CTC-Oakland
5437501562	\$94,000.00	K	IEA New Milford
4521677259	\$68,262.00	GR6	NVRHS-TIP
6416941621	\$68,262.00	GR8	NVRHS-TIP
5536231421	\$157,908.00	GR1	NVRHS - Valley Program
9237735305	\$94,063.00	GR2	NVRHS - Valley Program
3310955231	\$157,908.00	GR1	NVRHS - Valley Program
1543457212	\$94,063.00	GR4	NVRHS - Valley Program
7029692770	\$94,063.00	K	NVRHS - Valley Program
7834453772	\$1,600.00	GR2	REG III-ESY only
2287020694	\$1,600.00	GR5	REG III-ESY only
8310099361	\$1,600.00	GR7	REG III-ESY only
6138523559	\$1,600.00	GR8	REG III-ESY only
3591639644	\$1,600.00	GR7	REG III-ESY only

G. APPROVAL – Report of Awarded Contracts

Motion to approve the renewal, award, or expiration of the contracts previously awarded by the Closter Board of Education, as listed below, pursuant to P.L. 2015, c.47. All contracts are, have been, and will continue to be in full compliance with all applicable state and federal statutes and regulations, including N.J.S.A. 18A:18A et seq., N.J.A.C. 6A:23A, and Federal Procurement Regulations 2 CFR Part 200.317 et seq., per Appendix B.

H. APPROVAL - Snow Removal - Contract Extension

Motion to approve the two-year renewal of the Snow Removal Services contract with Green Meadows Landscaping Inc. for SY 2026-2027 and SY 2027-2028, pursuant to the renewal option under N.J.S.A. 18A:18A-42, and subject to the same terms and conditions of the original bid and contract. Services cover Hillside Elementary School (340 Homans Avenue) and Tenakill Middle School (275 High Street), at the following rates:

Snow Removal Contract Rates — SY 2026-2027

Snowfall	Snow Plowing		Shoveling of Walkways	
	Hillside	Tenakill	Hillside	Tenakill
0 – 1.99 inches	\$1,050.00	\$710.00	\$900.00	\$710.00
2 – 3.99 inches	\$1,325.00	\$890.00	\$1,125.00	\$890.00
4 – 5.99 inches	\$1,650.00	\$1,110.00	\$1,400.00	\$1,110.00
6 – 7.99 inches	\$2,050.00	\$1,400.00	\$1,750.00	\$1,400.00
8 – 9.99 inches	\$2,575.00	\$1,750.00	\$2,175.00	\$1,750.00
10 – 11.99 inches	\$3,200.00	\$2,175.00	\$2,725.00	\$2,175.00
Above 12 inches	\$350.00/in	\$250.00/in	\$300.00/in	\$250.00/in

Salt Application (as needed): Hillside: \$625.00 | Tenakill: \$425.00

Snow Removal Contract Rates — SY 2027-2028

Snowfall	Snow Plowing		Shoveling of Walkways	
	Hillside	Tenakill	Hillside	Tenakill
0 – 1.99 inches	\$1,085.00	\$730.00	\$925.00	\$730.00
2 – 3.99 inches	\$1,365.00	\$915.00	\$1,160.00	\$915.00
4 – 5.99 inches	\$1,700.00	\$1,150.00	\$1,450.00	\$1,150.00
6 – 7.99 inches	\$2,115.00	\$1,445.00	\$1,800.00	\$1,445.00
8 – 9.99 inches	\$2,650.00	\$1,800.00	\$2,240.00	\$1,800.00
10 – 11.99 inches	\$3,295.00	\$2,240.00	\$2,805.00	\$2,240.00
Above 12 inches	\$360.00/in	\$260.00/in	\$310.00/in	\$260.00/in

Salt Application (as needed): Hillside: \$650.00 | Tenakill: \$440.00

I. **APPROVAL – Educational Data Services Awarded Contract**

Motion to confirm the purchases for the 2026-2027 school year through the annual bidding conducted by Educational Data Services Inc. The amount awarded represents Closter's share of the total award amount for all of the districts participating in the cooperative bidding.

Adorama	\$380.00
Blick Art Materials LLC	\$51.81

Carolina Biological Supply	\$237.41
Cascade School Supplies	\$498.80
Charles J Becker dba Beckers	\$192.85
DEMCO	\$186.56
EAI Education dba Eric Armin	\$470.25
Flinn Scientific	\$39.58
Henry Schein, Inc.	\$985.83
Kurtz Bros, Inc	\$15.93
Lakeshore Learning Inc	\$22.49
Nasco Education LLC	\$330.41
Paper Clips Inc	\$49.67
Performance Health dba Medco	\$58.89
Pitsco	\$44.31
Really Good Stuff	\$63.63
S&S Worldwide	\$118.32
School Health Corporation	\$2,620.64
School Specialty LLC	\$21,144.37
Staples Contract	\$282.81
Super Duper Publications	\$206.59
The Library Store	\$50.55
United Supply Corp	\$1,060.62
Varsity Brands dba BSN Sports	\$1,301.81
VWR Funding dba Wards Science	\$52.89
WW Grainger	\$247.77
TOTAL:	\$30,714.79

- J. **APPROVAL – District Share of the Northern Valley-wide Phone Upgrade Project**
Motion to approve Closter Public Schools' share of the Northern Valley-wide Phone Upgrade Project for the 2026-2027 school year, in the amount of \$80,967.37, to be funded from the Capital Reserve Fund as authorized by the Board of Education on April 30, 2026. Payment will be made to Northern Valley Regional High School District (NVRHS), which is serving as the lead agency responsible for conducting the bid and/or RFP process and awarding the overall contract on behalf of all participating districts pursuant to a shared services arrangement. The Closter Board of Education hereby authorizes the Business Administrator/Board Secretary to

execute any shared services agreement or other documents necessary to effectuate the District's participation in this project.

K. APPROVAL – Procedures for the Close of Fiscal Year

BE IT RESOLVED that the Closter Board of Education authorizes the Business Administrator to pay supplementary bill lists and payroll, which shall become due on or before June 30, 2026, including all year-end payables; and

BE IT FURTHER RESOLVED that the Business Administrator be authorized to proceed with all necessary adjustments and transfers to close the books for the 2025-2026 fiscal year, as well as any and all entries and actions for the opening of the 2026-2027 fiscal year, including but not limited to the issuance and or cancellation of purchase orders, payment of bills, cancellation of stale dated checks, transfers between line items, award of contracts in compliance with the Public Contracts Laws; and other such actions as may be required by statute, code and Board Policy; and

BE IT FURTHER RESOLVED that the Board authorizes the Superintendent and Business Administrator to process and issue the payment of bills and claims between Board meetings during the months of June, July, and August of 2026; and

BE IT FURTHER RESOLVED that all aforementioned actions shall be presented to the Board at its next meeting for ratification and/or approval.

L. APPROVAL - Transfer of Funds as Excess Surplus. 2% Cap

BE IT RESOLVED that the Closter Board of Education hereby approves retaining as year-end fund balance as of June 30, 2026, an amount not to exceed the state-mandated cap of 2%, plus \$615,000.00 designated as excess surplus for use in the 2027-2028 budget, and

BE IT FURTHER RESOLVED that any funds over the state-mandated cap shall be transferred into the district's maintenance reserve account and the district's capital reserve account in accordance with N.J.S.A. 18A:21-2 and N.J.A.C. 6A:23A-14.1 and 14.3.

M. APPROVAL – Annual Deposit to Capital Reserve Account

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

WHEREAS, the Closter Board of Education wishes to transfer unanticipated current year revenue and/or unexpended appropriations from the general fund into the District's Capital Reserve account at year-end; and

WHEREAS, the Closter Board of Education has determined an amount not to exceed \$2,500,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Closter Board of Education hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

N. **APPROVAL – Annual Deposit to Maintenance Reserve Account**

WHEREAS, NJSA 6A:23A-14.4 et seq permit a Board of Education to establish and/or deposit into certain reserve accounts at year-end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Closter Board of Education wishes to transfer the unanticipated current year surplus into a Maintenance Reserve account at year-end, and

WHEREAS, the Closter Board of Education has determined that an amount not to exceed \$500,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Closter Board of Education hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

O. **APPROVAL – Transfer of Interest Earnings**

Motion to approve the transfer of accumulated interest earnings from the Capital Projects Fund (Fund 30) to the district's General Fund Account (Fund 10), including interest earnings on June 30, 2026.

P. **APPROVAL - Strauss Esmay Contract for 2026-2027 School Year**

Motion to approve the contract with Strauss Esmay for policy management, alerts, and support for the 2026-2027 school year in the amount of \$5,015.00.

Q. **APPROVAL – Contract with Asbury Park IT for SY 2026-2027**

Motion to approve the annual contract for the 2026-2027 school year with the Asbury Park Information Technology Center's Payroll and Budgetary Services as noted below, with additional fees for printing, mailing, and adjustments as required:

Budgetary Accounting System	\$12,450.00
Payroll/Personnel System	\$ 9,600.00

R. **APPROVAL - 1:1 Nursing Services Contract**

Motion to approve the 1:1 nursing service contracts for students identified by IDs 9597653741 and 1595602128 as medically fragile students pursuant to their Individual Education Plans (IEPs) and N.J.S.A. 18A:40-3.3, for the period of July 1, 2026, through June 30, 2027, at an estimated cost of \$217,000.00. Services will be provided by Bayada Nursing at a rate of \$78.00 per hour as the sole confirmed provider; however, other approved nursing companies may be utilized as needed. This contract is awarded as a professional service pursuant to N.J.S.A. 18A:18A-5(a)(1), as the services require qualified nursing professionals to provide care to students identified as medically fragile under their IEPs. The Board hereby authorizes the Business Administrator/Board Secretary to execute the necessary contracts and any other documents to effectuate this agreement.

S. **APPROVAL - Substitute Nursing Contracts**

Motion to approve the following substitute nursing contracts for the 2026-2027 school year:

- Bayada Home Healthcare
- Health Source Group
- Aveanna Healthcare
- Best Choice Nursing
- Homecare Therapies

T. **APPROVAL - Insurance Assessments through Northeast Bergen County School Board Insurance Group (NESBIG) for SY 2026-2027.**

Motion to approve the payment of the following assessments through the Northeast Bergen County School Board Insurance Group (NESBIG) for the 2026-2027 school year:

- Workers' Compensation Assessment in the amount of \$100,441.00, less a Surplus Return of \$32,964.00.
- Insured Assessment for School Board Legal Liability, Cyber Liability, Umbrella Policy, Environmental Liability, and Excess Liability in the amount of \$319,158.51.

Funds are to be charged to the appropriate insurance accounts within the 2026-2027 budget.

U. **APPROVAL – Appointment of Michael Donow, Treasurer of School Monies for SY 2026-27**

Motion to approve the appointment of Michael Donow as Treasurer of School Monies for SY 2026-2027 at a rate of \$500 per month.

V. **APPROVAL – SY 2026-2027 Transportation Contract**

Motion to approve the transportation contract for the Closter Board of Education Route 2 with Valley Transportation Co., Inc. for the 2026-2027 school year. The contract increase is within the CPI (3.58%) set by the New Jersey Department of Education. The total annual cost of Route 2 is a 2% increase for a maximum of \$86,011.20 or \$475.20 per day. The host LEA, Northern Valley Regional High School District, administers the transportation contract.

W. **APPROVAL – Award of Contract for the Gymnasium Wall Pocket Tables and Benches Project at Tenakill Middle School to Nickerson NJ, LLC.**

Motion to approve the award of the contract for the Gymnasium Wall Pocket Tables and Benches Project at Tenakill Middle School to Nickerson NJ, LLC, the lowest responsible bidder, with a base bid of \$92,282.75, which was found to be responsive in all material respects. Bids were received on June 16, 2026. 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.

X. **APPROVAL – Award of Contract for the Sidewalk Replacement Project at HES**

Motion to approve the award of the contract for the Sidewalk Replacement Project at Hillside Elementary School to S. Batata Construction, Inc., the lowest responsible bidder, as follows:

- Base Bid – \$312,500
- Alternate No. 1 – \$84,875
- Alternate No. 2 – \$35,675

Total Contract Amount – \$433,050 (including a \$10,000 Contingency Allowance)

Bids were received on June 18, 2026, and the bid submitted by S. Batata Construction, 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.

Y. **APPROVAL – Rejection of Lowest Bidder and Rebid of Project**

WHEREAS, the Closter Board of Education advertised for bids for Interior and Exterior Door Replacements at Hillside Elementary School and Tenakill Middle School (“Project”); and

WHEREAS, on June 16, 2026, the Board received three bids for the Project; and

WHEREAS, the apparent lowest bidder, C&M Door Controls, Inc., did not provide a DPMC 701 Form, which is a required form pursuant to N.J.S.A. 18A:18A-26, and therefore constitutes a material defect;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby rejects the bid submitted by C&M Door Controls, Inc. for the reasons set forth above; and

BE IT FURTHER RESOLVED that the Board hereby rejects the remaining bids received for the Project pursuant to N.J.S.A. 18A:18A-22(b) because the bids substantially exceed the Board’s budget for the project; and

BE IT FURTHER RESOLVED, the Board authorizes the Business Administrator to rebid the project in accordance with N.J.S.A. 18A:18A-22(a), and to make any and all necessary revisions to the bid solicitation documents.

Z. **APPROVAL - Auditor Engagement for FY 2026**

Resolved that the Closter Board of Education acknowledges the most recent peer review report for the accounting firm Lerch, Vinci & Bliss LLP, which resulted in a rating of “Pass.”

Be it Further Resolved that the Closter Board of Education, in accordance with N.J.A.C. 6A:23A-16.2(i)2 authorizes the engagement of Lerch, Vinci & Bliss LLP to perform the annual audit of the financial records of the Closter Public Schools for the fiscal year ending June 30, 2026, at a fee not to exceed \$40,000, inclusive of all administration and related costs.

Be it Further Resolved that the School Business Administrator/Board Secretary is hereby authorized to execute the engagement letter with Lerch, Vinci & Bliss LLP on behalf of the Board.

AA. **APPROVAL - Closeout of the Roof Replacement Project**

Motion to approve the closeout of the Roof Replacement Project, which was funded through the referendum. The contract in the amount of \$1,239,000, including a \$100,000 allowance, was awarded to Duga Construction LLC. The following change orders were included in the project:

- Change Order #1: Curb to wall expansion joint at modular building parapet wall, and temp electric at gym FTUs at Hillside - \$40,036.48
- Change Order #2: Paint gas pipes at Hillside and Tenakill - \$11,260.80
- Change Order #3: Gas pipe pressure test at Tenakill - \$3,270.00
- Change Order #4: Replacement of gas regulators due to new roofing - \$10,600.00

The final project cost is \$902,722.00, with \$34,832.72 remaining unused from the allowance. The district has not yet received all required warranty documents from Duga Construction, LLC. The final retainage of \$3,540 is being withheld pending Duga Construction's submission of the required two-year maintenance bond as specified in the General Conditions of the Contract, as formally noticed by the Board Attorney on April 14, 2026. The Board reserves all rights to pursue claims against Duga Construction and its bonding company for any deficiencies or repair obligations arising during the two-year maintenance period following final project completion on October 1, 2024.

BB. APPROVAL – Application & Acceptance of ESEA Grant

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

<u>ESEA Total</u>	<u>\$ 103,694</u>	
Title I A	\$ 43,185	
Title II A**	\$ 16,745	** Through a consortium
Title III**	\$ 19,806	
Title III - Immigrant **	\$ 13,958	
Title IV **	\$ 10,000	

PERSONNEL AND MANAGEMENT COMMITTEE

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

Mr. McHale was pleased to share that all open positions for SY 2026-2027 will be filled upon Board approval of the appointments on tonight's agenda. He thanked the administrators and all those who participated in the interview and demo lesson process for their efforts in filling the positions.

Mr. McHale also noted the resignation of Ms. Nancy Gronek, a long-serving and valued paraprofessional, for retirement. He wished her well in her retirement as of January 2027.

Finally, Mr. McHale shared the resignation of Mr. Andrew Enrique, Business Office Assistant. He noted that during their conversation, Mr. Enrique expressed sincere gratitude for the opportunity he was given as a recent college graduate. Mr. Enrique will be replaced by Ms. Nardin Gerges, whose appointment is included on tonight's agenda for Board approval.

Moved by Mr. Shih ▾ , seconded by Ms. Micera ▾ to approve Motions A - K.

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

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

NAYS: None

- A. **APPROVAL - Resignation of Andrew Enrique, Business Office Assistant**
Motion to accept the resignation of Andrew Enrique, Business Office Assistant, effective June 30, 2026.
- B. **APPROVAL - Appointment of Bina Rivard as PLUS Teacher**
Motion to approve the appointment of Bina Rivard as full-time, tenure-track, Hillside Elementary School PLUS Teacher, for the 2026-2027 school year, at a salary of \$101,850, MA Step 15, starting on September 1, 2026, pending criminal history background check.
- C. **APPROVAL - Appointment of Nardin Gerges as Business Office Assistant**
Motion to approve the appointment of Nardin Gerges as full-time Business Office Assistant at a salary of \$53,700 pro-rated, starting on August 17, 2026, pending criminal history background check.
- D. **APPROVAL - Appointment of Melanie Jimenez as Long-Term Leave Replacement**
Motion to approve the appointment of Melanie Jimenez as Grade 3 long-term leave replacement teacher for Kerry Vogel, starting September 1, 2026, through the end of the 2026-2027 school year, pending criminal history background check. Salary will be \$200 per day on days 1 through 10; then beginning on day 11, BA Step 0, (\$59,000) pro-rated.
- E. **APPROVAL - Appointment of Sing Han as Special Education Long-Term Leave Replacement Teacher**
Motion to approve Sing Han as Special Education long-term leave replacement teacher for Brittany Travisano, from September 1, 2026, through December 1, 2026. Salary will be \$200 per day on days 1 through 10; then, beginning on day 11, MA Step 0 (\$67,000), pro-rated.
- F. **APPROVAL - Appointment of Mentors for the 2026-2027 School Year**
Motion to approve the appointment of the following mentors to provisionally licensed teachers in the 2026-2027 school year as follows:
- Erika Dunn to mentor Sing Han
 - Jodi Belnick to mentor Melanie Jimenez
- G. **APPROVAL – Staff Appointments**
Motion to approve the following appointments for the 2026-2027 school year:
- | <u>Position</u> | <u>Name</u> |
|--------------------------------|----------------------|
| Anti-Bullying Coordinator | Keith McElroy |
| Anti-Bullying Specialist (HES) | Dara Weiss |
| | Suzanne Lang |
| Anti-Bullying Specialist (TMS) | Alexandra Earle |
| | Callie Stabile |
| Affirmative Action Officer | Floro Villanueva Jr. |
| 504 Compliance Officer (HES) | Dara Weiss |
| 504 Compliance Officer (TMS) | Alexandra Earle |

District Safety Specialist
District Testing Coordinator
School Testing Coordinator (HES)
School Testing Coordinator (TMS)
McKinney-Vento Liaison

Dianne Smith
Justin O'Neill
Dara Weiss
Alexandra Earle
Vincent McHale

- H. **APPROVAL - SY 2026-2027 Substitute Teachers, Paraprofessionals, Nurses & Custodians**
Motion to approve Substitutes for the 2026-2027 school year as per Appendix C attached.
- I. **APPROVAL - Resignation of Dianna Juechter, Hillside Elementary School Paraprofessional**
Motion to accept the resignation of Dianna Juechter, HES Paraprofessional, effective June 30, 2026.
- J. **APPROVAL - Retirement of Nancy Gronek, Tenakill Middle School Paraprofessional**
Motion to accept the retirement of Nancy Gronek, TMS Paraprofessional, effective December 31, 2026.
- K. **APPROVAL – Summer Nurse for TMS Summer Programs**
Motion to approve Aninder Sequeira, as school nurse for the Summer Program in Tenakill Middle School, July 6 through July 30, 2026 (Monday-Thursday), at a rate of \$50.00/hour from 9:00 a.m. to 12:00 noon.

POLICY COMMITTEE

Chairperson: Ms. Micera; Member: Ms. Finkelstein

Mr. Shih requested clarification on Policy 5112, which was presented for second reading. Mr. McHale explained that under the policy, a child who is 5 years old at the time of registration is enrolled as a Kindergarten student, and a child who is 6 years old is enrolled as a First Grade student. The policy revision clarifies that students who attended Pre-K 3 and/or Pre-K 4 will be registered as Kindergarten students upon turning 5. The policy does not permit students to repeat Pre-K unless the need is identified through an IEP, a 504 plan, or a documented special need. Mr. McHale further clarified that placement is determined by the District based on the child's age, not by the parents.

Mr. McHale also noted that following his conversation with Ms. Katz, he conducted an informal survey of Northern Valley districts on this matter, and received mixed responses.

Mr. Shih requested that Ms. Katz be permitted to continue sharing her thoughts on the policy. Board President Mr. Paldi granted the request.

Ms. Katz stated that the District does not know a child better than the parents, and that for years, the District has allowed the practice of "red shirting." Mr. McHale clarified that only a small number of students were permitted to delay their entry under the specific circumstances previously outlined. He also assured Ms. Katz that Closter's Kindergarten teachers and District staff are well equipped to meet the needs of all students.

Ms. Katz acknowledged that she holds the teachers of Closter in high regard. However, she expressed concern that the policy removes the decision from parents, and that the qualifying circumstances referenced by Mr. McHale have not been clearly defined.

Moved by Ms. Micera ▾ , seconded by Ms. Argenziano ▾ to approve Motion A.

Motion was approved ▾ by a roll call vote of the Board as follows:

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

NAYS: None

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

Motion to approve the second reading of the following policies and regulations, as per Appendix D:

- Policy 5112 - Entrance Age
- Policy 0162 - Notice of Board Meetings
- Policy 0162.01 - Legal Notices
- Policy 1230 - Superintendent's Duties
- Policy 1643 - Family Leave
- Policy 2200 - Curriculum
- Policy 2260 - Equity in School and Classroom Practices
- Policy 2411 - Career Education and Academic Counseling
- Policy 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- Policy 6112 - Reimbursement of Federal and Other Grant Expenditures
- Policy 6115.02 - Federal Awards / Funds Internal Controls - Mandatory Disclosures
- Policy 6311 - Contracts for Goods or Services Funded by Federal Grants
- Regulation 6115.01 - Federal Awards / Funds Internal Controls - Allowability of Costs

OLD/NEW BUSINESS

Under Old and New Business, Mr. McHale reminded the trustees that documents related to the District's goals for SY 2026-2027 were included in their board folders. He shared that the results of the survey sent to the Board indicated that nearly all trustees are in agreement that the priorities for next year are to prepare for QSAC and to continue implementing the work completed by the various committees as part of the SY 2025-2026 District goals. Mr. McHale also reminded trustees to complete the Board self-evaluation.

PUBLIC COMMENTS

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

Alissa Latner - 32 Hawthorne Terrace, Closter, NJ, requested clarification on whether Ms. Gerges would assume responsibility for contacting substitutes previously handled by Mr. Enrique.

Mr. McHale confirmed that this is correct.

Moved by Mr. Shih ▾ , seconded by Ms. Argenziano ▾ to close the meeting to public comments.

CLOSED SESSION MOTION (If required)

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

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

NAYS: None

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

HIB Superintendent Evaluation Personnel

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

The Board went into Closed Session at 8:24 PM.

The Board reconvened from Closed Session at 8:52 PM.

ADJOURNMENT

Moved by Ms. Micera ▾ , seconded by Ms. Argenziano ▾ to adjourn the meeting at 8:53 PM.

Respectfully submitted,



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

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

All Funds for the Month Ending: MAY 31, 2026

GOVERNMENTAL FUNDS		Beginning Cash Balance	Cash Receipts This Month	Cash Disbursements This Month	Ending Cash Balance
General Fund	FUND 10	\$ 2,403,136.09	\$ 2,368,346.81	\$ 2,415,860.34	\$ 2,355,622.56
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		\$ 13,058,676.58	\$ 2,368,346.81	\$ 2,415,860.34	\$ 13,011,163.05
Special Revenue	FUND 20	\$ 205,418.12	\$ 2,805.00	\$ 5,716.44	\$ 202,506.68
Capital Projects	FUND 30	\$ 2,562,376.65	\$ 5,982.30	\$ 6,100.00	\$ 2,562,258.95
Debt Service	FUND 40	\$ -	\$ -	\$ -	\$ -
TOTAL GOVERNMENTAL FUNDS 10-40		\$ 15,826,471.35	\$ 2,377,134.11	\$ 2,427,676.78	\$ 15,775,928.68
ENTEPRISE (MILK) FUND 60		\$ 8,259.28	\$ 485.51	\$ 1,666.39	\$ 7,078.40
TRUST & AGENCY FUNDS					
Payroll - Fund 90		\$ -	\$ 925,772.08	\$ 925,659.33	\$ 112.75
Payroll Agency - Fund 90		\$ 16,578.59	\$ 745,679.10	\$ 745,202.51	\$ 17,055.18
Unemployment Trust - Fund 63		\$ 253,872.90	\$ 7,194.16	\$ -	\$ 261,067.06
Tenakill Laptop Account - Fund 61		\$ 18,806.00	\$ 60.00	\$ -	\$ 18,866.00
TOTAL TRUST & AGENCY FUNDS		\$ 289,257.49	\$ 1,678,705.34	\$ 1,670,861.84	\$ 297,100.99
TOTAL ALL FUNDS		\$ 16,123,988.12	\$ 4,056,324.96	\$ 4,100,205.01	\$ 16,080,108.07

Prepared and Submitted by:



6/3/26

Date

Michael J. Donow, RSBA

Treasurer of School Monies

GENERAL FUND

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK				\$3,355,622.56
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				\$1,969,491.00

ACCOUNTS RECEIVABLE:

132	INTERFUND			\$.00	
140	INTERGOVERNMENTAL-ACCOUNTS RECEIVABLE			\$.00	
141	INTERGOVERNMENTAL-STATE			\$310,077.30	
142	INTERGOVERNMENTAL-FEDERAL			\$.00	
143	INTERGOVERNMENTAL-OTHER			\$.00	
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF		(\$.00)	\$310,077.30	

LOANS RECEIVABLE:

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

RESOURCES:

301	ESTIMATED REVENUES			\$25,945,466.00	
302	LESS REVENUES			(\$26,206,797.97)	
	TOTAL ASSETS AND RESOURCES				\$15,029,399.38

LIABILITIES AND FUND EQUITY

LIABILITIES:

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

OTHER CURRENT LIABILITIES

\$.00

TOTAL LIABILITIES

\$.00

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

May 31, 2026 (Sun)
 Budget Year: 2026

FUND BALANCE:

APPROPRIATED:

753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR				
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR				
	RESERVED FUND BALANCE FOR WAIVER OFFSET RSV				
768	WAIVER OFFSET RESERVE - CURRENT YEAR				
609	INCREASE IN WAIVER OFFSET RESERVE				
314	WITHDRAWAL FROM WAIVER OFFSET RESERVE				
	RESERVED FUND BALANCE:				
	BUS ADVERTISING RESERVE				
755	ADD: INCREASE IN BUS ADV RESERVE FOR F				
610	LESS: BUDGETED W/D FROM BUS ADV FUEL CO				
315	FEDERAL IMPACT AID RESERVE GENERAL - JULY				
756	ADD: INCREASE IN FEDERAL IMPACT AID RE				
611	LESS: W/D FROM FEDERAL IMPACT AID RESER				
318	FEDERAL IMPACT AID RESERVE CAPITAL - JULY				
757	ADD: INCREASE IN FEDERAL IMPACT AID RE				
612	LESS: W/D FROM FEDERAL IMPACT AID RESER				
319	MAINTENANCE RESERVE ACCOUNT - JULY 1, 2025				
606	ADD: INTEREST EARNED ON MAINTENANCE RE				
310	LESS: BUDGETED W/D FROM MAINT. RESERVE				
765	TUITION RESERVE ACCOUNT				
761	CAPITAL RESERVE ACCOUNT - JULY 1, 2025				
604	ADD: INCREASE IN CAPITAL RESERVE				
605	LESS: INCREASE IN SALE/LEASE RESERVE				
307	LESS: BUDG. W/D FROM CAPITAL RESERVE-ELI				
309	LESS: BUDG. W/D FROM CAPITAL RESERVE-EXC				
766	CURR. EXP. EMERGENCY RESERVE - JULY 1, 2025				
607	ADD: INCR. IN CURR. EXP. EMERG. RESERVE				
312	LESS: W/D FROM CURR. EXP. EMERG. RESERVE				
762	ADULT EDUCATION PROGRAMS				
769	UNEMPLOYMENT FUND				
750,751,752	RESERVED FUND BALANCE				
76X	OTHER RESERVES				
601	APPROPRIATIONS				
602	LESS: EXPENDITURES				
603	ENCUMBRANCES				

TOTAL APPROPRIATED

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2025				
771	FUND BALANCE - DESIGNATED				
772	FUND BALANCE - UNDESIGNATED				
303	BUDGETED FUND BALANCE				
311	BUDGT. WITHDR. FM TUITION RESERVE-ADJUST/SU				
320	BUDGT. WITHDR. FROM UNEMPLOYMENT FUND BALAN				
	TOTAL FUND BALANCE				

\$3,281,598.16
 \$20,000.00

\$0.00
 \$0.00
 \$0.00

\$0.00
 \$0.00
 (\$0.00)

\$0.00

\$0.00
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\$0.00
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\$0.00

\$877,088.00
 \$150.00
 (\$340,000.00)

\$537,238.00

\$8,528,452.49
 \$850.00
 \$0.00

(\$900,000.00)
 \$250,000.00

\$7,629,302.49

\$0.00
 (\$0.00)

\$250,000.00

\$0.00

\$0.00

\$0.00

\$28,494,200.11

\$23,072,559.47

\$3,301,598.16

\$2,120,042.48

\$13,838,181.13

\$1,035,285.25

\$1,325,000.00

\$18,053.00

(\$1,187,120.00)

(\$0.00)

(\$0.00)

\$15,029,399.38

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TOTAL LIABILITIES AND FUND EQUITY

\$15,029,399.38

	Budgeted	Actual	Variance
RECAPITULATION OF FUND BALANCE:			
APPROPRIATIONS	\$28,494,200.11	\$26,374,157.63	\$2,120,042.48
REVENUES	(\$25,945,466.00)	(\$26,206,797.97)	(\$261,331.97-)
SUB TOTAL	\$2,548,734.11	\$167,359.66	\$2,381,374.45
CHANGE IN RESERVE ACCOUNTS:			
PLUS - INCREASE IN RESERVE	\$1,000.00	\$1,000.00	\$.00
LESS - WITHDRAW FROM RESERVE	(\$1,240,000.00)	(\$1,240,000.00)	(\$.00)
SUB TOTAL	\$1,309,734.11	(\$1,071,640.34-)	\$2,381,374.45
LESS: ADJUSTMENT FOR PRIOR YEAR ENCUMBRANCE	(\$20,000.00)	(\$20,000.00)	(\$.00)
BUDGETED FUND BALANCE	\$1,289,734.11	(\$1,091,640.34-)	\$2,381,374.45

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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	\$24,502,755.97	Over	(\$260,743.97-)
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	\$26,206,797.97	Over	(\$261,331.97-)

EXPENDITURES:		Appropriations	Expenditures	Encumbrances	Available Balance
GENERAL CURRENT EXPENSE FUND (11)					
1XX-100-XXX	REGULAR PROGRAMS - INSTRUCTION	\$8,058,440.18	\$6,916,495.73	\$1,000,893.15	\$141,051.30
2XX-100-XXX	SPECIAL EDUCATION - INSTRUCTION	\$2,733,964.00	\$2,393,015.57	\$315,852.42	\$25,096.01
230-100-XXX	BASIC SKILLS/REMEDIATION INSTRUCTION	\$550,022.00	\$493,609.66	\$55,628.05	\$784.29
240-100-XXX	BILINGUAL EDUCATION - INSTRUCTION	\$543,646.00	\$487,309.07	\$53,257.52	\$3,079.41
3XX-100-XXX	VOC. PROGRAMS - LOCAL - INSTRUCTION	\$.00	\$.00	\$.00	\$.00
401-100-XXX	SCHOOL-SPONS. COCURR. ACTIVITIES - INST.	\$110,760.00	\$40,447.90	\$69,496.20	\$815.90
402-100-XXX	SCHOOL-SPONS. ATHLETICS - INSTRUCTION	\$58,745.00	\$17,079.46	\$31,968.90	\$9,696.64
421-100-XXX	TOTAL BEFORE/AFTER SCHOOL PROGRAMS	\$51,986.89	\$31,512.50	\$1,487.50	\$18,986.89
422-XXX-XXX	TOTAL SUMMER SCHOOL PROGRAMS	\$54,951.00	\$43,559.13	\$5,990.87	\$5,401.00
423-XXX-XXX	TOTAL ALTERNATIVE EDUCATION PROGRAM	\$.00	\$.00	\$.00	\$.00
424-XXX-XXX	TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$.00	\$.00	\$.00	\$.00
425-XXX-XXX	TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$.00	\$.00	\$.00	\$.00
4XX-100-XXX	OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	\$.00	\$.00	\$.00	\$.00
800-330-XXX	COMM. SERV. PROGRAMS-COMM. SERV. OPERATIONS	\$.00	\$.00	\$.00	\$.00
OTHER EXPENDITURES NOT INCLUDED ABOVE					

UNDISTRIBUTED EXPENDITURES:

000-1XX-XXX	INSTRUCTION	\$1,627,519.34	\$923,632.96	\$94,334.25	\$609,552.13
000-211-XXX	ATTENDANCE AND SOCIAL WORK SERVICES	\$114,107.00	\$99,880.47	\$13,226.53	\$1,000.00
000-213-XXX	HEALTH SERVICES	\$229,280.00	\$190,413.68	\$30,573.76	\$8,292.56
000-216-XXX	OTHER SUPPORT SERV.-STUDENTS-RELATED SERV	\$509,996.00	\$430,508.80	\$70,847.84	\$8,639.36
000-217-XXX	OTHER SUPPORT SERV.-STUDENTS-EXTRA SERV.	\$1,504,705.00	\$1,189,646.83	\$223,796.27	\$91,261.90
000-218-XXX	OTHER SUPPORT SERVICES-STUDENTS-REGULAR	\$410,389.00	\$365,742.97	\$43,081.49	\$1,564.54
000-219-XXX	OTHER SUPPORT SERV.-STUDENTS-SPEC. SERV.	\$763,911.00	\$630,787.67	\$102,806.26	\$30,317.07
000-221-XXX	IMPROV. OF INST./OTHER SUP. SERV.-INSTSERV	\$176,917.00	\$137,000.10	\$33,361.90	\$6,555.00
000-222-XXX	EDUCATIONAL MEDIA SERV./SCHOOL LIBRARY	\$217,371.71	\$188,351.82	\$14,234.40	\$14,785.49
000-223-XXX	INSTRUCTIONAL STAFF TRAINING SERVICES	\$108,000.00	\$56,420.43	\$6,842.76	\$44,736.81
000-23X-XXX	SUPP. SERV. - GENERAL ADMINISTRATION	\$669,201.00	\$484,967.91	\$118,635.65	\$65,597.44

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	Appropriations	Expenditures	Encumbrances	Available Balance
000-24X-XXX SUPP. SERV. - SCHOOL ADMINISTRATION	\$955,065.67	\$836,550.57	\$90,870.71	\$27,644.39
000-25X-XXX SUPP. SERV. - CENTRAL SERVICES & TECH SERV	\$617,212.09	\$531,574.45	\$51,580.10	\$34,057.54
000-26X-XXX OPERATION AND MAINT. OF PLANT SERVICES	\$2,119,648.02	\$1,680,175.34	\$265,637.37	\$173,835.31
000-263-XXX TOTAL CARE AND UPKEEP OF GROUNDS	\$131,000.00	\$109,929.96	\$15,096.00	\$5,974.04
000-266-XXX TOTAL SECURITY	\$32,800.00	\$10,486.80	\$1,500.00	\$20,813.20
000-27X-XXX STUDENT TRANSPORTATION SERVICES	\$662,645.00	\$292,121.71	\$145,173.29	\$225,350.00
000-29X-XXX BUSINESS AND OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-40X-XXX FACILITIES ACQ. & CONSTRUCTION SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
XXX-XXX-2XX UNALLOCATED BENEFITS	\$4,500,600.00	\$3,833,987.25	\$430,483.97	\$236,128.78
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	\$22,415,208.74	\$3,286,657.16	\$1,811,017.00
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	\$626,259.42	\$14,941.00	\$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	\$657,350.73	\$14,941.00	\$309,025.48
SPECIAL SCHOOLS (FUND 13)				
3XX-1XX-XXX POST-SECONDARY INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
3XX-2XX-XXX POST-SECONDARY SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
422-1XX-XXX SUMMER SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
422-2XX-XXX SUMMER SCHOOL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
4XX-1XX-XXX OTHER SPEC. SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
4XX-2XX-XXX OTHER SPC. SCHOOLS - SUPPORT SERV.	\$0.00	\$0.00	\$0.00	\$0.00
601-1XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
601-2XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
602-1XX-XXX ADULT EDUCATION-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
602-2XX-XXX ADULT EDUCATION-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
629-1XX-XXX VOCATIONAL EVENING-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
629-2XX-XXX VOCATIONAL EVENING-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
631-1XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
631-2XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
EVENING SCHOOL FOR FOREIGN BORN-LOCAL SUPPORT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER SPECIAL SCHOOLS EXPEND. NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$0.00	\$0.00	\$0.00	\$0.00

	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	\$23,072,559.47	\$3,301,598.16	\$2,120,042.48

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	Estimate	Actual	Unrealized
REVENUES			
LOCAL SOURCES:			
1210 LOCAL TAX LEVY	\$23,633,912.00	\$23,633,912.00	\$.00
1310 TUITION - FROM INDIVIDUALS	\$332,100.00	\$383,522.20	(\$51,422.20-)
1XXX MISCELLANEOUS	\$276,000.00	\$485,321.77	(\$209,321.77-)
TOTAL	\$24,242,012.00	\$24,502,755.97	(\$260,743.97-)
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	\$26,206,797.97	(\$261,331.97-)

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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
\$138,460.00	\$123,770.56	\$14,689.44	\$0.00
\$653,231.00	\$586,482.37	\$66,348.63	\$400.00
\$3,531,037.00	\$3,120,618.57	\$397,718.43	\$12,700.00
\$2,368,278.00	\$2,127,634.98	\$240,443.02	\$200.00
\$11,000.00	\$7,153.50	\$2,800.00	\$1,046.50
\$3,000.00	\$0.00	\$0.00	\$3,000.00
\$322,571.00	\$218,807.27	\$88,830.89	\$14,932.84
\$16,225.00	\$4,000.00	\$3,000.00	\$9,225.00
\$76,034.00	\$50,848.51	\$5,992.88	\$19,192.61
\$358,063.00	\$304,156.27	\$37,624.51	\$16,282.22
\$211,507.13	\$160,203.45	\$16,860.32	\$34,443.36
\$87,243.55	\$41,507.22	\$37,852.25	\$7,884.08
\$22,494.50	\$16,282.88	\$476.22	\$5,735.40
\$259,296.00	\$155,030.15	\$88,256.56	\$16,009.29
\$8,058,440.18	\$6,916,495.73	\$1,000,893.15	\$141,051.30
\$559,255.00	\$478,468.09	\$71,286.91	\$9,500.00
\$4,953.00	\$0.00	\$4,953.00	\$0.00
\$32,712.00	\$30,468.74	\$126.00	\$2,117.26
\$1,390.00	\$1,381.71	\$0.00	\$8.29
\$598,310.00	\$510,318.54	\$76,365.91	\$11,625.55
\$141,772.00	\$123,974.33	\$17,797.67	\$0.00
\$8,824.00	\$1,663.91	\$7,160.09	\$0.00
\$900.00	\$724.55	\$0.00	\$175.45
\$151,496.00	\$126,362.79	\$24,957.76	\$175.45
\$1,585,138.00	\$1,414,564.23	\$165,848.77	\$4,725.00
\$7,000.00	\$6,069.04	\$0.00	\$930.96
\$1,592,138.00	\$1,420,633.27	\$165,848.77	\$5,655.96

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	Appropriations	Expenditures	Encumbrances	Available Balance
216-1XX-101 SALARIES OF TEACHERS	\$229,107.00	\$194,873.90	\$26,833.10	\$7,400.00
216-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$157,863.00	\$136,016.12	\$21,846.88	\$0.00
216-1XX-5XX OTHER PURCHASED SERVICES	\$3,150.00	\$3,110.00	\$0.00	\$40.00
216-1XX-XXX OTHER PRESCHOOL DISABILITIES - FULL-TIME:	\$1,900.00	\$1,700.95	\$0.00	\$199.05
TOTAL	\$392,020.00	\$335,700.97	\$48,679.98	\$7,639.05
TOTAL SPECIAL EDUCATION - INSTRUCTION	\$2,733,964.00	\$2,393,015.57	\$315,852.42	\$25,096.01
BASIC SKILLS/REMEDIAL - INSTRUCTION				
230-1XX-101 SALARIES OF TEACHERS	\$548,372.00	\$492,743.95	\$55,628.05	\$0.00
230-1XX-61X GENERAL SUPPLIES	\$1,650.00	\$865.71	\$0.00	\$784.29
TOTAL	\$550,022.00	\$493,609.66	\$55,628.05	\$784.29
BILINGUAL EDUCATION - INSTRUCTION				
240-1XX-61X GENERAL SUPPLIES	\$8,300.00	\$6,279.69	\$118.63	\$1,901.68
240-1XX-64X TEXTBOOKS	\$41,200.00	\$40,443.86	\$0.00	\$756.14
24X-1XX-XXX OTHER BILINGUAL EDUCATION - INSTRUCTION	\$494,146.00	\$440,585.52	\$53,138.89	\$421.59
TOTAL	\$543,646.00	\$487,309.07	\$53,257.52	\$3,079.41
SCHOOL SPONS. COCURRICULAR ACTIVITIES - INSTRUCTION				
401-100-1XX SALARIES	\$88,760.00	\$21,126.44	\$67,633.56	\$0.00
401-100-6XX SUPPLIES AND MATERIALS	\$4,500.00	\$4,060.00	\$0.00	\$440.00
401-1XX-8XX OTHER OBJECTS	\$17,500.00	\$15,261.46	\$1,862.64	\$375.90
TOTAL	\$110,760.00	\$40,447.90	\$69,496.20	\$815.90
SCHOOL SPONSORED ATHLETICS - INSTRUCTION				
402-1XX-1XX SALARIES	\$31,300.00	\$0.00	\$31,300.00	\$0.00
402-1XX-5XX PURCHASED SERVICES	\$7,000.00	\$5,870.00	\$420.00	\$710.00
402-1XX-6XX SUPPLIES AND MATERIALS	\$19,745.00	\$10,659.46	\$248.90	\$8,836.64
402-1XX-8XX OTHER OBJECTS	\$700.00	\$550.00	\$0.00	\$150.00
TOTAL	\$58,745.00	\$17,079.46	\$31,968.90	\$9,696.64
SUMMER SCHOOL PROGRAMS				
422-100-101 SALARIES OF TEACHERS	\$43,951.00	\$35,050.00	\$3,500.00	\$5,401.00
422-100-106 OTHER SALARIES OF INSTRUCTION	\$5,500.00	\$4,909.13	\$590.87	\$0.00
TOTAL SUMMER SCHOOL INSTRUCTION	\$49,451.00	\$39,959.13	\$4,090.87	\$5,401.00
SUMMER SCHOOL - SUPPORT SVCS				

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	Appropriations	Expenditures	Encumbrances	Available Balance
422-200-100 SALARIES	\$5,500.00	\$3,600.00	\$1,900.00	\$.00
TOTAL SUMMER SCHOOL - SUPPORT SVCS	\$5,500.00	\$3,600.00	\$1,900.00	\$.00
TOTAL SUMMER SCHOOL	\$54,951.00	\$43,559.13	\$5,990.87	\$5,401.00
OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION				
4XX-1XX-1XX SALARIES	\$51,986.89	\$31,512.50	\$1,487.50	\$18,986.89
TOTAL	\$51,986.89	\$31,512.50	\$1,487.50	\$18,986.89
UNDISTRIBUTED EXPENDITURES - INSTRUCTION				
INSTRUCTION				
000-1XX-562 TUITION TO OTHER LEAS W/I STATE - SPEC.	\$1,010,870.34	\$545,803.44	\$.00	\$465,066.90
000-1XX-565 TUITION TO CSSD & REG. DAY SCHOOL	\$164,325.00	\$25,373.75	\$94,334.25	\$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	\$1,627,519.34	\$923,632.96	\$94,334.25	\$609,552.13
ATTENDANCE AND SOCIAL WORK SERVICES				
000-211-1XX SALARIES	\$104,507.00	\$90,280.47	\$13,226.53	\$1,000.00
000-211-171 SALARIES OF DROP-OUT PREVENTION OFFICER/CO	\$.00	\$.00	\$.00	\$.00
000-211-172 SALARIES OF FAMILY SUPPORT TEAMS	\$.00	\$.00	\$.00	\$.00
000-211-173 SALARIES OF FAMILY LIAISONS/COMM. PARENT I	\$.00	\$.00	\$.00	\$.00
000-211-174 SALARIES OF COMMUNITY/SCHOOL COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-211-3XX PURCHASED PROF. AND TECH. SERVICES	\$9,600.00	\$9,600.00	\$.00	\$.00
TOTAL	\$114,107.00	\$99,880.47	\$13,226.53	\$1,000.00
HEALTH SERVICES				
000-213-1XX SALARIES	\$192,680.00	\$166,206.63	\$26,473.37	\$.00
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	\$4,958.16	\$3,500.00	\$3,541.84
000-213-6XX SUPPLIES AND MATERIALS	\$20,000.00	\$15,248.89	\$600.39	\$4,150.72
TOTAL	\$229,280.00	\$190,413.68	\$30,573.76	\$8,292.56
OTHER SUPP. SERV. STUDENTS-RELATED SERVICES				
000-216-1XX SALARIES	\$504,496.00	\$428,848.16	\$70,847.84	\$4,800.00
000-216-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$2,500.00	\$.00	\$.00	\$2,500.00
000-216-6XX SUPPLIES AND MATERIALS	\$2,000.00	\$1,660.64	\$.00	\$339.36
TOTAL	\$508,996.00	\$430,508.80	\$70,847.84	\$7,639.36

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	Appropriations	Expenditures	Encumbrances	Available Balance
OTHER SUPP. SERV. STUDENTS-EXTRA SERVICES				
000-217-1XX SALARIES	\$941,853.00	\$788,705.71	\$139,147.29	\$14,000.00
000-217-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$559,627.00	\$400,941.12	\$83,916.62	\$74,769.26
000-217-6XX SUPPLIES AND MATERIALS	\$2,725.00	\$.00	\$732.36	\$1,992.64
000-217-8XX OTHER OBJECTS	\$500.00	\$.00	\$.00	\$500.00
TOTAL	\$1,504,705.00	\$1,189,646.83	\$223,796.27	\$91,261.90
OTHER SUPP. SERV. - STUDENTS - REGULAR				
000-218-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$370,309.00	\$327,227.51	\$43,081.49	\$.00
000-218-32X PURCHASED PROF. - ED. SERVICES	\$30,000.00	\$30,000.00	\$.00	\$.00
000-218-6XX SUPPLIES AND MATERIALS	\$1,400.00	\$532.46	\$.00	\$867.54
000-218-8XX OTHER OBJECTS	\$1,080.00	\$383.00	\$.00	\$697.00
TOTAL	\$402,789.00	\$358,142.97	\$43,081.49	\$1,564.54
OTHER SUPPORT SERVICES - STUDENTS-SPECIAL				
000-219-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$484,706.00	\$419,086.44	\$58,619.56	\$7,000.00
000-219-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$116,840.00	\$100,899.10	\$15,940.90	\$.00
000-219-32X PURCHASED PROF. - ED. SERVICES	\$130,360.00	\$96,019.00	\$27,375.00	\$6,966.00
000-219-39X OTHER PURCHASED PROF. AND TECH. SERVICES	\$20,860.00	\$7,143.71	\$.00	\$13,716.29
000-219-5XX OTHER PURCHASED SERVICES	\$1,000.00	\$189.00	\$.00	\$811.00
000-219-6XX SUPPLIES AND MATERIALS	\$6,745.00	\$4,695.42	\$870.80	\$1,178.78
000-219-8XX OTHER PROJECTS	\$3,400.00	\$2,755.00	\$.00	\$645.00
TOTAL	\$763,911.00	\$630,787.67	\$102,806.26	\$30,317.07
IMPROVEMENT OF INSTRUCTION SERVICES/				
000-221-102 SALARIES OF SUPERVISORS OF INSTR.	\$78,777.00	\$72,415.10	\$6,361.90	\$.00
000-221-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$27,000.00	\$.00	\$27,000.00	\$.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	\$137,000.10	\$33,361.90	\$6,555.00
EDUCATIONAL MEDIA SERVICES/SCHOOL LIBRARY				
000-222-1XX SALARIES	\$165,256.00	\$145,246.86	\$13,709.14	\$6,300.00
000-222-177 SALARIES OF TECHNOLOGY COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-222-3XX PURCHASED PROF. AND TECH. SERVICES	\$3,500.00	\$.00	\$.00	\$3,500.00

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000-222-5XX OTHER PURCHASED SERVICES.	\$32,550.00	\$31,594.99	\$0.00	\$955.01
000-222-6XX SUPPLIES AND MATERIALS	\$16,065.71	\$11,509.97	\$525.26	\$4,030.48
TOTAL	\$217,371.71	\$188,351.82	\$14,234.40	\$14,785.49
INSTRUCTIONAL				
000-223-102 STAFF TRAINING SERVICES	\$19,000.00	\$0.00	\$0.00	\$19,000.00
000-223-102 SALARIES OF SUPERVISORS OF INSTR.	\$46,000.00	\$43,972.00	\$0.00	\$2,028.00
000-223-32X PURCHASED PROF. - ED. SERVICES	\$26,500.00	\$7,125.00	\$6,615.00	\$12,760.00
000-223-3XX OTHER PPURCHASED PROF. AND TECH. SERVICES	\$11,500.00	\$5,323.43	\$227.76	\$5,948.81
000-223-5XX OTHER PURCHASED SERVICES	\$5,000.00	\$0.00	\$0.00	\$5,000.00
000-223-6XX SUPPLIES AND MATERIALS				
TOTAL	\$108,000.00	\$56,420.43	\$6,842.76	\$44,736.81
SUPPORT SERVICES - GENERAL ADMINISTRATION				
000-23X-1XX SALARIES	\$326,984.00	\$299,349.40	\$27,134.60	\$500.00
000-23X-331 LEGAL SERVICES	\$71,000.00	\$14,025.15	\$44,474.85	\$12,500.00
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	\$0.00	\$0.00	\$5,000.00
000-23X-33X OTHER PURCHASED PROF. SERVICES	\$20,500.00	\$16,513.20	\$500.00	\$3,486.80
000-23X-34X PURCHASED TECHNICAL SERVICES	\$13,417.00	\$6,830.50	\$0.00	\$6,586.50
000-23X-53X COMMUNICATIONS/TELEPHONE	\$44,250.00	\$36,779.77	\$3,670.71	\$3,799.52
000-23X-585 BOE OTHER PURCHASED SERVICES	\$9,000.00	\$7,713.92	\$0.00	\$1,286.08
000-23X-5XX OTHER PURCHASED SERVICES	\$74,500.00	\$55,322.31	\$2,175.49	\$17,002.20
000-23X-610 GENERAL SUPPLIES	\$3,000.00	\$263.06	\$80.00	\$2,656.94
000-23X-630 BOE MEETING SUPPLIES	\$1,750.00	\$1,750.00	\$0.00	\$0.00
000-23X-890 MISCELLANEOUS EXPENDITURES	\$5,300.00	\$4,453.43	\$0.00	\$846.57
000-23X-895 BOE MEMBERSHIP DUES AND FEES	\$11,500.00	\$10,567.17	\$0.00	\$932.83
TOTAL	\$669,201.00	\$484,967.91	\$118,635.65	\$65,597.44
SUPPORT SERVICES - SCHOOL ADMIN.				
000-24X-103 SALARIES OF PRINCIPALS/ASST. PRINCIPALS	\$552,035.00	\$503,794.69	\$48,240.31	\$0.00
000-24X-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$146,544.00	\$134,071.66	\$12,472.34	\$0.00
000-24X-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$151,098.00	\$131,707.82	\$15,390.18	\$4,000.00
000-24X-3XX PURCHASED PROF. AND TECH. SERVICES	\$6,000.00	\$4,343.98	\$0.00	\$1,656.02
000-24X-5XX OTHER PURCHASED SERVICES	\$12,500.00	\$3,843.54	\$1,515.73	\$7,140.73
000-24X-6XX SUPPLIES AND MATERIALS	\$53,288.67	\$45,214.60	\$3,520.08	\$4,553.99
000-24X-8XX OTHER OBJECTS	\$33,600.00	\$13,574.28	\$9,732.07	\$10,293.65
TOTAL	\$955,065.67	\$836,550.57	\$90,870.71	\$27,644.39
SUPPORT SERVICES - CENTRAL SERVICES				
000-251-100 SALARIES	\$385,632.00	\$350,725.78	\$34,906.22	\$0.00
000-251-34X PURCHASED TECHNICAL SERVICES	\$34,000.00	\$29,702.74	\$3,500.00	\$797.26

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000-251-592 MISC. PURCHASED SERVICES	\$11,500.00	\$2,450.00	\$0.00	\$9,050.00
000-251-5XX OTHER PURCHASED SERVICES	\$3,000.00	\$892.98	\$1,154.78	\$952.24
000-251-6XX SUPPLIES AND MATERIALS	\$10,063.69	\$8,999.10	\$606.71	\$457.88
000-251-890 MISCELLANEOUS EXPENDITURES	\$4,900.00	\$1,525.00	\$0.00	\$3,375.00
TOTAL	\$449,095.69	\$394,295.60	\$40,167.71	\$14,632.38
SUPPORT SERVICES - ADMINISTRATIVE INFO TECH SERVICES				
000-252-100 SALARIES	\$127,559.00	\$116,300.21	\$11,258.79	\$0.00
000-252-34X PURCHASED TECHNICAL SERVICES	\$29,340.00	\$16,197.52	\$0.00	\$13,142.48
000-252-5XX OTHER PURCHASED SERVICES	\$2,800.00	\$2,275.39	\$153.60	\$371.01
000-252-6XX SUPPLIES AND MATERIALS	\$7,917.40	\$2,505.73	\$0.00	\$5,411.67
000-252-8XX OTHER OBJECTS	\$500.00	\$0.00	\$0.00	\$500.00
TOTAL	\$168,116.40	\$137,278.85	\$11,412.39	\$19,425.16
OPERATION AND MAINTENANCE OF SCHOOL FACILITIES				
000-261-1XX SALARIES	\$182,118.00	\$165,949.92	\$15,876.78	\$291.30
000-261-61X GENERAL SUPPLIES	\$71,737.06	\$29,732.70	\$13,811.10	\$28,193.26
000-261-8XX OTHER OBJECTS	\$4,500.00	\$3,653.00	\$0.00	\$847.00
000-261-XXX REQUIRED MAINTENANCE UPDATE	\$248,318.96	\$175,935.39	\$22,949.83	\$49,433.74
TOTAL REQUIRED MAINT FOR SCHOOL FACILITIES	\$506,674.02	\$375,271.01	\$52,637.71	\$78,765.30
CUSTODIAL SERVICES				
000-262-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$172,069.00	\$155,037.19	\$16,009.71	\$1,022.10
000-262-1XX SALARIES	\$620,300.00	\$518,283.44	\$74,864.56	\$27,152.00
000-262-3XX PURCHASED PROF. AND TECH. SERVICES	\$6,400.00	\$0.00	\$0.00	\$6,400.00
000-262-42X CLEANING, REPAIR, AND MAINT. SERVICES	\$17,500.00	\$9,702.90	\$3,905.55	\$3,891.55
000-262-49X OTHER PURCHASED PROPERTY SERV.	\$24,600.00	\$16,790.38	\$4,209.62	\$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	\$49,028.22	\$5,587.00	\$6,384.78
000-262-621 ENERGY (NATURAL GAS)	\$139,000.00	\$84,575.63	\$31,424.37	\$23,000.00
000-262-626 ENERGY (GASOLINE)	\$8,000.00	\$2,271.51	\$3,728.49	\$2,000.00
000-262-62X ENERGY (HEAT AND ELECTRICITY)	\$277,119.00	\$193,729.64	\$73,270.36	\$10,119.00
000-262-8XX OTHER OBJECTS	\$3,500.00	\$0.00	\$0.00	\$3,500.00
TOTAL CUSTODIAL SERVICES	\$1,612,974.00	\$1,304,904.33	\$212,999.66	\$95,070.01
CARE AND UPKEEP OF GROUNDS				
000-263-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$124,000.00	\$104,157.00	\$15,096.00	\$4,747.00
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	\$109,929.96	\$15,096.00	\$5,974.04

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	Appropriations	Expenditures	Encumbrances	AvailabLe Balance
SECURITY				
000-266-300	PURCHASED PROFESSIONAL AND TECHNICAL SERVI	\$1,170.00	\$1,500.00	\$4,830.00
000-266-420	CLEANING, REPAIR, AND MAINT. SERVICES	\$900.00	\$0.00	\$9,100.00
000-266-610	GENERAL SUPPLIES	\$0.00	\$0.00	\$1,000.00
	TOTAL SECURITY	\$2,070.00	\$1,500.00	\$14,930.00
OPERATION AND MAINTENANCE OF PLANT SERVICES				
000-26X-XXX	OTHER UNDIST. EXPEND. OPERATION & MAINTEN	\$8,416.80	\$0.00	\$5,883.20
	TOTAL	\$8,416.80	\$0.00	\$5,883.20
STUDENT TRANSPORTATION SERV.				
000-270-107	SALARIES OF NON-INSTRUCTIONAL AIDES	\$9,397.08	\$1,997.92	\$0.00
000-27X-503	CONTRACTED SERVICES - AID NON-PUBLIC	\$11,226.20	\$18,773.80	\$20,000.00
000-27X-511	CONTRACTED SERVICES (HOME/SCH.) VENDORS	\$66,620.84	\$15,379.16	\$10,000.00
000-27X-512	CONTRACTED SERV. (OTHER THAN HM/SC) VEND.	\$14,500.00	\$13,400.00	\$6,100.00
000-27X-513	CONTRACTED SERV. (HOME/SCH.) JOIN AGREEMIN	\$5,807.85	\$9,192.15	\$10,000.00
000-27X-515	CONTR. SERV. (SPEC. ED. STUD.) JOIN AGRM.	\$184,569.74	\$86,430.26	\$179,250.00
	TOTAL	\$292,121.71	\$145,173.29	\$225,350.00
UNALLOCATED BENEFITS				
000-291-22X	SOCIAL SECURITY CONTRIBUTIONS	\$238,512.21	\$0.00	\$56,487.79
000-291-241	OTHER RETIREMENT CONTRIBUTIONS - PERS	\$247,755.00	\$0.00	\$20,745.00
000-291-249	OTHER RETIREMENT CONTRIBUTIONS-REG	\$47,981.73	\$0.00	\$18.27
000-291-26X	WORKMEN'S COMPENSATION	\$57,087.00	\$0.00	\$6,558.00
000-291-27X	HEALTH BENEFITS	\$3,222,530.55	\$412,613.00	\$139,311.45
000-291-28X	TUITION REIMBURSEMENT	\$9,130.00	\$880.00	\$4,990.00
000-291-299	UNUSED SICK PAYMENT RETIRE/TERM	\$9,345.00	\$15,655.00	\$0.00
000-291-2XX	OTHER EMPLOYEE BENEFITS	\$1,645.76	\$1,335.97	\$8,018.27
	TOTAL UNALLOCATED BENEFITS	\$3,833,987.25	\$430,483.97	\$236,128.78
TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS		\$3,833,987.25	\$430,483.97	\$236,128.78
OTHER UNDISTRIBUTED EXPENDITURES		\$7,600.00	\$0.00	\$1,000.00
TOTAL UNDISTRIBUTED EXPENDITURES		\$11,992,179.72	\$1,752,082.55	\$1,606,105.56
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES		\$22,415,208.74	\$3,286,657.16	\$1,811,017.00
TOTAL GEN. CURRENT EXP. EXPENDITURES AND TRANSFERS		\$22,415,208.74	\$3,286,657.16	\$1,811,017.00

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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	\$22,433,217.06	\$3,286,657.16	\$1,793,008.68
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	\$.00	\$14,941.00	\$.00
XXX-4XX-XXX OTHER FACILITIES ACQ. AND CONSTR. SERV.	\$900,000.00	\$626,259.42	\$.00	\$273,740.58
TOTAL	\$914,941.00	\$626,259.42	\$14,941.00	\$273,740.58
TOTAL CAPITAL OUTLAY EXPENDITURES	\$981,317.21	\$657,350.73	\$14,941.00	\$309,025.48
TOTAL CAPITAL OUTLAY EXPENDITURES AND RESERVES	\$981,317.21	\$657,350.73	\$14,941.00	\$309,025.48
TOTAL GENERAL FUND NOT INCLUDING RESERVES	\$28,494,200.11	\$23,072,559.47	\$3,301,598.16	\$2,120,042.48

PREPARED AND SUBMITTED BY:



BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

June 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)."



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ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK		\$202,506.68
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	(\$.18-)
131	INTERFUND LOANS RECEIVABLE		\$.00
	OTHER CURRENT ASSETS		\$8,759.00

RESOURCES:

301	ESTIMATED REVENUES	\$740,853.00	\$186,927.51
302	LESS REVENUES	(\$553,925.49)	
	TOTAL ASSETS AND RESOURCES		\$398,193.01

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

FUND BALANCE:

APPROPRIATED:

753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR	\$12,720.93
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	(\$537,314.10)
		\$476,825.27
		\$60,488.83
		\$203,538.90

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2025	\$.00
303	BUDGETED FUND BALANCE	(\$.00)
	TOTAL FUND BALANCE	\$216,259.83
	TOTAL LIABILITIES AND FUND EQUITY	\$398,193.01

REVENUE/SOURCES OF FUNDS:

	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
TRANSFERS FROM OPERATING BUDGET PRE-K				
1310 TUITION - PRESCHOOL	\$.00	\$.00		\$.00
1320 TUITION FROM LEA'S - PRESCHOOL	\$.00	\$.00		\$.00
1760 STUDENT ACTIVITY FUND	\$500.00	\$.00	Under	\$500.00
1770 SCHOLARSHIP FUND	\$.00	\$.00		\$.00
1921 DIGITAL DIVIDE	\$.00	\$.00		\$.00
FROM LOCAL SOURCES	\$276,630.00	\$126,122.49	Under	\$150,507.51
UNRESTRICTED GRANTS IN AID	\$.00	\$.00		\$.00
FROM INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3212 NONPUBLIC TEACHER STEM GRANT	\$.00	\$.00		\$.00
3218 PRESCHOOL EDUCATION AID - PR YR CARRYOVER	\$.00	\$.00		\$.00
3257 SDA EMERGENT NEEDS AND CAP MAINT	\$.00	\$.00		\$.00
3258 PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$.00	\$.00		\$.00
3259 PRESCHOOL FACILITIES LEAD REMEDIATION	\$.00	\$.00		\$.00
3700 STATE GRANTS THROUGH INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3XXX OTHER STATE AIDS	\$113,415.00	\$110,612.00	Under	\$2,803.00
FROM STATE SOURCES				
TITLE I	\$56,020.00	\$22,903.00	Under	\$33,117.00
IDEA	\$294,288.00	\$294,288.00		\$.00
PERKINS GRANT	\$.00	\$.00		\$.00
TITLE II	\$.00	\$.00		\$.00
TITLE IV	\$.00	\$.00		\$.00
TITLE III	\$.00	\$.00		\$.00
FROM FEDERAL SOURCES	\$.00	\$.00		\$.00
4409 ARP-IDEA PRESCHOOL	\$.00	\$.00		\$.00
4417-4418 REAP GRANT	\$.00	\$.00		\$.00
4419 ARP-IDEA BASIC	\$.00	\$.00		\$.00
4500 OTHER RESTRICTED GRANTS	\$.00	\$.00		\$.00
4503 21ST CENTURY	\$.00	\$.00		\$.00
4526 FEMA - SUPERSTORM SANDY	\$.00	\$.00		\$.00
4530 CARES ACT	\$.00	\$.00		\$.00
4531 CARES DIGITAL DIVIDE	\$.00	\$.00		\$.00
4532 CORONAVIRUS RELIEF FUND	\$.00	\$.00		\$.00
4533 STUDENT LEARNING LOSS GRANT	\$.00	\$.00		\$.00
4534 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	\$0.00	\$0.00		\$0.00
4700 GRANTS-IN-AID FROM FEDERAL GOVT	\$0.00	\$0.00		\$0.00
4800 REVENUE IN LIEU OF TAXES	\$0.00	\$0.00		\$0.00
TOTAL REVENUE/SOURCES OF FUNDS	\$740,853.00	\$553,925.49	under	\$186,927.51
EXPENDITURES:				
LOCAL PROJECTS				
STUDENT ACTIVITY FUND	\$248,200.00	\$52,677.90	\$4,000.00	\$191,522.10
SCHOLARSHIP FUND	\$500.00	\$0.00	\$0.00	\$500.00
STATE PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00
EARLY CHILDHOOD PROGRAM AID	\$0.00	\$0.00	\$0.00	\$0.00
DEMONSTRABLY EFFECTIVE PROGRAM AID	\$0.00	\$0.00	\$0.00	\$0.00
DISTANCE LEARNING NETWORK AID	\$0.00	\$0.00	\$0.00	\$0.00
INSTRUCTIONAL SUPPLEMENT AID	\$0.00	\$0.00	\$0.00	\$0.00
STATE PROJECTS CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
DISTANCE LEARNING CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
PRIVATE INDUSTRY COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00
NON PUBLIC TEACHER STEM	\$0.00	\$0.00	\$0.00	\$0.00
NJ NONPUBLIC TEXTBOOKS	\$3,615.00	\$3,615.00	\$0.00	\$0.00
NJ NONPUBLIC AUXILIARY SERVICES	\$9,604.00	\$0.00	\$9,604.00	\$0.00
NJ NONPUBLIC HANDICAPPED SERVICES	\$15,176.00	\$8,416.37	\$1,139.63	\$5,620.00
NJ NONPUBLIC NURSING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
NJ NONPUBLIC TECHNOLOGY INITIATIVE	\$2,580.00	\$2,580.00	\$0.00	\$0.00
NJ NONPUBLIC SECURITY AID	\$0.00	\$0.00	\$0.00	\$0.00
ADULT EDUCATION - STATE	\$0.00	\$0.00	\$0.00	\$0.00
VOCATIONAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTION TO WSR - OTHER STATE PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00
TARGETED AT-RISK AID	\$0.00	\$0.00	\$0.00	\$0.00
OTHER STATE PROJECTS	\$82,440.00	\$82,440.00	\$0.00	\$0.00
TOTAL STATE PROJECTS	\$113,415.00	\$97,051.37	\$10,743.63	\$5,620.00
FEDERAL PROJECTS				
ARP-IDEA BASIC GRANT	\$0.00	\$0.00	\$0.00	\$0.00
ARP IDEA PRESCHOOL	\$0.00	\$0.00	\$0.00	\$0.00
CLASS SIZE REDUCTION	\$0.00	\$0.00	\$0.00	\$0.00

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	Appropriations	Expenditures	Encumbrances	Available Balance
TITLE I	\$55,521.00	\$31,178.00	\$18,945.20	\$5,397.80
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	\$325,466.00	\$18,945.20	\$5,896.80
TOTAL EXPENDITURES	\$712,423.00	\$475,195.27	\$33,688.83	\$203,538.90
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	\$760,190.90	\$579,562.50	\$33,688.95	\$146,939.45
TOTAL SPECIAL FUND NOT INCLUDING RESERVES	\$712,423.00	\$475,195.27	\$33,688.83	\$203,538.90

PREPARED AND SUBMITTED BY:

Available
Balance

Encumbrances

Expenditures

Appropriations

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

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ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$2,562,258.95
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	(\$77,774.06)
	TOTAL ASSETS AND RESOURCES	(\$77,774.06--)
		\$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
451	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$.00
423	ACCRUED SALARIES AND BENEFITS	\$.00
461	OTHER CURRENT LIABILITIES	\$.00
	TOTAL LIABILITIES	\$.00

FUND BALANCE:

APPROPRIATED:

753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR	\$.00	
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR	\$137,450.84	
751, 752, 76X	OTHER RESERVES	\$.00	
601	APPROPRIATIONS	\$800,506.54	
602	LESS: EXPENDITURES	\$538,099.08	
603	ENCUMBRANCES	\$137,450.84	(\$675,549.92)
	TOTAL APPROPRIATED	\$124,956.62	
		\$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

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REVENUE/SOURCES OF FUNDS:				Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
15XX	INTEREST	\$.00		\$77,774.06	Over	(\$77,774.06-)
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 OTHER	\$.00		\$.00		\$.00
	TOTAL REVENUE/SOURCES OF FUNDS	\$.00		\$77,774.06	Over	(\$77,774.06-)
EXPENDITURES:				Expenditures	Encumbrances	Available Balance
XXX-XXX-73X	EQUIPMENT	\$.00		\$.00	\$.00	\$.00
	FACILITIES ACQUISITION AND CONSTR. SERV.					
000-4XX-1XX	SALARIES	\$.00		\$.00	\$.00	\$.00
000-4XX-331	LEGAL SERVICES	\$15,419.50		\$.00	\$15,419.50	\$.00
000-4XX-39X	OTHER PURCHASED PROF. AND TECH. SERV.	\$.00		\$.00	\$.00	\$.00
000-4XX-45X	CONSTRUCTION SERVICES	\$691,386.07		\$534,156.73	\$32,272.72	\$124,956.62
000-4XX-61X	GENERAL SUPPLIES	\$.00		\$.00	\$.00	\$.00
000-4XX-71X	LAND AND IMPROVEMENTS	\$.00		\$.00	\$.00	\$.00
000-4XX-72X	BLDG. OTHER THAN LEASE PURCHASE AGREEMENTS	\$.00		\$.00	\$.00	\$.00
000-4XX-8XX	OTHER OBJECTS	\$.00		\$.00	\$.00	\$.00
000-4XX-XXX	OTHER FAC. ACQ. AND CONSTR. SERV.	\$93,700.97		\$3,942.35	\$89,758.62	\$.00
	TOTAL FAC. ACQ. AND CONSTR. SERV.	\$800,506.54		\$538,099.08	\$137,450.84	\$124,956.62
	TOTAL EXPENDITURES	\$800,506.54		\$538,099.08	\$137,450.84	\$124,956.62
TRANSFERS						
000-520-93X	TRANSFER TO OTHER FUNDS	\$.00		\$.00	\$.00	\$.00
	TOTAL EXPENDITURES AND TRANSFERS	\$800,506.54		\$538,099.08	\$137,450.84	\$124,956.62
RESERVE ACCOUNT						
999-999-999	PRIOR YEAR RESERVE	\$.00		\$25,719.99	\$.00	(\$25,719.99-)
	TOTAL EXPENDITURES, TRANSFERS AND RESERVE	\$800,506.54		\$563,819.07	\$137,450.84	\$99,236.63

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TOTAL CAPITAL PROJECTS FUNDS NOT INCLUDING RESERVES	Appropriations	Expenditures	Encumbrances	Available Balance
	\$800,506.54	\$538,099.08	\$137,450.84	\$124,956.62

PREPARED AND SUBMITTED BY:



JUNE 4, 2026

BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE



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

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ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$.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	ACCRUED SALARIES AND BENEFITS	\$.00
	OTHER CURRENT LIABILITIES	\$.00
	TOTAL LIABILITIES	\$.00

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FUND BALANCE:

APPROPRIATED:

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

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

\$.00

76X OTHER RESERVES

\$.00

601 APPROPRIATIONS
 602 LESS: EXPENDITURES
 603 ENCUMBRANCES
 TOTAL APPROPRIATIONS

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

\$.00
 \$.00

(\$459,750.00)
 \$.00

UNAPPROPRIATED:

770 FUND BALANCE, JULY 1, 2025

\$.00

771 DESIGNATED FUND BALANCE
 303 BUDGETED FUND BALANCE

\$.00
 (\$.00)

TOTAL FUND BALANCE

\$.00

TOTAL LIABILITIES AND FUND EQUITY

\$.00

REVENUE/SOURCES OF FUNDS:		Budgeted	Actual to	NOTE: Over	Unrealized
TRANSFERS FROM OTHER FUNDS		Estimated	Date	or (Under)	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:		Appropriations	Expenditures	Encumbrances	Avaiable Balance
	DEBT SERVICE - REGULAR				
700-530-940	PAYMENT OF REFUND - BOND ESCROW	\$.00	\$.00		\$.00
701-510-723	PRINCIPAL PAYMENTS - LEASE PURCH. AGRMTS.	\$.00	\$.00		\$.00
701-510-833	INTEREST PAYMENTS - LEASE PURCH. AGRMTS.	\$.00	\$.00		\$.00
701-510-835	INTEREST ON EARLY RETIREMENT BONDS	\$.00	\$.00		\$.00
701-510-837	INTEREST ON COMMUNITY DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-83X	INTEREST	\$219,750.00	\$219,750.00		\$.00
701-510-910	REDEMPTION OF PRINC.-EARLY RETIREM. BONDS	\$240,000.00	\$240,000.00		\$.00
701-510-912	PRINCIPAL ON COMM DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-91X	REDEMPTION 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

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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 TRANSFER 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

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



2025-26 Monthly Transfers Worksheet - Details of Transfers

District:	CLOSTER BOARD OF EDUCATION
LEA Code:	03-0930
Month/Year:	May-26
Date of Submission:	6/1/26

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	(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	265,350	3.40%	1,044,659	
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	17,355	0.30%	599,853	
13160, 15180, 17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	Vocational Programs - Local School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-3XX-100-XXX, 11-4XX-X00-XXX	203,760	245	204,005	20,401	72,438	0.00%	92,839	
27100	Community Services Programs/Operations	11-800-330-XXX						0.00%		
Undistributed Expenditures										
29180	Tuition	11-000-100-XXX	1,614,878			161,488	12,641	0.78%	174,129	
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	1,718,969	666		171,966	15,394	0.90%	187,360	
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	247,417			24,742	37,500	15.16%	62,242	
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	876,277	5,289	881,566	88,157	73,500	8.34%	161,657	14,557
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	125,924	5.84%	341,676	
52480	Student Transportation Services	11-000-270-XXX	716,895		716,895	71,690	(54,250)	-7.57%	17,440	
52600	Personal Services - Employee Benefits	11-XXX-XXX-2XX	4,689,100		4,689,100	468,910	(168,500)	-3.61%	288,410	
72020	Food Services	11-000-310-XXX						0.00%		
72120	Transfer Property Sale Proceeds to Debt Service Reserve	11-000-520-934						0.00%		
72160	Deposit to Sale/Lease-Back Reserve	10-605						0.00%		
72180	Interest Earned on Maintenance Reserve	10-606						0.00%		
72200	Deposit to Maintenance Reserve	10-606								
72220	Deposit to Current Expense Emergency Reserve	10-607								
72240	Interest Earned on Current Expense Emergency Reserve	10-607								
72245	Deposit to Bus Advertising Reserve for Fuel Costs	10-610								
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:	CLOSTER BOARD OF EDUCATION		
LEA Code:	03-0930		
Month/Year:	May-26		
Date of Submission	6/1/26		

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 (M.J.A.C. 6A-23A; 13.3(d))	2025-26 Original Budget For Use in 10% Calculation	Maximum Transfer Amount	2025-26 YTD Net to/(from) as of Date of Submission in call B5	% Change of Transfers YTD	2025-26 Retaining Allowable Balance From	2025-26 Retaining Allowable Balance To
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	96,005	21,268			
83080	Total Special Schools	13-XXX-XXX-XXX						0.00%		
84000	Transfer of Funds to Charter Schools	10-000-100-96X						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: JUNE 1, 2026

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

Total Adjustments: \$512,120


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

2026-2027 Anticipated contracts to be renewed, awarded, or to expire during the school year – PL2015-Chapter 47

Pursuant to PL 2015, Chapter 47 the Closter Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. seq.

Academic Therapy Publications
Ackerson Drapery & Decoration
Aeromark Service
AJG Insurance
Alarm & Communication Technologies Inc.
Albourn Associates
Almstead Tree
Alpine Board of Education
Ambient Conditioning
AM Consultants
Amplify Education
Amtec
Aops
Asbury Park Board of Education
Aspen Heating & AC Corp.
Bayada Nursing
Bergen County Special Services
Bergen County Center Child Development, Inc.
Best Choice Health Care
Blackboard Inc.
Boswell Engineering
Brainpop
Brainspring
Brightly Software
BWS Architects
C & M Door Controls
CJ Vanderbeck & Son Inc
Canon Financial
Centered Solutions
Certapro Painters
Chief Security
Classlink
Cleaning World
Closter Nature Center
Cleary, Giacobbe Law Firm
Companion Corp.
Corby Associates Inc.
Cresskill Board of Education

CTC Academy
Curriculum Associates Inc.
Delta Dental Inc.
Demarest Board of Education
Dicara Rubino Architects
Direct Energy Business
Donow, Michael-Treasurer
Drill Construction
Dyntek Services Inc.dba Arctiq
Eastern Datacomm Inc.
Educational Data Services Inc.
Express Learning
Express Heating Co. Inc.
Fast Printing NYC
Flooring Concepts
Fogarty, Hara, Lapira and Cherry Esq.
Foveonics Imaging
Frontline Technologies
Fulcrum Management
Green Meadows Landscaping
Hanning Floor Covering
Harrington Park Board of Education
Heinemann
Horizon Healthcare
Horizon Healthcare Staffing dba Homecare Therapies
Institute Educational
Interstate Waste Svce NJ
IXL Learning
J&J Gym Floors
JAMF Software LLC
Jake Containers
Keyboard Consultants
Kel Industries
Lerch, Vinci, & Higgins LLP
Laumar Roofing Co. Inc.
Literacy Resources
Loving Care Agency Inc.
Linkit
Lupardi's Nursery Inc.
Learnwell
Lexia Learning Systems
Liminex dba Go Guardian
M&M Window and Glass
Mid American Elevator

McGraw Hill
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June 2026
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Murray Paving and Concrete
Mystery Science
NJ Division of Pensions
NJ State Health Benefits
New Wave Consultants, Inc.
Nickerson NY, LLC
Northeast Bergen County School Board Insurance Group (NESBIG)
Northeast Fire and Safety
Northern Valley Regional High School
Northern Valley Tech Services
Northern Valley Region III
Norwood Board of Education
Norton & Associates
Oncourse Systems
Optimum/Altice
Pesh-E-Electric Inc.
Phoenix Advisors
Pitney Bowes
Preferred Home Health Care
PSE&G Co.
Realtime Information
Nancy Rothenberg, MD
Rockland Electric Co.
School Webmasters LLC
SchoolDude.Com
Schoolology
Starlight Home Care Agency Inc.
Strauss Esmay
Success Advertising
TA Compressor
Tech 4 Learning
Teaching Ally
Trinity 3
United Business Systems
UGI Energy
Valley Transportation LLC
Verizon
Verizon Wireless
West Bergen Mental
Westphal
Western Pest Control
Xcitium

Name

Certification

Substitute Paraprofessionals

Name

Substitute Nurses

Name

Substitute Custodians

Name

James Emmet
Mayuli Copeland
Cirilo Carbajal
Anna Suttora
Vivian Vail

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Notice of Board Meetings

0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Adequate Notice

The Board Secretary shall provide **adequate notice, which means** written advance notice of at least forty-eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken and which shall be prominently posted in at least one public place reserved for such or similar announcements; ~~mailed, telephoned, telegraphed, or hand delivered to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body; and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-16 et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting.~~ **The Board Secretary shall publish or advertise the legal notice of the meeting on the Board's official internet website conspicuously placed on the website's homepage in accordance with the provisions of N.J.S.A. 35:3-1 et seq. and Bylaw 0162.01.**

In accordance with N.J.S.A. 10:4-9., upon the affirmative vote of three-quarters of the members present, the Board may hold a meeting notwithstanding the failure to provide adequate notice if:

1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and



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Notice of Board Meetings

2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and
3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4--8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4--8.d. by telephone, telegram, or by delivering a written notice of same to such newspapers; and
4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

Personal Notice of Meeting

In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that will include the date and time of the closed session meeting, the subject or subjects scheduled for discussion at the closed session meeting, and the right of the affected person to request that the discussions be conducted at a public meeting. Such notice will be given no less than forty-eight hours in advance of the closed session meeting.

A written request for public discussion must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.



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Notice of Board Meetings

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this Bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a student.

N.J.S.A. 10:4-~~16~~ et seq.; ~~10:4-8~~; ~~10:4-9~~
N.J.S.A. 18A:6-11.; 18A:10-6.
N.J.S.A. 35:3-1 et seq.
N.J.A.C. 6A:32-3.1

Adopted:



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Legal Notices
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0162.01 LEGAL NOTICES

Whenever the Board of Education is required by law or by order or rule of any court to publish or advertise a legal notice, the Board shall publish or advertise the legal notice on the Board's official internet website in accordance with the provisions of N.J.S.A. 35:3-1 et seq.

For the purpose of this Policy, "legal notice" means any resolution, official proclamation, notice, or advertisement of any sort, kind, or character, including proposals for bids on public work and otherwise, required by law or by the order or rule of any court to be published by the Board.

For the purpose of this Policy, "online news publication" means a news publication in electronic format that contains news on matters of public concern and has published news predominantly in the English language at least once per week for at least one year continuously.

The Board's official internet website shall be accessible and available to the public free of charge. A direct hyperlink to legal notices published on the Board's official internet website shall be conspicuously placed on the Board's website's homepage. The Board shall submit the hyperlink to the New Jersey Secretary of State and provide any updates thereto prior to effectuation in accordance with the provisions of N.J.S.A. 35:3-2.b.

The Board shall maintain an internet archive of legal notices that are no longer displayed, which shall be kept for at least one year. The archive shall not be subject to any records retention schedule adopted by the State Records Committee nor to the "Destruction of Public Records Law (1953)," N.J.S.A. 47:3-15 et seq. The Board shall display a legal notice on its legal notices internet webpage for at least one week from the date of initial posting, or other time period as required by law, before transferring the publication to the Board's internet archive. The Board shall initially publish an internet archive no later than July 1, 2026 and shall maintain the archive thereafter in accordance with N.J.S.A. 35:3-2.c.



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Legal Notices

The Board may, in addition to the publication on its official internet website, publish or advertise a legal notice separately on an eligible online news publication that meets the criteria of N.J.S.A. 35:3-3.b. The Board shall provide a notice in a prominent location on its official internet website if it publishes or advertises its legal notices in an online news publication and shall publish a hyperlink to the online news publication in accordance with the provisions of N.J.S.A. 35:3-2.d.

The Board, whenever required by law or by the order or rule of any court to publish or advertise a legal notice shall publish or advertise the notice in accordance with the applicable law or court order or rule. The Board shall be deemed to satisfy their legal obligations to provide a legal notice upon publication of the notice as required pursuant to N.J.S.A. 35:3-1 et seq.

Legal notices published on the Board's internet website or the internet website of an online news publication in accordance with N.J.S.A. 35:3-1 et seq. shall not be deemed defective if at least one of the following circumstances exist:

1. There is an error in the content or form of the legal notice published or advertised on the Board's internet website or online news publication due to a clerical, administrative, or any other error outside of the control of the Board whenever required by law or court order or rule to publish the legal notice;
2. There is a temporary outage, technical malfunction, disruption, or service interruption preventing the publishing, posting, or display of a legal notice on the Board's internet website or online news publication;
3. The operator of the Board's internet website or the online news publication imposes standard restrictions that prevent access to the website or online news publication;
4. The Board's internet website or the online news publication is subject to a cyberattack or cybersecurity incident, including, but not limited to, ransomware or a data breach, causing the failure to timely or accurately publish the legal notice; or



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Legal Notices

5. Any other circumstances preventing the publishing, posting, or display of a legal notice on the Board's internet website or online news publication that are outside of the control of the Board whenever required by law or court order or rule to publish the legal notice.

Starting on January 1, 2026 and at least twice per month through December 31, 2026, the Board whenever required by law or court order to rule to publish the legal notice shall provide an advertisement in an online news publication meeting the eligibility criteria at N.J.S.A. 35:3-3. that:

1. States that the complete text of each legal notice may be obtained or viewed by the public on the official internet website of the Board; and
2. Provides the hyperlink to the Secretary of State's legal notices hyperlink internet webpage established pursuant to N.J.S.A. 35:3-2.b.

N.J.S.A. 35:3-1 et seq.

Adopted:



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Superintendent's Duties
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1230 SUPERINTENDENT'S DUTIES

Function

The Superintendent shall serve as Chief Executive and Administrative Officer of the **school** district by implementing policies established by the Board of Education and by discharging the duties imposed on ~~their~~ **his/her** office by law.

Authority

The Superintendent shall be the Chief School Administrator of the school district and ~~principal~~ **principle** advisor to the Board. ~~The Superintendent~~ **He/She** may delegate to an appropriate school official any duty not reserved to the Superintendent by law, ~~but may not delegate the responsibility for duties mandated by law.~~

Work Relationships

The Superintendent shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

Duties and Responsibilities

- A. In the discharge of ~~their~~ **his/her** responsibility as ~~principal~~ **principle** advisor to the Board, the Superintendent shall:
1. Ensure all aspects of **school** district operations comply with Board policy **and regulation, Federal and** State law, and **school** district contracts;
 2. Report to the Board on the needs of the **school** district;
 3. Advise the Board of any ~~revisions~~ **changes** or additions that should be made to its policies **and regulations**;
 4. Provide the Board with ~~such~~ information as may be needed to ensure ~~the making of~~ informed decisions **are made by the Board**; and
 5. Perform other duties as may be assigned by the Board.



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Superintendent's Duties

B. In the discharge of **their** ~~his/her~~ responsibility for the implementation of the operational action plan of the **school** district, the Superintendent shall:

1. Prepare, promulgate, and maintain a manual of **Board policies and administrative** regulations;
2. Evaluate the future needs of the **school** district and recommend a **school** district action plan including goals, objectives, and priorities to the Board; **and**
3. ~~Maintain written objectives to implement the district action plan adopted by the Board;~~
4. ~~Evaluate progress toward the attainment of the district action plan and report thereon to the Board; and~~
35. Report to the **United States Department of Education and the New Jersey Department of Education, the New Jersey Commissioner of Education, and the Executive County Superintendent as required** ~~on or before August 1 of each year matters relating to the schools in the manner and form prescribed by the Commissioner.~~

C. In the discharge of **their** ~~his/her~~ responsibility as the administrator of the instructional program, the Superintendent shall:

1. Establish and maintain a written instructional plan for the schools of the **school** district consistent with the educational goals adopted by the Board;
2. Coordinate the proper implementation of the instructional plan as it applies to each school in the **school** district;
3. Evaluate at least annually the effectiveness of the program of studies and recommend ~~such~~ changes and additions ~~as may be required~~ to improve its effectiveness;
4. Evaluate the performance of students in relation to other public school districts, as well as in relation to State and national standards;



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Superintendent's Duties

5. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the **school** district; and
 6. Keep informed regarding current research in the field of education and inform the Board as appropriate.
- D. In the discharge of **their** ~~his/her~~ responsibility for the direction and welfare of students, the Superintendent shall:
1. Strive to motivate students to achieve their individual best;
 2. Create a climate of respect for authority and discipline in each of the schools of the **school** district; **and**
 - ~~3. Report to the Board at its next meeting the suspension of a student; and~~
 3. Recommend any changes in the program of student management and support ~~as necessary~~ to respond to **school** district needs.
- E. In the discharge of **their** ~~his/her~~ responsibility for the supervision of **school** district employees, the Superintendent shall:
1. Recommend to the Board all properly certified candidates for employment, assignment, or transfer;
 2. Assign staff ~~so as~~ to achieve maximum effectiveness in the attainment of educational goals;
 3. Train staff ~~as necessary~~ to implement approved changes in the curriculum or instructional methods of the **school** district;
 4. Evaluate the effectiveness of staff ~~members~~ in the performance of their assigned tasks;
 5. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness; and
 6. Discipline staff ~~as required~~ and report to the Board ~~forthwith~~ any suspension of a ~~teaching~~ staff member.



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Superintendent's Duties

- F. In the discharge of **their his/her** responsibility for the maintenance of the **school buildings and grounds** ~~physical plant~~, the Superintendent shall:
1. Strive to make efficient use of **school** district resources in the daily operations of the schools;
 2. Assign support staff ~~so as~~ to achieve maximum effectiveness from the **school buildings and grounds** ~~facilities~~ of the **school** district;
 3. Train support staff ~~as necessary~~ to maintain the **school buildings and grounds** ~~facilities~~ and to avoid safety and environmental hazards; and
 4. Evaluate the effectiveness of the **school** district's **school buildings and grounds** ~~facilities~~ in housing the instructional program and recommend to the Board ~~such~~ changes and improvements ~~as may be required~~.
- G. In the discharge of **their his/her** responsibility for the management of the **school** district business affairs, the Superintendent shall:
1. Supervise the preparation of the annual budget and recommend its adoption to the Board;
 2. Implement the budget adopted by the Board;
 3. Establish sufficient fiscal controls to ensure that **school** district funds are expended wisely and efficiently; and
 4. Report to the Board at its next meeting any expenditure in excess of a budgeted line item.
- H. In the discharge of **their his/her** responsibility as liaison officer to the public, the Superintendent shall:
1. Strive to interpret the needs of the school **district** to the public and the concerns of the public to the Board;
 2. As appropriate, involve members of the public in the review of **school** district needs, community needs, and the operation of the school **district's** programs;



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Superintendent's Duties

3. Keep the public informed about the accomplishments and challenges of the school district;
4. Cooperate with the news media; and
5. Work effectively with municipal government officials and public agencies concerned with the welfare of students.

Evaluation Criteria

The Superintendent will be evaluated in accordance with Policy No. 1240 and **the Board-approved** this job description.

N.J.S.A. 18A:7A-11.; 18A:17-17.; 18A:17-18.; 18A:17-20.; 18A:17-21.;
18A:22-8.1.; 18A:27-4.1.; 18A:37-4.

N.J.A.C. 6A:8-3.1; 6A:32-4.1; ~~6A:32-12.2~~

Adopted:



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Family Leave
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1643 FAMILY LEAVE

The Board of Education will provide family leave to staff members in accordance with the New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA). These laws have similar and different provisions that provide different rights and obligations for a staff member and the Board.

If a staff member is eligible for leave for reasons recognized under both the FMLA and NJFLA, then the time taken shall run concurrently and be applied to both laws. The NJFLA provides twelve weeks leave in a twenty-four month period and the FMLA provides twelve weeks leave in a twelve month period.

A. New Jersey Family Leave Act

1. Definitions Relative to New Jersey Family Leave Act

“Base Hours” means the hours of work for which a staff member receives compensation. Base hours shall include overtime hours for which a staff member is paid additional or overtime compensation, and hours for which a staff member receives workers’ compensation benefits. Base hours shall also include hours a staff member would have worked except for having been in military service. Base hours do not include hours for when a staff member receives other types of compensation, such as administrative, personal leave, vacation, or sick leave.

“Child” means a biological, adopted, foster child, or resource family child, stepchild, legal ward, or child of a parent, including a child who becomes the child of a parent pursuant to a valid written agreement between the parent and a gestational carrier.

“Eligible employee” means any individual employed by the same employer for ~~three twelve~~ months or more, who has worked **250** ~~1,000~~ or more base hours during the preceding twelve month period.



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Family Leave

“Employer” includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

“Family member” means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, or one partner in a civil union couple, or any other individual related by blood to a staff member, and any other individual that a staff member shows to have a close association with a staff member which is the equivalent of a family relationship.

“Health care provider” means a duly licensed health care provider or other health care provider deemed appropriate by the Director of the Division on Civil Rights in the New Jersey Department of Law and Public Safety.

“Parent” means a person who is the biological parent, adoptive parent, foster parent, resource family parent, step-parent, parent-in-law, or legal guardian, having a “parent-child relationship” with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or who became the parent of the child pursuant to a valid written agreement between the parent and a gestational carrier.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition which requires:

- a. Inpatient care in a hospital, hospice, or residential medical care facility; or
- b. Continuing medical treatment or continuing supervision by a health care provider.

As used in the definition of a serious health condition, “continuing medical treatment or continuing supervision by a health care provider” means:

- a. A period of incapacity (that is, inability to work, attend school, or perform regular daily activities due to a serious



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health condition, treatment therefore, and recovery therefrom) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

- (1) Treatment two or more times by a health care provider; or
 - (2) Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
- b. Any period of incapacity due to pregnancy, or for prenatal care;
 - c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
 - d. A period of incapacity, which is permanent or long-term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke, or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
 - e. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

“Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.



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“State of emergency” means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

2. Reasons for NJFLA Leave

- a. A staff member may take NJFLA leave to provide care made necessary by reason of:
 - (1) The birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and the gestational carrier;
 - (2) The placement of a child into foster care with the staff member or in connection with adoption of such child by a staff member;
 - (3) The serious health condition of a family member of the staff member; or
 - (4) A state of emergency declared by the Governor of New Jersey, or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, an epidemic or communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which:
 - (a) Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency;



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- (b) Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others; or
- (c) Results in the recommendation of a health care provider or public health authority, that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member, would jeopardize the health of others.

3. Staff Member Eligibility

- a. NJFLA leave may be taken for up to twelve weeks within any twenty-four month period. The NJFLA leave shall be unpaid with benefits subject to contributions required to be made by the staff member.
- b. A staff member is eligible for NJFLA leave if a staff member is employed by the same Board for ~~three~~ twelve months or more, and has worked ~~250~~ 1,000 or more base hours during the preceding twelve month period.



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- c. The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs shall be a “rolling” twenty-four month period measured backward from the date a staff member uses any leave under NJFLA.
- d. This Policy shall serve as notice to all staff members of the method chosen in A.3.c. above. This method shall be applied consistently and uniformly to all staff members.
 - (1) If the Board transitions to another method, the Board is required to give at least sixty days’ notice to all staff members and the transition must take place in such a way that staff members retain their full benefit of twelve weeks of NJFLA leave under whichever method affords the greatest benefit to a staff member.
- e. The Board shall grant NJFLA leave to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for NJFLA leave.
- f. The fact that a holiday may occur within the week taken by a staff member as NJFLA leave has no effect and the week is counted as a week of NJFLA leave.
 - (1) However, if a staff member is out on NJFLA leave and the staff member is not regularly scheduled to work for one or more weeks, the weeks the staff member is not regularly scheduled to work do not count against their NJFLA leave entitlement.

4. Types of NJFLA Leave

- a. Staff members are required to provide notice in writing for any NJFLA leave requested. In emergent circumstances, a staff member may provide the Board with oral notice when written notice is impracticable.



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- (1) Staff members must provide the Board written notice after submitting oral notice in emergent circumstances.
- b. Consecutive NJFLA leave is NJFLA leave that is taken without interruption based upon a staff member's regular work schedule and does not include breaks in employment in which a staff member is not regularly scheduled to work.
 - (1) A staff member must provide the Board with notice of consecutive NJFLA leave no later than thirty days prior to the commencement of consecutive NJFLA leave, except where emergent circumstances warrant shorter notice.
 - (2) A staff member shall provide the Board with certification pursuant to A.5. below.
- c. Intermittent NJFLA leave is NJFLA leave due to a single qualifying reason, taken in separate periods of time, broken up by periods in which the staff member returns to work.
 - (1) A staff member is entitled to take NJFLA leave intermittently for the birth of a child of the staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member.
 - (a) The staff member shall provide the Board with prior notice of not less than fifteen calendar days before the first day on which NJFLI benefits are paid for the intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.
 - (b) The staff member shall make a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the



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operations of the Board and, if possible, provide the Board, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken.

- (c) A staff member shall provide the Board with certification for intermittent NJFLA leave pursuant to A.5.b. below.
- (2) The staff member is entitled to take intermittent NJFLA leave for the serious health condition of a family member of the staff member when medically necessary if:
 - (a) The total time which the intermittent NJFLA leave is taken does not exceed twelve months if taken in connection with a single serious health condition. If the intermittent NJFLA leave is taken in connection with more than one serious health condition, the intermittent NJFLA leave must be taken within a consecutive twenty-four month period or until such time the twelve week NJFLA leave is exhausted, whichever is shorter;
 - (b) The staff member provides the Board with prior notice of not less than fifteen calendar days before the first day on which benefits are paid for the intermittent NJFLA leave.
 - (i) The staff member may provide notice less than fifteen days prior to the intermittent NJFLA leave if an emergency or other unforeseen circumstance precludes prior notice;



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- (c) The staff member makes a reasonable effort to schedule the intermittent NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district, prior to the commencement of intermittent NJFLA leave, with a regular schedule of the days or days of the week on which the intermittent NJFLA leave will be taken; and
 - (d) The staff member provides the Board with a copy of the certification outlined in A.5.c. below.
- (3) In the case of NJFLA leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the NJFLA leave may only be taken intermittently if:
 - (a) The staff member provides the Board with prior notice of the intermittent NJFLA leave as soon as practicable;
 - (b) The staff member makes a reasonable effort to schedule the NJFLA leave so as not to unduly disrupt the operations of the school district and, if possible, provide the school district prior to the commencement of the intermittent NJFLA leave, with a regular schedule of the day or days of the week on which the intermittent NJFLA leave will be taken; and
 - (c) A staff member provides the Board with a copy of the certification outlined in A.5.d. below.



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- (4) Intermittent leave taken on a reduced leave schedule is NJFLA leave due to a single qualifying reason, that is scheduled for fewer than a staff member's usual number of hours worked per workweek, but not for fewer than a staff member's usual number of hours worked per workday and may only be taken to care for the serious health condition of a family member of a staff member when medically necessary, except that:
 - (a) A staff member shall not be entitled to intermittent NJFLA leave on a reduced leave schedule for a period exceeding twelve consecutive months for any one period of NJFLA leave;
 - (b) The staff member must provide the Board with prior notice of the intermittent NJFLA leave on a reduced leave schedule as soon as practicable;
 - (c) A staff member shall make a reasonable effort to schedule intermittent NJFLA leave on a reduced leave schedule so as not to disrupt unduly the operations of the school district. A staff member shall provide the school district with prior notice of the care, medical treatment, or continuing supervision by a health care provider necessary due to a serious health condition of a family member, in a manner which is reasonable and practicable; and
 - (d) A staff member must provide the Board with a copy of the certification outlined in A.5.c. below.
- d. NJFLA leave taken because of the birth or placement for adoption of a child of the staff member may commence at any time within a year after the date of the foster care placement, birth, or placement for adoption.



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- e. A staff member shall not, during any period of NJFLA leave, perform services on a full-time basis for any person for whom a staff member did not provide those services immediately prior to commencement of the NJFLA leave.
 - (1) A staff member on NJFLA leave may not engage in other full-time employment during the term of the NJFLA leave, unless such employment commenced prior to the NJFLA leave and is not otherwise prohibited by law.
 - (2) During the term of NJFLA leave a staff member may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the Board from whom a staff member requested NJFLA leave. A staff member may continue part-time employment which commenced prior to a staff member's NJFLA leave, at the same number of hours that a staff member was regularly scheduled prior to such NJFLA leave.
 - (3) The Board may not maintain a policy or practice which prohibits part-time employment during the course of a NJFLA leave.

5. Certification

- a. The Board shall require a staff member who requests NJFLA leave to sign a form of certification established by the Board attesting that such staff member is taking NJFLA leave in accordance with the law.
 - (1) The Board may not require a staff member to sign or otherwise submit a form of certification attesting to additional facts, including a staff member's eligibility for NJFLA leave.
 - (2) The Board may subject a staff member to reasonable disciplinary measures, depending on the circumstances, when a staff member intentionally



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misrepresents the reason that such staff member is taking NJFLA leave.

- (3) The form of certification established by the Board shall contain a statement warning a staff member of the consequences of refusing to sign the certification or falsely certifying. Any staff member who refuses to sign the certification established by the Board may be denied the requested NJFLA leave.
 - (4) The Board requires that any period of NJFLA leave be supported by certification issued by a health care provider.
- b. Where the certification, issued by the health care provider, is for the birth of a child of a staff member, including a child born pursuant to a valid written agreement between the staff member and a gestational carrier or the placement of a child into foster care with the staff member or in connection with adoption of such child by the staff member, the certification need only state the date of birth or date of placement, whichever is appropriate.
- c. Any period of NJFLA leave for the serious health condition of a family member of a staff member shall be supported by certification provided by a health care provider. The certification shall be sufficient if it states:
- (1) The date, if known, on which the serious health condition commenced;
 - (2) The probable duration of the condition;
 - (3) The medical facts within the knowledge of the provider of the certification regarding the condition;



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- (4) The serious health condition warrants the participation of the staff member in providing health care to the family member, as provided in the "Family Leave Act," P.L. 1989, c.261 (C.34:11B-1 et seq.) and regulations adopted pursuant to the NJFLA;
 - (5) An estimate of the amount of time the staff member is needed for participation in the care of the family member;
 - (6) If the NJFLA leave is intermittent, a statement of the medical necessity for the intermittent NJFLA leave and the expected duration of the intermittent NJFLA leave; and
 - (7) If NJFLA leave is intermittent and for planned medical treatment, the dates of the treatment.
- d. In any case in which the Board has reason to doubt the validity of the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the Board. If the second opinion differs from the certification provided pursuant to A.5.c. above, the Board may require, at its own expense, that a staff member obtain the opinion of a third health care provider designated or approved jointly by the Board and a staff member concerning the serious health condition. The opinion of the third health care provider shall be considered to be final and shall be binding on the Board and a staff member.
- e. Where the certification is for an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent the spread of the communicable disease, the certification shall be sufficient if it includes:



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- (1) For NJFLA leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of a staff member, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of a staff member commenced and the reason for such closure;
 - (2) For NJFLA leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by a staff member would jeopardize the health of others, the date of issuance of the determination, and the probable duration of the determination; or
 - (3) For NJFLA leave taken because a health care provider or public health authority recommends that a family member in need of care by a staff member voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by a staff member would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.
- f. The Board shall not use the certification requirements as outlined in A.5. to intimidate, harass, or otherwise discourage a staff member from requesting or taking NJFLA leave or asserting any of a staff member's rights to NJFLA leave.



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6. Denial or Exemption of NJFLA Leave

a. Denial of NJFLA Leave

- (1) The Board may deny NJFLA leave to a staff member if:
 - (a) A staff member is a salaried staff member who is among the highest paid 5% of the Board's staff members or the seven highest paid staff members of the Board, whichever is greater;
 - (b) The denial is necessary to prevent substantial and grievous economic injury to the Board's operations; and
 - (c) The Board notifies a staff member of its intent to deny the NJFLA leave at the time the Board determines that the denial is necessary.
- (2) The provisions of A.6.a.(1) above shall not apply when, in the event of a state of emergency declared by the Governor of New Jersey or when indicated to be needed by the Commissioner of Health – New Jersey Department of Health or other public health authority, the NJFLA leave is for an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease.
- (3) In any case in which NJFLA leave has already commenced at the time of the notification pursuant to A.6.a.(1)(c) above, a staff member shall return to work within ten working days of the date of notification.



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7. Reinstatement from NJFLA Leave

- a. Upon the expiration of a NJFLA leave, a staff member shall be restored to the position such staff member held immediately prior to the commencement of the NJFLA leave. If such position has been filled, the Board shall reinstate such staff member to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.
- b. If, during NJFLA leave, the Board experiences a reduction in force or layoff and a staff member would have lost their position had a staff member not been on NJFLA leave, as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under a collective bargaining agreement where applicable, a staff member shall not be entitled to reinstatement to the former or an equivalent position. A staff member shall retain all rights under any applicable layoff and recall system, including a system under a collective bargaining agreement, as if a staff member had not taken the NJFLA leave.

8. Notice to Staff Members

- a. The Board shall display the official Family Leave Act poster of the Division on Civil Rights in the New Jersey Department of Law and Public Safety (Division) in accordance with N.J.A.C. 13:8-2.2. The poster is available for printing from the Division's website.
- b. Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to N.J.A.C. 13:14-1.14.



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9. Local Board of Education Practices

a. Accrued Paid NJFLA Leave

- (1) Whether a staff member is required to use any other accrued leave time concurrent with NJFLA leave

time will depend upon either the school district's practice or a provision in a collective bargaining agreement, if applicable.

- (a) Sick leave may only be used concurrently with the NJFLA leave in accordance with the provisions of N.J.S.A. 18A:30-1 and N.J.S.A. 34:11B-3.

b. Multiple Leaves of Absence

- (1) Where a Board maintains leaves of absence which provide benefits, other than health benefits, that differ depending upon the type of leave taken, the Board shall provide those benefits to a staff member on NJFLA leave in the same manner as it provides benefits to staff members who are granted other leaves of absence which most closely resemble NJFLA leave.

10. New Jersey Family Leave Insurance Program (NJFLI)

- a. Board of Education staff members are eligible to apply for benefits under the NJFLI Program administered by the State of New Jersey Department of Labor and Workforce Development.
- b. All applications for benefits under the NJFLI Program must be filed directly with the State of New Jersey Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI Program as administered by the State of New Jersey Department of Labor and



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Workforce Development. A formal appeal may be submitted to the State of New Jersey Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

- c. The NJFLI Program provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.A.C. 12:21-3.9.
- d. A printed notification of staff members' rights relative to the receipt of benefits under the NJFLI Program will be posted in each of the school district worksites and in a place or places accessible to all employees at the worksite.
- e. Each staff member shall receive a copy of this notification in writing at the time of the staff member's hiring, whenever the staff member provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI Program, or at any time upon the first request of the staff member.
 - (1) The written notification may be transmitted to the staff member in electronic form.
 - (2) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights under the NJFLI Program.

B. Federal Family and Medical Leave Act

1. Definitions Relative to Federal Family and Medical Leave Act

"Covered Employer" means any public or private elementary or secondary school(s) regardless of the number of employees employed.

"Employee" means a staff member eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).



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“Hours of Service” means hours actually worked by the employee. It does not mean hours paid. Thus, non-working time – such as vacations, holidays, furloughs, sick leave, or other time-off (paid or otherwise) – does not count for purposes of calculating FMLA eligibility for the employee.

“Parent” means a biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to a staff member when a staff member has a son or daughter as defined below. This term does not include parents “in law.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. “Serious health condition” may include treatment of substance abuse pursuant to 29 CFR §825.119.

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage.

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

2. Qualifying Reasons for FMLA Leave

- a. A staff member may take FMLA leave to provide care made necessary:



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- (1) For the birth of a son or daughter of a staff member and in order to care for such son or daughter;
 - (2) For the placement of a son or daughter with a staff member for adoption or foster care;
 - (3) In order to care for the spouse, son, daughter, or parent of a staff member if such spouse, son, daughter, or parent has a serious health condition;
 - (4) For a serious health condition that makes a staff member unable to perform the functions of the position of such staff member.
 - b. FMLA leave taken in relation to military service shall be in accordance with 29 CFR §825.112.
 - c. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with a staff member for adoption or foster care shall expire at the end of the twelve month period beginning on the date of such birth or placement.
3. Staff Member Eligibility
- a. A staff member is eligible for up to twelve weeks of FMLA leave in a twelve month period.
 - b. A staff member shall become eligible for FMLA leave after the staff member has been employed at least twelve months by the Board and employed for at least 1,250 hours of service during the twelve month period immediately preceding the commencement of the FMLA leave.
 - (1) The twelve months a staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b).
 - (2) The minimum 1,250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FLSA) for



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determining compensable hours of work pursuant to 29 CFR §785.

(3) The Board shall not provide pay for FMLA leave.

- c. The method to determine the twelve month period in which the twelve weeks of FMLA leave entitlement occurs will be a “rolling” twelve month period measured backward from the date a staff member uses any FMLA leave.
- d. Pursuant to 29 CFR §825.201, a husband and wife both employed by the Board are limited to a combined total of twelve weeks of FMLA leave during the twelve month period if the FMLA leave is taken for the birth of a son or daughter of a staff member or to care for such son or daughter after birth; for placement of a son or daughter with a staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for a staff member’s parent with a serious health condition.

4. Types of FMLA leave

- a. Continuous FMLA leave is taken by staff members for a continuous period of time. Such FMLA leave is not broken up by a period of work and is continuous when a staff member is absent for three consecutive working days or more. Continuous FMLA leave may be taken for any qualifying reason.
- b. Intermittent FMLA leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced FMLA leave schedule is a FMLA leave schedule that reduces a staff member’s usual number of working hours per workweek, or hours per workday. A reduced FMLA leave schedule is a change in a staff member’s schedule for a period of time, normally from full-time to part-time.

(1) Intermittent or reduced FMLA leave may be taken for the following qualifying reasons:



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- (a) For the serious health condition of the staff member or to care for a parent, son, or daughter with a serious health condition.
 - (i) For intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule taken for the reason outlined in B.4.b.(1)(a) above there must be a medical need for FMLA leave and it must be that such medical need can be best accommodated through an intermittent or reduced FMLA leave schedule.
 - (ii) The treatment regimen and other information described in the certification of a serious health condition and in the certification of a serious injury or illness, shall address the medical necessity of intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule.
 - (iii) Intermittent FMLA leave may be taken for a serious health condition of a parent, son, or daughter, for a staff member's own serious health condition, which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include FMLA leave of periods from an hour or more to several weeks.
- (b) For planned and/or unanticipated medical treatment of a serious health condition when medically necessary.



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- (c) To provide care or psychological comfort to a covered family member with a serious health condition when medically necessary.
 - (d) For absences where a staff member or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.
 - (e) For FMLA leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, only if the Board agrees.
 - (i) The Board's agreement is not required; however, for FMLA leave during which the mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition.
- (2) If a staff member needs FMLA leave intermittently or on a reduced FMLA leave schedule for planned medical treatment, then a staff member must make a reasonable effort to schedule the treatment so as not to disrupt unduly the Board's operations.
- (3) When a staff member takes FMLA leave on an intermittent or reduced FMLA leave schedule basis, the Board must account for the FMLA leave using an increment no greater than the shortest period of time that the Board uses to account for use of other forms of leave provided that it is not greater than one hour and provided further that a staff member's FMLA leave entitlement may not be reduced by more than the amount of FMLA leave actually taken.



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- (a) If the Board accounts for use of leave in varying increments at different times of the day or shift, the Board may not account for FMLA leave in a larger increment than the shortest period used to account for other leave during the period in which the FMLA leave is taken.
- (b) If the Board accounts for other forms of leave use in increments greater than one hour, the Board must account for FMLA leave use in increments no greater than one hour.

5. Staff Member Notice Requirements

- a. A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Superintendent or designee if the need for the FMLA leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of a staff member or a family member.
 - (1) If thirty days is not practical, a staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case.
 - (2) Where it is not possible to give as much as thirty days' notice, "as soon as practical" ordinarily would mean at least verbal notification to the Superintendent or designee within one or two business days or when the need for FMLA leave becomes known to a staff member.
 - (3) The written notice shall include the reasons for the FMLA leave, the anticipated duration of the FMLA leave, and the anticipated start of the FMLA leave.



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- (4) When planning medical treatment, a staff member must consult with the Superintendent or designee and make a reasonable effort to schedule the FMLA leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider.
 - (a) Staff members are ordinarily expected to consult with the Superintendent or designee prior to scheduling of treatment that would require FMLA leave for a schedule that best suits the needs of the Board and a staff member.
 - (5) Intermittent FMLA leave or FMLA leave on a reduced FMLA leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. A staff member shall advise the Board of the reasons why the intermittent/reduced FMLA leave schedule is necessary and of the schedule for treatment, if applicable.
 - (a) A staff member and the Board shall attempt to work out a schedule for such FMLA leave that meets a staff member's needs without unduly disrupting the Board's operations, subject to the approval of the health care provider.
 - (6) Where a staff member does not comply with the Board's usual notice and procedural requirements, and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.
- b. When the approximate timing of the need for FMLA leave is not foreseeable, a staff member should give notice to the Superintendent or designee for FMLA leave as soon as practicable under the facts and circumstances of the particular case.



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- (1) It is expected a staff member will give notice to the Superintendent or designee within no more than one or two business days of learning of the need for FMLA leave, except in extraordinary circumstances where such notice is not foreseeable.
- (2) A staff member should provide notice to the Board either in person, by telephone, telegraph, fax machine, email, or other electronic means.

6. Outside Employment During FMLA Leave

- a. A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom a staff member did not provide services immediately prior to commencement of the FMLA leave.
 - (1) A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Board.
 - (2) A staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that a staff member was regularly scheduled prior to such FMLA leave.

7. "Instructional Employees" Exceptions for FMLA Leave

- a. "Instructional Employees" are those staff members whose principal function is to teach and instruct students in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired.
 - (1) Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers,



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maintenance workers, and/or bus drivers are not considered instructional staff members for the purposes of this Policy.

- (2) For purposes of this Policy “Instructional Employees” shall be referred to as “Instructional Staff Members”.
- b. “Semester” means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. The Board can have no more than two semesters in a school year.
- c. FMLA leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive FMLA leave.
- d. Eligible instructional staff members that need intermittent or reduced FMLA leave to care for a family member or for a staff member’s own serious health condition which is foreseeable based on planned medical treatment and would be on FMLA leave more than twenty percent of the total number of working days over the period the FMLA leave would extend, the Board may:
 - (1) Require a staff member to take the FMLA leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
 - (2) Transfer a staff member temporarily to an available alternative position for which a staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of FMLA leave than does a staff member’s regular position.
- e. If the instructional staff member does not give the required notice for FMLA leave that is foreseeable and desires the FMLA leave to be taken intermittently or on a reduced FMLA leave schedule, the Board may require a staff



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member to take FMLA leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the Board may require a staff member to delay taking the FMLA leave until the notice provision is met.

- f. If an instructional staff member begins FMLA leave more than five weeks before the end of the school year, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
 - (1) The FMLA leave will last three weeks; and
 - (2) A staff member would return to work during the three-week period before the end of the semester.
- g. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the five week period before the end of the semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if:
 - (1) The FMLA leave will last more than two weeks; and
 - (2) The staff member would return to work during the two week period before the end of the semester.
- h. If an instructional staff member begins FMLA leave for a purpose other than a staff member's own serious health condition during the three week period before the end of a semester, the Board may require a staff member to continue taking FMLA leave until the end of the semester if the FMLA leave will last more than five working days.
- i. An example of FMLA leave falling within the situations outlined in B.7.f., B.7.g., and B.7.h. above:
 - (1) If a staff member plans two weeks of FMLA leave to care for a family member which will begin three weeks before the end of the term, the Board could



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require a staff member to stay out on FMLA leave until the end of the term.

- j. In the case of a staff member who is required to take FMLA leave until the end of an academic term, only the period of FMLA leave until a staff member is ready and able to return to work shall be charged against a staff member's FMLA leave entitlement.
- k. The Board may require a staff member to stay on FMLA leave until the end of the school term. Any additional leave required by the Board to the end of the school term is not counted as FMLA leave; however:
 - (1) The Board shall be required to maintain a staff member's group health insurance; and
 - (2) The Board shall be required to restore a staff member to the same or equivalent job including other benefits at the conclusion of the leave.

8. FMLA Leave Related to Military Service

- a. Definitions for FMLA related to military service shall be in accordance with 29 CFR §§825.122; .126; .127; and .310.
- b. The foreign deployment of the staff member's spouse, child, or parent in accordance with 29 CFR §§825.122 and .126:
 - (1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected FMLA leave during any twelve month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.



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- c. Military caregiver FMLA leave provides care for a covered servicemember with a serious injury or illness in accordance with 29 CFR §§825.122 and .127:
 - (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected FMLA leave during a "single twelve month period" to care for a covered servicemember with a serious injury or illness.

9. Verification

- a. The Board shall require that a staff member's FMLA leave to care for a staff member's covered family member with a serious health condition, or due to a staff member's own serious health condition that makes a staff member unable to perform one or more of the essential functions of a staff member's position, be supported by a certification issued by the health care provider of a staff member or a staff member's family member.
 - (1) The Board must give written notice of a requirement for certification each time a certification is required. The Board's oral request to a staff member to furnish any subsequent certification is sufficient.
- b. The Board shall require a staff member furnish certification at the time a staff member gives notice of the need for FMLA leave or within five business days thereafter, or, in the case of unforeseen FMLA leave, within five business days after the FMLA leave commences.
 - (1) The Board may request certification at some later date if the Board later has reason to question the appropriateness of the FMLA leave or its duration.
 - (2) A staff member must provide the requested certification to the Board within fifteen calendar days after the Board's request, unless it is not practicable under the particular circumstances to do



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so despite a staff member's diligent, good faith efforts or the Board provides more than fifteen calendar days to return the requested certification.

- c. When FMLA leave is taken because of a staff member's own serious health condition, or the serious health condition of a family member, the Board shall require a staff member to obtain a medical certification from a health care provider that sets forth the following information:
- (1) The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
 - (2) The approximate date on which the serious health condition commenced, and its probable duration;
 - (3) A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for FMLA leave.
 - (a) Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;
 - (4) If a staff member is the patient, information sufficient to establish that a staff member cannot perform the essential functions of a staff member's job as well as the nature of any other work restrictions, and the likely duration of such inability;
 - (5) If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the Family leave.



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FMLA leave required to care for the family member;

- (6) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for planned medical treatment of a staff member's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the dates and duration of such treatments and any periods of recovery;
 - (7) If a staff member requests FMLA leave on an intermittent or reduced schedule basis for a staff member's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule FMLA leave and an estimate of the frequency and duration of the episodes of incapacity; and
 - (8) If a staff member requests FMLA leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such FMLA leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required FMLA leave.
- d. A staff member may choose to comply with the certification requirement by providing the Board with an authorization, release, or waiver allowing the Board to communicate directly with the health care provider of a staff member or his or her covered family member.
- (1) It is a staff member's responsibility to provide the Board with complete and sufficient certification and failure to do so may result in the denial of FMLA leave.



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- e. If the Board has reason to doubt the validity of a medical certification, the Board may require a staff member to obtain a second opinion at the Board's expense.
 - (1) The Board may designate the health care provider to furnish the second opinion, but the selected health care provider may not be employed on a regular basis by the Board.
- f. If the opinions of a staff member's and the Board's designated health care providers differ, the Board may require a staff member to obtain certification from a third health care provider, again at the Board's expense. This third opinion shall be final and binding. The third health care provider must be designated or approved jointly by the Board and the staff member.

10. Reinstatement Following FMLA Leave

- a. On return from FMLA leave a staff member is entitled to be returned to the same position a staff member held when FMLA leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
 - (1) A staff member is entitled to such reinstatement even if a staff member has been replaced or his or her position has been restructured to accommodate for a staff member's absence.
 - (2) The requirement that a staff member be restored to the same or equivalent job with the same or equivalent pay, benefits, and terms and conditions of employment does not extend to de minimis, intangible, or unmeasurable aspects of the job.



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b. Denial of Reinstatement

- (1) A staff member has no greater right to reinstatement or to other benefits and conditions of employment that if a staff member had been continuously employed during the FMLA leave period.
 - (a) The Board must be able to show that a staff member would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.
- (2) The Board may deny job restoration to “key employees”, if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Board.
 - (a) A “key employee” is a salaried FMLA-eligible staff member who is among the highest paid ten percent of all staff members employed by the Board within seventy-five miles of a staff member’s worksite.
- (3) If a staff member is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition or an injury or illness also covered by workers’ compensation, a staff member has no right to restoration to another position under the FMLA.
 - (a) The Board’s obligation may; however, be governed by the Americans with Disabilities Act, State leave law, or workers’ compensation laws.



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- (4) A staff member who fraudulently obtains FMLA leave from the Board is not protected by FMLA's job restoration or maintenance of health benefits provisions.
 - c. Intent to Return to Work
 - (1) The Board may require a staff member on FMLA leave to report periodically on a staff member's status and intent to return to work.
 - d. Fitness for Duty Certification
 - (1) As a condition of restoring a staff member whose FMLA leave was a result of a staff member's own serious health condition that made a staff member unable to perform a staff member's job, the Board shall require all similarly-situated staff members (i.e., same occupation, same serious health condition) who take FMLA leave for such conditions to obtain and present certification from a staff member's health care provider that a staff member is able to resume work.
 - (2) A staff member has the same obligations to participate and cooperate in the fitness-for-duty certification process as in the initial certification process.
- 11. The Board of Education Notice
 - a. Notice of Staff Member Rights Under FMLA
 - (1) The Board shall post and keep posted on its premises, in conspicuous places where staff members are employed, a notice explaining the FMLA's provisions and providing information concerning the procedures for filing complaints of violations of the FMLA with the Wage and Hour Division.



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- (a) The notice will be posted prominently where it can be readily seen by staff members and applicants for employment.
 - (b) The poster and the text will be large enough to be easily read and contain fully legible text.
 - (c) Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirements of B.11.
 - (2) The Board shall also provide this general notice to each staff member by including the notice in staff members' handbooks or other written guidance to staff members concerning staff member benefits or FMLA leave rights, if such written materials exist, or by distributing a copy of the general notice to each new staff member upon hiring. In either case, distribution may be accomplished electronically.
 - (3) Access to and/or distribution of this Policy shall serve as school district notice to staff members of their rights pursuant to 29 CFR §825 et seq.
- b. Eligibility Notice
- (1) When a staff member requests FMLA leave, or when the Board acquires knowledge that a staff member's FMLA leave may be for an FMLA-qualifying reason, the Board must notify the staff member of the staff member's eligibility to take FMLA leave within five business days, absent extenuating circumstances.
- c. Designation Notice
- (1) The Board is responsible in all circumstances for designating leave as FMLA-qualifying, and for giving notice of the designation to a staff member. The Board must notify a staff member whether the



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- (2) leave will be designated and will be counted as FMLA leave within five business days absent extenuating circumstances.
- (2) If the Board requires paid leave to be substituted for unpaid FMLA leave, or that paid leave taken under an existing leave plan be counted as FMLA leave, the Board must inform a staff member of this designation at the time of designating the FMLA leave.

12. Local Board of Education Practices

a. Substitution of Paid Leave

- (1) Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable.

b. Maintenance of Staff Member Benefits

- (1) The Board must maintain a staff member's coverage under any group health plan on the same conditions as coverage would have been provided if a staff member had been continuously employed during the entire FMLA leave period.

C. Shared Provisions

1. Interference with Family Leave Rights

The NJFLA and the FMLA prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the NJFLA and the FMLA nor discouraged from the use of family leave.



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2. Non-Tenured Teaching Staff

Family leave granted to a nontenured staff member cannot extend a staff member's employment beyond the expiration of his/her employment contract.

3. Record Keeping

The Superintendent or designee shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave so a staff member's entitlement to NJFLA leave and FMLA leave can be properly determined.

4. Processing of Complaints

a. New Jersey Family Leave Act

- (1) Any complaint alleging a violation of the NJFLA shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

b. Federal Family and Medical Leave Act (FMLA)

- (1) If there is a dispute between the Board and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the Superintendent or designee. Such discussions and the decision shall be documented by the Superintendent or designee.
- (2) A staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.



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- (3) This Policy 1643 shall be posted on the school district website, in a manner accessible to all staff members and a hard copy shall be provided to all staff members annually prior to the beginning of the school year and upon initial employment in the school district during the school year.

29 CFR §825 et seq.

29 CFR §785

N.J.S.A. 10:5-1;

N.J.S.A. 34:11B et seq.

N.J.A.C. 13:14-1 et seq.

Adopted:



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2200 CURRICULUM CONTENT

In accordance with N.J.A.C. 6A:8-3.1, the Board of Education shall ensure curriculum and instruction are designed and delivered in such a way that all students are able to demonstrate the knowledge and skills specified by the New Jersey Student Learning Standards (NJSLS). The Board also shall ensure that appropriate instructional adaptations are designed and delivered for students with disabilities, for multilingual learners (ML), for students enrolled in alternative education programs, and for students identified as gifted and talented.

The words and terms used in this Policy shall have the meanings as defined in N.J.A.C. 6A:8-1.3.

The Board shall encourage the active involvement of representatives from the community, including representatives from the local workforce and higher education, in the development of educational programs aligned with the NJSLS. The Board shall make all approved curriculum pacing guides and citations for core instructional materials publicly available pursuant to N.J.A.C. 6A:8-3.1(a)3.

The Board shall be responsible for the progress of all students in developing the knowledge and skills specified by the NJSLS, including all content areas not currently included in the Statewide assessment program.

The Board shall be responsible for the delivery of educational programs at all grade levels in the district using a coherent sequence of activities to prepare all students for college, careers, and civic life upon their graduation. Examples of such programs include, but are not limited to, academic programs; career and technical education programs; two-way bilingual immersion; heritage language education; and/or magnet programs. The Board shall implement educational programs that prepare all students for success in college, careers, and civic life, including, if applicable, the Kindergarten through grade eight development of academic skills integral to success in high school courses. When applicable, the Board shall provide students with access to advanced coursework. The Board shall develop, implement, and regularly evaluate strategies that identify, support, and encourage all student groups to enroll in and succeed in advanced coursework.



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In accordance with N.J.A.C. 6A:8-3.2, the Board shall provide all students enrolled in the district with the opportunity to attain the goals of an NJSLs-based curriculum in an educational environment that is designed to meet their needs. The Board shall create curriculum, customize instructional adaptations, allocate resources to provide equitable access to courses, programs, and experiences, and build student-centered learning environments that meet the NJSLs. The Board shall provide all students with disabilities an educational program aligned with the NJSLs, as well as the required individualized accommodations, instructional adaptations, and/or modifications as specified in a student's IEP or 504 plan. The Board shall be responsible for identifying students as gifted and talented and shall provide them with appropriate instructional adaptations and services as defined at N.J.S.A. 18A:35-35. The Board shall provide language instruction educational programs in accordance with N.J.A.C. 6A:15.

In accordance with N.J.A.C. 6A:8-3.3, the Board shall actively assist and support professional learning for teachers, educational services staff, and school leaders, including the district's plan and additional professional learning requirements at N.J.A.C. 6A:9C-3.

The Board shall provide to teachers, educational services staff, and school leaders professional learning on the following, when applicable:

1. The use of student and school performance data to provide insights into the strengths and areas for growth to improve the quality of instruction that students receive;
2. Evidence-based literacy instruction in accordance with N.J.S.A. 18A:6-142. through 18A:6-150.;
3. The content knowledge, instructional strategies, and collaborative skills needed to meet the needs of students with disabilities required at N.J.A.C. 6A:14;
4. The needs and educational development of students identified as gifted and talented; and
5. All additional statutory and regulatory requirements.



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In accordance with N.J.A.C. 6A:8-2, the Board shall be responsible for the review and continuous improvement of curriculum and instruction based upon changes in knowledge, technology, assessment results, and modifications to the NJSLS pursuant to N.J.A.C. 6A:8-3.4(a). The Board shall design curriculum that is comprehensive and meets the developmental needs of students at each grade level through complete alignment with the NJSLS. The curriculum shall be designed to prepare students for success in higher education, careers, and civic life by addressing essential academic subjects, fostering critical thinking, promoting social and emotional growth, and providing opportunities for creativity and contextual learning. The Board shall include interdisciplinary connections throughout the curriculum at every grade level in the district.

The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220. The Superintendent or designee shall develop a procedure to address and eliminate any possible bias in the curriculum as programs, courses of study, and instructional materials that comprise the district's curriculum shall be designed to eliminate discrimination on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) and promote understanding and mutual respect between children.

In accordance with N.J.A.C. 6A:8-3.4(d), the Board shall provide educators with the time and resources to develop, review, and enhance contextual learning, supportive curricula, and instructional tools for helping students develop required knowledge and skills. The tools shall include, but are not limited to:

1. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;
2. List of core instructional and supplemental materials, including grade level-appropriate texts and decodable texts for emergent readers;
3. Integrated accommodations and modifications for students with disabilities; MLs; students identified as gifted and talented; students not at grade-level proficiency; and students with 504 plans;
4. Assessments, including, formative; summative; benchmark; and alternative assessments;



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5. Universal literacy screeners and related instructional materials, as appropriate and as defined at, and required pursuant to, N.J.S.A. 18A:6-142. through 18A:6-150.;
6. Pacing guides; and
7. Opportunities for interdisciplinary connections and contextual learning.

The Superintendent shall establish an in-district team to develop a corrective action plan if the district is found to be in noncompliance with N.J.A.C. 6A:8-3. The in-district team shall consist, at a minimum, of district administrators, curriculum supervisor(s), and educators certified in one or more of the identified areas of noncompliance.

The corrective action plan shall include, but not be limited to, the following:

1. The curricular, policy, or programmatic changes to be implemented, including, but not limited to, changes to curriculum frameworks and other required course revisions;
2. The individual(s) responsible for addressing each change identified at N.J.A.C. 6A:8-3.5(e)1. and 1. above;
3. Specific timelines for the completion of each change identified at N.J.A.C. 6A:8-3.5(e)1. and 1. above; and
4. Alignment with, and incorporation of or references to, the relevant provisions of all applicable State and Federal plans.

Within sixty days of the district's receipt of the Commissioner's written notification pursuant to N.J.A.C. 6A:8-3.5(c), the Superintendent shall present the corrective action plan to the Board for approval.

1. The Board shall review and approve the corrective action plan.
2. The Superintendent shall submit to the Commissioner, or the Commissioner's designee, the corrective action plan approved by the Board.



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The Commissioner, or the Commissioner's designee, shall review the corrective action plan and notify the Superintendent if the plan is acceptable. The Superintendent shall implement the corrective action plan within thirty days of the Commissioner's written notification pursuant to N.J.A.C. 6A:8-3.5(g). The Commissioner, or the Commissioner's designee, shall review and verify the district's implementation of the corrective action plan.

When a corrective action plan is not submitted, it is determined by the Commissioner, or the Commissioner's designee, to be unacceptable, or it is not implemented, the Commissioner shall notify the Superintendent of the action(s) that the Commissioner intends to take pursuant to State law, rules, and regulations.

N.J.S.A. 18A:6-142. through 18A:6-150.;
18A:35-35.

N.J.A.C. 6A:8-3.1; 6A:8-3.2; 6A:8-3.3; 6A:8-3.4; 6A:8-3.5

Adopted:



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Equity in School and Classroom Practices

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2260 EQUITY IN SCHOOL AND CLASSROOM PRACTICES

In accordance with N.J.A.C. 6A:7-1.7(a), tThe Board of Education shall provide all students with equitable and bias-free access to all school facilities, courses, programs, activities, and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

1. Ensuring barrier-free access to all school and classroom facilities;
2. Attaining, within each school, minority representation; that approximates the district's overall minority representation. Exact apportionment is not required;; the ultimate goal is a reasonable plan achieving the greatest degree of a representative balance that is feasible and consistent with sound educational values and procedures;
3. Utilizing, on an annual basis, a State-approved English language proficiency assessment that evaluates a student's English language proficiency on the four domains of listening, speaking, writing, and reading for determining the eligibility and placement of students who may be identified as multilingual learners, pursuant to N.J.A.C. 6A:15-1.3(a)3.;
4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring support services, including intervention and referral services and school health services, pursuant to N.J.A.C. 6A:16, are available to all students; and
6. Ensuring a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies such exclusion is necessary.
 - a. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.



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Equity in School and Classroom Practices

Pursuant to N.J.A.C. 6A:7-1.7(b), the Board shall ensure the district's curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS). The Board also shall ensure its curriculum and instruction address the elimination of discrimination by narrowing the achievement and opportunity gaps, by providing equity in educational activities and programs, and by providing opportunities for students to interact positively with others regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a), by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a);
2. Ensuring courses shall not be offered separately on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a);
 - a. Portions of classes that deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions based on gender identity, provided ~~that~~ the course content for such separately conducted sessions is the same;-
3. Increasing and promoting equitable representation of all students in all classes and programs;
4. Ensuring schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and ensuring students understand the basic tenet of multiculturalism;
5. Ensuring the Amistad Commission Curriculum is infused into the curriculum and is taught;
6. Ensuring the Commission on Holocaust Education curriculum is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.; and
7. Ensuring all curricular requirements pursuant to N.J.A.C. 6A:8 and the NJSLS are taught, including any curriculum developed concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) or curriculum developed by any commissions constituted for the development of curriculum concerning any of the protected categories listed at N.J.A.C. 6A:7-1.1(a).



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Equity in School and Classroom Practices

Pursuant to N.J.A.C. 6A:7-1.7(c), the Board shall ensure all students have access to adequate and appropriate counseling services.

- 1. When informing students about possible careers or professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).**
- 2. The Board shall not use tests or guidance or counseling materials that are biased or stereotyped on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).**

Pursuant to N.J.A.C. 6A:7-1.7(d), tThe Board shall ensure the district's physical education is in a co-educational setting that is developmentally appropriate and does not discriminate on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a), as follows:

- 1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;**
- 2. The district may choose to operate separate teams based on sex in one or more sports or single teams open competitively to members of all sexes, as long as the athletic program as a whole provides equal opportunities for students of all sexes to participate in sports at comparable levels of difficulty and competency; and**
- 3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.**

N.J.S.A. 18A:35-28.; 18A:36-20.

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7

Adopted:



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Career Education and Academic Guidance
Counseling
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2411 CAREER EDUCATION AND ACADEMIC GUIDANCE COUNSELING

The Board of Education shall develop and implement a comprehensive system for the delivery, to all students, of guidance and academic counseling that facilitates career awareness, exploration, and preparation pursuant to N.J.A.C. 6A:8-6.1.

The words and terms used in this Policy shall have the meanings as defined in N.J.A.C. 6A:8-1.3.

A. Comprehensive System of Guidance and Academic Counseling

1. The system for the delivery, to all students, of guidance and academic counseling that facilitates career awareness, exploration, and preparation shall:
 - a. Be consistent with the New Jersey Student Learning Standards (NJSLS);
 - b. Take into consideration the 2019 American School Counselor Association's National Standards for School Counseling Programs, incorporated herein by reference, as amended and supplemented;
 - c. Be infused throughout the curriculum as appropriate for all students;
 - d. Be supported by professional learning programs;
 - e. Provide developmental career guidance and academic counseling, aligned with the NJSLS, designed to:
 - (1) Assist students in making and implementing informed educational and career choices, including opportunities to change career focus;



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Career Education and Academic Guidance Counseling

- (2) Support students' academic attainment, career development, and personal/social development; and
 - (3) Develop students' understanding of the relationships among academic attainment, career development, and personal/social development; and
- f. Specify the delivery format, which may include:
- (1) An integrated curriculum that is based on the NJSLS and provides students with the opportunity to engage in contextual learning, service learning, and/or work-based learning to acquire information about their career interests and/or take advanced coursework linked to their career interests; and/or
 - (2) Specialized programs that reflect the needs of students and the community.

B. Students With Disabilities

For students with disabilities beginning at age fourteen or younger, if determined appropriate by the IEP team, the Board shall ensure that career guidance and academic counseling are coordinated with transition services provided in accordance with N.J.A.C. 6A:14-3.7.

C. Fulfillment of the NJSLS

- 1. In fulfillment of the NJSLS, the Board shall develop and implement the following for all students:
 - a. Curriculum and instructional methods that:
 - (1) Include the integration of technological literacy, consistent with the NJSLS;



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Career Education and Academic Guidance
Counseling

- (2) Include the integration of information literacy, consistent with the NJSLS and delivered in partnership by school library media specialists and classroom educators, pursuant to N.J.S.A. 18A:7F-4.4. through 18A:7F-4.7.;
 - (3) Provide an understanding of the career applications of knowledge and skills learned in the classroom; and
 - (4) Provide opportunities to apply knowledge and skills learned in the classroom to real or simulated career challenges.
- b. A system of career development activities that:
- (1) Offers the opportunity to more fully explore career interests that are linked to the NJSLS, pursuant to N.J.A.C. 6A:19 – Career and Technical Education Programs and Standards;
 - (2) Provides the appropriate format for offering career-development activities based on school district resources, community needs, and student interest;
 - (3) Identifies the delivery format, which may include:
 - (a) An integrated curriculum that is based on the NJSLS and provides students the opportunity to acquire information about their career interests and/or take advanced coursework linked to their career interests; or
 - (b) Specialized programs that reflect the needs of students and the community; and
 - (4) Instills the concept of the need for continuous learning throughout life.



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Career Education and Academic Guidance Counseling

D. Guidance and Academic Counseling

The Board's comprehensive system for the delivery, to all students, of guidance and academic counseling that facilitates career awareness, exploration, and preparation shall involve the coordinated efforts of all teaching staff members under the leadership of certified school counselor(s).

E. Evaluation

1. The program of career education and academic counseling will be reviewed annually to determine its strengths and weaknesses. The following information to be reviewed may include, but is not limited to:
 - a. Assessments of past graduates as to the effectiveness of guidance services received in the high school;
 - b. Results of surveys of parents and staff evaluations of guidance services;
 - c. Analysis of the effectiveness of outside referrals;
 - d. Assessments by persons not employed in the school district and experts in the field of career education and academic counseling;
 - e. Personal evaluations of the career education and academic counseling staff members to identify weaknesses in the administration of the program; and
 - f. Any additional information that assists in determining the strengths and weaknesses of the career education and academic counseling program in the district.



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N.J.S.A. 18A:7F-4.4. through 18A:7F-4.7.;
18A:61C-10.; 18A:61C-11.
N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.7; 6A:8-6.1; 6A:8-6.2;
6A:19-1.1 et seq.

Adopted:



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Use of Physical Restraint and Seclusion Techniques
for Students with Disabilities

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5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES

The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4. through 13.7.

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;
4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A post-incident written notification report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;



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Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in **this** Policy and Regulation 5561 — ~~Use of Physical Restraint and Seclusion Techniques for Students with Disabilities~~, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan (IEP) meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in **this** Policy and Regulation 5561 — ~~Use of Physical Restraint and Seclusion Techniques for Students with Disabilities~~, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next IEP meeting.



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Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's IEP team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant to N.J.S.A. 18A:46-13.7.

The Superintendent or designee may gather input from school staff members and parents of students with disabilities on this Policy and Regulation **5561**. All students with disabilities and their parents shall be afforded the procedural safeguards provided by the Individuals with Disabilities Education Act (IDEA).

The Superintendent or designee shall report all incidents of restraint and seclusion through the Student Safety Data System (SSDS). The Superintendent or designee shall annually inform parents of students with disabilities about ~~this the Board's~~ Policy and Regulation **5561** regarding restraint and seclusion.

N.J.S.A. 18A:46-13.4.; 18A:46-13.5.; 18A:46-13.6.; 18A:46-13.7.

New Jersey Department of Education Restraint and Seclusion Guidance for Students with Disabilities – July 10, 2018

Adopted:



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Reimbursement of Federal and Other
Grant Expenditures
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6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the ~~NJDOE New Jersey Department of Education~~ Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Strengthening Career and Technical Education for the 21st Century Act, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.



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Reimbursement of Federal and Other Grant Expenditures

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.



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Reimbursement of Federal and Other
Grant Expenditures

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – **January 2023** ~~March 2014~~

Adopted:



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Federal Awards/Funds Internal Controls –

Mandatory Disclosures

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6115.02 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – MANDATORY DISCLOSURES

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.113 – Mandatory disclosures requires a non-Federal entity or applicant (a New Jersey Board of Education) for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or to the New Jersey Department of Education (NJDOE) all violations of Federal criminal law involving fraud, **conflict of interests**, bribery, or gratuity violations potentially affecting the Federal award.

If the Board of Education receives a Federal award including the terms and conditions outlined below as per 2 CFR §200 – Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters shall report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM). Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338 – Remedies for noncompliance, including suspension or debarment. (See also 2 CFR §180, 31 USC 3321, and 41 USC 2313)

A. General Reporting Requirement

1. If the total value of all Board of Education currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the Superintendent or designee, on behalf of the Board of Education as the recipient during that period of time, must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system about civil, criminal, or administrative proceedings described in B. below.
2. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 USC 2313).



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Federal Awards/Funds Internal Controls –
Mandatory Disclosures

3. As required by section 3010 of Public Law 111-212, all information posted in designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.
4. **The Superintendent or designee must disclose, in writing, any potential conflict of interest to the Federal agency or pass-through entity in accordance with the established Federal agency policies.**

B. Proceedings About Which the Board of Education Must Report

1. The Superintendent or designee must disclose, **in writing**, to the Federal awarding agency or to the **NJDOE New Jersey Department of Education** information required about each proceeding that:
 - a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
 - b. Reached its final disposition during the most recent five-year period; and
 - c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in E. below;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in E. below, that resulted in a finding of fault and liability and the payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or



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Federal Awards/Funds Internal Controls –
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- (4) Any other criminal, civil, or administrative proceeding if:
 - (a) It could have led to an outcome described in B.1.c.(1), (2), or (3) above of this award term and condition;
 - (b) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the school district's part; and
 - (c) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

C. Reporting Procedures

- 1. The Superintendent or designee shall enter in the SAM Entity Management area the information that the SAM requires about each proceeding described in B. above.
- 2. The Superintendent or designee does not need to submit the information a second time under assistance awards the Board of Education received if the Superintendent or designee already provided the information through the SAM because the Board of Education was required to do so under Federal procurement contracts the Board of Education was awarded.

D. Reporting Frequency

- 1. During any period of time when the Board of Education is subject to the requirement in A. above, the Superintendent or designee must report proceedings information through the SAM for the most recent five-year period, either to report new information about any proceeding(s) the Board of Education has not reported previously or affirm that there is no new information to report.



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Federal Awards/Funds Internal Controls –
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2. If the Board of Education has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Board of Education must disclose semiannually any information about the criminal, civil, and administrative proceedings.

E. Definitions

1. For the purposes of this Policy:
 - a. “Administrative proceeding” for the purposes of 2 CFR §200 – Appendix XII and this Policy means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability. This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
 - b. “Conviction” for the purposes of 2 CFR §200 – Appendix XII and this Policy, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
 - c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:
 - (1) Only the Federal share of the funding under any Federal award with a Board of Education cost share or match; and
 - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

2 CFR §200.113; **200.212**

Adopted:



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Contracts for Goods or Services Funded by
Federal Grants

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6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.2143 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at www.sam.gov maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.



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Contracts for Goods or Services Funded by
Federal Grants

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

2 CFR §200
2 CFR §3485.220
2 CFR §180.210

Adopted:



District Policy

5112 - ENTRANCE AGE

Section: Students
Date Created: May 2021
Date Edited: May 2021

The Board of Education will admit to this district children otherwise eligible by law or Board policy who have attained the age requirements set by law and this Board of Education. The Board requires documentary verification of the age and birthdate of any child for whom admission to this district is sought.

~~Nursery School~~ **Preschool**

A child is eligible for entrance into ~~nursery school~~ **preschool** who will have attained the age of three years on or before October 1 of the year in which entrance is sought and has not yet attained the age at which admission to Kindergarten is permitted.

Preschool Disabled

A child is eligible for entrance into a program of special education who has attained his/her third birthday and has been found by the Child Study Team to be eligible for a program for the preschool disabled in accordance with rules of the State Board of Education.

Kindergarten

A child is eligible for entrance into Kindergarten who will have attained the age of five years on or before October 1 of the year in which entrance is sought. **Students who have completed preschool and have attained the age of five years on or before October 1 will be placed in Kindergarten.**

No child will be admitted to Kindergarten who has not met the age requirement set by this policy.

First Grade

A child is eligible for entrance into first grade who will have attained the age of six years on or before October 1 of the year in which entrance is sought or has completed the Kindergarten program of this district or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade.

N.J.S.A. 18A:36-19; 18A:38-5; 18A:38-6; 18A:44-1;
18A:44-2; 18A:46-6; 18A:46-6.1
N.J.A.C. 6A:14-3.3

Adopted: 27 May 2021

REGULATION GUIDE

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Curriculum Content
M

ABOLISH

R-2200 CURRICULUM CONTENT

~~Courses of study and instructional materials and programs shall be designed to eliminate discrimination on the basis of any of the protected categories listed at N.J.A.C. 6A:7-1.1(a) and promote understanding and mutual respect between children.~~

~~The Superintendent or designee shall develop a procedure to address and eliminate any possible bias in the curriculum.~~

Issued:



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Guidance Counseling
M

ABOLISH

R 2411 GUIDANCE COUNSELING

A. ~~Counseling Services~~

1. ~~The purpose of guidance and counseling services is to assist students in self-examination, self-evaluation, and analysis of alternatives so that each student can benefit most fully from his/her education and life experiences.~~
2. ~~Counseling services will include:~~
 - a. ~~Career awareness and exploration, and academic planning through consideration of personal interests, past and potential performance, and present opportunities,~~
 - b. ~~Personal/social development including adjustment to situational problems, understanding of the consequences of personal behavior, and referral to assistance where appropriate, and~~
 - c. ~~Crisis counseling to assist students undergoing extreme emotional reactions that disrupt immediate functioning, including post-crisis planning and referral for treatment as necessary.~~
3. ~~All counseling services shall be free of bias on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.~~

B. ~~Career Awareness and Exploration~~

~~In fulfillment of the New Jersey Core Curriculum Content Standards, the school district shall provide a comprehensive program of guidance and counseling to facilitate career awareness and exploration for all students which shall be designed to:~~



REGULATION GUIDE

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Federal Awards/Funds Internal Controls –
Allowability of Costs
M

R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

Expenditures must be aligned with approved budgeted items. Any changes or variations from the State-approved budget and grant application need prior approval from the State.

A. Delegation of Responsibility

When determining how the school district will spend its grant funds, the School Business Administrator/Board Secretary, will review the proposed cost to determine whether it is an allowable use of Federal grant funds before obligating and spending those funds on the proposed good or service.

B. Allowability Determinations

1. All costs supported by Federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E, which are listed below. The School Business Administrator/Board Secretary, must consider these factors when making an allowability determination. A section entitled, Helpful Questions for Determining Whether Costs are Allowable, is located at the end of this Regulation.

2 CFR Part 200 sets forth general cost guidelines that must be considered, as well as rules for specific types of items, both of which must be considered when determining whether a cost is an allowable expenditure of Federal funds. The expenditure must also be allowable under the applicable program statute (e.g., Title I of the Elementary and Secondary Education Act (ESEA), or the Carl D. Perkins Career and Technical Education Act (Perkins)), along with accompanying program regulations, nonregulatory guidance and grant award notifications.



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Federal Awards/Funds Internal Controls –
Allowability of Costs

Restrictions in State and local rules or policy also must be considered. For example, travel and other job-related expenses incurred by employees are not allowable unless they also are in compliance with Policy and Regulation 6471 and related administrative regulations.

Whichever allowability requirements are stricter will govern whether a cost is allowable. General allowability determination factors include the following:

- a. Be Necessary and Reasonable for the performance of the Federal award. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, “reasonable” means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- (1) Whether the cost is a type generally recognized as ordinary and necessary for the operation of the district or the proper and efficient performance of the Federal award.
- (2) The restraints or requirements imposed by factors, such as: sound business practices; arm’s-length bargaining; Federal, State and other laws and regulations; and terms and conditions of the Federal award.
- (3) Market prices for comparable goods or services for the geographic area.
- (4) Whether the individual incurring the cost acted with prudence in the circumstances considering responsibilities to the district, its employees, its students, the public at large, and the Federal government.



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- (5) Whether the district significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost. (2 CFR 200.404)

Whether a cost is "necessary" will be determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need, and can prove it. For example, the school entity may deem a language skills software program necessary for a limited English proficiency program.

When determining whether a cost is necessary, consideration may be given to:

- (1) Whether the cost is needed for the proper and efficient performance of the Federal award program.
 - (2) Whether the cost is identified in the approved budget or application.
 - (3) Whether there is an educational benefit associated with the cost.
 - (4) Whether the cost aligns with identified needs based on results and findings from a needs assessment.
 - (5) Whether the cost addresses program goals and objectives and is based on program data.
- b. Allocable to the Federal award. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This means that the Federal grant program derived a benefit in



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proportion to the funds charged to the program. (2 CFR 200.405) For example, if fifty percent of a teacher's salary is paid with grant funds, then that teacher must spend at least fifty percent of their time on the grant program.

- c. Consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the school entity.
- d. Conform to any limitations or exclusions set forth as cost principles in 2 CFR Part 200 or in the terms and conditions of the Federal award.
- e. Consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- f. Adequately documented. All expenditures must be properly documented.
- g. Be calculated in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in 2 CFR Part 200.
- h. Not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such. Some Federal program statutes require the non-Federal entity to contribute a certain amount of non-Federal resources to be eligible for the Federal program.
- i. Be the net of all applicable credits. The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits



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accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate. (2 CFR 200.406)

C. Selected Items of Cost

2 CFR 200, Subpart E, sets forth principles to be applied in establishing the allowability of fifty-five specific cost items (commonly referred to as Selected Items of Cost), at 2 CFR 200.420 through 200.475. These specific cost items are listed in the chart below along with the citation to the section of Subpart E addressing the allowability of that item. These principles are in addition to the other general allowability standards, and apply whether or not a particular item of cost is properly treated as direct cost or indirect (Facilities and Administration) cost. Meeting the specific criteria for a listed item does not by itself mean the cost is allowable, as it may be unallowable under other standards or for other reasons, such as restrictions contained in the terms and conditions of a particular grant or restrictions established by the State or in Board policy. If an item is unallowable for any of these reasons, Federal funds cannot be used to purchase it.

School district personnel responsible for spending Federal grant funds and for determining allowability must be familiar with and refer to the 2 CFR Part 200 selected items of cost section. These rules must be followed when charging these specific expenditures to a Federal grant. When applicable, employees must check costs against the selected items of cost requirements to ensure the cost is allowable, and also check State, district and program-specific rules.

The selected item of cost addressed in 2 CFR Part 200 includes the following:

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	2 CFR 200.421
Advisory councils	2 CFR 200.422
Alcoholic beverages	2 CFR 200.423
Alumni/ae activities	2 CFR 200.424



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Audit services	2 CFR 200.425
Bad debts	2 CFR 200.426
Bonding costs	2 CFR 200.427
Collection of improper payments	2 CFR 200.428
Commencement and convocation costs	2 CFR 200.429
Compensation – personal services	2 CFR 200.430
Compensation – fringe benefits	2 CFR 200.431
Conferences	2 CFR 200.432
Contingency provisions	2 CFR 200.433
Contributions and donations	2 CFR 200.434
Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringements	2 CFR 200.435
Depreciation	2 CFR 200.436
Employee health and welfare costs	2 CFR 200.437
Entertainment costs	2 CFR 200.438
Equipment and other capital expenditures	2 CFR 200.439
Exchange rates	2 CFR 200.440
Fines, penalties, damages, and other settlements	2 CFR 200.441
Fund raising and investment management costs	2 CFR 200.442
Gains and losses on disposition of depreciable assets	2 CFR 200.443
General costs of government	2 CFR 200.444
Goods and services for personal use	2 CFR 200.445
Idle facilities and idle capacity	2 CFR 200.446
Insurance and indemnification	2 CFR 200.447
Intellectual property	2 CFR 200.448
Interest	2 CFR 200.449
Lobbying	2 CFR 200.450
Losses on other awards or contracts	2 CFR 200.451
Maintenance and repairs costs	2 CFR 200.452
Materials and supplies costs, including costs of computing devices	2 CFR 200.453
Memberships, subscriptions, and professional activity costs	2 CFR 200.454



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Organization costs	2 CFR 200.455
Participant support costs	2 CFR 200.456
Plant and security costs	2 CFR 200.457
Pre-award costs	2 CFR 200.458
Professional services costs	2 CFR 200.459
Proposal costs	2 CFR 200.460
Publication and printing costs	2 CFR 200.461
Rearrangement and reconversion costs	2 CFR 200.462
Recruiting costs	2 CFR 200.463
Relocation costs of employees	2 CFR 200.464
Rental costs of real property and equipment	2 CFR 200.465
Scholarships and student aid costs	2 CFR 200.466
Selling and marketing costs	2 CFR 200.467
Specialized service facilities	2 CFR 200.468
Student activity costs	2 CFR 200.469
Taxes (including Value Added Tax)	2 CFR 200.470
Termination costs	2 CFR 200.471
Training and education costs	2 CFR 200.472
Transportation costs	2 CFR 200.473
Travel costs	2 CFR 200.474
Trustees	2 CFR 200.475

D. Helpful Questions for Determining Whether Costs are Allowable

1. In addition to applying the cost principles and standards described above, district staff involved in expending Federal funds should ask the following questions when assessing the allowability of a particular cost:
 - a. Is the proposed cost allowable under the relevant program?
 - b. Is the proposed cost consistent with an approved program plan and budget?
 - c. Is the proposed cost consistent with program specific fiscal rules? For example, the school entity may be required to use Federal funds only to supplement the amount of funds available from non-Federal (and possibly other Federal) sources, or only as a match for funds from non-Federal sources.



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- d. Is the proposed cost consistent with EDGAR?
- e. Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?
- f. Is the proposed cost consistent with the underlying needs of the program? For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under Title III of the Elementary and Secondary Education Act (ESEA) governing language instruction programs for Limited English Proficient (LEP) students must only be spent on LEP students and cannot be used to benefit non-LEP students.
- g. Will the cost be targeted at addressing specific areas of weakness that are the focus of the program, as indicated by available data?

Any questions related to specific costs should be forwarded to the School Business Administrator/Board Secretary, who shall consult with the school solicitor for clarification as appropriate.

Adopted:

