

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

MINUTES

REGULAR MEETING

Tenakill Middle School

October 8, 2026 - 7:30 PM

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

The following Board Members were present:

*Ms. Argenziano, Mr. Choi (Arrived 7:49), Ms. Estrems, Ms. Lee, Ms. Micera, Mr. Shih,
Mr. Paldi, Ms. Finkelstein*

The following Board Members were absent:

Ms. Ravid

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

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

PLEDGE OF ALLEGIANCE

SUPERINTENDENT'S REPORT

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

Our students observed the New Jersey Week of Respect this week. We marked the week by celebrating school spirit at both schools. At HES, the Week of Respect was aligned with ICARE, with students wearing their favorite team jersey to "team up against bullying" and learning about empathy. At TMS, the students focused on the schoolwide October theme, Being a Responsible Citizen, which is aligned with our Profile of a Closter Learner. Our goal is to teach students to be respectful every week, not just during the Week of Respect!

This week, Ms. Smith, Ms. Cipollini, and himself attended the Statewide Narcotics Action Plan (SNAP) conference along with three Closter Police Department representatives. This Conference, planned by the Bergen County Prosecutor's Office, presented information to school leaders and police officers on youth resiliency, combating exploitation, and school security. We received information on collaboration with the county law enforcement, risk mitigation, and

Hillside Elementary School

Core Element #1: HIB Programs, Approaches or Other Initiatives 14/15

Core Element #2: Training on the BOE-approved HIB Policy 9/9

Core Element #3: Other Staff Instruction and Training Programs 15/15

Core Element #4: Curriculum and Instruction on HIB and Related Info/Skills 6/6

Core Element #5: HIB Personnel 9/9

Core Element #6: School-Level HIB Incident Reporting Procedure 6/6

Core Element #7: HIB Investigation Procedure 12/12

Core Element #8: HIB Reporting 6/6

Total Score: 77/78

During the 2025-2026 school year at Hillside Elementary School, there was one time that a preliminary determination was made by the principal that a reported incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB.

Tenakill Middle School

Core Element #1: HIB Programs, Approaches or Other Initiatives 15/15

Core Element #2: Training on the BOE-approved HIB Policy 9/9

Core Element #3: Other Staff Instruction and Training Programs 15/15

Core Element #4: Curriculum and Instruction on HIB and Related Info/Skills 6/6

Core Element #5: HIB Personnel 9/9

Core Element #6: School-Level HIB Incident Reporting Procedure 6/6

Core Element #7: HIB Investigation Procedure 12/12

Core Element #8: HIB Reporting 6/6

Total Score: 78/78

During the 2025-2026 school year at Tenakill Middle School, there were four times that a preliminary determination was made by the principal that a reported incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB.

These scores reflect the daily work of our staff to make sure every student feels safe, respected, and supported at school. Once the NJDOE issues the official school and district grade reports, They will be posted on our district and school websites. Last year's scores are currently available on the district website.

On Monday, October 12, 2026, all Closter Public Schools will follow a half-day schedule for students. That afternoon, our teachers and staff will take part in professional development on suicide prevention and awareness, led by West Bergen Mental Health. This training is required for all New Jersey school staff, and it is also one of the most important ways we prepare staff to care for our students. Our educators are often the first to notice when a child is struggling. This session will strengthen their ability to recognize warning signs, respond with compassion, and connect students and families with the right support. It reflects our commitment to making sure every student and staff member in Closter feels safe and supported. He wishes everyone a happy, healthy, and safe October!

meaningful community engagement and increasing public understanding of school district fiscal challenges was also rated as achieved.

During the discussion, Board members expressed interest in retaining the existing goals while developing more specific action plans to support implementation. Potential action steps included exploring advocacy opportunities related to rising healthcare costs and other legislative or administrative challenges facing school districts, as well as continuing regular communication and establishing annual meetings with municipal officials.

Ms. Del Rosso recommended that the Board develop action plans identifying specific tasks, responsible individuals, and timelines for each goal. The representative also encouraged the Board to schedule regular progress reviews throughout the year to monitor implementation and assess outcomes.

The presentation concluded with Ms. Del Rosso commending the Board's overall performance and encouraged members to contact the New Jersey School Boards Association for additional guidance, resources, advocacy support, and training opportunities.

BOARD COMMITTEES

There were no board committee reports.

PUBLIC COMMENTS ON AGENDA ITEMS

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

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

There were no public comments.

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

BOARD OPERATIONS

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

Mr. McHale reported that several items under Operations were related to the District's QSAC review, including the submission of required reports and the Health and Safety Evaluation Checklist.

where 10% or more of enrolled students are chronically absent — defined as missing 10% or more of school days — develop and present a corrective action plan to the Board of Education. The plan shall be reviewed and revised annually until the chronic absenteeism rate falls below 10%. A copy of the Corrective Action Plan is attached hereto as Appendix C.

E. **APPROVAL - School Self-Assessment For Determining Grades Under The Anti-Bullying Bill of Rights Act and Statement Of Assurances for the 2025-2026 School Year**

Motion to approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and SOA for the 2025-2026 school year as per Appendix D.

F. **ACKNOWLEDGEMENT - School Bus Emergency Evacuation Drill - Hillside E.S.**

The Board acknowledges that Hillside Elementary School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 9:00 a.m. on September 22, 2026, at the school's location, 340 Homans Avenue. Justin O'Neill, Interim Assistant Principal, and Nardin Gerges, Board Office Assistant, were in charge. The drill was for all students and was completed within 2 hours and 42 minutes. The official report is attached as Appendix E.

G. **ACKNOWLEDGEMENT - School Bus Emergency Evacuation Drill - Tenakill M.S.**

The Board acknowledges that Tenakill Middle School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 12:45 p.m. on September 22, 2026, at Tenakill Middle School, 275 High Street; Nardin Gerges, Business Office Assistant, and Keith McElroy, Assistant Principal, were the staff members in charge. The drill was for all students. The drill was completed within 1 hour and 45 minutes. The official report is attached as Appendix F.

H. **APPROVAL - Use of Facilities of Hillside Elementary School by Closter Police Department**

Motion to approve the use of Hillside Elementary School by the Closter Police Department for practice drills on the evening of November 4, 2026.

I. **APPROVAL - Use of Facilities for Closter Junior Girl Scout Troop 97788**

Motion to approve the use of a classroom at Tenakill Middle School for the Closter Junior Girl Scout Troop 97788 for meetings during the 2026-2027 school year.

J. **APPROVAL - Bilingual Waiver for the 2026-2027 School Year**

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

CURRICULUM AND INSTRUCTION COMMITTEE

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

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

Date: December 7, 2026
Cost to Board: \$136.65 (Substitute and mileage)

Staff Member(s): Jennifer Annese
Conference: NJ International Dyslexia Association (NJ IDA) Conference
Location: Hilton East Brunswick Hotel & Executive Meeting Center
Date: October 16 and 17, 2026
Cost to Board: \$415.68 (Registration and transportation)

Staff Member(s): Tracy Barron, Kira Cohen and Matthew Vassallo
Conference: Office of School Preparedness and Emergency Planning - Basic K-12 Behavioral Threat Assessment Management Training
Location: Virtual
Date: October 29, 2026
Cost to Board: \$0

B. APPROVAL - Field Trips

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

School: Tenakill Middle School
Group: Grade 8
Month: November 2026
Destination: Statue of Liberty
Location: New York, NY

School: Tenakill Middle School
Group: Grades 7 and 8 TEP
Month: Once Per Month in the 2026-2027 School Year
Destination: Middle Schools in Various Towns
Location: Alpine, NJ; Cresskill, NJ and Emerson, NJ

FINANCE AND PHYSICAL PLANT COMMITTEE

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

Moved by Mr. Choi ▾, seconded by Ms. Ravid ▾ to approve Motions A - I.

Mr. McHale updated the board on the closeout of the HVAC replacement project at Tenakill Middle School under Item I. The project was completed under the estimated budget, with approximately \$10,000 of the allocated allowance remaining unused.

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

D. **APPROVAL – Special Education Placements**

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

<u>NJSMART#</u>	<u>Tuition</u>	<u>Grade</u>	<u>Placement</u>
1598620180	\$78,771.20	K	Valley Program

E. **APPROVAL – Tuition Contracts for Received Students**

Motion to approve tuition contracts for received students as outlined below for the months of September - November 2026:

<u>NJ LOCAL ID#</u>	<u>Tuition</u>	<u>Grade</u>
381069	\$5,503.52	1

F. **APPROVAL - District Share of Region III Consortium**

Motion to approve the Closter Public Schools' SY 2026-2027 contribution to the Region III Consortium, with Northern Valley Regional High School District serving as the Lead Local Education Agency (LEA), as follows:

<u>Program/Service</u>	<u>Contribution</u>
Special Education	\$149,411.00
Additional Related Services	\$100,000.00 (estimate)

G. **APPROVAL – Go Guardian Subscription Renewal**

Motion to approve the subscription renewal of Go Guardian, web content filtering and classroom device management, in the amount of \$10,557.00, through the Ed Services Commission of NJ Contract ESCNJ/AEPA 026-D.

H. **APPROVAL – Comprehensive Maintenance Plan and M-1 Worksheet**

Motion to approve the Annual Maintenance Budget Amount Worksheet (M-1) per N.J.A.C.6A:26A and the annual Comprehensive Maintenance Plan, as required by the NJQSAC process, as per Appendix G attached.

I. **APPROVAL - Closeout of the HVAC Replacement at Tenakill Middle School**

Motion to approve the closeout of the HVAC Replacement Project at Tenakill Middle School, which was funded through the SY 26-27 Capital Reserve withdrawal. The contract, in the amount of \$271,000, including a \$10,000 allowance, was awarded to TEO Technologies Inc.

The following change orders were included in the project:

Change Order #1: Credit of built-in allowance

B. **APPROVAL - Appointment of Kevin Cox, Jr., as District Technology Administrator / Network Engineer**

Motion to approve the appointment of Kevin Cox, Jr., as full-time District Technology Administrator / Network Engineer for the 2026-2027 school year at a salary of \$110,000, starting December 9, 2026, pending a criminal history background check.

C. **APPROVAL - Appointment of Kaylee Duffy as Part-Time Occupational Therapist**

Motion to approve the appointment of Kaylee Duffy as part-time Occupational Therapist for the 2026-2027 school year at a salary of \$28,680, MA Step 2, starting November 3, 2026, pending a criminal history background check.

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

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

<u>Name</u>	<u>Certification</u>
Julissa Agramonte	Substitute Teacher Certification
Janice Levy	Substitute Teacher Certification
Robert Amonica	Substitute Teacher Certification

E. **APPROVAL – Hillside Elementary School Academic Support Program Staff**

Motion to approve, upon the recommendation of the Superintendent, the following staff for Hillside Elementary School Academic Support Program at a rate of \$50.00/hour per teacher:

- Catherine Gordon
- Kaitlin Lange
- Alyssa Levy
- Cassandra San-Emeterio
- Margaret Tahtabrounian
- Substitutes: Charlene Gerbig, Allison Esposito and Sarah Hodulik

F. **APPROVAL – Tenakill Middle School Academic Support Program Staff**

Motion to approve, upon the recommendation of the Superintendent, the following staff for Tenakill Middle School Academic Support Program at a rate of \$50.00/hour per teacher:

- Paul Aguirre
- Juliane Bilotta
- Erika Dunn
- Bernadette Flood
- Gabriella Garcia
- Deborah Gonzalez
- Michelle Pletsch
- Substitutes: Rachel Fineman, Anne Haarmann, Catherine Ianni, Christopher Rota, Michael Wowkun

Villanueva acknowledged that the upcoming budget cycle will be challenging, and that the District will carefully evaluate expenditures while working to maintain the quality of its programs and services.

CLOSTER MAYOR AND COUNCIL LIAISON UPDATE

Ms. Latner reported that applications for the affordable housing units are now available on the website. She explained that eligibility is based on specific income requirements and that applicants must submit detailed financial documentation. The county's administrative agent reviews applications, and selections are made through a lottery system. Although the opening date remains uncertain, occupancy is anticipated sometime next year.

Ms. Latner also encouraged residents to participate in upcoming local events, including Halloween activities and the McBain Farm open day expected at the end of October. She also shared a preliminary idea to collaborate with Tenakill students to help them better understand the Mayor's and Borough Council's roles and responsibilities.

She concluded by encouraging residents to vote and spread awareness of community matters.

PUBLIC COMMENTS

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

There were no public comments.

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

CLOSTER BOARD OF EDUCATION



APPENDIX A

NJSAC District Performance Review

DECLARATION PAGE

CLOSTER BOARD OF EDUCATION

School Year: 2026-2027

Type or print the name of the individuals in the district who were members of the NJSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)

POSITION	NAME	SIGNATURE
Chief School Administrator:	Vincent McHale	Vincent McHale
District Administrative Staff:	Dianne Smith	Dianne Smith
Teacher:	Hailey Gabetti	Hailey Gabetti
School Business Administrator:	Floro M. Villanueva Jr.	Floro M. Villanueva Jr.
Curriculum and Instruction Representative:	Keith McElroy and Justin O'Neill	Keith McElroy and Justin O'Neill
Local Collective Bargaining Representative:	Joanne Iyo	Joanne Iyo
District Board of Education Member:	Janine Micera	Janine Micera
Director of Special Services:	Lori Cohen	Lori Cohen
By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.		
Chief School Administrator:	Vincent McHale	Vincent McHale
Board of Education President:	Melody Finkelstein	Melody Finkelstein
Board Resolution Date:	October 8, 2026	

NJ Single Accountability Continuum (NJQSAC)

District Performance Review

School Year : 2026-2027

District Information and Score Summary		
District Name and CDS #:	CLOSTER BOARD OF EDUCATION - 03-0930	
County Name:	Bergen	
District Superintendent Name:	Mr. Vincent McHale	
District Mailing Address:	340 Homans Avenue, Closter, NJ 07624	
Superintendent Email Address:	McHaleV@nvnet.org	
DPR Area	District Score	County Score
Instruction and Program	40%	0%
Fiscal Management	100%	0%
Governance	100%	0%
Operations	100%	0%
Personnel	100%	0%

Instruction and Program		CLUSTER BOARD OF EDUCATION			
School Year:		2026-2027			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district. • Student group performance: The proficiency rate of all student groups. (Assessment data provided by NJDOE)	K - 8	10.00			
	K - 12	7.00			
	9 - 12	10.00			
	K - 8	10.00			
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district. • Student group performance: The proficiency rate of all student groups. (Assessment data provided by NJDOE)	K - 12	7.00			
	9 - 12	10.00			
	K - 8	10.00			
	K - 12	7.00			
3. The school district's science achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district. • Student group performance: The proficiency rate of all student groups. (Assessment data provided by NJDOE)	9 - 12	10.00			
	K - 8	5.00			
	K - 12	3.50			
	9 - 12	5.00			
4. The school district's ELA academic progress: • Academic progress is calculated to include student group performance by averaging the mSGP of all students with the average of all student groups' mSGPs. (Assessment data provided by NJDOE)	K - 8	12.50			
	K - 12	8.75			
	9 - 12	0.00			
	K - 8	12.50			
5. The school district's mathematics academic progress: • Academic progress is calculated to include student group performance by averaging the mSGP of all students with the average of all student groups' mSGPs. (Assessment data provided by NJDOE)	K - 12	8.75			
	9 - 12	0.00			
	K - 8	0.00			
	K - 12	15.00			
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include student group performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all student groups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	0.00			
	K - 12	15.00			

Instruction and Program		CLOSTER BOARD OF EDUCATION			
School Year: 2026-2027					
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
7. The school district's measure(s) for school quality and student success is calculated to account for student group performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	9 - 12	25.00			
	K - 8	10.00			
	K - 12	10.00			
	9 - 12	10.00			
Summary of Achievement Score Indicators	K - 8	60	0.0	0.0	
	K - 12	60	0.0	0.0	
	9 - 12	60	0.0	0.0	
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)	
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated student group data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)	5	Yes			
9. ELA curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLS) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements;					
b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans;					
c. Assessments, including, formative, summative, benchmark, and alternative assessments;					
d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers;	3	Yes			
e. Pacing guide; and					
f. Interdisciplinary connections					
10. Mathematics curriculum and instruction are aligned to the NJSLS in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					

Instruction and Program		CLOSTER BOARD OF EDUCATION			
School Year:		2026-2027			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
<p>a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including, formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers;</p> <p>e. Pacing guide; and</p> <p>f. Interdisciplinary connections.</p>		3	Yes		
11. Science curriculum and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<p>a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including, formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers;</p> <p>e. Pacing guide; and</p> <p>f. Interdisciplinary connections</p>		3	Yes		
12. Social studies curriculum and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
<p>a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including, formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers;</p> <p>e. Pacing guide; and</p> <p>f. Interdisciplinary connections</p> <p>g. Amistad Commission mandates* that curricula in K-12 include the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country, and the contributions of African Americans to this country;</p> <p>h. Holocaust Commission mandates* that curricula in K-12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide; and</p> <p>i. The Commission on Asian American Heritage mandates that curricula in K-12 address the contributions, history, and heritage of Asian Americans and Pacific Islanders (AAP) in accordance with N.J.S.A. 18A:35-4.44.</p> <p>* Mandates can be met in content areas other than social studies. Being out of compliance with either mandate results in the loss of all points for this indicator.</p>	3	Yes			
13. World languages curricula and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					

Instruction and Program		CLOSTER BOARD OF EDUCATION			
School Year: 2026-2027					
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
<p>a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including, formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers;</p> <p>e. Pacing guide; and</p> <p>f. Interdisciplinary connections.</p>		3	Yes		
14. Comprehensive health and physical education curricula and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A.8)					
<p>a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including, formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers;</p> <p>e. Pacing guide; and</p> <p>f. Interdisciplinary connections.</p>		3	Yes		
15. Visual and performing arts curricula and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A.8)					
<p>a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements;</p> <p>b. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>c. Assessments, including, formative, summative, benchmark, and alternative assessments;</p> <p>d. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers;</p> <p>e. Pacing guide; and</p> <p>f. Interdisciplinary connections.</p>		3	Yes		
16. Career readiness, life literacies, and key skills curricula and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A.8)					
<p>a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements;</p> <p>b. Performance expectations may be integrated within and across other content areas or presented as an independent course;</p> <p>c. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans;</p> <p>d. Assessments, including, formative, summative, benchmark, and alternative assessments;</p> <p>e. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers;</p> <p>f. Pacing guide; and</p> <p>g. Interdisciplinary connections.</p>		3	Yes		
17. Computer science and design thinking curricula and instruction are aligned to the NJSL in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A.8)					

Instruction and Program		CLOSTER BOARD OF EDUCATION			
School Year: 2026-2027					
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
a. Curriculum designed and implemented to meet grade, grade-band, or grade-level expectations and graduation requirements; b. Performance expectations may be integrated within and across other content areas or presented as an independent course; c. Integrated accommodations and modifications for students with disabilities, multilingual learners, students at risk of school failure, gifted and talented students, and students with 504 plans; d. Assessments, including, formative, summative, benchmark, and alternative assessments; e. List of core instructional and supplemental materials, including grade-level appropriate texts and decodable texts for emergent readers; f. Pacing guide; and g. Interdisciplinary connections.		3	Yes		
18. All statutory curricular requirements are incorporated within the school district curriculum as indicated within the statute. This includes, but is not limited to:					
a. Diversity, equity, and inclusion in accordance with N.J.S.A. 18A:35-4.36a, and b. The history of persons with disabilities and lesbian, gay, bisexual, and transgender people in middle and high school curriculum in accordance with N.J.S.A. 18A:35-4.35.		3	Yes		
19. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:					
a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring).		5	Yes		
Achievement Score Total		60	0	0	
Curriculum and Policy Total		40	40	0	
Instruction and Program Total		100	40	0	

Fiscal Management		CLOSTER BOARD OF EDUCATION			
School Year: 2026-2027					
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)	
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9 and N.J.A.C. 6A:23A-16.10.	8	Yes			
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6-6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6-4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	8	Yes			
3. The annual audit of its Annual Comprehensive Financial Report (ACFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) and other supporting forms and collections have been filed by the due date set forth at N.J.S.A. 18A:23-1.	6	Yes			
4. The school district:					
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (if required);	4	N/A			
b. Reports no repeat audit findings of a substantive nature in the ACFR or AMR.	4	Yes			
c. Reports no material weaknesses or significant deficiencies in the ACFR or AMR.	4	Yes			
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and generally accepted accounting principles (GAAP)).	4	Yes			
5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:					
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	Yes			
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	Yes			

Fiscal Management

CLOSTER BOARD OF EDUCATION

School Year: 2026-2027

Indicator	Point Value	District Score Yes OR No	County Score Yes OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	Yes		
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	Yes		
e. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	Yes		
6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:				
a. Maintains separate accounting by project.	2	Yes		
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	3	Yes		
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	6	Yes		
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	3	Yes		
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	Yes		
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	N/A		
9. Annual health and safety reviews:				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	Yes		
b. Meet the "100% item" section in the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	Yes		
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	Yes		

Fiscal Management

CLOSTER BOARD OF EDUCATION

School Year: 2026-2027

Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
10. An annual budget calendar that is developed and shared with the district board of education and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	4	Yes		
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	Yes		
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	Yes		
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	Yes		
14. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	Yes		
Fiscal Management Total	100	100	0	

NJSAC District Performance Review

Governance		CLUSTER BOARD OF EDUCATION		
School Year: 2026-2027				
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	Yes		
2. The district board of education:				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to student group achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	Yes		
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	Yes		
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	Yes		
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	Yes		

NJOSAC District Performance Review

Governance		CLOSTER BOARD OF EDUCATION			
School Year: 2026-2027					
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, student with disabilities reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	Yes			
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)					
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	Yes			
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSLS.	8	Yes			
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget, within the timeframe established at N.J.S.A. 18A:22-7 and 10; b. Adopting the budget at a public meeting, within the timeframe established at N.J.S.A. 18A:22-10; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	Yes			
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Education Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act	6	Yes			
9. The district board of education has established programs and services for all multilingual learners, pursuant to N.J.A.C. 6A:15.	7	Yes			

NJQSAC District Performance Review

Governance		CLOSTER BOARD OF EDUCATION		
School Year: 2026-2027				
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10-4-6 et seq.)	3	Yes		
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-1.6, 10(c))	6	Yes		
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A. 18A:17-7)	6	Yes		
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	Yes		
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. Each school district shall provide these library-media services under the direction of a certified school library media specialist (N.J.A.C. 6A:13-2.1(h))	3	Yes		
Governance Total	100	100	0	
Comments:				

Operations		CLUSTER BOARD OF EDUCATION			
School Year:		2026-2027			
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)	
1. The school district has demonstrated that its data in the Department's Statewide longitudinal data system and the school district's educator evaluation data files:					
a. Have been certified by established deadlines and provide complete data; and	2	Yes			
b. Have an error rate of less than 1.5 percent for each file—inclusive of student sync errors.	3	Yes			
2. The school district's County District School (CDS) Information System data:					
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJOSAC monitoring; and	1	Yes			
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.	3	Yes			
3. The school district has a data management process that includes:					
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure; and	2	Yes			
b. Submission of data collection applications via the Department's website by the established deadlines.	3	Yes			
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	Yes			
5. The district board of education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. The district board of education provides all employees annual training on the code of student conduct and its equitable application, including training on the prevention, intervention, and remediation of student conduct that violates the district board of education's code of student conduct. (N.J.A.C. 6A:16-7.1)	5	Yes			

Operations		CLOSTER BOARD OF EDUCATION			
School Year: 2026-2027					
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department in accordance with the due dates annually established by the Department. N.J.A.C. 6A:16-5.3	5	Yes			
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district in accordance with the due dates annually established by the Department. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	Yes			
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NIOSAC monitoring. (N.J.A.C. 6A:16-6.2)	3	Yes			
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, enforcement of the code of student conduct for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	Yes			
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	Yes			

Operations		CLUSTER BOARD OF EDUCATION			
School Year:		2026-2027			
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	Yes			
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(e))	4	Yes			
13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears in the New Jersey Department of Human Services' New Jersey Medicaid Management Information System (NJMMIS) or is approved to provide private duty nursing under the New Jersey FamilyCare Program. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)6 and N.J.S.A. 18A:40-3.3)	8	Yes			
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). The educational services are provided by a certified instructor who has completed the Department's criminal history record check. (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	Yes			

Operations		CLOSTER BOARD OF EDUCATION			
School Year: 2026-2027					
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)	
15. The school district annually assesses plans and facilities to ensure: a. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified, in writing, that the process has occurred. (N.J.A.C. 6A:16-5.1) b. A school safety audit has been conducted for each school building in accordance with N.J.S.A. 18A:41-14; and c. Up-to-date critical incident mapping data for all schools and school grounds have been provided to local law enforcement authorities. (N.J.S.A. 18A:41-7.1)	4	Yes			
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41-7a)	4	Yes			
17. The school district has designated a school safety specialist for the school district. The school safety specialist maintains an active certificate. (N.J.S.A. 18A:17-43.2)	2	Yes			
18. The district board of education has adopted and implemented a policy to establish a threat assessment team at each school to provide administrators, teachers, and other staff with assistance in identifying, assessing, and managing students that exhibit concerning or threatening behaviors. (N.J.S.A. 18A:17-43.4)	3	Yes			
19. The school district implements a Department-approved comprehensive equity plan (CEP) that has been issued a certificate of completion by the Executive County Superintendent, designed to eliminate discrimination according to the protected categories and classes set forth at the New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-1 et seq., and at N.J.A.C. 6A:7-1.1(a) and that has been issued a certificate of completion by the executive county superintendent. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	Yes			

Operations		CLUSTER BOARD OF EDUCATION			
School Year: 2026-2027					
Indicator	Point Value	District Score Yes OR N/A OR No	County Score Yes OR N/A OR No	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)	
20. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6). Additionally, each school within the school district with 10 percent or more of its enrolled students identified as chronically absent has developed and presented to the district board of education a corrective action plan to improve absenteeism rates. (N.J.A.C. 6A:32-8.6)	8	Yes			
Operations Total	100	100	0		
Comments:					

Personnel		CLUSTER BOARD OF EDUCATION			
School Year: 2026-2027					
Indicator	District Point Value	District Score Yes OR N/A OR No	County Score	County Point Value	Comments (If the comment box turns color pink, please provide reasoning why the District and County Scores are not the same)
1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:					
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10-2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	Yes	Select the percentage of files that meet indicators	0
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10-2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	Yes	Select the percentage of files that meet indicators	0
c. Evaluations of other certificated staff are conducted in accordance with N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2;	100 percent of audited files meets indicators	4	Yes	Select the percentage of files that meet indicators	0
d. Evaluation training for all certified staff has occurred; (N.J.A.C. 6A:10-2.2(b))	2	Yes			
e. Summary conferences for all certified staff have occurred; (N.J.A.C. 6A:10-2.4(e))	2	Yes			
f. School improvement plans have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	Yes			
g. Other evaluation structures and processes, including tenure charge proceedings, are conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3)	2	Yes			
2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):					
a. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1)	5	Yes			

NJOSAC District Performance Review

<p>b. The school district-level PDP:</p> <ul style="list-style-type: none"> • Details districtwide and school-level professional learning for active staff holding instructional leading, educational services, and administrative certificates; • Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and • Addresses the NJSLS and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2) 	5	Yes	
<p>c. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics</p>	4	Yes	
<p>d. The district mentoring plan. (N.J.A.C. 6A:9C-5)</p> <ul style="list-style-type: none"> • Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric; • Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers; • Describes how mentors are trained; and • Describes the process by which the administrative office oversees mentor payments. 	3	Yes	
<p>e. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)</p>	2	Yes	
<p>3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:</p>			
<p>a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)</p>	3	Yes	
<p>b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5; and 6A:10)</p>	3	Yes	
<p>c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C. 6A:9A and 6A:9B)</p>	3	Yes	
<p>d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)</p>	2	Yes	
<p>4. The district board of education has ensured the following staffing practices are followed:</p>			

NJQSAC District Performance Review

a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment. (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	Yes		
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files. (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	Yes		
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	3	Yes		
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issued(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	3	Yes		
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	Yes		
f. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard certificate. (N.J.A.C. 6A:9B)	2	Yes		
5. The position control roster. (N.J.A.C. 6A:23A-6.8)				
a. Contains the employee name, date of hire, a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step, longevity, guide, stipends by type, overtime, other extra compensation, the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location, the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	Yes		
b. Is accurate and up to date; and	6	Yes		
c. Reconciles with the budget.	4	Yes		
6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in:	12	Yes		
a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2);				
b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5, 4.4, and 5.4); and				
c. Required individual PDPs or CAPs that are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and that are linked to school district, school, team, and/or individual goals, and to results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5)				
Personnel Total	100	100	0	
Comments:				

CLOSTER BOARD OF EDUCATION



APPENDIX B



Health and Safety Evaluation of School Buildings Checklist 2026-2027

County: **BERGEN**

District: **CLOSTER PUBLIC SCHOOLS**

Building	Check One (✓ or X)
Leased	
Owned	✓

School Building: **HILLSIDE ELEMENTARY SCHOOL**

Completed By: **Joseph Scaglione, Supervisor of B&G**

Date: **October 2, 2026**

This form shall be used for the evaluation of school buildings (pursuant to [N.J.A.C. 6A:26-6.1](#) and N.J.A.C. 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is on the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2026-2027" document for additional detailed information.

Note: Items denoted with a 6A:26-8.1 reference, cover all school buildings but are also included in the Temporary Facilities Code.

References:

- **NFPA:** National Fire Protection Association
- **NJDCA:** Department of Community Affairs
- **N.J.A.C.:** New Jersey Administrative Code
- **N.J.S.A.:** New Jersey Statutes
- **PEOSH:** Public Employees Occupational Safety and Health Act.
- **UCC:** Uniform Construction Code

Supported by: N.J.A.C. 6A:26-6.1, 6.2, 6.3, 12 & 6A:19-6 and NJQSAC Fiscal Indicator 9a, 9b, 9c

Section A: 100% Items

(This section must have full compliance with all items.)

100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available). This includes <i>Life Hazard Use Cert</i> and <i>Municipal Fire Inspection Cert</i>	✓			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	✓			
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	✓			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			✓	
5. Current boiler inspection certificate(s) posted at site of boiler(s).	✓			
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	✓			
7. The following Environmental Inspection Reports are current and available for review: <ul style="list-style-type: none"> a) Safe Water Drinking Act. (N.J.A.C. 58:12A-1) (N.J.A.C. 6A:26-12.4). b) Evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance. c) Indoor Air Quality d) Integrated Pest Management 	✓			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance.) N.J.S.A. 18A:41-1 .	✓			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	✓			
10. Janet's Law—District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law N.J.S.A. 18A:40- 41a-41c)	✓			

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	✓			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: <ul style="list-style-type: none"> a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50. 	✓			
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	✓			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	✓			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	✓			
16. Doors in any occupied space are free of deadbolts or slide bolts and permit exit without need of a key or special knowledge. N.J.A.C. 6A:26-8.1	✓			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. N.J.A.C. 6A:26-8.1	✓			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. 6A:26-6.3(h)4.	✓			
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.	✓			
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/high-hazard areas).	✓			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel burning appliances. <ul style="list-style-type: none"> a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent. 	✓			

Interior #13 to #21	Yes	No	N/A	Violation Location
<ul style="list-style-type: none"> c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source <p>N.J.A.C. 5:70-4.3(a), and N.J.A.C. 5:70-4.9(d)</p>				
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p>22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable:</p> <ul style="list-style-type: none"> a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible. 			✓	
<p>23. At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.</p>			✓	
<p>24. Adequate eye and body protection are provided, including:</p> <ul style="list-style-type: none"> a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. N.J.A.C. 6A:26-12.5(d) 			✓	
<p>25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> a. For science activities (i.e., via fume hoods) b. For welding operations c. For paint spraying operations: <ol style="list-style-type: none"> 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes d. Art: Designated safe space/room for kilns with proper ventilation e. In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system 			✓	

Total	Yes	No	N/A
100% Items Total	20		5

Space for Notes:

Section B: 80% Items

Must be compliant with 80% of these items to pass.

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion. 	✓			
2. All exterior receptacles are GFCI-protected in accordance with code.	✓			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	✓			
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.	✓			
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exit.	✓			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	✓			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.	✓			
8. Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	✓			
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	✓			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	✓			
11. Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used <i>temporarily</i>. c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. N.J.A.C. 6A:26-6.3(f) 	✓			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. N.J.A.C. 6A:26-6.3(9) and N.J.A.C. 6A:26-12.3	✓			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. N.J.A.C. 6A:26-6.3(d)	✓			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. N.J.A.C. 6A:26-6.3(g)	✓			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. (see guidance doc) Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes and radiators, should be covered. N.J.A.C. 6A:26-6.3 (e) (5)	✓			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. N.J.A.C. 6A:26-8.1.viii.(1)	✓			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. N.J.A.C. 6A:26-6.3(6) and N.J.A.C. 6A:8.1.d.1.i.(1)	✓			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	✓			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. N.J.A.C. 6A:26-d-1, i 5	✓			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	✓			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. N.J.A.C. 6A:26-8.1 (i) (7)	✓			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with N.J.A.C. 6A:26-12.4 and N.J.A.C. 6A:26-8.1 (d) (1) (v).	✓			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. N.J.A.C. 6A:26-8.1	✓			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.			✓	
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	✓			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. N.J.A.C. 6A:26-8.1	✓			

Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.			✓	
28. Required space is available for the safe operation of machinery.			✓	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			✓	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			✓	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.			✓	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			✓	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			✓	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			✓	
Total	Yes	No	N/A	
80% Items Total	25		9	

Note: Violations of 100% of items 12, 16 and 17 and 80% of item 15 are the most egregious. Please refer to the Guidance Document for details.

Misc: Pursuant to the State Fire Marshall guidance, clothes dryers, particularly lint collectors and exhaust vents shall receive regular maintenance to avoid fire hazard.

Space for Notes:

School Facility Score Summary 2026-2027

Note: This form must be signed and dated.

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance

100% Section A Compliance	Score
Number of No Responses in Section A	0

NJQSAC Fiscal DPR (All items are compliant in building)	Must select one (✓)
Compliant (no exceptions)	✓
Non-compliant (Section is non-compliant with <i>any</i> exceptions. Corrective action needed).	

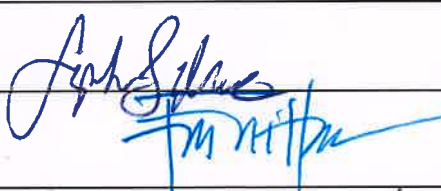
80% Section B Compliance

80% Section B Compliance	Score
A. Number of Yes Responses	25
B. Number of No Responses	0
C. Subtotal [A + B]	25
D. Multiply [(C) × 80%]	20

NJQSAC Fiscal DPR (At least 80% of items are compliant in the building/buildings)	Must select one (✓)
Compliant The school building passes if Line (A) is equal to or greater than Line (D)	✓
Non-compliant The school building fails if Line (A) is less than Line (D). Corrective action is needed.	

LEA Assurance Signatures

School Facility Name: HILLSIDE ELEMENTARY SCHOOL

Title	Signature	Date
Completed by (add title below):		
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian		10/2/2026
Chief School Administrator or SBA		10/2/2026
Building Principal	Dianne M Smith	10/2/2024



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Checklist 2026-2027

County: **BERGEN**

District: **CLOSTER PUBLIC SCHOOLS**

Building	Check One (✓ or X)
Leased	
Owned	✓

School Building: **TENAKILL MIDDLE SCHOOL**

Completed By: **Joseph Scaglione, Supervisor of B&G**

Date: **October 2, 2026**

This form shall be used for the evaluation of school buildings (pursuant to [N.J.A.C. 6A:26-6.1](#) and N.J.A.C. 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

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Note: Items denoted with a 6A:26-8.1 reference, cover all school buildings but are also included in the Temporary Facilities Code.

References:

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- **NJDCA:** Department of Community Affairs
- **N.J.A.C.:** New Jersey Administrative Code
- **N.J.S.A.:** New Jersey Statutes
- **PEOSH:** Public Employees Occupational Safety and Health Act.
- **UCC:** Uniform Construction Code

Supported by: N.J.A.C. 6A:26-6.1, 6.2, 6.3, 12 & 6A:19-6 and NJQSAC Fiscal Indicator 9a, 9b, 9c

Section A: 100% Items

 This section must have full compliance with all items.)

100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available). This includes <i>Life Hazard Use Cert</i> and <i>Municipal Fire Inspection Cert</i>	✓			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	✓			
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	✓			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			✓	
5. Current boiler inspection certificate(s) posted at site of boiler(s).	✓			
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	✓			
7. The following Environmental Inspection Reports are current and available for review: <ul style="list-style-type: none"> a) Safe Water Drinking Act. (N.J.A.C. 58:12A-1) (N.J.A.C. 6A:26-12.4). b) Evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance. c) Indoor Air Quality d) Integrated Pest Management 	✓			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance.) N.J.S.A. 18A:41-1 .	✓			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	✓			
10. Janet's Law—District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law N.J.S.A. 18A:40-41a-41c)	✓			

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	✓			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: <ul style="list-style-type: none"> a. Fire escapes and/or exterior stairs can be safely negotiated. Exit or doors shall not be propped open. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50. 	✓			
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	✓			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	✓			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	✓			
16. Doors in any occupied space are free of deadbolts or slide bolts and permit exit without need of a key or special knowledge. N.J.A.C. 6A:26-8.1	✓			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. N.J.A.C. 6A:26-8.1	✓			
18. Kindergarten and Pre-k toilet requirements are met. N.J.A.C. 6A:26-6.3(h)4.			✓	
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.			✓	
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/high-hazard areas).	✓			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel burning appliances. <ul style="list-style-type: none"> a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent. 	✓			

Interior #13 to #21	Yes	No	N/A	Violation Location
<ul style="list-style-type: none"> c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source <p>N.J.A.C. 5:70-4.3(a), and N.J.A.C. 5:70-4.9(d)</p>				
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
<p>22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable:</p> <ul style="list-style-type: none"> a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible. 	✓			
<p>23. At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.</p>	✓			
<p>24. Adequate eye and body protection are provided, including:</p> <ul style="list-style-type: none"> a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. N.J.A.C. 6A:26-12.5(d) 	✓			
<p>25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <ul style="list-style-type: none"> a. For science activities (i.e., via fume hoods) b. For welding operations c. For paint spraying operations: <ol style="list-style-type: none"> 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes d. Art: Designated safe space/room for kilns with proper ventilation e. In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system 	✓			

100% Compliance

Total	Yes	No	N/A
100% Items Total	22		3

Space for Notes:

Section B: 80% Items

Must be compliant with 80% of these items to pass.

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion. 	✓			
2. All exterior receptacles are GFCI-protected in accordance with code.	✓			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	✓			
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.	✓			
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exit.	✓			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	✓			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.	✓			
8. Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	✓			
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	✓			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	✓			
11. Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used temporarily. c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. N.J.A.C. 6A:26-6.3(f) 	✓			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. N.J.A.C. 6A:26-6.3(9) and N.J.A.C. 6A:26-12.3	✓			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. N.J.A.C. 6A:26-6.3(d)	✓			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. N.J.A.C. 6A 26-6.3(g)	✓			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. (see guidance doc) Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes and radiators, should be covered. N.J.A.C. 6A:26-6.3 (e) (5)	✓			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. N.J.A.C. 6A:26-8.1.viii.(1)	✓			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. N.J.A.C. 6A:26-6.3(6) and N.J.A.C. 6A:8.1.d.1.i.(1)	✓			

Interior Items #5 to #26	Yes	No	N/A	Violation Location
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	✓			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. N.J.A.C. 6A:26-d-1, i 5	✓			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	✓			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. N.J.A.C. 6A:26-8.1 (i) (7)	✓			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with N.J.A.C. 6A:26-12.4 and N.J.A.C. 6A:26-8.1 (d) (1) (v).	✓			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. N.J.A.C. 6A:26-8.1	✓			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.			✓	
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	✓			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. N.J.A.C. 6A:26-8.1	✓			

Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.	✓			
28. Required space is available for the safe operation of machinery.			✓	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			✓	
30. Floors and aisles in all shops are free of slipping and tripping hazards.	✓			
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.	✓			
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			✓	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			✓	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			✓	
Total	Yes	No	N/A	
80% Items Total	28		6	

Note: Violations of 100% of items 12, 16 and 17 and 80% of item 15 are the most egregious. Please refer to the Guidance Document for details.

Misc: Pursuant to the State Fire Marshall guidance, clothes dryers, particularly lint collectors and exhaust vents shall receive regular maintenance to avoid fire hazard.

Space for Notes:

School Facility Score Summary 2026-2027

Note: This form must be signed and dated.

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance

100% Section A Compliance	Score
Number of No Responses in Section A	0

NJQSAC Fiscal DPR (All items are compliant in building)	Must select one (✓)
Compliant (no exceptions)	✓
Non-compliant (Section is non-compliant with <i>any</i> exceptions. Corrective action needed).	

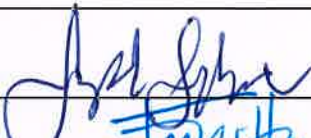
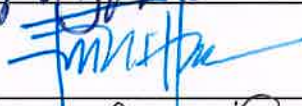
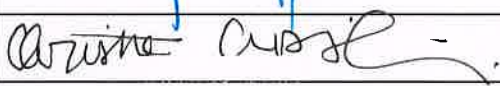
80% Section B Compliance

80% Section B Compliance	Score
A. Number of Yes Responses	28
B. Number of No Responses	0
C. Subtotal [A + B]	28
D. Multiply [(C) × 80%]	22.40

NJQSAC Fiscal DPR (At least 80% of items are compliant in the building/buildings)	Must select one (✓)
Compliant The school building passes if Line (A) is equal to or greater than Line (D)	✓
Non-compliant The school building fails if Line (A) is less than Line (D). Corrective action is needed.	

LEA Assurance Signatures

School Facility Name: TENAKILL MIDDLE SCHOOL

Title	Signature	Date
Completed by (add title below):		
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian		10/2/2026
Chief School Administrator or SBA		10/2/2026
Building Principal		10/2/26

CLOSTER BOARD OF EDUCATION



APPENDIX C

Tenakill Corrective Action Plan (CAP) for Addressing Chronic Absenteeism

Pursuant to N.J.S.A. 18A:38-25.1, in the event that 10 percent or more of the students enrolled in a public school are chronically absent, which means a student has missed 10% or more days of school, the school shall develop a corrective action plan to improve the absenteeism rate. The plan will be presented to the local board of education and reviewed and revised annually until absenteeism rates are below 10%.

Table 1: Corrective Action Plan (CAP) Overview

District Name	Closter School District
Principal Name & School Name	Christi Cipollini Tenakill Middle School
Date Presented to the Board of Education	October 8, 2026
Grade Levels	5-8
Problem Solving Team Members (refer to Section 3: Problem Solving Team)	Nurse Principal Assistant Principal Counselors CST
Start Date of CAP	September 2026

Systems Processes

In accordance with NJTSS' Data-Based Decision Making, the NJDOE encourages districts to establish a Chronic Absenteeism Early Warning System (CA EWS), a system to detect patterns, trends, and perception data that could indicate increased risk of a student becoming chronically absent. Data collected for the CA EWS should reflect attendance at multiple levels (school-wide, grade-level, classroom, individual students) to identify target populations and measure the appropriateness and effectiveness of current or proposed interventions. For more information about data-based decision-making, please refer to Section 4: Data-based Decision Making.

The table below provides a sample of grade-level data to consider when developing a corrective action plan. It will be helpful to also reflect on schoolwide and district-level data.

Table 2: Corrective Action Plan Data, Systems Processes- Grade Level Sample

Chronic Attendance Early Warning System Data Source	Prior year attendance data % of students Chronically Absent	Notes
2023-2024 Chronic Absenteeism Data	All students: 5.8% Asian or Pacific Islander: 1.2% Hispanic: 19.1% White: 6.3% Multilingual learners: 4.8% Students with Disabilities: 16.7%	Students in Closter School District tend to plan extended vacations and/or visits to their native country while school is in session.
2024-2025 Chronic Absenteeism Data	All Students: 7.8% Asian or Pacific Islander: 2% Hispanic: 18.4% White: 10.5% Multilingual learners: 15.2% Students with disabilities: 22.1%	Students in Closter School District tend to plan extended vacations and/or visits to their native country while school is in session. Several students in the data report repeat absences due to chronic health issues or diagnoses.

Table 3: Corrective Action Plan Data, Systems Processes- Using Historical Data to Identify students at-risk of future chronic absenteeism

Unique Student Identifier (Identifying Students At-Risk for Chronic Absenteeism) 25-26	Source	Number of Absences	Notes
Hispanic	Realtime Student Data Management System	18+ absences	Parent Notification and/or Conference Doctor's Notes Requested and/or Submitted Principal Communication and/or DCP Notification if necessary I&RS Referral or collaboration with CST/504 Team
Multi-lingual learners	Realtime Student Data Management System	18+ absences	Parent Notification and/or Conference Doctor's Notes Requested and/or Submitted Principal Communication and/or DCP Notification if necessary I&RS Referral or collaboration with CST/504 Team
Students with Disabilities	Realtime Student Data Management System	18+ absences	Parent Notification and/or Conference Doctor's Notes Requested and/or Submitted Principal Communication and/or DCP Notification if necessary I&RS Referral or collaboration with CST/504 Team

- Do not include information that may identify an individual student.
- Schools can consider reviewing student data specific to student sub-groups to better target their interventions and include in their corrective action plan.

Additional Data Sources to Consider in Chronic Absenteeism Early Warning System: Parent/Caregiver Survey

In developing the corrective action plan, the school shall solicit input from parents or guardians of students currently attending the school. The solicitation shall include, at a minimum, a parental survey with questions about parents' beliefs about why students are chronically absent and recommendations for improving attendance. Please refer to Section 4: Parent/Guardian Survey for guidance on developing a parent survey. Parents' perceptions

Table 4: Corrective Action Plan Data, Parent Survey Results Analysis

[Closter Public Schools Chronic Absenteeism-Parent/Caregiver Survey \(TMS Parent/Caregiver Survey Link\)](#)

Total responses	Parents' perceptions regarding the reasons why students are chronically absent	Percent
75	Illness	100%
31	Vacation	41.3%
15	Religious Observance	20%
10	Visit family/relatives	13.3%
9	Family bereavement	12%
34	Medical Appointments	45.3%
5	Other personal reasons	6.7%

Inventory of Current Strategies

Please review Appendix B: Tier 1 and Tier 2/Tier 3.

Additional data to consider when developing a responsive CAP are the current strategies being implemented by a district. In the cells below "Inventory Current Strategies", insert the names or descriptions of Tier 1/Universal strategies currently utilized to encourage students' regular attendance in school. In the cells below "Inventory Current Strategies Reflection", insert notes reflecting upon the effectiveness of the strategy. You can consider whether the strategy is being implemented consistently and with fidelity, if the strategy broadly supports your students, or if the strategy is not having the effects envisioned when first implemented.

Tier 1

Table 5: Corrective Action Plan Inventory of Current Strategies, Tier 1

Inventory Current Strategies	Inventory Current Strategies Reflection
Automatic call home when a student is absent. Personalized letter to home when a student is addressing repeated absences.	These strategies are helpful in informing parents and guardians of the absence, attendance policy, and possible repercussions regarding continued absences.
Realtime provides us with Attendance Tracking Software.	The use of attendance software has been effective in identifying patterns of chronic absenteeism. However, the challenge lies in addressing these issues promptly and effectively.
Partnership with local police for welfare checks.	Police are notified of the absence, if not reported by parents and no school contact can be made with the parent or guardian. Police report to the home to ensure the student is safe and well.

In the cells below "Inventory Current Strategies", insert the names or descriptions of Tier 2/3 strategies currently utilized to encourage targeted groups of students or individual students to improve their attendance in school. In the cells below "Inventory Current Strategies Reflection", insert notes reflecting upon the effectiveness of the strategy. You can consider whether the strategy is being implemented consistently and with fidelity, if the strategy addresses the specific barrier challenging the students' regular attendance, or if the strategy is not having the effects envisioned when first implemented.

Tier 2/3

Table 6: Corrective Action Plan Inventory of Current Strategies, Tier 2/3

Inventory Current Strategies	Inventory Current Strategies Reflection
Develop check-ins with students and counselors to determine if there is something keeping students from attending school on a regular basis.	In early education grade levels, communication with all stakeholders is critical to supporting student absences.
Nurse phone call home for chronic absenteeism. Nurse communicates with Principal and Teacher regarding absences.	Demonstrate interest regarding the well-being of students. Also, if there is a medical concern with the parent getting their child to school on time, this can help resolve the issue through open communication and understanding.
Provide student support to help the student catch up on missed work.	Students that are already behind or don't understand the work may see less of a reason to attend school and may feel that they can never catch up.
Refer students to the I & RS committee.	Students with poor attendance will benefit from receiving resources and service through the I&RS Committee.
Partner with JFCIU and Bergen's promise for home-school connection support and for additional support at home.	Students with poor attendance often need support in the home. Services provided by case workers with JFCIU and Bergen's promise help families seek counseling, resources and more to support improved student attendance rates.

Identified Areas for Improvement

Factors Contributing Towards Chronic Absenteeism

Please review Section 4: Three Steps for Assessing System Needs.

After collecting and analyzing the data collected earlier in the CAP's development, use the information to memorialize areas identified for improvement and identify the school level data used to inform these conclusions.

Beginning

Table 7: Corrective Action Plan Identified Areas for Improvement, Factors contributing towards Chronic Absenteeism

Area. No.	Area Identified for Improvement	What school level data prioritizes this area as needing improvement?
1	Hygiene lessons	Parent/Caregiver Survey
2	Attendance reminders in newsletter	Parent/Care Giver Survey Realtime Data
3	Positive Start-September Attendance Encouragement Letters	ESSA Accountability Profile Realtime Data Parent/Care Giver Survey
4	Ongoing 504 and IEP Case Manager Collaboration	ESSA Accountability Profile
5	ML Fall and Spring Conferences for home-school connection	ESSA Accountability Profile

Data-Informed Strategies to Address Student Absenteeism

Beginning

Please review Appendix B: Tier 1 and Tier 2/Tier 3. Populate the table below with proposed strategies to address the needs identified in Table 7.

Table 8: Corrective Action Plan Identified Areas for Improvement, Action Items

Tier	Data-Driven Strategies	Problem-Solving Team Member(s)	Completion Date
1 Universal	Hygiene lessons to improve student hygiene and reduce illness-related absences.	TMS Nurse	June 2027
1 Universal	Attendance reminders in the Tenakill Times to remind families about the importance of school attendance and the supports available to maintain or improve school attendance, and reduce travel and appointments that cause missed school.	Principal and Assistant Principal	June 2027
2 Small Group	<u>Positive Start-September Attendance Letters</u> sent to all families with 2+ absences aligned with vacation and/or other chronic absenteeism categories for the month of September to offer support and increase lines of communication around absences.	Principal	June 2027
3 Individualized	Ongoing 504 and IEP collaboration meetings to support student needs in alignment with attendance. Parent conferences held for individual students to target student needs.	Principal, Assistant Principal, Counselors, Teachers, CST	June 2027

Interim Review of CAP Progress

Progress Summary

This table should be completed midway through the school year to examine whether the strategies included in table 7 are having the intended impact on a school's chronic absenteeism rate. This is an opportunity for schools to look closely at the strategies they have implemented and determine if they are being implemented with fidelity. Schools can rethink the strategies if they have new data suggesting that they apply other interventions to address their students' absenteeism.

Table 9: Interim Progress Summary

Tier	Data-Driven Strategies	Data-Driven Strategies	Date
1 Universal	Fill in here	Fill in here	mm/dd/yy
2 Small Group	Fill in here	Fill in here	mm/dd/yy
2 Small Group	Fill in here	Fill in here	mm/dd/yy
3 Individualized	Fill in here	Fill in here	mm/dd/yy

Percent of population currently Chronically Absent: _____ Date: _____

Beginning In Progress

Summative Review of CAP Progress

Beginning In Progress Complete

This table should be completed at the end of the school year to examine whether the strategies included in table 7 are having the intended impact on a school's chronic absenteeism rate. This is an opportunity for schools to look closely at the strategies they have implemented and determine if they were implemented with fidelity. Schools can rethink the strategies if they have new data suggesting that they apply other interventions to address their students' absenteeism in the upcoming school year.

Table 10: Summative Progress Summary

Tier	Data-Driven Strategies	Outcome Met Y/N	Completion Date	If outcome not met, % of students receiving intervention that remain CA
1 Universal	Fill in here	Y/N	mm/dd/yy	%
2 Small Group	Fill in here	Y/N	mm/dd/yy	%
2 Small Group	Fill in here	Y/N	mm/dd/yy	%
3 Individualized	Fill in here	Y/N	mm/dd/yy	%

Percent of population currently Chronically Absent: _____ Date: _____

CLOSTER BOARD OF EDUCATION



APPENDIX D



**School Self-Assessment for Determining Grades under the
Anti-Bullying Bill of Rights**
District and School Grade Report to the Board of Education for 2025-2026

October 8, 2026

A provision in the state's Anti-Bullying Bill of Rights Act requires the Commissioner of Education to develop a program to grade the efforts of each public school and district to address bullying in the school environment.

To do so, the New Jersey Department of Education created a self-assessment form for each school to measure how well it met the act's requirements. The Anti-Bullying Specialists at Hillside Elementary School and Tenakill Middle School, with input from stakeholders, have completed the self-assessment for the 2025-2026 school year. The scores have been submitted to the NJDOE through New Jersey Homeroom.

The superintendent must present each completed Self-Assessment at a public Board of Education (BOE) meeting to obtain public comment and BOE approval. After the district certifies that the BOE approved the self-assessment scores, the NJDOE will review data and create and issue school and district grade reports, which will be posted on our district and school websites. The 2024-2025 scores are currently posted on our [district website](#).

The self-assessment gives each school a raw score from 0 to 78, based on how well the school met requirements in eight categories. The grading rubric categories include: providing programs to prevent harassment, intimidation and bullying (HIB); staff training; student curriculum and instruction; reporting and investigation procedures; and proper staffing. For each indicator, a score of 3 indicates *exceeds all requirements*; 2 indicates *meets all requirements*; 1 indicates *partially meets requirements*; and 0 indicates *does not meet requirements*. The Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights* scores for our schools for 2025-2026 are:

Hillside Elementary School

Core Element #1: HIB Programs, Approaches or Other Initiatives	14/15
Core Element #2: Training on the BOE-approved HIB Policy	9/9
Core Element #3: Other Staff Instruction and Training Programs	15/15
Core Element #4: Curriculum and Instruction on HIB and Related Info/Skills	6/6
Core Element #5: HIB Personnel	9/9
Core Element #6: School-Level HIB Incident Reporting Procedure	6/6
Core Element #7: HIB Investigation Procedure	12/12
Core Element #8: HIB Reporting	6/6
<u>Total Score:</u>	77/78

During the 2025-2026 school year at Hillside Elementary School, there was one time that a preliminary determination was made by the principal that a reported incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB.

Tenakill Middle School

Core Element #1: HIB Programs, Approaches or Other Initiatives	15/15
Core Element #2: Training on the BOE-approved HIB Policy	9/9
Core Element #3: Other Staff Instruction and Training Programs	15/15
Core Element #4: Curriculum and Instruction on HIB and Related Info/Skills	6/6
Core Element #5: HIB Personnel	9/9
Core Element #6: School-Level HIB Incident Reporting Procedure	6/6
Core Element #7: HIB Investigation Procedure	12/12
Core Element #8: HIB Reporting	6/6
<u>Total Score:</u>	78/78

During the 2025-2026 school year at Tenakill Middle School, there were four times that a preliminary determination was made by the principal that a reported incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB.

CLOSTER BOARD OF EDUCATION



APPENDIX E

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill:

9/22/2026

Time of day the drill was conducted:

9:01AM

School Name:

Hillside elementary school

Location of the Emergency Evacuation Drill:

340 Homans Avenue , Closter, NJ , 07624

Route Number(s):

Name of the school principal/person(s) overseeing the drill:

Justin O'Neill Assistant Principal

Nardin Gerges Business Office Assistant

Other information relative to the emergency evacuation drill:

Grade	Start Time	End Time
Grade 2	9:01 AM	9:32 AM
PK	9:34 AM	9:47 AM
Kindergarten	9:48 AM	10:14 AM
Grade 1	10:16 AM	10:41 AM
Grade 4	10:42 AM	11:14 AM
Grade 3	11:15 AM	11:41 AM

CLOSTER BOARD OF EDUCATION



APPENDIX F

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills shall be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill: _____

9/22/2026

Time of day the drill was conducted:

12:45 P.M

School Name:

Tenakill Middle School

Location of the Emergency Evacuation Drill:

275 High street, Closter, NJ

Route Number(s):

Name of the school principal/person(s) overseeing the drill:

Keith McElrory Assistant Principal

Nardin Geroges Business Office Assistant

Other information relative to the emergency evacuation drill:

Grade	Start Time	End Time
Grade 8	12:45 PM	1:00 PM
Grade 6	1:33 PM	1:46 PM
Grade 7	1:48 PM	2:02 PM
Grade 5	2:20 PM	2:25 PM

CLOSTER BOARD OF EDUCATION



APPENDIX G



**Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26-20.8**

BERGEN

\$ 143.00

CLOSTER PUBLIC SCHOOLS

Floro M. Villanueva Jr.

03-0930

201-768-3001 ext. 41112

10/8/26

villanuevaf@nvnet.org

Max. Maintenance Reserve Amount (4% of column D)	\$ 877,088
Current District Maintenance Reserve Amount	\$ 537,238

\$ 877,088

\$ 537,238

9/23/2026

Frithorn



Detailed Actual Expenditures by Year by Building Worksheet															03-0930	
CLOSTER PUBLIC SCHOOLS																
District Name	A	B	C	N	O	P	Q	R	S	T	U	V	W	X	Total	
				Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budgeted Amount	10 Year(s)+ Budgeted	
	A. School Facility Name	School Number	Gross Building Area (GSF)													
		Years:														
	HILL SIDE ELEMENTARY SCHOOL	050	72,682	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total	
				1	2	3	4	5	6	7	8	9	10	n/a		
				\$ 195,121.00	\$ 154,497.00	\$ 178,414.00	\$ 160,192.00	\$ 164,093.00	\$ 190,816.00	\$ 131,919.00	\$ 180,866.00	\$ 165,500.00	\$ 208,066.00	\$ 213,649.00	\$ 1,943,133	
	TENAKILL MIDDLE SCHOOL	060	80,655	\$ 187,435.00	\$ 159,411.00	\$ 165,846.00	\$ 169,110.00	\$ 151,357.00	\$ 204,247.00	\$ 154,986.00	\$ 191,571.00	\$ 195,616.00	\$ 213,834.00	\$ 213,649.00	2,007,062	
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		000	0												-	
		000	0												-	
		000	0												-	
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		000	0												-	
	District Total		153,337	\$ 387,556	\$ 313,908	\$ 344,260	\$ 329,302	\$ 315,450	\$ 395,063	\$ 286,905	\$ 372,437	\$ 361,116	\$ 421,900	\$ 427,298	\$ 3,950,195	

Total Per CMP
M-1 Cross-Check
Difference [Must Equal Zero]

\$ -421,900 \$ -427,298
\$ 3,950,195

CLOSTER PUBLIC SCHOOLS

District: Comprehensive Maintenance Plan [NJAC 6A:26-20 et seq.]
County/District Code 03-0930

Contact Person: Floro M. Villanueva Jr.
Email/Phone: VillanuevaF@nynet.org

<u>School Name</u>		<u>Actual FY: 2025-2026</u>	<u>Budgeted FY: 2026-2027</u>	<u>Anticipated FY: 2027-2028</u>
School <i>Hillside</i> <i>Elementary School</i> <i>School Code: 050</i>	\$	208,066.00	\$ 213,649.00	220,000.00
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation. Chemical water treatment, other water testing Annual service and inspection of all systems	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation. Chemical water treatment, other water testing Annual service and inspection of all systems	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation. Chemical water treatment, other water testing Annual service and inspection of all systems	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation. Chemical water treatment, other water testing Annual service and inspection of all systems
School <i>Tenakill</i> <i>Middle School</i> <i>School Code: 060</i>	\$	213,834.00	\$ 213,649.00	220,000.00
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation. Chemical water treatment, other water testing Annual service and inspection of all systems	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation. Chemical water treatment, other water testing Annual service and inspection of all systems	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation. Chemical water treatment, other water testing Annual service and inspection of all systems	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation. Chemical water treatment, other water testing Annual service and inspection of all systems
Eligible Facilities-Total	\$	421,900	\$ 427,298	440,000
Non-Eligible Facilities				
Rounding				
Totals Function 261	\$	421,900	\$ 427,298	440,000
Total per ACFR or BSR at 6/30	\$	421,900.00	\$ 427,298.00	
Total Per Budget	\$	-	\$ -	
Difference: Must Equal Zero	\$	-	\$ -	

Comments/Explanations