

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

MINUTES

REGULAR MEETING

Tenakill Middle School

August 23, 2023 - 7:30 PM

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

The following Board members were present:

Ms. Fanelli, Ms. Micera, Dr. Puttannah, Ms. Yeoh, Ms. Finkelstein, Ms. Kwon, Ms. Wagner,
Ms. Salamea-Cross

The following Board members were absent:

Ms. Li

Also present:

Mr. McHale and Mr. Villanueva

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

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

PLEDGE OF ALLEGIANCE

PRINCIPALS' REPORTS

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

- *As we close in on the final week of summer, she would like to acknowledge all those who worked tirelessly to ensure the building is cleaned and prepared for the students and staff of Hillside. Thank you to Ralph and his maintenance and custodial staff, main office secretaries Cheryl Boehm and Elaine Schiffman and the business office. People often ask what is done in summer months...cleaning floors, painting inside and outside, taking calls from new families, registering new students, accepting orders, setting up SIS Realtime for the new year and ensuring our entire building and grounds are ready to welcome the staff and 599 students of Hillside is just a few things!*

- *Earlier this week families received our Hillside Happenings newsletter which had information on the first few days of school. This information is also posted on our website. Teachers will greet students on the first three days at 8:35 at designated line up areas. Beginning Monday, September 11 students will enter the building beginning at 8:20 and line up in the hallway which will be supervised by staff members.*
- *Tomorrow, Thursday, August 24, Realtime will be open to families. As a reminder, families need to complete all documents and surveys before they are able to view classroom teachers. In the spring classroom teachers spend a great amount of time preparing class lists and their work is valued and appreciated.*
- *To support the transition of new to district students, we will welcome students and families at our Hillside Hello. Students will have the opportunity to meet new peers and tour the building. The tour will be guided by our counselors, Jodi Belnick, Trish Brett, Joanne Iyo and Sarah Menchise. Parents attend a brief overview of Hillside School as well as hear from the Closter PTO. Hillside Hello will take place on August 30 at 10:30.*
- *We are excited to welcome back our staff on September 1 and 5. On these two days our staff will attend various professional learning opportunities and meetings including IEP reviews, vertical articulation meetings and review of staff handbooks.*
- *On September 5 our kindergarten team, along with counselors and other support staff, will welcome kindergarten students and their families for our Kindergarten Kickstart. This half hour event will allow students and their families to view their classroom and meet their teacher. We received much positive feedback from families last year. Special thank you to our counselors, Kaitlyn Yu, Sarah Menchise and Joanne Iyo for working in the summer to prepare for this event.*
- *Take note of our Back to School Nights which will take place on September 14 for grades 3-4 and September 21 for grades PK-2.*
- *Picture Day will take place on October 5. More information will be shared in the coming weeks.*
- *We look forward to seeing the Hillside community on September 6! Bring tissues and take lots of pictures!*

Mr. William Tantum, Principal of Tenakill Middle School shared with the Board and the community his report:

- *Reflecting back before we look ahead, he wants to highlight the high school readiness goal we began last school year, which we will continue again this year.*
 - *Grades five and seven targeted organizational strategies with students, while grades six and eight targeted note-taking skills.*
 - *Teachers reported that consistency benefited tremendously with both skills, however, he is interested in how they transfer into the next grade, especially students going into ninth grade.*
 - *This year, we will continue with the same executive functioning goals.*
- *Enrollment*
 - *As of August 23, 2023, Tenakill enrollment is 575.*

- *The summer has been extremely busy, and he would like to thank the custodial and maintenance staff for all the work they did to get the building prepared for the school's opening, which was accomplished even with the six weeks of camp we had in the building this summer.*
- *The secretaries and counselors have been hard at work this summer, and thanks to all their work the following things were accomplished:*
 - *We will be holding our New to Tenakill summer orientation tomorrow August 24. Students will receive schedules and lockers, and have time to practice opening their lockers as well as decorate them. During the students' scavenger hunt tour, parents will be presented the health curriculum and the process of selecting options for their children.*
 - *The secretaries have overseen the fifth grade re-registration, as well as many new students and families who registered in Closter this summer.*
 - *The laptop distribution for grade five continues through tomorrow.*
- *We look forward to a great start to the new year. For teachers, they report next Friday to prepare for the students. Between Friday and Tuesday, we have an orientation and professional development day planned.*
 - *With the students returning September 6, we look forward to upcoming scheduled assemblies, the start of boys volleyball, and a recess elective for grades seven and eight, which is coding in python. Additionally, we will be rolling out a One Book, One School project soon,*
 - *Additionally, cultivating a positive community is an essential goal here at Tenakill. As students traverse the difficult middle school adolescent years, it is important that they receive positive affirmation and learn how to give others positive affirmation for exemplary character. Focusing on the theme of our school mascot being the Cougars, we will recognize others who have left a PAW Print on our lives through selfless, kind words and acts. Nominating students, teachers, and staff with Positive Affirming Words through a Google form, we will recognize and reward the contributions of those committed to making Tenakill a wonderful school community.*
- *The Parent and Student portal opens tomorrow, and we want to remind parents to complete all the required forms and to get all immunizations and sports physical forms in before the deadlines. The first deadline for fall sports is September 11.*
- *A special shout out to Mr. McElroy for all he did this summer to prepare for the return of the students. Additionally, thank you to Mrs. Chow and Ms. Hernandez for everything they did.*
- *Finally, mark your calendars for Back to School Nights:*
 - *Grades 5/6 is Tuesday, September 12*
 - *Grades 7/8 is Thursday, September 19*
- *We look forward to a remarkable 2023-2024 school year!*

SUPERINTENDENT'S REPORT

Mr. Vincent McHale, Superintendent of Schools reported the results of the Access for ELLS. The full report is available on the district website: <https://tinyurl.com/4rb8tpat>

Mr. McHale also provided his report to the trustees and the community:

- *The excitement is growing for the start of school on September 6, 2023! We welcomed fourteen new hires and two clinical interns at our district orientation on Monday, August 21, 2023. They also attended Getting Off to a Great Start curriculum training at the Northern Valley Curriculum Center yesterday and today. Our full staff will return on Friday, September 1, 2023, and Tuesday, September 5, 2023. We are ready to greet our students for another great year of learning!*
- *Our maintenance and custodial department staff worked diligently over the summer to prepare both schools for the return of teachers and students. Compliments to the entire maintenance staff for thoroughly cleaning and creating a sparkling environment for our school community. The schools look beautiful!*
- *We are continuing to share information about the proposed Board of Education bond referendum vote, which will be held on Tuesday, September 26, 2023, from 6:00 a.m. to 8:00 p.m. at regular voting locations. Ms. Finkelstein, Ms. Salamea-Cross, Mr. Villanueva, and Mr. McHale visited the Closter Senior Center on Wednesday, August 16, 2023, to give a presentation about the bond referendum. The senior residents who were present asked questions, and some made comments supporting the school district. It was great to connect with our senior citizens! The next referendum information session, open to all Closter residents, will be held on Thursday, September 7, 2023, at 6:00 p.m. in the Tenakill Middle School Auditorium. Board trustees will also be present at the Back-to-School Nights if anyone has questions about the referendum. If approved by the Closter voters, this bond referendum will allow us to replace boilers and replace roofs at both schools, replace windows at TMS, and add HVAC in the TMS gymnasium. The projects are eligible for debt service aid from the state of New Jersey, thereby reducing the cost to taxpayers. Mr. Mchale encourages everyone to visit [our district webpage](#) to learn more about the September 26th referendum vote.*
- *Mark your calendars for Back-to-School Nights:*
 - *Tuesday, September 12, 2023: Grades 5– 6, Tenakill Middle School, 7:00 – 8:45 p.m.*
 - *Thursday, September 14, 2023: Grades 3 – 4 , Hillside Elementary School, 6:30 – 8:00 p.m.*
 - *Tuesday, September 19, 2023: Grades 7 – 8, Tenakill Middle School, 7:00 – 8:45 p.m.*
 - *Thursday, September 21, 2023: Grades PreK – 2, Hillside Elementary School, 6:30 – 8:00 p.m.*
- *Enjoy the last weeks of summer!*

BOARD COMMITTEES

Ms. Kwon reported that the Finance and Physical Plant Committee met before tonight's meeting:

- *Status of the SY 23-24 Budget - the committee went over where the district stands in terms of special education expenses. The state committee also released the anticipated increase on health benefits for calendar year 2024. Finally, the committee also discussed salary status.*
- *Allocation of Extraordinary Aid and Non-Public Transportation Aid - the committee discussed how to allocate the funds received from fiscal year 2023 aid, which can be used to increase this year's budget. A board motion will be provided at the September 13th meeting for approval.*
- *Modular Classrooms Update - the committee discussed the status of modular classrooms, and are anticipating a September 2024 turnover.*
- *Bond Referendum - the committee shared the positive feedback received from the Senior Citizens Group presentation on August 17 and looking forward to the Community Information*

Session on September 7th at Tenakill Auditorium. Trustees will also be present during back to school nights to answer questions related to the referendum.

- Short-term investment - the committee is recommending investing into a CD account to capitalize on decent interest rates.
- Addition of Aflac - Mr. Villanueva shared with the committee a proposal to add Aflac as another vendor that can offer employee-subscribed accident and other disability insurance. A board motion will be added at the next meeting.

Other board committees will be meeting in the upcoming weeks

PUBLIC DISCUSSION ON AGENDA ITEMS

Moved by Ms. Micera ▾ , seconded by Ms. Salamea-Cross ▾ 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.

No Public Comments

Moved by Ms. Kwon ▾ , seconded by Ms. Salamea-Cross ▾ to resume the regular order of business.

BOARD OPERATIONS

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

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

YEAS: Ms. Fanelli, Ms. Micera, Dr. Puttannah, Ms. Yeoh, Ms. Finkelstein, Ms. Kwon, Ms. Wagner,
Ms. Salamea-Cross

NAYS: None

A. APPROVAL - Minutes

Motion to approve the August 9, 2023, minutes.

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson: Dr. Puttannah; Members: Ms. Finkelstein, Ms. Wagner, Ms. Yeoh

Moved by Dr. Puttannah ▾ , seconded by Ms. Micera ▾ to approve Motions A - C.

Ms. Finkelstein reiterated that after the last meeting, the curriculum committee reviewed the curriculum guides and there were no significant changes. There is still an opt out availability for the comprehensive health curriculum.

Ms. Yeoh wanted to know what the acronym of SNAP meant in item C. Mr. McHale responded that SNAP means Statewide Narcotics Action Plan - a network of educators and police departments that work together to have these annual conferences and present on topics about school safety and security. They also discuss topics about drug use and it is the first time this conference is in person since covid has happened.

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

YEAS: Ms. Fanelli, Ms. Micera, Dr. Puttannah, Ms. Yeoh, Ms. Finkelstein, Ms. Kwon, Ms. Wagner, Ms. Salamea-Cross

NAYS: None

A. **APPROVAL - Re-Adoption of NVCC Curriculum Guides**

Motion to approve for the 2023-2024 school year the re-adoption of all NVCC Curriculum Guides (Comprehensive Health, Computer Science Design Thinking, English, ESL, Library/Media, Mathematics, Physical Education, Science, Social Studies, Visual & Performing Arts, and World Languages).

B. **APPROVAL - Staff Coursework**

Motion to approve the following courses for 2023-2024 as recommended to the Superintendent by the Principals:

Staff Member: Gila Rachlin
Course No./Title: ED 501-5417: Gestalt Language Processing
Institution: Therapy Advance Courses - Colorado State University Pueblo
Credits: 3

Staff Member: Min Jeong Kim
Course No./Title: Inspire STEM Learning
Institution: Fresno Pacific University
Credits: 3

Staff Member: Laura Abbey
Course No./Title: 1) EDUC-952 Grit: Power of Passion and Perseverance (2 credits)
2) EDUC-928 Whole Student Education for Social Emotional Learning
Institution: Fresno Pacific University
Credits: 5 (3 credits and 2 credits)

Staff Member: Maci DeCarlo
Course No./Title: 1) Issues and Techniques in Research Evaluation
2) Advanced Seminar in Childhood Assessment

Institution: Fairleigh Dickinson University
Credits: 6 (3 credits each)

C. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Member(s): Dianne Smith
Conference: Case Study of the Majory Stoneman Douglas H.S. Shooting
Location: Bergen Community College
Date: 9/28/23
Cost to Board: \$0

Staff Member(s): Dianne Smith & William Tantum
Conference: NVPA Meetings
Location: NVCC, Demarest
Date: Various Dates Throughout 2023-2024 School Year
Cost to Board: \$0

Staff Member(s): Lori Cohen & Keith McElroy
Conference: NV Curriculum Leaders
Location: NVCC, Demarest
Date: 9/27, 10/18 and 11/17/23
Cost to Board: \$0

Staff Member(s): Dianne Smith, William Tantum, and Vincent McHale
Conference: SNAP Conference
Location: Garfield, NJ
Date: 10/19/23
Cost to Board: \$0

FINANCE AND PHYSICAL PLANT COMMITTEE

Chairperson: Ms. Kwon; Members: Ms. Finkelstein, Ms. Yeoh

Moved by Ms. Kwon , seconded by Ms. Micera to approve Motions A - K.

Ms. Finkelstein read the additional walk-in motions, J and K

Ms. Fanelli had a question about item D. She asked about who the instruction at the new bridge medical center applies to. Mr. McHale responded that it applies to no one specific but is an approval, if we ever have to apply home instruction and this is in case a student ever gets hospitalized. Ms. Fanelli then asked if this can apply to being in the hospital. Mr. McHale responded that it could be at the hospital and has to be this hospital. Ms. Fanelli then asked if it was a different hospital then would we have to approve something different. Mr. McHale responded that we would then have to approve something different. This is mostly done for students with special needs or when students are having suicidal thoughts and would be entered in this hospital.

Ms. Salamea-Cross asked if in item K parent paid means that the parent is paying. Mr. McHale responded yes, and that we were approving the employee to work at our school from Centered Solutions. We also need an approved background check.

Ms. Yeoh asked a question on item F. She asked when the strobe lights will be installed and if these strobe lights are at Hillside, will there be strobe lights in Tenakill as well. Mr. McHale responded that yes these strobe lights are for emergency alerts around the building and we already have some but wanted more to have more around the building. This money is being provided by the Closter PTO and once this is approved we will be ordering them and hope they come as soon as possible. Ms. Yeoh then asked if Tenakill had these strobe lights. Mr. Tantum responded that we have one by every door and teachers will be able to see them at every door.

Ms. Kwon had a question on item H. She asked if someone could help her walk through the table in item H. Mr. Villanueva responded that we were given an allocation from the federal government for the American Rescue Plan Grant. The original application has an estimated spending of \$351,345.00 for salaries and we use it for academic support programs and then support salaries is when we added the additional teachers for grade 1 and kindergarten, benefits is the state share for FICA, professional and technical services is for the mental health supports services through West Bergen, and buildings is when we added the windows. We are amending it because based on the estimated costs and since the grant ends at the end of the 2024 school year, we figure out how much more money we need for academic support and know that we would have some money left and we aren't able to use the entire amount as planned for salaries. After discussing it with Mr. McHale and then the curriculum committee, the proposed change is to use some of the salaries money into professional and technical services so that we can hire a company for professional development. In the 2023-2024 school year the amount left for us is \$184,000 because we have already spent about \$500,000.

Ms. Finkelstein asked if there was a requirement to have an external or internal signatory listed in item G. Mr. Villanueva responded that as long as we have more than one signatory on a specific account. Ms. Finkelstein then asked if this is a policy that makes sense. Mr. Villanueva responded yes, and that most banks require more than one signatory.

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

YEAS: Ms. Fanelli, Ms. Micera, Dr. Puttannah, Ms. Yeoh, Ms. Finkelstein, Ms. Kwon, Ms. Wagner, Ms. Salamea-Cross

NAYS: None

A. APPROVAL - Monthly Financials and Certification

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

- a. Board Secretary and School Treasurer Financial Reports for June 30, 2023.
- b. Board of Education's Monthly Certification of Budgetary Major Account /Fund status for June 30, 2023.
- c. Transfer of funds for June 30, 2023.

B. APPROVAL - Monthly Bills

Motion to approve payment of bills from August 9, 2023 to August 23, 2023, in the amount of:

General Fund (Fund 10)	\$320,279.23
Special Revenue (Fund 20)	\$ 92,584.85
Enterprise (Milk – Fund 60)	\$ 3,172.50
Total	\$416,036.58

C. APPROVAL – Special Education Placements

Motion to approve the following 2023-2024 Special Education placements for Closter Students:

<u>NJSMART#</u>	<u>Tuition</u>	<u>Grade</u>	<u>Placement</u>
4521677259	\$53,615.75	3	Valley TIP

D. APPROVAL - Bergen County Special Services - Service Agreement for Instruction at New Bridge Medical Center, Paramus

Motion to approve the Bergen County Special Services - Service Agreement for Hospital Instruction at New Bridge Medical Center, Paramus, at a rate of \$65.00 per hour for 2023-2024 school year on an as-needed basis.

E. APPROVAL - Into Reading Program Coaching and Professional Services

Motion to approve the Into Reading Program Coaching and Professional Services for Hillside Elementary School from Houghton Mifflin Harcourt in the amount of \$8,550, for SY 2023-2024.

F. **APPROVAL - Purchase and Installation of Strobes for Hillside Elementary School**
 Motion to approve the purchase and installation of strobes for Hillside Elementary School from Eastern Datacomm, in the amount of \$8,360.00, through the ESCNJ Emergency Notification System Bid #ESCNJ 22/23-09. The purchase is funded by the Closter PTO.

G. **APPROVAL - Addition of Vincent McHale as Bank Accounts Signatory**
 Motion to approve the addition of Vincent McHale as an authorized signatory of the district's Net Payroll , Payroll Agency, Student Activity - Hillside, Student Activity - Tenakill, Petty Cash - Hillside, and Petty Cash - Tenakill bank accounts.

H. **APPROVAL - Amendment of the American Rescue Plan Grant**
 Motion to approve the submission of an amendment of the American Rescue Plan - ESSER Grant to fund the professional development program in Hillside Elementary School:

Account	Expenditure Category	Original	Amendment	Available in SY 23-24
100-100	Salaries	\$ 351,345.00	\$ 309,312.00	\$ 117,244.00
200-100	Support Salaries	\$ 107,177.00	\$ 107,177.00	\$ -
200-200	Benefits	\$ 83,852.00	\$ 83,852.00	\$ -
200-300	Prof and Tech Services	\$ 159,500.00	\$ 203,500.00	\$ 67,300.00
400-720	Building	\$ 63,922.00	\$ 61,955.00	\$ -
		\$ 765,796.00	\$ 765,796.00	\$ 184,544.00

I. **APPROVAL – Application & Acceptance of NJ Learning Acceleration Program: High Impact Tutoring Grant**
 Motion to approve the application and acceptance of the NJ Learning Acceleration Program: High-Impact Tutoring Grant for School Year 2023-2024 for maximum funding amount of \$76,000.

J. **APPROVAL – Professional Services, Peter Fallon, Esq.**
 Motion to approve the appointment of Peter Fallon, Esq. to provide professional services to the Board in accordance with the proposal on file in the Business Administrator's Office, regarding certain personnel issues that have arisen requiring an independent investigation.

K. **APPROVAL – Parent-Paid Paraprofessional from Centered Solutions LLC.**
 Motion to approve Shirley Bigord from parent-paid Centered Solutions LLC paraprofessional for Student ID #5220678010 for the 2023-2024 school year, pending criminal history background check.

PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson: Ms. Salamea-Cross; Members: Ms. Fanelli, Ms. Finkelstein, Ms. Micera

Moved by Ms. Salamea-Cross , seconded by Ms. Micera to approve Motions A - G.

Ms. Micera asked if the trustees had seen a resume on Ms. Berman. Mr. McHale responded that it isn't necessary since she is a substitute who had just accepted the position in the last 24 hours covering for Ms. Sunshine.

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

YEAS: Ms. Fanelli, Ms. Micera, Dr. Puttannah, Ms. Yeoh, Ms. Finkelstein, Ms. Kwon, Ms. Wagner, Ms. Salamea-Cross

NAYS: None

A. APPROVAL - Title I Salary

Motion to approve, upon the recommendation of the Superintendent, the payment of a portion of the salary for Ellen Monaghan, BSI Teacher at Tenakill Middle school, from Title I funds as follows:

20-231-100-100-060-00-0	\$ 64,650 (56.4%)
11-230-100-101-060-01-0	\$ 50,075 (43.6%)

B. APPROVAL - SY 2023-2024 Paraprofessionals' Hours

Motion to approve, upon the recommendation of the Superintendent, the appointment of Paraprofessionals for the 2023-2024 School Year, attached hereto as Appendix B.

C. APPROVAL - Bass ABA Therapists for Student ID #8695772379

Motion to approve Andre Cabrera and Teresa Hill, and backup therapist Allison Gangadeen* (*pending criminal history background check), parent-paid Bass ABA Therapists for Student ID #8695772379 for the 2023-2024 school year.

D. APPROVAL - Hillside Elementary School Loop Duty Staff

Motion to approve the following staff for loop duty at Hillside Elementary School at a rate of \$22.40 per session:

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

Substitutes

- Judy Eller

- Diane Ferraro
- Brielle Tacconi

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

Motion to approve the following staff for Harrington Avenue Supervision at Tenakill Middle School at a rate of \$22.40 per session:

- Michelle Durocher
- Brittany Steele
- Jeffrey Roem
- Michael Wowkun

F. **APPROVAL - Gretta Berman as G&T/Special Education Long-Term Leave Replacement**

Motion to approve Gretta Berman as Long-Term Leave Replacement - G&T/Special Education Teacher (J.S.), from September 1, 2023 - November 6, 2023. Salary will be \$200 per day on days 1 through 10; the beginning of day 11, \$73,000, MA+60 Step 0, prorated, with a start date of September 1, 2023, pending a criminal history background check.

G. **APPROVAL - Resignation of Noah Panagia, Hillside School Paraprofessional**

Motion to accept, with regrets, the resignation of Noah Panagia, HES Paraprofessional, effective June 30, 2023.

POLICY COMMITTEE

Chairperson: Ms. Fanelli; Members: Ms. Finkelstein, Ms. Li, Ms. Micera

Moved by Ms. Fanelli , seconded by Ms. Micera to approve Motion A.

Ms Yeoh asked for clarification in terms of the school threat assessment team if there will be one at each school and if each team will have five people each. Mr. McHale responded that it can be more than five and the law specifically says there has to be five specific roles so at the moment we will be just starting with five on each team.

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

YEAS: Ms. Fanelli, Ms. Micera, Dr. Puttannah, Ms. Yeoh, Ms. Finkelstein, Ms. Kwon, Ms. Wagner, Ms. Salamea-Cross

NAYS: None

A. **APPROVAL - First Reading of Policies and Regulations (One New & One Updated)**

Motion to approve the first reading of the following Policies and Regulations, as per Appendix C:

- New - Policy and Regulation #1642.01 - Sick Leave
- Update - Policy and Regulation #2419 - School Threat Assessment Teams

OLD/NEW BUSINESS

Mr. Villanueva shared that the vote by mail ballots for the September bond referendum were already mailed out by the Bergen County Elections Clerk. Anyone interested to sign-up for vote by mail still has until September 19th.

He also provided an update regarding the schedule to certify the November election results, and will continue to share with the trustees if there are any changes.

PUBLIC DISCUSSION

Moved by Ms. Micera ▾ , seconded by Ms. Salamea-Cross ▾ to open the meeting to public discussion.

No Public Comments

Moved by Ms. Micera ▾ , seconded by Ms. Salamea-Cross ▾ to close the meeting to public discussion.

CLOSED SESSION MOTION (If required)

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

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

YEAS: Ms. Fanelli, Ms. Micera, Dr. Puttannah, Ms. Yeoh, Ms. Finkelstein, Ms. Kwon, Ms. Wagner,
Ms. Salamea-Cross

NAYS: None

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

**Legal Matters
Personnel Matters**

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

The Board went into Closed Session at 8:29 PM.

The Board reconvened from Closed Session at 9:00 PM.

ADJOURNMENT

Moved by Ms. Fanelli, seconded by Ms. Yeoh to adjourn the meeting at 9:01 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Floro M. Villanueva, Jr.', with a long horizontal flourish extending to the right.

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

Treasurer's Report
Closter Board of Education
For Month Ending June 2023

Cash Report				
Funds	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balance (1)+(2)-(3)
General Account - Fund 10	3,667,976.49	2,133,588.23	2,878,483.95	2,923,080.77
Compensating Balance	1,106,000.00	-	-	1,106,000.00
Capital Reserve	5,316,631.12	-	-	5,316,631.12
Emergency Reserve	250,000.00	-	-	250,000.00
Special Revenue -Fund 20	159,557.01	36,586.00	106,536.91	89,606.10
Capital Projects - Fund 30	-	-	-	-
Debt Service -Fund 40	-	-	-	-
Maintenance Reserve	300,000.00	-	-	300,000.00
Total Governmental Funds	10,800,164.62	2,170,174.23	2,985,020.86	9,985,317.99
Enterprise Fund (Milk) Fund 60	6,290.34	656.64	4,042.21	2,904.77
Trust and Agency Funds				
Payroll - Fund 90	-	1,130,489.41	1,130,489.41	(0.00)
Payroll Agency - Fund 90	3,539.77	796,225.60	772,287.33	27,478.04
Unemployment Ins Trust - Fund 63	239,316.74	3,924.42	-	243,241.16
Tenakill Laptop Account - Fund 61	17,760.00	-	-	17,760.00
Total Trust & Agency Funds	260,616.51	1,930,639.43	1,902,776.74	288,479.20
Total All Funds	11,067,071.47	4,101,470.30	4,891,839.81	10,276,701.96

Submitted by:

Matthew Lynaugh

Matthew Lynaugh
Treasurer of School Monies

8-18-23

Date

June 30, 2023 (Fri)
 Budget Year: 2023

Closter Board Of Education
 Board Secretary Report
 GENERAL FUND - Fund 10
 Interim Balance Sheet
 June 2023

GENERAL FUND
 ASSETS AND RESOURCES

ASSETS:			
101	CASH IN BANK		\$4,029,080.77
102-106	CASH EQUIVALENTS		\$.00
108	IMPACT AID RESERVE GENERAL		\$.00
109	IMPACT AID RESERVE CAPITAL		\$.00
111	INVESTMENTS		\$.00
116	CAPITAL RESERVE ACCOUNT		\$5,316,631.12
117	MAINTENANCE RESERVE INVESTMENT ACCOUNT		\$300,000.00
118	EMERGENCY RESERVE		\$250,000.00
121	TAX LEVY RECEIVABLE		\$.00

ACCOUNTS RECEIVABLE:			
132	INTERFUND		\$.00
140	INTERGOVERNMENTAL-ACCOUNTS RECEIVABLE		\$.00
141	INTERGOVERNMENTAL-STATE		\$837,053.77
142	INTERGOVERNMENTAL-FEDERAL		\$.00
143	INTERGOVERNMENTAL-OTHER		\$.00
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	(\$.00)	\$9,036.00

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

RESOURCES:			
301	ESTIMATED REVENUES		\$.00
302	LESS REVENUES	(\$.00)	\$.00
	TOTAL ASSETS AND RESOURCES		\$10,741,801.66

LIABILITIES AND FUND EQUITY			
LIABILITIES:			
101	CASH OVERDRAFT		\$.00
402	INTERFUND ACCOUNTS PAYABLE		\$.00
421	ACCOUNTS PAYABLE		\$42,745.15
431	CONTRACTS PAYABLE		\$.00
451	LOANS PAYABLE		\$.00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS		\$.00
461	ACCRUED SALARIES AND BENEFITS		\$.00
481	DEFERRED REVENUE		\$15,905.00
580	UNEMPLOYMENT TRUST		\$.00

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OTHER CURRENT LIABILITIES
TOTAL LIABILITIES

\$.00
\$58,650.15

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753	FUND BALANCE:				
754	APPROPRIATED:				
768	RESERVE FOR ENCUMBRANCES - CURRENT YEAR			\$101,875.83	
609	RESERVE FOR ENCUMBRANCES - PRIOR YEAR			\$3,887.75	
314	RESERVED FUND BALANCE FOR WAIVER OFFSET RSV				
	WAIVER OFFSET RESERVE - CURRENT YEAR				
	INCREASE IN WAIVER OFFSET RESERVE				
	WITHDRAWAL FROM WAIVER OFFSET RESERVE				
	RESERVED FUND BALANCE:				
755	BUS ADVERTISING RESERVE		\$20,514.00		
610	ADD: INCREASE IN BUS ADV RESERVE FOR F		\$.00		
315	LESS: BUDGETED W/D FROM BUS ADV FUEL CO		(\$.00)		\$20,514.00
756	FEDERAL IMPACT AID RESERVE GENERAL - JULY		\$.00		
611	ADD: INCREASE IN FEDERAL IMPACT AID RE		\$.00		
318	LESS: W/D FROM FEDERAL IMPACT AID RESER		(\$.00)		\$.00
757	FEDERAL IMPACT AID RESERVE CAPITAL - JULY		\$.00		
612	ADD: INCREASE IN FEDERAL IMPACT AID RE		\$.00		
319	LESS: W/D FROM FEDERAL IMPACT AID RESER		(\$.00)		\$.00
764	MAINTENANCE RESERVE ACCOUNT - JULY 1, 2022		\$400,000.00		
606	ADD: INTEREST EARNED ON MAINTENANCE RE		\$.00		
310	LESS: BUDGETED W/D FROM MAINT. RESERVE		(\$.00)		\$400,000.00
765	TUITION RESERVE ACCOUNT		\$.00		
761	CAPITAL RESERVE ACCOUNT - JULY 1, 2022		\$5,316,481.12		
604	ADD: INCREASE IN CAPITAL RESERVE		\$.00		
605	LESS: BUDG. W/D FROM CAPITAL RESERVE-ELI		(\$.00)		
307	LESS: BUDG. W/D FROM CAPITAL RESERVE-EXC		(\$.00)		
309	CURR. EXP. EMERGENCY RESERVE - JULY 1, 2022		\$250,000.00		
766	ADD: INCR. IN CURR. EXP. EMERG. RESERVE		\$.00		
312	LESS: W/D FROM CURR. EXP. EMERG. RESERV		(\$.00)		\$250,000.00
762	ADULT EDUCATION PROGRAMS				
769	UNEMPLOYMENT FUND				
750,751,752	RESERVED FUND BALANCE				\$500,000.00
76X	OTHER RESERVES				\$.00
601	APPROPRIATIONS		\$.00		
602	LESS: EXPENDITURES		(\$.00)		\$.00
603	ENCUMBRANCES				
	TOTAL APPROPRIATED				\$6,592,758.70
	UNAPPROPRIATED:				
770	FUND BALANCE, JULY 1, 2022				\$3,590,392.81
771	FUND BALANCE -DESIGNATED				\$500,000.00
772	FUND BALANCE -UNDESIGNATED				\$.00
303	BUDGETED FUND BALANCE				(\$.00)
311	BUDGT. WITHDR. FM TUITION RESERVE-ADJUST/SU				(\$.00)
320	BUDGT. WITHDR. FROM UNEMPLOYMENT FUND BALAN				(\$.00)
	TOTAL FUND BALANCE				\$10,683,151.51

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TOTAL LIABILITIES AND FUND EQUITY \$10,741,801.66

RECAPITULATION OF FUND BALANCE:			
APPROPRIATIONS	Budgeted	Actual	Variance
REVENUES	\$.00	\$.00	\$.00
SUB TOTAL	(\$.00)	(\$.00)	(\$.00)
CHANGE IN RESERVE ACCOUNTS:			
PLUS - INCREASE IN RESERVE	\$.00	\$.00	\$.00
LESS - WITHDRAW FROM RESERVE	(\$.00)	(\$.00)	(\$.00)
SUB TOTAL	\$.00	\$.00	\$.00
LESS: ADJUSTMENT FOR PRIOR YEAR ENCUMBRANCE	(\$3,887.75)	(\$3,887.75)	(\$.00)
BUDGETED FUND BALANCE	(\$3,887.75-)	(\$3,887.75-)	(\$.00)

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	Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
REVENUE/SOURCES OF FUNDS:				
52XX FROM TRANSFERS	\$ 0.00	\$ 0.00		\$ 0.00
1XXX FROM INTEREST EARNED ON CURR. EXP. EMERGENCY	\$ 0.00	\$ 0.00		\$ 0.00
1XXX FROM INTEREST EARNED ON MAINTENANCE RESERVE	\$ 0.00	\$ 0.00		\$ 0.00
1XXX FROM LOCAL SOURCES	\$21,732,898.00	\$22,234,559.15	Over	(\$501,661.15-)
2XXX FROM INTERMEDIATE SOURCES	\$ 0.00	\$ 0.00		\$ 0.00
3XXX FROM STATE SOURCES	\$1,240,921.00	\$1,918,691.00	Over	(\$677,770.00-)
4XXX FROM FEDERAL SOURCES	\$ 0.00	\$ 0.00		\$ 0.00
5XXX FROM OTHER FINANCING SOURCES	\$ 0.00	\$ 0.00		\$ 0.00
XXX1 ARRA ESF (FUND 16)	\$ 0.00	\$ 0.00		\$ 0.00
XXX2 ARRA GSF (FUND 17)	\$ 0.00	\$ 0.00		\$ 0.00
XXX3 ARRA SFSF (FUND 18)	\$ 0.00	\$ 0.00		\$ 0.00
TOTAL REVENUES/SOURCES OF FUNDS	\$22,973,819.00	\$24,153,250.15	Over	(\$1,179,431.15-)

	Appropriations	Expenditures	Encumbrances	Availible Balance
EXPENDITURES:				
GENERAL CURRENT EXPENSE FUND (11)				
1XX-100-XXX REGULAR PROGRAMS - INSTRUCTION	\$7,274,037.98	\$6,799,741.82	\$8,162.74	\$466,133.42
2XX-100-XXX SPECIAL EDUCATION - INSTRUCTION	\$2,339,546.17	\$2,192,117.47	\$ 0.00	\$147,428.70
230-100-XXX BASIC SKILLS/REMEDIATION INSTRUCTION	\$526,476.60	\$442,892.39	\$ 0.00	\$83,584.21
240-100-XXX BILINGUAL EDUCATION - INSTRUCTION	\$365,835.94	\$342,897.71	\$ 0.00	\$22,938.23
3XX-100-XXX VOC. PROGRAMS - LOCAL - INSTRUCTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
401-100-XXX SCHOOL-SPONS. COCURR. ACTIVITIES - INST.	\$67,253.00	\$40,139.43	\$ 0.00	\$27,113.57
402-100-XXX SCHOOL-SPONS. ATHLETICS - INSTRUCTION	\$35,900.00	\$30,999.50	\$ 0.00	\$4,900.50
421-XXX-XXX TOTAL BEFORE/AFTER SCHOOL PROGRAMS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
422-XXX-XXX TOTAL SUMMER SCHOOL PROGRAMS	\$42,000.00	\$20,966.19	\$ 0.00	\$21,033.81
423-XXX-XXX TOTAL ALTERNATIVE EDUCATION PROGRAM	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
424-XXX-XXX TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
425-XXX-XXX TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4XX-100-XXX OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
800-330-XXX COMM. SERV. PROGRAMS-COMM. SERV. OPERATIONS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
OTHER EXPENDITURES NOT INCLUDED ABOVE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

	UNDISTRIBUTED EXPENDITURES:			
000-1XX-XXX INSTRUCTION	\$2,037,202.00	\$1,824,377.54	\$ 0.00	\$212,824.46
000-211-XXX ATTENDANCE AND SOCIAL WORK SERVICES	\$99,968.00	\$96,194.52	\$ 0.00	\$3,773.48
000-213-XXX HEALTH SERVICES	\$246,335.00	\$213,329.10	\$2,753.07	\$30,252.83
000-216-XXX OTHER SUPPORT SERV.-STUDENTS-RELATED SERV	\$441,724.00	\$429,446.55	\$ 0.00	\$12,277.45
000-217-XXX OTHER SUPPORT SERV.-STUDENTS-EXTRA SERV.	\$1,310,582.00	\$1,068,320.06	\$ 0.00	\$242,261.94
000-218-XXX OTHER SUPPORT SERVICES-STUDENTS-REGULAR	\$277,754.85	\$263,050.44	\$ 0.00	\$14,704.41
000-219-XXX OTHER SUPPORT SERV.-STUDENTS-SPEC. SERV.	\$656,627.00	\$549,597.09	\$ 0.00	\$107,029.91
000-221-XXX IMPROV. OF INST./OTHER SUP. SERV.-INSTSERV	\$165,229.00	\$150,511.00	\$ 0.00	\$14,718.00
000-222-XXX EDUCATIONAL MEDIA SERV./SCHOOL LIBRARY	\$210,717.95	\$194,934.14	\$700.00	\$15,083.81
000-223-XXX INSTRUCTIONAL STAFF TRAINING SERVICES	\$67,300.00	\$53,439.18	\$ 0.00	\$13,860.82
000-23X-XXX SUPP. SERV. - GENERAL ADMINISTRATION	\$511,056.00	\$466,693.80	\$10,164.68	\$34,197.52

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000-24X-XXX SUPP. SERV. - SCHOOL ADMINISTRATION	\$852,683.60	\$790,865.19	\$1,622.07	\$60,196.34
000-25X-XXX SUPP. SERV. - CENTRAL SERVICES & TECH SERV	\$639,743.00	\$602,237.25	\$364.75	\$37,141.00
000-26X-XXX OPERATION AND MAINT. OF PLANT SERVICES	\$1,858,883.34	\$1,547,499.21	\$30,124.40	\$281,259.73
000-263-XXX TOTAL CARE AND UPKEEP OF GROUNDS	\$92,865.08	\$81,836.89	\$0.00	\$11,028.19
000-266-XXX TOTAL SECURITY	\$88,558.40	\$79,995.40	\$0.00	\$8,563.00
000-27X-XXX STUDENT TRANSPORTATION SERVICES	\$723,437.00	\$610,686.50	\$0.00	\$112,750.50
000-29X-XXX BUSINESS AND OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-40X-XXX FACILITIES ACO. & CONSTRUCTION SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-40X-XXX UNALLOCATED BENEFITS	\$3,500,873.53	\$3,096,410.75	\$0.00	\$404,462.78
000-31X-XXX FOOD SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-515-XXX RETIREMENT OF ERIP LIABILITY	\$0.00	\$0.00	\$0.00	\$0.00
000-52X-XXX FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00
OTHER UNDISTRIBUTED EXPENDITURES NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL GEN. CURRENT EXP. EXPENDITURES/USES OF FUNDS	\$24,432,589.44	\$21,989,179.12	\$53,891.71	\$2,389,518.61

	Appropriations	Expenditures	Encumbrances	Availible Balance
CAPITAL OUTLAY (FUND 12)				
XXX-XXX-73X EQUIPMENT	\$204,926.67	\$123,975.20	\$45,801.47	\$35,150.00
000-400-937 IMPACT AID RESERVE	\$0.00	\$0.00	\$0.00	\$0.00
000-4XX-XXX FACILITIES ACQUISITION AND CONSTR. SERV.	\$584,941.00	\$288,753.59	\$5,920.40	\$290,267.01
430-4XX-741 INFRASTRUCTURE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER CAPITAL OUTLAY EXPENDITURES NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CAPITAL OUTLAY EXPENDITURES/USES OF FUNDS	\$789,867.67	\$412,728.79	\$51,721.87	\$325,417.01

	Appropriations	Expenditures	Encumbrances	Availible Balance
SPECIAL SCHOOLS (FUND 13)				
3XX-1XX-XXX POST-SECONDARY INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
3XX-2XX-XXX POST-SECONDARY SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
422-1XX-XXX SUMMER SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
422-2XX-XXX SUMMER SCHOOL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
4XX-1XX-XXX OTHER SPEC. SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
4XX-2XX-XXX OTHER SPC. SCHOOLS - SUPPORT SERV.	\$0.00	\$0.00	\$0.00	\$0.00
601-1XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
601-2XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
602-1XX-XXX ADULT EDUCATION-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
602-2XX-XXX ADULT EDUCATION-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
629-1XX-XXX VOCATIONAL EVENING-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
629-2XX-XXX VOCATIONAL EVENING-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
631-1XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
631-2XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN- LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
EVENING SCHOOL FOR FOREIGN BORN-LOCAL SUPPORT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER SPECIAL SCHOOLS EXPEND. NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$0.00	\$0.00	\$0.00	\$0.00

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10-000-550-905 BUDGETED INCREASE IN SURPLUS FOR TUITION	\$.00	\$.00	\$.00	\$.00
10-000-100-56X TRANSFER OF FUNDS TO CHARTER SCHOOLS	\$.00	\$.00	\$.00	\$.00
10-000-100-571 TRANSFER OF FUNDS TO RENAISSANCE SCHOOLS	\$.00	\$.00	\$.00	\$.00
10-000-520-93X GENERAL FUND CONTRIB - WHOLE SCH. REFORM	\$.00	\$.00	\$.00	\$.00
16-XXX-XXX-XXX ESF (FUND 16)	\$.00	\$.00	\$.00	\$.00
17-XXX-XXX-XXX ARRA GSF (FUND 17)	\$.00	\$.00	\$.00	\$.00
18-XXX-XXX-XXX ARRA SFSF (FUND 18)	\$.00	\$.00	\$.00	\$.00
19-XXX-XXX-XXX FEMA GRANT (FUND 19)	\$.00	\$.00	\$.00	\$.00
TOTAL GENERAL FUND EXPENDITURES	\$25,222,457.11	\$22,401,907.91	\$105,613.58	\$2,714,935.62

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	Estimate	Actual	Unrealized
REVENUES			
LOCAL SOURCES:			
1210 LOCAL TAX LEVY	\$21,480,748.00	\$21,480,748.00	\$.00
1310 TUITION - FROM INDIVIDUALS	\$122,650.00	\$267,090.00	(\$144,440.00-)
1320 - FROM OTHER LEAS WITHIN THE STATE	\$101,500.00	\$155,059.86	(\$53,559.86-)
1XXX MISCELLANEOUS	\$28,000.00	\$331,661.29	(\$303,661.29-)
TOTAL	\$21,732,898.00	\$22,234,559.15	(\$501,661.15-)
STATE SOURCES:			
3121 CATEGORICAL TRANSPORTATION AID	\$93,632.00	\$106,405.00	(\$12,773.00-)
3131 EXTRAORDINARY AID	\$.00	\$662,347.00	(\$662,347.00-)
3132 CATEGORICAL SPECIAL EDUCATION AID	\$1,055,942.00	\$1,055,942.00	\$.00
3177 CATEGORICAL SECURITY AID	\$91,347.00	\$91,347.00	\$.00
3300 REIMBURSEMENT LEAD TESTING OF WATER	\$.00	\$2,650.00	(\$2,650.00-)
TOTAL	\$1,240,921.00	\$1,918,691.00	(\$677,770.00-)
TOTAL	\$22,973,819.00	\$24,153,250.15	(\$1,179,431.15-)

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	Appropriations	Expenditures	Encumbrances	AvailTable Balance
GENERAL CURRENT EXPENSE (FUND 11)				
REGULAR PROGRAMS - INSTRUCTION				
105-1XX-101 PRESCHOOL - SALARIES OF TEACHERS	\$95,452.00	\$92,065.50	\$ 00	\$3,386.50
110-1XX-101 KINDERGARTEN - SALARIES OF TEACHERS	\$588,106.00	\$588,025.48	\$ 00	\$80.52
120-1XX-101 GRADES 1-5 -SALARIES OF TEACHERS	\$3,361,225.00	\$3,221,482.57	\$ 00	\$139,742.43
130-1XX-101 GRADES 6-8 -SALARIES OF TEACHERS	\$2,116,529.00	\$2,012,694.12	\$ 00	\$103,834.88
150-1XX-101 SALARIES OF TEACHERS	\$7,000.00	\$725.00	\$ 00	\$6,275.00
150-1XX-32X PURCHASED PROF. - ED. SERVICES	\$3,000.00	\$ 00	\$ 00	\$3,000.00
190-1XX-106 PURCHASED SALARIES FOR INSTRUCTION	\$264,096.00	\$146,304.02	\$ 00	\$117,791.98
190-1XX-32X PURCHASED PROF. - ED. SERVICES	\$19,700.00	\$16,533.60	\$ 00	\$3,166.40
190-1XX-34X PURCHASED TECHNICAL SERVICES	\$99,348.00	\$78,103.09	\$ 00	\$21,244.91
190-1XX-5XX OTHER PURCHASED SERVICES	\$178,769.00	\$167,252.96	\$ 00	\$11,516.04
190-1XX-61X GENERAL SUPPLIES	\$148,615.26	\$119,276.33	\$2,667.41	\$26,671.52
190-1XX-64X TEXTBOOKS	\$43,600.00	\$38,685.51	\$ 00	\$4,914.49
190-1XX-890 MISCELLANEOUS EXPENDITURES	\$21,000.00	\$13,017.26	\$ 00	\$7,982.74
1XX-1XX-XXX OTHER UNDISTRIBUTED INSTRUCTION	\$327,597.72	\$305,576.38	\$5,495.33	\$16,526.01
TOTAL REGULAR PROGRAMS - INSTRUCTION	\$7,274,037.98	\$6,799,741.82	\$8,162.74	\$466,133.42
SPECIAL EDUCATION PROGRAMS:				
LEARNING AND/OR LANGUAGE DISABILITIES				
204-1XX-101 SALARIES OF TEACHERS	\$379,679.00	\$361,981.66	\$ 00	\$17,697.34
204-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$41,809.00	\$36,489.35	\$ 00	\$5,319.65
204-1XX-5XX OTHER PURCHASED SERVICES	\$1,450.00	\$150.00	\$ 00	\$1,300.00
204-1XX-61X GENERAL SUPPLIES	\$13,753.43	\$13,492.12	\$ 00	\$261.31
TOTAL	\$436,691.43	\$412,113.13	\$ 00	\$24,578.30
BEHAVIORAL DISABILITIES:				
209-1XX-101 SALARIES OF TEACHERS	\$90,543.00	\$85,643.44	\$ 00	\$4,899.56
209-1XX-5XX OTHER PURCHASED SERVICES	\$290.00	\$ 00	\$ 00	\$290.00
209-1XX-XXX OTHER BEHAVIORAL DISABILITIES	\$1,500.00	\$1,308.00	\$ 00	\$192.00
TOTAL	\$92,333.00	\$86,951.44	\$ 00	\$5,381.56
RESOURCE ROOM/RESOURCE CENTER:				
213-1XX-101 SALARIES OF TEACHERS	\$1,414,176.00	\$1,355,490.08	\$ 00	\$58,685.92
213-1XX-61X GENERAL SUPPLIES	\$23,189.43	\$22,463.94	\$ 00	\$725.49
TOTAL	\$1,437,365.43	\$1,377,954.02	\$ 00	\$59,411.41
PRESCHOOL DISABILITIES - FULL-TIME:				

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	Appropriations	Expenditures	Encumbrances	Availible Balance
216-1XX-101	SALARIES OF TEACHERS	\$220,505.38	\$.00	\$44,738.62
216-1XX-106	OTHER SALARIES FOR INSTRUCTION	\$83,487.07	\$.00	\$12,329.93
216-1XX-5XX	OTHER PURCHASED SERVICES	\$2,960.00	\$.00	\$600.00
216-1XX-XXX	OTHER PRESCHOOL DISABILITIES - FULL-TIME:	\$8,146.43	\$.00	\$388.88
	TOTAL	\$315,098.88	\$.00	\$58,057.43

TOTAL SPECIAL EDUCATION - INSTRUCTION	\$2,339,546.17	\$2,192,117.47	\$.00	\$147,428.70
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BASIC SKILLS/REMEDIAL - INSTRUCTION					
230-1XX-101	SALARIES OF TEACHERS	\$522,172.00	\$438,745.60	\$.00	\$83,426.40
230-1XX-61X	GENERAL SUPPLIES	\$4,304.60	\$4,146.79	\$.00	\$157.81
	TOTAL	\$526,476.60	\$442,892.39	\$.00	\$83,584.21

BILINGUAL EDUCATION - INSTRUCTION					
240-1XX-61X	GENERAL SUPPLIES	\$2,938.94	\$1,719.91	\$.00	\$1,219.03
24X-1XX-XXX	OTHER BILINGUAL EDUCATION - INSTRUCTION	\$362,897.00	\$341,177.80	\$.00	\$21,719.20
	TOTAL	\$365,835.94	\$342,897.71	\$.00	\$22,938.23

SCHOOL SPONS. COCURRICULAR ACTIVITIES - INSTRUCTION					
401-100-1XX	SALARIES	\$60,353.00	\$36,459.05	\$.00	\$23,893.95
401-100-6XX	SUPPLIES AND MATERIALS	\$4,900.00	\$1,680.38	\$.00	\$3,219.62
401-1XX-8XX	OTHER OBJECTS	\$2,000.00	\$2,000.00	\$.00	\$.00
	TOTAL	\$67,253.00	\$40,139.43	\$.00	\$27,113.57

SCHOOL SPONSORED ATHLETICS - INSTRUCTION					
402-1XX-1XX	SALARIES	\$25,700.00	\$22,671.00	\$.00	\$3,029.00
402-1XX-5XX	PURCHASED SERVICES	\$6,600.00	\$5,271.00	\$.00	\$1,329.00
402-1XX-6XX	SUPPLIES AND MATERIALS	\$3,100.00	\$3,057.50	\$.00	\$42.50
402-1XX-8XX	OTHER OBJECTS	\$500.00	\$.00	\$.00	\$500.00
	TOTAL	\$35,900.00	\$30,999.50	\$.00	\$4,900.50

SUMMER SCHOOL PROGRAMS					
422-100-101	SALARIES OF TEACHERS	\$23,000.00	\$6,600.00	\$.00	\$16,400.00
422-100-106	OTHER SALARIES OF INSTRUCTION	\$8,500.00	\$6,791.19	\$.00	\$1,708.81
422-100-610	GENERAL SUPPLIES	\$500.00	\$.00	\$.00	\$500.00
	TOTAL SUMMER SCHOOL INSTRUCTION	\$32,000.00	\$13,391.19	\$.00	\$18,608.81

SUMMER SCHOOL - SUPPORT SVCS

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	Appropriations	Expenditures	Encumbrances	Avaijable Balance
422-200-100 SALARIES	\$10,000.00	\$7,575.00	\$.00	\$2,425.00
TOTAL SUMMER SCHOOL - SUPPORT SVCS	\$10,000.00	\$7,575.00	\$.00	\$2,425.00
TOTAL SUMMER SCHOOL	\$42,000.00	\$20,966.19	\$.00	\$21,033.81
UNDISTRIBUTED EXPENDITURES - INSTRUCTION				
INSTRUCTION				
000-1XX-562 TUITION TO OTHER LEAS W/I STATE - SPEC.	\$1,416,902.00	\$1,238,753.57	\$.00	\$178,148.43
000-1XX-565 TUITION TO CSSD & REG. DAY SCHOOL	\$228,925.00	\$198,383.00	\$.00	\$30,542.00
000-1XX-566 TUITION TO PRIV. SCH. FOR HANDIC. W/I ST	\$391,375.00	\$387,240.97	\$.00	\$4,134.03
TOTAL	\$2,037,202.00	\$1,824,377.54	\$.00	\$212,824.46
ATTENDANCE AND SOCIAL WORK SERVICES				
000-211-1XX SALARIES	\$91,968.00	\$88,194.52	\$.00	\$3,773.48
000-211-171 SALARIES OF DROP-OUT PREVENTION OFFICER/CO	\$.00	\$.00	\$.00	\$.00
000-211-172 SALARIES OF FAMILY SUPPORT TEAMS	\$.00	\$.00	\$.00	\$.00
000-211-173 SALARIES OF FAMILY LIAISONS/COMM. PARENT I	\$.00	\$.00	\$.00	\$.00
000-211-174 SALARIES OF COMMUNITY/SCHOOL COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-211-3XX PURCHASED PROF. AND TECH. SERVICES	\$8,000.00	\$8,000.00	\$.00	\$.00
TOTAL	\$99,968.00	\$96,194.52	\$.00	\$3,773.48
HEALTH SERVICES				
000-213-1XX SALARIES	\$188,735.00	\$170,983.69	\$.00	\$17,751.31
000-213-175 SALARIES OF SOCIAL SERVICES COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-213-3XX PURCHASED PROF. AND TECH. SERVICES	\$5,000.00	\$4,000.00	\$.00	\$1,000.00
000-213-5XX OTHER PURCHASED SERVICES	\$33,800.00	\$27,714.75	\$.00	\$6,085.25
000-213-6XX SUPPLIES AND MATERIALS	\$18,800.00	\$10,630.66	\$2,753.07	\$5,416.27
TOTAL	\$246,335.00	\$213,329.10	\$2,753.07	\$30,252.83
OTHER SUPP. SERV. STUDENTS-RELATED SERVICES				
000-216-1XX SALARIES	\$420,584.00	\$412,545.84	\$.00	\$8,038.16
000-216-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$17,000.00	\$14,912.50	\$.00	\$2,087.50
000-216-6XX SUPPLIES AND MATERIALS	\$3,140.00	\$1,988.21	\$.00	\$1,151.79
TOTAL	\$440,724.00	\$429,446.55	\$.00	\$11,277.45
OTHER SUPP. SERV. STUDENTS-EXTRA SERVICES				
000-217-1XX SALARIES	\$778,017.00	\$737,344.95	\$.00	\$40,672.05
000-217-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$528,165.00	\$330,173.44	\$.00	\$197,991.56
000-217-6XX SUPPLIES AND MATERIALS	\$3,900.00	\$801.67	\$.00	\$3,098.33

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	Appropriations	Expenditures	Encumbrances	Available Balance
000-217-8XX OTHER OBJECTS	\$500.00	\$.00	\$.00	\$500.00
TOTAL	\$1,310,582.00	\$1,068,320.06	\$.00	\$242,261.94
OTHER SUPP. SERV. - STUDENTS - REGULAR				
000-218-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$270,393.00	\$256,771.53	\$.00	\$13,621.47
000-218-6XX SUPPLIES AND MATERIALS	\$1,261.85	\$1,092.41	\$.00	\$169.44
000-218-8XX OTHER OBJECTS	\$370.00	\$348.00	\$.00	\$22.00
TOTAL	\$272,024.85	\$258,211.94	\$.00	\$13,812.91
OTHER SUPPORT SERVICES - STUDENTS-SPECIAL				
000-219-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$419,084.00	\$355,870.89	\$.00	\$63,213.11
000-219-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$106,266.00	\$94,297.59	\$.00	\$11,968.41
000-219-32X PURCHASED PROF. - ED. SERVICES	\$57,500.00	\$55,237.21	\$.00	\$2,262.79
000-219-39X OTHER PURCHASED PROF. AND TECH. SERVICES	\$62,892.00	\$37,045.00	\$.00	\$25,847.00
000-219-5XX OTHER PURCHASED SERVICES	\$500.00	\$.00	\$.00	\$500.00
000-219-6XX SUPPLIES AND MATERIALS	\$8,760.00	\$5,724.40	\$.00	\$3,035.60
000-219-8XX OTHER PROJECTS	\$1,625.00	\$1,422.00	\$.00	\$203.00
TOTAL	\$656,627.00	\$549,597.09	\$.00	\$107,029.91
IMPROVEMENT OF INSTRUCTION SERVICES/				
000-221-102 SALARIES OF SUPERVISORS OF INSTR.	\$76,501.00	\$67,592.00	\$.00	\$8,909.00
000-221-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$26,500.00	\$23,538.00	\$.00	\$2,962.00
000-221-176 SAL OF FACILITATORS, MATH COACHES & LITERA	\$.00	\$.00	\$.00	\$.00
000-221-32X PURCHASED PROF. - ED. SERVICES	\$60,428.00	\$59,292.00	\$.00	\$1,136.00
000-221-5XX OTHER PURCHASED SERVICES	\$500.00	\$.00	\$.00	\$500.00
000-221-6XX SUPPLIES AND MATERIALS	\$500.00	\$.00	\$.00	\$500.00
000-221-8XX OTHER OBJECTS	\$800.00	\$89.00	\$.00	\$711.00
TOTAL	\$165,229.00	\$150,511.00	\$.00	\$14,718.00
EDUCATIONAL MEDIA SERVICES/SCHOOL LIBRARY				
000-222-1XX SALARIES	\$181,404.00	\$176,741.00	\$.00	\$4,663.00
000-222-177 SALARIES OF TECHNOLOGY COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-222-3XX PURCHASED PROF. AND TECH. SERVICES	\$3,500.00	\$1,218.00	\$.00	\$2,282.00
000-222-5XX OTHER PURCHASED SERVICES.	\$7,850.00	\$6,843.26	\$.00	\$1,006.74
000-222-6XX SUPPLIES AND MATERIALS	\$17,963.95	\$10,131.88	\$700.00	\$7,132.07
TOTAL	\$210,717.95	\$194,934.14	\$700.00	\$15,083.81
INSTRUCTIONAL STAFF TRAINING SERVICES				
000-223-32X PURCHASED PROF. - ED. SERVICES	\$42,500.00	\$40,367.92	\$.00	\$2,132.08

000-223-3XX OTHER PURCHASED PROF. AND TECH. SERVICES	Appropriations	\$9,900.00	Expenditures	\$5,103.14	Encumbrances	\$0.00	Avail Table	Balance
000-223-5XX OTHER PURCHASED SERVICES		\$11,500.00		\$5,516.31		\$0.00		\$4,796.86
000-223-6XX SUPPLIES AND MATERIALS		\$3,400.00		\$2,451.81		\$0.00		\$5,983.69
TOTAL		\$67,300.00		\$53,439.18		\$1.00		\$948.19
								\$13,860.82

SUPPORT SERVICES - GENERAL ADMINISTRATION								
000-23X-1XX SALARIES		\$279,421.00		\$278,694.00		\$0.00		\$727.00
000-23X-331 LEGAL SERVICES		\$54,000.00		\$43,000.00		\$6,000.00		\$5,000.00
000-23X-332 AUDIT FEES		\$28,000.00		\$27,500.00		\$0.00		\$500.00
000-230-334 ARCHITECTURAL/ENGINEERING SERVICES		\$8,000.00		\$4,052.65		\$0.00		\$3,947.35
000-23X-33X OTHER PURCHASED PROF. SERVICES		\$15,400.00		\$12,779.84		\$2,500.00		\$120.16
000-23X-34X PURCHASED TECHNICAL SERVICES		\$6,554.00		\$5,668.00		\$0.00		\$886.00
000-23X-53X COMMUNICATIONS/TELEPHONE		\$39,355.00		\$34,547.31		\$0.00		\$4,807.69
000-23X-585 BOE OTHER PURCHASED SERVICES		\$5,900.00		\$5,038.97		\$0.00		\$861.03
000-23X-5XX OTHER PURCHASED SERVICES		\$54,026.00		\$39,841.16		\$1,664.68		\$12,520.16
000-23X-610 GENERAL SUPPLIES		\$3,250.00		\$2,210.62		\$0.00		\$1,039.38
000-23X-630 BOE MEETING SUPPLIES		\$1,750.00		\$1,202.83		\$0.00		\$547.17
000-23X-890 MISCELLANEOUS EXPENDITURES		\$6,000.00		\$3,862.07		\$0.00		\$2,137.93
000-23X-895 BOE MEMBERSHIP DUES AND FEES		\$9,400.00		\$8,296.35		\$0.00		\$1,103.65
TOTAL		\$511,056.00		\$466,693.80		\$10,164.68		\$34,197.52

SUPPORT SERVICES - SCHOOL ADMIN.								
000-24X-103 SALARIES OF PRINCIPALS/ASST. PRINCIPALS		\$457,991.00		\$457,891.00		\$0.00		\$100.00
000-24X-104 SALARIES OF OTHER PROFESSIONAL STAFF		\$148,450.00		\$148,430.00		\$0.00		\$20.00
000-24X-105 SALARIES OF SECR. AND CLERICAL ASSTS.		\$145,342.00		\$136,045.58		\$0.00		\$9,296.42
000-24X-3XX PURCHASED PROF. AND TECH. SERVICES		\$5,500.00		\$1,500.00		\$0.00		\$4,000.00
000-24X-5XX OTHER PURCHASED SERVICES		\$25,400.00		\$4,824.25		\$0.00		\$20,575.75
000-24X-6XX SUPPLIES AND MATERIALS		\$38,800.60		\$24,745.71		\$1,622.07		\$12,432.82
000-24X-8XX OTHER OBJECTS		\$31,200.00		\$17,428.65		\$0.00		\$13,771.35
TOTAL		\$852,683.60		\$790,865.19		\$1,622.07		\$60,196.34

SUPPORT SERVICES - CENTRAL SERVICES								
000-251-100 SALARIES		\$380,912.00		\$372,972.75		\$0.00		\$7,939.25
000-251-34X PURCHASED TECHNICAL SERVICES		\$27,870.00		\$26,632.92		\$0.00		\$1,237.08
000-251-592 MISC. PURCHASED SERVICES		\$11,185.00		\$5,107.85		\$0.00		\$6,077.15
000-251-5XX OTHER PURCHASED SERVICES		\$2,995.00		\$2,173.78		\$0.00		\$821.22
000-251-6XX SUPPLIES AND MATERIALS		\$11,500.00		\$10,886.43		\$364.75		\$248.82
000-251-890 MISCELLANEOUS EXPENDITURES		\$3,000.00		\$1,392.35		\$0.00		\$1,607.65
TOTAL		\$437,462.00		\$419,166.08		\$364.75		\$17,931.17

SUPPORT SERVICES - ADMINISTRATIVE INFO TECH SERVICES

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000-252-100 SALARIES	\$115,150.00	\$114,541.00	\$.00	\$609.00
000-252-34X PURCHASED TECHNICAL SERVICES	\$77,481.00	\$67,798.13	\$.00	\$9,682.87
000-252-5XX OTHER PURCHASED SERVICES	\$650.00	\$372.48	\$.00	\$277.52
000-252-6XX SUPPLIES AND MATERIALS	\$9,000.00	\$359.56	\$.00	\$8,640.44
TOTAL	\$202,281.00	\$183,071.17	\$.00	\$19,209.83
OPERATION AND MAINTENANCE OF SCHOOL FACILITIES				
000-261-1XX SALARIES	\$173,820.00	\$168,665.34	\$.00	\$5,154.66
000-261-61X GENERAL SUPPLIES	\$48,000.00	\$31,516.19	\$6,042.38	\$10,441.43
000-261-8XX OTHER OBJECTS	\$2,200.00	\$1,283.00	\$.00	\$917.00
000-261-XXX REQUIRED MAINTENANCE UPDATE	\$124,303.34	\$85,440.11	\$22,250.00	\$16,613.23
TOTAL REQUIRED MAINT FOR SCHOOL FACILITIES	\$348,323.34	\$286,904.64	\$28,292.38	\$33,126.32
CUSTODIAL SERVICES				
000-262-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$158,467.00	\$134,709.54	\$.00	\$23,757.46
000-262-1XX SALARIES	\$558,805.00	\$543,993.45	\$.00	\$14,811.55
000-262-3XX PURCHASED PROF. AND TECH. SERVICES	\$6,400.00	\$.00	\$.00	\$6,400.00
000-262-42X CLEANING, REPAIR, AND MAINT. SERVICES	\$14,750.00	\$13,297.56	\$.00	\$1,452.44
000-262-441 RENTAL OF LAND AND BLDGS. - OTHER THAN LEASE PURCH. AGREEMENTS	\$12,000.00	\$10,602.00	\$.00	\$1,398.00
000-262-52X OTHER PURCHASED PROPERTY SERV.	\$23,600.00	\$19,176.45	\$.00	\$4,423.55
000-262-52X INSURANCE	\$214,856.00	\$214,856.00	\$.00	\$.00
000-262-5XX MISCELLANEOUS PURCHASED SERVICES	\$200.00	\$100.00	\$.00	\$100.00
000-262-61X GENERAL SUPPLIES	\$59,897.00	\$55,747.82	\$1,832.02	\$2,317.16
000-262-621 ENERGY (NATURAL GAS)	\$174,000.00	\$98,912.16	\$.00	\$75,087.84
000-262-626 ENERGY (GASOLINE)	\$8,085.00	\$2,948.61	\$.00	\$5,136.39
000-262-62X ENERGY (HEAT AND ELECTRICITY)	\$277,000.00	\$166,250.98	\$.00	\$110,749.02
000-262-8XX OTHER OBJECTS	\$2,500.00	\$.00	\$.00	\$2,500.00
TOTAL CUSTODIAL SERVICES	\$1,510,560.00	\$1,260,594.57	\$1,832.02	\$248,133.41
CARE AND UPKEEP OF GROUNDS				
000-263-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$82,465.08	\$72,870.43	\$.00	\$9,594.65
000-263-610 GENERAL SUPPLIES	\$10,400.00	\$8,966.46	\$.00	\$1,433.54
TOTAL CARE AND UPKEEP OF GROUNDS	\$92,865.08	\$81,836.89	\$.00	\$11,028.19
SECURITY				
000-266-300 PURCHASED PROFESSIONAL AND TECHNICAL SERVI	\$2,550.00	\$1,086.00	\$.00	\$1,464.00
000-266-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$5,000.00	\$624.00	\$.00	\$4,376.00
000-266-610 GENERAL SUPPLIES	\$1,000.00	\$.00	\$.00	\$1,000.00
TOTAL SECURITY	\$8,550.00	\$1,710.00	\$.00	\$6,840.00

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OPERATION AND MAINTENANCE OF PLANT SERVICES				
000-26X-XXX OTHER UNDIST. EXPEND. OPERATION & MAINTEN	\$80,008.40	\$78,285.40	\$.00	\$1,723.00
TOTAL	\$80,008.40	\$78,285.40	\$.00	\$1,723.00
STUDENT TRANSPORTATION SERV.				
000-270-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$19,937.00	\$18,381.88	\$.00	\$1,555.12
000-27X-503 CONTRACTED SERVICES - AID NON-PUBLIC	\$42,138.00	\$12,937.76	\$.00	\$29,200.24
000-27X-511 CONTRACTED SERVICES (HOME/SCH.) VENDORS	\$74,000.00	\$73,544.40	\$.00	\$455.60
000-27X-512 CONTRACTED SERV. (OTHER THAN HM/SC) VEND.	\$29,000.00	\$12,534.00	\$.00	\$16,466.00
000-27X-513 CONTRACTED SERV. (HOME/SCH.) JOIN AGREEMN	\$23,362.00	\$23,361.85	\$.00	\$.15
000-27X-515 CONTR. SERV. (SPEC. ED. STUD.) JOIN AGRM.	\$535,000.00	\$469,926.61	\$.00	\$65,073.39
TOTAL	\$723,437.00	\$610,686.50	\$.00	\$112,750.50
UNALLOCATED BENEFITS				
000-291-22X SOCIAL SECURITY CONTRIBUTIONS	\$284,250.00	\$278,604.76	\$.00	\$5,645.24
000-291-241 OTHER RETIREMENT CONTRIBUTIONS - PERS	\$271,549.00	\$245,827.00	\$.00	\$25,722.00
000-291-249 OTHER RETIREMENT CONTRIBUTIONS-REG	\$41,000.00	\$37,312.03	\$.00	\$3,687.97
000-291-26X WORKMEN'S COMPENSATION	\$98,393.00	\$57,505.00	\$.00	\$40,888.00
000-291-27X HEALTH BENEFITS	\$2,743,681.53	\$2,429,382.52	\$.00	\$314,299.01
000-291-28X TUITION REIMBURSEMENT	\$15,000.00	\$8,679.00	\$.00	\$6,321.00
000-291-299 UNUSED SICK PAYMENT RETIRE/TERM	\$42,500.00	\$37,910.00	\$.00	\$4,590.00
000-291-2XX OTHER EMPLOYEE BENEFITS	\$4,500.00	\$1,190.44	\$.00	\$3,309.56
TOTAL UNALLOCATED BENEFITS	\$3,500,873.53	\$3,096,410.75	\$.00	\$404,462.78
TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS	\$3,500,873.53	\$3,096,410.75	\$.00	\$404,462.78
OTHER UNDISTRIBUTED EXPENDITURES	\$6,730.00	\$4,838.50	\$.00	\$1,891.50
TOTAL UNDISTRIBUTED EXPENDITURES	\$13,781,539.75	\$12,119,424.61	\$45,728.97	\$1,616,386.17
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES	\$24,432,589.44	\$21,989,179.12	\$53,891.71	\$2,389,518.61
TOTAL GEN. CURRENT EXP. EXPENDITURES AND TRANSFERS	\$24,432,589.44	\$21,989,179.12	\$53,891.71	\$2,389,518.61
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$.00	\$27,557.72	\$.00	(\$27,557.72-)
TOTAL GEN. CURRENT EXP. EXPEND., TRANSFERS AND RESERVE	\$24,432,589.44	\$22,016,736.84	\$53,891.71	\$2,361,960.89
CAPITAL OUTLAY (FUND 12)				

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	Appropriations	Expenditures	Encumbrances	Available Balance
EQUIPMENT				
120-100-XXX GRADES 1-5	\$50,568.00	\$45,568.00	\$ 0.00	\$5,000.00
130-100-XXX GRADES 6-8	\$5,000.00	\$3,850.00	\$ 0.00	\$1,150.00
213-100-XXX RESOURCE ROOM/RESOURCE CENTER	\$5,000.00	\$ 0.00	\$ 0.00	\$5,000.00
000-23X-73X GENERAL ADMINISTRATION	\$3,108.00	\$3,108.00	\$ 0.00	\$ 0.00
000-24X-73X SCHOOL ADMINISTRATION	\$68,952.42	\$34,631.70	\$34,320.72	\$ 0.00
000-261-730 UNDIST. EXPEND.-REQUIRED MAINT FOR SCHOOL	\$36,817.50	\$36,817.50	\$ 0.00	\$ 0.00
000-262-730 UNDIST. EXPEND.-CUSTODIAL SERVICES	\$11,480.75	\$ 0.00	\$11,480.75	\$ 0.00
000-400-334 ARCHITECTURAL/ENGINEERING SERVICES	\$22,000.00	\$16,079.60	\$5,920.40	\$ 0.00
XXX-XXX-73X OTHER EQUIPMENT	\$24,000.00	\$ 0.00	\$ 0.00	\$24,000.00
TOTAL EQUIPMENT	\$226,926.67	\$140,054.80	\$51,721.87	\$35,150.00
FACILITIES ACQ. AND CONSTR. SERV.:				
000-400-696 ASSESSMENT DEBT SVC ON SDA FUNDING	\$14,941.00	\$14,941.00	\$ 0.00	\$ 0.00
XXX-4XX-XXX OTHER FACILITIES ACQ. AND CONSTR. SERV.	\$548,000.00	\$257,732.99	\$ 0.00	\$290,267.01
TOTAL	\$562,941.00	\$272,673.99	\$ 0.00	\$290,267.01
TOTAL CAPITAL OUTLAY EXPENDITURES	\$789,867.67	\$412,728.79	\$51,721.87	\$325,417.01
TOTAL CAPITAL OUTLAY EXPENDITURES AND RESERVES	\$789,867.67	\$412,728.79	\$51,721.87	\$325,417.01
TOTAL GENERAL FUND NOT INCLUDING RESERVES	\$25,222,457.11	\$22,401,907.91	\$105,613.58	\$2,714,935.62

PREPARED AND SUBMITTED BY:


 BOARD SECRETARY/BUSINESS ADMINISTRATOR
 DATE 8/17/2023

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



8/17/23

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 SPECIAL REVENUE FUNDS - Fund 20
 Interim Balance Sheet
 June 2023

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK		\$89,606.10
102-106	CASH EQUIVALENTS		\$.00
111	INVESTMENTS		\$.00
116	CAPITAL RESERVE ACCOUNT		\$.00

ACCOUNTS RECEIVABLE:

132	INTERFUND		\$.00
141	INTERGOVERNMENTAL - STATE		\$.00
142	INTERGOVERNMENTAL - FEDERAL		\$919,463.00
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF INTERFUND LOANS RECEIVABLE	(\$.00)	\$919,463.00
131	INTERFUND LOANS RECEIVABLE		\$.00

OTHER CURRENT ASSETS

RESOURCES:

301	ESTIMATED REVENUES	\$.00	
302	LESS REVENUES	(\$.00)	\$.00
	TOTAL ASSETS AND RESOURCES		\$1,009,069.10

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$.00
411	INTERGOVERNMENTAL ACCOUNTS PAYABLE - STATE	\$1,116.00
412	INTERGOVERNMENTAL ACCOUNTS PAYABLE - FEDERAL	\$.00
421	ACCOUNTS PAYABLE	\$75,225.14
431	CONTRACTS PAYABLE	\$.00
451	LOANS PAYABLE	\$.00
481	DEFERRED REVENUES	\$928,702.49
	OTHER CURRENT LIABILITIES	\$.00

TOTAL LIABILITIES

\$1,005,043.63

June 30, 2023 (Frt)
 Budget Year: 2023

Cluster Board Of Education
 Board Secretary Report
 SPECIAL REVENUE FUNDS - Fund 20
 Interim Balance Sheet
 June 2023

FUND BALANCE:

APPROPRIATED:

753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR		\$4,025.47
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR		\$.00
	RESERVED FUND BALANCE:		
758	FUND BALANCE - STUDENT ACTIVITY FUND		\$.00
759	FUND BALANCE - SCHOLARSHIP FUND		\$.00
761	CAPITAL RESERVE ACCOUNT		\$.00
762	RESERVED FUND BALANCE - ADULT ED. PROGRAMS		\$.00
604	ADD INCREASE IN CAPITAL RESERVE		\$.00
307	LESS BUDGETED WITHDRAWAL FROM CAP. RESERVE		\$.00
601	APPROPRIATIONS		
602	LESS: EXPENDITURES	\$.00	\$.00
603	ENCUMBRANCES	\$.00	\$.00

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2022		\$.00
303	BUDGETED FUND BALANCE	(\$.00)	(\$.00)

TOTAL FUND BALANCE

\$4,025.47

TOTAL LIABILITIES AND FUND EQUITY

\$1,009,069.10

June 30, 2023 (Fri)

Budget Year: 2023

Closter Board Of Education
Board Secretary Report
SPECIAL REVENUE FUNDS - Fund 20
Interim Statements
June 2023

REVENUE/SOURCES OF FUNDS:

	Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
TRANSFERS FROM OPERATING BUDGET PRE-K				
1310 TUITION - PRESCHOOL	\$.00	\$.00		\$.00
1320 TUITION FROM LEA'S - PRESCHOOL	\$.00	\$.00		\$.00
1760 STUDENT ACTIVITY FUND	\$500.00	\$.00	Under	\$500.00
1770 SCHOLARSHIP FUND	\$.00	\$.00		\$.00
1921 DIGITAL DIVIDE	\$.00	\$.00		\$.00
FROM LOCAL SOURCES	\$278,861.37	\$29,006.51	Under	\$249,854.86
UNRESTRICTED GRANTS IN AID	\$.00	\$.00		\$.00
FROM INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3212 NONPUBLIC TEACHER STEM GRANT	\$.00	\$.00		\$.00
3218 PRESCHOOL EDUCATION AID - PR YR CARRYOVER	\$.00	\$.00		\$.00
3257 SDA EMERGENT NEEDS AND CAP MAINT	\$26,998.00	\$26,998.00		\$.00
3258 PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$.00	\$.00		\$.00
3259 PRESCHOOL FACILITIES LEAD REMEDIATION	\$.00	\$.00		\$.00
3700 STATE GRANTS THROUGH INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3XXX OTHER STATE AIDS	\$23,517.00	\$23,517.00		\$.00
FROM STATE SOURCES				
TITLE I				
IDEA	\$46,784.00	\$46,784.00		\$.00
PERKINS GRANT	\$278,715.00	\$278,715.00		\$.00
TITLE II	\$.00	\$.00		\$.00
TITLE IV	\$.00	\$.00		\$.00
TITLE III	\$.00	\$.00		\$.00
FROM FEDERAL SOURCES				
4409 ARP-IDEA PRESCHOOL	\$.00	\$.00		\$.00
4417-4418 REAP GRANT	\$.00	\$.00		\$.00
4419 ARP-IDEA BASIC	\$.00	\$.00		\$.00
4503 21ST CENTURY	\$.00	\$.00		\$.00
4526 FEMA - SUPERSTORM SANDY	\$.00	\$.00		\$.00
4530 CARES ACT	\$.00	\$.00		\$.00
4531 CARES DIGITAL DIVIDE	\$.00	\$.00		\$.00
4532 CORONAVIRUS RELIEF FUND	\$.00	\$.00		\$.00
4533 STUDENT LEARNING LOSS GRANT	\$.00	\$.00		\$.00
4534 CCRSA ESSER II	\$123,170.00	\$123,820.00	Over	(\$650.00-)
4535 CCRSA LEARNING ACCEL	\$.00	\$.00		\$.00
4536 CCRSA MENTAL HEALTH	\$.00	\$.00		\$.00
4537 ACSERS	\$.00	\$.00		\$.00
4540 ARP ESSER	\$434,241.00	\$273,821.00	Under	\$160,420.00
4541 ARP ESSER ACCEL. LEARNING AND SUPPORT	\$100,598.00	\$88,482.00	Under	\$12,116.00
4542 ARP ESSER SUMMER LEARNING AND ENRICHMENT	\$40,000.00	\$40,000.00		\$.00
4543 ARP ESSER BEYOND THE SCHOOL DAY	\$40,000.00	\$18,447.00	Under	\$21,553.00
4544 ARP ESSER NJTSS	\$.00	\$.00		\$.00
4545 ARP HOMELESS CHILDREN AND YOUTH I	\$.00	\$.00		\$.00
4546 ARP HOMELESS CHILDREN AND YOUTH II	\$.00	\$.00		\$.00
4600 REVENUE FOR/ON BEHALF OF THE LEA	\$.00	\$.00		\$.00

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 SPECIAL REVENUE FUNDS - Fund 20
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4700 GRANTS-IN-AID FROM FEDERAL GOVT	Budgeted Estimated	\$0.00	Actual to Date	\$0.00	NOTE: Over Or (Under)	Unrealized Balance	\$0.00
4800 REVENUE IN LIEU OF TAXES		\$0.00		\$0.00			\$0.00
TOTAL REVENUE/SOURCES OF FUNDS		\$1,393,384.37		\$949,590.51	Under		\$443,793.86

EXPENDITURES:

LOCAL PROJECTS	Appropriations	\$278,861.37	Expenditures	\$133,367.73	Encumbrances	\$0.00	Available Balance	\$145,493.64
STUDENT ACTIVITY FUND		\$500.00		\$0.00		\$0.00	\$500.00	
SCHOLARSHIP FUND		\$0.00		\$0.00		\$0.00	\$0.00	
STATE PROJECTS		\$0.00		\$0.00		\$0.00	\$0.00	

EARLY CHILDHOOD PROGRAM AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DEMONSTRABLY EFFECTIVE PROGRAM AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DISTANCE LEARNING NETWORK AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INSTRUCTIONAL SUPPLEMENT AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STATE PROJECTS CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DISTANCE LEARNING CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PRIVATE INDUSTRY COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NON PUBLIC TEACHER STEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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NJ NONPUBLIC TEXTBOOKS	\$2,772.00	\$2,772.00	\$2,772.00	\$0.00	\$0.00	\$0.00	\$0.00
NJ NONPUBLIC AUXILIARY SERVICES	\$902.00	\$902.00	\$902.00	\$0.00	\$0.00	\$0.00	\$0.00
NJ NONPUBLIC HANDICAPPED SERVICES	\$11,419.00	\$11,419.00	\$11,419.00	\$0.00	\$0.00	\$0.00	\$0.00
NJ NONPUBLIC NURSING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJ NONPUBLIC TECHNOLOGY INITIATIVE	\$1,764.00	\$1,764.00	\$1,764.00	\$0.00	\$0.00	\$0.00	\$0.00
NJ NONPUBLIC SECURITY AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADULT EDUCATION - STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VOCATIONAL EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONTRIBUTION TO WSR - OTHER STATE PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TARGETED AT-RISK AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OTHER STATE PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL STATE PROJECTS	\$16,857.00	\$16,857.00	\$16,857.00	\$0.00	\$0.00	\$0.00	\$0.00

FEDERAL PROJECTS							
ARP-IDEA BASIC GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ARP IDEA PRESCHOOL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CLASS SIZE REDUCTION	\$46,784.00	\$46,784.00	\$46,784.00	\$0.00	\$0.00	\$0.00	\$0.00
TITLE I							

June 30, 2023 (Fri)
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Closter Board Of Education
 Board Secretary Report
 SPECIAL REVENUE FUNDS - Fund 20
 Interim Statements
 June 2023

	Appropriations	Expenditures	Encumbrances	Availablr Balance
TITLE II	\$.00	\$.00	\$.00	\$.00
NCLB TITLE III	\$.00	\$.00	\$.00	\$.00
NCLB TITLE IV	\$.00	\$.00	\$.00	\$.00
NCLB TITLE V	\$.00	\$.00	\$.00	\$.00
TITLE VI	\$.00	\$.00	\$.00	\$.00
I.D.E.A. PART B (HANDICAPPED)	\$278,715.00	\$278,715.00	\$.00	\$.00
VOCATIONAL EDUCATION	\$.00	\$.00	\$.00	\$.00
GRANTS IN AID OTHER AGENCIES	\$.00	\$.00	\$.00	\$.00
CARES ACT	\$.00	\$.00	\$.00	\$.00
DIGITAL DIVIDE	\$.00	\$.00	\$.00	\$.00
CORONAVIRUS RELIEF FUND	\$.00	\$.00	\$.00	\$.00
STUDENT LEARNING LOSS	\$.00	\$.00	\$.00	\$.00
NONPUBLIC TECHNOLOGY GRF	\$.00	\$.00	\$.00	\$.00
CRRSA ACT ESSER II	\$.00	\$.00	\$.00	\$.00
CRRSA ACT LEARNING ACCELERATION	\$123,170.00	\$123,170.00	\$.00	\$.00
CRRSA ACT MENTAL HEALTH	\$.00	\$.00	\$.00	\$.00
ACSERS PROGRAM	\$.00	\$.00	\$.00	\$.00
ARP-ESSER GRANT	\$.00	\$.00	\$.00	\$.00
ARP-ESSER ACCEL LEARNING AND SUPPORT	\$434,241.00	\$230,622.00	\$.00	\$203,619.00
ARP-ESSER SUMMER LEARNING AND ENRICHMENT	\$100,598.00	\$88,481.50	\$.00	\$12,116.50
ARP-ESSER BEYOND THE SCHOOL DAY	\$40,000.00	\$40,000.00	\$.00	\$.00
ARP-ESSER NJTSS	\$40,000.00	\$19,097.65	\$.00	\$20,902.35
ARP-ESSER SDA EMERGENT NEEDS	\$.00	\$.00	\$.00	\$.00
ARP-ESSER PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$26,998.00	\$26,998.00	\$.00	\$.00
ARP-ESSER PRESCHOOL FACILITIES LEAD REMEDIATION	\$.00	\$.00	\$.00	\$.00
ARP HOMELESS CHILDREN AND YOUTH I	\$.00	\$.00	\$.00	\$.00
ARP HOMELESS CHILDREN AND YOUTH II	\$.00	\$.00	\$.00	\$.00
ADULT EDUCATION	\$.00	\$.00	\$.00	\$.00
OTHER FEDERAL PROJECTS	\$.00	\$.00	\$.00	\$.00
OTHER SPECIAL PROJECTS	\$6,660.00	\$6,660.00	\$.00	\$.00
CONTRIBUTION TO WSR - OTHER FEDERAL PROJECTS	\$.00	\$.00	\$.00	\$.00
TOTAL FEDERAL PROJECTS	\$1,097,166.00	\$860,528.15	\$.00	\$236,637.85
TOTAL EXPENDITURES	\$1,393,384.37	\$1,010,752.88	\$.00	\$382,631.49
FEDERAL PROJECTS				
999-XXX-XXX PRIOR YEAR PURCHASE ORDERS	\$43,000.00	\$43,000.00	\$.00	\$.00
999-999-999 PRIOR YEAR RESERVE	\$.00	\$101,693.00	\$.00	(\$101,693.00-)
TOTAL EXPENDITURES AND RESERVE	\$1,436,384.37	\$1,155,445.88	\$.00	\$280,938.49
TOTAL SPECIAL FUND NOT INCLUDING RESERVES	\$1,393,384.37	\$1,010,752.88	\$.00	\$382,631.49

PREPARED AND SUBMITTED BY:

June 30, 2023 (Fri)
Budget Year: 2023

Closter Board of Education
Board Secretary Report
SPECIAL REVENUE FUNDS - Fund 20
Interim Statements
June 2023



8/7/2023

BOARD SECRETARY/BUSINESS ADMINISTRATOR DATE

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

Appropriations Expenditures Encumbrances Available Balance



8/7/23

June 30, 2023 (Fri)
 Budget Year: 2023

Cluster Board of Education
 Board Secretary Report
 CAPITAL PROJECTS FUNDS - Fund 30
 Interim Balance Sheet
 June 2023

ASSETS AND RESOURCES

ASSETS:

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

ACCOUNTS RECEIVABLE:

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

OTHER CURRENT ASSETS

RESOURCES:

301	ESTIMATED REVENUES		\$.00
302	LESS REVENUES	(\$.00)	\$.00

TOTAL ASSETS AND RESOURCES

\$.00

LIABILITIES AND FUND EQUITY

LIABILITIES:

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

TOTAL LIABILITIES

\$.00

June 30, 2023 (Fri)
 Budget Year: 2023

Closter Board Of Education
 Board Secretary Report
 CAPITAL PROJECTS FUNDS - Fund 30
 Interim Balance Sheet
 June 2023

FUND BALANCE:

APPROPRIATED:

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

TOTAL APPROPRIATED

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2022		\$.00
771	FUND BALANCE - DESIGNATED		\$.00
303	BUDGETED FUND BALANCE		(\$.00)
	TOTAL FUND BALANCE		\$.00

TOTAL LIABILITIES AND FUND EQUITY

\$.00

June 30, 2023 (Fri)
 Budget Year: 2023

Closter Board of Education
 Board Secretary Report
 CAPITAL PROJECTS FUNDS - Fund 30
 Interim Statements
 June 2023

REVENUE/SOURCES OF FUNDS:	Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
51XX SALE OF BONDS	\$.00	\$.00		\$.00
52XX TRANSFERS FROM OTHER FUNDS	\$.00	\$.00		\$.00
54XX NJEDA (NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY)	\$.00	\$.00		\$.00
3255 ADDITIONAL STATE SCHOOL BUILDING AID - EDA	\$.00	\$.00		\$.00
3256 SECURING OUR CHILDREN'S FUTURE BOND	\$.00	\$.00		\$.00
OTHER	\$.00	\$.00		\$.00
TOTAL REVENUE/SOURCES OF FUNDS	\$.00	\$.00		\$.00

EXPENDITURES:	Appropriations	Expenditures	Encumbrances	Availble Balance
XXX-XXX-73X EQUIPMENT FACILITIES ACQUISITION AND CONSTR. SERV.	\$.00	\$.00	\$.00	\$.00
000-4XX-1XX SALARIES	\$.00	\$.00	\$.00	\$.00
000-4XX-331 LEGAL SERVICES	\$.00	\$.00	\$.00	\$.00
000-4XX-39X OTHER PURCHASED PROF. AND TECH. SERV.	\$.00	\$.00	\$.00	\$.00
000-4XX-45X CONSTRUCTION SERVICES	\$.00	\$.00	\$.00	\$.00
000-4XX-61X GENERAL SUPPLIES	\$.00	\$.00	\$.00	\$.00
000-4XX-71X LAND AND IMPROVEMENTS	\$.00	\$.00	\$.00	\$.00
000-4XX-72X BLDGS. OTHER THAN LEASE PURCHASE AGREEMENTS	\$.00	\$.00	\$.00	\$.00
000-4XX-8XX OTHER OBJECTS	\$.00	\$.00	\$.00	\$.00
000-4XX-XXX OTHER FAC. ACQ. AND CONSTR. SERV.	\$.00	\$.00	\$.00	\$.00
TOTAL FAC. ACQ. AND CONSTR. SERV.	\$.00	\$.00	\$.00	\$.00
TOTAL EXPENDITURES	\$.00	\$.00	\$.00	\$.00

TRANSFERS				
000-520-93X TRANSFERS TO OTHER FUNDS	\$.00	\$.00	\$.00	\$.00
TOTAL EXPENDITURES AND TRANSFERS	\$.00	\$.00	\$.00	\$.00
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$.00	\$.00	\$.00	\$.00
TOTAL EXPENDITURES, TRANSFERS AND RESERVE	\$.00	\$.00	\$.00	\$.00
TOTAL CAPITAL PROJECTS FUNDS NOT INCLUDING RESERVES	\$.00	\$.00	\$.00	\$.00

June 30, 2023 (Fri)
Budget Year: 2023

Cluster Board of Education
Board Secretary Report
CAPITAL PROJECTS FUNDS - Fund 30
Interim Statements
June 2023

Appropriations Expenditures Encumbrances Available Balance

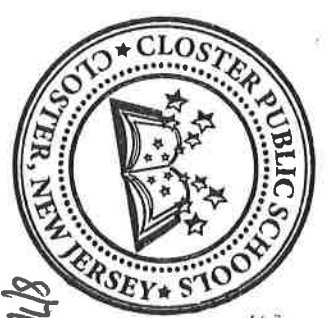
PREPARED AND SUBMITTED BY:



BOARD SECRETARY/BUSINESS ADMINISTRATOR DATE

8/7/2023

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



8/7/23

June 30, 2023 (Fri)
 Budget Year: 2023

Closter Board of Education
 Board Secretary Report
 DEBT SERVICE FUNDS - Fund 40
 Interim Balance Sheet
 June 2023

ASSETS AND RESOURCES

ASSETS:

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

ACCOUNTS RECEIVABLE:

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

OTHER CURRENT ASSETS

RESOURCES:

301	ESTIMATED REVENUES		\$.00
302	LESS REVENUES	(\$.00)	\$.00

TOTAL ASSETS AND RESOURCES

LIABILITIES AND FUND EQUITY

LIABILITIES:

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

TOTAL LIABILITIES

June 30, 2023 (Fri)
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Closter Board Of Education
 Board Secretary Report
 DEBT SERVICE FUNDS - Fund 40
 Interim Balance Sheet
 June 2023

FUND BALANCE:

APPROPRIATED:

767 RESERVED--FUND BALANCE
 608 DEBT SERVICE RESERVE - JULY 1, 2022
 313 ADD: INCREASE IN DEBT SERVICE RESERVE
 LESS: W/D FROM DEBT SERVICE RESERVE

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

76X OTHER RESERVES

\$.00

601 APPROPRIATIONS
 602 LESS: EXPENDITURES
 603 ENCUMBRANCES
 TOTAL APPROPRIATIONS

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

\$.00

UNAPPROPRIATED:

770 FUND BALANCE, JULY 1, 2022
 771 DESIGNATED FUND BALANCE
 303 BUDGETED FUND BALANCE
 TOTAL FUND BALANCE

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

\$.00

TOTAL LIABILITIES AND FUND EQUITY

\$.00

June 30, 2023 (Fri)
 Budget Year: 2023

Closter Board Of Education
 Board Secretary Report
 DEBT SERVICE FUNDS - Fund 40
 Interim Statements
 June 2023

	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
REVENUE/SOURCES OF FUNDS:				
52XX TRANSFERS FROM OTHER FUNDS	\$.00	\$.00		\$.00
LOCAL SOURCES				
1210 LOCAL TAX LEVY-PREMERGER DEBT	\$.00	\$.00		\$.00
1210 LOCAL TAX LEVY	\$282,690.00	\$282,690.00		\$.00
1XXX INTEREST EARNED ON DEBT SERVICE RESERVE	\$.00	\$.00		\$.00
1XXX MISCELLANEOUS	\$.00	\$.00		\$.00
TOTAL	\$282,690.00	\$282,690.00		\$.00
STATE SOURCES				
3160 DEBT SERVICE AID TYPE II	\$.00	\$.00		\$.00
TOTAL	\$.00	\$.00		\$.00
50XX OTHER FINANCING SOURCES	\$.00	\$.00		\$.00
TOTAL REVENUE/SOURCES OF FUNDS	\$282,690.00	\$282,690.00		\$.00
USES OF FUNDS:				
DEBT SERVICE - REGULAR				
700-530-940 PAYMENT OF REFUND - BOND ESCROW	\$.00	\$.00		\$.00
701-510-723 PRINCIPAL PAYMENTS - LEASE PURCH. AGRMTS.	\$.00	\$.00		\$.00
701-510-833 INTEREST PAYMENTS - LEASE PURCH. AGRMTS.	\$.00	\$.00		\$.00
701-510-835 INTEREST ON EARLY RETIREMENT BONDS	\$.00	\$.00		\$.00
701-510-837 INTEREST ON COMMUNITY DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-83X INTEREST	\$12,690.00	\$12,690.00		\$.00
701-510-910 REDEMPTION OF PRINC.-EARLY RETIREM.BONDS	\$270,000.00	\$270,000.00		\$.00
701-510-912 PRINCIPAL ON COMM DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-91X REDEMPTION OF PRINCIPAL	\$.00	\$.00		\$.00
701-510-92X AMTS. PAID INTO SINKING FUND	\$.00	\$.00		\$.00
701-XXX-XXX ACCOUNTS NOT INCLUDED ABOVE	\$.00	\$.00		\$.00
TOTAL	\$282,690.00	\$282,690.00		\$.00
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 177				
TOTAL	\$.00	\$.00		\$.00

Appropriations Expenditures Encumbrances Available Balance

June 30, 2023 (Fri)
 Budget Year: 2023

Cluster Board of Education
 Board Secretary Report
 DEBT SERVICE FUNDS - Fund 40
 Interim Statements
 June 2023

	Appropriations	Expenditures	Encumbrances	Available Balance
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 10				
TOTAL	\$.00	\$.00		\$.00
ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 74				
TOTAL	\$.00	\$.00		\$.00
000-515-915 RETIREMENT OF ERIP LIABILITY	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS BEFORE TRANSFERS	\$282,690.00	\$282,690.00		\$.00
TRANSFERS				
000-520-93X TRANSFERS TO OTHER FUNDS	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS AND TRANSFERS	\$282,690.00	\$282,690.00		\$.00
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS, TRANSFERS AND RESERVE	\$282,690.00	\$282,690.00		\$.00
TOTAL DEBT SERVICE FUNDS NOT INCLUDING RESERVES	\$282,690.00	\$282,690.00	\$.00	\$.00

PREPARED AND SUBMITTED BY:

[Signature]

BOARD SECRETARY/BUSINESS ADMINISTRATOR

DATE

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



8/17/23

2022-23 Monthly Transfers Worksheet - Details of Transfers

District:	CLOSTER PUBLIC SCHOOLS
LEA Code:	03-0930
Month/Year:	2023 June
Date of Submission:	7/12/2023

Cells have been left blank for data entry. This line contains column numbers for the amount columns, and descriptions of the calculations in each column.

Lines	Budget Category	Account	2022-23 Original Budget	Revenues Allowed (N.J.A.C. 6A:23A-13.3(d))	2022-23 Original Budget For-Use In 10% Calculation	Maximum Transfer Amount	2022-23 YTD Net Transfers (of/from) as of Date of Submission In cell B5	% Change of Transfers YTD	2022-23 Remaining Allowable Balance From	2022-23 Remaining Allowable Balance To
			(column 1 = + Data Entry)	(column 2 = + Data Entry)	(column 3 = column 1 + column 2)	(column 4 = column 3 * 0.1)	(column 5 = + or - Data Entry)	(column 6 = column 5 / column 3)	(column 7 = column 4 + column 5)	(column 8 = column 4 - column 5)
3200	Regular Programs	11-1XX-100-XXX	7,204,637	135,428	7,340,065	734,007	(66,027)	-0.90%	667,980	-
10300, 11160, 12160, 40580, 41080	Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX 000-216,217 11-	4,736,466	31,647	4,768,113	476,811	216,052	4.53%	692,863	-
13160, 15180	Vocational Programs - Local	11-3XX-100-XXX	143,153	-	143,153	14,315	2,000	1.40%	16,315	-
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-X00-XXX	-	-	-	-	-	0.00%	-	-
27100	Community Services Programs/Operations	11-800-330-XXX	-	-	-	-	-	0.00%	-	-
Undistributed Expenditures										
29180	Tuition	11-000-100-XXX	2,036,367	10,918	2,036,367	203,637	835	0.04%	204,472	4,906
29680, 30620, 41680, 42200, 43620	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library Improvement of Instruction Services and Instructional Staff Training Services	11-000- 211,213,218,219,222 11-000-221,223	1,409,403	2,345	1,420,321	142,032	71,082	5.00%	213,114	16,761
45300	General Administration	11-000-230-XXX	469,056	5,500	469,056	46,906	42,000	8.95%	88,906	16,858
46160	School Administration	11-000-240-XXX	784,992	2,345	790,492	79,049	62,191	7.87%	141,240	9,524
47200, 47620	Central Services & Administrative Information Technology Operation and Maintenance of Plant Services	11-000-25X-XXX 11-000-26X-XXX	587,898	109,624	590,243	59,024	49,500	8.39%	108,524	318,947
51120	Student Transportation Services	11-000-270-XXX	412,540	-	1,912,622	191,262	127,685	6.68%	352,151	-
52480	Personal Services - Employee Benefits	11-XXX-XXX-2XX	3,707,162	-	412,540	41,254	310,897	75.36%	154,428	-
72020	Food Services	11-000-310-XXX	-	-	3,707,162	370,716	(206,288)	-5.66%	-	-
72120	Transfer Property Sale Proceeds to Debt Service Reserve	11-000-520-934	-	-	-	-	-	-	-	-
72122	Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	-	-	-	-	-	-	-	-
72160	Deposit to Sale/Lease-Back Reserve	10-605	-	-	-	-	-	0.00%	-	-
72180	Interest Earned on Maintenance Reserve	10-606	-	-	-	-	-	0.00%	-	-
72200	Deposit to Maintenance Reserve	10-606	-	-	-	-	-	-	-	-
72220	Deposit to Current Expense Emergency Reserve	10-607	-	-	-	-	-	-	-	-
72240	Interest Earned on Current Expense Emergency Reserve	10-607	-	-	-	-	-	0.00%	-	-
72245	Deposit to Bus Advertising Reserve for Fuel Costs	10-610	-	-	-	-	-	0.00%	-	-
72246	Increase in IMPACT Aid Reserve (General)	10-611	-	-	-	-	-	-	-	-
72247	Increase in IMPACT Aid Reserve (Capital)	10-612	-	-	-	-	-	-	-	-
72260	Total General Current Expense		23,534,392	295,462	23,829,854	2,382,985	602,736	-	-	-
Capital Outlay										
75880	Equipment	12-XXX-XXX-73X	44,000	95,077	139,077	13,908	65,849	47.35%	79,157	-
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX	584,941	-	584,941	58,494	-	0.00%	-	-
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931	-	-	-	-	-	0.00%	-	-
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	-	-	-	-	-	0.00%	-	-

District: CLOSTER PUBLIC SCHOOLS
 LEA Code: 03-0930
 Month/Year: 2023 June
 Date of Submission: 7/12/2023

Cells have been left blank for data entry. This line contains column numbers for the amount columns, and descriptions of the calculations in each column.

Lines	Budget Category	Account	2022-23 Original Budget	Revenues Allowed (N.J.A.C. 6A:23A-13.3(d))	2022-23 Original Budget For Use in 10% Calculation	Maximum Transfer Amount	2022-23 YTD Net Transfers to/(from) Date of Submission in call B5	% Change of Transfers YTD	2022-23 Remaining Allowable Balance From	2022-23 Remaining Allowable Balance To
76360	Deposit to Capital Reserve	10-604								
76380	Interest Earned on Capital Reserve	10-604								
76385	Impact Aid Reserve (Capital) - Transfer to Capital Projects	12-000-400-938								
76400	Total Capital Expenditures		628,941	95,077	724,018	72,402	65,849	0.00%	-	-
83080	Total Special Schools	13-XXX-XXX-XXX								
84000	Transfer of Funds to Charter Schools	10-000-100-56X								
84005	Transfer for Funds to Resident Renaissance Schools	10-000-100-571								
84020	General Fund Contribution to School Based Budgets	10-000-520-930								
84060	Operating Budget Grand Total		24,163,333	390,539	24,553,872	2,455,387	668,585	0.00%	-	-

School Business Administrator Signature: 

Date: July 12, 2023

Appropriations Adjustments 655,605- Ex-Aid
 12,980- Non-Public Transportation Aid
 Total Adjustments: \$668,585

CLOSTER PUBLIC SCHOOLS

SY 2023-2024 Paraprofessionals

LASTNAME	FIRSTNAME	LOCATION	RATE	LONGEVITY	STEP	HOURS
AGRAMONTE	JULISSA	HES	\$22.40	\$0.00	5	5.75
BELVEDERE	CATERINA	HES	\$21.77	\$0.00	4	5.75
BORLAND	DONNA	HES	\$21.22	\$0.00	3	5.75
BIRRITIERI-PARENTE	MARY JO	HES	\$20.22	\$0.00	1	5.75
CHEN	SHUCHUN	HES	\$22.40	\$0.00	5	5.75
COMER	TERESE	TMS	\$22.40	\$0.00	5	5.75
COPELAND	MAYULI	HES	\$22.40	\$0.00	5	5.75
DHORAJIA	NAYNABEN	TMS	\$22.40	\$0.00	5	5.75
DI RESE	GIANA	HES	\$20.22	\$0.00	1	5.75
DOMINIQUE	PINEROSE	TMS	\$22.40	\$0.00	5	5.75
ELLER	JUDITH	HES	\$22.40	\$700.00	5	5.75
FERMIN	EMILY	TMS	\$21.22	\$0.00	3	5.75
FERRARO	DIANE	HES	\$22.40	\$500.00	5	5.75
FINAN	KAREN	HES	\$22.40	\$500.00	5	5.75
FOLEY	VICTORIA	TMS	\$20.72	\$0.00	2	5.75
FRIEDRICH	CHERYL	HES	\$22.40	\$700.00	5	5.75
GALLO	DESTINY	HES	\$21.22	\$0.00	3	5.75
GEORGALLAS	MONICA	HES	\$20.72	\$0.00	2	5.75
GISMONDI	JENNIFER	HES	\$20.22	\$0.00	1	5.75
GJATA	EDLIRA	HES	\$22.40	\$0.00	5	5.75
GRONEK	NANCY	TMS	\$22.40	\$500.00	5	5.75
HANS	SUSAN	HES	\$22.40	\$0.00	5	5.75
HO	MEYLEN	HES	\$22.40	\$0.00	5	5.75
KIM	LENA DAHYE	HES	\$20.22	\$0.00	1	5.75
KIM	ELLEN	HES	\$20.72	\$0.00	2	5.75
LAZZARI	DAWN	HES	\$22.40	\$700.00	5	5.75
MAI	SHARON	HES	\$21.22	\$0.00	3	5.75
MARKGRAF	MARGARET	HES	\$22.40	\$500.00	5	5.75
MOLINA	CRISTINA	HES	\$22.40	\$0.00	5	5.75
MOSKOWITZ	JOSEPH	HES	\$20.22	\$0.00	1	5.75
OAKES	MARY	TMS	\$22.40	\$0.00	5	5.75
OWENS	EILEEN	HES	\$22.40	\$0.00	5	5.75
PATEL	ANKITA	TMS	\$21.22	\$0.00	3	5.75
PARMAR	BHAVISHA	HES	\$20.22	\$0.00	1	5.75
PAVLOU	MARIA	HES	\$22.40	\$0.00	5	5.75
RALLO	DEVIN	TMS	\$20.22	\$0.00	1	5.75
ROSNER	CHRISTINE	HES	\$22.40	\$500.00	5	5.75
ROTA	JANET	HES	\$22.40	\$700.00	5	5.75
RUIZ HERNANDEZ	WENDY LUZ	TMS	\$20.72	\$0.00	2	5.75
SAAD	FARHA YOUSSEF	TMS	\$22.40	\$0.00	5	5.75
SACKMAN	LISA	HES	\$20.22	\$0.00	1	5.75
SCHIFFMAN	ELAINE	HES	\$22.40	\$0.00	5	5.75
SHEM-TOV	RONIT	TMS	\$21.22	\$0.00	3	5.75

CLOSTER PUBLIC SCHOOLS

SY 2023-2024 Paraprofessionals

LASTNAME	FIRSTNAME	LOCATION	RATE	LONGEVITY	STEP	HOURS
SLOEZEN	GABRIELA	HES	\$22.40	\$0.00	5	5.75
SMITH	DIANE	HES	\$22.40	\$500.00	5	5.75
SORMAN	KATARINA	HES	\$22.40	\$0.00	5	5.75
SORRENTINO	PATRICIA	HES	\$22.40	\$700.00	5	5.75
STRAUSS	DIANA	HES	\$22.40	\$0.00	5	5.75
STRAUSS	LOURDES	HES	\$22.40	\$500.00	5	5.75
SUCHOFF	SUSAN	HES	\$20.72	\$0.00	2	5.75
SUN	CHANGHUI	HES	\$22.40	\$0.00	5	5.75
VEKARIYA	KAJAL	HES	\$21.22	\$0.00	3	5.75
VELELLA	ALEXIS	HES	\$20.22	\$0.00	1	5.75
VELELLA	ALICE	HES	\$22.40	\$0.00	5	5.75
VIOLE	PHILOMENA (Phylli	TMS	\$20.22	\$0.00	1	5.75
VORA	NILA	HES	\$21.77	\$0.00	4	5.75
WATKINS	GAIL	HES	\$22.40	\$700.00	5	5.75
YOUNG	WASHINGTON	TMS	\$22.40	\$700.00	5	5.75

** Longevity based on eligible amount, but paid/prorated on anniversary date

POLICY GUIDE

ADMINISTRATION

1642.01/page 1 of 3

Sick Leave

1642.01 SICK LEAVE

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - b. Services from a designated domestic violence agency or other victim services organization;
 - c. Psychological or other counseling;
 - d. Relocation; or



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- e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
5. The death of a family member for up to seven days;
6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted:



POLICY GUIDE

PROGRAM
2419/page 1 of 4
School Threat Assessment Teams
M

2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., this Policy, and Regulation 2419 must be multidisciplinary in membership and, to the extent possible, must include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.

Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of



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employment in effect on the effective date pursuant to N.J.S.A. 18A:17-43.3 (August 1, 2022).

This Policy and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance) developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6.

The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4, this Policy, and Regulation 7440 that is consistent with the Guidance developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP). The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.



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Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.

Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.

Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023

Adopted:



REGULATION GUIDE

ADMINISTRATION

R 1642.01/page 1 of 7

Sick Leave

R 1642.01 SICK LEAVE

- A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.
1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
 2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
 3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
 4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
 5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
 6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



REGULATION GUIDE

ADMINISTRATION

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Sick Leave

7. "Supervisor" means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.
- B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1
1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
 - a. The employee is personally ill or injured;
 - b. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - (2) Services from a designated domestic violence agency or other victim services organization;
 - (3) Psychological or other counseling;
 - (4) Relocation; or



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ADMINISTRATION

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Sick Leave

- (5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
 - e. The death of a family member for up to seven days;
 - f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 - g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or
 - h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
 2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.
- C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4
1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.



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Sick Leave

2. If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice of seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.
3. If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.
4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.
7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
 - a. Medical documentation;
 - b. A law enforcement agency record or report;
 - c. A court order;

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- d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
 - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or
 - f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

D. Sick Leave Charges

1. An employee who is absent for fifty-one percent (51%) of their work day shall be charged a full sick day if the employee's reason for absence is covered by N.J.S.A. 18A:30-1.
2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.

E. Readmission After Disability

1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall

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submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.

2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.
 - a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.

F. Accumulation of Sick Leave

1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.

G. Exhaustion of Sick Leave

1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.
 - a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.

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H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.
 - a. The Superintendent or designee will maintain the employees record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

Issued:



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M

R 2419 SCHOOL THREAT ASSESSMENT TEAMS

A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)” means a proactive approach to identify, assess, and provide appropriate interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)
3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.



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School Threat Assessment Teams

4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.
5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.

B. Multidisciplinary Threat Assessment Team

1. Threat Assessment Team Members

- a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:

- (1) A Principal or other senior school administrator;



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- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
 - (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
 - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
 - (5) A teaching staff member.
- b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student's IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.
- c. The district may choose to name the threat assessment team in a manner that suits the school community needs.
2. Threat Assessment Team Structure
- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
- (1) School-Based Teams: The district may opt to develop teams for each school comprised of those



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members fulfilling the assigned roles identified in the law in each of its schools.

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- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.
- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

1. Step 1: Establish a Multidisciplinary Team
 - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
 - b. Designate a team leader.
 - c. Establish team procedures and protocols.



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- d. Meet on a regular basis and as needed.

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2. Step 2: Define Prohibited and Concerning Behaviors

- a. Establish policy defining prohibited behaviors

- (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.

- b. Identify other behaviors for screening or intervention.

- c. Define threshold for intervention.

- (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.

3. Step 3: Create a Central Reporting Mechanism

- a. Establish one or more anonymous reporting mechanisms.

- (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.

- b. Provide training and guidance to encourage reporting.

- (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.

- c. Ensure availability to respond.



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- d. ~~Utilize an Initial Report to collect the threat, concerning behavior, etc.~~
4. Step 4: Define Threshold for Law Enforcement Intervention
- a. Most reports can be handled by the School-Based Team.
- b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).
5. Step 5: Establish Threat Assessment Procedures
- a. Decide how to document cases.
- b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
- c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
6. Step 6: Develop Risk Management Options
- a. Identify all available resources for creating individualized management plans.
- (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
- (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.

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- (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.

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- b. Establish points of contact for all resources.

7. Step 7: Create and Promote Safe School Climates

- a. Assess current school climate.

- (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district "...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues..." and to "review and strengthen school climate and the policies of the school.

- b. Enhance current school climate.

- c. Strengthen students' connectedness.

- (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.

- d. Break down "codes of silence" and help students feel empowered to come forward and share concerns and problems with a trusted adult.

- e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.

8. Step 8: Conduct Training for all Stakeholders



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- a. ~~The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.~~

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- b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
- c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
- (1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.
- d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

D. Threat Assessment and Management Process

The district shall implement the following steps in the threat assessment and management process.

1. Step 1: Receive a Report of Concern



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- a. ~~When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.~~

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2. Step 2: Screen the Case

- a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.
- (1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).
- b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.
- c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.
- d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward



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with gathering information and initiating risk management strategies.

3. Step 3: Gather Information from Multiple Sources
 - a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.

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4. Step 4: Organize and Analyze
 - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at www.secretservice.gov/nod/2559.
5. Step 5: Make the Assessment
 - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.
6. Step 6: Develop and Implement a Case Management/Intervention Plan
 - a. Develop and implement a case management plan to reduce risk.
 - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
 - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.



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7. Step 7: Re-Assess (Case Monitoring)

- a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
- b. Re-assessing the person of concern, going through the assessment questions again.

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- c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.

8. Step 8: Document and Close the Case

- a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
- b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.
- c. The documentation should be stored in a confidential file, with only authorized personnel having access.

E. Training

1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
2. Threat assessment team membership:



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- a. ~~In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall~~ provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.

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- b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
- c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial training and refresher training provided by OSPEP to advance their competency in conducting assessments.
- (1) These trainings will be offered through the OSPEP for both in person and online platforms.
- (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.
3. Awareness Training for Other School Community Stakeholders
- a. Request for awareness training for school staff members should be directed to the OSPEP email at school.security@doe.nj.gov, which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat



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Evaluation and Reporting Office's Certified Master
Training Program.

F. Other Considerations

1. Individualized Education Program (IEP) or 504 Plans

- a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special

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School Threat Assessment Teams

education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws. Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts

- a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address



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~~behavior that may have prompted the need for the threat assessment and to ensure their well-being.~~

- b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.

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3. Information Sharing

- a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.
- b. Threat assessment teams should consult with the Board Attorney on these elements as needed.

4. Family Education Rights & Privacy Act (FERPA) – Educational Records

- a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not



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~~find a school in violation of FERPA for disclosing~~
FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.

5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records

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School Threat Assessment Teams

- a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:
 - (1) Ask permission from the student and parent to disclose medical records;
 - (2) Provide information to health and mental professionals; and
 - (3) Ask about duty to warn or duty to protect.
- b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
 - (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
 - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.

6. Record Keeping



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All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

Adopted:



CLOSTER PUBLIC SCHOOLS

SY 2023-2024 Paraprofessionals

LASTNAME	FIRSTNAME	LOCATION	RATE	LONGEVITY	STEP	HOURS
AGRAMONTE	JULISSA	HES	\$22.40	\$0.00	5	5.75
BELVEDERE	CATERINA	HES	\$21.77	\$0.00	4	5.75
BORLAND	DONNA	HES	\$21.22	\$0.00	3	5.75
BIRRITTIERI-FARENTE	MARY JO	HES	\$20.22	\$0.00	1	5.75
CHEN	SHUCHUN	HES	\$22.40	\$0.00	5	5.75
COMER	TERESE	TMS	\$22.40	\$0.00	5	5.75
COPELAND	MAYULI	HES	\$22.40	\$0.00	5	5.75
DHORAJIA	NAYNABEN	TMS	\$22.40	\$0.00	5	5.75
DI RESE	GIANA	HES	\$20.22	\$0.00	1	5.75
DOMINIQUE	PINEROSE	TMS	\$22.40	\$0.00	5	5.75
ELLER	JUDITH	HES	\$22.40	\$700.00	5	5.75
FERMIN	EMILY	TMS	\$21.22	\$0.00	3	5.75
FERRARO	DIANE	HES	\$22.40	\$500.00	5	5.75
FINAN	KAREN	HES	\$22.40	\$500.00	5	5.75
FOLEY	VICTORIA	TMS	\$20.72	\$0.00	2	5.75
FRIEDRICH	CHERYL	HES	\$22.40	\$700.00	5	5.75
GALLO	DESTINY	HES	\$21.22	\$0.00	3	5.75
GEORGALLAS	MONICA	HES	\$20.72	\$0.00	2	5.75
GISMONDI	JENNIFER	HES	\$20.22	\$0.00	1	5.75
GJATA	EDLIRA	HES	\$22.40	\$0.00	5	5.75
GRONEK	NANCY	TMS	\$22.40	\$500.00	5	5.75
HANS	SUSAN	HES	\$22.40	\$0.00	5	5.75
HO	MEYLEN	HES	\$22.40	\$0.00	5	5.75
KIM	LENA DAHYE	HES	\$20.22	\$0.00	1	5.75
KIM	ELLEN	HES	\$20.72	\$0.00	2	5.75
LAZZARI	DAWN	HES	\$22.40	\$700.00	5	5.75
MAI	SHARON	HES	\$21.22	\$0.00	3	5.75
MARKGRAF	MARGARET	HES	\$22.40	\$500.00	5	5.75
MOLINA	CRISTINA	HES	\$22.40	\$0.00	5	5.75
MOSKOWITZ	JOSEPH	HES	\$20.22	\$0.00	1	5.75
OAKES	MARY	TMS	\$22.40	\$0.00	5	5.75
OWENS	EILEEN	HES	\$22.40	\$0.00	5	5.75
PATEL	ANKITA	TMS	\$21.22	\$0.00	3	5.75
PARMAR	BHAVISHA	HES	\$20.22	\$0.00	1	5.75
PAVLOU	MARIA	HES	\$22.40	\$0.00	5	5.75
RALLO	DEVIN	TMS	\$20.22	\$0.00	1	5.75
ROSNER	CHRISTINE	HES	\$22.40	\$500.00	5	5.75
ROTA	JANET	HES	\$22.40	\$700.00	5	5.75
RUIZ HERNANDEZ	WENDY LUZ	TMS	\$20.72	\$0.00	2	5.75
SAAD	FARHA YOUSSEF	TMS	\$22.40	\$0.00	5	5.75
SACKMAN	LISA	HES	\$20.22	\$0.00	1	5.75
SCHIFFMAN	ELAINE	HES	\$22.40	\$0.00	5	5.75
SHEM-TOV	RONIT	TMS	\$21.22	\$0.00	3	5.75

CLOSTER PUBLIC SCHOOLS

SY 2023-2024 Paraprofessionals

LASTNAME	FIRSTNAME	LOCATION	RATE	LONGEVITY	STEP	HOURS
SLOEZEN	GABRIELA	HES	\$22.40	\$0.00	5	5.75
SMITH	DIANE	HES	\$22.40	\$500.00	5	5.75
SORMAN	KATARINA	HES	\$22.40	\$0.00	5	5.75
SORRENTINO	PATRICIA	HES	\$22.40	\$700.00	5	5.75
STRAUSS	DIANA	HES	\$22.40	\$0.00	5	5.75
STRAUSS	LOURDES	HES	\$22.40	\$500.00	5	5.75
SUCHOFF	SUSAN	HES	\$20.72	\$0.00	2	5.75
SUN	CHANGHUI	HES	\$22.40	\$0.00	5	5.75
VEKARIYA	KAJAL	HES	\$21.22	\$0.00	3	5.75
VELELLA	ALEXIS	HES	\$20.22	\$0.00	1	5.75
VELELLA	ALICE	HES	\$22.40	\$0.00	5	5.75
VIOLE	PHILOMENA (Phylli	TMS	\$20.22	\$0.00	1	5.75
VORA	NILA	HES	\$21.77	\$0.00	4	5.75
WATKINS	GAIL	HES	\$22.40	\$700.00	5	5.75
YOUNG	WASHINGTON	TMS	\$22.40	\$700.00	5	5.75

*** Longevity based on eligible amount, but paid/prorated on anniversary date*

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1642.01 SICK LEAVE

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - b. Services from a designated domestic violence agency or other victim services organization;
 - c. Psychological or other counseling;



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- d. Relocation; or
 - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
5. The death of a family member for up to seven days;
 6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
 8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.



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29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4
Adopted:

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2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a., this Policy, and Regulation 2419 must be multidisciplinary in membership and, to the extent possible, must include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event that the school safety specialist is not already a school administrator or school employee



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required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.

Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date pursuant to N.J.S.A. 18A:17-43.3 (August 1, 2022).

This Policy and Regulation 2419, pursuant to N.J.S.A. 18A:17-43.5, are aligned with the Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023 (Guidance) developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6.

The school district shall structure the threat assessment teams to best meet the needs and resources available, which may include school-based teams and/or district-level teams.

The Superintendent or designee will build a behavioral threat assessment and management program that will: establish a multi-disciplinary team; define prohibited and concerning behaviors; create a central reporting mechanism; define a threshold for law enforcement intervention; establish threat assessment procedures; develop risk management options; create and promote safe school climates; and conduct training for all stakeholders.

The threat assessment and management process will include: the threat assessment team's actions when first learning of a new report or threat; screening the case; gathering information; organizing and analyzing information; making the assessment; developing and implementing a case management/intervention plan; re-assessing and case monitoring; and documenting and closing the case.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.



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Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4, this Policy, and Regulation 7440 that is consistent with the Guidance developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. Training must be coordinated with the New Jersey Department of Education, Office of School Preparedness and Emergency Planning (OSPEP). The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

Should a threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 – Harassment, Intimidation, or Bullying for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act.

Should a threat assessment team become aware of a bias-related act, the team should implement Policy and Regulation 8465 – Bias Crimes and Bias-Related Acts on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320 – Cooperation With Law Enforcement Agencies.

Questions and concerns about Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) protections often arise as part of the threat assessment planning process. The threat assessment teams must understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6
Guidance on the Establishment of Behavioral Threat Assessment and Management Teams (BTAM) 2023

Adopted:



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R 1642.01 SICK LEAVE

- A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.
1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
 2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
 3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
 4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
 5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
 6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



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7. “Supervisor” means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.

B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1

1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
 - a. The employee is personally ill or injured;
 - b. For diagnosis, care, or treatment of, or recovery from, an employee’s mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - (2) Services from a designated domestic violence agency or other victim services organization;
 - (3) Psychological or other counseling;



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(4) Relocation; or

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(5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

e. The death of a family member for up to seven days;

f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;

g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or

h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.

C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4



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1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

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2. If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice of seven calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.
3. If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.
4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the



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number of days of leave, shall be considered reasonable documentation.

7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
 - a. Medical documentation;
 - b. A law enforcement agency record or report;
 - c. A court order;
 - d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
 - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or
 - f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

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D. Sick Leave Charges

1. An employee who is absent for fifty-one percent (51%) of their work day shall be charged a full sick day if the employee's reason for absence is covered by N.J.S.A. 18A:30-1.



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2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.

E. Readmission After Disability

1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall

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submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.

2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.
 - a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.

F. Accumulation of Sick Leave

1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such



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minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.

G. Exhaustion of Sick Leave

1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.
 - a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.

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H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.
 - a. The Superintendent or designee will maintain the employees record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.

Issued:



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R 2419 SCHOOL THREAT ASSESSMENT TEAMS

A. Definitions

1. “Aberrant behavior” means behavior atypical for the person or situation and causes concern for the safety or well-being of those involved. Aberrant behavior for an individual involves actions, statements, communications, or responses that are unusual for the person or situation; or actions which could lead to violence toward self or others; or are reasonably perceived as threatening or causing concern for the well-being of the person.
2. “Behavioral Threat Assessment and Management (BTAM)” means a proactive approach to identify, assess, and provide appropriate



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interventions and resources for individuals who display a behavior that elicits concern for the safety of themselves or others. (U.S. Secret Service National Threat Assessment Center.)

3. “Concerning behavior” means an observable behavior that elicits concerns in bystanders regarding the safety of an individual or those around them. Behaviors that may elicit concern can include unusual interests in violent topics, conflicts between classmates, increased anger, increased substance use, or other noteworthy changes in behavior (e.g., depression or withdrawal from social activities). Some concerning behaviors may be defined as prohibited behaviors and should trigger an immediate response. Prohibited behaviors can include threats, weapons violations, and other aggressive or violent behavior. Concerning behavior does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.

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4. “Concerning communication” means unusual, bizarre, threatening, or violent communication made by an individual or a group that elicit concerns for the safety or wellbeing of the individual or others. Concerning communication may allude to violent intentions, violence as a means to solve a problem, justifying violent acts, unusual interest in weapons, personal grievances, or other inappropriate interests. Concerning communications may also allude to hopelessness or suicide. Concerning communications may be made in the form of written or oral statements, gestures, or visual/electronic media. Communications may be considered concerning regardless of whether a direct



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verbal threat is expressed. Concerning communication does not necessarily imply or predict that an individual or group will become violent. Instead, it serves as an indicator that the student may be in need of intervention or increased supports. Proactive intervention and de-escalation are key and should be part of any approach to violence prevention.

5. “Multidisciplinary Threat Assessment Team” means a team composed of highly trained school personnel with diverse positions, backgrounds, and experience. The team will receive reports about a concerning person and situations, gather additional information, assess the risk posed to the community, and develop intervention and management strategies to mitigate any risk of harm.
6. “Targeted violence” means a premeditated act of violence directed at a specific individual, group, or location regardless of motivation and generally unrelated to other criminal activity.

B. Multidisciplinary Threat Assessment Team

1. Threat Assessment Team Members

- a. In accordance with N.J.S.A. 18A:17-43.4, the threat assessment team established by the Board of Education shall be multidisciplinary in membership and, to the extent possible, must include the following individuals:

- (1) A Principal or other senior school administrator;

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- (2) A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;



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- (3) A safe-schools resource officer or school employee who serves as a school liaison to law enforcement;
 - (4) The school safety specialist (designated pursuant to N.J.S.A. 18A:17-43.3); and
 - (5) A teaching staff member.
- b. Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team. If a student has an Individualized Education Program (IEP), 504 plan, and/or functional behavioral assessment (FBA) plan, the threat assessment team must consult with the appropriate staff or team to determine whether the reported behavior is already part of known baseline behavior or is already being managed under the student's IEP, 504 plan, or FBA plan and addressed in a manner that is required by N.J.A.C. 6A:14 and all other Federal and State special education laws.
- c. The district may choose to name the threat assessment team in a manner that suits the school community needs.
2. Threat Assessment Team Structure
- a. The district can structure the threat assessment teams to best meet the needs and resources available. This may include:
- (1) School-Based Teams: The district may opt to develop teams for each school comprised of those members fulfilling the assigned roles identified in the law in each of its schools.

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- (2) District-Level Team: The district may choose to develop one central team designated to serve each school in cases where staffing at individual schools is not sufficient to meet the membership requirements of the law. In such cases, the district may choose to operate smaller teams trained in the threat assessment process in each school, which can screen cases to determine which situations to refer to the District-Level Team. If the district uses this model, the district must ensure representation of those staff members from the involved school as identified by the law to the fullest extent possible when conducting an assessment.
- (3) District-Level Team and School-Based Teams: The district may have one central team that provides oversight, consistency, and accountability for all threat assessment processes including threats impacting the entire district. School-Based Teams address cases in each school building, while ensuring all information is shared with the District-Level Team.

C. Building a K-12 Behavioral Threat Assessment and Management Program

The district shall implement the following steps in developing a Behavioral Threat Assessment and Management Program.

1. Step 1: Establish a Multidisciplinary Team
 - a. Identify team membership pursuant to N.J.S.A. 18A:17-3.4.
 - b. Designate a team leader.
 - c. Establish team procedures and protocols.
 - d. Meet on a regular basis and as needed.

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2. Step 2: Define Prohibited and Concerning Behaviors
 - a. Establish policy defining prohibited behaviors
 - (1) These definitions should be included in the code of student conduct policy and shared with staff, parents, and students.
 - b. Identify other behaviors for screening or intervention.
 - c. Define threshold for intervention.
 - (1) The threshold should be relatively low so that teams can identify individuals in distress before the behavior escalates into a violent behavior.
3. Step 3: Create a Central Reporting Mechanism
 - a. Establish one or more anonymous reporting mechanisms.
 - (1) Examples include a mobile application, a dedicated email address or phone number, or on the district website.
 - b. Provide training and guidance to encourage reporting.
 - (1) Students, teachers, staff, school resource officers, and parents should be provided awareness training and guidance on recognizing behaviors of concern, their roles and responsibilities in reporting the behavior, and how to report the information.
 - c. Ensure availability to respond.
 - d. Utilize an Initial Report to collect the threat, concerning behavior, etc.
4. Step 4: Define Threshold for Law Enforcement Intervention



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- a. Most reports can be handled by the School-Based Team.
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- b. Establish which behaviors should be referred for law enforcement intervention (e.g., physical violence, threats of violence, etc.).
5. Step 5: Establish Threat Assessment Procedures
- a. Decide how to document cases.
- b. Create procedures to screen reports, gather information, make assessments, and decide on interventions.
- c. Develop/adapt threat assessment forms to organize information around the 11 Investigative Questions referenced in D.4. below.
6. Step 6: Develop Risk Management Options
- a. Identify all available resources for creating individualized management plans.
- (1) The resources and supports the student needs will differ depending on the information gathered during the assessment.
- (2) Resources to assist the student could take the form of peer support programs or therapeutic counseling to enhance social learning or emotional competency, life skills classes, tutoring in specific academic subjects, or mental health care. Most programs and supports will be available within the school, but the team may need to also access community resources to assist with the managing the student. Identify resources to assist targets/victims.



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- (3) Make efforts to address the safety of any potential targets by altering or improving security procedures for schools or individuals and providing guidance on how to avoid the concerning person.

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- b. Establish points of contact for all resources.

7. Step 7: Create and Promote Safe School Climates

- a. Assess current school climate.

- (1) Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-21) requires the school safety team in each school in the district "...to develop, foster, and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues..." and to "review and strengthen school climate and the policies of the school.

- b. Enhance current school climate.

- c. Strengthen students' connectedness.

- (1) Encourage teachers and staff to build positive, trusting relationships with students by actively listening to students and taking an interest in what students say.

- d. Break down "codes of silence" and help students feel empowered to come forward and share concerns and problems with a trusted adult.

- e. Identify clubs or teams at school students can join or encourage students to start their own special interest group.



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8. Step 8: Conduct Training for all Stakeholders

- a. The training is for new threat assessment team members, refresher training, and professional development. This includes training on the screening and threat assessment forms and procedures.

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- b. Training must be coordinated with the New Jersey Department of Education (NJDOE), Office of School Preparedness and Emergency Planning (OSPEP) to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. This training includes training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.
- c. Awareness training for students, teaching staff members, and all school staff members regarding the recognition of concerning or aberrant behavior in an individual that may represent a threat to the school community.
 - (1) Requests for awareness training can be coordinated by the district's School Safety Specialists through the OSPEP.
- d. Training for parents and other community stakeholders to anonymously report dangerous, violent, or unlawful activity to the district or school.

D. Threat Assessment and Management Process



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The district shall implement the following steps in the threat assessment and management process.

1. Step 1: Receive a Report of Concern
 - a. When the threat assessment team first learns of a new report of a threat or aberrant or concerning behavior, the team (or one member of the team) should collect initial intake information about the behavior, the concerning person (i.e., the person who engaged in the threatening behavior; the person to be assessed), and other information that is readily available.

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2. Step 2: Screen the Case
 - a. Screen for imminency (of the threat or concerning behavior) and whether there is a need for a full threat assessment.
 - (1) If the threat assessment team believes the report does present an imminent danger or safety concern, immediately notify law enforcement. Once the emergency has been contained, the team should complete a full threat assessment and make all necessary notifications (i.e., anyone that is or may be directly impacted).
 - b. If the team does not believe the report presents an imminent danger or safety concern, determine if there is a need for full threat assessment. If not, document the initial report and screening.
 - c. If there is a need for a threat assessment, the team shall proceed with a full threat assessment using the steps outlined in D.3. through 8. below.



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- d. The district's Title IX Coordinator must be notified immediately if a report involves sexual harassment, sexual assault, dating violence, stalking, or a domestic violence assault, or if engagement in these actions is uncovered when gathering additional information during the threat assessment process. Notifying the district's Title IX Coordinator is completed parallel to the threat assessment process and does not stop a team from moving forward with gathering information and initiating risk management strategies.
3. Step 3: Gather Information from Multiple Sources
 - a. Gather information about the person displaying the concerning behavior and situation from various sources. These sources can include, but are not limited to, teachers, coaches, parents, and peers.

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4. Step 4: Organize and Analyze
 - a. Organize and analyze information using the 11 Investigative Questions detailed in the U.S. Secret Service and U.S. Department of Education threat assessment guide. The form is comprised of 11 investigative questions adapted from the U.S. Secret Services and U.S. Department of Education Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates and can be found at www.secretservice.gov/nod/2559.
5. Step 5: Make the Assessment
 - a. Make an assessment about whether the individual of concern poses a threat of violence or self-harm, or if they are otherwise in need of intervention.



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6. Step 6: Develop and Implement a Case Management/Intervention Plan
 - a. Develop and implement a case management plan to reduce risk.
 - b. As needed, refer individual of concern to the local mental health authority or healthcare provider for evaluation and/or treatment.
 - c. As needed, refer individual of concern for a full and individual evaluation (FIE) for special education services.

7. Step 7: Re-Assess (Case Monitoring)
 - a. Monitor, re-evaluate, and modify plan as needed to ensure that the identified intervention(s) is effective, and the individual of concern no longer poses a threat of violence or self-harm.
 - b. Re-assessing the person of concern, going through the assessment questions again.

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 - c. If there are still concerns, the team shall continue to monitor, adjust plan, and re-assess as needed until there is no longer a concern of harm to self and/or others, and the individual is on a better path.

8. Step 8: Document and Close the Case
 - a. When the team's assessment is that the concerning person no longer poses a threat of violence or self-harm, the team can close the case or place it on the in-active status.
 - b. The threat assessment team should be sure to document the case, including scheduling any future dates to check-in or follow-up, as needed.



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- c. The documentation should be stored in a confidential file, with only authorized personnel having access.

E. Training

1. Each member of the threat assessment team must attend training in accordance with N.J.S.A. 18A:17-43.4. The district may also choose to provide awareness training to school community members on the threat assessment process. The awareness training is also outlined as part of one of the steps of the Building a K-12 Behavior Threat Assessment and Management Program.
2. Threat assessment team membership:
 - a. In accordance with N.J.S.A. 18A:17-43.4, the NJDOE shall provide training through the New Jersey School Safety Specialist Academy. All threat assessment team members must receive training consistent with the training and guidelines provided by the NJDOE. The school safety specialist, is a member of the threat assessment team and will assist in ensuring this training is provided to school staff in coordination with OSPEP.

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- b. Each new threat assessment team member must complete training by the OSPEP, which shall include training sessions as instructed by *Ontic/SIGMA as part of the Bureau of Justice Assistance (BJA) STOP School Violence Grant Program*.
- c. The district shall determine membership on the threat assessment team in accordance with N.J.S.A. 18A:17-43.4, including adding and ensuring the training of new members, as needed. The district must ensure all threat assessment team members attend the required initial



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training and refresher training provided by OSPEP to advance their competency in conducting assessments.

- (1) These trainings will be offered through the OSPEP for both in person and online platforms.
- (2) Refresher training will be developed and facilitated by the OSPEP and will be made available through in-person and online platforms, as necessary.

3. Awareness Training for Other School Community Stakeholders

- a. Request for awareness training for school staff members should be directed to the OSPEP email at school.security@doe.nj.gov, which will provide training or coordinate sessions with approved instructors from the U.S. Department of Homeland Security National Threat Evaluation and Reporting Office's Certified Master Training Program.

F. Other Considerations

1. Individualized Education Program (IEP) or 504 Plans

- a. The district is required by law to meet the needs of students with special needs, who are afforded disciplinary protections not provided to the general education population, to reduce exclusionary practices for special

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education students. When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an IEP or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant or concerning behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.



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Working with the IEP team or 504 team, the threat assessment team shall determine if the behavior is part of known baseline behavior, or is already being managed under the student's IEP, 504 plan, or FBA plan. If the behavior is not consistent with baseline behaviors or is not able to be effectively managed through current programming, then a threat assessment would need to be conducted. A special education representative must be part of the team and shall engage throughout the process.

2. Allegations of Harassment, Intimidation, & Bullying (HIB) or Bias-Related Acts

- a. Should the threat assessment team become aware of an allegation of HIB when considering or conducting assessments, they must follow Policy 5512 for addressing allegations of HIB in alignment with the Anti-Bullying Bill of Rights Act. Additionally, during the threat assessment process, it is important to recognize that the student may need remedial services (e.g., counseling) to address behavior that may have prompted the need for the threat assessment and to ensure their well-being.
- b. Should a threat assessment team become aware of a bias-related act, they should implement Policy and Regulation 8465 on reporting bias-related acts to law enforcement in accordance with the Memorandum of Agreement Between Education and Law Enforcement Officials and Policy and Regulation 9320.

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3. Information Sharing

- a. The Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) are two Federal laws protecting the privacy of an individual's personal records. FERPA refers specifically



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to educational records while HIPAA refers to medical records. Questions and concerns about FERPA and/or the HIPAA protections often arise as part of the threat assessment planning process. It is critical that threat assessment teams understand how to balance the safety of the school with the privacy of individual students. These laws should not be an impediment to threat assessment and management.

- b. Threat assessment teams should consult with the Board Attorney on these elements as needed.
4. Family Education Rights & Privacy Act (FERPA) – Educational Records
- a. FERPA is a Federal law that protects the privacy of student education records. FERPA does, however, authorize school officials to disclose information without consent in emergency situations where the health and/or safety of students is at risk. Relevant information can be released to law enforcement, public health, and medical officials, as well as other schools in the event a student transfers or matriculates. The U.S. Department of Education would not find a school in violation of FERPA for disclosing FERPA-protected information under the health or safety exception as long as the school had a rational basis, based on the information available at the time, for making its determination that there was an articulable and significant threat to the health or safety of the student or other individuals.
5. Health Insurance Portability and Accountability Act (HIPAA) – Medical and Mental Health Records

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- a. HIPAA protects the confidentiality of information in health records. Confidentiality is held by the patient, not the mental health provider. In cases where HIPAA applies, the



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following strategies below may assist threat assessment teams in eliminating potential barriers to critical data collection:

- (1) Ask permission from the student and parent to disclose medical records;
 - (2) Provide information to health and mental professionals; and
 - (3) Ask about duty to warn or duty to protect.
- b. Additionally, medical and mental health providers may disclose protected health information when disclosure:
- (1) Is necessary to prevent or lessen a serious and imminent threat to health or safety of patient or others and is to someone reasonably able to prevent or lessen the threat; and
 - (2) May include disclosure to law enforcement, or others who can mitigate the threat and disclosure must be consistent with applicable law and standards of ethical conduct.

6. Record Keeping

All documentation from the threat assessment process must be maintained in a confidential and secure location. Maintaining records and preserving evidence throughout the process, assists in the establishment of a legal and behavioral justification for the intervention. Records may be electronic or paper and must be maintained in accordance with record retention rules established by the Department of Treasury.

Adopted:

