

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

MINUTES

REGULAR MEETING - VIRTUAL

Tenakill Middle School

November 19, 2020 - 7:30 PM

The Board meeting was called to order by Mr. Lambert at 7:32 PM

The following Board members were present:

Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera, Ms. Finkelstein, Mr. Lambert

The following Board members were absent:

None

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, remote access information 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:

- Silvia Jost's K students created mini-golf courses in their lessons on force and how pushes and pulls make objects move.
- Excited to announce the return of HNN. Appreciate the work of advisors Ms. Iyo, Ms. Pesce and Ms. Jost to think outside the box so that this important program continues.
- We are working with the NVCC for professional development on live streaming. One session was held on Wednesday for grades 3-4 and the second will take place on Tuesday for grades K-2. It is our plan to hold additional sessions to support our staff.
- Test of the emergency system, reminder if you did not receive a message please contact the main office at your respective building.

- ICARE lessons - November's topic was self-management which included self-control, anger management, stress management, and coping skills.
- Celebrated world kindness day on November 13th where staff and students wore cardigans to remember the kindness man, Mr. Rogers.
- Ms. Weiss sent out Virtual learning tips to parents with great suggestions from our ESL teachers.
- Hillside Parent Series - prepared in collaboration with our staff and Dr. Carmichael
 - First night - Ms. Weiss and Ms. Earle - tips on motivating children to work at home
 - Second night - Ms. Watkins, Ms. Hunt and Ms. Gerbig - to promote literacy for your children
 - Third night - Ms. Saccoccio and Ms. Weiss gave strategies to set up a workspace for your child to learn at home.
 - Fourth night - Ms. Iyo and Ms. Klink shared technology tips and library resources
- Parent/Teacher conferences scheduled for 11/30, 12/2, 12/3 and 12/7.

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

- Enrollment
 - As of October 29th, Tenakill enrollment is 543
- Advisory - Character Strong
 - Student Led Conferences preparation
 - Sign-ups sent out yesterday
- Pandemic Response Team
 - Mr. McElroy led the third meeting to evaluate protocols and procedures today
 - We are examining the results and will be sharing with the teacher teams
- Professional Development
 - Afternoon PD
 - Realtime Gradebook
 - Advisory
 - Signup Genius
- Drills
 - Emergency Broadcast Drill
 - Voice and Text - November 16
 - Follow up Email - November 17
 - Bus Evacuation Drill
- Scheduling Adjustments are being worked out
 - 5th grade - 59% Hybrid
 - 6th grade - 51% Hybrid
 - 7th grade - 55% Hybrid
 - 8th grade - 51% Hybrid
- Important Dates
 - December 2nd - Conferences
 - December 8th - Second Trimester
 - December 10th - Report Cards Released

SUPERINTENDENT'S REPORT

Mr. Mchale shared with the Board and the community his report:

- We are moving forward in implementing some scheduling changes for the second trimester. These changes were communicated to parents and the community in an email and in a Q&A Zoom session on November 9, 2020. The session was recorded and is still available on the district website for anyone who would like to reference it. Parents indicated in the Realtime Parent Portal their choice of instructional model for the second trimester. There were 58 students who changed from hybrid to fully virtual (18 at HES and 40 at TMS). There were 24 students who changed from fully virtual to hybrid (14 at HES and 10 at TMS). The principals are working on making these changes and we should be set to begin the changes on December 8, 2020, which is the first day of the second trimester. Ms. Smith and Mr. Tantum will communicate with teachers and parents so everyone is kept posted.
- The Northern Valley Curriculum Center is assisting with providing some professional development for teachers in how to effectively manage the live streaming of their classes. Teachers of hybrid students will be focusing their attention primarily on the students who are attending in-person, with the at-home students able to watch the lessons on Zoom. He is asking parents and students for patience during the first week of the live streaming as teachers adjust to managing their in-person students and the additional technology to live stream the lessons. Teachers are working diligently to make this possible and administrators are prepared to support them in making this transition. As a reminder, parents are not permitted to participate in the virtual lessons, just as they wouldn't participate in in-school instruction. Parents must limit their presence during remote instruction and streaming lessons to setting up the Zoom session at the start of the lesson and helping the child if he/she disengages from the instruction. Lastly, during the streaming lessons, parents and students are not permitted to audio-record or video-record the sessions.
- He is proud to share that the Closter faculty and staff are leading a series of programs for parents. On November 16, Ms. Weiss and Ms. Earle, our school counselors, led via Zoom a session entitled, *Motivating Your Child*. On November 17, Ms. Watkins, Ms. Hunt, and Ms. Gerbig led a session entitled, *Literacy Learning*, focused on supporting and promoting literacy in a virtual environment. On November 18, Ms. Saccoccio and Ms. Weiss led a session entitled, *Setting Up for Virtual Learning*, to share best practices about optimizing students' learning space at home. There is one more session on November 23, *Time with Technology*, led by Ms. Iyo and Ms. Klink, who will share tips and sites to support online learning. This Family Education Series was funded by CARES Act 2020. Thank you to all who worked on putting together this great resource for our Closter School families.
- The Bergen County Technical Schools and Northern Valley Regional High School will hold a parent information session for the Institute for Interactive Design program. The session will take place on Tuesday, November 24, 2020, at 5:00 pm via Zoom. This is an innovative program for high school students and is offered at the Northern Valley Demarest and Northern Valley Old Tappan campuses. An informational flyer has been emailed to all eighth-grade parents.
- Mark your calendars for a great Closter PTO Fundraiser at the Closter Chipotle on Wednesday, December 9, 2020, between 4PM and 8PM! 33% of your purchase will be donated to the Closter PTO to raise funds for our schools! You will need to show a flyer or give them a unique code, 48NJK8N, which can be found on the Closter PTO webpage. The PTO thank you, as always, for your support!
- During this time of COVID-19, He urged everyone to celebrate the Thanksgiving holiday safely so that our school district can continue providing in-person instruction. If you have visitors coming

from elsewhere or you're the one traveling during the holiday, arrival in New Jersey will require a 14-day quarantine. Happy Thanksgiving to all!

PUBLIC DISCUSSION ON AGENDA ITEMS

Moved by Ms. Micera, seconded by Ms. Bhagat 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 policy 1120. 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. Micera, seconded by Ms. Bhagat to resume the regular order of business.

BOARD OPERATIONS

Moved by Ms. Bhagat, seconded by Ms. Micera to approve Motions A and C.

Mr. McHale explained to the board and the public the reason for District Performance Review (DPR) for Quality Single Assurance Continuum (QSAC) mentioned in motion B. The Department of Education monitoring and evaluation system, known as QSAC happens every three (3) years. This year Closter Public Schools will be monitored. A committee of teachers, administrators, and a board member reviewed the necessary indicators in all areas the district must meet. The DPR submission will show the district has met at least 80 points in each of the categories to be evaluated. Mr. McHale also mentioned the state assembly and state senate passed bills to eliminate QSAC for this year; however Governor Murphy vetoed the bill, stating that the school districts should still be monitored. The state assembly is now reworking the bills as both believe school districts should be focusing on educating students.

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

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera, Ms. Finkelstein, Mr. Lambert

NAYS: None

A. **APPROVAL - Minutes**

Motion to approve the October 29, 2020 minutes.

B. **RESOLUTION - Submission of the District Performance Review (DPR) for QSAC**

WHEREAS, the Closter Public Schools in the County of Bergen is undergoing evaluation under NJ QSAC for the 2020-2021 school year; and

WHEREAS, N.J.A.C 6A:30-3.2(f) requires participating school districts to hold a public meeting to approve the submission of the district's DPR responses with respect to this process;

NOW THEREFORE BE IT RESOLVED, that the Closter Board of Education does hereby authorize the Superintendent of Schools to submit the DPR to the Commissioner of Education in compliance with the provisions of N.J.A.C 6A:30-3.2(f) per Appendix A.

C. RESOLUTION - Executive Session Minutes

RESOLVED, that the Closter Public Schools makes available the Executive Session meeting minutes for the following dates in accordance with N.J.S.A. 10:4-13

7/26/18	8/23/18	9/6/18	9/20/18	10/4/18	10/18/18	11/1/18
11/19/18	12/13/18	1/3/19	1/24/19	2/28/19	3/14/19	3/28/19
4/25/19	5/16/19	6/13/19	7/18/19	8/29/19	9/19/19	10/3/19
10/17/19	11/14/19	1/23/20	2/13/20	2/27/20	3/13/20	4/30/20
5/14/20	6/11/20	6/24/20	7/16/20 #2	7/16/20 #1	9/10/20	9/24/20
10/8/20						

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson Ms. Bhagat, Mr. Linn, Ms. Cross

Moved by Ms. Bhagat, seconded by Ms. Micera to approve Motions A - B.

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

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera, Ms. Finkelstein, Mr. Lambert

NAYS: None

A. APPROVAL - Staff Coursework

Motion to approve the following courses for 2020-2021 as recommended to the superintendent by the Principals:

Staff Member: Meghan Pleus
 Course No./Title: EDUC 7604 Multisensory Reading IV
 Institution: Fairleigh Dickinson University
 Credits: 3

Staff Member: Mary Lotito
 Course No./Title: EDUC 7604 Multisensory Reading IV

Institution: Fairleigh Dickinson University
Credits: 3

Staff Member: Andrea Watkins
Course No./Title: EDUC 6626-81 Neurophysiological Basis of Learning Problems
Institution: Fairleigh Dickinson University
Credits: 3

B. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Member/s: Julia Leibowitz
Conference: School Climate
Location: Virtual
Date: 12/3/20
Cost to Board: \$90 (for substitute)

FINANCE AND PHYSICAL PLANT COMMITTEE

Chairperson Ms. Kwon, Ms. Kothari, Ms. Finkelstein

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

Mr. Lambert questioned motion C, regarding the purchase of chromebooks. Mr. Villanueva explained that the chromebooks were purchased in separate orders but since the aggregate will be over the bid threshold, we are retroactively approving the purchase so it will meet the requirements for the state contract. Ms. Bhagat asked if the chromebooks were for the students and Mr. Villanueva confirmed they were.

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

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera, Ms. Finkelstein, Mr. Lambert

NAYS: None

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

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

- a. Board Secretary and School Treasurer Financial Reports for October 2020.
- b. Board of Education's Monthly Certification of Budgetary Major Account /Fund status for October 2020.
- c. Transfer of funds for October 2020.

B. APPROVAL - Monthly Bills

Motion to approve payment of bills from October 30, 2020 to November 17, 2020 in the amount of:

General Fund (Fund 10)	\$1,397,324.05
Special Revenue (Fund 20)	\$ 4,053.79
Total	\$1,401,377.84

C. APPROVAL – Purchase of Chromebooks

Motion to retroactively** approve the following Chromebooks purchased from CDW-G through the Ed Services Commission of NJ contract #18/19-03

PO 21B02020 - 27 Chromebooks - \$ 8,581.95

PO 21B02025 - 78 Chromebooks - \$24,792.30

PO 21B02022 - 63 Chromebooks - \$20,024.55

** due to the aggregate purchase now being over the bid threshold

D. APPROVAL – Purchase of Chromebooks & Charging Stations

Motion to approve the purchase of 105 Chromebooks from CDW-G at an estimated amount of \$37,700 through the Ed Services Commission of NJ contract #18/19-03. \$25,000 of the cost is funded by the Municipal CARES grant.

E. APPROVAL – Purchase of Promethean Boards

Motion to approve the purchase of 6 Promethean Boards from Keyboard Consultants in the amount of \$24,666 through NJ State Contract 17-Food-0026617DPP00111, 8/31/17 to 8/30/21.

F. APPROVAL - Lease Agreement with United Business Systems

Motion to approve an additional machine to the 60-month contract starting July 1, 2020 with United Business Systems as approved on April 16, 2020. The additional machine is a lease of \$55.24 per month. Copies will be billed at \$0.0035 per black and white copy and \$0.05 per colored copy, and pricing is based on the GSA/NJ State Passthrough G-2075.

PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson Ms. Lee, Mr. Lambert

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

Ms. Bhagat questioned what the field work was for Dr. Eichenlaub in motion C. Mr McHale explained Dr. Eichenlaub is interning with Ms. Smith to complete his fieldwork hours for his Administration degree.

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

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera, Ms. Finkelstein, Mr. Lambert

NAYS: None

A. **APPROVAL - Change of Paraprofessional Hours**

Motion to approve the following change of paraprofessional work hours retroactive October 1, 2020:

Vickie Aponte-Solomon	from 5 hours/day to 4.75 hours/day
Judy Eller	from 4.5 hours/day to 4.25 hours/day

B. **APPROVAL - Family Education Series Staff**

Motion to approve, upon the recommendation of the Superintendent, the following teachers for the Closter Family Education Series Program at a rate of \$50.00/hour per teacher (including preparation and collaboration time) funded by the CARES Act:

- Dara Weiss 6 hours
- Alexandra Earle 3 hours
- Andrea Watkins 3 hours
- Josephine Hunt 3 hours
- Charlene Gerbig 3 hours
- Nancy Saccoccio 3 hours
- Joanne Iyo 3 hours
- Elizabeth Klink 3 hours

C. **APPROVAL - Field Work for Richard Eichenlaub**

Motion to approve Richard Eichenlaub, pending criminal history background check, to do field work with Dianne Smith for the 2020-2021 school year.

D. **APPROVAL - Leave of Absence**

Motion to approve a leave of absence for Lisa Licameli from December 1, 2020 through March 23, 2021 utilizing 65 sick days, 3 personal and 1 banked sick day. Family Medical Leave Act will commence March 24, 2021 until the end of the school year.

POLICY COMMITTEE

Chairperson Ms. Micera. Ms. Kothari

Moved by Ms. Micera, seconded by Mr. Linn to approve Motion A.

Mr. McHale spoke on behalf of the policy committee. Closter Public Schools is changing policy advisors from New Jersey School Boards to Strauss Esmay. During this time, there will be a period from now until February 2021 where there will be two sets of policy numbers because we are updating policies from NJ School Boards version to Strauss Esmay which uses different policy numbers. The numbers will be different, but this was mandated revisions by the state.

Ms. Finkelstein asked what is the order of the policies to be updated. Mr. McHale explained, back in September, that all the policies were submitted to Strauss Esmay for review. They reviewed the policies to see if they meet the current law. In January 2021, Strauss Esmay will send the new policy manual with all newly updated policy numbers to be reviewed by the board office, discussed with the Policy Committee and the board will readopt the new policy when the process is completed in March 2021.

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

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera, Ms. Finkelstein, Mr. Lambert

NAYS: None

A. **APPROVAL - First Reading of Following Policies:**

Motion to approve the first reading of the following policies as per Appendix C attached:

- 1620 Administrative Employment Contracts
- 1648 Restart and Recovery Plan
- 1648.02 Remote Learning Options for Families
- 1648.03 Restart and Recovery Plan - Full Time Remote Instruction (new policy)
- 2431 Athletic Competition
- 5330.05 Seizure Action Plan (new policy)
- 6440 Cooperative Purchasing
- 6470.01 Electronic Funds Transfer and Claimant Certification
- 7440 School District Security
- 7450 Property Inventory
- 7510 Use of School Facilities

BOARD COMMITTEES

The Policy Committee met to discuss the review of the updated policies.

OLD/NEW BUSINESS

With regards to old business, Mr. Villanueva reminded the board members that they have one month to complete their mandated training.

With regards to new business, Mr. Villanueva advised the board that we are working on the budget for the 2021-2022 school year. Mr. Villanueva will be sending the board members the budget schedule shortly.

PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Ms. Bhagat to open the meeting to public discussion.

A parent asked if it was possible to have extended hours for the Kindergarten. Mr. McHale understands it is a challenge for young learners to work remotely and it does require parent involvement. We are transitioning to live streaming and once we return in January, we will see how we can expand it to the younger students. Mr. McHale also responded that the school admin team will look into it once we know how many students remain or change to the virtual model. The same parent asked how the PreK students are accommodated but not for Kindergarten. Mr. McHale explained that there are three PreK classes and the enrollment is much lower and are able to accommodate those students with social

distancing. The parent asked what the live stream will be like. Mr. McHale explained all the information is contained in the Parent Question and Answer Zoom session which is posted on the District website.

A parent asked how we can enhance the learning experience with the hybrid and virtual learning for both schools. Mr. McHale stated that the district is consistently working on maximizing students' access to the teacher and by adding live streaming. Teachers are giving more focused instruction because there are less students in each classroom. In addition we are announcing sometime in December a support program offered virtually for any students who are struggling. This is the same program which was offered in the summer.

A parent asked about the Fourth Grade Move Up Day. Mr. McHale explained there hasn't been a discussion for the move up day as they are working on the transition for the second trimester. Mr. McHale applauded the efforts of the PTO and last year's fourth grade teachers who provided the best it could be due to the Covid-19 situation. In January or February we will look into the Fourth Grade Move Up Day and the Eighth Grade Graduation.

Moved by Ms. Micera, seconded by Ms. Lee to close the meeting to public discussion.

CLOSED SESSION MOTION (If required)

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

Motion was approved by a voice vote of the Board:

YEAS: Ms. Bhagat, Ms. Cross, Ms. Kothari, Ms. Kwon, Ms. Lee, Mr. Linn, Ms. Micera, Ms. Finkelstein,
Mr. Lambert

NAYS: None

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

***HIB
Personnel***

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

The Board went into Closed Session at 8:35 PM.

The Board reconvened from Closed Session at 8:55 PM.

ADJOURNMENT

Moved by Ms. Finkelstein, seconded by Ms. Bhagat to adjourn the meeting at 8:57 PM.

Respectfully submitted,



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

(A)

NJ Single Accountability Continuum (NJQSAC) District Performance Review - School Year 2020-21

District Information and Score Summary

District Name and CDS #	CLOSTER PUBLIC SCHOOLS - 03 0930
County Name	Bergen
District Superintendent Name	Vincent McHale
District Mailing Address	340 Homans Avenue, Closter, NJ 07624
Superintendent Email Address	mchalev@nvnet.org

DPR Area	District Score	County Score
Instruction and Program	40%	0%
Fiscal Management	100%	0%
Governance	100%	0%
Operations	100%	0%
Personnel	100%	0%

Instruction and Program		CLOSTER PUBLIC SCHOOLS			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
1. The school district's ELA achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups; (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
2. The school district's mathematics achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	15	0.0	0.0	
3. The school district's science achievement score. The score is comprised of the following: • Overall performance: The proficiency rate of all students in a school district; • Subgroup performance: The proficiency rate of all student subgroups. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	5	0.0	0.0	
	9 - 12	0	0.0	0.0	
4. The school district's ELA academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0	
	K - 12	7.5	0.0	0.0	
	9 - 12	0	0.0	0.0	

Instruction and Program		CLOSTER PUBLIC SCHOOLS				
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments	
5. The school district's mathematics academic progress. • Academic progress is calculated to include subgroup performance by averaging the mSGP of all students with the average of all subgroups' mSGPs. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0		
	K - 12	7.5	0.0	0.0		
	9 - 12	0	0.0	0.0		
6. The school district's graduation rate (average of four-year and five-year adjusted cohort graduation rates). • Graduation rate is calculated to include subgroup performance by averaging the combined graduation rate (i.e. the average of the four-year and five-year graduation rates) of all students with the average of all subgroups' combined graduation rates. (Assessment data provided by NJDOE)	K - 8	0	0.0	0.0		
	K - 12	15	0.0	0.0		
	9 - 12	20	0.0	0.0		
7. The school district's measure(s) for school quality and student success is calculated to account for subgroup performance by averaging the rates for all students with the average of all subgroups' rates. (Assessment data provided by NJDOE)	K - 8	10	0.0	0.0		
	K - 12	10	0.0	0.0		
	9 - 12	10	0.0	0.0		
Summary of Achievement Score Indicators	K - 8	60	0.0	0.0		
	K - 12	60	0.0	0.0		

NJQSAC District Performance Review - School Year 2020-21

Instruction and Program		CLOSTER PUBLIC SCHOOLS			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
	9 - 12	60	0.0	0.0	

Instruction and Program		CLOSTER PUBLIC SCHOOLS			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
Indicator		Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
8. The chief school administrator (CSA) reports participation and performance results of annual Statewide assessments to the district board of education within 60 days of receipt of the finalized information from the Department. The reports include aggregated and disaggregated subgroup data, as well as trend and comparative analyses and appropriate intervention strategies. (N.J.A.C. 6A:8-4.3)		6	1	0	
9. English language arts curriculum and instruction are aligned to the New Jersey Student Learning Standards (NJSLs) in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)					
a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements;					
b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans;					
c. Assessments, including formative, summative, benchmark, and alternative assessments;					
d. List of core instructional and supplemental materials, including various levels of texts at each grade level;					
e. Pacing guide;					
f. Interdisciplinary connections;					
g. Integration of 21st century skills through NJSLs 9;					
h. Integration of technology through the NJSLs; and					
i. Career education.		4	1	0	

Instruction and Program		CLOSTER PUBLIC SCHOOLS							
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments				
10. Mathematics curriculum and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)									
<ul style="list-style-type: none"> a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLs 9; h. Integration of technology through the NJSLs; and i. Career education. 						4	1	0	
11. Science curriculum and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)									
<ul style="list-style-type: none"> a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLs 9; h. Integration of technology through the NJSLs; and i. Career education. 						4	1	0	

Instruction and Program		CLOSTER PUBLIC SCHOOLS			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
<p>12. Social Studies curriculum and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p> <ul style="list-style-type: none"> a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLs 9; h. Integration of technology through the NJSLs; i. Career education. j. <i>Amistad Commission mandates* that curricula in kindergarten through grade 12 include the teaching of the African slave trade, slavery in America, the vestiges of slavery in this country, and the contributions of African Americans to this country; and</i> k. <i>Holocaust Commission mandates* that curricula in kindergarten through grade 12 address issues of bias, prejudice, and bigotry, including bullying, through the teaching of the Holocaust and genocide.</i> <p><i>Mandates can be met in content areas other than Social Studies. Being out of compliance with either mandate results in the loss of all points for Social Studies.</i></p>					
		4	1	0	
<p>13. World languages curricula and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>					

Instruction and Program		CLOSTER PUBLIC SCHOOLS			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
	<ul style="list-style-type: none"> a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSL 9; h. Integration of technology through the NJSL; and i. Career education. 	4	1	0	

Instruction and Program		CLOSTER PUBLIC SCHOOLS			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
<p>14. Comprehensive health and physical education curricula and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>					
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLs 9; h. Integration of technology through the NJSLs; and i. Career education.</p>		4	1	0	
<p>15. Visual and performing arts curricula and instruction are aligned to the NJSLs in accordance with the Department's curriculum implementation timeline and include the following: (N.J.A.C. 6A:8)</p>					
<p>a. Curriculum designed and implemented to meet grade or grade-level expectations and graduation requirements; b. Integrated accommodations and modifications for special education students, English language learners, students at risk of school failure, gifted and talented students, and students with 504 plans; c. Assessments, including formative, summative, benchmark, and alternative assessments; d. List of core instructional and supplemental materials, including various levels of texts at each grade level; e. Pacing guide; f. Interdisciplinary connections; g. Integration of 21st century skills through NJSLs 9; h. Integration of technology through the NJSLs; and i. Career education.</p>		4	1	0	

Instruction and Program		CLOSTER PUBLIC SCHOOLS			
Indicator	Grade Levels	Point Value	District Score Will be supplied by County Office	County Score Enter Actual Scores	Comments
<p>16. Policies and procedures exist to ensure a coordinated system for planning, delivering, measurement, and modification of intervention and referral services is implemented in each school by a multidisciplinary team to address the learning, behavioral, and health needs of all students. (N.J.A.C. 6A:16-8) This requirement may be fulfilled through implementation of the New Jersey Tiered System of Support (NJTSS) or other models such as Response to Intervention (RTI) and Multi-Tiered Systems of Support (MTSS). The system includes:</p> <ul style="list-style-type: none"> a. A continuum of supports and interventions available in each school to support learning, behavior, and health needs; b. Action plans for interventions based on student data and desired outcomes; c. Professional development for multidisciplinary teams and staff who provide interventions; and d. Review and assessment of effectiveness of interventions (e.g., progress monitoring). 					
		6	1	0	
Achievement Score Total		60	0	0	
Curriculum and Policy Total		40	40	0	
Instruction and Program Total		100	40	0	

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Fiscal Management		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. Monthly district board of education secretary's reports are completed and reconciled without exceptions and submitted to the district board of education within 60 days of the month's end for approval, pursuant to N.J.S.A. 18A:17-9.	6	1	0	
2. A standard operating procedures (SOP) manual for business functions is maintained, updated and implemented pursuant to N.J.A.C. 6A:23A-6.6. The SOP manual includes a system of internal controls in accordance with N.J.A.C. 6A:23A-6.4 to prevent the over-expenditure of line item accounts and to safeguard assets from theft and fraud and includes a section that details purchasing procedures.	8	1	0	
3. The annual audit of its Comprehensive Annual Financial Report (CAFR) and other supporting forms and collections (Auditor's Management Report (AMR), Federal Data Collection Form, and Audit Summary) have been filed by the due date set forth in N.J.S.A. 18A:23-1.	4	1	0	

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Fiscal Management		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The school district:				
a. Implements a corrective action plan (CAP) that addresses all audit recommendations and is acceptable to the Department (as required):	4	1	0	
b. Reports no repeat audit findings of a substantive nature in the CAFR or AMR.	4	1	0	
c. Reports no material weaknesses or significant deficiencies in the CAFR or AMR.	4	1	0	
d. Ends the year with no deficit balances and no line item over-expenditures in the general fund, (on the budgetary basis of accounting) special revenue fund, capital projects fund, or debt service fund (other than permitted under State law and GAAP).	4	1	0	

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Fiscal Management		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
5. Entitlement and discretionary grants are managed and overseen as required. Specifically, the school district:				
a. Submits initial applications, revisions, and final reports for all entitlement and discretionary grants by published due dates and expends Federal funds consistent with the approved indirect cost rate and grant application.	2	1	0	
b. Budgets grant funds according to the approved application and spends grant funds as budgeted. Amendments and budget modifications are completed for charges that exceed the applicable threshold of 10 percent or for modifications that require opening new budget lines.	2	1	0	
c. Shows evidence of required consultations with nonpublic schools for each required State- and federally funded program and expends nonpublic school allocations as required. If funds are not expended for nonpublic school services, the school district specifies the reason the funds were not spent and provides evidence of consulting with nonpublic schools regarding the use of unexpended funds.	2	1	0	
d. Approves salaries funded by Federal grants as documented in district board of education minutes and maintains the required time and activity reports.	2	1	0	

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Fiscal Management		CLOSTER PUBLIC SCHOOLS			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments	
6. Proper oversight and accounting of capital projects accounted for in Fund 30 are provided. Specifically, the school district:					
a. Maintains separate accounting by project.	4	1	0		
b. Monitors the detailed accounts regularly and oversees change orders to ensure/certify funds are available.	4	1	0		
c. Spends within the authorized amount, unless proper approvals have been received to raise additional funds to augment the authorized amount.	4	1	0		
d. Conducts the proper fiscal close-out of completed projects, including proper transfer of interest earned annually to the debt service and/or general fund.	4	1	0		
7. Projects consistent with the approved long-range facilities plan are implemented, reviewed, and revised, pursuant to N.J.A.C. 6A:26-2.	2	1	0		
8. County office approval has been granted for emergent projects, pursuant to N.J.A.C. 6A:26-3.14.	2	1	0		

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Fiscal Management		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
9. Annual health and safety reviews:				
a. Have been conducted once per year in each building using the Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings. (N.J.A.C. 6A:26-6.1, 6.2, 6.3, and 12 and 6A:19-6)	5	1	0	
b. Meet the "100% item" section in the Annual Facilities Checklist - Health and Safety Evaluation of School Buildings, which means all items are in compliance in all buildings.	5	1	0	
c. Meet the "80% item" section Annual Facilities Checklist -- Health and Safety Evaluation of School Buildings, which means at least 80 percent of items are in compliance in all buildings.	2	1	0	
10. A budget calendar that is developed and shared with the district board of education annually and that reflects all applicable legal and management requirements, pursuant to N.J.S.A. 18A:22-7, is followed. This development timeline includes input from all relevant programmatic staff for requirements and materials needed for teaching and student learning.	6	1	0	

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Fiscal Management		CLOSTER PUBLIC SCHOOLS			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments	
11. All persons employed as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, possess a valid authorization from the Department to serve as a certified educational facilities manager.	4	1	0		
12. The transfer of funds during the budget year is made in accordance with N.J.S.A. 18A:22-8.1 and 8.2 and complies with all budgetary control provisions, pursuant to N.J.A.C. 6A:23A-16.10.	4	1	0		
13. Fiscal-year cash flow management for all funds is prepared and analyzed on a regular basis to ensure payments can be made on a prompt basis.	4	1	0		
14. Reimbursement requests for Federal grant awards are submitted in a timely manner for the actual amount of incurred expenditures.	4	1	0		
15. The district board of education approves purchase orders approved by only the purchasing agent and issued in advance of goods received or services rendered and encumbered for the full contractual amount. There are no confirming orders.	4	1	0		
Fiscal Management Total	100	100	0		

Governance		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
1. At least annually, and more frequently if required by changes in case law, regulation, or statute, the district board of education or the advisory board, reviews, updates, and adopts, by resolution, policies, procedures, and by-laws reflective of current statutory and regulatory authority. (N.J.S.A. 18A:11)	8	1	0	
2. The district board of education:				
a. Establishes a policy and a contract with the CSA to annually evaluate him or her based on the adoption of goals and performance measurements that reflect the highest priority is given to student achievement and attention is given to subgroup achievement and each new member has received training on CSA evaluation. N.J.S.A. 18A:17-20.3.	7	1	0	
b. Completes the CSA evaluation by July 1 in accordance with N.J.A.C. 6A:10-8.1(g).	6	1	0	
3. All new, renegotiated, amended, altered, or extended contracts for CSAs, deputy superintendents, assistant superintendents, and school business administrators are submitted to the executive county superintendent (ECS) for review and approval. The district board of education takes no formal action to approve or implement such contracts prior to ECS review and approval. (N.J.S.A. 18A:7-8 and N.J.A.C. 6A:23A-3.1)	6	1	0	

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Governance		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
4. The district board of education approves appointments and transfers, and removes or renews certificated and non-certificated officers and employees, only by a roll call majority vote of the district board of education's full membership upon the CSA's recommendation. (N.J.S.A. 18A:27-4.1 and N.J.A.C. 6A:32-4.1 and 4.7)	6	1	0	
5. The district board of education-approved corrective action plans are submitted for any finding or recommendation for all compliance-related reports, consolidated monitoring reports, financial audits, special education reports, etc. The school district has no outstanding monitoring or complaint investigation findings that exceed the required timelines for correction. There is no evidence of the school district not implementing the plan.	7	1	0	
6. The budgeting process and allocation of resources, including grant funding, are aligned with instructional priorities and student needs to provide for a thorough and efficient education as demonstrated by: (N.J.S.A. 18A:7F-6 and 46 and N.J.A.C. 6A:23A-8.1)				
a. Adoption and implementation of written policies and procedures for the budget and financial planning process that are integrated and aligned with school district priorities and planning objectives based on Statewide assessments and applicable strategic plans.	8	1	0	
b. Annually align fiscal goals and budget objectives with curricula that comply with the NJSL.	8	1	0	

Governance		CLOSTER PUBLIC SCHOOLS			
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments	
7. The district board of education follows the budget process by: a. Conducting a public hearing on the proposed budget; b. Adopting the budget at a public meeting; c. Providing ongoing information on the budget's status and any revision(s) or emergent conditions; and d. Making the budget available for public notice and inspection. (N.J.S.A. 18A:22-7 and N.J.A.C. 6A:23A-8.1 and 8.2)	8	1	0		
8. The district board of education ensures compliance with all stakeholder engagement requirements pursuant to the Federal grant programs for which the school district receives funds, which shall include but not be limited to grant programs under the Elementary and Secondary Act, the Individuals with Disabilities Education Act, and the Carl D. Perkins Career and Technical Education Act.	6	1	0		
9. The district board of education has established programs and services for all English language learners (ELLs), pursuant to N.J.A.C. 6A:15.	7	1	0		
10. The district board of education implements the Open Public Meetings Act and there have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.S.A. 10:4-6 et seq.)	3	1	0		

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Governance		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	District Score Yes or N/A = 1 No = 0	County Score Yes or N/A = 1 No = 0	Comments
11. The district board of education approves the monthly district board of education secretary's and treasurer's reports within 60 days of month's end and, in its minutes, certifies that major funds (general fund, special revenue, and capital projects fund) have not been over-expended. (N.J.A.C. 6A:23A-16.10(c))	6	1	0	
12. Minutes of all meetings, including executive sessions, reflect all district board of education actions and are publicly available within two weeks or by the next district board of education meeting. (N.J.S.A.18A:17-7)	6	1	0	
13. District board of education members and school administrators annually file a timely and properly completed financial and personal/relative disclosure statement. The district board of education annually discusses the School Ethics Act and no district board of education member or administrator has been found in violation of the School Ethics Act. (N.J.S.A. 18A:12-22 and 26)	5	1	0	
14. The district board of education ensures that all students have access to library media services that are connected to classroom studies in each school building including access to computers; school district-approved instructional software; appropriate books, including novels, anthologies, and other reference materials; and supplemental materials that motivate students to read in and out of school and to conduct research. (N.J.A.C. 6A:13-2.1(h))	3	1	0	
Governance Total	100	100	0	

Operations		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
1. The school district's NJSMART and educator evaluation data files:				
a. Have been certified by established deadlines and provide complete data; and	2	1	0	
b. Have an error rate of less than 1.5 percent for each file –inclusive of student sync errors.	3	1	0	
2. The school district's County District School (CDS) Information System data:				
a. Have been submitted by established deadlines and no evidence of changes not approved by the Department was reported since the last NJQSAC monitoring; and	1	1	0	
b. Have accurately maintained the required school contacts throughout the year and the school district has submitted to the Department for approval any change requiring district board of education action within five business days of the action.	3	1	0	
3. The school district has a data management process that includes:				
a. Identification of a school district data coordinator, school district contacts for all Department data submission applications, and an internal communication/information dissemination procedure;	2	1	0	
b. Submission of data collection applications via the Department's website by the established deadlines.	3	1	0	
4. The school district has policies and procedures that require the use of multiple sources of data to monitor student achievement and progress and to evaluate the effectiveness of programs, initiatives, and strategies.	3	1	0	

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Operations		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	Yes or No = 0	Yes or N/A = 1	Comments
5. The district board education adopts and annually distributes to staff, parents, and students, policies and procedures to address the equitable application of a code of student conduct that establishes expectations for academic achievement, behavior, and attendance. The policy provides comprehensive tiered behavioral supports and responses to violations that include positive disciplinary practices that minimize exclusionary practices, such as suspension and expulsion; and details students' due process rights. (N.J.A.C. 6A:16-7.1)	5	1	0	
6. Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department's incident reporting system. The CSA or designee submits the final data verification to the Department by July 15. (N.J.A.C. 6A:16-5.3)	5	1	0	
7. The school district implements a process to ensure the school safety/school climate team in each school, with support from the CSA: (1) reviews and takes action to strengthen school climate policies; (2) educates the community, including students, teachers, staff, and parents, to prevent HIB; (3) provides professional development opportunities that address effective practices of successful school climate programs or approaches; and (4) completes the HIB self-assessment. The CSA submits to the Department the statement of assurance and the district board of education approval date for the HIB self-assessment for each school in the school district by September 30. (N.J.S.A. 18A:17-46 and 18A:37-14 through 18 and N.J.A.C. 6A:16-7.7)	7	1	0	
8. The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) has been signed within the past year. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C.	6	1	0	

Operations		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
9. The comprehensive alcohol, tobacco, and other drug abuse program includes policies and procedures for the prevention, assessment, intervention, referral for evaluation, referral for treatment, discipline for students using alcohol or other drugs, and continuity of care and supports. (N.J.S.A. 18A:40A and N.J.A.C. 6A:16-3 and 4)	6	1	0	
10. Policies and procedures are established to review and resolve transportation incidents and ensure the safety of students by meeting Motor Vehicle Commission requirements for inspections by bus drivers and evacuation drills. The CSA presents to the district board of education evidence of completion of emergency exit drills. (N.J.A.C. 6A:27-11.1, 11.2, and 12)	6	1	0	
11. Policies and procedures are established to report potentially missing, abused, or neglected children to law enforcement and child welfare authorities; to appoint a school district liaison to law enforcement authorities; and to provide training to school district employees, volunteers, and interns on policies and procedures. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-11)	6	1	0	
12. Comprehensive record of immunizations, required physical examinations and health screenings are maintained to identify the need for medical services for public and nonpublic school students. Health records are kept separately from other student records. There have been no findings of noncompliance since the last NJQSAC monitoring. (N.J.A.C. 6A:16-2.1(a)8, 2.2, and 2.5 and 6A:32-7.4(c))	4	1	0	

Operations		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
<p>13. At least one certified school nurse is employed by the school district (not through a third-party contract). For medically fragile students who require one-to-one clinical nursing services, the school district uses a provider of clinical nursing services who appears on the New Jersey Department of Human Services' directory of private-duty nursing. The district board of education annually adopts a nursing services plan for each school that addresses sufficient nursing requirements and the needs of all students, including nonpublic school students. (N.J.A.C. 6A:16-2.1(b) and 2.5(j)(6))</p>	8	1	0	

Operations		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
14. Students removed for disciplinary reasons (e.g., suspension or expulsion) or for chronic or temporary illness have received educational services from a certified instructor who has completed the Department's criminal history record check within five days of a student's removal for disciplinary reasons or within five days after receipt of the school physician's verification of the need for home instruction due to chronic or temporary illness (e.g., home instruction/temporary hospital setting). (N.J.S.A. 18A:6-4.13 and 7.1 and N.J.A.C. 6A:16-7.2, 7.3, and 10.1)	6	1	0	
15. Safety and security plans, procedures, and mechanisms are annually reviewed and revised in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents. The CSA has verified in writing that the process has occurred. (N.J.A.C. 6A:16-5.1)	6	1	0	
16. A security drill statement of assurance that accurately represents the monthly security drills were conducted is submitted no later June 30 each year to the Department. (N.J.S.A. 18A:41)	4	1	0	
17. The school district has a comprehensive equity plan (CEP) designed to eliminate discrimination according to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender, religion, disability socioeconomic status, pregnancy, or parenthood that is approved by the Department. Additionally, the school district submits to the Department the annual CEP statement of assurance. (N.J.A.C. 6A:7-1.4)	6	1	0	

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Operations		CLOSTER PUBLIC SCHOOLS		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
18. The district board of education has adopted policies and procedures that require regular attendance of students, expectations of timely arrival, daily attendance when school is in session, and responses to unexcused absences and lateness, and attempt to determine the cause and to provide tiered supports in maintaining regular attendance for all students. (N.J.A.C. 6A:16-7.6)	8	1	0	
Operations Total	100	100	0	

Personnel		CLOSTER		
Indicator	Point Value	Yes or N/A = 1 No = 0	Yes or N/A = 1 No = 0	Comments
1. An audit of staff personnel files and other relevant school district records demonstrates that evaluation and staff development processes have occurred in accordance with N.J.A.C. 6A:9C and 6A:10 in the following categories:				
a. Teacher evaluation processes result in complete summative scores, measures of teacher practice, and measures of student growth (SGO and mSGP) (N.J.A.C. 6A:10-2.4, 4.1, 4.2, 4.3, and 4.4);	100 percent of audited files meets indicators	8	1	0
	95 to 99 percent of audited files meets indicators	4	0	0
	Less than 95 percent of audited files meets indicators	0	0	0
b. School leader evaluation processes result in complete summative scores, measures of principal practice, and measures of student growth (SGO, mSGP, administrator goals) (N.J.A.C. 6A:10-2.4, 5.1, 5.2, 5.3, and 5.4);	100 percent of audited files meets indicators	6	1	0
	95 to 99 percent of audited files meets indicators	3	0	0
	Less than 95 percent of audited files meets indicators	0	0	0
c. Evaluations of other certificated staff according to regulations (N.J.A.C. 6A:10-2.2, 2.4, 2.5, 6.1, and 6.2);	100 percent of audited files meets indicators	4	1	0
	95 to 99 percent of audited files meets indicators	2	0	0
	Less than 95 percent of audited files meets indicators	0	0	0

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d. Evaluation processes for all certificated staff have occurred, including evaluation training and evaluation conferences. (N.J.A.C. 6A:10-2.2)	4	1	0
e. School improvement panels have been established in each school and are functioning in accordance with the TEACHNJ Act (N.J.S.A. 18A:6-120) and regulations (N.J.A.C. 6A:9C-5.3 and 6A:10-2.3, 2.5, 3.1, and 3.2); and	4	1	0
f. Other evaluation structures and processes, including tenure charge proceedings conducted according to the TEACHNJ Act (N.J.S.A. 18A:6-11 and 17.3).	2	1	0
2. The school district demonstrates supportive conditions for high-quality professional learning and development for teachers, educational services staff, and administrators, aligned to the components of professional development and the New Jersey standards for professional learning and as indicated by the following (N.J.A.C. 6A:9C and 6A:13-2):			
a. An audit of personnel files indicates that required individual professional development plans (PDPs) or corrective action plans (CAPs) are aligned to the professional standards for school leaders or teachers and have been completed for administrators and teachers and are linked to (1) school district, school, team, and/or individual goals, and (2) results from individual performance evaluations. (N.J.A.C. 6A:9C and 6A:10-2.5);	5	1	0
b. School schedules that include adequate and consistent time for teachers to work together in and across content areas and grade levels to examine student results and to collaborate on addressing student learning needs, such as through professional learning community (PLC) time (N.J.A.C. 6A:9C-3.2 and 3-3 and 6A:13-2.1);	5	1	0
c. The school district-level PDP: <ul style="list-style-type: none"> • Details districtwide and school-level professional learning for active staff holding instructional teaching, educational services, and administrative certificates; • Incorporates professional learning that is sustained and job-embedded not exclusively one-time workshops; and • Addresses the NJSLs and the professional standards for teachers and school leaders (N.J.A.C. 6A:8 and 6A:9) and is based on a variety of sources and types of student, educator, and system evidence, including educator evaluation data and school-level PDPs. (N.J.A.C. 6A:9C-4.2) 	5	1	0

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<p>d. The school district allocates resources for educator professional learning and development (e.g., people, time, technology, money) that align to the school district's professional development needs, as stated in the PDP and mentoring plan, beyond the resources designated toward completion of State-mandated professional development topics.</p>	<p>5</p>	<p>1</p>	<p>0</p>	
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NJQSAC District Performance Review - School Year 2020-21

<p>e. The district mentoring plan: (N.J.A.C. 6A:9C-5)</p> <ul style="list-style-type: none"> • Details support for all non-tenured teachers in their first year of employment through, at minimum, an introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric; • Describes the process for selecting and assigning one-to-one mentors who meet State eligibility requirements to work with provisional teachers; • Describes how mentors are trained; and • Describes the process by which the administrative office oversees mentor payments. 	<p>3</p>	<p>1</p>	<p>0</p>	
<p>f. Documentation that verifies staff have completed professional development on State-mandated topics required for their assignments. (N.J.S.A. 18A and N.J.A.C. 6A)</p>	<p>2</p>	<p>1</p>	<p>0</p>	
<p>3. The district board of education has ensured the following staffing practices are followed for all staff requiring provisional certification:</p>				
<p>a. Any administrator or educational services staff employed under a certificate of eligibility with advanced standing (CEAS) or a certificate of eligibility (CE) has been registered in the appropriate residency program for his or her endorsement and the school district has applied to the Department's certification office for a provisional certificate before the residency period began. Any teacher with a CEAS or a CE or serving as a long-term substitute (for greater than 60 days) has been registered in the provisional teacher process within 60 days of beginning employment; (N.J.A.C. 6A:9B)</p>	<p>3</p>	<p>1</p>	<p>0</p>	
<p>b. Provisional staff are assigned a mentor, required mentor hours and/or residency hours are tracked, and evaluation is conducted; and (N.J.A.C. 6A:9B-8.4, 6A:9C-5, and 6A:10)</p>	<p>3</p>	<p>1</p>	<p>0</p>	
<p>c. Provisional staff seeking the standard license for teacher of students with disabilities and/or teacher of bilingual education submit annual transcripts from their educator preparation programs (EPPs) to allow school districts to track staff progress toward completion of required coursework. (N.J.A.C.6A:9A and 6A:9B)</p>	<p>3</p>	<p>1</p>	<p>0</p>	
<p>d. All school district-provided information required for a professional staff member to obtain a standard certificate is submitted to the Department within 30 days of the staff member becoming eligible for a standard license. (N.J.A.C. 6A:9B)</p>	<p>2</p>	<p>1</p>	<p>0</p>	

NJQSAC District Performance Review - School Year 2020-21

4. The district board of education has ensured the following staffing practices are followed:				
a. New employees have a successful criminal history record check prior to employment and are not disqualified for employment; (N.J.S.A. 18A:6-7.1 and 18A:39-19.1)	2	1	0	
b. Candidates for employment and employees, when applicable, receive a physical examination and the resulting medical records are maintained in a secure location separate from personnel files; (N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.2 and 6.3)	2	1	0	
c. Approved job descriptions are maintained for every certificated staff member. Certificated staff are appropriately certified for their assignment (N.J.A.C. 6A:9B); and	5	1	0	
d. Accurate staff attendance records are maintained at school district and school levels. The records include the type and date of absence and an analysis of attendance patterns. Any issue(s) identified through the analysis of staff attendance has been addressed in accordance with the district board of education's staff attendance policies.	5	1	0	
e. The length of service for substitute teachers is tracked and placement of substitutes is appropriate. (N.J.A.C. 6A:9B-7)	2	1	0	
5. The position control roster: (N.J.A.C. 6A:23A-6.8)				
a. Contains the employee name; date of hire; a permanent position tracking number for each employee; a control number for substitute teachers; a control number for overtime; a control number for extra pay; the status of the position (filled, vacant, abolished, etc.); an indication, when available, of whether an employee is retiring in the budget year or not being renewed, including associated costs such as contractual buyouts, severance pay, paid vacation, or sick days, etc.; base salary; step; longevity; guide; stipends by type; overtime; other extra compensations; the benefits paid by the school district, net of employee reimbursements or co-pays, by type of benefit and for FICA and Medicare; the position's full-time equivalent value by location; the date the position was filled; and the date the position was originally created by the district board of education (if the date the position was originally created is not available, the date the person currently filling that position was approved by the district board of education);	6	1	0	
b. Is accurate and up to date; and	5	1	0	

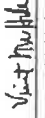








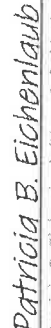

NJQSAC District Performance Review - School Year 2020-21

c. Reconciles with the budget.	4	1	0	
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NJQSAC District Performance Review - School Year 2020-21

<p>6. Documentation and evaluation of administrator practices, as well as an audit of personnel files, including observation reports, indicates that supervision processes are occurring in accordance with N.J.A.C. 6A:10 and result in:</p> <ul style="list-style-type: none"> a. Professional practices aligned with goal-setting procedures (N.J.A.C. 6A:10-4.2 and 5.2); and b. Supervisory feedback that is timely, targeted, and actionable (N.J.A.C. 6A:10-2.4, 2.5 and 4.4 and 5.4). 	5	1	0	
Personnel Total	100	100	0	

NJQSAC District Performance Review - School Year 2020-21

DECLARATION PAGE		CLOSTER PUBLIC SCHOOLS	
Type or print the name of the individuals in the district who were members of the NJQSAC Committee and who assisted in the completion of this District Performance Review. (Use additional page if needed.)			
POSITION	NAME	SIGNATURE	
Chief School Administrator	Vincent McHale	 Vincent McHale (Nov 10, 2020 16:01 EST)	
District Administrative Staff	Dianne Smith	 Dianne M Smith (Nov 10, 2020 16:02 EST)	
Teacher	Jennifer Annese	 Jennifer Annese (Nov 11, 2020 08:29 EST)	
School Business Administrator	Floro Villanueva Jr.		
Curriculum and Instruction Representative	Courtney Carmichael	 Courtney Carmichael (Nov 11, 2020 09:06 EST)	
Local Collective Bargaining Representative	Amy Kenny-Whritenour	 Amy Kenny-Whritenour (Nov 12, 2020 09:13 EST)	
District Board of Education Member	Magaly Cross	 Magaly Cross (Nov 12, 2020 15:37 EST)	
Teacher	Bill Potkulski	 William Potkulski (Nov 13, 2020 01:38 EST)	
Administrator	William Tantum		
Administrator	Patricia Eichenlaub	 Patricia B. Eichenlaub (Nov 13, 2020 10:14 EST)	
By signing below, the Chief School Administrator and Board President are affirming the accuracy of this document.			
Chief School Administrator	Vincent McHale		
Board of Education President	Gregg Lambert		
Board Resolution Date:	November 19, 2020		

All Funds for the Month Ending: October, 2020
CASH REPORT

FUNDS	Beginning Cash	Cash Receipts	Cash Disbursements	(1)+(2)-(3)
	Balance Column1	This Month Column2	This Month Column3	Ending Cash Balance Column4
GOVERNMENTAL FUNDS:				
General Fund - FUND 10	\$ 2,711,682.23	\$ 2,306,791.63	\$ 2,101,866.42	\$ 2,916,607.44
Compensating Balance	\$ 1,106,000.00	\$ -	\$ -	\$ 1,106,000.00
Capital Reserve	\$ 2,767,420.94	\$ -	\$ -	\$ 2,767,420.94
Emergency Reserve	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00
Special Revenue - FUND 20	\$ (162,751.42)	\$ 240,401.00	\$ 88,856.58	\$ (11,207.00)
Capital Projects - FUND 30	\$ -	\$ -	\$ -	\$ -
Debt Service - FUND 40	\$ 135,001.00	\$ -	\$ -	\$ 135,001.00
TOTAL GOVERNMENTAL FUNDS 10-40	\$ 6,807,352.75	\$ 2,547,192.63	\$ 2,190,723.00	\$ 7,163,822.38
ENTERPRISE (MILK) FUND 60	\$ 8,490.97	\$ -	\$ -	\$ 8,490.97
TRUST and AGENCY FUNDS:				
Payroll - FUND 90	\$ 10.10	\$ -	\$ 10.10	\$ -
Payroll Agency - FUND 90	\$ 21,658.28	\$ -	\$ 21,779.29	\$ (121.01)
Unemployment Insurance Trust - FUND 63	\$ 196,184.65	\$ 2,696.72	\$ 3,775.99	\$ 195,105.38
Closter PTO - FUND 64	\$ -	\$ -	\$ -	\$ -
Miriam Kramer Scholarship - FUND 67	\$ 1,651.39	\$ -	\$ -	\$ 1,651.39
TOTAL TRUST AND AGENCY FUNDS	\$ 219,504.42	\$ 2,696.72	\$ 25,565.38	\$ 196,635.76
TOTAL ALL FUNDS	\$ 7,035,348.14	\$ 2,549,889.35	\$ 2,216,288.38	\$ 7,368,949.11

Prepared and Submitted by

Norma T. Ketter 11/13/20
 Norma T. Ketter
 Treasurer of School Monies

Date

2020-21 Monthly Transfers Worksheet - Details of Transfers

District:	CLOSTER PUBLIC SCHOOLS
LEA Code:	03-0930
Month/Year:	October-20
Date of Submission	11/12/2020

Cells have been left blank for data entry, and descriptions of the calculations in each column.

Lines	Budget Category	Account	(column 1 = + Data Entry)	2020-21 Original Budget	(column 2 = + Data Entry)	Revenues Allowed (N.J.A.C. 6A:23A-13.3(d))	2020-21 Original Budget For Use in 10% Calculation	(column 3 = column 1 + column 2)	Maximum Transfer Amount	(column 4 = column 3 * 0.1)	2020-21 YTD Net to/(from) as of Date of Submission in cell B5	(column 5 = + or - column 5 / column 3)	% Change of Transfers YTD	2020-21 Remaining Allowable Balance From	(column 7 = column 4 + column 5)	2020-21 Remaining Allowable Balance To	(column 8 = column 4 - column 5)
3200	Instruction																
10300, 11160, 12160, 40560, 41080	Regular Programs Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-1XX-100-XXX 11-2XX-100-XXX 11-000-216.217		7,205,026 3,940,833	169,945 252		7,374,971 3,941,085		737,497 394,109		225 (985)		0.00% -0.02%	737,722 393,124			
13160, 15180, 17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	Vocational Programs - Local School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-3XX-100-XXX 11-4XX-X00-XXX		132,131			132,131		13,213				0.00% 0.00%	- 13,213			
27100	Community Services Programs/Operations	11-800-330-XXX											0.00%				
Undistributed Expenditures																	
29180	Tuition	11-000-100-XXX		1,787,882			1,787,882		178,788		183,437		10.26%	362,225			
29680, 30620, 41660, 42200, 43620	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-218.219.222		1,260,762	16,928		1,277,590		127,759		13,800		1.08%	141,559			
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221.223		220,598			220,598		22,060		1,960		0.89%	24,020			
45300	General Administration	11-000-230-XXX		449,432			449,432		44,943		2,200		0.49%	47,143		42,743	
46160	School Administration	11-000-240-XXX		738,743	10,695		749,438		74,944				0.00%	74,944		74,944	
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX		561,325	11,897		573,222		57,322				0.00%	57,322		57,322	
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX		1,721,064	51,224		1,772,288		177,229		89,047		5.02%	266,276			
52480	Student Transportation Services	11-000-270-XXX		375,297			375,297		37,530				0.00%	37,530			
71260	Personal Services - Employee Benefits	11-XXX-XX-2XX		3,628,226			3,628,226		362,823		(10,237)		-0.28%	352,586			
72020	Food Services	11-000-310-XXX											0.00%				
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															

District:	CLOSTER PUBLIC SCHOOLS
LEA Code:	03-0930
Month/Year:	October-20
Date of Submission:	11/12/2020

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	Account	Budget Category	(column 1 = + Data Entry)	(column 2 = + Data Entry)	(column 3 = + column 1 + column 2)	(column 4 = (column 3 * 0.1) Maximum Transfer Amount)	(column 5 = + or - Data Entry)	(column 6 = column 5 / column 3)	(column 7 = column 4 + column 5)	(column 8 = column 4 - column 5)
			2020-21 Original Budget	Revenues Allowed (N.J.A.C. 6A:23A-13.3(d))	2020-21 Original Budget For Use in 10% Calculation		2020-21 YTD Net Transfers to/(from) as of Date of Submission in cell B5	% Change of Transfers YTD	2020-21 Remaining Allowable Balance From	2020-21 Remaining Allowable Balance To
72247	10-612	Increase in IMPACT Aid Reserve (Capital)	22,021,319	260,841	22,282,160	2,228,217	279,447			
72260		Total General Current Expense								
Capital Outlay										
75880	12-XXX-XXX-73X	Equipment	57,200		57,200	5,720	5,237	9.15%	10,957	
76260	12-000-4XX-XXX	Facilities Acquisition and Construction Services	554,941		554,941	55,494		0.00%		
76320	12-000-4XX-931	Capital Reserve-Transfer to Capital Projects Fund						0.00%		
76340	12-000-4XX-933	Capital Reserve-Transfer to Repayment of Debt						0.00%		
76360	10-604	Deposit to Capital Reserve								
76380	10-604	Interest Earned on Capital Reserve								
76385	12-000-400-938	Impact Aid Reserve (Capital) - Transfer to Capital Projects						0.00%		
76400		Total Capital Expenditures	612,141		612,141	61,214	5,237			
83080	13-XXX-XXX-XXX	Total Special Schools								
84000	10-000-100-56X	Transfer of Funds to Charter Schools						0.00%		
84005	10-000-100-571	Transfer for Funds to Resident Renaissance Schools						0.00%		
84020	10-000-520-930	General Fund Contribution to School Based Budgets						0.00%		
84060		Operating Budget Grand Total	22,633,460	260,841	22,894,301	2,289,431	284,684			

School Business Administrator Signature:

Date: 11/19/2020

Appropriations Adjustments: 283,437 - Ex-Aid
1,247 - Non-Public Transportation Aid

Total Adjustments: 284,684

October 31, 2020 (Sat)
 Budget Year: 2021

Closter Board of Education
 Specific Month Adjustment Analysis
 Appropriations

Account Number and Description	Date	Purchase Order	Adj Type	Before Adjustment	Adjustment Amount	After Adjustment
11-000-216-580-050-00-6 TOLD I5 COMPLETE KIT	10-14-2020	21AP0033	App	1,000.00	358.00-	642.00
	10-31-2020	21AP0031	App	642.00	477.00-	165.00
11-000-216-600-050-02-6 TOLD I5 COMPLETE KIT	10-14-2020	21AP0033	App	950.00	358.00	1,308.00
	10-31-2020	21AP0031	App	1,308.00	477.00	1,785.00
11-000-219-320-050-NV-0 BEHAVIORIST ADD'L	10-01-2020	21AP0029	App	56,431.46	5.00	56,436.46
11-000-219-390-050-00-6 BEHAVIORIST ADD'L	10-01-2020	21AP0029	App	5,168.54	5.00-	5,163.54
11-000-219-800-060-DU-6 MEMBERSHIP - EDUC & EMPL	10-01-2020	21AP0035	App	800.00	25.00	825.00
11-000-230-000-00-0 BOE MEETING MICROPHONES	10-31-2020	21AP0028	App	1,750.00	2,200.00	3,950.00
11-000-251-580-000-00-0 BA TRAVEL ACCOUNT FIX	10-31-2020	21AP0030	App	.00	2,550.00	2,550.00
11-000-251-592-800-00-0 BA TRAVEL ACCOUNT FIX	10-31-2020	21AP0030	App	2,550.00	2,550.00-	5,100.00
11-000-262-300-120-04-5 BOE MEETING MICROPHONES	10-01-2020	21AP0028	App	5,400.00	2,200.00-	7,600.00
11-000-266-420-014-00-0 SECURITY SUPPLIES	10-20-2020	21AP0036	App	8,000.00	2,000.00	10,000.00
11-000-266-600-060-00-0 SECURITY SUPPLIES	10-20-2020	21AP0036	App	.00	2,000.00	2,000.00
11-000-291-270-820-03-0 SNOWFLOWER	10-31-2020	21AP0037	App	2,676,174.00	5,236.94-	2,670,937.06
11-214-100-610-050-00-6 MEMBERSHIP - EDUC & EMPL	10-31-2020	21AP0035	App	1,000.00	25.00-	975.00
12-000-262-730-000-00-0 SNOWFLOWER	10-31-2020	21AP0037	App	.00	5,236.94	5,236.94
20-479-100-600-050-00-0 SET-UP CRF GRANT	10-31-2020	21AP0034	App	.00	17,244.00	17,244.00
20-479-261-610-740-01-5 SET-UP CRF GRANT	10-31-2020	21AP0034	App	.00	13,661.00	13,661.00

GENERAL FUND

ASSETS AND RESOURCES

ASSETS:		
101	CASH IN BANK	
102-106	CASH EQUIVALENTS	\$4,022,607.44
108	IMPACT AID RESERVE GENERAL	\$.00
109	IMPACT AID RESERVE CAPITAL	\$.00
111	INVESTMENTS	\$.00
116	CAPITAL RESERVE ACCOUNT	\$2,767,420.94
117	MAINTENANCE RESERVE INVESTMENT ACCOUNT	\$.00
118	EMERGENCY RESERVE	\$250,000.00
121	TAX LEVY RECEIVABLE	\$13,678,183.32

ACCOUNTS RECEIVABLE:

132	INTERFUND	(\$24.67-)
140	INTERGOVERNMENTAL-ACCOUNTS RECEIVABLE	\$.00
141	INTERGOVERNMENTAL-STATE	\$784,814.16
142	INTERGOVERNMENTAL-FEDERAL	\$.00
143	INTERGOVERNMENTAL-OTHER	\$.00
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	\$24.67
		\$784,814.16

LOANS RECEIVABLE:

131	INTERFUND	\$.00
151, 152	OTHER - NET OF EST. UNCOLLECTIBLE OF	\$.00
181	PREPAID EXPENSES	\$.00
192	DEFERRED EXPENDITURES	\$.00
	OTHER CURRENT ASSETS	\$20,370.00

RESOURCES:

301	ESTIMATED REVENUES	\$21,794,460.00
302	LESS REVENUES	(\$21,533,194.76)
	TOTAL ASSETS AND RESOURCES	\$21,784,661.10

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT	\$.00
402	INTERFUND ACCOUNTS PAYABLE	\$.00
421	ACCOUNTS PAYABLE	\$82,419.66
431	CONTRACTS PAYABLE	\$.00
451	LOANS PAYABLE	\$.00
423	ACCOUNTS PAYABLE / PREVIOUS YEARS	\$.00
461	ACCRUED SALARIES AND BENEFITS	\$.00
481	DEFERRED REVENUE	\$.00
580	UNEMPLOYMENT TRUST	\$.00

October 31, 2020 (Sat)

Budget Year: 2021

Cluster Board of Education
Board Secretary Report
GENERAL FUND - Fund 10
Interim Balance Sheet
October 2020

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OTHER CURRENT LIABILITIES

\$.00

TOTAL LIABILITIES

\$82,419.66

	Budgeted	Actual	Variance
RECAPITULATION OF FUND BALANCE:			
APPROPRIATIONS	\$23,232,772.88	\$20,727,310.60	\$2,505,462.28
REVENUES	(\$21,794,460.00)	(\$21,533,194.76)	(\$261,265.24)
SUB TOTAL	\$1,438,312.88	(\$805,884.16--)	\$2,244,197.04
CHANGE IN RESERVE ACCOUNTS:			
PLUS - INCREASE IN RESERVE	\$1,000.00	\$1,000.00	\$.00
LESS - WITHDRAW FROM RESERVE	(\$540,000.00)	(\$540,000.00)	(\$.00)
SUB TOTAL	\$899,312.88	(\$1,344,884.16--)	\$2,244,197.04
LESS: ADJUSTMENT FOR PRIOR YEAR ENCUMBRANCE	(\$153,715.23)	(\$153,715.23)	(\$.00)
BUDGETED FUND BALANCE	\$745,597.65	(\$1,498,599.39--)	\$2,244,197.04

Closter Board of Education
 Board Secretary Report
 GENERAL FUND - Fund 10
 Interim Statements
 October 2020

October 31, 2020 (Sat)

Budget Year: 2021

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(2020/11/13-Fri-12:07pm)

REVENUE/SOURCES OF FUNDS:	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
52XX FROM TRANSFERS	\$.00	\$.00		\$.00
1XXX FROM INTEREST EARNED ON CURR. EXP. EMERGENCY	\$.00	\$.00		\$.00
1XXX FROM INTEREST EARNED ON MAINTENANCE RESERVE	\$.00	\$.00		\$.00
1XXX FROM LOCAL SOURCES	\$20,870,888.00	\$20,589,252.76	Under	\$281,635.24
2XXX FROM INTERMEDIATE SOURCES	\$.00	\$.00		\$.00
3XXX FROM STATE SOURCES	\$923,572.00	\$953,208.00	Over	(\$29,636.00-)
4XXX FROM FEDERAL SOURCES	\$.00	\$.00		\$.00
5XXX FROM OTHER FINANCING SOURCES	\$.00	\$.00		\$.00
XXXX1 ARRA ESF (FUND 16)	\$.00	\$.00		\$.00
XXXX2 ARRA GSF (FUND 17)	\$.00	\$.00		\$.00
XXXX3 ARRA SFSF (FUND 18)	\$.00	\$.00		\$.00
TOTAL REVENUES/SOURCES OF FUNDS	\$21,794,460.00	\$21,542,460.76	Under	\$251,999.24

EXPENDITURES:	Appropriations	Expenditures	Encumbrances	Available Balance
GENERAL CURRENT EXPENSE FUND (11)				
1XX-100-XXX REGULAR PROGRAMS - INSTRUCTION	\$7,375,196.13	\$1,510,492.12	\$5,646,036.90	\$218,667.11
2XX-100-XXX SPECIAL EDUCATION - INSTRUCTION	\$2,086,189.96	\$404,707.91	\$1,680,035.18	\$1,446.87
230-100-XXX BASIC SKILLS/REMEDIATION INSTRUCTION	\$501,895.00	\$99,697.07	\$401,800.77	\$397.16
240-100-XXX BILINGUAL EDUCATION - INSTRUCTION	\$352,919.00	\$71,267.14	\$279,875.80	\$1,776.06
3XX-100-XXX VOC. PROGRAMS - LOCAL - INSTRUCTION	\$.00	\$.00	\$.00	\$.00
401-100-XXX SCHOOL-SPONS. COCURR. ACTIVITIES - INST.	\$54,531.00	\$.00	\$47,981.00	\$6,550.00
402-100-XXX SCHOOL-SPONS. ATHLETICS - INSTRUCTION	\$32,600.00	\$.00	\$25,650.00	\$6,950.00
421-XXX-XXX TOTAL BEFORE/AFTER SCHOOL PROGRAMS	\$.00	\$.00	\$.00	\$.00
422-XXX-XXX TOTAL SUMMER SCHOOL PROGRAMS	\$45,000.00	\$13,536.03	\$30,963.97	\$500.00
423-XXX-XXX TOTAL ALTERNATIVE EDUCATION PROGRAM	\$.00	\$.00	\$.00	\$.00
424-XXX-XXX TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$.00	\$.00	\$.00	\$.00
425-XXX-XXX TOTAL OTHER SUPPLEMENTAL/AT-RISK PROGRAMS	\$.00	\$.00	\$.00	\$.00
4XX-100-XXX OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	\$.00	\$.00	\$.00	\$.00
800-330-XXX COMM. SERV. PROGRAMS-COMM. SERV. OPERATIONS	\$.00	\$.00	\$.00	\$.00
OTHER EXPENDITURES NOT INCLUDED ABOVE	\$.00	\$.00	\$.00	\$.00
UNDISTRIBUTED EXPENDITURES:				
000-1XX-XXX INSTRUCTION	\$1,971,319.00	\$319,405.02	\$1,203,589.59	\$448,324.39
000-211-XXX ATTENDANCE AND SOCIAL WORK SERVICES	\$77,219.00	\$13,253.07	\$62,465.93	\$1,500.00
000-213-XXX HEALTH SERVICES	\$216,920.05	\$57,192.28	\$141,569.26	\$18,158.51
000-216-XXX OTHER SUPPORT SERV.-STUDENTS-RELATED SERV.	\$291,538.00	\$61,754.20	\$229,332.54	\$451.26
000-217-XXX OTHER SUPPORT SERV.-STUDENTS-EXTRA SERV.	\$707,558.00	\$106,740.27	\$551,427.22	\$49,390.51
000-218-XXX OTHER SUPPORT SERVICES-STUDENTS-REGULAR	\$181,719.00	\$35,583.77	\$142,232.13	\$3,903.10
000-219-XXX OTHER SUPPORT SERV.-STUDENTS-SPEC. SERV.	\$625,314.00	\$223,587.70	\$382,468.76	\$19,257.54
000-221-XXX IMPROV. OF INST./OTHER SUP. SERV.-INSTSERV	\$152,798.00	\$82,204.66	\$60,943.34	\$9,650.00
000-222-XXX EDUCATIONAL MEDIA SERV./SCHOOL LIBRARY	\$190,218.00	\$43,321.80	\$136,345.88	\$10,550.32
000-223-XXX INSTRUCTIONAL STAFF TRAINING SERVICES	\$69,760.00	\$23,663.73	\$1,850.00	\$44,246.27
000-23X-XXX SUPP. SERV. - GENERAL ADMINISTRATION	\$451,632.00	\$159,833.19	\$262,704.26	\$29,094.55

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000-24X-XXX SUPP. SERV. - SCHOOL ADMINISTRATION	\$749,438.10	\$252,297.68	\$471,709.25	\$25,431.17
000-25X-XXX SUPP. SERV. - CENTRAL SERVICES & TECH SERV	\$573,221.83	\$196,193.42	\$322,827.77	\$54,200.64
000-26X-XXX OPERATION AND MAINT. OF PLANT SERVICES	\$1,773,435.31	\$539,890.43	\$1,006,124.73	\$227,420.15
000-263-XXX TOTAL CARE AND UPKEEP OF GROUNDS	\$69,000.00	\$180.00	\$34,995.00	\$33,825.00
000-266-XXX TOTAL SECURITY	\$18,900.00	\$0.00	\$7,478.36	\$11,421.64
000-27X-XXX STUDENT TRANSPORTATION SERVICES	\$375,297.00	\$410.76	\$356,886.24	\$18,000.00
000-29X-XXX BUSINESS AND OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-40X-XXX FACILITIES ACQ. & CONSTRUCTION SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
XXX-XXX-2XX UNALLOCATED BENEFITS	\$3,618,094.06	\$1,015,114.36	\$1,795,413.63	\$807,566.07
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	\$22,561,712.44	\$5,230,326.61	\$15,282,707.51	\$2,048,678.32
CAPITAL OUTLAY (FUND 12)				
XXX-XXX-73X EQUIPMENT	\$114,321.44	\$74,009.24	\$5,236.94	\$35,075.26
000-400-937 IMPACT AID RESERVE	\$0.00	\$0.00	\$0.00	\$0.00
000-4XX-XXX FACILITIES ACQUISITION AND CONSTR. SERV.	\$556,739.00	\$134,582.80	\$447.50	\$421,708.70
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	\$671,060.44	\$208,592.04	\$5,684.44	\$456,783.96
SPECIAL SCHOOLS (FUND 13)				
3XX-1XX-XXX POST-SECONDARY INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
3XX-2XX-XXX POST-SECONDARY SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
422-1XX-XXX SUMMER SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
422-2XX-XXX SUMMER SCHOOL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
4XX-1XX-XXX OTHER SPEC. SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
4XX-2XX-XXX OTHER SPC. SCHOOLS - SUPPORT SERV.	\$0.00	\$0.00	\$0.00	\$0.00
601-1XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
601-2XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
602-1XX-XXX ADULT EDUCATION-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
602-2XX-XXX ADULT EDUCATION-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
629-1XX-XXX VOCATIONAL EVENING-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
629-2XX-XXX VOCATIONAL EVENING-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
631-1XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
631-2XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
OTHER SPECIAL SCHOOLS EXPEND. NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$0.00	\$0.00	\$0.00	\$0.00

	Appropriations	Expenditures	Encumbrances	Available Balance
10-000-550-905 BUDGETED INCREASE IN SURPLUS FOR TUITION	\$.00	\$.00	\$.00	\$.00
10-000-100-56X TRANSFER OF FUNDS TO CHARTER SCHOOLS	\$.00	\$.00	\$.00	\$.00
10-000-100-571 TRANSFER OF FUNDS TO RENAISSANCE SCHOOLS	\$.00	\$.00	\$.00	\$.00
10-000-520-93X GENERAL FUND CONTRIB - WHOLE SCH. REFORM	\$.00	\$.00	\$.00	\$.00
16-XXX-XXX-XXX ESF (FUND 16)	\$.00	\$.00	\$.00	\$.00
17-XXX-XXX-XXX ARRA GSF (FUND 17)	\$.00	\$.00	\$.00	\$.00
18-XXX-XXX-XXX ARRA SFSF (FUND 18)	\$.00	\$.00	\$.00	\$.00
19-XXX-XXX-XXX FEMA GRANT (FUND 19)	\$.00	\$.00	\$.00	\$.00
TOTAL GENERAL FUND EXPENDITURES	\$23,232,772.88	\$5,438,918.65	\$15,288,391.95	\$2,505,462.28

	Estimate	Actual	Unrealized
REVENUES			
LOCAL SOURCES:			
1210 LOCAL TAX LEVY	\$20,517,275.00	\$20,517,275.00	\$.00
1310 TUITION - FROM INDIVIDUALS	\$236,488.00	\$62,372.37	\$174,115.63
1320 - FROM OTHER LEAS WITHIN THE STATE	\$76,125.00	\$1,060.00	\$75,065.00
1XXX MISCELLANEOUS	\$41,000.00	\$8,545.39	\$32,454.61
TOTAL	\$20,870,888.00	\$20,589,252.76	\$281,635.24
STATE SOURCES:			
3121 CATEGORICAL TRANSPORTATION AID	\$93,632.00	\$94,879.00	(\$1,247.00-)
3131 EXTRAORDINARY AID	\$.00	\$28,389.00	(\$28,389.00-)
3132 CATEGORICAL SPECIAL EDUCATION AID	\$738,593.00	\$738,593.00	\$.00
3177 CATEGORICAL SECURITY AID	\$91,347.00	\$91,347.00	\$.00
TOTAL	\$923,572.00	\$953,208.00	(\$29,636.00-)
TOTAL	\$21,794,460.00	\$21,542,460.76	\$251,999.24

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	Appropriations	Expenditures	Encumbrances	Available Balance
GENERAL CURRENT EXPENSE (FUND 11)				
REGULAR PROGRAMS - INSTRUCTION				
105-1XX-101 PRESCHOOL - SALARIES OF TEACHERS	\$148,148.00	\$30,192.92	\$117,955.08	\$.00
110-1XX-101 KINDERGARTEN - SALARIES OF TEACHERS	\$697,200.00	\$118,709.72	\$578,490.28	\$.00
120-1XX-101 GRADES 1-5 -SALARIES OF TEACHERS	\$3,313,792.00	\$656,796.92	\$2,656,995.08	\$.00
130-1XX-101 GRADES 6-8 -SALARIES OF TEACHERS	\$2,037,768.00	\$398,179.75	\$1,639,533.26	\$54.99
150-1XX-101 SALARIES OF TEACHERS	\$7,000.00	\$.00	\$7,000.00	\$.00
150-1XX-32X PURCHASED PROF. - ED. SERVICES	\$3,000.00	\$.00	\$3,000.00	\$.00
190-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$426,350.00	\$50,747.32	\$375,602.68	\$.00
190-1XX-32X PURCHASED PROF. - ED. SERVICES	\$17,000.00	\$.00	\$17,000.00	\$.00
190-1XX-34X PURCHASED TECHNICAL SERVICES	\$90,550.00	\$24,422.05	\$21,848.87	\$44,279.08
190-1XX-5XX OTHER PURCHASED SERVICES	\$156,500.00	\$81,075.83	\$56,180.96	\$19,243.21
190-1XX-61X GENERAL SUPPLIES	\$131,960.40	\$48,696.15	\$11,298.87	\$71,965.38
190-1XX-64X TEXTBOOKS	\$60,225.00	\$35,760.17	\$.00	\$24,464.83
190-1XX-890 MISCELLANEOUS EXPENDITURES	\$6,900.00	\$269.00	\$1,168.00	\$5,463.00
1XX-1XX-XXX OTHER UNDISTRIBUTED INSTRUCTION	\$278,802.73	\$65,642.29	\$179,963.82	\$33,196.62
TOTAL REGULAR PROGRAMS - INSTRUCTION	\$7,375,196.13	\$1,510,492.12	\$5,646,036.90	\$218,667.11
SPECIAL EDUCATION PROGRAMS:				
LEARNING AND/OR LANGUAGE DISABILITIES				
204-1XX-101 SALARIES OF TEACHERS	\$197,944.00	\$38,916.60	\$159,027.40	\$.00
204-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$129,522.00	\$19,930.10	\$109,591.90	\$.00
204-1XX-61X GENERAL SUPPLIES	\$3,000.00	\$2,863.75	\$.00	\$136.25
TOTAL	\$330,466.00	\$61,710.45	\$268,619.30	\$136.25
RESOURCE ROOM/RESOURCE CENTER:				
213-1XX-101 SALARIES OF TEACHERS	\$1,222,704.00	\$231,742.80	\$990,961.20	\$.00
213-1XX-61X GENERAL SUPPLIES	\$7,500.00	\$6,792.44	\$563.84	\$143.72
TOTAL	\$1,230,204.00	\$238,535.24	\$991,525.04	\$143.72
AUTISM				
214-1XX-101 SALARIES OF TEACHERS	\$84,335.00	\$16,995.00	\$67,340.00	\$.00
214-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$35,751.00	\$4,170.68	\$31,580.32	\$.00
214-1XX-61X GENERAL SUPPLIES	\$975.00	\$197.11	\$115.08	\$662.81
TOTAL	\$121,061.00	\$21,362.79	\$99,035.40	\$662.81
PRESCHOOL DISABILITIES - FULL-TIME:				

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216-1XX-101 SALARIES OF TEACHERS	\$213,134.00	\$43,358.16	\$169,775.84	\$.00
216-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$172,163.00	\$29,816.53	\$142,346.47	\$.00
216-1XX-XXX OTHER PRESCHOOL DISABILITIES - FULL-TIME:	\$19,161.96	\$9,924.74	\$8,733.13	\$504.09
TOTAL	\$404,458.96	\$83,099.43	\$320,855.44	\$504.09
TOTAL SPECIAL EDUCATION - INSTRUCTION	\$2,086,189.96	\$404,707.91	\$1,680,035.18	\$1,446.87
BASIC SKILLS/REMEDIATION - INSTRUCTION				
230-1XX-101 SALARIES OF TEACHERS	\$499,855.00	\$98,054.23	\$401,800.77	\$.00
230-1XX-61X GENERAL SUPPLIES	\$2,040.00	\$1,642.84	\$.00	\$397.16
TOTAL	\$501,895.00	\$99,697.07	\$401,800.77	\$397.16
BILINGUAL EDUCATION - INSTRUCTION				
240-1XX-61X GENERAL SUPPLIES	\$2,350.00	\$573.94	\$.00	\$1,776.06
24X-1XX-XXX OTHER BILINGUAL EDUCATION - INSTRUCTION	\$350,569.00	\$70,693.20	\$279,875.80	\$.00
TOTAL	\$352,919.00	\$71,267.14	\$279,875.80	\$1,776.06
SCHOOL SPONS. COCURRICULAR ACTIVITIES - INSTRUCTION				
401-100-1XX SALARIES	\$47,531.00	\$.00	\$47,531.00	\$.00
401-100-6XX SUPPLIES AND MATERIALS	\$5,000.00	\$.00	\$.00	\$5,000.00
401-1XX-8XX OTHER OBJECTS	\$2,000.00	\$.00	\$450.00	\$1,550.00
TOTAL	\$54,531.00	\$.00	\$47,981.00	\$6,550.00
SCHOOL SPONSORED ATHLETICS - INSTRUCTION				
402-1XX-1XX SALARIES	\$25,650.00	\$.00	\$25,650.00	\$.00
402-1XX-5XX PURCHASED SERVICES	\$4,450.00	\$.00	\$.00	\$4,450.00
402-1XX-6XX SUPPLIES AND MATERIALS	\$2,000.00	\$.00	\$.00	\$2,000.00
402-1XX-8XX OTHER OBJECTS	\$500.00	\$.00	\$.00	\$500.00
TOTAL	\$32,600.00	\$.00	\$25,650.00	\$6,950.00
SUMMER SCHOOL PROGRAMS				
422-100-101 SALARIES OF TEACHERS	\$33,500.00	\$10,850.00	\$22,650.00	\$.00
422-100-106 OTHER SALARIES OF INSTRUCTION	\$6,500.00	\$1,061.03	\$5,438.97	\$.00
TOTAL SUMMER SCHOOL INSTRUCTION	\$40,000.00	\$11,911.03	\$28,088.97	\$.00
SUMMER SCHOOL - SUPPORT SVCS				
422-200-100 SALARIES	\$4,500.00	\$1,625.00	\$2,875.00	\$.00
TOTAL SUMMER SCHOOL - SUPPORT SVCS	\$4,500.00	\$1,625.00	\$2,875.00	\$.00

	Appropriations	Expenditures	Encumbrances	Availabe Balance
TOTAL SUMMER SCHOOL	\$44,500.00	\$13,536.03	\$30,963.97	\$.00
OTHER INSTRUCTIONAL PROGRAMS - INSTRUCTION	\$500.00	\$.00	\$.00	\$500.00
4XX-1XX-6XX SUPPLIES AND MATERIALS	\$500.00	\$.00	\$.00	\$500.00
TOTAL	\$1,971,319.00	\$319,405.02	\$1,203,589.59	\$448,324.39
UNDISTRIBUTED EXPENDITURES - INSTRUCTION				
INSTRUCTION				
000-1XX-562 TUITION TO OTHER LEAS W/I STATE - SPEC.	\$1,435,186.00	\$204,255.00	\$786,615.00	\$444,316.00
000-1XX-565 TUITION TO CSSD & REG. DAY SCHOOL	\$212,096.00	\$17,314.00	\$192,166.00	\$2,616.00
000-1XX-566 TUITION TO PRIV. SCH. FOR HANDIC. W/I ST	\$324,037.00	\$97,836.02	\$224,808.59	\$1,392.39
TOTAL	\$1,971,319.00	\$319,405.02	\$1,203,589.59	\$448,324.39
ATTENDANCE AND SOCIAL WORK SERVICES				
000-211-1XX SALARIES	\$75,719.00	\$13,253.07	\$62,465.93	\$.00
000-211-171 SALARIES OF DROP-OUT PREVENTION OFFICER/CO	\$.00	\$.00	\$.00	\$.00
000-211-172 SALARIES OF FAMILY SUPPORT TEAMS	\$.00	\$.00	\$.00	\$.00
000-211-173 SALARIES OF FAMILY LIAISONS/COMM. PARENT I	\$.00	\$.00	\$.00	\$.00
000-211-174 SALARIES OF COMMUNITY/SCHOOL COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-211-3XX PURCHASED PROF. AND TECH. SERVICES	\$1,500.00	\$.00	\$.00	\$1,500.00
TOTAL	\$77,219.00	\$13,253.07	\$62,465.93	\$1,500.00
HEALTH SERVICES				
000-213-1XX SALARIES	\$166,292.00	\$31,601.80	\$134,690.20	\$.00
000-213-175 SALARIES OF SOCIAL SERVICES COORDINATORS	\$.00	\$.00	\$.00	\$.00
000-213-3XX PURCHASED PROF. AND TECH. SERVICES	\$3,000.00	\$781.50	\$1,823.50	\$395.00
000-213-5XX OTHER PURCHASED SERVICES	\$4,341.75	\$281.75	\$1,740.00	\$2,320.00
000-213-6XX SUPPLIES AND MATERIALS	\$43,286.30	\$24,527.23	\$3,315.56	\$15,443.51
TOTAL	\$216,920.05	\$57,192.28	\$141,569.26	\$18,158.51
OTHER SUPP. SERV. STUDENTS-RELATED SERVICES				
000-216-1XX SALARIES	\$289,338.00	\$60,343.16	\$228,994.84	\$.00
000-216-6XX SUPPLIES AND MATERIALS	\$2,035.00	\$1,411.04	\$337.70	\$286.26
TOTAL	\$291,373.00	\$61,754.20	\$229,332.54	\$286.26
OTHER SUPP. SERV. STUDENTS-EXTRA SERVICES				
000-217-1XX SALARIES	\$298,158.00	\$71,053.77	\$227,104.23	\$.00

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000-217-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$405,000.00	\$35,686.50	\$324,203.00	\$45,110.50
000-217-6XX SUPPLIES AND MATERIALS	\$3,900.00	\$0.00	\$119.99	\$3,780.01
000-217-8XX OTHER OBJECTS	\$500.00	\$0.00	\$0.00	\$500.00
TOTAL	\$707,558.00	\$106,740.27	\$551,427.22	\$49,390.51
OTHER SUPP. SERV. - STUDENTS - REGULAR				
000-218-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$177,219.00	\$35,394.05	\$141,824.95	\$0.00
000-218-6XX SUPPLIES AND MATERIALS	\$1,200.00	\$189.72	\$407.18	\$603.10
000-218-8XX OTHER OBJECTS	\$200.00	\$0.00	\$0.00	\$200.00
TOTAL	\$178,619.00	\$35,583.77	\$142,232.13	\$803.10
OTHER SUPPORT SERVICES - STUDENTS-SPECIAL				
000-219-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$408,843.00	\$83,984.85	\$324,858.15	\$0.00
000-219-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$84,246.00	\$27,681.98	\$56,564.02	\$0.00
000-219-32X PURCHASED PROF. - ED. SERVICES	\$112,867.92	\$103,580.27	\$0.00	\$9,287.65
000-219-39X OTHER PURCHASED PROF. AND TECH. SERVICES	\$10,732.08	\$5,250.00	\$700.00	\$4,782.08
000-219-5XX OTHER PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$500.00
000-219-6XX SUPPLIES AND MATERIALS	\$6,500.00	\$1,781.60	\$35.30	\$4,683.10
000-219-8XX OTHER PROJECTS	\$1,625.00	\$1,309.00	\$311.29	\$4.71
TOTAL	\$625,314.00	\$223,587.70	\$382,468.76	\$19,257.54
IMPROVEMENT OF INSTRUCTION SERVICES/				
000-221-102 SALARIES OF SUPERVISORS OF INSTR.	\$77,148.00	\$26,204.66	\$50,943.34	\$0.00
000-221-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$10,000.00	\$0.00	\$10,000.00	\$0.00
000-221-176 SAL OF FACILITATORS, MATH COACHES & LITERA	\$0.00	\$0.00	\$0.00	\$0.00
000-221-32X PURCHASED PROF. - ED. SERVICES	\$56,000.00	\$56,000.00	\$0.00	\$0.00
000-221-3XX OTHER PPURCHASED PROF. AND TECH. SERVICES	\$7,850.00	\$0.00	\$0.00	\$7,850.00
000-221-5XX OTHER PURCHASED SERVICES	\$500.00	\$0.00	\$0.00	\$500.00
000-221-6XX SUPPLIES AND MATERIALS	\$500.00	\$0.00	\$0.00	\$500.00
000-221-8XX OTHER OBJECTS	\$800.00	\$0.00	\$0.00	\$800.00
TOTAL	\$152,798.00	\$82,204.66	\$60,943.34	\$9,650.00
EDUCATIONAL MEDIA SERVICES/SCHOOL LIBRARY				
000-222-1XX SALARIES	\$164,893.00	\$32,917.20	\$131,975.80	\$0.00
000-222-177 SALARIES OF TECHNOLOGY COORDINATORS	\$0.00	\$0.00	\$0.00	\$0.00
000-222-3XX PURCHASED PROF. AND TECH. SERVICES	\$3,425.00	\$3,270.00	\$0.00	\$155.00
000-222-5XX OTHER PURCHASED SERVICES.	\$8,100.00	\$4,832.82	\$1,185.00	\$2,082.18
000-222-6XX SUPPLIES AND MATERIALS	\$13,800.00	\$2,301.78	\$3,185.08	\$8,313.14
TOTAL	\$190,218.00	\$43,321.80	\$136,345.88	\$10,550.32
INSTRUCTO L STAFF TRAINING SERVICES				

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000-223-32X PURCHASED PROF. - ED. SERVICES	\$42,000.00	\$16,427.73	\$0.00	\$25,572.27
000-223-3XX OTHER PURCHASED PROF. AND TECH. SERVICES	\$12,260.00	\$5,960.00	\$0.00	\$6,300.00
000-223-5XX OTHER PURCHASED SERVICES	\$11,000.00	\$1,276.00	\$1,850.00	\$7,874.00
000-223-6XX SUPPLIES AND MATERIALS	\$4,500.00	\$0.00	\$0.00	\$4,500.00
TOTAL	\$69,760.00	\$23,663.73	\$1,850.00	\$44,246.27
SUPPORT SERVICES - GENERAL ADMINISTRATION				
000-23X-1XX SALARIES	\$275,632.00	\$91,362.63	\$184,269.37	\$0.00
000-23X-331 LEGAL SERVICES	\$29,450.00	\$6,929.75	\$22,520.25	\$0.00
000-23X-332 AUDIT FEES	\$26,000.00	\$0.00	\$26,000.00	\$0.00
000-230-334 ARCHITECTURAL/ENGINEERING SERVICES	\$12,500.00	\$0.00	\$12,500.00	\$0.00
000-23X-33X OTHER PURCHASED PROF. SERVICES	\$8,096.00	\$4,062.50	\$2,887.50	\$1,146.00
000-23X-34X PURCHASED TECHNICAL SERVICES	\$2,700.00	\$1,708.00	\$0.00	\$992.00
000-23X-53X COMMUNICATIONS/TELEPHONE	\$42,100.00	\$16,766.78	\$12,126.30	\$13,206.92
000-23X-585 BOE OTHER PURCHASED SERVICES	\$1,300.00	\$398.00	\$0.00	\$902.00
000-23X-5XX OTHER PURCHASED SERVICES	\$31,404.00	\$26,203.16	\$2,400.84	\$2,800.00
000-23X-610 GENERAL SUPPLIES	\$5,000.00	\$0.00	\$0.00	\$5,000.00
000-23X-630 BOE MEETING SUPPLIES	\$3,950.00	\$2,986.02	\$0.00	\$963.98
000-23X-890 MISCELLANEOUS EXPENDITURES	\$4,500.00	\$1,120.00	\$0.00	\$3,380.00
000-23X-895 BOE MEMBERSHIP DUES AND FEES	\$9,000.00	\$8,296.35	\$0.00	\$703.65
TOTAL	\$451,632.00	\$159,833.19	\$262,704.26	\$29,094.55
SUPPORT SERVICES - SCHOOL ADMIN.				
000-24X-103 SALARIES OF PRINCIPALS/ASST. PRINCIPALS	\$431,363.00	\$142,237.86	\$289,125.14	\$0.00
000-24X-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$142,314.00	\$46,750.00	\$95,564.00	\$0.00
000-24X-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$130,466.00	\$44,409.08	\$86,056.92	\$0.00
000-24X-5XX OTHER PURCHASED SERVICES	\$10,800.00	\$0.00	\$0.00	\$10,800.00
000-24X-6XX SUPPLIES AND MATERIALS	\$23,595.10	\$16,067.74	\$963.19	\$6,564.17
000-24X-8XX OTHER OBJECTS	\$10,900.00	\$2,833.00	\$0.00	\$8,067.00
TOTAL	\$749,438.10	\$252,297.68	\$471,709.25	\$25,431.17
SUPPORT SERVICES - CENTRAL SERVICES				
000-251-100 SALARIES	\$352,978.00	\$116,466.92	\$236,511.08	\$0.00
000-251-34X PURCHASED TECHNICAL SERVICES	\$24,000.00	\$11,225.50	\$12,725.50	\$49.00
000-251-592 MISC. PURCHASED SERVICES	\$4,850.00	\$3,439.57	\$657.94	\$752.49
000-251-5XX OTHER PURCHASED SERVICES	\$2,550.00	\$0.00	\$0.00	\$2,550.00
000-251-6XX SUPPLIES AND MATERIALS	\$5,000.00	\$488.03	\$133.21	\$4,378.76
000-251-890 MISCELLANEOUS EXPENDITURES	\$2,400.00	\$2,151.27	\$0.00	\$248.73
TOTAL	\$391,778.00	\$133,771.29	\$250,027.73	\$7,978.98
SUPPORT SERVICES - ADMINISTRATIVE INFO TECH SERVICES				

Closter Board of Education
Board Secretary Report
GENERAL FUND - Fund 10
Statement of Appropriations
October 2020


Budget Year: 2021

(2020/11/13-Fri-12:07pm)

	Appropriations	Expenditures	Encumbrances	Availabe Balance
000-252-100 SALARIES	\$108,737.00	\$35,936.96	\$72,800.04	\$0.00
000-252-34X PURCHASED TECHNICAL SERVICES	\$55,160.00	\$14,495.00	\$0.00	\$40,665.00
000-252-5XX OTHER PURCHASED SERVICES	\$650.00	\$32.03	\$0.00	\$617.97
000-252-6XX SUPPLIES AND MATERIALS	\$16,896.83	\$11,958.14	\$0.00	\$4,938.69
TOTAL	\$181,443.83	\$62,422.13	\$72,800.04	\$46,221.66
OPERATION AND MAINTENANCE OF SCHOOL FACILITIES				
000-261-1XX SALARIES	\$163,660.00	\$52,857.16	\$110,802.84	\$0.00
000-261-61X GENERAL SUPPLIES	\$54,574.86	\$35,195.61	\$14,505.09	\$4,874.16
000-261-8XX OTHER OBJECTS	\$1,500.00	\$765.00	\$299.00	\$436.00
000-261-XXX REQUIRED MAINTENANCE UPDATE	\$133,000.00	\$45,326.25	\$18,320.80	\$69,352.95
TOTAL REQUIRED MAINT FOR SCHOOL FACILITIES	\$352,734.86	\$134,144.02	\$143,927.73	\$74,663.11
CUSTODIAL SERVICES				
000-262-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$186,423.00	\$368.88	\$186,054.12	\$0.00
000-262-1XX SALARIES	\$575,745.00	\$173,127.29	\$366,817.71	\$35,800.00
000-262-3XX PURCHASED PROF. AND TECH. SERVICES	\$4,200.00	\$0.00	\$0.00	\$4,200.00
000-262-42X CLEANING, REPAIR, AND MAINT. SERVICES	\$9,500.00	\$785.00	\$1,555.00	\$7,160.00
000-262-441 RENTAL OF LAND AND BLDG. - OTHER THAN LEASE PURCH. AGREEMENTS	\$9,000.00	\$3,360.00	\$5,640.00	\$0.00
000-262-49X OTHER PURCHASED PROPERTY SERV.	\$16,600.00	\$4,180.49	\$10,819.51	\$1,600.00
000-262-52X INSURANCE	\$152,136.00	\$152,004.00	\$0.00	\$132.00
000-262-5XX MISCELLANEOUS PURCHASED SERVICES	\$200.00	\$0.00	\$0.00	\$200.00
000-262-61X GENERAL SUPPLIES	\$96,896.45	\$34,192.78	\$17,838.63	\$44,865.04
000-262-621 ENERGY (NATURAL GAS)	\$119,000.00	\$2,246.49	\$116,753.51	\$0.00
000-262-626 ENERGY (GASOLINE)	\$3,500.00	\$320.80	\$1,879.20	\$1,300.00
000-262-62X ENERGY (HEAT AND ELECTRICITY)	\$245,000.00	\$35,160.68	\$154,839.32	\$55,000.00
000-262-8XX OTHER OBJECTS	\$2,500.00	\$0.00	\$0.00	\$2,500.00
TOTAL CUSTODIAL SERVICES	\$1,420,700.45	\$405,746.41	\$862,197.00	\$152,757.04
CARE AND UPKEEP OF GROUNDS				
000-263-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$63,000.00	\$180.00	\$34,995.00	\$27,825.00
000-263-610 GENERAL SUPPLIES	\$6,000.00	\$0.00	\$0.00	\$6,000.00
TOTAL CARE AND UPKEEP OF GROUNDS	\$69,000.00	\$180.00	\$34,995.00	\$33,825.00
SECURITY				
000-266-300 PURCHASED PROFESSIONAL AND TECHNICAL SERVI	\$3,500.00	\$0.00	\$0.00	\$3,500.00
000-266-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$6,000.00	\$0.00	\$0.00	\$6,000.00
000-266-610 GENERAL SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00
TOTAL SECURITY	\$10,500.00	\$0.00	\$0.00	\$10,500.00

	Appropriations	Expenditures	Encumbrances	Available Balance
OPERATION AND MAINTENANCE OF PLANT SERVICES				
000-26X-XXX OTHER UNDIST. EXPEND. OPERATION & MAINTEN	\$8,400.00	\$0.00	\$7,478.36	\$921.64
TOTAL	\$8,400.00	\$0.00	\$7,478.36	\$921.64
STUDENT TRANSPORTATION SERV.				
000-270-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$9,297.00	\$410.76	\$8,886.24	\$0.00
000-27X-503 CONTRACTED SERVICES - AID NON-PUBLIC	\$55,000.00	\$0.00	\$55,000.00	\$0.00
000-27X-511 CONTRACTED SERVICES (HOME/SCH.) VENDORS	\$35,000.00	\$0.00	\$35,000.00	\$0.00
000-27X-512 CONTRACTED SERV. (OTHER THAN HM/SC) VEND.	\$18,000.00	\$0.00	\$0.00	\$18,000.00
000-27X-513 CONTRACTED SERV. (HOME/SCH.) JOIN AGREEMN	\$8,000.00	\$0.00	\$8,000.00	\$0.00
000-27X-515 CONTR. SERV. (SPEC. ED. STUD.) JOIN AGRM.	\$250,000.00	\$0.00	\$250,000.00	\$0.00
TOTAL	\$375,297.00	\$410.76	\$356,886.24	\$18,000.00
UNALLOCATED BENEFITS				
000-291-22X SOCIAL SECURITY CONTRIBUTIONS	\$247,000.00	\$56,895.86	\$0.00	\$190,104.14
000-291-241 OTHER RETIREMENT CONTRIBUTIONS - PERS	\$238,000.00	\$0.00	\$0.00	\$238,000.00
000-291-249 OTHER RETIREMENT CONTRIBUTIONS-REG	\$29,000.00	\$6,480.00	\$0.00	\$22,520.00
000-291-26X WORKMEN'S COMPENSATION	\$100,612.00	\$17,401.34	\$52,680.34	\$30,530.32
000-291-27X HEALTH BENEFITS	\$2,956,937.06	\$918,622.16	\$1,739,569.29	\$298,745.61
000-291-28X TUITION REIMBURSEMENT	\$15,000.00	\$5,847.00	\$2,000.00	\$7,153.00
000-291-299 UNUSED SICK PAYMENT RETIRE/TERM	\$25,000.00	\$9,415.00	\$0.00	\$15,585.00
000-291-2XX OTHER EMPLOYEE BENEFITS	\$6,545.00	\$453.00	\$1,164.00	\$4,928.00
TOTAL UNALLOCATED BENEFITS	\$3,618,094.06	\$1,015,114.36	\$1,795,413.63	\$807,566.07
TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS	\$3,618,094.06	\$1,015,114.36	\$1,795,413.63	\$807,566.07
OTHER UNDISTRIBUTED EXPENDITURES	\$3,265.00	\$0.00	\$0.00	\$3,265.00
TOTAL UNDISTRIBUTED EXPENDITURES	\$12,113,381.35	\$3,130,626.34	\$7,170,363.89	\$1,812,391.12
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES	\$22,561,712.44	\$5,230,326.61	\$15,282,707.51	\$2,048,678.32
TOTAL GEN. CURRENT EXP. EXPENDITURES AND TRANSFERS	\$22,561,712.44	\$5,230,326.61	\$15,282,707.51	\$2,048,678.32
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$0.00	\$514,927.10	\$82,419.66	(\$597,346.76-)
TOTAL GEN. CURRENT EXP. EXPEND., TRANSFERS AND RESERVE	\$22,561,712.44	\$5,745,253.71	\$15,365,127.17	\$1,451,331.56
CAPITAL OUTLAY (FUND 12)				

	Appropriations	Expenditures	Encumbrances	Available Balance
EQUIPMENT				
120-100-XXX GRADES 1-5	\$41,200.00	\$16,172.64	\$.00	\$25,027.36
213-100-XXX RESOURCE ROOM/RESOURCE CENTER	\$11,000.00	\$5,952.10	\$.00	\$5,047.90
2XX-100-XXX OTHER SPECIAL EDUCATION - INSTRUCTION	\$5,000.00	\$.00	\$.00	\$5,000.00
000-261-730 UNDIST. EXPEND.-REQUIRED MAINT FOR SCHOOL	\$51,884.50	\$51,884.50	\$.00	\$.00
000-262-730 UNDIST. EXPEND.-CUSTODIAL SERVICES	\$5,236.94	\$.00	\$5,236.94	\$.00
000-400-334 ARCHITECTURAL/ENGINEERING SERVICES	\$1,798.00	\$1,350.50	\$447.50	\$.00
TOTAL EQUIPMENT	\$116,119.44	\$75,359.74	\$5,684.44	\$35,075.26
FACILITIES ACQ. AND CONSTR. SERV.:				
000-400-896 ASSESSMENT DEBT SVC ON SDA FUNDING	\$14,941.00	\$.00	\$.00	\$14,941.00
XXX-4XX-XXX OTHER FACILITIES ACQ. AND CONSTR. SERV.	\$540,000.00	\$133,232.30	\$.00	\$406,767.70
TOTAL	\$554,941.00	\$133,232.30	\$.00	\$421,708.70
TOTAL CAPITAL OUTLAY EXPENDITURES	\$671,060.44	\$208,592.04	\$5,684.44	\$456,783.96
TOTAL CAPITAL OUTLAY EXPENDITURES AND RESERVES	\$671,060.44	\$208,592.04	\$5,684.44	\$456,783.96
TOTAL GENERAL FUND NOT INCLUDING RESERVES	\$23,232,772.88	\$5,438,918.65	\$15,288,391.95	\$2,505,462.28

PREPARED AND SUBMITTED BY:  DATE 11/13/2020

BOARD SECRETARY

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

ASSETS AND RESOURCES

ASSETS:		
101	CASH IN BANK	\$.00
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	\$.00
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	(\$.00)
131	INTERFUND LOANS RECEIVABLE	(\$1,664.08-)
	OTHER CURRENT ASSETS	\$.00

RESOURCES:

301	ESTIMATED REVENUES	\$552,332.10
302	LESS REVENUES	(\$355,079.10)
	TOTAL ASSETS AND RESOURCES	\$195,588.92

LIABILITIES AND FUND EQUITY

LIABILITIES:		
101	CASH OVERDRAFT	\$11,207.00
411	INTERGOVERNMENTAL ACCOUNTS PAYABLE - STATE	\$.00
412	INTERGOVERNMENTAL ACCOUNTS PAYABLE - FEDERAL	\$.00
421	ACCOUNTS PAYABLE	\$.00
431	CONTRACTS PAYABLE	\$.00
451	LOANS PAYABLE	\$.00
481	DEFERRED REVENUES	\$2,226.29
	OTHER CURRENT LIABILITIES	\$.00

TOTAL LIABILITIES

\$13,433.29

FUND BALANCE:		
APPROPRIATED:		
753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR	\$125,600.13
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	\$552,332.10
601	APPROPRIATIONS	
602	LESS: EXPENDITURES	\$370,176.47
603	ENCUMBRANCES	(\$495,776.60)
		\$56,555.50
UNAPPROPRIATED:		
770	FUND BALANCE, JULY 1, 2020	\$.00
303	BUDGETED FUND BALANCE	(\$.00)
	TOTAL FUND BALANCE	\$182,155.63
	TOTAL LIABILITIES AND FUND EQUITY	\$195,588.92

REVENUE/SOURCES OF FUNDS:

TRANSFERS FROM OPERATING BUDGET PRE-K					
1310 TUITION - PRESCHOOL	\$.00	\$.00	\$.00		\$.00
1320 TUITION FROM LEA'S - PRESCHOOL	\$.00	\$.00	\$.00		\$.00
1760 STUDENT ACTIVITY FUND	\$.00	\$.00	\$.00		\$.00
1770 SCHOLARSHIP FUND	\$.00	\$.00	\$.00		\$.00
FROM LOCAL SOURCES	\$66,764.10	\$66,764.10	\$.00		\$.00
FROM INTERMEDIATE SOURCES	\$.00	\$.00	\$.00		\$.00
3218 PRESCHOOL EDUCATION AID - PR YR CARRYOVER	\$.00	\$.00	\$.00		\$.00
3700 STATE GRANTS THROUGH INTERMEDIATE SOURCES	\$.00	\$.00	\$.00		\$.00
3XXX OTHER STATE AID	\$489.00	\$489.00	\$.00		\$.00
FROM STATE SOURCES					
TITLE II	\$.00	\$.00	\$.00		\$.00
TITLE IV	\$.00	\$.00	\$.00		\$.00
TITLE III	\$.00	\$.00	\$.00		\$.00
4526 FEMA - SUPERSTORM SANDY	\$76,499.00	\$76,499.00	\$47,425.00	Under	\$29,074.00
4530 CARES ACT	\$30,905.00	\$30,905.00	\$30,905.00		\$.00
4532 CORONAVIRUS RELIEF FUND	\$377,675.00	\$377,675.00	\$209,496.00	Under	\$168,179.00
FROM FEDERAL SOURCES					
TOTAL REVENUE/SOURCES OF FUNDS	\$552,332.10	\$552,332.10	\$355,079.10	Under	\$197,253.00

EXPENDITURES:

LOCAL PROJECTS	\$66,764.10	\$66,764.10	\$36,646.60	\$29,868.00	\$249.50
STUDENT ACTIVITY FUND	\$.00	\$.00	\$.00	\$.00	\$.00
SCHOLARSHIP FUND	\$.00	\$.00	\$.00	\$.00	\$.00
STATE PROJECTS					
EARLY CHILDHOOD PROGRAM AID	\$.00	\$.00	\$.00	\$.00	\$.00
DEMONSTRABLY EFFECTIVE PROGRAM AID	\$.00	\$.00	\$.00	\$.00	\$.00
DISTANCE LEARNING NETWORK AID	\$.00	\$.00	\$.00	\$.00	\$.00
INSTRUCTIONAL SUPPLEMENT AID	\$.00	\$.00	\$.00	\$.00	\$.00
STATE PROJECTS CARRYOVER	\$.00	\$.00	\$.00	\$.00	\$.00
DISTANCE LEARNING CARRYOVER	\$.00	\$.00	\$.00	\$.00	\$.00
PRIVATE INDUSTRY COUNCIL	\$.00	\$.00	\$.00	\$.00	\$.00
NJ NONPUBLIC TEXTBOOKS	\$489.00	\$489.00	\$489.00	\$.00	\$.00
NJ NONPUBLIC AUXILIARY SERVICES	\$.00	\$.00	\$.00	\$.00	\$.00

	Appropriations	Expenditures	Encumbrances	Available Balance
NJ NONPUBLIC HANDICAPPED SERVICES	\$.00	\$.00	\$.00	\$.00
NJ NONPUBLIC NURSING SERVICES	\$.00	\$.00	\$.00	\$.00
NJ NONPUBLIC TECHNOLOGY INITIATIVE	\$.00	\$.00	\$.00	\$.00
NJ NONPUBLIC SECURITY AID	\$.00	\$.00	\$.00	\$.00
ADULT EDUCATION - STATE	\$.00	\$.00	\$.00	\$.00
VOCATIONAL EDUCATION	\$.00	\$.00	\$.00	\$.00
CONTRIBUTION TO WSR - OTHER STATE PROJECTS	\$.00	\$.00	\$.00	\$.00
TARGETED AT-RISK AID	\$.00	\$.00	\$.00	\$.00
OTHER STATE PROJECTS	\$.00	\$.00	\$.00	\$.00
TOTAL STATE PROJECTS	\$489.00	\$489.00	\$.00	\$.00
FEDERAL PROJECTS				
CLASS SIZE REDUCTION				
TITLE I	\$107,831.00	\$12,161.37	\$44,138.63	\$51,531.00
TITLE II	\$.00	\$.00	\$.00	\$.00
NCLB TITLE III	\$.00	\$.00	\$.00	\$.00
NCLB TITLE IV	\$.00	\$.00	\$.00	\$.00
NCLB TITLE V	\$.00	\$.00	\$.00	\$.00
TITLE VI	\$.00	\$.00	\$.00	\$.00
I.D.E.A. PART B (HANDICAPPED)	\$269,496.00	\$269,496.00	\$.00	\$.00
VOCATIONAL EDUCATION	\$.00	\$.00	\$.00	\$.00
CARES ACT	\$76,499.00	\$51,035.50	\$20,688.50	\$4,775.00
CORONAVIRUS RELIEF FUND	\$30,905.00	\$.00	\$30,905.00	\$.00
ADULT EDUCATION	\$.00	\$.00	\$.00	\$.00
OTHER FEDERAL PROJECTS	\$.00	\$.00	\$.00	\$.00
OTHER SPECIAL PROJECTS	\$348.00	\$348.00	\$.00	\$.00
CONTRIBUTION TO WSR - OTHER FEDERAL PROJECTS	\$.00	\$.00	\$.00	\$.00
TOTAL FEDERAL PROJECTS	\$485,079.00	\$333,040.87	\$95,732.13	\$56,306.00
TOTAL EXPENDITURES	\$552,332.10	\$370,176.47	\$125,600.13	\$56,555.50
FEDERAL PROJECTS				
999-XXX-XXX PRIOR YEAR PURCHASE ORDERS	\$.00	\$.00	\$.00	\$.00
999-999-999 PRIOR YEAR RESERVE	\$.00	\$24,767.00	\$.00	(\$24,767.00-)
TOTAL EXPENDITURES AND RESERVE	\$552,332.10	\$394,943.47	\$125,600.13	\$31,788.50
TOTAL SPECIAL FUND NOT INCLUDING RESERVES	\$552,332.10	\$370,176.47	\$125,600.13	\$56,555.50

PREPARED AND SUBMITTED BY:

October 31, 2020 (Sat)

Budget Year: 2021

Cluster Board of Education
Board Secretary Report
SPECIAL REVENUE FUNDS - Fund 20
Interim Statements
October 2020

(2020/11/13-Fri-12:07pm)

Available
Balance

Encumbrances

Expenditures

Appropriations



BOARD SECRETARY

11/13/2020

DATE

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

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK	\$135,001.00
102-104	CASH - OTHER	\$.00
105	CASH WITH FISCAL AGENTS	\$.00
106	CASH EQUIVALENTS	\$.00
111	INVESTMENTS	\$.00
121	TAX LEVY RECEIVABLE	\$147,690.00

ACCOUNTS RECEIVABLE:

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

OTHER CURRENT ASSETS

		\$.00
		\$.00

RESOURCES:

301	ESTIMATED REVENUES	\$295,380.00
302	LESS REVENUES	(\$295,380.00)

TOTAL ASSETS AND RESOURCES

\$282,691.00

LIABILITIES AND FUND EQUITY

LIABILITIES:

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

TOTAL LIABILITIES

\$.00

October 31, 2020 (Sat)
 Budget Year: 2021

FUND BALANCE:

APPROPRIATED:

767	RESERVED-FUND BALANCE		
608	DEBT SERVICE RESERVE - JULY 1, 2020	\$.00	
313	ADD: INCREASE IN DEBT SERVICE RESERVE	\$.00	
	LESS: W/D FROM DEBT SERVICE RESERVE	(\$.00)	
76X	OTHER RESERVES	\$.00	
601	APPROPRIATIONS	\$295,380.00	
602	LESS: EXPENDITURES		
603	ENCUMBRANCES		
	TOTAL APPROPRIATIONS	(\$295,380.00)	\$282,690.00

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2020		\$1.00
771	DESIGNATED FUND BALANCE	\$.00	
303	BUDGETED FUND BALANCE	(\$.00)	

TOTAL FUND BALANCE

\$282,691.00

TOTAL LIABILITIES AND FUND EQUITY

\$282,691.00

Closter Board of Education
 Board Secretary Report
 DEBT SERVICE FUNDS - Fund 40
 Interim Statements
 October 2020

October 31, 2020 (Sat)
 Budget Year: 2021

REVENUE/SOURCES OF FUNDS:	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
52XX TRANSFERS FROM OTHER FUNDS	\$.00	\$.00		\$.00
LOCAL SOURCES				
1210 LOCAL TAX LEVY-PREMERGER DEBT	\$.00	\$.00		\$.00
1210 LOCAL TAX LEVY	\$295,380.00	\$295,380.00		\$.00
1XXX INTEREST EARNED ON DEBT SERVICE RESERVE	\$.00	\$.00		\$.00
1XXX MISCELLANEOUS	\$.00	\$.00		\$.00
TOTAL	\$295,380.00	\$295,380.00		\$.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	\$295,380.00	\$295,380.00		\$.00

USES OF FUNDS:

DEBT SERVICE - REGULAR	Appropriations	Expenditures	Encumbrances	Avaiable Balance
700-530-940 PAYMENT OF REFUND - BOND ESCROW	\$.00	\$.00		\$.00
701-510-723 PRINCIPAL PAYMENTS - LEASE PURCH. AGRMTS.	\$.00	\$.00		\$.00
701-510-833 INTEREST PAYMENTS - LEASE PURCH. AGRMTS.	\$.00	\$.00		\$.00
701-510-835 INTEREST ON EARLY RETIREMENT BONDS	\$.00	\$.00		\$.00
701-510-837 INTEREST ON COMMUNITY DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-83X INTEREST	\$25,380.00	\$12,690.00		\$.00
701-510-910 REDEMPTION OF PRINC.-EARLY RETIREM. BONDS	\$270,000.00	\$.00		\$.00
701-510-912 PRINCIPAL ON COMM DEVELOPMENT LOAN	\$.00	\$.00		\$.00
701-510-91X REDEMPTION OF PRINCIPAL	\$.00	\$.00		\$.00
701-510-92X AMTS. PAID INTO SINKING FUND	\$.00	\$.00		\$.00
701-XXX-XXX ACCOUNTS NOT INCLUDED ABOVE	\$.00	\$.00		\$.00
TOTAL	\$295,380.00	\$12,690.00		\$.00

ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 177

TOTAL	\$.00	\$.00		\$.00
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October 31, 2020 (Sat)
 Budget Year: 2021

Closter Board of Education
 Board Secretary Report
 DEBT SERVICE FUNDS - Fund 40
 Interim Statements
 October 2020

	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	\$295,380.00	\$12,690.00		\$.00
TRANSFERS				
000-520-93X TRANSFER TO OTHER FUNDS	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS AND TRANSFERS	\$295,380.00	\$12,690.00		\$.00
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$.00	\$.00		\$.00
TOTAL USES OF FUNDS, TRANSFERS AND RESERVE	\$295,380.00	\$12,690.00		\$.00
TOTAL DEBT SERVICE FUNDS NOT INCLUDING RESERVES	\$295,380.00	\$12,690.00	\$282,690.00	\$.00

PREPARED AND SUBMITTED BY:



BOARD SECRETARY

11/13/2020

DATE

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

POLICY UPDATES

ADMINISTRATION

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Administrative Employment Contracts

SEPT 20

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1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents **of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1**, Deputy Superintendents **of Schools**, Assistant Superintendents **of Schools**, and School Business Administrators, **including any interim, acting, or person otherwise serving in these positions**, in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, **an Executive County Superintendent from another county shall be designated by the Commissioner to review and approve all contracts listed above.**

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board **of Education** approval and execution of **the** contracts to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.



POLICY UPDATES

ADMINISTRATION
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Administrative Employment Contracts

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.



POLICY UPDATES

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Administrative Employment Contracts

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments.

The review and approval of **the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent** shall be consistent with the following additional standards outlined in **N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1**:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the **school** district with other teaching staff members, such as payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.



POLICY UPDATES

4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.

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Administrative Employment Contracts

5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of



POLICY UPDATES

separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.

8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.

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Administrative Employment Contracts

9. **No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:**
 - a. **A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.**
 - b. **The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.**
 - c. **A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.**
 - d. **The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive**



POLICY UPDATES

County Superintendent prior to payment of any merit bonus.

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Administrative Employment Contracts

10. **No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.**
11. **No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.**
- 12~~11~~. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance **shall not** exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and **New Jersey Office of Management and Budget (NJOMB)** circulars. If such allowance is included, the employee **shall not** be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official



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district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract **shall** include a provision of a dedicated driver or chauffeur.

- 13+2.** All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.

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Administrative Employment Contracts

- 14+3.** No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a **regionally** accredited **college or university** as defined in **applicable regulations**. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless **the** coursework culminates in the acquisition of a graduate degree conferred by a **regionally** accredited **college or university** as defined in **applicable regulations**.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to **N.J.S.A. 18A:7-8.1**, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, **Controversies and Disputes**.



POLICY UPDATES

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

Adopted:

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Restart and Recovery Plan
Sept 20
M

1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back – Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and



POLICY UPDATES

will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

1. Transportation

a. If the school district is providing transportation services on a ~~district-owned~~ school bus, ~~but is unable to maintain social distancing~~, a face covering must be worn by all students upon entering the school bus **unless doing so would inhibit the student's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.** ~~by all students who are able to do so in accordance with A.2.c. below.~~ **Exceptions to the face covering requirements shall be those outlined in A.2.d. below:**

(1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.

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Restart and Recovery Plan

b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.

c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.

d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.



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2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms
 - a. The school district shall screen students and employees prior to arrival to a school building or work location for COVID-19 symptoms and a history of exposure through an online daily health questionnaire. In addition:
 - (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
 - (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
 - (3) Results must be documented when signs/symptoms of COVID-19 are observed.

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Restart and Recovery Plan

- (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.
- (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.



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- (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
 - (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
 - c. Students are **required** ~~strongly encouraged~~ to wear face coverings ~~and are required to do so when social distancing cannot be maintained~~, unless doing so would inhibit the student's health. It is ~~also~~ necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
 - (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.

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- d. Exceptions to the Requirement for Face Coverings
 - (1) Doing so would inhibit the individual's health.
 - (2) The individual is in extreme heat outdoors.
 - (3) The individual is in water.



POLICY UPDATES

- (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
- (5) The student is under the age of two, **due to the ~~and~~ could risk of** suffocation.
- (6) **During the period a student is eating or drinking.**
- (7) **Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).**
- (8) **The student is engaged in high intensity aerobic or anaerobic activities.**
- (9) **Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.**
- (10) **When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.**

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Restart and Recovery Plan

3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and



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any new specific requirements of the local health department as they arise.

- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

4. Wraparound Supports

a. Mental Health Supports

The school district's approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students' mental health.

5. Contact Tracing

- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.

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- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

1. Scheduling

- a. The school district's Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.
- b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.

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Restart and Recovery Plan

- (1) Special Education and English Language Learners (ELL)
 - (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
 - (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.
- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.



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C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

1. School Funding

a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.



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Restart and Recovery Plan

D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

- a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

- a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

- (a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

- (a) The school district shall ensure:
- (i) All novice provisional teachers new to the district be provided induction;
- (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;



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- (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;

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Restart and Recovery Plan

- (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and

- (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

(3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

**Memorandum – New Jersey Governor and Department of Education
Conditions for Learning – Health and Safety – August 3, 2020**



POLICY UPDATES

Adopted:

ADMINISTRATION
1648.02/page 1 of 8
Remote Learning Options for Families
Sept 20
M

1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services. A parent may request some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the provisions in the school district’s Restart and Recovery Plan (Plan) and Policy 1648.

A parent may contact the Principal or designee of the building the student would attend with any questions on: a request to transition from in-person services to full-time remote learning; a request to transition from full-time remote learning to



POLICY UPDATES

in-person services; the procedures of this Policy; and/or any other information regarding the school district's Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

A. Unconditional Eligibility for Full-time Remote Learning

1. All students are eligible for full-time remote learning.

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Remote Learning Options for Families

- a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
- b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

B. Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 14 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
2. The student may only begin full-time remote learning at the beginning of the school year or at the beginning of a new trimester.



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3. The written request for the student to receive full-time remote learning shall include:
 - a. The student's name, school, and grade;

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Remote Learning Options for Families

- b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
- c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
- d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
- e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.



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- (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.

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Remote Learning Options for Families

- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
 6. The Principal's written approval of the request shall be provided to the parent within 10 calendar days of receiving the parent's written request.
 - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.
- C. Scope and Expectations of Full-Time Remote Learning



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1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:
 - a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
 - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
 - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a hybrid model).

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Remote Learning Options for Families

- (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
- d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.



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D. Procedures to Transition from Full-Time Remote Learning to In-Person Services

1. A parent may request their student transition from full-time remote learning to in-person services, if in-person services are being provided, by submitting a written request to the Principal of the building the student will attend. This request must be submitted at least 14 calendar days before the student is eligible for in-person services.
2. A student is only eligible to transition from full-time remote learning to in-person services commencing at the beginning of the school year or at the beginning of a trimester.

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Remote Learning Options for Families

3. The written request from the parent for the student to transition from full-time remote learning to in-person services shall include:
 - a. The student's name, school, and grade;
 - b. The in-person program may only commence for a student transitioning from full-time remote learning to in-person services in accordance with D.2. above; and



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- c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to in-person services.
 4. A student previously approved for remote learning wanting to transition into the school district's in-person program must spend at least one full trimester in remote learning before being eligible to transition into the school district's in-person program.
 - a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
 5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's in-person program.

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Remote Learning Options for Families

- a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.



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6. Upon approval of the student's transition from full-time remote learning to in-person services, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
7. School districts that offer Pre-K will consult their Pre-K curriculum providers regarding appropriate measures to assess a Pre-K student's learning progress during the transition from full-time remote learning to in-person learning.

E. Reporting

1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
 - a. The school district will be expected to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

F. Procedures for Communicating District Policy with Families

1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:

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Remote Learning Options for Families

- a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;



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- b. Procedures for submitting full-time remote learning requests in accordance with B. above;
 - c. Scope and expectations of full-time remote learning in accordance with C. above;
 - d. The transition from full-time remote learning to in-person services and vice-versa in accordance with B. and D. above; and
 - e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.
- G. Home or Out-of-School Instruction
- 1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:
“Clarifying Expectations Regarding Fulltime Remote Learning
Options for Families 2020-2021”

Adopted:

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Restart and Recovery Plan – Full-Time
Remote Instruction
Sept 20



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1648.03 RESTART AND RECOVERY PLAN – FULL-TIME REMOTE INSTRUCTION

On June 26, 2020, the New Jersey Department of Education published “The Road Back - Restart and Recovery Plan for Education” (NJDOE Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance, including revisions, provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE Guidance required school districts to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fit the district’s local needs.

The NJDOE Guidance requires the Board of Education to adopt certain policies and the Board previously adopted Policies 1648 and 1648.02 to address these policy requirements. Board policies related to Covid-19 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

On August 13, 2020, the Governor of New Jersey signed Executive Order 175 indicating public school districts shall resume partial or full-time in-person instruction during the fall of school year 2020-2021. However, Executive Order 175 also indicates public school districts that are or become unable to satisfy the health and safety requirements for in-person instruction delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, may provide full-time remote instruction to all students pursuant to N.J.S.A. 18A:7F-9.

Public school districts that determine they cannot provide in-person instruction must submit documentation to the Department of Education that identifies:

1. The school building(s) or grade level(s) within the district that will provide full-time remote instruction;

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Restart and Recovery Plan – Full-Time Remote Instruction

2. The specific health and safety standards delineated in the NJDOE’s “Checklist for Re-Opening of School 2020-2021,” and detailed in the “The Road Back - Restart and Recovery Plan for Education” Guidance, that the school is unable to satisfy;
3. The school’s anticipated efforts to satisfy the identified health and safety standard(s); and
4. A date by which the school anticipates the resumption of in-person instruction.

Such documentation must be submitted to the Department of Education at minimum one week prior to the public school district’s first day of school.

The NJDOE, by way of the Executive County Superintendent, shall request periodic updates from the Superintendent of Schools of a public school district offering only remote instruction to demonstrate the school district is actively engaged in good-faith efforts toward the resumption of in-person instruction.

All instruction, whether in-person instruction or remote instruction, for the 2020-2021 year, shall adhere to the following requirements, and any other requirements imposed by Order, statute, or regulation:

1. A school day, whether in-person or remote must consist of at least four (4) hours of active instruction to students by an appropriately certified teacher, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten, pursuant to N.J.A.C. 6A:32-8.3.
2. District and school policies for attendance and instructional contact time will need to accommodate opportunities for both synchronous and asynchronous instruction, while ensuring the requirements for a 180-day school year are met pursuant to N.J.S.A. 18A:7F-9.
3. All instructional time shall be provided in accordance with the New Jersey Student Learning Standards (NJSLs).



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Restart and Recovery Plan – Full-Time
Remote Instruction

All public school districts participating in the National School Lunch and Breakfast Programs, regardless of whether they are required to participate or voluntarily opt-in to the programs, must offer the required meals to all children, regardless of eligibility, when the school day involves at least four hours of in-person or remote instruction.

For the 2020-2021 school year, the use of student growth data based on standardized assessment or student growth percentile shall be waived and shall not be used as a measure of educator effectiveness in the overall evaluation of any educator in accordance with N.J.S.A. 18A:6-123(b)(2) and (4).

Paragraph 8 of Executive Order No. 107 (2020), which prohibits in-person dining at certain establishments that are open to the public, shall not apply to school district cafeterias provided that social distancing can be maintained and access is limited to staff and students and not available to the general public. Such cafeterias must adhere to infection control practices outlined for dining in the applicable reopening documents issued by the Department of Education.

Executive Order 175 – August 13, 2020

Adopted:



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2431 ATHLETIC COMPETITION

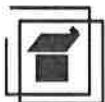
The Board of Education recognizes the value of athletic competition as an integral part of the total school experience. ~~Game activities and practice sessions~~ **Sports and other athletic activities** provide opportunities to learn the values of competition and good sportsmanship.

For the purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity **in accordance with N.J.A.C. 6A:32-9.1(d) and (e)**.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:



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1. A student in grades 6 through 8 is eligible for participation in school district sponsored programs of athletic competition, and other co-curricular activities, according to the following standards:
 - i. During the first trimester, all students are eligible.
 - ii. For the second and third trimester, students are eligible if they pass all major subjects (ELA, Mathematics, Science, Social Studies, World Language) for the previous trimester.

Home schooled children in grades 5 through 8 are not eligible to participate in school district sponsored programs of athletic competition of this district.

2. A student who is absent with an excused or unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving in-school or out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.

3. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition. The principal will make the decision about a student's eligibility.

Notice of the school district's eligibility requirements shall be available to students.



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Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

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The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The “medical home” is defined as a health care provider and that provider’s practice site chosen by the student’s parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician’s office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student’s parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student’s HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.



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The health findings of this medical examination shall be maintained as part of the student's health record.

Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

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The Superintendent or designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.

The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.

~~The Superintendent or designee shall prepare and present to the Board for its approval procedures for the emergency treatment of~~ **responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity.** ~~injuries and disabilities that occur in the course of any athletic program or activity. Emergency~~ **These** procedures shall be reviewed **annually, updated as necessary, not less than once in each school year** and ~~shall be~~ disseminated to appropriate staff members.

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of



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this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules, and Regulations of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules on a regular basis to ascertain they continue to be in conformity with the objectives of this Board.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10; **18A:40-41.11**

N.J.A.C. 6A:7-1.7(d); 6A:16-1.3; 6A:16-2.1 et seq.; **6A:32-9.1**

Adopted:

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Seizure Action Plan
Sept 20
M

(New Policy)

5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be



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trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:

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Cooperative Purchasing
Sept 20
M

(This expands the *PURCHASING JOINTLY* section of Policy 3320.)

6440 COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing may maximize the value received for each dollar spent. The Board of Education is encouraged to seek savings that may accrue to the school district by means of joint agreements for the purchase of goods or services with the governing body of any municipality or county.

For the purpose of this Policy, “cooperative pricing system” means ~~is~~ a purchasing system in which the lead agency advertises for bids, awards a master contract to the vendor providing for its own ~~needs~~ quantities and the estimated quantities submitted by the individual registered members.

For the purpose of this Policy, “cooperative purchasing system” means a cooperative pricing system, joint purchasing system, commodity resale system, county cooperative contract purchasing system, or regional cooperative pricing



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system which has been approved and registered subject to N.J.A.C. 5:34-7.1 et seq.

For the purpose of this Policy, “electronic data processing” means the storage, retrieval, combination, or collation of items of information by means of electronic equipment involving the translation of words, numbers, and other symbolic elements into electrical impulses or currents.

For the purpose of this Policy, “joint purchasing system” means a cooperative purchasing system in which the lead agency serves as the purchasing agent for the membership of the system with all of the duties and responsibilities attendant. The lead agency advertises for bids and awards a single contract to a vendor providing for the payment to the contractor for its own needs and for the needs of the participating registered members of the system. The only contractual relationship is between the lead agency and the vendor.

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Cooperative Purchasing

For the purpose of this Policy, “lead agency” means the contracting unit which is responsible for the management of the cooperative purchasing system.

For the purpose of this Policy, “registered members” means Boards of Education who have been approved by the Director of the New Jersey Department of Community Affairs for participation in the cooperative purchasing system.

When the lead agency is a Board of Education or Educational Service Commission and the entire membership of the cooperative purchasing system established and properly registered with the New Jersey Division of Local Government Services in the Department of Community Affairs are Boards of Education, the provision and performance of goods or services shall be conducted pursuant to the Public Schools Contract Law. (N.J.S.A. 18A:18A-11 et seq.)



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The School Business Administrator/Board Secretary is hereby authorized to negotiate such joint agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

In accordance with the provisions of N.J.S.A. 18A:18A-12, a cooperative or joint purchase agreement(s) shall be entered into by resolution adopted by each participating Board of Education, municipality, or county, and shall set forth the categories of goods or services to be provided or performed; the manner of advertising for bids and the awarding of contracts; the method of payment by each participating Board of Education, municipality or county, and other matters deemed necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

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Each participant's share of expenditures for purchases under any such agreement shall be appropriated and paid in the manner set forth in the agreement and in the same manner as for other expenses of the participant.

In accordance with the provisions of N.J.S.A. 18A:18A-14.2, the Board may by contract or lease provide electronic data processing services for the Board of Education of another school district; and may undertake with such other Board, the joint operation of electronic data processing of their official records and other information relative to their official activities, services and responsibilities. The records and other information originating with any Board participating in such contract or lease may be combined, compiled, and conjoined with the records and other information of any and all participating local units for the purposes of such electronic data processing; and any provisions of law requiring such records to be



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kept confidential or to be retained by any Board or any officer or agency thereof shall be deemed to be isolated thereby.

A contract or lease to provide electronic data processing services shall set forth the charge for all services provided, or in the case of a joint undertaking the proportion of the cost each party thereto shall assume and specify all the details of the management of the joint undertaking, and any other matters that may be deemed necessary for insertion therein, and may be amended from time to time by the contracting parties in accordance with N.J.S.A. 18A:18A-14.3.

For the purpose of carrying into execution a contract or lease for a joint enterprise under N.J.S.A. 18A:18A-14.4, any party to such a contract may act as agent for any or all parties in acquiring, by lease, purchase or otherwise, any property, facilities or services, in appointing such officers and employees as may be necessary and directing its activities, to the same extent as a Board of Education is authorized to do separately.

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Cooperative Purchasing

In the event that any controversy or dispute shall arise among the parties (except a municipality or county) to any such contract, the same shall be referred to the Executive County Superintendent of the county in which the districts are situated for determination and the determination shall be binding, subject to appeal to the Commissioner of Education pursuant to law. In the event the districts are in more than one county, the controversy or dispute shall be referred to the Executive County Superintendents of the counties for joint determination, and if they shall be unable to agree upon a joint determination within thirty days, the controversy or dispute shall be referred to the Commissioner of Education for determination.



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N.J.S.A. 18A:18A-11 through 14
N.J.S.A. 40A:11-1 et seq.
N.J.A.C. 5:34-7
N.J.A.C. 6A:23A-21.5

Adopted:

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Electronic Funds Transfer and
Claimant Certification
Sept 20
M

(New Policy)

6470.01 ELECTRONIC FUNDS TRANSFER AND
CLAIMANT CERTIFICATION



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The Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for EFTs for payment of claims pursuant to N.J.A.C. 5:30-9A.1 et seq. and 5:31-4.1, implementing N.J.S.A. 40A:5-16.5.

“Electronic funds transfer” for the purpose of Policy and Regulation 6470.01 means any approved method of transferring moneys permitted by N.J.A.C. 5:30-9A.1 et seq. that does not involve the physical presentation of a paper check, draft, or similar paper instrument including, but not limited to, wire transfers, e-checks, automated clearing house (ACH) transfers, and transactions initiated by phone or fax.

In accordance with N.J.S.A. 40A:5-16.5.b.(1), the Board of Education authorizes the use of only the forms of standard EFT technologies that are approved to be used by a Board of Education for EFTs for payment of claims. A Board of Education may not utilize procurement cards, charge cards, charge accounts, or any payment services such as PayPal or Venmo.

In accordance with N.J.S.A. 40A:5-16.5.b.(2), the Board designates the School Business Administrator/Board Secretary as being responsible for the oversight and administration of the provisions of N.J.S.A. 40A:5-16.5, N.J.A.C. 5:30-9A.1 et seq.; N.J.A.C. 5:31-4.1, and Policy and Regulation 6470.01.

The Board of Education will only initiate and approve electronic funds in accordance with N.J.A.C. 5:30-9A.1 et seq. Standard EFT technologies shall incorporate, at a minimum, the features and safeguards outlined in N.J.A.C. 5:30-9A.4(a). The Board will only utilize standard EFT technologies upon instituting, at a minimum, the fiscal and operational controls outlined in N.J.A.C. 5:30-9A.4(b).

The School Business Administrator/Board Secretary shall initiate a claim for payment by presenting a claim that has been approved by the Board, to be paid using an EFT technology. The School Business Administrator/Board Secretary

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Electronic Funds Transfer and
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shall submit the claim for payment with all supporting documentation to the Superintendent of Schools or a designee who is not under the direct supervision of



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the School Business Administrator/Board Secretary, who shall review the claim for payment and authorize, in writing, the EFT claim using an EFT method.

The Board of Education shall annually approve the School Business Administrator/Board Secretary as the person authorized to initiate a claim for payment and the Superintendent of Schools or a designee not under the direct supervision of the School Business Administrator/Board Secretary as the person responsible to review a claim for payment presented by the School Business Administrator/Board Secretary and authorize payment using an approved EFT method.

On no less than a weekly basis, activity reports on all transactions utilizing standard EFT technologies shall be reviewed by an individual designated and approved by the Board that is not under the direct supervision of the School Business Administrator/Board Secretary and is not empowered to initiate or authorize EFTs.

Claimant certification for a Board of Education shall be in accordance with the provisions of N.J.S.A. 18A:19-3 and rules promulgated by the New Jersey Department of Education.

Providers of ACH and wire transfer services must be financial institutions chartered by a State or Federal agency, with the further requirement that these financial institutions providing ACH and wire transfer services be covered under the Governmental Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:9-41 et seq.

EFTs through ACH must utilize Electronic Data Interchange (EDI) technology, which provide transaction related details including invoice numbers, pay dates, and other identifying information as appropriate for each transaction. The Board must approve an ACH Origination Agreement with the financial institution(s).

N.J.S.A. 18A:19-3
N.J.S.A. 40A:5-16.5
N.J.A.C. 5:30-9A.1 et seq.

Adopted:

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7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in

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accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13; 18A:41-14
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



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7450 PROPERTY INVENTORY

The Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depends upon an accurate inventory and properly maintained records.

The district shall maintain a complete inventory by physical count of all district-owned equipment.

For the purpose of this Policy, “equipment” shall mean any instrument, machine, apparatus, or set of articles which meets all of the following criteria and the cost is above \$2,000:

1. It retains its original shape, appearance, and character with use;
2. It does not lose its identity through fabrication or incorporation into a different more complex unit or substance;
3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit; and
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year.



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Property Inventory

Unless otherwise bound by Federal, State, or local law, the school district will use the criteria above for their equipment classification decisions.

The School Business Administrator/Board Secretary or designee shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory. A major loss shall be reported to the Board.

Property records of supplies shall be maintained on a continuous inventory basis. An item should be classified as a “supply” if it does not meet all the stated equipment criteria outlined above and the cost is not more than the capitalization threshold of \$2,000.

The School Business Administrator/Board Secretary or designee shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14

New Jersey Department of Education – “The Uniform Minimum Chart of Accounts for New Jersey Public Schools and Approved Private Schools for Students with Disabilities” 2020-2021 Edition

Adopted:



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(This will replace Policy 1330.)

7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal government;
4. Governmental agencies;
5. Community organizations formed for charitable, civic, social, or educational purposes;



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6. Community political organizations;
7. Community church groups;
8. Private groups and organizations.

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The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations and use by Parent Teacher Organization, Korean Parent Group, and the Closter Recreation Department shall be without cost to the user except that



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the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.

2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

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The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district’s Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district’s school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency



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response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; **18A:41-7**

Adopted:

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(This will replace Policy 6114.)

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.



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A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's

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practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours



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prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1 et seq.; 18A:41-7

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:

