

# CLOSTER BOARD OF EDUCATION

*Closter, New Jersey*

MINUTES

REGULAR MEETING

*Tenakill Middle School*

*September 27, 2023 - 7:30 PM*

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

The following Board members were present:

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

The following Board member(s) were absent:

Ms. Li

Also present:

Mr. McHale and Mr. Villanueva

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

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

## PLEDGE OF ALLEGIANCE

## PRINCIPALS' REPORTS

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

- *Hillside enrollment is currently 619.*
- *This morning, Ms. Cohen and she hosted the first of two information sessions for staff members to help develop the Professional Development Plans, also known as PDP. This PDP is the template recommended by the state and looks different from years past. It was well attended, with about 25 staff members present.*
- *Hillside activities are well underway with HNN starting today, and she is excited for another year of news.*
- *Band lessons started this week.*

- *HEP will begin on October 3. Parents received eligibility and permission slips last week*
- *Both Back to School nights were a great success; she appreciates our parents attending this informative evening. This year, we debuted our Hillside Helpers. Twenty-two fourth-grade students greeted, welcomed, and assisted parents in navigating the building. The response to this event was overwhelming, with nearly 70 students expressing interest. This will be the first of several events we hope to have our Hillside Helpers participate in.*
- *Hispanic Heritage Month is being celebrated through literature, music, videos and hands-on projects.*
- *Our counselors continue to support our Hillside community with student back-to-school readiness, wellness components for staff, and parenting tips this year. All of this information can be viewed on Hillside Happenings newsletter. Next week, our counselors are preparing activities for the Week of Respect.*
- *Shout out to staff for their communication, most of our staff members send out weekly or bi weekly information on classroom activities and news, upcoming events, and ways to support students at home.*
- *We completed our fire and security drills with the assistance of the Closter Police.*
- *Picture Day October 5, 2023.*
- *First spirit day will be held on October 6, so be sure to wear Hillside apparel or red to show your Hillside pride!*
- *October 9 will be an early dismissal for students. Our staff will participate in professional development and meetings, including time to look at data from recent Aimsweb and LinkIt assessments and an information piece on SEPAG, the special education parent advisory group.*
- *Closter Fire Dept will visit Hillside on October 11 for fire prevention week.*
- *PTO Book Fair will take place on October 17-19.*

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

- *Enrollment*
  - *As of September 27, 2023, Tenakill's student enrollment is 570.*
- *Teacher's First Two Days*
  - *The first two days of staff orientation and professional development established a positive tone in preparation for the students' first days. Teachers collaborated, planned, and prepared in making the first week of school a great return to normal.*
- *Back to School Night*
  - *What a phenomenal two nights having parents back in the building with live classroom visits. It was a huge success.*
- *Testing*
  - *LinkIT for math and ELA are complete, and science finishes this week*
  - *The National Assessment for Educational Progress has been scheduled for February 26.*
- *Sports*
  - *Volleyball and soccer have started.*
  - *Boys volleyball won their first game today.*

- We also used the veo camera to test out the recording and live streaming, which we will share with the players and their parents.
- One School One Book
  - We introduced and distributed the book, *Insignificant Events in the Life of a Cactus*. We are sending an email out tomorrow to invite parents to participate in reading with their students. There will be family activities, a trivia contest for students to win their advisory, an ice cream party, and the book will tie into our Week of Respect next week.
- Week of Respect
  - Speaker next Tuesday to stress the power of words.
  - Monday is to wear blue against bullying.
  - Tuesday wear red which will tie in with the speaker.
  - Wednesday, wear school colors.
  - Thursday, wear pajamas to be comfortable in school.
  - Friday is Wear mismatched and multi-colored clothing.
    - Bullying Prevention Focus: Our individual differences make us stronger and better as a school - get to know someone you don't know well.
- Picture day is October 12.
- Grade 8 NVD trip October 13.
- Preparation for School Violence Awareness Week is already underway.

## SUPERINTENDENT'S REPORT

### **HIB SELF-ASSESSMENT PRESENTATION FOR THE 2022-2023 SCHOOL YEAR**

Mr. McHale presented the HIB (Harassment, Intimidation, and Bullying) Self-Assessment Report to the trustees and the community. During the presentation, he provided a thorough overview of the self-assessment ratings for both Hillside and Tenakill. In addition, Mr. McHale extended his gratitude to Mr. McElroy and Ms. Cohen for their dedicated efforts in collaborating with different staff members to complete the self-assessment.

Mr. McHale continued this portion of the meeting with his Superintendent's Report:

- The Bond Referendum vote was held yesterday, and our community voted to support our students and to maintain our facilities! The unofficial vote tally is Yes: 543 and No: 153. The official results will be available in a few days after counting the 27 provisional votes and any mail-in votes postmarked by September 26, 2023. The Board of Education and himself thanked all voters who took the time to vote and to express their opinions on this referendum. He wishes to thank the Board of Education, the Board's finance committee, and Floro Villanueva Jr. for their tireless efforts in planning for this referendum. Now, our work continues as we secure the funding and vendor proposals for replacing boilers and roofs at Hillside Elementary School and Tenakill Middle School, replace windows at Tenakill Middle School, and install HVAC in the Tenakill Middle School gymnasium. He will keep you updated on our progress.
- In other good news, Closter Public Schools was awarded a \$47,940 Trees for Schools grant to fund the costs associated with the purchase and planting of trees, including planning, site preparation, watering, monitoring, and related expenses over a three-year period. The Trees for Schools program is a joint effort of the New Jersey Department of Environmental Protection

(DEP), Sustainable New Jersey, and The College of New Jersey. We are one of 23 public school districts, two public charter schools, and nine public colleges and universities in New Jersey that were awarded the grant. We will be working with the Borough Shade Tree Commission in developing a tree project design and will participate in tree-planting workshops. The tree plantings are scheduled for spring 2024.

- We have submitted our grant proposal for the NJDOE high-impact tutoring competitive grant for grade three. If awarded, we can provide intensive tutoring to students in grade three who are not performing at grade level in English language arts and mathematics. The grant requires that school districts use an approved vendor for the tutoring services. We selected Catapult Learning for its outstanding reputation and its ability to offer tutoring in person at Hillside Elementary School. The administration, faculty, and staff of Closter Public Schools continue to seek grant opportunities to provide support for our students. The NJDOE has said they will be making the announcement of grant awards in October 2023.
- Our [District Assessment Calendar](#) has been posted to our district website. This document lists the standardized assessments that will be administered this year, with information about the grade participating, the testing time, the test-administration window, and when results will be available. Principals sent this information home to all families. Please take a look at the district assessment calendar to be aware of when testing will take place throughout the year for your students.
- Please visit the [Closter PTO website](#) for information on membership registration, the Fall Social on Tuesday, October 10, 2023, from 7:00 to 11:00 p.m. at Brasserie Memere, and the upcoming Trunk or Treat at the Halloween Festival on Sunday, October 29, 2023.
- There will be a half-day session for students on Monday, October 9, 2023. Teachers and staff will have Professional Development in the afternoon.

### BOARD COMMITTEES

No board committees have met since the last board meeting.

### PUBLIC DISCUSSION ON AGENDA ITEMS

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

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

### **No Public Comments**

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

## BOARD OPERATIONS

Moved by Ms. Micera ▾ , seconded by Ms. Wagner ▾ to approve Motions A - I.

*Mr. McHale discussed Item I as an additional item that needed to be added to the agenda. Item I is in response to a review of the QSAC indicators where the district must approve a reflective protocol. Only teachers rated highly effective the year before can participate and are only allowed to participate for two years before having to reapply.*

*Ms. Fanelli asked a question about item C and wanted an explanation. Mr. McHale responded that the district has to submit that we have hired paraprofessionals who are either board-approved or for students with IEPs. He must then sign the assurance form and send it to the county office.*

*Ms. Wagner asked a question on item I. She asked if you need tenure to be eligible for the reflective practice protocol. Mr. McHale responded yes, including a highly effective rating from the previous year.*

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

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

NAYS: None

A. **APPROVAL - Minutes**

Motion to approve the September 13, 2023, meeting minutes.

B. **APPROVAL - School Nursing Plan for the 2023-2024 School Year**

Motion to approve the School Nursing Plan for the 2023-2024 school year as per Appendix A attached.

C. **APPROVAL - Paraprofessional Statement of Assurances for the First Half of 2023-2024 School Year**

Motion to approve the Paraprofessional Statement of Assurances for the first half of the 2023-2024 school year.

D. **APPROVAL - Gifted and Talented Report for the 2023-2024 School Year**

Motion to approve the submission of the Gifted and Talented Report for the 2023-2024 school year to the NJ Department of Education.

E. **ACKNOWLEDGMENT - School Bus Emergency Evacuation Drill - TMS**

The Board acknowledges that Tenakill Middle School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 11:30 a.m. at the location of Tenakill Middle School, 275 High Street, September 15, 2023; Keith McElroy, Assistant Principal, was the staff member in charge. All Tenakill students participated in the drill.

- F. **ACKNOWLEDGMENT - School Bus Emergency Evacuation Drill - HES**  
 The Board acknowledges that Hillside Elementary School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 9:00 a.m. at the location of Hillside Elementary School, 340 Homans Avenue, September 15, 2023; Andrew Enrique, Board Office Assistant, was the staff member in charge. All Hillside students participated in the drill.
- G. **APPROVAL - Use of Facilities for the PTO After School Sports Program**  
 Motion to approve the use of Hillside Elementary Gym for the PTO After School Sports Program for the 2023-2024 school year.
- H. **APPROVAL- HIB School Self-Assessment For Determining Grades Under The Anti-Bullying Bill of Rights Act and Statement Of Assurances for the 2022-2023 School Year**  
 Motion to approve the HIB School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and Statement of Assurances for the 2022-2023 school year.
- I. **APPROVAL- Reflective Practice Protocol for 2023-2024 School Year**  
 Motion to approve the Reflective Practice Protocol for school year 2023-2024 for those teachers who rated Highly Effective in the 2022-2023 school year, as per Appendix B attached. Teachers rated highly effective may choose to participate in this process.

**CURRICULUM AND INSTRUCTION COMMITTEE**

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

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

*Ms. Yeoh asked what the Buehler Science Center was. Mr. McHale responded that it is an aeronautics center where they do simulations of going to outer space, and it is a beautiful place with strong connections to science.*

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

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

NAYS: None

- A. **APPROVAL - Professional Development Plan for the 2023-2024 School Year**  
 Motion to approve the Professional Development Plan for the 2023-2024 school year.
- B. **APPROVAL - Staff Coursework**  
 Motion to approve the following courses for 2023-2024 as recommended to the Superintendent by the Principals:

Staff Member: Brittany Steele  
Course No./Title: ED 5555 Foundational Theories in Reading Instruction  
Institution: Capella University  
Credits: 3

C. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Member(s): Doreen Scarpelli and Floro M. Villanueva Jr.  
Conference: Purchasing  
Location: Whippany, NJ  
Date: 3/21/24  
Cost to Board: \$365.80 TOTAL (Floro \$157.90, and Doreen \$207.90)  
(includes registration and mileage)

Staff Member(s): Anna Suttora  
Conference: Introduction to Payroll  
Location: Virtual  
Date: Online  
Cost to Board: \$325.00

Staff Member(s): Anna Suttora and Floro M. Villanueva Jr.  
Conference: Pension Update  
Location: Whippany, NJ  
Date: 12/12/23  
Cost to Board: \$365.80 TOTAL (Floro \$157.90, and Anna \$207.90)  
(includes registration and mileage)

Staff Member(s): Floro M. Villanueva Jr.  
Conference: Audit Review  
Location: Whippany, NJ  
Date: 4/11/24  
Cost to Board: \$157.90 (includes registration and mileage)

Staff Member(s): Alexandra Earle  
Conference: School Counselors at Applied Tech High School  
Location: Paramus, NJ  
Date: 10/4/23  
Cost to Board: \$0

Staff Member(s): Catherine Ianni and Ellen Monaghan  
Conference: Conquer Math Workshop  
Location: Pompton Plains, NJ

Date: 11/30/23, 1/26/24, 3/15/24  
Cost to Board: \$528.42 (includes mileage and 3 days' sub coverage for C.I.)

Staff Member(s): Vince Salvati  
Conference: NJASTO (NJ Assoc. Of School Technology Officials)  
Location: TBD  
Date: 10/4/23, 12/6/23, 2/7/24, 4/10/24, 6/5/24  
Cost to Board: \$175.00 (estimated mileage)

D. **APPROVAL - Field Trips**

Motion to approve the following field trips:

School: Tenakill Middle School  
Group: Grade 5  
Month: November 2023  
Destination: Buehler Challenger Center  
Location: Paramus, NJ

**FINANCE AND PHYSICAL PLANT COMMITTEE**

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

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

*Dr. Puttannah asked a question about item E. She asked where the funds were going towards the fundraisers. Mr. McHale responded that the pink bracelet sale will be donated to the Susan G. Komen Foundation, and the snack sale drive proceeds will fund future student council activities.*

*Ms. Yeoh was curious about the number of visits in item G. Mr. McHale responded that the Nature Center provides instruction to the classrooms for students in Hillside and Tenakill, and the number of visits includes actual visits to the location.*

*Dr. Puttannah asked an explanation on item F. Mr. McHale responded that Go Guardian is a software package that monitors electronic use throughout the district, controls devices, and blocks inappropriate content on students' computers.*

*Ms. Fanelli asked in item J if that is the Hillside trailer. Mr. McHale responded yes, it is. Ms. Fanelli then asked when the modular classrooms would come in and if the trailer would go away. Mr. McHale responded yes, the trailer will be removed as soon as the modular classrooms are delivered.*

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



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

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

**B. APPROVAL - Monthly Bills**

Motion to approve payment of bills from September 13, 2023, to September 26, 2023, in the amount of:

General Fund (Fund 10)	\$ 1,636,206.83
Special Revenue (Fund 20)	\$ 36,200.00
NJ Dept of Labor & Workforce	\$ 885.77
Total	\$ 1,673,292.60

**C. APPROVAL - Staff Remuneration**

Motion to approve remuneration to staff members as follows:

Staff Member: Erika Dunn  
 Course: ELA 914: Reel Reading - Film to Literacy  
 ELA 915: Teaching Grammar  
 ELA 924: Documentaries & Nonfiction  
 College/University: Fresno Pacific University  
 Remuneration: \$1,000.00

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

Motion to approve tuition contracts for received students as outlined below for the 2023-2024 school year:

<u>NJSMART#</u>	<u>Tuition</u>	<u>Grade</u>	<u>District</u>
4501571494	\$14,114.40	1	Parent-paid
7134917002	\$14,114.40	5	Parent-paid

**E. APPROVAL - Tenakill Middle School Student Council Fundraisers**

Motion to approve the following TMS Student Council fundraisers:

- Pink bracelet sale to support breast cancer awareness.

- Snack sale at home volleyball and basketball games.

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

Motion to approve the subscription renewal of Go Guardian in the amount of \$10,944.00.

G. **APPROVAL – Closter Nature Center**

Motion to approve the participation of both schools in the Closter Nature Center's educational program for School Year 2023-2024, consisting of a total of 90 visits, at \$125 per visit.

H. **APPROVAL - Bloodborne Pathogen Program Agreement**

Motion to approve the contract between the Closter Board of Education and Bergen County Department of Health Services for the Bloodborne Pathogen Program listed at \$25 per person for the SY 2023-2024 and SY 2024-2025.

I. **APPROVAL - Acceptance of Donation from the Closter PTO**

Motion to accept, with gratitude, the donation from the Closter PTO in the amount of \$128,000.

J. **APPROVAL – Extension of Lease Agreement**

Motion to approve the extension of the trailer lease agreement with William Scotsman Inc., for \$883.50 per month through June 30, 2024.

**PERSONNEL AND MANAGEMENT COMMITTEE**

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

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

*Mr. McHale clarified that in item J, the rescindment was due to Ms. Menchise's decision not to work as HNN advisor. Ms Yeoh then asked who the advisor is for now. Mr. McHale responded that Ms. Iyo and Ms. Jost have stepped in and will continue supervising the students.*

*Ms. Wagner asked in item D if the clinical interns were from Ramapo College. Mr. McHale responded that they are from Ramapo College and are allowed to substitute once a week to gain experience.*

*Ms. Kwon asked for clarification on item I - if this is the first time a student from Tenakill is going to Hillside to assist with the academic support program. Mr. McHale responded yes, and the student requested to do volunteer work after school for community service hours.*

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

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

NAYS: None

A. **APPROVAL - Staff Members for the Grade 6 Camp Reimagined Trip**

Motion to approve the following staff members for the Grade 6 Trip to Camp Reimagined at a rate of \$150 per person per night for two nights:

- Margaret Churchill
- Erika Dunn
- Kevin Hernandez
- Catherine Ianni
- Keith McElroy
- Virginia McHale
- Robert Neblung
- Francesca Rivellini
- Christopher Rota
- Adam Sidrow
- Brittany Steele
- Matthew Vassallo

B. **APPROVAL - Transfer of Assignment - Jamie Morgan**

Motion to approve a temporary assignment for Jamie Morgan from HES PLUS Teacher to SGLC Teacher (N.C.) from November 27, 2023, through February 16, 2024.

C. **APPROVAL - Kathy Keller as Hillside School PLUS Leave Replacement Teacher**

Motion to approve Kathy Keller as long-term leave replacement teacher for the HES PLUS Program Teacher (J.M.) from November 27, 2023, through February 16, 2024. Salary will be \$200 per day on days 1 through 10; the beginning of day 11, BA Step 0, \$54,000, prorated. Criminal history background on file in the Board Office.

D. **APPROVAL - Clinical Interns as Substitute Teachers for the 2023-2024 school year**

Motion to approve the following clinical interns as substitute teachers for one day per week (Fridays, if needed) for the 2023-2024 school year. Criminal history background on file in the Board Office:

- Sheriza Mohamed
- Kira Podlipiski

E. **APPROVAL - Movement on the Salary Guide for the 2023-2024 School Year**

Motion to approve movement on the salary guide for the following employees for the 2023-2024 school year, retroactive to September 1, 2023:

Name	Current Placement	New Placement	Step	Base Salary
Amanda Cummings	MA	MA +15	13	\$ 94,474
Allison Esposito	MA	MA +15	8	\$ 83,714

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

Motion to approve, upon the recommendation of the Superintendent, the following teachers for Hillside Elementary School Academic Support Program (funded by American Rescue Plan Grant) at a rate of \$50.00/hour per teacher:

- Megan Weis
- Kristin Talty

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

Motion to approve, upon the recommendation of the Superintendent, the following teachers for Tenakill Middle School Academic Support Program (funded by American Rescue Plan Grant) at a rate of \$50.00/hour per teacher:

- Paul Aguirre
- Mary Auriti
- Karen Caruso
- Margaret Churchill
- Erika Dunn
- Rachel Fineman
- Julia Palmeri
- Jeffrey Roem
- Christopher Rota
- Brittany Steele
- Substitutes: Catherine Ianni, Brianna McSweeney, Shireen Moidu, Chelsea Smith, Matthew Vassallo, Michael Wowkun

H. **APPROVAL – Staff Appointments**

Motion to approve the following appointments for the 2023-2024 school year:

<u>Position</u>	<u>Name</u>
Anti-Bullying Specialist (TMS)	Callie Stabile

I. **APPROVAL - Student Volunteer**

Motion to approve Tea Yiu, a Tenakill Middle School student, for assisting Ms. Weis during the fall Academic Support Program on Thursdays.

J. **APPROVAL - Rescindment of Appointment of Sarah Menchise as HNN Advisor**

Motion to rescind the appointment of Sarah Menchise as HNN Advisor.

K. **APPROVAL - Sonali Shah as Hillside School Paraprofessional**

Motion to approve Sonali Shah as HES Paraprofessional for the 2023-2024 school year at a salary of \$20.22 per hour, 5.75 hours per day, pending criminal history background check.

L. **APPROVAL - Leave of Absence for Mary Jo Martino, Hillside School Spanish Teacher**

Motion to approve Mary Jo Martino, HES Spanish Teacher, for an anticipated leave of absence from on or about October 19, 2023, through December 4, 2023, as follows:

- Paid sick leave (6 sick days) from October 19, 2023, through October 25, 2023
- An FMLA leave from October 26, 2023, through December 4, 2023

- Anticipated return to work date is December 5, 2023

### OLD/NEW BUSINESS

- *Mr. Villanueva shared that the post-referendum work has already started. He has a scheduled meeting with the bond counsel and financial advisors. Mr. Villanueva also discussed some items related to the bond referendum with the auditors. As soon as he has updates, he will share it with the entire board. Mr. Villanueva also informed them that the fiscal year 2023 audit is ongoing. Finally, he will coordinate with the Finance & Physical Plant committee members to schedule a meeting.*
- *Board Discussion on Board and District Goals for the 2023-2024 School Year: Mr. McHale shared with the trustees the compilation of all their submitted district and board goals for SY 23-24. He then prepared sample goals based on the submissions for the trustees' discussion. There was a discussion on the suggested goals – enhancing the academic offerings, programs for students on self-advocating, and improving NJSLA scores for targeted groups. After a productive exchange of ideas, Mr. McHale shared that he will draft sample goals, which he will email to the trustees before the October 11th meeting.*

### PUBLIC DISCUSSION

Moved by Ms. Micera ▾ , seconded by Dr. Puttannah ▾ to open the meeting to public discussion.

#### **No Public Comments**

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

### CLOSED SESSION MOTION (If required)

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

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

NAYS: None

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

#### **HIB Personnel Matters**

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

The Board went into Closed Session at 9:23 PM.

The Board reconvened from Closed Session at 9:53 PM.

**ADJOURNMENT**

Moved by Ms. Fanelli , seconded by Ms. Salamea-Cross to adjourn the meeting at 9:54 PM.

Respectfully submitted,

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

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



## **CLOSTER PUBLIC SCHOOLS NURSING SERVICES PLAN 2023-2024 School Year**

The Closter Public School District consists of one elementary school and one middle school with approximately 1,188 students determined by 2023-2024 enrollment count as of September 1, 2023. The elementary school serves preschool students.

There are two nurses employed by Closter Public Schools. Both nurses are licensed Registered Nurses, with NJ Certified School Nurse endorsement. The Nurse's assignments for the 2023-2024 school year are as follows:

Tenakill Middle School  
Hillside Elementary School

Virginia McHale, RN CSN  
Kristen Haenelt, RN CSN

### **Building Based School Nurses, N.J.A.C.6A:16-2.1(b):**

The certified school nurses in the Closter Public School District have a multitude of roles within the scope of their professional practice. In an ongoing effort to ensure the students in the district remain healthy and ready to learn, the school nurses take on roles of nursing care provider, investigator, communicator, counselor, educator, child advocate, community liaison, recorder and manager.

#### **Nursing Care Provider**

Within the role of nursing care provider, the school nurse uses the nursing process, which includes assessing, planning, implementing, and evaluating the nursing care in an ongoing manner. The development of Individualized Health Care Plans (IHCPs) and Emergency Care Plans (ECPs) are developed by the school nurse for each student with acute and chronic health concerns.

#### **Investigator**

The school nurses seek information regarding student health histories, health practices, environmental concerns, safety issues, communicable disease patterns and current health information relevant to the practice of school nursing. Consultations with parents and guardians, pediatricians, specialists, health agencies, classroom teachers, maintenance and custodial staff, PTO lunch volunteers, and administrations are sought in order to gather information.

### **Communicator**

The school nurses use varied approaches to share important information with students, parents, staff members, administration, guidance department, physicians, health care agencies, and governmental entities. Telephone conferences, personal letters, newsletters, flyers, bulletin board postings, email communications, health office website updates including information for bilingual parents/guardians, personal conferences, staff meetings, Intervention and Referral Committee Meetings, and Child Study Team Meetings represent some of the methods and forums in which health information is communicated.

### **Counselor**

The school nurses serve in the role of counselor to students, parents and staff alike regarding health issues and personal concerns. Referrals are made to the Child Study Team case managers, school counseling staff, and private physicians, or community health resources, as needed.

### **Educator**

The school nurses provide formal instruction on various health topics on request at all levels of instruction. Informal teaching takes place continuously on a one-to-one basis during the delivery of nursing care to both staff and students. Staff education on pertinent health topics (asthma, allergies, diabetes, Public Employees Occupational Safety and Health (PEOSH), child abuse, seizure disorders, etc.) is provided through Vector Safeschools online training, or in small groups as appropriate. Parent education is provided individually or in a group setting (e.g., Parent Teacher Organization (PTO) meetings, Bilingual Parent Advisory Committee meetings, Special Education Parent Advisory Group (SEPAG) etc.), through written materials, discussions, and special programs.

### **Child Advocate**

The school nurses work closely with staff and families to facilitate that students' health needs and accommodations are identified and met. Advocacy can extend beyond these arenas to include referrals for health services, counseling, community programs, camps, and the Department of Children Protection and Permanency (DCPP).

### **Community Liaison**

The school nurses work with local groups and organizations to bring special programs into the schools. The schools have benefited from the *Go Red* programs of the American Heart Association and Flu Shot Clinic to name a few.

### **Recorder**

The school nurses maintain a written record for each student and documentation for each incident of nursing care. Each entry includes the date, time, major complaint and nursing assessment, plan of care, implementation and evaluation. Written communication from parents and health care providers are incorporated into the student records. Data is collected and recorded for state agencies related to immunizations, students without



health insurance, absenteeism, tuberculosis testing, medical waste management, and employee injuries. In the beginning of the school year, the nursing staff enters in the RealTime database, immunizations, student daily visits, health concerns and medication orders. As the use of the health database increases, the nurses will enter additional health information such as screening results and will update pertinent medical information and sport physical dates.

## **Manager**

The school nurse is essential to aggressively manage student health problems that are likely to compromise learning. For this reason, school health care providers must prioritize concerns and assign health services staff in a way to achieve this goal. The assignment of school nurses in the Closter Public School District is not based solely on the number of students in the building. Consideration is given to the special education population and the severity of health concerns present within each building. Severity coding is broken down into four levels: Nursing Dependent, Medically Fragile, Medically Complex, and Health Concerns.

### **Level I: Nursing Dependent**

Nursing dependent students require 24 hours/day, frequently one-to-one, skilled nursing care for survival. Many are dependent on technological devices for breathing (e.g.; a student on a ventilator, and/or requiring continuous nursing assessment and nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will experience irreversible damage or death.

### **Level II: Medically Fragile**

Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to: severe seizure disorder requiring medication, sterile procedures, and tracheostomy care with suctioning, unstable or newly diagnosed diabetic with unscheduled blood sugar monitoring and insulin injections, diabetics with insulin pumps requiring monitoring and severe asthmatics requiring nebulizer treatments.

### **Level III: Medically Complex**

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to: Attention Deficits Hyperactivity Disorder (ADHD) and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (inhaler, peak flow meter), teenage pregnancy, carefully timed medications, medications with major side effects, unstable metabolic conditions, continuous or intermittent oxygen and complex mental or emotional disorders.

### **Level IV: Health Concerns**

In the category of health concerns, the student's physical and/or social-emotional condition is currently uncomplicated and predictable. Occasionally, the student requires monitoring, varying from biweekly to annually. Examples include, but are not limited to: dental disease, headaches, migraines, sensory impairments, diabetes self-managed by the

student, dietary restrictions, eating disorders, and orthopedic conditions requiring accommodations

**Certified School Nurse (CSN), N.J.A.C. 6A:16-2.3(b):**

The CSN fulfills the duties of the Registered Nurse cited in code. She can also perform the following duties:

- teach health classes
- develop curriculum
- conduct staff trainings
- educates and trains staff delegates to administer Emergency Epinephrine Auto-injectors
- educates and trains delegates to administer Glucagon to students with diabetes in severe hypoglycemic shock
- assures Diabetes Medical Management Plan compliance
- informs and educates staff regarding Diastat orders and students with seizure history
- reviews, summarizes and transmits available health and medical information in preparation for Child Study Team meetings
- writes and updates at least annually accommodation plans included in Individual Healthcare Plans (IHP) required under Section 504.
- develops and implements the school health programs as per New Jersey Nurse Practice Act, American Nurses Association/National Association of School Nurses (ANA/NASN) Standards of School Nursing, NJAC and the NJ Department of Education Health Services Guidelines
- CPR/ Automated External Defibrillator (AED) Certified

**Registered Nurse (RN), N.J.A.C. 6A:16-2.1(d):**

The registered nurse:

- may be assigned to the same or multiple buildings
- performs duties permitted under professional license
- must be CPR/AED certified
- conducts health screenings
- maintains student health records
- assesses and recommends students to be excluded for communicable diseases
- recommends students to be excluded for inadequate immunizations

**Emergency Safety and Security Plans:**

The Closter Public School District has included nurses in its safety and security plans as outlined in the Crisis Response Procedures. These plans include a "Go Bag" located in the nurse's office. "Crisis Bags" for each wing leader. These plans also include provisions for chronically ill and functional needs students. Drills are conducted on a monthly basis. This security plan was developed in consultation with law enforcement, emergency management planners, and community resources. A copy of this plan is provided to all district employees within 60 days of the start of the school year or the start of employment. Closter School District is in compliance with Janet's Law. Each school has two automated external defibrillators located in marked unlocked cabinets. Each school has an Emergency Action Plan posted in the main office and classrooms.

## **School Complex**

For the purpose of assigning school nurses, the Closter Public School District has determined that each school building is a unit unto itself. Handheld radios are utilized within the premises to establish communication with the nurse alongside telephone, and email systems.

## **Emergency Situations N.J.A.C. 6A:16-2.1(b):**

There are a variety of emergency situations that may occur in a school setting. The nurses at both Hillside Elementary and Tenakill Middle School are equipped to handle emergencies that require basic first aid, diabetes, asthma, allergic reactions, Basic Life Support (BLS), and to utilize nursing assessment to evaluate situations that require further medical evaluation.

In emergency situations, we have standing orders from our school physician. These orders are for any student with:

- symptoms of possible contagions - will be sent home with parent
- persistent vomiting - will be sent home with parent
- trauma - maintain airway, monitor vital signs, activate Emergency Medical Services (EMS)
- sprains or fractures- immobilize extremity, ice and elevate, call parent, activate EMS if needed
- bleeding - apply compression bandage, ice if appropriate, apply dressing
- 1st and 2nd degree burns - cleanse the area gently
- 3rd degree burns - apply loose dry and sterile, seek medical attention
- insect bites - apply ice watch for reactions
- anaphylactic reactions - administer epinephrine 0.3 mg intramuscular (IM) via auto injector, activate EMS
- abdominal pain - assess for acute pain, assess for rebound tenderness, activate EMS if indicated
- convulsions/seizures - protect against injury, turn student to side and maintain airway, observe time and seizure activity, contact parent, activate EMS
- heat exhaustion - encourage fluids and activate EMS

In emergency situations involving multiple students, triage based on acuity and follow above steps.

In the case of diabetic, asthmatic, anaphylactic and seizure disorder emergencies, orders noted by the student's healthcare provider on Emergency Health Care forms are followed. These orders include administering medications such as glucagon, insulin, epinephrine, Diastat, and albuterol. The development of student Individual Healthcare Plans are based on information provided by parents/guardians and healthcare providers. School administration is notified of all emergencies, and a delegate is assigned to activate 911. Students are stabilized until emergency medical care arrives. Building evacuation plans are developed for students with disabilities who use wheelchairs, crutches and other orthopedic devices that impact ambulation. The implementation of the plan is coordinated with administration and designated staff.

## **MEDICATIONS, N.J.A.C. 6A:16-2.2:**

The certified school nurse:

- mails required forms every year to parents of students requiring daily or as needed medications
- follows up on incomplete forms and forms not returned by parents
- calls parents for medication refills
- administers medication as ordered (may include locating students who forget to come for medication)
- monitors and addresses expiration dates of medication
- notes the reason why a student does not receive a daily medication (e.g. early dismissal, half day, absence, etc.)

### **Asthma**

- Obtains asthma treatment plan from student's healthcare provider
- Assists with inhaler administration
- Monitors the use of nebulizers when required
- Coordinates asthma treatment plans with student/athletic trainer and coaches

### **Emergency Epinephrine, N.J.A.C. 6A:16-2.1(b):**

- Train delegates (only medicine that can be given by individuals other than a school nurse)
- Maintain medication log (in and out of health office)
- Provide staff and student education regarding student allergies and the modifications that are required to maintain student health
- Diastat – emergency medication for students with prolonged seizures (lasting more than 3-5 minutes); requires privacy and urgency
- Insulin – medication used for students with diabetes
- Oversee management of student with diabetes as per the Diabetes Medical Management Plan (DMMP) in regard to:
  - Insulin administration for lunch/snack coverage
  - Count carbs for snacks and/or lunch
  - Check for ketones
  - Troubleshoot insulin pumps
  - Monitor supplies for insulin administration
  - Notify parents when supplies need replenishing, including extra snacks
  - Blood glucose checks as per DMMP
  - Treat hypoglycemic events as per DMMP; provide snacks when necessary to treat a “low” blood sugar
  - Inform PE staff of specific student needs as outlined in DMMP
  - Train staff and student to observe for signs of hyperglycemia and hypoglycemia (both are emergencies and require immediate care)
  - Glucagon – (emergency medication for diabetics)
  - Work with transport companies, Region and outside nursing agencies to ensure the safety of medically involved Closter students.

### **COMMITTEE PARTICIPATION:**

- Intervention and Referral Services Committee (I&RS)
- Crisis Team
- Attendance Management Committee
- Building Safety Committee
- IEP Meetings
- Harassment & Intimidation Bullying meetings (if needed)
- Pandemic Response Team (if the need arises)

### **REQUIRED DOCUMENTATION, N.J.A.C. 6A:16-(2.2) (2.4)**

- Annual Tuberculosis Report
- Annual Immunization Report (State)
- Provisional immunization status of new out-of-state/out-of-country students
- Immunization: audit regulations are numerous and time sensitive. The school nurse spends considerable time in scheduling timely immunization as per State mandates
- Permission to disclose information
- Monthly checks of the Automated External Defibrillator (AED) with documentation
- Filing Accident Reports for staff and students
- Prepare home insurance forms as needed
- Chart all physicals
- Student health concerns, results of physicals, and screening data
- Tuberculosis (TB) compliance for all new staff and students
- Obtain health records and information for all new students
- Order and maintain nursing supplies
- Compile health packet for new staff
- Screenings for I&RS and Special Education referrals

### **HEALTH SCREENINGS, N.J.A.C. 6A:16-2.3(d);**

- Height, weight and blood pressure – all students
- Scoliosis – 5<sup>th</sup> and 7<sup>th</sup> grades
- Vision and Hearing – designated grade levels
- Hearing and Vision Screenings for I&RS/Special Education referrals
- Mail and follow-up phone calls to parents for failed screening results

### **EDUCATIONAL EXCURSIONS:**

- Arrange for nurse/parent/delegate to attend excursion when health needs warrant
- Coordinate specific student needs with chaperones
- Call parents to coordinate medication and medical issues

### **ELECTRONIC EMERGENCY CARDS:**

- Review digital information for emergency contact information annually for emergency contact information.
- Parents fill out emergency contact form yearly via the RealTime Parent Portal
- Emergency information are updated as needed

### **WORKMAN'S COMPENSATION:**

- Obtain accident report from employees injured on the job and disseminate managed care information
- Act as liaison for any injured employee until care is received for injury

### **PHYSICAL EDUCATION EXCUSES:**

- Compiles a list of students that are excluded from PE due to injury, illness or surgery
- Removes students from list when cleared for gym
- Provide daily PE excuse documentation to PE staff on a daily basis
- Charts all PE excuses on health cards
- Issue elevator pass, (Tenakill School) 5 minute early pass and passes to students with orthopedic and /or medical needs.

### **ARTICULATION WITH SENDING DISTRICTS:**

- Closter Public School nurses communicate with the sending districts to discuss students' care plans and individual health concerns
- Send welcome letters to families regarding sports physicals, medication policy and health office procedures and policies

### **HEALTH OFFICE SUPPLIES:**

- Conduct yearly inventory of health office supplies
- Submit yearly order according to projected needs and budget
- Organize all deliveries and confirm all items against packing slips and original orders
- Storage of new supplies; rotate supplies to prevent expiration of health supplies

### **POLICY DEVELOPMENT:**

- Collaborate with administration in developing policy or changing existing policy as need arises according to Closter Public School District and/or State Mandates issued
- Keeps administration and staff fully updated on any upcoming changes as necessary

### **CONTINUING EDUCATION:**

- Attend district in-services as well as outside workshops and in-services that relate directly to school nursing in order to grow professionally as well as to meet the 100 hour/5 year mandate required of all teachers

### **NJ FAMILY CARE COORDINATOR:**

- Distribute Family Care information to student population as needed throughout the school year

## **MEMBERSHIP:**

- Maintain current membership in the County, State, and National School Nurses Association

## **DAILY MEDICAL OFFICE TRAFFIC:**

- Addresses all health concerns/emergencies including injuries and illnesses and provides care when appropriate.
- Manage Covid Screening processes, if required by State or District.
- Students are seen for a variety of reasons, some of which are:
  - Check temperature, inspect throat, orthoscopic exam of ears for earaches, auscultate lungs for c/o cough or breathing issues, nosebleeds, eye complaints, stomachaches, hunger, GI complaints, splinters, coughs, headaches, and dizziness
  - First aid minor and major accidents, for abrasions, lacerations, sprains, strains, fractures, head injuries and concussion referrals, jammed fingers, contusions – rings stuck on fingers, fainting, braces repair, broken teeth, burns, bee stings, bites
  - Emotional needs – frequently confer with guidance counselors, CST case managers, teachers, administrators
  - Care and follow up of students who self-injure
  - Counsel students with hygiene issues
  - Assessment of student thought to be under the influence of drug or alcohol; completion of referral papers for administration
  - Manage chronic illness of students (i.e. anorexia, Crohn's disease, etc)

## **SPORTS, N.J.A.C. 6A:16-2.2(h):**

### **Full Physicals or Updates**

- Sign students up for sports seasons (Tenakill Middle School)
- Work with parents to provide and obtain required forms. Frequent contact with parents to explain process of medical clearance and follow up calls for forms not handed in so as to meet deadlines for tryouts
- Prepare sport forms for school physician review
- Provide coaches with names of students cleared by school physician for sport participation
- Follow and communicate recommendations given by school physicians upon review of forms
- Collaborate with coaches re: injuries occurring during practice and games
- As of November 1, 2013, Tenakill Middle School has been in compliance with the Scholastic Student-Athlete Safety Act.

## **HEALTH EDUCATION:**

- Daily teaching with students about their health
- Provide staff opportunities for wellness
- Provides parents with resources and information

### **FLU VACCINE CLINIC:**

- Coordinate annual Flu Vaccine Program with a local Pharmacy

### **HEAD LICE:**

Following American Academy of Pediatrics Guidelines:

- Monitor students/classes for head lice
- Send home lice information to classes
- Frequent contact with parents
- Check affected students/classes to insure there is no re-infestation

### **TOILETING ISSUES:**

- Assist students with toileting if required by physician/IEP
- Changing/assisting student pre-K through 8 who have been incontinent
- Assisting female students with menstrual issues (education, supplies, changing soiled clothes)

### **OTHER**

- Reentry meetings for students returning after hospitalizations, confer with parents re; homebound, obtain medical note and initiate the process for home instruction

### **NON-PUBLIC NURSING ACCESS OF RECORDS:**

- The Business Administrator or his or her designee will reach out to the Director of the non-public school to ensure access to the health records of non-public school students under their care. The Business Administrator or Director of Special Services coordinates closely with the designated staff or health personnel within non-public schools to securely access and maintain these records. This collaboration is founded on the principles of privacy and confidentiality, and all access to health records is strictly limited to authorized personnel involved in the care and well-being of the students. These protocols are designed to adhere to state and federal regulations, guaranteeing the safe and confidential handling of health information while enabling the school district to provide comprehensive and effective healthcare support to all students, regardless of their school affiliation, unless otherwise waived.



**STUDENTS WITH MEDICAL INVOLVEMENT  
SCHOOL YEAR 2023-2024**

**Hillside Elementary School**

Grade Levels:	Pre-K - 4 <sup>th</sup> grade
Student Population:	618
General Education Enrollment:	519
Special Education Enrollment:	99
Students with 504 Plans:	22
Level I: Nursing Dependent:	0
Level II: Medically Fragile:	5
Level III: Medically Complex:	73
Level IV: Health Concerns:	7

**Tenakill Middle School**

Grade Levels:	5 <sup>th</sup> - 8 <sup>th</sup> grade
Student Population:	570
General Education Enrollment:	488
Special Education Enrollment:	82
Students with 504 Plans:	33
Level I: Nursing Dependent:	0
Level II: Medically Fragile:	0
Level III: Medically Complex:	62
Level IV: Health Concerns:	46

**Resident Students in Out of District Placement**

Student Population:	24
Level I: Nursing Dependent:	2
Level II: Medically Fragile:	0
Level III: Medically Complex:	4
Level IV: Health Concerns:	10

# Closter Public Schools Nursing Services Plan

## SY 2023 - 2024

(N.J.A.C. 6A:16-2.1 through 2.5)

District Name: Closter Public Schools  
 School Year: 2023-2024

Board Approval Date: September 27, 2023 (as per N.J.A.C. 6A:16-2.1 (b))  
 District Contact Person: Vincent McHale, Superintendent of Schools

### **Description of Basic Nursing Services Provided to All Students (N.J.A.C. 6A:16-2.2)**

**Basic services: N.J.A.C. 6A and N.J.S.A. 18A:40, federal law (such as FERPA- 20 U.S.C.§1232g, 34 CFR Part 99) and N.J. Sanitation Code. Under the direction of the School Physician, the following services are provided to students:**

A.	Health Records (N.J.A.C. 8:57-4.1 through 4.20)	
	1. Maintain and review student health documents	(N.J.A.C. 6A:16-2.2 (g))
	a) State of New Jersey Health History and Appraisal record i.e., A-45 cards	
	b) Immunization record	(N.J.A.C. 6A:16-2.2 (a))
	c) Medical history	
	d) Conduct and record health screenings (i.e., height, weight, hearing, vision, scoliosis and blood pressure as per current NJ statutes)	(N.J.A.C. 6A:16-2.2(g))
	e) Physical examinations for:	
	(1) Athletic Pre-Participation Physical Examination Form Part A & B as part of student's health record	(N.J.S.A. 18A: 40-41.9 and N.J.A.C. 6A:16-2.2(h)1)
	(a) Distribution of educational fact sheet annually to parents or guardians of students of <b>Sports-Related Eye Injuries</b>	
	(2) New or transfer student	(N.J.A.C. 6A:16-2.2 (h)2ii)
	(3) Working Papers health exam	(N.J.A.C. 6A:16-2.2 (h)3)
	(4) Comprehensive child study team evaluation	(N.J.A.C. 6A:16-2.2 (h)4)
	(5) Evaluation of student suspected of being under the influence of alcohol or a controlled dangerous substance	(N.J.A.C. 6A:16-2.2(h)5)
	f) Transference and request of health records i.e. A-45 and current physical exam	(N.J.A.C. 6A:16-2.4(d))

<p>g) Adherence to Family Education Rights and Privacy Act</p>	<p>(FERPA- 20 U.S.C.§1232g, 34 CFR Part 99, N.J.A.C. 6A:16-2.4 (c))</p>
<p>2. Determine student status for admission or retention with unacceptable evidence of immunizations</p>	<p>(N.J.A.C. 6A:16-2.2(b))</p>
<p>3. Conduct tuberculosis testing as directed by the NJ DHSS</p>	<p>(N.J.S.A. 18A:40-16 &amp; N.J.A.C. 6A:16-2.2(c))</p>
<p>B. Medications, health care treatments, procedures and care:</p>	
<p>1. Administer authorized medications, health care treatments and care</p>	<p>(N.J.A.C. 6A:16-2.1(a) 2)</p>
<p>2. Approval of self-administered medications</p>	<p>(N.J.S.A. 18A:40-12.3 &amp; 12.4 &amp; N.J.A.C. 6A:16-2.1(a) 2.v)</p>
<p>3. Designate and train annually epinephrine and glucagon auto injector delegates</p>	<p>(N.J.A.C. 6A:16-2.1(a)2.vi N.J.S.A. 18A:40-12.5; 12.6 &amp; 12.14)</p>
<p>4. Permit the school nurse or trained designee to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction <u>or</u> any student whose parent has <u>not</u>:</p>	<p>(N.J.S.A. 18A:40-12.5a-d and N.J.S.A. 18A:40-12.6)</p>
<p>a) Provided written authorization for the administration of epinephrine;</p>	
<p>b) Provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis;</p>	
<p>c) Received written notice from the board of education (BOE) or nonpublic school chief school administrator that the agencies and their employees or agents have no liability as a result of an injury arising from the administration of epinephrine; and</p>	
<p>d) Signed a statement releasing the BOE or nonpublic school of liability.</p>	
<p>C. Review and create IHP/IEHP for Do Not Resuscitate (DNR) orders</p>	<p>(N.J.A.C. 6A:16-2.1(a)3)</p>
<p>D. Provide Health Care</p>	<p>(N.J.A.C. 6A:16-2.1(a) 4)</p>
<p>1. Provide nursing health care and execute medical regimens to students as per: NJ Nurse Practice Act, District Collaborative Standing Orders, IHP, IEHP and Medical Home Practitioner's orders.</p>	<p>(N.J.A.C. 6A:16-2.1(a)10 (N.J.S.A. 45:11-23)- New Jersey Board of Nursing Statutes</p>
<p>2. Isolate, exclude and re-admit any student or employee with a communicable disease</p>	<p>(N.J.A.C. 6A:16-2.4 (a))</p>

	3.	Report "Reportable Communicable Disease" to County health officer	(N.J.A.C. 8:57-1 & N.J.A.C. 6A:16-2.2(d))
	4.	Arrange for transportation and supervision of students in need of emergency health care	(N.J.A.C. 6A:16-2.1(a) 4(iv))
	5.	Notify parents of need for emergency care	(N.J.A.C. 6A:16-2.1(a)4(v))
	6.	Administer emergency medications i.e., anaphylaxis (epinephrine) or asthma medications etc.	(N.J.A.C. 6A:16-2.1 (a) 4)
	7.	Write and update annually student individualized health care plans (IHP's) and individualized emergency health care plan (IEHP's) for student's medical needs and instruction of staff.	(N.J.A.C. 6A:16-2.1(a)10 and (N.J.A.C. 6A:16-2.3(b)3(xii))
	8.	Establish, annually review and implement Standards of Care/Collaborative Standing Orders with the School physician for deliverance of daily and emergency health care.	(N.J.A.C. 6:A:16-2.3(b)3(i))
E.	Administer asthma related care		
	1.	Obtain training for administration of medication via nebulizer	(N.J.S.A. 18A:40-12.8(a) & (N.J.A.C. 6A:16-2.1(a).5.ii))
	2.	Maintain one nebulizer per school	(N.J.A.C. 6A:16-2.2(e))
	3.	Require Students to have a current " Asthma Action Plan	(N.J.A.C. 6A:16-2.1(a)5.iii)
F.	Health history and examinations		(N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, N.J.A.C. 6A:16-2.2 and N.J.A.C. 6A:16-2.1(a)6)
	1.	Provide health examination for student's without medical homes	(N.J.A.C. 6A:16-2.2(f))
G.	Establish and maintain procedures for universal precautions		(N.J.A.C. 6A:16-2.1(a)7)
H.	Provide nursing services to nonpublic school located in district		(N.J.A.C. 6A:16-2.1(a)8)
I.	Instruct students/ teachers/staff:		(N.J.A.C. 6A:9-13.3, N.J.S.A. 18A:40-3; and N.J.A.C. 6A:16-2.3 (b)3. xv
	1.	communicable diseases, blood borne pathogens	
	2.	Asthma management	
	3.	Anaphylaxis and symptoms of hyperglycemia and hypoglycemia	
	4.	classroom health curriculum (not CSN with a "Non-Instructional" certificate)	
	5.	other health concerns	
J.	Provide information for:		
	1.	NJ Family Care program	(N.J.A.C. 6A:16-2.2(i))

K. Implementation of the Nurse Practice Act by.....	
L. Certified School Nurse Functions as Certified School Nurse (CSN) and Registered Nurse	N.J.S.A. 45:11-23 - New Jersey Board of Nursing Statutes
1. Nursing Diagnosis /Case-finding of actual or potential physical health problems	
2. Provision of nursing care for actual or potential emotional health problems	
3. Health teaching in health office	
4. Health teaching in classroom	
5. Health counseling	

**Summary of Nursing Services Required to Address Specific Health Care Needs of Individual Students (N.J.A.C. 6A:16-2.3(b)3)**

Services Required to Address Specific Health Care Needs of Individual Students with acute care needs, chronic illness, special health needs, procedures and administration of medications, procedures or treatments.		Hillside Elementary School	Tenakill Middle School
First-Aid, splinting, Ace-wrap etc.		640	804
Dental: tooth avulsion, caries, braces, etc.		52	36
Health Screenings Ht., Wt., & BP yearly		592	570
Visual Acuity screening	K,2,4,6,8,10	234	310
Auditory screening	K,1,2,3,7,11	362	151
Scoliosis screening biennially age 10-18		N/A	TBD
Diabetic Glucose testing, insulin pump management		N/A	N/A
Mantoux/PPD testing		N/A	10
Medication Administration- daily		204	1
Medication Administration - PRN		270	110
Nebulizer/inhalers/peak flow measurements		48	7
Tube feedings		N/A	N/A
Urinary catheterization		N/A	N/A
Ventilator care		N/A	N/A
Referral for vision evaluations		14	10
Referral for hearing evaluations		2	0
Referral for Alcohol and drug use/abuse testing		N/A	0
Referral for pregnancy		N/A	0
Nursing Diagnosis /Case-finding of actual or potential physical health problems		10	6

Provision of nursing care for actual or potential emotional health problems		25	50
Case finding		78	65
Health teaching in health office		250	250
Health teaching in classroom		7	4
Health counseling		40	35
<b>Number of TOTAL visits</b>		<b>2,828</b>	<b>2,419</b>

**Emergency Management** (N.J.A.C. 6A:16-2.1(a)4)

**A. Acute Care Management Plan:**

1. Creation and maintenance of an Emergency Management Kit ("Go-box", crash cart, etc.) for utilization in Crisis, Emergency Evacuations, or and Shelter-In-Place situations
2. Cardiac or Respiratory Distress Action Plan
  - a. AEDs (Automatic External Defibrillators) deployment and delegates trained (reference Janet's Law Requirement)
  - b. CPR trained school nurse
  - c. Asthma Nebulizer trained nurses
  - d. Universal Precautions trained staff
  - e. CPR trained coaches/athletic trainers/teachers/staff

**B. IEHP's/Chronic Care Management Plans:**

1. Epinephrine Auto-Injector/ Anaphylaxis Action Plan
2. Asthma Action Plan
3. Diabetic Action Plan
4. Lock-Down Health Care Action Plan
5. Shelter-In-Place Health Care Action Plan

**C. District Crisis Management Plan:**

1. Triage Action Plans in District Crisis Management Plan

**D. Community Rescue Squad and Emergency Paramedic Services**

- Both EMS and police are available to both buildings

**Detailed Nursing Assignments Sufficient to Provide Health Services** (N.J.A.C. 6A:16-2.3(b))

Schools	Hillside Elementary School	Tenakill Middle School	Out Of District
Grade levels	Pre-K-4	5-8	Pre-K-8
Enrollment number as of September 19, 2023	618	570	22
Number of students receiving:			
Special Services/ IEPs	99	82	24
504s	22	33	0
I&Rs	19	13	0
IHPS	73	108	2
IEHPS	71	62	2
Nursing Assignments - number of:			
N.J.A.C. 6A:9B-14.3			
Certified School Nurse- CSN	1	1	0
Registered Nurse- not CSN	0	0	6
Licensed Practice Nurse- LPN	0	0	0
N.J.A.C. 6A:9B-14.3(b)			
CPR Certified	6	6	N/A
N.J.A.C. 6A:9B-14.3 (b)			
AED Certified	6	6	N/A
N.J.A.C. 6A:16-2.1(a)5.iii			
Asthma Nebulizer trained	1	1	N/A
Unlicensed Assistive Personnel Assignments			
Nursing Assistants	0	0	0
Health Aides	0	0	0



**Nursing Services and Additional Medical Services provided to Non-Public Schools**

(N.J.A.C. 6A:16-2.1(a)8)

**Services are provided by Closter Public Schools to the following schools located in the district:  
Acton Academy**


In accordance with the New Jersey School Nursing Services Plan, the Business Administrator or his or her designee will reach out to the Director of Acton Academy to ensure access to the health records of non-public school students under their care. The Business Administrator or Director of Special Services coordinates closely with the designated staff or health personnel within non-public schools to securely access and maintain these records. This collaboration is founded on the principles of privacy and confidentiality, and all access to health records is strictly limited to authorized personnel involved in the care and well-being of the students. These protocols are designed to adhere to state and federal regulations, guaranteeing the safe and confidential handling of health information while enabling the school district to provide comprehensive and effective healthcare support to all students, regardless of their school affiliation, unless otherwise waived.

**Additional District Nursing Services Information**

*Written Plan - please see attached*

**Nursing Services Plan reviewed by:**

NANCY ROTHENBERG, DO  
School Physician

  
Signature

9/22/2023  
Date

KRISTEN HAENELT  
Hillside Elementary School Nurse

  
Signature

9/22/23  
Date

VIRGINIA McHALE  
Tenakill Middle School Nurse

  
Signature

9/21/23  
Date

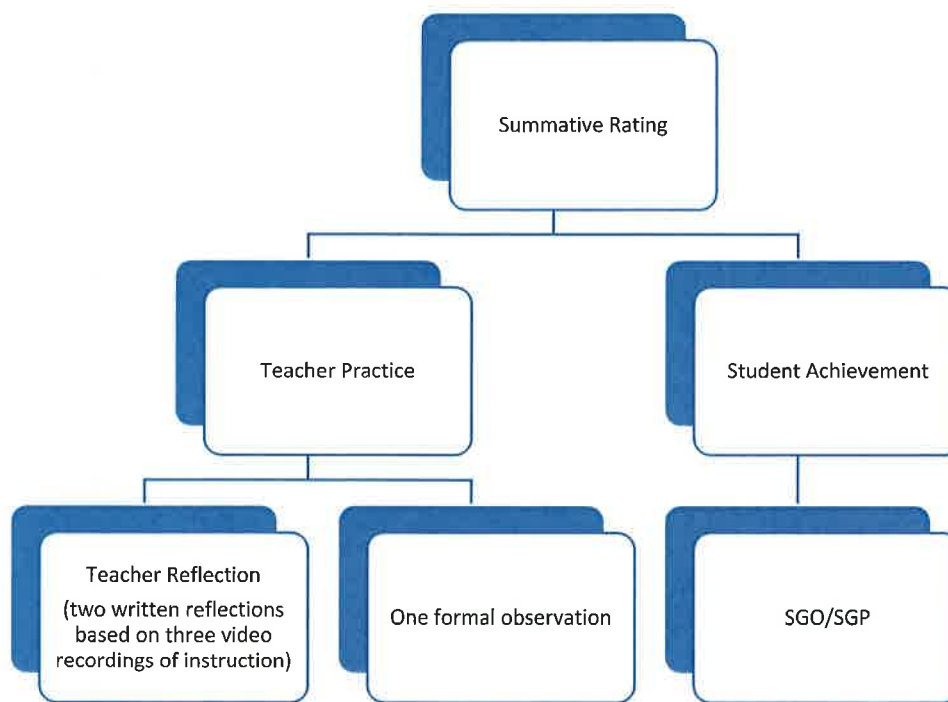
VINCENT McHALE  
Superintendent of Schools

  
Signature

9/22/23  
Date

## CLOSTER PUBLIC SCHOOLS

### Optional Video Reflection Process for Teachers Rated Highly Effective in the Previous School Year



- Teachers will be observed by an administrator for one 20-minute observation;
- Teacher will video her/himself teaching at least three times during the school year; teacher may use a video camera, an iPad or personal phone; teachers are not required to share the video with anyone, but may if they so choose; Parents must be notified that teacher will be video recording in the classroom;
- Teacher is encouraged to record three small video chunks (eight to ten minutes) rather than a full-period lesson;
- The focus of the video should be connected to either a specific component from the Marshall rubric, a specific teaching strategy, or a practice the teacher wants to improve;
- Teacher must watch the video recorded lessons with a precise focus question (such as, "How effectively do I use questioning and discussion techniques?") and write a brief reflection (about a paragraph long) to identify areas of strength and ways in which he/she would like to improve;
- Teacher will meet with an administrator twice during the year to discuss the brief written reflections and will identify what action he/she will take toward professional growth in teaching;
- Teacher will receive one rating at the end of the year for the video reflection (using a rubric) and this will be averaged with one rating from the twenty-minute observation to determine a rating for the Teacher Practice component of the summative rating.

## CLOSTER PUBLIC SCHOOLS

- Teachers rated highly effective may choose the Video Reflection option for up to two academic years in a row, but then must return to the traditional observation process.

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

<b>Cash Report</b>				
Funds	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balance (1)+(2)-(3)
General Account - Fund 10	3,806,692.53	1,915,734.12	717,709.36	5,004,717.29
Compensating Balance	1,106,000.00	-	-	1,106,000.00
Capital Reserve	5,316,631.12	-	-	5,316,631.12
Emergency Reserve	250,000.00	-	-	250,000.00
Special Revenue -Fund 20	73,313.00	19,075.00	95,387.85	(2,999.85)
Capital Projects - Fund 30	-	-	-	-
Debt Service -Fund 40	138,173.00	-	3,172.50	135,000.50
Maintenance Reserve	300,000.00	-	-	300,000.00
<b>Total Governmental Funds</b>	<b>10,990,809.65</b>	<b>1,934,809.12</b>	<b>816,269.71</b>	<b>12,109,349.06</b>
Enterprise Fund (Milk) Fund 60	3,214.46	-	-	3,214.46
<b>Trust and Agency Funds</b>				
Payroll - Fund 90	-	176,740.56	176,740.56	-
Payroll Agency - Fund 90	24,373.47	116,411.52	139,968.20	816.79
Unemployment Ins Trust - Fund 63	237,829.47	451.19	396.00	237,884.66
Tenakill Laptop Account - Fund 61	17,760.00	3,690.00	-	21,450.00
<b>Total Trust &amp; Agency Funds</b>	<b>279,962.94</b>	<b>297,293.27</b>	<b>317,104.76</b>	<b>260,151.45</b>
<b>Total All Funds</b>	<b>11,273,987.05</b>	<b>2,232,102.39</b>	<b>1,133,374.47</b>	<b>12,372,714.97</b>

Submitted by:

Matthew Lynaugh

Matthew Lynaugh  
 Treasurer of School Monies

9-21-23

Date

August 31, 2023 (Thu)  
 Budget year: 2024

Closter Board of Education  
 Board Secretary Report  
 GENERAL FUND - Fund 10  
 Interim Balance Sheet  
 August 2023

GENERAL FUND  
 ASSETS AND RESOURCES

ASSETS:			
101	CASH IN BANK		\$6,110,717.29
102-106	CASH EQUIVALENTS		\$ .00
108	IMPACT AID RESERVE GENERAL		\$ .00
109	IMPACT AID RESERVE CAPITAL INVESTMENTS		\$ .00
111	CAPITAL RESERVE ACCOUNT	\$5,316,631.12	
116	MAINTENANCE RESERVE INVESTMENT ACCOUNT	\$300,000.00	
117	EMERGENCY RESERVE	\$250,000.00	
118	TAX LEVY RECEIVABLE	\$18,652,481.00	
121			

ACCOUNTS RECEIVABLE:			
INTERFUND			
132	INTERGOVERNMENTAL-ACCOUNTS RECEIVABLE	\$ .00	
140	INTERGOVERNMENTAL-STATE	\$2,128,316.16	
141	INTERGOVERNMENTAL-FEDERAL	\$ .00	
142	INTERGOVERNMENTAL-OTHER	\$ .00	
143	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF	\$ .00	
153, 154			

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

RESOURCES:			
301	ESTIMATED REVENUES	\$24,212,101.00	
302	LESS REVENUES	( \$23,981,042.12 )	\$231,058.88
	TOTAL ASSETS AND RESOURCES		\$32,989,204.45

LIABILITIES AND FUND EQUITY

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

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OTHER CURRENT LIABILITIES  
TOTAL LIABILITIES

\$ .00  
\$ .00

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FUND BALANCE:  
 APPROPRIATED:  
 RESERVE FOR ENCUMBRANCES - CURRENT YEAR \$21,441,143.86  
 RESERVE FOR ENCUMBRANCES - PRIOR YEAR \$45,158.11  
 RESERVED FUND BALANCE FOR WAIVER OFFSET RSV  
 WAIVER OFFSET RESERVE - CURRENT YEAR  
 INCREASE IN WAIVER OFFSET RESERVE  
 WITHDRAWAL FROM WAIVER OFFSET RESERVE  
 RESERVED FUND BALANCE:

753  
 754  
 768  
 609  
 314

755  
 610  
 315  
 756  
 611  
 318  
 757  
 612  
 319  
 764  
 606  
 310  
 765  
 761  
 604  
 605  
 307  
 309  
 766  
 607  
 312  
 762  
 769  
 750,751,752  
 76X  
 601  
 602  
 603

BUS ADVERTISING RESERVE  
 ADD: INCREASE IN BUS ADV RESERVE FOR F  
 LESS: BUDGETED W/D FROM BUS ADV FUEL CO  
 FEDERAL IMPACT AID RESERVE GENERAL - JULY  
 ADD: INCREASE IN FEDERAL IMPACT AID RE  
 LESS: W/D FROM FEDERAL IMPACT AID RESER  
 FEDERAL IMPACT AID RESERVE CAPITAL - JULY  
 ADD: INCREASE IN FEDERAL IMPACT AID RE  
 LESS: W/D FROM FEDERAL IMPACT AID RESER  
 MAINTENANCE RESERVE ACCOUNT - JULY 1, 2022  
 ADD: INTEREST EARNED ON MAINTENANCE RE  
 LESS: BUDGETED W/D FROM MAINT. RESERVE  
 TUITION RESERVE ACCOUNT  
 CAPITAL RESERVE ACCOUNT - JULY 1, 2022  
 ADD: INCREASE IN CAPITAL RESERVE  
 ADD: INCREASE IN SALE/LEASE RESERVE  
 LESS: BUDG. W/D FROM CAPITAL RESERVE--ELI  
 LESS: BUDG. W/D FROM CAPITAL RESERVE--EXC  
 CURR. EXP. EMERGENCY RESERVE - JULY 1, 2022  
 ADD: INCR. IN CURR. EXP. EMERG. RESERVE  
 LESS: W/D FROM CURR. EXP. EMERG. RESERV  
 ADULT EDUCATION PROGRAMS  
 UNEMPLOYMENT FUND  
 RESERVED FUND BALANCE  
 OTHER RESERVES  
 APPROPRIATIONS  
 LESS: EXPENDITURES  
 ENCUMBRANCES

TOTAL APPROPRIATED \$1,906,048.06  
 UNAPPROPRIATED: JULY 1, 2023 \$26,931,276.58  
 FUND BALANCE -DESIGNATED (\$23,392,200.03)  
 FUND BALANCE -UNDESIGNATED  
 BUDGETED FUND BALANCE  
 BUDGT. WITHDR. FM TUITION RESERVE-ADJUST/SU  
 BUDGT. WITHDR. FROM UNEMPLOYMENT FUND BALAN  
 TOTAL FUND BALANCE

\$21,441,143.86  
 \$45,158.11  
 \$0.00  
 \$0.00  
 \$0.00  
 \$20,514.00  
 (\$0.00)  
 \$0.00  
 \$0.00  
 (\$0.00)  
 \$0.00  
 (\$0.00)  
 \$400,000.00  
 \$150.00  
 (\$100,000.00)  
 \$0.00  
 \$5,316,481.12  
 \$850.00  
 \$3,692,331.12  
 (\$1,625,000.00)  
 \$250,000.00  
 \$0.00  
 (\$0.00)  
 \$250,000.00  
 \$0.00  
 \$500,000.00  
 \$0.00  
 \$3,539,076.55  
 \$29,788,373.64  
 \$3,590,392.81  
 \$500,000.00  
 \$0.00  
 (\$889,562.00)  
 (\$0.00)  
 (\$0.00)  
 (\$0.00)  
 \$32,989,204.45

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TOTAL LIABILITIES AND FUND EQUITY

\$32,989,204.45

	Budgeted	Actual	Variance
RECAPITULATION OF FUND BALANCE:			
APPROPRIATIONS	\$26,931,276.58	\$23,392,200.03	\$3,539,076.55
REVENUES	( \$24,212,101.00 )	( \$23,981,042.12 )	( \$231,058.88 )
SUB TOTAL	\$2,719,175.58	( \$588,842.09- )	\$3,308,017.67
CHANGE IN RESERVE ACCOUNTS:	\$1,000.00	\$1,000.00	\$ .00
PLUS - INCREASE IN RESERVE	( \$1,725,000.00 )	( \$1,725,000.00 )	( \$ .00 )
LESS - WITHDRAW FROM RESERVE	\$995,175.58	( \$2,312,842.09- )	\$3,308,017.67
SUB TOTAL	( \$45,158.11 )	( \$45,158.11 )	( \$ .00 )
LESS: ADJUSTMENT FOR PRIOR YEAR ENCUMBRANCE	\$950,017.47	( \$2,358,000.20- )	\$3,308,017.67
BUDGETED FUND BALANCE			



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	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
REVENUE/SOURCES OF FUNDS:				
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	\$22,749,543.00	\$22,518,484.12	Under	\$231,058.88 )
2XXX FROM INTERMEDIATE SOURCES	\$ .00	\$ .00		\$ .00
3XXX FROM STATE SOURCES	\$1,462,558.00	\$1,462,558.00		\$ .00
4XXX FROM FEDERAL SOURCES	\$ .00	\$ .00		\$ .00
5XXX FROM OTHER FINANCING SOURCES	\$ .00	\$ .00		\$ .00
XXX1 ARRA ESF (FUND 16)	\$ .00	\$ .00		\$ .00
XXX2 ARRA GSF (FUND 17)	\$ .00	\$ .00		\$ .00
XXX3 ARRA SFSF (FUND 18)	\$ .00	\$ .00		\$ .00
TOTAL REVENUES/SOURCES OF FUNDS	\$24,212,101.00	\$23,981,042.12	Under	\$231,058.88

	Appropriations	Expenditures	Encumbrances	Availible Balance
EXPENDITURES:				
GENERAL CURRENT EXPENSE FUND (11)				
1XX-100-XXX REGULAR PROGRAMS - INSTRUCTION	\$7,290,256.74	\$176,501.98	\$6,853,914.75	\$259,840.01
2XX-100-XXX SPECIAL EDUCATION - INSTRUCTION	\$2,450,711.00	\$12,265.02	\$2,431,220.73	\$7,225.25
230-100-XXX BASIC SKILLS/REMEDIAL INSTRUCTION	\$461,413.00	\$ .00	\$461,161.82	\$251.18
240-100-XXX BILINGUAL EDUCATION - INSTRUCTION	\$368,654.00	\$ .00	\$367,123.49	\$1,530.51
3XX-100-XXX VOC. PROGRAMS - LOCAL - INSTRUCTION	\$ .00	\$ .00	\$ .00	\$ .00
401-100-XXX SCHOOL-SPONS. COCURR. ACTIVITIES - INST.	\$73,931.00	\$ .00	\$68,796.00	\$5,135.00
402-100-XXX SCHOOL-SPONS. ATHLETICS - INSTRUCTION	\$33,644.00	\$ .00	\$27,794.78	\$5,849.22
421-XXX-XXX TOTAL BEFORE/AFTER SCHOOL PROGRAMS	\$ .00	\$ .00	\$ .00	\$ .00
422-XXX-XXX TOTAL SUMMER SCHOOL PROGRAMS	\$44,515.00	\$30,563.62	\$13,450.00	\$501.38
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	\$2,022,142.00	\$32,718.18	\$1,433,738.92	\$555,684.90
000-211-XXX ATTENDANCE AND SOCIAL WORK SERVICES	\$101,713.00	\$11,159.20	\$90,153.80	\$400.00
000-213-XXX HEALTH SERVICES	\$225,710.07	\$5,232.14	\$203,509.63	\$16,968.30
000-216-XXX OTHER SUPPORT SERV.-STUDENTS-RELATED SERV	\$482,787.00	\$1,813.00	\$477,246.73	\$3,727.27
000-217-XXX OTHER SUPPORT SERV.-STUDENTS-EXTRA SERV.	\$1,372,507.00	\$2,755.00	\$1,263,789.00	\$105,963.00
000-218-XXX OTHER SUPPORT SERVICES-STUDENTS-REGULAR	\$359,910.00	\$9,364.69	\$347,775.21	\$2,770.10
000-219-XXX OTHER SUPPORT SERV.-STUDENTS-SPEC. SERV.	\$593,843.00	\$76,310.46	\$486,653.85	\$30,878.69
000-221-XXX IMPROV. OF INST./OTHER SUP. SERV.-INSTSERV	\$172,531.00	\$73,825.09	\$90,139.91	\$8,566.00
000-222-XXX EDUCATIONAL MEDIA SERV./SCHOOL LIBRARY	\$214,276.00	\$ .00	\$198,061.36	\$16,214.64
000-223-XXX INSTRUCTIONAL STAFF TRAINING SERVICES	\$72,350.00	\$42,186.00	\$13,860.08	\$16,303.92
000-23X-XXX SUPP. SERV. - GENERAL ADMINISTRATION	\$534,452.68	\$126,648.58	\$368,726.99	\$39,077.11

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000-24X-XXX SUPP. SERV. - SCHOOL ADMINISTRATION	\$861,096.07	\$149,122.10	\$686,834.22	\$25,139.75
000-25X-XXX SUPP. SERV. - CENTRAL SERVICES & TECH SERV	\$584,086.75	\$92,108.25	\$424,501.35	\$67,477.15
000-26X-XXX OPERATION AND MAINT. OF PLANT SERVICES	\$1,943,915.40	\$433,384.77	\$1,342,229.42	\$168,301.21
000-263-XXX TOTAL CARE AND UPKEEP OF GROUNDS	\$83,700.00	\$585.00	\$24,604.00	\$60,511.00
000-266-XXX TOTAL SECURITY	\$23,550.00	\$0.00	\$705,674.00	\$23,550.00
000-27X-XXX STUDENT TRANSPORTATION SERVICES	\$716,299.00	\$0.00	\$0.00	\$10,625.00
000-29X-XXX BUSINESS AND OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
000-40X-XXX FACILITIES ACQ. & CONTRUCTION SERVICES	\$0.00	\$0.00	\$2,924,457.77	\$655,280.27
XXX-XXX-2XX UNALLOCATED BENEFITS	\$4,120,620.00	\$540,881.96	\$0.00	\$0.00
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	\$25,210,613.71	\$1,817,425.04	\$21,305,417.81	\$2,087,770.86
CAPITAL OUTLAY (FUND 12)				
XXX-XXX-73X EQUIPMENT	\$74,801.47	\$45,801.47	\$0.00	\$29,000.00
000-400-937 IMPACT AID RESERVE	\$0.00	\$0.00	\$0.00	\$0.00
000-4XX-XXX FACILITIES ACQUISITION AND CONSTR. SERV.	\$1,645,861.40	\$42,821.55	\$180,734.16	\$1,422,305.69
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	\$1,720,662.87	\$88,623.02	\$180,734.16	\$1,451,305.69
SPECIAL SCHOOLS (FUND 13)				
3XX-1XX-XXX POST-SECONDARY INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
3XX-2XX-XXX POST-SECONDARY SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
422-1XX-XXX SUMMER SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
422-2XX-XXX SUMMER SCHOOL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
4XX-1XX-XXX OTHER SPEC. SCHOOL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
4XX-2XX-XXX OTHER SPC. SCHOOLS - SUPPORT SERV.	\$0.00	\$0.00	\$0.00	\$0.00
601-1XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
601-2XX-XXX ACCR. EVENING/ADULT H.S./POST-GRADUATE - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
602-1XX-XXX ADULT EDUCATION-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
602-2XX-XXX ADULT EDUCATION-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
629-1XX-XXX VOCATIONAL EVENING-LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
629-2XX-XXX VOCATIONAL EVENING-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
631-1XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN LOCAL - INSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00
631-2XX-XXX EVENING SCHOOL FOR THE FOREIGN BORN-LOCAL - SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
EVENING SCHOOL FOR FOREIGN BORN-LOCAL SUPPORT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00
OTHER SPECIAL SCHOOLS EXPEND. NOT INCLUDED ABOVE	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL SPECIAL SCHOOLS EXPENDITURES/USES OF FUNDS	\$0.00	\$0.00	\$0.00	\$0.00

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10-000-550-905 BUDGETED INCREASE IN SURPLUS FOR TUITION	\$ .00	\$ .00	\$ .00	\$ .00
10-000-100-56X TRANSFER OF FUNDS TO CHARTER SCHOOLS	\$ .00	\$ .00	\$ .00	\$ .00
10-000-100-571 TRANSFER OF FUNDS TO RENAISSANCE SCHOOLS	\$ .00	\$ .00	\$ .00	\$ .00
10-000-520-93X GENERAL FUND CONTRIB - WHOLE SCH. REFORM	\$ .00	\$ .00	\$ .00	\$ .00
16-XXX-XXX-XXX ESF (FUND 16)	\$ .00	\$ .00	\$ .00	\$ .00
17-XXX-XXX-XXX ARRA GSF (FUND 17)	\$ .00	\$ .00	\$ .00	\$ .00
18-XXX-XXX-XXX ARRA SFSF (FUND 18)	\$ .00	\$ .00	\$ .00	\$ .00
19-XXX-XXX-XXX FEMA GRANT (FUND 19)	\$ .00	\$ .00	\$ .00	\$ .00
TOTAL GENERAL FUND EXPENDITURES	\$26,931,276.58	\$1,906,048.06	\$21,486,151.97	\$3,539,076.55

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	Estimate	Actual	Unrealized
<b>REVENUES</b>			
<b>LOCAL SOURCES:</b>			
1210 LOCAL TAX LEVY	\$22,382,979.00	\$22,382,979.00	\$ .00
1310 TUITION - FROM INDIVIDUALS	\$184,640.00	\$48,864.00	\$135,776.00
1320 - FROM OTHER LEAS WITHIN THE STATE	\$57,924.00	\$ .00	\$57,924.00
1XXX MISCELLANEOUS	\$124,000.00	\$86,641.12	\$37,358.88
TOTAL	\$22,749,543.00	\$22,518,484.12	\$231,058.88
<b>STATE SOURCES:</b>			
3121 CATEGORICAL TRANSPORTATION AID	\$93,632.00	\$93,632.00	\$ .00
3132 CATEGORICAL SPECIAL EDUCATION AID	\$1,277,579.00	\$1,277,579.00	\$ .00
3177 CATEGORICAL SECURITY AID	\$91,347.00	\$91,347.00	\$ .00
TOTAL	\$1,462,558.00	\$1,462,558.00	\$ .00
TOTAL	\$24,212,101.00	\$23,981,042.12	\$231,058.88

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GENERAL CURRENT EXPENSE (FUND 11)

	Appropriations	Expenditures	Encumbrances	Available Balance
<b>REGULAR PROGRAMS - INSTRUCTION</b>				
105-1XX-101 PRESCHOOL - SALARIES OF TEACHERS	\$92,814.00	\$ .00	\$92,814.00	\$ .00
110-1XX-101 KINDERGARTEN - SALARIES OF TEACHERS	\$609,811.00	\$ .00	\$609,811.00	\$ .00
120-1XX-101 GRADES 1-5 -SALARIES OF TEACHERS	\$3,450,405.00	\$ .00	\$3,448,805.00	\$1,600.00
130-1XX-101 GRADES 6-8 -SALARIES OF TEACHERS	\$2,252,791.00	\$ .00	\$2,252,791.00	\$ .00
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	\$ .00	\$3,000.00
190-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$262,386.00	\$ .00	\$262,386.00	\$ .00
190-1XX-32X PURCHASED PROF. - ED. SERVICES	\$22,600.00	\$ .00	\$2,500.00	\$20,100.00
190-1XX-34X PURCHASED TECHNICAL SERVICES	\$91,208.00	\$ .00	\$35,165.51	\$37,081.98
190-1XX-5XX OTHER PURCHASED SERVICES	\$206,559.00	\$18,960.51	\$84,840.76	\$52,252.92
190-1XX-61X GENERAL SUPPLIES	\$120,376.41	\$10,569.69	\$44,770.86	\$65,035.86
190-1XX-64X TEXTBOOKS	\$71,581.00	\$53,640.46	\$5,257.75	\$12,682.79
190-1XX-890 MISCELLANEOUS EXPENDITURES	\$19,000.00	\$ .00	\$300.00	\$18,700.00
1XX-1XX-XXX OTHER UNDISTRIBUTED INSTRUCTION	\$80,725.33	\$23,866.00	\$7,472.87	\$49,386.46
<b>TOTAL REGULAR PROGRAMS - INSTRUCTION</b>	<b>\$7,290,256.74</b>	<b>\$176,501.98</b>	<b>\$6,853,914.75</b>	<b>\$259,840.01</b>

SPECIAL EDUCATION PROGRAMS:

<b>LEARNING AND/OR LANGUAGE DISABILITIES</b>				
204-1XX-101 SALARIES OF TEACHERS	\$488,069.00	\$ .00	\$488,069.00	\$ .00
204-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$9,346.00	\$ .00	\$9,346.00	\$ .00
204-1XX-5XX OTHER PURCHASED SERVICES	\$3,995.00	\$3,893.94	\$ .00	\$101.06
204-1XX-61X GENERAL SUPPLIES	\$3,160.00	\$ .00	\$1,767.34	\$1,392.66
<b>TOTAL</b>	<b>\$504,570.00</b>	<b>\$3,893.94</b>	<b>\$499,182.34</b>	<b>\$1,493.72</b>

<b>BEHAVIORAL DISABILITIES:</b>				
209-1XX-101 SALARIES OF TEACHERS	\$125,541.00	\$6,250.00	\$119,291.00	\$ .00
209-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$4,205.00	\$1,881.60	\$705.00	\$1,618.40
209-1XX-XXX OTHER BEHAVIORAL DISABILITIES	\$1,050.00	\$ .00	\$ .00	\$1,050.00
<b>TOTAL</b>	<b>\$130,796.00</b>	<b>\$8,131.60</b>	<b>\$119,996.00</b>	<b>\$2,668.40</b>

<b>RESOURCE ROOM/RESOURCE CENTER:</b>				
213-1XX-101 SALARIES OF TEACHERS	\$1,430,647.00	\$ .00	\$1,430,647.00	\$ .00
213-1XX-61X GENERAL SUPPLIES	\$5,291.00	\$239.48	\$3,401.84	\$1,649.68
<b>TOTAL</b>	<b>\$1,435,938.00</b>	<b>\$239.48</b>	<b>\$1,434,048.84</b>	<b>\$1,649.68</b>

PRESCHOOL DISABILITIES - FULL-TIME:

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	Appropriations	Expenditures	Encumbrances	Available Balance
216-1XX-101 SALARIES OF TEACHERS	\$237,078.00	\$ .00	\$237,078.00	\$ .00
216-1XX-106 OTHER SALARIES FOR INSTRUCTION	\$139,729.00	\$ .00	\$139,729.00	\$ .00
216-1XX-XXX OTHER PRESCHOOL DISABILITIES - FULL-TIME:	\$2,600.00	\$ .00	\$1,186.55	\$1,413.45
TOTAL	\$379,407.00	\$ .00	\$377,993.55	\$1,413.45
TOTAL SPECIAL EDUCATION - INSTRUCTION	\$2,450,711.00	\$12,265.02	\$2,431,220.73	\$7,225.25
BASIC SKILLS/REMEDIAL - INSTRUCTION				
230-1XX-101 SALARIES OF TEACHERS	\$459,413.00	\$ .00	\$459,413.00	\$ .00
230-1XX-61X GENERAL SUPPLIES	\$2,000.00	\$ .00	\$1,748.82	\$251.18
TOTAL	\$461,413.00	\$ .00	\$461,161.82	\$251.18
BILINGUAL EDUCATION - INSTRUCTION				
240-1XX-61X GENERAL SUPPLIES	\$2,439.00	\$ .00	\$908.49	\$1,530.51
24X-1XX-XXX OTHER BILINGUAL EDUCATION - INSTRUCTION	\$366,215.00	\$ .00	\$366,215.00	\$ .00
TOTAL	\$368,654.00	\$ .00	\$367,123.49	\$1,530.51
SCHOOL SPONS. COCURRICULAR ACTIVITIES - INSTRUCTION				
401-100-1XX SALARIES	\$66,931.00	\$ .00	\$66,931.00	\$ .00
401-100-6XX SUPPLIES AND MATERIALS	\$5,000.00	\$ .00	\$1,305.00	\$3,695.00
401-1XX-8XX OTHER OBJECTS	\$2,000.00	\$ .00	\$560.00	\$1,440.00
TOTAL	\$73,931.00	\$ .00	\$68,796.00	\$5,135.00
SCHOOL SPONSORED ATHLETICS - INSTRUCTION				
402-1XX-1XX SALARIES	\$26,544.00	\$ .00	\$26,544.00	\$ .00
402-1XX-5XX PURCHASED SERVICES	\$4,600.00	\$ .00	\$ .00	\$4,600.00
402-1XX-6XX SUPPLIES AND MATERIALS	\$2,000.00	\$ .00	\$1,250.78	\$749.22
402-1XX-8XX OTHER OBJECTS	\$500.00	\$ .00	\$ .00	\$500.00
TOTAL	\$33,644.00	\$ .00	\$27,794.78	\$5,849.22
SUMMER SCHOOL PROGRAMS				
422-100-101 SALARIES OF TEACHERS	\$31,770.00	\$19,370.00	\$12,400.00	\$ .00
422-100-106 OTHER SALARIES OF INSTRUCTION	\$7,745.00	\$7,743.62	\$ .00	\$1.38
422-100-610 GENERAL SUPPLIES	\$500.00	\$ .00	\$ .00	\$500.00
TOTAL SUMMER SCHOOL INSTRUCTION	\$40,015.00	\$27,113.62	\$12,400.00	\$501.38
SUMMER SCHOOL - SUPPORT SVCS				
422-200-100 SALARIES	\$4,500.00	\$3,450.00	\$1,050.00	\$ .00

	Appropriations	Expenditures	Encumbrances	Avail Table Balance
TOTAL SUMMER SCHOOL - SUPPORT SVCS	\$4,500.00	\$3,450.00	\$1,050.00	\$ .00
TOTAL SUMMER SCHOOL	\$44,515.00	\$30,563.62	\$13,450.00	\$501.38
UNDISTRIBUTED EXPENDITURES - INSTRUCTION				
INSTRUCTION				
000-1XX-562 TUITION TO OTHER LEAS W/I STATE - SPEC.	\$1,279,284.00	\$5,240.00	\$977,231.90	\$296,812.10
000-1XX-565 TUITION TO CSSD & REG. DAY SCHOOL	\$237,110.00	\$ .00	\$126,910.00	\$110,200.00
000-1XX-566 TUITION TO PRIV. SCH. FOR HANDIC. W/I ST	\$505,748.00	\$27,478.18	\$329,597.02	\$148,672.80
TOTAL	\$2,022,142.00	\$32,718.18	\$1,433,738.92	\$555,684.90
ATTENDANCE AND SOCIAL WORK SERVICES				
000-211-1XX SALARIES	\$92,713.00	\$2,559.20	\$90,153.80	\$ .00
000-211-171 SALARIES OF DROP-OUT PREVENTION OFFICER/CO	\$ .00	\$ .00	\$ .00	\$ .00
000-211-172 SALARIES OF FAMILY SUPPORT TEAMS	\$ .00	\$ .00	\$ .00	\$ .00
000-211-173 SALARIES OF FAMILY LIAISONS/COMM. PARENT I	\$ .00	\$ .00	\$ .00	\$ .00
000-211-174 SALARIES OF COMMUNITY/SCHOOL COORDINATORS	\$ .00	\$ .00	\$ .00	\$ .00
000-211-3XX PURCHASED PROF. AND TECH. SERVICES	\$9,000.00	\$8,600.00	\$ .00	\$400.00
TOTAL	\$101,713.00	\$11,159.20	\$90,153.80	\$400.00
HEALTH SERVICES				
000-213-1XX SALARIES	\$195,907.00	\$ .00	\$195,907.00	\$ .00
000-213-175 SALARIES OF SOCIAL SERVICES COORDINATORS	\$ .00	\$ .00	\$ .00	\$ .00
000-213-3XX PURCHASED PROF. AND TECH. SERVICES	\$4,250.00	\$ .00	\$4,000.00	\$250.00
000-213-5XX OTHER PURCHASED SERVICES	\$12,200.00	\$1,065.00	\$ .00	\$11,135.00
000-213-6XX SUPPLIES AND MATERIALS	\$13,353.07	\$4,167.14	\$3,602.63	\$5,583.30
TOTAL	\$225,710.07	\$5,232.14	\$203,509.63	\$16,968.30
OTHER SUPP. SERV. STUDENTS-RELATED SERVICES				
000-216-1XX SALARIES	\$478,195.00	\$1,813.00	\$476,382.00	\$ .00
000-216-6XX SUPPLIES AND MATERIALS	\$3,592.00	\$ .00	\$864.73	\$2,727.27
TOTAL	\$481,787.00	\$1,813.00	\$477,246.73	\$2,727.27
OTHER SUPP. SERV. STUDENTS-EXTRA SERVICES				
000-217-1XX SALARIES	\$853,707.00	\$ .00	\$853,707.00	\$ .00
000-217-32X PURCHASED PROF. - EDUCATIONAL SERVICES	\$514,400.00	\$2,755.00	\$410,082.00	\$101,563.00
000-217-6XX SUPPLIES AND MATERIALS	\$3,900.00	\$ .00	\$ .00	\$3,900.00
000-217-8XX OTHER OBJECTS	\$500.00	\$ .00	\$ .00	\$500.00
TOTAL	\$1,372,507.00	\$2,755.00	\$1,263,789.00	\$105,963.00

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OTHER SUPP. - SERV. - STUDENTS - REGULAR				
000-218-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$352,110.00	\$4,762.54	\$347,347.46	\$ .00
000-218-6XX SUPPLIES AND MATERIALS	\$1,300.00	\$457.39	\$427.75	\$414.86
000-218-8XX OTHER OBJECTS	\$500.00	\$ .00	\$ .00	\$500.00
TOTAL	\$353,910.00	\$5,219.93	\$347,775.21	\$914.86
OTHER SUPPORT SERVICES - STUDENTS-SPECIAL				
000-219-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$396,388.00	\$4,659.16	\$391,728.84	\$ .00
000-219-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$109,230.00	\$14,547.60	\$94,682.40	\$ .00
000-219-32X PURCHASED PROF. - ED. SERVICES	\$64,000.00	\$49,942.00	\$ .00	\$14,058.00
000-219-39X OTHER PURCHASED PROF. AND TECH. SERVICES	\$15,700.00	\$6,301.70	\$ .00	\$9,398.30
000-219-5XX OTHER PURCHASED SERVICES	\$500.00	\$ .00	\$ .00	\$500.00
000-219-6XX SUPPLIES AND MATERIALS	\$6,400.00	\$ .00	\$242.61	\$6,157.39
000-219-8XX OTHER PROJECTS	\$1,625.00	\$860.00	\$ .00	\$765.00
TOTAL	\$593,843.00	\$76,310.46	\$486,653.85	\$30,878.69
IMPROVEMENT OF INSTRUCTION SERVICES/				
000-221-102 SALARIES OF SUPERVISORS OF INSTR.	\$74,531.00	\$12,891.09	\$61,639.91	\$ .00
000-221-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$28,500.00	\$ .00	\$28,500.00	\$ .00
000-221-176 SAL OF FACILITATORS, MATH COACHES & LITERA	\$ .00	\$ .00	\$ .00	\$ .00
000-221-32X PURCHASED PROF. - ED. SERVICES	\$61,700.00	\$60,934.00	\$ .00	\$766.00
000-221-3XX OTHER PPURCHASED PROF. AND TECH. SERVICES	\$6,000.00	\$ .00	\$ .00	\$6,000.00
000-221-5XX OTHER PURCHASED SERVICES	\$500.00	\$ .00	\$ .00	\$500.00
000-221-6XX SUPPLIES AND MATERIALS	\$500.00	\$ .00	\$ .00	\$500.00
000-221-8XX OTHER OBJECTS	\$800.00	\$ .00	\$ .00	\$800.00
TOTAL	\$172,531.00	\$73,825.09	\$90,139.91	\$8,566.00
EDUCATIONAL MEDIA SERVICES/SCHOOL LIBRARY				
000-222-1XX SALARIES	\$188,576.00	\$ .00	\$188,576.00	\$ .00
000-222-177 SALARIES OF TECHNOLOGY COORDINATORS	\$ .00	\$ .00	\$ .00	\$ .00
000-222-3XX PURCHASED PROF. AND TECH. SERVICES	\$3,500.00	\$ .00	\$ .00	\$3,500.00
000-222-5XX OTHER PURCHASED SERVICES.	\$8,500.00	\$ .00	\$7,498.99	\$1,001.01
000-222-6XX SUPPLIES AND MATERIALS	\$13,700.00	\$ .00	\$1,986.37	\$11,713.63
TOTAL	\$214,776.00	\$ .00	\$198,061.36	\$16,714.64
INSTRUCTIONAL STAFF TRAINING SERVICES				
000-223-32X PURCHASED PROF. - ED. SERVICES	\$42,500.00	\$41,486.00	\$ .00	\$1,014.00
000-223-3XX OTHER PPURCHASED PROF. AND TECH. SERVICES	\$13,350.00	\$ .00	\$10,550.00	\$2,800.00
000-223-5XX OTHER PURCHASED SERVICES	\$12,000.00	\$700.00	\$3,310.08	\$7,989.92



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000-223-6XX SUPPLIES AND MATERIALS	\$4,500.00	\$ .00	\$ .00	\$4,500.00
TOTAL	\$72,350.00	\$42,186.00	\$13,860.08	\$16,303.92

	Appropriations	Expenditures	Encumbrances	Available Balance
SUPPORT SERVICES - GENERAL ADMINISTRATION	\$311,160.00	\$51,846.00	\$259,314.00	\$ .00
000-23X-1XX SALARIES	\$41,000.00	\$1,975.00	\$34,025.00	\$5,000.00
000-23X-331 LEGAL SERVICES	\$32,000.00	\$ .00	\$32,000.00	\$ .00
000-23X-332 AUDIT FEES	\$16,000.00	\$ .00	\$15,950.00	\$50.00
000-230-334 ARCHITECTURAL/ENGINEERING SERVICES	\$22,500.00	\$7,343.27	\$5,500.00	\$9,656.73
000-23X-33X OTHER PURCHASED PROF. SERVICES	\$7,554.00	\$1,908.00	\$3,360.00	\$2,286.00
000-23X-34X PURCHASED TECHNICAL SERVICES	\$38,174.00	\$19,536.00	\$15,727.99	\$2,910.01
000-23X-53X COMMUNICATIONS/TELEPHONE	\$2,500.00	\$ .00	\$ .00	\$2,500.00
000-23X-585 BOE OTHER PURCHASED SERVICES	\$41,964.68	\$30,782.65	\$2,850.00	\$8,332.03
000-23X-5XX OTHER PURCHASED SERVICES	\$4,250.00	\$ .00	\$ .00	\$4,250.00
000-23X-610 GENERAL SUPPLIES	\$1,750.00	\$ .00	\$ .00	\$1,750.00
000-23X-630 BOE MEETING SUPPLIES	\$5,200.00	\$2,900.00	\$ .00	\$2,300.00
000-23X-890 MISCELLANEOUS EXPENDITURES	\$10,400.00	\$10,357.66	\$ .00	\$42.34
000-23X-895 BOE MEMBERSHIP DUES AND FEES				
TOTAL	\$534,452.68	\$126,648.58	\$368,726.99	\$39,077.11

	Appropriations	Expenditures	Encumbrances	Available Balance
SUPPORT SERVICES - SCHOOL ADMIN.	\$527,915.00	\$92,408.65	\$435,506.35	\$ .00
000-24X-103 SALARIES OF PRINCIPALS/ASST. PRINCIPALS	\$149,200.00	\$24,758.32	\$124,441.68	\$ .00
000-24X-104 SALARIES OF OTHER PROFESSIONAL STAFF	\$147,359.00	\$23,811.64	\$123,547.36	\$ .00
000-24X-105 SALARIES OF SECR. AND CLERICAL ASSTS.	\$1,500.00	\$ .00	\$ .00	\$1,500.00
000-24X-3XX PURCHASED PROF. AND TECH. SERVICES	\$10,900.00	\$1,630.00	\$1,431.06	\$7,838.94
000-24X-5XX OTHER PURCHASED SERVICES	\$10,622.07	\$4,704.49	\$1,047.77	\$4,869.81
000-24X-6XX SUPPLIES AND MATERIALS	\$13,600.00	\$1,809.00	\$860.00	\$10,931.00
000-24X-8XX OTHER OBJECTS				
TOTAL	\$861,096.07	\$149,122.10	\$686,834.22	\$25,139.75

	Appropriations	Expenditures	Encumbrances	Available Balance
SUPPORT SERVICES - CENTRAL SERVICES	\$361,200.00	\$60,903.18	\$300,296.82	\$ .00
000-251-100 SALARIES	\$26,475.00	\$1,768.75	\$24,706.25	\$ .00
000-251-34X PURCHASED TECHNICAL SERVICES	\$7,850.00	\$255.64	\$ .00	\$7,594.36
000-251-592 MISC. PURCHASED SERVICES	\$3,000.00	\$ .00	\$ .00	\$3,000.00
000-251-5XX OTHER PURCHASED SERVICES	\$4,364.75	\$440.18	\$698.44	\$3,226.13
000-251-6XX SUPPLIES AND MATERIALS	\$3,000.00	\$1,500.00	\$ .00	\$1,500.00
000-251-890 MISCELLANEOUS EXPENDITURES				
TOTAL	\$405,889.75	\$64,867.75	\$325,701.51	\$15,320.49

	Appropriations	Expenditures	Encumbrances	Available Balance
SUPPORT SERVICES - ADMINISTRATIVE INFO TECH SERVICES	\$120,077.00	\$21,277.16	\$98,799.84	\$ .00
000-252-100 SALARIES	\$51,770.00	\$5,963.34	\$ .00	\$45,806.66
000-252-34X PURCHASED TECHNICAL SERVICES				

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000-252-5XX OTHER PURCHASED SERVICES	\$650.00	\$ .00	\$ .00	\$650.00
000-252-6XX SUPPLIES AND MATERIALS	\$5,700.00	\$ .00	\$ .00	\$5,700.00
TOTAL	\$178,197.00	\$27,240.50	\$98,799.84	\$52,156.66
OPERATION AND MAINTENANCE OF SCHOOL FACILITIES				
000-261-1XX SALARIES	\$178,864.00	\$27,638.80	\$151,225.20	\$ .00
000-261-61X GENERAL SUPPLIES	\$65,042.38	\$1,072.87	\$24,783.10	\$39,186.41
000-261-8XX OTHER OBJECTS	\$1,725.00	\$475.00	\$ .00	\$1,250.00
000-261-XXX REQUIRED MAINTENANCE UPDATE	\$140,587.00	\$17,896.46	\$53,168.78	\$69,521.76
TOTAL REQUIRED MAINT FOR SCHOOL FACILITIES	\$386,218.38	\$47,083.13	\$229,177.08	\$109,958.17
CUSTODIAL SERVICES				
000-262-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$157,313.00	\$ .00	\$157,313.00	\$ .00
000-262-1XX SALARIES	\$580,105.00	\$96,433.71	\$483,671.29	\$ .00
000-262-3XX PURCHASED PROF. AND TECH. SERVICES	\$8,400.00	\$ .00	\$ .00	\$8,400.00
000-262-42X CLEANING, REPAIR, AND MAINT. SERVICES	\$16,000.00	\$2,829.00	\$12,291.50	\$879.50
000-262-441 RENTAL OF LAND AND BLDGS. - OTHER THAN LEASE PURCH. AGREEMENTS	\$14,000.00	\$2,650.50	\$11,349.50	\$ .00
000-262-49X OTHER PURCHASED PROPERTY SERV.	\$22,600.00	\$2,403.61	\$16,596.39	\$3,600.00
000-262-52X INSURANCE	\$253,747.00	\$253,663.00	\$ .00	\$84.00
000-262-5XX MISCELLANEOUS PURCHASED SERVICES	\$200.00	\$ .00	\$ .00	\$200.00
000-262-61X GENERAL SUPPLIES	\$48,832.02	\$3,954.20	\$3,198.28	\$41,679.54
000-262-621 ENERGY (NATURAL GAS)	\$175,000.00	\$452.22	\$174,547.78	\$ .00
000-262-626 ENERGY (GASOLINE)	\$8,000.00	\$264.80	\$7,735.20	\$ .00
000-262-62X ENERGY (HEAT AND ELECTRICITY)	\$270,000.00	\$23,650.60	\$246,349.40	\$ .00
000-262-8XX OTHER OBJECTS	\$3,500.00	\$ .00	\$ .00	\$3,500.00
TOTAL CUSTODIAL SERVICES	\$1,557,697.02	\$386,301.64	\$1,113,052.34	\$58,343.04
CARE AND UPKEEP OF GROUNDS				
000-263-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$78,700.00	\$585.00	\$24,604.00	\$53,511.00
000-263-610 GENERAL SUPPLIES	\$7,000.00	\$ .00	\$ .00	\$7,000.00
TOTAL CARE AND UPKEEP OF GROUNDS	\$85,700.00	\$585.00	\$24,604.00	\$60,511.00
SECURITY				
000-266-300 PURCHASED PROFESSIONAL AND TECHNICAL SERVI	\$2,550.00	\$ .00	\$ .00	\$2,550.00
000-266-420 CLEANING, REPAIR, AND MAINT. SERVICES	\$10,000.00	\$ .00	\$ .00	\$10,000.00
000-266-610 GENERAL SUPPLIES	\$1,000.00	\$ .00	\$ .00	\$1,000.00
TOTAL SECURITY	\$13,550.00	\$ .00	\$ .00	\$13,550.00
OPERATION AND MAINTENANCE OF PLANT SERVICES				

	Appropriations	Expenditures	Encumbrances	Avail Table Balance
000-26X-XXX OTHER UNDIST. EXPEND. OPERATION & MAINTEN	\$10,000.00	\$ .00	\$ .00	\$10,000.00
TOTAL	\$10,000.00	\$ .00	\$ .00	\$10,000.00
STUDENT TRANSPORTATION SERV.				
000-270-107 SALARIES OF NON-INSTRUCTIONAL AIDES	\$21,193.00	\$ .00	\$21,193.00	\$ .00
000-27X-503 CONTRACTED SERVICES - AID NON-PUBLIC	\$55,000.00	\$ .00	\$55,000.00	\$ .00
000-27X-511 CONTRACTED SERVICES (HOME/SCH.) VENDORS	\$80,106.00	\$ .00	\$80,106.00	\$ .00
000-27X-512 CONTRACTED SERV. (OTHER THAN HM/SC) VEND.	\$34,000.00	\$ .00	\$23,375.00	\$10,625.00
000-27X-513 CONTRACTED SERV. (HOME/SCH.) JOIN AGREEMN	\$25,000.00	\$ .00	\$25,000.00	\$ .00
000-27X-515 CONTR. SERV. (SPEC. ED. STUD.) JOIN AGRM.	\$501,000.00	\$ .00	\$501,000.00	\$ .00
TOTAL	\$716,299.00	\$ .00	\$705,674.00	\$10,625.00
UNALLOCATED BENEFITS				
000-291-22X SOCIAL SECURITY CONTRIBUTIONS	\$277,360.00	\$24,826.59	\$ .00	\$252,533.41
000-291-241 OTHER RETIREMENT CONTRIBUTIONS - PERS	\$298,500.00	\$ .00	\$ .00	\$298,500.00
000-291-249 OTHER RETIREMENT CONTRIBUTIONS-REG	\$33,000.00	\$ .00	\$ .00	\$33,000.00
000-291-26X WORKMEN'S COMPENSATION	\$88,051.00	\$10,775.00	\$ .00	\$32,170.00
000-291-27X HEALTH BENEFITS	\$3,376,709.00	\$502,760.39	\$2,852,351.77	\$21,596.84
000-291-28X TUITION REIMBURSEMENT	\$15,000.00	\$ .00	\$ .00	\$15,000.00
000-291-299 UNUSED SICK PAYMENT RETIRE/TERM	\$25,000.00	\$ .00	\$25,000.00	\$ .00
000-291-2XX OTHER EMPLOYEE BENEFITS	\$7,000.00	\$2,519.98	\$2,000.00	\$2,480.02
TOTAL UNALLOCATED BENEFITS	\$4,120,620.00	\$540,881.96	\$2,924,457.77	\$655,280.27
TOTAL PERSONAL SERVICES - EMPLOYEE BENEFITS	\$4,120,620.00	\$540,881.96	\$2,924,457.77	\$655,280.27
OTHER UNDISTRIBUTED EXPENDITURES	\$7,000.00	\$4,144.76	\$ .00	\$2,855.24
TOTAL UNDISTRIBUTED EXPENDITURES	\$14,487,488.97	\$1,598,094.42	\$11,081,956.24	\$1,807,438.31
TOTAL GENERAL CURRENT EXPENSE EXPENDITURES	\$25,210,613.71	\$1,817,425.04	\$21,305,417.81	\$2,087,770.86
TOTAL GEN. CURRENT EXP. EXPENDITURES AND TRANSFERS	\$25,210,613.71	\$1,817,425.04	\$21,305,417.81	\$2,087,770.86
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$ .00	\$25,135.08	\$ .00	( \$25,135.08-)
TOTAL GEN. CURRENT EXP. EXPEND., TRANSFERS AND RESERVE	\$25,210,613.71	\$1,842,560.12	\$21,305,417.81	\$2,062,635.78
CAPITAL OUTLAY (FUND 12)				
EQUIPMENT				
120-100-XXX GRADES 1-5	\$10,000.00	\$ .00	\$ .00	\$10,000.00

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 Budget year: 2024

Clotser Board of Education  
 Board Secretary Report  
 GENERAL FUND - Fund 10  
 Statement of Appropriations  
 August 2023

	Appropriations	Expenditures	Encumbrances	Availible Balance
130-100-XXX	GRADES 6-8	\$5,000.00	\$5,000.00	\$0.00
000-24X-73X	SCHOOL ADMINISTRATION	\$34,320.72	\$34,320.72	\$0.00
000-262-730	UNDIST. EXPEND.-CUSTODIAL SERVICES	\$11,480.75	\$11,480.75	\$0.00
000-400-334	ARCHITECTURAL/ENGINEERING SERVICES	\$105,920.40	\$36,497.30	\$5,000.00
XXX-XXX-73X	OTHER EQUIPMENT	\$14,000.00	\$0.00	\$14,000.00
	TOTAL EQUIPMENT	\$180,721.87	\$82,298.77	\$34,000.00
FACILITIES ACQ. AND CONSTR. SERV.:				
000-400-896	ASSESSMENT DEBT SVC ON SDA FUNDING	\$14,941.00	\$0.00	\$14,941.00
XXX-4XX-XXX	OTHER FACILITIES ACQ. AND CONSTR. SERV.	\$1,525,000.00	\$6,324.25	\$1,402,364.69
	TOTAL	\$1,539,941.00	\$6,324.25	\$1,417,305.69
	TOTAL CAPITAL OUTLAY EXPENDITURES	\$1,720,662.87	\$88,623.02	\$1,451,305.69
	TOTAL CAPITAL OUTLAY EXPENDITURES AND RESERVES	\$1,720,662.87	\$88,623.02	\$1,451,305.69
	TOTAL GENERAL FUND NOT INCLUDING RESERVES	\$26,931,276.58	\$1,906,048.06	\$21,486,151.97

PREPARED AND SUBMITTED BY:

*[Signature]*

9/21/2023

BOARD SECRETARY/BUSINESS ADMINISTRATOR DATE

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



August 31, 2023 (Thu)  
 Budget year: 2024

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

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		\$851,583.00
153, 154	OTHER - NET OF ESTIMATED UNCOLLECTIBLE OF INTERFUND LOANS RECEIVABLE	( \$ .00 )	\$851,583.00
131	OTHER CURRENT ASSETS		\$ .00

RESOURCES:

301	ESTIMATED REVENUES	\$847,089.99	\$822,367.99
302	LESS REVENUES	( \$24,722.00 )	
	TOTAL ASSETS AND RESOURCES		\$1,673,950.99

LIABILITIES AND FUND EQUITY

LIABILITIES:

101	CASH OVERDRAFT		\$2,999.85
411	INTERGOVERNMENTAL ACCOUNTS PAYABLE - STATE		\$1,116.00
412	INTERGOVERNMENTAL ACCOUNTS PAYABLE - FEDERAL		\$ .00
421	ACCOUNTS PAYABLE		\$6,881.14
431	CONTRACTS PAYABLE		\$ .00
451	LOANS PAYABLE		\$ .00
481	DEFERRED REVENUES		\$928,502.49
	OTHER CURRENT LIABILITIES		\$ .00

TOTAL LIABILITIES

\$939,499.48

August 31, 2023 (Thu)  
Budget year: 2024

Closter Board of Education  
Board Secretary Report  
SPECIAL REVENUE FUNDS - Fund 20  
Interim Balance Sheet  
August 2023

FUND BALANCE:

APPROPRIATED:

753	RESERVE FOR ENCUMBRANCES - CURRENT YEAR			\$344,368.47
754	RESERVE FOR ENCUMBRANCES - PRIOR YEAR			\$4,025.47
	RESERVED FUND BALANCE:			
758	FUND BALANCE - STUDENT ACTIVITY FUND			\$ .00
759	FUND BALANCE - SCHOLARSHIP FUND			\$ .00
761	CAPITAL RESERVE ACCOUNT			\$ .00
762	RESERVED FUND BALANCE - ADULT ED. PROGRAMS			\$ .00
604	ADD INCREASE IN CAPITAL RESERVE			\$ .00
307	LESS BUDGETED WITHDRAWAL FROM CAP. RESERVE			\$ .00
601	APPROPRIATIONS			
602	LESS: EXPENDITURES	\$116,663.95	\$846,889.99	
603	ENCUMBRANCES	\$344,368.47	( \$461,032.42 )	\$385,857.57

UNAPPROPRIATED:

770	FUND BALANCE, JULY 1, 2023			\$ .00
303	BUDGETED FUND BALANCE			( \$200.00- )

TOTAL FUND BALANCE

\$734,451.51

TOTAL LIABILITIES AND FUND EQUITY

\$1,673,950.99

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Closter Board of Education  
 Board Secretary Report  
 SPECIAL REVENUE FUNDS - Fund 20  
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REVENUE/SOURCES OF FUNDS:

	Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
TRANSFERS FROM OPERATING BUDGET PRE-K	\$ 0.00	\$ 0.00		\$ 0.00
1310 TUITION - PRESCHOOL	\$ 0.00	\$ 0.00		\$ 0.00
1320 TUITION FROM LEA'S - PRESCHOOL	\$ 0.00	\$ 0.00		\$ 0.00
1760 STUDENT ACTIVITY FUND	\$500.00	\$ 0.00	Under	\$500.00
1770 SCHOLARSHIP FUND	\$ 0.00	\$ 0.00		\$ 0.00
1921 DIGITTAL DIVIDE	\$ 0.00	\$ 0.00		\$ 0.00
FROM LOCAL SOURCES	\$145,493.49	\$ 0.00	Under	\$145,493.49
UNRESTRICTED GRANTS IN AID	\$ 0.00	\$ 0.00		\$ 0.00
FROM INTERMEDIATE SOURCES	\$ 0.00	\$ 0.00		\$ 0.00
3212 NONPUBLIC TEACHER STEM GRANT	\$ 0.00	\$ 0.00		\$ 0.00
3218 PRESCHOOL EDUCATION AID - PR YR CARRYOVER	\$ 0.00	\$ 0.00		\$ 0.00
3257 SDA EMERGENT NEEDS AND CAP MAINT	\$ 0.00	\$ 0.00		\$ 0.00
3258 PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$ 0.00	\$ 0.00		\$ 0.00
3259 PRESCHOOL FACILITIES LEAD REMEDIATION	\$ 0.00	\$ 0.00		\$ 0.00
3700 STATE GRANTS THROUGH INTERMEDIATE SOURCES	\$ 0.00	\$ 0.00		\$ 0.00
3XXX OTHER STATE AIDS	\$9,947.00	\$5,447.00	Under	\$4,500.00
FROM STATE SOURCES				
TITLE I				
IDEA	\$106,761.00	\$ 0.00	Under	\$106,761.00
PERKINS GRANT	\$302,550.00	\$ 0.00	Under	\$302,550.00
TITLE II	\$ 0.00	\$ 0.00		\$ 0.00
TITLE IV	\$ 0.00	\$ 0.00		\$ 0.00
TITLE III	\$ 0.00	\$ 0.00		\$ 0.00
FROM FEDERAL SOURCES	\$ 0.00	\$ 0.00		\$ 0.00
4409 ARP-IDEA PRESCHOOL	\$ 0.00	\$ 0.00		\$ 0.00
4417-4418 REAP GRANT	\$ 0.00	\$ 0.00		\$ 0.00
4419 ARP-IDEA BASIC	\$ 0.00	\$ 0.00		\$ 0.00
4503 21ST CENTURY	\$ 0.00	\$ 0.00		\$ 0.00
4526 FEMA - SUPERSTORM SANDY	\$ 0.00	\$ 0.00		\$ 0.00
4530 CARES ACT	\$ 0.00	\$ 0.00		\$ 0.00
4531 CARES DIGITAL DIVIDE	\$ 0.00	\$ 0.00		\$ 0.00
4532 CORONAVIRUS RELIEF FUND	\$ 0.00	\$ 0.00		\$ 0.00
4533 STUDENT LEARNING LOSS GRANT	\$ 0.00	\$ 0.00		\$ 0.00
4534 CCrsa ESSER II	\$ 0.00	\$ 0.00		\$ 0.00
4535 CCrsa LEARNING ACCEL	\$ 0.00	\$ 0.00		\$ 0.00
4536 CCrsa MENTAL HEALTH	\$ 0.00	\$ 0.00		\$ 0.00
4537 ACSERS	\$ 0.00	\$ 0.00		\$ 0.00
4540 ARP ESSER	\$203,619.00	\$19,075.00	Under	\$184,544.00
4541 ARP ESSER ACCEL, LEARNING AND SUPPORT	\$12,116.50	\$ 0.00	Under	\$12,116.50
4542 ARP ESSER SUMMER LEARNING AND ENRICHMENT	\$ 0.00	\$ 0.00		\$ 0.00
4543 ARP ESSER BEYOND THE SCHOOL DAY	\$20,903.00	\$ 0.00	Under	\$20,903.00
4544 ARP ESSER NJTSS	\$45,000.00	\$ 0.00	Under	\$45,000.00
4545 ARP HOMELESS CHILDREN AND YOUTH I	\$ 0.00	\$ 0.00		\$ 0.00
4546 ARP HOMELESS CHILDREN AND YOUTH II	\$ 0.00	\$ 0.00		\$ 0.00
4600 REVENUE FOR/ON BEHALF OF THE LEA	\$ 0.00	\$ 0.00		\$ 0.00

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 Board Secretary Report  
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4700 GRANTS-IN-AID FROM FEDERAL GOVT  
 4800 REVENUE IN LIEU OF TAXES

TOTAL REVENUE/SOURCES OF FUNDS

Budgeted Estimated	Actual to Date	NOTE: Over Or (Under)	Unrealized Balance
\$0.00	\$0.00		\$0.00
\$0.00	\$0.00		\$0.00
\$846,889.99	\$24,522.00	Under	\$822,367.99

EXPENDITURES:

LOCAL PROJECTS

Appropriations

Expenditures

Encumbrances

Available Balance

STUDENT ACTIVITY FUND	\$145,493.49	\$0.00	\$26,841.75	\$118,651.74
SCHOLARSHIP FUND	\$0.00	\$0.00	\$0.00	\$0.00
STATE PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00

EARLY CHILDHOOD PROGRAM AID  
 DEMONSTRABLY EFFECTIVE PROGRAM AID  
 DISTANCE LEARNING NETWORK AID  
 INSTRUCTIONAL SUPPLEMENT AID  
 STATE PROJECTS CARRYOVER  
 DISTANCE LEARNING CARRYOVER

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PRIVATE INDUSTRY COUNCIL  
 NON PUBLIC TEACHER STEM

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

NJ NONPUBLIC TEXTBOOKS  
 NJ NONPUBLIC AUXILIARY SERVICES  
 NJ NONPUBLIC HANDICAPPED SERVICES  
 NJ NONPUBLIC NURSING SERVICES  
 NJ NONPUBLIC TECHNOLOGY INITIATIVE  
 NJ NONPUBLIC SECURITY AID  
 ADULT EDUCATION - STATE  
 VOCATIONAL EDUCATION  
 CONTRIBUTION TO WSJ - OTHER STATE PROJECTS  
 TARGETED AT-RISK AID  
 OTHER STATE PROJECTS

\$2,948.00	\$939.95	\$1,966.22	\$41.83
\$0.00	\$0.00	\$0.00	\$0.00
\$5,000.00	\$0.00	\$0.00	\$5,000.00
\$0.00	\$0.00	\$0.00	\$0.00
\$2,499.00	\$2,499.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00

TOTAL STATE PROJECTS

\$10,447.00	\$3,438.95	\$1,966.22	\$5,041.83
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FEDERAL PROJECTS  
 ARP-IDEA BASIC GRANT  
 ARP IDEA PRESCHOOL  
 CLASS SIZE REDUCTION  
 TITLE I

\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$106,761.00	\$0.00	\$12,000.00	\$94,761.00



August 31, 2023 (Thu)  
 Budget Year: 2024

Cluster Board of Education  
 Board Secretary Report  
 SPECIAL REVENUE FUNDS - Fund 20  
 Interim Statements  
 August 2023

	Appropriations	Expenditures	Encumbrances	Available Balance
TITLE II	\$ .00	\$ .00	\$ .00	\$ .00
NCLB TITLE III	\$ .00	\$ .00	\$ .00	\$ .00
NCLB TITLE IV	\$ .00	\$ .00	\$ .00	\$ .00
NCLB TITLE V	\$ .00	\$ .00	\$ .00	\$ .00
TITLE VI	\$ .00	\$ .00	\$ .00	\$ .00
I.D.E.A. PART B (HANDICAPPED)	\$302,550.00	\$70,000.00	\$232,550.00	\$ .00
VOCATIONAL EDUCATION	\$ .00	\$ .00	\$ .00	\$ .00
GRANTS IN AID OTHER AGENCIES	\$ .00	\$ .00	\$ .00	\$ .00
CARES ACT	\$ .00	\$ .00	\$ .00	\$ .00
DIGITAL DIVIDE	\$ .00	\$ .00	\$ .00	\$ .00
CORONAVIRUS RELIEF FUND	\$ .00	\$ .00	\$ .00	\$ .00
STUDENT LEARNING LOSS	\$ .00	\$ .00	\$ .00	\$ .00
NONPUBLIC TECHNOLOGY GRF	\$ .00	\$ .00	\$ .00	\$ .00
CRSA ACT ESSER II	\$ .00	\$ .00	\$ .00	\$ .00
CRSA ACT LEARNING ACCELERATION	\$ .00	\$ .00	\$ .00	\$ .00
CRSA ACT MENTAL HEALTH	\$ .00	\$ .00	\$ .00	\$ .00
ACRSERS PROGRAM	\$ .00	\$ .00	\$ .00	\$ .00
ARP-ESSER GRANT	\$203,619.00	\$ .00	\$23,300.00	\$137,094.00
ARP-ESSER ACCEL LEARNING AND SUPPORT	\$12,116.50	\$43,225.00	\$ .00	\$12,116.50
ARP-ESSER SUMMER LEARNING AND ENRICHMENT	\$ .00	\$ .00	\$ .00	\$ .00
ARP-ESSER BEYOND THE SCHOOL DAY	\$20,903.00	\$ .00	\$2,710.50	\$18,192.50
ARP-ESSER NJTSS	\$45,000.00	\$ .00	\$45,000.00	\$ .00
ARP-ESSER SDA EMERGENT NEEDS	\$ .00	\$ .00	\$ .00	\$ .00
ARP-ESSER PRESCHOOL AND CHARTER SECURITY COMPLIANCE	\$ .00	\$ .00	\$ .00	\$ .00
ARP-ESSER PRESCHOOL FACILITIES LEAD REMEDIATION	\$ .00	\$ .00	\$ .00	\$ .00
ARP HOMELESS CHILDREN AND YOUTH I	\$ .00	\$ .00	\$ .00	\$ .00
ARP HOMELESS CHILDREN AND YOUTH II	\$ .00	\$ .00	\$ .00	\$ .00
ADULT EDUCATION	\$ .00	\$ .00	\$ .00	\$ .00
OTHER FEDERAL PROJECTS	\$ .00	\$ .00	\$ .00	\$ .00
OTHER SPECIAL PROJECTS	\$ .00	\$ .00	\$ .00	\$ .00
CONTRIBUTION TO MSR - OTHER FEDERAL PROJECTS	\$ .00	\$ .00	\$ .00	\$ .00
TOTAL FEDERAL PROJECTS	\$690,949.50	\$113,225.00	\$315,560.50	\$262,164.00
TOTAL EXPENDITURES	\$846,889.99	\$116,663.95	\$344,368.47	\$385,857.57
FEDERAL PROJECTS				
999-XXX-XXX PRIOR YEAR PURCHASE ORDERS	\$4,025.47	\$ .00	\$4,025.47	\$ .00
999-999-999 PRIOR YEAR RESERVE	\$ .00	\$68,344.00	\$7,997.14	( \$76,341.14- )
TOTAL EXPENDITURES AND RESERVE	\$850,915.46	\$185,007.95	\$356,391.08	\$309,516.43
TOTAL SPECIAL FUND NOT INCLUDING RESERVES	\$846,889.99	\$116,663.95	\$344,368.47	\$385,857.57

PREPARED AND SUBMITTED BY:

August 31, 2023 (Thu)  
Budget Year: 2024

Cluster Board of Education  
Board Secretary Report  
SPECIAL REVENUE FUNDS - Fund 20  
Interim Statements  
August 2023

Appropriations      Expenditures      Encumbrances      Available Balance



9/21/2023

BOARD SECRETARY/BUSINESS ADMINISTRATOR      DATE

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





August 31, 2023 (Thu)  
 Budget year: 2024

Cluster Board of Education  
 Board Secretary Report  
 DEBT SERVICE FUNDS - Fund 40  
 Interim Balance Sheet  
 August 2023

ASSETS AND RESOURCES

ASSETS:

101	CASH IN BANK		\$135,000.50
102-104	CASH - OTHER		\$ .00
105	CASH WITH FISCAL AGENTS		\$ .00
106	CASH EQUIVALENTS		\$ .00
111	INVESTMENTS		\$ .00
121	TAX LEVY RECEIVABLE		\$138,172.00

ACCOUNTS RECEIVABLE:

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

OTHER CURRENT ASSETS

\$ .00

RESOURCES:

301	ESTIMATED REVENUES	\$276,345.00	\$ .00
302	LESS REVENUES	( \$276,345.00 )	\$ .00

TOTAL ASSETS AND RESOURCES

\$273,172.50

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

August 31, 2023 (Thu)  
 Budget year: 2024

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

FUND BALANCE:			
APPROPRIATED:			
767	RESERVED-FUND BALANCE		
608	DEBT SERVICE RESERVE - JULY 1, 2023		\$ .00
313	ADD: INCREASE IN DEBT SERVICE RESERVE		\$ .00
	LESS: W/D FROM DEBT SERVICE RESERVE		( \$ .00 )
76X	OTHER RESERVES		\$ .00
601	APPROPRIATIONS		\$276,345.00
602	LESS: EXPENDITURES	( \$3,172.50 )	
603	ENCUMBRANCES	\$273,172.50	
	TOTAL APPROPRIATIONS		( \$276,345.00 )
	UNAPPROPRIATED:		
770	FUND BALANCE, JULY 1, 2023		\$ .00
771	DESIGNATED FUND BALANCE		\$ .00
303	BUDGETED FUND BALANCE		( \$ .00 )
	TOTAL FUND BALANCE		\$273,172.50
	TOTAL LIABILITIES AND FUND EQUITY		\$273,172.50

August 31, 2023 (Thu)  
 Budget year: 2024

Closter Board of Education  
 Board Secretary Report  
 DEBT SERVICE FUNDS - Fund 40  
 Interim Statements  
 August 2023

	Budgeted Estimated	Actual to Date	NOTE: Over or (Under)	Unrealized Balance
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52XX	REVENUE/SOURCES OF FUNDS:			
	TRANSFERS FROM OTHER FUNDS	\$ .00	\$ .00	\$ .00
	LOCAL SOURCES			
1210	LOCAL TAX LEVY-PREMERGER DEBT	\$ .00	\$ .00	\$ .00
1210	LOCAL TAX LEVY	\$276,345.00	\$276,345.00	\$ .00
1XXX	INTEREST EARNED ON DEBT SERVICE RESERVE	\$ .00	\$ .00	\$ .00
1XXX	MISCELLANEOUS	\$ .00	\$ .00	\$ .00
	TOTAL	\$276,345.00	\$276,345.00	\$ .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	\$276,345.00	\$276,345.00	\$ .00

	Appropriations	Expenditures	Encumbrances	AvailTable Balance
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USES OF FUNDS :

DEBT SERVICE - REGULAR

700-530-940	PAYMENT OF REFUND - BOND ESCROW	\$ .00	\$ .00	\$ .00
701-510-723	PRINCIPAL PAYMENTS - LEASE PURCH. AGRMTS.	\$ .00	\$ .00	\$ .00
701-510-833	INTEREST PAYMENTS - LEASE PURCH. AGRMTS.	\$ .00	\$ .00	\$ .00
701-510-835	INTEREST ON EARLY RETIREMENT BONDS	\$ .00	\$ .00	\$ .00
701-510-837	INTEREST ON COMMUNITY DEVELOPMENT LOAN	\$ .00	\$ .00	\$ .00
701-510-83X	INTEREST	\$6,345.00	\$3,172.50	\$ .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	\$276,345.00	\$3,172.50	\$ .00

	ADDITIONAL STATE SCHOOL BLDG. AID - CHAPTER 177			
	TOTAL	\$ .00	\$ .00	\$ .00

August 31, 2023 (Thu)  
 Budget year: 2024

Closter Board of Education  
 Board Secretary Report  
 DEBT SERVICE FUNDS - Fund 40  
 Interim Statements  
 August 2023

	Appropriations	Expenditures	Encumbrances	Availible 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	\$276,345.00	\$3,172.50		\$ .00
TRANSFERS				
000-520-93X TRANSFERS TO OTHER FUNDS	\$ .00	\$ .00		\$ .00
TOTAL USES OF FUNDS AND TRANSFERS	\$276,345.00	\$3,172.50		\$ .00
RESERVE ACCOUNT				
999-999-999 PRIOR YEAR RESERVE	\$ .00	\$ .00		\$ .00
TOTAL USES OF FUNDS, TRANSFERS AND RESERVE	\$276,345.00	\$3,172.50		\$ .00
TOTAL DEBT SERVICE FUNDS NOT INCLUDING RESERVES	\$276,345.00	\$3,172.50	\$273,172.50	\$ .00

PREPARED AND SUBMITTED BY:

*[Signature]*

9/21/2023

BOARD SECRETARY/BUSINESS ADMINISTRATOR DATE

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



2023-24 Monthly Transfers Worksheet - Details of Transfers

District:	CLOSTER PUBLIC SCHOOLS
LEA Code:	03-0930
Month/Year:	August-23
Date of Submission	9/21/2023

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

Lines	Budget Category	Account	2023-24 Original Budget	Revenues Allowed (N.J.A.C. 6A:23A-13.3(d))	2023-24 Original Budget For Use in 10% Calculation	Maximum Transfer Amount	Transfers to/from as of Date of Submission in Cell B5	% Change of Transfers YTD	2023-24 Remaining Allowable Balance From	2023-24 Remaining Allowable Balance To
			(column 1 = + Data Entry)	(column 2 = + Data Entry)	(column 3 = column 1 + column 2)	(column 4 = column 3 + 0.1)	(column 5 = + or - Data Entry)	(column 6 = column 5 / column 3)	(column 7 = column 4 + column 5)	(column 8 = column 4 - column 5)
3200	Instruction	11-1XX-100-XXX	7,372,094	8,163	7,380,257	736,026	(90,000)	-1.22%	648,026	
10300, 11160, 12160, 40580, 41080	Regular Programs Special Education, Basic Skills/Remedial and Bilingual Instruction, and Speech/OT/PT and Extraordinary Services	11-2XX-100-XXX 000-216,217	5,049,622		5,049,622	504,962	86,450	1.71%	591,412	
13160, 15180	Vocational Programs - Local	11-3XX-100-XXX								
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	School-Sponsored Co/Extra-Curricular Activities, School Sponsored Athletics, and Other Instructional Programs	11-4XX-X00-XXX	152,075		152,075	15,208	15	0.01%	15,223	
27100	Community Services Programs/Operations	11-800-330-XXX						0.00%		
<b>Undistributed Expenditures</b>										
29180	Tuition	11-000-100-XXX	2,022,142		2,022,142	202,214		0.00%	202,214	
29680, 30620, 41660, 42200, 43520	Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/School Library	11-000-211,213,218,219,222	1,490,999	3,453	1,494,452	149,445	1,000	0.07%	150,445	
43200, 44180	Improvement of Instruction Services and Instructional Staff Training Services	11-000-221,223	233,831		233,831	23,383	11,060	4.73%	34,433	
45300	General Administration	11-000-230-XXX	524,263	10,165	534,428	53,443	25	0.00%	53,468	53,418
46160	School Administration	11-000-240-XXX	859,474	1,822	861,096	86,110		0.00%	86,110	86,110
47200, 47620	Central Services & Administrative Information Technology	11-000-25X-XXX	583,147	365	584,112	58,411	(25)	0.00%	58,388	58,436
51120	Operation and Maintenance of Plant Services	11-000-26X-XXX	2,023,041	30,124	2,053,165	205,317		0.00%	205,317	
52480	Student Transportation Services	11-000-270-XXX	716,299		716,299	71,630		0.00%	71,630	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	4,129,135		4,129,135	412,914	(8,515)	-0.21%	404,399	
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 Replay 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	10-608						0.00%		
72220	Deposit to Current Expense Emergency Reserve	10-607						0.00%		
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						0.00%		
72247	Increase in IMPACT Aid Reserve (Capital)	10-612								
72260	Total General Current Expense		25,156,722	53,892	25,210,614	2,521,063				

District: **CLOSTER PUBLIC SCHOOLS**  
 LEA Code: **03-0930**  
 Month/Year: **August-23**  
 Date of Submission: **9/21/2023**

Cells have been left blank and descriptions of the calculations in each column.

Lines	Budget Category	Account	2023-24 Original Budget	Revenues Allowed (N.J.A.C. 5A:23A-13.3(d))	2023-24 Original Budget For Use in 10% Calculation	Maximum Transfer Amount	Transfers to/(from) as of Date of Submission in cell B5	% Change of Transfers YTD	2023-24 Remaining Allowable Balance From	2023-24 Remaining Allowable Balance To
<b>Capital Outlay</b>										
75880	Equipment	12-XXX-XXX-73X	29,000	45,802	74,802	7,480	-	0.00%	7,480	-
76260	Facilities Acquisition and Construction Services	12-000-4XX-XXX	1,639,941	5,920	1,645,861	164,586	-	0.00%	-	-
76320	Capital Reserve-Transfer to Capital Projects Fund	12-000-4XX-931	-	-	-	-	-	0.00%	-	-
76340	Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	-	-	-	-	-	0.00%	-	-
76360	Deposit to Capital Reserve	10-604	-	-	-	-	-	0.00%	-	-
76380	Interest Earned on Capital Reserve	10-604	-	-	-	-	-	0.00%	-	-
76385	Impact Aid Reserve (Capital) - Transfer to Capital Projects	12-000-400-938	-	-	-	-	-	0.00%	-	-
76400	Total Capital Expenditures	-	1,668,941	51,722	1,720,663	172,066	-	0.00%	-	-
83080	Total Special Schools	13-XXX-XXX-XXX	-	-	-	-	-	0.00%	-	-
84000	Transfer of Funds to Charter Schools	10-000-100-56X	-	-	-	-	-	0.00%	-	-
84005	Transfer for Funds to Resident Renaissance Schools	10-000-100-571	-	-	-	-	-	0.00%	-	-
84020	General Fund Contribution to School Based Budgets	10-000-520-930	-	-	-	-	-	0.00%	-	-
84050	Operating Budget Grand Total	-	26,825,663	105,614	26,931,277	2,693,129	-	0.00%	-	-

School Business Administrator Signature:

*[Signature]*

Date: **9/21/2023**



*[Signature]*



# SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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

Emergency evacuation drills and safety education

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

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

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

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

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

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

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

Date of the school bus emergency evacuation drill: 09/15/23

Time of day the drill was conducted: 11:15 - 12:45 AM

School Name: Tenakill Middle School

Location of the Emergency Evacuation Drill: \_\_\_\_\_

275 High Street Closter, NJ 07624

Route Number(s): All Closter Public School Students

Name of the school principal/person(s) overseeing the drill: Keith McElroy Assistant Principal

Other information relative to the emergency evacuation drill: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Date of the school bus emergency evacuation drill: 09/15/2023

Time of day the drill was conducted: 9:00 - 11:15 AM

School Name: Hillside Elementary School

Location of the Emergency Evacuation Drill: \_\_\_\_\_

340 Homans Avenue Closter, NJ 07624

Route Number(s): All Closter Public School Students

Name of the school principal/person(s) overseeing the drill: Andrew Enrique Board Office Assistant

Other information relative to the emergency evacuation drill:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_