

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

MINUTES

REGULAR MEETING

Tenakill Middle School

February 12, 2026 - 7:30 PM

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

The following Board Members were present:

Mr. Shih, Ms. Argenziano(virtual), Ms. Estrems, Ms. Micera, Ms. Lee, Ms. Finkelstein,
Ms. Ravid, Mr. Paldi, Mr. Choi (Arrived at 7:45)

The following Board Members were absent:

None

Also present:

Mr. McHale and Mr. Villanueva

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

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

PLEDGE OF ALLEGIANCE

SUPERINTENDENT'S REPORT

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

- *Thank you to the Board of Education for providing this morning's Valentine's breakfast for our entire staff. This thoughtful gesture was greatly appreciated and served as a meaningful reminder of the Board's continued support and recognition of the hard work and dedication our faculty and staff demonstrate each day on behalf of our students and community.*
- *We extend a huge thank you to the parents of the Korean Parents Group, the Lunar New Year Assembly Committee, and our fantastic teachers who helped our students shine during the outstanding assemblies held on Friday, January 30, 2026! The Lunar New Year assemblies were entertaining and informative, featuring singing, instrumental music, drumming, and dancing, and provided important insights into the Lunar New Year and the Year of the Horse.*

Happy Lunar New Year to all our families who will be celebrating on Tuesday, February 17, 2026!

- *Mayor Glidden, Councilwoman Amitai, and Ruth Rando of the Closter Library visited Hillside on Monday, February 2, to celebrate Groundhog Day with the PreK through grade 2 students. "Closter Chuck," our local groundhog, predicted that we would have six more weeks of winter. Whether he's right or not, our students were all smiles for this special winter tradition.*
- *The Profile of a Closter Learner RUBRIC Committee met on February 3, 2026, and again today to work on our district goal: to develop grade-band-specific Profile of a Closter Learner rubrics for pre-K–2, 3–5, and 6–8, and a system for evaluating and documenting student progress on the six characteristics. The committee has drafted observable indicators for the six characteristics of the Profile of a Closter Learner and has started drafting grade-band rubrics, with descriptors at three proficiency levels (Approaching, Meeting, and Exceeding) for all six characteristics. With steady progress underway, the committee remains focused and on schedule to achieve its May 2026 goal as identified in the district goal.*
- *Last night was the first session of Raising the Resilient Child, a four-part evening parenting series designed to help nurture strong, capable, and adaptable children, aligned with Hillside's ICARE and Tenakill's CharacterStrong programs. We thank Josephine Hunt, a PreK teacher at Hillside Elementary School, for her work in planning and delivering this series. The second session, Raising Resilient Learners at Home, will take place on March 11, 2026, at 7:00 p.m. at Tenakill Middle School. Parents interested in attending should register at <https://tinyurl.com/parentseries2026>.*
- *The Closter PTO will host their annual gala on Friday, March 20, 2026, from 7:00 to 11 p.m. at the Edgewood Country Club in River Vale. The theme is a Garden Soirée. Tickets are on sale on the [Closter PTO webpage](#).*
- *The school district will be closed from Monday, February 16, 2026, through Friday, February 20, 2026, for winter break. Have a wonderful break, and we will see everyone back at school on Monday, February 23, ready for a strong start to the next stretch of the school year.*

BOARD COMMITTEES

Ms. Finkelstein reported that the finance committee met yesterday and discussed the preliminary 2026-2027 school-year budget, including various plans under consideration to support our schools while remaining fiscally responsible to taxpayers. The budget is not yet finalized, and state aid figures will be available around March. Additional items with potential budgetary impact are still under review. Mr. Villanueva will share this information later during old and new business with the board and community.

PUBLIC COMMENTS ON AGENDA ITEMS

Moved by Ms. Micera ▾ , seconded by Mr. Paldi ▾ 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.

Ms. Josephine Hunt, Teacher at Hillside, thanked the Board members for their support of the parenting series.

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

BOARD OPERATIONS

Moved by Ms. Micera ▾ , seconded by Mr. Paldi ▾ to approve Motions A - F.

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

YEAS: Mr. Shih, Ms. Argenziano, Ms. Estrems, Ms. Micera, Ms. Lee, Ms. Finkelstein, Ms. Ravid

ABSTAIN: Mr. Paldi

NAYS: None

A. APPROVAL - Board of Education Meeting Minutes

Motion to approve the January 22, 2026, Board of Education meeting minutes.

B. APPROVAL - Harassment, Intimidation or Bullying (HIB)

Motion to affirm the decision of the Superintendent of Schools regarding Harassment, Intimidation or Bullying (HIB) incidents TMS-2526-14 and TMS-2526-15 as reported to the Board in Executive Session at the January 22, 2026, meeting.

C. APPROVAL - Tenakill Middle School's Fundraisers for the 2025-2026 School Year

Motion to approve the following TMS fundraisers:

- Green Team's online plant sale. Funds will be used toward Green Team initiatives at TMS to help build an eco-friendly school.
- Student Council's Valentine's lollipop sale. Funds will go toward Student Council activities to help grow school spirit.
- Student Ambassadors' snack sale. Student Ambassador members will run an after-school snack sale to raise money for new students' welcome events.

D. APPROVAL - Donation of Accuscope 3080 Microscopes to Tenakill Middle School

Motion to accept the donation of two Accuscope 3080 Microscopes, totaling \$500, from the John Simon Instrument Company to TMS.

E. APPROVAL - Hillside Elementary School Summer Programs for July 2026

Motion to approve the summer programs to be offered at Hillside Elementary School in July 2026:

- Summer STEM Program
 - Facilitators: Ms. Joanne Iyo and Ms. Silvia Jost
 - Dates: July 6-10, 2026, and July 13-17, 2026
 - Tuition: \$185 per student per week

- Summer Readers' Theater Program
 - Facilitator: Ms. Alyssa Levy
 - Dates: July 6-10, 2026
 - Tuition: \$185 per student

- Power in Our Words
 - Facilitator: Ms. Alyssa Levy
 - Dates: July 13-17, 2026
 - Tuition: \$185 per student

- Math Mavens
 - Facilitators: Ms. Charlene Gerbig and Ms. Allison Bachmann
 - Dates: July 13-17, 2026, and July 20-24, 2026
 - Tuition: \$185 per student

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

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

CURRICULUM AND INSTRUCTION COMMITTEE

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

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

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

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

NAYS: None

A. APPROVAL - Staff Coursework

Motion to approve the following courses for the 2025-2026 school year as recommended to the Superintendent by the Principals:

Staff Member: Silvia Jost
Course No./Title: EDUC 713K: The Differentiated Classroom
Institution: University of LaVerne
Credits: 3

B. APPROVAL - Staff Conferences

Motion to approve the following staff conferences for the 2025-2026 school year:

Staff Member(s): Justin O'Neill and Vincenzo Salvati
Conference: In-Person District Test & Technology Coordinator Training
Location: Park Ridge Marriott
Date: February 24, 2026
Cost to Board: \$18.88

Staff Member(s): Lauren Engle
Conference: NJ Council for Exceptional Children's Annual Spring Conference
Location: Ramapo College
Date: February 24-26, 2026
Cost to Board: \$196.05 (Registration and mileage)

Staff Member(s): Lori Cohen
Conference: Innovations in Special Education Technology (I-SET) Conference
Location: Foundation for Educational Administration (FEA), Monroe, NJ
Date: March 13, 2026
Cost to Board: \$56.12 (Mileage)

Staff Member(s): Lori Cohen
Conference: NJ Association of Pupil Services Administrators (NJAPSA) Winter Academy Conference
Location: Forsgate Country Club, Monroe, NJ
Date: February 27, 2026
Cost to Board: \$55.87 (Mileage)

Staff Member(s): Floro M. Villanueva Jr.
Conference: Public Risk Management Conference
Location: Fort Lauderdale, FL
Date: June 7-10, 2026
Cost to Board: \$0 (Paid by NESBIG)

Staff Member(s): Andrew Enrique
Conference: Administrative Assistant Program

Location: Whippany, NJ
Date: 5/19/26
Cost to Board: \$176.40 (Registration and mileage)

Staff Member(s): Justin O'Neill
Conference: Northern Valley Curriculum Leaders Meetings
Location: Northern Valley Curriculum Center
Date: 2/13/26, 3/18/26, 4/10/26, 5/13/26, 6/5/26
Cost to Board: \$0

C. APPROVAL - Field Trips

Motion to approve the following field trips for the 2025-2026 school year:

School: Tenakill Middle School
Group: Science Olympiad
Month: March 2026
Destination: Middlesex College
Location: Edison, NJ

School: Tenakill Middle School
Group: You Be the Chemist (The Chemistry Club)
Month: March 2026
Destination: Virtual Chemistry Assessment

FINANCE AND PHYSICAL PLANT COMMITTEE

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

Moved by Ms. Ravid , seconded by Mr. Paldi to approve Motions A - M.

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

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

NAYS: None

A. APPROVAL - Payment of Bills

Motion to approve payment of bills from January 23, 2026, to January 31, 2026, in the amount of:

General Fund (Fund 10)	\$819,421.38
Special Revenue (Fund 20)	\$ 1,500.00
Total	\$820,921.38

B. APPROVAL - Payment of Bills

Motion to approve payment of bills from February 1, 2026 to February 12, 2026, in the amount of:

General Fund (Fund 10)	\$1,431,805.92
Special Revenue (Fund 20)	\$ 1,500.00
Enterprise (Milk – Fund 60)	\$ 1,024.33
Debt Service (Fund 40)	\$ 109,275.00
Total	\$1,543,605.25

C. APPROVAL - Staff Remuneration

Motion to approve remuneration to staff members as follows:

Staff Member: Eileen Kennedy
Course: Prevention and Intervention in Tiered Systems
College/University: Rutgers University
Remuneration: \$1,000.00

D. APPROVAL - Amendment of ESEA Title I Grant

Motion to approve the amendment of the ESEA Title IA Grant to include carryover funds from the 2024-2025 school year:

Original Grant Award (SY 25-26)	\$ 48,809
Carryover:	\$ 6,712
<u>New Title IA Grant</u>	<u>\$ 55,521</u>

E. APPROVAL - Submission of Waiver of Requirements (SEMI Program)

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2026-2027 school year; and

Whereas, the Closter Board of Education desires to apply for this waiver because it projects having fewer than 40 Medicaid-eligible classified students and participation in SEMI would not provide a cost benefit to the district based on the projection of the district's available SEMI reimbursement for the 2026-2027 budget year;

Now, Therefore, Be It Resolved that the Closter Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Bergen an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2026 - 2027 school year.

- F. **APPROVAL – Purchase of a Multi-Year License Agreement with JAMF Software LLC**
Motion to approve the purchase of a multi-year license agreement with JAMF Software LLC for the JAMF Pro Device Management System until November 2029, at a total cost of \$22,491.00.
- G. **APPROVAL – Purchase of a Multi-Year License Agreement with Infobase**
Motion to approve the purchase of a multi-year license agreement with Infobase for the World Almanac for Kids until June 2029, at a total cost of \$2,256.45.
- H. **APPROVAL – Purchase of a Multi-Year License Agreement with COMPanion Corp.**
Motion to approve the purchase of a multi-year license agreement with COMPanion Corp for the Alexandria- Library Automation Software System until June 2029, at a total cost of \$4,773.00 for Hillside Elementary School, and \$4,593.00 for Tenakill Middle School.
- I. **APPROVAL – Purchase of a Multi-Year License Agreement with World Book**
Motion to approve the purchase of a multi-year license agreement with World Book for the OL Advanced Reference Suite – online reference and research database until June 2029, at a total cost of \$2,894.06.
- J. **APPROVAL – Purchase of a Multi-Year License Agreement with Scholastic Digital**
Motion to approve the purchase of a multi-year license agreement with Scholastic Digital for Bookflix - online literacy resource until September 2029, at a total cost of \$4,275.00.
- K. **APPROVAL – Purchase of a Multi-Year License Agreement with Tech4Learning**
Motion to approve the purchase of a multi-year license agreement with Tech4Learning for Wixie - student creativity and learning platform until June 2029, at a total cost of \$6,786.00. The amount includes a \$1,111.50 discount.
- L. **APPROVAL – Purchase of a Multi-Year License Agreement with Capstone**
Motion to approve the purchase of a multi-year license agreement with Capstone for PebbleGo - online research and literacy platform for grades K - 3, until June 2029, at a total cost of \$6,488.40.
- M. **APPROVAL - Substitute Nursing Contracts**
Motion to approve the following substitute nursing contracts for the 2025-2026 school year:
- EmpowerCare Healthcare Staffing
 - BrightStar Care Home Care Medical Staffing

PERSONNEL AND MANAGEMENT COMMITTEE

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

Moved by Mr. Paldi , seconded by Ms. Micera to approve Motions A - G.

Ms. Micera questioned Item G, asking whether it was specific to a student or intended as a precautionary measure. Mr. McHale responded that it is to be used on an as-needed basis.

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

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

NAYS: None

- A. **APPROVAL - Sarah Cho, Physical Therapist Intern**
Motion to approve Sarah Cho for an internship as a physical therapist under the supervision of Region III Physical Therapist Kasey Caggiano for the 2025-2026 school year. Ms. Cho will intern on Mondays and Wednesdays in the Closter School District.
- B. **APPROVAL - Parent-Paid AG Behaviorist Renee Nemeth for Student #8096612745**
Motion to approve Renee Nemeth, parent-paid behaviorist from AG Behaviorists for student #8096612745, for the 2025-2026 school year.
- C. **APPROVAL - Paid Leave of Absence for Scott Lewis, Tenakill Middle School Grade 8 Teacher**
Motion to approve the paid leave of absence for Scott Lewis, TMS grade 8 teacher, from February 25, 2026, through March 30, 2026.
- D. **APPROVAL - Change of Long-Term Leave Replacement Appointment of Anthony Scrazati**
Motion to approve the change in the conclusion date of Anthony Scrazati's appointment as Long-Term Leave Replacement Custodian, effective March 13, 2026, and his return to duties as Substitute Custodian beginning March 14, 2026, at the applicable substitute rate.
- E. **APPROVAL - Resignation of Susan Osso, Tenakill Middle School Special Education Teacher**
Motion to accept the resignation of Susan Osso, TMS Special Education Teacher, effective April 6, 2026.
- F. **APPROVAL - Appointment of Bernadette Flood as Tenakill Middle School Special Education Teacher**
Motion to approve the appointment of Bernadette Flood as full-time, tenure track TMS Special Education Teacher, for the 2025-2026 school year, at a salary of \$92,450, MA +30 Step 9, starting on March 2, 2026, pending criminal history background check.

G. **APPROVAL - Jamie Kluff for Home Instruction for 2025-2026 School Year**

Motion to approve Jamie Kluff for home instruction for the 2025-2026 school year, at a rate of \$50 per hour, on an as-needed basis.

POLICY COMMITTEE

Chairperson: Ms. Micera; Member: Ms. Finkelstein

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

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

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

NAYS: None

A. **APPROVAL - Second Reading of Policy 1644 - Discretionary Uncompensated Leave**

Motion to approve the second reading of policy 1644 - Discretionary Uncompensated Leave, as per Appendix A.

OLD/NEW BUSINESS

● **SY 2026-2027 School Calendar Discussion**

Mr. McHale informed the Board that the draft 2026–2027 school calendar was discussed at the previous meeting, but two Board members were absent. As all Board members were present at this meeting, he reopened the discussion to schedule the calendar for approval at the next meeting. The primary topic of discussion was whether the Board wished to add observance of Eid and Diwali to the school calendar going forward. Mr. McHale recommended that, if these observances were added, Eid could be included next year by extending the school year by one day, ending on June 21 rather than June 18. The Board discussed the potential addition of these observances and further examined the impact on the February break and end-of-school dates.

Following the discussion, the trustees conducted an informal straw poll to gauge consensus. The Board's sense was to move forward with the calendar as originally proposed by Mr. McHale for formal approval.

Mr. McHale noted that the New Jersey Department of Education recognizes the observance of religious holidays as an excused absence. Families who observe those holidays may choose not to send their child(ren) to school. He also emphasized that the district remains mindful of these dates by avoiding homework assignments and tests on those days.

- **Draft Budget Overview and Preliminary Scenarios**

Mr. Villanueva presented the trustees with a draft of the SY 2026–2027 budget and outlined the significant financial constraints facing the district, primarily driven by an overall 32% increase in health benefits. This information was initially reviewed with the Finance Committee the day prior to the Board meeting.

He walked the Board through multiple scenarios, including the reductions required if the district does not use the allowable health care adjustment. He also shared multi-year tax levy trends to provide historical context for the community members in attendance.

Mr. McHale highlighted the staffing enhancements made over the past several years, noting that these additions represent thoughtful and worthwhile investments in support of students.

The trustees expressed full support for using the maximum allowable adjustment to preserve programs and minimize disruption for students.

The preliminary budget, to be submitted to the County Office for approval, will be presented for Board action on March 12.

PUBLIC COMMENTS

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

There were no public comments.

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

CLOSED SESSION MOTION (If required)

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

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

NAYS: None

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

HIB

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

The Board went into Closed Session at 8:54 PM.

The Board reconvened from Closed Session at 8:59 PM.

PUBLIC SESSION

Upon returning from closed session, Ms. Ravid asked the trustees for their thoughts on streaming meetings to enable greater public participation.

Mr. Villanueva shared that the Board previously offered live streaming of meetings but discontinued the practice in June 2023 due to consistently low participation. Mr. McHale also reviewed the equipment and staffing requirements to properly stream meetings, noting the associated operational considerations.

Trustees exchanged several ideas, reaffirming their shared commitment to meaningful participation and transparency for the Closter community.

As a next step, the Board agreed that, for the upcoming budget presentation, Mr. McHale will send a notice to parents about the meeting. In addition, major meetings will be recorded and uploaded to the district website for public access.

ADJOURNMENT

Moved by Ms. Micera ▾ , seconded by Mr. Paldi ▾ to adjourn the meeting at 9:32 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Floro M. Villanueva, Jr.', written over a horizontal line.

Floro M. Villanueva, Jr.

Business Administrator/Board Secretary

1644 DISCRETIONARY UNCOMPENSATED LEAVE

The Board of Education recognizes, under certain circumstances, the interests of the school district and of an individual staff member may be served by the staff member's extended absence from the school district for a purpose other than personal disability. Leaves for a staff member's personal disability shall be in accordance with the provisions of applicable personal disability leave law. Nothing in this policy shall be construed as to limit a staff member's right to request a reasonable accommodation pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).

The Board reserves the right to establish the conditions under which a discretionary uncompensated leave may be requested by a staff member, recommended by the Superintendent, and approved by the Board. A staff member may only request a discretionary uncompensated leave to commence after the staff member has used all their eligible sick days; vacation days, if applicable; personal days; and Federal and State Family Leave time in accordance with the provisions of the applicable law.

Professional certificated staff employed in the district for ten years or longer of continuous full-time service may be granted a discretionary uncompensated leave for an academic sabbatical only for full-time study in an accredited institution, which cannot be accomplished while employed full-time. If granted, a sabbatical leave will not require the employee to use any sick, vacation, or personal days.

The duration of a discretionary uncompensated leave requested by a staff member must extend to the end of the school year in which the leave is requested to cause the least interruption to the school's instructional program. **However, short-term uncompensated discretionary leave requests of ten (10) work days or fewer are exempt from this requirement and do not need to extend to the end of the school year.** A staff member may only request a discretionary uncompensated leave to occur once every third school year after a prior discretionary uncompensated leave was taken. For example, a staff member on an approved discretionary uncompensated leave ending on June 30, 2024 (2023-24 school year) is not eligible to request a subsequent discretionary uncompensated leave to commence until the 2027-2028 school year.

An approved discretionary uncompensated leave shall be without pay and without health insurance paid for by the school district. A twelve-month staff member on an approved discretionary uncompensated leave shall pay the total cost of their health insurance from the day their leave commences through June 30 of that school year. The Board will pay its share of the staff member's health insurance when the twelve-month staff member returns to work on July 1. A ten-month staff member on an approved discretionary uncompensated leave shall pay the total cost of their health insurance from the day their leave commences through August 30 of that school year. The Board will pay its share of the staff member's health insurance when the ten-month staff member returns to work on or about September 1. If the staff member wants to maintain the school district's health insurance while on an approved discretionary

uncompensated leave, the staff member shall pay the total cost of their health insurance for the subsequent month by the first day of each month of the leave.

A staff member requesting a discretionary uncompensated leave must submit a written request to the Superintendent at least thirty calendar days prior to the requested leave commencing unless the leave is not foreseeable, at which time the written request must be provided to the Superintendent as soon as practicable. The Superintendent will review the request and make a recommendation to the Board upon considering the reason for the leave; the documentation submitted supporting the leave; the duration of the leave; the level of disruption to the students and the school district operations; the budgetary implications of approving the request; the staff member's attendance history; the staff member's assignment; the staff member's performance evaluations; the availability of a qualified substitute; the staff member's specialized certification or qualifications; and any other issues and concerns in considering such a request. The Superintendent shall review each request with the Board, and an approval or denial of the request will be provided to the staff member within five business days of the Board's decision. All requests will be determined on a case-by-case basis, considering all the circumstances of the request. Any approval or denial of a request for a discretionary uncompensated leave shall not establish a precedent to be followed by any subsequent discretionary uncompensated leave requests.

Adopted:

Revised: 2/12/26