

CLOSTER BOARD OF EDUCATION
Closter, New Jersey

MINUTES
REGULAR MEETING
Tenakill Middle School
October 17, 2019
7:30 PM

The Board meeting was called to order by President, Mr. Lambert at 7:30 PM

The following Board members were present:

Mr. Lambert, Ms. Stephanie Lee, Ms. Bhagat, Ms. Micera, Ms. Kwon, Ms. Finkelstein (arrived at 7:33pm)

The following Board members were absent:

Mr. Linn, Ms. Sung Min Lee, Ms. Kothari

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, 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. Smith provided the board with the following updates on all the activities and events in Hillside Elementary School:

- Week of Respect celebration with various classroom lessons activities
 - ICARE program and its promise
 - school spirit day
 - school wide bulletin board
 - assembly with Brandon Lee White

- The PTO Cultural Arts in collaboration with Bergen PAC, presented the assembly Be True To You.
- Closter, along with the Northern Valley schools are looking into new math texts.
- Health Committee will begin looking at ways to increase health instruction.
- With the support from a grant and the PTO, Hillside hosted Child Abuse Prevention program for parents.
- Hillside students and staff wore gold in support of Josephine's Garden for pediatric cancer and raised over \$1,700 for the great cause.
- Next week is school violence awareness week. The Closter Police will present Halloween safety, as well how the police keep our children safe in school as well as in the community.

Mr. McElroy provided the board with the following updates on all the activities and events in Tenakill Middle School:

- Picture day on October 17th
- Lockdown, Evacuation and Shelter in place drills
- 8th grade trip to Northern Valley Demarest
- Greenkill trip (November 4 - 6) meeting
- Active committees in TMS
- Health Curriculum for 5th grade
- Ellis Island trip
- Professional goals setting with teachers and admin
- Interim 1 reports and end of trimester 1 date
- November 15 parent conference
- Week of Respect -- Ms. Earle talked about the week of respect and the various students work and activities.

SUPERINTENDENT'S REPORT

Mr. McHale briefed the Board and the public on the following district highlights:

- Institute of Interactive Design Technology (Bergen County Tech HS and NVRHS) open-house on Monday, October 21st
- Mr. Tantum and Mr. McHale will attend the SNAP Conference sponsored by the Bergen County Prosecutor's Office.
- Intervention and Referral Services (I&RS) teams from both schools will participate in a training held in district on October 29th. The training will be led by representatives from Stockton University.
- Parents and community members are invited to attend a series of engagement sessions by Dr. Peter Walsh sponsored by the Northern Valley Curriculum Center.
- Board of Education retreat will be held on Tuesday, October 29, 2019 from 7:00 p.m. to 9:00 p.m.

- School is closed on November 7-8, 2019 for the NJEA Convention.

MINUTES

Moved by Ms. Kwon, seconded by Ms. Micera to approve the October 3rd minutes.
Motion was approved by voice vote of the Board:

PUBLIC DISCUSSION on AGENDA ITEMS

Moved by Ms. Micera, seconded by Ms. Finkelstein 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. 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.

Moved by Ms. Micera, seconded by Ms. Finkelstein to resume the regular order of business.

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson Ms. Sung Min Lee, Ms. Bhagat, Mr. Linn

Moved by Ms. Bhagat, seconded by Ms. Micera to approve A-F. Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Stephanie Lee, Ms. Finkelstein, Ms. Bhagat, Ms. Micera, Ms. Kwon,
Mr Lambert
NAYS: None

A. APPROVAL - Staff Coursework

Motion to approve the following courses for 2019-2020 as recommended to the Superintendent by the Principals:

Staff Member: Jamie Marotti
Course No./Title: EDUC 710H Understanding Moods
Institution: University of La Verne
Credits: 3

Staff Member: Jamie Marotti
Course No./Title: EDUC 713K The Differentiated Classroom
Institution: University of La Verne
Credits: 3

Staff Member: Jamie Marotti
Course No./Title: EDUC 711X Creating A Mindful Environment
Institution: University of La Verne
Credits: 3

Staff Member: Meghan Pleus
Course No./Title: MSR 1 - Multi-Sensory Reading 1
Institution: Fairleigh Dickinson University
Credits: 3

Staff Member: Mary Lotito
Course No./Title: MSR 1 - Multi-Sensory Reading 1
Institution: Fairleigh Dickinson University
Credits: 3

Staff Member: William Potkulski
Course No./Title: EDM-605-595 The Bullyproof Classroom
Institution: La Salle University
Credits: 3

Staff Member: Daniella Riecken
Course No./Title: SED 900 Inclusion: What, Why & How
Institution: Fresno Pacific University
Credits: 3

Staff Member: Daniella Riecken
Course No./Title: SED 901N High Incidence Disabilities
Institution: Fresno Pacific University
Credits: 3

B. APPROVAL - Field Trips

Motion to approve the following field trips:

School: Tenakill Middle School
Group: Tenakill Music Program
Month: November 2019
Destination: Northern Valley Regional High School at Demarest

School: Tenakill Middle School
Group: 8th Grade ELA Replacement
Month: October 2019
Destination: Closter Public Library

C. APPROVAL - Staff Conferences

Motion to approve the following staff conferences:

Staff Member/s: Kristen Haenelt
Conference: American Heart Assoc. BLS Instructor Class

Location: Englewood Hospital, Englewood, NJ
Date: 10/21/19
Cost to Board: \$354.90

Staff Member/s: Lisa Licameli
Conference: The Role of the School Climate Team
Location: New Brunswick, NJ
Date: 12/11/19
Cost to Board: \$90.00

Staff Member/s: Ralph Chappell
Conference: AHERA/OSHA Maintenance Refresher
Location: Ocean, NJ
Date: 11/8/19
Cost to Board: \$135.00

Staff Member/s: Theresa Whitchurch
Conference: Phonics First
Location: Lincoln Park, NJ
Date: 11/4/19 - 11/6/19, and 12/4/19 - 12/5/19
Cost to Board: \$1,873.00

Staff Member/s: Alexandra Earle
Conference: Social Emotional Character Development
Location: New Brunswick, NJ
Date: 12/18/19
Cost to Board: \$33.18

Staff Member/s: Alexandra Earle
Conference: The Role of the School Climate Team
Location: New Brunswick, NJ
Date: 12/11/19
Cost to Board: \$33.18

Staff Member/s: Keith McElroy
Conference: The Role of the School Climate Team
Location: New Brunswick, NJ
Date: 12/11/19
Cost to Board: \$33.18

Staff Member/s: Robert Neblung
Conference: Gumpert Teachers' Workshop: Saving Jewish Lives
in the Holocaust
Location: Ramapo College
Date: 11/14/19

Cost to Board: \$90.00

Staff Member/s: Vince Salvati
Conference: NJASTO Technology Meetings
Location: TBD
Date: 10/30/19, 12/20/19, 2/21/20, 4/17/20, 6/5/20
Cost to Board: \$0

Staff Member/s: Brianna Kehoe
Conference: Using Systems & System Models to Make Sense of Phenomena
Location: RVC College
Date: 12/10/19
Cost to Board: \$90.00

Staff Member/s: Brianna Kehoe
Conference: Constructing Explanations Supported by Arguments
Location: RVC College
Date: 2/5/20
Cost to Board: \$90.00

Staff Members: William Tantum, Dianne Smith, Vincent McHale, Patricia Eichenlaub, Alexandra Earle, Keith McElroy, Andrea Watkins, Kate Maher, Katelyn Lee, Dara Weiss, Janet Felice, Nicole Alpern, Ellen Monaghan, Mary Auriti, Leigh Bomzer, Karen Caruso, Kathy Ianni, Kate Finnegan
Conference: I & R S Team Training
Location: Tenakill Middle School Library
Date: 10/29/19
Cost to Board: \$1,306.00

Staff Member/s: Sofia Capparelli, Paula Cummings, Lauren Engle, Lisa Pantaleo, Meghan Pleus, Angela Portanova, William Potkulski, Nicholas Shapiro, Kerry Sidrow, One teacher from Grade 5 TBA
Conference: Health Committee
Location: Closter Public Library
Date: 10/23/19
Cost to Board: \$0 (Substitute pay budgeted by ESSA Title IV funds)

Staff Member/s: Floro Villanueva
Conference: Updating Your Long Range Facility Plan
Location: Robbinsville, NJ
Date: 11/12/19
Cost to Board: \$100.00

Staff Member/s: Jennifer Levy
Conference: Growth Learning Assessment Mindset
Location: NVCC
Date: 10/11/19
Cost to Board: \$45.00

- D. **APPROVAL - Northern Valley Curriculum Center Workshops**
Motion to approve workshops for the 2019/2020 school year at the Northern Valley Curriculum Center as per the attached schedule. Appendix A.
- E. **APPROVAL - Affirmation of HIB Case TMS-1920-01**
Motion to accept HIB Case # TMS-1920-01 and affirm the Superintendent's decision.
- 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 9:30 am at the location of Hillside Elementary School, 340 Homans Avenue, on October 14, 2019; Dianne Smith, Principal; Courtney Carmichael, Vice Principal; Floro Villanueva, Business Administrator; Anna Suttora, Secretary were the staff members in charge, and Bus #1, Bus #2 (BOE), Bus #3 and Out of District bus were included in the drill.

FINANCE AND PHYSICAL PLANT COMMITTEE

Chairperson Ms. Kothari, Ms. Kwon, Ms. Stephanie Lee

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

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

YEAS: Ms. Stephanie Lee, Ms. Finkelstein, Ms. Bhagat, Ms. Micera, Ms. Kwon,
Mr Lambert
NAYS: None

- A. **APPROVAL - Monthly Financials and Certification**
Motion to approve the following items as required, pursuant to NJSA 18A:17-9 and NJAC 6:20-2.13:
- a. Board Secretary and School Treasurer Financial Reports for September 2019.
 - b. Board of Education's Monthly Certification of Budgetary Major Account /Fund status for September 2019.
 - c. Transfer of funds for September 2019 as per Appendix B attached.

B. APPROVAL - Monthly Bills

Motion to approve payment of bills from October 4, 2019 to October 15, 2019 in the amount of:

General Fund (Fund 10)	\$1,104,595.68
Special Revenue (Fund 20)	\$ 3,518.11
Enterprise (Milk – Fund 60)	\$ 539.09
TOTAL	\$1,108,652.88

C. APPROVAL - Salary Guide Adjustment

Motion to approve salary guide adjustment to the following staff members as follows:

Name	Present Status	New Status	Step	Salary
Lauren Barbieri	MA + 15	MA + 30	15	\$96,852.00
Kathy Lee	MA	MA + 15	7	\$73,330.00

D. APPROVAL – Special Education Placements

Motion to approve the following 2019-2020 Special Education placements for Closter students:

NJSMART#	Tuition	Grade	Placement
3037691239	\$68,658.00* *to be prorated	5	Edward H Bryant Elementary, Cresskill

E. APPROVAL – Comprehensive Maintenance Plan and M-1 Worksheet

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

F. APPROVAL – Snow Plowing Services

Motion to approve an agreement with Lupardi's Nursery Inc. for snow plowing during the 2019-20 school year in accordance with their proposal, as per Appendix D attached.

G. **APPROVAL – Electrical Upgrades Project Close Out**

Motion to approve a change order to close out the Electrical Upgrades Tenakill/Hillside project with V.A. Electrical Contractor, LLC as follows:

Original Contract Sum	\$127,000.00
Change Order (GC-01)	(\$20,000.00)
New Contract Sum	\$107,000.00

H. **APPROVAL - Asset Disposal**

Motion to approve the disposal of obsolete equipment.

Tag #'s:

1. 10137
2. 10021
3. 10066
4. 10062

PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson Ms. Finkelstein, Ms. Micera, Mr. Lambert

Moved by Ms. Finkelstein, seconded by Ms. Micera to approve Motions A-D. Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Stephanie Lee, Ms. Finkelstein, Ms. Bhagat, Ms. Micera, Ms. Kwon, Mr Lambert

NAYS: None

A. **APPROVAL - Substitute Teachers**

Motion to approve the following substitute teachers for the 2019-2020 school year:

<u>Name</u>	<u>Certification</u>
Hyangmi Jeong	NJ Teacher Certificate

B. **APPROVAL - Job Descriptions**

Motion to approve the following job descriptions as per Appendix E, attached hereto:

- Superintendent of Schools
- School Business Administrator
- Principal
- Assistant Principal - TMS
- Assistant Principal - HES and Supervisor of Curriculum & Instruction
- Director of Special Services
- Supervisor of Buildings and Grounds
- Secretary to the Superintendent of Schools
- Assistant to the Business Administrator and Accounts Payable
- Assistant to the Board Office

- Payroll & Benefits
- Network Engineer

C. **APPROVAL - Schedule F Stipends for HES & TMS**

Motion to approve 2019-2020 Schedule F: Extracurricular Activity Positions and Stipends for Hillside ES and Tenakill MS, and 2019-2020 Tenakill MS Advisor/Advisee Committee Appointments, as per Appendix F attached.

D. **APPROVAL- Change of Hours for Paraprofessional**

Motion to approve the following revision of hours for a Paraprofessional for the 2019-2020 school year:

- Jessica Sein - from 4 hours/day to 5.75 hours/day

BOARD COMMITTEES

- Finance Committee met on October 3rd
- Negotiations meeting on October 15th

OLD/NEW BUSINESS

Mr. Villanueva provided the board with the following updates:

- Bergen County Schools Boards workshop on Wellness and Mental Health - December 3rd
- 2018-2019 audit will begin the week of October 22nd
- County meeting in the morning of October 17th with a discussion on referendums

PUBLIC DISCUSSION

Moved by Ms. Kwon, seconded by Ms Finkelstein to open the meeting to public discussion.

Please follow the guidelines as stated under "Public Comments on Agenda Items".

There were no public comments, but Mr. McHale invited all teachers in attendance to introduce themselves.

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

CLOSED SESSION MOTION (If required)

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

YEAS: Ms. Stephanie Lee, Ms. Finkelstein, Ms. Bhagat, Ms. Micera, Ms. Kwon, Mr Lambert

NAYS: None

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

Acquisition of Real Property
Personnel Matter

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 8:02 PM.

The Board reconvened from Closed Session at 8:46 PM

Moved by Ms. Kwon, seconded by Ms Finkelstein to open the meeting to vote on Personnel and Management Committee item E.

E. **APPROVAL - Suspension of Employee #18540765**

Motion to approve the suspension with pay of employee #18540765, effective immediately, pending the outcome of an investigation.

YEAS: Ms. Stephanie Lee, Ms. Finkelstein, Ms. Bhagat, Ms. Micera, Ms. Kwon,
Mr Lambert

NAYS: None

ADJOURNMENT

Moved by Ms. Kwon, seconded by Ms. Micera to adjourn the meeting at 8:50PM.

Respectfully,



Floro Villanueva, Jr
Business Administrator/Board Secretary