

CLOSTER BOARD OF EDUCATION
Closter, New Jersey

MINUTES
REGULAR MEETING
Tenakill Middle School
December 13, 2018
7:30 PM

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

The following Board members were present:

Ms. Lee (Stephanie), Mr. Linn, Ms. Finkelstein, Ms. Lee (Sung Min),
Ms. Micera, Ms. Kothari, Ms. Kwon, Mr. Lambert

The following Board member was absent: Mr. Kleinman

Also present: Ms. Newberry, Mr. Donow

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

The Pledge of Allegiance was led by Mr. Lambert.

SUPERINTENDENT'S REPORT

- Reviewed staffing and staffing needs for leave replacements
- Reported that the TREP\$ Marketplace for Gr. 6 was a huge success
- Announced the Holiday/Winter Concerts

CORRESPONDENCE

Letter dated December 4, 2018 from Ms. Janice Kunis, Tenakill MS Spanish teacher

Letter dated November 29, 2018 from Joseph Zarra, Interim Executive County Superintendent

MINUTES

Moved by Ms. Micera, seconded by Ms. Lee (Sung Min) to approve the following minutes. Motion was carried by voice vote of the Board:

November 1, 2018 Work Session; November 1, 2018 Executive Session

November 19, 2018 Regular Meeting; November 19, 2018 Executive Session

PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Ms. Lee (Sung Min) to open the meeting to the public discussion at 7:46 PM.

There were no public comments.

Moved by Ms. Kwon, seconded by Ms. Micera to resume the regular order of business at 7:46 PM.

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson Ms. Micera, Ms. Stephanie Lee, Mr. Kleinman

Moved by Ms. Micera, seconded by Ms. Lee (Stephanie) to approve Motions A - E. Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Lee (Stephanie), Mr. Linn, Ms. Finkelstein, Ms. Lee (Sung Min),
Ms. Micera, Ms. Kothari, Ms. Kwon, Mr. Lambert

NAYS: none

A. Motion to approve the following courses for 2018-2019 as recommended to the Superintendent by the Principals:

Staff Member: Min Jeong Kim
Course No./Title: MAT 915 Recreational Mathematics for the Classroom
Institution: Fresno Pacific University (Online)
Credits: 3 graduate

Staff Member: Min Jeong Kim
Course No./Title: MAT 921 Teaching First Year Algebra
Institution: Fresno Pacific University (Online)
Credits: 3 graduate

Staff Member: Leigh Bomzer
Course No./Title: MAT 915 Recreational Mathematics for the Classroom
Institution: Fresno Pacific University (Online)
Credits: 3 graduate

Staff Member: Leigh Bomzer
Course No./Title: MAT 921 Teaching First Year Algebra
Institution: Fresno Pacific University (Online)
Credits: 3 graduate

Staff Member: Kate Maher
Course No./Title: SPED-6440 Correction of Learning Disabilities
Institution: William Paterson University
Credits: 3 graduate

B. Motion to approve the following field trips:

School: Tenakill MS
Group: Music Department
Month: December 2018
Destination: New York Metropolitan Opera
Location: New York, NY

School: Tenakill MS
Group: Science Olympiad
Month: January 2019
Destination: New Jersey Institute of Technology
Location: Newark, NJ

School: Tenakill MS
Group: Gr. 8
Month: May 2019
Destination: Washington, D.C.
Location: Newark, NJ

C. Motion to approve the following staff conferences:

Staff Member/s: Kathy Hedenberg
Conference: SLPs: Enhance Therapy Effectiveness for Auditory Processing Disorders, ADD and Lang. Processing

Location: Piscataway, NJ
 Date: January 8, 2019
 Cost to Board: Registration fees - \$269.00

Staff Member/s: Alexandra Earle
 Conference: Bergen County School Counselor Association K-8
 Location: Cliffs Park School #3, Cliffs Park, NJ
 Date: January 11, 2019, AM only
 Cost to Board: -0-

Staff Member/s: Margaret Churchill
 Conference: ELL Program Coordinators Roundtable
 Location: Bergen Community College - Lyndhurst, NJ
 Date: January 16, 2019, AM only
 Cost to Board: -0-

Staff Member/s: Vince Salvati
 Conference: NJASA - TECHSPO
 Location: Atlantic City, NJ
 Date: January 31 & February 1, 2019
 Cost to Board: Registration fees \$450; transportation \$100; Hotel \$100
 TOTAL: \$650.00

Staff Member/s: Sarah Rhee
 Conference: NJTESOL/NJBE-- 2019 Spring Conference
 Location: New Brunswick, NJ
 Date: May 29, 2019
 Cost to Board: Registration fees \$199.00

Staff Member/s: Eileen Kennedy and Kathy Lee
 Conference: NJTESOL/NJBE-- 2019 Spring Conference
 Location: New Brunswick, NJ
 Date: May 30, 2019
 Cost to Board: Registration fees (2) @\$199.00 = \$398

Staff Member/s: Sofia Capparelli and Bill Potkulski
 Conference: NJAHPERD
 Location: Long Branch, NJ
 Date: February 25, 26 & 27, 2019
 Cost to Board: Registration & membership fees 2@\$265 = \$530;
 Hotel: 2 nights @\$156/night = \$312 @ 2 people = \$624

Substitute teachers 6@\$90 = \$540
 TOTAL: \$1,694

- D. Motion to approve the following 2018-2019 Special Education placements for Closter students:

<u>Student #</u>	<u>Placement</u>	<u>Tuition/Student</u>
8181726600 12/5/18-6/30/19	Sage Day	\$41,205.00
2477841413 12/4/18-6/30/19	Valley Program 1:1 Aide	\$47,739.37 \$29,781.85

- E. Motion to approve an agreement with the Bergen County Special Services School District for additional Audiological Services for two students (#4491998149 and #2377584260) during the 2018-19 school year, in the amount not to exceed \$1,600.00.

FINANCE AND PHYSICAL PLANT COMMITTEE
Chairperson Ms. Kwon, Mr. Linn, Ms. Kothari

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

YEAS: Ms. Lee (Stephanie), Mr. Linn, Ms. Finkelstein, Ms. Lee (Sung Min),
 Ms. Micera, Ms. Kothari, Ms. Kwon, Mr. Lambert
 NAYS: none

- A. Motion to approve the following items as required, pursuant to NJSA 18A:17-9 and NJAC 6:20-2.13:
- Board Secretary and School Treasurer Financial Reports for October 2018.
 - Board of Education's Monthly Certification of Budgetary Major Account /Fund status for October 2018.
 - Transfer of funds for October 2018 as per Appendix A attached.
- B. Motion to approve payment of bills from Nov. 16 to Dec. 13, 2018 in the amount of:

General Fund (Fund 10)	\$753,276.28
Special Revenue (Fund 20)	\$ 4,162.00
Enterprise (Milk – Fund 60)	<u>\$ 822.78</u>
TOTAL	\$758,261.06

- C. Motion to approve an agreement with E-Rate Partners, LLC for E-Rate Services for the funding year 2019 at a fee of \$600.00 per E-Rate funding request. In addition, a fee of \$85.00/hour shall be assessed for additional services should the district receive a site visit, selective review or audit by the federal government.
- D. Motion to approve an agreement with Educational Data Services, Inc. for participation in the Time & Material/Maintenance Bid and Cooperative Skilled Trades, Compliance Services and Ancillary Bid for the period of December 1, 2018 through March 31, 2019, at a service fee of \$600.00.
- E. Motion to approve tuition contracts for received students as outlined below for 2018-2019 school year:

Student # (NJSMART)	Source	Program	Tuition
2515472486 (1/2/19-6/30/19)	Harrington Park	LLD	\$ 15,934.20 plus costs of Related Services

- F. Motion to approve facilities use of Hillside ES Gym for PTO Mother/Son Dance on Thursday, January 24, 2019, 3:30 - 9:00 PM.

PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson Ms. Sung Min Lee, Ms. Finkelstein, Mr. Lambert

Moved by Ms. Lee (Sung Min), seconded by Mr. Linn to approve Motions A-H.

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

YEAS: Ms. Lee (Stephanie), Mr. Linn, Ms. Finkelstein, Ms. Lee (Sung Min),
Ms. Micera, Ms. Kothari, Ms. Kwon, Mr. Lambert

NAYS: none

- A. Motion to accept, with regret, the resignation for purposes of retirement, of Joanne Newberry from her position as Chief School Administrator effective June 30, 2019; and further, offer the Board's sincere appreciation for her dedication and service to the children of the Borough of Closter.

The President spoke on behalf of the entire Board expressing gratitude for Ms. Newberry's service to the district and the children of Closter. He added that this retirement was being accepted by the members of the Board with a heavy heart.

- B. BE IT RESOLVED, that upon recommendation of the Superintendent of Schools, the Closter Board of Education hereby ratifies and approves the appointment of Mr. Michael J. Donow, RSBA, as Interim Business Administrator/Board Secretary for the period beginning January 1, 2019 through January 15, 2019 in accordance with the contract approved by the Interim Executive County Superintendent.
- C. Motion to approve, upon the recommendation of the Superintendent, Patricia Brett and Tara Eddy sharing a home instructor position in math for 2 sessions per week, at 1 hour per session for a total of 2 hours per week at \$50/hour for Gr. 4 student, beginning January 2019 through end of school year 2018-2019.
- D. Motion to approve second reading and adoption of the following Closter Board of Education policies:
5141.21 Administering Medication (with Parent Signature Sheet)
5142.2 Physical Restraints Policy
5142.2 Physical Restraints Regulation
- E. Motion to approve first reading of the following Closter Board of Education policies:
4111.2/4211.2 Domestic Violence
- F. Approve Long-Term Leave Replacement Teacher Pay
RESOLVED, upon the recommendation of the Superintendent, to amend the rates for long-term leave replacement teachers (long-term substitute teachers) previously approved for 2018-2019 school year as follows:
- Days 1-10 (consecutive days worked in the position): \$200.00 per day;
 - Day 11: Contract begins prorated annual salary at first step of BA (\$49,544/yr) or, if applicable, first step of MA (\$58,074/yr), retroactive back to first day of assignment;
 - Pro-rated sick leave (10 days/year) and personal leave (3 days/year)
 - Benefits in accordance with regulations established by New Jersey School Employee Health Benefits Program (NJ SEHBP)
- G. RESOLVED, upon the recommendation of the Superintendent, that the Board amend the appointments of Ms. Susan Desimini (BA), Gr. 1 long-term leave replacement teacher, and Ms. Alyssa Formisano (BA), Gr. 3 long-term leave replacement teacher, to reflect the amended Long-Term Leave Replacement Teacher Pay Schedule.

- H. Motion to approve, with regret, the retirement of Ms. Janice Kunis, Tenakill Spanish Language teacher, effective March 1, 2019.

BOARD COMMITTEES

- Ms. Finkelstein reported on the School security ad-hoc committee
- Ms. Finkelstein reported that the Personnel Committee discussed roles and attributes for a new superintendent and operation of district as a part of the superintendent search

OLD/NEW BUSINESS

- Public sessions for the staff and the community to gather input on the superintendent search will be held on January 23, 2019 at the TMS Auditorium at 3:30 pm and 7:00 pm respectively.
- President Lambert reminded the members to start to think about preference for committee assignments, and noted that the positions of President and Vice President are all up for selection

PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Ms. Lee (Sung Min) to open the meeting to public discussion at 8:08 PM.

- A member of the public inquired about the Physical Restraint Policy; who will do the training and who will get trained.

Moved by Ms. Micera, seconded by Ms. Lee (Sung Min) to close the meeting to public discussion at 8:09 PM.

CLOSED SESSION MOTION

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

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

Personnel

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

The Board went into Closed Session at 8:09 PM.

The Board reconvened from Closed Session at 8:17 PM. The following Board members were present:

Ms. Lee (Stephanie), Mr. Linn, Ms. Finkelstein, Ms. Lee (Sung Min),
Ms. Micera, Ms. Kothari, Ms. Kwon, Mr. Lambert

PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson Ms. Sung Min Lee, Ms. Finkelstein, Mr. Lambert

Moved by Mr. Linn, seconded by Ms. Micera to approve Motion I. Motion was approved by a roll call vote of the Board as follows:

YEAS: Ms. Lee (Stephanie), Mr. Linn, Ms. Finkelstein, Ms. Lee (Sung Min),
Ms. Micera, Ms. Kothari, Ms. Kwon, Mr. Lambert

NAYS: none

- I. Motion to approve an amendment to the 2018-19 employment contracts for central office clerical staff to include the annual stipend provided in Schedule H of the Collective Bargaining Agreement for other clerical employees.

ADJOURNMENT

Moved by Ms. Micera, seconded by Ms. Kwon to adjourn the meeting at 8:19 PM.

Respectfully submitted,

Michael J. Donow,
Interim Business Administrator/Board Secretary