

CLOSTER BOARD OF EDUCATION
Closter, New Jersey

MINUTES
REGULAR MEETING
Tenakill Middle School
January 24, 2019
7:30 PM

The Board Meeting was called to order by President Lambert at 7:32 PM.

The following Board members were present:

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

The following Board member was absent: Mr. Linn

Also present: Ms. Newberry, 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

The Pledge of Allegiance was led by Mr. Lambert

Ms. Sung Min Lee, re-elected Board member was sworn in.

Present Board members read the New Jersey School Board Member Code of Ethics.

A video in honor of Mr. Baffa, Hillside Elementary School Principal, was shown to the Board and public.

PRINCIPALS' REPORTS

Mr. Tantum briefed the Board and the public on Tenakill's highlights:

- Curricular/Program updates: the December Holiday Concert was exceptional; Science Gr. 7 CRT has started; Science Olympiad 3rd Place overall (again) for the first round - second round takes place in March; Debate Team is 21 and 12;

- 5th Grade Unicef fundraiser; Gr. 8 High School Conferences begin Feb. 4
- Upcoming Events: Porchlight Production Play on Feb. 2nd; Lunar New Year is Feb. 5th; Basketball Playoffs are starting

Ms. Newberry briefed the Board and the public on Hillside's highlights:

- Bulletin Boards for Mr. Baffa
- Considering a tribute to Mr. Baffa; may put his daily saying above Hillside's main entrance

SUPERINTENDENT'S REPORT

Ms. Newberry briefed the Board and the Public on the District's highlights:

- Successful Professional Development Day on January 21, 2019; thanks to Dr. Courtney Carmichael for the schedule
- Lunar New Year meeting for upcoming Ceremonies on February 5, 2019 at both Hillside and Tenakill schools; excited about the new program
- Discussion of the increase in the number of students enrolled in Hillside ES
- Hillside Principal position will be advertised mid-February for July 1 start
- NJ School Boards Representative, Matt Lee, is meeting with newest Board Member on February 4
- Change in 2018-2019 Student Calendar
- Draft of 2019-2020 Student Calendar
- LGBT Committee

CORRESPONDENCE

Letter received January 18, 2019 from Allison Bachmann

MINUTES

Moved by Ms. Micera, seconded by Ms. Lee (Sung Min) to approve the following minutes. Motion was unanimously carried by voice vote of the Board:
 December 13, 2018 Regular Meeting; December 13, 2018 Executive Session;
 January 3, 2019 Organization Meeting; January 3, 2019 Work Session Immediately Following Annual Organization Meeting; January 3, 2019 Executive Session;
 January 8, 2019 Special Workshop Meeting

PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Ms. Lee (Stephanie) to open the meeting to public discussion.

There were no public comments.

Moved by Ms. Micera, seconded by Ms. Lee (Stephanie) to resume the regular order of business.

CURRICULUM AND INSTRUCTION COMMITTEE

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

Moved by Ms. Kothari, seconded by Ms. Lee (Sung Min) to approve Motions A-D.
Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Lee (Stephanie), Ms. Finkelstein, Ms. Lee (Sung Min),
Ms. Bhagat, 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: William Potkulski
Course No./Title: EDM 635-Y26 - Reflective Practice in Teaching (online)
Institution: LaSalle University - RTC
Credits: 3 graduate

- B. Motion to approve the following field trips:

School: Tenakill Middle School
Group: Peer-to-Peer
Month: February 2019
Destination: Closter Library
Location: Closter, NJ

School: Hillside Elementary
Group: Grade 1
Month: May 2019
Destination: Turtle Back Zoo
Location: West Orange, NJ

- C. Motion to approve the following staff conferences:

Staff Member/s: Francesca Rivellini
Conference: Northern Valley Demarest Observation
Location: NVD
Date: January 30, 2019
Cost to Board: Substitute \$90

Staff Member/s: Jennifer Annese
Conference: Winter Institute - NJ Branch IDA
Location: Honor Ridge Academy, Clark, NJ
Date: February 2, 2019
Cost to Board: Registration fees \$75

Staff Member/s: Alexandra Earle
Conference: Test Coordinator Training
Location: Forsgate Conference Center, Monroe, NJ
Date: February 25, 2019
Cost to Board: Transportation \$35.15

Staff Member/s: Courtney Carmichael
Conference: Test Coordinator Training
Location: Forsgate Conference Center, Monroe, NJ
Date: February 26, 2019
Cost to Board: -0-

Staff Member/s: Mary Auriti
Conference: NJAMLE Annual Conference
Location: Kean University, Union, NJ
Date: March 15, 2019
Cost to Board: Registration fees \$119; Substitute \$90
TOTAL: \$209

Staff Member/s: Alexandra Earle
Conference: Middle & High School Peer Mediation Training
Location: NJ State Bar Foundation, New Brunswick, NJ
Date: March 19, 2019
Cost to Board: -0-

Staff Member/s: Kristen Haenelt, Hillside RN
Conference: NJSSNA Spring Conference
Location: Princeton, NJ
Date: March 29 & 30, 2019 (Fri. & Sat.)
Cost to Board: Transportation \$19.18; Fees \$229
TOTAL: \$248.18

Staff Member/s: Floro Villanueva, Jr and Doreen Scarpelli
Conference: NJASBO Purchasing Workshop (3/31/19) and
Preparing for the 2018-2019 Audit (4/11/19)
Location: Rockaway, New Jersey
Date: March 31 and April 11, 2019
Cost to Board: Registration fees \$100/workshop x (4) = \$400

- D. Motion to approve a revision of Student Calendar for school year 2018-2019 which was approved by the Board on February 8, 2018, to reflect the addition of May 24, 2019 as a session of school attendance with a 12:42 PM dismissal. This was on the previous calendar as a built-in snow day.

FINANCE AND PHYSICAL PLANT COMMITTEE

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

Moved by Ms. Lee (Stephanie), seconded by Ms. Micera to approve Motions A-C and E-K, except Motion D, which was pulled for further discussion.

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

YEAS: Ms. Lee (Stephanie), Ms. Finkelstein, Ms. Lee (Sung Min),
Ms. Bhagat, 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:
- a. Board Secretary and School Treasurer Financial Reports for December 2018.
 - b. Board of Education's Monthly Certification of Budgetary Major Account /Fund status for December 2018.
 - c. Transfer of funds for December 2018 as per Appendix A attached.

- B. Motion to approve payment of bills from January 4th, 2019 to January 24, 2019 in the amount of:

General Fund (Fund 10)	\$1,160,900.29
Special Revenue (Fund 20)	\$ 3,834.00
Enterprise (Milk – Fund 60)	\$ 624.91
TOTAL	\$1,165,359.20

- C. Motion to approve the renewal of the district's Volunteer's Blanket Accident Insurance Policy for the period of March 11, 2019 through March 11, 2020, at the annual premium of \$500.00.

- D. Motion was pulled for further discussion.

E. **Designation of Authorized Signatures**

RESOLVED, that the Closter Board of Education amend the designated signatories for Board of Education accounts which were previously approved at the Organization Meeting on January 3, 2019 as listed in Appendix B (attached) and to authorize the School Business Administrator or, in his absence, the Superintendent of Schools to wire transfer funds between the approved previously named depositories of school funds.

F. **Electrical Outlet Upgrades at Hillside Elementary School**

Whereas, The Closter Board of Education in the County of Bergen, NJ, desires to proceed with a school facilities project consisting generally of: Electrical Outlet Upgrades at Hillside Elementary School.

Whereas, the Board now seeks to take the initial steps in order to proceed with the project:

Now, therefore, be it resolved by the Closter Board of Education, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to such other things as are necessary to implement the determinations of the Board set forth in this resolution. The District is not seeking a Grant.

Section 4. This resolution shall take effect immediately.

G. **Electrical Outlet Upgrades at Tenakill Middle School**

Whereas, The Closter Board of Education in the County of Bergen, NJ, desires to proceed with a school facilities project consisting generally of: Electrical Outlet Upgrades at Tenakill Middle School.

Whereas, the Board now seeks to take the initial steps in order to proceed with the project:

Now, therefore, be it resolved by the Closter Board of Education, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to such other things as are necessary to implement the

determinations of the Board set forth in this resolution. The District is not seeking a Grant.

Section 4. This resolution shall take effect immediately

- H. Motion to approve, the **Resolution** authorizing the renewal of the participation in School Employees Health Benefits Program of the State of New Jersey, attached hereto as Appendix C.
- I. Motion to approve facilities use by Boro of Closter Town Planning Board of the Tenakill MS Auditorium plus a classroom if needed, for a public Committee Meeting with the community on Monday, February 11, 2019, 7:30-10:30 pm.
- J. Motion to approve facilities use by Closter PTO for After School Enrichment Program (ASEP) at Hillside ES, Mondays, Tuesdays and Wednesdays for 8 weeks, beginning Monday, January 28 through April 3, 2019, 3:20-4:20 pm; approximately 7 classrooms plus gym.
- K. Motion to approve facilities use by Closter PTO for After School Enrichment Program (ASEP) at Tenakill MS, Monday through Friday for 8 weeks, beginning Monday, February 4 through April 12, 2019, 3:20-4:20 pm; approximately 2 classrooms plus gym.

PERSONNEL AND MANAGEMENT COMMITTEE

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

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

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

- A. Motion to approve, the **Resolution** appointing Joanne Newberry as Interim Principal at Hillside Elementary School, attached hereto as Appendix D.
- B. Motion to approve, upon the recommendation of the Superintendent, the **Resolution** appointing Courtney Carmichael as Interim Assistant Principal at Hillside Elementary School, attached hereto as Appendix E.
- C. Motion to approve the **Resolution** for the **Agreement and Release** between the Closter Board of Education and the Estate of Alfred Baffa, attached hereto as Appendix F.
- D. Motion to approve a family leave of absence for Ms. Allison Bachmann, Gr. 2 teacher, anticipated effective leave date of February 25, 2019 with anticipated return to work date of June 10, 2019.

- E. Motion to approve, upon the recommendation of the Superintendent, Ms. Elizabeth Brown as a long-term substitute teacher for Ms. Allison Bachmann, Gr. 2, anticipated start date of February 11, 2019.
- F. Motion to approve, upon the recommendation of the Superintendent, a revision of hours for Ms. Tessa Viole, Kindergarten special education paraprofessional, from 5.9 hrs/day to 5.75, effective start date of February 1, 2019.
- G. Motion to approve Mr. Nick Shapiro, Gr. 3 teacher, as advisor for "KAP", Kids Against Pollution, as per Schedule F, Extracurricular Activity Positions and Stipends, for school year 2018-2019, with a stipend of \$437.00.
- H. Motion to approve the following substitute teachers for the 2018-2019 school year:

<u>Name</u>	<u>Certification</u>
DeBartolo, Leo	NJ Certification
Paler, Craig	NJ Substitute Certificate

- I. Motion to approve the Closter District Paraprofessionals for 2018-2019.
- J. Motion to approve, upon the recommendation of the Superintendent, Ms. Nancy Rodin as a Home Instructor for Gr. 8 student, for ten (10) hours per week at \$50/per hour, beginning January 28, 2019.

BOARD COMMITTEES

OLD/NEW BUSINESS

PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Ms. Lee (Stephanie) to open the meeting to public discussion.

There were no public comments.

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

CLOSED SESSION MOTION

Moved by Ms. Micera, seconded by Ms. Lee (Stephanie) 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 8:19 PM.

The Board reconvened from Closed Session at 9:00 PM.

ADJOURNMENT

Moved by Ms. Kwon, seconded by Ms. Lee (Stephanie) to adjourn the meeting at 9:02 PM.

Respectfully submitted,

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