

# CLOSTER BOARD OF EDUCATION

*Closter, New Jersey*

AGENDA

REGULAR MEETING

*Tenakill Middle School*

*January 3, 2024 - 7:30 PM*

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Call to order: \_\_\_\_\_ @ \_\_\_\_\_ P.M.

Roll Call:

Mr. Choi	_____
Ms. Fanelli	_____
Ms. Kwon	_____
Ms. Li	_____
Ms. Micera	_____
Ms. Wagner	_____
Ms. Yeoh	_____
Ms. Salamea-Cross	_____
Ms. Finkelstein	_____

**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**

**BOARD COMMITTEES**

**PUBLIC DISCUSSION ON AGENDA ITEMS**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ 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.*

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to resume the regular order of business.

**BOARD OPERATIONS**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Motions A and B.

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

YEAS:

NAYS:

**A. APPROVAL - Minutes**

Motion to approve the December 6, 2023, and December 11, 2023, 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) incident #TMS-2324-14 reported to the Board in Executive Session at the December 6, 2023, meeting.

**CURRICULUM AND INSTRUCTION COMMITTEE**

Chairperson: \_\_\_\_\_ ; Members: \_\_\_\_\_

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Motions A - C.

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

YEAS:

NAYS:

**A. APPROVAL - Staff Coursework**

Motion to approve the following courses for 2023-2024 as recommended to the Superintendent by the Principals:

Staff Member:	Maci DeCarlo
Course No./Title:	1) Issues and Techniques in Research and Evaluation II 2) Consultation in School Psychology 3) Child Assessment Intervention
Institution:	Fairleigh Dickinson University
Credits:	9 (3 credits each)

Staff Member: Brittany Steele  
Course No./Title: ED-5559 Reading & Literacy Practicum  
Institution: Capella University  
Credits: 6

**B. APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Member(s): Leeann Cameron  
Conference: Aide Support in IEPs - The Decision-Making Process Analyzed with the Intent of Maximizing Student Independence  
Location: Morris-Union Jointure Commission  
Date: 4/25/24  
Cost to Board: \$131.64 (includes transportation)

Staff Member(s): Eileen Kennedy  
Conference: NJTESOL/NJBE 2024 Spring Conference  
Location: Hyatt Regency, New Brunswick, NJ  
Date: 5/29/24  
Cost to Board: \$373.60 (includes transportation)

Staff Member(s): William Tantum, Keith McElroy, Alexandra Earle, Callie Stabile  
Conference: Leading Schoolwide SEL  
Location: On-Demand Webinar  
Date: Starting 1/15/24 (available for four weeks)  
Cost to Board: \$800.00 (\$250 x 4, minus \$200 discount)

Staff Member(s): Kristen Zanin  
Conference: Spring 2024 NJ District Test Coordinator Training  
Location: Birchwood Manor, Whippany, NJ  
Date: 1/23/24  
Cost to Board: \$0

Staff Member(s): Callie Stabile  
Conference: School Safety and Climate Team Training  
Location: Virtual  
Date: 1/11/24  
Cost to Board: \$0

Staff Member(s): Virginia McHale, Olivia Nikol and Callie Stabile  
Conference: School Behavioral Threat Assessment and Management Training  
Location: Virtual  
Date: 1/18/24  
Cost to Board: \$125 (For Olivia Nikol's substitute only)

Staff Member(s): Alexandra Earle  
Conference: BCSCA K-8 Meeting  
Location: Merrit Memorial School, Cresskill, NJ  
Date: 1/19/24  
Cost to Board: \$0

Staff Member(s): Sofia Capparelli  
Conference: NJAHPERD Shape NJ 2024  
Location: Princeton, NJ  
Date: 2/26/24 and 2/27/24  
Cost to Board: \$633.07 (includes mileage, hotel, meals & incidentals)

C. **APPROVAL - Field Trips**

Motion to approve the following field trips:

School: Hillside Elementary  
Group: Grade 1  
Month: May 2024  
Destination: Turtleback Zoo  
Location: West Orange, NJ

**FINANCE AND PHYSICAL PLANT COMMITTEE**

*Chairperson:* ; *Members:*

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Motions A - J.

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

YEAS:

NAYS:

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 A attached:

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

B. **APPROVAL - Payment of Bills**

Motion to approve the payment of bills from December 7, 2023 to December 20, 2023, in the amount of:

General Fund (Fund 10)	\$ 2,130,290.60
Special Revenue (Fund 20)	\$ 14,605.57
Capital Projects (Fund 30)	\$ 31,388.01
Enterprise (Milk – Fund 60)	\$ 79.75
NJ Department of Labor & Workforce	\$ 3,237.00
Total	\$ 2,179,600.93

C. **APPROVAL - Withdrawal from Capital Reserve**

WHEREAS, the Closter Board of Education recognizes the need for additional funds to cover the increased cost and any unforeseen expenses associated with the installation of modular classrooms at Hillside Elementary School and

WHEREAS, the Board acknowledges the availability of funds in the District's Capital Reserve fund; and

WHEREAS, an additional \$385,000 is required to address the aforementioned costs;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Closter Board of Education hereby approves the withdrawal of an additional \$385,000 from the District's Capital Reserve fund to cover the extra costs associated with the installation of modular classrooms at Hillside Elementary School. Any unused portion of the allocated funds shall be returned to the Capital Reserve fund upon project completion.

BE IT FURTHER RESOLVED THAT this resolution shall take effect immediately upon adoption.

D. **APPROVAL - Approval of Contract with Mobilease Modular Space, Inc.**

WHEREAS, the Closter Board of Education acknowledges the need for the installation of a modular building at Hillside Elementary School to address facility requirements;

WHEREAS, the proposed project includes site clearing, electrical, plumbing, connecting corridor, and interior work, with a total estimated cost of \$1,619,650.00;

WHEREAS, the Board recognizes the necessity of utilizing external services for this project and has identified Mobilease Modular Space, Inc. as a suitable contractor;

WHEREAS, the Board has determined that the most advantageous means of procuring these goods and services is through the ESCNJ Contract ESCNJ 20/21-43, which offers competitive pricing through a cooperative purchasing system or joint purchasing system;

WHEREAS, the Capital Reserve Fund has been identified as the funding source for the total project cost of \$1,619,650;

WHEREAS, the Board of Education deems it in the best interest of the district to exempt this contract from public bidding in accordance with applicable laws, utilizing the cooperative pricing system or joint purchasing system;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Closter Board of Education hereby approves the award of a contract to Mobilease Modular Space, Inc. for the installation of a modular building at Hillside Elementary School.
2. The total amount of the contract is \$1,619,650, and the funding for this project shall be sourced from the Capital Reserve Fund.
3. The Ed Services Commission of NJ Contract ESCNJ 20/21-43 shall be utilized to procure goods and services from Mobilease Modular Space, Inc.
4. The scope of work includes site clearing, electrical, plumbing, connecting corridors, and interior work as outlined in the proposal.
5. The award of this contract is exempt from public bidding in accordance with applicable laws, with the utilization of the cooperative pricing system or joint purchasing system.

BE IT FURTHER RESOLVED THAT the Board President and the School Business Administrator are authorized to execute all necessary documents and take any further actions necessary to effectuate the award of this contract.

E. **APPROVAL - Purchase of 42 Macbook Air**

Motion to approve the purchase of 42 Macbook Air from Apple Inc., in the amount of \$73,366.00, through the Ed Services Commission of Morris - Apple Contract #1670625 / Ed-Data Services Bid #12158. These devices are replacements for teacher laptops.

F. **APPROVAL - Purchase of Epson Laser Projector**

Motion to approve the purchase and installation of an Epson Laser Projector for the Tenakill Middle School auditorium, in the amount of \$16,043.00, through the Ed-Data Services Bid #12297.

G. **APPROVAL - Pre-School Tuition Rates**

Motion to approve the following tuition rates for the 2024-2025 school year:

Preschool Full Day Program	\$11,920.00
PSD Voluntary Half-Day Extension	\$ 8,950.00

- H. **APPROVAL - Investment to a Certificate of Deposit Account**  
 Motion to approve the investment of \$4,500,000 of the Board of Education’s Capital Projects Fund into a renewable month-to-month certificate of deposit (CD) with Capital One Bank at an initial interest rate of 4.50%.
- I. **APPROVAL - Disposal of Black Cabinet**  
 Motion to approve the disposal of a broken black cabinet from Hillside Elementary School, tag #10023.
- J. **APPROVAL - Paraprofessional to continue with Student ID #2948044104**  
 Motion to approve the continuation of a paraprofessional from January 1, 2024, through June 30, 2024, for Student #2948044104 in the amount of \$28,010.82, per the student’s IEP.

**PERSONNEL AND MANAGEMENT COMMITTEE**

Chairperson: \_\_\_\_\_ ; Members: \_\_\_\_\_

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Motions A - D.

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

YEAS:

NAYS:

- A. **APPROVAL - Leave of Absence for Ellen Norton**  
 Motion to approve a leave of absence for Ellen Norton, Tenakill School Grade 5 Teacher, as follows:
- Paid sick leave from April 22, 2024, through April 29, 2024, and
  - An FMLA and NJFLA child bonding leave from April 30, 2024, through June 18, 2024, with an anticipated return to work on September 1, 2024.
- B. **APPROVAL - Discretionary Leave of Absence for Noelle Carter**  
 Motion to approve a discretionary leave of absence for Noelle Carter, Hillside School Basic Skills Teacher, from January 15, 2024, through June 30, 2024, with an anticipated return to work on September 1, 2024.
- C. **APPROVAL - Retirement of Jodi Sunshine**  
 Motion to accept the retirement of Jodi Sunshine, Tenakill School Gifted and Talented Teacher, effective December 31, 2023.
- D. **APPROVAL - Substitute Teachers**  
 Motion to approve the following substitute teacher for the 2023-2024 School Year:
- | <b><u>Name</u></b> | <b><u>Certification</u></b> |
|--------------------|-----------------------------|
| Ciara Leddy        | NJ Substitute Certification |

**POLICY COMMITTEE**

Chairperson: \_\_\_\_\_ ; Members: \_\_\_\_\_

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Motion A.

Motion was \_\_\_\_\_ by a roll call vote of the Board as follows:

YEAS:

NAYS:

- A. **APPROVAL - Second Reading of Revised Policy #8500 - Food Service**  
Motion to approve the second reading of revised Policy #8500 - Food Service.

**OLD/NEW BUSINESS**

**PUBLIC DISCUSSION**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to open the meeting to public discussion.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to close the meeting to public discussion.



**CLOSED SESSION MOTION (If required)**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following Closed Session Motion. Motion was \_\_\_\_\_ by a voice vote of the Board:

YEAS:

NAYS:

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

**HIB  
Personnel Matter  
Legal 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 \_\_\_\_\_ PM.

The Board reconvened from Closed Session at \_\_\_\_\_ PM.

**ADJOURNMENT**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_ PM.