

7/26/2018

CLOSTER BOARD OF EDUCATION
Closter, New Jersey

MINUTES
REGULAR MEETING
Tenakill Middle School
July 26, 2018
7:30 PM

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

The following Board members were present:

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

The following Board members were absent:

Mr. Kleinman, Ms. Micera

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

REPORTS

- Curriculum Revisions
- Staffing

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- Equity Plan
- Professional Development Plan
- Mentoring Plan
- Security Notification System

CORRESPONDENCE

Letter received June 8, 2018 from Mr. Francisco Boche, Closter district Custodian

MINUTES

Moved by Ms. Lee (Stephanie), seconded by Ms. Kwon to approve the following minutes. Motion was unanimously approved by voice vote of the Board:
June 4, 2018 Regular Meeting; June 4, 2018 Executive Session

PUBLIC DISCUSSION

Moved by Ms. Lee (Sung Min) , seconded by Ms. Finkelstein to open the meeting to the public discussion at 7:56 PM.

- Question about replacing fobs by phones for security
- Question about bullet proof windows

Moved by Ms. Lee (Stephanie), seconded by Mr. Linn to resume the regular order of business at 7:59 PM.

CURRICULUM AND INSTRUCTION COMMITTEE

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

Moved by Ms. Lee (Stephanie), seconded by Mr. Linn to approve Motions A-J. 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. Kothari, Ms. Kwon, Mr. Lambert

NAYS: none

A. Motion to approve the following courses for 2017-2018 as recommended to the Superintendent by the Principals:

Staff Member: William Potkulski
Course No./Title: EDIN-542-386 Assessment Techniques: Assessing for Student Learning
Institution: TCNJ - RTC
Credits: 3 graduate

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

Staff Member: William Potkulski
Course No./Title: EDIN-539-223 Creating Health & Balance in Today's Classroom
Institution: TCNJ - RTC
Credits: 3 graduate

Staff Member: Andrea Watkins
Course No./Title: EDUC 6641-92 Orton-Gillingham for Resource Center Teaching
Institution: Fairleigh Dickinson University
Credits: 1 graduate

Staff Member: Anne Haarmann
Course No./Title: PRDV 71328 Teaching Immigration Past and Present: Building Curriculum with Primary Sources
Institution: Framingham State University with Norman B. Levanthal Map and Education Center
Credits: 1 graduate

Staff Member: Kathy Lee
Course No./Title: 90(12812) - Introduction to ESL/Elementary Methods
Institution: Rutgers University/Graduate School of Education
Credits: 3 graduate

Staff Member: Karen Caruso
Course No./Title: SPED 6430 Curriculum Design For All Learners
Institution: William Paterson University
Credits: 3 graduate

Staff Member: Francesca Rivellini
Course No./Title: SPED 5420 Foundations of Learning Disabilities
Institution: William Paterson University
Credits: 3 graduate

Staff Member: Francesca Rivellini
Course No./Title: SPED 6210 Physiological Basis of Learning Disabilities
Institution: William Paterson University

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Credits: 3 graduate

Staff Member: Francesca Rivellini
Course No./Title: SPED 6250 Collaboration Theory
Institution: William Paterson University
Credits: 3 graduate

Staff Member: Kate Maher
Course No./Title: SPED 5420 Foundations of Learning Disabilities
Institution: William Paterson University
Credits: 3 graduate

C. Motion to approve the following field trips:

School: Tenakill Middle School
Group: Gr. 5
Date: October 2018
Destination: Buehler Challenger & Science Center
Location: Paramus, New Jersey

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

<u>Student #</u>	<u>Placement</u>	<u>Tuition</u>
8583886300	BCSS-HIP Union St	\$82,160.00
1870405114	BCSS-Bleshman	\$80,720.00
6468903952	Shepard School	\$65,135.40
7827469181	New Bridge Center	\$73,334.00
6991722874	CTC-Fairlawn	\$88,580.00
9597653741	CTC-Fairlawn	\$88,580.00
1595602128	CTC-Fairlawn	\$88,580.00
9766852016	The Newmark School	\$58,372.67
9206382581	NVRHS-TIP	\$46,227.00
2071528218	NVRHS-TIP	\$46,227.00
9849470484	NVRHS-Valley Program	\$75,019.00
1827484080	NVRHS-Valley Program	\$75,019.00
5323815997	NVRHS-Valley Program	\$75,019.00
7246698990	NVRHS-Valley Program	\$75,019.00
8860616163	NVRHS-Valley Program	\$75,019.00
1690925754	NVRHS-Valley Program	\$75,019.00
4780672334	Region III-ESY	\$ 960.00
8420806703	Region III-ESY	\$ 960.00

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3962188434	Region III-ESY	\$ 960.00
5174686117	Region III-ESY	\$ 960.00
5656192316	Region III-ESY	\$ 960.00
3638997421	Region III-ESY	\$ 960.00

- E. Motion to approve contracts with the State of New Jersey, Department of Human Services, Commission for the Blind and Visually Impaired for students ID#9597653741 and ID#1595602128, in accordance with their IEP, in the amount of \$1,900 each for the 2018-19 school year.
- F. Motion to approve contract with Bergen County Special Services (BCSS), Teacher of the Deaf/Audiological Services for students ID#2377584260 and ID#4491998149, in accordance with their IEP, in the amount of \$13,200 each for the 2018-19 school year.
- G. Motion to approve New Jersey Child Assault Prevention 2018-2019 Grant Application for K-8 CAP Bullying Prevention Program.
- H. Motion to approve New Jersey Child Assault Prevention 2018-2019 Grant Application for Elementary, Teen and Special Needs.
- I. Motion to approve the Mentoring Plan and Statement of Assurance for 2018-2019 school year.
- J. Motion to approve the District Professional Development Plan (PDP) for 2018-2019 school year.

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

Moved by Ms. Kwon, seconded by Mr. Linn to approve Motions A-R.

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. 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 May 2018.
 - b. Board of Education's Monthly Certification of Budgetary Major Account /Fund status for May 2018 .

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- c. Transfer of funds for May 2018 as per Appendix A attached.
- B. 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 (Preliminary) Reports for June 2018.
 - b. Board of Education's Monthly Certification of Budgetary Major Account /Fund status for June 2018.
 - c. Transfer of funds (preliminary) for June 2018 as per Appendix B attached.

C. Motion to approve payment of bills as of June 30, 2018 in the amount of:

General Fund (Fund 10)	\$2,051,202.89
Special Revenue (Fund 20)	\$ 10,830.70
Enterprise (Milk – Fund 60)	\$ 1,045.81
PTO	\$ 1,330.97
TOTAL	\$2,064,410.37

D. Motion to approve payment of bills as of July 25, 2018 in the amount of:

General Fund (Fund 10)	\$ 988,323.06
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E. Motion to approve the following staff conferences:

Staff Member/s: Silvia Jost
Conference: NSTA 7th annual STEM Forum and EXPO
Location: Philadelphia, PA
Date: July 11-13, 2018
Cost to Board: Registration fees \$205; transportation \$33.48
TOTAL: \$238.48

Staff Member/s: Regina Pesce
Conference: Respecting Young Children's Language Difficulties
Location: Fairleigh Dickinson University, Teaneck, New Jersey
Date: July 19, 2018
Cost to Board: Registration fees \$75.00

Staff Member/s: Regina Pesce
Conference: Orton Gillingham: Moving the Upper Level Student Forward
Location: Fairleigh Dickinson University, Teaneck, New Jersey
Date: July 26, 2018

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Cost to Board: Registration fees \$75.00

Staff Member/s: Ralph Chappell
Conference: Designated Person Upgrade
Location: Naeti -- Mine Hill, New Jersey
Date: August 15, 2018
Cost to Board: Registration fees \$250; transportation \$21.44
TOTAL: \$271.44

Staff Member/s: Andrea Watkins
Conference: NJIDA: Demystifying Dyslexia
Location: Somerset, New Jersey
Date: September 21, 2018
Cost to Board: Registration fees \$195

Staff Member/s: Alfred Baffa
Conference: NJPSA/ASCD Fall Conference
Location: Long Branch, New Jersey
Date: October 18 & 19, 2018
Cost to Board: Registration fees \$292; transportation \$22.32
TOTAL: \$314.32

- F. Motion to approve tuition contracts for received students as outlined below for 2018-2019 school year:

Student # (NJSMART)	Source	Program	Tuition
T/B/D	Demarest	ESY-Pre-K	\$ 1,696.00
2941066759	Old Tappan	LLD-Gr. 3	\$26,557.00

- G. Motion to approve the district's participation in the PEPPM Technology Cooperative bid program for the 2018-19 school year.
- H. Motion to affirm the award of a contract by the Interim Business Administrator in accordance with the authority approved by the Board at the June 4, 2018 meeting, to Eastern Datacomm for replacement of the district's security system in the amount of \$129,853.86, said award in accordance with the bid award through the Educational Services Commission of New Jersey and the PEPPM Technology cooperative program bid. Unit pricing for additional item, including Lock Down Stoppers and Strobe/Horn units, as submitted as a part of Eastern Datacomm's proposal are also approved upon authorization of the

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Superintendent and providing the availability of sufficient funds.

- I. Motion to approve the application and award of funds for the following federal grant programs:

IDEA Basic	\$237,063
IDEA PreSchool	\$ 11,029
ESSA	
Title I	\$100,779

ESSA - participation through the Regional Consortium	
Title II	\$ 20,776
Title III	\$ 17,193
Title III Immigrant	\$ 5,574
Title IV	\$ 10,000

- J. Motion to establish the fees for the Use of Facilities for the 2018-2019 fiscal year:

\$85.00 per room/day
\$40.00 per hour for custodians (\$53.00 per hour on Sunday or
Holidays)

- K. Motion to affirm the award of a contract by the Interim Business Administrator in accordance with the authority approved by the Board at the June 4, 2018 meeting, to A. Macchione Brothers, Inc., the lowest responsive quote, for repairs and sealcoat to areas at Hillside Elementary School, in the amount of \$23,375.25. Copies of the quotes will be shall be on file in the Business Office.
- L. Motion to award a contract to J&B lock and Alarm, the lowest responsive quote for the purchase and installation of security cameras for each of the district schools, including the monitoring equipment, in the total amount of 18,043; and further, authorize the Superintendent to expand said camera system based on the unit cost included in the quote, as may be required and as funds are available. Copies of the quotes will be kept on file in the Business Office.
- M. Motion to confirm awarding of contracts for 2018-2019 as a result of the annual bidding conducted by Educational Data Services Inc. The amount awarded represents Closter's share of the total award amount for all of the districts participating in the cooperative bidding.

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<u>CATEGORY</u>	<u>AMOUNT</u>
General Classroom Supplies	\$ 30,571.13
Copy Paper	\$ 3,325.10
Custodial Supplies	\$ 221.02
Elementary Science Supplies	\$ 254.36
Fine Art Supplies	\$ 13,429.35
Health & Trainer Supplies	\$ 3,465.79
Science Supplies	\$ 1,075.63
Library Supplies	\$ 678.01
Athletic Supplies	\$ 715.94
Office/Computer Supplies	\$ 1,065.81
Physical Education Supplies	\$ 3,105.64
Special Needs	\$ 357.01
Teaching Aids	\$ 1,010.97
World Languages	\$ 348.10
TOTAL:	\$ 59,623.86

- N. Motion to approve the appropriation of \$40,465 from Capital Reserve for the replacement of a portion of sidewalk at Hillside Elementary School, said project having been included as a part of the district's Long Range Facility Plan on file in the Department of Education, Office of School Facilities.
- O. Motion to approve the award of a contract to JDI Construction LLC, the lowest responsive quote, for the replacement of a portion of sidewalk at the Hillside Elementary School, in the amount of \$35,665, and further approve the inclusion of the engineering fee of \$4,800 to Boswell Engineering that was previously approved by the Board on May 9, 2018 in the accounting for this project. Copies of the quotes shall be on file in the Business Office.
- P. Motion to accept with appreciation the gifts from Closter PTO to Hillside Elementary School and Tenakill Middle School for the 2018-2019 school year, in the amount of \$67,500 to each school.
- Q. Motion to approve the purchase of Woodcarpet (Mulch) and GeoFabric, in accordance with the award of bid through New Jersey State Contract #16-FLEET-00135, from Ben Shaffer Recreation, Inc., for Hillside Elementary School playgrounds, in the amount of \$8,691.03.
- R. Motion to approve facilities use by Chabad Shul of Closter for the use of Tenakill Middle School auditorium and one classroom during High Holiday Services; schedule as follows:

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September 10, 2018 - Rosh Hashanah (school closed) - 8 am - 3 pm

September 18, 2018 - Eve of Yom Kippur - 5 pm - 8 pm

September 19, 2018 - Yom Kippur (school closed) 9 am - 9 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-Q.

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. Kothari, Ms. Kwon, Mr. Lambert

NAYS: none

- A. Motion to approve, upon recommendation of the Superintendent, Lori Scalera and Eileen Kennedy as MSR teachers for the Closter Multi-Sensory Reading Program beginning July 5, 2018 through July 31, 2018, (15) days (Mon.-Thurs.), 8 am - 12 pm, at a rate of \$50.00/hr per teacher.
- B. Motion to approve, upon recommendation of the Superintendent, Gila Rachlin for Closter Pre-K Summer Program speech evaluations for (3) days, not to exceed 6 hours/per day, at their contractual daily rate, according to CEA contract in effect for 2018-2019.
- C. Motion to approve, upon recommendation of the Superintendent, Janet Felice, Joan Romo and Sara Kim, Child Study Team members, for summer work not to exceed 5 days each, and not to exceed 6 hours/per day each at their contractual daily rate, according to CEA contract in effect for 2018-2019.
- D. Motion to approve, upon recommendation of the Superintendent, Vicki Aponte-Solomon as paraprofessional for Closter Pre-K Summer Program, July 5-July 31, 2018 (19 days), for 3.5 hrs/day at a rate of \$20.21/hour.
- E. Motion to approve, with regret, the retirement of Francisco Boche, district custodian, effective September 1, 2018.
- F. Motion to approve, upon the recommendation of the Superintendent, a change of assignment for Ms. Kerry Sidrow, presently Tenakill MS. Gr. 5 teacher, to Gr. 4 teacher, Hillside Elementary School for school year 2018-2019.

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- G. Motion to approve, upon the recommendation of the Superintendent, the continuation of assignment for Regina Pesce, Hillside Plus Program Teacher for school year 2018-2019.
- H. Motion, upon the recommendation of the Superintendent, to amend the appointment of Allison Esposito, to be a non-tenured Grade 1 teacher at MA Step 3, for the 2018-2019 school year, at a salary of \$62,874.00.
- I. Motion to approve, upon the recommendation of the Superintendent, a change of assignment for Ellen Monaghan, presently Tenakill Gr. 6 Science teacher to Tenakill Basic Skills Instruction-Math for school year 2018-2019.
- J. Motion to approve, upon the recommendation of the Superintendent, a change of assignment for Amy Kenny-Whritenour from Gr. 8 Science teacher to Tenakill STEM teacher for school year 2018-2019.
- K. Motion to approve, upon the recommendation of the Superintendent, that the Board approve the appointment and salaries of the following new staff for 2018-2019 school year (pending NJDOE Criminal History Review approval):

<u>Name</u>	<u>Position</u>	<u>Time</u>	<u>Guide</u>	<u>Step</u>	<u>Salary</u>
Taylor Huffman-Crawford	TMS- Special Ed.	1.0	BA	1	\$50,844

- L. Motion to amend the salary for Alexandra Earle, Tenakill guidance counselor to include the summer stipend of \$1,484 for a salary of \$60,858.00 for school year 2018-2019.
- M. Motion to approve the payment of the \$100.00 Black Seal stipend to Maintenance employee William Grippo and Custodian employee Gene Smith in accordance with the collective bargaining agreement, effective for both the 2017-18 and 2018-19 school years.
- N. Motion to approve, upon the recommendation of the Superintendent, Substitute Teachers and Substitute Nurses for the 2018-2019 school year, attached hereto as Appendix C.
- O. Motion to approve , upon the recommendation of the Superintendent, the appointment of Paraprofessionals for the 2018-2019 school year, attached hereto as Appendix D.

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P. Motion to approve second reading and adoption of the following Closter Board of Education policies:

4111 Recruitment, Selection and Hiring
4211 Recruitment, Selection and Hiring

Q. Motion to approve the Comprehensive Equity Plan and Annual Statement of Assurance for school year 2018-2019.

BOARD COMMITTEES

The President thanked the ad hoc Security Committee for their time and effort.

OLD/NEW BUSINESS

- State Aid - Budget Amendment: Action required

Moved by Ms. Kwon, seconded by Mr. Linn to approve the following Resolution.

Resolution 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. Kothari, Ms. Kwon, Mr. Lambert

NAYS: none

RESOLUTION TO AMEND THE 2018-2019 BUDGET (7/26/2018)

RESOLVED, that the Closter Board of Education upon notification of additional State Aid, hereby approves the following amendments to the General Fund of the 2018-2019 budget, and authorizes the Interim Business Administrator to notify the Municipal Clerk of this action, and to submit any required documentation of the changes to the New Jersey Department of Education.

	<u>Adopted</u>	<u>Adjustment</u>	<u>Revised</u>
REVENUE (General Fund)			
State Aide	\$ 539,783	\$ 153,899	\$ 693,682
TOTAL REVENUE (General Fund)	\$ 20,555,768	\$ 153,899	\$ 20,709,667
TOTAL REVENUE (All Funds)	\$ 21,125,691	\$ 153,899	\$ 21,279,590
APPROPRIATIONS			
11-000-261-420 Maintenance	\$ 100,000	\$ 153,899	\$ 253,899
11-000-261-xxx Total Maintenance	\$ 350,850	\$ 153,899	\$ 504,749
TOTAL APPROPRIATIONS (General Fund)	\$ 20,555,768	\$ 153,899	\$ 20,709,667
TOTAL APPROPRIATIONS (All Funds)	\$ 21,125,691	\$ 153,899	\$ 21,279,590

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2018-2019 TAX LEVY:

General Fund	\$ 19,060,135	\$ 19,060,135
Debt Service	\$ 318,422	\$ 318,422
TOTAL	\$ 19,378,557	\$ 19,378,557

PUBLIC DISCUSSION

Moved by Ms. Finkelstein, seconded by Ms. Kwon to open the meeting to public discussion at 8:28 PM.

A staff member inquired about plans for air-conditioning.

Moved by Ms. Lee (Stephanie), seconded by Ms. Linn to close the meeting to public discussion at 8:30 PM.

CLOSED SESSION MOTION

Moved by Ms. Finkelstein, seconded by Ms. Lee (Sung Min) to approve the following Closed Session Motion. Motion was unanimously 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 and Security

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 8:31 PM.

The Board reconvened from Closed Session at 8:57 PM.

PERSONNEL AND MANAGEMENT COMMITTEE

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

Moved by Ms. Kwon, seconded by Mr. Linn to approve Motion R. 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. Kothari, Ms. Kwon, Mr. Lambert

NAYS: none

R. Motion to approve, upon the recommendation of the Superintendent, amendments to the salaries approved at the June 4, 2018 Regular Meeting for the 2018-2019 school year as follows:

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Alfred Baffa, Principal (Hillside Elementary)	\$173,807
Cheryl Keast, Assistant to Board Office	\$2,000 stipend for Substitute Coordination

ADJOURNMENT

Moved by Ms. Lee (Sung Min), seconded by Ms. Kwon to adjourn the meeting at 8:59 PM.

Respectfully submitted,

Michael J. Donow,
Interim Business Administrator/Board Secretary