

CLOSTER BOARD OF EDUCATION
Closter, New Jersey

MINUTES
WORK SESSION
Tenakill Middle School
March 14, 2019
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. Bhagat,
Ms. Micera, Ms. Kothari, Ms. Kwon, Mr. Lambert

The following Board member was absent:

Ms. Lee (Sung Min)

Also present: Ms. Newberry, Mr. Villanueva, Jr

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

- Hillside Principal -- Interviews are nearly finished - second round to follow
- 2019-2020 School Calendars
- Tenakill Science Olympiad - awarded Second and Fourth places
- Kindergarten Orientation

- Transgender Committee Meeting
- Anti-Defamation League on Bias and Discrimination - Excellent presentation to Grade 6

PRELIMINARY BUDGET PRESENTATION

Mr. Villanueva, the School Business Administrator provided a presentation of the SY 2019-2020 preliminary budget as recommended by the Finance Committee.

- The current expense and capital outlay budget is \$21,518,128
- The tax levy to support the current expense is \$19,878,929 representing an increase of 4.30%
- The budget includes a health care cost adjustment of \$22,119, enrollment adjustment of \$177,980 and the use of banked cap in the amount of \$233,933
- A banked cap in the amount of \$304,614 is available for use in SY 2020-2021
- The preliminary budget maintains current levels of staffing, with a significant increase on budgeted Special Education out of district placement.
- Various capital projects are identified and included in this budget.
- Health benefits are increased by 10% for the second half of the year, dental premiums at 0% increase and general insurance increased by 5%
- All other areas of the budget remain at current levels of funding.

The budget is submitted to the County for review and approval prior to advertising. The public hearing and adoption of the SY 19-20 budget are scheduled for the May 2, 2019 meeting.

Mr. Villanueva thanked the Board's Finance Committee, Ms. Newberry, Administrators and Supervisors for their work.

CORRESPONDENCE

March 10, 2019 email received from Patricia Rotile, Tenakill MS Special Ed. Paraprofessional

MINUTES

Moved by Ms. Micera, seconded by Ms. Kothari to approve the following minutes. Motion was unanimously approved by voice vote of the Board:
February 28, 2019 Regular Meeting; February 28, 2019 Executive Session;
March 4, 2019 Special Workshop Meeting; March 12, 2019 Special Workshop Meeting

PUBLIC DISCUSSION

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

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. Bhagat, seconded by Mr. Linn to approve Motions A - C.

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

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

NAYS: none

Motion C was approved by a roll call vote of the Board as follows:

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

NAYS: Ms. Bhagat

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

Staff Member: Jamie Marotti
Course No./Title: EDUC 713J Motivating Students Who Don't Care
Institution: University of LaVerne
Credits: 3 graduate

Staff Member: Jamie Marotti
Course No./Title: EDUC 713O Building Classroom Discipline
Institution: University of LaVerne
Credits: 3 graduate

B. Motion to approve the following staff conferences:

Staff Member/s: Vince Salvati
Conference: SYSAdmin Meeting
Location: UBS office, Fairfield, NJ
Date: April 5, 2019; May 3, 2019; June 7, 2019; PM's only
Cost to Board: Transportation \$47.43 (total 3 trips)

Staff Member/s: Vince Salvati
Conference: NJASTO Meeting
Location: TBD
Date: April 10, 2019; June 5, 2019; AM's only
Cost to Board: -0-

Staff Member/s: Margaret Churchill
 Conference: NJTESOL/NJBE Annual Conference
 Location: New Brunswick, NJ
 Cost to Board: Substitutes (3) @\$90 = \$270
 Date: May 29, 30 & 31, 2019

Staff Member/s: Alexandra Earle
 Conference: Bergen County School Counselor Assoc. K-8 Qtrly. Meeting
 Location: Hackensack, NJ
 Date: June 7, 2019, AM only
 Cost to Board: -0-

- C. Motion to approve Closter Public Schools Student Calendar **Draft A** for school year 2019-2020.

FINANCE AND PHYSICAL PLANT COMMITTEE

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

Moved by Ms. Kothari, seconded by Mr. Linn to approve Motions A-G. Motions were approved by a roll call vote of the Board as follows:

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

- A. Motion to approve payment of bills from 3/1/2019 to 3/14/2019 in the amount of:

General Fund (Fund 10)	\$1,368,747.88
Special Revenue (Fund 20)	\$ 3,834.00
Debt Services (Fund 40)	\$ 299,211.25
Enterprise (Milk – Fund 60)	\$ 675.84
TOTAL	\$ 1,672,468.97

B. APPROVAL OF THE PRELIMINARY BUDGET FOR THE 2019-2020 SY

BE IT RESOLVED, that the Closter Board of Education, County of Bergen, approves the preliminary 2019-2020 school year budget as follows:

	<i>Budget</i>	<i>Local Tax Levy</i>
General Current Expense (Fund 11)	\$ 21,294,857	\$ 19,878,929
Capital Outlay (Fund 12)	\$ 223,271	

GENERAL FUND TOTAL	\$ 21,518,128	\$ 19,878,929
Special Revenue Fund (Fund 20)	\$ 279,095	\$ 0
Debt Service Fund (Fund 40)	\$ 306,843	\$ 306,843
Total Base Budget	\$ 22,104,066	\$ 20,185,772

And

Be it Further Resolved that the General Fund tax levy of **\$19,878,929** is approved to support Current General Expense that includes an automatic Adjustment for Health Care Costs in the amount of **\$ 22,119** to offset the increase in health care cost, **\$ 177,980** for Enrollment Adjustment and the use of **\$ 233,933** Banked Cap.

And

BE IT FURTHER RESOLVED that the Closter Board of Education accepts the State School Aid for the 2019-20 school year as follows:

Transportation Aid	\$ 93,632
Special Education Aid	\$ 592,766
Security Aid	\$ 91,347
Less: SDA Assessment	\$ -14,941
Total Aid	\$ 762,804

And

BE IT FURTHER RESOLVED that the Closter Board of Education withdraws from the Board of Education's approved Capital Reserve Account in the amount of \$185,000 to fund Other Capital Projects:

Hillside Elementary School

- Heating Upgrade for Airedale Units - \$25,000

Tenakill Middle School

- Heating Upgrade for Airedale Units - \$20,000
- Sidewalk Repair -- Harrington Avenue - \$40,000
- Replacement of Auditorium Doors - \$25,000
- Milling and Paving of TMS East Side Parking Area - \$30,000

- Abatement and Replacement of Flooring in Old Wing Corridor - \$45,000

C. **APPROVAL OF THE 2019-20 PRELIMINARY BUDGET - HEALTH CARE COST ADJUSTMENT WAIVER**

BE IT RESOLVED that the Closter Board of Education approves the use of the health care cost waiver permitting the tax levy to increase above 2% in the amount of \$22,119. The additional tax levy will be used to support the rising costs of health benefits for all district staff.

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is authorized to submit the preliminary budget with the inclusion of the health care adjustment as noted above.

D. **APPROVAL OF THE 2019-20 PRELIMINARY BUDGET – ENROLLMENT ADJUSTMENT**

BE IT RESOLVED that the Closter Board of Education approves the use of the enrollment adjustment permitting the tax levy to increase above 2% in the amount of \$177,980.

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is authorized to submit the preliminary budget with the inclusion of the enrollment adjustment as noted above.

E. **APPROVAL OF THE 2019-20 PRELIMINARY BUDGET – USE OF BANKED CAP**

BE IT RESOLVED that the Closter Board of Education approves the use of banked cap adjustment permitting the tax levy to increase above 2% in the amount of \$233,933. The banked cap is to help support the following costs: \$125,038 for hardware and installation of wireless system, installation of layer three switches for WAN connectivity, hardware for caching servers, and hardware and installation of UPS battery backups for networking closets; and \$108,895 for new iPads, Macbooks and SmartBoards for Hillside Elementary School and Tenakill Middle School. The implementation of these programs will be completed by the end of the budget year and will not be deferred or incrementally completed over a longer period of time.

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is authorized to submit the preliminary budget with the inclusion of the use of banked cap as noted above.

F. **APPROVAL OF MAXIMUM TRAVEL EXPENDITURES FOR THE 2019-2020 SCHOOL YEAR**

WHEREAS, pursuant to N.J.S.A. 18A:11-12, in each pre-budget year, the Closter Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and

WHEREAS, the Closter Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by state and local funds; and

WHEREAS, the Closter Board of Education had previously established a maximum amount for the pre-budget year 2018-2019 as \$25,000.00

WHEREAS, the Closter Board of Education has expended \$ 7,912.71 of the maximum amount for the pre-budget year to date; and

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Closter Board of Education hereby establishes the maximum travel expenditure amount of the 2019-20 school year as \$25,000.00.

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary is authorized to track and record these costs to ensure that the maximum amount is not exceeded.

- G. Motion to approve the purchase of Proprietary Apple Devices in the amount of \$50,024.95 per Appendix A.

PERSONNEL AND MANAGEMENT COMMITTEE

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

Moved by Ms. Finkelstein, 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), Mr. Linn, Ms. Finkelstein, Ms. Bhagat,
Ms. Micera, Ms. Kothari, Ms. Kwon, Ms. Lambert

NAYS: none

- A. Motion to approve a family leave of absence for Ms. Min Jeong Kim, Gr. 8 teacher, anticipated effective leave date beginning April 22, 2019 through June 30, 2019.

- B. Motion to approve, upon the recommendation of the Superintendent, Mr. Craig Paler as long-term substitute teacher for Ms. Min Jeong Kim, Gr. 8, anticipated start date of April 5, 2019.
- C. Motion to approve, upon the recommendation of the Superintendent, an increase in hours and change of assignment for Ms. Elaine Schiffman, Pre-K special education paraprofessional to Hillside office paraprofessional, from 4 hrs/day to 5.75, effective start date of March 11, 2019.
- D. Motion to approve, upon the recommendation of the Superintendent, a change of assignment for Ms. Shannon Hone, Hillside office paraprofessional to Pre-K special education paraprofessional, 5.75 hrs/day, effective start date of March 11, 2019.
- E. Motion to approve 1.0 additional hour daily for Alice Velella, Hillside Special Ed. paraprofessional, for Harrington Park student, which time is to be reimbursed by Harrington Park BOE, effective March 15, 2019.
- F. Motion to approve, upon the recommendation of the Superintendent, a decrease in hours for Ms. Tatiana Ruiz, Hillside Pre-K para, from 4.5 hrs/day to 3.5 hrs./day, effective March 18, 2019.
- G. Motion to approve, upon the recommendation of the Superintendent, an increase in hours for Ms. Diana Strauss, Hillside Special Ed. paraprofessional, from 3.5 hrs/day to 4.5 hrs./day, effective March 18, 2019.
- H. Motion to approve, with regret, the resignation of Ms. Patricia Rotile, effective March 11, 2019.
- I. Motion to approve NVRHS-Demarest Senior Service assignments at Hillside ES (approximately 11 students) and Tenakill MS (approximately 17) from May 21 through June 19, 2019. Student names and assignments are on file in the Board office.
- J. Motion to approve the following substitute teachers for the 2018-2019 school year:

<u>Name</u>	<u>Certification</u>
Jessica Roth	New Jersey Certification

BOARD COMMITTEES

OLD/NEW BUSINESS

PUBLIC DISCUSSION

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

There were no public comments.

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

CLOSED SESSION MOTION

Moved by Ms. Lee (Stephanie), seconded by Ms. Finkelstein 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

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 8:45 PM.
The Board reconvened from Closed Session at 8:57 PM.

ADJOURNMENT

Moved by Ms. Micera, seconded by Ms. Finkelstein to adjourn the meeting at 8:58 PM.

Respectfully submitted,

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