

# CLOSTER BOARD OF EDUCATION

*Closter, New Jersey*

AGENDA

REGULAR MEETING

*Tenakill Middle School*

*March 24, 2022 - 7:30 PM*

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

*Roll Call:*

Ms. Fanelli	_____
Ms. Kothari	_____
Ms. Kwon	_____
Ms. Micera	_____
Dr. Puttanniah	_____
Ms. Wagner	_____
Ms. Yeoh	_____
Ms. 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, remote access information, 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*

## *PRINCIPALS' REPORTS*

## *SUPERINTENDENT'S REPORT*

## *SY 2022-2023 PRELIMINARY BUDGET PRESENTATION*

## *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 - C.

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

YEAS:

NAYS:

A. **APPROVAL - Minutes**

Motion to approve March 10, 2022, minutes.

B. **APPROVAL - Harassment, Intimidation, and Bullying (HIB)**

Motion to affirm the decision of the Superintendent of Schools regarding Harassment, Intimidation, and Bullying (HIB) incidents #TMS-2122-09 and #TMS-2122-10 reported to the Board in Executive Session at the March 10, 2022, Meeting.

C. **APPROVAL - Use of Facilities**

Motion to approve the PTO's use of Tenakill Middle School and Hillside Elementary School for the following fundraising events:

1. Tenakill Middle School Gymnasium - April 29, 2022 - Military Bridge from 7 PM to 10 PM
2. Hillside Elementary School Gymnasium - May 6, 2022 - Mothers Day Plant sale from 8:30 AM to 3:30 PM
3. Tenakill Middle School parking lot and side lot - May 14, 2022 - Spring Fair from 9 AM to 6 PM

**CURRICULUM AND INSTRUCTION COMMITTEE**

*Chairperson Dr. Puttannah, Ms. Finkelstein, Ms. Wagner, Ms. Yeoh*

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

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 2021-2022 as recommended to the Superintendent by the Principals:

Staff Member: Jaime Caruso  
Course No./Title: 5701 Population Health, Legislation and Social Policy  
Institution: William Paterson University  
Credits: 3

Staff Member: Jaime Caruso  
Course No./Title: 6021 Nursing Research Strategies: Translational Science  
Institution: William Paterson University  
Credits: 3

Staff Member: Andrea Watkins  
Course No./Title: EDUC 6737.81 Phonemic Awareness  
Institution: Fairleigh Dickinson University  
Credits: 1

**B. APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Member(s): Leanne Falkenstern  
Conference: SLP (*Speech Language Pathologist*) Webinar Series: Social Pragmatic Communication Treatment  
Location: Virtual  
Date: 4/8/22  
Cost to Board: \$0

Staff Member(s): Soojung Kwak, Alyssa Levy and Kristin Talty  
 Conference: CAL: SIOP Webinar (*Center for Applied Linguistics: Sheltered Instruction Observation Protocol*)  
 Location: Virtual  
 Dates: 3/31/22  
 Title III Funds: \$325.00  
 Cost to Board: \$335.00 (includes substitutes & registration fees)

Staff Member(s): Brittany Steele  
 Conference: Observing Fundamentals of Algebra Class  
 Location: NVRHS-D  
 Date: 4/26/22  
 Cost to Board: \$0

**FINANCE AND PHYSICAL PLANT COMMITTEE**

*Chairperson Ms. Kwon, Ms. Finkelstein, Ms. Kothari, Ms. Yeoh*

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Motions A - I.  
 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 February 2022.
- b. Board of Education's Monthly Certification of Budgetary Major Account /Fund status for February 2022.
- c. Transfer of funds for February 2022.

B. **APPROVAL - Monthly Bills**

Motion to approve payment of bills from March 11, 2022 to March 24, 2022, in the amount of:

General Fund (Fund 10)	\$1,593,613.86
Special Revenue (Fund 20)	\$ 32,509.48
Total	\$1,626,123.34

C. **APPROVAL OF THE PRELIMINARY BUDGET FOR THE 2022-2023 SCHOOL YEAR**

BE IT RESOLVED, that the Closter Board of Education, County of Bergen, approves the preliminary 2022-2023 school year budget as follows:

	<b>Budget</b>	<b>Local Tax Levy</b>
General Current Expense (Fund 11)	\$ 23,534,392	\$ 21,278,361**
Capital Outlay (Fund 12)	\$ 629,941	
<b>GENERAL FUND TOTAL</b>	<b>\$ 24,164,333</b>	<b>\$ 21,278,361**</b>
Special Revenue Fund (Fund 20)	\$ 781,619	\$ 0
Debt Service Fund (Fund 40)	\$ 282,690	\$ 282,690
<b>Total Base Budget</b>	<b>\$ 25,228,642</b>	<b>\$ 21,561,051</b>

\*\* Currently on appeal with the NJDOE

And

BE IT FURTHER RESOLVED that the General Fund tax levy of **\$21,278,361** is approved to support Current General Expense that includes the use of **\$17,649** Enrollment Adjustment. The total budget tax levy including Debt Service Fund is **\$ 21,561,051**.

And

BE IT FURTHER RESOLVED that the Closter Board of Education accepts the State School Aid for the 2022-23 school year as follows:

Transportation Aid	93,632
Special Education Aid	1,055,942
Security Aid	91,347
Less: SDA Assessment	<u>-14,941</u>
<b>Total Aid</b>	<b>\$ 1,225,980</b>

And

BE IT FURTHER RESOLVED that the Closter Board of Education withdraws **\$570,000** from the Board of Education's approved **Capital Reserve Account** to fund Other Capital Projects:

### Hillside Elementary School

- Update and painting in front of Hillside Elementary School - \$19,500
- New door for front office entrance from lobby - \$5,000
- Install new VCT flooring in various classrooms - \$78,000
- Repair gym floors - \$39,000
- Blacktop and pavement of drop off area by the playground - \$30,000
- Blacktop and pavement of upper loop driveway - \$58,500
- Playground Replacement - \$85,000

### Tenakill Middle School

- Repair and replacement of exterior wood trim - \$20,000
- Replace metal double doors and hardware (gym exit) - \$10,000
- Replace double doors at 1st floor A wing rear exit - \$10,000
- Replace sections of concrete in courtyard - \$20,000
- Repair and install new roof on the bell tower; and replace wood trim - \$65,000
- Install new VCT flooring in various classrooms - \$78,000
- Replace old classroom doors and hardware - \$20,000
- Line, stripe and paint curbs in rear parking area on Harrington Ave - \$4,000
- Demolition and replacement of fencing along ballfield - \$28,000

And

BE IT FURTHER RESOLVED that the Closter Board of Education withdraws **\$100,000** from the Board of Education's approved **Maintenance Reserve Account**. The district intends to utilize these funds for maintenance expenditures in the same amount from account 11-000-261-420.

D. **APPROVAL OF THE SY 2022-2023 PRELIMINARY BUDGET – Use of Enrollment Adjustment**

BE IT RESOLVED that the Closter Board of Education approves the use of enrollment adjustment permitting the tax levy to increase above 2% in the amount of **\$17,649**. The adjustment is to help support the purchase of Go Math! Series for K-5 in the amount of \$28,900.

BE IT FURTHER RESOLVED that the needs identified in the use of Enrollment Adjustment must be completed by the end of the 2022-23 budget year and will not be deferred or incrementally completed over a longer period of time; and

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

E. **APPROVAL OF MAXIMUM TRAVEL EXPENDITURES FOR THE 2022-2023 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 2021-2022 as \$25,000.00.

WHEREAS, the Closter Board of Education has expended \$11,062.37 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 2022-23 school year as \$30,000.00.

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.

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

Motion to approve the purchase of an Epson Laser Projector from Keyboard Consultants in the amount of \$10,430.00 through the NJ State Contract: School and Library Equipment, Supplies and Services 17-Food-0026617DPP00111, 8/31/17 to 8/30/23 and EDS Bid #8572 titled MSRP Tech/AV/Computer/Interactive Whiteboards extended to December 2023– Vendor #6346.

G. **APPROVAL - Special Services Rates for SY 2022-2023**

Motion to approve the following special services rates for school year 2022-2023:

	<u>Group</u>	<u>Individual</u>
Speech/Session	\$39.00	\$78.00
OT/PT/Session	\$42.00	\$84.00
MSR/Session	\$39.00	\$78.00
Counseling/Session	\$39.00	\$78.00
ELL Session	\$39.00	\$78.00

H. **APPROVAL - Tuition Rates for SY 2022-2023**

Motion to approve the following tuition rates for school year 2022-2023:

Kindergarten	\$16,538
Grades 1-5	\$17,976
Grades 6-8	\$17,050
PreSchool Disabled	\$31,952
LLD	\$25,375

I. **APPROVAL – Special Education Placements**

Motion to approve the following 2021-2022 Special Education placements for Closter Student:

<u>NJSMART#</u>	<u>Tuition</u>	<u>Grade</u>	<u>Placement</u>
5400823973	\$21,725 (prorated)	PreK	NVRHS - Valley

**PERSONNEL AND MANAGEMENT COMMITTEE**

*Chairperson Ms. Cross, Ms. Fanelli, Ms. Finkelstein*

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

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

YEAS:

NAYS:

**A. APPROVAL - Substitute Teachers**

Motion to approve the following substitute teachers for the 2021-2022 School Year, pending criminal history review:

<b><u>Name</u></b>	<b><u>Certification</u></b>
Veronica Greco	NJ Substitute Certification
Hande Ureten	NJ Substitute Certification

**B. APPROVAL - Leave of Absence for Sarah Comstock**

Motion to approve leave of absence for Sarah Comstock from April 26 to May 24, 2022, using 1.5 personal days and 18.5 sick days, with an anticipated return date of May 25, 2022.

**C. APPROVAL - Employee Building Transfer**

Motion to retroactively approve the transfer of paraprofessional, Urmi Patel, from Hillside Elementary to Tenakill Middle School, change of hours from 5.75 to 5.50 effective March 14, 2022.

**D. APPROVAL - Retirement of Employees**

Motion to approve, with regrets, the retirement of the following employees:

- Sheila Devine as Special Education Teacher as of July 1, 2022
- Patricia Francavilla as Paraprofessional as of June 21, 2022

**E. APPROVAL - Jennifer Levy - 300 Hours of Principal Internship at TMS**

Motion to approve Jennifer Levy to complete a 300 hour internship with William Tantum from May 15, 2022, through March 12, 2023. This internship is required in order to earn a New Jersey Principal Certificate of Eligibility and the internship hours will be completed outside of Ms. Levy's instructional time.

**F. APPROVAL - Resignation of Catherine Chow**

Motion to approve, with regrets, the resignation of Catherine Chow as paraprofessional as of April 5, 2022.

G. **APPROVAL - Noelle Caramanna - Home Instruction**

Motion to approve Noelle Caramanna as home instructor for student ID# 6613315338, two hours per day, five days a week at a rate of \$50 an hour.

**POLICY COMMITTEE**

*Chairperson Ms. Micera, Ms. Fanelli, Ms. Finkelstein, Ms. Kothari*

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

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

YEAS:

NAYS:

A. **APPROVAL - First Reading of Revised Policy #5111-Eligibility of Resident/Non-Resident Students**

Motion to approve the first reading of revised policy #5111-Eligibility of Resident/Non-Resident Students, as per Appendix B attached.

**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 Matters**  
**Legal Matters**

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.