

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

AGENDA

REGULAR MEETING

Tenakill Middle School

March 5, 2024 - 7:30 PM

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 COMMENTS 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 February 13, 2024, 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(s) TMS-2324-27 and TMS-2324-28 as reported to the Board in Executive Session at the February 13, 2024, meeting.

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson: Ms. Wagner; Members: Ms. Salamea-Cross, Ms. Yeoh

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 - Staff Coursework

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

Staff Member:	Francesca Rivellini
Course No./Title:	1) ELAD 510: Effective Leadership in a Diverse Society
	2) ELAD 635: Curriculum, Instruction and Assessment
	3) ELAD 680: Leading Curriculum Change for Student Achievement
Institution:	Montclair State University
Credits:	9 credits (3 credits each)

B. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Member(s): Katharine Meyers
Conference: NJ Council for Exceptional Children Spring Conference
Location: Ramapo College
Date: 3/18/24
Cost to Board: \$305.00 (Substitute & registration fee)

Staff Member(s): Claire Pidi
Conference: Elementary Music Teacher Roundtable
Location: Patrick M. Villano Elementary School, Emerson, NJ
Date: 4/23/24
Cost to Board: \$125.00 (Substitute cost)

Staff Member(s): Vincent McHale and Floro Villanueva Jr.
Conference: Strauss Esmay Annual School Law & Policy Conference
Location: Brookdale Community College, Lincroft, NJ
Date: 5/31/24
Cost to Board: \$114.48 (Mileage: \$57.24 per person)

Staff Member(s): Floro Villanueva Jr.
Conference: NJASBO Annual Conference
Location: Atlantic City, NJ
Date: 6/4/24 - 6/7/24
Cost to Board: \$1,079.30 (Registration, hotel, meals & incidentals and mileage)

Staff Member(s): Nancy Saccoccio
Conference: 6th Biannual Online School-Based OT / PT Symposium
Location: Virtual
Date: 4/11/24 and 4/12/24
Cost to Board: \$349.00 (Registration fee)

FINANCE AND PHYSICAL PLANT COMMITTEE

Chairperson: Ms. Yeoh; Members: Mr. Choi, Ms. Finkelstein, Ms. Kwon

Moved by _____, seconded by _____ to approve Motions A - M.

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

YEAS:

NAYS:

A. **APPROVAL - Monthly Bills**

Motion to approve payment of bills from February 14, 2024, to February 29, 2024, in the amount of:

General Fund (Fund 10)	\$967,759.31
Special Revenue (Fund 20)	\$ 3,274.33
Total	\$971,033.64

B. **APPROVAL - Preliminary Budget for SY 2024 - 2025**

BE IT RESOLVED, that the Closter Board of Education, County of Bergen, approves the preliminary 2024-2025 school year budget and authorizes the School Business Administrator/ Board Secretary to submit the preliminary budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<i>Budget</i>	<i>Local Tax Levy</i>
General Current Expense (Fund 11)	\$ 26,077,437	\$ 22,967,866
Capital Outlay (Fund 12)	\$ 389,941	
GENERAL FUND TOTAL	\$ 26,467,378	\$ 22,967,866
Special Revenue Fund (Fund 20)	\$ 385,000	\$ 0
Debt Service Fund (Fund 40)	\$ 457,320	\$ 301,848
Total Base Budget	\$ 27,309,698	\$ 23,269,714

And

BE IT FURTHER RESOLVED that the General Fund tax levy of **\$22,967,866** is approved to support Current General Expense that includes the use of **\$137,227** Health Care Costs Adjustment. The total budget tax levy including Debt Service Fund is **\$ 23,269,714.**

And

BE IT FURTHER RESOLVED that the Closter Board of Education accepts the State School Aid for the 2024-25 school year as follows:

Transportation Aid	93,632
Special Education Aid	1,399,363
Security Aid	114,037
Debt Service Aid	155,472
Less: SDA Assessment	<u>-14,941</u>
Total Aid	\$ 1,747,563

And

BE IT FURTHER RESOLVED that a meeting will be held at the Tenakill Middle School Media Center on Wednesday, May 1, 2024, at 7:30 p.m. for the purpose of conducting a public hearing on the SY 2024-2025 budget.

C. **APPROVAL - SY 2024-2025 Preliminary Budget – Adjustment for Health Care Costs**

BE IT RESOLVED that the Closter Board of Education approves the use of adjustment for increase in health care costs permitting the tax levy to increase above 2% in the amount of **\$137,227**. The adjustment will be used to support the rising cost of health benefits for eligible 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 costs adjustment as noted above.

D. **APPROVAL - Capital Reserve Withdrawal (Other Capital Projects) for SY 2024-2025**

BE IT RESOLVED, that the Closter Board of Education, County of Bergen, includes in the general fund appropriations, budget line 620, a withdrawal in the amount of **\$350,000** from the Board of Education's approved **Capital Reserve Account** to fund Other Capital Projects:

Hillside Elementary School

- Network Infrastructure Replacements - \$200,000
- Security Swipe-System Replacement - \$ 30,000
- Seal, Paint, and Line Striping of Parking Lot - \$25,000

Tenakill Middle School

- Security Swipe-System Replacement - \$30,000
- VCT Flooring Replacement - \$40,000
- Seal, Paint, and Line Striping of Parking Lot - \$25,000

The total cost of the projects represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner of Education as necessary to achieve the New Jersey Student Learning Standards. Any funds withdrawn from Capital Reserve and unspent by the end of the school year shall be returned to the Capital Reserve fund.

E. **APPROVAL - Maintenance Reserve Withdrawal for SY 2024-2025 Budget**
 BE IT RESOLVED that as per N.J.A.C 6A:23A-14.2(d), the Closter Board of Education withdraws **\$340,000** from the Board of Education's approved **Maintenance Reserve Account** for use on required maintenance activities for a school facility as reported in the Comprehensive Maintenance Plan pursuant to N.J.A.C 6A:26-20.5.

F. **APPROVAL - Travel and Related Expense Reimbursement for SY 2024-2025**
 WHEREAS, the Closter Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; 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 established \$30,000.00 as the maximum travel amount for the current school year and has expended \$18,725.86 as of this date; now

THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Closter Board of Education hereby establishes the maximum travel and related expense reimbursement for the 2024 - 2025 school year at \$35,000.00.

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. **APPROVAL - Tenakill Middle School Volleyball Game Student Council Fundraiser**
 Motion to approve the Student vs. Teacher Volleyball Game Student Council fundraiser. Proceeds will go to the TMS Student Council.

H. **APPROVAL - Disposal of 3D Printer**
 Motion to approve the disposal of a broken Ultimaker 3D Printer from Hillside Elementary School, tag #10337.

I. **APPROVAL – Special Education Placements**
 Motion to approve the following 2023-2024 Special Education placements for Closter Students:

<u>NJSMART#</u>	<u>Tuition</u>	<u>Grade</u>	<u>Placement</u>
6350331826	\$25,411.60	K	Felician School

J. **APPROVAL - Award of Contract to Duga Construction LLC**

WHEREAS, the Closter Board of Education (“the Board”) advertised for bids for the Partial Roof Replacement at Hillside Elementary School & Tenakill Middle School (“the Project”); and

WHEREAS, on February 15, 2024, the Board received Eight (8) bids for the Project, as reflected on the attached bid tabulation sheet; and

WHEREAS, the purported lowest bid for this Project was submitted by Laumar Roofing Co. (“Laumar”) with a base bid in the amount of \$905,000; and

WHEREAS, on February 16, 2024, Laumar advised the Board that it made an error in its bid submission for the Project and, therefore, requested to be permitted to withdraw its bid; and

WHEREAS, the Architect has determined that it is in the best interest of the Board to allow Laumar to withdraw its bid; and

WHEREAS, it is the Board’s desire to permit Laumar to withdraw its bid; and

WHEREAS, the next lowest bid was submitted by Duga Construction, LLC (“Duga”) with a base bid in the amount of \$1,239,000; and

WHEREAS, the bid submitted by Duga is responsive in all material respects and it is the Board’s desire to award the contract for the Project to Duga.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby permits Laumar to withdraw its bid for the Partial Roof Replacement at Hillside Elementary School and Tenakill Middle School due to an error in its bid preparation.

BE IT FURTHER RESOLVED that the Board awards the contract for the Partial Roof Replacement at Hillside Elementary School and Tenakill Middle School to Duga in a total contract sum of \$1,239,000.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the Project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

K. **APPROVAL - Instructional Programs and Web-based Services**

Motion to approve the two year-renewal of the following proprietary instructional programs and web-based services:

- BrainPOP - \$9,602.58
- Learning A-Z Raz Kids - \$15,313.84
- Tech4Learning - \$4,153.50
- LinkIt! - \$38,860.00
- ClassLink - \$4,726.40
- Tynker - \$9,325.80

L. **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. The purchase is funded by the Closter PTO.

M. **APPROVAL - Amendment of High Impact Tutoring Grant**

Motion to approve the amendment of the High Impact Tutoring Grant

FROM

20-452-100-300 (Purchased Professional and Technical Services) \$67,680

TO

20-452-100-100 (Instruction - Personnel Salaries) \$30,000

20-452-100-300 (Purchased Professional and Technical Services) \$37,680

PERSONNEL AND MANAGEMENT COMMITTEE

Chairperson: Ms. Salamea-Cross; Members: Ms. Fanelli, Ms. Micera

Moved by _____, seconded by _____ to approve Motions A - L.

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

YEAS:

NAYS:

A. **APPROVAL - Retirement of Judith Lagomarsino as Middle School Language Arts and Social Studies Teacher**

Motion to approve the retirement of Judith Lagomarsino as Middle School L.A. and Social Studies Teacher effective April 30, 2024.

B. **APPROVAL - Resignation of Katrina Vastano as Grade 1 Teacher**

Motion to accept, with regrets, the resignation of Katrina Vastano as Grade 1 Teacher effective June 30, 2024.

C. **APPROVAL - Resignation of Kate DeRosa as Special Education Teacher**

Motion to accept, with regrets, the resignation of Kate DeRosa as Special Education Teacher effective June 30, 2024.

- D. **APPROVAL - Resignation of Leeann Cameron as Social Worker**
 Motion to accept, with regrets, the resignation of Leeann Cameron as Social Worker effective April 30, 2024.
- E. **APPROVAL - Resignation of Lisa Sackman as Paraprofessional**
 Motion to accept, with regrets, the resignation of Lisa Sackman as Paraprofessional effective March 15, 2024.
- F. **APPROVAL - Julissa Agramonte Clinical Placement Request - Ramapo College**
 Motion to approve the clinical placement request from Ramapo College for Julissa Agramonte in Lauren Engle’s classroom during spring 2024.
- G. **APPROVAL - Leave of Absence for Brenda Kahn**
 Motion to approve the leave of absence for Brenda Kahn, Tenakill School Library Media Specialist, using sick days starting immediately until the end of the school year.
- H. **APPROVAL - Staff Members for High Impact Tutoring**
 Motion to approve the following staff members as High Impact Tutors. Teachers will be responsible for tutoring students on Tuesdays, Wednesdays, and Thursdays. Sessions will be held from 3:20 PM to 4:20 PM at Hillside Elementary School. Payment is \$50 per hour for instruction (three hours per week for twelve weeks for \$1,800, and two hours of planning per week for twelve weeks for \$1,200 for a total of \$3,000).
- Michelle Durocher
 - Jim Gerbig
 - Kate Gibney
 - Catherine Gordon
 - Sandra Hernandez
 - Cara Kupersmith
 - Cassandra San-Emeterio
 - Margaret Tahtabrounian
- I. **APPROVAL - Substitute Teachers**
 Motion to approve the following substitute teachers for the 2023-2024 school year:
- | <u>Name</u> | <u>Certification</u> |
|--------------------|-----------------------------|
| Lisa Hogan | NJ Teaching Certificate |
- J. **APPROVAL - Home Instruction for Student #4653986607**
 Motion to approve Danielle Aviles for home instruction for Student #4653986607 for a total of 14 hours per week at a rate of \$50.00 per hour, starting March 4, 2024, until further clearance from the district physician.

- K. **APPROVAL - Philomena Viole as Long-Term Leave Replacement - Grade 5**
 Motion to approve Philomena Viole as Long-Term Leave Replacement - Grade 5 Teacher (J.L.)
 - from February 26, 2024, through the end of the school year at a salary of \$62,000 prorated,
 MA Step 0.
- L. **APPROVAL - Dean Pavlou as Tenakill Middle School Paraprofessional**
 Motion to approve Dean Pavlou as TMS Paraprofessional for the 2023-2024 school year, at a
 rate of \$22.40/hour, 5.75 hours per day, effective as soon as his criminal history background
 check is completed.

POLICY COMMITTEE

Chairperson: Ms. Fanelli; Members: Ms. Li, Ms. Micera

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 - First Reading of Policies and Regulations**
 Motion to approve the first reading of the following Policies and Regulations, as per Appendix A:
- P 1140 Educational Equity Policies/Affirmative Action (Revised)
 - P 1523 Comprehensive Equity Plan (Revised)
 - P 1530 Equal Employment Opportunities (Revised)
 - R 1530 Equal Employment Opportunity Complaint Procedure (Revised)
 - P 1550 Equal Employment/Anti-Discrimination Practices (Revised)
 - P 1644 Discretionary Uncompensated Leave (New)
 - R 2200 Curriculum Content (Revised)
 - P 2260 Equity in School and Classroom Practices (Revised)
 - R 2260 Equity in School and Classroom Practices Complaint Procedure (Revised)
 - P 2411 Guidance Counseling (M) (Revised)
 - P 2423 Bilingual Education (Revised)
 - R 2423 Bilingual Education (Revised)
 - P 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (Revised)
 - R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (Revised)
 - P 3211 Code of Ethics (Revised)
 - P 5570 Sportsmanship (Revised)
 - P 5750 Equitable Educational Opportunity (Revised)
 - P 5841 Secret Societies (Revised)
 - P 5842 Equal Access of Student Organizations (Revised)
 - P 7610 Vandalism (Revised)
 - R 7610 Vandalism
 - P 9323 Notification of Juvenile Offender Case Disposition (Revised)

- B. **APPROVAL - Abolishment of Policy #5755 - Equity in Educational Programs and Services**
Motion to approve the abolishment of Policy #5755 - Equity in Educational Programs and Services.

OLD/NEW BUSINESS

PUBLIC COMMENTS

Moved by _____, seconded by _____ to open the meeting for public comments.

Moved by _____, seconded by _____ to close the meeting to public comments.

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
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.