

CLOSTER BOARD OF EDUCATION

Closter, New Jersey

AGENDA

REGULAR MEETING

Tenakill Middle School

May 1, 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**

**PRINCIPALS' REPORTS**

**SUPERINTENDENT'S REPORT**

**SCHOOL YEAR 2024-2025 BUDGET PRESENTATION**

**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 April 9, 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) incidents TMS-2324-37, TMS-2324-38, TMS-2324-39 and TMS-2324-40 as reported to the Board in Executive Session at the April 9, 2024, meeting.

**CURRICULUM AND INSTRUCTION COMMITTEE**

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

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

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) PSYC:6116-83 History & Systems 2) PSYC:8132 Special Topics: Crisis Management
Institution:	Fairleigh Dickinson University
Credits:	6 (3 credits each)

Staff Member: Lauren Engle  
Course No./Title: 1) EDUC 713J Motivating Students Who Don't Care  
2) EDUC 711X Creating a Mindful Environment  
3) EDUC 710H Understanding Moods  
Institution: University of LaVerne  
Credits: 9 (3 credits each)

B. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Member(s): Margaret Churchill, Amanda Cummings, Brianna Kehoe, Scott Lewis, Brianna McSweeney, Shireen Moidu, Robert Neblung  
Conference: Planning with English Language Development Students Training  
Location: Virtual  
Date: 6/7/24  
Cost to Board: \$875 .00 (Substitute cost)

Staff Member(s): Alexandra Earle  
Conference: BCSCA K-8 Meeting - 504 Training  
Location: Dismus M.S., Englewood, NJ  
Date: 5/31/24  
Cost to Board: \$0

Staff Member(s): Maci DeCarlo  
Conference: School Behavioral Threat Assessment Management Training  
Location: Virtual  
Date: 5/16/24  
Cost to Board: \$0

Staff Member(s): Elizabeth Apollo, Suzanne Lang and Dianne Smith  
Conference: Advanced K-12 Behavioral Threat Assessment & Management Training  
Location: Bergen Community College, Lyndhurst, NJ Campus  
Date: 6/6/24  
Cost to Board: \$0

Staff Member(s): Jennifer Annese  
Conference: Orton Gillingham Revisited  
Location: Virtual  
Date: 7/23/24  
Cost to Board: \$45.00 (Registration fee)

Staff Member(s): Jennifer Annese  
Conference: Progress Monitoring for Orton Gillingham Instruction  
Location: Virtual  
Date: 7/9/24  
Cost to Board: \$75.00 (Registration fee)

Staff Member(s): Jennifer Annese  
Conference: Comprehension Strategies for Middle and High School Students with Reading Disabilities  
Location: Virtual  
Date: 7/16/24 - 7/17/24  
Cost to Board: \$60.00 (Registration fee)

C. **APPROVAL - NJ School Boards Conference**

Motion to approve the attendance of the following trustees and district employees to the NJ School Boards Conference in Atlantic City on October 21 - 24, 2024:

Trustees: Melody Finkelstein, Edmund Choi, Janice Yeoh, Jia Dee Li, Janine Micera  
Staff: Vincent McHale, Floro Villanueva Jr.  
Cost to Board: Group Registration of \$2,100  
Individual Lodging, Mileage, Meals, and incidentals—a maximum of \$818.68 per person per GSA-approved travel regulations.

D. **APPROVAL - Field Trips**

Motion to approve the following field trips:

School: Hillside Elementary School  
Group: Grade 4 SGLC & Resource Students  
Month: May 2024  
Destination: Tenakill Middle School  
Location: Closter, NJ

E. **APPROVAL - NVRHS Consortium Memorandum of Agreement - 2024-2025 School Year**

Motion to approve the Title IIA, III, III-Immigrant, and IV-Part A Consortium Memorandum of Agreement between the Northern Valley Regional High School Board of Education, as Lead Applicant, and the Closter Public Schools for the 2024-2025 school year.

**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 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 March 2024.
- b. Board of Education’s Monthly Certification of Budgetary Major Account /Fund status for March 2024.
- c. Transfer of funds for March 2024.

**B. APPROVAL - Payment of Bills**

Motion to approve payment of bills from April 10, 2024, to April 25, 2024, in the amount of:

General Fund (Fund 10)	\$ 1,029,412.46
Special Revenue (Fund 20)	\$ 33,629.07
Capital Projects (Fund 30)	\$ 106,370.40
Enterprise (Milk – Fund 60)	\$ 666.66
Total	\$ 1,170,078.59

**C. APPROVAL - Staff Remuneration**

Motion to approve remuneration to staff members as follows:

Staff Member: Cara Kupersmith  
Course: Educational Research-3 / Internship in Educational Leadership  
College/University: William Paterson University  
Remuneration: \$1,000.00

D. **APPROVAL - School Year 2024 - 2025 District Budget**

BE IT RESOLVED that the Closter Board of Education, County of Bergen, approves the School Year 2024-2025 budget and authorizes the School Business Administrator/ Board Secretary to certify the budget as approved by the Executive County Superintendent of Schools in accordance with the statutory deadline:

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

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>
<b>Total Aid</b>	<b>\$ 1,747,563</b>

E. **APPROVAL - SY 2024-2025 District 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.

F. **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.

G. **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.

H. **APPROVAL - Landscape & Lawn Maintenance Contract**  
Motion to approve the contract with Lupardi Nursery Inc., the lowest and most responsive quote for the (1) Spring and Landscape Maintenance for Hillside and Tenakill in the amount of \$4,585; (2) Summer-Fall Landscape Maintenance for Hillside and Tenakill in the amount of \$6,500; (3) Fall Clean Up at Hillside and Tenakill for \$3,240.

I. **APPROVAL - Asbestos Abatement Work for Boiler Rooms**  
Motion to approve the contract with Lilich Corporation, the lowest and responsive quote for the Asbestos Abatement Subchapter 8 - Occupied Regulations Work at Hillside Elementary School Boiler Rooms in preparation for the Boiler Replacement Project, in the amount of \$39,950, plus contingency not to exceed \$4,000.

J. **APPROVAL - Award of Contract to CJ Vanderbeck for Boiler Replacement**

WHEREAS, the Closter Board of Education (hereinafter referred to as the “Board”) advertised for bids for the Boiler Replacements at Tenakill Middle School and Hillside Elementary School Project (the “Project”);

WHEREAS, on March 27, 2024, the Board received two (2) bids for the Project;

WHEREAS, the lowest bid was submitted by CJ Vanderbeck & Son, Inc. (“CJ Vanderbeck”), in the amount of \$930,000.00 with an allowance of \$100,000 included in the Base Bid;

WHEREAS, the bid submitted by CJ Vanderbeck is responsive in all material respects;

WHEREAS, the Board desires to award the contract for the Project in the total contract amount of \$930,000.00 to CJ Vanderbeck as the lowest responsive bidder.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby awards the contract for the Project to CJ Vanderbeck & Son, Inc. as the lowest responsive bidder, for a total contract sum of \$930,000.00 with an allowance of \$100,000.00 included in the Base Bid.
2. This award is expressly conditioned upon the successful contractor furnishing the requisite insurance certificate and labor and materials/performance bonds 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 and 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 - Purchase of 13 Macbook Air**

Motion to approve the purchase of 13 MacBook Air from Apple Inc. for \$21,294 through the Ed Services Commission of Morris—Apple Contract #1670625 / Ed-Data Services Bid #12158. These devices are for new district staff and replacements for teacher laptops.



L. **APPROVAL - Dental Insurance Policy Renewal**

Motion to approve the renewal of the Board's Dental Insurance Policy as a part of the employees' benefits package with Delta Dental of New Jersey, Inc. for the period July 1, 2024, through June 30, 2026, at the premiums listed below, representing a 3% increase in premium:

One Party	\$ 54.87 per month
Two Parties	\$ 93.84 per month
Three Parties (or more)	\$155.40 per month

M. **APPROVAL - Instructional Resources**

Motion to approve the purchase of the following proprietary instructional programs/textbooks and web-based services for SY 2024-2025:

- Go Math (K-4) - \$42,338.61

**PERSONNEL AND MANAGEMENT COMMITTEE**

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

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 - Resignation of Rosemarie Munoz as Kindergarten Teacher**

Motion to accept, with regrets, the resignation of Rosemarie Munoz as Kindergarten Teacher, effective June 30, 2024.

B. **APPROVAL - Appointment of Silvia Jost as Mentor for the 2024-2025 School Year**

Motion to approve the appointment of Silvia Jost as mentor to provisionally licensed ESL Teacher Deborah Gonzalez for the 2024-2025 school year.

C. **APPROVAL - Appointment of Kira Podlipski as Hillside School Paraprofessional**

Motion to approve the appointment of Kira Podlipski as HES 1:1 Paraprofessional from April 25, 2024, through May 24, 2024, 5.75 hours per day, at a salary of \$20.22 per hour. A criminal history background check is already on file.

D. **APPROVAL - Appointment of Lori Cohen as Director of Special Services**

Motion to approve the appointment of Lori Cohen as full-time, tenure track Director of Special Services for the 2023-2024 school year at a salary of \$142,000, starting May 2, 2024. A criminal history background check is already on file.

- E. **APPROVAL - Appointment of Catherine Gordon as Grade 2 Teacher**  
 Motion to approve the appointment of Catherine Gordon as full-time, tenure track Grade 2 Teacher for the 2024-2025 school year at a salary of \$57,904, BA Step 1, starting September 1, 2024. A criminal history background check is already on file.
  
- F. **APPROVAL - Appointment of Dana Hollywood as Grade 1 Teacher**  
 Motion to approve the appointment of Dana Hollywood as full-time, tenure track Grade 1 Teacher for the 2024-2025 school year at a salary of \$82,665, MA +15 Step 7, starting September 1, 2024, pending a criminal history background check.
  
- G. **APPROVAL - Appointment of Charisse Stabile as Grade 5 Teacher**  
 Motion to approve the appointment of Charisse Stabile as full-time, tenure track Grade 5 Teacher for the 2024-2025 school year at a salary of \$66,437, MA Step 1, starting September 1, 2024, pending a criminal history background check.
  
- H. **APPROVAL - Substitute Teacher**  
 Motion to approve the following substitute teacher for the 2023-2024 School Year:
 

<b><u>Name</u></b>	<b><u>Certification</u></b>
Hannah Lo	Substitute Teacher
  
- I. **APPROVAL - Students of Northern Valley Regional High School at Demarest - Senior Service Workplace Learning Experience**  
 Motion to approve students participating in the workplace learning experience, as per Appendix B.

**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 Matters  
Personnel Matter - Negotiations**

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.