

# CLOSTER BOARD OF EDUCATION

*Closter, New Jersey*

AGENDA

REGULAR MEETING

*Tenakill Middle School*

*May 10, 2023 - 7:30 PM*

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

*Roll Call:*

Ms. Fanelli	_____
Ms. Kwon	_____
Ms. Li	_____
Ms. Micera	_____
Dr. Puttannah	_____
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**

*HIB Grades School Self-Assessment Report for 2021-2022 School Year.*

**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 - D.

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

YEAS:

NAYS:

A. **APPROVAL - Minutes**

Motion to approve the April 26, 2023, 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) numbers HES-2223-02, TMS-2223-15 and TMS-2223-16 reported to the Board in Executive Session at the April 26, 2023, meeting.

C. **APPROVAL - Tuition-based Summer 2023 Programs**

Motion to approve the following tuition-based summer programs, as recommended by the Superintendent of Schools:

Program: Hillside STEM Workshop  
Staff: Silvia Jost and Joanne Iyo  
Dates: July 17-21, 2023; July 24-28, 2023 (9:00 a.m. - 12:00 p.m.)  
Cost to Student: \$180 per week

Program: Summer Retreat  
Staff: Suzanne Lang and Dara Weiss  
Dates: July 10-14, 2023; July 17-21, 2023 (9:00 a.m. - 12:00 p.m.)  
Cost to Student: \$205 per week

Program: School Beautification and Mural Painting  
Staff: Noelle Carter and Sarah Menchise  
Dates: July 10-14, 2023; July 17-21, 2023 (9:00 a.m. - 12:00 p.m.)  
Cost to Student: \$275 per week

Program: Readers Theater and Set Design  
Staff: Alyssa Levy and Jodi Belnick  
Dates: July 24-28, 2023 (9:00 a.m. - 12:00 p.m.)  
Cost to Student: \$265 per week

Program: Tenakill STEM Workshop  
Staff: Shireen Moidu and Brianna McSweeney  
Dates: July 10-14 and July 24-28, 2023 (this is a two-week program)  
(9:00 a.m. - 12:00 p.m.)  
Cost to Student: \$530 for the two week program

D. **APPROVAL - June 16, 2023, as Last Day of School for 2022-2023 School Year**

Motion to approve Friday, June 16, 2023, as the last day of school in the 2022-2023 school year, utilizing the one unused emergency closing day.

**CURRICULUM AND INSTRUCTION COMMITTEE**

*Chairperson: Dr. Puttannah; Members: Ms. Finkelstein, Ms. Wagner, Ms. Yeoh*

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

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

YEAS:

NAYS:

A. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Members: Dianne Smith and William Tantum  
Conference: NJ Department of Education - School Behavioral Threat Assessment & Management Training  
Location: Virtual  
Date: May 18, 2023  
Cost to Board: \$0

Staff Member: Brianna McSweeney  
Conference: NJSL Science Standards Presentation: Virtual training with Mike Heinz,  
Director of Office of Academic Standards  
Location: Virtual  
Date: May 22, 2023  
Cost to Board: \$52.50 (substitute)

Staff Member: Vincent McHale and Keith McElroy  
Conference: Ramapo College Educational Leadership Conference  
Location: Ramapo College, Ramsey, NJ  
Date: May 24, 2023  
Cost to Board: \$0

Staff Member: Suzanne Lang  
Conference: Meditation & Sound Bath at NVRHS-D for Mental Health Awareness  
Month  
Location: Demarest, NJ  
Date: May 2023 (Exact date TBD)  
Cost to Board: \$0

Staff Member: Veronica Kim  
Conference: Teaching AAPI History & Contributions  
Location: Fairleigh Dickinson University  
Date: May 16, 2023  
Cost to Board: \$75.00

B. **APPROVAL - Field Trips**

Motion to approve the following school visit trip:

School: Hillside Elementary School  
Group: Grade 4  
Month: June 2023  
Destination: Tenakill Middle School  
Location: Closter, NJ

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 23 - 26, 2023:

Trustees: Melody Finkelstein, Magaly Salamea-Cross,  
Chris Kwon, Janice Yeoh, Jia Dee Li, Janine Micera  
Staff: Vincent McHale, Floro Villanueva Jr.  
Cost to Board: Group Registration of \$2,100  
Individual Lodging, Mileage, and Meals & Incidentals - maximum of \$746.30 per person per GSA approved travel regulations.

D. **APPROVAL - NVRHS Consortium Memorandum of Agreement - 2023-2024 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 2023-2024 school year.

**FINANCE AND PHYSICAL PLANT COMMITTEE**

*Chairperson: Ms. Kwon; Members: Ms. Finkelstein, Ms. Yeoh*

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

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 April 26, 2023 to April 30, 2023, in the amount of:

General Fund (Fund 10)	\$678,749.56
Special Revenue (Fund 20)	\$ 7,280.19
Total	\$686,029.75

B. **APPROVAL - Monthly Bills**

Motion to approve payment of bills from May 1, 2023 to May 8, 2023, in the amount of:

General Fund (Fund 10)	\$481,359.28
Special Revenue (Fund 20)	\$ 10,123.17
Enterprise (Milk – Fund 60)	\$ 582.08
Total	\$492,064.53

C. **APPROVAL – Contract with Asbury Park IT for SY 2023-2024**

Motion to approve the annual contract for the 2023-2024 school year with the Asbury Park Information Technology Center’s Payroll and Budgetary Services as noted below, with additional fees for printing, mailing, and adjustments as required:

Budgetary Accounting System	\$11,000.00
Payroll/Personnel System	\$ 8,350.00

D. **APPROVAL – Transportation Contract for SY 2023-2024**

Motion to approve the transportation contract for Closter Board of Education Route 2 with Valley Transportation Co., Inc. for the 2023-2024 school year. Contract increase is equal to the CPI (5.86%) set by the New Jersey Department of Education. Total annual cost of Route 2 is \$78,286.12 or \$432.52 per day.

E. **APPROVAL - Instructional Resources**

Motion to approve the purchase of the following proprietary instructional programs/textbooks and web-based services for SY 2023-2024:

- Go Math (K-4) - \$29,471.54
- Go Math (5) - \$7,762.72

F. **APPROVAL – Tax Levy Payment Schedule – SY 2023-2024**

Motion to approve the tax levy payment schedule in support of the 2023-2024 school year budget:

<u>Payment</u>	<u>Month</u>	<u>General Fund Amount</u>	<u>Debt Service Amount</u>	<u>Tax Payment Amount</u>
1	July 2023	\$ 1,865,249.00	\$ 138,173.00	\$ 2,003,422.00
2	August 2023	\$ 1,865,249.00	\$ -	\$ 1,865,249.00
3	September 2023	\$ 1,865,249.00	\$ -	\$ 1,865,249.00
4	October 2023	\$ 1,865,249.00	\$ -	\$ 1,865,249.00
5	November 2023	\$ 1,865,249.00	\$ -	\$ 1,865,249.00
6	December 2023	\$ 1,865,249.00	\$ -	\$ 1,865,249.00
7	January 2024	\$ 1,865,248.00	\$ 138,172.00	\$ 2,003,420.00
8	February 2024	\$ 1,865,248.00	\$ -	\$ 1,865,248.00
9	March 2024	\$ 1,865,248.00	\$ -	\$ 1,865,248.00
10	April 2024	\$ 1,865,248.00	\$ -	\$ 1,865,248.00
11	May 2024	\$ 1,865,248.00	\$ -	\$ 1,865,248.00
12	June 2024	\$ 1,865,245.00	\$ -	\$ 1,865,245.00
<b>TOTAL</b>		<b>\$ 22,382,979.00</b>	<b>\$ 276,345.00</b>	<b>\$ 22,659,324.00</b>

**PERSONNEL AND MANAGEMENT COMMITTEE**

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

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

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

YEAS:

NAYS:

- A. **APPROVAL - Resignation of Nicholas Shapiro, Grade 3 Teacher**  
Motion to approve, with regrets, the resignation of Nicholas Shapiro as grade 3 teacher effective April 24, 2023.
- B. **APPROVAL - Resignation of Sarah Kang, ELL Teacher**  
Motion to approve, with regrets, the resignation of Sarah Kang as ELL teacher effective June 30, 2023.
- C. **APPROVAL - Retirement of Antoinette Ring, Paraprofessional**  
Motion to approve, with regrets, the retirement of Antoinette Ring as paraprofessional effective June 30, 2023.
- D. **APPROVAL - Discretionary Leave of Absence for Jodi Sunshine**  
Motion to approve a discretionary leave of absence for Jodi Sunshine effective immediately, through the remainder of the 2022-2023 school year, with an anticipated return date of September 1, 2023.
- E. **APPROVAL - Discretionary Leave of Absence for Soojung Kwak**  
Motion to approve a discretionary leave of absence for Soojung Kwak for the 2023-2024 school year, with an anticipated return date of September 1, 2024.
- F. **APPROVAL - Leave of Absence for Kristen Zanin**  
Motion to approve the leave of absence for Kristen Zanin as follows:
- Personal leave from July 31, 2023, through August 2, 2023;
  - Paid sick leave from August 3, 2023, through August 18, 2023;
  - An FMLA and NJFLA child bonding leave from September 1, 2023, through November 24, 2023, with an anticipated return to work on November 27, 2023.

G. **APPROVAL - Schedule F Job Descriptions**

Motion to approve the following Schedule F Job Descriptions, as per Appendix A:

- Academic Assistance
- Ambassadors Club
- Athletic Coach
- Athletic Director
- CML Club
- Computer Club (HNN)
- Culture Club
- Debate Supervision
- Department Chair
- Detention Supervision
- Drama Club
- Garden Club
- Harrington Avenue Safety/Loop Duty
- Hillside News Network (HNN)
- Kids Against Pollution
- Kids Helping Kids
- Overnight Trip Coordinator
- Peer to Peer
- Photography Club
- Production Club
- Science Olympiad Club
- Scripta Club
- Service Club
- Sports Supervision
- Student Council
- Team Leader
- Tenakill Broadcast Network (TBN)
- Tenakill Singers
- Writing Club
- Writing-Newspaper Club
- Yearbook Club

H. **APPROVAL - Change of Discretionary Leave Return Date for Kerry Vogel**

Motion to approve the change of discretionary leave return date for Kerry Vogel from May 30, 2023, to May 23, 2023.

**POLICY COMMITTEE**

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

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

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

YEAS:

NAYS:

A. **APPROVAL - Second Reading of Policies and Regulations**

Motion to approve the second reading of the following policies and regulations, as per Appendix B:

- Policy 0144 Board Member Orientation and Training
- Policy 2520 Instructional Supplies
- Policy 3217 Use of Corporal Punishment
- Policy 4217 Use of Corporal Punishment
- Policy 5305 Health Services Personnel
- Policy 5308 Student Health Records
- Policy 5310 Health Services
- Policy 6112 Reimbursement of Federal and Other Grant Expenditures
- Policy 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs
- Policy 6115.04 Federal Funds – Duplication of Benefits
- Policy 6311 Contracts for Goods or Services Funded by Federal Grants
- Policy 7440 School District Security
- Policy 9140 Citizens Advisory Committees
- Regulation 2520 Instructional Supplies
- Regulation 5308 Student Health Records
- Regulation 5310 Health Services



**OLD/NEW BUSINESS**

*Board Discussion on Bond Referendum Question*

**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**

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 Hearing  
HIB  
Personnel Matters  
Negotiations Update**

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.