

CLOSTER BOARD OF EDUCATION
Closter, New Jersey

AGENDA
REGULAR MEETING
Tenakill Middle School
November 14, 2019
7:30 PM

The Board meeting was called to order by Ms. Kwon at 7:30 PM

The following Board members were present:

Mr. Linn, Ms. Finkelstein, Ms. Sung Min Lee, Ms. Bhagat, Ms. Micera,
Ms. Kothari, Ms. Kwon

The following Board members were absent:

Mr. Lambert, Ms. Stephanie Lee,

Also present: Mr. McHale and Mr. Villanueva

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

PRINCIPALS' REPORTS

Ms. Smith provided the board with the following updates on all the activities and events in Hillside Elementary School:

- A few weeks ago HES I&RS teams received training which provided the staff with recommendations and helpful information to best help our students. At Hillside they are working to revise some of the procedures in the interest of the students.
- This week was the start of parent/teacher conferences. We hope that the experience was meaningful for our families.

- Next week is American Education Week. We have several activities planned to recognize our Hillside staff.
- The health curriculum is meeting next week as they continue to work on planning and providing resources.
- Tabletop drill was conducted yesterday with the town's police department.
- Ms. Smith attended the BCUA Grant Award presentation with Ms. Gerbig and Ms. Ricca. As this was the first time Closter attended, we hope to make this an annual event.
- Upcoming- Grade One Thanksgiving Show 11/26

Mr. Tantum provided the board with the following updates on all the activities and events in Tenakill Middle School:

- Review of Events Past
 - Greenkill Trip - Thank you to Mr. Sidrow, Ms. Churchill, Ms. Ianni, Ms. Steele, Ms. Leibowitz, Ms. Mandal, Mr. Wowkun, Mr. Neblung, & Mr. McElroy
 - Parent Teacher Conferences
 - Student Led Conferences
 - Superintendent Core Values at Faculty Meeting
 - Veterans Day Assembly - Thank You to Ms. Abbey, Ms. Riecken, Ms. Mandal, KPG, Ms. Luzzi
- Student Recognition
 - Bergen County Band auditions were held last Thursday and we were fortunate to have 4 students accepted this year: Stephanie Chan, Flute, 8th Grade, Leah Kang, Clarinet, 7th Grade, Justin Hwang, Clarinet, 8th Grade, Joel Park, Saxophone, 8th Grade - 2nd chair
- Upcoming Events
 - Teen CAP program for grade 8
 - TREP\$ - December 3rd - 6:30-8:30

SUPERINTENDENT'S REPORT

Mr. McHale shared with the board and the public the Superintendent's Entry Plan Report. Mr. McHale explained his entry plan process -- his goals, the number of people interviewed and responded to the online survey and the questions he used. He also shared the various findings -- strengths, challenges today, challenges for the future, instructional program, preservation of district practices and the recommended changes. He ended his presentation with some action plans that the board and administrative team can implement this school year and the upcoming years.

MINUTES

Moved by Mr. Linn, seconded by Ms. Micera to approve the following minutes:

- October 17 Regular Meeting
- October 29 Special Workshop Meeting

Motion was approved by voice vote of the Board:

PUBLIC DISCUSSION on AGENDA ITEMS

Moved by Ms. Micera, seconded by Mr. Linn 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. 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.

There were no public comments.

Moved by Ms. Micera, seconded by Ms. Kothari to resume the regular order of business.

CURRICULUM AND INSTRUCTION COMMITTEE

Chairperson Ms. Sung Min Lee, Ms. Bhagat, Mr. Linn

Moved by Ms. Sung Min Lee, seconded by Ms. Micera to approve A-D. Motions were approved by a roll call vote of the Board as follows:

YEAS: Mr. Linn, Ms. Finkelstein, Ms. Sung Min Lee, Ms. Bhagat, Ms. Micera,
Ms. Kothari, Ms. Kwon

NAYS: None

A. **APPROVAL - Staff Coursework**

Motion to approve the following courses for 2019-2020 as recommended to the Superintendent by the Principals:

Staff Member:	Josephine Hunt
Course No./Title:	15:310:500:90 Curriculum and Instruction
Institution:	Rutgers University
Credits:	3

B. **APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Member/s: Vincent Salvati
Conference: NJASA - Techspo 2020
Location: Atlantic City, NJ
Date: 1/30/20 and 1/31/20
Cost to Board: \$677.00

Staff Member/s: Vincent Salvati
Conference: Apple Tech Update for Education
Location: Newark, NJ
Date: 11/15/19
Cost to Board: \$25.00

Staff Member/s: Karen Caruso, Erica Cho, Barbara Cullere, Kate Maher
Conference: DEAC Meeting
Location: Tenakill School
Date: 11/20/19
Cost to Board: \$90.00 (2 half-day substitutes)

Staff Member/s: Courtney Carmichael
Conference: Mental Health First Aid Training
Location: Mahwah, NJ
Date: 12/19/19
Cost to Board: \$0

Staff Member/s: Courtney Carmichael, Lauren Engle, Lisa Pantaleo,
Meghan Pleus, Nick Shapiro, Kerry Sidrow
Conference: Health Curriculum Meeting
Location: Closter Public Library
Date: 11/19/19
Cost to Board: \$450.00 (5 substitutes)

Staff Member/s: Anne Haarmann, Jennifer Levy
Conference: NVCC-GLAM Committee Meeting
Location: Northern Highlands Regional H.S.
Date: 12/3/19
Cost to Board: \$90.00 (1 substitute)

Staff Member/s: Kate Finnegan
Conference: Teaching & Learning with Smart Suite:Keyboard Consultants
Location: Fairfield, NJ
Date: 11/20/19
Cost to Board: \$179.00

Staff Member/s: Wendy Bajakian, Jodi Belnick, Patricia Brett,
Anne Haarmann, Alyssa Levy
Conference: Rick Wormeli: Evidence Based Assessment & Grading
Location: NVCC
Date: 12/16/19
Cost to Board: \$360.00 (4 substitutes)

Staff Member/s: Nicole Alpern, Joe Cammillieri, Courtney Carmichael,
Kristin Talty
Conference: Math Textbook Review
Location: Old Tappan Middle School
Date: 11/20/19
Cost to Board: \$135.00 (for 3 half-day subs)

Staff Member/s: Courtney Carmichael
Conference: Bergen County Curriculum Consortium Meeting
Location: Hackensack, NJ
Date: 12/5/19, 3/11/20, 5/29/20
Cost to Board: \$0

Staff Member/s: Courtney Carmichael
Conference: Northern Valley Curriculum Leaders Meeting
Location: NVCC
Date: 2/13/20, 3/20/20, 5/20/20
Cost to Board: \$0

Staff Member/s: Courtney Carmichael
Conference: NJ Leaders To Leaders (NJL2L) Meeting
Location: Ramapo College
Date: 2/10/20, 3/16/20, 5/8/20
Cost to Board: \$0

Staff Member/s: Kate Finnegan, Kevin Hernandez, Amy Kenny-Whritenour,
Francesca Rivellini, Matthew Scheidle
Conference: The Role of the School Climate Team
Location: New Brunswick, NJ
Date: 12/11/19
Cost to Board: \$393.50 (4 substitutes & mileage)

C. **APPROVAL - Field Trips**

Motion to approve the following field trips:

School: Tenakill Middle School
Group: Fitness Classes
Date: December 2019, March 2020, June 2020
Destination: High Exposure, Northvale, NJ

D. **ACKNOWLEDGMENT - School Bus Emergency Evacuation Drill - TMS**

The Board acknowledges that Tenakill Middle School successfully conducted its first emergency school bus exit drill, in accordance with N.J.A.C. 6A:27-11.2, at 10:00 am at the location of Tenakill Middle School, 275 High Street, on October 29, 2019; Keith McElroy, Vice Principal; Floro Villanueva, Business Administrator; Anna Suttora, Secretary were the staff members in charge, and Bus #2 (BOE), Bus #3 and Out of District bus were included in the drill.

FINANCE AND PHYSICAL PLANT COMMITTEE

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

Moved by Ms. Kothari, seconded by Ms. Micera to approve Motions A-E.

YEAS: Mr. Linn, Ms. Finkelstein, Ms. Sung Min Lee, Ms. Bhagat, Ms. Micera,
Ms. Kothari, Ms. Kwon

NAYS: None

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 October 2019.
- b. Board of Education's Monthly Certification of Budgetary Major Account /Fund status for October 2019.
- c. Transfer of funds for October 2019

B. **APPROVAL - Monthly Bills**

Motion to approve payment of bills from October 29th, 2019 to November 14th, 2019, in the amount of:

General Fund (Fund 10)	\$763,634.10
Special Revenue (Fund 20)	\$ 3,518.11
Enterprise (Milk – Fund 60)	\$ 626.93
NJ Compensation Unemployment Reimbursement	\$ 1,672.75
Total:	\$769,451.89

C. **APPROVAL – Tuition Contracts for Received Students**

Motion to approve tuition contracts for received students as outlined below for 2019-2020 school year:

Local ID#	Tuition \$	Program/Gr.	District
20253423	\$14,982.66	7th Gr. LLD	Harrington Park

D. **APPROVAL - Use of Facilities**

Motion to approve the following use of district facilities:

- PTO sponsored After School Sports Program (ASSP). Additional dates to be added as follows: November 26, December 3, 10, 16 and 17, 2019.
- PTO to use Hillside Elementary Gymnasium for Lunar New Year Rehearsals in January 2020.

E. **RESOLUTION- Requesting the Use of Emergency Reserve**

BE IT RESOLVED, in accordance with NJAC 6A:23A-14.4(a)1.iv, the Closter Board of Education is requesting approval from the Commissioner of Education for the use of the district's emergency fund in the amount of \$250,000. The said request is to fund an unusually high special education cost.

PERSONNEL AND MANAGEMENT COMMITTEE

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

Moved by Ms. Finkelstein, seconded by Ms. Micera to approve Motions A-I. Motions were approved_ by a roll call vote of the Board as follows:

YEAS: Mr. Linn, Ms. Finkelstein, Ms. Sung Min Lee, Ms. Bhagat, Ms. Micera, Ms. Kothari, Ms. Kwon

NAYS: None

A. **APPROVAL - TERMINATION**

Motion to approve, upon the recommendation of the Superintendent, termination of paraprofessional ID #18540765, effective November 15, 2019.

B. **APPROVAL - Leave Replacement Teacher for Grade 7 Language Arts**

Motion to approve Adam Levoy as leave replacement teacher for grade 7 Language Arts, starting as soon as possible, pending a release from his current district and criminal history background check. Salary will be \$200 per day on days 1 through 10; then beginning on day 11, MA Step 0, pro-rated, ending on the last day of school in June 2020.

C. **APPROVAL - Substitute Teachers**

Motion to approve the following substitute teachers for the 2019-2020 school year:

<u>Name</u>	<u>Certification</u>
Alice K Hodgskins	NJ Substitute Certification
Christina Paspalas	NJ Substitute Certification
Francine Zelnik	NJ Teacher Certificate

D. **APPROVAL - PARAPROFESSIONALS**

Motion to approve the following paraprofessionals for the 2019-2020 school year:

Name	Hourly Rate	Hours	Building
Farha Saad	\$18.03	4.0	Tenakill M.S.

E. **APPROVAL - Resignation**

Motion to approve, with deepest regrets, the resignation of Vittoria Citakian, Hillside Elementary School Paraprofessional as of November 28, 2019.

F. **APPROVAL - Board and District Goals for SY 2019-2020**

Motion to approve the Board and District Goals for SY 2019-2020.

Board Goals:

- Reach a settlement with the Closter Education Association.
- Establish a policy committee.
- Foster increased coordination with the Closter Mayor and Council by scheduling at least two meetings before June 2020.

District Goals:

- By June 2020, the Superintendent will re-establish a District Evaluation Advisory Committee (DEAC) that will meet at least five times to review the district's evaluation process and the DEAC will make recommendations focused on improving communication about professional practice.
- By February 2020, the Superintendent and Business Administrator will present options to the Board of Education for adding instructional classroom space at Hillside School, which may include relocating board offices and initiating a bond referendum.
- By May 2020, the administrators will update all job descriptions.
- By May 2020, the school district will complete Phase I of the Future Ready Schools – New Jersey program, including the district self-assessment to discover the district's strengths and needs within the context of deepening and extending student learning through the use of technology, digital content, and media.

G. **APPROVAL - Job Descriptions**

Motion to approve the following job descriptions as per Appendix B, attached hereto:

- Affirmative Action Officer
- Anti-Bullying Coordinator (District)
- Anti-Bullying Coordinator (School)
- Art Teacher TMS
- Art Teacher HES
- Basic Skills Teacher
- Elementary Education Teacher
- Bilingual Education Teacher, ESL, ELL
- School Secretary
- Secretary to CST
- Custodian
- Maintenance
- Substitute Teacher

H. **APPROVAL - Memorandum of Agreement Between CPS and CPD**

Motion to approve the 2019-2020 Memorandum of Agreement between the Closter School District and the Closter Police Department.

I. **APPROVAL - Student Observation**

Motion to approve Brittany Galligan, an undergraduate student at Montclair State University, for teacher preparation field work experience in Hillside Elementary School.

BOARD COMMITTEES

- Negotiations team will meet on December 4, 2019. 5:00 PM
- Curriculum Committee will meet on December 5, 2019, 9:00 AM
- Finance Committee will meet on December 12, 2019, 6:30 PM

OLD/NEW BUSINESS

Mr. Villanueva reminded the board members to complete their mandated training.

PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Mr Linn to open the meeting to public discussion.

There were no public comments.

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

CLOSED SESSION MOTION (If required)

Moved by Ms. Bhagat, seconded by Ms. Micera to approve the following Closed Session Motion. Motion was approved by a voice vote of the Board:

YEAS: Mr. Linn, Ms. Finkelstein, Ms. Sung Min Lee, Ms. Bhagat, Ms. Micera,
Ms. Kothari, Ms. Kwon

NAYS: None

BE IT RESOLVED that the Closter Board of Education will adjourn to a Closed Session to discuss the following:

Acquisition of Real Property
Personnel Matter
HIB 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 8:23 PM.

The Board reconvened from Closed Session at 9:17 PM.

ADJOURNMENT

Moved by Ms. Micera, seconded by Ms. Kwon to adjourn the meeting at 9:18 PM.

Respectfully,



Floro Villanueva, Jr
Business Administrator/Board Secretary