

**CLOSTER BOARD OF EDUCATION**  
**Closter, New Jersey**

**MINUTES**

**REGULAR MEETING**

*Tenakill Middle School*

**November 19, 2018**

**November 15, 2018 Meeting RESCHEDULED to November 19, 2018**

**7:30 PM**

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The Board meeting was called to order by President Lambert at 7:30 PM.

The following Board members were present:

Ms. Lee (Stephanie), Mr. Linn, Mr. Kleinman, Ms. Micera,  
Ms. Kwon, Mr. Lambert

Ms. Finkelstein arrived at 7:45 PM.

The following Board members were absent:

Ms. Lee (Sung Min), Ms. Kothari

Also present: Ms. Newberry, Mr. Donow

**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**

The Pledge of Allegiance was led by Mr. Lambert.

### PRINCIPALS' REPORTS

Mr. Baffa briefed the Board and the public on Hillside's highlights:

- Reviewed the Master Schedule with 6-day rotation (Year 2) - some minor refinements; (8) new Hillside staff and/or new assignments; ongoing Reading/Writing Workshops with Patti McGee; Book Club; attended NJPSA Annual Fall Conference
- Practiced new location and system for security drills; upcoming Gr. 1 Thanksgiving Show and Winter Concert
- Recognition to new and returning staff; new and anticipated staff babies

Mr. Tantom briefed the Board and the public on Tenakill's highlights:

- Evacuation drill and procedures
- Student presentations -- Ms. Arnold and Mr. Shonwetter; Veterans Day; Standing Together-Speaking Up at School; Gr. 6 TREP\$ Marketplace; Gr. 6 trip to Camp Greenkill went well
- Parent/Teacher Conferences; Intramural sports

### SUPERINTENDENT'S REPORT

- Gr.6 Trep\$ Marketplace Event on November 29
- Finding leave replacements has been difficult
- BCASA meeting - School Law Update

### CORRESPONDENCE

November 2018 Update from Ms. Kathleen O'Flynn and Ms. Ginny Senande, Northern Valley Schools Consortium, Office of Curriculum and Instruction

### PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Ms. Finkelstein to open the meeting to the public discussion at 7:50 PM.

There were no public comments.

Moved by Ms. Micera, seconded by Ms. Kwon to resume the regular order of business at 7:50 PM.

### CURRICULUM AND INSTRUCTION COMMITTEE

**Chairperson Ms. Micera, Ms. Stephanie Lee, Mr. Kleinman**

Moved by Ms. Micera, seconded by Mr. Linn to approve Motions A-C. Motions were approved by a roll call vote of the Board as follows:

YEAS: Ms. Lee (Stephanie), Mr. Linn, Ms. Finkelstein, Mr. Kleinman,  
Ms. Micera, Ms. Kwon, Mr. Lambert  
NAYS: none

A. Motion to approve the following courses for 2018-2019 as recommended to the Superintendent by the Principals:

Staff Member: Eileen Kennedy  
Course No./Title: SEI Online (Sheltered English Instruction)  
Institution: NJDOE and Stockton University (Online)  
Credits: n/a (no cost to BOE)

Staff Member: Kathy Lee  
Course No./Title: SEI Online (Sheltered English Instruction)  
Institution: NJDOE and Stockton University (Online)  
Credits: n/a (no cost to BOE)

Staff Member: Sarah Rhee  
Course No./Title: SEI Online (Sheltered English Instruction)  
Institution: NJDOE and Stockton University (Online)  
Credits: n/a (no cost to BOE)

B. Motion to approve the following field trips:

School: Tenakill MS  
Group: Fitness Classes -- 7th&8th Grades  
Month: December 2018  
Destination: High Exposure Gym  
Location: Northvale, NJ

School: Hillside ES  
Group: Gr. 4 - Pidi, Cohen, Sidrow, Talty (Care One)  
Gr. 4 - Pidi, Greene, McConnell, Eddy (Spectrum)  
Month: December 2018  
Destination: Care One at Valley - Westwood, NJ  
Spectrum for Living, Westwood, NJ

C. Motion to approve the following staff conferences:

Staff Member/s: Courtney Carmichael  
Conference: Bergen County School Security Task Force (SSTF)

Location: BC Law & Safety Public Safety Inst., Mahwah, NJ  
Date: 11/16, 11/30 and 12/7/18, PM's only  
Cost to Board: -0-

Staff Member/s: Kathy Hedenberg and Nancy Saccoccio  
Conference: BCSS Project Search  
Location: Paramus, NJ  
Date: November 16, 2018, AM only  
Cost to Board: -0-

Staff Member/s: Gila Rachlin  
Conference: Conf. for School-Based Speech-Language Pathologists --  
Accelerating Intelligibility w/Severe Speech Sound Disorders  
Video Models: Do Therapy When You're Not Even There!  
So Many Books, So Little Time: Children's Literature  
Favorites for Therapy  
Location: New Brunswick, NJ  
Date: November 29, 2018  
Cost to Board: -0-

Staff Member/s: Sara Kim  
Conference: NVCC - Supporting Students with Neurodevelopmental  
Disorders in Inclusive Educational Context  
Location: NVCC  
Date: December 10, 2018  
Cost to Board: -0-

**FINANCE AND PHYSICAL PLANT COMMITTEE**

***Chairperson Ms. Kwon, Mr. Linn, Ms. Kothari***

Moved by Ms. Kwon, seconded by Ms. Micera to approve Motions A-D.

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

YEAS: Ms. Lee (Stephanie), Mr. Linn, Ms. Finkelstein, Mr. Kleinman,  
Ms. Micera, Ms. Kwon, Mr. Lambert

NAYS: none

- A. Motion to approve payment of bills from November 2, 2018 to November 15, 2018 in the amount of:

General Fund (Fund 10)	\$1,032,427.93
Special Revenue (Fund 20)	\$ 3,834.00
Enterprise (Milk – Fund 60)	\$ 1,096.98
TOTAL	\$1,037,358.91

- B. Motion to approve a professional services agreement with MJDonow Associates, LLC to facilitate the transition in the Business Office at the hourly rate of \$85.00, effective January 16, 2019 through June 30, 2019, as requested by the Business Administrator and/or the Superintendent, not to exceed 40 hours.
- C. Motion to authorize the Interim Business Administrator to submit a request to the Executive County Superintendent of Schools for authorization for the transfer of funds in excess of the 10% permitted by code as follows, and in accordance with the monthly transfer report for the month ending October 31, 2018.

<u>Account/Description</u>	<u>From</u>	<u>To</u>
11-000-261-420-720-03-5 Maintenance	\$ 72,500.00	
11-000-261-420-720-01-5 Maintenance	\$ 72,500.00	
11-000-251-100-110-02-0 SBA Salary		\$145,000.00

- D. Motion to approve, upon the recommendation of the Interim Business Administrator, in consultation with the district's Auditor, the closing of the separate bank account entitled "Capital Reserve Account" at CapitalOne Bank, and transferring all funds into the General Fund; and further, that Capital Reserve funds continue to be accounted for separately in the monthly financial report in accordance with code.

**PERSONNEL AND MANAGEMENT COMMITTEE**

***Chairperson Ms. Sung Min Lee, Ms. Finkelstein, Mr. Lambert***

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

YEAS: Ms. Lee (Stephanie), Mr. Linn, Ms. Finkelstein, Mr. Kleinman,  
Ms. Micera, Ms. Kwon, Mr. Lambert

NAYS: none

- A. Motion to approve, upon the recommendation of the Superintendent, the appointment of Floro M. Villanueva, Jr. as the School Business

Administrator/Board Secretary effective February 1, 2019 through June 30, 2019, at the prorated annual salary of \$160,000 and approve the contract as submitted to and authorized by the Executive County Superintendent of Schools; and further, approve the contract as submitted to and authorized by the Executive County Superintendent of Schools appointing Mr. Villanueva as the Interim Business Administrator/Board Secretary effective January 16, 2019 through January 31, 2019 at the daily rate as identified in the contracts.

- B. Motion to approve, upon the recommendation of the Superintendent, a change of assignment for Joanne Iyo, Hillside Technology and Stem teacher, to Gr. 3 teacher for the period on or about November 16, 2018 (beginning of family leave for Katelyn Lee) to effective start date for Gr. 3 long-term substitute teacher.
- C. Motion to approve, upon the recommendation of the Superintendent, Ms. Alyssa Formisano as long-term substitute teacher for Gr. 3 Katelyn Lee, effective on or about December 12, 2018.
- D. Motion to approve the following staff member for movement on the salary guide, retroactive to September 1, 2018:

STAFF MEMBER	GUIDE/STEP	LONGEVITY	STIPEND
William Potkulski	MA+30, Step 13	N/A	N/A

**BOARD COMMITTEES**

Finance Committee met and discussed the FY'18 audit and the Budget process for FY'20.

The Superintendent reported that the Administration met with architect to review electrical upgrades for future air conditioner installation, and alternatives for construction of additional classrooms at HES.

**OLD/NEW BUSINESS**

President Lambert thanked Mr. Baffa and Ms. Eichenlaub for staying with students on November 15, 2018 until parents who were delayed due to the inclement weather could arrive to pick up the students who remained at school.

**PUBLIC DISCUSSION**

Moved by Ms. Kwon, seconded by Ms. Micera to open the meeting to public discussion at 8:03 PM.

There were no public comments.

Moved by Ms. Micera, seconded by Ms. Kwon to close the meeting to public discussion at 8:03 PM.

CLOSED SESSION MOTION and ADJOURNMENT

Moved by Ms. Kwon, seconded by Ms. Micera to approve the following Closed Session Motion and Adjournment. Motion was unanimously carried by a voice vote of the Board:

YEAS: Ms. Lee (Stephanie), Mr. Linn, Ms. Finkelstein, Mr. Kleinman,  
Ms. Micera, Ms. Kwon, Mr. Lambert

NAYS: none

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

HIB and Personnel

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 adjourned the public meeting and went into Closed Session at 8:04 PM.

Respectfully submitted,

Michael J. Donow,  
Interim Business Administrator/Board Secretary