

9/6/2018

CLOSTER BOARD OF EDUCATION
Closter, New Jersey

MINUTES
REGULAR MEETING
Tenakill Middle School
September 6, 2018
7:30 PM

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, Ms. Finkelstein, Mr. Kleinman,
Ms. Micera, Ms. Kothari, Ms. Kwon, Mr. Lambert

The following Board member was absent:

Ms. Lee (Sung Min)

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.

SUPERINTENDENT'S REPORT

- Excellent opening day at both schools
- First Days with Staff
- Agendas for September 4th and 5th
- Merit Goals - Superintendent

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- Meet the New Staff -- September 20 Board Meeting
- Para Handbook -- Mrs. Eichenlaub
- Recess Law
- Educator Evaluation Rubric Weights for 2018-2019
- School Safety and Security Procedures
- Update on implementation of new LENS system and revised camera contract with the Borough

CORRESPONDENCE

County Superintendent Approval of 2018-2019 Comprehensive Equity Plan Notification of Educator Evaluation Rubric Weights for 2018-2019 Letter dated September 1, 2018 from Katelyn Lee regarding maternity leave. Correspondence from the State Department re: CEP SOA.

MINUTES

Moved by Ms. Micera, seconded by Ms. Kothari to approve the following minutes. Motion was carried unanimously by voice vote of the Board:
August 23, 2018 Regular Meeting; August 23, 2018 Executive Session, as corrected

PUBLIC DISCUSSION

Moved by Ms. Kothari, seconded by Ms. Lee (Stephanie) to open the meeting to the public discussion at 7:53 PM.

There were no public comments.

Moved by Ms. Micera, seconded by Ms. Lee (Stephanie) to resume the regular order of business at 7:53 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-E. 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. Kothari, Ms. Kwon, Mr. Lambert

NAYS: none

- A. Motion to approve the following 2018-2019 Special Education placements for Closter students:

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<u>Student #</u>	<u>Placement</u>	<u>Tuition/Student</u>
8583886300	BC Special Services School District - HIP	\$76,860.00 *
1870405114	BC Special Services School District - Bleshman	\$75,420.00 *

** Additional OT, PT & Speech if required as per IEP not included*

- B. Motion to approve an agreement with Bergen County Child Assault Prevention for the Child Assault Prevention (CAP) program for the 2018-19 school year, in the amount of \$2,271.50 to be funded through by the district's Title IV allocation.
- C. Motion to approve Evaluation Protocol for the 2018-2019 school year and Equivalency Application N.J.A.C. 6A:5 with respect to the Marshall Teacher Evaluation System.
- D. Motion to approve the Closter School District Crisis Plan for the 2018-2019 school year.
- E. Motion to approve the 2018-2019 Bilingual Program Waiver request, as approved by the New Jersey Department of Education.

FINANCE AND PHYSICAL PLANT COMMITTEE

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

Moved by Ms. Kwon, seconded by Mr. Linn to approve Motions A-H. 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. Kothari, Ms. Kwon, Mr. Lambert

NAYS: none

- A. Motion to approve the following items as required, pursuant to NJSA 18A:17-9 and NJAC 6:20-2.13:
 - a. Board Secretary and School Treasurer Financial Reports for July 2018.
 - b. Board of Education's Monthly Certification of Budgetary Major Account /Fund status for July 2018.
 - c. Transfer of funds for July 2018 as per Appendix A attached.
- B. Motion to approve payment of bills from August 21, 2018 to August 31, 2018 in the amount of:

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General Fund (Fund 10)	<u>\$243,151.83</u>
TOTAL	\$243,151.83

- C. Motion to approve an amendment to the 2018-19 Budget appropriating FY'18 ExtraOrdinary Aide and Non-Public Transportation Aid as follows:

Revenue		
10-3131-000	ExtraOrdinary Aid	\$177,880
10-3121-001	Non-Public Transportation Aide	<u>\$ 13,340</u>
Total Increase in State Aid		\$191,220
Appropriation		
11-000-100-565	BCSSSD Tuition	\$ 38,000
11-000-100-566	Private School Tuition (Special Education)	\$ 93,000
11-000-270-515	Transportation: Home to School (Special Education)	<u>\$ 60,220</u>
Total Increase in Appropriations		\$191,220

- D. Motion to approve the renewal of a contract for services for the following vendors for the 2018-19 school year:

RealTime Information Technology	IEP Software	\$3,815.00
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- E. Motion to approve facilities use of selected Hillside classrooms for PTO After School Enrichment Program (ASEP), on Mondays, Tuesdays and Wednesdays (8 week program) beginning September 24, 2018 through December 5, 2018, pending receipt of required documents.

- F. Motion to approve facilities use of selected Tenakill classrooms for PTO After School Enrichment Program (ASEP), Mondays through Fridays (10 week program) beginning September 24, 2018 through November 30, 2018, pending receipt of required documents.

- G. Motion to approve disposal of the following Fixed Assets equipment (tagged):

#00001254	Portacom Communication Set (obsolete) (old BOE Bar Code tag)
#10024	Panasonic AG - MX70P Digital A/V Mixer (obsolete)
#10025	Behringer Audio Mixer - Eurora MX 1602A (obsolete)
#10138	UPC UPS Battery (broken)
no tags	HPLJ B20 Printer; HPLJ CP-1025 NW Color Printer; Hitachi CP-X300 Projector (all broken equipment)

- H. Motion to approve the sale of a Phonak Smartlink System and related supplies to

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the Northern Valley Board of Education for a fee of \$2,500; said equipment following a student to support the IEP.

PERSONNEL AND MANAGEMENT COMMITTEE

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

Moved by Ms. Finkelstein, seconded by Mr. Linn to approve Motions A-S. 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. Kothari, Ms. Kwon, Mr. Lambert
NAYS: none

A. Motion to approve the following substitute teachers for the 2018-2019 school year:

<u>Name</u>	<u>Certification</u>
Diggs, Carsandra	New Jersey Certification
Grasso, Dominick	New Jersey Certification
Wecht, Jenna	pending receipt of NJ Substitute Certification

B. Motion to approve, upon the recommendation of the Superintendent, Sonia Marie Atkins as a paraprofessional for the 2018-2019 school year, at an hourly rate of \$18.03, non-benefit eligible, from 11:30 AM to 3:00 PM.

C. Motion to approve, upon the recommendation of the Superintendent, Tatiana Ruiz as a paraprofessional for the 2018-2019 school year, at an hourly rate of \$18.03, non-benefit eligible, from 11:30 AM to 4:00 PM.

D. Motion to approve, upon the recommendation of the Superintendent, an increase in longevity from \$650/year to \$1,500/year for Cheryl Keast, Assistant to the Business Office, effective September 1, 2018.

E. Motion to approve, upon the recommendation of the Superintendent, an increase in longevity from \$650/year to \$1,500/year for Doreen Scarpelli, Assistant to the Business Administrator, effective September 1, 2018.

F. Motion to approve the School Safety and Security Procedures for Hillside and Tenakill Schools for the 2018-2019 school year.

G. Motion to approve, with regret, the resignation of paraprofessional Deborah de Graaf, as of 6/30/18.

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- H. Motion to approve, upon the recommendation of the Superintendent, additional hours on September 4 and 5, 2018 for paraprofessionals assigned to the school offices as follows, at their current hourly rates:

Kara Fowler (CST)	10.0 hours	\$19.58/hr	\$195.58
Shannon Hone (HES)	11.5 hours	\$19.03/hr	\$218.85
Margaret Markgraf (HES)	11.0 hours	\$20.21/hr	\$222.31
Mary Oakes (TMS)	11.0 hours	\$19.58/hr	\$215.38
Christina Santa Maria (TMS)	9.0 hours	\$19.03/hr	\$171.27

- I. BE IT RESOLVED, that upon recommendation of the Superintendent, the Closter Board of Education approves the hiring of Ms. Elaine Schiffman as Hillside ES Pre-K special education paraprofessional, for 3.5 hrs/day at \$18.03/hr, effective start date pending NJDOE Criminal History Review, for school year 2018-2019.
- J. BE IT RESOLVED, that upon recommendation of the Superintendent, the Closter Board of Education approves an increase in hours and change of assignment for Ms. Rosemarie Villani, Hillside paraprofessional, from 3.5 hrs/day in Pre-K special education to 5.67 hrs/day, Gr. 3 special education.
- K. BE IT RESOLVED, that upon recommendation of the Superintendent, the Closter Board of Education approves a change of assignment for Ms. Mayuli Copeland, Hillside paraprofessional, from Pre-K special education to Gr. 4 special education (4.5 hrs/day).
- L. BE IT RESOLVED, that upon recommendation of the Superintendent, the Closter Board of Education approves a decrease in hours for Ms. Changhui Sun from 5.5 hrs/day to 5.0 hrs/day.
- M. Motion to approve a family leave of absence for Ms. Lauren Barbieri, effective September 4, 2018.
- N. Motion to approve a family leave of absence for Ms. Katrina Vastano, effective September 5, 2018.
- O. Motion to approve, upon the recommendation of the Superintendent, Ms. Susan Desimini as a long-term substitute teacher for Ms. Katrina Vastano, Gr. 1 teacher, effective September 6, 2018 for the 2018-2019 school year.
- P. Motion to approve a family leave of absence for Ms. Katelyn Lee, Gr. 3 teacher, anticipated effective leave date of November 30, 2018 through

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April 30, 2019; anticipated return to work date of May 1, 2018.

- Q. Motion to approve the Merit Goal Submission Forms for Joanne Newberry, Superintendent of Closter Public Schools, for School Year 2018-2019.
- R. Motion to approve Statement of Assurance Regarding the Use of Paraprofessional Staff.
- S. Motion to approve, upon the recommendation of the Superintendent, an amendment to Personnel item "J" approved on June 1, 2018, increasing the number of summer hours for office paraprofessionals at Hillside from 90 to 116 and from 90 to 90.5 at Tenakill.

BOARD COMMITTEES

none

OLD/NEW BUSINESS

Moved by Ms. Micera, seconded by Ms. Finkelstein to approve Motions A. Motion was approved by a roll call vote of the Board as follows:

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

NAYS: none

- A. Motion to approve an Agreement Between the Closter Board of Education and the Borough of Closter covering the Board's installation of security cameras at Hillside Elementary School and Tenakill Middle School and their feed to the Closter Police Department, effective upon the signing of the agreement by both parties through June 30, 2019.

PUBLIC DISCUSSION

Moved by Ms. Micera, seconded by Ms. Lee (Stephanie) to open the meeting to public discussion at 8:05 PM.

There were no public comments.

Moved by Ms. Micera, seconded by Ms. Kwon to close the meeting to public discussion at 8:05 PM.

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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. Kothari, 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:

Personnel and Legal

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 8:06 PM.

Respectfully submitted,

Michael J. Donow
Interim Business Administrator/Board Secretary