

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

MINUTES  
REGULAR MEETING  
Tenakill Middle School  
October 3, 2019  
7:30 PM

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The Board meeting was called to order by Vice President, Ms. Stephanie Lee at 7:31 PM

The following Board members were present:

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

The following Board members were absent:

Ms. Micera, Mr. Lambert

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

SUPERINTENDENT'S REPORT

Mr. McHale rshared with the Board the following items:

- Charlene Gerbig and Catherine Ricca receiving a grant from the Bergen County Utilities Authority
- District-wide fundraiser for Josephine's Garden, a pediatric cancer program at Hackensack University
- Great work of the Northern Valley Curriculum Center as featured in this month's NJSBA newsletter
- Engagement sessions sponsored by the NVCC
- Schools will be closed for Yom Kippur
- Board of Education retreat on October 29th

Mr. McHale also shared with the Board the State Assessment Results for the Closter Public

Schools.

MINUTES

Moved by Mr. Linn seconded by Ms. Finkelstein to approve the following minutes.

September 19, 2019 - Regular Meeting

Motion was unanimously carried by voice vote of the Board.

PUBLIC DISCUSSION on AGENDA ITEMS

Moved by Ms. Sung Min Lee, seconded by Ms. Kwon to open the meeting to the public.

- A member of the public wished to know if the district tracks the progress of sub-groups based on the state assessment results. Mr. McHale responded that although it is possible to do so, the data available does not fully represent the sub-groups as there are students who move in/out every year.

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

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

NAYS: None

A. **APPROVAL - Field Trips**

Motion to approve the following field trips:

School: Tenakill Middle School  
Group: Grade 6  
Month: November 2019  
Destination: New York YMCA Camp, Greenkill, NY

School: Tenakill Middle School  
Group: TEP 7 & 8  
Month: November 2019  
Destination: Demarest Middle School

School: Tenakill Middle School  
Group: TEP 5  
Month: January 2020  
Destination: Englewood Cliffs Upper School

School: Tenakill Middle School  
Group: Debate Team  
Month: February 2020  
Destination: NVRHS-Demarest

School: Tenakill Middle School  
Group: Debate Team  
Month: March 2020  
Destination: NVRHS-Old Tappan

School: Tenakill Middle School  
Group: Debate Team  
Month: January 2020  
Destination: Tenafly Middle School

School: Tenakill Middle School  
Group: Debate Team  
Month: December 2019  
Destination: Hackensack Bergen Academies

School: Tenakill Middle School  
Group: Debate Team  
Month: October 2019  
Destination: Tenafly Middle School

School: Tenakill Middle School  
Group: Debate Team  
Month: November 2019  
Destination: Tenafly Middle School

School: Tenakill Middle School  
Group: Grade 7  
Month: June 2020  
Destination: Boston, MA

School: Tenakill Middle School  
Group: OT/SP Group (Ms. Whitchurch's Class)  
Month: October 2019  
Destination: Closter Plaza

**B. APPROVAL - Staff Conferences**

Motion to approve the following staff conferences:

Staff Member/s: Catherine Ricca and Charlene Gerbig  
Conference: BCUA Environmental Awareness Grant Check Acceptance Ceremony  
Location: Bergen Community College, Paramus, NJ

Date: 10/28/19  
Cost to Board: \$180.00 (For 2 Substitutes)

Staff Member/s: Amy Kenny-Whritenour  
Conference: BCEA/BCASA Annual Workshop  
Location: Stony Hill Inn, Hackensack, NJ  
Date: 10/8/19  
Cost to Board: No Cost

Staff Member/s: Sara Kim  
Conference: Effective School Counseling  
Location: Monroe Township, NJ  
Date: 10/22/19  
Cost to Board: No Cost

Staff Member/s: Mary Auriti  
Conference: NJ GLAM (Growth Learning Assessment Mindset)  
Location: Cresskill, NJ  
Date: 10/11/19  
Cost to Board: \$90.00 for substitute

Staff Member/s: Anne Haarmann  
Conference: NJ GLAM (Growth Learning Assessment Mindset)  
Location: Cresskill, NJ  
Date: 10/11/19  
Cost to Board: \$90.00 for substitute

Staff Member/s: Jen Levy  
Conference: NJ GLAM (Growth Learning Assessment Mindset)  
Location: Cresskill, NJ  
Date: 10/11/19  
Cost to Board: \$90.00 for substitute

Staff Member/s: Joan Romo  
Conference: NJALC Fall Symposium  
Location: Somerset, NJ  
Date: 10/18/19  
Cost to Board: No Cost

Staff Member/s: William Tantum  
Conference: Social Media and Cyberbullying Issues in School  
Location: Brick, NJ  
Date: 11/25/19  
Cost to Board: \$150.00

Staff Member/s: Floro Villanueva, Jr.  
Conference: Audit Review  
Location: Rockaway, NJ  
Date: 4/28/20  
Cost to Board: \$100.00

Staff Member/s: Margaret Churchill  
Conference: WIDA Annual Conference  
Location: Providence, Rhode Island  
Date: 10/16/19 - 10/18/19  
Cost to Board: No Cost

Staff Member/s: Brenda Kahn  
Conference: American Association of School Librarians National Conference  
Location: Louisville, KY  
Date: 11/14/2019 - 11/16/2019  
Cost to Board: \$90.00 for substitute

Staff Member/s: Floro Villanueva  
Conference: Purchasing: State Reporting Requirements  
Location: Rockaway, NJ  
Date: 10/8/2019  
Cost to Board: \$100.00

Staff Member/s: William Tantum and Vincent McHale  
Conference: SNAP Conference 2019  
Location: Garfield, NJ  
Date: 10/29/2019  
Cost to Board: No Cost

C. **APPROVAL - Staff Courses**

Motion to approve the following courses for staff members:

Staff Member: Lauren Barbieri  
University/College: Rider University  
Course Name: EDAD-505 OLH Supervisory/Teacher Leadership for Improved Instruction and Student Learning  
Credits: 3

Staff Member: Lauren Barbieri  
University/College: Rider University  
Course Name: CURR-538 OLH Assessment of Curriculum and Instruction to Improve Performance of Teachers of Diverse Learners  
Credits: 3

FINANCE AND PHYSICAL PLANT COMMITTEE

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

Moved by Ms. Kothari, seconded by Mr. Lee to approve Motions A-J.

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

YEAS: Ms. Stephanie Lee, Mr. Linn, Ms. Finkelstein, Ms. Bhagat, Ms. Kothari, Ms. Kwon, Ms. Sung Min Lee (except for Motion stated below)

NAYS: Ms Sung Min Lee - Motion J

**A. APPROVAL - Monthly Bills**

Motion to approve payment of bills from October 1, 2019 to October 3, 2019 in the amount of:

General Fund (Fund 10)	\$84,719.35
Special Revenue (Fund 20)	\$ 2,522.02
Enterprise (Milk – Fund 60)	\$ 0.00
<b>TOTAL</b>	<b>\$87,241.37</b>

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

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

<b>Student ID</b>	<b>Tuition \$</b>	<b>Program/Gr.</b>	<b>District</b>
100002	\$18,349.16	LLD 8th grade	Norwood Public School

**C. RESOLUTION – Amendment to the Long Range Facilities Plan**

Whereas, The Board of Education of Closter in the County of Bergen, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

**LAND/PROPERTY ACQUISITION**

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF CLOSTER IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval. The Board further authorizes the submission of the Schematic Plans to the Municipal planning board for its review. This project is designated "Other Capital" and the Board is not seeking state funding.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 4. This resolution shall take effect immediately.

D. **RESOLUTION – Amendment to the Long Range Facilities Plan**

WHEREAS, the Board of Education of Closter in the County of Bergen, New Jersey (the “Board”), desires to proceed with a school facilities project consisting generally of:

- Conversion of Office Spaces in HES to Small Group Instruction Rooms

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the projects;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Closter in the County of Bergen, New Jersey hereby authorizes the amendment of its Long Range Facilities Plan in order to reflect the proposed projects; and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

E. **APPROVAL - District Share of Region III Consortium**

BE IT RESOLVED that the Closter Board of Education hereby approves the 2019-2020 Portion of the Consortium with Northern Valley Regional High School acting as the LEA (Local Education Agency) for Region III as follows:

<u>Program/Service</u>	<u>19-20 Contribution</u>
Special Education	\$109,367.63
Physical Therapy	\$ 56,625.00 (including 2019 ESY)
Occupational Therapy	\$ 57,005.00 (including 2019 ESY)

F. **APPROVAL - District Share of the Northern Valley Curriculum Center**

BE IT RESOLVED that the Closter Board of Education hereby approves the 2019-2020 Portion of the Consortium with Northern Valley Regional High School acting as the LEA (Local Education Agency) for the Northern Valley Curriculum Center as follows:

<u>Program</u>	<u>19-20 Contribution</u>
Staff Development & Curriculum and Instruction	\$ 47,453.60
Internet & AntiVirus (estimate)	\$ 43,752.00

- G. **APPROVAL - Participation in Region III Transportation Consortium**  
BE IT RESOLVED that the Closter Board of Education hereby approves participation in the 2019-2020 Transportation Consortium with Northern Valley Regional High School acting as the LEA (Local Education Agency) for the district's special education transportation.
- H. **APPROVAL - Use of Facilities**  
Motion to approve the Northern Valley Regional High School District, NVCC to use Tenakill Middle School Auditorium on December 16, 2019 for a professional development workshop for Northern Valley Educators.
- I. **APPROVAL - 2019 BCUA Environmental Awareness Challenge Grant**  
Motion to approve the acceptance of the 2019 BCUA Environmental Awareness Challenge Grant check in the amount of \$995.21. Check will be accepted by Catey Ricca and Charlene Gerbig on 10/28/2019 at Bergen Community College.
- J. **APPROVAL- Acceptance of Donation for Traffic Signs**  
Motion to accept the donation of four (4) signs to assist with traffic flow at Hillside Elementary School. The donors are Victoria Amitai, John Glidden and Joseph Yammarino. The estimated cost of the donated items is \$120.00.

**PERSONNEL AND MANAGEMENT COMMITTEE**  
***Chairperson Ms. Finkelstein, Ms. Micera, Mr. Lambert***

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

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

NAYS: None

- A. **APPROVAL- School Self-Assessment For Determining Grades Under The Anti-Bullying Bill of Rights Act and SOA**  
Motion to approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and SOA for the 2018-2019 school year (last year).
- B. **APPROVAL - Substitute Teachers / Substitute Custodian**  
Motion to approve the following substitute teachers for the 2019-2020 school year:
 

<u>Name</u>	<u>Certification</u>
Kathleen Wellenkamp-Keller	NJ Teacher Certificate
Neetu Raghav	NJ Substitute Certificate
Victor Estrada	Substitute Custodian
- C. **APPROVAL - Parent Volunteers**  
Motion to approve the parent volunteers for the 2019/2020 school year; as per Appendix A.



- D. **APPROVAL - Northern Valley Athletic Co-Coordinator**  
 Motion to approve Michael Wowkun to serve as the Northern Valley Athletic Co-Coordinator and to approve Closter's payment of \$175 toward the shared stipend for the co-directors.
- E. **APPROVAL - Merit Goals Submission**  
 Motion to approve the Merit Goals Submission Forms for Vincent McHale, Superintendent of Schools, for the 2019-2020 school year.

**POLICY COMMITTEE**  
**Chairperson Ms. Micera**

Moved by Ms. Bhagat, seconded by Mr. Linn to approve Motion A.  
 Motion was approved by a roll call vote of the Board as follows:

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

NAYS: None

- A. **APPROVAL - Second Reading of Policies**  
 Motion to approve second reading of Policy #4112.4/4212.4 - Employee Health.

**BOARD COMMITTEES**

- Ms. Kothari reported that the Finance & Physical Plant Committee met earlier in the evening to discuss some major district expenses, Long Range Facilities Plan and the potential relocation of the administrative offices.

**OLD/NEW BUSINESS**

- Mr. Villanueva reminded all Board members to complete their mandated training.

**PUBLIC DISCUSSION**

- Ms. Dolores Witko expressed her appreciation to Mr. McHale for his detailed Superintendent's report. She also wished to know if the BOE has an existing policy banning the use of styrofoam. She shared that the Closter Mayor and Council voted to ban the use of styrofoam in all Closter businesses.

Moved by Ms. Finkelstein, seconded by Ms Sung Min Lee to open the meeting to public discussion.

- Acquisition of real property
- Student matters

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

CLOSED SESSION MOTION (If required)

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

YEAS: Ms. Stephanie Lee, Mr. Linn, Ms. Finkelstein, Ms. Sung Min Lee, Ms. Bhagat, 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:

HIB Report  
Acquisition of Real Property

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 8:22 PM.  
The Board reconvened from Closed Session at 8:54PM.

ADJOURNMENT

Moved by Ms. Kwon, seconded by Mr. Linn to adjourn the meeting at 8:55PM.

Respectfully submitted,



Floro Villanueva, Jr.  
Business Administration/Board Secretary