

DEMAREST BOARD OF EDUCATION

REGULAR MEETING MINUTES

County Road School – Media Center
March 20, 2018
7:00 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 7:00 pm.
- B. Roll Call: Alevrontas, Governale, Kirtane, Verna, Woods, Holzberg.
Absent: Cantatore
Also present: Mr. Fox, Superintendent; Mr. Perez, Business Administrator/Board Secretary
- C. President Holzberg read the following announcement:
The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Demarest Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted at the Borough Hall and at the Middle School and by notifying in writing two newspapers: The Record and The Suburbanite.

II. PLEDGE OF ALLEGIANCE

President Holzberg led the flag salute.

III. APPROVAL OF MINUTES OF THE MEETINGS

It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to approve:

- February 13, 2018 COW and Regular Session Meeting Minutes & Executive Meeting Minutes
- February 26, 2018 Special Session Meeting Minutes

IV. CORRESPONDENCE

Board Secretary Perez reviewed this month's correspondence:

- Letter from NJSAB regarding Governale's completion of Governance II.

V. BOARD PRESIDENT'S REPORT

Mrs. Holzberg reported that she attending a state meeting last week and there will be no dues increase.

VI. SUPERINTENDENT'S REPORT

Mr. Fox reported on the following:

- Music room addition
- New QSAC requirements include dance, drama, music and art
- Academic enrichment program
- PTO did a great job with International Day; great community gathering
- Chalkboard went out last week
- Region III update; Demarest is the 2nd largest K-8 within the Valley
- Paige Sydoruk is now Dr. Sydoruk
- Social/ emotional wellbeing programs are off to a great start
- Creating a social media booklet with the assistance of the students

VII. OTHER REPORTS/PRESENTATIONS

Principal Mazzini reported on the following:

- Math workshops
- LLE art club field trip to the Old Church Cultural Center in Demarest
- LLE Kids for Caring coat drive
- CRS indoor recess, 'Go Noodle'
- Franklin Institute Assembly sponsored by the PTO for PK-1st grades
- Pre-k 3's and 4's are full for next year
- American Heart Association fund raiser
- Read Across America
- Teacher swap at LLE
- Author, Lenore Look
- Lunar New Year (thank you to Mrs. Christine Lee)
- International Day
- Upcoming events

Principal Regan reported on the following:

- Forces in motion project with Mr. Quillen's 6th grade
- Sixth grade March Book Madness
- Sweatshirt creating contest with sale proceeds going to PTO
- Care Club worked with the PTO on Project Cicero
- Competed in the Science Olympiad state finals
- Artwork displayed in Demarest Library
- Fifth grade reading class visited the 8th grade journalism class
- Teachers Murphy, Reynolds and Lefer taught workshops at the regional level
- Upcoming events

Kurt Schmitt and Brian Donnelly of EI Associates, district architect of record, gave a presentation to the board about the proposed addition at DMS. The addition would consist of adding a new music (performing arts) room, dividing the existing band room into two classrooms and making room 117 into a seventh grade science room.

VIII. REVIEW OF AGENDA

- A. Board members reviewed the items.

- B. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to open the meeting to public discussion limited to agenda items.
- C. **Mrs. Collins** of 42 Everett Road (1) what type of floor will be in the new addition
Mrs. Greenbaum of 192 Chestnut Street how long will it take to complete the project and asked if a copy of the budget is available
Mrs. Tutunjian of 8 John Street commented on the positive merits of this addition
- D. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to close the meeting to public discussion.

IX. ACTIONS

Verna departed at 7:20; Cantatore arrived at 7:27

A. Instruction – Staffing

1. It was moved by Governale, seconded by Woods, and approved by unanimous voice vote of those present to approve the provisional employment of the following, as substitute teachers, for the remainder of the 2017/2018 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. 1986, c.116 (revised 6/30/98).

- PJ Portera
- Daniel Esposito
- Michael Miuccio

B. Instruction – Pupils/Programs

1. It was moved by Alevrontas, seconded by Woods, and approved by unanimous voice vote of those present to approve sixth grade trip to Fairview Lake, April 25, 2108 - April 27, 2018, as recommended by the Chief School Administrator.

2. It was moved by Alevrontas, seconded by Woods, and approved by unanimous voice vote of those present to approve the eighth grade trip to Washington D.C., May 22, 2018 - May 24, 2018, as recommended by the Chief School Administrator.

3. It was moved by Alevrontas, seconded by Woods, and approved by unanimous voice vote of those present to approve the following students to participate in Senior Service for the 2017/2018 school year, as recommended by the Chief School Administrator:

Demarest Middle School	Luther Lee Emerson School
Kaityln Higgins (Werner)	
Michelle Hong (Murphy)	
Kelly Jiang (Lew)	
Sarah Millstein (Desmond)	

4. It was moved by Alevrontas, seconded by Woods, and approved by unanimous voice vote of those present to approve the following out of district student placements and tuition, associated related services, transportation and cost of 1:1 aide as applicable, for the 2018/2019 school year and extended school year, as recommended by the Child Study Team:

Student ID	School/Program	Tuition	1:1 Aide	Transportation	Term
9505548156	Valley Program	26,876.36	No	No	3/5/18-6/30/18
5246552114	The Craig School	\$51,700.00	No	No	9/6/18-6/21/19

5. It was moved by Alevrontas, seconded by Woods, and approved by unanimous voice vote of those present to approve contract with BCSS for Assistive Technology Assessment at a rate not to exceed \$850.00, for student 6658116364, as recommended by the Chief School Administrator.

C. Support Services – Staffing

1. It was moved by Cantatore, seconded by Woods, and approved by unanimous voice vote of those present to approve the following teachers as chaperones for overnight student field trips in the amount of \$150.00 per person, per night, as recommended by the Chief School Administrator.

Fairview Lake (April 25-27)
W. Heffler
K. McDermott
H. Mohanram
C. Reynolds
A. Ross
G. Torres
V. DeMaio
C. Quillen *
P. Ryan

*additional \$150.00/advisor

D. Support Services – Board of Education

1. It was moved by Kirtane, seconded by Woods, and approved by unanimous voice vote of those present to approve the first reading of Regulation:

Policy/Regulation Number	Policy/Regulation Name
P 0000.02	Introduction
P 2415.06	Unsafe School Choice Option
P 2622	Student Assessment
P 3160/4160	Physical Examination
P 5116	Education of Homeless Children
P 8350	Records Retention
P 1240	Evaluation of Superintendent
R 1240	Evaluation of Superintendent
P 3126	District Mentoring Program
R 3126	District Mentoring Program
P 3221	Evaluation of Teachers
R 3221	Evaluation of Teachers
P 3222	Evaluation of Teaching Staff Members, excluding Teachers and Admins.
R 3222	Evaluation of Teaching Staff Members, excluding Teachers and Admins.
P 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals.
R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals.

P 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
P 3240	Professional Development for Teachers and School Leaders
R 3240	Professional Development for Teachers and School Leaders
P 5610	Suspension
R 5610	Suspension
P 5620	Expulsion
P8550	Unpaid Meal Charges/Outstanding food Service Charges

2. It was moved by Kirtane, seconded by Woods, and approved by unanimous voice vote of those present to approve the request for facility use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator.

Group/Event	Date(s)Time(s)	Location
Girl Scouts/Ho Down	5/11 5:00-7:00	CRS Gym
Me & My Dance (revised)	5/2 3:00-9:00	CRS Gym

3. It was moved by Kirtane, seconded by Woods, and approved by unanimous voice vote of those present to approve the attendance of the following workshops, as noted, with all hotel, meals and travel reimbursed at the statutory rates per NJ OMB Guidelines, as recommended by the Chief School Administrator.

Name/Title	Event	Admission Cost
Thomas Perez/ SBA	NJASBO Conference Atlantic City June 6-8	\$275.00

4. It was moved by Kirtane, seconded by Woods, and approved by unanimous voice vote of those present approve revision to 2018/2019 calendar as per attached, as recommended by the Chief School Administrator.

5. It was moved by Kirtane, seconded by Woods, and approved by unanimous voice vote of those present to approve payment applications #2 & #3 in the total amount of \$15,827.83 for the Luther Lee Emerson School Parking & Driveway Addition Project, NJDOE #1070-050-15-2000, to Your Way Construction, Inc., as reviewed by EI Associates and as recommended by the Chief School Administrator.

6. It was moved by Kirtane, seconded by Woods, and approved by unanimous voice vote of those present to approve Change Order # 1 (credit) for the County Road School Unit Ventilator and Casework Replacement Project, NJDOE #03-1070-030-16-1000, to Industrial Cooling Corp, in the amount of \$10,000 (credit) for the unused project contingency allowance, as recommended by the Chief School Administrator:

7. It was moved by Kirtane, seconded by Woods, and approved by unanimous voice vote of those present to accept The Mazer family's donation in the amount of \$18.00 in memory of Christos Alevrontas (Theodoros Alevrontas' father), as recommended by the Chief School Administrator.

8. It was moved by Kirtane, seconded by Woods, and approved by unanimous voice vote of those present to authorize the School Business Administrator, as recommended by the Chief School Administrator, to submit the following project application and project documents to the State of

New Jersey, Department of Education, Office of School Facilities, and to amend the Long Range Facilities Plan. State funding will not be requested for this project.

- Demarest Middle School – Music Room Addition and Renovations

E. Support Services – Fiscal Management

1. It was moved by Woods, seconded by Kirtane, and approved by unanimous voice vote of those present to confirm the February 28, 2018 payroll in the amount of \$407,924.92.
2. It was moved by Woods, seconded by Kirtane, and approved by unanimous voice vote of those present to confirm March 15, 2018 payroll in the amount of \$398,371.30.
3. It was moved by Woods, seconded by Kirtane, and approved by unanimous voice vote of those present to approve the February, 2018 in office checks in the amount of \$860,715.26 and March 20, 2018 budget checks in the amount of \$107,194.20 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 431,381.63
12 Capital Outlay	\$ 17,827.83
40 Debt Service	\$ 518,700.00
Total Bills:	\$ 967,909.46

4. It was moved by Woods, seconded by Kirtane, and approved by unanimous voice vote of those present to approve the following resolution:

Receipt of Certification from Board Secretary

Pursuant to N.J.A.C 6:20-2.13 (d), I, Thomas J. Perez certify that as of February 28, 2018, no budgetary line item account has obligations or payments (contractual orders) which in total exceeds the amount appropriated by the district Board of Education pursuant to N.J.S.A 18A:22-8 and 18A:22-8.1.

5. It was moved by Woods, seconded by Kirtane, and approved by unanimous voice vote of those present to approve the following resolution:

Certification of Board of Education

Pursuant to N.J.A.C 6:20-2.13 (e), we certify that as of February 28, 2018 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district official, to the best of our knowledge no major account or fund has been over-extended in violation of NJAC 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. It was moved by Woods, seconded by Kirtane, and approved by unanimous voice vote of those present to acknowledge receipt of the January 2018 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

7. Move to confirm the following budget transfer for February 2018:

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-000-223-110	Instructional Staff Training Salaries	\$ 1,000
11-000-261-420	Required Maint Clean, Repair, Maint	4,000
11-000-261-610	Required Maint General Supplies	1,500
11-000-261-890	Required Maintenance Other Objects	500
11-000-262-199	Custodial Unused Vacation Pymts @ Retirement	61
11-000-230-334	General Administration Architectural/Engineering Svcs	17,000
11-800-330-105	Community Services Salaries	<u>2,000</u>
		\$ 26,061

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-000-223-320	Instr Staff Training Purch Prof Ed Svcs	\$ 1,000
11-000-262-520	Custodial Insurance	23,000
11-000-262-107	Custodial Salaries Non-Instructional Aides	61
11-800-330-592	Community Services Purchased Services	<u>2,000</u>
		\$ 26,061

8. It was moved by Woods, seconded by Kirtane, and approved by unanimous voice vote of those present to approve the following resolution:

Be it Resolved, that the Board of Education of Demarest, upon the recommendation of the Chief School Administrator, approves the following preliminary 2018-2019 school year budget using the 2018-2019 state aid amounts and authorizes the Business Administrator/Board Secretary to submit the preliminary 2018-2019 school year budget to the Executive County Superintendent for approval in accordance with statutory submission dates:

General Fund	\$16,766,926
Special Revenue Fund	130,845
Debt Service Fund	<u>609,500</u>
Total Appropriations	\$17,507,271

Be it Further Resolved, that the General Fund tax levy of \$14,202,770 is approved to support General Fund Expenses and \$575,020 is approved to support the Debt Service Fund for the 2018-2019 school year; and

Be it Further Resolved, that the 2018-2019 school year budget includes the automatic adjustment for health care costs in the amount of \$250,101, in accordance with N.J.S.A. 18A:7F-38.d(1); and

Be it Further Resolved that the Banked Cap Tax Levy Adjustment, in accordance with N.J.A.C. 6A:23A-10.1, permitting the tax levy to increase pursuant to N.J.S.A. 18A:7F-39.e, is utilized in the amount of \$97,456 for the purpose of the continuation of the district's SmartBoard replacement program. This project shall be completed in its entirety at one time or by the end of the budget year and will not extend over a longer period of time.

9. It was moved by Woods, seconded by Kirtane, and approved by unanimous voice vote of those present to approve the following resolution:

WHEREAS, the Demarest Board of Education recognizes school staff and Board members will incur travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, in accordance with school district Policy No. 6471 the Board of Education establishes per N.J.A.C.6A:23A-7.3, for regular district business travel only, an annual school year threshold of \$1,500.00 per staff member for the 2018-2019 school year and where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, the Board of Education established a maximum amount of \$35,000 for the 2018-2019 school year and incurred travel and related expenses as of February 28, 2018 in the amount of \$13,502 for the 2017-2018 school year; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements, in accordance with school district Policy No. 6471 and N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$35,000 for all staff and board members for the 2018-2019 school year, as recommended by the Chief School Administrator.

F. Other

1. It was moved by Governale, seconded by Kirtane and approved by unanimous voice vote of those present to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, April 17, 2018 and April 24, 2018, if necessary, to discuss personnel, student and/or legal matters.

BE IT FURTHER RESOLVED THAT the nature of the discussion is expected to be disclosed to the public at a future date.

X. COMMITTEE REPORTS

None at this time

XI. PUBLIC DISCUSSION

- A. It was moved by Cantatore, seconded by Woods and approved by unanimous voice vote of those present to open the meeting to public discussion.
- B. There was no public discussion.
- C. It was moved by Cantatore, seconded by Woods and approved by unanimous voice vote of those present to close the meeting to public discussion.

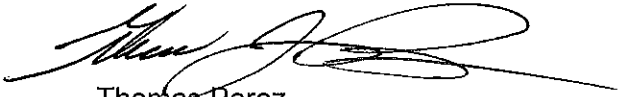
XII. EXECUTIVE SESSION

- A. There was no motion to enter the Executive Session.

XIII. ADJOURNMENT

- A. It was moved by Woods, seconded by Kirtane and approved by unanimous voice vote to adjourn the meeting at 7:54 P.M.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas Perez', with a stylized flourish extending to the right.

Thomas Perez
Business Administrator and Board Secretary

