

DEMAREST BOARD OF EDUCATION

COW AND REGULAR SESSION MEETING MINUTES

County Road School – Media Center
October 15, 2019
6:30 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 6:30 pm.
- B. Present: Cantatore, Governale, Kirtane, Schliem, Verna, Holzberg.
Absent: Lee
Also present: Mr. Fox, Superintendent and Mr. Perez, Business Administrator/ Board Secretary

II. ADJOURN TO EXECUTIVE SESSION

- A. The Board determined it will enter into Executive Session for the following reasons:
 - 1. Student matter- Discipline
 - 2. Legal matter – Pearson/Aimsweb
 - 3. Contractual matter – Superintendent
 - 4. Legal matter – Personnel
 - 5. Contractual Matter - Marc Construction
- B. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve the following resolution to enter the Executive Session:

WHEREAS, in order to protect the personal privacy and to avoid situations wherein the public interest might be disserved, the Open Public Meetings Act permits public bodies to exclude the public from that portion of a meeting at which certain matters are discussed;

WHEREAS, the length of the closed Executive Session is estimated to be thirty minutes, after which the Regular Public Meeting will reconvene and proceed with business where formal action may or may not be taken;

NOW THEREFORE BE IT RESOLVED, that consistent with the provision of N.J.S.A. 10:4-12(b), the Board of Education will now adjourn to executive session to discuss items stated above; and

BE IT FURTHER RESOLVED, that the Board hereby declares that its discussion of the aforementioned subjects will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.
- C. It was moved by Kirtnae, seconded by Governale and approved by unanimous voice vote of those present to convene executive session at 7:33 P.M.

III. REOPEN PUBLIC MEETING

- A. It was moved by Kirtane, seconded by Governale to reopen the Regular Meeting to the public at 7:34 P.M.
- B. 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.

IV. FLAG SALUTE

- A. President Holzberg led the flag salute.

V. ROLL CALL

Present: Cantatore, Governale, Kirtane, Schliem, Verna, Holzberg.

Absent: Lee

Also present: Mr. Fox, Superintendent and Mr. Perez, Business Administrator/ Board Secretary

VI. APPROVAL OF MINUTES OF THE MEETINGS

- A. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve:

- September 17, 2019 COW and Regular Meeting Minutes
- September 17, 2019 Executive Meeting Minutes

VII. CORRESPONDENCE

- A. Board Secretary Perez reviewed this month's correspondence.
None at this time.

VIII. BOARD PRESIDENT'S REPORT

- A. Board President Holzberg noted that she and Ms. Verna attended the Bergen County School Board Meeting at which advocacy was the main topic.

IX. SUPERINTENDENT'S REPORT

- A Superintendent Fox commented on the following:
- DMS playground ribbon cutting
 - Community walk tomorrow
 - SSDS report for period January 1, 2019 – June 30, 2019 cites:
Incidents (1) at County Road School, (0) at Luther Lee Emerson School and (4) at Demarest Middle School. HIB trainings (5) at County Road School, (5) at Luther Lee Emerson School and (13) at Demarest Middle School.

X. COMMITTEE REPORTS

None at this time.

XI. OTHER REPORTS AND PRESENTATIONS

A. Principal Regan, Principal Mazzini and Kelly Stevens, Supervisor of Curriculum, Instruction and Assessment reviewed the District's Assessment Report as follows:

- Results are posted on the district website
- Criterion reference tests (CRT) which are local Northern Valley assessments
- Notable achievements are that grade level averages that far surpass the state level averages, 100% of students taking algebra tested a 4 or 5 and students have maintained high achieving scores over the years.
- Goals that were achieved included the continued implementation of differentiation in the classrooms for all learning abilities, research of new math programs and continued implementation of Aimsweb at CRS and LLE and its introduction at DMS.

XII. REVIEW OF AGENDA

A. Board members reviewed the items.

XIII. PUBLIC COMMENT

There was no motion for public comment being no one from the public was present.

XIV. ACTIONS

A. Instruction – Staffing

1. It was moved by Schliem, seconded by Kirtane and approved by unanimous roll call vote of those present to re-approve the following, substitute teachers for the remainder of the 2019/2020 school year, as recommended by the Chief School Administrator.

- Samantha Fruhling
- Puja Mody

2. It was moved by Schliem, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Marisa Raymond, leave replacement for Dana del Corral, Basic Skills at Luther Lee Emerson, School, at BA, step 1, (.675) per diem from October 10, 2019 to December 20, 2019, as recommended by the Chief School Administrator.

B. Instruction – Pupils/Programs

None at this time.

C. Support Services – Staffing

1. It was moved by Governale, seconded by Kirtane and approved by unanimous roll call vote of those present to accept the resignation of Lauren Agresta, aide at Demarest Middle School, as of October 7, 2019, as recommended by the Chief School Administrator.

2. It was moved by Governale, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the re-appointment of the following classroom aide(s), not to exceed 29 hours per week for the 2019/2020 school year beginning October 16, 2019, as recommended by the Chief School Administrator:

DMS	Staff	Step
Special Education Aide(s)	Mirlinda Rraci	7

D. Support Services – Board of Education

1. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the following request(s) 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
Borough of Demarest Halloween Parade (in case of inclement weather)	October 26, 2019 4 P.M.-6:00	LLE Gym and APR
PTO DMS musical set design	Tuesday's when school is in session from 10/29-1/14 from 3:15-4:45	DMS stage/gym and performing arts room
PTO DMS musical rehearsals	Wednesday's and Friday's when school is in session from 10/23-1/31 from 3:15-5:00 and until 6:00 from 2/3-2/6	DMS stage/gym and performing arts room
PTO Demarest musical performances	2/7 and 2/8 5:00–10:00	DMS stage/gym and performing arts room
Borough of Demarest Elections	November 5 th	CRS gym

2. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present, with Holzberg abstaining, 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	Registration Fee
Diane Holzberg	NSBA Advocacy Institute February 2 nd -4 th Washington. D.C.	\$695.00

3. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call 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	Registration Fee
Kelly Stevens Supervisor Curriculum,	Techspo January 30 th -31 st	\$475.00

Instruction & Assessment	Atlantic City, N.J.	
Janet Guirgus ESL Instructor	NJTESOL/NJBE May 28, 2019 New Brunswick, NJ	\$234.00*

(* paid for with Title III Immigrant grant monies)

4. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the 2020/2021 Budget Development Schedule as attached, as recommended by the Chief School Administrator.
5. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to accept grant award from Bergen County Utilities Authority in the amount of \$1,000.00 for the purchase of a bottle filling station at County Road School, as recommended by the Chief School Administrator.
6. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to accept grant award from Bergen County Utilities Authority in the amount of \$1,000.00 for the purchase of biodegradable trays, utensils and straws for the Luther Lee Emerson cafeteria, as recommended by the Chief School Administrator.
7. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve additional PTO wish list for Demarest Middle School as follows, as recommended by the Chief School Administrator:

Item/Area	Amount
Garden Club	\$ 500.00
STEM supplies	\$ 500.00
Bamboo Tablet for 6 th grade math	\$ 500.00
Schoolwide novel	\$1,200.00

8. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the following resolution for submission of the Comprehensive Maintenance Plan to the Executive County Superintendent, as recommended by the Chief School Administrator:
WHEREAS, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and
WHEREAS, the required maintenance activities listed in the attached document for the various school facilities of the Demarest School District are consistent with these requirements, and
WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,
NOW THEREFORE, BE IT RESOLVED that the Demarest Board of Education hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for the Demarest School District in compliance with the Department of Education requirements.
9. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve acceptance of the following school bus emergency evacuation drills in compliance with NJAC 6A:27-11.2., as recommended by the Chief School Administrator:

- A drill for transported students at Luther Lee Emerson School was conducted on September 19, 2019 at 9:45 am on Columbus Road, supervised by Principal Frank Mazzini.
 - A drill for transported students at County Road School was also conducted on September 19, 2019 at 8:45 am in the school's front driveway supervised by Principal Frank Mazzini.
 - A drill for all students at Demarest Middle School was conducted on October 7th and 8th, 2019 in the Middle School parking lot supervised by Principal Jon Regan.
10. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to accept the Student Safety Data System Report (SSDS) for the 6 month period, January 1, 2019 to June 30, 2019, as recommended by the Chief School Administrator.
 11. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the School Safety and Security Plan Annual Review Statement of Assurance, for the 2019-2020 School Year, as recommended by the Chief School Administrator.
 12. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Superintendent contract from August 1, 2019* through June 30, 2024, as approved by the Executive County Superintendent.
(*modified from 9/17/19 D.9.)
 13. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Change Order # 7 for Music Room Addition and Renovations at Demarest Middle School. NJDOE #03-1070-040-18-1000, to Mark Construction, Inc., in the amount of \$6,333.05 for additional installation of new receptacles and light switch, as recommended by the Chief School Administrator.
 14. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Change Order # 8 for Music Room Addition and Renovations at Demarest Middle School. NJDOE #03-1070-040-18-1000, to Mark Construction, Inc., in the amount of \$1,822.69 for additional soffit, as recommended by the Chief School Administrator.
 15. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to adopt the following district goals for the 2019/2020 school year, as recommended by the Chief School Administrator:
 - Student Achievement: Implement a new economics curriculum to meet the NJ financial literacy standards.
 - Health & Wellness: New cafeteria and recess equipment will be installed in order to promote physical movement, a healthy lifestyle, and a welcoming school climate.
 - Student Achievement: Exploration of standards based assessment to align with NJSLs.
 16. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to adopt the following board goals for the 2019/2020 school year, as recommended by the Chief School Administrator:

- General: Board members will continue to explore the pathway to Demarest becoming 'Sustainable Jersey Certified'. The Committee will present their findings and recommendations to the entire Board for a decision as to how to proceed.
- General: Board members will conduct a feasibility study of different Strategic Planning methods which would involve the community. They would get proposals from consulting firms and interview them for consideration.

E. Support Services – Fiscal Management

1. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to confirm the September 30, 2019 payroll in the amount of \$418,252.49
2. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to confirm the October 15, 2019 payroll in the amount of \$420,523.36.
3. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to approve the September 2019 in office checks in the amount of \$282,656.11 and October 15, 2019 budget checks in the amount of \$223,699.36 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$503,855.47
12 Capital Outlay	\$ 2,500.00
Total Bills:	\$506,355.47

4. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call 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 September 30, 2019, 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 Kirtane, seconded by Governale and approved by unanimous roll call 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 September 30, 2019 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 Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to acknowledge receipt of the August 2019 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

7. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to confirm the following budget transfers for September, 2019:

To:	Account	Amount
11-190-100-340	Regular Instruction Purchased Tech Services	\$ 1,860
11-204-100-101	Special Ed LLD Other Salaries for Instruction	6,000
11-000-219-580	CST Other Purchased Services	550
11-000-230-104	General Administration Salaries	13,150
11-000-230-331	General Administration Legal	22,000
11-000-230-590	General Administration Misc Purch Services	1,600
11-000-240-440	School Administration Other Purch Services	303
12-000-400-390	Capital Outlay Facilities Other Purch & Tech Svcs	810
		\$ 46,273

From:	Account	Amount
11-190-100-610	Regular Instruction General Supplies	\$ 1,860
11-213-100-106	Special Ed Res Room Other Salaries for Instr	6,000
11-000-219-600	CST Supplies & Materials	550
11-000-291-241	Employee Benefits Other Retirement Contrib – PERS	13,150
11-000-291-270	Employee Benefits Health Insurance	12,000
11-000-291-260	Employee Benefits Workers Compensation	11,600
11-000-240-600	School Administration Supplies & Materials	303
12-000-400-334	Capital Outlay Facilities Architect/Engineer Svcs	810
		\$ 46,273

F. Other

1. It was moved by Verna, seconded by Governale and approved by unanimous roll call 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, November 19, 2019, at 6:30, 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.

XV. PUBLIC COMMENT

There was no motion for public comment being no one from the public was present.

XVI. NEW BUSINESS

XVII. EXECUTIVE SESSION

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

XVIII. ADJOURNMENT

- A. It was moved by Verna, seconded by Kirtane and approved by unanimous voice vote to adjourn the meeting at 8:12 P.M.

Sincerely,



Thomas Perez
Business Administrator and Board Secretary