

DEMAREST BOARD OF EDUCATION

COW and Regular MEETING MINUTES

County Road School - Library
October 17, 2017
6:30 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 6:30 pm.
- 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.

- C. Roll Call: Alevrontas, Cantatore, Governale, Kirtane, Verna, Woods, Holzberg.
Absent: None
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. Personnel Matter
 2. Legal Issues
- B. It was moved by Kirtane, seconded by Woods 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.

III. REOPEN PUBLIC MEETING

- A. It was moved by Kirtane seconded by Woods to reopen the Regular Meeting to the public at 7:10 P.M.
- B. Roll Call: Alevrontas, Cantatore, Governale, Kirtane, Verna, Woods, Holzberg.
Absent: None

IV. PLEDGE OF ALLEGIANCE

President Holzberg led the flag salute.

V. APPROVAL OF MINUTES OF THE MEETINGS

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

- September 12, 2017 COW and Executive Minutes
- September 19, 2017 Regular and Executive Minutes

VI. CORRESPONDENCE

Board Secretary Perez reported on the sale of used Smartboards to the Bloomfield Board of Education .

VII. BOARD PRESIDENT'S REPORT

Diane Holzberg and Christen Governale attended a County meeting presented by Norah Peck, Bergen County Superintendent regarding coordinating services with other districts.

VIII. SUPERINTENDENT'S REPORT

Mr. Fox reported that the students are off to a great start. He congratulated Luther Lee Emerson and Demarest Middle School for achieving Future Ready certification. They are 2 of 60 schools to receive this award in the state. The award will be presented at the NJSBA conference in Atlantic City next week.

Mr. Fox recapped the presentation he gave at the Demarest Middle School back to school night on the impact social media and texting on school staff.

The parents 'loved' the furniture and layout of Mr. Murphy and Ms. Ruberto's rooms stating, 'they are very conducive for students'.

Mr. Fox reported that researching transportation of students should be explored in spring for the following school year.

The administrators will report on testing results.

IX. OTHER REPORTS/PRESENTATIONS

- Principals Report
Principal Regan, Principal Mazzini and Ms. Stevens, Supervisor of Curriculum, Instruction, and Assessment reviewed the PARCC testing results.

X. 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. There was no public discussion.
- D. It was moved by Kirtane, seconded by Verna and approved by unanimous voice vote of those present to close public discussion on agenda items.

XI. ACTIONS

A. Instruction – Staffing

1. It was moved by Governale, seconded by Woods and approved by unanimous voice vote of those present to approve the employment of the following, as substitute teachers, for the remainder of the 2017/2018 school year, as recommended by the Chief School Administrator.

- Elena Cami

2. It was moved by Governale, seconded by Woods and approved by unanimous voice vote of those present to accept the resignation of Sonia Lee, Spanish teacher at LLE as of October 13, 2017, as recommended by the Chief School Administrator.

3. It was moved by Governale, seconded by Woods and approved by unanimous voice vote of those present to approve the request of Danielle Dubois Spence, Guidance Counselor for Luther Lee Emerson, for a paid sick leave from October 2nd, to November 30th, maternity leave of absence (NJFLA/FMLA and Child Rearing Leave) from December 1st through March 2nd, as recommended by the Chief School Administrator.

4. It was moved by Governale, seconded by Woods and approved by unanimous voice vote of those present to approve Sierra Wendeborn, (FMLA replacement for A. O'Hara, 3rd grade teacher), at BA Step 1*, effective October 3, 2017 through October 31, 2017, based on the 2016-2017 Salary Guide, for the 2017/2018 school year, as recommended by the Chief School Administrator.

*Salary and Step will be adjusted upon conclusion of negotiations with the Demarest Education Association.

5. It was moved by Governale, seconded by Woods and approved by unanimous voice vote of those present to approve Ariana Glogower, (FMLA replacement for M. Fielder, 2nd grade teacher), at BA Step 1* effective October 3, 2017 through December 22, 2017, based on the 2016-2017 Salary Guide, for the 2017/2018 school year, as recommended by the Chief School Administrator.

*Salary and Step will be adjusted upon conclusion of negotiations with the Demarest Education Association.

6. It was moved by Governale, seconded by Woods and approved by unanimous voice vote of those present to approve the 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).

- Maria Tullo
- Wayne Zelna

7. It was moved by Governale, seconded by Woods and approved by unanimous voice vote of those present to approve the following stipend position for the 2017/2018 school year. Stipend to remain at

2016/2017 level and will be adjusted upon conclusion of negotiations with the Demarest Education Association, as recommended by the Chief School Administrator:

Boys Basketball	D. Stokes	\$2,122.34
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B. Instruction – Pupils/Programs

1. 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 placement and tuition, associated related services, transportation and cost of 1:1 aide as applicable, for the 2017/2018 school year and extended school year, as recommended by the Child Study Team.

Student ID	School/Program	Tuition	1 to 1 Aide	Transportation	Term
3426341953	Harrington Park LLD 7 th grade	\$36,023.00	No	Yes	9/1-6/30

~~2. Move to approve the purchase of Middlebury Interactive Language Program at an annual fee of \$9,000.00, as recommended by the Chief School Administrator. Resolution removed.~~

3. It was moved by Alevrontas, seconded by Woods and approved by unanimous voice vote of those present to approve change of placement for the following out of district student including tuition, associated related services, transportation and cost of 1:1 aide as applicable, for the 2017/2018 school year and extended school year, as recommended by the Child Study Team.

Student ID	School/Program	Tuition	1:1 Aide	Transportation	Term
5345952464	Harrington Park LLD class	\$36,023.00 annually *	Yes	Yes	10/17-6/30

*tuition will be pro-rated

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 Instructional Aides, not to exceed 29 hours per week, for the 2017/2018 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate’s compliance with P.L. c. 116 (revised 6/30/98). Salary and step to remain at 2016/2017 level and will be adjusted upon conclusion of negotiations with the Demarest Education Association, as recommended by the Chief School Administrator.

Name	School	Start date	Step	Student
Mary Kate Portera	CRS	10/18	1	CRS Special Education
Changhui Sun	LLE	10/18	1	LLE Special Education

2. It was moved by Cantatore, seconded by Woods and approved by unanimous voice vote of those present to approve the resignation of Joanna Butti, Aide at Luther Lee Emerson School, as of October 26, 2017, as recommended by the Chief School Administrator.

3. It was moved by Cantatore, seconded by Woods and approved by unanimous voice vote of those present to approve extend sick leave for Lois Vogel, Custodian through November 21, 2017, as recommended by the Chief School Administrator.

4. It was moved by Cantatore, seconded by Woods and approved by unanimous voice vote of those present to approve the reassignment of Monica Alvarez, one on one aide for student 5345952464, from Northvale Public School to Harrington Park School District as of October 17, 2017, as recommended by the Child Study Team.

5. It was moved by Cantatore, seconded by Woods and approved by unanimous voice vote of those present to approve the resignation of Janelle Acosta, Aide at County Road School as of October 6, 2017, as recommended by the Chief School Administrator.

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 adopt the following Board and District Goals for the 2017/2018 school year, as recommended by the Chief School Administrator.

District Goals:

1. Continue to expand the community outreach initiatives including utilizing Chalkboard, the district app, and press releases to local news outlets.
2. Maintain certification as a Future Ready School, using the HUB, which provides resources and professional learning opportunities for school leaders.
3. Continue the health and wellness initiative to meet the growing needs of our student population.
4. The administration will establish ways for students to use social media responsibly. Presentations will be given to parents to educate families on the pros and cons of social media and cell phone use.

Board Goals:

1. Board members will select an area of professional development to explore and bring back learnings to the board for presentation and discussion.
2. The board will establish a schedule of site visits in cooperation with the administration, to develop more specific knowledge of buildings and grounds maintenance and improvements.

2. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to approve the 2017/2018 QSAC SOA (Statement of Assurance) and submit to the Executive County Superintendent, as recommended by the Chief School Administrator.

3. 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
DAA Basketball tryouts	10/16, 10/17 & 10/26 6:00 P.M. – 9:00 P.M.	LLE APR & Gym
DAA Basketball practice	Weekdays when school Is open from 11/13-3/29 with the exception of 12/1 and 2/9 6:00 P.M. – 9:00 P.M.	LLE APR & Gym DMS gym
DAA Basketball clinics and games	1/6, 1/20, 1/27, 2/3, 2/10, 3/3, 3/10, 3/17, 3/24	LLE Gym DMS Gym

4. 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
Jon Regan/Principal DMS	Techspo Atlantic City, NJ January 25 th and 26 th	\$425.00

5. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to approve the attendance of Diane Holzberg, Board President, at the New Jersey School Boards Association semiannual Delegate Assembly on November 18, 2017 in West Windsor, New Jersey, at no cost for registration with travel reimbursement at the statutory rates per NJ OMB Guidelines, 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 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.

7. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to approve Valley Medical Group to provide alcohol and drug testing services for the 2017/2018 school year, 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 approve the 2018/2019 Budget Development Schedule as attached, as recommended by the Chief School Administrator.

9. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to approve payment application #3 in the amount of \$13,841.50 for the Luther Lee Emerson School Boiler Installation Project, NJDOE # 03-1070-050-17-1000, to Pennetta Industrial Automation, as reviewed by EI Associates and as recommended by the Chief School Administrator.

10. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to approve payment application #3 in the amount of \$43,225.00 for the County Road School Unit Ventilator and Casework Replacement Project, NJDOE #03-1070-030-16-1000, to Industrial Cooling Corporation, as reviewed by EI Associates and as recommended by the Chief School Administrator.

11. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to approve acceptance of the school bus emergency evacuation drills in compliance with NJAC 6A:27-11.2. A drill for all students at Luther Lee Emerson School was conducted on October 5, 2017 at 9:45 am in the driveway in front of the school supervised by Principal Frank Mazzini. A drill for all students at County Road School was also conducted on October 5, 2017 at 8:45 am in the school's front driveway supervised by Principal Frank Mazzini and at Demarest Middle School a drill for all students was conducted on October 11, 2017 in the Middle School parking lot at 8:30 am supervised by Principal Jon Regan.

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 September 30, 2017 payroll in the amount of \$383,985.11.

2. It was moved by Woods, seconded by Kirtane and approved by unanimous voice vote of those present to confirm October 15, 2017 payroll in the amount of \$383,781.53

3. It was moved by Woods, seconded by Kirtane and approved by unanimous voice vote of those present to approve the September 2017 in office checks in the amount of \$269,209.28 and October 17, 2017 budget checks in the amount of \$126,437.27 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 394,846.55
12 Capital Outlay	\$ 800.00
Total Bills:	<u>\$ 395,646.55</u>

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 September 30, 2017, 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 September 30, 2017 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 August Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

7. It was moved by Woods, seconded by Kirtane and approved by unanimous voice vote of those present to confirm the following budget transfer for September 2017:

To:	Account	Amount
11-120-100-101	General Ed Salaries Gr 1-5	\$ 20,000
11-130-100-101	General Ed Salaries Gr 6-8	12,000
11-000-223-100	Instructional Staff Training Salaries	75
11-000-261-610	Required Maintenance General Supplies	9,000
12-000-261-730	Capital Outlay Required Maintenance	<u>4,850</u>
		\$ 45,925

From:	Account	Amount
11-110-100-101	General Ed Salaries Gr K	\$ 19,000
11-230-100-101	Basic Skills Salaries	13,000
11-000-223-320	Instructional Staff Training Purch Prof Ed Svcs	75
11-000-261-420	Required Maintenance Clean, Repair, Maint	<u>13,850</u>
		\$ 45,925

F. Other

1. It was moved by Verna, seconded by Woods 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, November 14, 2017, 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.

XII. REPORTS

None

XIII. 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. **Mr. & Mrs. Schliem** of 207 Hardenburgh Ave. (1) inquired about Demarest's PARCC results in comparison to Closter and Haworth (2) inquired as to the meaning of 'BA' on item A4 (3) inquired about the request that was sent to the board today (4) asked if the curriculum committee meets on a monthly basis (5) noted that they anticipate feedback regarding the 5th grade math program
Ms. Kupperman of 50 William St. (1) interested in learning if PARCC test results were used in placements (2) inquired as to any assessments of the STEM program and whether or not data exists regarding the STEM program (3) noted that she feels the students do not have input on the teachers evaluations and asked if there was anything in place for parents or students to provide feedback on the teacher and or course (4) inquired as to what an SGO is and what it is utilized for (5) asked if there was a plan to add additional observations for tenured staff

Mr. & Mrs. Park of 66 County Rd. (1) inquired as to when the change was made for PARCC to be used as criteria (2) asked what the follow up to the 5th grade math finding would be

Mr. Khawaja of 49 Brookside Ave. (1) noted that he is disappointed in the transparency of 5th grade math and asked the Superintendent if last year's final tests were fair and whether they were used for grade and placement

- 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.

XIV EXECUTIVE SESSION

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

XV. ADJOURNMENT

- A. It was moved by Verna, seconded by Kirtane and approved by unanimous voice vote to adjourn the meeting at 8:23 P.M.

Sincerely,



Thomas Perez
Business Administrator and Board Secretary