

# DEMAREST BOARD OF EDUCATION

## COW and REGULAR MEETING AGENDA

County Road School – Media Center

January 23, 2024

5:30 P.M.

I. OPENING

- A. Meeting called to order.
- B. Roll Call

II. OPEN PUBLIC MEETING

- A. Move to open the Regular Meeting to the public.
- B. Board President's Announcement

The New Jersey Open Public Meetings Law was enacted to ensure 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.

III. FLAG SALUTE

IV. ROLL CALL

V. BOARD VACANCY INTERVIEWS

VI. APPROVAL OF MINUTES OF THE MEETINGS

- December 12, 2023 COW and Regular Meeting Minutes
- January 2, 2024 Reorganization Meeting Minutes
- January 2, 2024 Special Meeting/Public Hearing Meeting Minutes

VII. REVIEW OF CORRESPONDENCE

VIII. BOARD PRESIDENT'S REPORT

IX. SUPERINTENDENT'S REPORT

X. COMMITTEE REPORTS

XI. OTHER REPORTS/PRESENTATIONS

XII. REVIEW OF AGENDA

- A. Board members review the items.

XIII. PUBLIC COMMENT (AGENDA ITEMS ONLY)

- A. Move to open the meeting to public comment limited to agenda items.
- B. Public comment.
- C. Move to close the meeting to public comment.

XIV. ACTIONS

A. Instruction – Staffing

- 1. Move to approve the provisional employment of Neha Kohli, substitute teacher for the remainder of the 2023/2024 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) and N.J.S.A. 19A:6-7.7.

B. Instruction – Pupils/Programs

- 1. Move to approve the following field trip(s), as recommended by the Chief School Administrator:

Location	Date	Grade/Group
Carnegie Hall	5/24	3rd Grade
Whole Foods in Closter	1/24	LLD class
Garden State Mall	2/24	LLD class
Lifetown in Livingston	3/24	LLD class

C. Support Services – Staffing

- 1. Move to accept the resignation of Michelle Whitney, paraprofessional at Luther Lee Emerson School, effective January 6, 2024 as recommended by the Chief School Administrator.
- 2. Move to accept the resignation of Gita Verkaria, paraprofessional at County Road School, effective December 22, 2023 as recommended by the Chief School Administrator.
- 3. Move to approve the transfer of Jaclyn Higgins, paraprofessional, from County Road School to Luther Lee Emerson School, effective January 8, 2024 as recommended by the Chief School Administrator.
- 4. Move to approve the provisional employment of the following paraprofessionals not to exceed 29 hours weekly, according to the paraprofessional hourly guide for the 2023/2024 school year, as recommended by the Chief School Administrator. Employment status would become effective upon the candidate's compliance with P.L. 1986, c.116 (revised 6/30/98) and N.J.S.A. 18A:6-7.7.

School/Position	Staff	Step
<b>CRS</b>		
Classroom Aides P3 & P4	Bahrjie Rama	3

	Rosemary Kim	8
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D. Support Services – Board of Education

1. Move to approve the following request for facilities use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator:

Event	Date(s) and time	Location
PTO International Heritage Day	3/15/24 4:15 PM -9:00 PM 3/16/24 9:00 AM-6:00 PM	LLE gymnasium and APR
PTO Spring Enrichment	3/11/24-5/3/24* 3:15 PM-4:15 PM	CRS, LLE and DMS rooms as available
PTO Musical set design	2/2/24, 2/9/24, 3/1/24, 3/8/24, 3/15/24 3:15 PM - 6:00 PM 3/9/24 10:00 AM - 2:00 PM	DMS gymnasium, stage, music room
SJ Enrichment	4/2-5/23 Tuesday and Thursday 4:30 PM - 6:30 PM	DMS field

\*modified from August 22, 2023 D.3.

2. Move to approve acceptance of the 2022/2023 Comprehensive Annual Finance Report (CAFR) and the Auditor’s Management Report on Administrative Findings which contains no recommendations prepared by Nisivoccia, LLP, as recommended by the Chief School Administrator.
3. Move to approve the in-district tuition rate for Demarest Early Learners preschool at \$12,000.00 for the 2024/2025 school year, as recommended by the Chief School Administrator.
4. Move to approve the in-district rate for Demarest Early Learners preschool aftercare fee of \$65.00 per month on full school days for the 2024/2025 school year, as recommended by the Chief School Administrator.
5. Move to approve the purchase of cafeteria equipment for \$13,777.01 from MAP Restaurant Supplies, through bid #HCESC-Cat-22-08, effective 8/19/2022, cooperative #34HUNCCP, as recommended by the Chief School Administrator.
6. Move to approve an amendment to the IDEA Basic 2023/2024 grant to include the prior year’s carryover funds of \$5,146.00 as follows and as recommended by the Chief School Administrator:

Account number	Account name
20-253-200-320-010-00-36	IDEA Basic Non-public Purchased Professional Services

7. Move to approve and submit the bi-annual Statement of Assurance (SOA) for paraprofessional staff for the 2023/2024 school year, as recommended by the Chief School Administrator.

8. Move to approve the revised Memorandum of Agreement with the Demarest Police Department for the 2023/2024 school year, as recommended by the Chief School Administrator.
9. Move to approve the following resolution, as approved by the Chief School Administrator:

**New Jersey School Board Recognition**

**WHEREAS,** The New Jersey School Boards Association has declared January 2024 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

**WHEREAS,** The Demarest Board of Education is one of 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

**WHEREAS,** The Demarest Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

**WHEREAS,** New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

**WHEREAS,** New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

**WHEREAS,** School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

**WHEREAS,** Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

**WHEREAS,** New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments. Now, therefore, be it

**RESOLVED,** That the Demarest Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2024 as School Board Recognition Month; and be it further resolved,

**RESOLVED,** That the Demarest Board of Education urges all New Jersey citizens to work with their local boards of education and public school staff toward the advancement of our children's education.

10. **BE IT RESOLVED** to approve the following resolution:

**APPROVAL OF LEGAL DEPOSITORIES – BANK FOR DEPOSITS/WITHDRAWALS**

**BE IT RESOLVED** that the Demarest Board of Education authorizes the Business Administrator to invest school district funds within statutory limitations.

**BE IT FURTHER RESOLVED** that the Demarest Board of Education designates Valley Bank as the bank for deposits and withdrawals for the General Account, Payroll Account, Payroll Agency Account, Student Activities Account, Lunch Account, Laptop Account, FSA Account, Athletic Account, Capital Projects Fund and Capital Reserve Fund.

**BE IT FURTHER RESOLVED** that the Demarest Board of Education approves the authorized signatures on the above accounts of designated administrators, as recommended by the Chief School Administrator.

11. Move to accept the retirement of Marilyn Stankiewicz, lunch coordinator, effective June 30, 2024\*, as recommended by the Chief School Administrator.

\*modified from November 14, 2023 D.6.

E. Support Services—Fiscal Management

1. Move to confirm the December payrolls as follows, as recommended by the Chief School Administrator:

December 15, 2023	\$547,092.76
December 22, 2023	\$494,798.11

2. Move to approve January 23, 2024 bill list as follows, as recommended by the Chief School Administrator:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$1,281,560.20
20 Special Revenue Fund	\$ 222,779.54
21 Student Activity Fund	\$ 10,900.00
22 Athletic Fund	\$ 1,188.00
30 Capital Projects Fund	\$ 23,625.90
60 Cafeteria Fund	\$ 29,012.24
Total Bills:	\$1,569,065.88

3. Move to approve the following resolution, as recommended by the Chief School Administrator:

Receipt of Certification from Board Secretary

Pursuant to N.J.A.C. 6:20-2.13 (d), I, Antoinette Kelly, certify that as of December 31, 2023, no budgetary line item account has obligations or payments (contractual orders) that, in total, exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1.

4. Move to approve the following resolution, as recommended by the Chief School Administrator:

Certification of Board of Education

Pursuant to N.J.A.C. 6:20-2.13 (e), we certify that as of December 31, 2023 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.

5. Move to acknowledge receipt of the December 2023 Report of the Board Secretary, A148 and the Report of the Treasurer, A-149, as recommended by the Chief School Administrator.
6. Move to confirm the following budget transfer for December 2023, as recommended by the Chief School Administrator:

**To:**

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
11-000-230-332	Auditing Services	5,000.00
11-000-251-890	Central Office-Misc Expenditures	650.00
11-000-262-107	Salaries-Lunch Aides	5,000.00
11-000-266-610	Security Supplies	4,009.00

**From:**

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
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11-000-230-334	Architect/Engineer Services	5,000.00
11-000-251-610	Central Office-General Supplies	650.00
11-000-262-110	Custodial Substitute Salaries	5,000.00
11-000-266-300	Security-Crossguard Services	2,000.00
11-000-266-420	Security-Repairs and Maintenance	2,009.00

7. Move to approve the award of the lease purchase financing for the Demarest Middle School gym addition to TD Equipment Finance, Inc., 12000 Horizon Way, Mount Laurel, N.J. 08054, at an interest rate of 4.33% for a five-year term, as recommended by the Chief School Administrator.

**8. Approval Authorizing Execution and Delivery of Grant Agreement for School Facilities Project - Demarest Middle School Replacement of Unit Ventilators and Boiler Pumps.**

**WHEREAS**, based on prior New Jersey Department of Education approvals, by letter dated January 19, 2024, the New Jersey Schools Development Authority (“NJSDA”) has offered an Educational Facilities Construction and Financing Section 15 Grant (“the Grant”) to the Demarest Board of Education (“the Board”); and

**WHEREAS**, the Grant is for certain funding of a School Facilities Project at the Demarest Middle School, including the replacement of the Unit Ventilators and Boiler Pumps and

**WHEREAS**, the Board has received all necessary New Jersey Department of Education (“DOE”) approvals, including approval by letter dated December 1, 2023 of the “Final Eligible Cost” (“FEC Letter”) for the School Facilities Project; and

**WHEREAS**, the FEC Letter establishes a maximum dollar amount of eligible costs, meaning that if the local share of the costs of the School Facilities Project is less than the dollar amount stated in the DOE’s FEC Letter or if the total cost to complete said Project is less than the total amount in the FEC Letter, the Grant amount shall be decreased proportionally; and

**WHEREAS**, if there are additional costs for the School Facilities Project resulting in an amount greater than the total FEC amount, said additional costs will be funded through the Board’s local share of the cost for said project; and

**WHEREAS**, in order to receive NJSDA funding, the Board must authorize the execution and delivery of the Grant Agreement.

**NOW THEREFORE, BE IT RESOLVED**, that the Board is hereby authorizing execution and delivery of the Grant Agreement for SDA Project # 1070-040-23-G5EJ Grant # G5-6517, for NJSDA funding of its School Facilities Project at the Demarest Middle School.

**BE IT FURTHER RESOLVED**, that the Board hereby delegates the Authority to the School Business Administrator for supervision of the School Facilities Project.

**9. Approval Authorizing Execution and Delivery of Grant Agreement for School Facilities Project - Luther Lee Emerson Elementary School Replacement of Unit Ventilators.**

**WHEREAS**, based on prior New Jersey Department of Education approvals, by letter dated January 19, 2024, the New Jersey Schools Development Authority (“NJSDA”) has offered an Educational Facilities Construction and Financing Section 15 Grant (“the Grant”) to the Demarest Board of Education (“the Board”); and

**WHEREAS**, the Grant is for certain funding of a School Facilities Project at the Luther Lee Emerson Elementary School, including the replacement of Unit Ventilators: and

**WHEREAS**, the Board has received all necessary New Jersey Department of Education (“DOE”) approvals, including approval by letter dated December 1, 2023 of the “Final Eligible Cost” (“FEC Letter”) for the School Facilities Project; and

**WHEREAS**, the FEC Letter establishes a maximum dollar amount of eligible costs, meaning that

if the local share of the costs of the School Facilities Project is less than the dollar amount stated in the DOE's FEC Letter or if the total cost to complete said Project is less than the total amount in the FEC Letter, the Grant amount shall be decreased proportionally; and

**WHEREAS**, if there are additional costs for the School Facilities Project resulting in an amount greater than the total FEC amount, said additional costs will be funded through the Board's local share of the cost for said project; and

**WHEREAS**, in order to receive NJSDA funding, the Board must authorize the execution and delivery of the Grant Agreement.

**NOW THEREFORE, BE IT RESOLVED**, that the Board is hereby authorizing execution and delivery of the Grant Agreement for SDA Project # 1070-050-23-G5EK Grant # G5-6518, for NJSDA funding of its School Facilities Project at the Luther Lee Emerson Elementary School.

**BE IT FURTHER RESOLVED**, that the Board hereby delegates the Authority to the School Business Administrator for supervision of the School Facilities Project.

10. **Approval of Transfer of Capital Reserve Funds to Capital Projects.**

**WHEREAS**, the Demarest Board of Education has established a Capital Reserve Fund, and

**WHEREAS**, the Demarest Board of Education has a Capital Reserve Fund balance of \$5,979,254.21, and

**WHEREAS**, the Demarest Board of Education has been offered construction grants through the State of New Jersey Regular Operating District (R.O.D.) Grant Program, and

**WHEREAS**, the Demarest Board of Education desires to fund its share of the following R.O.D. Grant Projects as follows:

○ Demarest Middle School School SDA Project #1070-040-23-G5EJ Grant # G5-6517  
..... \$ 990,768.00

○ Luther Lee Emerson Elementary School SDA Project # 41070-050-23-G5EK Grant # G5-6518  
..... \$132,825.00

**NOW, THEREFORE, BE IT RESOLVED**, that the Demarest Board of Education transfer \$ 990,768.00 (Demarest Middle School) and \$132,825.00 (Luther Lee Emerson Elementary School) from its Capital Reserve Fund to the Capital Projects Fund for the purpose of meeting the District's requirement for funding 60% of the approved capital project cost as delineated in the State of New Jersey's letter of determination stating the Final Eligible Costs for each project.

**BE IT FURTHER RESOLVED**, that the Board hereby delegates the Authority to the School Business Administrator for supervision of the School Facilities Project.

XV. PUBLIC COMMENT

- A. Move to open the meeting to public comment.
- B. Move to close the meeting to public comment.

XVI. NEW BUSINESS

XVII. EXECUTIVE SESSION (if necessary)

- A. Move to enter the executive session to discuss personnel/legal matters/negotiations.
- B. Move to close the executive session and reenter the public session.

XVIII. ADJOURNMENT

- A. Move to adjourn.