

DEMAREST BOARD OF EDUCATION

MINUTES – COW/REGULAR MEETING

February 25, 2014

I. OPENING

A. The meeting was called to order at 7:00 p.m.

B. Board President's 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. President Holzberg led the flag salute.

D. Roll Call: Geisenheimer, Geller, Kirtane, Molina, Verna, Woods and Holzberg were present.

E. It was moved by Woods, seconded by Geisenheimer and approved by unanimous voice vote to accept the minutes of the Reorganization Meeting from January 7, 2014 and the Regular Meeting from January 28, 2014.

F. Mr. Chilson reviewed the correspondence.

II. BOARD PRESIDENT'S REPORT

President Holzberg welcomed everyone to the meeting.

III. SUPERINTENDENT'S REPORT

Presentation of Summary Appraisal Report of County Road School by R.D. Clifford Associates, Inc.

Mr. Chilson introduced Robert Clifford, whose company, R.D. Clifford Associates, Inc., completed a Summary Appraisal Report of County Road School. Mr. Clifford presented his report which included a description of the appraisal process, three approaches to valuation and the conclusions reached. Based on the inspection, investigation and analysis of pertinent data, it has been determined that the market value as of December 2013 is \$4.2 million with an annual Market Net Rental Income of \$15 per square foot.

Presentation by EI Associates

Mr. Fox introduced Michael Wozny and Joseph Donnelly of EI Associates. The following is a summary of their presentation, as prepared by EI Associates.

a. Comprehensive Facility Assessment Report

Joe Donnelly from EI Associates presented an overview of the District Comprehensive Facility Assessment Report to the Board of Education members. The overview included the following topics: the purpose of the report, the assessment process, summaries of school reports and projected costs for long range planning purposes. It was noted that the report not only addressed facility infrastructure, but also included a comprehensive look at future educational program needs.

Presentation by EI Associates (Continued)**b. Proposed September Referendum**

Michael Wozny from EI Associates presented a tentative timeline of critical items to be completed in order to have a September Referendum for the proposed Luther Lee Emerson addition. The timeline included necessary BOE actions to move the process forward including authorizing EI to complete Phase 1B of their proposal dealing with Site/DEP permitting; Phase 1C covering DOE Schematic Submission and Phase 1D Pre-Referendum Services.

Mr. Wozny also presented a conceptual plan for a new gymnasium complex at Demarest Middle School which is a high priority District need. He explained that this would be an additional Schematic Design that was not included in the original proposal from EI. It is hoped that the Schematic Designs can be finalized and submitted to NJDOE in mid-April.

c. Educational Program

Mr. Wozny detailed the educational program that had been identified by District Administration and staff for the use of space in the LLE addition. Classroom/lavatory space for grades K-1, additional rooms for Region 3 Special Education, SGI rooms, a multi-purpose room that will be used for multiple activities, storage and circulation space were discussed.

The proposed gymnasium at DMS will accommodate regulation basketball games for the MS inter-scholastic program and will include changing rooms, lavatories and a new nurse's suite. The current gym/auditorium will be able to accommodate an expanded performing arts program and several large group learning opportunities.

d. Critical Community Referendum Issues

Several items were identified by members of the BOE as critical community issues in relation to a successful referendum project including:

- Addressing the water issues at the LLE site
- Providing a security desk/station at the new entrance to the proposed primary center from Lenox Street
- Providing outdoor education opportunities for students and community at the LLE site
- Providing emergency vehicle access at the LLE site
- Addressing the educational issues identified by the AD Hoc Facilities Committee and the Comprehensive Facility Assessment
- Ensuring that the needs of the additional staff at LLE will be met in an effective manner
- Designing energy efficient opportunities to provide cost savings to the District
- Providing additional drop off and pick up area at LLE that is safe and minimizes impact on the surrounding neighborhood
- Finding a compatible tenant for the County Road School site

IV. REVIEW OF AGENDA

- A. The board members reviewed the items.
- B. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote to open the meeting to public discussion limited to agenda items.
- C. There was no public discussion this evening.
- D. It was moved by Molina, seconded by Verna and approved by unanimous voice vote to close the meeting to public discussion.

V. ACTIONS**A. Instruction – Staffing**

1. It was moved by Kirtane, seconded by Molina and approved by unanimous roll call vote to approve the provisional employment of Brittany DeCotiis as a substitute teacher for the 2013/2014 school year, as recommended by the Chief School Administrator. Regular employment status would become effective upon candidate's compliance with P.L. 1986, c.116 as well as an application for emergency hiring as required by the N.J.S.A 18A:6-7.1 et seq. (revised 6/30/98).

B. Instruction – Pupils/Programs

1. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote to approve Orton Gillingham Services for Student ID # 212022 with the Norwood Board of Education for 3 sessions per week at \$50 per session for the 2013/2014 school year, as recommended by the Child Study Team.

2. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote to approve 8 sessions of social skills group therapy for Student ID # 202013, provided by Voices Now Social Skills, at \$60 per session for the 2013/2014 school year, as recommended by the Child Study Team.

3. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote to approve Patrick Pace, student at Dominican College, to complete 6 hours of teacher observations in Reading and Language Arts at Luther Lee Emerson during March 3-6, 2014, as recommended by the Chief School Administrator.

C. Support Services – Staffing

1. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the resignation of Melissa Hesse, Instructional Aide (Student ID # 242058), at Luther Lee Emerson School effective February 4, 2014, as recommended by the Chief School Administrator.

D. Support Services – Board of Education

1. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to accept the School Bus Emergency evacuation drill report (on file in the Board of Education office), as recommended by the Chief School Administrator.

2. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve the request of St. Joseph's/BSM to use the gymnasium at County Road School on February 26-27, 2014 from 6:00 p.m. to 9:00 p.m., at a fee of \$300, as recommended by the Chief School Administrator.

3. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve board member in-class or online attendance for mandatory training with the New Jersey School Boards Association, as recommended by the Chief School Administrator:

Kristin Geller

Ammu Kirtane

Sheila Verna

4. It was first moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve the amended 2013/2014 student calendar (distributed) and then later moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to further amend the 2013/2014 student calendar to coordinate days with Northern Valley Regional High School, as recommended by the Chief School Administrator.

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

5. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve fourth (and final) payment, in the amount of \$31,221 to TEO Technologies, Inc. for the Demarest Middle School air conditioning project, as reviewed by LAN Associates and as recommended by the Chief School Administrator.

6. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve board member attendance at the Bergen County School Boards Association meetings on March 4 and May 6, 2014 in Ridgewood, NJ, with reimbursement of mileage at the statutory rate, as recommended by the Chief School Administrator.

7. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve the request of the Demarest Summer Rec Camp to use the facilities at Luther Lee Emerson School for the period June 27 – August 8, 2014 from 8:30 a.m. to 2:00 p.m., as recommended by the Chief School Administrator.

8. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve the request of the Demarest Athletic Association to use the gymnasium at Luther Lee Emerson School on Sunday, March 2, 2014 from 8:30 a.m. to 5:30 p.m. at a fee of \$75 per hour, as recommended by the Chief School Administrator.

9. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to adopt the Demarest Board of Education 403B Plan with the following providers, as required by the Internal Revenue Service (IRS) rules and regulations, as recommended by the Chief School Administrator:

AXA Equitable
Lincoln Investment

Security Benefit/Clark Dodge
Prudential Insurance

10. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to file an application for funds to support implementation of the Anti-Bullying Bill of Rights Act in the amount of \$14,000 for the 2013/2014 school year and submit to the County Office of Education, as recommended by the Chief School Administrator.

E. Support Services –Fiscal Management

1. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the January 16 – 31, 2014 payroll in the amount of \$330,659.16.

2. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the February 1 – 15, 2014 payroll in the amount of \$354,320.70.

3. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the January 2014 bills in the amount of \$492,145.16, as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
10 General Current Fund Expense Funds	\$317,701.67
12 Capital Outlay	174,443.49

V. ACTIONS (Continued)E. Support Services –Fiscal Management (Continued)

4. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the following resolution:

Receipt of Certification from Board Secretary

Pursuant to N.J.A.C 6:20-2.13 (d), I, Frank G. Chilson certify that as of January 31, 2014, 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 Geisenheimer and approved by unanimous roll call vote 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 January 31, 2014, 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 Geisenheimer and approved by unanimous roll call vote to acknowledge receipt of the December 31, 2013 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

7. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the following transfers for January 2014:

<u>From:</u>	<u>Account No.</u>		<u>Amount</u>
11-120-100-101-2-0000-03	Foreign Language	\$	12,000
11-000-270-503-0-0000-29	Pupil Transportation		<u>9,000</u>
		\$	<u>21,000</u>
<u>To:</u>	<u>Account No.</u>		<u>Amount</u>
11-000-230-585-0-0000-25	Board of Education	\$	2,000
11-000-270-511-0-0000-29	Pupil Transportation		9,000
11-000-219-610-0-6190-31	Child Study Team		6,000
11-000-291-242-0-0000-37	Employee Benefits		<u>4,000</u>
		\$	<u>21,000</u>

F. Other

1. It was moved by Molina, seconded by Geisenheimer and approved by unanimous voice vote to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, March 18, 2014 at 6:30 p.m. to discuss personnel 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.

2. It was moved by Geisenheimer, seconded by Geller and approved by unanimous voice vote to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, March 25, 2014 at 6:30 p.m. to discuss personnel 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.

VI. REPORTS

BUILDINGS & GROUNDS COMMITTEE: C. Molina reviewed items from the February 6, 2014 meeting. El Associates presented the preliminary Comprehensive Facility Assessment Report which included discussion of a possible gymnasium at the middle school. The committee recommends continuing with the lighting project at Luther Lee Emerson School. Demarest Middle School will not install a greenhouse but will build a garden in the courtyard instead. Lastly, the committee proposed relocating the Child Study Team offices from the basement to the second floor at the middle school.

POLICY COMMITTEE: A. Kirtane reported on the items discussed at the February 6, 2014 meeting. She explained the new policies and revisions to existing policies including a new lightning policy, revision to the technology policy to incorporate instruction of social media to grades 4-5, adding a section for Sudden Cardiac Arrest Prevention to the intramural competition policy, and creating a new policy on school clearance following a crisis situation.

FINANCE COMMITTEE: K. Geller presented an overview of the February 11, 2014 meeting and the committees' recommendations. She explained that the district will create a new position for an Occupational Therapist, which will be shared .2 with Alpine School District. The district will also create a Supervisory position to assist in evaluations and increase Basic Skills at the K-1 level to implement Orton Gillingham. The proposed budget will include a pick-up truck, lawnmower tractor and increasing the shared technology services with Northern Valley from 3 to 5 days per week. Capital projects will include air conditioning and walls at County Road School, locker replacements at Demarest Middle School and other projects shifted from the current year, if possible. K. Geller, on behalf of the committee, recommends that taxes remain at the current level if possible.

VII. PUBLIC DISCUSSION

- A. It was moved by Verna, seconded by Woods and approved by unanimous voice vote to open the meeting to public discussion.

There was no public discussion this evening.

- B. It was moved by Molina, seconded by Geisenheimer and approved by unanimous voice vote to close the meeting to public discussion.

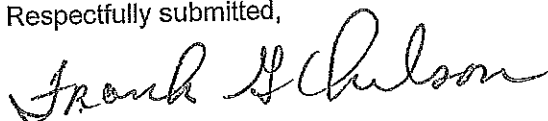
VIII. EXECUTIVE SESSION (IF NEEDED)

There was no additional time needed.

IX. ADJOURNMENT

- A. It was moved by Molina, seconded by Woods and approved by unanimous voice vote to adjourn at 9:50 p.m.

Respectfully submitted,



Frank G. Chilson
School Business Administrator/Board Secretary