

DEMAREST BOARD OF EDUCATION

COW and REGULAR MEETING MINUTES

Luther Lee Emerson School – Gymnasium
October 13, 2020
6:30 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 6:30 pm.
- B. Present: Cantatore, Choi, Governale, Lee, Schliem, Verna, Holzberg.
Absent: None
Also present: Mr. Fox, Superintendent and Ms. Trainor, Interim Business Administrator/ Board Secretary and Antoinette Kelly (Business Administrator as of December 1, 2020)

II. ADJOURN TO EXECUTIVE SESSION

- A. The Board determined it will enter into Executive Session for the following reasons:
 - 1. Personnel - Retirement
 - 2. Legal- CTA
- B. It was moved by Cantatore, 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 Cantatore, seconded by Governale and approved by unanimous voice vote of those present to convene executive session at 6:58 P.M.

III. REOPEN PUBLIC MEETING

- A. It was moved by Verna, seconded by Cantatore to reopen the Regular Meeting to the public at 7:00 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, Lee, Schliem, Verna, Holzberg.

Absent: None

Also present: Mr. Fox, Superintendent and Ms. Trainor, Interim Business Administrator/
Board Secretary and Antoinette Kelly (Business Administrator as of December 1, 2020)

VI. APPROVAL OF MINUTES OF THE MEETINGS

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

- September 8, 2020 COW Session Meeting Minutes
- September 8, 2020 Executive Session Meeting Minutes
- September 15, 2020 Regular Session Meeting Minutes
- September 15, 2020 Executive Session Meeting Minutes

VII. CORRESPONDENCE

- A. Board Secretary Trainor reviewed this month's correspondence.

- Retirement letter

VIII. BOARD PRESIDENT'S REPORT

- A. Board President Holzberg welcomed Ms. Trainor as interim Business Administrator and thanked her for serving until Ms. Kelly starts.

IX. SUPERINTENDENT'S REPORT

- A Superintendent Fox commented on the following:

- Nurses are doing an outstanding job throughout the day and working in partnership with the Department of Health
- Schools are scheduled to reopen on October 19, 2020
- A school calendar adjustment is being considered and with the Board's approval will extend the holiday break.

X. COMMITTEE REPORTS

None at this time.

XI. OTHER REPORTS AND PRESENTATIONS

A. District architect, EI Associates, presented a plan to add classrooms to County Road School. Questions included the effect on space for blacktop and playground and availability of state financing.

B. Principal Mazzini and Principal Regan commended the staff on an outstanding job with the re-opening of school and the remote learning that is currently taking place. Students are successfully wearing masks and behavior has been excellent.

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 Choi, seconded by Lee and approved by unanimous roll call vote of those present to accept the notice of retirement of Isabelle Cavalli, 5th grade teacher at Demarest Middle School, PCR 2050-040-200-00002, account code 11-120-100-101-040-00-07, effective December 1, 2020, as recommended by the Chief School Administrator.

B. Instruction – Pupils/Programs

1. It was moved by Lee, seconded by Schliem and approved by unanimous roll call vote of those present to approve the following contracts with Bergen County Special Services School District, Educational Enterprises Division for the 2020/2021 school year, as recommended by the Chief School Administrator:

Student ID	Service	Cost
1683624460	2x per week	\$13,200.00

C. Support Services – Staffing

D. Support Services – Board of Education

1. It was moved by Schliem, seconded by Choi and approved by unanimous roll call vote of those present to approve the SOA for the Uniform State Memorandum of Agreement with the Demarest Police Department for the 2020/2021 school year, as recommended by the Chief School Administrator.

2. It was moved by Schliem, seconded by Choi 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 fifth and sixth grade students at Demarest Middle School was conducted on September 29th and 30th, 2020 in the Middle School parking lot supervised by Principal Jon Regan.

3. It was moved by Schliem, seconded by Choi 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 2020/2021 School Year, as recommended by the Chief School Administrator.

4. It was moved by Schliem, seconded by Choi 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.

5. It was moved by Schliem, seconded by Choi and approved by unanimous roll call vote of those present to approve the 2021/2022 Budget Development Schedule as attached, as recommended by the Chief School Administrator.

6. It was moved by Schliem, seconded by Choi and approved by unanimous roll call vote of those present to approve agreement with X-Tel Communications, at a rate of \$1,013.95 per month from October 14, 2020 through October 14, 2023, as recommended by the Chief School Administrator.

7. It was moved by Schliem, seconded by Choi and approved by unanimous roll call vote of those present to approve the employment of Deborah Trainor, Interim Business Administrator, at a rate of \$650.00 per day, two days per week effective October 5, 2020 through November 25, 2020, as approved by the State of New Jersey Department of Education and as recommended by the Chief School Administrator.

8. It was moved by Schliem, seconded by Choi and approved by unanimous roll call vote of those present to adopt the following resolution to acknowledge the service of Isabelle Cavalli, as recommended by the Chief School Administrator:

WHEREAS, Isabelle Cavalli dedicated her time and services to the children of Demarest and the Demarest Board of Education, and

WHEREAS, her dedication served as a model of service to the community,

NOW, THEREFORE BE IT RESOLVED, that the Demarest Board of Education does hereby extend its appreciation and gratitude to Isabelle Cavalli in recognition of her twenty two years of dedicated service to the Demarest Board of Education.

9. It was moved by Schliem, seconded by Choi and approved by unanimous roll call vote of those present to approve the revised 2020/2021 calendar, attached, as recommended by the Chief School Administrator.

E. Support Services – Fiscal Management

1. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to confirm the September 30, 2020 payroll in the amount of \$433,408.71.

2. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to confirm October 15, 2020 payroll in the amount of \$454,238.15.

3. . It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the September 2020 in office checks in the amount of \$263,122.70 and October 13, 2020 budget checks in the amount of \$192,149.14 as follows:

* Schliem abstains on Staples check(s) #19943 Her vote herein shall constitute a vote as to payment of all other bills.

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$452,041.05
12 Capital Outlay	\$ 515.00
20 Special Revenue Fund	<u>\$ 2,715.79</u>
Total Bills:	\$ 455,271.84

4. It was moved by Governale, seconded by Cantatore 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, Deborah Trainor certify that as of September 30, 2020, 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 Governale, seconded by Cantatore 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, 2020 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 Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to acknowledge receipt of the August 2020 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

7. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to confirm the following budget transfer for September 2020:

To:	Account	Amount
11-000-216-101	Related Services Salaries	\$ 26,296
11-000-213-104	Health Services Salaries	2,486
11-000-218-104	Guidance Salaries Other Prof Staff	630
11-000-218-320	Guidance Purch Prof Ed Services	550
11-000-219-104	CST Salaries Other Prof Staff	8,573
11-105-100-101	Regular Instruction Pre-K Salaries	6,822
11-190-100-106	Regular Instruction Other Salaries	56,670
11-230-100-101	BSI Salaries	2,316
11-240-100-101	Bilingual Salaries	415
		\$ 104,758

From:	Account	Amount
11-120-100-101	Regular Instruction Salaries Gr 1-5	\$ 38,335
11-000-218-390	Guidance Other Purch Prof & Tech Services	550
11-000-222-101	Educational Media Salaries	9,203
11-190-100-340	Regular Instruction Purchased Tech Services	56,670
		\$ 104,758

F. Other

1. It was moved by Cantatore, seconded by Verna 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 17, 2020, 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 Cantatore, seconded by Verna and approved by unanimous voice vote to adjourn the meeting at 8:10 P.M.

Sincerely,



Deborah Trainor
Interim Business Administrator and Board Secretary