

DEMAREST BOARD OF EDUCATION

COW AND REGULAR MEETING MINUTES

County Road School – Media Center
October 16, 2018
7:00 P.M.

I. OPENING

A. The meeting was called to order by President Holzberg at 7:00 pm.

II. OPEN PUBLIC MEETING

A. 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.

III. PLEDGE OF ALLEGIANCE

A. President Holzberg led the flag salute.

IV. ROLL CALL

Alevrontas, Cantatore, Governale, Kirtane, Verna, Holzberg.

Absent: Woods

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

V. APPROVAL OF MINUTES OF THE MEETINGS

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

- September 26, 2018 COW and Regular Meeting Minutes
- September 26, 2018 Executive Meeting Minutes

VI. CORRESPONDENCE

None at this time.

VII. BOARD PRESIDENT'S REPORT

A. Board President Holzberg commented on the districts 2017/2018 goals and noted that goal setting for 2018/2019 was accomplished earlier this evening.

VIII. SUPERINTENDENT'S REPORT

A. None at this time.

IX. COMMITTEE REPORTS

A. None at this time.

X. OTHER REPORTS AND PRESENTATIONS

A. Principal Regan reviewed the following:

- 5th grade transition to middle school
- Week of respect
- Brandon Lee White
- Anti-bullying lessons with Mrs. Rinckhoff
- Superhero day
- Fall sports
- Gardening club
- 8th grade mobil app design
- 7th grade micro-organisms lab
- 6th grade cave paintings
- Lunch time book club
- Energy efficient passive housing designs (STEM)
- Student council elections
- 8th grade robotics
- Upcoming events

B. Principal Mazzini reviewed the following:

- 1st day of school
- Week of respect
- Brandon Lee White
- CRS sensory walk with Mrs. Aiello and Mrs. Geller
- BCUA grant funds received on behalf of Mrs. Long and Mrs. Forma
- Fire prevention week
- Mr. Nichols visit
- Word of the day in LLD class
- Upcoming events

XI. REVIEW OF AGENDA

A. Board members reviewed the items.

B. It was moved by Kirtane, seconded by Verna 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 the meeting to public discussion.

XII. ACTIONS

A. Instruction – Staffing

1. It was moved by Governale, seconded by Alevrontas and approved by unanimous voice vote of those present to approve the provisional employment of the following, substitute teachers for the remainder of the 2018/2019 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. 18A:6-7.7.

- Craig Paler

2. It was moved by Governale, seconded by Alevrontas and approved by unanimous voice vote of those present to approve re-appointment of the following tenure teaching staff for the 2017/2018 school year, in accordance with their level and step on the Teacher's Salary Guide, as recommended by the Chief School Administrator:

Julie Worgul	MA+16 S13
(modified from December 12, 2017)	

3. It was moved by Governale, seconded by Alevrontas and approved by unanimous voice vote of those present to approve re-appointment of the following tenure teaching staff for the 2018/2019 school year, in accordance with their level and step on the Teacher's Salary Guide, as recommended by the Chief School Administrator:

Julie Worgul	MA+16 S14
(modified from May 15, 2018)	

4. It was moved by Governale, seconded by Alevrontas and approved by unanimous voice vote of those present to approve the extended sick leave of John Zemba from October 5, 2018 through November 16, 2018, as recommended by the Chief School Administrator.

B. Instruction – Pupils/Programs

None at this time.

C. Support Services – Staffing

1. It was moved by Alevrontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve the provisional employment of the following classroom aide, not to exceed 29 hours per week, for the remainder of the 2018/2019 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. 18A:6-7.7.

School/Position	Name	Step	PCR
CRS P3	Michelle Di Dio Krapels (10/17)	Step 7	5000-001-500-00004

2. It was moved by Alevrontas, seconded by Kirtane and approved by unanimous voice vote of those present to re-appoint Doug Richards, as substitute custodian for the 2018/2019 school year at an hourly rate of \$15.00, as recommended by the Chief School Administrator

D. Support Services – Board of Education

1. It was moved by Cantatore, seconded by Kirtane and approved by unanimous voice vote of those present to approve the second reading and adoption of Policy and Regulation:

- P 1550 Equal Employment/Anti-Discrimination
- Reg 1550 Equal Employment/Anti-Discrimination
- P 5512 Harassment, Intimidation and Bullying
- Reg 5512 Harassment, Intimidation and Bullying (ABOLISH)

2. It was moved by Cantatore, seconded by Kirtane and approved by unanimous voice 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	Admission Cost
Karleen McDermott/DMS Nurse	Response Team Training December 10, 2018 Newark, NJ	\$295.00
Diane Holzberg/Board President	NSBA Advocacy Institute January 27 th and 28 th , 2018 Washington D.C.	\$695.00
Diane Holzberg/Board President	NSBA Delegate Assembly November 17, 2018 West Windsor, NJ	N/A

3. It was moved by Cantatore, seconded by Kirtane 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.

4. It was moved by Cantatore, seconded by Kirtane and approved by unanimous voice vote of those present to award to Murray Paving and Concrete the contract to install a new roof on the Gym at Luther Lee Emerson School at an amount of \$44,943.73. This contract is awarded under the terms and conditions of the bid awarded under coop bid ESCNJ 16/17-54 GC2.

5. It was moved by Cantatore, seconded by Kirtane and approved by unanimous voice vote of those present to approve acceptance of the 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 all students at Luther Lee Emerson School was conducted on October 5, 2018 at 9:45 am on Columbus Road, supervised by Principal Frank Mazzini.
- A drill for all students at County Road School was also conducted on October 5, 2018 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 12, 2018 in the Middle School parking lot at 8:30 am supervised by Principal Jon Regan.

6. It was moved by Cantatore, seconded by Kirtane and approved by unanimous voice vote of those present to approve the 2019/2020 Budget Development Schedule as attached, as recommended by the Chief School Administrator.

E. Support Services – Fiscal Management

1. It was moved by Kirtane seconded by Governale and approved by unanimous voice vote of those present to confirm the September 30, 2018 payroll in the amount of \$390,513.62.

2. It was moved by Kirtane seconded by Governale and approved by unanimous voice vote of those present to confirm October 15th, 2018 payroll in the amount of \$405,823.22.

3. It was moved by Kirtane seconded by Governale and approved by unanimous voice vote of those present to approve the September 2018 in office checks in the amount of \$314,593.59 and October 16, 2018 budget checks in the amount of \$125,595.36 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$421,928.95
30 Capital Projects Fund	<u>\$ 18,260.00</u>
Total Bills:	\$440,188.95

4. It was moved by Kirtane seconded by Governale 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, 2018, 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 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, 2018 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 voice vote of those present to acknowledge receipt of the August 2018 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 voice vote of those present to confirm the following budget transfers for September, 2018:

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-110-100-101	Kindergarten Salaries of Teachers	\$ 58,978
11-120-100-101	Grades 1-5 Salaries of Teachers	7,132
11-130-100-101	Grades 6-8 Salaries of Teachers	21,692
11-240-100-610	Bilingual General Supplies	<u>375</u>
		\$ 88,177

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-105-100-101	Preschool Salaries of Teachers	\$ 2,451
11-213-100-101	Sp. Ed. Res Room Salaries of Teachers	43,662
11-230-100-101	BSI Salaries of Teachers	28,366
11-230-100-610	BSI General Supplies	375
11-130-100-110	Grade 6-8 Salaries Other	<u>13,323</u>
		\$ 88,177

F. Other

1. It was moved by Verna, seconded by Governale 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 20, 2018, 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.

XIII. PUBLIC DISCUSSION

- A. It was moved by Kirtane, seconded by Verna and approved by unanimous voice vote of those present to open the meeting to public discussion.
- B. There was no public discussion.
- C. It was moved by Kirtane, seconded by Verna 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 Kirtane, seconded by Cantatore and approved by unanimous voice vote to adjourn the meeting at 7:29 P.M.

Sincerely,



Thomas Perez
Business Administrator and Board Secretary