

# DEMAREST BOARD OF EDUCATION

## COW and REGULAR SESSION MEETING MINUTES

County Road School – Media Center  
July 16, 2019  
6:30 P.M.

### I. OPENING

- A. The meeting was called to order by President Holzberg at 6:30 pm.
- B. Present: Cantatore, Governale, Kirtane, Lee, Schliem, Holzberg.  
Absent: Verna and Fox  
Also present: 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. Student matter – Discipline
  - 2. Contractual matter – Mark Construction
- B. It was moved by Kirtane, 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 Governale, seconded by Kirtane and approved by unanimous voice vote of those present to convene executive session at 6:49 P.M.

### III. REOPEN PUBLIC MEETING

- A. It was moved by Kirtane, seconded by Governale to reopen the Regular Meeting to the public at 6:50 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, Holzberg.

Absent: Verna and Fox

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

VI. APPROVAL OF MINUTES OF THE MEETINGS

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

- June 17, 2019 Regular Meeting Minutes
- June 17, 2019 Executive Meeting Minutes

VII. CORRESPONDENCE

A. Board Secretary Perez reviewed this month's correspondence.

- NJSBA – dues will remain the same for the 10<sup>th</sup> year in a row

VIII. BOARD PRESIDENT'S REPORT

A. None at this time

IX. SUPERINTENDENT'S REPORT

A. None at this time

X. COMMITTEE REPORTS

A. None at this time

XI. OTHER REPORTS AND PRESENTATIONS

A. Mr. Perez reviewed the following: 2017/2018 School Self-Assessment for determining grades under the Anti-Bullying Bill of Rights.

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 Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the provisional employment of the following, substitute teacher(s) for the 2019/2020 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.

- Paula Schweitzer

2. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the following stipend positions for the 2019/2020 school year, as recommended by the Chief School Administrator:

Community Outreach	4,230.00	Dawn Epiphaniou	\$2,115.00
		Christine Reynolds*	\$2,115.00

\*modified from 6/17

3. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to accept the resignation of Lori Cohen, 4<sup>th</sup> grade teacher at Luther Lee Emerson School, PCR 2040-050-200-00004, budget code 11-120-100-101-050-00-00 as of June 30, 2019, as recommended by the Chief School Administrator.
4. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to rescind resolution A.11. from May 14, 2019; Katherine Shaughnessy, 2<sup>nd</sup> grade leave replacement for Katelyn Hubener, at BA, Step 1, for the 2019/2020 school year, as recommended by the Chief School Administrator.
5. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Katherine Shaughnessy, 4<sup>th</sup> grade teacher at Luther Lee Emerson School, PCR 2040-050-200-00004, budget code 11-120-100-101-050-00-00 at MA step 1 for the 2019/2020 school year, as recommended by the Chief School Administrator.
6. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Jacqueline Jacobsen, leave replacement for Lauren Magnifico, 2<sup>nd</sup> grade teacher at Luther Lee Emerson School, at BA step 1 for the 2019/2020 school year, as recommended by the Chief School Administrator.
7. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Jessica Raccioppi, leave replacement for Katelyn Hubener, 2<sup>nd</sup>

grade teacher at Luther Lee Emerson School, at BA step 1 for the 2019/2020 school year, as recommended by the Chief School Administrator.

8. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to accept the resignation of Meaghan Williams, nurse at County Road School, PCR 2200-030-200-00001, budget code 11-000-213-104-030-00-33 as of June 30, 2019, as recommended by the Chief School Administrator.
9. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the resignation of Laura Stiefbold, 3<sup>rd</sup> grade teacher at Luther Lee Emerson School, PCR 2030-050-200-00003, budget code 11-120-100-101-050-0000, as of June 30, 2019, as recommended by the Chief School Administrator.
10. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to rescind resolution A.9. from May 14, 2019; Nicole Petri 2<sup>nd</sup> grade leave replacement for Lauren Magnifico, at BA step 1 for the 2019/2020 school year, as recommended by the Chief School Administrator.
11. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Nicole Petri, 3<sup>rd</sup> grade teacher at Luther Lee Emerson School, PCR 2030-050-200-00003, MA step 1, budget code 11-120-100-101-050-0000, for the 2019/2020 school year, as recommended by the Chief School Administrator.
12. It was moved by Lee, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the provisional employment of Kelly Tiscornia, nurse at County Road School, at MA step 5, PCR 2200-030-200-00001, budget code 11-000-213-104-030-00-33 for the 2019/2020 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. 1986. c116 (revised 6/30/98) and N.J.S.A. 18A:6-7.7.

#### **B. Instruction – Pupils/Programs**

1. It was moved by Schliem, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the attached Demarest Middle School athletic schedules for the 2019/2020 school year, as recommended by the Chief School Administrator.
2. It was moved by Schliem, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the following contracts with the State of New Jersey Department of Human Services, Commission of the Blind and Visually Impaired for the 2019/2020 school year, as recommended by the Chief School Administrator:

<b>Student ID</b>	<b>Level of Service</b>	<b>Cost</b>
3421005687	Level 3	\$12,600.00
2273019823	Level 1	\$ 1,900.00
4538439360	Level 1	\$ 1,900.00
8491500919	Level 1	\$ 1,900.00

3. It was moved by Schliem, seconded by Kirtane 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 2019/2020 school year, as recommended by the Chief School Administrator:

Student ID	Contract #	Service	Cost
1061686747 1683624460	AuOn41124	Audiological	\$2256.00

4. It was moved by Schliem, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the existing curriculum guides for the 2019/2020 school year, as recommended by the Chief School Administrator:

English Language Arts
Library Media
Math
Music
Physical Education and Health
Science K-5
Science 6-8
Social Studies
Technology
Visual Arts
World Language

5. It was moved by Schliem, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the newly revised curriculum guide(s) for the 2019/2020 school year, as recommended by the Chief School Administrator:

English as a Second Language
------------------------------

6. It was moved by Schliem, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the newly adopted curriculum guide(s) for the 2019/2020 school year, as recommended by the Chief School Administrator:

Dance/theatre K-8
-------------------

### **C. Support Services – Staffing**

1. It was moved by Governale, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Brailist training for Jodi Braunstien at \$20.00 per hour for a maximum of 28 hours, as recommended by the Chief School Administrator.

### **D. Support Services – Board of Education**

1. It was moved by Canatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve to approve the following resolution:

**WHEREAS**, the Executive County Superintendent of Schools has reviewed evidentiary documentation and the Board of Education resolution certifying the attainment of the Chief School Administrator’s Merit Goals for the 2018/2019 school year pursuant to N.J.A.C. 6A:23A-3.1(10) and

**WHEREAS**, the Executive County Superintendent has authorized payment of the merit bonus as of June 27, 2019 to the Chief School Administrator,

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Education authorizes payment of the 2018/2019 merit bonus to the Chief School Administrator.

2. It was moved by Canatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the submission of the school self-assessment for determining

grades under the Anti-Bullying Bill of Rights for the 2018/2019 school year, as recommended by the Chief School Administrator.

3. It was moved by Canatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the following vendor for evaluations for the 2019/2020 school year, as recommended by the Chief School Administrator:

Dr. Alexander Storch	Psychiatric
----------------------	-------------

4. It was moved by Canatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve attached PTO wish list for County Road and Luther Lee Emerson School for the 2019/2020 school year, as recommended by the Chief School Administrator.
5. It was moved by Canatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Change Order # 5 for the Music Room Addition & Renovations at Demarest Middle School, NJDOE #03-1070-040-18-1000, to Mark Construction, Inc., in the amount of \$7,346.69 for rewiring of 12 circuits and installation of 2 new J boxes, as recommended by the Chief School Administrator.
6. It was moved by Canatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Change Order # 6 for the Music Room Addition & Renovations at Demarest Middle School, NJDOE #03-1070-040-18-1000, to Mark Construction, Inc., in the amount of \$6,847.28 for installation of hard ceiling at the stage area and repair to one additional section, as recommended by the Chief School Administrator.
7. It was moved by Canatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve technology shared service agreement with Northern Valley Regional High School for the 2019/2020 school year in the amount of \$79,200.00, as recommended by the Chief School Administrator.
8. It was moved by Canatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve copier lease with Atlantic Tomorrows Office, State Contract #40467, to upgrade current district copiers. The lease term is 60 months at a monthly lease cost of \$1,510.00 and cost per copy charge of \$.005 for black and white and \$.06 for color, as recommended by the Chief School Administrator.
9. It was moved by Canatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve payment application #5 in the amount of \$271,399.24 for the DMS Music Room Addition, NJDOE # 03-1070-040-18-1000, to Mark Construction, Inc., as reviewed by EI Associates and 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 roll call vote of those present to confirm the June 20, 2019 payroll in the amount of \$400,209.58.
2. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to confirm June 28, 2019 supplemental payroll in the amount of \$116,631.62.

3. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to confirm the July 15, 2019 payroll in the amount of \$80,747.28
4. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to approve the June 30, 2019 in office checks in the amount of \$623,415.47, June 30, 2019 budget checks in the amount of \$84,423.22 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$418,316.17
12 Capital Outlay	\$ 11,379.50
20 Special Revenue Fund	\$ 9,704.00
30 Capital Project Fund	\$259,699.02
60 Enterprise Funds	<u>\$ 8,740.00</u>
Total Bills:	\$707,838.69

5. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to approve the July 16, 2019 budget checks in the amount of \$710,120.36 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$439,093.90
12 Capital Outlay	<u>\$271,026.46</u>
	\$710,120.36

6. It was moved by Kirtane, seconded by Governale 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, Thomas J. Perez certify that as of June 30, 2019, 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.

7. It was moved by Kirtane, seconded by Governale 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 June 30, 2019 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.

8. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to acknowledge receipt of the May 2019 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.
9. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to confirm the following budget transfer for June 2019:

To:	Account	Amount
11-000-218-105	Guidance Salaries Secretarial/Clerical	\$ 600
11-000-218-320	Guidance Purch Prof Ed Services	275
11-000-230-105	General Admin Salaries	248
11-000-230-332	General Admin Audit Fees	1,000
11-000-240-103	School Admin Salaries Principals	7,422
11-000-240-105	School Admin Salaries Secretarial/Clerical	2,400
11-000-262-107	Custodial Salaries Non-Instructional Aides	895
11-000-240-440	School Admin Other Purchased Services	310
11-000-270-160	Transportation Salaries B/tween Home/School Reg Ed	1
11-110-100-110	Regular Ed Salaries - Kindergarten	5,183
11-120-100-101	Regular Ed Salaries - Grades 1-5	6,526
11-130-100-101	Regular Ed Salaries – Grades 6-8	13,021
11-150-100-101	Regular Ed Salaries – Home Instruction	617
11-230-100-101	BSI Salaries	440
11-800-330-105	Community Services Salaries	184
12-000-266-730	Capital Outlay Security Equipment	653
Total		\$ 39,775

From:	Account	Amount
11-000-218-390	Guidance Other Purch Prof & Tech Services	\$ 875
11-000-230-334	General Admin Architectural/Engineering	1,248
11-000-240-580	School Admin Travel	4,377
11-000-240-600	School Admin Supplies & Materials	5,755
11-000-262-110	Custodial Temporary Salaries	895
11-000-270-162	Transportation Salaries Other Than Home/School	1
11-120-100-110	Regular Ed Salaries - Grades 1-5	25,347
11-230-100-610	BSI General Supplies	440
11-800-330-592	Community Services Purchased Services	184
12-120-100-730	Capital Outlay Instructional Equipment	653
Total		\$ 39,775

10. It was moved by Kirtane, seconded by Governale and approved by unanimous roll call vote of those present to amend resolution from June 17, 2019 E.3. to read as follows: approve the May 2019 in office checks in the amount of \$544,224.03 and June 18, 2019 budget checks in the amount of \$156,060.27:

Subtotal Per Fund	Amount
11 General Current Expense	\$372,153.67
12 Capital Outlay	\$ 81,401.50
20 Special Revenue Fund	\$ 92.53
30 Capital Projects Fund	\$246,636.60
Total Bills:	\$700,284.30

\*modified from June 16, 2019

#### F. Other

1. It was moved by Lee, seconded by Governale and approved by unanimous roll call vote of those present to adopt the following resolution:



BE IT RESOLVED THAT the Demarest Board of Education will convene in closed Executive Sessions on Tuesday August 20, 2019 at 6:30 P.M., 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

None at this time

XVII. EXECUTIVE SESSION

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

XVIII. ADJOURNMENT

A. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote to adjourn the meeting at 7:22 P.M.

Sincerely,



Thomas Perez  
Business Administrator and Board Secretary