

DEMAREST BOARD OF EDUCATION

MEETING MINUTES

Virtual due to COVID-19
November 17, 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, 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. Student matter – legal
 - 2. Personnel matter
- 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 Choi 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, 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 Choi and approved by unanimous voice vote of those present to approve:

- October 13, 2020 COW and Regular Session Meeting Minutes
- October 13, 2020 Executive Session Meeting Minutes

VII. CORRESPONDENCE

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

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VIII. BOARD PRESIDENT'S REPORT

A. Board President Holzberg welcomed the 6th grade Girl Scout troop who is working on their Citizenship in the Community badge.

IX. SUPERINTENDENT'S REPORT

A. Superintendent Fox commented on the following:

- Congratulated the re-elected Board members
- Gave a detailed report on the Student Safety Data (SSDS) for the period 1/1/2020-6/30/2020
- Reviewed the status of students currently learning remotely
- DMS experienced a gas odor on Friday and had to be closed for the day as repairs were made. All approvals were received once repairs were completed
- Ms. Mach led a Halloween sing a long
- The School Board presentation about the Indoor Air Purification system that Demarest is using was presented and is available online for one year
- A change in the afternoon remote schedule is being planned for DMS
- A letter will be going out regarding travel plans over the break
- QSAC is scheduled for January 12, 2021

- Chalktalk will be sent to the committee for review
- Thanked Ms. Trainor for serving as interim Business Administrator until Ms. Kelly starts on Dec 1, 2020

X. COMMITTEE REPORTS

None at this time.

XI. OTHER REPORTS AND PRESENTATIONS

None at this time.

XII. REVIEW OF AGENDA

A. Board members reviewed the items.

XIII. PUBLIC COMMENT

- A. It was moved by Verna, seconded by Governale and approved by unanimous voice vote of those present to open the meeting to public comment limited to agenda items.
- B. There was no public comment.
- C. It was moved by Verna, seconded by Schliem and approved by unanimous voice vote of those present to close the meeting to public comment.

XIV. ACTIONS

A. Instruction – Staffing

1. It was moved by Choi, and seconded by Lee to approve the provisional employment of the following, substitute teacher(s) for the remainder of the 2020/2021 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.

- Peter Martin

2. It was moved by Choi, and seconded by Lee to approve the provisional employment of Abigail Benemerito as substitute nurse, for the remainder of the 2020/2021 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

3. It was moved by Choi, and seconded by Lee to approve the employment of the following, substitute teachers for the remainder of the 2020/2021 school year, as recommended by the Chief School Administrator:

- Francesca Fanelli
- Amelia Tararico
- Samuel Suhotliv

4. It was moved by Choi, and seconded by Lee to accept the notice of retirement of Dixie Nolan, first grade teacher at County Road School, PCR 2010-030-200-00002, account code 11-120-100-101-030-00-00, effective December 1, 2020, as recommended by the Chief School Administrator.

5. It was moved by Choi, and seconded by Lee to approve Madison Bonavita, first grade teacher at County Road School, BA step 1, effective, December 1, 2020 through June 30, 2021, PCR 2010-030-200-00002, account code 11-120-100-101-030-00-00, as recommended by the Chief School Administrator.
6. It was moved by Choi, and seconded by Lee to approve Caitlin Ross, 5th grade teacher at Demarest Middle School BA, Step 1, effective December 1, 2020 through June 30, 2021, PCR 2050-040-200-00002, account code 11-120-100-101-040-00-07, as recommended by the Chief School Administrator.
7. It was moved by Choi, and seconded by Lee to approve the following mentor/mentee, for the remainder of the 2020/2021 school year, as recommended by the Chief School Administrator:

Mentor	Mentee
Christine Reynolds	Caitlin Ross

8. It was moved by Choi, and seconded by Lee to approve the unpaid leave of absence for Ossi Mach, music teacher for County Road and Luther Lee Emerson School, from December 5, 2020 through January 15, 2021, as recommended by the Chief School Administrator.

B. Instruction – Pupils/Programs

1. It was moved by Lee, and seconded by Governale to approve the following contract 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
8431005533	Assistive technology evaluation	\$900.00

2. It was moved by Lee, and seconded by Governale to approve a non-domiciled tuition agreement with Iris and Kevin Shamus (parents) for their child to attend fifth grade at a rate of \$20,831.00 as non-residents, domicile pending, as recommended by the Chief School Administrator.

C. Support Services – Staffing

1. It was moved by Schliem, and seconded by Lee to approve administrative unpaid leave of absence for Noreen Buoye, teacher assistant at Luther Lee Emerson School, PCR 5020-050-500-00001, budget code 11-190-100-106-050-00-00 effective November 13, 2020 through January 12, 2020, with a return to work date of January 13, 2020, as recommended by the Chief School Administrator.
2. It was moved by Schliem, and seconded by Lee to approve the employment of the following Instructional Aide, not to exceed 29 hours per week, for the 2020/2021 school year, as recommended by the Chief School Administrator.

School/position	Name	Step	Account Code PCR
DMS Special Education Aide	Samuel Suhotliv	1	11-213-100-106-040-00-15

D. Support Services – Board of Education

1. It was moved by Governale, and seconded by Cantatore to approve the first reading of Policy(ies) and Regulation(s) as recommended by the Chief School Administrator:

9130 Public Complaints and Grievances – Policy & Regulation
0152 – Board Officers –Bylaw
1581 – Domestic Violence – Policy (M)
1581 - Domestic Violence - Regulation (M) (NEW)
2422 - Health and Physical Education (M)
5330 - Administration of Medication - Policy & Regulation (M)
7423 - Supervision of Construction - Policy (M)
8210 - School Year – Policy
8220 - School Day - Policy (M)
8220 - School Closings - Regulation
8462 - Reporting Potentially Missing or Abused Children - Policy (M)
1649 – Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) - Policy (M) (NEW)
2270 - Religion in Schools -Policy
2431.1 – Heat Participation Policy for Student-Athlete Safety - Policy (M)
2622 – Student Assessment - Policy (M)
5111 – Eligibility of Resident/Nonresident Students - Policy & Regulation (M)
5200 - Attendance - Policy & Regulation (M)
5320 – Immunization - Policy & Regulation
5610 – Suspension - Policy & Regulation (M)
5620 - Expulsion – Policy (M)
8320 - Personnel Records – Policy & Regulation (M)
1620 – Administrative Employment Contracts Policy
2431 – Athletic Competition - Policy (M)
2431.1 – Emergency Procedures for Athletic Practices and Competitions - Regulation (M)
2451 – Adult High School - Policy (M)
2464 – Gifted and Talented Students - Policy (M)
5330.05 – Seizure Action Plan – Policy & Regulation (M) (NEW)
6440 – Cooperative Purchasing - Policy (M)
6470.01 - Electronic Funds Transfer and Claimant Certification – Policy & Regulation (M) (NEW)
7440 - School District Security – Policy & Regulation (M)
7450 – Property Inventory - Policy (M)
7510 – Use of School Facilities – Policy & Regulation (M)
8420 – Emergency and Crisis Situations - Policy (M)
1648 - Restart and Recovery Plan (M) (Revised) Policy
1648.03 - Restart and Recovery Plan - Full-Time Remote Instruction (M) (New) Policy
0164.6 Remote Public Board Meeting During a Declared Emergency Policy

2. It was moved by Governale, and seconded by Cantatore to approve the second and final reading of Policy(ies) and Regulation(s) as recommended by the Chief School Administrator:

1648.02 - Remote Learning Options for Families (M) (New) Policy

3. It was moved by Governale, and seconded by Cantatore 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 seventh and eighth grade students at Demarest Middle School was conducted on October 1, 2020 and October 23, 2020 in the Middle School parking lot (basketball court area) supervised by Principal Jon Regan.
 - A drill for County Road School was conducted on October 22, 2020 in the school parking lot supervised by teacher in charge Gina Long and nurse Kelly Tiscornia.
 - A drill for Luther Lee Emerson School was conducted on October 22, 2020 in the school parking lot supervised by Principal Frank Mazzini and nurse Cindy Paspalas.
4. It was moved by Governale, and seconded by Cantatore to approve and authorize the submission of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2020/2021 School Year, as recommended by the Chief School Administrator.
5. It was moved by Governale, and seconded by Cantatore to approve the memorandum of agreement for Antoinette Kelly, Business Administrator/Board Secretary, effective December 1, 2020 through June 30, 2021, as approved by the Executive County Superintendent, and as recommended by the Chief School Administrator.
6. It was moved by Governale, and seconded by Cantatore to approve the submission of Alyssa's Law grant application noting that local funds were available for the amount that exceeded the grant monies, as recommended by the Chief School Administrator.
7. It was moved by Governale, and seconded by Cantatore to approve the in-district tuition rate for Demarest Early Learners preschool at \$10,000.00 for the 2021/2022 school year, as recommended by the Chief School Administrator.
8. It was moved by Governale, and seconded by Cantatore to approve Demarest Early Learners preschool aftercare fee of \$60.00 per month on full school days, for the 2021/2022 school year, as recommended by the Chief School Administrator.
9. It was moved by Governale, and seconded by Cantatore to approve the Student Safety Data System (SSDS) for the reporting period of January 1, 2020 to June 30, 2020, as recommended by the Chief School Administrator.
10. It was moved by Governale, and seconded by Cantatore to approve and submit New Jersey Quality Single Accountability Continuum (NJQSAC) District Performance Review

(DPR) for the 2020-2021 School Year, as recommended by the Chief School Administrator.

11. It was moved by Governale, and seconded by Cantatore to adopt the following resolution to acknowledge the service of Dixie Nolan, as recommended by the Chief School Administrator:

WHEREAS, Dixie Nolan 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 Dixie Nolan in recognition of her eighteen years of dedicated service to the Demarest Board of Education.

E. Support Services – Fiscal Management

1. It was moved by Cantatore, and seconded by Lee to confirm the October 30, 2020 payroll in the amount of \$421,712.93.
2. It was moved by Cantatore, and seconded by Lee to confirm the November 15, 2020 payroll in the amount of \$423,781.35.
3. It was moved by Cantatore, and seconded by Lee to approve the October 2020 in office checks in the amount of \$285,085.02 and November 17, 2020 budget checks in the amount of \$236,862.57 as follows:

Schlem abstain on Staples check(s) #20007. 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	\$515,732.91
12 Capital Outlay	\$ 5,115.00
20 Special Revenue Fund	<u>\$ 1,099.68</u>
Total Bills:	\$521,947.59

4. It was moved by Cantatore, and seconded by Lee 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 October 31, 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 Cantatore, and seconded by Lee 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 October 31, 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 Cantatore, and seconded by Lee to acknowledge receipt of the September 2020 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

7. It was moved by Cantatore, and seconded by Lee to confirm the following budget transfer for October 2020:

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-000-213-610	Health Service Supplies	\$3,150.00

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-000-262-610	General Supplies	\$3,150.00

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, December 15, 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

- A. It was moved by Verna, seconded by Governale and approved by unanimous voice vote of those present to open the meeting to public discussion.
- B. There was no public comment.
- C. It was moved by Verna, seconded by Governale and approved by unanimous voice vote of those present to close the meeting to public discussion.

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 Choi, seconded by Verna and approved by unanimous voice vote to adjourn the meeting at 7:30 P.M.

Sincerely,



Deborah Trainor
Business Administrator and Board Secretary