

DEMAREST BOARD OF EDUCATION

REGULAR MEETING AGENDA

March 20, 2018
6:30 P.M.

I. OPENING

- A. Meeting called to order.
- B. Roll Call: Alevrontas, Cantatore, Governale, Kirtane, Verna, Woods, Holzberg

II. ADJOURN TO EXECUTIVE SESSION (IF NECESSARY)

- A. The Board has determined it will enter into Executive Session for the following reasons:
- B. Move 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. Move to enter Executive Session

III. REOPEN PUBLIC MEETING

- A. Move to reopen the Regular Meeting to the public.
- B. Roll Call: Alevrontas, Cantatore, Governale, Kirtane, Verna, Woods, Holzberg
- C. 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.

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF MINUTES OF THE MEETINGS

- February 13, 2018 COW and Regular Session Meeting Minutes & Executive Meeting Minutes
- February 26, 2018 Special Session Meeting Minutes & Executive Meeting Minutes

VI. CORRESPONDENCE

VII. BOARD PRESIDENT'S REPORT

VIII. SUPERINTENDENT'S REPORT

IX. OTHER REPORTS/PRESENTATIONS

- Principal Reports
- Other presentations

X. REVIEW OF AGENDA

- A. Board members review the items.

XI. PUBLIC DISCUSSION (AGENDA ITEMS ONLY)

- A. Move to open the meeting to public discussion limited to agenda items.
- B. Public discussion.
- C. Move to close the meeting to public discussion.

XII. ACTIONS

A. Instruction – Staffing

1. Move to approve the provisional employment of the following, as substitute teachers, for the remainder of the 2017/2018 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).

- PJ Portera
- Daniel Esposito
- Michael Miuccio

B. Instruction – Pupils/Programs

1. Move to approve sixth grade trip to Fairview Lake, April 25, 2108 - April 27, 2018, as recommended by the Chief School Administrator.

2. Move to approve the eighth grade trip to Washington D.C., May 22, 2018 - May 24, 2018, as recommended by the Chief School Administrator.

3. Move to approve the following students to participate in Senior Service for the 2017/2018 school year, as recommended by the Chief School Administrator:

Demarest Middle School	Luther Lee Emerson School
Kaityln Higgins (Werner)	
Michelle Hong (Murphy)	
Kelly Jiang (Lew)	
Sarah Millstein (Desmond)	

4. Move to approve the following out of district student placements and tuition, associated related services, transportation and cost of 1:1 aide as applicable, for the 2018/2019 school year and extended school year, as recommended by the Child Study Team:

Student ID	School/Program	Tuition	1:1 Aide	Transportation	Term
9505548156	Valley Program	26,876.36	No	No	3/5/18-6/30/18
5246552114	The Craig School	\$57,700.00	No	No	9/6/18-6/21/19

5. Move to approve contract with BCSS for Assistive Technology Assessment at a rate not to exceed \$850.00, for student 6658116364, as recommended by the Chief School Administrator.

C. Support Services – Staffing

1. Move to approve the following teachers as chaperones for overnight student field trips in the amount of \$150.00 per person, per night, as recommended by the Chief School Administrator.

Fairview Lake (April 25-27)
W. Heffler
K. McDermott
H. Mohanram
C. Reynolds
A. Ross
G. Torres
V. DeMaio
C. Quillen *
P. Ryan

*additional \$150.00/advisor

D. Support Services – Board of Education

1. Move to approve the first reading of Regulation:

Policy/Regulation Number	Policy/Regulation Name
P 0000.02	Introduction
P 2415.06	Unsafe School Choice Option
P 2622	Student Assessment
P 3160/4160	Physical Examination
P 5116	Education of Homeless Children

P 8350	Records Retention
P 1240	Evaluation of Superintendent
R 1240	Evaluation of Superintendent
P 3126	District Mentoring Program
R 3126	District Mentoring Program
P 3221	Evaluation of Teachers
R 3221	Evaluation of Teachers
P 3222	Evaluation of Teaching Staff Members, excluding Teachers and Admins.
R 3222	Evaluation of Teaching Staff Members, excluding Teachers and Admins.
P 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals.
R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals.
P 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
P 3240	Professional Development for Teachers and School Leaders
R 3240	Professional Development for Teachers and School Leaders
P 5610	Suspension
R 5610	Suspension
P 5620	Expulsion
P8550	Unpaid Meal Charges/Outstanding food Service Charges

2. Move to approve the request for facility use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator.

Group/Event	Date(s)Time(s)	Location
Girl Scouts/Ho Down	5/11 5:00-7:00	CRS Gym
Me & My Dance (revised)	5/2 3:00-9:00	CRS Gym

3. Move 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
Thomas Perez/ SBA	NJASBO Conference Atlantic City June 6-8	\$275.00

4. Approve revision to 2018/2019 calendar as per attached, as recommended by the Chief School Administrator.

5. Move to approve payment applications #2 & #3 in the total amount of \$15,827.83 for the Luther Lee Emerson School Parking & Driveway Addition Project, NJDOE #1070-050-15-2000, to Your Way Construction, Inc., as reviewed by EI Associates and as recommended by the Chief School Administrator.

6. Move to approve Change Order # 1 (credit) for the County Road School Unit Ventilator and Casework Replacement Project, NJDOE #03-1070-030-16-1000, to Industrial Cooling Corp, in the amount of \$10,000 (credit) for the unused project contingency allowance, as recommended by the Chief School Administrator:

7. Move to accept The Mazer family's donation in the amount of \$18.00 in memory of Christos Alevrontas (Theodoros Alevrontas' father), as recommended by the Chief School Administrator.

E. Support Services – Fiscal Management

1. Move to confirm the February 28, 2018 payroll in the amount of \$407,924.92.
2. Move to confirm March 15, 2018 payroll in the amount of \$398,371.30.
3. Move to approve the February, 2018 in office checks in the amount of \$860,715.26 and March 20, 2018 budget checks in the amount of \$107,194.20 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 431,381.63
12 Capital Outlay	\$ 17,827.83
40 Debt Service	<u>\$ 518,700.00</u>
Total Bills:	\$ 967,909.46

4. Move 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 February 28, 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. Move 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 February 28, 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. Move to acknowledge receipt of the January 2018 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

7. Move to confirm the following budget transfer for February 2018:

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-000-223-110	Instructional Staff Training Salaries	\$ 1,000
11-000-261-420	Required Maint Clean, Repair, Maint	4,000
11-000-261-610	Required Maint General Supplies	1,500
11-000-261-890	Required Maintenance Other Objects	500
11-000-262-199	Custodial Unused Vacation Pymts @ Retirement	61
11-000-230-334	General Administration Architectural/Engineering Svcs	17,000
11-800-330-105	Community Services Salaries	<u>2,000</u>
		\$ 26,061

From:	Account	Amount
11-000-223-320	Instr Staff Training Purch Prof Ed Svcs	\$ 1,000
11-000-262-520	Custodial Insurance	23,000
11-000-262-107	Custodial Salaries Non-Instructional Aides	61
11-800-330-592	Community Services Purchased Services	<u>2,000</u>
		\$ 26,061

8. Move to approve the following resolution:

Be it Resolved, that the Board of Education of Demarest, upon the recommendation of the Chief School Administrator, approves the following preliminary 2018-2019 school year budget using the 2018-2019 state aid amounts and authorizes the Business Administrator/Board Secretary to submit the preliminary 2018-2019 school year budget to the Executive County Superintendent for approval in accordance with statutory submission dates:

General Fund	\$16,766,926
Special Revenue Fund	130,845
Debt Service Fund	<u>609,500</u>
Total Appropriations	\$17,507,271

Be it Further Resolved, that the General Fund tax levy of \$14,202,770 is approved to support General Fund Expenses and \$575,020 is approved to support the Debt Service Fund for the 2018-2019 school year; and

Be it Further Resolved, that the 2018-2019 school year budget includes the automatic adjustment for health care costs in the amount of \$250,101, in accordance with N.J.S.A 18A:7F-38.d(1); and

Be it Further Resolved that the Banked Cap Tax Levy Adjustment, in accordance with N.J.A.C. 6A:23A-10.1, permitting the tax levy to increase pursuant to N.J.S.A. 18A:7F-39.e, is utilized in the amount of \$97,456 for the purpose of the continuation of the district's SmartBoard replacement program. This project shall be completed in its entirety at one time or by the end of the budget year and will not extend over a longer period of time.

9. Move to approve the following resolution:

WHEREAS, the Demarest Board of Education recognizes school staff and Board members will incur travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, in accordance with school district Policy No. 6471 the Board of Education establishes per N.J.A.C.6A:23A-7.3, for regular district business travel only, an annual school year threshold of \$1,500.00 per staff member for the 2018-2019 school year and where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, the Board of Education established a maximum amount of \$35,000 for the 2018-2019 school year and incurred travel and related expenses as of February 28, 2018 in the amount of \$13,502 for the 2017-2018 school year; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements, in accordance with school district Policy No. 6471 and N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$35,000 for all staff and board members for the 2018-2019 school year, as recommended by the Chief School Administrator.

F. **Other**

1. Move to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in closed Executive Sessions on Tuesday April 17, 2018 and April 24, 2018 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.

XIII. **COMMITTEE REPORTS**

XIV. **NEW BUSINESS**

XV. **PUBLIC DISCUSSION**

- A. Move to open the meeting to public discussion.
- B. Move to close the meeting to public discussion.

XVI. **EXECUTIVE SESSION (if necessary)**

- A. Move to enter the Executive Session to discuss personnel/legal matters/negotiations.
- B. Move to close the Executive Session and reenter the public session.

XVII. **ADJOURNMENT**

- A. Move to adjourn.