

DEMAREST BOARD OF EDUCATION

COW and Regular MEETING MINUTES

Luther Lee Emerson School – Media Center
December 11, 2018
5:30 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 5:30 pm.
- B. Roll Call: Cantatore, Governale, Kirtane, Verna, Woods, Holzberg.
Absent: Alevrontas
Also present: Mr. Fox, Superintendent and 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. Personnel matter
- B. It was moved by Kirtane, seconded by Cantatore 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 Kirtane, seconded by Canatore and approved by unanimous voice vote of those present to convene executive session at 5:37 P.M.

III. REOPEN PUBLIC MEETING

- A. It was moved by Verna, seconded by Woods to reopen the Regular Meeting to the public at 5:45 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

Cantatore, Governale, Kirtane, Verna, Woods, Holzberg.

Absent: Alevrontas

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

VI. APPROVAL OF MINUTES OF THE MEETINGS

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

- November 20, 2018 COW and Regular Session Meeting Minutes
- November 20, 2018 Executive Meeting Minutes

VII. CORRESPONDENCE

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

- None at this time

VIII. BOARD PRESIDENT'S REPORT

A. Board President Holzberg noted Kristie Woods, outgoing board member as thoughtful and thorough. She will be missed.

IX. SUPERINTENDENT'S REPORT

A. Superintendent Fox commented on the following:

- Thank you to Theodore Alevrontas for three years of service on the board of education. He made a lot happen through his service on committees.
- Kristie Woods was thanked for ten years of service to the board, including many committees. The children were always her priority.
- Recognized Danielle Ruberto who will attain tenure on February 4, 2019
- Updates on superintendent merit goals as follows:
 - Security meetings held and upgrades explored
 - Community outreach – seven press releases have been sent.
 - Coffee with the superintendent dates have been set
 - Substitute handbook is progressing

- o Drama/performing arts room construction update given

X. COMMITTEE REPORTS

None at this time

XI. OTHER REPORTS AND PRESENTATIONS

A. Demarest Early Learners pre-k program presentation:

Principal Mazzini reviewed the enrollment status and discussed the growth of the program.

Dr. Terzini-Hollar reviewed the curriculum, delivery of curriculum and staff development.

Superintendent Fox presented the financials of the program.

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 Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve 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.
 - Eun Kyung Woo
 - Madeline Merritts
2. It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve to approve the provisional employment of Chris Astarita (per diem leave replacement for John Zemba, Demarest Middle School Music Teacher) from November 21, 2018 - December 21, 2018 at BA step 1, 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.(modified from 11/20/2018)
3. It was moved by Governale, seconded by Kirtane and approved by unanimous roll call vote of those present to approve to award a tenure contract to Danielle Ruberto, MA step 4, Middle School Teacher, beginning February 4, 2019, as recommended by the Chief School Administrator.
4. It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve to approve the request of Alexandria O'Hara, third grade teacher at Luther Lee Emerson, for a paid maternity leave of absence from January 2, 2019 through February 5, 2019, unpaid leave of absence from February 6, 2019 through April 11, 2019, (FMLA /NJFLA), as recommended by the Chief School Administrator.

- It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve 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.

- Julia Caruso

B. Instruction – Pupils/Programs

- It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve to approve the following contract with Bergen County Special Services School District, Educational Enterprise Division, as recommended by the Chief School Administrator:

Student ID	Service	Cost
1061732164	Assistive Technology Assessment	\$875.00

- It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve to approve Learning Tree Multicultural/Multilingual Evaluation and Consulting, Inc. to perform bilingual speech and language evaluation for student 262111, at a cost of \$800.00, as recommended by the Chief School Administrator.
- It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve to approve the following out of district student placement and tuition, associated related services, transportation and cost of 1:1 aide as applicable, for the remainder of the 2018/2019 school year, as recommended by the Chief School Administrator:

Student ID	School/Program	Tuition	1 to 1 Aide	Transportation	Term
262111	Valley Program	\$75,019.00	No	Yes	12/17-6/30

C. Support Services – Staffing

- It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to approve to approve Yordanis Morales-Cruz, custodian, to receive a Longevity Stipend in the amount of \$1,000.00 prorated, effective January 1, 2019 for the 2018/2019 school year, as recommended by the Chief School Administrator.
- It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to approve 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
CRS 1:1 2273019823	Barbara Perez	Step 1

D. Support Services – Board of Education

1. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve to approve requests 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
Brownies	1/9 new date	CRS
PTO Spring Enrichment	1/21-3/30 when school is in session 3:15-4:15	CRS, LLE and DMS in rooms as assigned

2. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve 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	Registration Fee
Kelly Stevens Supervisor Curriculum, Instruction and Assessment	Techspo 2019 January 31 – February 1, 2019 Atlantic City	\$450.00
Jon Regan Middle School Principal	Techspo 2019 January 31 – February 1, 2019 Atlantic City	\$450.00

3. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve to approve submission of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance to the County, as recommended by the Chief School Administrator.
4. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve to approve an offer from Northern Valley, Region III to acquire a recovery couch no longer in service in the district for the amount of \$10.00 as this was the best offer, as recommended by the Chief School Administrator.
5. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve to approve payment application #1 in the amount of \$76,832 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.
6. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve to approve the following vendors for evaluations for the 2018/2019 school year, as recommended by the Chief School Administrator:

Dr. Dongsoo Kim	163 Engle Street, 1A	Englewood, NJ 07631	201-894-1115
Dr. Jamie Lee	611 Elm Avenue	Ridgefield, NJ 07657	917-626-4216

E. Support Services – Fiscal Management

1. It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve to confirm the November 30, 2018 payroll in the amount of \$398,035.67.

2. It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve the November 2018 in office checks in the amount of \$ 306,176.35 and December 11, 2018 budget checks in the amount of \$585,492.33 as follows:
 *Diane Holzberg, Board President, does hereby abstain as to her own payment (check # 18265) for reimbursement of travel fees. 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	\$ 783,984.60
12 Capital Outlay	\$ 26,843.58
20 Special Revenue Funds	<u>\$ 80,840.50</u>
Total Bills:	\$ 891,668.68

3. It was moved by Cantatore, seconded by Woods 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 November 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.

4. It was moved by Cantatore, seconded by Woods 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 November 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.

5. It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve to acknowledge receipt of the October 2018 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.
6. It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve to confirm the following budget transfers for November 2018:

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-240-100-610	Bilingual General Supplies	\$ 155

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-230-100-610	BSI General Supplies	\$ 155

F. Other

1. It was moved by Kirtane, seconded by Woods 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 Monday, January 7, 2019, 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 Verna, seconded by Woods and approved by unanimous voice vote to adjourn the meeting at 7:20 P.M.

Sincerely,



Thomas Perez
Business Administrator and Board Secretary