

# DEMAREST BOARD OF EDUCATION

## REGULAR MEETING AGENDA

Demarest Middle School – Cafeteria  
September 17, 2019  
5:30 P.M.

### I. OPENING

- A. Meeting called to order.
- B. Present: Cantatore, Governale, Kirtane, Lee, Schliem, Verna, Holzberg.  
Absent:  
Also present: Mr. Fox, Superintendent and Mr. Perez, Business Administrator/ Board Secretary

### II. ADJOURN TO EXECUTIVE SESSION

- A. The Board has determined it will enter into Executive Session for the following reasons:
  - 1. Contractual matter – construction
  - 2. Contractual matter - Superintendent
  - 3. Aimsweb update
- 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. 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. FLAG SALUTE

V. ROLL CALL

A. Present: Cantatore, Governale, Kirtane, Lee, Schliem, Verna, Holzberg.

Absent:

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

VI. APPROVAL OF MINUTES OF THE MEETINGS

- August 20, 2019 COW and Regular Meeting Minutes
- August 20, 2019 Executive Session Meeting Minutes

VII. REVIEW OF CORRESPONDENCE

None at this time.

VIII. BOARD PRESIDENT'S REPORT

IX. SUPERINTENDENT'S REPORT

X. COMMITTEE REPORTS

XI. OTHER REPORTS/PRESENTATIONS

- Board and district goals for 2019/2020
- Superintendent contract
- Principal reports

XII. REVIEW OF AGENDA

A. Board members review the items.

XIII. PUBLIC COMMENT (AGENDA ITEMS ONLY)

A. Move to open the meeting to public comment limited to agenda items.

B. Public comment.

C. Move to close the meeting to public comment.

XIV. ACTIONS

**A. Instruction – Staffing**

1. Move to approve the provisional employment of the following, substitute teachers for the remainder of 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.

- Kathleen Wellenkamp-Keller
- Sylvia Schoeppler
- Dawn Hoth
- Erik Francese

2. Move to approve the re-appointment of the following, as substitute teacher(s) for the 2019/2020 school year, as recommended by the Chief School Administrator:

- Kristina Gorgone

3. Move to approve paid sick leave for Heather Urban, Demarest Middle School music teacher, from September 9, 2019 to September 30, 2019 and unpaid FMLA/NFLA from October 2, 2019 to December 20, 2019, as recommended by the Chief School Administrator:

4. Move to approve Chris Astarita, leave replacement for Heather Urban, DMS music teacher, at BA, Step 1, per diem, from September 9, 2019 to December 20, 2019, as recommended by the Chief School Administrator.

**B. Instruction – Pupils/Programs**

1. Move to approve Katherine Shaughnessey to provide home instruction for student 5478209062, for five hours per week, beginning September 18, 2019 and continuing as needed, as recommended by the Chief School Administrator.

**C. Support Services – Staffing**

1. Move to approve the provisional employment of the following instructional Aide(s), not to exceed 29 hours per week, 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.

School/Position	Name	Step	PCR
CRS/P3 & P4	Amanda Karrenberg	Step 1	5000-030-500-00008

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

1. Move to approve the following 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
PTO/Lunar New Year	January 31 <sup>st</sup> 8:20-12:00	CRS Cafeteria
	January 31 <sup>st</sup> 10:00-2:00	LLE Gym
	January 31 <sup>st</sup> 12:00-3:00	DMS Gym
PTO 5 <sup>th</sup> & 6 <sup>th</sup> Grade Dance	November 22, 2019 3:00-12:00	DMS Gym
Girl Scouts of NNJ/Recruitment	September 23, 2019 6:00-8:00	CRS Gym

2. 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	Registration Fee
Julia Verno/ Fourth Grade Teacher	NJIDA Conference October 4, 2019 Somerset, N.J.	\$195.00

Regina Rohn/DMS Resource Room Teacher	NJIDA Conference October 4 <sup>th</sup> and 5 <sup>th</sup> 2019 Somerset, N.J.	\$295.00
Jessica Schoepflin/ DMS Resource Room Teacher	NJIDA Conference October 4, 2019 Somerset, N.J.	\$195.00

3. Move to approve shared service agreement with Region III transportation, for the 2019/2020 school year, as recommended by the Chief School Administrator.
4. Move to approve the District Travel Mileage Reimbursement to \$0.35 per mile effective July 1, 2019 as per the N.J. Circular 20-02-OMB, as recommended by the Chief School Administrator.  
\*modified from August 20, 2019
5. Move to approve Nisivoccia auditing fee of \$20,000.00 for the 2019/2020 school year audit, as recommended by the Chief School Administrator.
6. Move to approve Nursing Plan for the 2019/2020 school year, as recommended by the Chief School Administrator.
7. Move to approve the bi-annual Statement of Assurance (SOA) for paraprofessional staff for the 2019/2020 school year, as recommended by the Chief School Administrator.
8. Move to approve practicum student Monica Meas, Montclair State student, to complete a 45 hour school psychologist practicum between September 18, 2019 and December 20, 2019 as recommended by the Chief School Administrator
9. Move to approve Superintendent contract from July 19, 2019 through June 30, 2024, as approved by the Executive County Superintendent.

**E. Support Services – Fiscal Management**

1. Move to confirm the August 30, 2019 payroll in the amount of \$76,705.68.
2. Move to confirm September 15, 2019 payroll in the amount of \$377,805.48.
3. Move to approve the August 2019 in office checks in the amount of \$316,236.38 and September 17, 2019 budget checks in the amount of \$629,484.65 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 820,825.12
12 Capital Outlay	\$ 51,545.91
40 Debt Service	<u>\$ 73,350.00</u>
Total Bills:	\$ 945,721.03

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 August 31, 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.

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 August 31, 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.

6. Move to acknowledge receipt of the July 2019 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.
7. Move to confirm the following budget transfer for August 2019:

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-120-100-101	Regular Instruction Grades 1-5 Salaries Teachers	\$ 47,033
11-130-100-101	Regular Instruction Grades 6-8 Salaries Teachers	2,600
11-204-100-101	Special Ed LLD Salaries Teachers	3,923
11-000-221-600	Improvement of Instruction Supplies & Materials	246
11-000-213-104	Health Services Salaries	7,028
11-000-219-104	CST Salaries Other Prof Staff	2,800
11-000-230-332	General Administration Audit Fees	<u>2,500</u>
		\$ 66,130
<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-110-100-101	Regular Instruction Grade K Salaries Teachers	\$ 44,415
11-213-100-101	Special Ed Resource Room Salaries Teachers	16,169
11-000-219-110	CST Other Salaries	2,800
11-000-221-390	Improvement of Instruction Other Purch Prof & Tech	246
11-000-230-334	General Administration Architect/Engineering	<u>2,500</u>
		\$ 66,130

**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 October 15, 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

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

XVI. NEW BUSINESS

XVII. 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.

XVIII. ADJOURNMENT

- A. Move to adjourn.