

DEMAREST BOARD OF EDUCATION

MINUTES – REGULAR MEETING

March 27, 2012

I. OPENING

- A. The meeting was called to order at 7:50 p.m., following the public budget hearing.
- 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 three newspapers: The Record, The Press Journal and The Suburbanite.
- C. President Holzberg led the flag salute.
- D. Roll Call: Galtieri, Geisenheimer, Geller, Majeski, Molina, Woods and Holzberg were all present.
- E. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous voice vote to accept the minutes of the Special Meeting from February 16, 2012 and the Regular Meeting from February 28, 2012.
- F. There was a review of correspondence.

II. BOARD PRESIDENT'S REPORT

President Holzberg congratulated the administrators for an excellent budget. She commented that the budget balanced what's best for the students and our community.

III. SUPERINTENDENT'S REPORT

Mr. Fox spoke about a Technology Showcase to be held on May 10th. The students and teachers will present to parents of grades K-8.

Mr. Lombardy spoke about the 6th grade trip to Fairview Lake. He noted that the weather was excellent and the students were extremely well behaved. He mentioned the Demarest Police, who presented students of the KARE Club with goody bags. He also spoke about the Science Fair and "mini me's". Ryan's story, a story about a young teen who committed suicide after being bullied, will be presented on Thursday, March 29th. All are welcome to the evening show.

Mr. Kirkby thanked the PTO for an excellent International Day. Students from grades K-4 attended. He spoke about the Dr. Seuss activities and the upcoming Health Fair at Luther Lee Emerson School in May. The 1st grade school play is this week.

IV. REVIEW OF AGENDA

- A. The board members reviewed the items.
- B. It was moved by Galtieri, seconded by Woods and approved by unanimous voice vote to open the meeting to public discussion limited to agenda items.
- C. There was no public discussion this evening.
- D. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous voice vote to close the meeting to public discussion.

V. ACTIONSA. Instruction – Staffing

1. It was moved by Geller, seconded by Galtieri and approved by unanimous roll call vote to approve the provisional employment of Thomas Warren as a substitute teacher for the 2011/2012 school year, as recommended by the Chief School Administrator. Regular employment status would become effective upon candidate's compliance with P.L. 1986, c.116 as well as an application for emergency hiring as required by the N.J.S.A 18A:6-7.1 et seq. (revised 6/30/98):

2. It was moved by Geller, seconded by Galtieri and approved by unanimous roll call vote to approve Christina Cohen, BA Step 1, as a long term substitute teacher (medical leave replacement for K. Frazer) effective March 23, 2012, as recommended by the Chief School Administrator.

B. Instruction – Pupils/Programs

1. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the reimbursement of ABA Therapy Services to the legal guardians of Student ID #260003 to receive ten (10) hours per week for ABA therapy at a rate of \$35 per hour, one (1) hour per week for consultation at \$75 per hour and one (1) hour per month of home/school coordination at a rate of \$75 per hour for the 2011/2012 school year, effective January 23, 2012, as recommended by the Child Study Team.

2. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve Susan Murphy to provide home instruction at an hourly rate of \$33 (not to exceed 1 hour weekly) for Student ID #000202056 effective March 26, 2012, as recommended by the Chief School Administrator.

3. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Northern Valley 2012 Track schedule as follows, as recommended by the Chief School Administrator:

Date	Place	Schools	Host
May 24, 2012	Demarest	Demarest side Championship meet	NVRHS-Demarest
May 25, 2012	Old Tappan	Closter, Norwood, Harrington Park	Closter
May 29, 2012	Old Tappan	Old Tappan, Haworth, Northvale, Demarest	Haworth
June 1, 2012	Old Tappan	Norwood, Northvale, Haworth	Norwood
June 6, 2012	Old Tappan	Harrington Park, Norwood, Demarest	Harrington Park
June 7, 2012	Old Tappan	Old Tappan side Championship meet	NVRHS-Old Tappan

C. Support Services – Staffing

1. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to accept the resignation of Andrew Cole, Classroom Aide, at Demarest Middle School, effective April 4, 2012, as recommended by the Chief School Administrator.

2. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to approve the provisional employment to Matthew McGrath as a Classroom Aide, Step 2, at Demarest Middle School for the duration of the 2011/2012 school year, effective April 2, 2012 for the following students, as recommended by the Chief School Administrator. Regular employment status would become effective upon candidate's compliance with P.L. 1986, c.116 as well as an application for emergency hiring as required by the N.J.S.A 18A:6-7.1 et seq. (revised 6/30/98).

Student ID #'s: 192016, 192022, 192100, 192024, 192041, 192050,
192051, 192059, 162088, 162015, 162028, 162005, 162045

3. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to accept the resignation of Jonathan Bellomo, part-time Custodian at Demarest Middle School, effective April 6, 2012, as recommended by the Chief School Administrator.

V. ACTIONS (Continued)C. Support Services – Staffing (Continued)

4. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to approve the provisional employment of Aram Yakoubian as a 10-month part-time Custodian at Demarest Middle School, Step 1 (.5), for the duration of the 2011/2012 school year, beginning April 9, 2012, as recommended by the Chief School Administrator. Regular employment status would become effective upon candidate's compliance with P.L. 1986, c.116 as well as an application for emergency hiring as required by the N.J.S.A 18A:6-7.1 et seq. (revised 6/30/98).

5. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to approve Kyle Franco, Custodian at Demarest Middle School, to receive a Longevity Stipend in the amount of \$1,000, effective July 1, 2011, for the 2011/2012 school year, as recommended by the Chief School Administrator.

6. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to approve the following Custodians at Demarest Middle School to receive a Black Seal License Stipend in the prorated amount of \$1,145, effective August 1, 2011, for the 2011/2012 school year, as recommended by the Chief School Administrator:

Fitni Redzepi

Resat Cazimoski

7. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to approve Michael Bolt, 10-month Custodian at Demarest Middle School to receive a CDL-S School Bus Stipend in the prorated amount of \$520, effective September 1, 2011, for the 2011/2012 school year, as recommended by the Chief School Administrator.

8. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to adjust the hourly rate for Marianne Bolduc, Lunchroom Coordinator, according to the Aides Hourly Schedule for the 2011/2012 school year, retroactive to September 6, 2011, as recommended by the Chief School Administrator.

9. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to amend the steps for the following Classroom Aides according to the Aides Hourly Schedule for the 2011/2012 school year, retroactive to September 6, 2011, as recommended by the Chief School Administrator:

County Road School

Katelyn Bettega, Step 1
Christina Cohen, Step 1
(eff. 9/21/11)
Kathleen Coopa, Step 9
Brenda Gensone, Step 8
Gilka Natko, Step 2
Lindsey Stodnick, Step 2

Luther Lee Emerson

Theresa Flannery, Step 5
Michael Iannuzzi, Step 3
Cindy Koukounas, Step 6
Gunjan Mehta, Step 3
Sandra Pepe, Step 5
Mary Portera, Step 6
Karen Sokol, Step 8
Jodi Tiffenberg, Step 5
Jeanne Torre, Step 9
Kirk Varjian, Step 6
Michele Whitney, Step 1
(eff. 10/3/11)

Demarest Middle School

Leslie Berkman, Step 6
Andrew Cole, Step 4
Therese Fortunato, Step 13
Wendy Heffler, Step 1 (eff. 9/21/11)
James Marsich, Step 2
Hyewon Mohanram, Step 1 (eff. 12/1/11)
Elizabeth Varelas, Step 20
Natasha Videgain, Step 1 (eff. 2/20/11)
Rochelle Weiss, Step 20

V. ACTIONS (Continued)C. Support Services – Staffing (Continued)

10. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to amend the steps for the following Lunch/Playground Aides according to the Aides Hourly Schedule for the 2011/2012 school year, retroactive to September 6, 2011, as recommended by the Chief School Administrator:

<u>County Road School</u>	<u>Luther Lee Emerson</u>
Josephine Della Fave, Step 20	Suzanne Kelly, Step 7
Anna Martin, Step 9	Marilyn Stankiewicz, Step 13
<u>Demarest Middle School</u>	
Leilani Belingon, Step 4	Mary Jean Dresher, Step 20
Catherine Ciccimarra, Step 6	Jo Anna Martin, Step 12
Margaret Cioffi, Step 7	

11. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to adjust the hourly rate for Kathleen Coopa, Health Aide, according to the Aides Hourly Schedule for the 2011/2012 school year, retroactive to September 6, 2011, as recommended by the Chief School Administrator.

D. Support Services – Board of Education

1. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the attendance of Michelle Terzini-Hollar, School Psychologist, at the 'Pharmacology in Plain English' workshop on March 29, 2012 at the Holiday Inn in Hasbrouck Heights, NJ with reimbursement at a cost of \$199 for registration and statutory mileage, as recommended by the Chief School Administrator.

2. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the Borough of Demarest request to utilize the County Road School All Purpose Room for elections on May 8, June 5 and November 6, 2012, as recommended by the Chief School Administrator.

3. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the St. Joseph's Soccer League request to utilize the Demarest Middle School gymnasium on March 3, 2012 from 12:30 - 4:30 p.m. for an agreed upon fee of \$140, and the request to utilize the Luther Lee Emerson School field on Mondays and Thursdays (4:00 – 7:00 p.m.) and Saturdays (1:00 – 3:00 p.m.) effective April 2, 2012 through June 6, 2012, for an agreed upon fee of \$1,050, as recommended by the Chief School Administrator.

4. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the Demarest Summer Recreation Camp request to utilize the Luther Lee Emerson School gymnasium and cafeteria for set-up on June 29, 2012 and for daily camp activities Monday – Friday (8:30 a.m. -1:30 p.m.) effective July 2, 2012 through August 10, 2012, as recommended by the Chief School Administrator.

5. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the Harvest Summer School Camp request to utilize the Demarest Middle School gymnasium for daily camp activities Monday – Friday (2:00 - 3:00 p.m.) effective July 2, 2012 through August 3, 2012 for an agreed upon fee of \$2,400, as recommended by the Chief School Administrator.

6. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the adjusted Hourly Pay Schedule for Instructional, Playground and Lunch Aides, the Lunchroom Coordinator and the Health Aide for the 2011/2012, 2012/2013 and 2013/2014 school years, retroactive to September 6, 2011, as recommended by the Chief School Administrator.

7. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to authorize the School Business Administrator/Board Secretary to open a checking account at Capital One Bank to be utilized to maintain the district Flexible Spending Account in conjunction with USBA Flex, operating a Section 125 Cafeteria Plan, and that the Board Secretary and Superintendent be authorized to sign checks when required, as recommended by the Chief School Administrator.

8. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to authorize the School Business Administrator/Board Secretary to move the Character Education Grant carryover in the amount of \$1,098 to the 2011/2012 budget, as recommended by the Chief School Administrator.

V. ACTIONS (Continued)D. Support Services – Board of Education (Continued)

9. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve LAN Associates to prepare bid specifications for air conditioning for the Luther Lee Emerson School gymnasium at a cost of \$6,000, with construction administration and supervision costs not to exceed \$5,000. This contract is awarded without competitive bidding as a 'Professional Service' by a firm authorized to perform such services, under the provisions of the Public School Contracts Law, as recommended by the Chief School Administrator.

10. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve LAN Associates to evaluate and design electrical service at Luther Lee Emerson and Demarest Middle Schools for 20 or 30 amp receptacles in each classroom by a Senior Engineer at an hourly rate of \$150, as recommended by the Chief School Administrator.

11. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to authorize the Board Secretary to advertise for Public Bids, as required, for the Luther Lee Emerson School gymnasium air conditioning project, as recommended by the Chief School Administrator.

12. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the request from the Borough of Demarest to utilize our school bus and driver for two historical tours of Demarest for its residents on Saturday April 14, 2012 with Mary Anne Clarke, Demarest Borough Historian, as recommended by the Chief School Administrator.

13. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the attendance of Christopher Kirkby, Assistant Principal, at the NJASA workshop on April 17, 2012 in Monroe Township, NJ with reimbursement for registration and statutory mileage, as recommended by the Chief School Administrator.

E. Support Services –Fiscal Management

1. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to approve that the Board of Education of Demarest hereby adopt the following budget for the 2012/2013 school year, as recommended by the Chief School Administrator.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment: 650

<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$ 12,615,219	Budgeted Fund Balance	\$ 845,345
Capital Outlay	425,753	Local Tax Levy	11,765,492
Special Revenue Fund	145,300	Misc. Revenue	120,021
Repayment of Debt	627,675	State Aid	310,114
		Debt Service	627,675
		Federal Aid	145,300
Total Expenditures	\$ 13,813,947	Total Revenue	\$ 13,813,947

As per N.J.A.C 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2012/2013 budget includes a maximum travel appropriation of \$34,325.

The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

V. ACTIONS (Continued)E. Support Services –Fiscal Management (Continued)

2. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to confirm the February 16th – 29th, 2012 payroll in the amount of \$324,522.91.

3. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to confirm the March 1st – 15th, 2012 payroll in the amount of \$381,991.15.

4. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to approve the February 2012 bills in the amount of \$762,209.00, as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
10 General Current Fund Expense Funds	\$290,599.10
20 Special Revenue Funds	2,672.40
40 Debt Service Funds	468,937.50

5. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to confirm the following transfers for February 2012:

<u>From:</u>	<u>Account No.</u>	<u>Amount</u>
11-120-100-101-2-0000-04	Health/Physical Ed.	\$ 8,000
11-120-100-101-1-0000-05	Mathematics	12,000
11-120-100-101-2-0000-07	Science	8,000
11-120-100-101-2-0000-08	Social Studies	10,000
11-120-100-101-2-0000-10	Reading	10,000
11-213-100-101-3-0000-15	Resource Room	<u>26,000</u>
		74,000
<u>To:</u>	<u>Account No.</u>	<u>Amount</u>
11-190-100-610-3-6180-09	Academic Enrichment	\$ 30,000
11-120-100-101-2-0000-13	Gifted & Talented	4,000
11-000-262-109-0-0000-28	Operations	10,000
11-000-261-420-3-0000-28	Operations	<u>30,000</u>
		\$ 74,000

6. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to approve the following resolution:

Receipt of Certification from Board Secretary

Pursuant to N.J.A.C 6:20-2.13 (d), I, Frank G. Chilson certify that as of February 29, 2012, 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 Majeski, seconded by Galtieri and approved by unanimous roll call vote 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 29, 2012, 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 Majeski, seconded by Galtieri and approved by unanimous roll call vote to acknowledge receipt of the January 31, 2011 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

V. ACTIONS (Continued)

F. Other

1. It was moved by Galtieri, seconded by Majeski and approved by unanimous voice vote to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, April 17, 2012 at 7:00 p.m. to discuss personnel 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.

VI. REPORTS

C. Molina reported on the Buildings & Grounds Committee. The committee recommended approving LAN to prepare bid specifications for the air conditioning in the Luther Lee Emerson School gym and assess our electrical capacity at Luther Lee Emerson and Demarest Middle Schools. He reviewed the Demarest Middle School landscape project, which includes irrigation work. The Middle School's boiler/asbestos will be removed during the April break (April 9-13). Also during that time, work will be performed to connect the parking lot drain to the field drain.

D. Holzberg reported on her attendance at the FRN Conference in Washington, D.C. and a scholarship grant she received to participate in the Iowa Lighthouse Project.

VII. PUBLIC DISCUSSION

A. It was moved by Galtieri, seconded by Majeski and approved by unanimous voice vote to open the meeting to public discussion.

There was no public discussion this evening.

B. It was moved by Galtieri, seconded by Majeski and approved by unanimous voice vote to close the meeting to public discussion.

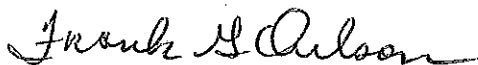
VIII. EXECUTIVE SESSION (IF NEEDED)

There was none needed this evening.

IX. ADJOURNMENT

A. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous voice vote to adjourn at 8:32 P.M.

Respectfully submitted,



Frank G. Chilson
School Business Administrator/Board Secretary