

DEMAREST BOARD OF EDUCATION

PRELIMINARY BUDGET AND REGULAR MEETING AGENDA

County Road School – Media Center

March 19, 2024

7:00 P.M.

I. OPENING

- A. Meeting called to order.
- B. Roll Call

II. ADJOURN TO EXECUTIVE SESSION

- A. The Board has determined it will enter into executive session for the following reasons:

1.

- 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 ensure 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

• VI. APPROVAL OF MINUTES OF THE MEETINGS

- February 15, 2024 COW and Regular Meeting Minutes
- February 15, 2024 Executive Session Meeting Minutes

VII. REVIEW OF CORRESPONDENCE

VIII. BOARD PRESIDENT'S REPORT

IX. SUPERINTENDENT'S REPORT

X. COMMITTEE REPORTS

XI. OTHER REPORTS/PRESENTATIONS

- 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 teacher for the remainder of the 2023/2024 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 J.J.S.A. 19A:6-7.7.

- Brian Jacobs
- Kevin McCabe

2. Move to approve the request of Staff ID #1078 teacher at Demarest Middle School, for paid sick leave from October 16, 2023, to December 1, 2023, unpaid FMLA/NJFLA from December 4, 2023, to March 8, 2024, and unpaid leave from March 11, 2024, to March 29, 2024,* returning to work April 1, 2024, as recommended by the Chief School Administrator.

*Modified from August 22, A.16.

3. Move to approve the resignation of Heather Picinich, District Social Worker, effective February 23, 2024, as recommended by the Chief School Administrator.

4. Move to approve the following teachers as chaperones for the overnight student field trips in the amount of \$225.00 per person, per night, as recommended by the Chief School Administrator:

Fairview Lake
Bridget DiMartini
Ally Sumereau
Karleen McDermott
Joseph Polvere
Carl Quillen*
Andrew Cole
Vincent Romeo
Jonathon Regan^

*trip planner - additional \$225 stipend
^principal - no stipend

B. Instruction – Pupils/Programs

1. Move to approve home instruction for student 4436860325, by staff listed below, not to exceed 10 hours per week beginning March 18, 2024, as recommended by the Chief School Administrator:

Victoria Zimmerman
Dawn Epiphaniou
Nancy Mliczek

C. Support Services – Staffing

1. Move to approve the Memorandum of Agreement with Alfredo Torres, Clerk-of-the-Works, not to exceed 20 hours per week, effective for the 2024/2025 school year, as recommended by the Chief School Administrator. The capital reserve/ lease purchase financing for the Demarest Middle School gymnasium will fund this position.
2. Move to approve the Memorandum of Agreement with Patricia Schweizer, Food Service Coordinator, not to exceed 29 hours per week, effective for the 2024/2025 school year, as recommended by the Chief School Administrator.

D. Support Services – Board of Education

1. Move to approve the second read and adoption of the following policy and regulation, as recommended by the Chief School Administrator.
 - 5111 Eligibility of Resident/Non-Resident Students - Policy & Regulation
2. Move to approve the first read of the following policies and regulations, as recommended by the Chief School Administrator:

1140 Affirmative Action Program - Policy (M)
1523 Comprehensive Equity Plan - Policy (M)

1530 Equal Employment Opportunities - Policy (M)
1530 Equal Employment Opportunity Complaint Procedure - Regulation (M)
1550 Equal Employment/Anti-Discrimination Practices - Policy (M)
2200 Curriculum Content – Regulation (M)
2260 Equity in School and Classroom Practices - Policy & Regulation (M)
2411 Guidance Counseling – Policy (M)
3211 Code of Ethics - Policy
5440 Honoring Student Achievement - Regulation
5570 Sportsmanship - Policy
5750 Equitable Educational Opportunity - Policy (M)
5755 Equity in Educational Programs and Services - Policy (M)
5841 Secret Societies - Policy
5842 Equal Access of Student Organizations - Policy
7610 Vandalism – Policy & Regulation
9323 Notification of Juvenile Offender Case Disposition - Policy
2423 Bilingual Education – Policy & Regulation (M)
2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries Policy & Regulation (M)

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

Event	Date(s) and time	Location
PTO bag pick up for 5K	May 18, 2024 10:00 AM - 2:00 PM	CRS cafeteria
PTO Me & My Dance CRS students	March 26, 2024 3:30 PM -7:30 PM	LLE gymnasium and APR
PTO Me & My Dance LLE students	April 2, 2024 3:30 PM -7:30 PM	LLE gymnasium and APR
BSA Troop 63	April 24, 2024 6:00 PM - 8:30 PM	CRS APR
Gametime Basketball	April 3, 10, 12, 24, 26 May 1, 3, 8, 10, 15, 22, 29 3:30 PM - 4:45 PM	LLE gymnasium
Demarest Recreation Committee Summer camp	June 21, 2024 (set up) 8 AM - 3 PM June 24, 2024- August 2, 2024 (camp)	Gymnasium, APR, library, rooms 101 and 102 and fields

	8:30 AM - 2:30 PM August 2, 2024 (breakdown) 2:30 PM - 5:00 PM	
Demarest Recreation Committee Adult basketball	April 1, 2024 - June 21, 2024 Monday - Thursday 7:30 PM - 9:30 PM As needed and agreed upon	LLE gymnasium
DAA (additional basketball practice)	April 1, 2024 - June 21, 2024 Monday - Friday 5:30 PM - 7:30 PM As needed and agreed upon	LLE gymnasium

4. Move to approve the attendance of the following workshops, 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
Antoinette Kelly Business Administrator/Board Secretary	NJASBO annual conference June 5, 2024- June 7, 2024	\$500.00

5. Move to approve the Student Safety Data System (SSDS) for the reporting period of September 1, 2023, to December 30, 2023, as recommended by the Chief School Administrator.
6. Move to approve the modified 2023/2024 calendar, as attached, as recommended by the Chief School Administrator.
7. Move to approve the appointment of Veronica Conover and Gabrielle De Lora, Guidance Counselors, as 504 Coordinators through April 30, 2024, as recommended by the Chief School Administrator.
8. Move to approve the appointment of Veronica Conover and Gabrielle De Lora, Guidance Counselors, as K-4 Anti-Bullying Specialists, through April 30, 2024, as recommended by the Chief School Administrator.
9. Move to approve the updated job description for the Food Service Coordinator, as recommended by the Chief School Administrator.
10. Move to acknowledge that the board accepts the results of HIB case number 2324-02 reported at their February 15, 2024 meeting, as recommended by the Chief School Administrator.
11. Move to approve a threshold of \$6,600.00 for the certification of non-involvement in prohibited activities in Russia or Belarus, as recommended by the Chief School Administrator.
12. Move to approve a shared service agreement with the Borough of Demarest for snow plowing/salting, leaf pick up, and small equipment repair services, as recommended by the Chief School Administrator.

E. Support Services—Fiscal Management

1. Move to confirm February 2024 payroll as follows, as recommended by the Chief School Administrator:

February 15 \$519,711.14
 February 29 \$492,816.83

2. Move to approve March 19, 2024 bill list as follows, as recommended by the Chief School Administrator:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$1,403,311.91
12 Capital Outlay	\$ 290,000.00
20 Special Revenue Fund	\$ 8,449.13
40 Debt Service	\$ 583,250.00
60 Cafeteria Fund	<u>\$ 40,214.39</u>
Total Bills:	\$2,325,225.43

3. Move to approve the following resolution, as recommended by the Chief School Administrator:

Receipt of Certification from Board Secretary

Pursuant to N.J.A.C. 6:20-2.13 (d), I, Antoinette Kelly, certify that as of February 29, 2024, no budgetary line item account has obligations or payments (contractual orders) that, in total, exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1.

4. Move to approve the following resolution, as recommended by the Chief School Administrator:

Certification of Board of Education

Pursuant to N.J.A.C. 6:20-2.13 (e), we certify that as of February 29, 2024 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. Move to acknowledge receipt of the February 2024 Report of the Board Secretary, A148 and the Report of the Treasurer, A-149, as recommended by the Chief School Administrator.

6. Move to confirm the following budget transfer for February 2024, as recommended by the Chief School Administrator:

To:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
11-000-211-300	Attendance and Social Work Services-Purch. Services	500.00
11-000-217-106	Extraordinary Services-Salaries Aides	7,077.56
11-000-218-580	Guidance -Travel	644.04
11-000-266-420	Security-Repair and Maintenance	2,000.00
11-000-270-420	Transportation-Vehicle Repairs	784.65
11-110-100-110	Reg Programs-Kindergarten-Substitute Salaries	1,082.26

11-130-100-110	Reg Programs-Grades 6 to 8-Substitute Salaries	4,194.72
11-150-100-101	Reg Programs-Home Instruction-Salaries	325.00
11-230-100-580	Basic Skills-Travel	50.00
12-000-261-730	Required Maintenance Equipment	815.20

From:

Account Number	Description	Amount
11-000-211-105	Attendance and Social Work Services-Salaries	500.00
11-000-217-320	Extraordinary Services-Purch Prof. Educational Services	7,077.56
11-000-218-610	Guidance-Supplies	593.74
11-000-218-890	Guidance-Other Objects	50.30
11-000-266-610	Security-General Supplies	2,000.00
11-000-270-610	Transportation-Vehicle Supplies	784.65
11-105-100-110	Reg Programs-Preschool-Substitute Salaries	1,082.26
11-120-100-110	Reg Programs-Grades 1 to 5-Substitute Salaries	4,194.72
11-150-100-320	Reg Programs-Home Instruction-Purch Prof. Services	325.00
11-230-100-610	Basic Skills-General Supplies	50.00
11-000-261-610	Required Maintenance-General Supplies	815.20

7. Move to approve EI Associates' proposal for professional architectural and engineering services for the execution of the ROD grant projects, as follows, as recommended by the Chief School Administrator:

Phase II – Contract Documents	37,500.00
Phase III – Construction Administration	12,000.00
Add Alternate-Additional Public Bid Documents and Services	3,000.00

8. Move to award contract to Picerno-Giordano Construction, for the removal and reinstallation of fitness equipment at Demarest Middle School, in the amount of \$30,150.00, as recommended by the Chief School Administrator. The capital reserve/lease purchase financing for the Demarest Middle School gymnasium will fund this project.
9. BE IT RESOLVED, that the Board of Education of Demarest, upon the recommendation of the Chief School Administrator, approves the following preliminary 2024/2025 school year budget using the 2024/2025 state aid amounts and authorizes the Business Administrator/Board Secretary to submit the preliminary 2024/2025 school year budget to the Executive County Superintendent for approval within the statutory submission date:

General Fund	\$ 22,493,679
Special Revenue Fund	335,317
Debt Service Fund	614,500
Total Appropriations	\$ 23,443,496

BE IT FURTHER RESOLVED, that the General Fund tax levy of \$17,390,952 is approved to support General Fund Expenses and \$614,500 is approved to support the Debt Service Fund for the 2024/2025 school year.

BE IT FURTHER RESOLVED, that the budget is approved to include use of Enrollment Adjustment in the amount of \$71,020 and Banked Cap in the amount of \$131,791. The adjustment and banked cap is to help support the addition of 4 new staff members including salaries, benefits, equipment, and supplies and materials to support the increase in enrollment and the addition of two new special education classes. The needs identified in the use of Enrollment Adjustment and Banked Cap must be completed by the end of the 2024-2025 budget year and will not be deferred or incrementally completed over a longer period of time; and BE IT FURTHER RESOLVED, that the budget is also approved to include the Healthcare Cost Adjustment in the amount of \$119,647 to support the increase in health benefit costs.

BE IT FURTHER RESOLVED, that the budget is approved to include budgeted withdrawal from Maintenance Reserve in the amount of \$200,000 for required maintenance expenditures.

BE IT FURTHER RESOLVED, that the budget is approved to include budgeted withdrawal from Capital Reserve – Excess Cost and Other Capital Projects in the amount of \$2,200,000 for the following projects:

Demarest Middle School Gym Addition
Demarest Middle School HVAC Upgrades
Luther Lee Elementary HVAC Upgrades

10. 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 2024/2025 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 2023/2024 school year and incurred travel and related expenses as of February 29, 2024 in the amount of \$14,036.13 for the 2023-2024 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 2024/2025 school year.

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.