

DEMAREST BOARD OF EDUCATION
COW and REGULAR SESSION MEETING MINUTES
County Road School – Media Center
October 17, 2023
7:00 P.M.

I. OPENING

- A. The meeting was called to order by Vice-President Verna at 6:30 pm.
- B. Present: Brillhart, Cantatore, Choi, Lee, Verna
Absent: Governale, Holzberg
Also present: Mr. Fox/ Superintendent and Ms. Kelly Business Administrator/ Board Secretary

II. ADJOURN TO EXECUTIVE SESSION

- A. The Board determined it will enter into executive session for the following reasons:
 - 1. Residency
 - 2. Personnel
- B. It was moved by Choi 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 Choi, seconded by Cantatore and approved by unanimous voice vote of those present to convene executive session at 6:45 P.M.

III. REOPEN PUBLIC MEETING

- A. It was moved by Choi , seconded by Lee to reopen the Regular Meeting to the public at 7:00 P.M.
- B. Vice-President Verna read the following 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

A. Vice-President Verna led the flag salute.

V. ROLL CALL

Present: Brillhart, Cantatore, Choi, Lee, Verna

Absent: Governale, Holzberg

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

VI. APPROVAL OF MINUTES OF THE MEETINGS

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

- September 19, 2023 COW and Regular Meeting Minutes
- September 19, 2023 Executive Session Meeting Minutes

VII. CORRESPONDENCE

None at this time.

VIII. BOARD PRESIDENT'S REPORT

None at this time.

IX. SUPERINTENDENT'S REPORT

Superintendent Fox reported on the following:

- The Student Safety Data System Report (SSDS), [as attached](#), for the period of January 1, 2023 through June 30, 2023.
There were seven incidents at the middle school included in the SSDS report.
- At Luther Lee Emerson School's back-to-school night at I had the honor to speak to the parents about LLE being honored as a Blue Ribbon School. Mr. Mazzini is organizing a Blue Ribbon celebration.
- Demarest Middle School had a great turnout for back-to-school night.
- On January 17, 2024 the district will undergo QSAC review. The buildings are already being prepared.
- Next week is New Jersey School Boards Conference.

X. COMMITTEE REPORTS

None at this time.

XI. OTHER REPORTS AND PRESENTATIONS

A. Principal Regan reviewed the following:

- PTO enrichment now at DMS.
- Student council elections.
- Girls volleyball, boys volleyball, and soccer.
- Visit to NVRHS.

- OMEGAMan assembly.
- B. Principal Mazzini reviewed the following:
- Preschool and kindergarten meet and greet.
 - Class parent meetings.
 - Back to school nights.
 - New lunch schedule at LLE
 - Preschool STEAM projects
 - OMEGAMan assembly.
 - Fire department visit.
 - Preschool me and my dance.
 - Look ahead: no homework night, book fair, and Halloween.
- C. Kelly Stevens, Supervisor of Curriculum, Instruction, and Assessment reported on the following:
- The NJSLA testing report was presented on the results of the 2022-2023 assessments. Results were reported math, ELA, and science. The data included a three-year trend of district data, reporting of appropriate subgroup data, and comparison to state results. The presentation also included commendations and next steps going forward.

XII. REVIEW OF AGENDA

- A. Board members reviewed the items.

XIII. PUBLIC COMMENT (AGENDA ITEMS ONLY)

There was no motion for public comment being no one from the public was present.

XIV. ACTIONS

A. Instruction – Staffing

B. Instruction – Pupils/Programs

1. It was moved by Brillhart, seconded by Choi and approved by unanimous roll call vote of those present to approve the following field trip(s), as recommended by the Chief School Administrator:

Location	Date	Grade/Group
Mayo Performing Arts Morristown Enzo Restaurant Morristown	12/4/2023 8:45 AM-1:00 PM	DMS LLD class
Tenaflly Nature Center Tenaflly	11/16/2023 9:00 AM - 1:30 PM	Fourth-grade class
Washington DC	5/21/2024-5/23/2024	Eighth-grade class

Support Services – Staffing

1. It was moved by Choi, seconded by Lee and approved by unanimous roll call vote of those present to approve the provisional employment of the following custodial and maintenance staff 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 N.J.S.A. 19A:6-7.7

Staff Name	Step
Christopher Rodriguez	8
Liridon Krkuti	8
Alfredo Torres*+	12

*maintenance

+part time not to exceed 29 hours per week

2. It was moved by Choi, seconded by Lee and approved by unanimous roll call vote of those present to accept the resignation of Noelle Oh, Paraprofessional at County Road School, effective October 13, 2023, as recommended by the Chief School Administrator.
3. It was moved by Choi, seconded by Lee and approved by unanimous roll call vote of those present to approve the provisional employment of the following substitute paraprofessional, step 1, not to exceed 29 hours per week, 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 N.J.S.A. 19A:6-7.7

Staff Name	Step
Elisandra Lumaj	1
Margarita Bello	1

4. It was moved by Choi, seconded by Lee and approved by unanimous roll call vote of those present to approve the provisional employment of the following paraprofessionals not to exceed 29 hours per week, according to the paraprofessional hourly guide, 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 N.J.S.A. 19A:6-7.7

School/Position	Staff Name	Step
CRS PK Classroom Aide	Jennifer Wingate	6
CRS PK Classroom Aide	Leslie Marotta	13
DMS 1:1 Aide 1909502897	Clare Smith	6

D. Support Services – Board of Education

1. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the first reading of the following policies/regulations, as recommended by the Chief School Administrator:

0144 Board Member Orientation and Training - Bylaw
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2520 Instructional Supplies - Policy & Regulation (M)
3217 Use of Corporal Punishment - Policy
4217 Use of Corporal Punishment - (NEW)
5305 Health Services Personnel – Policy (M)
5308 Student Health Records - Policy & Regulation (M)
5310 Health Services - Policy & Regulation (M)
6112 Reimbursement of Federal and Other Grant Expenditures - Policy (M)
6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs – Regulation (M) (NEW)
6115.04 Federal Funds – Duplication of Benefits - Policy (M) (NEW)
6311 Contracts for Goods or Services Funded by Federal Grants - Policy (M)
7440 School District Security - Policy (M)
9100 Public Relations - Policy (ABOLISHED)
9140 Citizens Advisory Committees – Policy
9140 Citizens Advisory Committees - Regulation (ABOLISHED)

1524 School Leadership Councils - Policy (ABOLISHED)
2270 Religion in Schools - Policy
3161 Examination for Cause – Policy
3212 Attendance - Policy & Regulation
3324 Right of Privacy - Policy
3432 Sick Leave – Policy & Regulation (ABOLISHED)
4161 Examination for Cause - Policy
4212 Attendance – Policy & Regulation
4324 Right of Privacy - Policy
4432 Sick Leave – Policy & Regulation (ABOLISHED)
5116 Education of Homeless Children and Youths – Policy & Regulation
8500 Food Services – Policy (M)
8540 School Nutrition Programs - Policy (M) (ABOLISHED)
8550 Meal Charges/Outstanding Food Service Bill - Policy (M) (ABOLISHED)

2. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present 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 Meeting	5/9/24 8:30-9:45 AM	LLE*

PTO Fall Enrichment	9/18/23-11/21/23 3:15-4:15 PM	LLE field area by playground+
PTO Pre-K Me & My Dance	10/12/2023 3:15-7:00 PM	CRS gymnasium++
BSA Troop 163	Monday when school is open 6:00 PM - 8:00 PM	CRS APR and field

*modified from August 22, 2023 D.3.

+modified from August 22, 2023 D.3

++modified from August 22, 2023 D.3.

- It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present 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
Michael Fox Superintendent Frank Mazzini Principal	Blue Ribbon Ceremony Washington, DC 11/15/2023 -11/17/2023	N/A
Michael Fox Superintendent	Blue Ribbon Conference Orlando FL 11/28/2023 - 12/1/2023	\$663.99
Christie Choman Reading Teacher	NJIDA Virtual 12/2/23	\$188.58
Anna Kuzdraj Director of Special Education Wendy Glaser School Psychologist Sherri Rinckhoff Guidance Counselor	RULER conference New Haven, CT 3/3/2024-3/5/2024	\$500.00 pp

- It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve and authorize the submission of the Health and Safety Evaluation of School Building Checklists and Statement of Assurance for the 2023/2024 school year, as recommended by the Chief School Administrator.
- It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to acknowledge that the board accepts the results of HIB case number 2324-01 at their September 19, 2023 meeting, as recommended by the Chief School Administrator.
- It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to acknowledge and accept the SSDS report for the period January 1, 2023 to June 30, 2023, as recommended by the Chief School Administrator.

7. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the following vendors for evaluations for the 2023/2024 school year, as recommended by the Chief School Administrator:

Roey Pasternak	Bi-lingual evaluator/psychiatrist
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8. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve contract with Atlantic Tomorrow’s Office, for the leasing of district copiers at a rate of \$1,669.00 per month for sixty months, as recommended by the Chief School Administrator:
9. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve 2024/2025 budget calendar as attached, as recommended by the Chief School Administrator.
10. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the tuition agreement with Harrington Park Board of Education, for the 2023/2024 school year, plus the cost of related services, as recommended by the Chief School Administrator:

Student ID	School/Program	Tuition	1:1 Aide*	Transportation	Term
7358063363	DMS LLD	\$42,276.00 prorated	No	No	10/09/23-6/30/24

11. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the following District Goals for the 2023/2024 school year, as recommended by the Chief School Administrator:
- Prepare for the New Jersey Quality Single Accountability Continuum (QSAC)
 - Create an appropriately sized middle school gymnasium to support the health, wellness, and athleticism of our student population.
 - District staff will participate in a year-long training on the implementation of the Ruler program for social-emotional learning from the Yale Center for Emotional Intelligence. This program educates both staff and students. The 2023-2024 school year is year 1 of a three-year plan that includes implementation with students and the community.
12. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the following Board Goals for the 2023/2024 school year, as recommended by the Chief School Administrator:
- To support the Administration in the implementation of the Ruler Program.
- Strategies: The Administration will update the Board throughout the year.
- To continue to review financial statements and reports
13. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the contract with West Bergen Mental Health, for assessments and

school clearances for the 2023/2024 school year, at a rate not to exceed \$230.00 per assessment, as recommended by the Chief School Administrator.

14. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the contract with the Region V Council for Special Education/ River Edge Board of Education for transportation nurse at a rate of \$85.00 per hour plus \$5.00 per hour and 7% non-member fee with a minimum of 3 hours per trip, as recommended by the Chief School Administrator.
15. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the contract with the Region V Council for Special Education/ River Edge Board of Education for bilingual reading at a rate of \$575.00 per evaluation plus \$20.00 and 7% non-member fee, as recommended by the Chief School Administrator.
16. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the SOA for the Uniform State Memorandum of Agreement with the Demarest Police Department for the 2023/2024 school year, as recommended by the Chief School Administrator.
17. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the Safety and Security Plan (Emergency Operations Plan) for the 2023/2024 school year, as recommended by the Chief School Administrator.
18. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the request of Demarest Middle School Staff ID No.:10312971 for paid sick leave from November 6, 2023, through December 22, 2023, unpaid FMLA/NJFLA from January 1, 2024 through March 29, 2024 and unpaid leave from April 1, 2024 to June 20, 2024, returning to work on the first day of the 2024/2025 school year, as recommended by the Chief School Administrator.

E. Support Services—Fiscal Management

1. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to confirm the September 2023 payrolls as follows, as recommended by the Chief School Administrator:

September 15, 2023	\$ 510,340.01
September 29, 2023	\$ 498,936.80
2. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to approve October 17, 2023 bill list as follows, as recommended by the Chief School Administrator:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 582,823.79
20 Special Revenue Fund	\$ 119,796.50
22 Athletic Fund	\$ 736.00
60 Cafeteria Fund	<u>\$ 31,162.88</u>
Total Bills:	\$734,519.17

3. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present 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 September 30, 2023 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. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present 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 September 30, 2023 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 Lee and approved by unanimous roll call vote of those present to acknowledge receipt of the September 2023 Report of the Board Secretary, A148 and the Report of the Treasurer, A-149, as recommended by the Chief School Administrator.

6. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to confirm the following budget transfer for September 2023, as recommended by the Chief School Administrator:

To:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
11-000-217-106	Extraordinary Services-Salaries 1 to 1 Aides	17,660.22
11-000-218-104	Guidance Services-Regular Salaries	12,690.00
11-000-219-110	Child Study Team-Salaries-Leave Replacement	42,616.00
11-000-222-177	Educational Media/Library Services-Salaries Tech Coordinator	3,621.60
11-000-262-107	Custodial Services-Salaries Lunch Aides	1,175.82
11-000-262-520	Custodial Services-Insurance	720.00
11-105-100-110	Pre-School-Salaries-Leave Replacement	47,723.50
11-190-100-106	Regular Program-Other Salaries for Instruction	3,207.60
11-209-100-101	Special Education-ERI Program-Salaries of Teachers	7,045.00
11-213-100-101	Special Education-Resource Room-Salaries of Teachers	809.31
11-213-100-106	Special Education-Resource Room-Other Salaries for Instruction	14,594.20

11-230-100-101	Basic Skills Instruction-Salaries of Teachers	19,711.00
11-240-100-101	Bilingual Education Instruction-Salaries of Teachers	926.00

From:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
11-000-217-320	Extraordinary Services-Purchased Prof Services	30,350.22
11-000-219-104	Child Study Team-Regular Salaries	42,616.00
11-000-222-101	Educational Media/Library Services-Regular Salaries	1,573.00
11-000-252-340	Administrative Information Technology-Purch Tech Services	2,048.60
11-000-262-110	Custodial Services-Salaries	1,175.82
11-000-262-490	Custodial Services-Other Purchased Property Services	720.00
11-130-100-110	Grades 6-8 Salaries-Substitutes	67,434.50
11-190-100-340	Regular Programs-Purchased Technical Services	3,207.60
11-209-100-106	Special Education-ERI Program-Other Salaries for Instruction	7,045.00
11-000-217-320	Extraordinary Services-Purchased Professional Services	15,403.51
11-240-100-610	Bilingual Education Instruction-Salaries of Teachers	926.00

7. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to approve the following ESSER III-NJTSS Mental Health Support Staffing grant transfers, as recommended by the Chief School Administrator:

To:	From:	Amount:
20-491-200-110-000-00-00 Other Salaries	20-491-200-300-000-00-00 Professional & Tech Services	3,000.00
20-491-200-200-000-00-00 Other Benefits	20-491-200-300-000-00-00 Professional & Tech Services	230.00

XV. PUBLIC COMMENT

There was no motion for public comment being no one from the public was present.

XVI. NEW BUSINESS

None at this time.

XVII. EXECUTIVE SESSION

A. There was no motion to enter the executive session.

XVIII. ADJOURNMENT

- A. It was moved by Choi, seconded by Lee and approved by unanimous voice vote to adjourn the meeting at 7:55 P.M.

Sincerely,

Antoinette Kelly
Business Administrator and Board Secretary