

# DEMAREST BOARD OF EDUCATION

## MINUTES – REGULAR MEETING

*September 17, 2013*

### I. OPENING

A. The meeting was called to order at 7:30 p.m.

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.

C. President Holzberg led the flag salute.

D. Roll Call: Galtieri, Geisenheimer, Molina, Verna, Woods and Holzberg were present. Geller was absent.

E. It was moved by Galtieri, seconded by Woods and approved by unanimous voice vote to accept the minutes of the COW/Regular Meeting from August 20, 2013.

F. There was no correspondence to review.

### II. BOARD PRESIDENT'S REPORT

President Holzberg commented on the great opening day pictures.

### III. SUPERINTENDENT'S REPORT

Mr. Fox complimented the custodial staff for their preparation of the buildings. He commented on the installation of the new phone and clock systems. He noted that the middle school gym has been renovated and the new sound system that was donated by the PTO has been installed. He stated that the new teacher orientation went well and noted that the district lost 80 combined years of school experience with our retirees. Lastly, Mr. Fox commented that we held a Marshall Plan Presentation and Mr. Regan, 7<sup>th</sup> Grade Social Studies Teacher, spoke about SGO (Student Growth Objective) Development.

Mr. Kirkby stated we had very good attendance on opening day. He noted that the new laptops have been distributed to staff, desktop computers have been installed at Luther Lee Emerson and iPads have been set-up at County Road School. He thanked the board for the new computer items and explained the schools will be creating a virtual Spanish class with Mrs. Korines at Luther Lee Emerson. Lastly, he noted that the 2<sup>nd</sup> grade students will be working on improving their keyboarding skills for the new state tests.

Dr. Codey commented on the updated middle school gym and sound system. She noted that several classrooms boards were skinned to be white boards and that the TV studio is being working on, which will utilize smart boards. She also noted that the 3D printer purchased by the PTO has been installed. The building goal for 2013 will be reading.

IV. REVIEW OF AGENDA

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

V. ACTIONS

A. Instruction – Staffing

1. It was moved by Verna, seconded by Galtieri and approved by unanimous roll call vote to approve the provisional employment of Jennifer Lupardi as a substitute teacher for the 2013/2014 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 Verna, seconded by Galtieri and approved by unanimous roll call vote to approve the following stipend position for the 2013/2014 school year, as recommended by the Chief School Administrator:

| <u>STIPEND POSITION</u> | <u>TEACHER</u> | <u>AMOUNT</u> |
|-------------------------|----------------|---------------|
| Lunch Coordinator - DMS | A. Cole (.20)  | \$1,200.00    |

3. It was moved by Verna, seconded by Galtieri and approved by unanimous roll call vote to approve the guide movement for Stephanie Zitelli, Grade 7 Language Arts Teacher, from BA+16 to BA+32, Step 5, for the 2013/2014 school year, effective September 1, 2013, as recommended by the Chief School Administrator.

4. It was moved by Verna, seconded by Galtieri and approved by unanimous roll call vote to approve the guide movement for Jonathon Regan, Grade 7 Social Studies, from BA+16 to BA+32, Step 9, for the 2013/2014 school year, effective September 1, 2013, as recommended by the Chief School Administrator.

5. It was moved by Verna, seconded by Galtieri and approved by unanimous roll call vote to approve the guide movement for Maria Bachman, Teacher of the Blind, from BA+32 to MA, Step 1, for the 2013/2014 school year, effective September 1, 2013, as recommended by the Chief School Administrator.

B. Instruction – Pupils/Programs

1. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to accept notification of the 2013/2014 IDEA Basic (\$139,864) and Preschool (\$10,173) Grants and amend the 2013/2014 budget accordingly, as recommended by the Chief School Administrator.

| <u>Account Number</u>    | <u>Description</u>      | <u>From (\$)</u>  | <u>To (\$)</u>    |
|--------------------------|-------------------------|-------------------|-------------------|
| 20-251-100-562-0-0000-00 | Tuition                 | 92,000            | 113,290           |
| 20-251-100-610-0-0000-00 | Supplies                | 6,000             | 0                 |
| 20-251-200-500-0-0000-00 | Purchased Edu Svc-NVR   | 0                 | 26,574            |
| 20-251-200-320-0-0000-00 | Contracted Services     | 28,000            | 0                 |
|                          | <b>TOTAL IDEA BASIC</b> | <b>\$ 126,000</b> | <b>\$ 139,864</b> |
| 20-252-100-562-0-0000-00 | Tuition                 | 7,600             | 8,173             |
| 20-252-100-610-0-0000-00 | Supplies                | 1,000             | 2,000             |
|                          | <b>TOTAL PRESCHOOL</b>  | <b>\$ 8,600</b>   | <b>\$ 10,173</b>  |

**B. Instruction – Pupils/Programs (Continued)**

2. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to approve a Special Education Tuition contract with the Closter Board of Education for Student ID # 282001 to attend the Preschool Learning/Language Disability Class at Hillside School for the 2013/2014 school year at a cost of \$15,035 paid semi-annually, as recommended by the Child Study Team.

3. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to approve the Cresskill Board of Education to provide an individualized 1:1 aide for Student ID # 202014 at an estimated annual cost of \$24,000 (to be paid monthly, as invoiced) for the 2013/2014 school year as recommended by the Child Study Team.

4. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to approve ABA Therapy Services for Student ID #242057 to receive five (5) hours weekly of home instruction, at a rate \$40 per hour for the 2013-2014 school year, as recommended by the Child Study Team.

**C. Support Services – Staffing**

1. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to accept the resignation of Celeste Cohen, Step 1, Instructional Aide for student ID No.'s 202063, 202006, 202002, 202001 and 202034 at Demarest Middle School, effective September 1, 2013, as recommended by the Chief School Administrator.

2. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to accept the resignation of Jessica Martinez, Step 1, Instructional Aide for student ID No.'s 252072, 262005 and 252070 at County Road School, effective September 1, 2013, as recommended by the Chief School Administrator.

3. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to approve the provisional employment of Aleen Santana as an Instructional Aide, Step 1 not to exceed 29 hours weekly, for Student ID #'s 202063, 202006, 202002, 202001 and 202034 for the 2013/2014 school year effective September 18, 2013, 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).

4. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to approve the provisional employment of Debra Rosenstock as an Instructional Aide at County Road School, Step 1 not to exceed 29 hours weekly, for Student ID #'s 252072, 262005 and 252070 for the 2013/2014 school year effective September 18, 2013, 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).

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

1. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve Susan Oliff, Rutgers graduate student, to observe at Luther Lee Emerson for a maximum of eight hours in October 2013, as recommended by the Chief School Administrator.

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

2. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to authorize the School Business Administrator/Board Secretary to submit an application to the NJ Department of Education for a project waiver (State Project # 1070-050-14-1000) to adjust the Luther Lee Emerson School ceiling heights from 9'6" to 9'2" for the purpose of installation of suspended ceilings/LED lamp project, 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 Demarest School District provide sports bus transportation to the Norwood Public School as a shared service, when possible, for a fee of \$175 per diem, as recommended by the Chief School Administrator.
4. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve Kimberly Steimke and Julie Roessler, teachers, to attend the "Access to Literary for All: What has to Happen" Workshop held on October 18, 2013 in Somerset, NJ at a total cost of \$340 for registration, with statutory mileage reimbursement, as recommended by the Chief School Administrator.
5. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve Angela Bussanich, student teacher, to observe 10 weeks with Kristin Erol at Demarest Middle School and 6 weeks with Mary Tierney at Luther Lee Emerson School during the months of September through December 2013, as recommended by the Chief School Administrator.
6. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve Beyond Sports Management to use the Demarest Middle School field, on Mondays and Thursdays between 4:00 p.m. and 7:00 p.m. and Saturdays between 1:30 p.m. and 3:30 p.m., beginning September 9, 2013 through November 16, 2013, at a fee of \$720, as recommended by the Chief School Administrator.
7. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve all board members to attend the Bergen County School Boards Association Workshop on Special Education on October 1, 2013 in Hackensack, NJ, with statutory mileage reimbursement, as recommended by the Chief School Administrator.
8. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Borough of Demarest to use the All Purpose Room (APR) at County Road School on October 16, 2013 from 5:30 a.m. to 9:00 p.m. and confirm use of the APR at County Road School on August 13, 2013 from 5:30 a.m. to 9:00 p.m., for special primary elections, as recommended by the Chief School Administrator.
9. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to acknowledge the service of Barbara Weingarden, as recommended by the Chief School Administrator.

**WHEREAS**, Barbara Weingarden dedicated her time and services to the children of Demarest and the Demarest Board of Education, and

**WHEREAS**, her dedication served as a model of service to the community,

**NOW, THEREFORE BE IT RESOLVED**, that the Demarest Board of Education does hereby extend its appreciation and gratitude to Barbara Weingarden in recognition of her ten (10) years of dedicated service as a Resource Room Teacher for the Demarest Board of Education.

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

10. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the following resolution for a joint purchase agreement, as recommended by the Chief School Administrator:

**WHEREAS** *NJ.SA. 40A:11-11(J0)* authorizes contracting units to establish a Joint Purchasing System and to enter into a Joint Purchasing Agreement for its administration; and

**WHEREAS** the Borough of Harrington Park School District Board of Education, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Joint Purchasing System for the purchase, installation and maintenance of an Early-Warning Lightning Detection System; and

**WHEREAS**, on June 18, 2013 the Borough of Demarest School District Board of Education, in the County of Bergen , State of New Jersey duly considered participation in a Joint Purchasing System for the purchase, installation and maintenance of an Early-Warning Lightning Detection System.

**NOW, THEREFORE BE IT RESOLVED** as follows:

This Resolution shall be known and may be cited as the Northern Valley Region Joint Purchasing System Resolution of the Borough of Demarest School District Board of Education.

Pursuant to the provisions of *NJSA 40A: 11-1 0*, Diane Holzberg, Board of Education President, of the Borough of Demarest School District, is hereby authorized to enter into a Joint Purchasing Agreement with the Lead Agency.

To effectuate the Joint Purchasing System and Agreement, the Board of Education of the Borough of Demarest School District hereby authorizes Board of Education President Diane Holzberg, to submit payment to the Lead Agency, in the amount of \$17,683.93, for the purchase, installation and initial maintenance deposit of an Early-Warning Lightning Detection System.

The Board of Education of the Borough of Demarest School District authorizes annual and periodic payment to the Lead Agency for the maintenance costs associated with the Early Warning Lightning Detection System.

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (*NJ.SA. 40A: 11-1 et seq.*) and all other provisions of the revised statutes of the State of New Jersey.

11. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the third payment in the amount of \$19,418 to TEO Technologies, Inc. for the Demarest Middle School cafeteria air conditioning project, as reviewed by LAN Associates and as recommended by the Chief School Administrator.

E. Support Services – Fiscal Management

1. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the August 16<sup>th</sup> – 31<sup>st</sup> 2013 payroll in the amount of \$79,861.87.
2. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the September 1<sup>st</sup> – 15<sup>th</sup> 2013 payroll in the amount of \$317,610.40.

V. ACTIONS (Continued)

E. Support Services – Fiscal Management (Continued)

3. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous roll call vote to approve the August 2013 bills in the amount of \$1,169,959.17 as follows:

| <u>Subtotal Per Fund</u>              | <u>Amount</u>         |
|---------------------------------------|-----------------------|
| 10 General Current Fund Expense Funds | \$1,177,606.56        |
| 12 Capital Outlay                     | 98,400.50             |
| 40 Debt Service Funds                 | <u>134,437.50</u>     |
|                                       | <u>\$1,410,444.06</u> |

4. It was moved by Galtieri, seconded by Geisenheimer 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 August 31, 2013, 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. It was moved by Galtieri, seconded by Geisenheimer 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 August 31, 2013 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. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous roll call vote to acknowledge receipt of July 31, 2013 Report of the Board Secretary, 148 and Report of the Treasurer, A-149.

7. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the following transfers for August 2013:

| <u>From:</u>             | <u>Account No.</u> | <u>Amount</u> |
|--------------------------|--------------------|---------------|
| 11-000-100-566-0-0000-36 | Tuition            | \$ 40,000     |
|                          |                    |               |
| <u>To</u>                | <u>Account No.</u> | <u>Amount</u> |
| 11-000-100-562-0-0000-36 | Tuition            | \$ 40,000     |

F. Other

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

BE IT RESOLVED THAT the Demarest Board of Education will adjust the start time of the Committee of the Whole Meeting to 5:30 p.m. on October 8, 2013, originally scheduled for 7:00 p.m., to interview professional firms for the district Long Range Facilities Plan and professional services.

BE IT FURTHER RESOLVED THAT Demarest Board of Education will convene in a closed Executive Session following the Committee of the Whole Meeting to discuss personnel and/or legal matters, if necessary.

V. ACTIONS (Continued)

F. Other (Continued)

2. It was moved by Galtieri, seconded by Geisenheimer 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, October 15, 2013 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 public at a future date.

VI. REPORTS

Mr. Chilson informed the board that we will begin to restore the trees at Luther Lee Emerson School next week.

The Building & Grounds Committee agreed to meet on Thursday, October 3<sup>rd</sup> at 8:30 to review the LED lighting proposals.

Mr. Fox stated that a Curriculum Committee meeting needs to be scheduled.

VII. PUBLIC DISCUSSION

A. It was moved by Verna, seconded by Woods 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 Molina and approved by unanimous voice vote to close the meeting to public discussion.

VIII. EXECUTIVE SESSION (Continuation as needed)

There was no additional time needed this evening.

IX. ADJOURNMENT

A. It was moved by Galtieri, seconded by Molina and approved by unanimous voice vote to adjourn at 8:37 p.m.

Respectfully submitted,



Frank G. Chilson  
School Business Administrator/Board Secretary