

DEMAREST BOARD OF EDUCATION

MINUTES – COW/REGULAR MEETING

December 22, 2015

I. OPENING

A. The meeting was called to order at 6:30 p.m. in the Library at County Road School.

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. Roll Call: Cantatore, Kirtane, Molina, Verna, Woods and Holzberg were present. Geller was absent. Also present: Mr. Perez, Board Secretary; Mr. Jon Regan, Principal

II. ADJOURN TO EXECUTIVE SESSION

A. The Board has determined it will enter into Executive Session for the following reasons:

1. Discussion of HIB incidents.
2. Personnel matter - FMLA

B. It was moved by Cantatore, seconded by Verna and approved by unanimous voice vote 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.

III. REOPEN PUBLIC MEETING

A. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote to reopen the Regular Meeting to the public.

B. Roll Call: Cantatore, Kirtane, Molina, Verna, Woods and Holzberg were present. Geller was absent. Also present: Mr. Perez, Board Secretary; Mr. Regan and Mr. Mazzini, Principals

President Holzberg reread the Board President's Announcement.

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF MINUTES OF THE MEETINGS

- A. It was moved by Woods, seconded by Kirtane and approved by unanimous voice vote to accept the minutes of the Committee-of-the-Whole Meeting held on November 10, 2015 and the Executive Session and Regular Meeting held on November 17, 2015.

VI. CORRESPONDENCE

Mr. Perez reviewed the month's correspondence.

VII. BOARD PRESIDENT'S REPORT

President Holzberg commented the holiday break starts in just a couple days. She wished everyone a very merry holiday season and happy, healthy new year. She thanked all the staff for another great year and said how much she appreciates all their hard work.

VIII. SUPERINTENDENT'S REPORT

On behalf of Mr. Fox, Mr. Perez spoke about our recently received approval from the State of New Jersey Department of Environmental Protection for the Belmar driveway. Mr. Perez explained we can now have the architects prepare and distribute the bid packet in January and award the project in the spring. The bid would also include an additional 10-14 parking spaces as an alternate.

IX. OTHER REPORTS/PRESENTATIONS

A. *Presentation of Pre-School Program*

Dr. Michelle Terzini-Hollar, Child Study Team Supervisor, presented to the board on the subject of a new Pre-School program in district. She began her presentation with the proposed logo for the program which is "Live/Love/Learn". Dr. Terzini-Hollar then discussed the possible offerings for the program including two half day sessions for 3 year-olds and a full day program for 4 year-olds. She intends to survey the town for input and then modify if necessary. The classes would be comprised of 6 to 8 Demarest general education students, chosen by lottery, and 4 to 6 special education students. The special education students would be from Demarest, but we may accept non-resident special education students on a tuition basis if the space exists. Dr. Terzini-Hollar reviewed the staffing needs and suggested using curriculum that would exceed the state standards. As the Valley program would not be renewing their classroom rental agreement for County Road School, there would be 2 available classrooms to accommodate the pre-school classes. President Holzberg asked about the timing of this in relation to the survey and budget preparation. Dr. Terzini-Hollar explained the survey would be going out in January 2016. Mr. Perez explained that tuition would be about \$8,000 per year for general education students and our intent would be to keep the special education students in district and part of the Demarest community.

B. *Presentation of PARCC Test Results*

Mr. Jon Regan and Mr. Frank Mazzini, Principals, presented the PARCC test results from the March – May 2015 testing. Mr. Mazzini said in both Grades 3 and 4, the students outperformed the state averages and particularly soared in 3rd Grade English Language Arts. It was stated about 4 students opted out of the exams at LLE and about 15 students in the middle school.

Mr. Regan explained since this was the first year using the PARCC exams, this year's scores will become the base year. He also explained the grading scale, which include five performance levels. He presented the scores for the middle school, where again all grades outperformed state averages. He noted that all score reports are broken down and we can now teach to those lacking in certain areas. We have already made changes since receiving the scores and will be using differentiation teaching methods based on the results.

C. *Presentation of the Comprehensive Annual Financial Report (CAFR)*

Mr. Tom Perez, School Business Administrator, presented a review of the Comprehensive Annual Financial Report (CAFR) and the Auditors' Management Report of Findings, as prepared by Nisivoccia, LLP. There were no recommendations resulting from the audit. Mr. Perez further reviewed the fiscal condition of the district.

Board member Cantatore left the meeting at this point, which was at 8:00 p.m.

X. REVIEW OF AGENDA

- A. The board members reviewed the items.
- B. There was no public present this evening, therefore, the meeting was not opened to public discussion.

XI. ACTIONS

A. Instruction – Staffing

1. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote to approve the provisional employment of the following substitute teachers for the 2015/2016 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:

Lucas Bohmer	Aida Capo	Kelly Cofrancesco	Jonathan Rothman
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2. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote to approve an extended unpaid leave of absence for Christina Korines, Grades 5-8 World Language Teacher, from January 4, 2016 to January 22, 2016, as recommended by the Chief School Administrator.

3. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote to approve guide movement for Alexandria O'Hara, 3rd Grade Teacher, from MA to MA+16, Step 4, for the 2015/2016 school year, effective February 1, 2016, as recommended by the Chief School Administrator.

4. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote to amend the following stipend position for the 2015/2016 school year, effective September 1 2015, as recommended by the Chief School Administrator:

<u>STIPEND POSITION</u>	<u>TEACHER</u>	<u>AMOUNT</u>
Girls Basketball	C. Reynolds/J. Schoepflin	\$1,040.50 p.p.

B. Instruction – Pupils/Programs

1. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote to approve an Annual Contract for Services with Bergen County Special Services School District for Student ID # 5246552114 to receive an Assistive Technology Assessment at a rate not to exceed \$790 per assessment, as recommended by the Child Study Team.

2. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote to confirm the return of Student ID # 1481531764 from Valley Program Special Classes to an in-district program and to cancel the corresponding tuition contract in effect with Northern Valley Regional High School District, effective November 30, 2015, as recommended by the Child Study Team.

3. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote to approve Suzanne Calegari to continue to provide Home Instruction through December 23, 2015 (tentatively) for Student ID# 000202033 at a rate of \$33 per hour, not to exceed 10 hours per week, as recommended by the Chief School Administrator.

XI. ACTIONS (Continued)

C. Support Services – Staffing

1. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote to approve the payment of accumulated sick time for the following employee per the Secretaries Association/Demarest Board of Education Agreement for retiring staff during the 2015/2016 school year, as recommended by the Chief School Administrator:

<u>Employee</u>	<u>Days</u>	<u>Payment</u>
Cheryl Sullivan	150	\$4,500

2. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote to accept the notice of resignation from Stefanie Hios, Instructional Aide at Luther Lee Emerson School for Student ID # 252088, effective January 5, 2016, as recommended by the Chief School Administrator.

3. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote to approve the employment of Crystal Cooke, Step 2, as an Instructional Aide at Luther Lee Emerson School for Student ID # 252088, not to exceed 29 hours weekly, effective January 6, 2015 for the 2015/2016 school year, as recommended by the Chief School Administrator.

D. Support Services – Board of Education

1. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote, with Holzberg abstaining, to approve Diane Holzberg, Board President, to attend the NSBA Advocacy Institute Conference on January 24-26, 2016 in Washington, D.C. at a cost of \$695 for registration with reimbursement for lodging, meals and travel at the statutory rates as per board policy, as recommended by the Chief School Administrator.

2. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the following to attend the 2016 Techspo Conference in Atlantic City, New Jersey on January 28 – 29, 2016 at a cost of \$420 each for registration with reimbursement for lodging, meals and travel at the statutory rates as per board policy, as recommended by the Chief School Administrator:

Michael Fox	Jonathon Regan	Bridget DiMartini
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3. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve Karleen McDermott, School Nurse, to attend the Bergen County Department of Health Services workshop held on January 8, 2016 in Hackensack, NJ at a cost of \$25 for registration with statutory mileage reimbursement, as recommended by the Chief School Administrator.

4. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to schedule the 2016 Annual Reorganization Meeting on Tuesday, January 5, 2016 at 5:30 p.m., as recommended by the Chief School Administrator.

5. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to appoint the Board Secretary as temporary chairman of the Annual Reorganization Meeting on January 5, 2016, as recommended by the Chief School Administrator.

6. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to accept the donation of \$200 from Jeong Mi Lee for the purchase of a new microwave for the staff lounge, as recommended by the Chief School Administrator.

XI. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

7. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to authorize notification to the Executive County Superintendent and the New Jersey Department of Education for a waiver, as required, that the Demarest School District will not participate in the Special Education Medicaid Initiative/Medicaid Administrative Claiming Program (SEMI), as we have no Special Education/Classified students receiving Free or Reduced Lunches, as recommended by the Chief School Administrator.

8. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve Change Order No. 001 for State Project No. 1070-050-15-1000, Partial Roof Replacement at Luther Lee Emerson School in the **credit** amount of \$10,000 for the unused project contingency allowance, as recommended by the Chief School Administrator.

9. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the second and final payment in the amount of \$32,194 to Billy Contracting & Restoration Inc. for the Luther Lee Emerson School partial roof replacement, as reviewed by EI Associates and as recommended by the Chief School Administrator.

10. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the following resolution, as recommended by the Chief School Administrator:

**SHARED SERVICES AGREEMENT
BETWEEN THE BOROUGH OF DEMAREST AND THE DEMAREST BOARD
OF EDUCATION FOR SNOW PLOWING SERVICES**

THIS SHARED SERVICES AGREEMENT ("Agreement"), dated 22 day of December, 2015, is entered into by and between THE BOROUGH OF DEMAREST, having its principal offices at 118 Serpentine Road, Demarest, New Jersey 07627 (hereinafter, "Borough"), and the DEMAREST BOARD OF EDUCATION, having its principal offices at 568 Piermont Road, Demarest, New Jersey 07627 (hereinafter, "Board") (collectively, the "Parties").

WITNESSETH

WHEREAS, the Parties have determined that during a snow event, there is a need to shovel pathways and to plow snow in the parking lots of the schools within the Borough; and

WHEREAS, the Board desires that the Borough's Department of Public Works (DPW) plow the snow in the parking lots of the County Road School, Middle School and Luther Lee Emerson School during occasions of measurable snow fall; and

WHEREAS, the Borough is willing to extend such services to the Board; and

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., permits units of local government to share services for particular purposes and to effectuate agreements for any service or circumstance that will aid and encourage a reduction of local expenses; and

WHEREAS, the Parties desire to enter into a Shared Services Agreement as more specifically set forth in the terms and conditions of this Agreement; and

WHEREAS, it is the purpose of this Agreement to memorialize the terms, conditions, responsibilities and obligations of the Parties thereto; and

NOW THEREFORE, for and in consideration of the signing of this Agreement by the Parties, and in further consideration of the mutual and joint obligations of the Agreement, and the benefits derived by the Parties hereto, the Parties do hereby mutually agree as follows:

XI. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

Resolution D-10 Continued

ARTICLE I
SERVICES TO BE RENDERED

A. As set forth in the recitals to this Agreement, during measurable snow events the Borough's DPW shall be responsible for plowing the parking lots of the County Road School, Middle School and Luther Lee Emerson School.

B. During any snow event, the Demarest Board of education is responsible for ensuring that the respective school's staff shovels the snow from all pathways and such additional areas as may be required for the wellbeing and safety of the students, staff and visitors to the County Road School, Middle School and Luther Lee Emerson School.

ARTICLE II
MUTUAL OBLIGATIONS

The Parties further mutually agree as follows:

1. Compensation of Borough and Board employees, to the extent applicable, shall be borne by the respective public bodies and shall not form a part of any cost of this Agreement.

2. The Borough shall at time hereafter indemnify and hold harmless the Board from and against any and all losses, claims, damages and suit for damages for property and injury to and/or death to persons caused or resulting from the actions or in-actions of the Board in regard to any of its obligations agreed to herein.

3. The Board shall at time hereafter indemnify and hold harmless the Borough from and against any and all losses, claims, damages and suit for damages for property and injury to and/or death to persons caused or resulting from the actions or in-actions of the Borough in regard to any of its obligations agreed to herein.

ARTICLE III
EFFECTIVE DATE OF AGREEMENT

This Agreement shall become effective upon the execution of this Agreement by both Parties.

ARTICLE IV
GENERAL TERMS AND CONDITIONS

A. This Agreement sets forth the entire understanding of the Parties hereto with respect to the transactions contemplated herein. No change or modification of this Agreement shall be valid unless the same be in writing and signed by all Parties hereto.

B. If anyone or more of the terms and provisions of this Agreement shall be determined invalid or unenforceable by a duly appointed arbiter or by a court of appropriate jurisdiction, the remainder of the terms shall not be affected and shall continue to be enforceable in all respects.

C. This Agreement shall be construed and interpreted, and all respective rights and duties of the Parties shall be governed by the laws of the State of New Jersey.

D. Neither Party shall assign, sublet or transfer any rights or interests in this Agreement without the prior written consent of the other Party. Unless specifically stated to the contrary, in writing, prior to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing herein shall be construed to give any rights or benefits to anyone other than the Borough or Board.

E. This Agreement may only be amended, modified and/or changed in a dated writing executed by the Parties.

IN WITNESS WHEREOF, the Parties have caused the Agreement to be duly executed and delivered by their respective, duly authorized representatives and have caused their respective seals to be affixed and duly attested all as to the date first above written.

XI. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

11. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to adopt the following resolution to acknowledge the service of Cheryl Sullivan, as recommended by the Chief School Administrator:

WHEREAS, Cheryl Sullivan 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 Cheryl Sullivan in recognition of her twenty-eight and one half (28.5) years of dedicated service as a Principal's Secretary for the Demarest Board of Education.

12. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to acknowledge the service of Kristin Geller, as recommended by the Chief School Administrator:

WHEREAS, Kristin Geller 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 Kristin Geller in recognition of her four and one half (4.5) years of dedicated service as a member of the Demarest Board of Education.

13. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve EI Associates to prepare bid specifications for **unit ventilator and casework replacement** at County Road School at a cost not to exceed \$43,400, plus project-related reimbursable expenses. This contract is awarded without competitive bidding as a "Professional Service" by a firm authorized to perform such services, under the provision of the Public School Contracts Law, as recommended by the Chief School Administrator.

14. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve EI Associates to prepare bid specifications for **window replacements** at County Road School at a cost not to exceed \$23,500, plus project-related reimbursable expenses. This contract is awarded without competitive bidding as a "Professional Service" by a firm authorized to perform such services, under the provision of the Public School Contracts Law, as recommended by the Chief School Administrator.

15. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve EI Associates to prepare bid specifications for **partial roof replacement** at Luther Lee Emerson School at a cost not to exceed \$16,500, plus project-related reimbursable expenses. This contract is awarded without competitive bidding as a "Professional Service" by a firm authorized to perform such services, under the provision of the Public School Contracts Law, as recommended by the Chief School Administrator.

E. Support Services –Fiscal Management

1. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote to accept the 2014-2015 Comprehensive Annual Finance Report (CAFR) and the Auditors Management Report on Administrative Findings which contain no recommendations, as prepared by Nisivoccia, LLP, as recommended by the Chief School Administrator.

2. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote to confirm the November 16 – 30, 2015 payroll in the amount of \$343,074.27

3. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote to confirm the December 1 – 15, 2015 payroll in the amount of \$380,333.16

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

4. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote to approve the November 2015 in-office checks and December 22, 2015 budget checks in the amount of \$821,638.95

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Fund Expense Funds	\$ 806,057.65
12 Capital Outlay	5,800.00
20 Special Revenue Funds	9,781.30

Board Members do hereby abstain as to his/her own payment for reimbursement of travel expenses. Board members' vote herein shall constitute a vote as to payment of all other bills.

5. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote to confirm the following transfers for November 2015:

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-213-100-610	Resource Room General Supplies	250
11-402-100-500	Athletics Other Purchased Services	4,500
11-000-219-110	CST Other Salaries	1,500
11-000-230-590	General Admin Other Purchased Services	1,000
11-000-230-895	General Admin BOE Memberships & Dues	400
11-000-240-103	School Admin Principal Salaries	3,000
11-000-251-530	Central Services Other Purchased Services	400
11-000-261-490	Required Maint Other Purchased Services	1,000
11-000-261-610	Required Maint Materials & Supplies	100
11-000-262-890	Custodial Other Objects	2,500
11-000-270-511	Transportation Contracted Services	5,000
		<u>\$ 19,650</u>

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-212-100-610	Multiple Disabilities General Supplies	250
11-401-100-100	Co-curricular Salaries	4,500
11-000-219-320	CST Purchased Prof Ed Services	1,500
11-000-230-580	General Admin Other Purch Services	1,000
11-000-230-890	General Admin Miscellaneous Expenditures	400
11-000-240-610	School Admin Supplies & Materials	2,450
11-000-240-890	School Admin Other Objects	550
11-000-251-592	Central Services Other Purchased Services	400
11-000-261-340	Required Maint Purch Technical Services	1,000
11-000-261-890	Required Maint Other Objects	100
11-000-262-440	Custodial Other Purchased Property Services	2,500
11-000-270-162	Transportation Salaries Other Home/School	5,000
		<u>\$ 19,650</u>

6. It was moved by Kirtane, seconded by Woods 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, Thomas J. Perez certify that as of November 30, 2015, 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 Kirtane, seconded by Woods 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 November 30, 2015, 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.

XI. ACTIONS (Continued)

E. Support Services –Fiscal Management (Continued)

8. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote to acknowledge receipt of October 31, 2015 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

F. Other

1. It was moved by Verna, seconded by Woods 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, January 5, 2016 following the Annual Reorganization Meeting, if necessary, 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.

2. It was moved by Verna, seconded by Woods 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, January 19 at 6:30 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.

XII. COMMITTEE REPORTS

None

XIII. PUBLIC DISCUSSION

There was no public present.

XIV. NEW BUSINESS

None

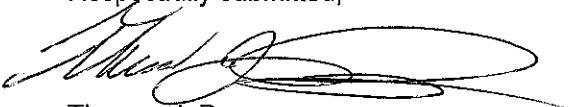
XV. EXECUTIVE SESSION (AS NEEDED)

There was no additional time needed.

XVI. ADJOURNMENT

A. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote to adjourn at 8:13 p.m.

Respectfully submitted,



Thomas J. Perez
School Business Administrator/Board Secretary