

DEMAREST BOARD OF EDUCATION

MINUTES – REGULAR MEETING

October 15, 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: Geisenheimer, Geller, Molina, Verna, Woods and Holzberg were present. Galtieri was absent.

E. It was moved by Geisenheimer, seconded by Woods and approved by unanimous voice vote to accept the minutes of the Regular Meeting from September 17, 2013.

F. There was a review of correspondence.

II. BOARD PRESIDENT'S REPORT

President Holzberg welcomed everyone to the meeting.

III. SUPERINTENDENT'S REPORT

Mr. Fox informed the board that the Borough would be replacing sidewalks and repaving Columbus Road and the district will accordingly provide alternate route plans for parent drop-off and pick-up. Mr. Fox also informed the board of a suspected luring incident that occurred on Friday, October 11. He advised the board that the district is researching the implementation of an in-house Occupational Therapy program for next year. He noted a Curriculum Committee meeting has been scheduled for Monday, October 21.

Dr. Codey presented the Student Council Election results. She spoke about the Math Articulation Meeting. She informed everyone that Demarest received the Environmental Awareness Grant in the amount of \$1,000. She explained that all schools will observe the Week of Respect and that the Breast Cancer Awareness Walk will take place at County Road School on Saturday October 19th. She noted that the PTO book fair raised \$6,770 in Scholastic Dollars and also that Demarest is a Top 10 donor to the American Heart Association for the Jump Rope for Heart Program.

Annual State of the Schools Assessment Report

Mr. Kirkby presented an overview of how the students scored in Grade 1 Writing, Grade 2 Science and Grade 3 Writing. He also showed how the students scored compared to last year.

Dr. Codey presented the test results for Grade 5 Social Studies, Grade 6 Health & Study Skills and Grade 7 Science. The principals also reviewed the NJASK Grades 3-8 scores.

IV. REVIEW OF AGENDA

- A. The board members reviewed the items.
- B. It was moved by Geller, seconded by Geisenheimer 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 Woods, seconded by Verna and approved by unanimous voice vote to close the meeting to public discussion.

V. ACTIONSA. Instruction – Staffing

1. It was moved by Verna, seconded by Geisenheimer and approved by unanimous roll call vote to approve the following stipend position and amount for the 2013/2014 school year, as recommended by the Chief School Administrator:

<u>STIPEND POSITION</u>	<u>TEACHER</u>	<u>AMOUNT</u>
Boys/Girls Track	H. Mourao	\$2,000.00

B. Instruction – Pupils/Programs

1. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Demarest Middle School **Boys' Basketball** Schedule program for the 2013/2014 school year, as recommended by the Chief School Administrator.

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Home/Away</u>
Wednesday	12/04	Harrington Park	Away
Monday	12/09	Norwood	Away
Wednesday	12/11	Old Tappan	Away
Monday	12/16	Haworth	Home
Wednesday	12/18	Northvale	Home
Monday	01/06	Closter	Away
Wednesday	01/08	Harrington Park	Home
Monday	01/13	Norwood	Home
Wednesday	01/15	Old Tappan	Home
Wednesday	01/22	Haworth	Away
Monday	01/27	Northvale	Away
Wednesday	01/29	Closter	Home
Week of	02/03	Tournament	

2. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Demarest Middle School **Girls' Basketball** Schedule program for the 2013/2014 school year, as recommended by the Chief School Administrator.

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Home/Away</u>
Wednesday	12/04	Harrington Park	Home
Monday	12/09	Norwood	Home
Wednesday	12/11	Old Tappan	Home
Monday	12/16	Haworth	Away
Wednesday	12/18	Northvale	Away
Monday	01/06	Closter	Home
Wednesday	01/08	Harrington Park	Away
Monday	01/13	Norwood	Away
Wednesday	01/15	Old Tappan	Away
Wednesday	01/22	Haworth	Home
Monday	01/27	Northvale	Home
Wednesday	01/29	Closter	Away
Week of	02/03	Tournament	

V. ACTIONS (Continued)B. Instruction – Pupils/Programs (Continued)

3. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote to approve the 6th grade Class Trip to Fairview Lake on March 19 - 21, 2014, as recommended by the Chief School Administrator.
4. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote to approve the 8th grade Class Trip to Washington, D.C. on May 20 - 22, 2014, as recommended by the Chief School Administrator.
5. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote to approve Corrine Conti to provide Home Instruction for Student ID# 2 02044 at a rate of \$33 per hour, not to exceed 10 hours per week, as recommended by the Chief School Administrator.
6. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote to approve Jamie Vinolas, St. Thomas Aquinas College student, to observe classes in County Road and Luther Lee Emerson Schools for a total of twenty (20) hours on Fridays, beginning October 18, as recommended by the Chief School Administrator.
7. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote to approve Christine Lee, college student, to observe music classes at Luther Lee Emerson Schools for a total of eight (8) hours, beginning October 11, as recommended by the Chief School Administrator.

C. Support Services – Staffing

1. It was moved by Geisenheimer, seconded by Geller and approved by unanimous roll call vote to accept the resignation of Mary Portera for the part-time position of Teacher's Aide at Luther Lee Emerson School, effective October 12, 2013, as recommended by the Chief School Administrator.
2. It was moved by Geisenheimer, seconded by Geller and approved by unanimous roll call vote to accept the resignation of Marilyn Stankiewicz for the part-time position of Teacher's Aide at Luther Lee Emerson School, effective October 12, 2013, as recommended by the Chief School Administrator.
3. It was moved by Geisenheimer, seconded by Geller and approved by unanimous roll call vote to approve Resat Cazimoski, Custodian-in-Charge at Demarest Middle School, to receive a Longevity Stipend in the amount of \$1,000 prorated, effective November 1, 2013, for the 2013/2014 school year, as recommended by the Chief School Administrator.
4. It was moved by Geisenheimer, seconded by Geller and approved by unanimous roll call vote to approve the provisional employment of Arlene Cabrera, Step 1, as a Teacher's Assistant at Luther Lee Emerson School for the 2013/2014 school year, not to exceed 25 hours weekly, 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 Molina, seconded by Geisenheimer and approved by unanimous roll call vote to accept the 2013 Annual Facilities Checklist and submit it to the Executive County Superintendent, as recommended by the Chief School Administrator.

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

2. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to approve the following resolution for submission of the Comprehensive Maintenance Plan to the Executive County Superintendent, as recommended by the Chief School Administrator.

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of Demarest School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE, BE IT RESOLVED that the Demarest Board of Education hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for the Demarest School District in compliance with Department of Education requirements.

3. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to approve the continued participation in the Middlesex Regional Education Services Commission (MRESC) Cooperative Price Agreement, as recommended by the Chief School Administrator.

4. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to adopt the Demarest School District Nursing Plan for the 2013/2014 school year and submit it to the Bergen County Department of Education, as recommended by the Chief School Administrator.

5. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Demarest PTO to use the Demarest Middle School gym on Friday, January 31, 2014 and February 1, 2014 between 3:00 p.m. and 10:00 p.m. for performance of the musical Grease, as recommended by the Chief School Administrator.

6. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Demarest KARE Club to use the Demarest Middle School courtyard and cafeteria on Thursday, October 24, 2013 between 3:00 p.m. and 6:00 p.m. for the Breast Cancer Awareness fundraising carnival, as recommended by the Chief School Administrator.

7. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Girl Scouts of Northern New Jersey to use the County Road School gym on Wednesday, October 23, 2013 between 4:30 p.m. and 7:30 p.m. for recruiting, as recommended by the Chief School Administrator.

8. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to accept the State of New Jersey Department of Education approval of State Project # 1070-050-14-1000, authorizing a waiver for the classroom ceiling height in Rooms 101-109 at Luther Lee Emerson School, 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 Geisenheimer and approved by unanimous roll call vote to authorize the School Business Administrator/Board Secretary to enter into a contract with F. H. Paschen under Bid # MRESC 13/14-12 and 13/14-13 for State Project # 1070-050-14-1000 in an amount not to exceed \$109,569.67, as approved by the State of New Jersey Department of Education, as recommended by the Chief School Administrator.

10. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to participate in the PSE&G Direct Install Program for Government and Non-Public Facilities for energy efficiency upgrades at County Road School (Project # 1428231), Luther Lee Emerson School (Project # 1428229) and Demarest Middle School (Project # 1427787) at an investment cost of \$46,319, with the Demarest Board of Education paying \$9,264 (or \$386 per month for 24 months), with a projected 5-years savings of \$44,895, as recommended by the Chief School Administrator.

11. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to approve the attendance of Toby Sorge and Stefanie Zitelli, Demarest Middle School Teachers, at the NCTE (National Council of Teachers of English) Annual Convention held on November 21-24, 2013 in Boston, MA at a cost of \$250 each for registration, with statutory mileage reimbursement for one person, as recommended by the Chief School Administrator:

12. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to approve the second and final payment in the amount of \$8,390 to Cifelli & Son General Construction for the County Road and Luther Lee Emerson Schools sidewalk project, as reviewed by LAN Associates and as recommended by the Chief School Administrator.

13. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to adopt the District and Board Goals for the 2013/2014 school year as follows, as recommended by the Chief School Administrator.

DISTRICT GOALS:

- A. Successfully implement Marshall Educator Evaluation Program in accordance with state mandates.
- B. Improve student achievement through creation of school based assessments (Student Growth Objectives -SGOs).
- C. Implement in-house special education program for visually impaired students.
- D. Investigate and recommend to the board an administrative structure for 2014-2015.

BOARD GOALS:

- A. Review Facility Ad-hoc report and act on recommendations.
- B. Successfully negotiate a new contract agreement with the DEA, support staff and other administrators.
- C. Continue to build trust and engagement with community outreach initiatives that improve regular community communications.
- D. Achieve NJSBA Board Certification status.

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

14. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to adopt the following resolution:

WHEREAS, there exists a need for architectural services related to the potential construction project at Luther Lee Emerson School and

WHEREAS, funds are available for this purpose,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Demarest as follows:

- a) That EI Associates be retained as architectural management advisors for the potential construction project.
- b) This contract is awarded without competitive bidding as a *Professional Service* under the provisions of the Public School Contracts Law because the service is to be performed by a firm authorized to provide architectural management services.

E. Support Services – Fiscal Management

1. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the September 16th – 30th, 2013 payroll in the amount of \$333,320.63.
2. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the October 1st – 15th, 2013 payroll in the amount of \$345,406.10.
3. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the September 2013 bills in the amount of \$523,800.70 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
10 General Current Fund Expense Funds	\$ 431,339.70
12 Capital Outlay	101,461.00
	<u>\$ 532,800.70</u>

4. It was moved by Woods, 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 September 30, 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 Woods, 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 September 30, 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.

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

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

7. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the transfers for September 2013 as follows:

<u>From:</u>	<u>Account No.</u>	<u>Amount</u>
11-120-100-101-2-0000-02	Language Arts	\$ 12,000
11-120-100-101-1-0000-04	Health & Phys. Ed.	12,972
11-120-100-101-2-0000-05	Mathematics	14,000
11-130-100-101-3-0000-05	Mathematics	32,000
11-120-100-101-2-0000-07	Science	4,000
11-130-100-101-3-0000-07	Science	12,000
11-120-100-101-2-0000-08	Social Studies	5,000
11-120-100-101-2-0000-10	Reading	14,000
11-130-100-101-3-0000-10	Reading	10,000
11-230-100-101-3-0000-21	Basic Skills-LA	12,000
11-000-251-836-0-0000-27	Finance	12,000
11-000-261-104-0-0000-28	Operations	8,000
11-000-230-105-0-0000-26	Executive Admin. Services	16,000
11-000-100-566-0-0000-36	Tuition	<u>70,000</u>
		\$ 233,972

<u>To</u>	<u>Account No.</u>	<u>Amount</u>
11-120-100-101-2-0000-04	Health & Phys.	\$ 12,792
11-213-100-101-3-0000-15	Resource Room	47,642
11-240-100-101-3-0000-17	ESL	700
11-230-100-101-1-0000-22	Basic Skills-Math	30,600
11-230-100-101-2-0000-22	Basic Skills-Math	30,600
11-230-100-101-3-0000-22	Basic Skills-Math	28,000
11-000-100-562-0-0000-36	Tuition	<u>83,638</u>
		\$ 233,972

F. Other

1. It was moved by Verna, seconded by Geller 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, November 12, 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 the public at a future date.

2. It was moved by Verna, seconded by Geller 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, November 19, 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. Molina reported on the October 3rd Building & Grounds Meeting. The committee recommends that we air condition the classrooms at County Road School and install five sound proof walls between the rooms that currently have folding walls. They also recommended approving a proposal from PSE&G to install motion sensors for the lighting in all three schools with PSE&G covering 80% of the cost. Mr. Molina expressed that he feels we should wait on the total installation of LED lighting until we evaluate the lights being installed in rooms 101-109 at Luther Lee Emerson School.

VII. PUBLIC DISCUSSION

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

VIII. EXECUTIVE SESSION (Continuation as needed)

- A. It was moved by Molina, seconded by Geisenheimer and approved by unanimous voice vote to reenter the Executive Session at 9:01 p.m. to discuss personnel and/or legal matters.

- B. It was moved by Geller, seconded by Geisenheimer and approved by unanimous voice vote to close the Executive Session and reenter the public session at 9:22 p.m. to take action on Resolution D-14 above.

IX. ADJOURNMENT

- A. It was moved by Molina, seconded by Geisenheimer and approved by unanimous voice vote to adjourn at 9:25 P.M.

Respectfully submitted,



Frank G. Chilson
School Business Administrator/Board Secretary