

DEMAREST BOARD OF EDUCATION
PUBLIC BUDGET and REGULAR SESSION MEETING MINUTES
County Road School – Media Center
April 30, 2024
5:30 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 5:30 pm.
- B. Present: Brillhart, Cantatore, Choi, Fein, Governale, Lee, Holzberg.
Absent: None
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. Student Discipline
 - 2. Personnel
- B. It was moved by Choi seconded by Governale 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 Govenale, 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 Govnerale , seconded by Cantatore to reopen the Regular Meeting to the public at 7:00 P.M.
- B. President Holzberg 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. President Holzberg led the flag salute.

V. ROLL CALL

Present: Brillhart, Cantatore, Choi, Fein, Governale, Lee, Holzberg.

Absent: None

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

VI. APPROVAL OF MINUTES OF THE MEETINGS

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

- March 12, 2024 COW Meeting Minutes
- March 12, 2024 Executive Session Meeting Minutes
- March 19, 2024 Regular Session Meeting Minutes

VII. CORRESPONDENCE

None at this time.

VIII. BOARD PRESIDENT'S REPORT

None at this time.

IX. SUPERINTENDENT'S REPORT

A. Superintendent Fox commented on the following:

- The construction on the Middle School gym is moving quickly. They have started digging for footings and it is going well.
- Congressman Gottheimer visited the Middle School.
- Ruler training was highly successful.

X. COMMITTEE REPORTS

None at this time.

XI. PUBLIC HEARING FOR THE 2024/2025 BUDGET

A. Mr. Fox reviewed the district's 2023/2024 budget accomplishments and the proposed significant 2024/2025 budget appropriations. Ms. Kelly reviewed the revenues, appropriations, and tax impact of the budget on the community. There were no questions from the public.

XII. OTHER REPORTS AND PRESENTATIONS

A. Kelly Stevens, Supervisor of Curriculum, Instruction, and Assessment reviewed the accountability profile score breakdown.

XIII. REVIEW OF AGENDA

A. Board members reviewed the items.

XIV. PUBLIC COMMENT (AGENDA ITEMS ONLY)

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

XV. ACTIONS

A. Instruction – Staffing

1. It was moved by Fein, seconded by Governale and approved by unanimous roll call vote of those present to approve the provisional employment of Kaylee Babasade, BA, Step 1, Demarest Middle School, Sixth Grade Reading Teacher, for the 2024/2025 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.
2. It was moved by Fein, seconded by Governale and approved by unanimous roll call vote of those present to approve the employment of Abigail Lopez, District Social Worker, MA, Step 5, for the 2024/2025 school year, as recommended by the Chief School Administrator.
3. It was moved by Fein, seconded by Governale and approved by unanimous roll call vote of those present to approve the request of Luther Lee Emerson School Staff ID# 10312850 for paid sick leave from May 8, 2024 to June 19, 2024, unpaid FMLA/NJFLA and extended leave from August 28, 2024 to December 1, 2024 returning to work December 2, 2024, as recommended by the Chief School Administrator.
4. It was moved by Fein, seconded by Governale and approved by unanimous roll call vote of those present to approve the employment of Jodi Braunstein, Teacher at Demarest Middle School, leave replacement for Staff ID# 10312971 from May 1, 2024 to June 30, 2024, MA, Step 2, as recommended by the Chief School Administrator.
5. It was moved by Fein, seconded by Governale and approved by unanimous roll call vote of those present to approve the reassignment of Nancy Sherman, from leave replacement Staff ID# 10312971 to full-time substitute teacher effective May 1, 2024 to June 30, 2024, as recommended by the Chief School Administrator.
6. It was moved by Fein, seconded by Governale and approved by unanimous roll call vote of those present to approve the employment of Gabrielle DeLora as substitute teacher for the remainder of the 2023/2024 school year, as recommended by the Chief School Administrator.

B. Instruction – Pupils/Programs

1. It was moved by Brillhart, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the establishment of an ERI (Emotional Regulation Impairment) program at Demarest Middle School, for the 2024/2025 school year, as recommended by the Chief School Administrator.
2. It was moved by Brillhart, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the establishment of an LLD (Language Learning Disabled)

program at Luther Lee Emerson School, for the 2024/2025 school year, as recommended by the Chief School Administrator.

3. It was moved by Brillhart, seconded by Cantatore 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	Month/Year	Grade/Group
Edison Academy Magnet School	April 2024	Select 7th/8th Graders
Team Makers of NJ-YMCA New Milford, NJ	June 2024	Third Grade
Lowes Orangeburg, NY	April 2024	LLD room

4. It was moved by Brillhart, seconded by Cantatore and approved by unanimous roll call vote of those present to approve contract with Bergen County Special Services for home instruction for SID 4436860325, for up to 10 hours per week for three weeks, as recommended by the Chief School Administrator.

C. 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 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:

Washington DC
Joanne Werner*
Elvia Acosta
Suzanne Calegari*
Andrew Cole
Wendy Heffler
Sunny Lew
Karleen McDermott
Joseph Polvere
Sherri Rinckhoff
Jon Regan

*trip planner - additional \$225 stipend

2. It was moved by Choi, seconded by Lee and approved by unanimous roll call vote of those present to accept the resignation of Sandra Perez, paraprofessional at County Road School, effective March 25, 2024, 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 Majlinda Lulaj, substitute paraprofessional, 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
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 paraprofessional, 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

School/Position	Staff Name	Step
CRS Paraprofessional Preschool	Mirvete Pllana	1

5. It was moved by Choi, seconded by Lee and approved by unanimous roll call vote of those present to approve Alfredo Torres as Clerk-of-the-Works, not to exceed 20 hours per week, from May 1, 2024, to June 30, 2024, as recommended by the Chief School Administrator.

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 second read and adoption 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) Abolished

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)

2. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present by Fein, seconded by Governale and approved by unanimous roll call vote of those present to approve the eighth-grade graduation date of June 18, 2024, as recommended by the Chief School Administrator.

3. 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 4th grade moving up celebration	June 18, 2024 10:30-3:30	LLE gym and APR
PTO Embroidery Fundraiser	May 14, 2024 6:00 PM - 9:30 PM	CRS library

4. 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 Antoinette Kelly/Business Administrator/Board Secretary Diane Holzberg/ Board President Julie Fein/ Board Member Erica Canatore/Board Member Kelly Stevens/ Supervisor Curriculum, Instruction and Assessment Resat Cazimoski/ Facility Manager	NJSBA Conference Atlantic City October 21 - 24, 2024	\$2100.00/ Group

5. 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 2324-03 reported at their March 12, 2024 meeting, as recommended by the Chief School Administrator.

6. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the appointment of Veronica Conover, Guidance Counselor, as 504 Coordinator through June 30, 2024*, as recommended by the Chief School Administrator.
*modified from March 19, 2024 D.7.
7. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the appointment of Veronica Conover, Guidance Counselor, as K-4 Anti-Bullying Specialists, through June 30, 2024*, as recommended by the Chief School Administrator.
*modified from March 19, 2024 D.8.
8. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the second of two bus evacuation drills for the 2023/2024 school year, as per NJAC 6A:27-11.2, as recommended by the Chief School Administrator:

Location of drill	route #	Date	Time	Person conducting drill
Northwood Ave	#1	March 27, 2024	3:05-3:10 PM	Principal Regan

9. It was moved by Lee, seconded by Choi and approved by unanimous roll call vote of those present to approve the following students to participate in the Work Based Learning (WBL) program for the 2023/2024 school year, as recommended by the Chief School Administrator:

Demarest Middle School	Luther Lee Emerson School	County Road School
Penelope Alevrontas	Maya Cohen	Emily Selig
Haley Chroman	Trinity Lee	Haylin Roth
Ryan Lee	Lucy Brisman	Jordan Gerwitz
Matthew Sands		Trinity Lee
Matthew Slowikowski		
Riley Sugarman		
Sloane Kaplan		

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 March 2024 payrolls as follows, as recommended by the Chief School Administrator:

March 15	\$ 536,049.72
March 28	\$ 493,246.58

2. It was moved by Cantatore seconded by Lee and approved by unanimous roll call vote of those present to approve April 30, 2024 bill list as follows, as recommended by the Chief School Administrator:

<u>Subtotal Per Fund</u>	<u>Amount</u>
--------------------------	---------------

11 General Current Expense	\$1,319,668.60
12 Capital Outlay	\$ 2,875.20
20 Special Revenue Fund	\$ 5,685.20
21 Student Activity Fund	\$ 41,284.00
22 Athletic Fund	\$ 195.00
30 Capital Projects Fund	\$ 51,165.45
60 Cafeteria Fund	\$ 37,302.44
61 Laptop Account	<u>\$ 12,802.16</u>
Total Bills:	\$1,470,978.05

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 March 31, 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. 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 March 31, 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. It was moved by Cantatore seconded by Lee and approved by unanimous roll call vote of those present to acknowledge receipt of the March 2024 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 March 2024, as recommended by the Chief School Administrator:

To:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
11-000-230-339	General Administration-Other Professional Services	37,232.25
11-000-263-420	Upkeep of Grounds-Maintenance and Repair	72,525.00
11-110-100-110	Regular Programs-Kindergarten Substitute Salaries	210.00
11-401-100-610	School Sponsored Co-Curricular Activities-Supplies	218.85

From:

Account Number	Description	Amount
11-000-230-331	General Administration-Legal Services	232.25
11-000-230-334	General Administration-Architect Services	17,000.00
11-000-230-820	General Administration-Judgements Against the BOE	20,000.00
11-000-261-420	Require Maintenance-Maintenance and Repair	30,000.00
11-000-261-610	Require Maintenance-General Supplies	36,525.00
11-000-263-610	Upkeep of Grounds-General Supplies	6,000.00
11-120-100-101	Regular Programs-Grades 1-5 Regular Salaries	210.00
11-402-100-610	School Sponsored Athletics-General Supplies	218.85

7. It was moved by Cantatore seconded by Lee and approved by unanimous roll call vote of those present to approve Crossroads Pavement Maintenance LLC for sidewalk and asphalt work at Demarest Middle School, in the amount of 85,425.00, through a bid with Ed Data Services EDS#10980 #24A, as recommended by the Chief School Administrator.
8. It was moved by Cantatore, seconded by Lee and approved by unanimous roll call vote of those present to approve the following, as recommended by the Chief School Administrator:

BE IT RESOLVED, that the Board of Education of Demarest, upon the recommendation of the Chief School Administrator, approves the following 2024/2025 school year budget using the 2024/2025 state aid amounts and authorizes the Business Administrator/Board Secretary to submit the final 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

XVI. PUBLIC COMMENT

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

XVII. NEW BUSINESS

None at this time.

XVIII. EXECUTIVE SESSION

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

XIX. ADJOURNMENT

A. It was moved by Cantatore, seconded by Governale and approved by unanimous voice vote to adjourn the meeting at 7:50 P.M.

Sincerely,

Antoinette Kelly
Business Administrator and Board Secretary