

# DEMAREST BOARD OF EDUCATION

## PRELIMINARY BUDGET/COW MEETING MINUTES

County Road School – Media Center  
March 10, 2020  
6:30 P.M.

### I. OPENING

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

### II. ADJOURN TO EXECUTIVE SESSION

- A. The Board determined it will enter into Executive Session for the following reasons:
  - 1. Legal Updates – Special Education, General Liability, etc.
  - 2. Student Residency Update
- B. It was moved by Governale, seconded by Verna 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 Verna, seconded by Governale and approved by unanimous voice vote of those present to convene executive session at 7:35 P.M.

### III. REOPEN PUBLIC MEETING

- A. It was moved by Canatore, seconded by Verna to reopen the Regular Meeting to the public at 7:36 P.M.

B. President Holzberg read the following 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.

IV. FLAG SALUTE

A. President Holzberg led the flag salute.

V. ROLL CALL

Present: Cantatore, Governale, Kirtane, Lee, Verna, Holzberg.

Absent: Schliem (excused)

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

VI. COMMITTEE REPORT

The Building and Grounds Committee reviewed the minutes from their May 10, 2020 meeting.

VII. FOR BOARD DISCUSSION AND REVIEW

A. Instruction – Staffing

1. New Hire
2. Mentoring

B. Instruction – Pupils/Programs

1. Senior service assignments

C. Support Services – Staffing

D. Support Services – Board of Education

1. Facility use

E. Support Services – Fiscal Management

1. Confirm February 15<sup>th</sup>, February 28<sup>th</sup> and March 15<sup>th</sup> payroll
2. Approve February in office bills and March bills list
3. Approve February Certification of Board Secretary
4. Approve February Certification of Board of Education
5. Acknowledge receipt of January Board Secretary Report
6. Confirm February budget transfers
7. Review of preliminary budget – action to be taken
8. Approval of maximum travel expenditures for 2020/2021 – action to be taken

VIII. PUBLIC COMMENT

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

IX. ACTIONS

E. Support Services – Fiscal Management

1. It was moved by Choi, seconded by Governale and approved by unanimous roll call vote of those present to approve the following resolution, 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 preliminary 2020/2021 school year budget using the 2020/2021 state aid amounts and authorizes the Business Administrator/Board Secretary to submit the preliminary 2020/2021 school year budget to the Executive County Superintendent for approval in accordance with statutory submission dates:

General Fund	\$17,314,035
Special Revenue Fund	140,941
Debt Service Fund	<u>617,900</u>
Total Appropriations	\$18,072,876

**Be it Further Resolved**, that the General Fund tax levy of \$14,776,562 is approved to support General Fund Expenses and \$617,900 is approved to support the Debt Service Fund for the 2020/2021 school year.

2. It was moved by Choi, seconded by Governale and approved by unanimous roll call vote of those present to approve the following resolution, as recommended by the Chief School Administrator:

**WHEREAS**, the Demarest Board of Education recognizes school staff and Board members will incur travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, in accordance with school district Policy No. 6471 the Board of Education establishes per N.J.A.C.6A:23A-7.3, for regular district business travel only, an annual school year threshold of \$1,500.00 per staff member for the 2020/2021 school year and where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, the Board of Education established a maximum amount of \$35,000 for the 2019/2020 school year and incurred travel and related expenses as of February 29, 2020 in the amount of \$18,976 for the 2019/2020 school year; now

**THEREFORE, BE IT RESOLVED**, the Board of Education approves travel and related expense reimbursements, in accordance with school district Policy No. 6471 and N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$35,000 for all staff and board members for the 2020/2021 school year, as recommended by the Chief School Administrator.

X. PUBLIC COMMENT

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


XI. EXECUTIVE SESSION

A. There was no motion to enter the Executive Session.

XII. ADJOURNMENT

A. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote to adjourn the meeting at 8:01 P.M.

Sincerely,



Thomas Perez  
Business Administrator and Board Secretary