

DEMAREST BOARD OF EDUCATION

COW and Regular MEETING MINUTES

County Road School – Media Center
December 17, 2019
6:30 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 6:30 pm.
- B. Present: Cantatore, Governale, Kirtane, Schliem, Holzberg
Absent: Lee, Verna
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 Matter - Innisfree
 - 2. Legal Matter - Schinelli
 - 3. Contractual Matter – Mark Construction
 - 4. Contractual Matter - Architect
- B. It was moved by Cantatore, seconded by Kirtane 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 Kirtane, seconded by Cantatore and approved by unanimous voice vote of those present to convene executive session at 6:35 P.M.

III. REOPEN PUBLIC MEETING

- A. It was moved by Cantatore, seconded by Kirtane to reopen the Regular Meeting to the public at 7:13 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, Schliem, Holzberg

Absent: Lee, Verna

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

VI. APPROVAL OF MINUTES OF THE MEETINGS

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

- November 19, 2019 COW and Regular Session Meeting Minutes
- November 19, 2019 Executive Session Meeting Minutes

VII. CORRESPONDENCE

None at this time.

VIII. BOARD PRESIDENT'S REPORT

A. Board President Holzberg noted:

- The Demarest Middle School concert was excellent.
- Thank you to Ammu (Kirtane) for her years of service to the board. She will be missed.
- Happy holidays.

IX. SUPERINTENDENT'S REPORT

A Superintendent Fox commented on the following:

- Thank you to Tom (Perez) for an audit with no changes/findings.
- Thank you to Ammu (Kirtane) for her six years serving on the board and for her service on the PTO.
- Draft of 2020/2021 calendar for the board to review.
- Chalkboard went out. Great edition. Thank you to our public relations team.
- Holiday concerts were excellent.
- Pre-k open house was held on December 9th.
- Polar Express at Luther Lee was once again an outstanding event. Thank you to all involved.

- The 5th and 6th grade dance turnout was the largest in recent memory.
- High School articulation meeting went very well.
- Happy holidays.

X. COMMITTEE REPORTS

None at this time.

XI. OTHER REPORTS AND PRESENTATIONS

A. Principal Regan reviewed the following:

None at this time.

B. Principal Mazzini reviewed the following:

None at this time.

XII. REVIEW OF AGENDA

A. Board members reviewed the items.

XIII. PUBLIC COMMENT

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

XIV. ACTIONS

A. Instruction – Staffing

1. It was moved by Schliem, seconded by Kirtane and approved by unanimous roll call vote of those present to accept the resignation of Anna Kuzdraj, School Psychologist, PCR 2190-04-020-000-02, budget code 11-000-219-104-000-00-31, effective February 7, 2020, as recommended by the Chief School Administrator.
2. It was moved by Schliem, seconded by Kirtane and approved by unanimous roll call vote of those present to transfer Christie Choman from resource room teacher at Luther Lee Emerson School PCR 2120-050-200-0003, to resource room teacher at County Road School (.5) and Luther Lee Emerson School (.5), budget codes 11-213-100-101-030-00-15 and 11-213-100-101-050-00-15 effective January 2, 2020 for the 2019/2020 school year, as recommended by the Chief School Administrator.
3. It was moved by Schliem, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the provisional employment of the following, substitute teacher for the remainder of the 2019/2020 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. 18A:6-7.7.

- Melanie Baltzer

B. Instruction – Pupils/Programs

C. Support Services – Staffing

1. It was moved by Governale, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the provisional employment of Masiel Saez, 1:1 (6980044936) aide at Luther Lee Elementary School, PCR 5030-050-500-000-05, budget code 11-000-217-106-050-00-18, Step 1, effective December 18, 2019 not to exceed 29 hours per week, for the 2019/2020 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. 18A:6-7.7.
2. It was moved by Governale, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Aram Yakoubian from day custodian at Demarest Middle School to night custodian at Demarest Middle School, effective January 1, 2020, as recommended by the Chief School Administrator.

D. Support Services – Board of Education

1. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the first reading of Policies and Regulations, as recommended by the Chief School Administrator:

Policy/Regulation Number	Policy/Regulation Name
R 5116	Education of Homeless Children
P & R 5350	Student Suicide Prevention
P 5533	Student Smoking
P 8462	Reporting Potentially Missing or Abused Children
P & R 5111	Eligibility of Resident/Non Resident
P 3159	Teaching staff member/school district reporting responsibilities
P & R 3218	Use, possession, or distribute. Of controlled substances
P & R 4218	use, possession, or distribute. Of controlled substances
P & R 6112	Reimbursement of federal and other grant expenditures
P & R 7440	School district security
P & R 8600	student transportation
P 8630	Bus driver/bus aide responsibility
R 8630	Emergency School Bus Procedures
P 8670	Transportation of special needs students
P 9210	Parent organizations
P 9400	Media relations

2. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the following requests for facility use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator:

Group/Event	Date(s)Time(s)	Location
PTO Enrichment	1/21-3/20 3:05-4:15 When school is in session. Make up days if needed	CRS and LLE Rooms as assigned
PTO DMS Book Fair	1/21-1/23 8AM-3PM	Room 106
PTO Lunar New Year practice	1/29 4:45PM-6:45PM	LLE gym
PTO Lunar New Year performance	1/31 8AM-11AM 1/31 12PM-2PM 1/31 2PM-3 PM	CRS gym LLE gym DMS gym
PTO International Day	3/13 3PM-9PM 3/14 9AM-4PM	LLE gym and APR
Borough of Demarest Summer Recreation Camp	6/25 10AM-1pm (set up) 6/29-8/7 8AM-2PM weekdays except 7/3	LLE gym, APR, 101 and 102

3. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to amend the PTO request for facility use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator:

Group/Event	Date(s)Time(s)	Location
SAAC Program	9/3-6/22 when school is in session 10/14, 11/27, 12/4, 12/5, 12/20* 12:30-6:00 P.M.	CRS, LLE and DMS

*modified from August 20, 2019 D16

4. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to amend the PTO request for facility use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator:

Event	Date(s)Time(s)	Location
Lunar New Year practice	January 8, 13, 23*, 30* 3:05-4:00	CRS gym

*modified from November 19, 2019 D1

5. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the attendance of the following workshops, as noted, 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
Ellen Ricciutti Speech Pathologist	Bureau of Educational Research Therapy Strategies to Increase Effectiveness Fairfield, NJ March 10, 2020	\$279.00
Frank Mazzini Principal	NJASRO Training Scotch Plains, NJ July 27-31 st	\$395.00

6. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to amend the following personnel to attend CPR/AED training with Englewood Hospital and Medical Center on January 20, 2020 in the Luther Lee Media Center at a cost of \$65.00 per person, as recommended by the Chief School Administrator:

Colleen Appleblatt
 Lauren Licameli
 Gina Long
 Frank Mazzini
 Chris Nerkizian
 Joseph Polvere
 Jon Regan*
 Christine Reynolds
 Doug Stokes
 Joanne Werner

*Modified from November 19, 2019 D4

7. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve acceptance of the 2018/2019 Comprehensive Annual Finance Report (CAFR) and the Auditors' Management Report on Administrative Findings which contains no recommendations prepared by Nisivoccia, LLP, as recommended by the Chief School Administrator.
8. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the scheduling of the 2020 Annual Reorganization meeting for Tuesday, January 7, 2020 at 5:30 P.M., as recommended by the Chief School Administrator.
9. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve and authorize the submission of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2019/2020 School Year, as recommended by the Chief School Administrator.
10. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the in-district tuition rate for Demarest Early Learners preschool at \$10,000.00 for the 2020/2021 school year, as recommended by the Chief School Administrator.
11. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve Demarest Early Learners preschool aftercare fee of \$60.00 per month on full school days, for the 2020/2021 school year, as recommended by the Chief School Administrator.
12. It was moved by Cantatore, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the attendance of the following workshops, as noted, 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	Techspo Atlantic City January 30th-31st	\$475.00

E. Support Services – Fiscal Management

1. It was moved by Kirtane, seconded by Cantatore and approved by unanimous roll call vote of those present to confirm the November 30, 2019 payroll in the amount of \$407,861.03.
2. It was moved by Kirtane, seconded by Cantatore and approved by unanimous roll call vote of those present to confirm December 15, 2019 payroll in the amount of \$454,453.39.
3. It was moved by Kirtane, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the November 2019 in office checks in the amount of \$283,058.71 and December 17, 2019 budget checks in the amount of \$367,222.89 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 649,281.60
20 Special Revenue Fund	<u>\$ 1,000.00</u>
Total Bills:	\$ 650,281.60

4. It was moved by Kirtane, seconded by Cantatore and approved by unanimous roll call vote of those present 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 2019, 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 Kirtane, seconded by Cantatore and approved by unanimous roll call vote of those present 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 2019 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 Kirtane, seconded by Cantatore and approved by unanimous roll call vote of those present to acknowledge receipt of the October 2019 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

XV. PUBLIC COMMENT

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

XVI. NEW BUSINESS

None at this time.

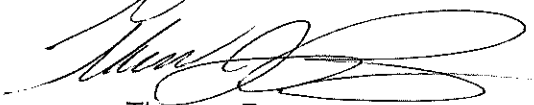
XVII. EXECUTIVE SESSION

There was no motion to enter the Executive Session.

XVIII. ADJOURNMENT

- A. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote to adjourn the meeting at 7:35 P.M.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas Perez', with a large, stylized flourish at the end.

Thomas Perez
Business Administrator and Board Secretary