

DEMAREST BOARD OF EDUCATION

Regular Meeting Agenda

County Road School – Media Center

March 14, 2023

7:00 P.M.

I. OPENING

- A. Meeting called to order.
- B. Roll Call

II. ADJOURN TO EXECUTIVE SESSION

- A. The Board has determined it will enter into executive session for the following reasons:

- 1. Residency
- 2. Negotiations
- 3. Personnel

- B. Move 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. Move to enter executive session

III. REOPEN PUBLIC MEETING

- A. Move to reopen the Regular Meeting to the public.
- 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.

IV. FLAG SALUTE

V. ROLL CALL

VI. APPROVAL OF MINUTES OF THE MEETINGS

- February 7, 2023 COW and Regular Meeting Minutes
- February 7, 2023 Executive Session Meeting Minutes

VII. REVIEW OF CORRESPONDENCE

VIII. BOARD PRESIDENT'S REPORT

IX. SUPERINTENDENT'S REPORT

X. COMMITTEE REPORTS

XI. OTHER REPORTS/PRESENTATIONS

- Principal Reports

XII. REVIEW OF AGENDA

- A. Board members review the items.

XIII. PUBLIC COMMENT (AGENDA ITEMS ONLY)

- A. Move to open the meeting to public comment limited to agenda items.
B. Public comment.
C. Move to close the meeting to public comment.

XIV. ACTIONS

A. Instruction – Staffing

1. Move to approve the provisional employment of the following substitute teacher for the 2022/2023 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.

Aida Capo

B. Instruction – Pupils/Programs

1. Move to approve home instruction for SID 4647119208 by the staff listed below, not to exceed five hours a week to continue as needed, as recommended by the Chief School Administrator:
*modified from December 13, 2022 B.2.

Joseph Polvere

Victoria Zimmerman

Ellen Ricciutti
Hyewon Mohanram*

2. Move to approve the following field trip(s), as recommended by the Chief School Administrator:

Location	Date	Grade/Group
Tenaflly Nature Center Tenaflly	school year	LLD class
The Curious Reader Glen Rock	school year	LLD class
MCAMC Math Competition Middlesex College Edison	3/18/2023	Math team
Turtle Back Zoo West Orange	6/9/2023	3rd grade
Yankee stadium Bronx, NY	3/30/23	LLD class

C. Support Services – Staffing

1. Move to approve the provisional employment of the following paraprofessional not to exceed 29 hours per week, for the 2022/2023 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	Step	Account Code
CRS			
Classroom Aide P4	Lumnije Pllana	3	11-190-100-106-030-00-44
LLE			
Special Education Aide	Ruya Caglar	2	11-213-100-106-050-00-15
Special Education Aide	Hyunsun Kim	5	11-213-100-106-050-00-15

2. Move to approve unpaid leave of absence for Michelle Whitney, special education aide at Luther Lee Emerson School, from March 23, 2023 to June 20, 2023, as recommended by the Chief School Administrator.
3. Move to approve unpaid leave of absence for Gita Vekaria, classroom aide at County Road School, from March 1, 2023 through March 31, 2023, as recommended by the Chief School Administrator.
4. Move to approve the following teachers as chaperones for the overnight student field trips in the amount of \$150.00 per person, per night, as recommended by the Chief School Administrator:

Fairview Lake

Elvia Acosta
Michael Main
Karleen McDermott
Joseph Polvere
Carl Quillen*
Caitlin Ross
Jon Regan^

*additional \$150.00 for trip coordinator

^administrator - no compensation

5. Move to approve the provisional employment of the following substitute paraprofessional, for the 2022/2023 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.

Stephanie Dean	Step 1
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6. Move to approve the provisional employment of the following substitute lunch aide, for the 2022/2023 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.

Stephanie Dean	Step 1
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D. Support Services – Board of Education

1. Move to approve the first reading of the following policies/regulations, as recommended by the Chief School Administrator:

2415.05 - Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment - Policy (M)
2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries - Policy & Regulation (M)
2460.30 - Additional/Compensatory Special Education and Related Services – Regulation (M) (NEW)
2622 - Student Assessment - Policy (M)
2622 – Student Assessment - Regulation (M) (NEW)
3233 - Political Activities - Policy
5541 - Anti-Hazing - Policy (M) (NEW)
7540 - Joint Use of Facilities - Policy
8465 - Bias Crimes and Bias-Related Acts Policy & Regulation (M)

9560 - Administration of School Surveys - Policy (M)
P 1648.14 Safety Plan for Healthcare Settings in School Buildings – COVID-19 (M) (Abolished)
P 1648.15 Recordkeeping for Healthcare Settings in School Buildings – COVID-19 (M) (New)
P 2417 Student Intervention and Referral Services (M) (Revised)
P 3161 Examination for Cause (Revised)
P 4161 Examination for Cause (Revised)
P& R-7410 Maintenance and Repair (M) (Revised)
R 7410.01 Facilities Maintenance, Repair Scheduling, and Accounting (M) (Revised)
P 8420 Emergency and Crisis Situations (M) (Revised)
P & R 9320 Cooperation with Law Enforcement Agencies (M) (Revised)
0163 - Quorum - Bylaw
1511 - Board of Education Website Accessibility - Policy (M)
2415 - Every Student Succeeds Act - Policy (M)
2432 - School Sponsored Publications - Policy & Regulation (M) (ABOLISHED)
3216 - Dress and Grooming – Policy
3270 - Professional Responsibilities - Policy
3270 - Lesson Plans and Plan Books - Regulation
4216 - Dress and Grooming (NEW)
5513 - Care of School Property - Policy & Regulation (M)
5722 - Student Journalism – Policy (M) (NEW)
0152 Board Officers - Bylaw
0161 Call, Adjournment, and Cancellation - Bylaw
0162 Notice of Board Meetings - Bylaw
1648.11 The Road Forward COVID-19 – Health and Safety – Policy (M) (ABOLISHED)
1648.13 School Employee Vaccination Requirements - Policy (M) (ABOLISHED)
2423 Bilingual and ESL Education - Policy & Regulation (M)
2425 Emergency Virtual or Remote Instruction Program – Regulation (M) (NEW)
5200 Attendance - Policy & Regulation (M)
8140 Student Enrollments - Policy (M)
8140 Enrollment Accounting – Regulation (M)
8330 Student Records – Policy & Regulation (M)
8420.2 Bomb Threats – Regulation (M)

8420.7 Lockdown Procedures – Regulation (M)

8420.10 Active Shooter – Regulation (M)

2. Move to approve the following request for facilities use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator:

Group/ Event	Date(s) and time	Location
PTO CRS Me and My Dance	3/28/23 5:30PM-7:00PM	LLE gymnasium and APR
PTO LLE Me and My Dance	4/4/23 5:30PM-7:00PM	LLE gymnasium and APR
Smarter Learning Summer Camp	8/17/23-8/18/23 Monday - Friday 9:00AM-3:00PM	LLE 2 classrooms, gym and APR, field
PTO Musical set	3/11/23 9:00AM - 12:00PM	DMS gym, stage and music room
Borough of Demarest Summer Camp	6/23/23 - 8/4/23 8:30AM - 2:30PM	LLE two rooms, gym, APR and fields
St. Joseph's Summer Camp	6/26/23-8/17/23 9:30AM-11AM and 12:30PM-2:00PM	DMS field as available during construction

3. Move to approve the 2023/2024 school calendar, as recommended by the Chief School Administrator.

4. Move to approve the Student Safety Data System (SSDS) for the reporting period of September 1, 2022 to December 30, 2022, as recommended by the Chief School Administrator.

E. Support Services—Fiscal Management

1. Move to confirm the following payrolls as recommended by the Chief School Administrator:

February 15 \$ 495,418.17
February 28 \$ 464,251.03

2. Move to approve the February 2023 in office checks in the amount of \$818,314.22, March 14, 2023 budget checks in the amount of \$605,229.27, as recommended by the Chief School Administrator, as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 502,110.61
12 Capital Outlay	\$ 323,007.39
20 Special Revenue Fund	\$ 23,659.43
30 Capital Projects Fund	\$ 916.06

40 Debt Service
Total Bills:

\$ 573,850.00
\$1,423,543.49

3. Move 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 February 28, 2023, 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. Move 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 February 28, 2023 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. Move to acknowledge receipt of the February 28, 2023 Report of the Board Secretary, A148 and the Report of the Treasurer, A-149, as recommended by the Chief School Administrator.
6. Move to confirm the following budget transfer for February 2023, as recommended by the Chief School Administrator:

To:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
11-000-221-580	Improvement of Instruction-Travel	\$ 500
11-000-223-320	Instructional Staff Training-Contracted Services	3,010
11-000-262-100	Custodial Salaries-OT	6,000
11-105-100-101	Regular Programs-Preschool-Substitute Salaries	2,000
12-000-266-730	Capital Outlay Equipment-Security	19,605

From:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
11-000-221-390	Improvement of Instruction-Other Purch. Prof. & Tech Services	\$3,510
11-000-262-610	Custodial General Supplies	6,000
11-120-100-101	Regular Programs-Grades 1 to 5-Substitute Salaries	2,000
11-000-266-610	Security General Supplies	19,605

7. Move to approve New Jersey Department of Education Grant for Climate Awareness Education allocation and application submission in the amount of \$6,600.00, as recommended by the Chief School Administrator. The grant period is from April 1, 2023 through June 30, 2023 .
8. Move to approve use of ESSER grant funds for Tutor.com for the 2023/2024 school year in the amount of \$34,875, as recommended by the Chief School Administrator.
9. Move to approve the following resolution, as recommended by the Chief School Administrator:

WHEREAS the Board of Education of Demarest in the county of Bergen, New Jersey is authorizing Board representatives for the submission of required approvals from the New Jersey Department of Education in conjunction with the following projects:

- Replacement of 18 unit ventilators at the Demarest Middle School
- Replacement of 7 boiler pumps, two expansion tanks and associated piping at the Demarest Middle School
- Replacement of 3 unit ventilators at the Luther Lee Elementary School

WHEREAS, the Demarest Board of Education has selected EI Associates, Architects and Engineers to implement the above referenced projects, and the District is not seeking debt service aid, therefore the projects should be considered Other Capital Projects, and district is anticipating State Assistance through ROD Grants for these projects;

WHEREAS, the projects are required to be submitted to the State Department of Education, and the projects are consistent with the long range facilities plan in accordance with the requirements of N.J.A.C. 6A:26-2.3, 2.1(f), 3.1 and 3.11;

NOW, THEREFORE BE IT RESOLVED that the Demarest Board of Education hereby authorizes EI Associates as appropriate representatives of the Board (the "Board Representatives") to submit any required educational plans and schematic plans for the projects. Be it further resolved that the Board Representatives are hereby authorized and directed to submit the schematic plans and any other required information to any agency required for NJDOE and ROD Grant submittals for review and comment, if necessary with the prescribed projects.

10. Move to approve the proposal from EI Associates in the amount of \$7,500.00 for phase I ROD Grant application submission, as recommended by the Chief School Administrator.

11. BE IT RESOLVED, that the Board of Education of Demarest, upon the recommendation of the Chief School Administrator, approves the following preliminary 2023/2024 school year budget using the 2023/2024 state aid amounts and authorizes the Business Administrator/Board Secretary to submit the preliminary 2023/2024 school year budget to the Executive County Superintendent for approval within the statutory submission date:

General Fund	\$22,871,303
Special Revenue Fund	296,339
Debt Service Fund	616,500
Total Appropriations	\$23,784,142

BE IT FURTHER RESOLVED, that the General Fund tax levy of \$16,733,818 is approved to support General Fund Expenses and \$616,500 is approved to support the Debt Service Fund for the 2023/2024 school year.

BE IT FURTHER RESOLVED, that the budget is approved to include use of Enrollment Adjustment in the amount of \$702,221. The adjustment is to help support the addition of 5 new

staff members including teacher salaries, aides salaries, benefits, equipment, and supplies and materials to support the increase in enrollment and the addition of a new special education program. The adjustment is to also 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 \$100,000 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 \$3,200,000 for the following projects:

Demarest Middle School Gym Addition
Demarest Middle School HVAC Upgrades
Luther Lee Elementary HVAC Upgrades

12. 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 2023/2024 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 2022/2023 school year and incurred travel and related expenses as of February 28, 2023 in the amount of \$11,759.02 for the 2022/2023 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 2023/2024 school year.

XV. PUBLIC COMMENT

- A. Move to open the meeting to public comment.
- B. Move to close the meeting to public comment.

XVI. NEW BUSINESS

XVII. EXECUTIVE SESSION (if necessary)

- A. Move to enter the executive session to discuss personnel/legal matters/negotiations.
- B. Move to close the executive session and reenter the public session.

XVIII. ADJOURNMENT

- A. Move to adjourn.