

DEMAREST BOARD OF EDUCATION

MINUTES – REGULAR MEETING

March 22, 2016

I. OPENING

A. The meeting was called to order at 6:30 p.m. in the library at County Road School.

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. Roll Call: Alevrontas, Kirtane, Verna, Woods and Holzberg were present. Cantatore and Molina were absent.

Also present: Mr. Fox, Superintendent; Mr. Perez, Board Secretary

II. ADJOURN TO EXECUTIVE SESSION

A. The Board has determined it will enter into Executive Session for the following reasons:

1. Personnel resignation and appointment

B. It was moved by Verna, seconded by Woods and unanimously 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.

III. REOPEN PUBLIC MEETING

A. It was moved by Kirtane, seconded by Alevrontas and approved by unanimous voice vote of those present to reopen the Regular Meeting to the public.

B. Roll Call: Alevrontas, Kirtane, Verna, Woods and Holzberg were present. Cantatore and Molina were absent.

Also present: Mr. Fox, Superintendent; Mr. Perez, Board Secretary

IV. PLEDGE OF ALLEGIANCE

President Holzberg led the flag salute.

V. APPROVAL OF MINUTES OF THE MEETINGS

A. It was moved by Kirtane, seconded by Verna and approved by unanimous voice vote of those present to accept the minutes of the Executive Session and COW/Regular Meeting held on February 23, 2016.

VI. CORRESPONDENCE

There was a review of the correspondence received during the previous month.

VII. BOARD PRESIDENT'S REPORT

President Holzberg welcomed everyone and wished all a happy holiday.

VIII. SUPERINTENDENT'S REPORT

Mr. Fox commended Tom Perez on a great job in the completion of the preliminary budget. Mr. Fox stated that The Chalkboard newsletter is now complete and will be mailed out next week. Mr. Fox explained the applications for the Pre-K program anticipated to begin in September 2016 have been off to a slow start. A brochure was created to increase publicity. Administrators are also discussing opening up the program to neighboring communities. Mr. Fox believes enrollment will pick up, but people may have already committed elsewhere for the upcoming school year. Beginning April 1, we will be accepting non-Demarest applicants. Mr. Fox commented International Day went very well and the Principal's Challenge has begun again for the year. The middle school Math League won another competition, this one in Princeton. Mr. Fox reminded everyone the PTO annual fundraiser is April 1 at Space in Englewood. The 2016/2017 school year calendar has been prepared.

IX. OTHER REPORTS/PRESENTATIONS

Mr. Regan gave a presentation of the happenings at Demarest Middle School. Ryan Sherman, a Northern Valley Demarest graduate started his own company, FUSAR, and visited the school to speak to students about engineering and women involvement. Dr. Quark also presented to students about physics. The "March Book Madness" is ongoing as well as Penny Wars. The K.A.R.E. Club held a book drive and took a field trip to East Newark schools to deliver the books and participate in Read Across America. A former DMS student met with the 8th graders for a Q&A session about transitioning to the high school. Mr. Regan explained the school hosted an infrastructure trial for PARCC testing and everything ran smoothly. He congratulated our math league, self-named The π rates (Pirates), who won 1st place in the team competition at Princeton University. We hosted the Bergen Brain Busters competition this month and while our team didn't win, they still did an outstanding job. We will be hosting a Makerspace Night on March 29, which is similar to Math Night, but involves groups working together to solve problems. Mr. Regan reviewed the other upcoming events.

Mr. Mazzini was happy to report that over 300 people participated in International Day this year and included a camel. The students participated in many activities related to Read Across America. One of these activities was 'Book Chat' which involved providing a book report on camera in front of a green screen which other students later watched. LLE hosted a Bollywood assembly speaking about the culture as well as dancing. Students also participated in a 'Flipped Classroom' where the students watched pre-recorded lectures at home and then went straight to work in class the next day. The PTO hosted movie night again at LLE with a huge turnout. Both schools practiced a PARCC trial run. Women's history month was celebrated this month. Mr. Mazzini also reviewed the upcoming events.

X. REVIEW OF AGENDA

A. Board members reviewed the items.

B. It was moved by Verna, seconded by Woods and approved by unanimous voice vote of those present to open the meeting to public discussion limited to agenda items.

C. Public discussion:

1. Dawn Delasandro, resigning Assistant Business Administrator, thanked the board and administration for the opportunities given to her and commented on how much she enjoyed working in Demarest.

D. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to close the meeting to public discussion.

XI. ACTIONS

A. Instruction – Staffing

None

B. Instruction – Pupils/Programs

1. It was moved by Alevrontas, seconded by Woods and approved by unanimous roll call vote of those present to approve the Northern Valley 2016 Track schedule as follows, as recommended by the Chief School Administrator:

Date	Host	Schools	Site
May 5, 2016	Demarest	Demarest, Harrington Park, Norwood, Old Tappan	NVRHS-Old Tappan
May 12, 2016	Old Tappan	Demarest, Haworth, Norwood, Old Tappan	NVRHS-Old Tappan
May 19, 2016	NVRHS-Demarest	Demarest Haworth, Closter	NVRHS-Demarest
June 1, 2016	Norwood	Demarest, Haworth, Norwood	NVRHS-Demarest
June 7, 2016	NVRHS-Demarest	Demarest side championship	NVRHS-Demarest

2. It was moved by Alevrontas, seconded by Woods and approved by unanimous roll call vote of those present to approve the Eighth (8th) Grade Graduation to be held Tuesday, June 21, 2016 at 5:30 p.m., as recommended by the Chief School Administrator.

3. It was moved by Alevrontas, seconded by Woods and approved by unanimous roll call vote of those present to accept a donation of \$1,000 from the Demarest Nature Center to help offset the cost of a field trip to the Health Barn for second grade and a trip to Liberty Science Center for third grade, as recommended by the Chief School Administrator.

4. It was moved by Alevrontas, seconded by Woods and approved by unanimous roll call vote of those present to approve the following students to participate in Senior Service for the 2015/2016 school year, as recommended by the Chief School Administrator:

<u>Demarest Middle School</u>	<u>Demarest Middle School</u>	<u>Luther Lee Emerson School</u>
Robert Berger	Sam Koch	Courtney Geisenheimer
Leeor Bentovim	Spencer Levinson	Jaclyn Grossbard
Jessica Braunstein	Maria Olivieri	Melissa Maisel
Matthew Garcia	Michelle Rodriguez	David Schachter
Alina Kim		

5. It was moved by Alevrontas, seconded by Woods and approved by unanimous roll call vote of those present to approve Suzanne Calegari to provide Home Instruction effective immediately through April 22, 2016 (tentatively) for Student ID# 000202033 at a rate of \$33 per hour, not to exceed 10 hours per week, as recommended by the Chief School Administrator.

C. Support Services – Staffing

1. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to accept the notice of resignation from Dawn Delasandro, Assistant Business Administrator, effective April 29, 2016, as recommended by the Chief School Administrator.

2. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve the request of Kimberly Alicea, Instructional Aide at DMS, for a paid medical leave of absence from February 1, 2016 through March 3, 2016 and an extended unpaid leave of absence for a period of time to be determined, as recommended by the Chief School Administrator.

XI. ACTIONS (Continued)

C. Support Services – Staffing (Continued)

3. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to appoint Frank Mazzini, Principal Gr. K-4, as District Affirmative Action Officer for the 2016/2017 school year.

4. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve Aram Yakoubian, Custodian, to receive a Longevity Stipend in the amount of \$1,000 prorated, effective April 1, 2016 for the remainder of the 2015/2016 school year, as recommended by the Chief School Administrator.

5. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to accept the notice of resignation from Lara Dominianni, Instructional Aide at Luther Lee Emerson School for Student ID #262017, effective March 24, 2016, as recommended by the Chief School Administrator.

6. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve the provisional employment and award a Memorandum of Agreement to Kendall Near as Assistant to the Business Administrator/Board Secretary; Accounts Payable effective April 11, 2016, 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 Verna, seconded by Woods and approved by unanimous roll call vote of those present, with Holzberg abstaining, to approve the attendance of Diane Holzberg, Board President, at the NSBA Advocacy Institute Conference on June 12-14, 2016 in Washington, D.C. at a cost of \$695 for registration with hotel, meals and travel reimbursed at the statutory rates per NJ OMB Guidelines, as recommended by the Chief School Administrator. This was rescheduled from January 24-26, 2016 due to weather and previously approved on December 22, 2015, Resolution D-1.

2. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve the request of Vikings Soccer Club to use Demarest Middle School field for soccer on Tuesdays and Fridays 5:00 – 8:00 p.m. and Luther Lee Emerson School fields for soccer on Mondays – Thursdays 5:00 – 8:00 p.m. for the period of March 23, 2016 through June 16, 2016, at a rate of \$25 per hour, as recommended by the Chief School Administrator.

3. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to reschedule the June Regular Board Meeting from Tuesday, June 21, 2016 to Monday, June 20, 2016 to accommodate 8th Grade Graduation, as recommended by the Chief School Administrator.

4. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve the second reading and adoption of the following revised Policies and Regulations, as recommended by the Chief School Administrator:

Policy/Regulation Section 1000	Community Relations
Policy/Regulation Section 2000	Administration
Policy/Regulation Section 5000	Pupils
3240 Policy/Regulation	Professional Development for Teachers and School Leaders
4240 Policy	Employee Training

5. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve the job description for Assistant to the Business Administrator/Board Secretary; Accounts Payable, as recommended by the Chief School Administrator.

XI. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

6. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to award the contract for Driveway Addition and Parking Lot Expansion at Luther Lee Emerson School (State Project # 03-1070-050-15-2000) to the lowest responsible bidder, Your Way Construction, Inc. of Irvington, NJ as a result of the public bid held on March 10, 2016 for a total cost of \$271,673 based on the information below (and as on file in the Board of Education office), as reviewed and recommended by EI Associates and the Chief School Administrator:

Contractor	Total Bid	Base Bid	Allowance
Your Way Construction, Inc.	271,673	253,673	18,000
A. Macchione Brothers	303,825	285,825	18,000
Berto Construction	328,073	310,073	18,000
D&L Paving	425,179	407,179	18,000

7. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve the Comprehensive Equity Plan for the 2016-2017 through 2018-2019 school years and the Statement of Assurance, and authorize the submission of the proposed plan to the County Superintendent, as recommended by the Chief School Administrator.

8. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to adopt the following resolution, as recommended by the Chief School Administrator:

WHEREAS, there exists a need for special counsel for special education matters for January – June 2016, 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 Fogarty & Hara, Counselors at Law, be retained as Special Legal Counsel for Special Education matters for the period January 2016 – June 2016 at a fee not to exceed \$175.00 per hour.

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 practice law.

E. Support Services –Fiscal Management

1. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to confirm the February 16 – 29, 2016 payroll in the amount of \$350,348.38

2. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to confirm the March 1 – 15, 2016 payroll in the amount of \$345,075.22

3. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to approve the February 2016 in-office checks and March 22, 2016 budget checks in the amount of \$976,344.81, as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Fund Expense Funds	\$ 395,087.19
12 Capital Outlay	38,040.13
20 Special Revenue Funds	8,979.99
40 Debt Service Funds	543,237.50

Theodore Alevrontas, Board Member, does hereby abstain as to his own payment for reimbursement of fingerprinting/travel fees. His vote herein shall constitute a vote as to payment of all other bills.

XI. ACTIONS (Continued)

E. Support Services –Fiscal Management (Continued)

4. It was moved by Woods, seconded by Kirtane 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 February 29, 2016, 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 Kirtane 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 February 29, 2016, 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 Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to acknowledge receipt of January 31, 2015 Report of the Board Secretary, A-148 and Report of the Treasurer, A-149.

7. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to confirm the following transfers for February 2016:

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-230-100-610	Basic Skills General Supplies	1,315
11-000-219-500	Child Study Team Other Purchased Services	1,000
11-000-270-511	Transportation Svcs Contracted Svcs Home/School	<u>2,000</u>
		\$ 4,315
<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-212-100-610	Multiple Disabilities General Supplies	1,315
11-000-219-390	Child Study Team Other Purch Prof/Tech Svcs	1,000
11-000-270-512	Transp Svcs Contracted Svcs Other Than Home/Schl	<u>2,000</u>
		\$ 4,315

F. Other

1. It was moved by Alevrontas, seconded by Woods and approved by unanimous voice vote of those present to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, April 19, 2016 at 6:30 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 Alevrontas, seconded by Woods and approved by unanimous voice vote of those present to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, April 26, 2016 at 6:30 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.

XII. COMMITTEE REPORTS

Board member Kirtane, on behalf of Chairperson Cantatore (absent), provided the report of the Policy Committee. The committee has met numerous times to review all board policies being replaced under our new policy contractor, Strauss Esmay. The committee went through each policy with a fine toothed comb and drafted questions or comments. Mr. Fox reviewed and combined all the committee member's comments and provided such to Strauss Esmay who then changed what was permitted to be changed by law. The final policy drafts for only the sections reviewed thus far were provided and available for all board members to examine before final approval. The process will continue on as such for the next sections of policy and by-laws. Mr. Fox commented the new policies will eventually be built into our website and will include a keyword search function.

President Holzberg said she looked through what the committee had processed and commented it was a massive amount of work. She applauded the committee for their dedication and hard work but proposed a new process for changing policy, even if just changing a single policy. After discussion, the board decided that if new proposed policy is a major departure from current, or if the new policy is a great idea, then to bring such to the full board's attention.

Committee Chairperson Holzberg reported on the Budget and Finance Committee meetings from February 23, 2016 and March 15, 2016. Both meetings contained updates and discussion of the 2016/2017 budget, including agreement to use the expiring banked cap. The committee also discussed the condition of the playground at CRS and decided to reach out to the PTO to see if they are willing to help fund a new playground.

Committee Chairperson K. Woods explained the Building & Grounds committee met with the Borough's Building & Grounds committee to discuss Drury Lane. The details of this meeting were presented in the Executive Session and will be made public when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

XIII. PUBLIC DISCUSSION

A. There was no public present at this time; therefore, the meeting was not opened to public discussion.

XIV. NEW BUSINESS

None

XV. EXECUTIVE SESSION (AS NEEDED)

A. There was no additional time needed this evening.

XVI. ADJOURNMENT

A. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote of those present to adjourn at 8:01 p.m.

Respectfully submitted,



Thomas J. Perez
School Business Administrator/Board Secretary