

# DEMAREST BOARD OF EDUCATION

## AGENDA REGULAR MEETING

October 17, 2017  
6:30 P.M.

### I. OPENING

A. Meeting called to order.

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, Cantatore, Governale, Kirtane, Verna, Woods, Holzberg

### II. ADJOURN TO EXECUTIVE SESSION

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

1. 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.

### III. REOPEN PUBLIC MEETING

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

B. Roll Call: Alevrontas, Cantatore, Governale, Kirtane, Verna, Woods, Holzberg

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF MINUTES OF THE MEETINGS

- September 12, 2017 COW and Executive Minutes
- September 19, 2017 Regular and Executive Minutes

VI. CORRESPONDENCE

VII. BOARD PRESIDENT'S REPORT

VIII. SUPERINTENDENT'S REPORT

IX. OTHER REPORTS/PRESENTATIONS

- Principal Reports
- PARCC results report Presentation

X. REVIEW OF AGENDA

A. Board members review the items.

XI. PUBLIC DISCUSSION (AGENDA ITEMS ONLY)

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

XII. ACTIONS

**A. Instruction – Staffing**

1. Move to approve the employment of the following, as substitute teachers, for the remainder of the 2017/2018 school year, as recommended by the Chief School Administrator.
  - Elena Cami
2. Move to accept the resignation of Sonia Lee, Spanish teacher at LLE as of October 13, 2017, as recommended by the Chief School Administrator.
3. Move to approve the request of Danielle Dubois Spence, Guidance Counselor for Luther Lee Emerson, for a paid sick leave from October 2nd, to November 30<sup>th</sup>, maternity leave of absence (NJFLA/FMLA and Child Rearing Leave) from December 1st through March 2nd, as recommended by the Chief School Administrator.
4. Move to approve Sierra Wendeborn, (FMLA replacement for A. O'Hara, 3<sup>rd</sup> grade teacher), at BA Step 1\*, effective October 3, 2017 through October 31, 2017, based on the 2016-2017 Salary Guide, for the 2017/2018 school year, as recommended by the Chief School Administrator.

\*Salary and Step will be adjusted upon conclusion of negotiations with the Demarest Education Association.

5. Move to approve Ariana Glogower, (FMLA replacement for M. Fielder, 2<sup>nd</sup> grade teacher), at BA Step 1\* effective October 3, 2017 through December 22, 2017, based on the 2016-2017 Salary Guide, for the 2017/2018 school year, as recommended by the Chief School Administrator.

\*Salary and Step will be adjusted upon conclusion of negotiations with the Demarest Education Association.

**B. Instruction – Pupils/Programs**

1. Move to approve the following out of district student placement and tuition, associated related services, transportation and cost of 1:1 aide as applicable, for the 2017/2018 school year and extended school year, as recommended by the Child Study Team.

| Student ID | School/Program                               | Tuition     | 1 to 1 Aide | Transportation | Term     |
|------------|--|-------------|-------------|----------------|----------|
| 3426341953 | Harrington Park LLD<br>7 <sup>th</sup> grade | \$36,023.00 | No          | Yes            | 9/1-6/30 |

2. Move to approve the purchase of Middlebury Interactive Language Program at an annual fee of \$9,000.00, as recommended by the Chief School Administrator.

**C. Support Services – Staffing**

1. Move to approve the following Instructional Aides, not to exceed 29 hours per week, for the 2017/2018 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate’s compliance with P.L. c. 116 (revised 6/30/98). Salary and step to remain at 2016/2017 level and will be adjusted upon conclusion of negotiations with the Demarest Education Association, as recommended by the Chief School Administrator.

| Name              | School | Step | Student               |
|-------------------|--------|------|-----------------------|
| Mary Kate Portera | CRS    | 1    | CRS Special Education |
| Changhui Sun      | LLE    | 1    | LLE Special Education |

2. Move to approve the resignation of Joanna Butti, Aide at Luther Lee Emerson School, as of October 26, 2017, as recommended by the Chief School Administrator.

3. Move to approve extend sick leave for Lois Vogel, Custodian through November 21, 2017, as recommended by the Chief School Administrator.

**D. Support Services – Board of Education**

1. Move to adopt the following Board and District Goals for the 2017/2018 school year, as recommended by the Chief School Administrator.

**District Goals:**

1. Continue to expand the community outreach initiatives including utilizing Chalkboard, the district app, and press releases to local news outlets.
2. Maintain certification as a Future Ready School, using the HUB, which provides resources and professional learning opportunities for school leaders.
3. Continue the health and wellness initiative to meet the growing needs of our student population.
4. The administration will establish ways for students to use social media responsibly. Presentations will be given to parents to educate families on the pros and cons of social media and cell phone use.

**Board Goals:**

1. Board members will select an area of professional development to explore and bring back learnings to the board for presentation and discussion.
  2. The board will establish a schedule of site visits in cooperation with the administration, to develop more specific knowledge of buildings and grounds maintenance and improvements.
2. Move to approve the 2017/2018 QSAC SOA (Statement of Assurance) and submit to the Executive County Superintendent, as recommended by the Chief School Administrator.
3. Move to approve the 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                 |
|-------------------------------------|---|--------------------------|
| DAA Basketball tryouts              | 10/16, 10/17 & 10/26<br>6:00 P.M. – 9:00 P.M.   | LLE APR & Gym            |
| DAA Basketball practice             | Weekdays when school<br>Is open from 11/13-3/29<br>with the exception of<br>12/1 and 2/9<br>6:00 P.M. – 9:00 P.M. | LLE APR & Gym<br>DMS gym |
| DAA Basketball clinics<br>and games | 1/6, 1/20, 1/27, 2/3, 2/10,<br>3/3, 3/10, 3/17, 3/24  | LLE Gym<br>DMS Gym       |

4. Move 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   | Admission Cost |
|-------------------------|---|----------------|
| Jon Regan/Principal DMS | Techspo<br>Atlantic City, NJ<br>January 25 <sup>th</sup> and 26 <sup>th</sup> | \$425.00       |

5. Move to approve the attendance of Diane Holzberg, Board President, at the New Jersey School Boards Association semiannual Delegate Assembly on November 18, 2017 in West Windsor, New Jersey, at no cost for registration with travel reimbursement at the statutory rates per NJ OMB Guidelines, as recommended by the Chief School Administrator.
6. Move to approve the following resolution for submission of the Comprehensive Maintenance Plan to the Executive County Superintendent, as recommended by the Chief School Administrator.

**WHEREAS**, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**WHEREAS**, the required maintenance activities listed in the attached document for the various school facilities of the Demarest School District are consistent with these requirements, and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**NOW THEREFORE, BE IT RESOLVED** that the Demarest Board of Education hereby authorizes the school business administrator to submit the attached Comprehensive

Maintenance Plan for the Demarest School District in compliance with the Department of Education requirements.

7. Move to approve Valley Medical Group to provide alcohol and drug testing services for the 2017/2018 school year, as recommended by the Chief School Administrator.
8. Move to approve the 2018/2019 Budget Development Schedule as attached, as recommended by the Chief School Administrator.
9. Move to approve payment application #3 in the amount of \$13,841.50 for the Luther Lee Emerson School Boiler Installation Project, NJDOE # 03-1070-050-17-1000, to Pennetta Industrial Automation, as reviewed by EI Associates and as recommended by the Chief School Administrator.
10. Move to approve payment application #3 in the amount of \$43,225.00 for the County Road School Unit Ventilator and Casework Replacement Project, NJDOE #03-1070-030-16-1000, to Industrial Cooling Corporation, as reviewed by EI Associates and as recommended by the Chief School Administrator.
11. Move to approve acceptance of the school bus emergency evacuation drills in compliance with NJAC 6A:27-11.2. A drill for all students at Luther Lee Emerson School was conducted on October 5, 2017 at 9:45 am in the driveway in front of the school supervised by Principal Frank Mazzini. A drill for all students at County Road School was also conducted on October 5, 2017 at 8:45 am in the school's front driveway supervised by Principal Frank Mazzini and at Demarest Middle School a drill for all students was conducted on October 11, 2017 in the Middle School parking lot at 8:30 am supervised by Principal Jon Regan.

**E. Support Services – Fiscal Management**

1. Move to confirm the September 30, 2017 payroll in the amount of \$383,985.11.
2. Move to confirm October 15, 2017 payroll in the amount of \$383,781.53
3. Move to approve the September 2017 in office checks in the amount of \$269,209.28 and October 17, 2017 budget checks in the amount of \$126,437.27 as follows:

| <u>Subtotal Per Fund</u>   | <u>Amount</u>    |
|----------------------------|------------------|
| 11 General Current Expense | \$ 394,846.55    |
| 12 Capital Outlay          | <u>\$ 800.00</u> |
| Total Bills:               | \$ 395,646.55    |

4. Move 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 September 30, 2017, 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. Move 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 September 30, 2017 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. Move to acknowledge receipt of the August Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

7. Move to confirm the following budget transfer for September 2017:

| To:            | Account                               | Amount       |
|----------------|---------------------------------------|--------------|
| 11-120-100-101 | General Ed Salaries Gr 1-5            | \$ 20,000    |
| 11-130-100-101 | General Ed Salaries Gr 6-8            | 12,000       |
| 11-000-223-100 | Instructional Staff Training Salaries | 75           |
| 11-000-261-610 | Required Maintenance General Supplies | 9,000        |
| 12-000-261-730 | Capital Outlay Required Maintenance   | <u>4,850</u> |
|                |                                       | \$ 45,925    |

| From:          | Account   | Amount        |
|----------------|---|---------------|
| 11-110-100-101 | General Ed Salaries Gr K                        | \$ 19,000     |
| 11-230-100-101 | Basic Skills Salaries                           | 13,000        |
| 11-000-223-320 | Instructional Staff Training Purch Prof Ed Svcs | 75            |
| 11-000-261-420 | Required Maintenance Clean, Repair, Maint       | <u>13,850</u> |
|                |   | \$ 45,925     |

**F. Other**

1. Move to adopt the following resolution:

**BE IT RESOLVED** THAT the Demarest Board of Education will convene in closed Executive Session on Tuesday November 14, 2017, if necessary, to discuss personnel, student 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.

XIII. COMMITTEE REPORTS

XIV. NEW BUSINESS

XV. PUBLIC DISCUSSION

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

XVI. 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.

XVII. ADJOURNMENT

- A. Move to adjourn at \_\_\_\_\_ P.M.