DEMAREST BOARD OF EDUCATION

AGENDA - REGULAR MEETING

March 27, 2013

Immediately Following the Public Budget Hearing

I.	<u>OPEN</u>	<u>IING</u>		
	A.	Meeting called to order.		
	B.		lic Meetings Law was enacted to in nd the meetings of public bodies at upon.	
		notice of this meeting to be publis	isions of this Act, the Demarest Boar shed by having the date, time and nool and by notifying in writing two n	place thereof posted at the
	C.	Flag Salute.		
	D.	Roll Call: Galtieri, Geisenheimer, G	eller, Molina, Verna, Woods and Hol	zberg
	E.	Move to accept the minutes of the:		
		Regular Meeting – February 2	26, 2013	
		Moved by:	Seconded:	Action (v):
	F.	Review of correspondence.		
II.	<u>BOAR</u>	RD PRESIDENT'S REPORT		
III.	<u>SUPE</u>	RINTENDENT'S REPORT		
IV.	REVIE	EW OF AGENDA		
	A.	Board members review the items.		
	B.	Move to open the meeting to public	discussion limited to agenda items.	
		Moved by:	Seconded:	Action (v):
	C.	Public discussion.		
	D.	Move to close the meeting to public	discussion.	
		Moved by:	Seconded:	Action (v):

V. <u>ACTIONS</u>

A. Instruction - Staffing

None

B. <u>Instruction – Pupils/Programs</u>

1. Move to approve the following Out of District tuition rates for the 2013/2014 school year, as recommended by the Chief School Administrator:

<u>Grade</u> Kinder 1 st – 5 6 th – 8	garte			<u>A</u>	nnual \$15, \$15, \$16,	121	Rate
Moved by: Action (RC):	G	Gei	Gel	М	V	Secor W	nded: H

2. Move to approve the following students to participate in senior service for the 2012/2013 school year, as recommended by the Chief School Administrator:

Demarest Middle School Amanda Arroyo Rebecca Berkman Kalli Koukounas Raquel Molina Lindsay Puchall Andreas Tzavelis	Luther Lee Emerson School Joelle Karlitz Gabriella Abramow Samantha Simon Angel DeFlora	County Road School Olivia Cross Angela Kim

Moved by: Seconded: Action (RC): G Gei Gel M V W H

C. Support Services – Staffing

1. Move to approve the provisional employment of Josephine Hunt as a Classroom Aide, Step 1, at County Road School for Student ID # 252026 for the duration of the 2012/2013 school year, effective date to be determined, 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).

Moved by: Seconded: Action (RC): G Gei Gel M V W H

D. <u>Support Services – Board of Education</u>

1. Move to confirm St. Joseph's Soccer League request to utilize the County Road School gymnasium on March 2, 2013 from 10:30 a.m. - 6:00 p.m. and Demarest Middle School gymnasium on March 23, 2013 from 10:30 a.m. - 7:00 p.m. for an agreed upon fee of \$900, as recommended by the Chief School Administrator.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

2. Move to approve St. Joseph's Soccer League request to utilize the Luther Lee Emerson School field on Mondays and Thursdays from 4:00 p.m. - 7:00 p.m. and Saturdays from 1:30 – 3:30 p.m. beginning April 6, 2013 through June 17, 2013 for an agreed upon fee of \$1,200, as recommended by the Chief School Administrator.

V.	ACTIONS	(Continued))
----	----------------	-------------	---

D. Support Services – Board of Edu	cation (Continued)
------------------------------------	--------------------

Moved by: Seconded: Action (RC): G Gei Gel M V W H

4. Move to approve the attendance of Frank Chilson, School Business Administrator, at the 51st Annual NJASBO Conference held on June 5-7, 2013 at the Borgata Hotel in Atlantic City, NJ with the cost of registration, travel, lodging and food to be based on state statutes and GSA rates, as recommended by the Chief School Administrator.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

5. Move to approve the first reading and adoption of the revised Policy/Regulation 5124 (Reporting to Parents/Guardians), as recommended by the Chief School Administrator.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

6. Move to approve the second reading and adoption of the following new Policies/Regulations, as recommended by the Chief School Administrator:

Policy 4119.2/4219.2 – Responsibilities of Certificated/Non-Certificated Staff Policy 4119.27/4219.27 – Staff Use of Internet Social Networks Policy 4150.1/4250.1 – Family & Medical Leave of Certificated/Non-Certificated Staff

Moved by: Seconded: Action (RC): G Gei Gel M V W H

7. Move to authorize the Board Secretary to advertise for Public Bids, as required, for the Demarest Middle School cafeteria air conditioning project, as recommended by the Chief School Administrator.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

8. Move to authorize the Board Secretary to advertise for Public Bids, as required, for the Luther Lee Emerson/County Road School sidewalk replacement project, as recommended by the Chief School Administrator.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

9. Move to approve the request of Gregory Chilson, graduate student from Marywood University, to perform an internship in the board of education office during May and June 2013, as recommended by the Chief School Administrator.

V. ACTIONS (Continued)

10. Move to approve an emergency contract with Dajon Associates of Hackensack, NJ to repair a glulam (glue laminated) timber beam in the County Road School gymnasium in the amount of \$32,200, as recommended by the Chief School Administrator.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

11. Move to confirm Julie Singer, student at West Chester University, to observe middle school classes for ten hours on March 12-13, 2013, at Demarest Middle School, as recommended by the Chief School Administrator.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

12. Move to approve the following resolution requesting NJ School Boards Association to adopt new policy language and study the impact of Chief School Administrators' salary caps on the recruitment, hiring and retention of New Jersey Chief School Administrators, as recommended by the Chief School Administrator:

RESOLUTION

WHEREAS, the primary responsibilities of the local Board of Education are to develop and evaluate policies that promote student learning and effective, efficient district operations; allocate resources to support these policies; and employ a Chief School Administrator who will implement them; and

WHEREAS, the Chief School Administrator, as the leader and manager of all instructional and non-instructional aspects of the district's operations, is critical to the effective implementation of Board goals and policies; and

WHEREAS, the Board's ability to recruit and retain a competent Chief School Administrator is explicitly linked to its ability to provide fair and competitive compensation; and

WHEREAS, the Delegate Assembly is the official policymaking body of the New Jersey School Boards Association; and

WHEREAS, education related policies resulting from prior Delegate Assembly and Board of Directors' actions are codified in the NJSBA's <u>Manual of Positions and Policies on Education</u>.

NOW THEREFORE, BE IT RESOLVED, that the Demarest Board of Education proposes the following new policy language for adoption by the Delegate Assembly and inclusion in NJSBA's <u>Manual of Positions</u> and Policies on Education:

The New Jersey School Boards Association believes that each local Board of Education should have the right to establish compensation for its Chief School Administrator with the flexibility to adjust the CSA's compensation commensurate with his/her experience knowing the current employment market conditions and other factors that may influence the ability to recruit, hire and retain a competent and highly qualified CSA. Local Boards must determine the Chief School Administrator's compensation, knowledgeable of the budget revenues and expenses and the need to operate their school districts efficiently and effectively.

AND BE IT FURTHER RESOLVED, in support of this belief, that NJSBA conduct a study to evaluate the impact of caps on Chief School Administrators' salaries on the recruitment, hiring and retention of CSAs; inform the NJSBA membership of the results of the study and recommend appropriate action in response to the findings of the study, *such as a waiver for districts who may need relief.*

V. <u>ACTIONS (Continued)</u>

D. Support Services - Board of Education (Continued)

13. Move to approve the attendance of the following lunch employees at mandatory food service training held on April 9, 2013 in Hackensack, NJ at a cost of \$40 each for registration and reimbursement of mileage at the statutory rate, as recommended by the Chief School Administrator:

Josephine DellaFave		JoA	Ann Mart	tin		Marily	n Stank	iewicz
Moved by: Action (RC):	G	Gei	Gel	М	V	Secor W	nded: H	

E. Support Services -Fiscal Management

1. Move to approve that the Board of Education of Demarest hereby adopt the following preliminary budget for the 2013/2014 school year, and submit it to the Executive County Superintendent for approval, as recommended by the Chief School Administrator.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Common Core Curriculum Content Standards and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment:	672		
Expenditures General Current Expense Capital Outlay Special Revenue Fund Repayment of Debt	\$ 13,415,130 1,198,587 134,600 638,875	Revenue Budgeted Fund Balance Local Tax Levy Misc. Revenue Emergency Reserve State Aid Federal Aid Debt Service Tuition	\$ 1,917,899 12,000,802 136,005 203,096 310,115 134,600 638,875 45,800
Total Expenditures	\$ 15,387,192	Total Revenue	\$ 15,387,192

As per N.J.A.C 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2013/2014 preliminary budget includes a maximum travel appropriation of \$34,325.

The School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

2. Move to confirm the February $16^{th} - 28^{th}$, 2013 payroll in the amount of \$338,011.50.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

3. Move to confirm the March 1st – 15th, 2013 payroll in the amount of \$352,528.42.

V. ACTIONS (Continued)

E. Support Services - Fiscal Management (Continued)

4. Move to approve the February 2013 bills in the amount of \$887,415.06, as follows:

Subtotal Per Fund						Α	<u>mount</u>
10 General Current Fu	nd Ex	pense F	unds			\$340,	298.36
12 Capital Outlay		25,	493.00				
20 Special Revenue F	unds					35,2	286.20
40 Debt Service Funds						486,	337.50
Moved by:						Secor	nded:
Action (RC):	G	Gei	Gel	Μ	V	W	Н

5. Move to confirm the following transfers for February 2013:

-		۸						A
From:			count No.					Amount
11-000-217-106-2-0000-	-18	Ext	raordinaı	ſy			\$	8,000
11-000-222-320-3-0000-	-24	Me	dia					9,000
11-000-230-591-0-0000-	-25	Boa	ard of Ed	ucation				8,440
11-000-262-621-0-0000-	-28	Ope	erations					13,000
11-000-270-511-0-0000-			nsportati	on				21,000
							\$	59,440
							Ψ	00,110
To:		Acc	count No.	_				Amount
11-190-100-610-3-6190-	-02		iguage A				\$	7,000
11-190-100-610-3-6190-	-		thematic				Ψ	7,000
11-190-100-610-3-6190-			cial Studi	-				,
					1			7,000
11-190-100-610-2-6190-			ademic E		ent			10,000
11-000-217-110-0-0000-	-		raordinaı	,				8,000
11-230-100-101-3-0000-	-22	Bas	sic Skills-	·Math				2,000
11-230-100-101-2-0000-	-23	Bas	sic Skills-	Readin	g			7,840
11-000-230-334-0-0000-	-25		ard of Ed		_			7,600
11-000-262-626-0-0000-	-28	One	erations					3,000
000 202 020 0 0000		Op.	Ji aliono				\$	<u>59,440</u>
							Ψ	55,770
Moved by:						Secor	nded:	
Action (RC):	G	Gei	Gel	Μ	V	W	Н	

6. Move to approve the following resolution:

Receipt of Certification from Board Secretary

Pursuant to N.J.A.C 6:20-2.13 (d), I, Frank G. Chilson certify that as of February 28, 2013, 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.

> Moved by: Seconded: Action (RC): Gei W Н G Gel Μ

7. 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 February 28, 2013, 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.

> Moved by: Seconded: Action (RC): Gel G Gei Μ

VI.

VII.

VIII

IX.

V. ACTIONS (Continued)

E. Support Services - Fiscal Management (Continu
--

		 _				
	8. Move to acknowledge receipt of the Januar Report of the Treasurer, A-149.	ry 31, 2013 Report of the Bo	ard Secretary, A148 and			
	Moved by: Action (RC): G Gei		nded: H			
. Oth	<u>ner</u>					
	1. Move to adopt the following resolution:					
	BE IT RESOLVED THAT the Demare Session on Tuesday, April 16, 2013 at					
	BE IT FURTHER RESOLVED THAT the nature of the discussion is expected to be disclosed to the public at a future date.					
	Moved by:	Seconded:	Action (v):			
	2. Move to adopt the following resolution:					
BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Exe Session on Tuesday, April 23, 2013 at 7:00 p.m. to discuss personnel and/or legal matters.						
	BE IT FURTHER RESOLVED THAT the public at a future date.	the nature of the discussion	is expected to be disclosed to			
	Moved by:	Seconded:	Action (v):			
REF	<u>PORTS</u>					
PUE	BLIC DISCUSSION					
A.	Move to open the meeting to public discus	Move to open the meeting to public discussion.				
	Moved by:	Seconded:	Action (v):			
B.	Move to close the meeting to public discus	ssion.				
	Moved by:	Seconded:	Action (v):			
EXE	ECUTIVE SESSION (if necessary)					
A.	Move to enter the Executive Session to di	Move to enter the Executive Session to discuss personnel/legal matters/negotiations.				
	Moved by:	Seconded:	Action (v):			
B. Move to close the Executive Session and reenter the public session.						
	Moved by:	Seconded:	Action (v):			
<u>ADJ</u>	<u>JOURNMENT</u>					
A.	Move to adjourn at P.M.					
	Moved by:	Seconded:	Action (v):			

DEMAREST BOARD OF EDUCATION

ADDENDUM TO AGENDA – REGULAR MEETING

March 27, 2013

Following the Public Budget Hearing Meeting

A.	Instruction – Staffing		
	Add Resolution No. 1		

1. Move to approve the provisional employment of Josephine Hunt as a substitute teacher for the 2012/2013 school year, 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).

Moved by: Seconded: Action (RC): G Gei Gel M V W H

D. Support Services - Board of Education (Continued)

Add Resolutions No. 14 - 16

ACTIONS (Continued)

V.

14. Move to approve the attendance of Sherri Rinckhoff, Guidance Counselor, at the Banana Splits Divorce Group workshop held on April 22, 2013 in Harrington Park, New Jersey, with registration in the amount of \$160 and reimbursement of mileage at the statutory rate, as recommended by the Chief School Administrator.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

15. Move to approve the District Three Year Technology Plan (as on file in the board office) for the 2013/2014 through 2015/2016 school years and submit to the Bergen County Superintendent's Office, as recommended by the Chief School Administrator.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

16. Move to approve the submission of the sidewalk/site improvement project at the Luther Lee Emerson School, state project #1070-050-13-1000 by LAN Associates to the Department of Education. This will be an "other capital project" and the Board will not be seeking a SDA Grant for this project as part of the submission. This project was not included in the 2005 Long Range Facilities Plan list of projects to be completed, and therefore, the Long Range Facilities Plan needs to be amended. The Demarest Board of Education approves amending the Long Range Facility Plan to include this project, as recommended by LAN Associates and the Chief School Administrator.

V. <u>ACTIONS (Continued)</u>

D. Support Services - Board of Education (Continued)

Add Resolution No. 17

17. Move to approve the submission of the sidewalk/site improvement project at the County Road School, state project #1070-030-13-1000 by LAN Associates to the Department of Education, as recommended by LAN Associates and the Chief School Administrator. This will be an "other capital project" and the Board will not be seeking a SDA Grant for this project as part of the submission. This project is included in the 2005 Long Range Facilities Plan list of projects to be completed, and therefore, the Long Range Facilities Plan does not need to be amended.

Moved by: Seconded: Action (RC): G Gei Gel M V W H

E. Support Services – Fiscal Management (Continued)

Amend Resolution No. 4

4. Move to approve the February 2013 bills in the amount of \$887,415.06, as follows:

Subtotal Per Fund	Amount
10 General Current Fund Expense Funds	\$340,298.36
12 Capital Outlay	25,493.00
20 Special Revenue Funds	35,286.20
40 Debt Service Funds	486,337.50

Diane Holzberg, Board President, does hereby abstain as to her own payment for reimbursement of conference expenses. Her vote herein shall constitute a vote as to payment of all other bills.