

DEMAREST BOARD OF EDUCATION

MINUTES – REGULAR MEETING

February 26, 2013

I. OPENING

A. The meeting was called to order at 7:30 p.m.

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. President Holzberg led the flag salute.

D. Roll Call: Geisenheimer, Geller, Molina, Verna, Woods and Holzberg were present. Galtieri was absent.

E. It was moved by Woods, seconded by Geisenheimer and approved by unanimous voice vote to accept the minutes of the Reorganization Meeting from January 7, 2013 and the Regular Meeting from January 15, 2013.

F. There was a review of correspondence.

II. BOARD PRESIDENT'S REPORT

President Holzberg welcomed the public.

III. SUPERINTENDENT'S REPORT

Mr. Fox congratulated Dr. Codey for achieving her doctorate. He then presented the mid-year HIB (Harassment-Intimidation-Bullying) Report, identifying five investigations which resulted in three HIB cases. Mr. Fox also noted that the district is continuing with the Marshall Training and that the Chalkboard newsletter has been sent to the printer.

Mr. Kirkby introduced Mrs. Lori Cohen, 4th grade teacher. She brought two students, Zoe Karageorge and Aidan O'Connor, who presented stories they wrote. Mr. Kirkby then spoke about the schools' activities including Lunar New Year, Helen Keller, Dr. Seuss Day and International Day.

Dr. Codey shared a PowerPoint of activities happening at the middle school. She spoke about the 7th grade Cross Curricular Project and applauded the students on their performance in Footloose.

IV. REVIEW OF AGENDA

A. The board members reviewed the items.

B. It was moved by Geisenheimer, seconded by Geller and approved by unanimous voice vote to open the meeting to public discussion limited to agenda items.

C. There was no public discussion this evening.

D. It was moved by Geisenheimer, seconded by Molina and approved by unanimous voice vote to close the meeting to public discussion.

V. ACTIONSA. Instruction – Staffing

1. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote to approve the provisional employment of the following substitute teachers 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):

Ilene Weiss

Steve Kelman

Jeffrey Tucker

2. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote to approve an unpaid medical leave of absence for O. Johnson, World Language Teacher Grades 2-4, as per her request, effective March 9, 2013, as recommended by the Chief School Administrator.

B. Instruction – Pupils/Programs

1. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote to approve a Regular Year Tuition contract for the Valley Program Special Classes with Northern Valley Regional High School District for one student (Student ID # 262002) in the prorated amount of \$31,700 for the 2012/2013 school year, effective February 1, 2013, as recommended by the Child Study Team.

C. Support Services – Staffing

1. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve the provisional employment of Elaine Kass as a substitute secretary for the 2012/2013 school year, as recommended by the Chief School Administrator.

2. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve the provisional employment of Bashkim Doko as a 10-month part-time Custodian at County Road School, Step 1, for the duration of the 2012/2013 school year, beginning February 27, 2013, 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).

3. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to confirm the resignation of Lauren Zaccaria, Instructional Aide (Student ID #'s 212004, 212003 and 212061), at Luther Lee Emerson School, effective February 12, 2013, as recommended by the Chief School Administrator.

4. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve the employment of Jodi Braunstein, Step 1, as an Instructional Aide for the following students (ID #'s 212042 and 212092) for the 2012/2013 school year, effective February 27, 2013, based on the Students' Individual Education Plan (IEP), as recommended by the Chief School Administrator.

V. ACTIONS (Continued)**D. Support Services – Board of Education**

1. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the attendance of Julie Roessler, Resource Room Teacher, at the Creating Behaviorally Sound Schools workshop held on March 22, 2013 in Paramus, New Jersey, with registration in the amount of \$100 and reimbursement of mileage at the statutory rate, as recommended by the Chief School Administrator.

2. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the attendance of Michelle Terzini-Hollar, School Psychologist, at the Academic Review 2 PLUS 2 Workshop held on Saturday – Sunday, March 16-17, 2013 in New York, NY, with registration in the amount of \$549 and reimbursement of mileage at the statutory rate, as recommended by the Chief School Administrator.

3. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the attendance of Michael Fox, Superintendent, at the NJASA School Security Conference held on March 13, 2013 in Edison, NJ, with registration in the amount of \$100 and reimbursement of mileage at the statutory rate, as recommended by the Chief School Administrator.

4. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the Flexible Spending Account (FSA), a Section 125 Cafeteria Plan, administered by USBA Flex, offered to Demarest School District employees, as recommended by the New Jersey School Boards Association and the Chief School Administrator.

5. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to accept the School Bus Emergency evacuation drill report (on file in the Board of Education office), as recommended by the Chief School Administrator.

6. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the request of the Demarest PTO to use the gymnasium and all-purpose-room at Luther Lee Emerson School for International Heritage Day on Friday, March 15, 2013 from 3:00 p.m. to 9:00 p.m. and on Saturday March 16, 2013 from 8:00 a.m. to 7:00 p.m., as recommended by the Chief School Administrator.

7. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the request of the Demarest PTO to use the all-purpose-room at County Road School for the Demarest 5K Run on Sunday May 19, 2013 from 6:30 a.m. to 12:00 p.m., as recommended by the Chief School Administrator.

8. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the request of the Kiddie Kickers (Vikings Soccer Club) to use the field at Luther Lee Emerson School for soccer from 9:30 a.m. to 11:30 a.m. on the following Saturdays, at a fee of \$200, as recommended by the Chief School Administrator:

April 20 and 27, 2013

May 4, 11 and 18, 2013

9. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve board member mandatory training with the New Jersey School Boards Association for the following board members, as recommended by the Chief School Administrator:

Kristin Geller

Sheila Verna

Kristie Woods

V. ACTIONS (Continued)D. Support Services – Board of Education (Continued)

10. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the first reading and adoption of the following revised Policies/Regulations/Bylaws, as recommended by the Chief School Administrator:

Policy/Regulation 1330 – Use of School Facilities
Policy 2131 – Chief School Administrator
Policy/Regulation 3516.1 – Automatic External Defibrillator
Policy 4121 – Substitute Teachers
Policy 6142.10 – Technology
Policy 6172 – Alternative Educational Programs
Policy 6173 – Home Instruction
Bylaw 9236 – Minutes
Bylaw 9270 – Conflict of Interest

11. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the first reading of the following new Policies, 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

12. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the sale or disposal of unused assets, as per the list distributed, as recommended by the Chief School Administrator.

13. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the amended 2013/2014 student calendar, as distributed, as recommended by the Chief School Administrator.

14. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve fourth payment, in the amount of \$25,915.65, to CJ Vanderbeck & Son, Inc. for the Demarest Middle School boiler replacement project, as reviewed by LAN Associates and as recommended by the Chief School Administrator.

15. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve fourth (and final) payment, in the amount of \$7,385, to TEO Technologies, Inc. for the Luther Lee Emerson School air conditioning project, as reviewed by LAN Associates and as recommended by the Chief School Administrator.

16. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve LAN Associates to prepare bid specifications for Sidewalk Replacement at Luther Lee Emerson and County Road Schools at a cost of \$4,900, with construction administration and supervision costs not to exceed \$4,000. This contract is awarded without competitive bidding as a 'Professional Service' by a firm authorized to perform such services, under the provisions of the Public School Contracts Law, as recommended by the Chief School Administrator.

V. ACTIONS (Continued)D. Support Services – Board of Education (Continued)

17. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve LAN Associates to prepare bid specifications for air conditioning installation for the Demarest Middle School cafeteria at a cost of \$9,200, with construction administration and supervision costs not to exceed \$5,000. This contract is awarded without competitive bidding as a 'Professional Service' by a firm authorized to perform such services, under the provisions of the Public School Contracts Law, as recommended by the Chief School Administrator.

18. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve board member attendance at the Bergen County School Boards Association meeting on March 14, 2013 in Ridgewood, NJ, with reimbursement of mileage at the statutory rate, as recommended by the Chief School Administrator.

19. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to accept the donation of 12 iPads from Mr. Norman Ng and Mrs. Sandy Fung for use by students in County Road and Luther Lee Emerson Schools, as recommended by the Chief School Administrator.

20. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve the 2013/2014 "Financial Systems" Use Agreement with the Asbury Park Board of Education Information Technology Center (APITC) in the amount of \$16,500 (\$7,100 for the Budgetary Accounting System and \$9,400 for the Payroll/Personnel System) effective July 1, 2013 through June 30, 2014, as recommended by the Chief School Administrator.

21. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote to approve a shared service sports transportation agreement with Harrington Park Board of Education to provide busing for the Harrington Park baseball team at an agreed upon fee of \$225 per trip, on the following dates, as recommended by the Chief School Administrator:

<u>Day</u>	<u>Date</u>	<u>Opponent</u>
Tuesday	4/23	Harrington Park at Montvale
Tuesday	5/07	Harrington Park at Woodcliff Lake
Tuesday	5/14	Harrington Park at Franklin Lakes
Tuesday	5/21	Harrington Park at Rivervale
Tuesday	5/28	Harrington Park at Old Tappan
Thursday	5/30	Harrington Park at Wyckoff

E. Support Services –Fiscal Management

1. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the January 16th – 31st, 2013 payroll in the amount of \$331,488.58.

2. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the February 1st – 15th, 2013 payroll in the amount of \$358,812.47.

3. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the January 2013 bills in the amount of \$446,240.38, as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
10 General Current Fund Expense Funds	\$321,533.23
12 Capital Outlay	96,257.65
20 Special Revenue Funds	28,449.50

V. ACTIONS (Continued)E. Support Services –Fiscal Management (Continued)

4. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote 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 January 31, 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.

5. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote 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 January 31, 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.

6. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to acknowledge receipt of the December 31, 2012 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

F. Other

1. It was moved by Verna, seconded by Geisenheimer and approved by unanimous voice vote to schedule a Public Meeting to adopt the 2013/2014 Preliminary Budget for submission to the Executive County Superintendent for approval on Tuesday, March 5, 2013, at 7:30 p.m., as recommended by the Chief School Administrator.

2. It was moved by Verna, seconded by Geisenheimer and approved by unanimous voice vote to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, March 19, 2013 at 7:00 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.

3. It was moved by Verna, seconded by Geisenheimer and approved by unanimous voice vote to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Thursday, March 28, 2013 at 7:00 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.

4. It was moved by Verna, seconded by Geisenheimer and approved by unanimous voice vote to schedule the Public Budget Hearing at 7:30 p.m. on Thursday, March 28, 2013, prior to the Regular Public Meeting, as recommended by the Chief School Administrator.

VI. REPORTS

Mrs. Geller presented a report from the Finance Committee about the 2013/2014 budget. She explained that we are awaiting state aid notification. She also spoke about capital projects and the creation of a class designed for visually impaired students.

VII. PUBLIC DISCUSSION

A. It was moved by Geisenheimer, seconded by Molina and approved by unanimous voice vote to open the meeting to public discussion.

There was no public discussion this evening.

B. It was moved by Geisenheimer, seconded by Molina and approved by unanimous voice vote to close the meeting to public discussion.

VIII. EXECUTIVE SESSION (IF NEEDED)

There was no executive session this evening.

IX. ADJOURNMENT

A. It was moved by Molina, seconded by Woods and approved by unanimous voice vote to adjourn at 8:59 p.m.

Respectfully submitted,



Frank G. Chilson
School Business Administrator/Board Secretary

