

DEMAREST BOARD OF EDUCATION

MINUTES – REGULAR MEETING

January 28, 2014

I. OPENING

A. The meeting was called to order at 7:00 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, Kirtane, Molina, Verna, Woods and Holzberg were present. Geller was absent.

E. It was moved by Geisenheimer, seconded by Woods and approved by unanimous voice vote to accept the minutes of the COW/Regular Meeting from December 17, 2013.

F. There was a review of correspondence.

II. BOARD PRESIDENT'S REPORT

President Holzberg welcomed everyone to the meeting. She recognized the board for their service and stated that January is School Board Recognition Month. She expressed she was pleased to have students here this evening to present.

III. SUPERINTENDENT'S REPORT

Mr. Fox commented that he is proud of the district's board members. He noted that the administration has been busy observing teachers and the students have been practicing online test taking in preparation of the state tests. The sixth grade has been chosen to take the test.

Mr. Kirkby introduced Mr. Nerkizian and Ms. Straub, teachers from Luther Lee Emerson School, who presented with students. Mr. Nerkizian shared programs on the iPad with participation of the board members. Ms. Straub explained how students are learning to use QR codes.

Mr. Kirkby reported on the elementary school activities including Fire Safety, SuperKid and Kindergarten Roundup. He explained the schools are preparing for Lunar New Year celebrations and Jump Rope for Heart.

Dr. Codey spoke about the middle school's activities including Peer Leaders, NASA Scientific, the Bake Sale for Philippines, the collection of 2200 food items for SuperBowl project and the PTO's sponsorship of Sportsology. She commented on the great success of the 5th and 6th grade dance. She explained that the students are preparing for the Geography Bee. She exclaimed that the winter concerts were special and the choir has doubled in participation. She also noted that the Multiple Intelligences students participated in World Games at Dwight Englewood.

Mr. Fox commended Dr. Codey and Mr. Kirkby on the teacher evaluations they completed. He explained that the district just received its Performance Report which showed good student growth. He said the administration is focusing on attendance and algebra. He noted that the following committee meetings need to be scheduled: Building & Grounds, Policy and Finance.

III. SUPERINTENDENT'S REPORT (Continued)

Presentation of Mid-Year Electronic Violence and Vandalism Report

Mr. Kirkby presented the Mid-Year Harassment, Intimidation and Bullying Report. He commented on the proactive approach and staff training to prevent incidents. He explained the district is surveying parents and students and have implemented school safety teams.

IV. REVIEW OF AGENDA

- A. Board members reviewed the items.
- B. It was moved by Kirtane, seconded by Verna 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 Verna, seconded by Molina and approved by unanimous voice vote to close the meeting to public discussion.

V. ACTIONS

A. Instruction – Staffing

1. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve guide movement for Colleen Appelblatt, Second Grade Teacher, from BA Step 2 to BA+16 Step 2, for the 2013/2014 school year, effective February 1, 2014, as recommended by the Chief School Administrator.
2. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to place Silvana Tabacchi, Grade K-1 Resource Room substitute, on the Teachers' Salary Guide at BA, Step 1, effective January 2 – 30, 2014, as recommended by the Chief School Administrator.
3. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve guide movement for Anthony Giaconia, Grade 8 Social Studies Teacher, from BA+32 Step 11 to MA Step 11, for the 2013/2014 school year effective February 1, 2014, as recommended by the Chief School Administrator.
4. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve guide movement for Jonathon Regan, Grade 7 Social Studies Teacher, from BA+32 Step 9 to MA Step 9, for the 2013/2014 school year effective February 1, 2014, as recommended by the Chief School Administrator.
5. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve guide movement for Stefanie Zitelli, Grade 7 Language Arts Teacher, from BA+32 Step 5 to MA Step 5, for the 2013/2014 school year effective February 1, 2014, as recommended by the Chief School Administrator.

V. ACTIONS (Continued)A. Instruction – Staffing (Continued)

6. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve the following resolution, at the discretion of the Superintendent, directing Employee No. 98581697 to a psychiatric examination pursuant to N.J.S.A. 18A:16-2 et seq., as recommended by the Chief School Administrator:

WHEREAS, Employee # 98581697 has been on leave since November 11, 2013; and

WHEREAS, the Superintendent has recommended that the employee undergo a psychiatric evaluation in accordance with N.J.S.A. 18A:16-2;

NOW THEREFORE BE IT RESOLVED, that the Board, in accordance with the recommendation of the Superintendent, hereby directs the Employee to undergo a psychiatric evaluation in accordance with N.J.S.A. 18A:16-2 to determine whether the employee is fit for duty; and

BE IT FURTHER RESOLVED that the District's Administration is hereby directed to notify the employee of the Board's adoption of this Resolution and to take necessary actions to ensure that the intent of this Resolution is carried out.

7. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve the provisional employment of Tara Kelly as a substitute teacher for the 2013/2014 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).

B. Instruction – Pupils/Programs

1. It was moved by Verna, seconded by Geisenheimer and approved by unanimous roll call vote to approve Justine Sandt, foreign exchange student, to complete teacher observations at Luther Lee Emerson School on February 10-14, 2014 as recommended by the Chief School Administrator.

2. It was moved by Verna, seconded by Geisenheimer and approved by unanimous roll call vote to approve Morgan Hirschorn, college student, to complete 10 hours of teacher observations at Luther Lee Emerson, as recommended by the Chief School Administrator.

3. It was moved by Verna, seconded by Geisenheimer and approved by unanimous roll call vote to adopt the 2014/2015 District Student Calendar, as recommended by the Chief School Administrator (as distributed).

4. It was moved by Verna, seconded by Geisenheimer and approved by unanimous roll call vote to approve a Regular Year Tuition contract with the Closter Board of Education for Student ID # 292001 for Pre-K Special Classes, in the annual amount of \$15,035 (prorated amount of \$8,519.80), for the 2013/2014 school year, effective December 9, 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 Jeongmi Lee, Step 1, as a Bi-Lingual Special Education Aide and as an interpreter at a rate of \$4.00 per hour, for Student ID #182100, not to exceed 29 hours per week, at Demarest Middle School for the 2013/2014 school year, effective January 13, 2014, 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).

V. ACTIONS (Continued)C. Support Services – Staffing (Continued)

2. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to approve the provisional employment of Melissa Hesse, Step 1, as an Instructional Aide for Student ID # 242058, not to exceed 29 hours per week, for the 2013/2014 school year, effective January 22, 2014, 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 approve the provisional employment of Trista Gaspari, Step 1, as an Instructional Aide for Student ID #'s 252083 and 262046, not to exceed 29 hours per week, for the 2013/2014 school year, effective January 22, 2014, 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 Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve Michael Fox, Superintendent, to attend the 2014 Techspo Conference in Atlantic City, New Jersey on January 30 – 31, 2014 at a fee of \$385 for registration, with the cost of travel, lodging and food to be reimbursed based on state statutes and GSA rates, as recommended by the Chief School Administrator.

2. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to authorize the Board Secretary to advertise for public bids for air conditioning, replacement walls and electrical upgrades at the County Road School, as recommended by the Chief School Administrator.

3. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to accept and submit the Annual Electronic Violence and Vandalism Report (EVVRS) for the 6-month period ending December 31, 2013, to the Division of Student Services, Office of Education Support Services, as recommended by the Chief School Administrator.

4. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to table the resolution, pending formal presentation by R.D. Clifford Associates, scheduled for the February board meeting, approving the Summary Appraisal Report of County Road School, 130 County Road, as prepared by R.D. Clifford Associates, Inc., as recommended by the Chief School Administrator.

5. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the following resolution, as recommended by the Chief School Administrator:

RESOLUTION

WHEREAS, The New Jersey School Boards Association has declared January 2014 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Demarest Board of Education is one of more than 580 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The Demarest Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12th grade; and

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

Resolution No. 5 Continued

WHEREAS, New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it

RESOLVED, That the Demarest Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2014 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Demarest Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

End Resolution No. 5

6. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the request of the Demarest PTO to use the gymnasium and cafeteria at Luther Lee Emerson School on Friday, March 21 from 3:00 – 8:00 p.m. and Saturday March 22, 2014 from 9:00 a.m. - 6:00 p.m. for International Day festivities, as recommended by the Chief School Administrator.

7. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the request of the Demarest PTO to use the All-Purpose Room at Luther Lee Emerson School on Saturday, May 17, 2014 from 5:00 - 9:00 p.m. for the Pre-5K Pasta Party, as recommended by the Chief School Administrator.

8. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve the request of Beyond Sports Management to use the Demarest Middle School gym on Saturday, February 22, 2014 from 9:30 – 3:30; the County Road School gym on Saturday, March 1, 2014 from 9:30 – 1:30; and the Demarest Middle School gym on March 1, 2014 from 1:30 – 3:30, at a fee of \$50/hour, as recommended by the Chief School Administrator.

9. It was moved by Woods, seconded by Geisenheimer and approved by unanimous roll call vote to approve Frank Chilson, Business Administrator, to attend the 45th Annual Public Purchasing Educational Forum in Atlantic City, New Jersey on April 30 – May 1, 2014 with the cost of registration, travel, lodging and food to be reimbursed based on state statutes and GSA rates, as recommended by the Chief School Administrator.

E. Support Services –Fiscal Management

1. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the December 16th – 31st, 2013 payroll in the amount of \$332,230.48.

V. ACTIONS (Continued)

E. Support Services –Fiscal Management (Continued)

2. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the January 1st – 15th, 2014 payroll in the amount of \$333,928.30.

3. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to approve the December 2013 bills in the amount of \$1,001,263.04.

<u>Subtotal Per Fund</u>	<u>Amount</u>
10 General Current Fund Expense Funds	\$706,923.74
12 Capital Outlay	181,049.30
20 Special Revenue Funds	113,290.00

Ammu Kirtane, Board Member, does hereby abstain as to her own payment for reimbursement of fingerprinting fees. Her vote herein shall constitute a vote as to payment of all other bills.

4. It was moved by Molina, 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 December 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 Molina, 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 December 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 Molina, seconded by Geisenheimer and approved by unanimous roll call vote to acknowledge receipt of November 30, 2013 Report of the Board Secretary, A-148 and Report of the Treasurer, A-149.

7. It was moved by Molina, seconded by Geisenheimer and approved by unanimous roll call vote to confirm the following transfers for December 2013:

<u>To:</u>	<u>Account No.</u>	<u>Amount</u>
11-000-230-339-0-0000-25	Board of Education	\$ 4,000
11-000-262-610-2-6190-28	Operations	40,000
11-000-219-610-0-6140-31	Child Study Team	1,500
11-000-291-241-0-0000-37	Benefits	2,000
11-000-251-610-0-6190-27	Fiscal	4,000
11-000-230-610-0-6190-26	Executive Administration	8,000
11-000-262-610-3-6190-28	Operations	<u>30,000</u>
		\$ <u>89,500</u>

<u>From:</u>	<u>Account No.</u>	<u>Amount</u>
11-190-100-610-3-6180-02	Language Arts	\$ 14,000
11-190-100-610-3-6180-03	Foreign Language	14,000
11-190-100-610-3-6180-07	Science	6,000
11-190-100-610-2-6180-09	Academic Enrichment	20,000
11-190-100-610-3-6180-09	Academic Enrichment	13,000
11-190-100-610-3-6180-10	Reading	8,000
11-000-217-106-2-0000-18	Extraordinary Services	<u>14,500</u>
		\$ <u>89,500</u>

V. ACTIONS (Continued)

F. Other

1. It was moved by Kirtane, seconded by Woods 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, February 25, 2014 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.

VI. REPORTS

There were no reports given.

VII. PUBLIC DISCUSSION

- A. It was moved by Woods, seconded by Geisenheimer 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 Verna, seconded by Geisenheimer and approved by unanimous voice vote to close the meeting to public discussion.

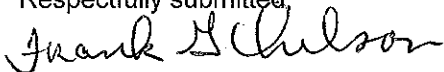
VIII. EXECUTIVE SESSION (IF NEEDED)

There was no additional time needed this evening.

IX. ADJOURNMENT

- A. It was moved by Molina, seconded by Woods and approved by unanimous voice vote to adjourn at 8:49 p.m.

Respectfully submitted,



Frank G. Chilson
School Business Administrator/Board Secretary