

# DEMAREST BOARD OF EDUCATION

## MINUTES – REGULAR MEETING

*April 26, 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, Cantatore, Molina, Verna, Woods and Holzberg were present. Kirtane was 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. Update on potential contract.

B. It was moved by Molina, 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. There was no public present this evening, therefore, the meeting was not opened to the public

- B. Roll Call: Alevrontas, Molina, Verna, Woods and Holzberg were present. Kirtane was 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 Woods, seconded by Molina and approved by unanimous voice vote of those present to accept the minutes of the Executive Session and COW/Preliminary Budget Adoption held on March 15, 2016, as well as the Executive Session, and Regular Meeting held on March 22, 2016.

VI. CORRESPONDENCE

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

VII. BOARD PRESIDENT'S REPORT

President Holzberg welcomed everyone.

VIII. SUPERINTENDENT'S REPORT

2016/2017 Budget Presentation

Mr. Fox spoke about the budget highlights for the 2016/2017 school year. The budget's focus is on maintaining small class size, support of staff professional development and continuation of the district's initiative to enhance technology and digital learning opportunities for the students. Mr. Fox stated that while many districts are cutting staff we are adding to our teaching staff. The new additions include a speech teacher, an occupational therapist, 1.5 special education teachers and increasing a reading teacher from .5 to .625. Superintendent Fox spoke about the inaugural pre-k program that is included in the budget. A total of three pre-k classes are planned along with appropriate staffing for each of the three proposed classes. Included in the budget are window replacement, installation of an additional door security swipe station and creation of a pre-k play area at County Road School. Mr. Fox talked about the partial roof replacement, installation of an additional door security swipe station at Luther Lee Emerson School and replacement of smartboards at all three schools.

Mr. Perez reviewed the revenue and appropriation for the 2016/2017 budget. The tax levy will increase 3.84% by utilizing \$225,749 of available banked cap. The banked cap funds will be used for the window replacement at County Road School. The budget will increase \$413,890 from the current year. The average tax impact for the 2016/2017 school year will be \$17.60 per month or \$211.20 per year on an average home assessed at \$743,813.

IX. OTHER REPORTS/PRESENTATIONS

The Mr. Regan made a report on happenings at the middle school. He discussed a recent "Maker Space Night" that brought together approximately seventy students and families for creative problem solving. Next Mr. Regan described a recent STEM grant won by Ms. DiMartini and her 7th grade enrichment group. He also spoke about innovative happenings in Social Studies such as a connect 4 review game and a visit by a local councilwoman. Lastly he updated the board on April "Acceptance Month" at DMS, a recent math league field trip, and a student council fundraiser for Court Appointed Special Advocates.

Mr. Mazzini reported that the students at Luther Lee Emerson we working hard on constructing a buddy bench. The students participated in many fun activities one of which was the Principals Challenge. The 4th Graders tested their engineering skills as they constructed roller-coasters out of paper and tape using their knowledge of Newton's Law of Motionscreen which other students later watched.

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:
- 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**

1. It was moved by Alevrontas, seconded by Woods and approved by unanimous roll call vote of those present to accept the resignation of Shauna DiUbaldo, Grades 5-8 Resource Room Teacher, effective April 10, 2016, as recommended by the Chief School Administrator.
2. It was moved by Alevrontas, seconded by Woods and approved by unanimous roll call vote of those present to approvet the employment of Kimberly Aiello as Occupational Therapist at MA+16, Step 12, for the 2016/2017 school year, 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 approve placement on the Teachers’ Salary Guide for Laura Noel (FMLA Leave Replacement for Lauren Magnifico, 1<sup>st</sup> Grade Teacher) at BA Step 1, effective April 25, 2016 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 placement on the Teachers’ Salary Guide for Toni-Ann Veniero (Leave Replacement for Jenni Ryan, 4<sup>th</sup> Grade Teacher) at BA Step 1, effective May 2, 2016 as recommended by the Chief School Administrator.
5. It was moved by Alevrontas, seconded by Woods and approved by unanimous roll call vote of those present to approve the following teachers as chaperones for overnight student field trips at a payment of \$105 per person, per night, as recommended by the Chief School Administrator.

<b>Fairview Lake Trip ( April 27-29, 2016)</b>	<b>Washington, DC (May 24-26, 2016)</b>
Victor DeMaio	Suzanne Calegari
Wendy Heffler	Andrew Lefer
Andrew Lefer	Karleen McDermott
Sunny Lew	Toby Murphy
Karleen McDermott	Jonathon Regan
Carl Quillen	Christine Reynolds
Jessica Schoepflin	Sherri Rinckhoff
	Danielle Ruberto
	Carmelo Sortino

**B. Instruction – Pupils/Programs**

1. It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve the following District tuition rates for non-resident students for the 2016/2017 school year, as recommended by the Chief School Administrator:

<u>Grade Level</u>	<u>Annual Tuition Rate</u>
Pre-K/Kindergarten	\$19,957
1 <sup>st</sup> – 5 <sup>th</sup>	\$18,379
6 <sup>th</sup> – 8 <sup>th</sup>	\$18,572

2. It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve Suzanne Calegari to continue to provide Home Instruction through June 22, 2016 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.

XI. ACTIONS

**B. Instruction – Pupils/Programs ( Continued)**

3. It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve Jenny Kim to participate in Senior Service at Demarest Middle School for the 2015/2016 school year, as recommended by the Chief School Administrator.

**C. Support Services – Staffing**

1. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to approve the provisional employment of Ariana Glogower, Step 1, as an Instructional Aide at Luther Lee Emerson for Student ID # 242001 for the 2015/2016 school year, not to exceed 29 hours weekly, based on the Student's Individual Education Plan (IEP), as recommended by the Chief School Administrator. Regular employment status would become effective upon candidate's compliance with P.L. 1986, c.116 (revised 6/30/98).

2. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote of those present to accept the notice of resignation from Crystal Cooke, Instructional Aide at Luther Lee Emerson School for Student ID #242001, effective April 26, 2016, 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 approve Dylann McLaughlin, college student, to complete 30 hours of classroom observation at Demarest Middle School with Toby Murphy between May 9 and June 9 2016, as recommended by the Chief School Administrator.

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

1. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to approve the attendance of Diane Holzberg, Board President, at the NJ School Boards Association meeting on May 5, 2016 in Hackensack, NJ at no cost for registration with travel reimbursed at the statutory rates per NJ OMB Guidelines, as recommended by the Chief School Administrator.

2. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to approve the attendance of Diane Holzberg, Board President, at the NJ School Boards Association Delegate Assembly on May 14, 2016 in West Windsor, NJ at no cost for registration with travel reimbursed at the statutory rates per NJ OMB Guidelines, as recommended by the Chief School Administrator.

3. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to approve the attendance of Michelle Terzini-Hollar, Child Study Team Supervisor, at the Assessment & Intervention for Child and Adolescent Executive Function Difficulties, in Cape Cod, MA, from July 11–15, 2016 at a cost of \$599 for registration with lodging, meals and travel reimbursed at the statutory rates per NJ OMB Guidelines, as recommended by the Chief School Administrator.

4. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to approve the attendance of Bridget DiMartini, STEM teacher, at the Summer 2016 STEM Challenge PD Workshop, in Englewood NJ, at a fee of \$1,500, as recommended by the Chief School Administrator.

5. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to amend the following resolution previously approved on March 22, 2016, Resolution No. D-2, to correct the rate for field usage, as recommended by the Chief School Administrator:

It was moved by Woods, seconded by Molina 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 session, as recommended by the Chief School Administrator.

XI. ACTIONS

D. Support Services – Board of Education (Continued)

6. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to approve Asbury Park Information Technology Center to provide accounting and payroll software support at an annual rate of \$17,515 for the 2016/2017 school year, as recommended by the Chief School Administrator.

7. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to approve the job description for Occupational Therapist, as recommended by the Chief School Administrator.

8. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to accept a grant award from Orange and Rockland Utilities in the amount of \$1,000 for the middle school STEM program, as recommended by the Chief School Administrator.

9. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to award the contract for Partial Roof Replacement at Luther Lee Emerson School (State Project # 1070-050-16-1000) to the lowest responsible bidder, Billy Contracting of Pine Brook, NJ, as a result of the public bid held on March 17, 2016, for a total cost of \$189,000 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:

<b>Contractor</b>	<b>Total Bid</b>	<b>Base Bid</b>	<b>Allowance</b>
Northeast Roofing	257,000	252,000	5,000
Billy Contracting	189,000	184,000	5,000
Roof Management	192,000	187,000	5,000
Posylio	191,132	186,132	5,000

10. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to award the contract for Window Replacement at County Road School (State Project # 1070-030-16-2000) to the lowest responsible bidder, Fuscon Enterprises of Westfield, NJ, as a result of the public bid held on March 17, 2016, for a total cost of \$291,000 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:

<b>Contractor</b>	<b>Total Bid</b>	<b>Base Bid</b>	<b>Allowance</b>	<b>Alt. 1</b>
Fuscon Enterprises	291,000	339,000	15,000	(63,000)
Panoramic Windows & Doors	325,000	330,000	15,000	(20,000)

11. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to accept the school bus emergency evacuation drills in compliance with NJAC 6A:27-11.2. A drill for County Road School was conducted on April 21, 2016 at 9:38 am in the County Road School parking lot

supervised by Principal Frank Mazzini. A drill for Luther Lee Emerson School was conducted on April 22, 2016 in the Luther Lee Emerson School parking lot at 8:40 a.m., supervised by Principal Frank Mazzini, as recommended by the Chief School Administrator.

XI. ACTIONS

D. Support Services – Board of Education (Continued)

12. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to approve the following resolution approving completion of Superintendent Merit Goals, as recommended by the Chief School Administrator:

BE IT RESOLVED to approve the following resolution:

WHEREAS, the Demarest Board of Education (hereinafter) referred to as the “Board”) approved merit action plans for the Superintendent for the 2015-2016 school year consisting of three (3) quantitative merit criteria and two (2) qualitative merit criteria and submitted same to the Executive County Superintendent for approval in accordance with N.J.A.C 6A-3.1(e) 10-11 (hereinafter referred to as “Merit Bonus Goals”); and

WHEREAS, on or about September 24, 2015, the Executive County Superintendent approved the said Merit Bonus Goals, thereby authorizing the Board to evaluate and award merit bonus increases to the Superintendent upon achievement of each objective; and

WHEREAS, the Board has evaluated the Superintendent’s performance and determined that he achieved the objective of fully implementing new STEM programs into the middle school. AEP related to STEM has been created for every student in grades 5 – 8. New Generation Science Standards aligned with STEM curriculum has been created to enhance all content areas; thereby, entitling him to a qualitative merit bonus of 2.5% of his annual salary in the amount of \$3,375, and

WHEREAS, the Board has evaluated the Superintendent’s performance and determined the objective was achieved, which required all policies and regulations be updated and posted on the district’s website, which include all new state and federal mandates; thereby, entitling him to a qualitative merit bonus of 2.5% of his annual salary in the amount of \$3,375, and

WHEREAS, the Board has evaluated the Superintendent’s performance and determined that he achieved the objective of leading all grade k – 5 teachers in the implementation of the GoMath program; thereby, entitling him to a quantitative merit bonus of 3.3% of his annual salary in the amount of \$4,455, and

WHEREAS, the Board has evaluated the Superintendent’s performance and determined that he achieved the objective successfully implementing 1:1 MacBook Air Program with 100% participation on the Middle School; thereby, entitling him to a quantitative merit bonus of 3.3% of his annual salary in the amount of \$4,455, and

WHEREAS, the Board has evaluated the Superintendent’s performance and determined that he achieved the objective of increasing home/school communications by creating school based monthly newsletters, three community wide newsletters as well as posting all newsletters on newly revamped webpage; thereby, entitling him to a quantitative merit bonus of 3.3% of his annual salary in the amount of \$4,455, and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approved the aforementioned merit bonus for the 2015-2016 school year subject to the approval by the Executive County Superintendent

that the quantitative and qualitative merit criteria for each of the Board assessed objective have been satisfied for the payment of such merit bonus.

13. It was moved by Woods, seconded by Molina and approved by unanimous roll call vote of those present to approve the sale of seven (7) 55" and four (4) 75" SmartBoards no longer in service in the district to the Bloomfield Board of Education for \$2,000 which was the best offer received, as recommended by the Chief School Administrator.

**XI. ACTIONS**

**E. Support Services –Fiscal Management**

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

BE IT RESOLVED, the Board of Education of Demarest hereby approves the following budget for the 2016/2017 school year;

<u>Expenditures</u>	
General Current Expense	\$ 14,555,171
Capital Expenditures	<u>706,682</u>
Total General Current Fund	<u>\$ 15,261,853</u>
Special Grants & Entitlements	\$ 140,906
Repayment of Debt	<u>658,763</u>
Total Special Grants & Debt	<u>\$ 799,669</u>
Total Expenditures	<u>\$ 16,061,522</u>

BE IT FURTHER RESOLVED, the General Fund tax levy of \$12,711,383 is approved to support General Current Expenses and \$658,762 is approved to support Repayment of Debt for the 2016/2017 school year; and

BE IT FURTHER RESOLVED, a portion of the Banked Cap Tax Levy Adjustment in the amount of \$225,749 is included in the 2016/2017 budget permitting the tax levy to increase above 2% which is to be utilized for the purpose of replacing windows at County Road School. The windows in County Road School are original to the building, not energy efficient and in need of replacement. This project needs to be completed in entirety and should not extend over a period of time since the small size of the school does not warrant completing the project over an extended period of time.

2. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote of those present to confirm the March 15 – 31, 2016 payroll in the amount of \$379,506.37

3. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote of those present to confirm the April 1 – 15, 2016 payroll in the amount of \$365,764.29

4. It was moved by Molina, seconded by Woods and approved by unanimous roll call vote of those present to approve the March 2016 in-office checks and April 26, 2016 budget checks in the amount of \$359,089.55.

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Fund Expense Funds	\$ 346,852.85
12 Capital Outlay	2,050.00
20 Special Revenue Funds	10,186.70

5. It was moved by Molina, seconded by Woods 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 March 31, 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.

XI. ACTIONS

**E. Support Services –Fiscal Management ( Continued)**

6. It was moved by Molina, seconded by Woods 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 March 31, 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.

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

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

From:	Account	Amount
11-000-217-100	Extraordinary Services Salaries	4,000
11-000-222-600	Media Services Supplies & Materials	701
11-000-240-600	School Admin General Supplies	715
11-000-251-500	Central Services Other Purchases Services	1,600
11-000-251-600	Central Services Supplies & Materials	56
11-000-261-490	Required Maintenance Other Purchased Svcs	498
11-000-262-520	Custodial Insurance	9,565
11-000-266-490	Security Other Purchased Services	12,500
11-204-100-640	Special Ed LLD Textbooks	820
		<u>\$ 30,455</u>

To:	Account	Amount
11-000-213-600	Health Services Supplies & Materials	701
11-000-216-320	Related Services Purchased Prof Services	4,000
11-000-240-800	School Admin Other Objects	715
11-000-251-890	Central Services Miscellaneous	56
11-000-252-340	Admin Info Tech Purchased Tech Services	1,600
11-000-261-800	Required Maintenance Other Objects	498
11-000-262-420	Custodial Cleaning, Repair & Maintenance	1,750
11-000-262-490	Custodial Other Purchased Property Services	5,700
11-000-266-420	Security Cleaning Repair & Maintenance	14,615
11-212-100-610	Special Ed Mult Disblty General Supplies	820
		<u>\$ 30,455</u>

F. Other



1. It was moved by Alevrontas, seconded by Woods and approved by unanimous roll call 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, May 10, 2016 at 6:300 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 roll call 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, May 17, 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*

The Buildings and Grounds Committee will be meeting prior to the May meeting.

Board members met earlier to discuss personnel and recommendations were discussed in executive session.

It was noted that policy would be discussed at the next COW meeting.

*XIII. PUBLIC DISCUSSION*

A. Move to open the meeting to public discussion.

*Moved by:*

*Seconded:*

*Action (v):*

B. Move to close the meeting to public discussion.

*Moved by:*

*Seconded:*

*Action (v):*

*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 Molina, seconded by Woods and approved by unanimous voice vote of those present to adjourn at 7:56 p.m.

Respectfully submitted,

***Administrative Offices: 568 Piermont Road Demarest, NJ 07627 Tel (201) 768-6060 Fax (201) 767-9122***