

# DEMAREST BOARD OF EDUCATION

## AGENDA REGULAR MEETING

March 21, 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. Legal – Innisfree update

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.

*Moved by:*

*Seconded:*

*Action (v):*



XII. ACTIONS

A. Instruction – Staffing

1. Move to approve the employment of the following, as substitute teachers, for the remainder of the 2016/2017 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. 1986, c.116 (revised 6/30/98).

- Camilla Burbano
- Darren Fial

Moved by: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Action (RC): A C G K V W H

2. Move to approve the request of Dixie Nolan, 1<sup>st</sup> Grade Teacher, for a paid medical leave of absence (FMLA) from March 29, 2017 through May 26, 2017 (tentatively), as recommended by the Chief School Administrator.

Moved by: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Action (RC): A C G K V W H

B. Instruction – Pupils/Programs

1. Move to approve Demarest Middle School Track Meet schedule for the 2016-2017 school year as follows, as recommended by the Chief School Administrator.

Date	Location
May 11th	NVOT
May 16 <sup>th</sup>	NVD
May 22 <sup>nd</sup>	NVD
June 5 <sup>th</sup>	NVD

Moved by: \_\_\_\_\_ Seconded: \_\_\_\_\_  
Action (RC): A C G K V W H

C. Support Services – Staffing

None

D. Support Services – Board of Education

1. Move to approve the final reading of Policy and Regulation:

Policy/Regulation Number	Policy/Regulation Name
P 2460	Special Education
P 2467	Surrogate Parents and Foster Parents
R 2460	Special Education

R 2460.1	Special Education - Location, Identification, and Referral
R 2460.8	Special Education - Free and Appropriate Public Education
R 2460.9	Special Education - Transition from Early Intervention Programs to Preschool Programs
R 2460.16 (no change-readopt)	Special Education - Instructional Material to Blind or Print-Disabled Students

*Moved by:* *Seconded:*  
*Action (RC): A C G K V W H*

2. Move to approve the first reading of Regulation :

<b>Policy/Regulation Number</b>	<b>Policy/Regulation Name</b>
R 2460.15 (new)	Special Education – In Service Training Needs for Professional and Paraprofessional Staff

*Moved by:* *Seconded:*  
*Action (RC): A C G K V W H*

3. Move to approve the Vikings request for facility use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator.

<b>Day and Time</b>	<b>Dates</b>	<b>Location</b>
Tuesday 6:00-7:30	3/13	CRS Gym
Monday, Tuesday, Wednesday, Thursday 4:00-9:00	3/20 – 3/24	LLE Gym and DMS Gym

*Moved by:* *Seconded:*  
*Action (RC): A C G K V W H*

4. Move to approve the following job descriptions, as recommended by the Chief School Administrator.

<b>Business Plant Operations</b>
Bus Driver
Director of District Facilities
Head Custodian
Custodian
Maintenance Personnel
Secretary
Child Study Team Secretary
Bookkeeper

<b>Instruction/Curriculum</b>
Principal
Elementary Education Teacher
School Library Media Specialist
Special Education Teacher
K-8 Subject Area Teacher
Teacher – Basic Skills
Health and Physical Education Teacher
Reading Specialist
Art Teacher
Music Teacher

*Moved by:* *Seconded:*  
*Action (RC):* A C G K V W H

5. Move to approve the attendance of Thomas Perez, School Business Administrator, at the 55<sup>th</sup> Annual Conference hosted by the New Jersey Association of School Business Officials (NJASBO) to be held on June 7 – 9, 2017 at the Borgata Hotel in Atlantic City, New Jersey with a registration cost of \$275 and hotel, meals and travel reimbursed at the statutory rates per NJ OMB Guidelines, as recommended by the Chief School Administrator

*Moved by:* *Seconded:*  
*Action (RC):* A C G K V W H

6. Move to approve EI Associates to prepare professional design services for a boiler addition at Luther Lee Emerson School at a cost not to exceed \$31,000 plus project related reimbursable expenses. This contract is awarded without competitive bidding as a “professional Service” by a firm authorized to perform such services, under the provision of the Public School Contract law, as recommended by the Chief School Administrator.

*Moved by:* *Seconded:*  
*Action (RC):* A C G K V W H

7. Move to approve Fuscon Enterprises Change Order #001 for the County Road School Window Replacement Project, NJDOE Project #1070-030-16-2000, in the contingency credit amount of \$15,000, as recommended by the Chief School Administrator.

*Moved by:* *Seconded:*  
*Action (RC):* A C G K V W H

8. WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the “Lead Agency ” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on March 21, 2017 the governing body of the Demarest Board of Education, County of Bergen, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Demarest Board of Education.

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

*Moved by:* *Seconded:*  
*Action (RC):* A C G K V W H

9. WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Keystone Purchasing Network (KPN), hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on March 21, 2017 the governing body of the Demarest Board of Education, County of Bergen, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Demarest Board of Education.

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

*Moved by:* *Seconded:*  
*Action (RC):* A C G K V W H

10. WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, PEPPM, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on March 21, 2017 the governing body of the Demarest Board of Education, County of Bergen, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Demarest Board of Education.

**AUTHORITY**

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law* (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

Moved by: Seconded:  
Action (RC): A C G K V W H

**E. Support Services – Fiscal Management**

- 1. Move to confirm the February 28, 2017 payroll in the amount of \$368,788.77.

Moved by: Seconded:  
Action (RC): A C G K V W H

- 2. Move to confirm the March 15, 2017 payroll in the amount of \$388,892.27.

Moved by: Seconded:  
Action (RC): A C G K V W H

- 3. Move to approve the February 2017 in office checks in the amount of \$794,614.24 and March 21, 2017 budget checks in the amount of \$133,779.29 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$402,093.48
12 Capital Outlay	\$ 3,059.80
40 Debt Service	<u>\$523,240.25</u>
Total Bills:	\$ 928,393.53

Moved by: Seconded:

Action (RC): A C G K V W H

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 February 28, 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.

Moved by:

Action (RC): A C G K V W H

Seconded:

XII. ACTIONS

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 February 28, 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.

Moved by:

Action (RC): A C G K V W H

Seconded:

6. Move to acknowledge receipt of the January Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

Moved by:

Action (RC): A C G K V W H

Seconded:

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

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-000-230-331	General Admin Legal Services	\$ 12,000
11-000-240-610	School Admin Supplies & Materials	11,000
11-000-252-110	Admin Info Technology Salaries	31,100
40-701-510-830	Debt Service Interest	<u>45,000</u>
		\$ 99,100
<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-000-100-562	Tuition Other LEA's in State Special Educ	\$ 53,000
11-000-252-340	Admin Info Tech Purchased Technical Services	1,100
40-701-510-910	Debt Service Principal	<u>45,000</u>
		\$ 99,100

Moved by:

Action (RC): A C G K V W H

Seconded:

**F. Other**

1. Move to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in closed Executive Sessions on Tuesday April 18, 2017 and Tuesday April 25, 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.

*Moved by:*

*Seconded:*

*Action (v):*

XIII. COMMITTEE REPORTS

XIV. NEW BUSINESS

XV. 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):*

XVI. EXECUTIVE SESSION (if necessary)

- A. 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):*

XVII. ADJOURNMENT

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

*Moved by:*

*Seconded:*

*Action (v):*