

# DEMAREST BOARD OF EDUCATION

## MINUTES – REORGANIZATION MEETING

January 3, 2017

### I. OPENING

- A. The meeting was called to order by Mr. Perez, Board Secretary, acting as temporary chairman at 5:30 p.m.
- B. The following Secretary's Announcement was read by Mr. Perez.  
"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 provision of the Act, the Demarest Board of Education has caused notice of this 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, Holzberg, Woods  
Board Members Elect: Governale, Kirtane, Verna  
Also present: Superintendent Fox; Board Secretary Perez
- D. Mr. Perez led the flag salute.

### II. ELECTION RESULTS ARE CERTIFIED BY THE BERGEN COUNTY CLERK

Mr. Perez read the official election results as follows:

Christen Governale, 763      Sheila Verna, 754      Ammu Kirtane, 616      Other, 7

### III. ADMINISTER OATH TO ELECTED BOARD MEMBERS

The Oath of Office was read by Governale, Kirtane and Verna. Each were elected to three year terms.

### IV. STATEMENT OF BOARD COMPOSITION FOR DEMAREST BOARD OF EDUCATION 2017

<b>Board Members</b>	<b>Term Expires</b>
<i>Theodore Alevrontas</i>	2018
<i>Erica Cantatore</i>	2017
<i>Christen Governale</i>	2019
<i>Diane Holzberg</i>	2017
<i>Ammu Kirtane</i>	2019
<i>Sheila Verna</i>	2019
<i>Kristie Woods</i>	2018

### V. ELECTION OF OFFICERS

#### A. Election of President

1. The Board Secretary called for nominations for President.
2. It was moved by Woods, seconded by Alevrontas and approved by unanimous voice vote to nominate Diane Holzberg for President.
3. It was moved by Woods, seconded by Kirtane and approved by unanimous voice vote to close nominations or President.
4. The Board Secretary cast one vote for Diane Holzberg to serve as President.

**B. Election of Vice President**

1. President Holzberg called for nominations for Vice President.
2. It was moved by Verna, seconded by Kirtane and approved by unanimous voice vote to nominate Kristie Woods for Vice-President.
3. It was moved by Kirtane, seconded by Verna and approved by unanimous voice vote to close nominations for Vice-President.
4. The Board Secretary cast one vote for Kristie Woods to serve as Vice President.

**VI. REVIEW OF AGENDA**

- A. Board members reviewed the items.
- B. It was moved by Cantatore, seconded by Woods and approved by unanimous voice vote to open the meeting to public discussion limited to agenda items.
- C. There was no public discussion on agenda items.
- D. It was moved by Cantatore, seconded by Woods and approved by unanimous voice vote to close the meeting to public discussion.

**VII. ACTIONS**

1. It was moved by Governale, seconded by Woods and approved by unanimous roll call vote to adopt the Code of Ethics for School Board Members (P.L. 2001, Chapter 178 C: 18A:12-24.1) to abide by as follows:
  - a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
  - b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
  - c. I will confine my board action to policy making, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
  - d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
  - e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
  - f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
  - g. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
  - h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
  - i. I will support and protect school personnel in proper performance of their duties.
  - j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

2. Doctrine of Necessity

It was moved by Governale, seconded by Woods and approved by unanimous roll call vote to approve the following resolution:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisor Opinion A3-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set fourth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so the reason that such action is necessary and specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so a set forth above; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a) the school Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting fourth that they are invoking the Doctrine. The reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that the Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

3. It was moved by Governale, seconded by Woods and approved by unanimous roll call vote to approve the following resolution:

**BE IT RESOLVED** as follows:

a) In compliance with the Open Public Meetings Act, L. 1975, c.231, public meetings of the Demarest Board of Education for the 2017 Calendar Year are hereby set down as the second and third Tuesdays of the month, unless noted below with an asterisk (\*). The meetings are to be held in the Library at County Road School, Demarest, NJ, commencing at 6:30 p.m. The Board of Education may take action at any of their scheduled meetings.

January 3, 2017\*

Reorganization Meeting

January 17, 2017

Committee-of-the-Whole & Regular Meeting

February 14, 2017

Committee-of-the-Whole & Regular Meeting

March 14, 2017	Preliminary Budget/Committee-of-the-Whole Meeting
March 21, 2017	Regular Meeting
April 18, 2017*	Committee-Of-the-Whole Meeting
April 25, 2017*	Public Budget Hearing / Regular Meeting
May 9, 2017	Committee-of-the-Whole Meeting
May 16, 2017	Regular Meeting
June 20, 2017	Committee-of-the-Whole & Regular Meeting
July 18, 2017	Committee-of-the-Whole & Regular Meeting
August 15, 2017	Committee-of-the-Whole & Regular Meeting
September 12, 2017	Committee-of-the-Whole Meeting
September 19, 2017	Regular Meeting
October 17, 2017	Committee-of-the-Whole & Regular Meeting
November 14, 2017	Committee-of-the-Whole & Regular Meeting
December 12, 2017	Committee-of-the-Whole & Regular Meeting

b) Notice of the aforesaid meetings and of all other public meeting hereafter scheduled, whether rescheduled or additional meeting added, shall be given in accordance with the terms of said Act by posting notices on the bulletin board in the foyer of the Demarest Middle School, 568 Piermont Road, by filing same with the Borough Clerk and by furnishing same to *The Record* and *The Suburbanite*, newspapers which are hereby designated as having the greatest likelihood of informing the public of such meetings.

c) Any person who requests that individual notices of meetings be mailed to him/her shall prepay to the of the Demarest Board of Education the sum of \$.50 for each notice requested to cover the cost of preparing and mailing, provided however, that requests for such individual notices made by news media shall be granted without cost.

d) This resolution shall take effect immediately.

4. It was moved by Governale, seconded by Woods and approved by unanimous roll call vote to approve the Bergen Record, and The Suburbanite, to be adopted as the official newspapers to be used for the advertisement of meetings, legal ads, and all other necessary public notifications, as recommended by the Chief School Administrator.

5. It was moved by Governale, seconded by Woods and approved by unanimous roll call vote to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians, as recommended by the Chief School Administrator.

6. It was moved by Governale, seconded by Woods and approved by unanimous roll call vote to approve the following Order of Business at Regular Meetings, as recommended by the Chief School Administrator.

I. Opening

II. Adjourn to Executive Session

III. Reopen Public Meeting

IV: Pledge of Allegiance

V: Approval of Minutes of the Meetings

VI. Correspondence

- VII. Board President's Report
- VIII. Superintendent's Report
- IX. Other Reports/Presentations
- X. Review of Agenda
- XI. Public Discussion (Agenda Items Only)
- XII. Actions
- XIII. Committee Reports
- XIV. New Business
- XV. Public Discussion
- XVI. Executive Session (if necessary)
- XVII. Adjournment

7. It was moved by Governale, seconded by Woods and approved by unanimous roll call vote to approve the Demarest Board of Education, recognizing that it is responsible for providing a thorough and efficient free public education for the children of this school district, and recognizing that this Board is a non-continuous body subject to annual renewal, adopt the written Bylaws, Policies and Regulations of the predecessor Board for its operation and the operation of the school district. It is understood that this Board, during its own life, may amend or repeal such Bylaws and Policies and adopt new Policies as it deems necessary, as recommended by the Chief School Administrator.

8. It was moved by Governale, seconded by Woods and approved by unanimous roll call vote to approve that the Board must report annually at a public meeting exactly what types of permitted pupil records have been authorized in the Demarest School District as noted in Policy #8330, as recommended by the Chief School Administrator.

9. It was moved by Governale, seconded by Woods and approved by unanimous roll call vote to approve Thomas Perez School Business Administrator/Board Secretary, to serve as the Public Agency Compliance Officer (P.A.C.O.) for the Demarest Board of Education, as recommended by the Chief School Administrator.

10. It was moved by Governale, seconded by Woods and approved by unanimous roll call vote to approve the following resolution:

WHEREAS, the Demarest Board of Education recognizes school staff and Board members will incur travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A-7.3, to a maximum expenditure of \$35,000 for all staff and board members, as recommended by the Chief School Administrator.

VIII. OTHER BUSINESS

- A. The Board discussed Committee assignments. Committee sheets will be distributed via email to each Board Member. Board Members are to indicate which Committees they would like to serve on.
- B. President Holzberg presented to Carlos Molina the resolution approved at the December 13, 2017 meeting honoring him for his 12 ½ years of service to the community as a Board of Education Member.

IX. PUBLIC DISCUSSION

- A. It was moved by Alevrontas, seconded by Cantatore and approved by unanimous voice vote to open the meeting to public discussion.
- B. There was no public discussion.
- C. It was moved by Alevrontas, seconded by Cantatore and approved by unanimous voice vote to close the meeting to public discussion.

X. EXECUTIVE SESSION

- A. There was no Executive Session.

XI. ADJOURNMENT

- A. It was moved by Verna, seconded by Woods and approved by unanimous voice vote to adjourn the meeting at 5:49 p.m.

Respectfully submitted,



Thomas J. Perez  
School Business Administrator/Board Secretary