

DEMAREST BOARD OF EDUCATION

MINUTES – COW/REGULAR MEETING

February 14, 2017

I. OPENING

- A. The meeting was called to order by President Holzberg at 6:30 pm.
- B. President Holzberg read the following 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 determined it will enter into Executive Session for the following reasons:
 - 1. Personnel Matters
- B. It was moved by Verna , seconded by Alevrontas and 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. It was moved by Alevrontas, seconded by Verna to reopen the Regular Meeting to the public at 7:00 P.M.
- B. Roll Call: Alevrontas, Cantatore, Governale, Kirtane, Verna, Woods, Holzberg.

IV. PLEDGE OF ALLEGIANCE

President Holzberg led the flag salute.

V. APPROVAL OF MINUTES OF THE MEETINGS

It was moved by Woods, seconded by Kirtane and approved by unanimous voice vote of those present to approve the minutes of the Reorganization Meeting – January 3, 2017, COW/Regular Meeting – January 17, 2017 and the Executive Session – January 17, 2017.

VI. CORRESPONDENCE

Board Secretary Perez reviewed this month's correspondence.

- Approval of SEMI Waiver
- Governale completed Governance I training with N.J.S.B.A

VII. BOARD PRESIDENT'S REPORT

President Holzberg thanked The Board for allowing her to attend a conference in Washington and reported on some of the highlights.

VIII. SUPERINTENDENT'S REPORT

Mr. Fox reported on the following recent school events:

- The next issue of Chalkboard is going out and should reach homes soon
- The website app was launched last Friday
- Steam Tank, headed by Joanne Werner is underway and working towards the March 10th local competition
- 17/18 pre-K 3 and two pre-K 4 classes are closed out
- Kindergarten registration is underway
- K-4 assessments (Go Math) were completed
- The Bergen County Prosecutor gave an internet safety presentation at DMS today

X. REVIEW OF AGENDA

- A. Board members reviewed the items.

XI. ACTIONS**A. Instruction – Staffing**

1. It was moved by Governale , seconded by Woods and approved by unanimous roll call vote of those present to accept the notice of resignation of Tatianna McBride, Reading Specialist at CRS/LLE, effective, March 31, 2017, as recommended by the Chief School Administrator.

2. It was moved by Governale , seconded by Woods and approved by unanimous roll call vote of those present to approve the transfer of assignment for Julie Worgul, Resource Room teacher at DMS to Reading Specialist at CRS and LLE, effective March 1, 2017 to June 30, 2017, as recommended by the Chief School Administrator.

3. It was moved by Governale , seconded by Woods and approved by unanimous roll call vote of those present to approve Robert Marmorstein, MA, Step 1, per diem long term replacement at DMS as a Resource Room Teacher, from March 1, 2017 to June 30, 2017, as recommended by the Chief School Administrator.

4. It was moved by Governale , seconded by Woods and approved by unanimous roll call vote of those present to approve the following substitute teacher(s) for the 2016/2017 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. c.116 (revised 6/30/98).

- Eileen Kinneary

B. Instruction – Pupils/Programs

1. It was moved by Alverontas , seconded by Woods and approved by unanimous roll call vote of those present to approve submission of a STEM project grant application to Orange and Rockland Utilities, Inc., as recommended by the Chief School Administrator.

C. Support Services – Staffing

1. It was moved by Cantatore, seconded by Woods and approved by unanimous roll call vote of those present to approve appointment of Isora Abreu as Preschool Aide, Step 1, at County Road School, effective February 15, 2017 through the end of the 2016-2017 school year, not to exceed 29 hours per week, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. c. 116 (revised 6/30/98).

D. Support Services – Board of Education

1. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve the following to attend the "Matching Interventions to Reasons for Reading Difficulties" seminar on March 24, 2017 in Garwood, NJ with a registration cost of \$195 per person and travel to be reimbursed as per NJ OMB guidelines, as recommended by the Chief School Administrator.

Michelle Terzini-Hollar

Ellen Ricciutti

Janna Geller

Julie Worgul

2. It was moved by Kirtane , seconded by Woods and approved by unanimous roll call vote of those present to approve Change Order No. 002 for State Project No. 1070-050-15-2000, the Luther Lee Emerson School Parking & Driveway Project, in the credit amount of \$8,158.47 from Your Way Construction, Inc., reviewed by EI Associates and as recommended by the Chief School Administrator.

3. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve Demarest PTO request for use of Luther Lee Emerson School all-purpose room and gym on Friday March 24, 2017 from 6:00 pm to 9:00 pm for Movie Night in accordance with Policy 7510, as recommended by Chief School Administrator.

4. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve special education bus route SPED00 commencing on February 3, 2017 through the remainder of the 2016/2017 school year, as recommended by the Chief School Administrator.

5. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve the Memorandum of Agreement with the Demarest Education Association that the first day for teaching staff members to report to work for the 2017/2018 school year shall be August 31, 2017, as recommended by the Chief School Administrator.

6. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve the revised calendar for the 2017-2018 school year, as recommended by the Chief School Administrator.

7. It was moved by Kirtane, seconded by Woods and approved by unanimous roll call vote of those present to approve the following job descriptions, as recommended by the Chief School Administrator.

Central Office Administration

- Chief School Administrator
- Superintendent/Principal
- Executive Secretary
- Business Administrator/Board Secretary
- Assistant to the Business Administrator
- Attorney
- Auditor
- Treasurer of School Monies
- Payroll and Benefits Specialist

Central Management Support

- Affirmative Action Officer
- Buildings and Grounds Supervisor
- Lunch Room Coordinator
- Director of Personnel

Support Services

- School Anti-Bullying Specialist
- School Anti-Bullying Coordinator

E. Support Services – Fiscal Management

1. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to confirm the January 16th 2017 – 31st 2017 payroll in the amount of \$366,576.97.

2. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to confirm the February 1st – 15th, 2017 payroll in the amount of \$388,673.09.

3. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present with Holzberg abstaining on check # 016263, to approve the January 2017 in office checks in the amount of \$303,185.16 and February 2017 budget checks in the amount of \$51,334.60 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$354,519.76
12 Capital Outlay	\$ 0.00
20 Special Revenue	<u>\$ 0.00</u>
Total Bills:	\$ 354,519.76

4. It was moved by Woods, seconded by Kirtane 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 January 31, 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.

5. It was moved by Woods, seconded by Kirtane 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 January 31, 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.

6. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to acknowledge receipt of the December 31, 2016 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

7. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to confirm the following budget transfer for January 2017:

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-150-100-101	Gen Ed Home Instruction Salaries	\$ 3,960
11-000-261-610	Required Maintenance General Supplies	290
11-000-291-241	Employee Benefits Other Retirement -PERS	<u>20,075</u>
		\$ 24,325

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-219-100-101	Special Ed Home Instruction Salaries	\$ 3,960
11-000-230-331	General Administration Legal	10,000
11-000-240-199	School Admin Unused Vacation Termination	7,100
11-000-261-340	Required Maint Purchased Tech Services	290
12-000-261-730	Capital Outlay Required Maint Equipment	<u>2,975</u>
		\$ 24,325

F. Other

1. It was moved by Verna seconded by Woods and approved by unanimous voice 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, March 14, 2017 and Tuesday, March 21, 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.

XII. REPORTS

- The Finance Committee reported that the budget should incorporate the use of health care adjustment of approximately \$125,000.00 and expiring bank cap in the amount of \$493,143.00 which will increase the tax levy beyond the 2% cap. Initiatives such as adding new technologies to each building, capital improvements and new staff were discussed.
- The Negotiations/Personnel Committee reported that job descriptions were reviewed and minor corrections were made with code changes. The committee also reported a thorough review of the contract and shared thoughts on changes, many due to old language. Further work will be completed for the upcoming Personnel Committee

XIII. PUBLIC DISCUSSION

No members of the public were present

XIV. EXECUTIVE SESSION

A. There was no motion to enter the Executive Session.

XV. ADJOURNMENT

A. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote to adjourn the meeting at 7:27 pm.

Sincerely,

A handwritten signature in black ink, appearing to read 'Thomas Perez', with a large, stylized flourish extending to the right.

Thomas Perez
Business Administrator and Board Secretary