

DEMAREST BOARD OF EDUCATION

MINUTES – COW and Regular

County Road School - Library
March 21, 2017
6:30 P.M.

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, Woods, Holzberg
Absent: Verna

II. ADJOURN TO EXECUTIVE SESSION

- A. The Board determined it will enter into Executive Session for the following reasons:
1. Legal Matter – Innisfree update
- B. It was moved by Kirtane, seconded by Woods 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 Kirtane, seconded by Woods to reopen the Regular Meeting to the public at 7:00 pm.
- B. Roll Call: Alevrontas, Cantatore, Governale, Kirtane, Woods, Holzberg
Absent: Verna

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 COW/Regular Meeting – February 14, 2017 and the Executive Session –February 14, 2017.

VI. CORRESPONDENCE

None

VII. BOARD PRESIDENT'S REPORT

Mrs. Holzberg reported that she appreciated the opportunity to participate in the DMS STEAM event.

VIII. SUPERINTENDENT'S REPORT

- Mr. Fox reported that International Day was very successful.
- The District is submitting two projects for the NJSBA, Innovations in Special Education Award.

IX. OTHER REPORTS/PRESENTATIONS

- Mr. Mazzini's Principals Report included the following topics :
 - Jump Rope for Heart
 - 3rd Grade levers experiment
 - Harlem Wizards
 - Read Across America Day
 - Door decorating contest
 - Lunar New Year celebration
 - Yoga with Ms. Verno
 - Pre-K indoor playtime
 - Bash the Trash
 - CRS Me and My Dance
 - International Heritage Day
 - Guyana and Venezuela
 - Germany and Israel
 - Future events

Mr. Regan's Principal's Report included the following topics :

- STEAM contest
 - Alice in Wonderland play
 - Wendy Mass author visit
 - Internet safety visit by Bergen County Prosecutor's Office
 - KARE Club brought books to East Newark schools
 - DMS News is now posted on the website
- The basketball team was honored for winning the championship.
 - Students of the 7th Grade STEM Enrichment program demonstrated the engineering design process by creating instruments using everyday items and wiring them to a Makey Makey USB device that transformed their designs into digital instruments.
 - Ms. Huebener, LLE, discussed the advantages of the online journal Seesaw which enables parents to view their child's work in real time and comment on it.
 - Ms. Stevens, District Curriculum Supervisor, discussed the implementation of the Teacher's College assessments in grade 5, and how that data is being used by the teachers

X. REVIEW OF AGENDA

- A. Board members reviewed the items.
- B. There was no motion for public discussion being no one from the public was present.

XI. ACTIONS

A. Instruction – Staffing

1. It was moved by Governale, and seconded by Woods and approved by unanimous roll call vote of those present 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

2. It was moved by Governale, and seconded by Woods and approved by unanimous roll call vote of those present to approve the request of Dixie Nolan, 1st 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.

3. It was moved by Governale, and seconded by Woods and approved by unanimous roll call vote of those present to approve guide movement for Katelyn Hubener, from BA, Step 4 to BA+16, Step 4 for the 2016/2017 school year effective February 1, 2017, as recommended by the Chief School Administrator.

B. Instruction – Pupils/Programs

1. It was moved by Alverontas, and seconded by Kirtane and approved by unanimous roll call vote of those present 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 th	NVD
May 22 nd	NVD
June 5 th	NVD

C. Support Services – Staffing

None

D. Support Services – Board of Education

1. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present 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

2. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to approve the first reading of Regulation :

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

3. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to approve the Vikings request for facility use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator.

Day and Time	Dates	Location
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

4. It was moved by Kirtane, and 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.

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

Instruction/Curriculum
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

5. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to approve the attendance of Thomas Perez, School Business Administrator, at the 55th 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

6. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present 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.

7. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present 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.

8. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to adopt the following resolution :

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.

9. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to adopt the following resolution:

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

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AUTHORITY

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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.

10. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to adopt the following resolution :

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.

11. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to approve SJ Enrichment for facility use at the Demarest Middle School field on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator.

Day and Time	Dates
Monday 4:30-6:30	4/3, 4/10, 4/17, 4/24, 5/1, 5/8, 5/15, 5/22, (NO 5/29), 6/5, 6/12
Thursday 4:30-6:60	4/6, 4/13, 4/20, 4/27, 5/4, 5/11, 5/18, 5/25, 6/1, 6/8
Saturday's 1:30-3:30	4/1, 4/8, 4/15, 4/22, 4/29, 5/6, 5/13, 5/20, (NO 5/27), 6/3, 6/10
Monday-Thursday 12:45-2:45	7/5, 7/6; 7/10, 7/11, 7/12, 7/13; 7/17, 7/18, 7/19, 7/20; 7/24, 7/25, 7/26, 7/27; 7/31, 8/1, 8/2, 8/3; 8/7, 8/8, 8/9, 8/10
Monday 5:15-7:15	6/19, 6/26, (NO 7/3), 7/10, 7/17, 7/24, 7/31, 8/7, 8/14, 8/21, 8/28

Thursday 5:15-7:15	6/22, 6/29, 7/6, 7/13, 7/20, 7/27, 8/3, 8/10, 8/17, 8/24
Saturday 1:30-3:30	6/17, 6/24, (NO 7/1), 7/8, 7/15, 7/22, 7/29, 8/5, 8/12, 8/19, 8/26

12. It was moved by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to approve the Vikings request for facility use at the following fields (or in the gym on inclement weather) on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator.

Day and Time	Dates	Location
Tuesday, Wednesday and Friday 5:00-8:00	3/28 – 6/16	DMS
Monday, Tuesday, Wednesday, Thursday 4:00-8:00	3/27 – 6/15	LLE

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 February 28, 2017 payroll in the amount of \$368,788.77.

2. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to confirm the March 15, 2017 payroll in the amount of \$388,892.27.

3. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present 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

4. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to adopt 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.

5. It was moved by Woods, seconded by Kirtane and approved by unanimous roll call vote of those present to adopt 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.

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

7. t 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 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

F. Other

1. It was moved by Governale, 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, 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.

XII. COMMITTEE REPORTS

- Personnel - Mrs. Holzberg reported that DEA negotiations took place the prior evening
- Policy – Mrs. Cantatore presented information regarding changes to special education policies required by The State.

XIII. PUBLIC DISCUSSION

A. There was no motion for public discussion being no one from the public was present.

XIV. EXECUTIVE SESSION

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

XV. ADJOURNMENT

A. It was moved by Woods, seconded by Kirtane and approved by unanimous voice vote to adjourn the meeting at 8:14 P.M..

Sincerely,

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

Thomas Perez
Business Administrator and Board Secretary