

DEMAREST BOARD OF EDUCATION

COW and REGULAR MEETING MINUTES

County Road School – Media Center
July 17, 2018
6:30 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 6:30 pm.
- B. Roll Call: Alevrontas, Cantatore, Governale, Kirtane, Verna, Holzberg.
Absent: Woods
Also present: Mr. Fox, Superintendent and Mr. Perez, Business Administrator/ Board Secretary

II. ADJOURN TO EXECUTIVE SESSION

- A. The Board determined it will enter into Executive Session for the following reasons:
 - 1. Student matter
 - 2. Contract matter-lease
 - 3. Contract matter-construction
- B. It was moved by Alevrontas, seconded by Cantatore 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 Cantatore to reopen the Regular Meeting to the public at 7:08P.M.
- 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, Holzberg.
Absent: Woods

IV. PLEDGE OF ALLEGIANCE

President Holzberg led the flag salute.

V. APPROVAL OF MINUTES OF THE MEETINGS

It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve:

- June 19, 2018 COW and Regular Meeting Minutes
- June 19, 2018 Executive Session Meeting Minutes
- June 27, 2018 Special Meeting Minutes – Lease Purchase Finance
- June 27, 2018 Special Meeting Minutes - Evaluation of Superintendent
- June 27, 2018 Executive Meeting Minutes

VI. CORRESPONDENCE

Board Secretary Perez reviewed this month's correspondence:

- Parent requesting exception to October 1st kindergarten cut off
- Parent requesting refund of pre-k deposit

VII. BOARD PRESIDENT'S REPORT

None at this time

VIII. SUPERINTENDENT'S REPORT

Superintendent Fox reported on the following:

- Custodial update

IX. OTHER REPORTS/PRESENTATIONS

- HIB Report

X. REVIEW OF AGENDA

- A. Board members reviewed the items.
- B. It was moved by Verna, seconded by Kirtane and approved by unanimous voice vote of those present to open the meeting to public discussion limited to agenda items.
- C. **Mrs. Schliem** of 207 Hardenburgh Avenue asked about the summer hours for IEP's and CST hours
Mr. Jiang of 16 Academy Lane asked (1) if there were future plans to add to DMS (2) what was included in the most recent failed referendum
- D. It was moved by Kirtane, seconded by Verna 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 Governale, seconded by Kirtane and approved by unanimous voice vote of those present to approve guide movement as follows for the 2018/2019 school year, as recommended by the Chief School Administrator:

Employee	From	To
Anna Kuzdraj	MA+32	MA+45

2. It was moved by Governale, seconded by Kirtane and approved by unanimous voice vote of those present to approve payment of teaching staff for IEP and eligibility consulting during July and August at their contracted hourly rate, not to exceed 50 hours total, as recommended by the Chief School Administrator.

3. It was moved by Governale, seconded by Kirtane and approved by unanimous voice vote of those present to approve the following mentors/mentees, for the 2018/2019 school year, as recommended by the Chief School Administrator:

Mentor	Mentee
Lauren Licameli	Emily Yoon
Jessica Schoepflin	Stephanie Zuidervliet

B. Instruction – Pupils/Programs

1. It was moved by Alverontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve Dawn Epiphaniou and Julia Verno to provide home instruction for student 3428530343, as needed through June 22, 2018, as recommended by the Chief School Administrator. (modified from May 15, 2018 B.3.)

2. It was moved by Alverontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve non-domiciled tuition agreement with Norwood Board of Education for student 3089789331 to attend the pre-k classroom at County Road School for the 2018/2019 school year at an annual rate of \$22,002.00 plus the cost of related services, as recommended by the Chief School Administrator.

3. It was moved by Alverontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve non-domiciled tuition agreement with Harrington Park Board of Education for student 8287260873 to attend the pre-k classroom in County Road School for the 2018/2019 school year at an annual rate of \$22,002.00 plus the cost of related services and 1:1 aide, as recommended by the Chief School Administrator. (modified from June 19, 2018 B.9.)

4. It was moved by Alverontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve non-domiciled tuition agreement with Norwood Board of Education for student 6494369847 to attend a full day Demarest Early Learners for the 2018/2019 school year at an annual rate of \$22,002.00, as recommended by the Chief School Administrator. Norwood Board of Education will furnish the required 1:1 aide. (modified from June 19, 2018 B.7.)

5. It was moved by Alverontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve the following contracts with the State of New Jersey Department of Human Services,

Commission of the Blind and Visually Impaired for the 2018/2019 school year, as recommended by the Chief School Administrator:

Student ID	Level of Service	Cost
3421005687	Level 3	\$12,600.00
8491500919	Level 1	\$ 1,900.00
not available	Level 1	\$ 1,900.00

6. It was moved by Alverontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve the following out of district placement and tuition, associated related services, transportation and cost of 1:1 aide as applicable, for the 2018/2019 extended school year, as recommended by the Chief School Administrator:

Orton \$675.00. Region III \$960.00. Related services \$65.00 30 minutes

Student ID	School/Program	1 to 1 Aide	Transportation	Term
9192679154, 1683624460, 5345952464, 9285614360, 9527396878, 3426341953	Region III related services and Orton	No	No	7/5-7/31
5876485963, 5892727830	Region III Orton	No	No	7/5-7/31
1909502897, 7007547909	Region III	No	No	7/5-7/31
7207390885	Region III related services	No	No	7/5-7/31

7. It was moved by Alverontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve the following out of district placement and tuition, associated related services, transportation and cost of 1:1 aide as applicable for the 2018/2019 extended school year, as recommended by the Chief School Administrator:

Student ID	School/Program	1 to 1 Aide	Transportation	Term
Not available	Closter pre-school	Yes	No	7/1-7/31

8. It was moved by Alverontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve a non-domiciled tuition agreement with Jared and Alana Hershkin (parents) for their children to attend kindergarten and 3rd grade as non-residents, pending domicile, as recommended by the Chief School Administrator.

C. Support Services – Staffing

1. It was moved by Cantatore, seconded by Kirtane and approved by unanimous voice vote of those present to accept the resignation of Arlene Cabrera, Teachers' Assistant at LLE, effective June 29, 2018, as recommended by the Chief School Administrator.

2. It was moved by Cantatore, seconded by Kirtane and approved by unanimous voice vote of those present to approve additional hours for staff members of the Child Study Team during the months of July and August not to exceed 30 days collectively, as recommended by the Chief School Administrator. (modified from June 19, 2018 C.13.)

3. It was moved by Cantatore, seconded by Kirtane and approved by unanimous voice vote of those present to approve staff members of the Child Study Team to complete psychological evaluations and

social evaluations as needed during the months of July and August at \$450 per evaluation, as recommended by the Chief School Administrator.

D. Support Services – Board of Education

1. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve the PTO request for facility use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator.

Group/Event	Date(s)Time(s)	Location
Staff Breakfast	8/29 & 8/30 morning	LLE APR, kitchen
SACC	9/4-6/21 3PM-6PM	CRS art room LLE music room DMS cafeteria

2. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve the attendance of the following workshops, as noted, with all hotel, meals and travel reimbursed at the statutory rates per NJ OMB Guidelines, as recommended by the Chief School Administrator:

Name/Title	Event	Registration Fee
Michelle Terzini-Hollar CST Supervisor/Psychologist	Cape Cod Institute August 13-17, 2018 Falmouth, MA	500.00

3. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve all Board Members, the Chief School Administrator and the School Business Administrator to attend the 2018 NJSBA Workshop in Atlantic City, NJ from October 22 -25, 2018. The cost of registration, travel, lodging and food to be based on state statutes and GSA rates, as recommended by the Chief School Administrator.

4. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve purchase agreement with Beyer Ford for the acquisition of a 2019 Ford Transit Van in the amount of \$26,843.58 under ESC Co-op # 65MCESCCPS-ESCNJ 17/18-21, as recommended by the Chief School Administrator. (modified from May 15, 2018 D.5.)

5. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve transfer of interest earned in fund 30 to the general fund, as recommended by the Chief School Administrator.

6. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present Move to approve Demarest School District's related service fees as follows, for the 2018/2019 school year, as recommended by the Chief School Administrator:

Service	Fee
30 minutes Multi-Sensory Reading	\$50.00
45 minutes Multi-Sensory Reading	\$75.00
30 minutes Counseling	\$30.00
60 minutes Counseling	\$60.00

7. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve the following resolution, as recommended by the Chief School Administrator:

The Board authorizes the Northern Valley Regional High School district to utilize the NVCC to coordinate and apply for the ESEA Grant for 2018/2019 on behalf of the Northern Valley Consortium as per the Memorandum of Agreement.

8. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve the acquisition of Smartboards from Keyboard Consultants for LLE and DMS at a cost of \$ 67,645.64 under cooperative contract ESCNJ 16/17-15, as recommended by the Chief School Administrator.

9. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve renewal of student laptop insurance with Worth Avenue Group at a cost of \$21,780.00 for the 2018/2019 school year, as recommended by the Chief School Administrator.

9. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to approve J & B Lock and Alarm, Inc., as they provided the most reasonable quote, to install panic strike bars in CRS and LLE, at a cost not to exceed \$12,139.00, as recommended by the Chief School Administrator

10. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to award the contract for the lease purchase financing of the Music Room Addition and Renovations at Demarest Middle School, NJDOE Project # 1070-040-18-1000, pending approval of the ground lease application by the State of NJ, to TD Equipment Finance, Inc. as a result of being the lowest qualified bidder at the bid opening held on July 10, 2018. Terms of the award are 5 years at 3.0257% and no escrow fee, as recommended by the Chief School Administrator.

Bid Results:

Respondent	Index ICE Swap Rates USD Rates 1100 Index Date	Purchase Option Penalty (% of outstanding principal balance)	Rate Bid	Additional Fee	Recommend
TD Bank Equipment Finance, NJ	Alternative index proposed. Rate lock for 60 days. Then the lesser of Index per bid spec. or change in banks cost of funds	Yield Maintenance	3.0257%	None	Recommended for Award
Municipal Leasing Consultants, VT	Rate hold to 8/10/18 Index per spec. 2.886	102%	3.87%	\$500 Escrow	

11. It was moved by Kirtane, seconded by Governale and approved by unanimous voice vote of those present to award the contract for the Music Room Addition and Renovations at Demarest Middle School, NJ DOE Project # 1070-040-18-1000, pending State approval of the ground lease application, to the lowest responsible bidder, Mark Construction, Inc. of Wallington, New Jersey, as a result of the public bid

held on July 10, 2018 for a total cost of \$1,191,000 based on the bid summary below, as reviewed and recommended by El Associates and the Chief School Administrator.

Bid Results:

Contractor	Total Bid	Base Bid	Allowance
Bismark Construction Corp	\$1,346,000	\$1,266,000	\$80,000
Cypreco Industries, Inc	\$1,643,823	\$1,563,823	\$80,000
Daskal, LLC	\$1,291,000	\$1,211,000	\$80,000
GPC, Inc	\$1,476,000	\$1,396,000	\$80,000
H&S Construction & Mechanical Inc	\$1,335,000	\$1,255,000	\$80,000
Mark Construction, Inc	\$1,191,000	\$1,111,000	\$80,000
Pal-Pro Builders, Inc	\$1,370,000	\$1,290,000	\$80,000
Pharos Enterprises, LLC	\$1,668,000	\$1,588,000	\$80,000

E. Support Services – Fiscal Management

1. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to confirm the June 22, 2018 payroll in the amount of \$390,594.16.
2. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to confirm the June 29, 2018 supplemental payroll in the amount of \$55,217.76.
3. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to confirm July 13th, 2018 payroll in the amount of \$76,782.25.
4. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to approve the June 30, 2018 in office checks in the amount of \$710,937.18 and June 30, 2018 budget checks in the amount of \$166,017.51 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$418,566.34
12 Capital Outlay	\$108,132.00
20 Special Revenue	\$ 199.00
30 Capital Projects	\$338,201.35
60 Enterprise Fund	<u>\$ 11,856.00</u>
Total Bills:	\$876,954.69

5. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to approve the July 17, 2018 budget checks in the amount of \$452,748.39 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$384,006.72
12 Capital Outlay	\$ 68,741.67

6. It was moved by Verna, seconded by Cantatore and approved by unanimous voice 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 June 30, 2018, 2018, 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.

7. It was moved by Verna, seconded by Cantatore and approved by unanimous voice 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 June 30, 2018 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.

8. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to acknowledge receipt of the May Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

9. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to confirm the following budget transfer June 2018:

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-000-218-105	Guidance Salaries Secretaries/Clerical	\$ 271
11-000-218-320	Guidance Purch Prof Ed Services	700
11-000-219-104	CST Salaries Other Prof Staff	2,840
11-000-222-101	Educ Media Salaries	2,223
11-000-230-334	General Admin Architect/Engineering	4,615
11-000-261-420	Req. Maint Cleaning, Repair, Maint	5,332
11-000-263-420	Care/Upkeep Grounds Cleaning, Repair, Maint	3,615
11-000-270-160	Transportation Salaries Btwn Home & School	52
11-000-291-280	Employee Benefits Tuition Reimbursement	2,000
11-105-100-101	Regular Instr Salaries Pre-K	5,276
11-110-100-101	Regular Instr Salaries Gr 1-5	35,670
11-150-100-101	Regular Instr Salaries Home Instruction	776
11-190-100-106	Regular Instr Other Salaries for instruction	5,891
11-204-100-101	Special Ed LLD Salaries	91
11-213-100-500	Special Ed Resource Room Other Purch Svcs	1
11-240-100-101	Bilingual Salaries	887
12-000-262-730	Capital Outlay Custodial Equipment	566
12-000-400-450	Capital Outlay Construction	<u>28,390</u>
		\$ 99,196

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-000-218-390	Guidance Other Purch Prof Ed/Tech Svcs	\$ 971
11-000-219-320	CST Purch Prof Ed Svcs	5,063
11-000-230-331	General Admin Legal	4,615
11-000-262-420	Custodial Cleaning, Repair, Maint	5,332
11-000-263-110	Care/Upkeep Grounds Salaries	3,615
11-000-270-162	Transportation Salaries Other Than Btwn Hom/Schl	52
11-000-291-290	Employee Benefits Other Employee Benefits	2,000
11-110-100-101	Regular Instr Salaries Gr 1-5	5,276
11-130-100-101	Regular Instr Salaries Gr 6-8	776
11-204-100-610	Special Ed LLD general Supplies	91
11-213-100-106	Special Ed Resource Room Other Instr Salaries	5,891
11-213-100-610	Special Ed Resource Room General Supplies	1

11-230-100-101	Basic Skills Salaries	35,670
11-240-100-320	Bilingual Purch Prof Ed Svcs	600
11-240-100-610	Bilingual General Supplies	287
12-000-263-730	Capital Outlay Care/Upkeep Grounds Equip	566
12-000-400-721	Capital Outlay Construction Lease Purch Principal	7,390
12-000-400-600	Capital Outlay Construction Supplies/Materials	<u>21,000</u>
		\$ 99,196

F. Other

1. It was moved by Governale, seconded by Cantatore 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, August 21, 2018, 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

None at this time

XIII. NEW BUSINESS

The Board discussed two requests:

- Pre-k refund. The Board wants to review contract before deciding
- Admit student to kindergarten who was born after October 1st. Board voted to deny based on policy

XIII. PUBLIC DISCUSSION

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

XIV. EXECUTIVE SESSION

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

XV. ADJOURNMENT

- A. It was moved by Kirtane, seconded by Cantatore and approved by unanimous voice vote to adjourn the meeting at 7:42 P.M.

Sincerely,



Thomas Perez
Business Administrator and Board Secretary

