

DEMAREST BOARD OF EDUCATION

COW and REGULAR MEETING MINUTES

Demarest Middle School - Cafeteria September 17, 2019 5:30 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 5:30 pm.
- B. Present: Cantatore, Governale, Lee, Schliem, Verna, Holzberg.
Absent: Kirtane
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. Contractual matter – construction
- 2. Contractual matter - Superintendent
- 3. Aimsweb update

- B. It was moved by Governale, 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.

- C. It was moved by Governale, seconded by Cantatore and approved by unanimous voice vote of those present to convene executive session at 5:35 P.M.

II. REOPEN PUBLIC MEETING

- A. It was moved by Governale seconded by Cantatore to reopen the Regular Meeting to the public at 6:03 P.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.

III. FLAG SALUTE

A. President Holzberg led the flag salute.

IV. ROLL CALL

Present: Cantatore, Governale, Lee, Schliem, Verna, Holzberg.

Absent: Kirtane

Also present: Mr. Fox, Superintendent and Mr. Perez, Business Administrator/ Board Secretary

V. RECESS

The board president suspended the normal order of business for a recess to conduct a tour of the building.

It was moved by Governale, seconded by Cantatore and approved by unanimous voice vote to go into recess and tour the Demarest Middle School building at 6:07 P.M.

It was moved by Verna, seconded by Governale and approved by unanimous voice vote to reconvene at 6:48 P.M.

VI. APPROVAL OF MINUTES OF THE MEETINGS

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

- August 20, 2019 COW and Regular Meeting Minutes
- August 20, 2019 Executive Session Meeting Minutes

VII. CORRESPONDENCE

A. Board Secretary Perez reviewed this month's correspondence.

None at this time.

VIII. BOARD PRESIDENT'S REPORT

A. No report at this time.

IX. SUPERINTENDENT'S REPORT

A. Superintendent Fox commented on the following:

- School openings were terrific

- Two back to school nights were held
- Testing dates will be posted soon
- Northern Valley acquiring Immaculate Conception in Norwood
- NVRHS has started a new program with Bergen County Technical Schools
- Peter Walsh speaking at the two high schools
- Visited the pre-kindergarten classes
- Thank you to the Demarest PTO

X. COMMITTEE REPORTS

None at this time

XI. OTHER REPORTS AND PRESENTATIONS

A. Principal Regan reviewed the following:

- Art class has their own room again
- STEM room
- Room 28 now a Special Education room
- Occupational Therapy Room is back in room 110
- Goals
- Upcoming events

B. Principal Mazzini reviewed the following:

- Fifth grade scavenger hunt
- Opening day
- Fifth grade laptop distribution
- Seventh grade water analysis lab
- Student council elections
- Goals for the school year

C. Board/District Goals presentation by Nancy Stern of Sousa & Stern Educational Consultants.

- The Board established four district goals for the 2018/2019 school year and all goals were achieved. The goals were:
 - The Demarest School District will increase safety and security by conducting a security audit in consultation with the Demarest Police Department.
 - A new drama and performing arts center will be created to support new curriculum standards.
 - The district will continue to build trust and engagement with the community outreach incentives with addition of district Twitter account.
 - The district will continue to establish ways for student to use social media responsibly. Presentations will be given to parents to educate families on the pros and cons of social media and cell phone use.
- The Board establishes two board goals for the 2018/2019 school year and all goals were achieved. The goals were:
 - Board members will explore the pathway to Demarest School becoming 'Sustainable Jersey Certified'.
 - Board members will select an area of professional development to explore and bring back learnings to the board for presentations and discussion.
- The Board established three district goals for the 2019/2020 school year as follows:
 - Student Achievement: Implement a new economics curriculum to meet the NJ financial literacy standards.

- Health & Wellness: New cafeteria and recess equipment will be installed in order to promote physical movement, a healthy lifestyle, and a welcoming school climate.
- Student Achievement: Exploration of standards based assessment to align with NJSLs.
- The Board established two board goals for the 2019/2020 school year as follows:
 - General: Board members will continue to explore the pathway to Demarest becoming 'Sustainable Jersey Certified'. The Committee will present their findings and recommendations to the entire Board for a decision as to how to proceed.
 - General: Board members will conduct a feasibility study of different Strategic Planning methods which would involve the community. They would get proposals from consulting firms and interview them for consideration.

XII. REVIEW OF AGENDA

- A. Board members reviewed the items.

XIII. PUBLIC COMMENT

- A. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to open the meeting to public comment limited to agenda items.
- B. Karen Brodsky of 79 Stewart St. commented on the lack of attendance at the meeting and asked what the maximum class size is.
- C. It was moved by Verna, seconded by Governale and approved by unanimous voice vote of those present to close the meeting to public comment.

XIV. ACTIONS

A. Instruction – Staffing

1. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to approve the provisional employment of the following, substitute teachers for the remainder of the 2019/2020 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) and N.J.S.A. 18A:6-7.7.
 - Kathleen Wellenkamp-Keller
 - Sylvia Schoeppler
 - Dawn Hoth
 - Erik Francese

2. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to approve the re-appointment of the following, as substitute teacher(s) for the 2019/2020 school year, as recommended by the Chief School Administrator:
 - Kristina Gorgone

3. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to approve paid sick leave for Heather Urban, Demarest Middle School music teacher, from September 9, 2019 to September 30, 2019 and unpaid

FMLA/NJFLA from October 2, 2019 to December 20, 2019, as recommended by the Chief School Administrator:

4. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to approve Chris Astarita, leave replacement for Heather Urban, DMS music teacher, at BA, Step 1, per diem, from September 9, 2019 to December 20, 2019, as recommended by the Chief School Administrator
5. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to approve the provisional employment of the following, substitute teachers for the remainder of the 2019/2020 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) and N.J.S.A. 18A:6-7.7.

- Francine Trovato

B. Instruction – Pupils/Programs

1. It was moved by Schliem, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to approve Katherine Shaughnessey to provide home instruction for student 5478209062, for five hours per week, beginning September 18, 2019 and continuing as needed, as recommended by the Chief School Administrator.

C. Support Services – Staffing

1. It was moved by Governale, seconded by Lee and approved by unanimous roll call vote of those present to approve to approve the provisional employment of the following instructional Aide(s), not to exceed 29 hours per week, for the 2019/2020 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) and N.J.S.A. 18A:6-7.7.

School/Position	Name	Step	PCR
CRS/P3 & P4	Amanda Karrenberg	Step 1	5000-030-500-00008

D. Support Services – Board of Education

1. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve to approve the following 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
PTO/Lunar New Year	January 31 st 8:20-12:00	CRS Cafeteria
	January 31 st 10:00-2:00	LLE Gym
	January 31 st 12:00-3:00	DMS Gym
PTO 5 TH & 6 TH Grade Dance	November 22, 2019 3:00-12:00	DMS Gym
Girl Scouts of NNJ/Recruitment	September 23, 2019 6:00-8:00	CRS Gym

- It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve 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
Julia Verno/ Fourth Grade Teacher	NJIDA Conference October 4, 2019 Somerset, N.J.	\$195.00
Regina Rohn/DMS Resource Room Teacher	NJIDA Conference October 4 th and 5 th 2019 Somerset, N.J.	\$295.00
Jessica Schoepflin/ DMS Resource Room Teacher	NJIDA Conference October 4, 2019 Somerset, N.J.	\$195.00

- It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve to approve shared service agreement with Region III transportation, for the 2019/2020 school year, as recommended by the Chief School Administrator.
- It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve to approve the District Travel Mileage Reimbursement to \$0.35 per mile effective July 1, 2019 as per the N.J. Circular 20-02-OMB, as recommended by the Chief School Administrator.
*modified from August 20, 2019
- It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve to approve Nisivoccia auditing fee of \$20,000.00 for the 2019/2020 school year audit, as recommended by the Chief School Administrator.
- It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve to approve Nursing Plan for the 2019/2020 school year, as recommended by the Chief School Administrator.
- It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve to approve the bi-annual Statement of Assurance (SOA) for paraprofessional staff for the 2019/2020 school year, as recommended by the Chief School Administrator.
- It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve to approve practicum student Monica Meas, Montclair State student, to complete a 45 hour school psychologist practicum between September 18, 2019 and December 20, 2019 as recommended by the Chief School Administrator
- It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve to approve Superintendent contract from July 19, 2019 through June 30, 2024, as approved by the Executive County Superintendent.
- It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve to approve the attendance of the following workshop, registration only, as recommended by the Chief School Administrator:

Name/Title	Event	Registration Fee
Diana Colondres/World Language Spanish/DMS	ACTFL Convention Washington, DC November 22, 2019	\$270.00

E. Support Services – Fiscal Management

1. It was moved by Verna, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to confirm the August 30, 2019 payroll in the amount of \$76,705.68.
2. It was moved by Verna, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to confirm September 15, 2019 payroll in the amount of \$377,805.48.
3. It was moved by Verna, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to approve the August 2019 in office checks in the amount of \$316,236.38 and September 17, 2019 budget checks in the amount of \$629,484.65 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 820,825.12
12 Capital Outlay	\$ 51,545.91
40 Debt Service	<u>\$ 73,350.00</u>
Total Bills:	\$ 945,721.03

4. It was moved by Verna, seconded by Cantatore and approved by unanimous roll call vote of those present to approve 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 August 31, 2019, 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 Verna, seconded by Cantatore and approved by unanimous roll call vote of those present to approve 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 August 31, 2019 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 Verna, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to acknowledge receipt of the July 2019 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.
7. It was moved by Verna, seconded by Cantatore and approved by unanimous roll call vote of those present to approve to confirm the following budget transfer for August 2019:

To:	Account	Amount
11-120-100-101	Regular Instruction Grades 1-5 Salaries Teachers	\$ 47,033
11-130-100-101	Regular Instruction Grades 6-8 Salaries Teachers	2,600
11-204-100-101	Special Ed LLD Salaries Teachers	3,923
11-000-221-600	Improvement of Instruction Supplies & Materials	246
11-000-213-104	Health Services Salaries	7,028
11-000-219-104	CST Salaries Other Prof Staff	2,800
11-000-230-332	General Administration Audit Fees	<u>2,500</u>
		\$ 66,130

From:	Account	Amount
11-110-100-101	Regular Instruction Grade K Salaries Teachers	\$ 44,415
11-213-100-101	Special Ed Resource Room Salaries Teachers	16,169
11-000-219-110	CST Other Salaries	2,800
11-000-221-390	Improvement of Instruction Other Purch Prof & Tech	246
11-000-230-334	General Administration Architect/Engineering	<u>2,500</u>
		\$ 66,130

F. Other

1. It was moved by Lee, seconded by Schliem 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, October 15, 2019, 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.

XI. PUBLIC COMMENT

- A. It was moved by Verna, seconded by Cantatore 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.

XVI. NEW BUSINESS

XVII. EXECUTIVE SESSION

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

XVIII. ADJOURNMENT

- A. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote to adjourn the meeting at 8:12 P.M.

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