

DEMAREST BOARD OF EDUCATION

PUBLIC BUDGET HEARING/REGULAR MEETING MINUTES

County Road School - Library

April 25, 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, Verna, Woods, Holzberg.

II. ADJOURN TO EXECUTIVE SESSION

A. The Board determined it will enter into Executive Session for the following reasons:

1. 2017-2018 Personnel Contracts
2. 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 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 Verna and approved by unanimous voice vote of those present to approve the minutes of the Special Preliminary Budget Meeting – March 16, 2017, the Regular and Executive Meeting –March 21, 2017.

VI. CORRESPONDENCE

None

VII. BOARD PRESIDENT'S REPORT

None

VIII. SUPERINTENDENT'S REPORT

- Mr. Fox and Mr. Perez presented the 2017-2018 Budget
- Mr. Fox updated the Board on the upcoming issue of the DMS Press, and the STEAM Tank Challenge Team.

IX. OTHER REPORTS/PRESENTATIONS

- Mr. Mazzini's Principal's Report included the following topics:
 - Kindergarten Math Workshops
 - Ms. Appelblat's class' persuasive writing project
 - Mrs. Fielders recorded students reading their biographies
 - Mr. Nerkizian created a white board table
 - First grade play, "Singin in the Rain Forest"
 - Fourth grade growing hydroponics to transplant outside
 - Me and My dance
 - Second grade play, "United We Stand"
 - Utilized Scholastic dollars to purchase standing desks
 - DMS KARE Club read to students
 - Future events
- Mr. Regan's Principal's Report included the following topics :
 - PARCC update
 - "Zumba for a Cause"
 - KARE Club trip to read at CRS and LLE
 - Penny Wars fundraiser
 - Mrs. Werner's class designed, built and flew rockets
 - Students designed and built roller coasters
 - Approximately 22 students participating in Principal's Challenge

- DMS Press current issue
- Art Contest Winner for AAA
- Librarian visit – how to work in a library
- Skype call with NASA engineer who is working on the Mars landing
- Mr. Quayle from The Squawk Box visited
- Upcoming events

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.

X. ACTIONS

A. Instruction – Staffing

1. It was moved to 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):

- Melissa Pesce
- Patrick Ryan

2. It was moved by Governale, and seconded by Woods and approved by unanimous roll call vote of those present to approve the following teachers as chaperones for overnight student field trips in the amount of \$105.00 per person, per night, as recommended by the Chief School Administrator:

Fairview Lake (April 26-28, 2017)	Washington, DC (May 23-25, 2017)
Carl Quillen	Suzanne Calegari
Jessica Schoepflin	Gabby Torres
Victor DeMaio	Andrew Lefer
Wendy Heffler	Danielle Ruberto
Robert Marmorstein	Sherri Rinckhoff
Karleen McDermott	Victor DeMaio
Gabby Torres	Julia Verno
	Toby Murphy
	Christine Reynolds
	Karleen McDermott
	Jonathon Regan

3. It was moved to by Governale, and seconded by Woods and approved by unanimous roll call vote of those present to accept the notice of retirement from Jane Ench, Resource Room Teacher at Luther Lee Emerson School, effective June 30, 2017, as recommended by the Chief School Administrator.

4. It was moved to by Governale, and seconded by Woods and approved by unanimous roll call vote of those present to approve the request of Corinne Conti, 6th Grade Teacher at Demarest Middle School, for a maternity leave of absence (NJFLA/FMLA and Child Rearing Leave) from May 8, 2017 through November 24, 2017 and an extended leave of absence from November 27, 2017 through the end of the 2017-2018 school year, as recommended by the Chief School Administrator.

5. It was moved to by Governale, and seconded by Woods and approved by unanimous roll call vote of those present to approve the request of Alexandria O'Hara, 3rd Grade Teacher at Luther Lee Emerson School, for a maternity leave of absence ((NJFLA/FMLA) from May 8, 2017 through October 31, 2017, as recommended by the Chief School Administrator.

6. It was moved to by Governale, and seconded by Woods and approved by unanimous roll call vote of those present to approve the provisional employment of Alyssa Plescia, preschool teacher, BA+16, Step 2, effective August 31, 2017 to June 30, 2018, as recommended by the Chief School Administrator. Regular employment status would become effective upon candidate's compliance with P.L. 1986. c. 116 (revised 6/30/98).

B. Instruction – Pupils/Programs

1. It was moved to by Alevrontas, and seconded by Woods and approved by unanimous roll call vote of those present to approve the attendance of the following students for a STEAM field trip on May 13, 2017 at the New Jersey Institute of Technology, Newark, N.J., with teacher Joanne Werner, as recommended by the Chief School Administrator:

Aidan Diresta	Alex Hsu
Benjamin Jacobs	Evan Nicholas

2. It was moved to by Alevrontas, and seconded by Woods and approved by unanimous roll call vote of those present to approve the following students to participate in Senior Service for the 2016-2017 school year as recommended by the Chief School Administrator.

Demarest Middle School	Luther Lee Emerson School
Elise Kang (Desmond)	Madeline Carlos (Ricciutti)
Sean McLaughlin (Rilli)	Stephen Crevani (Stokes)
Stephanie Panos (LA teachers)	
Sarah Reshamwala (Erol)	
Max Strahl (Gonzales)	
Ryan Tsai (Werner)	
Idil Tuysuzoglu (Lefer)	
Preston Wang (Quillen)	

3. It was moved to by Alevrontas, and seconded by Woods and approved by unanimous roll call vote of those present to approve the submission of BCUA Environmental Awareness Challenge Grant, as recommended by the Chief School Administrator.

4. It was moved to by Alevrontas, and seconded by Woods and approved by unanimous roll call vote of those present to accept Demarest PTO donation in the amount of \$1000.00 for the Demarest Middle School Yearbook Account, as recommended by the Chief School Administrator.

5. It was moved to by Alevrontas, and seconded by Woods and approved by unanimous roll call vote of those present to accept donation of a piano from the Cresci Family, to be used at the Demarest Middle School, as recommended by the Chief School Administrator.

6. It was moved to by Alevrontas, and seconded by Woods and approved by unanimous roll call vote of those present to approve Bilingual ESL/ELL 3 year plan for 2017-2020, as recommended by the chief School Administrator.

7. It was moved to by Alevrontas, and seconded by Woods and approved by unanimous roll call vote of those present to accept Demarest PTO donation valued at \$14,030.46 for Phase 2 of the County Road School playground, as recommended by the Chief School Administrator.

8. It was moved to by Alevrontas, and seconded by Woods and approved by unanimous roll call vote of those present to approve the following students to participate in Senior Service for the 2016-2017 school year as recommended by the Chief School Administrator.

County Road School	Demarest Middle School
Mackenzie Press (Plunkett)	Thomas LePree (Sortino)
Irene Loubas (Borghi)	
Jesse Geller (Duby)	
Samantha Salmirs (Licameli)	
Kristina Connolly (Long)	
Taylor Nadel (Fallon)	
Rachel Adler Iannantuano)	

C. Support Services – Staffing

None

D. Support Services – Board of Education

1. It was moved to by Cantatore, and seconded by Woods and approved by unanimous roll call vote of those present to approve the second and final reading of Policy and Regulation as recommended by the Chief School Administrator:

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

2. It was moved to by Cantatore, and seconded by Woods and approved by unanimous roll call vote of those present to approve the revised Bylaw and Policies, as recommended by the Chief School Administrator.

Number	Name
Bylaw 0131	Bylaws and Policies
3421.10	Medical Insurance Alternatives (Teaching Staff Members)
4421.10	Medical Insurance Alternatives (Support Staff)

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

Event	Date/Time	Location
Staff Appreciation Lunch	May 15, 2017 8:30-2:00	CRS; APR
Demarest 5K	May 21, 2017 8:00-4:00	CRS; APR and fields

Health Fair	May 19, 2017 8:30 – 3:30	LLE; Gym, APR, media center, music room, LLD classroom & blacktop CRS;APR, media center, Mrs.Long's room & blacktop
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4. It was moved to by Cantatore, 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.

Instruction/Curriculum
Assistant Principal
Supervisor of Curriculum, Instruction and Assessment
K-8 Curriculum Coordinator
Early Childhood Education Teacher
ESL Teacher
Substitute Teacher

Student Services
School Nurse
School Social Worker
Speech-Language Specialist
Guidance Counselor
Learning Disabilities Teacher-Consultant
Supervisor of Child Study Team/ School Psychologist
Director of Special Education
School Psychologist
School Physician/Medical Inspector
Occupational Therapist

Paraprofessionals
Bus Aide
Cafeteria Aide
Classroom Aide
Lunchroom/Playground Lunch Aide
Media Aide
School Nurse Aide
Special Education Aide

5. It was moved to by Cantatore, and seconded by Woods and approved by unanimous roll call vote of those present to approve the attendance of the following staff to attend the 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

Staff Name/ Title	Event	Admission Cost
Chris Nerkizian/ Resource Room Teacher	Google Educator Boot Camp May 18-19, 2017 Bergen County Tech Center	\$250.00
Debra Rinaldi/	School Law for Administrative	\$100.00

Secretary to Superintendent	Assistants April 27, 2017 Monroe Township	
Diane Holzberg	NJSBA Delegate Assembly May 20, 2017 Conference Center at Mercer	None
Lisa Carson	NJASBO Administrative Assistant Workshop May 11, 2017 Rockaway, N.J.	None

6. It was moved to by Cantatore, and seconded by Woods and approved by unanimous roll call vote of those present to approve the 8th grade graduation date as Thursday, June 22, 2017, as recommended by the Chief School Administrator.

7. It was moved to by Cantatore, and seconded by Woods and approved by unanimous roll call vote of those present to approve AM Consultants as fixed asset inventory in compliance with GASB 34 in the amount of \$2000.00 for the 2016-2017 school year, as recommended by the Chief School Administrator.

8. It was moved to by Cantatore, and seconded by Woods and approved by unanimous roll call vote of those present to approve 2017-2018 Shared Technology Services Agreement with Northern Valley Regional High School, as recommended by the Chief School Administrator.

9. It was moved to by Cantatore, and seconded by Woods and approved by unanimous roll call vote of those present to approve El Associates, the district architect of record, to provide professional architectural services to amend the district's Long Range Facility Plan. The amendment is to convey a strip of land at Luther Lee Emerson School to the Borough of Demarest. The amount of these services is not to exceed \$3,500 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 Contracts Law, as recommended by the Chief School Administrator.

10. It was moved to by Cantatore, and seconded by Woods and approved by unanimous roll call vote of those present to approve amending the district's Long Range Facility Plan in accordance with the proposed conveyance of an undeveloped strip of land located at Luther Lee Emerson School along Drury Lane to the Borough of Demarest, as recommended by the Chief School Administrator.

11. It was moved to by Cantatore, and seconded by Woods and approved by unanimous roll call vote of those present to adopt the following resolution to acknowledge the service of Jane Ench, as recommended by the Chief School Administrator:

WHEREAS, Jane Ench dedicated her time and services to the children of Demarest and the Demarest Board of Education, and

WHEREAS, her dedication served as a model of service to the community,

NOW, THEREFORE BE IT RESOLVED, that the Demarest Board of Education does hereby extend its appreciation and gratitude to Jane Ench in recognition of her 30 years of dedicated service to the Demarest Board of Education.

12. It was moved to by Cantatore, and seconded by Woods and approved by unanimous roll call vote of those present to approve the following resolution approving the completion of Superintendent Merit Goals, as recommended by the Chief School Administrator.

BE IT RESOLVED to approve the following resolution:

WHEREAS, the Demarest Board of Education (hereinafter) referred to as the "Board") approved merit action plans for the Superintendent for the 2016-2017 school year consisting of three (3) quantitative merit criteria and two (2) qualitative merit criteria and submitted same to the Executive County Superintendent for approval in accordance with N.J.A.C 6A-3.1(e) 10-11 (hereinafter referred to as "Merit Bonus Goals"); and

WHEREAS, on or about August 23, 2016, the Executive County Superintendent approved the said Merit Bonus Goals, thereby authorizing the Board to evaluate and award merit bonus increases to the Superintendent upon achievement of each objective; and

WHEREAS, the Board has evaluated the Superintendent's performance and determined that he achieved the objective of increased and enhanced communication between the school district and community via their personal devices with a new district app, weekly and quarterly newsletters; thereby, entitling him to a quantitative merit bonus of 3.3% of his annual salary in the amount of \$4,455, and

WHEREAS, the Board has evaluated the Superintendent's performance and determined the objective was achieved that all job descriptions were updated, reflective of the most recent policy and regulation changes; thereby, entitling him to a quantitative merit bonus of 3.3% of his annual salary in the amount of \$4,455, and

WHEREAS, the Board has evaluated the Superintendent's performance and determined that he achieved the objective of expanding teacher's college assessment and increased staff confidence in use of the program by 75% as well as conducted professional development workshops and coaching visits; thereby, entitling him to a quantitative merit bonus of 3.3% of his annual salary in the amount of \$4,455, and

WHEREAS, the Board has evaluated the Superintendent's performance and determined that he achieved the objective of establishing a preschool; thereby, entitling him to a qualitative merit bonus of 2.5% of his annual salary in the amount of \$3,375, and

WHEREAS, the Board has evaluated the Superintendent's performance and determined that he achieved the objective of establishing a new STEM program in the fourth grade, meeting future Next Generation Science Standards; thereby, entitling him to a qualitative merit bonus of 2.5% of his annual salary in the amount of \$3,375, and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the aforementioned merit bonus for the 2016-2017 school year subject to the approval by the Executive County Superintendent that the quantitative and qualitative merit criteria for each of the Board assessed objective have been satisfied for the payment of such merit bonus.

E. Support Services – Fiscal Management

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

BE IT RESOLVED, that the Board of Education of Demarest, upon the recommendation of the Chief School Administrator, approves the following 2017-2018 school year budget using the 2017-2018 state aid amounts and authorizes the Business Administrator/Board Secretary to submit the 2017-2018 school year budget to the Executive County Superintendent;

General Current Expense (Fund 11)	\$15,216,813
Capital Expenditures (Fund 12)	<u>685,952</u>
Total General Current Fund	\$15,902,765

Special Grants & Entitlements (Fund 20)	\$ 125,692
Repayment of Debt (Fund 40)	<u>607,400</u>
Total Appropriations	\$16,635,857

BE IT FURTHER RESOLVED, that the General Fund tax levy of \$13,583,542 is approved to support General Current Expenses and \$607,399 is approved to support Repayment of Debt for the 2017-2018 school year; and

BE IT FURTHER RESOLVED that the 2017-2018 school year budget includes the automatic adjustment for health care costs in the amount of \$124,788, in accordance with N.J.S.A 18A:7F-39(e); and

BE IT FURTHER RESOLVED that the a portion of the Banked Cap Tax Levy Adjustment permitting the tax levy to increase above 2% is utilized in the amount of \$493,143 for the purpose of replacing univents and casework at County Road School, installation of a second boiler at Luther Lee School and repaving of parking lots at Luther Lee Emerson School and Demarest Middle School. These projects need to be completed in their entirety at one time and should not extend over a period of time since the project scope does not warrant completion of the projects over an extended period of time.

2. It was moved to by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to to confirm the March 31, 2017 payroll in the amount of \$366,321.73.
3. It was moved to by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to to confirm April 15, 2017 payroll in the amount of \$389,120.93
4. It was moved to by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to to approve the March 2017 in office checks in the amount of \$411,764.69 and April 25, 2017 budget checks in the amount of \$153,865.37 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 564,663.12
20 Special Revenue	<u>\$ 966.94</u>
Total Bills:	\$ 565,630.06

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

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

7. It was moved to by Kirtane, and seconded by Woods and approved by unanimous roll call vote of those present to to acknowledge receipt of the February 28, 2017 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

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

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-000-261-580	Required Maint Other Purchased Svcs	\$ 400
11-000-262-520	Custodial Svcs Insurance	22,890
11-000-262-610	Custodial Svcs General Supplies	320
11-000-262-109	Custodial Svcs Salaries	3,500
11-000-266-110	Security Salaries	<u>2,680</u>
		\$ 29,790

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-000-261-420	Required Maint Clean, Repair & Maint	\$ 12,000
11-000-261-890	Required Maint Other Objects	400
11-000-266-420	Security Clean. Repair & Maint	2,680
12-000-261-730	Capital Outlay Required Maint for School	3,500
12-000-400-334	Capital Outlay Architect/Engineering	<u>11,210</u>
		\$ 29,790

F. Other

1. It was moved by Woods, seconded by Verna 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, May 9, 2017 and Tuesday May 16, 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.

XI. REPORTS

None

XII. PUBLIC DISCUSSION

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

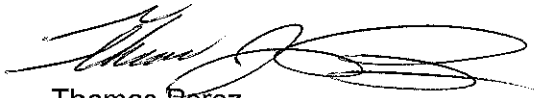
XIII. EXECUTIVE SESSION

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

XIV. ADJOURNMENT

A. It was moved by Kirtane, seconded by Cantatore and approved by unanimous voice vote to adjourn the meeting at 7:54 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