

DEMAREST BOARD OF EDUCATION

MINUTES – REGULAR MEETING

March 25, 2014

I. OPENING

A. The meeting was called to order at 6:00 p.m.

B. Board President's 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. President Holzberg led the flag salute.

D. Roll Call: Geisenheimer, Geller, Kirtane, Molina, Verna, Woods and Holzberg were present.

Also present: Ad Hoc Facility Committee Members B. Connelly, D. Lazarus, R. Lieberman, J. Majeski, R. Schooler, M. Iannuzzi (Borough liaison) and D. Stokes

E. It was moved by Molina, seconded by Woods and approved by unanimous voice vote to accept the minutes of the Regular Meeting from February 25, 2014

F. There was a review of correspondence.

II. BOARD PRESIDENT'S REPORT

President Holzberg welcomed back the members of the Community Ad Hoc Committee to participate in the next phase of our district upgrades and the possible repurposing of the County Road School, with an addition to Luther Lee Emerson School and new gymnasium at Demarest Middle School.

III. SUPERINTENDENT'S REPORT

Mr. Fox introduced M. Wozny and J. Donnelly of EI Associates. Mr. Donnelly discussed the Ad Hoc Facility Review Report and the Comprehensive Facility Assessment Report. He shared with the board and others present the continuing process and how the board wants additional input from the Ad Hoc Committee on the potential project. Mr. Wozny shared schematic designs of what an addition at Luther Lee Emerson would look like as a primary center and also presented a design of adding a new gymnasium at Demarest Middle School on the existing basketball courts. The board, Mr. Donnelly and Mr. Wozny answered questions from the Ad Hoc members.

Mr. Fox spoke about the March 10th district staff meeting. He stated we are in the top 10% of the state. He commended the great leadership in the schools. He explained that he and Mr. Chilson met with EI Associates for several hours to complete the Comprehensive Facility Assessment Report.

Mr. Kirkby discussed the Harassment Intimidation Bullying (HIB) Grading Report. All three schools received scores of 70/75, well above the required passing score. Mr. Kirkby noted the Principal's Challenge is underway. He commented on a very successful International Day, which represented four countries including Albania, Russia, Spain and United Kingdom. He stated that LLE students raised \$10,298.96 for Jump Rope for Heart. He also explained the school events including Third Grade Facebook, Dr. Seuss Crazy Hat Day, Primary Grade Non-Fiction and Writing, Grade 2 Biographies and Seuss Writing.

Dr. Codey spoke about Math Madness, Business Letters and Responses and the Fairview Lake experience. She exclaimed that Jahnave Kirtane won third place at the NJAGC Competition. Students participated in Pi Day and Crime Scene Investigation, the Case of the Vengeful Vandal.

IV. REVIEW OF AGENDA

- A. Board members review the items.
- B. It was moved by Woods, seconded by Geller and approved by unanimous voice vote to open the meeting to public discussion limited to agenda items.
- C. There was no public discussion.
- D. It was moved by Geller, seconded by Molina and approved by unanimous voice vote to close the meeting to public discussion.

V. ACTIONS**A. Instruction – Staffing**

1. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve the provisional employment of the following substitute teachers for the 2013/2014 school year, as recommended by the Chief School Administrator. Regular employment status would become effective upon candidate's compliance with P.L. 1986, c.116 as well as an application for emergency hiring as required by the N.J.S.A 18A:6-7.1 et seq. (revised 6/30/98):

Danielle Spina

Jennifer Ross

Donna Kahan

2. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve placement of Tara Kelly, substitute (temporary leave replacement for Grade K-1 Resource Room), on the Teachers' Salary Guide at BA, Step 1, effective March 13, 2014 for the 2013/2014 school year, as recommended by the Chief School Administrator.

3. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve the request of Joanne Werner, Grade 8 Science Teacher, for a paid maternity leave of absence from April 14, 2014 through April 30, 2014, as recommended by the Chief School Administrator.

4. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve the provisional employment of Jonathan Weber as a substitute teacher for the 2013/2014 school year, as recommended by the Chief School Administrator. Regular employment status would become effective upon candidate's compliance with P.L. 1986, c.116 as well as an application for emergency hiring as required by the N.J.S.A 18A:6-7.1 et seq. (revised 6/30/98).

5. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve the following resolution regarding an unpaid leave of absence, as recommended by the Chief School Administrator:

WHEREAS, the Board and the DEA are parties to a Collective Negotiations Agreement ("Agreement"); and

WHEREAS, that Agreement provides for leaves of absence; and

WHEREAS, a teaching staff member, Employee # 98581697, has exhausted her accrued leave and remains unable to return to work; however, the Board wishes to provide Employee # 98581697 with an unpaid leave of absence.

NOW, THEREFORE, in consideration of the foregoing, the Parties agree as follows:

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V. ACTIONS (Continued)A. Instruction – Staffing (Continued)*Resolution # 5 Continued*

a. Employee # 98581697 has exhausted her leave entitlement pursuant to contract and any applicable statutes, including, but not limited to the Family and Medical Leave Act. Notwithstanding the foregoing, the Board agrees to grant Employee # 98581697 an unpaid leave of absence until June 30, 2014;

b. During the aforementioned unpaid leave of absence, Employee # 98581697 shall not be entitled to health insurance, unless pursuant to COBRA, for which she shall be responsible for the entire cost;

c. This Agreement shall not be precedent setting nor shall it be used to establish past practice in any proceeding of any kind, formal or informal, between the parties. The terms of this Agreement are limited to the unique facts of this matter and shall not be applicable to any other matter involving the parties or any member of the Association.

B. Instruction – Pupils/Programs

1. It was moved by Verna, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Northern Valley 2014 Track schedule as follows, as recommended by the Chief School Administrator:

Date	Host	Schools	Site
May 12, 2014	Demarest	Demarest, Closter, Haworth, Norwood	NVRHS-Demarest
May 29, 2014	Haworth	Demarest, Northvale, Closter, Haworth	NVRHS-Old Tappan
June 4, 2014	Old Tappan	Demarest, Haworth, Northvale, Harrington Park	Harrington Park
June 10, 2014	NVRHS-Demarest	Demarest side Championship Meet	NVRHS-Demarest

2. It was moved by Verna, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Eighth (8th) Grade Graduation to be held Friday, June 20, 2014 at 5:00 p.m., as recommended by the Chief School Administrator.

C. Support Services – Staffing

None

D. Support Services – Board of Education

1. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the field use request of St. Joseph's Enrichment/Soccer League at Luther Lee Emerson School fields on Mondays and Thursdays from 4:00 – 7:00 pm and Demarest Middle School on Saturdays from 1:30 – 3:30 pm, beginning March 31 through June 14, 2014, for a total of 31 sessions, for an agreed upon fee of \$1,240, as recommended by the Chief School Administrator.

2. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the building use request of the N.V. Tech Champs to use the Luther Lee Emerson School technology lab on July 7 – 18, 2014, Monday through Friday from 9:00 am – 1:00 pm for an agreed upon fee of \$100 per day, as recommended by the Chief School Administrator.

V. ACTIONS (Continued)D. Support Services – Board of Education (Continued)

3. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the professional development plan for the 2014/2015 school year, as recommended by the Chief School Administrator.

4. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the attendance of Frank Chilson, School Business Administrator, at the 52nd Annual NJASBO Conference held on June 4-6, 2014 at the Borgata Hotel in Atlantic City, NJ with the cost of registration, travel, lodging and food to be based on state statutes and GSA rates, as recommended by the Chief School Administrator.

5. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the attendance of Mary Ellen Portera, lunch employee, at mandatory food service training in Hackensack, NJ at a cost of \$40 for registration and reimbursement of mileage at the statutory rate, as recommended by the Chief School Administrator.

6. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the attendance of Heather Mourao, School Social Worker, at the Rutgers University 'Violence, Mental Health and Communities' workshop held on April 25, 2014 in New Brunswick, NJ at a cost of \$125 for registration and reimbursement for travel based on state statutes, as recommended by the Chief School Administrator.

7. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the attendance of Michelle Terzini-Hollar, School Psychologist, at the Cross Country 'Happiness: How Positive Energy Changes Our Lives' workshop held on April 25, 2014 in Newark, NJ at a cost of \$169 for registration and reimbursement for travel based on state statutes, as recommended by the Chief School Administrator.

8. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the first reading and adoption of the following revised Policies/Regulations/Bylaws, as recommended by the Chief School Administrator:

Policy 6142.10 – Telecommunications/Technology
Policy/Regulation 5113 – Absences and Excuses
Policy 6145.10/6145.2 – Intramural Competition/Interscholastic Competition
Bylaw 9321 – Time, Place Notification of Meetings

9. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the first reading and adoption of the following revised Policies and Regulations to reflect the change in the name of DYFS to DCP&P (Division of Child Protection and Permanency) which is the only revision in the policies, as recommended by the Chief School Administrator:

Policy/Regulation 1410 – Local Units
Policy/Regulation 5141.4 – Child Abuse and Neglect
Policy 5145.5 – Photographs of Pupils
Policy 5145.11 – Questioning and Apprehension

V. ACTIONS (Continued)D. Support Services – Board of Education (Continued)

10. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the first reading of the following new Policies/Regulations, as recommended by the Chief School Administrator:

Policy 6000 – School Clearance following Crisis Situation
 Policy 7438 – Lightning Safety
 Regulation 6142.10 – Telecommunications/Technology

11. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to authorize EI Associates to complete schematic designs for the Luther Lee Emerson School and the Demarest Middle School projects and submit the designs to the New Jersey Department of Education for approval, at a fee not to exceed \$15,000, as recommended by the Chief School Administrator.

12. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve Zander Consulting LLC to perform Referendum Communication Services at a cost of \$12,600, as recommended by the Chief School Administrator.

13. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to award the contract for Classroom Upgrades at County Road School to the lowest responsible bidder, TM Brennan of Hamburg, NJ, as a result of the public bid of March 13, 2014, for a total cost of \$373,300 based on the information below (and as on file in the Board of Education office), as reviewed by the district attorney M. Giacobbe and as recommended by EI Associates and the Chief School Administrator.

Contractor	Total Bid	Base Bid	Allowances, 2%
Bismark Construction	467,000	464,000	5,000
Brahma Construction	405,477	398,877	6,600
DiCarolus Associates	587,288	582,288	5,000
Jacobs Construction	493,020	488,020	5,000
Molba Construction	387,450	382,450	5,000
Northeastern Interior Services	404,000	399,000	5,000
Salazar & Associates	604,000	599,000	5,000
Stone Creek Inc.	454,600	449,600	5,000
TM Brennan	373,300	368,300	5,000

14. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to schedule the Public Budget Hearing Meeting on April 29, 2014 at 7:00 p.m., followed by the Regular Board of Education meeting, which was previously scheduled for April 22, 2014, as recommended by the Chief School Administrator.

15. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve an agreement with Data Network Solutions for T1 Circuit for internet services (connection from CRS to NVRHS) for a term of 28 months at a monthly rate of \$265.90 through the Middlesex Regional Educational Services Commission (MRESC) co-operative purchasing agreement, as recommended by the Chief School Administrator.

16. It was moved Geller, seconded by Woods and approved by unanimous roll call vote to approve the building use request of Skills Academy of River Vale, NJ at Luther Lee Emerson School gymnasium on Saturdays from 10:30 – 5:30, beginning April 5 through June 28, 2014, for an agreed upon fee of \$125 per hour, as recommended by the Chief School Administrator.

V. ACTIONS (Continued)E. Support Services – Fiscal Management

1. It was moved Geisenheimer, seconded by Geller and approved by unanimous roll call vote to confirm the February 16th – 28th, 2014 payroll in the amount of \$328,639.19.
2. It was moved Geisenheimer, seconded by Geller and approved by unanimous roll call vote to confirm the March 1st – 15th, 2014 payroll in the amount of \$330,235.54.
3. It was moved Geller, seconded by Geller and approved by unanimous roll call vote to approve the February 2014 bills in the amount of \$984,988.49 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
10 General Current Fund Expense Funds	\$348,509.86
12 Capital Outlay	500.00
20 Special Revenue Funds	131,541.13
40 Debt Service Funds	504,437.50

4. It was moved Geller, seconded by Geller and approved by unanimous roll call vote to approve the following transfers for February 2014:

<u>From:</u>	<u>Account No.</u>	<u>Amount</u>
12-000-400-450-2-0000-00	Capital	\$ 20,000
<u>To</u>	<u>Account No.</u>	<u>Amount</u>
12-000-400-334-0-0000-00	Capital	\$ 20,000

5. It was moved Geisenheimer, seconded by Geller and approved by unanimous roll call vote to approve the following resolution:

Receipt of Certification from Board Secretary

Pursuant to N.J.A.C 6:20-2.13 (d), I, Frank G. Chilson certify that as of February 28, 2014, 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 Geisenheimer, seconded by Geller and approved by unanimous roll call vote 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 February 28, 2014, 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 Geisenheimer, seconded by Geller and approved by unanimous roll call vote to acknowledge receipt of the January 31, 2014 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

V. ACTIONS (Continued)

F. Other

1. It was moved by Woods, seconded by Molina and approved by unanimous voice vote to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, April 8, 2014 at 6:30 p.m. to discuss personnel, negotiations 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.

2. It was moved by Woods, seconded by Molina and approved by unanimous voice vote to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, April 29, 2014 at 6:30 p.m. to discuss personnel, negotiations 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.

VI. REPORTS

There were no reports this evening.

VII. PUBLIC DISCUSSION

- A. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote to open the meeting to public discussion.

There was no public discussion this evening.

- B. It was moved by Molina, seconded by Geller and approved by unanimous voice vote to close the meeting to public discussion.

VIII EXECUTIVE SESSION (if necessary)

- A. It was moved by Geller, seconded by Woods and approved by unanimous voice vote to open the meeting to public discussion.

- B. It was moved by Geisenheimer, seconded by Geller and approved by unanimous voice vote to close the meeting to public discussion.

IX. ADJOURNMENT

- A. It was moved by Woods, seconded by Geisenheimer and approved by unanimous voice vote to adjourn at 9:56 P.M.

Respectfully submitted,



Frank G. Chilson
School Business Administrator/Board Secretary