

# DEMAREST BOARD OF EDUCATION

## PUBLIC BUDGET HEARING& REGULAR MEETING MINUTES

County Road School – Media Center  
April 24, 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, Holzberg.  
Absent: Verna, 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. 2018/2019 Personnel Contracts
  - 2. Personnel matter
  - 3. Staffing
  - 4. Student matter
- B. It was moved by Kirtane, seconded by Alevrontas 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 Governale, seconded by Alevrontas to reopen the Regular Meeting to the public at 7:05 P.M.
- B. Roll Call: Alevrontas, Cantatore, Governale, Kirtane, Holzberg  
Absent: Verna, Woods  
Also present: Mr. Fox, Superintendent and Mr. Perez, Business Administrator/ Board Secretary

C. 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.

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:

- March 13, 2018 Preliminary Budget/COW Meeting Minutes
- March 20, 2018 Regular Meeting Minutes

VI. CORRESPONDENCE

Board Secretary Perez reviewed this month's correspondence:

- Letter from the Borough of Demarest regarding June newsletter
- NJSBA letter noting Mr. Alevrontas', "new board member certification"

VII. BOARD PRESIDENT'S REPORT

None at this time

VIII. SUPERINTENDENT'S REPORT

Superintendent Fox reported on the following:

- Congratulations to Dr. Paige Sydoruk upon receiving her doctoral degree in education
- Norah Peck, Executive County Superintendent praised Demarest's Health and Wellness program initiative and asked if the district would like the press involved.
- Northvale came to see our Phonics First program at County Road School
- Kearny visited our S.T.E.M program

IX. OTHER REPORTS/PRESENTATIONS

- Mr. Perez and Mr. Fox presented the 2018/2019 budget
- The preschool staff, along with the child study team, and related services staff presented an update on the districts preschool program.

X. REVIEW OF AGENDA

A. Board members reviewed the items.

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, seconded by Kirtane and approved by unanimous voice vote of those present to accept the resignation of Jennifer Giaconia, third grade teacher, effective June 30, 2018, as recommended by the Chief School Administrator.
2. It was moved by Governale, seconded by Kirtane and approved by unanimous voice vote of those present to approve the request of Corrine Conti, sixth grade social studies teacher, for an extended unpaid leave of absence for the 2018/2019 school year, 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 request of Dana del Corral, basic skills teacher at Luther Lee Emerson School, for an extended unpaid leave of absence for the 2018/2019 school year, as recommended by the Chief School Administrator.
4. It was moved by Governale, seconded by Kirtane and approved by unanimous voice vote of those present to approve the provisional employment of the following, as substitute teachers, for the remainder of the 2017/2018 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).

- Puja Mody

**B. Instruction – Pupils/Programs**

1. It was moved by Alevrontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve the following Demarest Middle School track meet dates, as recommended by the Chief School Administrator:

<b>Location</b>	<b>Date</b>
CDW – Old Tappan	May 10
NV – Demarest	May 24
NV – Old Tappan	May 31
NV – Demarest	June 5

2. It was moved by Alevrontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve Four Winds Hospital bedside instruction for student 5993553689 at \$57.00 per hour for 10 hours of instruction per week for up to 3 weeks.
3. It was moved by Alevrontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve Julia Verno to provide home instruction two times a week for student 5993553689, March 27, 2018, through April 30, 2018, at a rate of \$33.00 per hour, as recommended by the Chief School Administrator.
4. It was moved by Alevrontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve Shannon McBride to provide home instruction up to five hours a week for student 1658951405, May 1, 2018, and continuing as needed, at a rate of \$33.00 per hour, as recommended by the Chief School Administrator.

5. It was moved by Alevrontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve the following out of district student placements and tuition, associated related services, transportation and cost of 1:1 aide as applicable, for the school year and extended school year, as recommended by the Child Study Team:

Student ID	School/Program	Tuition	1:1 Aide	Transportation	Term
2345727744	The Deron School	\$17,646.16	No	Yes	4/2/18-6/30/18
5246552114	The Craig School	\$ 2,000.00	No	No	7/9/18-8/2/18

6. It was moved by Alevrontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve the following teachers as chaperones for overnight student field trip, to be paid at the contracted rate, as recommended by the Chief School Administrator.

Washington D.C trip 5/22-5/24
S. Calegari*
A. Lefer
K. McDermott
T. Murphy
C. Reynolds
D. Ruberto
S. Rinckoff
G. Torres
J. Verno

\*advisor receives additional monies as per contract

7. It was moved by Alevrontas, seconded by Kirtane and approved by unanimous voice vote of those present to approve Jon Regan as chaperone for overnight student field trip to Washington, D.C. from May 22, 2018 – May 24, 2018, 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 approve the reassignment of the following staff, effective March 27, 2018 for the remainder of the 2017-2018 school year, as recommended by the Chief School Administrator:

Staff	From:	To:
Lucus Bohmer	CRS PK-4	LLE 1:1 (9961133651)
Ashley Villegas	LLE 1:1 (9961133651)	CRS Special Education
Mary Kate Portera	CRS Special Education	CRS PK-4

2. It was moved by Cantatore, seconded by Kirtane and approved by unanimous voice vote of those present to accept the notice of resignation of Changui Sun, paraprofessional aide at Luther Lee Emerson, effective April 30, 2018 as recommended by the Chief School Administrator.

3. It was moved by Cantatore, seconded by Kirtane and approved by unanimous voice vote of those present to approve Rosemary McCoee, substitute secretary at a rate of \$16.56 per hour, from effective May 12, 2018, as recommended by the Chief School Administrator.

### D. Support Services – Board of Education

1. It was moved by Kirtane, seconded by Cantatore and approved by unanimous voice vote of those present to approve the second and final reading of Policy and Regulation:

<b>Policy/Regulation Number</b>	<b>Policy/Regulation Name</b>
P 0000.02	Introduction
P 2415.06	Unsafe School Choice Option
P 2622	Student Assessment
P 3160/4160	Physical Examination
P 5116	Education of Homeless Children
P 8350	Records Retention
P 1240	Evaluation of Superintendent
R 1240	Evaluation of Superintendent
P 3126	District Mentoring Program
R 3126	District Mentoring Program
P 3221	Evaluation of Teachers
R 3221	Evaluation of Teachers
P 3222	Evaluation of Teaching Staff Members, excluding Teachers and Admins.
R 3222	Evaluation of Teaching Staff Members, excluding Teachers and Admins.
P 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals.
R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals.
P 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
P 3240	Professional Development for Teachers and School Leaders
R 3240	Professional Development for Teachers and School Leaders
P 5610	Suspension
R 5610	Suspension
P 5620	Expulsion
P8550	Unpaid Meal Charges/Outstanding food Service Charges

2. It was moved by Kirtane, seconded by Cantatore and approved by unanimous voice vote of those present to approve the SJ Enrichment request for facility use at DMS field on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator:

<b>Day and Time - Summer</b>	<b>Dates</b>
Monday – Thursday 12:45-2:45	7/2, 7/3, (no 7/4), 7/5; 7/9, 7/10, 7/11, 7/12; 7/16, 7/17, 7/18, 7/19; 7/23, 7/24, 7/25, 7/26; 7/30, 7/31, 8/1, 8/2; 8/6, 8/7, 8/8, 8/9
Monday 5:15-7:30	6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30, 8/6, 8/13, 8/20
Thursday 5:15-7:30	6/21, 6/28, 7/5, 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23
Saturday 1:30-3:45	6/23, 6/30, 7/7, 7/14, 7/21, 7/28, 8/4, 8/11, 8/18, 8/25

<b>Day and Time - Fall</b>	<b>Dates</b>
Monday 4:00-6:15	9/10, 9/17, 9/24, 10/1, 10/8, 10/15, 10/22, 10/29, 11/5, 11/12
Thursday 4:00-6:15	9/13, 9/20, 9/27, 10/4, 10/11, 10/18, 10/25, 11/1, 11/8, 11/15
Saturday 1:30-3:45	9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 10/27, 11/3, 11/10, 11/17

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

Location	Date	Time
LLE gym or APR	4/ 6	6:00-7:15 P.M.
DMS gym	4/16, 4/19, 4/23, 4/26, 4/30	6:00-7:15 P.M

4. It was moved by Kirtane, seconded by Cantatore and approved by unanimous voice vote of those present to approve acceptance of the following school bus emergency evacuation drills in compliance with NJAC 6A:27-11.2, as recommended by the Chief School Administrator:

School	Location of drill	Date	Supervised by
Luther Lee Emerson	Lenox Avenue	March 20, 2018	Principal Mazini
Demarest Middle	Northwood Avenue	March 22, 2018	Principal Regan

5. It was moved by Kirtane, seconded by Cantatore and approved by unanimous voice vote of those present to approve the 8<sup>th</sup> grade graduation date as Wednesday, June 20, 2018 as recommended by the Chief School Administrator.

6. It was moved by Kirtane, seconded by Cantatore and approved by unanimous voice vote of those present to approve the following vendor for Psychiatric Evaluations for the 2017/2018 school year, as recommended by the Chief School Administrator:

Dr. Nancy Kaplan Tancer	1 Dewolf Road	Old Tappan, NJ 07675	201-767-9399
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7. It was moved by Kirtane, seconded by Cantatore and approved by unanimous voice vote of those present to accept a donation by the Maor family for two folding soccer goals to be used at County Road School, as recommended by the Chief School Administrator.

8. It was moved by Kirtane, seconded by Cantatore and approved by unanimous voice vote of those present to authorize the Business Administrator to submit scope of work, educational specifications, and related documents for the proposed Demarest Middle School music room addition, NJDOE state project # 03-1070-040-18-1000, to the NJDOE Office of School Facilities, as recommended by the Chief School Administrator.

#### **E. Support Services – Fiscal Management**

1. It was moved by Governale, seconded by Kirtane and approved by unanimous voice 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 2018/2019 school year budget using the 2018/2019 state aid amounts and authorizes the Business Administrator/Board Secretary to submit the 2018/2019 school year budget to the Executive County Superintendent;

General Current Expense (Fund 11)	\$15,854,794
Capital Expenditures (Fund 12)	<u>912,132</u>
Total General Current Fund	\$16,766,926

Special Grants & Entitlements (Fund 20)	\$ 130,845
Repayment of Debt (Fund 40)	<u>609,500</u>
	\$17,507,271

**BE IT FURTHER RESOLVED**, that the General Fund tax levy of \$14,202,770 is approved to support General Current Expenses and \$609,500 is approved to support Repayment of Debt for the 2018/2019 school year; and

**BE IT FURTHER RESOLVED** that the 2018/2019 school year budget includes the automatic adjustment for health care costs in the amount of \$250,101, in accordance with N.J.S.A 18A:7F-39(e); and

Be it Further Resolved that the Banked Cap Tax Levy Adjustment, in accordance with N.J.A.C. 6A:23A-10.1, permitting the tax levy to increase pursuant to N.J.S.A. 18A:7F-39.e, is utilized in the amount of \$97,456 for the purpose of the continuation of the district's SmartBoard replacement program. This project shall be completed in its entirety at one time or by the end of the budget year and will not extend over a longer period of time.

2. It was moved by Governale, seconded by Kirtane and approved by unanimous voice vote of those present to confirm the March 29, 2018 payroll in the amount of \$387,764.61.

3. It was moved by Governale, seconded by Kirtane and approved by unanimous voice vote of those present to confirm April 6, 2018 payroll in the amount of \$392,417.67.

4. It was moved by Governale, seconded by Kirtane and approved by unanimous voice vote of those present to approve the March 2018 in office checks in the amount of \$433,471.20 and April 24, 2018 budget checks in the amount of \$105,577.42 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$539,013.62
20 Special Revenue Funds	\$ 35.00
Total Bills:	\$539,048.62

5. It was moved by Governale, seconded by Kirtane 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 March 30, 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.

6. It was moved by Governale, seconded by Kirtane 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 March 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.

7. It was moved by Governale, seconded by Kirtane and approved by unanimous voice vote of those present to acknowledge receipt of the February 2018 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

8. It was moved by Governale, seconded by Kirtane and approved by unanimous voice vote of those present to confirm the following budget transfer for March 2018:

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-000-261-610	Required Maint General Supplies	\$ <u>2,000</u>
		\$ 2,000
<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-000-262-610	Custodial General Supplies	\$ <u>2,000</u>
		\$ 2,000

**F. Other**

1. It was moved by Alevrontas, seconded by Kirtane 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 8, 2018 and May 15, 2018 at 6:30 P.M., 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. PUBLIC DISCUSSION

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

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 7:58 P.M.

Sincerely,



Thomas Perez  
Business Administrator and Board Secretary