

DEMAREST BOARD OF EDUCATION

MINUTES – REGULAR MEETING

March 27, 2013

I. OPENING

A. The meeting was called to order at 6:22 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: Galtieri, Geisenheimer, Geller, Molina, Verna, Woods and Holzberg were present.

E. It was moved by Geisenheimer, seconded by Woods and approved by unanimous voice vote to accept the minutes of the Regular Meeting from February 26, 2013.

F. There was a review of correspondence.

II. BOARD PRESIDENT'S REPORT

President Holzberg welcomed everyone to the meeting.

III. SUPERINTENDENT'S REPORT

Mr. Fox spoke about the School Performance Report (old report card), noting that it is being postponed due to various errors. Demarest scored extremely high compared to the rest of the state. He stated that teachers have been meeting in preparation for the new evaluation process. He commented that the Fairview Lake 6th Grade Class Trip was exciting despite the cold weather. He reviewed the bus issue returning the students home late from the trip.

Dr. Codey spoke about the Fairview Lake trip and Project Cicero, where students donated thousands of children's' books. She thanked the PTO for the John Robinson presentation, which she felt was an impactful experience. Dr. Codey acknowledged Ms. Zitelli for the letter writing project and Pi Day and the K.A.R.E. Club's trip to the Rockleigh Bergen County Health Care Facility.

Mr. Kirkby spoke about the Fire Poster Contest and 21st Century Learning. He was happy to state that International Day was a huge success with 263 students and about 200 parents attending.

IV. REVIEW OF AGENDA

A. The board members reviewed the items.

B. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous voice vote to open the meeting to public discussion limited to agenda items.

C. There was no public discussion this evening.

D. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous voice vote to close the meeting to public discussion.

V. ACTIONS

A. Instruction – Staffing

1. It was moved by Verna, seconded by Galtieri and approved by unanimous roll call vote to approve the provisional employment of Josephine Hunt as a substitute teacher for the 2012/2013 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).

B. Instruction – Pupils/Programs

1. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote to approve the following Out of District tuition rates for the 2013/2014 school year, as recommended by the Chief School Administrator:

<u>Grade Level</u>	<u>Annual Tuition Rate</u>
Kindergarten	\$15,468
1 st – 5 th	\$15,121
6 th – 8 th	\$16,685

2. It was moved by Geller, seconded by Geisenheimer and approved by unanimous roll call vote, with Molina abstaining, to approve the following students to participate in senior service for the 2012/2013 school year, as recommended by the Chief School Administrator:

<u>Demarest Middle School</u>	<u>Luther Lee Emerson School</u>	<u>County Road School</u>
Amanda Arroyo	Joelle Karlitz	Olivia Cross
Rebecca Berkman	Gabriella Abramow	Angela Kim
Kalli Koukounas	Samantha Simon	
Raquel Molina	Angel DeFlora	
Lindsay Puchall		
Andreas Tzavelis		

C. Support Services – Staffing

1. It was moved by Geisenheimer, seconded by Galtieri and approved by unanimous roll call vote to approve the provisional employment of Josephine Hunt as a Classroom Aide, Step 1, at County Road School for Student ID # 252026 for the duration of the 2012/2013 school year, effective date to be determined, 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).

D. Support Services – Board of Education

1. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to confirm St. Joseph's Soccer League request to utilize the County Road School gymnasium on March 2, 2013 from 10:30 a.m. - 6:00 p.m. and Demarest Middle School gymnasium on March 23, 2013 from 10:30 a.m. – 7:00 p.m. for an agreed upon fee of \$900, as recommended by the Chief School Administrator.

2. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve St. Joseph's Soccer League request to utilize the Luther Lee Emerson School field on Mondays and Thursdays from 4:00 p.m. - 7:00 p.m. and Saturdays from 1:30 – 3:30 p.m. beginning April 6, 2013 through June 17, 2013 for an agreed upon fee of \$1,200, as recommended by the Chief School Administrator.

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

3. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the professional development plan for the 2013/2014 school year, as recommended by the Chief School Administrator.

4. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the attendance of Frank Chilson, School Business Administrator, at the 51st Annual NJASBO Conference held on June 5-7, 2013 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 by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the first reading and adoption of the revised Policy/Regulation 5124 (Reporting to Parents/Guardians), as recommended by the Chief School Administrator.

6. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the second reading and adoption of the following new Policies/Regulations, as recommended by the Chief School Administrator:

Policy 4119.2/4219.2 – Responsibilities of Certificated/Non-Certificated Staff

Policy 4119.27/4219.27 – Staff Use of Internet Social Networks

Policy 4150.1/4250.1 – Family & Medical Leave of Certificated/Non-Certificated Staff

7. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to authorize the Board Secretary to advertise for Public Bids, as required, for the Demarest Middle School cafeteria air conditioning project, as recommended by the Chief School Administrator.

8. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to authorize the Board Secretary to advertise for Public Bids, as required, for the Luther Lee Emerson/County Road School sidewalk replacement project, as recommended by the Chief School Administrator.

9. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the request of Gregory Chilson, graduate student from Marywood University, to perform an internship in the board of education office during May and June 2013, as recommended by the Chief School Administrator.

10. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve an emergency contract with Dajon Associates of Hackensack, NJ to repair a glulam (glue laminated) timber beam in the County Road School gymnasium in the amount of \$32,200, as recommended by the Chief School Administrator.

11. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to confirm Julie Singer, student at West Chester University, to observe middle school classes for ten hours on March 12-13, 2013, at Demarest Middle School, as recommended by the Chief School Administrator.

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

12. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the following resolution requesting NJ School Boards Association to adopt new policy language and study the impact of Chief School Administrators' salary caps on the recruitment, hiring and retention of New Jersey Chief School Administrators, as recommended by the Chief School Administrator:

RESOLUTION

WHEREAS, the primary responsibilities of the local Board of Education are to develop and evaluate policies that promote student learning and effective, efficient district operations; allocate resources to support these policies; and employ a Chief School Administrator who will implement them; and

WHEREAS, the Chief School Administrator, as the leader and manager of all instructional and non-instructional aspects of the district's operations, is critical to the effective implementation of Board goals and policies; and

WHEREAS, the Board's ability to recruit and retain a competent Chief School Administrator is explicitly linked to its ability to provide fair and competitive compensation; and

WHEREAS, the Delegate Assembly is the official policymaking body of the New Jersey School Boards Association; and

WHEREAS, education related policies resulting from prior Delegate Assembly and Board of Directors' actions are codified in the NJSBA's Manual of Positions and Policies on Education.

NOW THEREFORE, BE IT RESOLVED, that the Demarest Board of Education proposes the following new policy language for adoption by the Delegate Assembly and inclusion in NJSBA's Manual of Positions and Policies on Education:

The New Jersey School Boards Association believes that each local Board of Education should have the right to establish compensation for its Chief School Administrator with the flexibility to adjust the CSA's compensation commensurate with his/her experience knowing the current employment market conditions and other factors that may influence the ability to recruit, hire and retain a competent and highly qualified CSA. Local Boards must determine the Chief School Administrator's compensation, knowledgeable of the budget revenues and expenses and the need to operate their school districts efficiently and effectively.

AND BE IT FURTHER RESOLVED, in support of this belief, that NJSBA conduct a study to evaluate the impact of caps on Chief School Administrators' salaries on the recruitment, hiring and retention of CSAs; inform the NJSBA membership of the results of the study and recommend appropriate action in response to the findings of the study, such as a waiver for districts who may need relief.

13. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the attendance of the following lunch employees at mandatory food service training held on April 9, 2013 in Hackensack, NJ at a cost of \$40 each for registration and reimbursement of mileage at the statutory rate, as recommended by the Chief School Administrator:

Josephine DellaFave

JoAnn Martin

Marilyn Stankiewicz

14. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the attendance of Sherri Rinckhoff, Guidance Counselor, at the Banana Splits Divorce Group workshop held on April 22, 2013 in Harrington Park, New Jersey, with registration in the amount of \$160 and reimbursement of mileage at the statutory rate, as recommended by the Chief School Administrator.

15. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the District Three Year Technology Plan (as on file in the board office) for the 2013/2014 through 2015/2016 school years and submit to the Bergen County Superintendent's Office, as recommended by the Chief School Administrator.

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

16. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the submission of the sidewalk/site improvement project at the Luther Lee Emerson School, state project #1070-050-13-1000 by LAN Associates to the Department of Education. This will be an "other capital project" and the Board will not be seeking a SDA Grant for this project as part of the submission. This project was not included in the 2005 Long Range Facilities Plan list of projects to be completed, and therefore, the Long Range Facilities Plan needs to be amended. The Demarest Board of Education approves amending the Long Range Facility Plan to include this project, as recommended by LAN Associates and the Chief School Administrator.

17. It was moved by Molina, seconded by Galtieri and approved by unanimous roll call vote to approve the submission of the sidewalk/site improvement project at the County Road School, state project #1070-030-13-1000 by LAN Associates to the Department of Education, as recommended by LAN Associates and the Chief School Administrator. This will be an "other capital project" and the Board will not be seeking a SDA Grant for this project as part of the submission. This project is included in the 2005 Long Range Facilities Plan list of projects to be completed, and therefore, the Long Range Facilities Plan does not need to be amended.

E. Support Services –Fiscal Management

1. It was moved by Woods, seconded by Galtieri and approved by unanimous roll call vote to approve that the Board of Education of Demarest hereby adopt the following preliminary budget for the 2013/2014 school year, and submit it to the Executive County Superintendent for approval, as recommended by the Chief School Administrator.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Common Core Curriculum Content Standards and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment:	672		
<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	\$ 13,415,130	Budgeted Fund Balance	\$ 1,917,899
Capital Outlay	1,198,587	Local Tax Levy	12,000,802
Special Revenue Fund	134,600	Misc. Revenue	136,005
Repayment of Debt	638,875	Emergency Reserve	203,096
		State Aid	310,115
		Federal Aid	134,600
		Debt Service	638,875
		Tuition	45,800
<hr/> Total Expenditures	<hr/> \$ 15,387,192	<hr/> Total Revenue	<hr/> \$ 15,387,192

As per N.J.A.C 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2013/2014 preliminary budget includes a maximum travel appropriation of \$34,325.

The School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

2. It was moved by Woods, seconded by Galtieri and approved by unanimous roll call vote to confirm the February 16th – 28th, 2013 payroll in the amount of \$338,011.50.

3. It was moved by Woods, seconded by Galtieri and approved by unanimous roll call vote to confirm the March 1st – 15th, 2013 payroll in the amount of \$352,528.42.

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

4. It was moved by Woods, seconded by Galtieri and approved by unanimous roll call vote to approve the February 2013 bills in the amount of \$887,415.06, as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
10 General Current Fund Expense Funds	\$340,298.36
12 Capital Outlay	25,493.00
20 Special Revenue Funds	35,286.20
40 Debt Service Funds	486,337.50

Diane Holzberg, Board President, does hereby abstain as to her own payment for reimbursement of conference expenses. Her vote herein shall constitute a vote as to payment of all other bills.

5. It was moved by Woods, seconded by Galtieri and approved by unanimous roll call vote to confirm the following transfers for February 2013:

<u>From:</u>	<u>Account No.</u>	<u>Amount</u>
11-000-217-106-2-0000-18	Extraordinary	\$ 8,000
11-000-222-320-3-0000-24	Media	9,000
11-000-230-591-0-0000-25	Board of Education	8,440
11-000-262-621-0-0000-28	Operations	13,000
11-000-270-511-0-0000-29	Transportation	<u>21,000</u>
		\$ <u>59,440</u>
<u>To:</u>	<u>Account No.</u>	<u>Amount</u>
11-190-100-610-3-6190-02	Language Arts	\$ 7,000
11-190-100-610-3-6190-05	Mathematics	7,000
11-190-100-610-3-6190-08	Social Studies	7,000
11-190-100-610-2-6190-09	Academic Enrichment	10,000
11-000-217-110-0-0000-18	Extraordinary	8,000
11-230-100-101-3-0000-22	Basic Skills-Math	2,000
11-230-100-101-2-0000-23	Basic Skills-Reading	7,840
11-000-230-334-0-0000-25	Board of Education	7,600
11-000-262-626-0-0000-28	Operations	<u>3,000</u>
		\$ <u>59,440</u>

6. It was moved by Woods, seconded by Galtieri 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, 2013, 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 Woods, seconded by Galtieri 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, 2013, 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 Woods, seconded by Galtieri and approved by unanimous roll call vote to acknowledge receipt of the January 31, 2013 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

V. ACTIONS (Continued)

F. Other

1. It was moved by Galtieri, seconded by Geisenheimer 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 16, 2013 at 7:00 p.m. to discuss personnel 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 Galtieri, seconded by Geisenheimer 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 23, 2013 at 7:00 p.m. to discuss personnel 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 Galtieri, seconded by Geisenheimer and approved by unanimous voice vote to open the meeting to public discussion.

There was no public discussion.

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

VIII. EXECUTIVE SESSION (if necessary)

There was no executive session this evening.

IX. ADJOURNMENT

A. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous voice vote to adjourn at 6:50 p.m.

Respectfully submitted,



Frank G. Chilson
School Business Administrator/Board Secretary

