

DEMAREST BOARD OF EDUCATION

COW and REGULAR MEETING MINUTES

County Road School – Media Center
February 12, 2019
6:30 P.M.

I. OPENING

- A. The meeting was called to order by President Holzberg at 6:30 pm.
- B. Roll Call
Present: Cantatore, Governale, Verna, Holzberg
Absent: Kirtane, Lee, Schliem

II. ADJOURN TO EXECUTIVE SESSION

- A. The Board determined it will enter into Executive Session for the following reasons:
 - 1. Student Matter(s)
 - 2. Personnel Matter(s)
 - 3. Legal Update
 - 4. Student Residency
- B. It was moved by Verna, seconded by Governale 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 Verna, seconded by Governale and approved by unanimous voice vote of those present to convene executive session at 6:53 P.M.

III. REOPEN PUBLIC MEETING

- A. It was moved by Verna, seconded by Governale to reopen the Regular Meeting to the public at 7:00 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.

IV. FLAG SALUTE

A. President Holzberg led the flag salute.

V. ROLL CALL

Present: Cantatore, Governale, Verna, Holzberg.

Absent: Kirtane, Lee, Schliem

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

VI. APPROVAL OF MINUTES OF THE MEETINGS

A. It was moved by Verna, seconded by Governale and approved by unanimous voice vote of those present to approve the following as amended:

- January 22, 2019 COW and Regular Meeting Minutes

VII. CORRESPONDENCE

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

- Auditors letter to the board
- Letter requesting continuing attendance

VIII. BOARD PRESIDENT'S REPORT

A. Board President Holzberg reported on her attendance at the Advocacy Institute & Equity Symposium and also congratulated the Business Office on a successful audit.

IX. SUPERINTENDENT'S REPORT

A Superintendent Fox commented on the following:

- Global play day
- Lunar New Year celebrations
- Middle School play; High School Musical Jr.
- Modular units at County Road School
- School calendar for 2019/2020
- Eastern Datacomm's LENS system

X. COMMITTEE REPORTS

None at this time.

XI. OTHER REPORTS AND PRESENTATIONS

- A. Principal Reports. None at this time.
- B. Mr. Perez gave a presentation of 2017/2018 CAFR. There were no findings or recommendations.

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. There was no public comment.
- 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 Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the provisional employment of the following, substitute teachers for the remainder of the 2018/2019 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.

- Danielle Spina
- Regina Morrissey
- Jillian Agnello
- Nicole Petri

- 2. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the provisional employment of Audrey Donahue, Physical Education and Health teacher at Demarest Middle School, at MA, Step 1, effective April 22, 2019 for the remainder of the 2018/2019 school year, as recommended by the Chief School Administrator. Regular employment status would become effective upon candidates compliance with P.L. 1986 c. 116 (revised 6/30/98) and N.J.S.A. 18A:6-7.7.

B. Instruction – Pupils/Programs

- 1. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve the following contracts with the State of New Jersey Department of Human Services, Commission of the Blind and Visually Impaired for the 2018/2019 school year, as recommended by the Chief School Administrator:

Student ID	Level of Service	Cost
2273019823	Level 1	\$ 1,900.00*

*prorated

- 2. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to approve the following out of district student placement and tuition,

associated related services, transportation and cost of 1:1 aide as applicable, effective January 30, 2019 for the remainder of the 2018/2019 school year, as recommended by the Chief School Administrator:

Student ID	School/Program	Tuition	Transportation	Term
5019762465	T. Baldwin Demarest Elementary, Old Tappan	\$60,000.00*	No	1/30-6/30

*prorated

C. Support Services – Staffing

1. It was moved by Verna, seconded by Governale and approved by unanimous roll call vote of those present to accept the resignation of Carolyn Lee, aide at Demarest Middle School, effective January 28, 2019, as recommended by the Chief School Administrator.

D. Support Services – Board of Education

1. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve acceptance of the 2017-2018 Comprehensive Annual Finance Report (CAFR) and the Auditors’ Management Report on Administrative Findings which contains no recommendations prepared by Nisivoccia, LLP, as recommended by the Chief School Administrator.
2. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to award to Eastern Datacom the contract to install the Lock Down and Emergency Notification System (LENS) at all three district schools in the amount of \$73,319. The price does not include raceway should it be needed to hide cabling. This contract is awarded under the terms and conditions of the bid awarded under ESCNJ Emergency Notification Systems Bid #18/19-16.
3. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the attached 2019/2020 school year calendar, as recommended by the Chief School Administrator.
4. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the following resolution, as recommended by the Chief School Administrator:

RESOLUTION TO CONTINUE MEMBERSHIP IN THE NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP

WHEREAS, a number of Boards of Education in Bergen County have joined together to form a Joint Insurance Group as permitted by N.J. Title 18A-.18B and;

WHEREAS, said Group was approved effective July 1, 1985 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Bylaws and regulations governing the creation and operation of this Insurance Group contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Group, and;

WHEREAS, the Board of Education of Demarest has determined that membership in the Northeast Bergen County School Board Insurance Group is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of Demarest does hereby agree to renew membership in the Northeast Bergen County School Board Insurance Group and hereby accept the Bylaws as approved and adopted.

The renewal term is from **July 1, 2019 to June 30, 2022**.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Group as are required by the Group's Bylaws and to deliver the same to the Executive Director.

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

Event	Date(s)Time(s)	Location
Soccer	Weekdays, when school is open, from 4/1-6/14 as available 5:00 P.M.-9:00 P.M.	DMS gym
Soccer	Weekdays, when school is open, from 4/1-6/14 as available 4:00 P.M.-9:00 P.M.	LLE gym
Soccer	Weekdays, when school is open, from 3/18-6/14 as available 4:30 P.M.-8:30 P.M.	LLE field
Soccer	Weekdays, when school is open, from 3/18-6/14 as available 3:45 P.M.-8:30 P.M.	CRS grass area

6. It was moved by Governale, seconded by Cantatore and approved by unanimous roll call vote of those present to approve proposal from EI Associates, district architect of record, to provide professional architectural and engineering services for the County Road School Temporary Classroom Units (TCU) Installation at a cost not to exceed \$70,800.00 plus related project 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 Contract law, as recommended by the Chief School Administrator.

E. Support Services – Fiscal Management

1. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to confirm the January 31, 2019 payroll in the amount of \$410,454.24.
2. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to confirm the February 15, 2019 payroll in the amount of \$433,718.40.
3. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present* to approve the January 2019 in office checks in the amount of \$326,926.69 and February 12, 2019 budget checks in the amount of \$82,747.34 as follows:
*Diane Holzberg, does hereby abstain as to her own payment (check # 018394) for reimbursement of conference related fees. Her vote herein shall constitute a vote as to payment of all other bills.

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$404,560.20
12 Capital Outlay	\$ 4,232.50
20 Special Revenue Fund	\$ 881.33
Total Bills:	\$ 409,674.03

4. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call 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 January 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 Cantatore, seconded by Governale and approved by unanimous roll call 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 January 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 Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to acknowledge receipt of the December 2018 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

7. It was moved by Cantatore, seconded by Governale and approved by unanimous roll call vote of those present to confirm the following budget transfer for January 2019.

<u>To:</u>	<u>Account</u>	<u>Amount</u>
11-402-100-610	Athletics General Supplies	\$ 4
11-000-230-331	General Administration Legal	20,000
11-000-240-610	School Administration Material & Supplies	5,000
11-000-251-592	Central Services Misc Purchased Services	7,500
11-000-251-610	Central Services Material & Supplies	5,000
11-000-252-610	Admin Info Technology Material & Supplies	<u>10,000</u>
Total		\$ 47,504

<u>From:</u>	<u>Account</u>	<u>Amount</u>
11-402-100-500	Athletics Other Purchased Services	\$ 4
11-000-291-270	Employee Benefits	<u>47,500</u>
Total		\$ 47,504

F. Other

1. It was moved by Verna, seconded by Governale and approved by unanimous voice vote of those present to adopt the following resolution as amended:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, March 12, 2019, and March 19, 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.

XV. PUBLIC COMMENT

- A. It was moved by Verna, seconded by Governale and approved by unanimous voice vote of those present to open the meeting to public discussion.
- B. Chris Eftychiou of 50 Woodland, Montvale, N.J., Vikings Executive Director of Coaching, commented on field usage, particularly at the Middle School for the Vikings Soccer Club.
- C. It was moved by Verna, seconded by Governale and approved by unanimous voice vote of those present to close the meeting to public discussion.

XVI. NEW BUSINESS
None at this time.

XVII. EXECUTIVE SESSION

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

XVIII. ADJOURNMENT

- A. It was moved by Verna, seconded by Governale and approved by unanimous voice vote to adjourn the meeting at 7:34 P.M.

Sincerely,



Thomas Perez
Business Administrator and Board Secretary