

DEMAREST BOARD OF EDUCATION

AGENDA – COW/REGULAR MEETING

April 17, 2012

7:30 p.m.

I. OPENING

A. Meeting called to order.

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 three newspapers: The Record, The Press Journal and The Suburbanite.

C. Flag Salute.

D. Roll Call: Galtieri, Geisenheimer, Geller, Majeski, Molina, Woods and Holzberg

E. Move to accept the minutes of the:

Budget Hearing Meeting – March 27, 2012 Regular Meeting – March 27, 2012

Moved by:

Seconded:

Action (v):

F. Review of correspondence.

II. BOARD PRESIDENT'S REPORT

III. SUPERINTENDENT'S REPORT

IV. REVIEW OF AGENDA

A. Board members review the items.

B. Move to open the meeting to public discussion limited to agenda items.

Moved by:

Seconded:

Action (v):

C. Public discussion.

D. Move to close the meeting to public discussion.

Moved by:

Seconded:

Action (v):

V. ACTIONS (Continued)

C. Support Services – Staffing

1. Move to accept the job description for Supervisor of Student Services/School Psychologist, as distributed and on file in the board office, as recommended by the Chief School Administrator.

Moved by: _____ *Seconded:* _____
Action (RC): G Gei Gel Maj M W H

D. Support Services – Board of Education

1. Move to approve the attendance of all board members, the Chief School Administrator and the School Business Administrator at the 30th Annual NJASA/NJSBA Spring Conference held on May 21-23, 2012 at Caesars 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.

Moved by: _____ *Seconded:* _____
Action (RC): G Gei Gel Maj M W H

2. Move to approve the 2012/2013 “Financial Systems” Use Agreement with the Asbury Park Board of Education Information Technology Center (APITC) in the amount of \$16,150 (\$6,945 for the Budgetary Accounting System and \$9,205 for the Payroll/Personnel System) effective July 1, 2012 through June 30, 2013, as recommended by the Chief School Administrator.

Moved by: _____ *Seconded:* _____
Action (RC): G Gei Gel Maj M W H

3. Move to approve the 2012/2013 Professional Development Plan and submit the plan to the Executive County Superintendent of Schools for approval, as recommended by the Chief School Administrator.

Moved by: _____ *Seconded:* _____
Action (RC): G Gei Gel Maj M W H

4. Move to approve the attendance of Dana Cherna, Media Specialist, at the BookExpo America on June 6, 2012 at the Jacob Javits Center in New York City at a cost of \$65 for registration, with statutory mileage reimbursement, as recommended by the Chief School Administrator.

Moved by: _____ *Seconded:* _____
Action (RC): G Gei Gel Maj M W H

5. Move to approve the attendance of F. Chilson, School Business Administrator, at the 50th Annual Conference hosted by New Jersey Association of School Business Officials (NJASBO) to be held on June 6 - 8, 2012 at the Borgata Hotel in Atlantic City, New Jersey with cost for registration, hotel, meals and statutory mileage reimbursement, as recommended by the Chief School Administrator.

Moved by: _____ *Seconded:* _____
Action (RC): G Gei Gel Maj M W H

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

7. Move to adopt the following resolution:

BUILDINGS AND GROUNDS SHARED SERVICES AGREEMENT

This agreement is made this 17th day of April 2012 between Northern Valley Regional High School District with its principal offices located at 162 Knickerbocker Road, Demarest, New Jersey (Northern Valley) and the Demarest Board of Education with its principal offices located at 568 Piermont Road, Demarest, NJ (Demarest).

WHEREAS the school districts realize that efficiencies can be gained by a shared services agreement pursuant to N.J.S.A. 40A:65-1 et seq. in which Northern Valley would provide Buildings and Grounds services.

WHEREAS Demarest wishes to take advantage of the staffing opportunities of Northern Valley.

WHEREAS the Northern Valley Assistant Superintendent for Business oversees the administration of Northern Valley Buildings and Grounds.

WHEREAS Northern Valley employs a certified Supervisor of Buildings and Grounds and varying other Buildings and Grounds experts. The Supervisor of Buildings and Grounds is responsible for the day-to-day operations at the high schools.

WHEREAS this Agreement provides for the Supervisor of Buildings and Grounds coordinating and scheduling Northern Valley maintenance personnel on a part-time basis to complete maintenance projects and repairs for the Demarest Elementary District.

WHEREAS the Northern Valley Assistant Superintendent for Business will utilize the Buildings and Grounds staff at Northern Valley to interact and gain efficiencies with Buildings and Grounds in Demarest.

WHEREAS the Northern Valley certified Supervisor of Buildings and Grounds will meet regularly with the district Business Administrator and building Principals to establish routine maintenance and recommend building cleaning solutions.

WHEREAS the Superintendent of Demarest will evaluate the professional services provided by Northern Valley and recommend continuing services at the end of each school year to the Demarest Board of Education

WHEREAS each school district will recommend in February the continuance of service for July of the subsequent school year

WHEREAS the Northern Valley Buildings and Grounds Services Department will provide the following:

1. Services to be Performed:

It shall be the responsibility of the Supervisor of Buildings and Grounds to perform the duties in the following areas in cooperation and coordination with the Demarest Elementary Superintendent, Business Administrator, Principals, and Vice-Principals. The Supervisor of Buildings and Grounds will coordinate in the following:

- a. Establishing and administering schedules and procedures for the regular, ongoing custodial and maintenance care of the school buildings and grounds.
- b. Recruiting, screening and recommending applicants for hiring.
- c. Assigning and supervising all custodial and maintenance staff workers.

V. ACTIONS (Continued)D. Support Services – Board of Education (Continued)
Resolution #7 (Continued)

- d. Selecting the custodial and/or maintenance supplies and equipment to be purchased, and maintain an appropriate inventory.
 - e. Maintain work schedules and seeing to it that proper supplies are on hand.
 - f. Establishing and supervising summer cleaning programs and maintaining the schedule.
 - g. Examine school buildings on a regular basis for needed repairs and maintenance.
 - h. Assist in assigning and supervising outside contracted services.
 - i. Lay out and inspect work at least weekly (daily) and assist crew members.
 - j. Develop a process to deal with and oversee emergency repairs.
 - k. Consult with the building principals regarding the establishment of regular preventive maintenance programs and custodial work.
 - l. Advise on the hiring of contractors to perform certain maintenance or repair services.
 - m. Coordinate the inspection and maintenance of fire alarm systems and fire extinguishers on a regularly scheduled basis.
 - n. Assist in administering the custodial and maintenance service budget.
 - o. Attend seminars, workshops and lessons designed to acquaint the supervisor with new and up-to-date methods (at no additional cost to Demarest).
 - p. The evaluation of the custodial and maintenance staff performance.
 - q. Based on Demarest Elementary School needs, the Supervisor of Buildings and Grounds will schedule skilled personnel from Northern Valley Regional High School District to complete maintenance and repair projects.
 - r. Assist the Business Administrator in the following compliance areas: IPM, RTK, Asbestos, PEOSHA and Indoor Air Quality.
 - s. All such services and decisions will be coordinated with the district Business Administrator.
2. That Northern Valley will be compensated at a rate of \$52,000 for Northern Valley Buildings and Grounds Services on a twelve month basis to be paid in twelve equal monthly installments, with the understanding that any staff used by Northern Valley to handle its duties under this Agreement are the sole responsibility and liability of Northern Valley and under no circumstances will such Northern Valley staff be considered employees of Demarest and that Northern Valley will be responsible for any insurance coverage for any services of the Supervisor of Buildings and Grounds and any part time staff provided by Northern Valley under this Agreement. In exchange for this compensation, Northern Valley and its staff will spend whatever time is necessary to handle and complete all the duties described in Section 1.
3. In the event that Demarest is not satisfied that Northern Valley is fulfilling any of its duties, Demarest Business Administrator will notify Northern Valley in writing. The Northern Valley Supervisor of Building and Grounds will have five (5) days to correct the matter. If the matter is not corrected to Demarest's satisfaction within those 5 days, Demarest may, at its option, at any time, terminate this Agreement on 30 days written notice to Northern Valley.

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)
Resolution #7 (Continued)

4. Duration: This Agreement shall commence on July 1, 2012 and end on June 30, 2013. If either party does not wish to renew the Professional Services Agreement, it must notify the other party and the School Business Administrator in writing by February before the expiration of the Agreement.

5. Entire Agreement: This Agreement and the employment agreement for the Buildings and Grounds Services set forth the entire understanding of the parties hereto with respect to its subject matter. The Agreement shall not be modified, in whole, or in part, except by writing signed by each of the parties hereto.

6. Governing Law: This Agreement shall, in all respects, be governed by and construed under the laws of the State of New Jersey.

7. Severability: If any term or condition of this Agreement, or any application of this Agreement shall be determined to be contrary to the laws of the State of New Jersey or the United States, such terms or condition or application shall not be deemed to be valid except to the extent permitted by law, but all other terms and conditions and applications shall continue in full force and effect.

8. Public Inspection: Each party shall maintain a copy of this Agreement on file at its offices, which shall be open to the public for inspection.

9. Notices: All notices and other communications hereunder shall be in writing and shall be deemed to have been given when delivered or three (3) days after mailed by First-Class Registered or Certified Mail, postage prepaid addressed to:

To Northern Valley Regional: Northern Valley Regional
High School Board of Education
162 Knickerbocker Road
Demarest, New Jersey 07627

To Demarest: Demarest Board of Education
568 Piermont Road
Demarest, New Jersey 07627

10. This Agreement has been approved by resolution of each district at a duly convened meeting by a recorded roll call majority vote of the membership of each board. The respective board presidents are authorized to execute this Agreement on behalf of their Board of Education.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and date first above written.

WITNESS: NORTHERN VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION

By: _____
Board President
Dated: _____

WITNESS: DEMAREST BOARD OF EDUCATION

By: _____
Board President
Dated: _____

V. ACTIONS (Continued)

E. Support Services –Fiscal Management

1. Move to confirm the March 16th – 31st, 2012 payroll in the amount of \$326,530.45.

Moved by: *Seconded:*
Action (RC): G Gei Gel Maj M W H

2. Move to confirm the April 1st – 15th, 2012 payroll in the amount of \$340,281.72.

Moved by: *Seconded:*
Action (RC): G Gei Gel Maj M W H

3. Move to approve the March 2012 bills in the amount of \$261,093.73, as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
10 General Current Fund Expense Funds	\$261,093.73

Moved by: *Seconded:*
Action (RC): G Gei Gel Maj M W H

4. Move 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 March 31, 2012, 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.

Moved by: *Seconded:*
Action (RC): G Gei Gel Maj M W H

5. Move 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 31, 2012, 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.

Moved by: *Seconded:*
Action (RC): G Gei Gel Maj M W H

7. Move to acknowledge receipt of the February 29, 2012 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

Moved by: *Seconded:*
Action (RC): G Gei Gel Maj M W H

F. Other

1. Move to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, May 15, 2012 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.

Moved by: *Seconded:* *Action (v):*

V. ACTIONS (Continued)

F. Other (Continued)

2. Move to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, May 29, 2012 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.

Moved by:

Seconded:

Action (v):

VI. REPORTS

VII. PUBLIC DISCUSSION

A. Move to open the meeting to public discussion.

Moved by:

Seconded:

Action (v):

B. Move to close the meeting to public discussion.

Moved by:

Seconded:

Action (v):

VIII EXECUTIVE SESSION (IF NEEDED)

A. Move to reenter the Executive Session (if needed) to discuss personnel/legal matters/negotiations.

Moved by:

Seconded:

Action (v):

B. Move to close the Executive Session and reenter the public session.

Moved by:

Seconded:

Action (v):

IX. ADJOURNMENT

A. Move to adjourn at _____ P.M.

Moved by:

Seconded:

Action (v):