## DEMAREST BOARD OF EDUCATION

## AGENDA - REORGANIZATION MEETING

May 1, 2012

7:30 p.m.

				•	.00 /	<i>,,,,,</i>							
١.	<u>OPENI</u>	<u>ING</u>											
	A.	Meeting called to orde	er.										
	B.	Secretary's Announce	ement:										
		e New Jersey Open F of and to attend the me upon.											
In accordance with the provision of the Act, the Demarest Board of Education has caused notice of this published by having the date, time and place thereof posted at the Borough Hall and at the Middle School ar notifying in writing three newspapers, <i>The Record, The Press Journal</i> and <i>The Suburbanite</i> ."													
	C.	Flag Salute.											
	D.	Roll Call: Galtieri, Gei	senheimer, Gelle	er, Ma	jeski, M	lolina, W	Voods an	nd Ho	Izberg.				
II. <u>REVIEW OF AGENDA</u>													
A. Board members review the items.													
B. Move to open the meeting to public discussion limited to agenda items.													
		Move	ed by:		Se	econdea	<i>l</i> :			Action	(v):		
	C.	Public discussion.											
	D.	Move to close the me	eting to public dis	scussi	ion.								
		Move	ed by:		Se	econdea	l:			Action	(v):		
<i>III.</i>	<u>ACTIO</u>	<u>NS</u>											
	1. Mov	e to designate <i>The Red</i>	cord and The Sul	burbai	<i>nite</i> as r	newspap	oers for E	Board	of Edu	cation a	dvertisinç	<b>j</b> .	
			Moved by: Action (RC):	G	Gei	Gel	Maj	M	Second W				
	2. Mov	ve to adopt the Board o	f Education Police	y Mar	nual cur	rently in	existen	ce.					
			Moved by: Action (RC):	G	Gei	Gel	Maj	M	Secon W	ded: H			
	3. Mov	ve to adopt the Curricul	um and Textbool	ks of t	he Dem	narest S	chool Di	strict	current	ly in exis	stence.		
			Moved by: Action (RC):	G	Gei	Gel	Maj	М	Second W	ded: H			

## III. ACTIONS (Continued)

4. Move to adopt the following resolution:

## BE IT RESOLVED as follows:

a) In compliance with the Open Public Meetings Act, L. 1975, c.231, public meetings of the Demarest Board of Education for the remainder of the 2011/2012 year and the 2012/2013 school year are hereby set down as the second and third Tuesdays of the month, <u>unless noted below with an asterisk</u> (\*). The meetings are to be held in the Library at County Road School, Demarest, NJ, commencing at 7:30 p.m. The Board of Education may take action at any of their scheduled meetings.

May 15, 2012*	Committee-of-the-Whole Meeting
May 29, 2012*	Regular Meeting
June 12, 2012	Committee-of-the-Whole Meeting
June 19, 2012	Regular Meeting
July 17, 2012*	Committee-of-the-Whole & Regular Meeting
August 21, 2012*	Committee-of-the-Whole & Regular Meeting
September 11, 2012	Committee-of-the-Whole Meeting
September 24, 2012* (Monday)	Regular Meeting (due to observation of Yom Kippur)
October 9, 2012	Committee-of-the-Whole Meeting
October 16, 2012	Regular Meeting
November 13, 2012	Committee-of-the-Whole Meeting
November 20, 2012	Regular Meeting
December 18, 2012*	Committee-of-the-Whole Whole & Regular Meeting
January 8, 2013	Committee-of-the-Whole Meeting
January 15, 2013	Regular Meeting
February 12, 2013	Committee-of-the-Whole Meeting
February 26 2013*	Regular Meeting
March 19, 2013*	Committee-of-the-Whole Meeting
March 28, 2013* (Thursday)	Regular Meeting (due to observation of Passover)
April 16, 2013*	Committee-Of-the-Whole
April 23, 2013*	Regular Meeting
April 30, 2013	Reorganization Meeting
May 14, 2013	Committee-of-the-Whole Meeting

Regular Meeting

- b) Notice of the aforesaid meetings and of all other public meeting hereafter scheduled, whether rescheduled or additional meeting added, shall be given in accordance with the terms of said Act by posting notices on the bulletin board in the foyer of the Demarest Middle School, 568 Piermont Road, by filing same with the Borough Clerk and by furnishing same to *The Record* and *The Suburbanite*, newspapers which are hereby designated as having the greatest likelihood of informing the public of such meetings.
- c) Any person who requests that individual notices of meetings be mailed to him/her shall prepay to the Secretary of the Demarest Board of Education the sum of \$.50 for each notice requested to cover the cost of preparing and mailing, provided however, that requests for such individual notices made by news media shall be granted without cost.
- d) This resolution shall take effect immediately.

May 21, 2013

Moved by: Seconded:

Agenda-Reorganization Meeting			-3-					May 1, 2012										
	Action (RC):	G	Gei	Gel	Maj	М	W	Н										
III. ACTIONS (Continued)																		
5. Move to adopt Parliamentary F	Procedures for our	Public	Meetin	ıgs.														
	Moved by: Action (RC):	G	Gei	Gel	Maj	M	Second W	ded: H										
6. Move to utilize the Chart of Ac	counts for all busing	ness tr	ansactio	ons for th	e 2012/2	013 so	chool ve	ar.										
	Moved by:						Secon											
	Action (RC):	G	Gei	Gel	Maj	M		H										
7. Move to utilize and approve th the 2012/2013 school year.	e Standard Opera	ting Pr	ocedure	es and In	ternal Co	ntrols	for the D	Demarest School District for										
	Moved by: Action (RC):	G	Gei	Gel	Maj	М	Second W	ded: H										
8. Move to adopt the following re	solution:																	
<b>WHEREAS,</b> there exists a 8; and	a need for an audi	t of the	accour	nts of the	school d	istrict	for 2012	/2013 pursuant to Title 18A:23-										
WHEREAS, funds are av	ailable for this purp	oose;																
NOW, THEREFORE, BE	IT RESOLVED by	the B	oard of	Educatio	n of the E	Boroug	gh of Dei	marest as follows:										
<ul><li>a) That Nisivoccia &amp; preparation of the 201</li></ul>				r for t	he 2012	2/2013 school year to include												
Public School Contra								vice under the provisions of the authorized by law to practice										
accounting.	Moved by: Action (RC):	G	Gei	Gel	Maj	M	Second W	ded: H										
9. Move to adopt the following re	solution:																	
WHEREAS, there exists a need for bond counsel services for the 2012/2013 school year; and WHEREAS, funds are available for this purpose; NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Demarest as follows:																		
									<ul> <li>a) That Wilentz, Goldman &amp; Spitzer, P.A., be retained as bond counsel advisors for the 2012/2013 school year, ar</li> <li>b) That this contract is awarded without competitive bidding as a <i>Professional Service</i> under the provisions of Public School Contracts Law because the services are to be performed by a firm authorized to practice law.</li> </ul>									
10. Move to adopt the following r	esolution:																	
WHEREAS, there exists a		rvices	for 201:	2/2013: a	and													
WHEREAS, funds are av	_																	
NOW, THEREFORE, BE			oard of	Educatio	n of the F	Roroug	sh of De	marget as follows:										
	bbe Alfieri Jacobs,							2/2013 school year at a fee not										

b) That this contract is awarded without competitive bidding as a *Professional Service* under the provisions of the Public School Contracts Law because the services are to be performed by a firm authorized to practice law.

Age	nda-Reorganization Meeting			-4-						May 1, 2012		
		Moved by: Action (RC):	G	Gei	Gel	Maj	М	Secor W	nded: H			
<i>III</i> .	ACTIONS (Continued)											
	11. Move to adopt the following	ng resolution:										
	WHEREAS, there exists a need for special counsel for special education matters for the 2012/2013 school year, and											
	WHEREAS, funds are available for this purpose;											
	NOW, THEREFORE, BE	IT RESOLVED by	the B	oard of	Educatio	n of the E	Borough	of De	mares	st as follows:		
	a) That Fogarty & Har the 2012/2013 school							nsel fo	or Spe	cial Education matters		
	b) That this contract is Public School Contract											
		Moved by:	0	0:	Oal	N/a:		Seco				
		Action (RC):	G	Gei	Gel	Maj	М	W	Н			
	12. Move to adopt the following	ng resolution:										
	WHEREAS, there exists a	a need for archited	ctural s	ervices	for the 20	012/2013	school	year,	and			
	WHEREAS, funds are available for this purpose;											
	NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Demarest as follows:											
	a) That LAN Associates be retained as architectural management advisors for the 2012/2013 school year, and											
	b) That this contract is awarded without competitive bidding as a <i>Professional Service</i> under the provisions of the Public School Contracts Law because the services are to be performed by a firm authorized to provide architectura management services.											
		Moved by: Action (RC):	G	Gei	Gel	Maj	М	Secoi W	nded: H			
	13. Move to adopt the following	ng resolution:										
	WHEREAS, there exists a	a need for profess	ional n	nedical s	services 1	for the 20	12/201	3 scho	ool yea	ar, and		
	WHEREAS, funds are ava	ailable for this pur	pose;									
	NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Demarest as follows:											
	a) That Michelle deAn year at a cost of \$3,50		etained	I as the	School I	Physician	/Medic	al Insp	ector	for the 2012/2013 sc		
	b) That this contract is Public School Contrac											
		Moved by: Action (RC):	G	Gei	Gel	Maj	М	Secoi W	nded: H			
	14. Move to appoint Philip Nis	onoff as Treasu	irer of	School	Monies	for the 2	2012/2	.013 s	chool	year.		
		Moved by: Action (RC):	G	Gei	Gel	Maj	М	Secoi W	nded: H			

III. ACTIONS (Continued)
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15. Move that facsimile signatures be approved for all school district warrants for the following:

President or Vice President, Board Secretary and Treasurer of School Monies.

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

16. Move that the Treasurer of School Monies facsimile signature be designated to image sealed payroll checks.

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

17. Move to adopt the following resolution:

**WHEREAS**, Frank G. Chilson possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.S.A. 5:34-5 et seq.; and

**WHEREAS**, 18A:18A-2 provides that a "Purchasing Agent" for a school district means the Secretary, Business Administrator or the Business Manager of the Board of Education duly assigned the authority, responsibility and accountability for the purchasing activity of the Board of Education, and

**WHEREAS**, 18A:18A-3 provides that contracts, awarded by the Purchasing Agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$36,000), may be awarded by the Purchasing Agent without advertising for bids when so authorized by board resolution, and

**WHEREAS**, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$5,400) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution, now therefore, be it

**RESOLVED**, that the Demarest Board of Education pursuant to the statutes cited above hereby appoints the Board Secretary/Business Administrator as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Demarest Board of Education, and be it further

**RESOLVED,** that the Board Secretary/Business Administrator is hereby authorized to award contracts on behalf of the Demarest Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$5,400) without soliciting competitive quotations, and be it further

**RESOLVED,** that Frank G. Chilson is hereby authorized to seek competitive quotations, when applicable and practicable before awarding contracts, when contracts in the aggregate exceed 15% of the bid threshold (currently \$5,400) but less than the bid threshold of \$36,000.

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

18. Move to approve Capital One Bank as the official depository bank for the Board of Education's current checking, agency, payroll, lunch, and special accounts for the 2012/2013 school year.

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

III. ACTIONS (Continued)
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<ol> <li>Move to appoint the Boa 2012/2013 school year.</li> </ol>	rd Secretary/Sc	hool	Busines	ss Admi	nistrator	as	the Custodian of Records for the		
	Moved by: Action (RC):	G	Gei	Gel	Maj	М	Seconded: W H		
20. Move to appoint Frank G. of Education for the 2012/2013		d Se	cretary/	School E	Business	Ad	ministrator for the Demarest Board		
	Moved by: Action (RC):	G	Gei	Gel	Мај	М	Seconded: W H		
21. Move to authorize the Boathrough state agencies (state co		chool	Busine	ess Adm	inistrato	r pr	ocurement of goods and services		
	Moved by: Action (RC):	G	Gei	Gel	Maj	М	Seconded: W H		
22. Move to authorize the Board	d Secretary/Scho	ool Bu	usiness	Adminis	trator pa	y bi	lls between Board Meetings.		
	Moved by: Action (RC):	G	Gei	Gel	Мај	М	Seconded: W H		
23. Move to approve Coopera OT/PT, etc.) or any other Coope					MRESC	foi	r services (transportation, nursing,		
	Moved by: Action (RC):	G	Gei	Gel	Maj	М	Seconded: W H		
24. Move to establish petty ca follows:	ash funds for th	e 20	12/2013	school	year in	aco	cordance with NJSA: 18A:10-5 as		
County Road School-Principal \$ 200.00 Luther Lee Emerson School-Principal 200.00 Demarest Middle School-Principal 200.00 Business Administrator's Office 200.00 Superintendent's Office 200.00 Total \$ 1,000.00									
	Moved by: Action (RC):	G	Gei	Gel	Maj	М	Seconded: W H		
25. Move to appoint Karleen Mo	Dermott, RN, as	s Sub	stance /	Awarene	ess Coor	dina	ator, for the 2012/2013 school year.		
	Moved by: Action (RC):	G	Gei	Gel	Maj	М	Seconded: W H		
26. Move to appoint Christoph school year.	ner Kirkby, Prind	cipal	Grades	K-4 as	Affirmat	tive	Action Officer, for the 2012/2013		
55.1001 you.1	Moved by: Action (RC):	G	Gei	Gel	Мај	М	Seconded: W H		
27. Move to appoint Sherri Rind for the 2012/2013 school year.	ckoff and Arlene	Hage	endorf, (	Guidanc	e Couns	elor	s, as 504 Committee Coordinators,		
	Moved by: Action (RC):	G	Gei	Gel	Maj	М	Seconded: W H		

III. ACTIONS (Continued)
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ACTIONS (Continuea)							
28. Move to appoint Robert Lo (HIB) Coordinator for the 2012/2			rincipal	Grades	5-8, as	Har	assment, Intimidation and Bullying
	Moved by: Action (RC):	G	Gei	Gel	Мај	M	Seconded: W H
29. Move to appoint Debra Gi Record, for the 2012/2013 scho		Agen	cy as t	he Dem	arest Bo	ard	of Education Insurance Broker of
	Moved by: Action (RC):	G	Gei	Gel	Мај	М	Seconded: W H
30. Move to approve the Emerg	gency Operation	s Pla	n.				
	Moved by: Action (RC):	G	Gei	Gel	Мај	M	Seconded: W H
31. Move to approve the Crisis	Intervention Pro	cedu	res Mar	nual.			
	Moved by: Action (RC):	G	Gei	Gel	Мај	М	Seconded: W H
32. Move to approve the Emerg	gency Managem	ent P	lan.				
	Moved by: Action (RC):	G	Gei	Gel	Maj	М	Seconded: W H
33. Move to appoint Environme Asbestos, Hazard Emergency F					. to act a	as ou	ur Designated Person for
	Moved by: Action (RC):	G	Gei	Gel	Мај	М	Seconded: W H
34. Move to approve collection	and maintenand	ce of S	Student	Records	s accord	ing t	to 6A:32-7.3.
	Moved by: Action (RC):	G	Gei	Gel	Мај	M	Seconded: W H
35. Move to appoint Robert Arr	nstrong of NVRI	HS as	the PE	OSA Off	ficer.		
	Moved by: Action (RC):	G	Gei	Gel	Мај	М	Seconded: W H
36. Move to appoint Robert Arr	mstrong of NVRI	∃S as	the Ind	oor Air (	Quality D	esiç	gnee.
	Moved by: Action (RC):	G	Gei	Gel	Мај	М	Seconded: W H
37. Move to appoint Robert Arm	nstrong of NVRH	IS as	the Inte	grated F	Pest Man	nage	ement Coordinator/IPM Designee.

Moved by: Seconded:

Age	enda-Red	organization Meeting	Action (RC):	G	-8- Gei	Gel	Мај	M	W	н	May 1, 2012	
III.	<u>ACTION</u>	IS (Continued)										
	38. Move to adopt the Code of Ethics for School Board Members (P.L. 2001, Chapter 178 C: 18A:12-24.1) to abide by as follows:											
	a. I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.											
	b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.											
	c. I will confine my board action to policy making, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.											
	d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.											
	e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.											
	f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.											
	g. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.											
	<ul> <li>I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.</li> </ul>									the recommendation of		
	i. I will support and protect school personnel in proper performance of their duties.											
	<ol> <li>I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.</li> </ol>											
			Moved by: Action (RC):	G	Gei	Gel	Maj	M	Second W	led: H		
IV.	<u>OTHER</u>	<u>BUSINESS</u>										
	A. Discussion of such other matters as may be introduced by the Board.											
V.	PUBLIC DISCUSSION											
	A. Move to open the meeting to public discussion.											
		Move	d by:		Se	econded:				Actio	on (v):	
	B.	Move to close the me	eting to public dis	scussi	ion.							
		Move	d by:		Se	econded:				Actio	on (v):	
VI.	<u>ADJOU</u>	<u>RNMENT</u>										
	A. Move to adjourn atP.M.											

Seconded:

Action (v):

Moved by:

Administrative Offices 568 Piermont Road Demarest, NJ 07627 Tel (201) 768-6060 Fax (201) 767-9122