

DEMAREST BOARD OF EDUCATION MINUTES – REORGANIZATION MEETING

May 11th, 2011

I. OPENING

A. The meeting was called to order at 8:00 p.m.

B. Secretary'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 provision of the Act, the Demarest Board of Education has caused notice of this 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. Roll Call: Galtieri, Majeski, Molina, Woods were present. Schwartzman resigned.
Board Members Elected: Holzberg and Geisenheimer

D. President Holzberg led the flag Salute.

II. ELECTION RESULTS ARE CERTIFIED BY THE BOARD SECRETARY

Budget Results

General Funds \$11,534,796

Yes - 343

No - 176

Election Results

Geisenheimer 408

Holzberg 398

III. INDUCTION OF NEW MEMBERS

Pamela Geisenheimer and Diane Holzberg were issued their Oath of Office by the Board Secretary.

IV. ELECTION OF OFFICERS

A. Election of President

1. Secretary calls for nominations for President. It was moved by Galtieri, seconded by Woods and approved by unanimous voice vote to nominate Diane Holzberg for President.

2. It was moved by Majeski, seconded by Galtieri, and approved by unanimous voice vote to close the nominations.

3. Board Secretary cast one vote for Diane Holzberg to serve as President.

B. Election of Vice President

1. President Holzberg called for nominations for Vice President. It was moved by Galtieri, seconded by Geisenheimer and approved by unanimous voice vote to nominate Jane Majeski for Vice President.

2. It was moved by Galtieri, seconded by Geisenheimer, and approved by unanimous voice vote to close nominations.

3. Board Secretary cast one vote for Majeski to serve as Vice President.

V. REVIEW OF AGENDA

- A. The Board members reviewed the items.
- B. It was moved by Galtieri, seconded by Majeski and approved by unanimous voice vote to open the meeting to public discussion limited to agenda items.
- C. There was no public discussion.
- D. It was moved by Galtieri, seconded by Majeski and approved by unanimous voice vote to close the meeting to public discussion.

VI. ACTIONS

- 1. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to designate *The Record*, *Suburbanite*, *Press Journal*, and *The Star Ledger* as newspapers for Board of Education advertising.
- 2. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote 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 year 2011/2012 are hereby set down as the second and third Tuesdays of the month, unless noted *, said meetings to be held in the Library at County Road School, Demarest, NJ, commencing at 8:00 PM. The Board of Education may take action at any of their scheduled meetings.

May 17, 2011*	Committee-of-the-Whole Meeting
May 24, 2011*	Regular Meeting
June 14, 2011	Committee-of-the-Whole Meeting
June 21, 2011	Regular Meeting
July 19, 2011*	Committee-Of-the-Whole & Regular Meeting
August 16, 2011*	Committee-Of-the-Whole & Regular Meeting
September 13, 2011	Committee-of-the-Whole Meeting
September 20, 2011	Regular Meeting
October 11, 2011	Committee-of-the-Whole Meeting
October 18, 2011	Regular Meeting
November 8, 2011	Committee-of-the-Whole Meeting
November 15, 2011	Regular Meeting
December 20, 2011*	Committee-Of-the Whole & Regular Meeting
January 10, 2012	Committee-of-the-Whole Meeting
January 17, 2012	Regular Meeting
February 14, 2012	Committee-of-the-Whole Meeting
February 28 2012*	Regular Meeting
March 20, 2012*	Committee-of-the-Whole Meeting
March 27, 2012*	Regular Meeting
April 24, 2012*	Committee-Of-the-Whole & Regular Meeting
May 8, 2012	Reorganization Meeting
May 15, 2012*	Committee-of-the-Whole Meeting
May 22, 2012*	Regular Meeting

* Meeting dates other than the second and third Tuesdays of the month or combined meetings.

VI. ACTIONS (Continued)Resolution No. 2 (Continued)

b) Notice of the aforesaid meetings and of all other public meeting hereafter scheduled, whether same be revised or additional meeting dates, 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*, *The Press Journal*, and *The Suburbanite* which newspapers 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 same, provided, however, that requests for such individual notices made by news media shall be granted without cost.

d) This resolution shall take effect immediately.

3. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to adopt the Board of Education Policy Manual currently in existence.

4. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to adopt the Curriculum and Textbooks of the Demarest School District currently in existence.

5. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to adopt Parliamentary Procedures for our Public Meetings.

6. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to utilize the Chart of Accounts for all business transactions for the 2011/2012 school year.

7. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to adopt the following resolution:

WHEREAS, there exists a need for an audit of the accounts of the school district for 2011/2012 pursuant to Title 18A:23-8 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 Nisiovocia & Company, LLP, be retained as School Auditor for the 2011/2012 school year to include preparation of the 2010/ 2011 audit at a fee not to exceed \$11,850.

b) This appointment is made without competitive bidding as a "Professional Service" under the provisions of the Public School Contract Law because the service is to be performed by a person authorized by law to practice accounting.

8. It was moved by Galtieri, seconded by Majeski and approved by unanimous roll call vote to adopt the following resolution:

WHEREAS, there exists a need for bond counsel services for 2011/2012 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 Wilentz, Goldman & Spitzer, P.A., be retained as bond counsel advisors for the 2011/2012 school year.

b) This contract is awarded without competitive bidding as a "Professional Service" to be performed by a firm authorized to practice law.

VI. ACTIONS (Continued)

9. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to adopt the following resolution:

WHEREAS, there exists a need for legal services for 2011/2012 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 Cleary Giacobbe Alfieri Jacobs, LLC, be retained as legal counsel for the 2011/2012 school year at a fee not to exceed \$140.00 per hour.

b) This contract is awarded without competitive bidding as a "Professional Service" to be performed by a firm authorized to practice law.

10. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to adopt the following resolution:

WHEREAS, there exists a need for special counsel for special education matters for the 2011/2012 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 Fogarty & Hara, Counselors at Law, be retained as Special Legal Counsel for Special Education matters for the 2011/2012 school year at a fee not to exceed \$165.00 per hour.

b) This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law because the service is to be performed by a firm authorized to practice law.

11. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to adopt the following resolution:

WHEREAS, there exists a need for architectural services for 2011/2012 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 2011/2012 school year.

b) That this contract is awarded without competitive bidding as a "Professional Service" to be performed by a firm authorized to provide architectural management services.

12. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to adopt the following resolution:

WHEREAS, there exists a need for professional medical services for the 2011/2012 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 Michelle deAntonio, M.D., be retained as the School Physician/Medical Inspector for the 2011/2012 school year at a cost of \$3,500.

VI. ACTIONS (Continued)

b) This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law because the service is performed by a firm authorized by law to practice medicine.

13. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint Phillip Nisonoff as Treasurer of School Monies for the 2011/2012 school year.

14. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote that facsimile signatures be approved for all school district warrants for the following:

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

15. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote that the Treasurer of School Monies facsimile signature be designated to image sealed payroll checks.

16. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote 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.

17. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to approve TD Bank as the official depository bank for the Board of Education's current checking, agency, payroll, lunch, and special accounts for the 2011/2012 school year.

18. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint the Board Secretary/School Business Administrator as the Custodian of Records for the 2011/2012 school year.

19. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint Frank G. Chilson as Board Secretary/School Business Administrator for the Demarest Board of Education for the 2011/2012 school year.

VI. ACTIONS (Continued)

20. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to authorize the Board Secretary/School Business Administrator procurement of goods and services through state agencies (state contracts).

21. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to authorize the Board Secretary/School Business Administrator pay bills between Board Meetings.

22. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to approve Cooperative Agreements with BCSSSD and MRESC for services (transportation, nursing, OT/PT, etc.) or any other Cooperative Purchasing Agreements.

23. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to establish petty cash funds for the 2011/2012 school year in accordance with NJSA: 18A:10-5 as follows:

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	<u>200.00</u>
Total	\$ 1,000.00

24. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint Karleen McDermott, RN, Substance Awareness Coordinator, for the 2011/2012 school year.

25. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint Christopher Kirkby, Principal Gr. K-4 as Affirmative Action Officer, for the 2011/2012 school year.

26. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint Sherri Rinckoff and Arlene Hagendorf, Guidance Counselor, as 504 Committees Coordinators, for the 2011/2012 school year.

27. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint Debra Ginetto of Burton Agency our Insurance Broker of Record, for the 2011/2012 school year.

28. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to approve Emergency Operations Plan.

29. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to approve Crisis Intervention Procedures Manual.

30. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote e to approve Emergency Management Plan.

31. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint Environmental Remediation & Management Inc. to act as our Designated Person for Asbestos, Hazard Emergency Response Act and Right to Know.

32. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to approve collection and maintenance of Student Records according to 6A:32-7.3.

34. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint Robert Armstrong of NVRHS as the PEOSA Officer.

35. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint Robert Armstrong of NVRHS as Indoor Air Quality Designee.

36. It was moved by Majeski, seconded by Galtieri and approved by unanimous roll call vote to appoint Robert Armstrong of NVRHS as Integrated Pest Management Coordinator/IPM Designee.

VII. OTHER BUSINESS

- A. Discussion of Committee Assignments.
- B. Discussion of such other matters as may be introduced by the Board.

VIII. PUBLIC DISCUSSION

- A. It was moved by Galtieri, seconded by Majeski and approved by unanimous voice vote to open the meeting to public discussion.

Schwartzman excited Holzberg elected for President. Board is very competent. Much regret I officially tendered my resignation to the Board. Board is in good hands. Pleasure working with you. Like to be considered for Ad Hoc if not in conflict with NV important for kids, not about us. Keep up the good work. Insist on 1st Class. All communications.

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

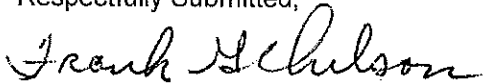
IX. EXECUTIVE SESSION

- A. It was moved by Majeski, seconded by Woods and approved by unanimous voice vote to open the Executive Session.
- B. It was moved by Galtieri, seconded by Majeski and approved by unanimous voice vote to close the Executive Session.

X. ADJOURNMENT

- A. It was moved by Galtieri, seconded by Majeski and approved by unanimous voice vote to adjourn at 8:50 P.M.

Respectfully Submitted,



Frank G. Chilson
School Business Administrator
Board Secretary

FGC:mb

