

DEMAREST BOARD OF EDUCATION

AGENDA – REGULAR MEETING

May 19, 2015

7:00 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 two newspapers: The Record and The Suburbanite.

C. Flag salute.

D. Roll Call: Cantatore, Geller, Kirtane, Molina, Verna, Woods and Holzberg.

E. Move to accept the minutes of:

Committee-of-the-Whole Meeting – April 21, 2015
Public Budget Hearing Meeting - April 28, 2015
Regular Meeting - April 28, 2015

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)

A. Instruction – Staffing (Continued)

3. Move to award a non-tenure contract to Wendy Fine, MA+16 Step 2, School Psychologist, and increase her appointment from part-time (.5) to full-time for the 2015/2016 school year, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

4. Move to award a tenure contract to Danielle DuBois (Spence), MA Step 4, Elementary Guidance Counselor, for the 2015/2016 school year, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

5. Move to award a tenure contract to Alexandria Lerner, MA Step 4, Third Grade Teacher, for the 2015/2016 school year, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

6. Move to award a tenure contract to Lauren Magnifico, MA Step 8, First Grade Teacher, for the 2015/2016 school year, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

7. Move to approve the provisional employment of Wendy Heffler, BA, Step 1, *pending certification*, as 6th Grade Language Arts Teacher, for the 2015-2016 school year, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

8. Move to accept the notice of resignation from Christina Cohen, Grade 5-8 Physical Education/Health Teacher, effective June 30, 2015, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

9. Move to accept the notice of resignation from Alan Harris, Grade 5 Social Studies Teacher, effective June 30, 2015, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

10. Move to accept the notice of resignation from Tiffany Witko, (.5) Grade 5-8 Basic Skills Teacher, effective June 30, 2015, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

V. ACTIONS (Continued)

A. Instruction – Staffing (Continued)

11. Move to approve the reduction in force of Audrena Campagna, Grade 5-8 Media Specialist/GT, due to program changes, effective June 30, 2015, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

12. Move to approve the provisional employment of the following as substitute teachers for the remainder of the 2014/2015 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 (revised 6/30/98):

Sylvia Schoepler Sandra Pepe

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

B. Instruction – Pupils/Programs

1. Move to approve Bollinger Insurance for student insurance for the 2015/2016 school year, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

C. Support Services – Staffing

1. Move to accept the notice of retirement from Kathleen Coppa, Health/Techers’ Aide, effective May 15, 2015, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

2. Move to approve the following temporary summer custodians as per the Summer Custodian Agreement, as recommended by the Chief School Administrator:

Name:	Dates:	Rate/Hour:
Michael Leone	May 26, 2015 – August 28, 2014	\$11.25
Arben Bresa	May 26, 2015 – August 28, 2014	\$10.25

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

D. Support Services – Board of Education

1. Move to approve the Classroom Rental Agreement with Northern Valley Regional High School District in the amount of \$30,000 per classroom and \$50,000 for educational services for the 2015/2016 school year, as recommended by the Chief School Administrator.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

2. Move to approve the first reading of the following new Policy and Regulation, as recommended by the Chief School Administrator:

6171.6 Policy	Independent and District Special Education Evaluations
6171.6 Regulation	Independent and District Special Education Evaluations

<i>Moved by:</i>							<i>Seconded:</i>
<i>Action (RC):</i>	C	Gel	K	M	V	W	H

3. Move to approve Tyco Integrated Security LLC to complete upgrades to addressable fire suppression systems at County Road School under NJPA Bid # 031913-TIS, at a cost not to exceed \$16,529.95, as recommended by the Chief School Administrator.

<i>Moved by:</i>							<i>Seconded:</i>
<i>Action (RC):</i>	C	Gel	K	M	V	W	H

4. Move to approve The Gordian Group, an authorized vendor of New Jersey State Approved Co-op # 65MCECCPS, to complete upgrades to the kitchen facilities at Luther Lee Emerson School under MRESC Bid # 14/15-19 GC2, at a cost not to exceed \$41,157.85, as recommended by the Chief School Administrator.

<i>Moved by:</i>							<i>Seconded:</i>
<i>Action (RC):</i>	C	Gel	K	M	V	W	H

5. Move to approve The Gordian Group, an authorized vendor of New Jersey State Approved Co-op # 65MCECCPS, to repave driveway and parking areas at County Road School under MRESC Bid # 14/15-19 GC2, at a cost not to exceed \$71,923.56, as recommended by the Chief School Administrator.

<i>Moved by:</i>							<i>Seconded:</i>
<i>Action (RC):</i>	C	Gel	K	M	V	W	H

6. Move to approve The Gordian Group, an authorized vendor of New Jersey State Approved Co-op # 65MCECCPS, to upgrade lighting fixtures at County Road School under MRESC Bid # 14/15-19 GC2, at a cost not to exceed \$103,963.11, as recommended by the Chief School Administrator.

<i>Moved by:</i>							<i>Seconded:</i>
<i>Action (RC):</i>	C	Gel	K	M	V	W	H

7. Move to approve an agreement with Strauss Esmay Associates, LLP at a cost of \$4,535 for policy management for the 2015/2016 school year, as recommended by the Chief School Administrator.

<i>Moved by:</i>							<i>Seconded:</i>
<i>Action (RC):</i>	C	Gel	K	M	V	W	H

8. Move to approve continuation of the technology shared service agreement with Northern Valley Regional High School for the 2015/2016 school year, at a cost of \$67,320.00, as recommended by the Chief School Administrator.

<i>Moved by:</i>							<i>Seconded:</i>
<i>Action (RC):</i>	C	Gel	K	M	V	W	H

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

10. Move to adopt the following resolution:

APPROVAL OF LEGAL DEPOSITORIES – BANK FOR DEPOSITS/WITHDRAWALS

BE IT RESOLVED that the Demarest Board of Education authorizes the Business Administrator to invest school district funds within statutory limitations.

BE IT FURTHER RESOLVED that the Demarest Board of Education approves the district’s participation in the Bergen County Banking Consortium (BCBANC) from July 1st, 2015 through June 30th, 2016 and authorizes the School Business Administrator to serve as a trustee.

BE IT FURTHER RESOLVED that the Demarest Board of Education designates Capital One Bank as the bank for deposits and withdrawals for the General Account, Payroll Account, Payroll Agency Account, Unemployment Account, Capital Reserve Account, Student Activities Account, Lunch Account and Athletics Activities Account from July 1st, 2015 through June 30th, 2016.

BE IT FURTHER RESOLVED that the Demarest Board of Education approves the authorized signatures on the above accounts of designated administrators, as recommended by the Chief School Administrator.

Moved by: Seconded:
Action (RC): C Gel K M V W H

11. Move to adopt the following resolution:

WHEREAS, there exists a need for bond counsel services for 2015/2016 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 2015/2016 school year.

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.

Moved by: Seconded:
Action (RC): C Gel K M V W H

12. Move to adopt the following resolution:

WHEREAS, there exists a need for legal services for 2015/2016 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 2015/2016 school year at a fee not to exceed \$140.00 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.

Moved by: Seconded:
Action (RC): C Gel K M V W H

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

16. Move to adopt the following resolution:

WHEREAS, there exists a need for an audit of the accounts of the school district 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 Nisivoccia & Company, LLP, be retained as School Auditor for the 2015/2016 school year to include preparation of the 2014/2015 audit at a fee not to exceed \$12,000, and

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 firm authorized by law to practice auditing.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

17. Move to appoint Philip Nisonoff as Treasurer of School Monies for the 2015/2016 school year.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

18. Move to approve facsimile signatures for all school district warrants for the following:

President or Vice President
Board Secretary and
Treasurer of School Monies

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

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

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

20. Move to appoint Thomas J. Perez as Board Secretary/School Business Administrator for the Demarest Board of Education for the 2015/2016 school year.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

21. Move to appoint the Board Secretary/School Business Administrator as the Custodian of Records for the 2015/2016 school year.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

22. Move to authorize the Board Secretary/School Business Administrator procurement of goods and services through state agencies (state contracts).

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

23. Move to authorize the Board Secretary/School Business Administrator pay bills between Board Meetings.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

24. Move to adopt the following resolution:

WHEREAS, Thomas J. Perez 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 Thomas J. Perez 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): C Gel K M V W H

25. Move to approve Cooperative Agreements with BCSSSD, MRESC and NJPA for services (transportation, nursing, OT/PT, etc.) or any other Cooperative Purchasing Agreements.

Moved by: *Seconded:*
Action (RC): C Gel K M V W H

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

26. Move to establish petty cash funds for the 2015/2016 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

Moved by: *Secoded:*
 Action (RC): C Gel K M V W H

27. Move to appoint Karleen McDermott, RN as Substance Awareness Coordinator for the 2015/2016 school year.

Moved by: *Secoded:*
 Action (RC): C Gel K M V W H

28. Move to appoint Dr. Emily Codey, Principal Gr. 5-8, as Affirmative Action Officer for the 2015/2016 school year.

Moved by: *Secoded:*
 Action (RC): C Gel K M V W H

29. Move to appoint Sherri Rinckoff and Danielle DuBois (Spence), Guidance Counselors, as 504 Committee Coordinators for the 2015/2016 school year.

Moved by: *Secoded:*
 Action (RC): C Gel K M V W H

30. Move to appoint Debra Ginetto of Burton Agency as Insurance Broker of Record for the 2015/2016 school year.

Moved by: *Secoded:*
 Action (RC): C Gel K M V W H

31. Move to approve the Emergency Operations Plan.

Moved by: *Secoded:*
 Action (RC): C Gel K M V W H

32. Move to approve the Crisis Intervention Procedures Manual.

Moved by: *Secoded:*
 Action (RC): C Gel K M V W H

33. Move to approve the Emergency Management Plan.

Moved by: *Secoded:*
 Action (RC): C Gel K M V W H

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

34. Move to appoint Environmental Remediation & Management Inc. to act as our Designated Person for Asbestos, Hazard Emergency Response Act and Right to Know.

Moved by: Seconded:
 Action (RC): C Gel K M V W H

35. Move to approve collection and maintenance of Student Records according to 6A:32-7.3.

Moved by: Seconded:
 Action (RC): C Gel K M V W H

E. Support Services – Fiscal Management

1. Move to confirm the April 16th – 30th, 2015 payroll in the amount of \$329,311.02.

Moved by: Seconded:
 Action (RC): C Gel K M V W H

2. Move to confirm the May 1st - 15th, 2015 payroll in the amount of \$354,559.91.

Moved by: Seconded:
 Action (RC): C Gel K M V W H

3. Move to approve the April 2015 bills in the amount of \$542,864.84 as follows:

Subtotal Per Fund	Amount
10 General Current Fund Expense Funds	\$526,365.64
20 Special Revenue Funds	16,499.20

Moved by: Seconded:
 Action (RC): C Gel K M V W H

4. Move to approve the following transfers for April 2015:

From:	Account No.	Amount
12-000-400-450-0-0000-00	Capital	\$ 6,150

To	Account No.	Amount
12-000-400-730-0-0000-00	Capital	\$ 6,150

Moved by: Seconded:
 Action (RC): C Gel K M V W H

V. ACTIONS (Continued)

E. Support Services – Fiscal Management (Continued)

5. Move 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 April 30, 2015, 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): C Gel K M V W H

6. 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 April 30, 2015, 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): C Gel K M V W H

7. Move to acknowledge receipt of the March 31, 2015 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

Moved by: *Seconded:*
Action (RC): C Gel K M V 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, June 9, 2015 at 6:30 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):*

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, June 16, 2015 at 6:30 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 necessary)

A. Move to enter the Executive Session 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):

DEMAREST BOARD OF EDUCATION

ADDENDUM TO AGENDA – REGULAR MEETING

May 19, 2015

7:00 P.M.

V. ACTIONS (Continued)

A. Instruction – Staffing (Continued)

Add Resolutions No. 13 -14

13. Move to accept the notice of resignation from Kimberly Steimke, Grade K-4 Basic Skills Teacher, effective June 30, 2015, as recommended by the Chief School Administrator.

Moved by: _____ Seconded: _____
Action (RC): C Gel K M V W H

14. Move to accept the notice of resignation from Teresa Altman, Grade 2-4 Resource Room Teacher, effective June 30, 2015, as recommended by the Chief School Administrator.

Moved by: _____ Seconded: _____
Action (RC): C Gel K M V W H

B. Instruction – Pupils/Programs (Continued)

Add Resolution No. 2

2. Move to approve a Non Domiciled Tuition Agreement with Mr. & Mrs. Gewirtz for their child to attend Fourth Grade at Luther Lee Emerson School during the 2015/2016 school year at an annual rate of \$14,871, as recommended by the Chief School Administrator.

Moved by: _____ Seconded: _____
Action (RC): C Gel K M V W H

C. Support Services – Staffing (Continued)

Add Resolution No. 3

3. Move to approve a Memorandum of Agreement with Thomas Perez, School Business Administrator/Board Secretary, subject to review and approval of the Executive County Superintendent, for the 2015/2016 school year, as recommended by the Chief School Administrator.

Moved by: _____ Seconded: _____
Action (RC): C Gel K M V W H

V. **ACTIONS (Continued)**

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

Add Resolution No. 36

36. Move to approve the request of the SJ Enrichment/Beyond Sports Management (BSM) to utilize the Demarest Middle School field on the following dates for sports activities, at a rate of \$25 per hour (total \$3,500), as recommended by the Chief School Administrator:

June 6, 2015 Saturday 5:00 – 7:00 PM (2 hours)

July 6 – August 14, 2015 (6 weeks) Monday - Thursday 12:45 - 2:45PM

July: 6, 7, 8, 9; 13, 14, 15, 16; 20, 21, 22, 23; 27, 28, 29, 30

August: 3, 4, 5, 6; 10, 11, 12, 13

TOTAL 24 sessions (48 hours)

June 20 – August 29, 2015 (10 weeks)

Mondays 4:45 - 8:15 PM: 6/22, 6/29, 7/6, 7/13, 7/20, 7/27, 8/3, 8/10, 8/17, 8/24

Thursdays 4:45 - 8:15 PM: 6/25, 7/2, 7/9, 7/16, 7/23, 7/30, 8/6, 8/13, 8/20, 8/27

Saturdays 9:30 - 11:30 AM: 6/20, 6/27, 7/11, 7/18, 7/25, 8/1, 8/8, 8/15, 8/22, 8/29

TOTAL 30 sessions (90 hours)

Moved by:

Action (RC):

C Gel K M V W H

Seconded: