

# DEMAREST BOARD OF EDUCATION MINUTES – REORGANIZATION MEETING

May 11<sup>th</sup>, 2011  
8:00 PM

## 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

<u>Budget Results</u>	<u>Election Results</u>
General Funds \$11,534,796	Geisenheimer 408
Yes - 343	Holzberg 398
No - 176	

## III. INDUCTION OF NEW MEMBERS

Pamela Geisenheimer and Diane Holzberg were each elected.

## IV. ELECTION OF OFFICERS

### A. Election of President

1. Secretary calls for nominations for President. Nominate \_\_\_\_\_ for President.

Moved by: \_\_\_\_\_ Seconded: \_\_\_\_\_ Action (v): \_\_\_\_\_

2. Move to close nominations.

Moved by: \_\_\_\_\_ Seconded: \_\_\_\_\_ Action (v): \_\_\_\_\_

3. Board Secretary cast one vote for \_\_\_\_\_ to serve as President.

### B. Election of Vice President

The Board Secretary called for nominations for President.

1. It was moved by Galtieri, seconded by Woods by a voice vote to nominate Holzberg for President .

2. Move to close nominations.

Moved by: \_\_\_\_\_ Seconded: \_\_\_\_\_ Action (v): \_\_\_\_\_

V. REVIEW OF AGENDA

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

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):*

VI. ACTIONS

1. Move to designate *The Record*, *Suburbanite*, *Press Journal*, and *The Star Ledger* as newspapers for Board of Education advertising.

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

2. 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 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)

8. Move 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.

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

9. Move 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.

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

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

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

10. Move 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.

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

11. Move 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

VI. ACTIONS (Continued)

**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.

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

12. Move 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.
- 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.

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

13. Move to appoint Philip Nisonoff as Treasurer of School Monies for the 2011/2012 school year.

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

14. 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 H Maj M S W

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

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

16. 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

VI. ACTIONS (Continued)

**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 H Maj M S W*

17. Move 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.

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

18. Move to appoint the Board Secretary/School Business Administrator as the Custodian of Records for the 2011/2012 school year.

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

19. Move to appoint Frank G. Chilson as Board Secretary/School Business Administrator for the Demarest Board of Education for the 2011/2012 school year.

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

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

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

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

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

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

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

VI. ACTIONS (Continued)

23. Move 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

<i>Moved by:</i>								<i>Seconded:</i>
Action (RC):	G	Gei	H	Maj	M	S	W	

24. Move to appoint Karleen McDermott, RN, Substance Awareness Coordinator, for the 2011/2012 school year.

<i>Moved by:</i>								<i>Seconded:</i>
Action (RC):	G	Gei	H	Maj	M	S	W	

25. Move to appoint Christopher Kirkby, Principal Gr. K-4 as Affirmative Action Officer, for the 2011/2012 school year.

<i>Moved by:</i>								<i>Seconded:</i>
Action (RC):	G	Gei	H	Maj	M	S	W	

26. Move to appoint Sherri Rinckoff and Arlene Hagendorf, Guidance Counselor, as 504 Committees Coordinators, for the 2011/2012 school year.

<i>Moved by:</i>								<i>Seconded:</i>
Action (RC):	G	Gei	H	Maj	M	S	W	

27. Move to appoint Debra Ginetto of Burton Agency our Insurance Broker of Record, for the 2011/2012 school year.

<i>Moved by:</i>								<i>Seconded:</i>
Action (RC):	G	Gei	H	Maj	M	S	W	

28. Move to approve Emergency Operations Plan.

<i>Moved by:</i>								<i>Seconded:</i>
Action (RC):	G	Gei	H	Maj	M	S	W	

29. Move to approve Crisis Intervention Procedures Manual.

<i>Moved by:</i>								<i>Seconded:</i>
Action (RC):	G	Gei	H	Maj	M	S	W	

30. Move to approve Emergency Management Plan.

<i>Moved by:</i>								<i>Seconded:</i>
Action (RC):	G	Gei	H	Maj	M	S	W	

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

<i>Moved by:</i>								<i>Seconded:</i>
Action (RC):	G	Gei	H	Maj	M	S	W	

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

<i>Moved by:</i>								<i>Seconded:</i>
Action (RC):	G	Gei	H	Maj	M	S	W	

VI. ACTIONS (Continued)

33. 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.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. 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.

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

34. Move to appoint Robert Armstrong of NVRHS as the PEOSA Officer.

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

35. Move to appoint Robert Armstrong of NVRHS as Indoor Air Quality Designee.

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

36. Move to appoint Robert Armstrong of NVRHS as Integrated Pest Management Coordinator/IPM Designee.

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

VII. OTHER BUSINESS

- A. Discussion of Committee Assignments. A copy of prior Board's Committees enclosed for Board Members.



VI. ACTIONS (Continued)

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

VIII. 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):* \_\_\_\_\_

IX. EXECUTIVE SESSION

- A. Move to open the Executive Session.

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

- B. Move to close the Executive Session.

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

X. ADJOURNMENT

- A. Move to adjourn at \_\_\_\_\_ P.M.

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