

DEMAREST BOARD OF EDUCATION

AGENDA – REORGANIZATION MEETING

May 1, 2012

7:30 p.m.

I. OPENING

- A. Meeting called to order.
- 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. Flag Salute.
- D. Roll Call: Galtieri, Geisenheimer, Geller, Majeski, Molina, Woods and Holzberg.

II. 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):*

III. ACTIONS

- 1. Move to designate *The Record* and *The Suburbanite* as newspapers for Board of Education advertising.

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

- 2. Move to adopt the Board of Education Policy Manual currently in existence.

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

- 3. Move to adopt the Curriculum and Textbooks of the Demarest School District currently in existence.

Moved by: *Seconded:*
Action (RC): G Gei Gel Maj M W 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, unless noted below with an asterisk (*). 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
May 21, 2013	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.

Moved by:

Seconded:

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

III. ACTIONS (Continued)

5. Move to adopt Parliamentary Procedures for our Public Meetings.

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

6. Move to utilize the Chart of Accounts for all business transactions for the 2012/2013 school year.

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

7. Move to utilize and approve the Standard Operating Procedures and Internal Controls for the Demarest School District for the 2012/2013 school year.

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

8. Move to adopt the following resolution:

WHEREAS, there exists a need for an audit of the accounts of the school district for 2012/2013 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 2012/2013 school year to include preparation of the 2011/ 2012 audit at a fee not to exceed \$12,000, and
- b) That 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 accounting.

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

9. Move to adopt the following resolution:

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:

- a) That Wilentz, Goldman & Spitzer, P.A., be retained as bond counsel advisors for the 2012/2013 school year, and
- 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.

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

10. Move to adopt the following resolution:

WHEREAS, there exists a need for legal services for 2012/2013; 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 2012/2013 school year at a fee not to exceed \$140.00 per hour, and
- 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.

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

III. ACTIONS (Continued)

11. Move to adopt the following 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 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 2012/2013 school year at a fee not to exceed \$165.00 per hour, and

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.

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

12. Move to adopt the following resolution:

WHEREAS, there exists a need for architectural 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:

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 Professional Service under the provisions of the Public School Contracts Law because the services are to be performed by a firm authorized to provide architectural management services.

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

13. Move to adopt the following resolution:

WHEREAS, there exists a need for professional medical 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:

a) That Michelle deAntonio, M.D., be retained as the School Physician/Medical Inspector for the 2012/2013 school year at a cost of \$3,500, and

b) That 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 person authorized by law to practice medicine.

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

14. Move to appoint Philip Nisonoff as Treasurer of School Monies for the 2012/2013 school year.

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

III. ACTIONS (Continued)

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.

<i>Moved by:</i>								
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.

<i>Moved by:</i>								
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.

<i>Moved by:</i>								
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.

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

III. ACTIONS (Continued)

19. Move to appoint the Board Secretary/School Business Administrator as the Custodian of Records for the 2012/2013 school year.

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

20. Move to appoint Frank G. Chilson as Board Secretary/School Business Administrator for the Demarest Board of Education for the 2012/2013 school year.

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

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

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

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

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

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

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

24. Move to establish petty cash funds for the 2012/2013 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:
Action (RC): G Gei Gel Maj M W H *Seconded:*

25. Move to appoint Karleen McDermott, RN, as Substance Awareness Coordinator, for the 2012/2013 school year.

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

26. Move to appoint Christopher Kirkby, Principal Grades K-4 as Affirmative Action Officer, for the 2012/2013 school year.

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

27. Move to appoint Sherri Rinckoff and Arlene Hagendorf, Guidance Counselors, as 504 Committee Coordinators, for the 2012/2013 school year.

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

III. ACTIONS (Continued)

28. Move to appoint Robert Lombardy, Assistant Principal Grades 5-8, as Harassment, Intimidation and Bullying (HIB) Coordinator for the 2012/2013 school year.

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

29. Move to appoint Debra Ginetto of Burton Agency as the Demarest Board of Education Insurance Broker of Record, for the 2012/2013 school year.

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

30. Move to approve the Emergency Operations Plan.

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

31. Move to approve the Crisis Intervention Procedures Manual.

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

32. Move to approve the Emergency Management Plan.

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

33. 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:
Action (RC): G Gei Gel Maj M W H *Seconded:*

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

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

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

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

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

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

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

Moved by: *Seconded:*

Administrative Offices

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