

DEMAREST BOARD OF EDUCATION

MINUTES – REGULAR MEETING

May 20, 2014

7:00 P.M.

I. OPENING

- A. The meeting was called to order at 7:00 p.m.
- 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. President Holzberg led the flag salute.
- D. Roll Call: Geisenheimer, Geller, Kirtane, Molina, Verna, Woods and Holzberg were present.
- E. It was moved by Molina, seconded by Woods and approved by unanimous voice vote to accept the minutes of Public Budget Hearing Meeting from April 29, 2014 and the Regular Meeting from April 29, 2014.
- F. There was a review of correspondence.

II. BOARD PRESIDENT'S REPORT

President Holzberg welcomed the teachers who are acquiring tenure. We look to our administrators who recommended you for tenure. You are now part of the Demarest family.

III. SUPERINTENDENT'S REPORT

Mr. Fox welcomed everyone. He commented on the success of the PTO 5K run and the staff appreciation luncheon. He acknowledged that the staff members have been excellent lifelong learners.

Mr. Kirkby reported on the Principal's Challenge and the Demarest 5K. He spoke about the Health Fair which included nutrition and Yoga/Pilates, tennis agility and an obstacle course. He commented that County Road School held a Mother's Day Breakfast and 1st Grade Beuhler Science Program and Luther Lee Emerson held K-9 Storytime, Walk to the Public Library, Music MI Original Composition, Grade 3 AR codes, and Biographies. He noted the upcoming events include LLE Field Day on May 22, LLE Spring Concert on May 29 and CRS Field Day on May 30.

IV. REVIEW OF AGENDA

- A. The board members reviewed the items.
- B. It was moved by Geisenheimer, seconded by Woods and approved by unanimous voice vote to open the meeting to public discussion limited to agenda items.
- C. Public discussion.
- D. It was moved by Molina, seconded by Geller and approved by unanimous voice vote to close the meeting to public discussion.

V. ACTIONS (Continued)A. Instruction – Staffing (Continued)

2. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to accept the notice of retirement from Theresa Wiseman, LDTC, effective June 30, 2014, as recommended by the Chief School Administrator.

3. It was moved by Verna, seconded by Geisenheimer and approved by unanimous roll call vote to award a tenure contract, pending settlement of a Successor Agreement, to Coleen Appelblatt, BA+16, Step 3, Second Grade Teacher, for the 2014/2015 school year, as recommended by the Chief School Administrator.

4. It was moved by Geller, seconded by Woods and approved by unanimous roll call vote to award a tenure contract, pending settlement of a Successor Agreement, to Jennifer Straub, BA, Step 5, Third Grade Teacher, for the 2014/2015 school year, as recommended by the Chief School Administrator.

5. It was moved by Geisenheimer, seconded by Woods and approved by unanimous roll call vote to award a tenure contract, pending settlement of a Successor Agreement, to Kimberly Steimke, MA, Step 3, Basic Skills Teacher, for the 2014/2015 school year, as recommended by the Chief School Administrator.

6. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to award non-tenure contracts, pending settlement of a Successor Agreement, to the following teachers for the 2014/2015 school year in accordance with their step and level on the Teachers' Salary Guide, as recommended by the Chief School Administrator:

<u>Teacher</u>	<u>Service Year</u>	<u>Level</u>	<u>September 2014- June 2015</u>
Katelyn Bettega *	2	BA	Step 2
Audrena Campagna *	3	MA	Step 7
Christina Cohen *	2.5	BA	Step 2
Danielle DuBois	3	MA	Step 3
Jenni Geer *	2	MA	Step 5
Alexandria Lerner	3	BA	Step 3
Lauren Magnifico	3	MA	Step 7
Heather Mourao *	3	MA	Step 3
Carmelo Sortino *	2	BA	Step 7
Paige Sydoruk *	2	BA	Step 6
Gabriela Torres *	2	BA	Step 3
*Under new Tenure Law			

At 7:20 p.m., P. Geisenheimer moved to take a momentary break to congratulate the teachers that received tenure, seconded by K. Geller and approved by unanimous voice vote. The meeting reconvened at 7:25 p.m.

7. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve Trista Gaspari and Lyndsey Stodnick, Instruction Aides, as substitute teachers for the 2013/2014 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 as well as an application for emergency hiring as required by the N.J.S.A 18A:6-7.1 et seq. (revised 6/30/98).

V. ACTIONS (Continued)D. Support Services – Board of Education (Continued)

3. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve the following resolution in for a technology shared service agreement with Northern Valley Regional High School, as recommended by the Chief School Administrator:

This agreement is made this 1st day of July 2014 between Northern Valley Regional High School District with its principal offices located at 162 Knickerbocker Road, Demarest, New Jersey (Northern Valley) and the **Demarest Board of Education with its principal offices located at 568 Piermont Road, Demarest, NJ 07627.**

WHEREAS: the boards of education realize that efficiencies can be gained by a shared services agreement pursuant to N.J.S.A. 40A:65-1 et seq. in which Northern Valley would provide technical services equivalent to five (5) days a week for **Demarest Board of Education**; and.

WHEREAS: Northern Valley will be the primary employer for a network engineer, network specialist, and varying other technology experts; and.

WHEREAS: the **Demarest Board of Education** wishes to take advantage of the staffing opportunities of Northern Valley; and.

WHEREAS: the Northern Valley Business Administrator/Board Secretary will oversee the administration of the Northern Valley technology staff and will designate a technical staff member to provide services five (5) days a week for **Demarest Board of Education**. The designated staff member will be supported by the Northern Valley District's engineer and network specialist; and.

WHEREAS: the Northern Valley Assistant Business Administrator will utilize the technology staff at Northern Valley to interact and gain efficiencies with technology in **Demarest Board of Education**; and

WHEREAS: the **Superintendent of Demarest School District** will evaluate the professional services provided by Northern Valley and recommend to continue services at the end of each school year; and

WHEREAS: each school district will **recommend in April** the continuance of service for July of the subsequent school year; and

NOW THEREFORE, with an intention to be bound Northern Valley and Demarest agree as follows:

1. **Services** to be performed by Northern Valley:

- a. End user support
- b. Installation of educational and operational software on the appropriate staff and student computers
- c. Support for printers, copiers, fax and other ancillary equipment
- d. Support for the Demarest network
- e. Recommendations for new installations and improvements
- f. Support for network and computer upgrades
- g. Suggested training for staff members
- h. Student information oversight
- i. Video surveillance system
- j. Photocopy management
- k. Telecommunication services

2. **Compensation:** That Northern Valley will be compensated at a rate of \$66,000, for July 1, 2014 to June 30, 2015, for five (5) days per week (40 hours per week) in accordance with the Northern Valley Technical Services Agreement. Ten (10) monthly payments to be made July through April. Annual compensation for July 1, 2015 to June 30, 2016 shall be \$67,320.00; for July 1, 2016 to June 30, 2017 shall be \$68,866.40; for July 1, 2017 to June 30, 2018 shall be \$70,039.73; for July 1, 2018 to June 30, 2019 shall be \$71,440.52.

V. ACTIONS (Continued)D. Support Services – Board of Education (Continued)

4. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve 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, 2014 through June 30th, 2015 and authorizes the School Business Administrator to serve as a trustee.

BE IT FURTHER RESOLVED that the Demarest Board of Education designates Capital One as the bank for deposits and withdrawals for the General Account, Payroll Account, Payroll Agency Account, Unemployment Account, Capital Reserve Account, Student Activities Account, and Athletics Student Activities Account and approves Capital One, from July 1st, 2014 through June 30th, 2015.

BE IT FURTHER RESOLVED that the Demarest Board of Education approves the designated signatures on the above accounts as outlined at the Annual Reorganization Meeting, as recommended by the Chief School Administrator.

5. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to adopt the following resolution:

WHEREAS, there exists a need for bond counsel services for 2014/2015 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 2014/2015 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.

6. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to adopt the following resolution:

WHEREAS, there exists a need for legal services for 2014/2015 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 2014/2015 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.

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

10. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to appoint Philip Nisonoff as Treasurer of School Monies for the 2014/2015 school year.

11. It was moved by Kirtane, seconded by Geisenheimer 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

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

13. It was moved by Kirtane, seconded by Geisenheimer 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.

14. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote 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 2014/2015 school year.

V. ACTIONS (Continued)D. Support Services – Board of Education (Continued)

26. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Crisis Intervention Procedures Manual.

27. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve the Emergency Management Plan.

28. It was moved by Kirtane, seconded by Geisenheimer 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.

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

E. Support Services – Fiscal Management

1. It was moved by Geisenheimer, seconded by Kirtane and approved by unanimous roll call vote to confirm the April 16th – 30th, 2014 payroll in the amount of \$343,170.05.

2. It was moved by Geisenheimer, seconded by Kirtane and approved by unanimous roll call vote to confirm the May 1st - 15th, 2014 payroll in the amount of \$343,519.07.

3. It was moved by Geisenheimer, seconded by Kirtane and approved by unanimous roll call vote to approve the April 2014 bills in the amount of \$507,240.56 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
10 General Current Fund Expense Funds	\$476,054.13
12 Capital Outlay	17,215.19
20 Special Revenue Funds	13,971.24

4. It was moved by Geisenheimer, seconded by Kirtane and approved by unanimous roll call vote to approve the following transfers for April 2014:

<u>From:</u>	<u>Account No.</u>	<u>Amount</u>
11-120-100-101-2-0000-03	Foreign Language	\$ 1,500
11-190-100-610-3-6150-06	Music	1,000
11-000-262-621-0-0000-28	Operations	10,000
11-000-218-530-3-0000-32	Guidance	1,000
12-000-400-450-2-0000-00	Capital	20,000
20-252-100-610-0-0000-00	IDEA	46
		<u>\$ 33,546</u>

<u>To</u>	<u>Account No.</u>	<u>Amount</u>
11-190-100-610-3-6190-06	Music	\$ 1,000
11-000-261-420-2-0000-28	Operations	10,000
11-000-213-320-0-0000-33	Health Services	1,500
11-000-240-530-3-0000-35	Office of the Principal	1,000
12-000-400-334-0-0000-00	Capital	20,000
20-252-100-562-0-0000-00	IDEA	46
		<u>\$ 33,546</u>

VII. PUBLIC DISCUSSION

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

There was no public discussion this evening.

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

VIII EXECUTIVE SESSION (if necessary)

There was no additional time needed this evening.

IX. ADJOURNMENT

- A. It was moved by Molina, seconded by Woods and approved by unanimous voice vote to adjourn at 9:08 p.m.

Respectfully submitted,



Frank G. Chilson
School Business Administrator/Board Secretary