

DEMAREST BOARD OF EDUCATION

MINUTES – REGULAR MEETING

May 19, 2015

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: Cantatore, Geller, Kirtane, Molina, Verna, Woods and Holzberg were present.
- E. It was moved by Woods, seconded by Molina and approved by unanimous voice vote to accept the minutes of the Committee-of-the-Whole Meeting held on April 21, 2015, the Public Budget Hearing Meeting held on April 28, 2015 and the Regular Meeting held on April 28, 2015.
- F. There was a review of correspondence.

II. BOARD PRESIDENT'S REPORT

President Holzberg welcomed everyone and commented about how this meeting is the best one of the year, as the board gets to award tenure. She said she was proud to be here this evening and proud of the staff receiving tenure. She welcomed Mrs. DuBois, Ms. Lerner and Ms. Magnifico into the Demarest family.

III. SUPERINTENDENT'S REPORT

Mr. Fox stated this meeting is an exciting meeting. He commented the tenure awards tonight are not only based on what the staff members have been able to accomplish but what they will be able to do in years to come. He gave the recipients congratulations and welcomed them into Demarest.

Mr. Fox discussed the new mission statement for the district. The previous mission statement included beginning a STEM program, which is now coming to fruition. Demarest will have the first STEM lab in Bergen County. Mr. Fox spoke about the technology survey, which was distributed to the community. The results will be presented at the work session on June 9th. He remarked about the Demarest 5K, which was the largest yet, with over 700 participants. He thanked the PTO for the staff luncheon and gave a special thank you to Ammu Kirtane, the PTO president, for all her hard work and being a great colleague. Mr. Fox introduced Principals, Dr. Codey and Mr. Mazzini.

Dr. Codey congratulated the tenure recipients. She presented a PowerPoint of the activities and events at the middle school. She spoke about field day, where the red team won. There was a science fair for the 5th and 7th graders, which included STEM topics. High school students visited and explained to the 8th graders what to expect next year. The seventh grade traveled to the Bronx Zoo and the eighth grade left today for Washington, D.C. Two students attended the SNAP conference and were presented awards for their 'Choose Not to Use' posters. The middle school track team is performing well. The students are off this Friday and staff will attend development sessions. Dr. Codey thanked the PTO for the luncheon and 5K.

Mr. Mazzini presented a summary of the happenings at County Road and Luther Lee Emerson schools. He spoke about planting and the spring concert at LLE, Mother's Day and 1st graders books on how to make the world a better place at CRS, and the health fair, animal projects, Principals' Challenge and Field Days for both schools. He spoke about the 4th graders completing a measurement lesson outside and the trip to Carrgje Hall. He noted the final NJASK testing is scheduled for May 27.

IV. REVIEW OF AGENDA

- A. The board members reviewed the items.
- B. It was moved by Kirtane, seconded by Woods and approved by unanimous voice vote to open the meeting to public discussion limited to agenda items.
- C. There was no public discussion limited to agenda items this evening.
- D. It was moved by Molina, seconded by Geller and approved by unanimous voice vote to close the meeting to public discussion.

V. ACTIONS

A. Instruction – Staffing

1. It was moved by Cantatore, seconded by Geller and approved by unanimous roll call vote to award tenure contracts to the following teachers for the 2015/2016 school year, in accordance with their level and step on the Teachers’ Salary Guide, as recommended by the Chief School Administrator:

<u>TEACHER</u>	<u>LEVEL</u>		<u>TEACHER</u>	<u>LEVEL</u>	
Teresa Altman	BA	Step 12	Sunny Lew	BA+32	Step 16
Colleen Appelblatt	MA	Step 4	Lauren Licameli	MA+16	Step 19
Allison Beckley (.625)	BA	Step 9	Gina Long	MA+16	Step 18
Loretta Borghi	MA	Step 14	Osnat Mach	MA	Step 19
Suzanne Calegari	MA	Step 10	Karleen McDermott	MA	Step 14
Isabella Cavalli	MA	Step 17	Amanda Morris	MA+16	Step 8
Lori Cohen	MA	Step 11	Chris Nerkizian	MA	Step 9
Corinne Conti	BA	Step 6	Dixie Nolan	BA	Step 14
Dana DelCorral	MA	Step 8	Cynthia Paspalas	BA	Step 12
Maureen Desmond	MA	Step 18	Geraldine Petersen	MA+45	Step 19
Bridget DiMartini	MA	Step 10	Jennifer Plunkett	MA	Step 19
Sharon Dippolito	MA	Step 13	Carl Quillen	MA+16	Step 18
Shauna DiUbaldo	MA	Step 8	Ellen Ricciutti	MA+60	Step 19
Deborah Duby	MA	Step 19	Jennifer Rilli	MA	Step 12
Jane Ench	MA+60	Step 19	Sherri Rinckhoff	MA	Step 14
Kristen Erol	MA	Step 15	Adrienne Ross	MA	Step 19
Allison Feifer	MA+45	Step 11	Toby Sorge	MA	Step 10
Melanie Fielder	MA+60	Step 19	Kimberly Steimke	MA+16	Step 4
Janna Geller	MA+45	Step 17	Kelly Stevens	MA+16	Step 15
Anthony Giaconia	MA	Step 13	Douglas Stokes	MA	Step 12
Walter Gonzales	BA+16	Step 8	Sara Stokes	MA	Step 11
Michelle Greenberg	MA	Step 14	Jennifer Straub	BA	Step 6
Janet Guirguis	BA+16	Step 10	Mary Tierney	MA	Step 18
Denise Karrenberg	BA	Step 14	Joanne Werner	MA	Step 12
Kristin Konight	BA+16	Step 19	Julie Worgul	MA+16	Step 11
Christina Korines	BA	Step 9	John Zemba	BA	Step 19
Amanda Kroff	MA	Step 10	Victoria Zimmerman	BA	Step 19

2. It was moved by Cantatore, seconded by Geller and approved by unanimous roll call vote to award non-tenure contracts to the following teachers for the 2015/2016 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>Step</u>	<u>Teacher</u>	<u>Service Year</u>	<u>Level</u>	<u>Step</u>
Katelyn Betttega	3	BA	Step 3	Danielle Ruberto	1.5	BA	Step 1
Tara Kelly	2	BA	Step 3	Jenni Lynes Ryan	3	MA	Step 6
Anna Kuzdraj	2	MA+32	Step 2	Carmelo Sortino	3	BA	Step 8
Andrew Lefer	2	BA	Step 3	Paige Sydoruk	3	MA	Step 7
Heather Mourao	4	MA	Step 4	Gabriela Torres	3	BA	Step 4
Marilyn Ruiz-Norena	2	BA	Step 2	Inais Vazquez (.6)	2	MA	Step 3
				Julia Verno	2	BA+16	Step 2

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

3. It was moved by Cantatore, seconded by Geller and approved by unanimous roll call vote 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.

4. It was moved by Kirtane, seconded by Geller and approved by unanimous roll call vote 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.

5. It was moved by Verna, seconded by Woods and approved by unanimous roll call vote 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.

6. It was moved by Geller, seconded by Woods and approved by unanimous roll call vote 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.

At 7:28 p.m., K. Geller moved to take a momentary break to congratulate the teachers that received tenure, seconded by K. Woods and approved by unanimous voice vote. The meeting reconvened at 7:40 p.m.

7. It was moved by Woods, seconded by Geller and approved by unanimous roll call vote 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.

8. It was moved by Woods, seconded by Geller and approved by unanimous roll call vote 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.

9. It was moved by Woods, seconded by Geller and approved by unanimous roll call vote 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.

10. It was moved by Woods, seconded by Geller and approved by unanimous roll call vote 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.

11. It was moved by Woods, seconded by Geller and approved by unanimous roll call vote 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.

12. It was moved by Woods, seconded by Geller and approved by unanimous roll call vote 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):

V. ACTIONS (Continued)

A. Instruction – Staffing (Continued)

13. It was moved by Woods, seconded by Geller and approved by unanimous roll call vote 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.

14. It was moved by Woods, seconded by Geller and approved by unanimous roll call vote 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.

B. Instruction – Pupils/Programs

1. It was moved by Molina, seconded by Woods, and approved by unanimous roll call vote to approve Bollinger Insurance for student insurance for the 2015/2016 school year, as recommended by the Chief School Administrator.

2. It was moved by Molina, seconded by Woods, and approved by unanimous roll call vote 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.

C. Support Services – Staffing

1. It was moved by Cantatore, seconded by Woods, and approved by unanimous roll call vote to accept the notice of resignation from Kathleen Coppa, Health/Techers' Aide, effective May 15, 2015, as recommended by the Chief School Administrator.

2. It was moved by Cantatore, seconded by Woods, and approved by unanimous roll call vote 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

3. It was moved by Cantatore, seconded by Woods, and approved by unanimous roll call vote 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.

D. Support Services – Board of Education

1. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

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

2. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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

3. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

4. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

5. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

6. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

7. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

8. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

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

9. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote to adopt the following resolution, as recommended by the Chief School Administrator:

BE IT RESOLVED, the Demarest Board of Education (hereinafter referred to as the "Board") approved merit action plans for the Superintendent for the 2014-2015 school year consisting of two (2) qualitative merit criteria and three (3) quantitative merit criteria and submitted same to the Executive County Superintendent for approval in accordance with N.J.A.C 6A-3.1(e) 10-11 (hereinafter referred to as "Merit Bonus Goals"); and

WHEREAS, on or about September 15, 2014, the Executive County Superintendent approved the Merit Bonus Goals, thereby authorizing the Board to evaluate and award merit bonus increases to the Superintendent upon achievement of each objective; and

WHEREAS, the Board has evaluated the Superintendent's performance and determined that he achieved the objective requiring that the culture and climate of Demarest Middle School be enhanced with positive behavior and character education focus by working through a Peer Leadership Program, implementing character education lessons and HIB workshops to students; thereby, entitling him to a qualitative merit bonus of 2.5% of his annual salary in the amount of \$3,375, and

WHEREAS, the Board has evaluated the Superintendent's performance and determined that he achieved the objective requiring the district special education programs to be evaluated resulting in the creation of a Learning Language Disability (LLD) class and goal setting for future classes; thereby, entitling him to a qualitative merit bonus of 2.5% of his annual salary in the amount of \$3,375, and

WHEREAS, the Board has evaluated the Superintendent's performance and determined that he achieved the objective requiring the district increase home/school communications by creating school based weekly newsletters, three community wide newsletters, a parent survey and two targeted parent workshops; thereby, entitling him to a quantitative merit bonus of 3.3% of his annual salary in the amount of \$4,455, and

WHEREAS, the Board has evaluated the Superintendent's performance and determined that he achieved the objective requiring Demarest Middle School's immersion within a STEM instructional initiative by showcasing highlights of advancements to the STEM program, participation in First Lego League, purchase of STEM related instructional materials such as NAO robots and Raspberry Pi Program; thereby, entitling him to a quantitative merit bonus of 3.3% of his annual salary in the amount of \$4,455, and

WHEREAS, the Board has evaluated the Superintendent's performance and determined that he achieved the objective of leadership as President of the Region III program within the Northern Valley, orchestrating meetings, agendas and budget processes; thereby, entitling him to a quantitative merit bonus of 3.3% of his annual salary in the amount of \$4,455, and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the aforementioned merit bonuses for the 2014-2015 school year, subject to approval by the Executive County Superintendent that the quantitative and qualitative merit criteria for each of the Board assessed objectives has been satisfied for the payment of such merit bonus.

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

10. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

11. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

12. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

13. It was moved by Kirtane, seconded by Geller, 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 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 Fogarty & Hara, Counselors at Law, be retained as Special Legal Counsel for Special Education matters for the 2015/2016 school year at a fee not to exceed \$175.00 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.

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

WHEREAS, there exists a need for architectural 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 EI Associates be retained as architectural management 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 provide architectural management services.

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

WHEREAS, there exists a need for professional medical 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 Michelle deAntonio, M.D., be retained as the School Physician/Medical Inspector for the 2015/2016 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 an individual authorized to practice medicine.

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

16. It was moved by Kirtane, seconded by Geller, 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 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.

17. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote to appoint Philip Nisonoff as Treasurer of School Monies for the 2015/2016 school year.

18. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote to approve facsimile signatures for all school district warrants for the following:

President or Vice President
Board Secretary and
Treasurer of School Monies

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

20. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote to appoint Thomas J. Perez as Board Secretary/School Business Administrator for the Demarest Board of Education for the 2015/2016 school year.

21. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote to appoint the Board Secretary/School Business Administrator as the Custodian of Records for the 2015/2016 school year.

22. It was moved by Kirtane, seconded by Geller, 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).

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

V. ACTIONS (Continued)

D. Support Services – Board of Education (Continued)

24. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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.

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

26. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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

27. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote to appoint Karleen McDermott, RN as Substance Awareness Coordinator for the 2015/2016 school year.

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

28. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote to appoint Dr. Emily Codey, Principal Gr. 5-8, as Affirmative Action Officer for the 2015/2016 school year.

29. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote to appoint Sherri Rinckoff and Danielle DuBois (Spence), Guidance Counselors, as 504 Committee Coordinators for the 2015/2016 school year.

30. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote to appoint Debra Ginetto of Burton Agency as Insurance Broker of Record for the 2015/2016 school year.

31. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote to approve the Emergency Operations Plan.

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

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

34. It was moved by Kirtane, seconded by Geller, 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.

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

36. It was moved by Kirtane, seconded by Geller, and approved by unanimous roll call vote 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)

E. Support Services – Fiscal Management

1. It was moved by Verna, seconded by Geller and approved by unanimous roll call vote to confirm the April 16th – 30th, 2015 payroll in the amount of \$329,311.02.

V. ACTIONS (Continued)E. Support Services – Fiscal Management (Continued)

2. It was moved by Verna, seconded by Geller and approved by unanimous roll call vote to confirm the May 1st - 15th, 2015 payroll in the amount of \$354,559.91.

3. It was moved by Verna, seconded by Geller and approved by unanimous roll call vote to approve the April 2015 bills in the amount of \$542,864.84 as follows:

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

4. It was moved by Verna, seconded by Geller and approved by unanimous roll call vote to approve the following transfers for April 2015:

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

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

5. It was moved by Verna, seconded by Geller and approved by unanimous roll call vote 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.

6. It was moved by Verna, seconded by Geller and approved by unanimous roll call vote 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.

7. It was moved by Verna, seconded by Geller and approved by unanimous roll call vote to acknowledge receipt of the March 31, 2015 Report of the Board Secretary, A148 and Report of the Treasurer, A-149.

F. Other

1. It was moved by Geller, seconded by Molina and approved by unanimous voice vote 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.

V. ACTIONS (Continued)

F. Other (Continued)

2. It was moved by Geller, seconded by Molina and approved by unanimous voice vote 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.

VI. REPORTS

There were no reports this evening.

VII. PUBLIC DISCUSSION

There was no public in attendance this evening.

VIII. EXECUTIVE SESSION (if necessary)

There was no additional time needed.

IX. ADJOURNMENT

A. It was moved by Woods, seconded by Geller and approved by unanimous voice vote to adjourn at 8:01 p.m.

Respectfully submitted,



Thomas J. Perez
School Business Administrator/Board Secretary