

DEMAREST BOARD OF EDUCATION

MINUTES – REORGANIZATION MEETING

January 7, 2014

I. OPENING

A. The meeting was called to order by the board secretary as temporary chairman at 7:30 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 two newspapers, *The Record* and *The Suburbanite*.

C. Roll Call: Geisenheimer, Geller, Holzberg and Woods were present.
Board Members Elect: Kirtane and Verna were present. Molina was absent.

D. Mr. Chilson led the flag salute.

II. ELECTION RESULTS ARE CERTIFIED BY THE BOARD SECRETARY

Election Results (3 year term):

Kirtane, 263

Molina, 341

Verna, 335

III. INDUCTION OF NEW MEMBERS

Kirtane, Molina and Verna were each elected for three (3) year terms. Molina signed his Oath of Allegiance on December 20, 2013.

IV. ELECTION OF OFFICERS

A. Election of President

1. The Board Secretary called for nominations for President.
2. It was moved by Geisenheimer, seconded by Kirtane and approved by unanimous voice vote to nominate Diane Holzberg for President.
3. It was moved by Geller, seconded by Geisenheimer and approve by unanimous voice vote to close the nominations for President.
4. The Board Secretary cast one vote for Diane Holzberg to serve as President.

B. Election of Vice President

1. President Holzberg called for nominations for Vice President.
2. It was moved by Geisenheimer, seconded by Geller and approved by unanimous voice vote to nominate Kristie Woods for Vice President.
3. It was moved by Geisenheimer, seconded by Geller and approve by unanimous voice vote to close the nominations for Vice President.
4. The board secretary cast one vote for Kristie Woods to serve as Vice President.

V. REVIEW OF AGENDA

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

VI. ACTIONS

- 1. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to designate *The Record and Suburbanite* as newspapers for Board of Education advertising.
- 2. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote 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 2014 Calendar 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 7:00 p.m. The Board of Education may take action at any of their scheduled meetings.

January 7, 2014*	Reorganization/Committee-of-the-Whole Meeting
January 21, 2014	Regular Meeting
February 25 2014*	Regular Meeting
March 18, 2014*	Committee-of-the-Whole Meeting
March 25, 2014*	Regular Meeting
April 8, 2014	Committee-Of-the-Whole
April 22, 2014*	Regular Meeting
May 13, 2014	Committee-of-the-Whole Meeting
May 20, 2014	Regular Meeting
June 10, 2014	Committee-of-the-Whole Meeting
June 17, 2014	Regular Meeting
July 15, 2014*	Committee-of-the-Whole & Regular Meeting
August 19, 2014*	Committee-of-the-Whole & Regular Meeting
September 9, 2014	Committee-of-the-Whole Meeting
September 16, 2014	Regular Meeting
October 14, 2014	Committee-of-the-Whole Meeting
October 21, 2014	Regular Meeting
November 11, 2014	Committee-of-the-Whole Meeting
November 18, 2014	Regular Meeting
December 15, 2014* (Monday)	Committee-of-the-Whole Whole & Regular Meeting

VI. ACTIONS (Continued)

Resolution No. 2 Continued

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.

End Resolution No. 2

3. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to adopt the Board of Education Policy Manual currently in existence.

4. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to adopt the Curriculum and Textbooks of the Demarest School District currently in existence.

5. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to adopt Robert's Rules of Order for our Public Meetings.

6. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to utilize the Chart of Accounts for all business transactions for the 2013/2014 school year.

7. 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 an audit of the accounts of the school district for 2013/2014 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 2013/2014 school year to include preparation of the 2013/2014 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.

8. 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 2013/2014 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 2013/2014 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.

VI. ACTIONS (Continued)

9. 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 2013/2014 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 2013/2014 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.

10. 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 special counsel for special education matters for the 2013/2014 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 2013/2014 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.

11. 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 architectural services for 2013/2014 and

WHEREAS, funds are available for this purpose, now, therefore, be it

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 2013/2014 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.

12. 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 professional medical services for the 2013/2014 school year, and

WHEREAS, funds are available for this purpose, now, therefore, be it

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 2013/2014 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 to practice medicine.

VI. ACTIONS (Continued)

13. 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 2013/2014 school year.

14. 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

15. 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.

16. 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.

17. 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 2013/2014 school year.

18. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to appoint the Board Secretary/School Business Administrator as the Custodian of Records for the 2013/2014 school year.

19. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to appoint Frank G. Chilson as Board Secretary/School Business Administrator for the Demarest Board of Education for the 2013/2014 school year.

VI. ACTIONS (Continued)

20. It was moved by Kirtane, seconded by Geisenheimer 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).

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

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

23. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to establish petty cash funds for the 2013/2014 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

24. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to appoint Karleen McDermott, RN as Substance Awareness Coordinator for the 2013/2014 school year.

25. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to appoint Christopher Kirkby, Principal Gr. K-4, as Affirmative Action Officer for the 2013/2014 school year.

26. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to appoint Sherri Rinckoff and Danielle DuBois, Guidance Counselors, as 504 Committees Coordinators for the 2013/2014 school year.

27. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to appoint Debra Ginetto of Burton Agency as our Insurance Broker of Record for the 2013/2014 school year.

28. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to approve Emergency Operations Plan.

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

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

31. 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.

32. 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.

VI. ACTIONS (Continued)

33. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to appoint Robert Armstrong of NVRHS as the PEOSA Officer.

34. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to appoint Robert Armstrong of NVRHS as Indoor Air Quality Designee.

35. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote to appoint Robert Armstrong of NVRHS as Integrated Pest Management Coordinator/IPM Designee.

36. It was moved by Kirtane, seconded by Geisenheimer and approved by unanimous roll call vote, and read by each board member, 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.

VII. OTHER BUSINESS

- A. There was a discussion of Committee Assignments. A copy of prior Board's Committees was provided to the Board Members.
- B. There were no additional matters discussed by the Board.

VIII. PUBLIC DISCUSSION

A. It was moved by Verna, seconded by Geller and approved by unanimous voice vote to open the meeting to public discussion.

There was no public discussion.

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

IX. EXECUTIVE SESSION

There was no executive session needed this evening.

X. ADJOURNMENT

A. It was moved by Geisenheimer, seconded by Geller and approved by unanimous voice vote to adjourn at 8:24 p.m.

Respectfully submitted,



Frank G. Chilson
School Business Administrator/Board Secretary