

# DEMAREST BOARD OF EDUCATION

## AGENDA – REGULAR MEETING

May 24<sup>th</sup>, 2011

7:00 PM

*Following the Board Self Evaluation with NJ School Board's Assn.  
Regular Board Meeting to begin at 8:00 P.M.*

### I. OPENING

- A. Meeting called to order.
- 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 three newspapers: The Record, The Press Journal and The Suburbanite.

- C. Flag salute.
- D. Roll Call: Galtieri, Geisenheimer, Majeski, Molina, Woods, Holzberg.
- E. Board Self-Evaluation with New Jersey School Boards Association.
- F. Move to accept minutes of the:

COW/Regular Public Meeting – April 27<sup>th</sup>, 2011

*Moved by:*

*Seconded:*

*Action (v):*

- G. Review of correspondence.

### II. BOARD PRESIDENT'S REPORT

### III. SUPERINTENDENT'S REPORT

### IV. 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):*

V. ACTIONSA. Instruction – Staffing

1. Move to approve the following tenured teachers, pending settlement of a Successor Agreement for the 2011-2012 school year, in accordance with their level and step on the Teachers' Salary Guide, as recommended by the Chief School Administrator:

TEACHER	LEVEL	STEP
Theresa Altman	BA	Step 8
Janice Boettner	BA	Step 16
Loretta Borghi	MA	Step 10
Patricia Buonocore	BA+32	Step 16
Isabelle Cavalli	MA	Step 13
Maureen Desmond	MA	Step 14
DiMarini, Bridget	MA	Step 6
Sharon Dippolito	MA	Step 9
Deborah Duby	MA	Step 16
Regina Eftychiou	MA+60	Step 16
Jane Ench	MA+60	Step 16
Kristen Erol	BA	Step 11
Allison Feifer	MA+45	Step 7
Melanie Fielder	MA+60	Step 16
Kathleen Frazer	MA	Step 16
Janna Geller	MA+45	Step 13
Anthony Giaconia	BA+32	Step 9
Lori Glastein	MA	Step 7
Michelle Greenberg	MA	Step 10
Arlene Hagendorf	MA+60	Step 16
Denise Karrenberg	BA	Step 10
Elaine Kass (.4)	MA	Step 16
Kristin Konight	BA+16	Step 16
Sunny Lew	BA+32	Step 12
Lauren Licamelli	MA+16	Step 15
Gina Long	MA+16	Step 14
Ossi Mach	MA	Step 15
Karleen McDermott	MA	Step 10
Dixie Nolan	BA	Step 10
Kathleen Nolan	MA+32	Step 16
Susan O'Brien	MA+60	Step 16
Cynthia Paspalas	BA	Step 8
Geraldine Petersen	MA+45	Step 16
Jennifer Plunkett	MA	Step 15
Jonathon Regan	BA	Step 7
Ellen Ricciutti	MA+60	Step 16
Jennifer Rilli	MA	Step 8
Leah Rinaldi	MA	Step 7
Rinckhoff, Sherri	MA (.6)	Step 10
Julie Roessler	MA	Step 7
Adrienne Ross	MA	Step 16
Amanda Shore	MA	Step 7
Gloria Sims	BA	Step 16
Toby Sorge	BA + 16	Step 6
Kelly Stevens	MA	Step 11
Douglas Stokes	MA	Step 8
Sara Stokes	MA	Step 8
Mary Tierney	MA	Step 14
Barbara Weingarden	MA+16	Step 8





V. ACTIONS (Continued)

C. Support Services – Staffing

1. Move to approve the following Teacher Assistants, pending settlement of a Successor Agreement for the 2011/ 2012 school year, (not to exceed 25 hours weekly) as recommended by the Chief School Administrator:

Kathleen Coppa, Step 8 (CRS)

Myriam Koopaletes, Step 4 (LLE)

*Moved by:*

*Seconded:*

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

2. Move to award a contract to the following tenured secretaries in accordance with their step and level of the Secretarial Guide, pending settlement of a Successor Agreement for the 2011/2012 school year, as recommended by the Chief School Administrator:

Christine Borello, (DMS) Level 2, Step 17  
 Myriam Goldfeld, Executive Secretary  
 Mary Ann Lucia, (LLE) Level 2, Step 11  
 Sally Marsich, (CST) Level 2, Step 12

Nancy Niemira, (DMS) Level 2, Step 8  
 Gina Peter, (BOE) Level 1, Step 14  
 Cheryl Sullivan, (CRS) Level 2, Step 9

*Moved by:*

*Seconded:*

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

3. Move to approve Marianne Bolduc as the Lunchroom Coordinator for the 2011/2012 school year, as recommended by the Chief School Administrator.

*Moved by:*

*Seconded:*

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

4. Move to approve the following Lunchroom/Playground Aides, pending settlement of a Successor Agreement for the 2011/2012 school year, as recommended by the Chief School Administrator:

County Road School

Demarest Middle School

Luther Lee Emerson School

Josephine Della Fave, Step 19  
 Anna Martin, Step 8

Leilani Belignon, Step 3  
 Catherine Ciccimarra, Step 5  
 Mary Jean Drescher, Step 19  
 Jo Ann Martin, Step 11  
 Maggie Cioffi, Step 6

Suzanne Kelly, Step 6  
 Marilyn Stankiewicz, Step 12

*Moved by:*

*Seconded:*

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

5. Move to approve Josephine DellaFave, Step 1, as the in-district mail courier for the 2011/2012 school year, as recommended by the Chief School Administrator.

*Moved by:*

*Seconded:*

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

6. Move to approve Kathleen Coppa, RN, as the in-district Health Aide at an hourly rate of \$22 (not to exceed 2½ hours daily) for the 2011/2012 school year school year, as recommended by the Chief School Administrator.

*Moved by:*

*Seconded:*

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

V. *ACTIONS (Continued)*

C. **Support Services – Staffing (Continued)**

7. Move to approve the following temporary summer custodians, as recommended by the Chief School Administrator.

Brian McGovern	05/25/11 – 08/30/11
Keith Normoyle	05/25/11 – 08/26/11
Jonathan Bellomo	06/01/11 – 08/31/11

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

D. **Support Services – Board of Education**

1. Move to award a letter of intent for the May 24<sup>th</sup>, 2011 Partial Roof Replacement of Demarest Middle School low bidder, subject to attorney review, as recommended by the Chief School Administrator.

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

2. Move to approve the Classroom Rental Agreement with Northern Valley Regional High School District in the prorated amount of \$30,000 per classroom and \$50,000 for educational services for the 2011/2012 school year, as recommended by the Chief School Administrator.

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

3. Move to approve the Technology Shared Services Agreement with Northern Valley Regional High School District in the amount of \$40,500 to provide services three (3) days per week for the 2011/2012 school year as recommended by the Chief School Administrator.

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

4. Move to approve an agreement with Genesis Educational Services for the Student Information System for the 2011/2012 school year, as recommended by the Chief School Administrator.

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

5. Move to accept the resignation of Ronald Schwartzman, as trustee, effective May 2<sup>nd</sup>, 2011, as recommended by the Chief School Administrator.

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

6. Move to adopt the following resolution:

**WHEREAS**, Ronald Schwartzman dedicated his time and services to the children of Demarest and the Demarest Board of Education, as trustee,

**WHEREAS**, his dedication served as a model of service to the community, now, therefore,

**BE IT RESOLVED**, that the Demarest Board of Education does hereby extend its appreciation and gratitude to Ronald Schwartzman in recognition of his 4 years of dedicated service as a trustee for the Demarest Board of Education.

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

V. *ACTIONS (Continued)*

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

7. Move to approve and adopt the following amended policy and regulations, as recommended by the Chief School Administrator.

Policy 1100	Policy 5141.21
<i>Moved by:</i>	
<i>Action (RC): G Gei Maj M W H</i>	
<i>Seconded:</i>	

8. Move to approve the 1<sup>st</sup> Reading of Policy 5131.2 Harassment, Intimidation and Bullying, as recommended by the Chief School Administrator.

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

9. Move to adopt the following resolution:

**BUILDINGS AND GROUNDS SHARED SERVICES AGREEMENT**

This agreement is made this 24 day of May, 2011 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 (Demarest).

**WHEREAS** the school districts 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 Buildings and Grounds services.

**WHEREAS** Demarest wishes to take advantage of the staffing opportunities of Northern Valley.

**WHEREAS** the Northern Valley Assistant Superintendent for Business oversees the administration of Northern Valley Buildings and Grounds.

**WHEREAS** Northern Valley employs a certified Supervisor of Buildings and Grounds and varying other Buildings and Grounds experts. The Supervisor of Buildings and Grounds is responsible for the day-to-day operations at the high schools.

**WHEREAS** this Agreement provides for the Supervisor of Buildings and Grounds coordinating and scheduling Northern Valley maintenance personnel on a part-time basis to complete maintenance projects and repairs for the Demarest Elementary District.

**WHEREAS** the Northern Valley Assistant Superintendent for Business will utilize the Buildings and Grounds staff at Northern Valley to interact and gain efficiencies with Buildings and Grounds in Demarest.

**WHEREAS** the Northern Valley certified Supervisor of Buildings and Grounds will meet regularly with the district Business Administrator and building Principals to establish routine maintenance and recommend building cleaning solutions.

**WHEREAS** the Superintendent of Demarest will evaluate the professional services provided by Northern Valley and recommend continuing services at the end of each school year to the Demarest Board of Education

**WHEREAS** each school district will recommend in February the continuance of service for July of the subsequent school year

**WHEREAS** the Northern Valley Buildings and Grounds Services Department will provide the following:

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

## 1. Services to be Performed:

It shall be the responsibility of the Supervisor of Buildings and Grounds to perform the duties in the following areas in cooperation and coordination with the Demarest Elementary Superintendent, Business Administrator, Principals, and Vice-Principals. The Supervisor of Buildings and Grounds will coordinate in the following:

- a. Establishing and administering schedules and procedures for the regular, ongoing custodial and maintenance care of the school buildings and grounds.
- b. Recruiting, screening and recommending applicants for hiring.
- c. Assigning and supervising all custodial and maintenance staff workers.
- d. Selecting the custodial and/or maintenance supplies and equipment to be purchased, and maintain an appropriate inventory.
- e. Maintain work schedules and seeing to it that proper supplies are on hand.
- f. Establishing and supervising summer cleaning programs and maintaining the schedule.
- g. Examine school buildings on a regular basis for needed repairs and maintenance.
- h. Assist in assigning and supervising outside contracted services.
- i. Lay out and inspect work at least weekly (daily) and assist crew members.
- j. Develop a process to deal with and oversee emergency repairs.
- k. Consult with the building principals regarding the establishment of regular preventive maintenance programs and custodial work.
- l. Advise on the hiring of contractors to perform certain maintenance or repair services.
- m. Coordinate the inspection and maintenance of fire alarm systems and fire extinguishers on a regularly scheduled basis.
- n. Assist in administering the custodial and maintenance service budget.
- o. Attend seminars, workshops and lessons designed to acquaint the supervisor with new and up-to-date methods (at no additional cost to Demarest).
- p. The evaluation of the custodial and maintenance staff performance.
- q. Based on Demarest Elementary School needs, the Supervisor of Buildings and Grounds will schedule skilled personnel from Northern Valley Regional High School District to complete maintenance and repair projects.
- r. Assist the Business Administrator in the following compliance areas: IPM, RTK, Asbestos, PEOSHA and Indoor Air Quality.
- s. All such services and decisions will be coordinated with the district Business Administrator.

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

2. That Northern Valley will be compensated at a rate of \$52,000 for Northern Valley Buildings and Grounds Services on a twelve month basis to be paid in twelve equal monthly installments, with the understanding that any staff used by Northern Valley to handle its duties under this Agreement are the sole responsibility and liability of Northern Valley and under no circumstances will such Northern Valley staff be considered employees of Demarest and that Northern Valley will be responsible for any insurance coverage for any services of the Supervisor of Buildings and Grounds and any part time staff provided by Northern Valley under this Agreement. In exchange for this compensation, Northern Valley and its staff will spend whatever time is necessary to handle and complete all the duties described in Section 1.
3. In the event that Demarest is not satisfied that Northern Valley is fulfilling any of its duties, Demarest Business Administrator will notify Northern Valley in writing. The Northern Valley Supervisor of Building and Grounds will have five (5) days to correct the matter. If the matter is not corrected to Demarest's satisfaction within those 5 days, Demarest may, at its option, at any time, terminate the Agreement on 30 days written notice to Northern Valley.
4. Duration: This Agreement shall commence on July 1, 2011 and end on June 30, 2012. If either party does not wish to renew the Professional Services Agreement, it must notify the other party and the School Business Administrator in writing by February before the expiration of the Agreement.
5. Entire Agreement: This Agreement and the employment agreement for the Buildings and Grounds Services set forth the entire understanding of the parties hereto with respect to its subject matter. The Agreement shall not be modified, in whole, or in part, except by writing signed by each of the parties hereto.
6. Governing Law: This Agreement shall, in all respects, be governed by and construed under the laws of the State of New Jersey.
7. Severability: If any term or condition of this Agreement, or any application of this Agreement shall be determined to be contrary to the laws of the State of New Jersey or the United States, such terms or condition or application shall not be deemed to be valid except to the extent permitted by law, but all other terms and conditions and applications shall continue in full force and effect.
8. Public Inspection: Each party shall maintain a copy of this Agreement on file at its offices, which shall be open to the public for inspection.
9. Notices: All notices and other communications hereunder shall be in writing and shall be deemed to have been given when delivered or three (3) days after mailed by First-Class Registered or Certified Mail, postage prepaid addressed to:

To Northern Valley Regional:

Northern Valley Regional  
High School Board of Education  
162 Knickerbocker Road  
Demarest, New Jersey 07627

To Demarest:

Demarest Board of Education  
568 Piermont Road  
Demarest, New Jersey 07627

V. *ACTIONS (Continued)*

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

**AGREEMENT (Continued)**

10. This Agreement has been approved by resolution of each district at a duly convened meeting by a recorded roll call majority vote of the membership of each board. The respective board presidents are authorized to execute this Agreement on behalf of their Board of Education.

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands and seals the day and date first above written.

WITNESS: NORTHERN VALLEY REGIONAL  
HIGH SCHOOL BOARD OF EDUCATION

By: \_\_\_\_\_  
Board President

Dated:

WITNESS: DEMAREST BOARD OF EDUCATION

By: \_\_\_\_\_  
Board President

Dated: \_\_\_\_\_

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

**E. Support Services – Fiscal Management**

1. Move to confirm the April 16<sup>th</sup> – 30<sup>th</sup> payroll in the amount of \$318,708.15

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

2. Move to confirm the May 1<sup>st</sup> – 15<sup>th</sup> payroll in the amount of \$336,110.98

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

3. Move to approve the April 2011 bills in the amount of \$455,791.21 as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
10 General Current Expense Funds	\$ 445,525.10
20 Special Revenue Funds	<u>10,266.11</u>
Total Bills	\$ 455,791.21

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



V. ACTIONS (Continued)

F. Other (Continued)

BE IT FURTHER RESOLVED THAT the nature of the discussion is expected to be disclosed to the public at a future date.

*Moved by:*

*Seconded:*

*Action (v):*

2. Move to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, June 21<sup>st</sup>, 2011 immediately following the Regular Public Meeting to discuss personnel, negotiations and/or legal matters.

BE IT FURTHER RESOLVED THAT the nature of the discussion is expected to be disclosed to public at a future date.

*Moved by:*

*Seconded:*

*Action (v)*

VI. REPORTS

VII. 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):*

VIII. EXECUTIVE SESSION (Continuation as needed)

A. Move to reenter the Executive Session to discuss personnel/negotiations/legal matters.

*Moved by:*

*Seconded:*

*Action (v):*

B. Move to close the Executive Session and reenter the public meeting.

*Moved by:*

*Seconded:*

*Action (v):*

IX. ADJOURNMENT

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

*Moved by:*

*Seconded:*

*Action (v):*



