



## BERGEN COUNTY ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

c/o Demarest Board of Education  
568 Piermont Road  
Demarest, New Jersey 07627

### Officers 2017-18

**President**  
Tom Perez  
(Demarest)

**Vice-President**  
David DiPisa  
(Bergenfield)

**Treasurer**  
Mark Kramer  
(East Rutherford)

**Secretary**  
Antoinette Kelly  
(Cresskill)

**Past President**  
Steve Cea  
(Paramus)

### Executive Committee

Lirca Garcia  
(Hillsdale)

Stacy Garvey  
(Midland Park)

Kelly Ippolito  
(River Vale)

Yas Usami  
(Tenafly)

Jeanette Makus  
(County Office)

### April 18, 2018 MEETING MINUTES

The meeting was called to order at 9:00 A.M. by Tom Perez, President, at Bacari Grill, 800 Ridgewood Road, Washington Township, New Jersey.

Motion to open the meeting was made by Mark Kramer and seconded by Lirca Garcia. Motion passed unanimously.

President Perez led the membership in the Pledge of Allegiance.

#### Welcome and Introductions

President Perez welcomed everyone.

#### New Members

Tom Duane for Saddle River

#### Approval of Minutes

Motion was made by Mike Rinderknecht and seconded by Doug Barrett to approve minutes for the February 2018 meeting. Motion passed unanimously.

#### Approval of Treasurer's Reports

Motion was made by Steve Cea and seconded by Kathy Marano to approve the Treasurer's Report for the months ending February 28, 2018 and March 31, 2018. Motion passed unanimously.

#### County Office Report

President Perez introduced Interim County Executive County School Business Administrator, Jeanette Makus, who gave her report to membership:

Jeanette wanted to publicly thank Angelo Desimone and Wayne Demikoff for helping her in reviewing budgets for Passaic County.

Jeanette announced that there were two perfect budgets that she approved which were River Vale and Ramapo Indians Hills. She also stated there were 7 budgets that were perfect on the finance portion and they were Allendale, Ridgefield, Demarest, Englewood Cliffs, Glen Rock, Paramus, and Lodi.

Jeanette went over the following budget details with the membership.

REMINDERS:



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### NO CHANGES AT PUBLIC HEARING:

Remember to go into your budget and check Statement A – No changes. Make a copy of Statement A and send to me so that I can close and file your budget. Send us a certified resolution approving final budget.

### CHANGES AT PUBLIC HEARING:

Go into your budget, check Statement B – Budget Changes Needed for Final Approval, and e-mail me so I can open your budget for revisions.

Once changes are made, do an Edit Check and check Ready for Review. You must submit an Excel worksheet (sample attached) that gives me the following information on both Revenues and Appropriations.

DOE Software Line Number  
Account Name  
Account Code  
Original Budget Number  
New Budget Number  
Reason for the Change

Withdrawal from Capital Reserve – If the withdrawal was not part of your original budget, you **must** discuss it at your public hearing. Your minutes must reflect the discussion prior to approval by the Board and must be part of your certified resolution approving the withdrawal.

Withdrawals from any other reserves require Board approval. If you are withdrawing from Emergency Reserve for Security expenditures, a description of the security project(s) is required.

SECOND QUESTION – If your Board has been discussing the possibility of a second question in November, please submit the question to me prior to your public hearing. This will enable me to review the question to ensure it is appropriate and doesn't include any items required to meet the New Jersey Learning Standards or are for health and safety. **The question must be discussed at the public hearing prior to approval by the Board and must be part of your certified resolution approving the second question.**

Once the changes have been reviewed, you will be notified that your budget is approved.

REMEMBER – YOU MUST POST YOUR USER FRIENDLY BUDGET WITHIN 48 HOURS AFTER YOUR PUBLIC HEARING.

**Presentation**-Are You Protected in the Event of a 403(b)/457(b) IRS Audit  
Presented by the OMNI Group



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Presentation-RFP for Food Service-Cost Reimbursement Method Vs. Fixed Cost Method  
Presented by Mark Vidovich, President of Pomptonian Food Service.

### Committee Reports

None

### Old Business

President Perez reminded the membership that if anyone is interested in being nominated for the Secretary position for next year please send your letter of interest to Dr. Phil Nisonoff and if you have any nominations for the Distinguished Service Award you should also forward those to Dr. Nisonoff.

### New Business

President Perez stated that our BCASBO get together at the June conference in Atlantic City will be at the Gypsy Bar instead of the B-Bar this year.

President Perez asked the membership that if anyone had comments to the proposed changes to the life insurance provided by NJSASBO to send them to him and he would then forward them to NJASBO.

President Perez stated that the Salary Survey and Professional Services survey are available on our website to view.

### Closing Remarks

### Adjournment

Motion to adjourn the meeting at 11:14 A. M. was made by Keith Rosado and seconded by Stacy Garvey. Motion passed unanimously.

Respectfully submitted,

Antoinette Kelly  
BCASBO Secretary