

## WORK SESSIONS AGENDA FOR FEBRUARY 27, 2012 REGULAR PUBLIC MEETING

FEBRUARY 6, 2012

1. Call to Order
2. Salute to the Flag
3. **Fire Emergency Announcement:** In accordance with N.J.A.C. 5:70-3.1, please note that the fire/emergency exit is located to the left as you leave the Board Conference room. If that exit is blocked, proceed through the Board Office to the rear fire exit.
4. Roll Call
5. Presiding Officer's Meeting Notice Statement
6. Public Hearing on Meeting Agenda
7. Board Discussion and Formal Action on Agenda Business
  - **Board Operations/Policy**
  - **Human Resources**
  - **Finance & Budget**
8. Superintendent's Report
9. Board Secretary's Report
10. President's Report/Correspondence
11. Committee Reports
12. Public Hearing on Other Than Meeting Agenda
13. Unfinished Business
14. New Business
15. Adjournment

Please Note: It may be necessary, from time to time, to remove or make changes in a motion(s) between the time this agenda is prepared and when the Board takes action. This will be accomplished by a removal or change in the motion and noted on the Errata and Change sheet, or will be announced by the Board President at the start of the meeting.

## AGENDA

**FEBRUARY 6, 2012**

1. Roll Call: Ms. LaFronz, Ms. Brosnan, Ms. Gray, Ms. Hliboki, Mr. McDermott
2. Presiding Officer's Meeting Notice Statement

In accordance with the provisions of the New Jersey Open Public Meetings Law, the Old Tappan Board of Education has caused notice of this meeting by posting the date, time and location of said meeting with the Clerk of the Borough of Old Tappan, on the bulletin boards in the T. Baldwin Demarest School and Charles DeWolf Middle School, and by mailing notification to the Board's official newspapers.

3. Motion to open the meeting to the public for items on the **FEBRUARY 6, 2012** Agenda.

Roll Call

4. Motion to close the meeting to the public.

Roll Call

**I. BOARD OPERATIONS/POLICY**  
**Ms. Nicole Gray**

**FEBRUARY 6, 2012**

Any Board member who takes exception to any of the following listed actions under the category of Board Operations/Policy may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the following Board Operations/Policy actions of the Board, as recommended by the Superintendent, number 78 through 82 excepting actions through \_\_\_\_\_ be approved.

Roll Call:

78. that the Board approve and adopt the following schedule listed below:

The Board resolves to meet, in executive (Non-Public) session, on the dates and for the purposes listed on the schedule. The minutes of these sessions will be disclosed to the public when the need for confidentiality no longer exists. Formal action may be taken by the Board at any public meeting, including Work Sessions.

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Type</b>	<b>Agenda</b>
2/6/12	7:00	Conference Rm.	E.S.	Personnel
	8:00		W.S.	Regular Business
2/27/12	7:00	Conference Rm.	E.S.	Personnel
	8:00		P.M.	Regular Business
3/5/12	7:00	Conference Rm.	E.S.	Personnel
	8:00		W.S.	Regular Business
3/19/12	7:30	Conference Rm.	E.S.	Personnel
	8:00		P.M.	Regular Business
3/26/12	7:00	Conference Rm.	E.S.	Personnel
	8:00		P.M.	Regular Business/ Budget Hearing

79. that the Board approve the **1st** reading of the following updated Policies: **(attached)**

1314	Fundraising by Outside Organizations
1330	Use of School Facilities

80. that the Board affirm the Superintendent's decision pertaining to H.I.B. investigation #5.

**I. BOARD OPERATIONS/POLICY (Cont'd)**

**FEBRUARY 6, 2012**

81. that the Board approve the following resolution regarding establishing the election of members of the Old Tappan Board of Education as the first Tuesday after the first Monday in November:

WHEREAS, P.L. 2011, c.202 authorizes changing the election date of school board members from the third Tuesday in April to the first Tuesday after the first Monday in November (the General Election); and

WHEREAS, Such action requires the adoption of a resolution by a school district or municipality or municipalities constituting such district, as set forth in P.L. 2011, c.202; and

WHEREAS, P.L. 2011, c. 202 (S-3148) requires that the change to a November election remain in effect for four years; and

WHEREAS, P.L. 2011, c. 202 (S-3148) eliminates the annual voter referendum on the proposed general fund tax levy (i.e., the base budget which is at or below the statutory tax levy cap) in school districts where board of education members are selected at the General Election; and

WHEREAS, P.L. 2011, c. 202 requires that an additional general fund tax levy proposal (i.e., for an expenditure in excess of the tax levy cap) be presented to voters as a separate question at the General Election; and

WHEREAS, The Old Tappan Board of Education believes that the financial interest of its constituents is safeguarded by the state's tax levy cap and the thorough review of the proposed school budget by the Executive County Superintendent and the Executive County School Business Administrator; and

WHEREAS, The Old Tappan Board of Education believes that more citizens will participate in the selection of school board members at the General Election than on the third Tuesday in April and that the higher level of participation will foster positive interest in our public schools; and

WHEREAS, The Old Tappan Board of Education is committed to the non-partisan status of school board membership and the non-partisan conduct of school elections, and believes this principle will not be compromised by conducting board member elections in November.

NOW, THEREFORE, BE IT RESOLVED,

That, pursuant to P.L. 2011, c. 202, the Old Tappan Board of Education changes the annual election date for school board members from the third Tuesday in April to the November General Election, beginning in 2012; and be it further

RESOLVED, That, pursuant to P.L. 2011, c. 202, the annual organization meeting of the Old Tappan Board of Education will take place in the first week of January following the November General Election and that the board of education's next organization meeting will take place in the first week of January 2013; and be it further

RESOLVED, That, pursuant to P.L. 2011, c. 202, members of the Old Tappan Board of Education whose terms would have expired by May, 2012 will continue to serve in office until the January 2013 organization meeting; and be it further

RESOLVED, That this resolution be transmitted to the Bergen County Clerk; the Bergen County Board of Elections and/or Superintendent of Elections; the Old Tappan municipal clerk(s) and school board secretary; the Department of State, Division of Elections; the Bergen County's Executive County Superintendent; and the Department of Community Affairs, Division of Local Government Services; and be it further

RESOLVED, That a copy of this resolution also be provided to the New Jersey School Boards Association and New Jersey State League of Municipalities.

I. BOARD OPERATIONS/POLICY (Cont'd)

JANUARY 23, 2012

82. that the Board rescind and revise Board Operations Motion #74 from the January 23, 2012 meeting, and approve the following resolution regarding employee travel:

WHEREAS, The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and

WHEREAS, **William Ward**, Superintendent, will be attending a conference entitled "*Learning About the Four Teacher Evaluation Systems*", **March 6, 2012**, at the FEA Conference Center, Monroe Township, New Jersey, and

WHEREAS, for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and

WHEREAS, the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and

WHEREAS, the anticipated travel and related expenses particular to attendance at this function are as follows:

- Conference registration = \$75
- Actual miles driven at the prevailing State Mileage rate (currently \$.31 per mile) =
- Tolls = actual cost of tolls
- Parking = actual parking costs
- Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it

RESOLVED, that the Board approves this employee's and/or board member's attendance at the aforementioned conference as well as the related travel expenses.

**II. HUMAN RESOURCES**  
**Ms. Lorraine Hliboki**

**FEBRUARY 6, 2012**

Any Board member who takes exception to any of the following listed actions under the category of Human Resources may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the following Human Resource actions of the Board, as recommended by the Superintendent, number 70 through 73 excepting actions be approved.

Roll Call:

70. that the Board approve the rescind and revise motion #47, regarding coaches and advisors, to reflect the change for the Softball Coach for the 2011 – 2012 school year, as per negotiated agreement.

<b>Name</b>	<b>Activity</b>
Stephen Gagliano	Soccer Coach
Sondra Snyder	Girls' Volleyball Coach
Matt Westervelt	Head Track Coach
Karen Muti	Assistant Track Coach
Kerry Beckmann	Track Meet Assistant (per meet)
Jennifer Leahy	Track Meet Assistant (per meet)
Mary Walker	Girls' Basketball Coach
Matt Westervelt	Boys' Basketball Coach
Matt Capilli	Baseball Coach
Bob McQuade	Softball Coach
Nick Rosolanko	Instrumental Music Activities
Al Natoli	Choral Music Activities
Linda Costa	Choral Music Activities
Annette DeSciora	Junior National Honor Society
Kerry Beckmann	Student Council Advisor
Camille Helsley	Drama Club Set Design
Layla DiMeola	Drama Club Advisor
Matt Westervelt	Yearbook
Annette DeSciora	Eighth Grade Trip Coordinator
Camille Helsley	Evening Art Exhibit
Ellen Azzarone	Eighth Grade Graduation Coordinator
Sharon DeGregory	Safety Patrol

71. that the Board approve Anne Marie Kugelman as a part-time teacher aide (\$15 an hour, no health/dental benefits) for a student at TBD for the period 1/30/12 – 6/22/12.

72. that the Board approve the following course approval:

<b>Teacher</b>	<b>Course/Credits</b>	<b>Dates/School</b>
Jennifer Leahy	Case Study-Reading Difficulties READ-511 – 3 credits	1/18/12 – 5/12/12 Montclair State University

**II. HUMAN RESOURCES****(Cont'd)****FEBRUARY 6, 2012**

73. that the Board approve a Family Leave for Trish Madera in accordance with Board Policy 4151.10 as follows:

<b><u>Teacher/Assignment</u></b>	<b><u>Dates</u></b>	<b><u>Reason</u></b>
Trish Madera	4/30/12 – 5/4/12	Presumptive Period of Disability (Pre-birth) with pay & health benefits
	5/5/12 – 5/28/12	Presumptive Period of Disability (Post-birth) with pay & health benefits
	5/29/12 – 9/3/12	Unpaid Leave/with health benefits (FMLA and Family Leave Act)

**V. FINANCE & BUDGET**  
**Mr. Tom McDermott**

**FEBRUARY 6, 2012**

Any Board member who takes exception to any of the following listed actions under the Category of Finance & Budget may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the following Finance & Budget actions of the Board, as recommended by the Superintendent, number 96 through 101 excepting actions 102 through 104 be approved.

Roll Call:

96. that the Board approve payment of the following vendor bill list (as detailed in the list attached to the agenda of this meeting), including adjustments to previously approved bill payments. The School Business Administrator/ Board Secretary is authorized to release the warrants for payments of **February, 2012** bills in the amount of **\$179,984.14** for the current expense. **(attached)**

97. that the Board approve the following resolution:

Pursuant to N.J.A.C. 6:20-2.13(d), the Board Secretary certifies for the month of **January, 2012** no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education in the 2011-12 school district budget pursuant to N.J.S.A. 18A:22-8 and 18A:22-8-1. **(see Account Totals Report) (attached)**

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Douglas Barrett  
Board Secretary

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Date

98. that the Board approve the contract with Greenland Landscaping to provide landscaping services from April 15, 2012 through November 30, 2012.

99. that the Board approve the renewal agreement with XTel Communications for phone service. This agreement is pursuant to the Alliance for Competitive Telecommunications (ACT) bid, which was awarded to XTel Communications.

**V. FINANCE & BUDGET**

**(Cont'd)**

**FEBRUARY 6, 2012**

100. that the Board approve the following resolution Pursuant to the requirements of NJPL 2011 Chapter 78, the Old Tappan Board of Education hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program and replace its Premium Only Plan (POP) effective March 1, 2012, as follows: **(attached)**

WHEREAS, Pursuant to the proposal presented February 2, 2012, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AFLAC as the Board's Section 125 POP & FSA administrator; and

WHEREAS, The Board appoints Brown & Brown Benefits Advisors, Inc. as its POP & FSA broker-of-record, and

WHEREAS, All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.

101. that the Board authorize the School Business Administrator to sign the Reimbursement Services Agreement with AFLAC (pending review by the Board attorney). **(attached)**

102. that the Board approve payment of the payroll (as detailed in the list attached to the agenda of this meeting). The School Business Administrator/Board Secretary is authorized to release the warrant for the payroll of \$ \_\_\_\_\_ for the month of **February, 2012**.

103. that the Board approve the **January, 2012** Custodian of School Monies Report and Board Secretary's Report.

104. that the Board approve the following resolution:

Resolved, that the Old Tappan Board of Education pursuant to N.J.A.C. 6A:23-2.11 certified for the month of **January, 2012** (after review of the Board Secretary's and Treasurer's monthly financial reports) to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6A:23-2.11, and that we believe as of this date sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

## RESOLUTION

WHEREAS, Chapter 231 of the Public Laws of 1975 known as the "Open Public Meetings Act" and also known as the "Sunshine Law" permits the holding of a private meeting to which the public is not invited for the purpose of permitting the discussion of various exempted matters after the adoption of a Resolution setting forth the general nature of the subject matter to be discussed, and as precisely as possible, the time when the circumstances under which the discussion conducted in the closed session can be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED that the Old Tappan Board of Education convene at the time and place hereinafter set forth for a private executive session to which the public is not invited to discuss the following general subject matters:

1. Matters which are confidential by federal law, state statute or rule of court.
2. Matters in which the release of information would impair a right to receive United States Government funds.
3. Matters which would constitute an unwarranted invasion of individual privacy.
4. Matters involving any collective bargaining agreement, the terms and conditions proposed for inclusion and the negotiation of same.
5. Matters involving the purchase, lease or acquisition of property with public funds, the setting of banking rates or investment of public funds where the public's interest could be adversely affected.
6. Matters involving tactics and techniques used for protecting the safety and property of the public, as well as investigations of violations or possible violations of the law.
7. Any pending or anticipated litigation or contract negotiations, other than collective negotiations, in which the public body is or may become a party.
8. Matters falling within the attorney/client privilege.
9. Matters relating to personnel involving employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body.
10. Matters involving the quasi-judicial deliberations of a public body that may result in the imposition of a specific civil penalty or the suspension or loss of a license or permit as a result of an act or omission for which the party bears responsibility.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Old Tappan Board of Education will disclose to the public the minutes of this session when the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the private executive session aforementioned take place in the Conference Room at the Charles DeWolf Middle School forthwith.

Motion to move into Executive Session at \_\_\_\_\_ p.m.

Moved by \_\_\_\_\_ 2nd by \_\_\_\_\_

Meeting Adjourned \_\_\_\_\_