

## AGENDA – REGULAR PUBLIC MEETING

NOVEMBER 21, 2011

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. Presentation: TBD Character Education Committee
8. 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

**NOVEMBER 21, 2011**

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 **NOVEMBER 21, 2011** Agenda.

Roll Call

4. Motion to close the meeting to the public.

Roll Call

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

**NOVEMBER 21, 2011**

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 46 through 51 excepting actions 37 through 45 be approved.

Roll Call:

37. that the Board approve and adopt the following schedule listed below: **(Approved at the 11/7/11 Work Session)**

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>
11/7/11	7:30	Conference Rm.	E.S.	Personnel
	8:00		W.S.	Regular Business
11/21/11	7:00	Conference Rm.	E.S.	Personnel
	8:00		P.M.	Regular Business
12/12/11	7:00	Conference Rm.	E.S.	Personnel
	8:00		P.M.	Regular Business

38. that the Board approve the minutes and attachments of the October 17, 2011 Regular Public Meeting and Executive Session I. **(Approved at the 11/7/11 Work Session)**

39. that the Board acknowledge the following School Bus Evacuation Drill: **(Approved at the 11/7/11 Work Session)**

1. Date of Drill: 10/14/11
2. Time of Day Drill Conducted: 9 a.m. to 2:45 p.m.
3. School Name: T. Baldwin Demarest and Charles DeWolf Middle School
4. Location of Drill: Interschool Road (private road between both schools)
5. Route Numbers: All students participated, inclusive of Routes #1 and #2
6. Supervisor of Drill: Tino Lauriello, Physical Education Teacher

40. that the Board authorize the Board President to execute a revised Uniform State Memorandum of Agreement between the Old Tappan School District and the Old Tappan Law Enforcement officials, which defines the Board's commitment to cooperate with local law enforcement officials regarding the reporting of certain offenses as required by the Department of Education. **(attached) (Approved at the 11/7/11 Work Session)**

I. BOARD OPERATIONS/POLICY (Cont'd)

NOVEMBER 21, 2011

41. that the Board approve the 2<sup>nd</sup> reading of the following revised Policies: **(Not Approved at the 11/7/11 Work Session)**

4111	Recruitment, Selection and Hiring – Certified Staff
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Mr. Barrett informed the Board that the language for this policy is not consistent with the new law and is overly restrictive. Mr. Barrett suggested the Board not approve this resolution and instead allow for a revised resolution to be read at the next Board meeting. The Board agreed and no action was taken on this resolution.

42. that the Board approve the 2<sup>nd</sup> reading of the following revised ByLaw: **(Approved at the 11/7/11 Work Session)**

9200	Orientation and Training of Board Members
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43. that the Board approve the 2<sup>nd</sup> reading of the following new Policy and Regulation **(Approved at the 11/7/11 Work Session)**

5131.10	Dating Violence
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44. that the Board approve the 1<sup>st</sup> reading of the following new Policy: **(Approved at the 11/7/11 Work Session)**

4211	Recruitment, Selection and Hiring
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I. BOARD OPERATIONS/POLICY (Cont'd)

NOVEMBER 21, 2011

45. that the Board adopt the following resolution recognizing American Education Week:  
**(Approved at the 11/7/11 Work Session)**

WHEREAS, the theme of this year's American Education Week, "Great Public Schools: A Basic Right and Our Responsibility," highlights the importance of bringing together teachers, school staff, parents, students, and communities in a unified effort to build great public schools, and

WHEREAS, the theme also reflects the NEA's vision of calling upon America to provide students with quality public schools so that they can grow, prosper, and achieve in the 21<sup>st</sup> century, and

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to a productive future, and

WHEREAS, education employees, be they substitute educators, custodians, teachers, secretaries, or librarians, work tirelessly to serve our children and community with care and professionalism, and

WHEREAS, schools are community linchpins, bringing together adults and children, educators, and volunteers, business leaders, and elected officials in a common enterprise, now, therefore, be it

RESOLVED, that the Old Tappan Board of Education recognizes November 13<sup>th</sup> – 19<sup>th</sup> marking the 90<sup>th</sup> annual observance of American Education Week – a time for saluting our public schools and the relationships between teachers, students, and parents.

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

**NOVEMBER 21, 2011**

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

4111	Recruitment, Selection and Hiring – Certified Staff
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47. that the Board approve the **2nd** reading of the following new Policy **(attached)**

4211	Recruitment, Selection and Hiring
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48. 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>
11/21/11	7:30	Conference Rm.	E.S.	Personnel
	8:00		P.M.	Regular Business
12/12/11	7:00	Conference Rm.	E.S.	Personnel
	8:00		P.M.	Regular Business

49. that the Board approve the minutes and attachments of the November 7, 2011 Regular Public Meeting and Executive Session I.

50. that the Board affirm the Superintendent's decision pertaining to H.I.B. investigation #2.

51. that the Board approve the following resolution format 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, **Sevana Bohchalian**, will be attending the conference "*Harassment, Intimidation and Bullying in Educational Settings*", on 12/9/11, at Montclair State University, in Montclair, NJ,

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 Board member's current responsibilities, and is directly related to the Board member's professional development; and

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

Conference registration = \$125

Mileage = actual miles driven at the prevailing IRS rate

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 Ms. Bohchalian's attendance at the aforementioned conference as well as the related travel expenses.

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

**NOVEMBER 21, 2011**

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 58 through 58 excepting actions 54 through 57 be approved.

Roll Call:

54. that the Board approve the following advisor be employed for the 2011-12 school year as per negotiated agreement: **(Approved at the 11/7/11 Work Session)**

<b>Name</b>	<b>Activity</b>
Layla DiMeola	Drama Club Advisor

55. that the Board approve the appointment of the following teacher aides (no health benefits) for the 2011-2012 school year: **(Approved at the 11/7/11 Work Session)**

<b>Name</b>	<b>Dates/Hours</b>	<b>Hourly Rate</b>
Lori Drewes	11/14/11 – 6/30/12 FT	\$15.00

56. that the Board rescind motion #16 and approve the revised Family Leave for Lacey Lin Wang in accordance with Board Policy 4151.10 as follows: **(Approved at the 11/7/11 Work Session)**

<b>Teacher/Assignment</b>	<b>Dates</b>	<b>Reason</b>
Lacey Lin	9/17/11 – 10/9/11	Presumptive Period of Disability (Pre-birth) with pay & health benefits
	10/10/11 – 11/20/11	Presumptive Period of Disability (Post-birth) with pay & health benefits
	11/21/11 – 2/19/12	Unpaid Leave/with health benefits (FMLA and Family Leave Act)

57. that the Board approve John Horgan, a retired 20-year veteran of the NYPD, as an Election Security Officer at the T. Baldwin Demarest Elementary School, at a rate of \$30 an hour for Tuesday, November 8, 2011. **(Approved at the 11/7/11 Work Session)**

58. that the Board accept with regret the letter of resignation dated 11/16/11, from Jacqueline Ginsberg, Out of District Teacher Aide, effective 11/30/11.

V. FINANCE & BUDGET  
Mr. Tom McDermott

NOVEMBER 21, 2011

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 60 through 66 excepting actions 55 through 59 be approved.

Roll Call:

55. 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 **November, 2011** bills in the amount of **\$384,157.04** for the current expense. **(Approved at the 11/7/11 Work Session)**
56. that the Board approve the **September, 2011** Custodian of School Monies Report and Board Secretary's Report. **(Approved at the 11/7/11 Work Session)**
57. that the Board authorize payment of educational tuition and/or transportation for the following pupils for the 2011-2012 school year: **(Approved at the 11/7/11 Work Session)**

<u>Student</u>	<u>Facility Location</u>	<u>Tuition</u>	<u>Transportation</u>
464	Valley Program Special	\$63,294.50	To be determined
465	Valley Program Special	\$58,547.40	To be determined
466	TIP Program	\$37,149.00	To be determined

58. that the Board approve the contract with the New Jersey Department of Education, Office of Special Education, to reimburse the district for expenditures pertaining to the "Early Childhood Special Education Outcomes Study." **(Approved at the 11/7/11 Work Session)**
59. that the Board accept a donation of \$1,240 from the McNerney-Jansen Family Foundation to Revenue Account #20-1920-000 (Donations from Private Sources) and Expenditure Account #20-000-100-610-00-14 (Private Donations/Miscellaneous) for the purchase of a defibrillator for the T. Baldwin Demarest Elementary School. **(Approved at the 11/7/11 Work Session)**
60. 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 **\$733,027.12** for the month of **November, 2011**.

61. that the Board approve the **October, 2011** transfers. **(attached)**

62. 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 **October, 2011** 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

63. that the Board approve the **October, 2011** Custodian of School Monies Report and Board Secretary's Report.

64. 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 **October, 2011** (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.

65. that the Board accept with gratitude a donation of \$1,327.25 from the Old Tappan Public Library to Revenue Account #20-1920-000 (Donations from Private Sources) and Expenditure Account #20-000-100-610-00-03 (Private Contributions/CDW/Misc.) for the Charles DeWolf Middle School Music program.

66. 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 **November, 2011 additional** bills in the amount of **\$424,169.56** for the current expense. **(attached)**

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 \_\_\_\_\_