

## AGENDA – WORK SESSION

SEPTEMBER 12, 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. 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
  - PTO – BOE email addresses
11. Committee Reports
12. Public Hearing on Other Than Meeting Agenda
13. Unfinished Business – Board & District Goals
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

**SEPTEMBER 12, 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 **SEPTEMBER 12, 2011** Agenda.

Roll Call

4. Motion to close the meeting to the public.

Roll Call

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

**SEPTEMBER 12, 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 17 through 18 excepting actions be approved.

Roll Call

17. 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>
9/12/11	7:30	Conference Rm.	E.S.	Personnel
	8:00		W.S.	Regular Business
9/26/11	7:00	Conference Rm.	E.S.	Personnel
	8:00		P.M.	Regular Business
10/3/11	7:00	Conference Rm.	E.S.	Personnel
	8:00		W.S.	Regular Business
10/17/11	7:00	Conference Rm.	E.S.	Personnel
	8:00		P.M.	Regular Business

18. that the Board approved the minutes and attachments of the August 22, 2011 Regular Public Meeting and Executive Session I.

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

**SEPTEMBER 12, 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 24 through 37 excepting actions \_\_\_\_\_ be approved.

Roll Call

24. that the following coaches and advisors be employed for the 2011-12 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
Stephen Gagliano	Softball Coach
Nick Rosolanko	Instrumental Music Activities
Al Natoli	Choral Music Activities
Linda Costa	Choral Music Activities
Annette DeSciara	Junior National Honor Society
Kerry Beckmann	Student Council Advisor
Camille Helsley	Drama Club Set Design
	Drama Club Advisor
Matt Westervelt	Yearbook
Annette DeSciara	Eighth Grade Trip Coordinator
Camille Helsley	Evening Art Exhibit
Ellen Azzarone	Eighth Grade Graduation Coordinator
Sharon DeGregory	Safety Patrol

25. that the Board approve Kristine Woelk as a home service provider for student #461 for a total of 10.5 hours at a rate of \$35/hr.

**II. HUMAN RESOURCES**

**(Cont'd)**

**SEPTEMBER 12, 2011**

26. that the Board approve the following 2011-2012 salary guide adjustments as of September 1, 2011, for the following:

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>
Helen Kim	Gr. 5 LA/Gr. 7 Writing	MA Step 9	MA+16 Step 9
Sabatino Lauriello	Phys. Ed.	BA+15 Step 9	MA Step 9
Jennifer Leahy	Gr. 5	BA Step 5	BA+15 Step 5
Trish Madera	Sp. Ed.	BA+15 Step 7	MA Step 7
Stacey Sedlak	Gr. K	BA Step 4	BA+15 Step 4
Janet Suriano	Gr. 6 Math/Study Skills	BA+15 Step 13	MA Step 13
Yena Woo	ESL	BA Step 4	BA+15 Step 4

27. that the Board accept with regret the resignation from Lauren DePreta, Out of District Teacher Aide, effective 9/1/11.

28. that the Board ratify the appointment of the following teacher aide (no health benefits) for the 2011-2012 school year:

<u>Name</u>	<u>Dates/Hours</u>	<u>Hourly Rate</u>
Nicole Russini (out-of-district)	9/1/11 – 6/30/12 FT	\$15.00

29. that the following Regular Substitute be employed on a per diem basis, as needed for the 2011-12 school year:

Debbie Padover

30. that the Board revise the Family Leaves for Lacey Lin in accordance with Board Policy 4151.10 as follows:

<u>Teacher/Assignment</u>	<u>Dates</u>	<u>Reason</u>
Lacey Lin	9/17/11 – 10/14/11	Presumptive Period of Disability (Pre-birth) with pay & health benefits
	10/15/11 – 11/11/11	Presumptive Period of Disability (Post-birth) with pay & health benefits
	11/12/11 – 1/31/12	Unpaid Leave/with health benefits (FMLA and Family Leave Act)

31. that the Board rescind Human Resources Motion #14 from the August 22, 2011 meeting and approve Maureen O'Neill, Charles DeWolf Part-Time Library/Media Center Clerk, effective 8/25/11 through 6/30/12 per negotiated contract.

32. that the Board approve Maureen O'Neill, Charles DeWolf Part-Time Library/Media Center Clerk, to work 2 hours on August 25, 2011.

33. that the Board approve Linda Fusco as the District Anti-Bullying Coordinator for the 2011-2012 school year.

**II. HUMAN RESOURCES**

**(Cont'd)**

**SEPTEMBER 12, 2011**

34. that the Board approve and/or ratify the following graduate courses for:

<b>Teacher</b>	<b>Course/Credits</b>	<b>Dates/School</b>
Jennifer Leahy	Administration and Supervision of Reading Programs READ 502 – 3 credits	9/7/11 – 12/22/11 Montclair State University

35. that the Board approve the following home instructor at the rate of \$35.00 per hour for the 2011-2012 school year:

Gail Roshong

36. that Dr. William Ward, Superintendent of Schools, shall serve as Child Study Team leader and will provide direct supervision of the Child Study Team.

37. that the Board approve Ben Compagnone, on an as needed basis, to investigate attendance and residency issues.

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

**SEPTEMBER 12, 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 27 through 40 excepting actions 41 through 43 be approved.

Roll Call

27. 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 **September, 2011** bills in the amount of **\$187,096.74** for the current expense. **(attached)**
28. that the Board approve payment of the following bill (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 warrant for payments for **Accounts Payable pertaining to the 2010-11 school year** in the amount of **\$6,789.40**.
29. that the Board approve the revision of the **June 2011** Custodian of School Monies Report and Board Secretary's Report. **(attached)**
30. that the Board approve the **July 2011** Custodian of School Monies Report and Board Secretary's Report. **(attached)**
31. 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 **\$707,827.76** for the month of **September, 2011**.
32. that the Board accept with gratitude the donation from the Old Tappan Parent Teacher Organization (Old Tappan PTO), for reimbursement for the installation and monitoring of the ADP Panic Buttons.
33. that the Board approve the submission of the FY 2012 IDEA Part B Grant application to the State Department of Education.
34. that the Board approve contracts with Bergen County Special Services for Teacher of the Deaf and Speech services for the 2011-12 school year for students #317, #430 and #444.

**V. FINANCE & BUDGET****(Cont'd)****SEPTEMBER 12, 2011**

35. that the Board authorize payment of educational tuition and/or transportation for the following pupils for the 2011-12 school year.

<b>Student</b>	<b>Facility Location</b>	<b>Tuition</b>	<b>Transportation</b>
407	Closter	\$29,078.00	To be determined
414	Valley Program Special	\$69,624.00	To be determined
419	Valley Program Special	\$69,624.00	To be determined
422	Valley Program Special	\$69,624.00	To be determined
424	Valley Program Special	\$63,294.50	To be determined
437	TIP Program	\$37,149.00	To be determined
441	Closter	\$29,078.00	To be determined
450	Valley Program Special	\$69,624.00	To be determined
452	PIE Program Special	\$ 8,000.00	To be determined
453	Valley Program Special	\$69,624.00	To be determined
456	Valley Program Special	\$69,624.00	To be determined
458	PIE Program Special	\$ 8,000.00	To be determined
461	Valley Program Special	\$69,624.00	To be determined
463	PIE Program Special	\$16,000.00	To be determined

36. that the Board approve Home Consulting Services for home based therapy through the Valley Program for student #422 for 4 hours per week for 7 weeks at the rate of \$35/hr.
37. that the Board approve Home Consulting Services for home based therapy through the Valley Program for student #456 for 4 hours per week for 4 weeks at the rate of \$35/hr.
38. that the Board approve Home Consulting Services for home based therapy through the Valley Program for student #461 for 1.5 hours for 7 days at the rate of \$35/hr.
39. that the Board approve a service contract for the period 8/1/11 through 7/31/12 with Jersey State Controls in the amount of \$2,748.

**V. FINANCE & BUDGET**

**(Cont'd)**

**SEPTEMBER 12, 2011**

- 40. that the Board approve a sidebar agreement to the OTEA Collective Bargaining Agreement for the purposes of calculating the 2011-2012 tuition reimbursements.
- 41. that the Board approve the **August, 2011 Transfers (attached)**
- 42. that the Board approve the following resolution:

Pursuant to N.J.A.C. 6:20-2.13(d), the Board Secretary certifies for the months of \_\_\_\_\_, **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

- 43. 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 \_\_\_\_\_, **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.

## 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 \_\_\_\_\_