

AGENDA - REGULAR PUBLIC MEETING

AUGUST 17, 2015

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. President's Report/Correspondence
8. Superintendent's Report
9. Board Secretary's Report
10. Committee Reports
11. Board Discussion and Formal Action on Agenda Business
 - Board Operations
 - Human Resources
 - Student Development
 - Physical Resources
 - Finance & Budget
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.

I. BOARD OPERATIONS/POLICY
Mr. Kurt Linder

AUGUST 17, 2015

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 4 through 10 be approved.

Roll Call:

4. 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.

Date	Time	Location	Type	Agenda
8/17/2015	6:30 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
9/9/2015 (Wednesday)	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
9/28/2015	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business

5. that the Board approve the minutes and attachments of the July 13, 2015 Regular Public Meeting and Executive Session I. **(attached)**
6. that the Board approve the 1st reading of the following new Policies: **(attached)**

4119.28	Mobile Devices – Certified Staff
6141.3	District Social Media

7. that the Board approve the 1st reading of the following new Regulations: **(attached)**

4119.28	Mobile Devices – Certified Staff
6141.3	District Social Media

8. that the Board approve the following as approved Lunch Vendors for the District for the 2015-2016 school year:

Baviello's Italian Deli & Catering, LLC - 16 Bi-State Plaza, Old Tappan, NJ
Butterworth's Bagels Inc., - 50 Bi-State Plaza, Old Tappan, NJ
Ever Green Chinese Food - 28 Bi-State Plaza, Old Tappan, NJ
Jersey Mike's Subs - 254C Livingston Street, Northvale, NJ
Nonna Rosa Pizza - 315 Route 303, Orangeburg, NY
Old Tappan Pizza Factory, Inc. - 10A Bi-State Plaza, Old Tappan, NJ

9. that the Board authorize the Superintendent, Danielle Da Giau and/or the School Business Administrator, Douglas Barrett, to add lunch vendors to the "Approved Lunch Vendor" list, upon the submission of all required paperwork and/or forms, prior to the next scheduled Board Meeting.

10. that the Board 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,	Mary Alice Rossi , will be attending the New Jersey Branch International Dyslexia Association's Fall Conference " <i>Meeting the Educational and Emotional Needs of Students with Dyslexia and Other Reading Disabilities</i> ", on October 16, 2015, at the Hilton's Somerset Double Tree Hotel & Executive meeting Center, in Somerset, 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 = \$230 (non-member rate) Actual miles driven at the prevailing State Mileage rate (currently \$.31 per mile) = actual cost of mileage Tolls = actual cost of tolls Parking = actual parking cost 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. Rossi's attendance at the aforementioned conference as well as the related travel expenses.

II. HUMAN RESOURCES
Ms. Nicole Gray

AUGUST 17, 2015

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 7 through 30 be approved.

Roll Call:

7. that the Board accept, with regret, the letter of resignation dated July 13, 2015, from Michelle Zanoria, Teacher Aide, effective July 13, 2015.
8. that the Board accept, with regret, the letter of resignation dated July 30, 2015, from Lindsay Whitt, TBD ESL Teacher, effective July 30, 2015.
9. that the Board accept, with regret, the letter of resignation dated July 16, 2015, from Krick Giraldo, CDW Night Custodian, effective August 14, 2015.
10. that the Board accept, with regret, the retirement of Nancy Middlemas, Grade 2 Teacher, effective September 1, 2015.

EXPLANATION: The Board is deeply saddened by the untimely passing of Mrs. Middlemas on 8/16/2015; her loss will be felt by the entire school community.

11. that the Board approve the revision of the job title for Supervisor of Instruction to that of Supervisor of Instruction for Curriculum and Educational Technology.
12. that the Board approve the job description for the position of Supervisor of Instruction for Pupil Support Services (Part-Time). **(attached)**
13. that the Board approve an additional 12 summer hours for Jenni Richardson, Guidance Counselor, to work on student schedules for the 2015-2016 school year, as recommended by the Superintendent.
14. that the Board approve 5 additional summer days for Sandra Applebaum, LDTC, to conduct/complete evaluations, as recommended by the Superintendent.
15. that the Board approve the following course approval:

Teacher	Course	Credits	Type	School	Dates
Mukaida, Maraid	History of the Holocaust ED615	3	1.5 Standard 1.5 Online	College of Saint Elizabeth	8/22/2015-12/12/2015
Mukaida, Maraid	Genocide & Human Rights Modern History ED635	3	1.5 Standard 1.5 Online	College of Saint Elizabeth	8/22/2015-12/12/2015

16. that the Board approve the following course approval:

Teacher	Course	Credits	Type	School	Dates
DeSciara, Annette	History of the Holocaust ED615	3	1.5 Standard 1.5 Online	College of Saint Elizabeth	8/22/2015-12/12/2015
DeSciara, Annette	Genocide & Human Rights Modern History ED635	3	1.5 Standard 1.5 Online	College of Saint Elizabeth	8/22/2015-12/12/2015

17. that the Board approve the 2015-2016 Employment Agreement for Angela Connelly, Principal of the T. Baldwin Demarest Elementary School.
18. that the Board appoint Richard Bickford as the CDW Night Custodian, pending proof of archived fingerprints and successful completion of a pre-employment physical. His employment will be effective through June 30, 2016.
19. that the Board approve the appointment of the following leave replacement teacher:

Name	School/Assignment	Rate
Ryu, Namjeong Annice	CDW – ESL Teacher (Leave Replacement for Yena Woo) 9/1/2015 – 6/27/2016	1/200 MA, Step 1 Per diem With Health Benefits

20. that the Board approve the appointment of the following leave replacement teacher, pending proof of archived fingerprints and criminal background history:

Name	School/Assignment	Rate
Nivar, Laura	CDW – Spanish Teacher (Leave Replacement for Andrea Kenduck) 9/1/2015 – 12/9/2015	1/200 MA, Step 1 Per diem No Health Benefits

21. that the Board approve the appointment of the following leave replacement teacher, pending proof of archived fingerprints and criminal background history:

Name	School/Assignment	Rate
McGovern, Cassandra	TBD – BSI Math Teacher (Leave Replacement for Michele Ortiz) 9/1/2015 – 11/25/2015	1/200 MA, Step 1 Per diem No Health Benefits

22. that the Board approve the following instructional personnel be employed for the 2015-2016 school year, pending proof of archived fingerprints and criminal background history:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Witko, Tiffany	Special Education Teacher (Tenure Track)	1.0	CDW	MA/Step 3	Yes

23. that the Board appoint Bonnie Valentin as a Part-Time Shared Special Education Aide (no health benefits), for the 2015-2016 school year.
24. that the Board appoint Fredericka Shpetner as the Interim Supervisor of Instruction for Pupil Support Services (Part-Time), for the period August 11, 2015 through June 30, 2016.
25. that the Board appoint Dr. Laura Sullivan as the Supervisor of Instruction for Curriculum and Educational Technology, from the mutually agreed start date through June 30, 2016.
26. that the Board approve the consulting agreement between Allan Martin and the Old Tappan Board of Education for the 2015- 2016 school year.
27. that the Board approve the regular substitute list for the 2015-2016 school year. **(attached)**
28. that the Board rescind motion #94 (3/18/2015) and approve the revised leave for Yena Woo as follows:

Teacher/Assignment	Dates	Reason
Woo, Yena/ESL CDW	5/11/2015 - 6/3/2015	Presumptive Period of Disability (Pre-birth) with pay & health benefits
	6/4/2015 - 6/26/2015	Presumptive Period of Disability (Post-birth) with pay & health benefits
	6/27/2015 - 11/22/2015	Unpaid Leave/with health benefits (FMLA and Family Leave Act)
	11/23/2015 - 6/30/2016	Unpaid Leave/no health benefits

EXPLANATION: Ms. Woo gave birth on June 3, 2015.

29. that the Board approve rescind motion #104 (4/13/2015) and approve the revised leave for Vanessa Walsh as follows:

Teacher/Assignment	Dates	Reason
Vanessa Walsh/ Language Arts Grade 5	2/28/2015 - 3/27/2015	Period of Disability (Post-birth) with pay & health benefits
	3/28/2015 - 6/26/2015	Unpaid Leave/with health benefits (FMLA and Family Leave Act)
	6/27/2015 - 1/3/2016	Unpaid Leave/no health benefits

30. that the Board approve the Superintendent's Merit Goals for the 2015-2016 school year.

Category	Goal	Measurement	Value
Quantitative	During the 2015-2016 school year, the Superintendent will initiate Parent Workshops. At least four (4) evening programs will be offered to parents to learn about school initiatives, technology, and/or current issues and trends in education.	Logs of all meetings Invitations/ Announcements Feedback forms to inform future workshop planning	3.33
Quantitative	During the 2015-2016 school year, the Superintendent will launch a social media feed on the District's website that will support communication with members of the school community by highlighting announcements, celebrating District accomplishments, and circulating at least four (4) District newsletters.	Evidence of the social media posts Four (4) District newsletters	3.33
Quantitative	The Superintendent will initiate a "Visionary Team," including teacher(s) and administrator(s). Together, we will review current middle school practices; research, visit, tour, and meet with at least three (3) schools. A list of best practices and innovative ideas/strategies will be generated. On or before 30 June 2016, at least two (2) ideas will be developed into action plans that will be folded into the middle school's Blueprint for Growth and will be presented to the Board of Education.	Team logs and notes School visitation documentation Action plans Middle School Blueprint	3.33
Qualitative	During the 2015-2016 school year, the Superintendent will develop a digital Staff Handbook, which will include general information, procedures for various District operations, schedules, forms, and supporting documents.	Digital Handbook accessible to all District employees	2.50
Qualitative	During the 2015-2016 school year, the Superintendent, along with the middle school principal, will lead the efforts to develop a Program of Study for Grades 5-8, which will include an explanation of course offerings and an overarching position of middle school beliefs.	Program of Study Booklet for Parents (print-based and digitally-uploaded)	2.50
Total Points			14.99

III. STUDENT DEVELOPMENT
Mr. Richard Ferrigno

AUGUST 17, 2015

Any Board member who takes exception to any of the following listed actions under the category of Student Development 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 Student Development actions of the Board, as recommended by the Superintendent, number 1 through 2 be approved.

Roll Call:

1. that the Board approve the 7th grade overnight trip to The Fresh Air Fund/Sharpe Reservation, Fishkill, NY (Outdoor Education Program), in October, 2015.
2. that the Board approve the early dismissal of kindergarten classes, for the first week of the 2015-2016 school year, as follows:

Date	Dismissal Time
Wednesday, September 2, 2015	11:00 a.m.
Thursday, September 3, 2015	11:00 a.m.
Friday, September 4, 2015	12:30 p.m.

IV. PHYSICAL RESOURCES
Ms. Nicole Gray

AUGUST 17, 2015

Any Board member who takes exception to any of the following listed actions under the category of Physical 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 Physical Resources actions of the Board, as recommended by the Superintendent, number 2 through 4 be approved.

Roll Call:

2. that the Board approve the facilities request from the Old Tappan PTO to use the New Gym at CDW for the Staff Welcome Back Luncheon on 9/1/2015, from 10:00 a.m. to 2:30 p.m.
3. that the Board approve the Bergen County YWCA to use the T. Baldwin Demarest Elementary School building for the After School program for the 2015-2016 school year.
4. that the Board approve the facilities request from the Old Tappan Recreation Flag Football Association to use the school fields for practices and games on Saturdays, 9/5/2015 through 11/28/2015, from 9:00 a.m. to 1:00 p.m.

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 12 through 31 be approved.

Roll Call:

12. 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 **Supplemental Accounts Payable** bills that required payment between the July 13, 2015 and August 17, 2015 Old Tappan Board of Education meetings, in the amount of **\$637.08** for the current expense. **(attached)**
13. 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 **Accounts Payables pertaining to the 2014-2015 school year** in the amount of **\$75,383.85**. **(attached)**
14. 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 **August, 2015** bills in the amount of **\$222,485.11** for the current expense. **(attached)**
15. that the Board approve payment of the payroll (as detailed in the payroll summary report). The School Business Administrator/Board Secretary is authorized to release the warrant of the payroll of **\$111,583.34** for the month of **July, 2015**.
16. that the Board approve payment of the payroll (as detailed in the payroll summary report). The School Business Administrator/Board Secretary is authorized to release the warrant of the payroll of **\$124,937.75** for the month of **August, 2015**.
17. that the Board approve the **revised June, 2015** Transfers. **(attached)**
18. that the Board approve the **June, 2015** Custodian of School Monies Report and Board Secretary's Report. **(attached)**
19. 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 **June, 2015** (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.

20. that the Board approve the **July, 2015** Transfers. **(attached)**

21. 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 **July, 2015** 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 2015-2016 school district budget pursuant to N.J.S.A. 18A:22-8 and 18A:22-8-1. **(see Account Totals Report)**

Douglas Barrett
Board Secretary

Date

22. that the Board approve the Old Tappan School District's participation in the Region III Special Education Transportation program for the 2015-2016 school year.

23. that the Board approve the Annual Contract for Hospital Instruction between the Old Tappan School District and the Bergen County Special Services School District for the 2015-2016 school year at a rate of \$62 per hour, on an as-needed basis.

24. that the Board approve the educational services provided by the New Jersey Commission For The Blind and Visually Impaired for student #506. Contract amount for the 2015-2016 school year shall not exceed \$1,900 and billing will be for services provided only.

25. that the Board approve the Transportation contract with Rinaldi Transportation Company, Inc., 77 Railroad Avenue, Closter, NJ for Route #1 and Route #2 for the 2015-2016 school year as follows (based on 182 student days):

2015-2016 School Year	Amount
Route 1	\$33,675.46
Route 2	\$49,971.74
Total Cost:	\$83,647.20

26. that the Board authorize payment of educational tuition and/or transportation for the following pupils for the 2015 summer session:

Student	Facility Location	Tuition	Transportation
419	Norwood Public School (NVHS)	\$887.00	To be determined
422	Norwood Public School (NVHS)	\$887.00	To be determined
441	Norwood Public School (NVHS)	\$887.00	To be determined
451	Norwood Public School (NVHS/Orton-Gillingham)	\$550.00	To be determined
452	Norwood Public School (NVHS/Orton-Gillingham)	\$550.00	To be determined
466	Norwood Public School (NVHS/Orton-Gillingham)	\$550.00	To be determined
507	Norwood Public School (NVHS/Orton-Gillingham)	\$550.00	To be determined
508	Norwood Public School (NVHS/Orton-Gillingham)	\$550.00	To be determined

27. that the Board authorize payment of educational tuition and/or transportation for the following pupils for the 2015-2016 school year:

Student	Facility Location	Tuition	Transportation
407	ECLC of New Jersey	\$50,920.20	To be determined
441	Closter (Tenakill)	\$30,716.00	To be determined
450	Valley Program (NVHS)	\$71,092.00	To be determined
464	Valley Program (NVHS)	\$71,092.00	To be determined
466	Valley TIP Program	\$45,051.00	To be determined
484	JCC Therapeutic Nursery	\$56,910.00	To be determined
493	Valley Program (NVHS)	\$71,092.00	To be determined
498	Valley Program (NVHS)	\$71,092.00	To be determined
499	Valley Program (NVHS)	\$71,092.00	To be determined
501	Valley Program (NVHS)	\$71,092.00	To be determined
502	Valley SLICE Program	\$9,468.00	To be determined
503	Valley Program (NVHS)	\$71,092.00	To be determined
504	Valley Program (NVHS)	\$71,092.00	To be determined

28. that the Board accept the quotation from Sicomac Dairy, Wyckoff, NJ, to provide 1% Low-fat milk at \$.26 over the Class I price and Fat-free milk at \$.25 over the Class I price and enter into a milk contract for the 2015-2016 school year from September 1, 2015 through June 30, 2016. Class I price changes monthly.
29. that the Board approve the rate of \$.34 per half pint of 1% and fat free milk for the 2015-2016 school year.
30. that the Board approve the Integrated Pest Management Plans for the Charles DeWolf Middle School and the T. Baldwin Demarest Elementary School for the 2015-2016 school year. **(attached)**
31. that the Board authorize Douglas Barrett, School Business Administrator/Board Secretary, to approve payment for the following bills:

Direct Energy

EXPLANTION: As the next scheduled Board Meeting is September 9, 2015, there are certain bills that must be paid to avoid penalty or disruption of essential services.

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 takes 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 _____