

AGENDA - REGULAR PUBLIC MEETING

DECEMBER 14, 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 face the stage in the Lynch Gym. If that exit is blocked, proceed to the rear of the gym and exit the three doors turning left, and proceed to the main entrance.
4. Roll Call
5. Presiding Officer's Meeting Notice Statement
6. Acknowledge the 1st Quarter High Honor students and the Bergen County Middle School Band students at 8:00 p.m.
7. PARCC Scores Presentation by Ms. Danielle Da Giau, Superintendent
8. Public Hearing on Meeting Agenda
9. President's Report/Correspondence
10. Superintendent's Report
11. Board Secretary's Report
12. Committee Reports
13. Board Discussion and Formal Action on Agenda Business
 - Board Operations
 - Human Resources
 - Finance & Budget
14. Public Hearing on Other Than Meeting Agenda
15. Unfinished Business
16. New Business
17. 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

DECEMBER 14, 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 61 through 75 be approved.

Roll Call:

61. 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
12/14/2015	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.	Lynch Gym	P.M.	Regular Business
1/6/2016 (Wednesday)	7:00 p.m.	Conference Rm.	Reorg. & P.M.	Reorganization/ Regular Business
	Immediately following P.M.		E.S.	Personnel/Legal

62. that the Board approve the minutes and attachments of the November 23, 2015 Regular Public Meeting and Executive Session I. **(attached)**

63. that the Board ratify the Tentative Agreement by and between the Board of Education of the Borough of Old Tappan, New Jersey and the Old Tappan Education Association, representing the OTEA Professional Staff and Support Staff (i.e., the Elementary School, Middle School and Child Study Team secretaries, the Library/Media Clerks, and the Maintenance person), for the school years July 1, 2015 through June 30, 2018 inclusive.

64. that the Board approve the 2nd reading of the following revised ByLaw and Policies:
(attached)

9273 - ByLaw	Nepotism – Board Members
4112.8 - Policy	Nepotism – Certified Staff
4212.8 - Policy	Nepotism – Non-Certified Staff

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

9270 - ByLaw	Conflict of Interest
2224 - Policy	Non-Discrimination/Affirmative Action
4111 - Policy	Recruitment, Selection and Hiring - Certified Staff
4111.1 - Policy	Non-Discrimination/Affirmative Action - Certified Staff
4211 - Policy	Recruitment, Selection and Hiring
4211.1 - Policy	Non-Discrimination/Affirmative Action - Non-Certified Staff
5141.21 - Policy	Administering Medication
5145.4 - Policy	Equal Educational Opportunity
6121 - Policy	Non-Discrimination/Affirmative Action
6145 - Policy	Extracurricular Activities

66. that the Board approve the following resolution:

WHEREAS,	the Old Tappan Board of Education recognizes that a strong band and chorus program is "instrumental" in building children's self-esteem and confidence, along with developing social skills and
WHEREAS,	275 students auditioned at Brookside Middle School, Allendale, NJ, on October 7, 2015 for the Bergen County Middle School Band, and only 75 students made the band, with clarinetist Andrew H. Choi, Grade 8, being accepted into the Bergen County Middle School Band, and
WHEREAS,	this student scored high enough to perform in the 2015 Bergen County Middle School Band Concert at Emerson Junior-Senior High School on November 22, 2015, after only four rehearsals, now, therefore be it
RESOLVED,	that the Old Tappan Board of Education wishes to recognize and congratulate Nick Rosolanko, Instrumental Band/Music Teacher, and Andrew H. Choi, for their hard work and their dedication and passion to music.

67. that the Board approve the following resolution:

WHEREAS,	the Old Tappan Board of Education recognizes that a strong band and chorus program is “instrumental” in building children’s self-esteem and confidence, along with developing social skills and
WHEREAS,	275 students auditioned at Brookside Middle School, Allendale, NJ, on October 7, 2015 for the Bergen County Middle School Band, and only 75 students made the band, with flutist Seungeun Sharon Lee, Grade 8, being accepted into the Bergen County Middle School Band, and
WHEREAS,	this student scored high enough to perform in the 2015 Bergen County Middle School Band Concert at Emerson Junior-Senior High School on November 22, 2015, after only four rehearsals, now, therefore be it
RESOLVED,	that the Old Tappan Board of Education wishes to recognize and congratulate Nick Rosolanko, Instrumental Band/Music Teacher, and Seungeun Sharon Lee, for their hard work and their dedication and passion to music.

68. that the Board approve the following resolution:

WHEREAS,	the Old Tappan Board of Education recognizes that a strong band and chorus program is “instrumental” in building children’s self-esteem and confidence, along with developing social skills and
WHEREAS,	275 students auditioned at Brookside Middle School, Allendale, NJ, on October 7, 2015 for the Bergen County Middle School Band, and only 75 students made the band, with clarinetist Andrea Sojin Lim, Grade 8, being accepted into the Bergen County Middle School Band, and
WHEREAS,	this student scored high enough to perform in the 2015 Bergen County Middle School Band Concert at Emerson Junior-Senior High School on November 22, 2015, after only four rehearsals, now, therefore be it
RESOLVED,	that the Old Tappan Board of Education wishes to recognize and congratulate Nick Rosolanko, Instrumental Band/Music Teacher, and Andrea Sojin Lim, for their hard work and their dedication and passion to music.

69. that the Board approve the following resolution for NJDOE Equivalency Application:

WHEREAS,	N.J.A.C. 6A:5-1.1 et seq. provides for regulatory flexibility by permitting school districts to apply to the New Jersey Department of Education for a grant of waiver or equivalency to specific rules in order to foster provision of effective and efficient educational programs; and
WHEREAS,	the New Jersey State Board of Education deems it in the best interest of the Old Tappan School District to apply for an equivalency to certain New Jersey Quality Single Accountability Continuum district improvement plan ("QSAC") requirements of N.J.A.C.6A:30- 3.1(a)-(d) and N.J.A.C. 6A:30-3.2 in order to free up time and resources of its Administration which could be better devoted to the provision of effective and efficient educational programs; and
WHEREAS,	the Old Tappan School District has been identified as a high performing district in accordance with the criteria established by the New Jersey Department of Education, and is therefore eligible to apply for such an equivalency; and
WHEREAS,	the Old Tappan School District will continue to submit an annual QSAC Statement of Assurance which reflects the District's status in each of the five component areas evaluated; and
WHEREAS,	the Old Tappan School District has a QSAC committee comprised of members of the Board of Education, school administration and the Old Tappan Education Association; and
WHEREAS,	the Statement of Assurance has been reviewed with the QSAC committee and members of the Old Tappan Board of Education in open meetings, offering opportunities for public input and comment; now therefore, be it
RESOLVED,	the Old Tappan Board of Education approves the Equivalency Application as presented by the Superintendent for relief from having to complete the QSAC District Performance Review and undergoing QSAC monitoring, and authorizes and directs the Superintendent to execute and file the Equivalency Application with the Department of Education to approve NJQSAC Waiver application.

70. 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,	Tiffany Witko , will be attending the workshop, " <i>Mindsets & Moves – Strategies That Help Readers Take Charge</i> ", on November 19, 2015, at the Barnes and Noble, Route 17, Paramus, 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 = \$140.00 Hotel = N/A 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. Witko's attendance at the aforementioned conference as well as the related travel expenses.

EXPLANATION: Ms. Witko was a late registrant to this conference and, therefore, was not approved at the October 26, 2015 meeting in which the other teachers attending this conference were.

71. 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,	Stephanie Mercogliano , will be attending the workshop, " <i>Mindsets & Moves – Strategies That Help Readers Take Charge</i> ", on November 19, 2015, at the Barnes and Noble, Route 17, Paramus, 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 = \$140.00 Hotel = N/A 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. Mercogliano's attendance at the aforementioned conference as well as the related travel expenses.

EXPLANATION: Ms. Mercogliano was a late registrant to this conference and, therefore, was not approved at the October 26, 2015 meeting in which the other teachers attending this conference were.

72. 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,	Amy Brown , will be attending the workshop " <i>Teaching Students With Comprehension Problems to Read Like Detectives: The Importance of Text-Driven and Language-Focused Instruction</i> ", on 3/9/2016, at The Westwood, in Garwood, NJ, 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 = \$180 (member rate) Hotel = N/A 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. Brown's attendance at the aforementioned conference as well as the related travel expenses.

73. 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 workshop <i>"Teaching Students With Comprehension Problems to Read Like Detectives: The Importance of Text-Driven and Language-Focused Instruction"</i> , on 3/9/2016, at The Westwood, in Garwood, NJ, 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 = \$205 (non-member rate) Hotel = N/A 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.

74. that the Board adopt the following resolution for Lorraine Hliboki in recognition of her service to the Old Tappan School District and to the Old Tappan Community:

WHEREAS,	Mrs. Lorraine Hliboki has devoted more than 6 years (May, 2009 through December, 2015) to the Old Tappan Board of Education; and
WHEREAS,	Lorraine has chaired the Human Resources, Student Development, Finance & Budget, and Legislative Committees, and served on the Negotiations Committee; and
WHEREAS,	Lorraine also served as a delegate to the Bergen County and New Jersey School Boards Association (Alternate) and New Jersey School Boards Association (Alternate and Representative); and
WHEREAS,	the Board and the District have benefited from Lorraine's financial expertise and her advocacy for all students, and in particular the gifted and talented population; and now, therefore be it
RESOLVED,	that Lorraine now recapture the hours spent at Board meetings on Monday nights to enjoy quality time with her husband, Chris, and her children, Bryan and Cara; and, be it further
RESOLVED,	that the Old Tappan Board of Education wishes to express its gratitude for her exemplary service to the Old Tappan School District and the Old Tappan Community, including tedious tasks for which she generously volunteered; and, be it further
RESOLVED,	that we present this Resolution to Lorraine as an indication of our gratitude and respect for her efforts on behalf of the students of the Old Tappan Schools.

75. that the Board adopt the following resolution for Richard Ferrigno in recognition of his service to the Old Tappan School District and to the Old Tappan Community:

WHEREAS,	Mr. Rich Ferrigno has devoted 3 years (January, 2013 through December, 2015), to the Old Tappan School District; and
WHEREAS,	Rich has chaired the Board Operations/Policy, Human Resources, Student Development, Legislation, and Safety Committees; and
WHEREAS,	Rich also served as a delegate to the Bergen County and New Jersey School Boards Association (Representative), and New Jersey School Boards Association (Alternate and Representative); and
WHEREAS,	Rich is a student advocate who believes that each child should be respected for his or her creative and intellectual uniqueness; and now, therefore be it
RESOLVED,	that Rich now recapture the hours spent at Board meetings on Monday nights to enjoy quality time with his wife, Melissa, and his children, Raymond and Sara; and, be it further
RESOLVED,	that the Old Tappan Board of Education wishes to express its gratitude for exemplary service to the Old Tappan School District and the Old Tappan Community; and, be it further
RESOLVED,	that we present this Resolution to Rich as an indication of our gratitude and respect for his efforts on behalf of all the students of the Old Tappan Schools.

II. HUMAN RESOURCES
Ms. Nicole Gray

DECEMBER 14, 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 80 through 81 be approved.

Roll Call:

80. that the Board approve the following substitutes to be employed on a per diem basis, as needed, for the 2015-2016 school year, as recommended by the Superintendent:

Conboy, Kelly (Teacher Substitute)
Grotz, Tracy (Teacher Substitute)
McGovern, Cassandra (Teacher Substitute)

81. that the Board rescind Resolution #54 (approved 9/28/2015) and approve the revised leave replacement teacher:

Name	School/Assignment	Rate
Nivar, Laura	CDW – Spanish Teacher (Leave Replacement) 9/1/2015 – 1/15/2016	\$242.04 per diem (1/200 th of \$48,409)

EXPLANATION: Ms. Nivar accepted a full-time position in another district and this will shorten her assignment at CDW by 2 weeks.

V. **FINANCE & BUDGET**
Ms. Lorraine Hliboki

DECEMBER 14, 2015

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 77 through 89 be approved.

Roll Call:

77. 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 **December, 2015** bills in the amount of **\$404,536.40** for the current expense. **(attached)**

78. 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 **\$750,699.20** for the month of **December, 2015**.

79. that the Board approve the **November, 2015** Transfers. **(attached)**

80. 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 **November, 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

81. that the Board approve the **November, 2015** Custodian of School Monies Report and Board Secretary's Report. **(attached)**

82. 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 **November, 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.

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

Student	Facility Location	Tuition	Transportation
491	Bergen County Special Services (BELA Hackensack)	\$56,340.00	To be determined

84. that the Board authorize Kristy Kurkjian, Assistant Business Administrator, to sign the "2015 Certification of Compliance and Federal and State Law Respecting the Reporting of Compensation for Certain Employees".
85. that the Board approve/accept the 2014-2015 Audit/Comprehensive Annual Financial Report (CAFR). **(attached)**
86. that the Board approve/accept the 2014-2015 School Audit Recommendations/Auditor's Management Report. **(attached)**
87. that the Board approve/accept the 2014-2015 Audit Synopsis. **(attached)**
88. that the Board acknowledge there are no 2014-2015 audit recommendations and therefore no Corrective Action Plan is required.
89. that the Board authorize Douglas Barrett, School Business Administrator/Board Secretary, to approve payment for the following bills:

Direct Energy
Horizon Blue Cross and Blue Shield

EXPLANTION: As the next scheduled Board Meeting is January 6, 2016, 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 _____