

## AGENDA - REGULAR PUBLIC MEETING

MARCH 18, 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
  - Physical Resources
  - Finance & Budget
12. Public Hearing on Other Than Meeting Agenda
13. Unfinished Business
  - Drama Club On-Line Ticketing
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**

**MARCH 18, 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 143 through 153 be approved.

Roll Call:

143. 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
3/18/2015 (Wednesday)	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
4/13/2015	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
4/27/2015	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business/ Budget Hearing

144. that the Board approve the minutes and attachments of the March 2, 2015 Regular Public Meeting, Executive Session I and Executive Session II. **(attached)**

145. that the Board approve the 1<sup>st</sup> reading of the following revised Policies: **(attached)**

5141.21	Administering Medication
5141.23	Concussion Management
6114	Emergencies and Disaster Preparedness
6171.2	Gifted and Talented
6173	Home Instruction
7110	Long-Range Facilities Planning

146. that the Board approve the 1<sup>st</sup> reading of the following revised Regulation: **(attached)**

5141.23	Concussion Management
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147. 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,	<b>Maggie Bambach</b> , Teacher, will be attending the " <i>NJAMLE 2015 Conference: Living, Loving &amp; Laughing in the Middle</i> ", on March 27, 2015, at William Patterson University, Wayne, 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 = \$79 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 = N/A Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it
RESOLVED,	that the Board approves <b>Ms. Bambach's</b> attendance at the aforementioned workshop as well as the related travel expenses.

148. 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,	<b>Kerry Beckmann</b> , Teacher, will be attending the " <i>NJAMLE 2015 Conference: Living, Loving &amp; Laughing in the Middle</i> ", on March 27, 2015, at William Patterson University, Wayne, 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 = \$79 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 = N/A Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it
RESOLVED,	that the Board approves <b>Ms. Beckmann's</b> attendance at the aforementioned workshop as well as the related travel expenses.

149. 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,	<b>Matthew Capilli</b> , Teacher, will be attending the "NJAMLE 2015 Conference: <i>Living, Loving &amp; Laughing in the Middle</i> ", on March 27, 2015, at William Patterson University, Wayne, 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 = \$79 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 = N/A Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it
RESOLVED,	that the Board approves <b>Mr. Capilli's</b> attendance at the aforementioned workshop as well as the related travel expenses.

150. 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,	<b>Jeffrey Clark</b> , Teacher, will be attending the " <i>NJAMLE 2015 Conference: Living, Loving &amp; Laughing in the Middle</i> ", on March 27, 2015, at William Patterson University, Wayne, 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 = \$79 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 = N/A Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it
RESOLVED,	that the Board approves <b>Mr. Clark's</b> attendance at the aforementioned workshop as well as the related travel expenses.

151. 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,	<b>Annette DeSciора</b> , Teacher, will be attending the " <i>NJAMLE 2015 Conference: Living, Loving &amp; Laughing in the Middle</i> ", on March 27, 2015, at William Patterson University, Wayne, 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 = \$79 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 = N/A Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it
RESOLVED,	that the Board approves <b>Ms. DeSciора's</b> attendance at the aforementioned workshop as well as the related travel expenses.

152. 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,	<b>Kristina Mueller</b> , Teacher, will be attending the "NJAMLE 2015 Conference: <i>Living, Loving &amp; Laughing in the Middle</i> ", on March 27, 2015, at William Patterson University, Wayne, 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 = \$79 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 = N/A Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it
RESOLVED,	that the Board approves <b>Ms. Mueller's</b> attendance at the aforementioned workshop as well as the related travel expenses.



153. 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,	<b>Justin C. O'Neill</b> , Principal, will be attending the " <i>NJAMLE 2015 Conference: Living, Loving &amp; Laughing in the Middle</i> ", on March 27, 2015, at William Patterson University, Wayne, 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 = N/A (No Charge to Principals) 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 = N/A Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it
RESOLVED,	that the Board approves <b>Mr. O'Neill's</b> attendance at the aforementioned workshop as well as the related travel expenses.

**II. HUMAN RESOURCES**  
**Ms. Nicole Gray**

**MARCH 18, 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 93 through 96 be approved.

Roll Call:

93. that the Board accept, with regret, the letter of resignation dated February 24, 2015, from Ms. Caitlin Dombkowski, Teacher Aide, effective March 10, 2015.

94. that the Board approve the following substitutes to be employed on a per diem basis, as needed, for the 2014-2015 school year, as recommended by the Superintendent:

John Buldo (teacher substitute)  
Peter Costa (teacher substitute)

95. that the Board approve the following Family Leave for Yena Woo as follows:

Teacher/Assignment	Dates	Reason
Yena Woo/ESL CDW	5/11/2015 – 6/6/2015	Presumptive Period of Disability (Pre-birth) with pay & health benefits
	6/7/2015 – 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:** Per Ms. Woo's request, this Resolution includes the extension of her unpaid maternity leave through the entire 2015-2016 school year.

96. that the Board approve the request for Employee #1 pursuant to N.J.S.A. 18A:30-6, for the remainder of the 2014-2015 school year.

**IV. PHYSICAL RESOURCES**  
**Ms. Nicole Gray**

**MARCH 18, 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 41 through 41 be approved.

Roll Call:

41. that the Board approve the facilities request from the Old Tappan PTO to hold a Multicultural Awareness International Food Festival event in the Charles DeWolf Middle School's Rossi Gym, on Wednesday, 6/3/2015, from 11:27am to 12:45pm.

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

**MARCH 18, 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 129 through 140 be approved.

Roll Call:

129. 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 **additional March, 2015** bills in the amount of **\$72,989.85** for the current expense. **(attached)**
130. 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 **\$741,790.50** for the month of **March, 2015**.
131. 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 **February, 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 2014-2015 school district budget pursuant to N.J.S.A. 18A:22-8 and 18A:22-8-1. **(see Account Totals Report)**

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Douglas Barrett  
Board Secretary

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Date

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

134. that the Board hereby fix April 27, 2015, at 8:00 p.m., as a Special Meeting, in the Board of Education Conference Room (CDW Basement), as the time and place for conducting the public hearing on the tentative budget for final submission to the State.

135. that the Board approve the following resolution:

WHEREAS,	in accordance with N.J.A.C. 6A:23A-10.3(b)1, a district can request use of banked cap only after it has fully exhausted all eligible statutory spending authority in the budget year; and				
WHEREAS,	banked cap from the earliest pre-budget year must be used before the amount from a more recent year; and				
BE IT RESOLVED,	<p>that the Old Tappan Board of Education has fully exhausted all eligible statutory spending authority for the 2015-2016 budget year and has determined the need for banked cap for the 2015-2016 budget year as follows:</p> <table> <tr> <td><b><u>Need</u></b></td><td><b><u>Amount</u></b></td></tr> <tr> <td>Additional staff and insurance costs</td><td>\$51,136</td></tr> </table> <p>this need must be completed by the end of the 2015-2016 budget year and cannot be deferred or incrementally completed over a longer period of time.</p>	<b><u>Need</u></b>	<b><u>Amount</u></b>	Additional staff and insurance costs	\$51,136
<b><u>Need</u></b>	<b><u>Amount</u></b>				
Additional staff and insurance costs	\$51,136				

136. that the Board approve the following **tentative** 2015-2016 school district budget for submission:

BE IT RESOLVED,	<p>that the Old Tappan Board of Education, County of Bergen, approves the preliminary 2015-2016 school year budget as follows:</p> <table> <tr> <td>Current General Expense (Fund 11)</td><td>\$15,463,877</td></tr> <tr> <td>Capital Outlay (Fund 12)</td><td><u>\$ 1,331,622</u></td></tr> <tr> <td><b>TOTAL GENERAL FUND</b></td><td><b><u>\$16,795,499</u></b></td></tr> <tr> <td>Special Revenue (Fund 20)</td><td>\$ 100,000</td></tr> <tr> <td>Debt Services (Fund 40)</td><td><u>\$ 904,065</u></td></tr> <tr> <td><b>TOTAL EXPENDITURES/APPROPRIATIONS</b></td><td><b><u>\$17,799,564</u></b></td></tr> </table> <p>and,</p>	Current General Expense (Fund 11)	\$15,463,877	Capital Outlay (Fund 12)	<u>\$ 1,331,622</u>	<b>TOTAL GENERAL FUND</b>	<b><u>\$16,795,499</u></b>	Special Revenue (Fund 20)	\$ 100,000	Debt Services (Fund 40)	<u>\$ 904,065</u>	<b>TOTAL EXPENDITURES/APPROPRIATIONS</b>	<b><u>\$17,799,564</u></b>
Current General Expense (Fund 11)	\$15,463,877												
Capital Outlay (Fund 12)	<u>\$ 1,331,622</u>												
<b>TOTAL GENERAL FUND</b>	<b><u>\$16,795,499</u></b>												
Special Revenue (Fund 20)	\$ 100,000												
Debt Services (Fund 40)	<u>\$ 904,065</u>												
<b>TOTAL EXPENDITURES/APPROPRIATIONS</b>	<b><u>\$17,799,564</u></b>												
BE IT RESOLVED,	<p>that the <b>GENERAL FUND</b> tax levy <u>\$13,164,472</u> (inclusive of \$51,136 in banked cap, per Resolution #136) is approved to support Current General Expense and <u>\$731,518</u> to support Debt Service, for the 2015-2016 school year budget; and</p>												

137. that the Board approve a withdrawal of \$1,330,000 from the Old Tappan Board of Education's approved Capital Reserve Account for the ensuing FY 2015-2016, for the following:

\$1,220,000 - Charles DeWolf Middle School - Boiler replacements

\$110,000 - Charles DeWolf Middle School - new interior main entrance doors and storefront.

138. that the Board approve the contract with Computer Solutions, Inc., Branchburg, NJ, for Budgetary Accounting Module + Support for the 2015-2016 school year.

139. that the Board authorize payment of educational tuition and/or transportation for the following pupil for the **2014-2015** school year:

Student	Facility Location	Tuition	Transportation
495	Norwood Public School K-8	\$5,883.00 (Pro-rated partial year)	To be determined
503	Valley Program (NVRHS)	\$21,650.78 (Pro-rated partial year)	To be determined

140. that the Board authorize Douglas Barrett, School Business Administrator/Board Secretary, to approve payment for the following bills:

Direct Energy

Horizon Blue Cross Blue Shield of NJ

PSE&G

X-Tel Communications

**EXPLANATION:** As the next scheduled Board Meeting is April 13, 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 \_\_\_\_\_