

## AGENDA - REGULAR PUBLIC MEETING

OCTOBER 26, 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. Presentation of NJ ASK Science Score Overview – Ms. Danielle Da Giau
7. Public Hearing on Meeting Agenda
8. President's Report/Correspondence
9. Superintendent's Report
10. Board Secretary's Report
11. Committee Reports
12. Board Discussion and Formal Action on Agenda Business
  - Board Operations
  - Human Resources
  - Student Development
  - Physical Resources
  - Finance & Budget
13. Public Hearing on Other Than Meeting Agenda
14. Unfinished Business
15. New Business
16. 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**

**OCTOBER 26, 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 42 through 52 be approved.

Roll Call:

42. 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
10/26/2015	6:30 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.	Lynch Gym	P.M.	Regular Business
11/9/2015 (?)	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
11/23/2015 (?)	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business

43. that the Board approve the minutes and attachments of the October 12, 2015 Regular Public Meeting and Executive Session I. **(attached)**

44. that the Board acknowledge the following School Bus Evacuation Drill:

1. Date: October 14, 2015
2. Time of Day Drill Conducted: 8:50 a.m. to 12:20 p.m.
3. School Names: T. Baldwin Demarest Elementary and Charles DeWolf Middle School
4. Location of Drill: Interschool Road (private road between both schools)
5. Route Numbers: All students participated, inclusive of Routes #1 and #2
6. Supervisor of Drill: Sabatino Lauriello, Physical Education Teacher

45. that the Board approve the following resolution to submit the Statement of Assurances with regard to the New Jersey Quality Single Accountability Continuum: **(attached)**

WHEREAS,	N.J.A.C. 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's Statement of Assurances with respect to this process, now, therefore, be it
RESOLVED,	that the Old Tappan Board of Education does hereby authorize the Superintendent of Schools to submit the Statement of Assurances to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

46. 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>Sandra Applebaum</b> , LDTC, will be attending the NJALC Fall Symposium, " <i>WJ IV What's New? Achievement and Oral Language</i> ", on October 23, 2015, at the Marriot Hotel, Princeton, 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 = \$165.00 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 <b>Ms. Applebaum's</b> attendance at the aforementioned conference as well as the related travel expenses.

47. 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>Susan Botterman</b> , will be attending the workshop, " <i>Mindsets &amp; 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 <b>Ms. Botterman's</b> attendance at the aforementioned conference as well as the related travel expenses.

48. 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>Amy Brown</b> , will be attending the workshop, " <i>Mindsets &amp; 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 <b>Ms. Brown's</b> attendance at the aforementioned conference as well as the related travel expenses.

49. 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>Angela Connelly</b> , Principal, will be attending the workshop, " <i>Mindsets &amp; 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 <b>Ms. Connelly's</b> attendance at the aforementioned conference as well as the related travel expenses.

50. 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>Lacey Wang</b> , will be attending the workshop, " <i>Mindsets &amp; 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 <b>Ms. Wang's</b> attendance at the aforementioned conference as well as the related travel expenses.



51. 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>Douglas Barrett</b> , Business Administrator, will be attending the NJASBO Training, <i>"Affordable Care Act Reporting Requirements for B.O.E.'s"</i> , on December 2, 2015, at the Hilton Garden Inn, Rockaway, 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 = \$50 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 costs Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it
RESOLVED,	that the Board approves <b>Mr. Barrett's</b> attendance at the aforementioned conference as well as the related travel expenses.

52. that the Board adopt the following resolution recognizing American Education Week:

WHEREAS,	the theme of this year's American Education Week, " <i>Great Public Schools: A Basic Right and Our Responsibility</i> ," highlights the importance of bringing together teachers, school staff, parents, students, and communities in a unified effort to build great public schools; and
WHEREAS,	the theme also reflects NEA's vision of calling upon all Americans to do their part in making public schools great for every child so that they can grow and achieve in the 21st century; and
WHEREAS,	public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility, and equality; and
WHEREAS,	by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to a productive future; and
WHEREAS,	education employees, be they substitute educators, custodians, teachers, secretaries, or librarians, work tirelessly to serve our children and community with care and professionalism; and
WHEREAS,	schools are community linchpins, bringing together adults and children, educators, and volunteers, business leaders, and elected officials in a common enterprise; now, therefore, be it
RESOLVED,	that the Old Tappan Board of Education recognizes November 16 <sup>th</sup> – 20 <sup>th</sup> , marking the 94 <sup>th</sup> annual observance of American Education Week, as a time for saluting our public schools and the relationships between teachers, students, and parents.

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

**OCTOBER 26, 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 62 through 68 be approved.

Roll Call:

62. 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:

Kenia Galow (Nurse Substitute)  
Katie Giovinazzo (Teacher Substitute)

63. that the Board approve West Bergen Mental Healthcare, Ridgewood, NJ, as a Region III approved outside evaluator for the 2015-2016 school year.

64. that the Board approve Comprehensive Behavioral Healthcare, Hackensack, NJ, as a Region III approved outside evaluator for the 2015-2016 school year.

65. that the Board rescind Resolution #39 (approved 9/9/2015) and approve the revised leave replacement teacher:

<b>Name</b>	<b>School/Assignment</b>	<b>Rate</b>
Knight, Gillian	CDW – LA Grade 5 (Leave Replacement for Helen Park) 9/1/2015 – 11/25/2015	1/200 MA, Step 1 Per Diem No Health Benefits

**EXPLANTION:** This extends Ms. Knight's assignment by two days.

66. that the Board rescind Resolution #21 (approved 8/17/2015) and approve the revised leave replacement teacher:

<b>Name</b>	<b>School/Assignment</b>	<b>Rate</b>
McGovern, Cassandra	TBD – BSI Math Teacher (Leave Replacement for Michele Ortiz) 9/1/2015 – 12/10/2015	1/200 MA, Step 1 Per diem No Health Benefits

**EXPLANTION:** This extends Ms. McGovern's assignment by two weeks.

67. that the Board rescind Resolution #38 (approved 9/9/2015) and approve the revised leave replacement teacher:

<b>Name</b>	<b>School/Assignment</b>	<b>Rate</b>
Amato, Nicholas	CDW – Math Grade 5 (Leave Replacement for Jennifer Lauriello) 9/1/2015 – 12/14/2015	1/200 MA, Step 1 Per Diem No Health Benefits

**EXPLANTION:** This extends Mr. Amato's assignment by one day.

68. that the Board approve the following resolution regarding an employee's termination of employment:

WHEREAS,	an employee, whose name is on file, has an individual employment contract that specifies that the employee's employment may be terminated upon 30 days' notice; and
WHEREAS,	the Superintendent believes that it is no longer in the Board's best interest to continue to employ said employee; and now, therefore, be it
RESOLVED,	that, based on the Superintendent's recommendation, the Board hereby terminates the employee in accordance with the notice provision specified in the employee's employment contract; and be it further
RESOLVED	based upon the Superintendent's recommendation, said employee shall not continue to perform the employee's duties during the period between the giving of notice and the termination date; and be it further
RESOLVED,	that the Board Secretary/Business Administrator shall provide the employee with notice of the Board's action as set forth in this Resolution forthwith.

**III. STUDENT DEVELOPMENT**  
**Mr. Richard Ferrigno**

**OCTOBER 26, 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 8 through 9 be approved.

Roll Call:

8. that the Board approve addition of the following field trips for Charles DeWolf Middle School for the 2015-2016 school year:

<b>TRIP TO:</b>	<b>GRADE(S):</b>
Meadowlands Environment Center - Lyndhurst, NJ	6 (LEAP)
World Games – Dwight Englewood School, Englewood, NJ	5 & 6 (LEAP)

9. that the Board approve the 8<sup>th</sup> grade overnight trip to Gettysburg National Military Park, Gettysburg, PA and Hershey Park, Hershey, PA, during the 2015-2016 school year.

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

**OCTOBER 26, 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 19 through 23 be approved.

Roll Call:

19. that the Board approve the facilities request from the Borough of Old Tappan Recreation Football program to use the Charles DeWolf Middle School gyms exclusively for team photos, from 5:30pm-8:00pm, on 10/29/2015.
20. that the Board approve the facilities request from the Old Tappan Girl Scouts to use various classrooms at the T. Baldwin Elementary School and Charles DeWolf Middle School for meetings, from 3:00-4:15pm, from 10/22/2015 through 6/17/2016.
21. that the Board approve the facilities request from the Old Tappan Cub Scouts (Tigers, 1<sup>st</sup> Grade) to use a classroom at the T. Baldwin Demarest Elementary School for meetings, one designated afternoon a month, from 3:00pm-4:00pm, from 10/30/2015 through 6/17/2016.
22. that the Board approve the facilities request from the Old Tappan PTO to hold a Halloween Storytime and Craft after school club for kindergartners, at the T. Baldwin Demarest Elementary School from 3:00pm-4:00pm, on Friday, October 30, 2015.
23. that the Board approve the proposal for professional services from Di Cara Rubino Architects, Wayne, New Jersey, for the boiler replacement project at the Charles DeWolf Middle School. **(attached)**

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 56 through 64 be approved.

Roll Call:

56. 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 October, 2015** bills in the amount of **\$89,234.59** for the current expense. **(attached)**
57. 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 **\$727,446.29** for the month of **September, 2015**.
58. that the Board approve the **revised July, 2015** Transfers. **(attached)**
59. that the Board approve the **September, 2015** Transfers. **(attached)**
60. 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 **September, 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)**

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Douglas Barrett  
Board Secretary

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Date

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

63. 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
499	Windsor Bergen Academy	\$45,012.45	To be determined

64. 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 November 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 \_\_\_\_\_