

## AGENDA - REGULAR PUBLIC MEETING

OCTOBER 10, 2016

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
  - Public Hearing on the Annual District Report of Vandalism, Violence, and Substance Abuse for the 2015-2016 school year
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
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**  
**Ms. Melissa Del Rosso**

**OCTOBER 10, 2016**

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 34 through 40 be approved.

Roll Call:

34. that the Board approve and adopt the following schedule listed below:

The Board resolves to meet, in executive (Non-Public) session, on the dates and for the purposes listed on the schedule. The minutes of these sessions will be disclosed to the public when the need for confidentiality no longer exists. Formal action may be taken by the Board at any public meeting, including Work Sessions.

| <b>Date</b> | <b>Time</b> | <b>Location</b> | <b>Type</b> | <b>Agenda</b>    |
|-------------|-------------|-----------------|-------------|------------------|
| 10/10/2016  | 6:45 p.m.   | Conference Rm.  | E.S.        | Personnel/Legal  |
|             | 8:00 p.m.   |                 | P.M.        | Regular Business |
| 10/24/2016  | 7:00 p.m.   | Conference Rm.  | E.S.        | Personnel/Legal  |
|             | 8:00 p.m.   |                 | P.M.        | Regular Business |
| 11/14/2016  | 7:00 p.m.   | Conference Rm.  | E.S.        | Personnel/Legal  |
|             | 8:00 p.m.   |                 | P.M.        | Regular Business |

35. that the Board approve the minutes and attachments of the September 26, 2016 Regular Public Meeting and Executive Session I. **(attached)**

36. that the Board approve the Nursing Services Plan for the 2016-2017 school year. **(attached)**

37. that the Board recognize 10/17/2016 through 10/21/2016 as School Violence Awareness Week and approve the various activities that coincide with it.

38. that the Board acknowledge/accept the Annual District Report of Vandalism, Violence, and Substance Abuse for the 2015-2016 school year as presented by the Chief School Administrator, Ms. Danielle Da Giau.

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

|         |   |
|---------|---|
| 2224    | Non-Discrimination/Affirmative Action                       |
| 4111    | Recruitment, Selection and Hiring – Certified Staff         |
| 4111.1  | Non-Discrimination/Affirmative Action – Certified Staff     |
| 4211    | Recruitment, Selection and Hiring                           |
| 4211.1  | Non-Discrimination/Affirmative Action – Non-Certified Staff |
| 5111    | Admission   |
| 5114    | Suspension and Expulsion                                    |
| 5131    | Conduct/Discipline  |
| 5145.4  | Equal Educational Opportunity                               |
| 6010    | Goals and Objectives  |
| 6121    | Non-Discrimination/Affirmative Action                       |
| 6140    | Curriculum Adoption   |
| 6142.2  | English As A Second Language: Bilingual Programs            |
| 6142.4  | Physical Education and Health                               |
| 6142.10 | Telecommunications/Technology                               |
| 6142.12 | Career Education  |
| 6145    | Extracurricular Activities                                  |
| 6147.1  | Evaluation of Individual Student Performance                |
| 6171.2  | Gifted and Talented   |

40. that the Board approve the following resolution regarding employee travel:

|                  |  |
|------------------|--|
| <p>WHEREAS,</p>  | <p>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</p>  |
| <p>WHEREAS,</p>  | <p><b>Allison Collucci</b>, Teacher, will be attending the seminar "<i>The Feedback Process</i>", on November 9, 2016, at the Northern Valley Curriculum Center, Demarest, New Jersey; and</p>   |
| <p>WHEREAS,</p>  | <p>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</p>  |
| <p>WHEREAS,</p>  | <p>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</p>   |
| <p>WHEREAS,</p>  | <p>the anticipated travel and related expenses particular to attendance at this function are as follows:</p> <p>Conference registration = \$40.00<br/>                 Hotel = N/A<br/>                 Actual miles driven at the prevailing State Mileage rate (currently \$.31 per mile) = actual cost of mileage<br/>                 Tolls = actual cost of tolls<br/>                 Parking = actual parking cost<br/>                 Meals &amp; incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it</p> |
| <p>RESOLVED,</p> | <p>that the Board approves <b>Ms. Collucci's</b> attendance at the aforementioned workshop as well as the related travel expenses.</p>   |

**II. HUMAN RESOURCES**  
**Mr. John Shahdanian**

**OCTOBER 10, 2016**

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 43 through 49 be approved.

Roll Call:

43. that the Board approve the following substitute to be employed on a per diem basis, as needed, for the 2016-2017 school year, as recommended by the Superintendent:

Tarateta, Marisa (Teacher Substitute)

44. that the Board approve the following teachers as home instructors, on an as needed basis, for the 2016-2017 school year at a rate of \$35 per hour, as recommended by the Superintendent:

Dunn, Allyson  
 Falkoff, Jennifer  
 Ottomanelli, Kristine

45. that the Board approve a \$2,000 stipend for Carlos Martinez to serve as the Night Shift Custodial Supervisor for the 2016-2017 school year.
46. that the Board appoint Gene Smith as the Part-Time (.5 FTE) Assistant Maintenance Person (no health benefits) for the period October 1, 2016 through June 30, 2017.
47. that the Board approve the following position change for the 2016-2017 school year, effective October 1, 2016, as recommended by the Superintendent:

| <b>Name</b>      | <b>Assignment</b>                    | <b>Level/Step</b> | <b>From</b> | <b>To</b> | <b>Eligible for Health Benefits</b> |
|------------------|--------------------------------------|-------------------|-------------|-----------|-------------------------------------|
| Ashton, Kimberly | Language Arts Teacher (Tenure Track) | BA+15/Step 1      | .3          | .375      | No                                  |

48. that the Board approve the following position change for the 2016-2017 school year, effective October 1, 2016, as recommended by the Superintendent:

| <b>Name</b>      | <b>Assignment</b>  | <b>School</b> | <b>From</b>                                  | <b>To</b>                                 | <b>Hourly Rate</b> |
|------------------|--------------------|---------------|--|---|--------------------|
| Ashton, Kimberly | Aide (In-District) | CDW           | 3.25 hours/day plus a 45 minute unpaid lunch | 3 hours/day plus a 45 minute unpaid lunch | \$15.00            |

**II. HUMAN RESOURCES****OCTOBER 10, 2016**

49. that the Board rescind motion #188 (approved 6/27/2016) and approve the following coaches and advisors for the 2016-2017 school year, as per the negotiated agreement:

| <b>Name</b>         | <b>Activity</b>                           |
|---------------------|---|
| Muti, Karen         | Assistant Track Coach                     |
| Muti, Karen         | Athletic Coordinator                      |
| Natoli, Al          | Choral Music Activities                   |
| Helsley, Camille    | Drama Club Set Design (Middle School)     |
| Azzarone, Ellen     | Eighth Grade Graduation Coordinator       |
| DeSciora, Annette   | Eighth Grade Trip Coordinator             |
| Clark, Doris        | Evening Art Exhibit                       |
| Helsley, Camille    | Evening Art Exhibit                       |
| Rosolanko, Nicholas | Instrumental Music Activities             |
| Capilli, Matthew    | Interscholastic Coach (Baseball)          |
| Westervelt, Matthew | Interscholastic Coach (Boys' Basketball)  |
|                     | Interscholastic Coach (Girls' Basketball) |
| Chu, Linda          | Interscholastic Coach (Girls' Volleyball) |
| Gagliano, Stephen   | Interscholastic Coach (Soccer)            |
| Gagliano, Stephen   | Interscholastic Coach (Softball)          |
| Westervelt, Matthew | Interscholastic Coach (Track Head Coach)  |
| Lauriello, Sabatino | Intramural Sports                         |
| DeSciora, Annette   | Junior National Honor Society             |
| Beckmann, Kerry     | Middle School Newspaper Co-Advisor        |
| DeSciora, Annette   | Middle School Newspaper Co-Advisor        |
| Westervelt, Matthew | Outdoor Education Coordinator             |
| Sharyn DeGregory    | Safety Patrol                             |
| Beckmann, Kerry     | Student Council Advisor                   |
| Beckmann, Kerry     | Track Meet Assistant (per meet)           |
| Helsley, Camille    | Track Meet Assistant (per meet)           |
| Westervelt, Matthew | Yearbook                                  |

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

**OCTOBER 10, 2016**

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 17 through 25 be approved.

Roll Call:

17. that the Board approve the facilities request from the Old Tappan PTO to use the Charles DeWolf Middle School to hold a presentation of a documentary film to parents on Wednesday, November 2, 2016, from 6:00 p.m. to 9:30 p.m.
18. that the Board approve the facilities request form the Old Tappan PTO to hold the Valley Dance in the CDW Gyms on Friday, December 2, 2016, from 6:00 p.m. to 11:00 p.m.
19. that the Board approve the facilities request from the Old Tappan Education Association to hold a badminton tournament in the CDW Gyms on Wednesday, November 2, 2016, from 3:00 p.m. to 8:00 p.m.
20. that the Board approve the facilities request from the Old Tappan PTO to hold after school clubs in various rooms of the T. Baldwin Demarest Elementary School and the Charles DeWolf Middle School, from 3:00 p.m. to 4:00 p.m., Mondays through Fridays, 10/17/2016 through 12/9/2016.
21. 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 on designated days, 10/14/2016 through 6/16/2017, from 3:00 p.m. to 4:30 p.m.
22. that the Board approve the facilities request from the Northern Valley Soccer Club, for their Soccer Programs to use the All-Purpose Room and Gym at the T. Baldwin Demarest Elementary School, on designated weekdays and Sundays, at designated hours, from 12/6/2016 through 4/23/2017.
23. 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, on Tuesday, October 25, 2016, from 6:00 p.m. to 8:00 p.m.
24. that the Board approve the following change order for the Charles DeWolf Middle School's Boiler Replacement Project:

| <b>Change Order #</b> | <b>Reason</b>   | <b>Cost</b> |
|-----------------------|---|-------------|
| GC-04                 | Additional cost to pitch the floor for proper drainage in the boiler room at the Charles DeWolf Middle School | \$1,379.98  |

25. that the Board approve the following resolution regarding the Comprehensive Maintenance Plan from 2015-2016 through 2017-2018: **(attached)**

|           |   |
|-----------|---|
| WHEREAS,  | the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting required maintenance activities for each of its public school facilities; and   |
| WHEREAS,  | the required maintenance activities as listed in the attached document for the various school facilities of the Old Tappan Board of Education are consistent with these requirements; and   |
| WHEREAS,  | all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid; now, therefore be it   |
| RESOLVED, | that the Old Tappan Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Old Tappan Board of Education in compliance with Department of Education requirements. |



**V. FINANCE & BUDGET**  
**Mr. Kurt Linder**

**OCTOBER 10, 2016**

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 62 through 72 be approved.

Roll Call:

62. 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 September, 2016** bills that required payment between the September 26, 2016 and October 10, 2016 Old Tappan Board of Education meetings, in the amount of **\$2,351.96** for the current expense. **(attached)**
63. 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 **October, 2016** bills in the amount of **\$276,454.26** for the current expense. **(attached)**
64. that the Board approve the **July, 2016** Custodian of School Monies Report and Board Secretary's Report. **(attached)**
65. 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 **July, 2016** (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.
66. that the Board approve the **August, 2016** Custodian of School Monies Report and Board Secretary's Report. **(attached)**
67. 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 **August, 2016** (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.
68. that the Board approve the Fire Alarm Monitoring, Inspections and Service contract with Vanwell Electronics, Inc., Stirling, NJ, for the 2016-2017 school year.

69. that the Board authorize payment of educational tuition and/or transportation for the following pupils for the 2016-2017 school year:

| Student | Facility Location     | Tuition                 | Transportation   |
|---------|-----------------------|-------------------------|------------------|
| 421     | Northvale             | \$21,854.00             | To be determined |
| 422     | Northvale             | \$21,854.00             | To be determined |
| 512     | Valley Program (NVHS) | \$65,873.64 (pro-rated) | To be determined |
| 520     | Northvale             | \$22,558.00             | To be determined |

70. that the Board approve the renewal of the Volunteer Workers Insurance Policy with National Union Fire Insurance Company from 10/1/2016 to 9/30/2017, at a premium cost of \$500 for the year.
71. that the Board accept a grant award from the Bergen County Utilities Authority in the amount of \$1,000.00 on behalf of Amy Brown's 2016 Environmental Awareness Challenge Grant proposal (to Revenue Account #20-1230-000 {BCUA - Recycling Grant} and Expenditure Account #20-431-300-800-00-00 {BCUA - Recycling Grant}).
72. 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  
 Rockland Electric  
 X-Tel Communications

**EXPLANTION:** As the next scheduled Board Meeting is October 24, 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 \_\_\_\_\_