

AGENDA - REGULAR PUBLIC MEETING

JULY 17, 2017

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
 - Semi-Annual HIB and Violence, Vandalism, Weapons and Substance Abuse Reporting
9. Board Secretary's Report
10. Committee Reports
11. Board Discussion and Formal Action on Agenda Business
 - Board Operations
 - Human Resources
 - Student Development
 - Physical Resources
 - Finance & Budget
12. Public Hearing on Other Than Meeting Agenda
13. Unfinished Business
14. New Business
15. Adjournment

Please Note: It may be necessary, from time to time, to remove or make changes in a motion(s) between the time this agenda is prepared and when the Board takes action. This will be accomplished by a removal or change in the motion and noted on the Errata and Change sheet, or will be announced by the Board President at the start of the meeting.

I. BOARD OPERATIONS/POLICY
Ms. Melissa Del Rosso

JULY 17, 2017

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 1 through 8 be approved.

Roll Call:

1. 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
7/17/2017	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
8/14/2017	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
9/11/2017	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business

2. that the Board approve the minutes and attachments of the June 26, 2017 Regular Public Meeting and Executive Session I. **(attached)**
3. that the Board approve the Mentoring Plan for the 2017-2018 school year. **(attached)**
4. that the Board approve the following Resolution regarding Executive Session minutes:

Be It Resolved,	<p>that the Old Tappan Board of Education hereby makes available the Executive Session meeting minutes for the following meeting dates in accordance with N.J.S.A. 10:4-13:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>01/06/2016</td> <td>06/27/2016</td> </tr> <tr> <td>01/25/2016</td> <td>07/18/2016</td> </tr> <tr> <td>02/08/2016</td> <td>08/15/2016</td> </tr> <tr> <td>02/22/2016</td> <td>09/12/2016</td> </tr> <tr> <td>03/14/2016</td> <td>09/26/2016</td> </tr> <tr> <td>03/28/2016</td> <td>10/10/2016</td> </tr> <tr> <td>04/04/2016</td> <td>10/24/2016</td> </tr> <tr> <td>04/25/2016</td> <td>11/07/2016</td> </tr> <tr> <td>05/09/2016</td> <td>11/21/2016</td> </tr> <tr> <td>05/23/2016</td> <td>12/19/2016</td> </tr> <tr> <td>06/13/2016</td> <td></td> </tr> </table>	01/06/2016	06/27/2016	01/25/2016	07/18/2016	02/08/2016	08/15/2016	02/22/2016	09/12/2016	03/14/2016	09/26/2016	03/28/2016	10/10/2016	04/04/2016	10/24/2016	04/25/2016	11/07/2016	05/09/2016	11/21/2016	05/23/2016	12/19/2016	06/13/2016	
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05/09/2016	11/21/2016																						
05/23/2016	12/19/2016																						
06/13/2016																							

I. BOARD OPERATIONS/POLICY (Cont'd)

JULY 17, 2017

5. that the Board approve the submission of the signed Comprehensive Equity Plan Annual Statement of Assurance for the 2017-2018 School Year

EXPLANTION: The current Comprehensive Equity Plan covers the school years 2016-2017 through 2018-2019, but a signed Annual Statement of Assurance is required each school year.

6. that the Board approve the following appointments for the 2017-2018 School Year:

- | | |
|---|------------------------|
| a. Affirmative Action Officer for District & Curriculum | Connelly, Angela |
| b. Board Secretary | Barrett, Doug |
| c. Public Agency Compliance Officer | Barrett, Doug |
| d. Custodian of Records | Barrett, Doug |
| e. Attendance Officer | Da Giau, Danielle |
| f. Americans With Disabilities Act Officer | <i>To be appointed</i> |
| g. Right-To-Know Contact Person | Oliver, William |
| h. Indoor Air Quality Officer | Oliver, William |
| i. Integrated Pest Management Coordinator | Oliver, William |

7. 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,	Dr. Laura Sullivan , Supervisor of Instruction for Curriculum and Educational Technology, will be attending the EdTech Team New Jersey Summit featuring " <i>Google for Education</i> ", on July 26-27, 2017, at Parsippany Hills High School, Morris Plains, 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 = \$279.00 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 Dr. Sullivan's attendance at the aforementioned conference as well as the related travel expenses.

8. that the Board approve the following resolution with regard to disposal and recycling of computers:

WHEREAS,	the Old Tappan School District regularly assesses its technology resources to ensure that they can effectively be used by students and staff; and
WHEREAS,	computers are considered to be obsolete when they can no longer provide a "basic level of service" to the user; and
WHEREAS,	the Technology Coordinator has compiled a list of computers which are at least 10 years old, that can be discarded and recycled; now therefore, be it
RESOLVED,	the Old Tappan Board of Education authorizes the discarding and recycling of the computers on the list (attached) provided by the Technology Coordinator.

II. HUMAN RESOURCES
Mr. John Shahdanian

JULY 17, 2017

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 1 through 19 be approved.

Roll Call:

1. that the Board accept, with regret, the letter of resignation dated June 28, 2017 from Sevana Bohchalian, Social Worker, effective September 1, 2017. **(attached)**
2. that the following coaches and advisors be employed for the 2017-2018 school year as per negotiated agreement (Schedule E):

Name	Activity
<i>To be appointed</i>	Assistant Track Coach
Lauriello, Sabatino	Athletic Coordinator
Natoli, Al	Choral Music Activities
Beckmann, Kerry	Drama Club Set Design (Middle School)
Bambach, Maggie	Eighth Grade Graduation Coordinator
Johnson, Dan	Eighth Grade Trip Coordinator
Beckmann, Kerry	Evening Art Exhibit
Clark, Doris	Evening Art Exhibit
Rosolanko, Nicholas	Instrumental Music Activities
Capilli, Matthew	Interscholastic Coach (Baseball)
Westervelt, Matthew	Interscholastic Coach (Boys' Basketball)
Vangelas, Jessica	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)
<i>To be appointed</i>	Intramural Sports
DeSciora, Annette	Junior National Honor Society
Johnson, Dan	Middle School Newspaper Co-Advisor
Tufano, Catherine	Middle School Newspaper Co-Advisor
Westervelt, Matthew	Outdoor Education Coordinator
DeGregory, Sharyn	Safety Patrol
Richardson, Jenni	Student Council Advisor
Beckmann, Kerry	Track Meet Assistant (per meet)
Westervelt, Matthew	Yearbook
Lauriello, Sabatino	Student Manager

3. that the Board approve the job description for the new position of Elementary School Guidance Counselor. **(attached)**
4. that the Board approve the job description for the new position of Board of Education Office Clerk. **(attached)**

II. HUMAN RESOURCES**(Cont'd)****JULY 17, 2017**

5. that the Board approve the job description for the new position of Executive Administrative Assistant. **(attached)**
6. that the Board approve the job description for the new position of Applied Behavior Analysis (ABA) Aide. **(attached)**
7. that the Board approve up to 7 hours, over the summer, for Jenni Richardson, Guidance Counselor, to meet with students and work on student schedules for the 2017-2018 school year.
8. that the Board approve up to 20 hours, over the summer, for Sabatino Lauriello, Charles DeWolf Middle School Teacher, for training and work associated with the opening of school for the 2017-2018 school year.
9. that the Board approve the 2017-2018 Employment Agreement for Douglas Barrett, School Business Administrator/Board Secretary (approved by the Executive County Superintendent on 6/26/2017).
10. that the Board approve Maria Valentino for Maintenance Office, Human Resources and Genesis Staff Management System clerical work for the 2017-2018 school year, as per negotiated agreement.
11. that the Board ratify the appointment of Special Education/504 Aides (no health benefits) for the 2017-2018 school year. **(attached)**
12. that the Board appoint Abbe Lewites, as the Supervisor of Instruction for Pupil Support Services, from the mutually agreed start date through June 30, 2018, pending proof of medical requirements, fingerprinting and criminal background history.
13. that the Board approve the appointment of the following leave replacement teacher:

Name	School/Assignment	Rate
Gordon, Patricia	TBD – Grade 2 Teacher (Leave Replacement for Kristen Dockendorf) 9/1/2017 – 6/22/2018	\$254.07 per diem (1/200 th of \$50,814) With Health Benefits

14. that the Board approve the appointment of the following leave replacement teacher:

Name	School/Assignment	Rate
Corbett, Tara	TBD – Kindergarten Teacher (Leave Replacement for Angela Maida) 9/1/2017 – 10/6/2017	\$233.82 per diem (1/200 th of \$46,763) No Health Benefits

II. HUMAN RESOURCES

(Cont'd)

JULY 17, 2017

15. that the Board approve the following personnel be employed for the 2017-2018 school year, pending proof of medical requirements, fingerprinting and criminal background history:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Dever, Megan	Grade 5 LA & Grade 8 Special Education Teacher (Tenure Track)	1.0	CDW	BA/Step 3	Yes

16. that the Board approve the following personnel be employed for the 2017-2018 school year, pending proof of medical requirements, fingerprinting and criminal background history:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Osahr, Emily	Grade 5 Science Teacher (Tenure Track)	1.0	CDW	MA/Step 1	Yes

17. that the Board approve the following personnel be employed for the 2017-2018 school year, pending proof of medical requirements, fingerprinting and criminal background history:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Pitasi, Antonio	Physical Education Teacher	.625	CDW	BA/Step 1	No

18. that the Board approve the appointment of the following Applied Behavior Analysis (ABA) Aide, no health benefits, for the 2017-2018 school year, pending proof of medical requirements, fingerprinting and criminal background history:

Name of Aide	Type	School	Time	Hourly Rate
Michaels, Danielle	In-District for the Autistic Program K-2	CDW	5.75 hours/day plus a 45 minute unpaid lunch	\$20.00

19. that the Board approve the following personnel be employed for the 2017-2018 school year, pending proof of medical requirements, fingerprinting and criminal background history:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Brock, Laela	Physical Education Teacher	.6875	CDW	BA/Step 1	No

III. STUDENT DEVELOPMENT
Ms. Melissa Del Rosso

JULY 17, 2017

Any Board member who takes exception to any of the following listed actions under the category of Student Development may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____, seconded by _____, that the following Student Development actions of the Board, as recommended by the Superintendent, number 1 through 2 be approved.

Roll Call:

1. that the Board approve the purchase of the Houghton Mifflin Harcourt Publisher's "Go Math" (© 2015) Hybrid Replacement three-year package for grades K-5, in accordance with their proposal of July 13, 2017, as prepared by their Sales Representative, Diane Denning. **(attached)**
2. that the Board approve the purchase of the Houghton Mifflin Harcourt Publisher's "Big Ideas" (© 2014/2015) Digital three-year package for grades 6-8, in accordance with their proposal of July 12, 2017, as prepared by their Sales Representative, Diane Denning. **(attached)**

IV. PHYSICAL RESOURCES
Ms. Kristen Santoro

JULY 17, 2017

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 1 through 1 be approved.

Roll Call:

1. that the Board approve the facilities request from the Old Tappan PTO to use the CDW Rossi Gym for the Staff Welcome Back Luncheon on September 1, 2017, from 10:00 a.m. to 2:30 p.m.

V. FINANCE & BUDGET
Ms. Nicole Gray

JULY 17, 2017

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 1 through 14 be approved.

Roll Call:

1. 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 June, 2017** bills in the amount of **\$93,718.80** for the current expense. **(attached)**
2. 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 **July, 2017** bills in the amount of **\$6,358.92** for the current expense. **(attached)**
3. that the Board approve the payment of the **supplemental year end** payroll. The School Business Administrator/Board Secretary is authorized to release the warrant for the payroll of **\$156,868.27** for the month of **June, 2017**.
4. 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 **\$121,647.65** for the month of **July, 2017**.
5. that the Board approve the **June, 2017** Transfers. **(attached)**
6. 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 **June, 2017** 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 2016-2017 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

7. that the Board approve the Integrated Pest Management Plans for the Charles DeWolf Middle School and the T. Baldwin Demarest Elementary School for the 2017-2018 school year. **(attached)**

8. that the Board authorize payment of educational tuition and/or transportation for the following pupil for the 2017 summer session:

Student	Facility Location	Tuition	Transportation
523	Closter (Hillside)	\$950.00	To be determined

9. that the Board authorize payment of educational tuition and/or transportation for the following pupils for the 2017-2018 school year:

Student	Facility Location	Tuition	Transportation
441	Closter (Tenakill)	\$30,255.00	To be determined

10. that the Board approve the acceptance of out-of-district tuition student for the 2017-2018 school year as follows:

Student #	Placement	Description
1	Grade 5	Anticipated Partial Year Tuition

11. that the Board authorize Douglas Barrett, School Business Administrator/Board Secretary, to execute an agreement with Porch Light Productions of Glen Rock, NJ, to produce the Spring 2018 school play for the Charles DeWolf Middle School.
12. that the Board authorize Douglas Barrett, School Business Administrator/Board Secretary, to pay bills between Board meetings, as the next scheduled Board Meeting is August 14, 2017 and there are certain bills that must be paid to avoid penalty or disruption of essential services.
13. that the Board hereby resolves not to apply for the Every Student Succeeds Act (formerly NCLB) Title 1 Part A Funds allocated for the Fiscal year 2018.

14. that the Board approve the following resolution regarding the Emergency Communication and Phone System Upgrade Project:

WHEREAS,	the Old Tappan Board of Education (“the Board”) has determined that it is necessary and advisable to acquire certain data communications products and services; and
WHEREAS,	pursuant to <u>N.J.S.A. 18A:18A-10a</u> and <u>N.J.A.C. 5:34-7.29(c)</u> , the Board may, by resolution after having rejected all bids obtained pursuant to advertising, purchase any goods or services under any state contract entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury; and
WHEREAS,	the Board has solicited quotations from “fulfillment partners” under New Jersey State Contract, Index No. M-7000; and
WHEREAS,	Eastern DataComm, 44 Commerce Way, Hackensack, New Jersey, submitted the most advantageous quotation, price and other factors considered and the Board desires to acquire the services and equipment from Eastern DataComm; and
WHEREAS,	the School Business Administrator has documented that the services and equipment to be provided by Eastern DataComm best meets the needs of the School District; now, therefore, be it
RESOLVED,	that the Board hereby awards a contract with Eastern DataComm pursuant to State Contract Index No. M-7000 for the equipment and services listed on its proposal dated July 7th, 2017, in the amount of \$219,400, which includes \$5,400 for “Alternate No. 1” and \$4,320 for “Alternate No. 2”; be it further
RESOLVED,	that this award shall be subject to all of the conditions applicable to the current State contract. The Board President and the School Business Administrator/Board Secretary are hereby authorized to execute the contract any and all documents necessary to effectuate the terms of this Resolution.

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 take 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 _____