

## AGENDA - REGULAR PUBLIC MEETING

NOVEMBER 13, 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. Presentation of the 2016-2017 Audit – Gary Vinci (Lerch, Vinci & Higgins LLP)
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**  
**Ms. Melissa Del Rosso**

**NOVEMBER 13, 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 50 through 54 be approved.

Roll Call:

50. 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>
11/13/2017	7:15 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
12/18/2017	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business

51. that the Board approve the minutes and attachments of the 10/30/2017 Regular Public Meeting and Executive Session I. **(attached)**

52. that the Board authorize the Board President to execute an update to the Uniform State Memorandum of Agreement, which defines the Board's commitment to cooperate with local law enforcement officials regarding the reporting of certain offenses, as required by the Department of Education. **(attached)**

53. 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>Kristen Santoro</b> , will be attending the NJSBA's workshop " <i>Preparing for Bargaining</i> ", on December 2, 2017, at the NJM Insurance Group, West Trenton, NJ, and
WHEREAS,	the attendance at stated function is provided by the NJSBA in recognition of school board members' need to meet their new 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 Board member's current responsibilities, and is directly related to the Board member's professional development; and
WHEREAS,	the anticipated travel and related expenses particular to attendance at this function are as follows:  Conference registration = \$149 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 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 Ms. Santoro's attendance at the aforementioned conference as well as the related travel expenses.

54. 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>Abbe Lewites</b> , Supervisor of Instruction for Pupil Support Services, will be attending the NJPSA FEA's Differentiation of Instruction Workshop " <i>Classroom Strategies</i> ", on December 11, 2017, at the Foundation for Educational Administration Conference Center, Monroe, 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,	<p>the anticipated travel and related expenses particular to attendance at this function are as follows:</p> <p>Conference registration = \$149                      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 &amp; incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it</p>
RESOLVED,	that the Board approves <b>Ms. Lewites'</b> attendance at the aforementioned conference as well as the related travel expenses.

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

**NOVEMBER 13, 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 80 through 84 be approved.

Roll Call:

80. that the Board approve the following substitute to be employed on a per diem basis, as needed, for the 2017-2018 school year, as recommended by the Superintendent:

Padula, Jade (Teacher Substitute)

81. that the Board approve Stephanie Reiser, Teacher, as an unpaid volunteer coach for the Girls' Basketball team for the 2017-2018 winter season.

82. that the Board approve the appointment of the following aide (no health benefits) for the 2017-2018 school year, pending proof of medical requirements:

<b>Name of Aide</b>	<b>Type</b>	<b>School</b>	<b>Time</b>	<b>Hourly Rate</b>
Hagan, Erin	In-District	TBD	5.75 hours/day plus a 45 minute unpaid lunch	\$15.00

83. that the Board approve the following Family Leave for Helen Park as follows:

<b>Teacher/Assignment</b>	<b>Dates</b>	<b>Reason</b>
Helen Park/ Grade 5 Language Arts & Grade 7 Writing	1/8/2018 – 2/6/2018	Presumptive Period of Disability (Pre-birth) with pay & health benefits
	2/7/2018 – 3/6/2018	Presumptive Period of Disability (Post-birth) with pay & health benefits
	3/7/2018 – 6/5/2018	Unpaid Leave/with health benefits (FMLA and Family Leave Act)
	6/6/2018 – 6/22/2018	Unpaid Leave/no health benefits

84. that the Board approve the following Family Leave for Mary Walker Huff as follows:

<b>Teacher/Assignment</b>	<b>Dates</b>	<b>Reason</b>
Walker Huff, Mary/ Grade 3	2/26/2018 – 3/2/2018	Presumptive Period of Disability (Pre-birth) with pay and health benefits
	3/3/2018 – 3/30/2018	Presumptive Period of Disability (Post-birth) with pay and health benefits
	3/31/2018 – 6/3/2018	Unpaid Leave/with health benefits (FMLA and Family Leave Act)

**III. STUDENT DEVELOPMENT**  
**Ms. Melissa Del Rosso**

**NOVEMBER 13, 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 15 through 17 be approved.

Roll Call:

15. that the Board approve the addition of the following field trip to the updated list of potential field trips (approved on 10/30/2017) for the T. Baldwin Demarest Elementary School and the Charles DeWolf Middle School for the 2017-2018 school year:

<b>TRIP:</b>
Rutgers Science Bus – Rutgers Science Explorer Program

16. that the Board approve a presentation by “Alumni in Recovery” for eighth grade students (daytime presentation) and for the parents of eighth grade students (evening presentation) during the 2017-2018 school year.
17. that the Board approve a presentation by Table to Table and an associated one day fundraiser at the Charles DeWolf Middle School during the 2017-2018 school year.

**IV. PHYSICAL RESOURCES**  
**Ms. Kristen Santoro**

**NOVEMBER 13, 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 20 through 21 be approved.

Roll Call:

20. 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 12/8/2017 through 4/15/2018.
21. that the Old Tappan Board of Education approve the following addendums with Eastern DataComm for the District's Emergency Communication and Phone System Upgrade Project:

<b>Addendum #</b>	<b>Reason</b>	<b>Cost</b>
6	To extend PRI wiring from the CDW Library to the MDF room and to move the Fax line from the old CST offices at TBD to room 412 at CDW	\$595.00

V. FINANCE & BUDGET  
Ms. Nicole Gray

NOVEMBER 13, 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 80 through 93 be approved.

Roll Call:

80. 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 **November, 2017** bills in the amount of **\$282,645.30** for the current expense. **(attached)**

81. 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 **\$770,252.50** for the month of **November, 2017**.

82. that the Board approve the **October, 2017** Transfers. **(attached)**

83. 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 **October, 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 2017-2018 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

84. that the Board approve the **October, 2017** Custodian of School Monies Report and Board Secretary's Report. **(attached)**

85. 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 **October, 2017** (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.



- 86. that the Board accept a grant award from the Bergen County Utilities Authority in the amount of \$910.00 on behalf of Amy Brown's 2017 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}).
- 87. that the Board accept with gratitude the donation of gardening supplies and materials (valued at approximately \$400) from Forcellati Brothers Inc., for the new Charles DeWolf Middle School garden.
- 88. that the Board approve and accept the 2016-2017 Audit/Comprehensive Annual Financial Report (CAFR). **(attached)**
- 89. that the Board approve and accept the 2016-2017 School Audit Recommendations/Auditor's Management Report. **(attached)**
- 90 that the Board approve and accept the 2016-2017 Audit Synopsis. **(attached)**
- 91. that the Board acknowledge that there are no 2016-2017 Audit Recommendations and, therefore, no Corrective Action Plan is required.
- 92. that the Board authorize payment of educational tuition for the following pupil for the 2017-2018 school year:

Student	Facility Location	Tuition	Transportation
522	Valley Program (NVHS)	\$13,438.18 (pro-rated)	To be determined

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

Direct Energy Electric  
 Direct Energy Gas  
 Horizon Blue Cross and Blue Shield  
 PSE&G  
 Rockland Electric  
 Suez/United Water  
 Verizon Wireless  
 XTel

**EXPLANTION:** As the next scheduled Board Meeting is 12/18/2017, 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 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 \_\_\_\_\_