

## AGENDA - REGULAR PUBLIC MEETING

JUNE 26, 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
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**

**JUNE 26, 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 145 through 153 be approved.

Roll Call:

145. 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>
6/26/2017	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
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

146. that the Board approve the minutes and attachments of the June 12, 2017 Regular Public Meeting, Executive Session I and Executive Session II. **(attached)**

147. that the Board approve the submission of the T. Baldwin Demarest Elementary School's and the Charles DeWolf Middle School's HIB Self-Assessment, as indicated on the HIB Surveys. **(attached)**

148. that the Board approve the submission of the Equivalency Application for Teacher Evaluation to the New Jersey Department of Education for the 2017-2018 school year. **(attached)**

149. that the Board approve the District's Professional Development Plan for the 2017-2018 school year. **(attached)**

150. that the Board approve a Memorandum of Agreement with the Northern Valley Curriculum Center for Amy Brown, Literacy Specialist, to work as a Staff Developer to the Northern Valley Curriculum Center two (2) days per week for the 2017-2018 school year. **(attached)**

151. that the Board authorize Ms. Danielle Da Giau, Superintendent, to sign the agreement (along with the other Region III Superintendents) with West Bergen Mental Healthcare, Ridgewood, NJ, as a Region III approved outside evaluator for the 2017-2018 school year.

152. that the Board approve the Side Bar Agreement between the Old Tappan Board of Education and the Old Tappan Education Association regarding the addition of a Schedule E position. **(attached)**

**EXPLANATION:** This sidebar agreement creates the Schedule E stipend for the position of “Student Manager”.

153. That the Board approve the following resolution:

WHEREAS,	the Old Tappan Board of Education recognizes that a strong band program is “instrumental” in building children’s self-esteem and confidence, along with developing social skills; and
WHEREAS,	14 double bassists auditioned at Clifton High School on February 4, 2017 for the North Jersey School Music Association, and only 10 double bassists were accepted, with student <b>Cara Chong</b> , Grade 7, being picked as first overall for the New Jersey Region One Intermediate Honors Orchestra, comprised of the best 7 <sup>th</sup> , 8 <sup>th</sup> and 9 <sup>th</sup> grade students from seven Northern NJ counties; and
WHEREAS,	Cara Chong performed in the All-North Jersey Junior High School Orchestra Concert at Madison Junior School in Madison, New Jersey, on March 5, 2017, after only five rehearsals; now, therefore be it
RESOLVED,	that the Old Tappan Board of Education wishes to recognize and congratulate Nick Rosolanko, Instrumental Band/Music Teacher, and Cara Chong, for their hard work and their dedication and passion to music.

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

**JUNE 26, 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 150 through 156 be approved.

Roll Call:

150. that the Board approve the following teacher for the Summer Enrichment Workshop Program at the Charles DeWolf Middle School:

Donohue, Amy

151. that the Board approve the following course approval:

<b>Teacher</b>	<b>Course</b>	<b>Credits</b>	<b>Type</b>	<b>School</b>	<b>Dates</b>
Sammarco, Paul	Differentiated Instruction EDIN570-396	3	Abbreviated	The College of New Jersey – Regional Training Center	June 26, 2017 – June 29, 2017
Sammarco, Paul	Bringing Your Classroom Online: Best Practices to Get You There DL-5834	3	On-Line	Colorado State University Pueblo - Learner's Edge	September 1, 2017 – November 15, 2017
Sammarco, Paul	Engaging Parents for Student Success DL-5844	3	On-Line	Colorado State University Pueblo - Learner's Edge	September 1, 2017 – November 15, 2017

152. that the Board approve the following Family Leave for Jennifer Lauriello as follows:

<b>Teacher/Assignment</b>	<b>Dates</b>	<b>Reason</b>
Lauriello, Jennifer/ Math Grade 5	9/1/2017 – 9/24/2017	Presumptive Period of Disability (Post-birth) with pay & health benefits
	9/25/2017 – 12/17/2017	Unpaid Leave/with health benefits (FMLA and Family Leave Act)
	12/18/2017 – 1/31/2018	Unpaid Leave/no health benefits

153. that the Board approve the following resolution:

WHEREAS,	the Old Tappan Board of Education approved the submission of the Superintendent's Merit Goals 2016-2017 to the County Superintendent of Schools; and
WHEREAS,	on June 12, 2017, Danielle Da Giau received notice from the Executive County Superintendent stating that she has satisfied the criteria for Merit Goals 2016-2017 and authorized payment for the 2016-2017 school year; now therefore, be it
RESOLVED,	the Old Tappan Board of Education authorizes a merit goal payment in the amount of \$21,735.50 to Ms. Danielle Da Giau, the Superintendent of Schools for the 2016-2017 school year.

154. that the Board approve the job description for the new position of Occupational Therapist. **(attached)**

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

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Geraghty, Kristina	Occupational Therapist (Tenure Track)	1.0	District	MA/Step 3	Yes

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

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
McCrone, Kaitlyn	Special Education Teacher - Autistic Program K-2 (Tenure Track)	1.0	TBD	BA/Step 1	Yes

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

**JUNE 26, 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 53 through 53 be approved.

Roll Call:

53. that the Board approve the facilities request from the Old Tappan Cub Scout Pack132 to use classrooms, the Gym and the All-Purpose Room at the T. Baldwin Demarest Elementary School for meetings, on designated Mondays, 10/2/2017 through 6/18/2018, from 3:00 p.m. to 6:00 p.m.

**V. FINANCE & BUDGET**  
**Ms. Nicole Gray**

**JUNE 26, 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 206 through 218 be approved.

Roll Call:

206. 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 **additional June, 2017** bills in the amount of **\$308,294.44** for the current expense. **(attached)**

207. 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 **\$900,061.75** for the month of **June, 2017**.

208. that the Board approve the **May, 2017** Transfers. **(attached)**

209. 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 **May, 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

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

211. 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 **May, 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.

212. that the Board approve the resolution for Capital Reserve Transfer:

WHEREAS,	NJSA 18A:21-2, NJSA 18A:7G-31 and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and
WHEREAS,	the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and
WHEREAS,	the Old Tappan Board of Education wishes to transfer unanticipated current year revenue and/or unexpended appropriations from the general fund into the District's Capital Reserve account at year end; and
WHEREAS,	the Old Tappan Board of Education has determined an amount not to exceed <b>\$1,670,000</b> is available for such purpose of transfer; now, therefore, be it
RESOLVED,	by the Old Tappan Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

213. that the Board approve the firm Nelson-Patterson Agency, Inc., of New Milford, NJ, as Risk Manager for the 2017-2018 school year.

214. that the Board approve the tuition rates for the 2017-2018 school year for non-resident students in accordance with Board Policy #5118 as follows:

Grade	Annual Rate	Daily Rate
Kindergarten	\$13,050	\$72.50
Grades 1 – 5	\$15,160	\$84.22
Grades 6 – 8	\$15,761	\$87.56

215. 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
491	Closter (Hillside)	\$15,127.50	To be determined
523	Closter (Hillside)	\$ 8,426.40	To be determined



216. 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

**EXPLANATION:** As the next scheduled Board Meeting is July 17, 2017, there are certain bills that must be paid to avoid penalty or disruption of essential services.

217. that the Board approve the following resolution regarding the Paving Replacement Project: **(attached)**

WHEREAS,	the Old Tappan Board of Education (“the Board”) advertised for bids for the Paving Replacement Project (“the Project”); and
WHEREAS,	on June 22, 2017, the Board received three (3) bids for the Project, as reflected on the attached bid tabulation sheet prepared by Di Cara Rubino Architects; and
WHEREAS,	the lowest responsible bid was submitted by D & L Paving Contractors Inc. of Nutley, New Jersey (hereinafter referred to as “D & L”) with a base bid in the amount of \$252,805, in addition to Alternate No. 1, in the amount of \$30,800, and Alternate No. 2, in the amount of \$11,450, for a total contract sum of \$295,055; and
WHEREAS,	the bid submitted by D & L is responsive in all material respects, and it is the Board’s desire to award the contract for the Project to D & L; now, therefore, be it
RESOLVED,	that the Board hereby awards the bid for the Paving Replacement Project to D & L, for a total contract sum of \$295,055; be it further
RESOLVED,	that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/ performance bond as required in the project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within 10 days of the date hereof; be it further
RESOLVED,	that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

218. that the Board approve the following resolution regarding the Phone System, Paging & Emergency Communication Upgrade Project:

WHEREAS,	the Old Tappan Board of Education (hereinafter referred to as the "Board") advertised for bids for the Phone System, Paging & Emergency Communication Upgrade at Charles DeWolf Middle School and T. Baldwin Demarest Elementary School Project (hereinafter referred to as "the Project"); and
WHEREAS,	on June 22, 2017, the Board received bids for the Project, as reflected in the attached bid tabulation sheet; and
WHEREAS,	the putative low bid was submitted by Extel Communications, Inc. (hereinafter referred to as "Extel") with a base bid in the amount of \$197,425, for a total contract sum of \$197,425; and
WHEREAS,	the bid submitted by Extel is materially defective in that the bidder failed to include a DPMC Form 701, and otherwise failed to specify in the Affidavit of No Material Adverse Change the amount of uncompleted contracts, as required; and
WHEREAS,	upon review, the Board further finds that the specifications are ambiguous and contain conflicting information regarding the form of alternate bids; and
WHEREAS,	the aforementioned deficiencies require the bid specifications to be substantially revised by the Board's Architect, pursuant to <u>N.J.S.A. 18A:18A-22(d)</u> ; and
WHEREAS,	the Board is further considering the use of a State authorized contract to secure the goods and services required for the Project, pursuant to <u>N.J.S.A. 18A:18A-10</u> ; and
WHEREAS,	the Board has the authority to reject all bids if it should opt to utilize a State authorized contract, pursuant to <u>N.J.S.A. 18A:18A-22(f)</u> . Now, therefore, be it
RESOLVED,	<ol style="list-style-type: none"> <li>1. The bid submitted by Extel Communications, Inc. is hereby rejected for the reasons stated herein.</li> <li>2. The Board hereby rejects the remaining bids received for the Phone System, Paging &amp; Emergency Communication Upgrade at Charles DeWolf Middle School and T. Baldwin Demarest Elementary School Project pursuant to <u>N.J.S.A. 18A:18A-22(d)</u> and <u>N.J.S.A. 18A:18A-22(f)</u>.</li> </ol> <p>and, be it further</p>
RESOLVED,	that the Board Secretary/Business Administrator is hereby authorized to ascertain the ability of the Board to secure the goods and services it requires under State authorized contract or, in the alternative, to re-advertise the Project once the Board's Architect has had the opportunity to substantially revise the specifications.

## 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 \_\_\_\_\_