

AGENDA - ORGANIZATION MEETING
JANUARY 6, 2016 – 7:00 P.M.

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. Presiding Officer's Meeting Notice Statement
5. President Officer's Welcome Statement
6. Report of Election Results
7. Oath of Office
8. Roll Call
9. Election of Board Officers
10. Committee Appointments
11. Public Hearing on Reorganization Meeting Agenda
12. Board Discussion and Formal Action on Reorganization Agenda Business
 - Board Operations/Policy
13. Public Hearing on the Regular Public Meeting Agenda
14. President's Report/Correspondence
15. Superintendent's Report
 - Semi-Annual H.I.B. and Violence, Vandalism, Weapons and Substance Abuse Reporting
16. Board Secretary's Report
17. Board Discussion and Formal Action on Agenda Business
 - Board Operations/Policy
 - Human Resources
 - Physical Resources
 - Finance & Budget
18. Public Hearing on other than Meeting Agenda
19. Unfinished Business
20. New Business
21. 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.

ORGANIZATION MEETING – JANUARY 6, 2016

AGENDA

1. Presiding Officer's Meeting Notice Statement:

In accordance with the provisions of the New Jersey Open Public Meetings Law, the Old Tappan Board of Education has caused notice of this meeting by posting the date, time and location of said meeting with the Clerk of the Borough of Old Tappan, on the bulletin boards in the T. Baldwin Demarest School and Charles DeWolf Middle School, and by mailing notification to the Board's official newspapers.

2. President Officer's Welcome Statement:

WELCOME to a public meeting of the Old Tappan Board of Education. The Board is meeting this evening for the purpose of taking official, formal action on the business of the Board and school district.

The business the Board will act on this evening, as contained on the following pages, is broken down in sections in this order:

Board Operations
Human Resources
Physical Resources
Finance & Budget

The FIRST segment – Public Hearing on Meeting Agenda is devoted to hearing from those persons who might have questions or statements regarding any of the matters listed on the following pages and which the Board will be acting on this evening.

The SECOND segment - Public Hearing on Other Than Meeting Agenda is devoted to hearing from those persons who might have questions or statements regarding Board or school district matters OTHER THAN matters which appear on the following pages.

If you wish to address the Board at either or both of these public hearing segments, you are asked to raise your hand and be recognized by the Board President. When recognized, clearly state your name and address. All questions or statements must be addressed to the Board President. You are asked to limit your remarks to three (3) minutes or less.

The Board, through the President, or upon permission of the President, through individual Board members, may respond to your comments.

We hope your visit with us this evening will be an enjoyable and informative one.

3. Election Results:

Douglas Barrett, Business Administrator/Board Secretary reports the results of the Annual School Election held on November 3, 2015, as follows:

Board Candidates Results Two Three Year Terms
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	District 1	District 2	District 3	Absentee Ballots	Provisional	Grand Total
Melissa Del Rosso	148	136	135	0	0	419
John L. Shahdanian II	124	147	154	0	0	425
Richard Ferrigno	96	104	120	0	0	320
Personal Choice	0	0	0	0	0	0
Personal Choice	0	0	0	0	0	0

4. Oath of Office

Board Secretary Barrett will administer the oath of office to Ms. Del Rosso and Mr. Shahdanian II.

The new Board of Education now consists of:

Melissa Del Rosso	2018
John L. Shahdanian II	2018
Nicole Gray	2017
Maryellen LaFronz	2016
Kurt Linder	2016

5. Roll Call

Roll Call: Ms. Del Rosso, Ms. Gray, Ms. LaFronz, Mr. Linder, Mr. Shahdanian II

6. Election of Officers

Motion made by _____ seconded by _____ to nominate
_____ for the position of Board President.

Motion made by _____ seconded by _____ that the nominations for Board President be closed.

Roll Call

Motion made by _____ seconded by _____ to nominate
_____ for the position of Board Vice-President.

Motion made by _____ seconded by _____ that the nominations for Vice President be closed.

Roll Call

7. Appointments

Committee Appointments:

1. Old Tappan Board of Education Committees:

Board Operations/Policy _____
Human Resources _____
Student Development _____
Physical Resources _____
Finance & Budget _____

Negotiations _____
Joint Boards _____
PTO Liaison _____
Legislation _____
Safety _____

2. Bergen County School Boards Association

Representative _____
Alternate _____

3. New Jersey School Boards Association

Representative _____
Alternate _____

Motion to open the meeting to the public for items on the Reorganization Agenda.

Roll Call

Motion to close the meeting to the public.

Roll Call

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 76 through 106 excepting actions _____ be approved.

Roll Call:

SCHOOL BOARD MEMBER CODE OF ETHICS

76. that the members of the Old Tappan Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear, public statement of its philosophy of service to the students of the district, the Board adopts the School Board Member Code of Ethics.

1. I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

(After the reading of the Code of Ethics, the Board will engage in a formal discussion on the Code of Ethics.)

77. that the Board establish Meeting Dates, Times and Places for 2016:

RESOLVED, that the Old Tappan Board of Education, pursuant to Chapter 231 of the Public Laws of 1975, (i.e. Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education, will be held in the Old Tappan Board of Education Conference Room, located in the basement of the Charles DeWolf Middle School, 275 Old Tappan Road, Old Tappan, New Jersey, at 8:00 p.m.;

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be in the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary;

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education shall be placed with the Record and the Ridgewood News newspapers, filed with the Old Tappan Borough Clerk, posted in the Old Tappan Board of Education Administrative Office and posted on the District website,

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

**OLD TAPPAN BOARD OF EDUCATION MEETINGS
BOARD CONFERENCE ROOM – 8 P.M.
JANUARY 2016 – JANUARY 2017**

January	6,	2016	(Wednesday)	Reorganization/Regular Public Meeting
			7:00 P.M.	
January	25,	2016		Regular Public Meeting
February	8,	2016		Regular Public Meeting
February	22,	2016		Regular Public Meeting
March	14,	2016		Regular Public Meeting
March	28,	2016		Regular Public Meeting
April	4,	2016		Regular Public Meeting
April	25,	2016		Regular Public Meeting/Budget Hearing
May	9,	2016		Regular Public Meeting
May	23,	2016		Regular Public Meeting
June	13,	2016		Regular Public Meeting
June	27,	2016		Regular Public Meeting
July	11,	2016		Regular Public Meeting
August	15,	2016		Regular Public Meeting
September	12,	2016		Regular Public Meeting
September	26,	2016		Regular Public Meeting
October	10,	2016		Regular Public Meeting
October	24,	2016		Regular Public Meeting
November	14,	2016		Regular Public Meeting
November	28,	2016		Regular Public Meeting
December	19,	2016		Regular Public Meeting
January	4,	2017	(Wednesday)	Reorganization/Regular Public Meeting

Note #1 - Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided pursuant to the Open Public Meetings Act.

Note #2 - Executive Sessions, to which the public is excluded, shall commence at 7:00 P.M., (prevailing time).

78. that the Board approve the adoption of all existing Board Policies, Regulations, Exhibits and By-Laws for the period January 1, 2016 through the 2017 Reorganization meeting.
79. that the Board authorize that the Record (Hackensack, NJ), the Ridgewood News (Ridgewood, NJ), and the Star Ledger (Newark, NJ) be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the period January 1, 2016 through the 2017 Reorganization meeting.
80. that the Board adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings for the period January 1, 2016 through the 2017 Reorganization meeting.
81. that the Board approve the following Depositories:

1. Capital One Bank

- A. Operating Account
- B. Salary Account (Payroll)
- C. Payroll Agency Account
- D. Unemployment Trust Account
- E. Milk Account
- F. Student Athletic/Activities Account
- G. Capital Improvements Account
- H. Field Trips Account
- I. T. Baldwin Demarest School Account
- J. Charles DeWolf Middle School Account
- K. Emergency Reserve Account

2. State of New Jersey Cash Management Fund

- A. Investment Account (General Account) – **Inactive**
- B. Investment Account (Improvement Account) - **Inactive**

82. that the Board authorize the following signatures for all bank accounts:

Operating Account – Facsimile and/or Signature Required

- All of the following persons:
- 1. President
 - 2. Business Administrator
 - 3. Treasurer

Salary Account (Payroll) - Facsimile and/or Signature Required

- Any one of the following persons:
- 1. President
 - 2. Business Administrator
 - 3. Treasurer

Payroll Agency Account - Facsimile and/or Signature Required

- Any two of the following persons:
- 1. President
 - 2. Business Administrator
 - 3. Treasurer

Unemployment Trust Account – Facsimile and/or Signature Required

Any two of the following persons: 1. President
2. Business Administrator
3. Treasurer

Unemployment Trust Account – Facsimile and/or Signature Required

Any two of the following persons: 1. President
2. Business Administrator
3. Treasurer

Milk Account – Facsimile and/or Signature Required

Any two of the following persons: 1. President
2. Business Administrator
3. Treasurer

Student Athletic/Activities Account – Facsimile and/or Signature Required

Any two of the following persons: 1. President
2. Business Administrator
3. Treasurer

Capital Improvements Account – Facsimile and/or Signature Required

Any two of the following persons: 1. President
2. Business Administrator
3. Treasurer

Field Trips Account – Facsimile and/or Signature Required

Any two of the following persons: 1. President
2. Business Administrator
3. Treasurer

T. Baldwin Demarest School Account – Facsimile and/or Signature Required

Any two of the following persons: 1. Principal
2. President
3. Business Administrator
4. Treasurer

Charles DeWolf Middle School Account - Facsimile and/or Signature Required

Any two of the following persons: 1. Principal
2. President
3. Business Administrator
4. Treasurer

Emergency Reserve Account – Facsimile and/or Signature Required

Any two of the following persons: 1. President
2. Business Administrator
3. Treasurer

83. that the Board authorize the Treasurer of School Monies to use a signature stamp for the Old Tappan Board of Education's Operating Account, Salary Account (Payroll), and Payroll Agency Account.

84. that the Board authorize the President to use a signature stamp for the Old Tappan Board of Education Operating Account.
85. that the Board approve the President and Vice President authorization to sign warrants for the Operating Account.
86. that the Board approve the District's Standard Operating Procedure and Internal Controls Document.
87. that the Board approve the District's participation in the Middlesex Regional Educational Services Commission's (MRESC) cooperative purchasing pricing system.
88. that the Board authorize the Business Administrator/Board Secretary to invest funds not immediately needed, in any authorized designated banking institution.
89. that the Board approve the appointment of Douglas Barrett as Qualified Purchasing Agent for the period January 1, 2016 through the 2017 Reorganization meeting, and that the Board authorize the bid threshold to be \$40,000.
90. that the Board approve the following appointments for the period January 1, 2016 through the 2017 Reorganization meeting:
 - 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 Shpetner, Fredericka
 - g. Right-To-Know Contact Person Oliver, William
 - h. Indoor Air Quality Officer Oliver, William
 - i. Integrated Pest Management Coordinator Oliver, William
91. that the Board approve the authorization of the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the period January 1, 2016 through the 2017 Reorganization meeting.
92. that the Board approve the following companies to provide Tax Shelter Annuity salary reduction agreements for the period January 1, 2016 through the 2017 Reorganization meeting:
 - AXA Equitable 403(b) and 457
 - VALIC 403(b) and 457
 - Lincoln Investment 403(b)

93. that the Board approve Art Caughlan, Nelson-Patterson Insurance Agency, New Milford, NJ, to serve as our Risk Manager for the period January 1, 2016 through the 2017 Reorganization meeting.
94. that the Board appoint Antoinette Kelly as the Treasurer of School Monies pursuant to N.J.S.A. 18A:17-31 for the period January 1, 2016 through the 2017 Reorganization meeting.
95. that the Board approve the Organization Chart for the Old Tappan Board of Education. **(attached)**
96. that the Board adopt the following resolution authorizing an agreement for Board Counsel, adopted by the Old Tappan Board of Education in the County of Bergen, for the period January 1, 2016 through the 2017 Reorganization meeting:

WHEREAS, the law firm of Fogarty & Hara, Esqs. has the expertise and experience to provide professional services to the Board of Education (hereinafter referred to as the "Board"); and

WHEREAS, the Board is desirous of appointing the law firm of Fogarty & Hara, Esqs., to provide professional services to the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board appoints the law firm of Fogarty & Hara, Esqs. as Board Attorneys until the next organization meeting in accordance with the terms and conditions set forth in the Agreement which is attached hereto and made a part hereof. The Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

97. that the Board approve the following appointments to serve for the period January 1, 2016 through the 2017 Reorganization meeting:

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et. Seq. requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised,

NOW THEREFORE, BE IT RESOLVED by the Old Tappan Board of Education as follows:

1. **Lerch, Vinci and Higgins**, Fair Lawn, New Jersey, is appointed for auditing and accounting services for the period January 1, 2016 through the 2017 Reorganization meeting.
2. **Fogarty & Hara, Esq.**, Fair Lawn, New Jersey, is appointed for legal services for the period January 1, 2016 through the 2017 Reorganization meeting.
3. **Di Cara Rubino Architects**, Wayne, New Jersey, is appointed for architectural services for the period January 1, 2016 through the 2017 Reorganization meeting.
4. **Environmental Remediation & Management Inc.**, Trenton, New Jersey, is appointed for environmental and consulting services for the period January 1, 2016 through the 2017 Reorganization meeting.

5. **Nancy Rothenberg, MD**, Old Tappan, New Jersey, is appointed for medical services for the period January 1, 2016 through the 2017 Reorganization meeting.

These appointments qualify as professional services for which the Board is not required to publicly advertise for bids in accordance with N.J.S.A. 18A:18A-5.

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount, and that the resolution and contract are on file in the office of the Board of Education in the following form:

NOTICE OF AWARD OF PROFESSIONAL SERVICES

At its Reorganization Meeting of JANUARY 6, 2016, the Old Tappan Board of Education authorized the awarding of contracts to:

Lerch, Vinci & Higgins, Fair Lawn, NJ, to provide auditing services to the district.

Standard billing rates for the period January 1, 2016 through the 2017 Reorganization meeting are as follows:

<i>Partners</i>	<i>\$140 - \$170 per hour</i>
<i>Managers</i>	<i>\$105 - \$125 per hour</i>

Fogarty & Hara, Esq., Fair Lawn, NJ, to provide legal services to the district at the hourly rates as follows:

<i>Partners</i>	<i>\$175 per hour</i>
<i>Associates</i>	<i>\$155 per hour</i>

Di Cara Rubino Architects, Wayne, NJ, to provide architectural services to the district at the hourly rates as follows:

<i>Partners/Principals</i>	<i>\$150 - \$175 per hour</i>
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Environmental Remediation & Management Inc., Trenton, NJ, to provide environmental and consulting services to the district.

Nancy Rothenberg, MD, Old Tappan, NJ, to provide medical services to the district.

This resolution and contracts are on file and available for public inspection at the Board of Education's Offices.

98. BE IT RESOLVED that the amount of the district taxes for the 2015-2016 school year, totaling \$731,518.00, be allocated for debt service requirements.

BE IT FURTHER RESOLVED that the Mayor and Council of the Borough of Old Tappan is requested to place in the hands of the Treasurer of School Monies the aforementioned amount per the following schedule:

Date	Amount Due
9/18/15	\$ 47,032.50
3/18/16	\$684,485.50

99. BE IT FURTHER RESOLVED that the amount for district taxes for the 2015-2016 school year, totaling \$13,164,472.00 be allocated for current expense requirements.

BE IT FURTHER RESOLVED that the Mayor and Council of the Borough of Old Tappan is requested to place in the hands of the Treasurer of School Moneys the aforementioned amount per the following schedule: (Monies are due within 30 days of listed dates.)

Date	Amount Due
7/1/15	\$1,097,039.33
8/1/15	\$1,097,039.33
9/1/15	\$1,097,039.33
10/1/15	\$1,097,039.33
11/1/15	\$1,097,039.33
12/1/15	\$1,097,039.33
1/1/16	\$1,097,039.33
2/1/16	\$1,097,039.33
3/1/16	\$1,097,039.34
4/1/16	\$1,097,039.34
5/1/16	\$1,097,039.34
6/1/16	\$1,097,039.34

100. that the Board accept and adopt the fully executed 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 require by the Department of Education. **(attached)**

101. that the Board approve the 2015-2016 maximum budgeted travel expenditures in the amount of \$21,575.00.

102. that the Board adopt the OPRA copy fee schedule as follows:

- \$0.05 per page for letter sized pages or smaller;
- \$0.07 per page for legal sized pages or larger;
- If the actual cost to produce paper copies exceeds the \$0.05 and \$0.07 rates, custodians may charge the actual cost of duplication.

103. that the Old Tappan Board of Education authorize the establishment of petty cash funds for the amounts listed below:

<u>Location</u>	<u>Amount</u>	<u>Per Incident Amount</u>	<u>Custodian</u>
Field Trips	\$200.00	\$50.00	Kristy Kurkjian
Board Office	\$200.00	\$50.00	Nancy Rosenfeld
Superintendent's Office	\$200.00	\$50.00	Cheryl Magill
TBD Main Office	\$200.00	\$50.00	Joan Fox
CDW Main Office	\$200.00	\$50.00	Mary Rosica

104. that the Board approve WageWorks to provide Section 125 Flexible Spending Account (FSA) program services to the District.
105. that the Old Tappan Board of Education approve Program Development, Revision and Evaluation Schedule for Northern Valley Schools K-8 Districts from the Office of Curriculum and Instruction which are on file in the Office of the Superintendent.
106. that the Old Tappan Board of Education approve all existing curriculum guides for continuation for the 2015-2016 school year as are on file in the Office of the Superintendent:

Charles DeWolf School

- Applied Technology
- D.A.R.E. (Grade 5)
- English as a Second Language (ESL)
- Health/Wellness
- Instrumental Music/Band
- Language Arts
- Library/Media
- Mathematics, General, Pre-Algebra, Algebra, Geometry
- Music & Chorus
- Physical Education
- Resource Center
- Science
- Social Studies
- Technology in Education
- Visual Arts
- World Languages - Spanish (Grades 5-8)

T. Baldwin Demarest School (Self-Contained)

- English as a Second Language (ESL)
- General Music & Chorus
- Health/Wellness
- Instrumental Music (Grade 4)
- Language Arts
- Library/Media
- Mathematics
- Physical Education
- Science
- Social Studies
- Technology in Education
- Visual Arts
- World Languages - Spanish (K-4)

REGULAR PUBLIC PORTION OF AGENDA

I. BOARD OPERATIONS/POLICY

JANUARY 6, 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 107 through 112 be approved.

Roll Call:

107. 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
1/6/2016 (Wednesday)	7:00 p.m.	Conference Rm.	Reorg. & P.M.	Reorganization/ Regular Business
	Immediately following P.M.		E.S.	Personnel/Legal
1/25/2016	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business

108. that the Board approve the minutes and attachments of the December 14, 2015 Regular Public Meeting, and Executive Session I. **(attached)**

109. that the Board approve the 2nd reading of the following revised ByLaw and Policies: **(attached)**

9270 - ByLaw	Conflict of Interest
2224 - Policy	Non-Discrimination/Affirmative Action
4111 - Policy	Recruitment, Selection and Hiring - Certified Staff
4111.1 - Policy	Non-Discrimination/Affirmative Action - Certified Staff
4211 - Policy	Recruitment, Selection and Hiring
4211.1 - Policy	Non-Discrimination/Affirmative Action - Non-Certified Staff
5141.21 - Policy	Administering Medication
5145.4 - Policy	Equal Educational Opportunity
6121 - Policy	Non-Discrimination/Affirmative Action
6145 - Policy	Extracurricular Activities

110. that the Board approve the 1st reading of the following revised Regulation and Policies:
(attached)

5132.1 - Regulation	Electronic Communication Devices
5131 - Policy	Conduct/Discipline
5132.1 - Policy	Electronic Communication and Entertainment Devices

111. 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,	Melissa Del Rosso , Board Member, will be attending the NJSBA mandated training program " <i>Governance I: New Board Member Orientation Weekend</i> ", 3/11/2016 through 3/13/2016, the Princeton Marriott Hotel and Conference Center, Princeton, 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,	<p>the anticipated travel and related expenses particular to attendance at this function are as follows:</p> <p>Hotel (conference site) = To Be Determined (amount not to exceed the US General Services Administration rate of \$128 per night)</p> <p>Conference registration = None</p> <p>Miles = Actual miles driven at the prevailing State Mileage rate (currently \$.31 per mile)</p> <p>Tolls = Actual cost of tolls</p> <p>Parking = Actual parking costs</p> <p>Meals & incidentals = To Be Determined (amount per the US General Services Administration website for conference location); now, therefore be it</p>
RESOLVED,	that the Board approves Ms. Del Rosso's attendance at the aforementioned conference as well as the related travel expenses.

112. that the Board adopt the following resolution in support of School Board Recognition Month:

WHEREAS,	The New Jersey School Boards Association has declared January 2016 to be School Board Recognition Month , a time that all residents might acknowledge the contributions made by our local school board members; and
WHEREAS,	the Old Tappan Board of Education Board of Education is one of more than 581 local school boards in New Jersey that sets policies and oversees operations for public school districts; and
WHEREAS,	the Old Tappan Board of Education embraces the goal of high-quality education for all New Jersey public school students; and
WHEREAS,	New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12 th grade; and
WHEREAS,	New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and
WHEREAS,	School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and
WHEREAS,	Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and
WHEREAS,	New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it
RESOLVED,	that the Old Tappan Board of Education does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2016 as School Board Recognition Month ; and be it further
RESOLVED,	that the Old Tappan Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

II. HUMAN RESOURCES

JANUARY 6, 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 82 through 87 be approved.

Roll Call:

82. that the Board approve the following course approvals:

Teacher	Course	Credits	Type	School	Dates
Gambutu, Nancy	Tools and Concepts for Data Analysis EDTC-633	4	Standard	Ramapo College	1/15/2015-5/15/2015

EXPLANATION: This is a correction to the course previously approved by the Board on 1/7/2015.

83. that the Board approve the following course approvals:

Teacher	Course	Credits	Type	School	Dates
Walker, Mary	Tools and Concepts for Data Analysis EDTC-633	4	Standard	Ramapo College	1/15/2015-5/15/2015

EXPLANATION: This is a correction to the course previously approved by the Board on 1/7/2015.

84. that the Board approve the following instructional personnel be employed for the 2015-2016 school year:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Mirzo, Liridona	Language Arts Teacher (Tenure Track)	.53	CDW	BA/Step 1	No

85. that the Board ratify the appointment of the following teacher aide (no health benefits) for the 2015-2016 school year:

Grade	Type	Time	Name of Aide	Hourly Rate
3	In-District	5.75 hours/day plus a 45 minute unpaid lunch	Vangelas, Jessica	\$15.00

86. that the Board approve the following Family Leave for Kristy Kurkjian as follows:

Teacher/Assignment	Dates	Reason
Kurkjian, Kristy/ABA	12/18/2015 - 1/14/2016	Period of Disability (Post-birth) with pay and health benefits
	1/15/2016 to a maximum of 12 weeks granted on an intermittent basis	Unpaid Leave/with health benefits (FMLA and Family Leave Act)

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

Teacher/Assignment	Dates	Reason
Walker, Mary/Grade 1	3/26/2016 - 4/22/2016	Presumptive Period of Disability (Post-birth) with pay and health benefits
	4/23/2016 - 5/31/2016	Unpaid Leave/with health benefits (FMLA and Family Leave Act)

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 26 through 27 be approved.

Roll Call:

26. that the Board approve the facilities request from the Old Tappan PTO to hold a Carnival event in the Charles DeWolf Middle School gymnasiums on Saturday, February 4, 2016.
27. that the Board approve the facilities request from the Old Tappan PTO to hold rehearsals for the International Dance Festival, in the T. Baldwin Demarest Elementary School gymnasium and/or All-Purpose Room, from January 11, 2016 through April 21, 2016, at various times on selected Mondays through Fridays.

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 90 through 92 be approved.

Roll Call:

- 90. 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 **Supplemental Accounts Payable** bills that required payment between the December 14, 2015 and January 6, 2016 Old Tappan Board of Education meetings, in the amount of **\$136,320.96** for the current expense. **(attached)**
- 91. 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 **January, 2016** bills in the amount of **\$144,915.32** for the current expense. **(attached)**
- 92. 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
- Parent of Student #484
- PSE&G
- Rockland Electric
- United Water
- XTel

EXPLANATION: As the next scheduled Board Meeting is January 25, 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 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 _____