

AGENDA - REGULAR PUBLIC MEETING

JUNE 27, 2016

1. Call to Order
2. Salute to the Flag
3. **Fire Emergency Announcement:** In accordance with N.J.A.C. 5:70-3.1, please note that the fire/emergency exit is located to the left as you leave the Board Conference room. If that exit is blocked, proceed through the Board Office to the rear fire exit.
4. Roll Call
5. Presiding Officer's Meeting Notice Statement
6. Acknowledge the Boy Scout Eagle Award recipient in the Board of Education Conference Room at 8 p.m.
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
 - 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

JUNE 27, 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 176 through 186 be approved.

Roll Call:

176. 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
6/27/2016	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.	Conference Rm	P.M.	Regular Business
7/18/2016	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
8/15/2016	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business

177. that the Board approve the minutes and attachments of the June 13, 2016 Regular Public Meeting and Executive Session I. **(attached)**

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

6142.2	English As A Second Language: Bilingual Programs
6144	Controversial Issues
6164.2	Guidance Services

179. 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)**

180. that the Board approve the District's Professional Development Plan for the 2016-2017 school year. **(attached)**

181. that the Board approve the *Three-Year Local School District/Charter School Technology Plan* for the period July 1, 2016 through June 30, 2019. **(attached)**

182. that the Board approve the Side Bar Agreement between the Old Tappan Board of Education and the Old Tappan Education Association regarding Course Approvals and the corresponding movement on the Salary Guide. **(attached)**

- 183. 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 2016-2017 school year. **(attached)**
- 184. that the Board affirm the Superintendent's decision pertaining to HIB Investigations HIB2015-16 #2 and HIB2015-16 #3.
- 185. that the Board approve the submission of the Teacher Practice Instrument Modification Application to the New Jersey Department of Education. **(attached)**
- 186. that the Board adopt the resolution regarding the achievement of the Eagle Scout Award as follows:

WHEREAS,	Austin Peter Geerinck, a member of Boy Scout Troop 132 led by Mr. Mark Geerinck, has distinguished himself by completing the requirements for the prestigious Boy Scout of America Eagle Scout Award ; and
WHEREAS,	the Eagle Scout is the highest award a Boy Scout can earn, and Austin is one of over fifty Boy Scouts from the Borough of Old Tappan to achieve this award; and
WHEREAS,	to earn this award, Austin created a memorial space at the Trinity Reformed Church in Old Tappan, in which he planned and directed the installation of a memory garden patio space, and built two pergola benches; and
WHEREAS,	the Board of Education of the Borough of Old Tappan, County of Bergen, State of New Jersey, recognizes the uniquely meritorious achievement in attaining the highest award in Scouting, Eagle Scout; and
WHEREAS,	the Old Tappan Board of Education wishes to bestow a symbol of its esteem to the recipients of this honor; now therefore, be it
RESOLVED,	that the Old Tappan Board of Education wishes to recognize the significance of this meritorious achievement, and congratulate and honor Austin Peter Geerinck as a recipient of the Eagle Scout Award; and be it further
RESOLVED,	that Austin's name be inscribed on the plaque for the Eagle Scout Award displayed in the Old Tappan Board of Education vestibule, and a copy of this resolution be presented to him.

II. HUMAN RESOURCES
Mr. John Shahdanian

JUNE 27, 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 181 through 196 be approved.

Roll Call:

181. that the Board rescind Resolution #170 (approved 6/13/2016) and approve up to five (5) days over the summer, for select teachers to attend Child Study Team meetings, on an as needed basis. Each employee will be compensated at their 2015-2016 contractual rate.

182. that the Board approve the daily rate for substitute Nurses and Teachers for the 2016-2017 school year.

Assignment	Daily Rate
Nurses	\$150 per 7-hour day
Teachers	\$85 per 7-hour day

183. that the Board approve the re-employment of the following 12-month maintenance and custodial staff for the period July 1, 2016 through June 30, 2017:

Name	Assignment
Bickford, Richard	Custodian – Charles DeWolf Middle School
Martinez, Carlos	Custodian – T. Baldwin Demarest Elementary School
Pichardo, Ramon	Custodian – T. Baldwin Demarest Elementary School
Smith, Gene	Assistant Maintenance Person – Charles DeWolf Middle School

184. that the Board approve the re-employment of the following non-guide employees for the period July 1, 2016 through June 30, 2017:

Name	Assignment
Barrett, Douglas	School Business Administrator/Board Secretary
Budanskaya, Tatyana	IT Coordinator
Connelly, Angela	Principal, T. Baldwin Demarest Elementary School
Flinn, Krista	Part-Time Accounts Payable Clerk
Kurkjian, Kristy	Assist. School Business Administrator/Assist. Board Secretary
Magill, Cheryl	Administrative Assistant to the Superintendent of Schools
O'Neill, Justin	Principal, Charles DeWolf Middle School
Sullivan, Dr. Laura	Supervisor of Instruction for Curriculum and Educational Technology
Valentino, Maria	Administrative Assistant to the School Business Administrator/ Board Secretary

185. that the Board approve the 2016-2017 Employment Agreement for Douglas Barrett, School Business Administrator/Board Secretary (approved by the Executive County Superintendent on 6/10/2016).

II. HUMAN RESOURCES

(Cont'd)

JUNE 27, 2016

186. that the Board approve the re-employment of the following 12-month Support Staff employees for the period July 1, 2016 through June 30, 2017:

Name	Assignment
Flannery, Donna	CST Secretary – District
Fox, Joan	School Secretary – T. Baldwin Demarest Elementary School
Oliver, William	Maintenance – District
Rosica, Mary	School Secretary – Charles DeWolf Middle School

187. that the Board approve the re-employment of the following 10-month Support Staff employees for the period September 1, 2016 through June 30, 2017:

Name	Assignment	Hours
Klimaszewski, Susan	Charles DeWolf Middle School – PT Secretary/Library Media Clerk	Not to exceed 15 hours/week
Petrocelli, Cindy	T. Baldwin Demarest Elementary School – PT Secretary/Library Media Clerk	Not to exceed 27.5 hours/week

188. that the following coaches and advisors be employed for the 2016-2017 school year as per negotiated agreement:

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

II. HUMAN RESOURCES

(Cont'd)

JUNE 27, 2016

189. that the Board approve the re-employment of the following tenured instructional personnel for the 2016-2017 school year, as recommended by the Superintendent:

Employee	Level	Step	School	FTE
Adamo Richardson, Jenni	MA+15	13	DISTRICT	1.00
Allen, Denise	MA+15	16	TBD	1.00
Applebaum, Sandra	MA+45	17	DISTRICT	1.00
Azzarone, Ellen	MA+15	16	CDW	1.00
Bambach, Maggie	MA	16	CDW	1.00
Bambach, Todd	MA	16	CDW	1.00
Beckmann, Kerry	MA+45	17	CDW	1.00
Bohchalian, Sevana	MA	10	DISTRICT	1.00
Botterman, Susan	MA	13	TBD	1.00
Brown, Amy	MA+45	16	TBD	1.00
Capilli, Matthew	MA	10	CDW	1.00
Clark, Doris	MA	11	TBD	1.00
Clark, Jeff	BA	9	CDW	1.00
Collucci, Allison	MA+30	17	TBD	1.00
Cordasco-Reiser, Stephanie	MA+15	16	DISTRICT	1.00
DeGregory, Sharyn	MA+15	16	TBD	1.00
DeSciara, Annette	MA+15	14	CDW	1.00
Dockendorf, Kristen	MA	8	TBD	1.00
Donohue, Amy	MA	9	CDW	0.72
Dunn, Allyson	MA+15	9	TBD	1.00
Ferebee, Diana	MA+15	16	CDW	1.00
Fusco, Linda	MA+45	17	DISTRICT	1.00
Gagliano, Stephen	MA	16	CDW	1.00
Gambutu, Nancy	BA+15	15	TBD	1.00
Goodman, Dorothy	MA	16	TBD	1.00
Helsley, Camille	MA	16	CDW	1.00
Henry, Nicole	MA	10	TBD	1.00
Janowski, Deborah	MA+30	14	TBD	1.00
Kaldrovics, Michele	BA+15	15	TBD	1.00
Kenduck, Andrea	MA+15	12	CDW	1.00
Kuizema, Douglas	MA	16	TBD	1.00
Lauriello, Jennifer	MA	8	CDW	1.00
Lauriello, Sabatino	MA	12	CDW	1.00
Lehmann, Janice	BA	15	TBD	1.00
Lin Wang, Lacey	MA+30	12	TBD	1.00
Madera, Patricia	MA	10	TBD	1.00
Mazzei, Rosemarie	MA	14	CDW	1.00
McCarthy, Denise	MA+30	17	CDW	1.00
Mishler, Andrea	MA+30	16	TBD	1.00

II. HUMAN RESOURCES

(Cont'd)

JUNE 27, 2016

Mueller, Kristina	MA+15	14	CDW	1.00
Mukaida, Maraid	MA+30	11	CDW	1.00
Muti, Karen	BA	15	CDW	1.00
Natoli, Albert	MA	16	DISTRICT	1.00
Ortiz, Michele	MA	11	TBD	0.60
Ottomanelli, Kristine	MA+30	17	TBD	1.00
Park, Helen	MA+30	12	CDW	1.00
Perez, Maria	MA	12	CDW	1.00
Rosini, Diane	MA	(Off Guide)	TBD	1.00
Rosolanko, Nicholas	MA+45	16	DISTRICT	1.00
Sammarco, Paul	MA	8	CDW	1.00
Sterinsky, Karen	MA	16	TBD	1.00
Straubinger, Lisa	MA+30	17	TBD	1.00
Suriano, Janet	MA	16	CDW	1.00
Tufano, Catherine	MA+30	17	CDW	1.00
Turci, Helen	MA+15	16	TBD	1.00
Vitale, Florence <i>(on Leave for the 2016-2017 SY)</i>	MA+15	16	CDW	1.00
Walker Huff, Mary	BA+15	7	TBD	1.00
Westervelt, Matthew	MA	15	CDW	1.00
Woo, Yena	BA+15	6	DISTRICT	1.00
Wortmann, Christina	MA	14	TBD	1.00
Wrynn, Susan	MA+30	17	TBD	1.00
Zuckerman, Mary	MA	16	CDW	1.00

190. that the Board ratify the appointment of Special Education/504 Aides (no health benefits) for the 2016-2017 school year. **(attached)**

191. that the Board approve the hiring of part-time summer technology help, from June 27, 2016 through August 31, 2016, at a rate of \$17.50 per hour as follows:

Name	Assignment
Quevedo, Hugo	District

192. that the Board approve the following position change for the following non-tenured Professional Staff member for the 2016-2017 school year, as recommended by the Superintendent:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Swerdloff, Jessica	Gifted and Talented - LEAP (Tenure Track)	.5	CDW	MA+30/Step 8	No

193. that the Board approve the following resolution:

WHEREAS,	the Executive County Superintendent of School has reviewed evidentiary documentation and the Board of Education Resolution certifying attainment of the Chief School Administrator’s Merit Goals for the 2015-2016 school year pursuant to N.J.A.C. 6A:23A-3.1(10); and																		
WHEREAS,	on or about October 7, 2015, the Executive County Superintendent approved the said Merit Bonus Goals, thereby authorizing the Board to evaluate and award Merit Bonus increases to the Superintendent upon achievement of each objective; and																		
WHEREAS,	the Executive County Superintendent has authorized payment of the Merit Bonus to the Chief School Administrator; now, therefore, be it																		
RESOLVED,	that the Old Tappan Board of Education authorizes payment of the 2015-2016 Merit Bonus to the Chief School Administrator.																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Quantitative Goal #1</td> <td style="width: 20%;">3.33 %</td> <td style="width: 40%; text-align: right;">\$ 4,825.50</td> </tr> <tr> <td>Quantitative Goal #2</td> <td>3.33 %</td> <td style="text-align: right;">\$ 4,825.50</td> </tr> <tr> <td>Quantitative Goal #3</td> <td>3.33 %</td> <td style="text-align: right;">\$ 4,825.50</td> </tr> <tr> <td>Qualitative Goal #4</td> <td>2.50 %</td> <td style="text-align: right;">\$ 3,625.00</td> </tr> <tr> <td>Qualitative Goal #5</td> <td>2.50 %</td> <td style="text-align: right;">\$ 3,625.00</td> </tr> <tr> <td>TOTAL:</td> <td></td> <td style="text-align: right;">\$21,735.50</td> </tr> </table>	Quantitative Goal #1	3.33 %	\$ 4,825.50	Quantitative Goal #2	3.33 %	\$ 4,825.50	Quantitative Goal #3	3.33 %	\$ 4,825.50	Qualitative Goal #4	2.50 %	\$ 3,625.00	Qualitative Goal #5	2.50 %	\$ 3,625.00	TOTAL:		\$21,735.50
Quantitative Goal #1	3.33 %	\$ 4,825.50																	
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Quantitative Goal #3	3.33 %	\$ 4,825.50																	
Qualitative Goal #4	2.50 %	\$ 3,625.00																	
Qualitative Goal #5	2.50 %	\$ 3,625.00																	
TOTAL:		\$21,735.50																	

194. that the Board revise motion #115 (approved 4/4/2016) and approve the following Family Leave for Florence Vitale as follows:

Teacher/Assignment	Dates	Reason
Vitale, Florence/Grade 8 Special Education CDW	5/21/2016 – 6/15/2016	Period of Disability (Pre-birth) with pay & health benefits
	6/16/2016 – 6/22/2016	Period of Disability (Post-birth) with pay & health benefits
	9/1/2016 – 11/23/2016	Unpaid Leave/with health benefits (FMLA and Family Leave Act)
	11/24/2016 – 6/30/2017	Unpaid Leave/no health benefits

EXPLANATION: Ms. Vitale’s gave birth on June 16, 2016.

II. HUMAN RESOURCES**(Cont'd)****JUNE 27, 2016**

195. that the Board approve the following Family Leave for Sevana Bohchalian as follows:

Teacher/Assignment	Dates	Reason
Bohchalian, Sevana Social Worker - District	10/8/2016	Presumptive Period of Disability (Pre-birth) with pay & health benefits
	10/9/2016 – 11/5/2016	Presumptive Period of Disability (Post-birth) with pay & health benefits
	11/6/2016 – 2/4/2017	Unpaid Leave/with health benefits (FMLA and Family Leave Act)

196. that the Board approve the following instructional personnel be employed for the 2016-2017 school year:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Acheson, Kristen	Grade 4 (Tenure Track)	1.0	TBD	MA/Step 1	Yes
Vangelas, Jessica	Grade 4 (Tenure Track)	1.0	TBD	BA/Step 1	Yes

IV. PHYSICAL RESOURCES
Ms. Nicole Gray

JUNE 27, 2016

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

Motion made by _____, seconded by _____, that the following Physical Resources actions of the Board, as recommended by the Superintendent, number 45 through 47 be approved.

Roll Call:

45. that the Board approve the facilities request from Linda Chu, the Charles DeWolf Middle School Girls' Volleyball Coach, to hold a free volleyball clinic for the Charles DeWolf Middle School students, in the Rossi Gym, on Monday through Thursday, August 15, 2016 through August 18, 2016, from 9:30am to 1:00pm.
46. that the Board approve the facilities request from the Northern Valley Soccer Club to use the school fields for practices and games, daily from August 1, 2016 through November 30, 2016, during specified hours.
47. that the Board approve the facilities request from Melissa Landeck, the NVRHS Old Tappan Golden Knight's Volleyball Coach, to hold a volleyball camp in the T. Baldwin Demarest Elementary School Gym or All-Purpose Room, on Monday through Thursday, July 18, 2016 through July 21, 2016, from 9:00am to 12:00pm, with restrictions.

V. FINANCE & BUDGET
Mr. Kurt Linder

JUNE 27, 2016

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

Motion made by _____, seconded by _____, that the following Finance & Budget actions of the Board, as recommended by the Superintendent, number 185 through 195 be approved.

Roll Call:

- 185. 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, 2016** bills in the amount of **\$83,182.80** for the current expense. **(attached)**
- 186. 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 **\$884,830.77** for the month of **June, 2016**.
- 187. that the Board approve the **May, 2016** Transfers. **(attached)**
- 188. 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, 2016** 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 2015-2016 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

- 189. that the Board approve the **May, 2016** Custodian of School Monies Report and Board Secretary's Report. **(attached)**
- 190. 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, 2016** (after review of the Board Secretary's and Treasurer's monthly financial reports) to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6A:23-2.11, and that we believe as of this date sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

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

Student	Facility Location	Tuition	Transportation
482	The Reed Academy	\$72,461.00	To be determined

192. that the Board approve the firm Nelson-Patterson Agency, Inc., of New Milford, NJ, as Risk Manager for the 2016-2017 school year.

193. 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 \$1,900,000 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.

194. that the Board approve the tuition rates for the 2016-2017 school year for non-resident students in accordance with Board Policy #5118 as follows:

Grade	Annual Rate	Daily Rate
Kindergarten	\$12,794	\$71.08
Grades 1 – 5	\$14,863	\$82.57
Grades 6 – 8	\$15,452	\$85.84

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

Direct Energy

EXPLANATION: As the next scheduled Board Meeting is July 18, 2016, there are certain bills that must be paid to avoid penalty or disruption of essential services.

RESOLUTION

WHEREAS, Chapter 231 of the Public Laws of 1975 known as the "Open Public Meetings Act" and also known as the "Sunshine Law" permits the holding of a private meeting to which the public is not invited for the purpose of permitting the discussion of various exempted matters after the adoption of a Resolution setting forth the general nature of the subject matter to be discussed, and as precisely as possible, the time when the circumstances under which the discussion conducted in the closed session can be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED that the Old Tappan Board of Education convene at the time and place hereinafter set forth for a private executive session to which the public is not invited to discuss the following general subject matters:

1. Matters which are confidential by federal law, state statute or rule of court.
2. Matters in which the release of information would impair a right to receive United States Government funds.
3. Matters which would constitute an unwarranted invasion of individual privacy.
4. Matters involving any collective bargaining agreement, the terms and conditions proposed for inclusion and the negotiation of same.
5. Matters involving the purchase, lease or acquisition of property with public funds, the setting of banking rates or investment of public funds where the public's interest could be adversely affected.
6. Matters involving tactics and techniques used for protecting the safety and property of the public, as well as investigations of violations or possible violations of the law.
7. Any pending or anticipated litigation or contract negotiations, other than collective negotiations, in which the public body is or may become a party.
8. Matters falling within the attorney/client privilege.
9. Matters relating to personnel involving employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body.
10. Matters involving the quasi-judicial deliberations of a public body that may result in the imposition of a specific civil penalty or the suspension or loss of a license or permit as a result of an act or omission for which the party bears responsibility.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Old Tappan Board of Education will disclose to the public the minutes of this session when the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the private executive session aforementioned takes place in the Conference Room at the Charles DeWolf Middle School forthwith.

Motion to move into Executive Session at _____ p.m.

Moved by _____ 2nd by _____

Meeting Adjourned _____

ENGLISH AS A SECOND LANGUAGE: BILINGUAL PROGRAMS

The Board shall provide English as a second language (ESL) and/or bilingual programs of instruction for students who:

- A. Do not speak English and need instruction toward mastery of the English language;
- B. Speak a language other than English, are more capable of performing school work in that language, and need their basic educational program taught in that language unless it places an unreasonable burden on the Board.

The Superintendent shall develop procedures in accordance with administrative code to determine which students would benefit from ESL and/or bilingual programs and to involve school staff, parents/guardians and community members in reviewing programs to determine which would best meet these students' needs.

The goal of ESL programs is to assist students to achieve proficiency (including listening, comprehension, speaking, reading, and writing skills) in English. The goal of the bilingual program is to permit students to learn subject matter in their primary language while developing English language skills. The goal of all such programs shall be achievement of the Core Curriculum Content Standards.

Parents/guardians of students of limited English speaking ability shall be notified by mail of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL or English language services education program. This written notice shall include the information that the parents may choose to decline to enroll their child into the bilingual program.

Communication with parents/guardians of students in these programs shall be in writing and in both English and their primary speaking language whenever possible. Reports of student progress shall be made to parents/guardians on the same schedule as reports of students in the regular program.

The Superintendent shall direct development of an annual plan for ESL and/or bilingual education which is in compliance with state guidelines. The Board will review and approve the plan at a public meeting. The Board must adopt the courses of study for ESL and bilingual programs in the same manner in which it adopts the curriculum for the regular program.

Students enrolled in District bilingual or ESL programs shall be assessed annually for exit from such programs, using indicators described in the administrative code. Whenever it is determined that a student should exit from the bilingual program, parents/guardians shall be notified by mail.

Students enrolled in District bilingual or ESL programs shall participate in state or federal mandated tests as required by the state or federal government.

Parents/guardians may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of the student's participation in a bilingual education program, he/she may only be removed at the end of each school year. Removal prior to the end of the school year shall be approved by the Executive County Superintendent. If the

ENGLISH AS A SECOND LANGUAGE: BILINGUAL PROGRAMS (continued)

Executive County Superintendent determines that the student should remain in the bilingual education program until the end of the school year, the parents/guardians may appeal that decision to the Commissioner of Education/designee pursuant to law. The Commissioner shall render a decision within 30 days of the filing of the appeal.

The Board may petition the Commissioner of Education to waive the requirement for a full-time bilingual program when it can demonstrate that it would be impractical to provide such a program, due to the age range, grade span or geographic location of the eligible students.

<u>Legal References:</u>	<u>N.J.S.A. 18A:35-15 et seq.</u>	Bilingual education programs
	<u>N.J.A.C. 6A:5-1.1 et seq.</u>	Regulatory Equivalency and Waiver
	<u>N.J.A.C. 6A:8-4.1</u>	Statewide assessment system
	<u>N.J.A.C. 6A:8-5.1</u>	Graduation requirements
	<u>N.J.A.C. 6A:9-1.1 et seq.</u>	Professional Licensure and Standards
	See particularly:	
	<u>N.J.A.C. 6A:9-11.4, -11.5</u>	
	<u>N.J.A.C. 6A:15-1.1 et seq.</u>	Bilingual Education
	See particularly:	
	<u>N.J.A.C. 6A:15-1.4</u>	
	<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
	See particularly:	
	<u>N.J.A.C. 6A:30-2.2</u>	
	<u>N.J.A.C. 6A:32-2.1</u>	Definitions
	<u>N.J.A.C. 6A:32-12.1</u>	Reporting requirements
	<u>N.J.A.C. 6A:32-14.1</u>	Review of mandated programs and services

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

<u>Cross References:</u>	*5120	Assessment of individual needs
	*5124	Reporting to parents/guardians
	*6121	Nondiscrimination/affirmative action
	*6146	Graduation requirements
	*6147	Standards of proficiency
	*6147.1	Evaluation of individual student performance
	*6171.2	Gifted and talented
	*6171.3	At-risk and Title 1

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

English As a Second Language, Bilingual Programs, ESL

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OLD TAPPAN BOARD OF EDUCATION
Old Tappan, NJ 07675

FILE CODE: 6144*
Policy

CONTROVERSIAL ISSUES

Free discussion of controversial issues--political, economic, social--shall be encouraged in the classroom whenever appropriate for the level of the group.

Issues may be considered controversial which arouse strong reactions, based either on personal conviction or allegiance to a group. School treatment of controversial issues shall be designed to instruct students in fair and objective study techniques. The decision on whether a particular controversial issue shall become a matter for school study shall be based on the timeliness of the question, appropriateness to the written curriculum, the maturity and needs of the students and the purposes of the schools. Classroom discussions on controversial questions which arise unexpectedly shall be the responsibility of the teacher, who shall provide relevant information on both sides of the question. Such discussions shall be kept free from the assumption that there is one correct answer that should emerge from a discussion and be taught authoritatively to the students. Indoctrination is not the purpose; rather, the purpose is to have the students see as fully as possible all sides of the question

The presentation and discussion of controversial issues in the classroom must be on an informative basis. Teachers must guard against giving their personal opinions on sectarian or political questions or any other controversial issues until the students have had the opportunity to:

- A. Find, collect, and assemble factual materials on the subject;
- B. Interpret the data without prejudice;
- C. Reconsider assumptions and claims;
- D. Reach their own conclusions.

Any discussion of controversial issues in the classroom shall not:

- A. Disrupt the educational process;
- B. Fail to match the maturity level of the students;
- C. Be unrelated to the goals of the Board and the appropriate curriculum guide;
- D. Present any one opinion as definitive.

Students must be guaranteed the right to:

- A. Study any controversial issue which has political, economic or social significance and concerning which (at his/her level) he/she should begin to have an opinion;
- B. Have free access to all relevant information, including material that circulates freely in the community;
- C. Study under competent instruction in an atmosphere free from bias and prejudice;

CONTROVERSIAL ISSUES (continued)

- D. Form and express his/her own opinions on controversial issues without thereby jeopardizing his/her relations with the teacher or the school.

By refraining from expressing personal views before and during the period of research and study, the teacher encourages the students to search after truth and to think for themselves. The development of an ability to meet issues without prejudice and to withhold judgments while facts are being collected, assembled, and weighed and relationships seen before drawing inferences or conclusions is among the most valuable outcomes of a free educational system.

Students shall be taught to recognize each other's right to form an opinion on controversial issues.

The Building Principal shall have the authority to limit or suspend discussion of controversial issues pending a review of the issue/materials. Instructional materials not previously approved must be reviewed by the principal before being introduced into the classroom.

In determining speakers to be invited for a class or school-wide program, the Building Principal must consider whether:

- A. The speaker is controversial for any reason;
- B. The topic is controversial, or sensitive, or known to arouse strong community feelings;
- C. The proposed speaker would gain an advantage by having a "captive" audience

The district requires prior written consent of the pupil's parent/guardian before administering any survey, assessment, analysis or evaluation that would reveal student information about state identified topics.

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:36-34 Written approval required prior to acquisition of certain survey information from students
N.J.S.A. 18A:54-20 Powers of Board (county vocational schools)

Student Protection Rights Amendment - 20 U.S.C. 1232h

Tenure Hearing of William Lee Johnson, Clearview Regional School District, 79 S.L.D. 267; 79 S.L.D. 273 aff'd with deletion of paragraph

Cross References: *1312 Community complaints and inquiries
 5145 Rights
 *6115 Ceremonies and observances
 *6141.2 Recognition of religious beliefs and customs
 *6145.3 Publications
 *6161.1 Guidelines for evaluation and selection of instructional materials
 *6161.2 Complaints regarding instructional materials

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Controversial Issues, Curriculum, Instructional Materials, Censorship

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OLD TAPPAN BOARD OF EDUCATION
Old Tappan, NJ 07675

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Policy

GUIDANCE SERVICES

A guidance program shall be incorporated into the District's educational program to aid students in making informed and responsible decisions and in using effective decision-making processes. The guidance program shall be developed and coordinated by the Superintendent in consultation with teaching staff members he/she has identified as possessing necessary skills and abilities, to help students acquire the insights and knowledge they need to become autonomous, mature members of adult society in a democratic nation.

The purpose of the guidance program shall be to help students in learning to make their own decisions concerning life's many choices--personal, educational, and career/vocational.

The guidance program shall provide, as fully as possible, the information needed to make the best decisions concerning the student's educational program. Such information shall include facts such as test scores, grades and educational history. Student records may also include anecdotes, but shall not carry judgments, opinions and other advice.

Students shall be encouraged to avail themselves of the help of guidance personnel.

The District shall provide instruction, counseling and related services when a student is receiving medical treatment for a dependency problem, Such services shall be provided to the extent possible by in-district personnel and by referral to appropriate outside agencies when necessary. Guidance services shall include establishment of a referral system that guards the privacy of the student and monitors the efficacy of such referrals, when District resources are not sufficient, as in drug or alcohol counseling.

Legal References:	<u>N.J.S.A.</u> 18A:35-4.2	Career development program
	<u>N.J.S.A.</u> 18A:36-19	Student records; creation, maintenance and retention, security and access; regulations; nonliability
	<u>N.J.S.A.</u> 18A:36-19.1	Military recruiters; access to schools and student information directories
	<u>N.J.S.A.</u> 18A:38-36	Employment certificates to part-time students; revocation
	<u>N.J.S.A.</u> 18A:46-5.1	Basic child study team services; provision by Boards of education and state operated programs
	<u>N.J.A.C.</u> 6A:7-1.7	Equality in school and classroom practices
	<u>N.J.A.C.</u> 6A:8-1.1 <i>et seq.</i>	Standards and Assessment
	<u>See particularly:</u>	
	<u>N.J.A.C.</u> 6A:8-3.2	
	<u>N.J.A.C.</u> 6A:9-13.2	Substance awareness coordinator
	<u>N.J.A.C.</u> 6A:9-13.7	Director of school counseling services
	<u>N.J.A.C.</u> 6A:9-13.8	School counselor
	<u>N.J.A.C.</u> 6A:10A-3.1 <i>et seq.</i>	School District lead standards-based instruction
	<u>N.J.A.C.</u> 6A:10A-4.1 <i>et seq.</i>	Role of the Abbott District Board of Education
	<u>N.J.A.C.</u> 6A:14-3.4	Evaluation
	<u>N.J.A.C.</u> 6A:16-4.1	Adoption of policies and procedures for the intervention of student alcohol and other drug abuse

GUIDANCE SERVICES (continued)**Legal References: (continued)**

<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-7.1 <u>et seq.</u>	Student Records
<u>N.J.A.C.</u> 6A:32-13.3	Guidance and counseling

<u>Cross References:</u> 5000	Concepts and roles in student personnel
5010	Personal goals and objectives for students
*5020	Role of parents/guardians
*5113	Absences and excuses
*5114	Suspension and expulsion
*5120	Assessment of individual needs
*5124	Reporting to parents/guardians
*5125	Student records
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*6142.12	Career education
*6145	Extracurricular activities
*6146	Graduation requirements
*6164.4	Child study team
*6171.1	Remedial instruction
*6171.2	Gifted and talented
*6171.4	Special education
*6172	Alternative educational programs
*6173	Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

Guidance Services

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