

AGENDA - REGULAR PUBLIC MEETING

MARCH 14, 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. 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/Policy
 - 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

MARCH 14, 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 127 through 132 be approved.

Roll Call:

127. 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
3/14/2016	7:30 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
3/28/2016	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business
4/4/2016	7:00 p.m.	Conference Rm.	E.S.	Personnel/Legal
	8:00 p.m.		P.M.	Regular Business

128. that the Board approve the minutes and attachments of the February 22, 2016 Regular Public Meeting and Executive Session I. **(attached)**

129. that the Board approve the 1st reading of the following new policy: **(attached)**

5337	Service Animals
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130. that the Board approve the submission of the Comprehensive Equity Plan for the School Years 2016-2017 through 2018-2019, and the signed Statement of Assurance. **(attached)**

131. 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,	Fredericka Shpetner , Supervisor of Instruction for Pupil Support Services, will be attending the workshop " <i>Screening for Dyslexia and Relationship to RTI</i> ", on April 1, 2016, at The College of New Jersey, in Ewing, New Jersey; and
WHEREAS,	for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and
WHEREAS,	the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and
WHEREAS,	<p>the anticipated travel and related expenses particular to attendance at this function are as follows:</p> <p>Conference registration = \$50.00 Hotel = N/A Actual miles driven at the prevailing State Mileage rate (currently \$.31 per mile) = actual cost of mileage Tolls = actual cost of tolls Parking = actual parking cost Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it</p>
RESOLVED,	that the Board approves Ms. Shpetner's attendance at the aforementioned conference as well as the related travel expenses.

132. that the Board approve the following resolution regarding employee travel:

<p>WHEREAS,</p>	<p>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</p>
<p>WHEREAS,</p>	<p>Dr. Laura Sullivan, Supervisor of Instruction for Curriculum and Educational Technology, will be attending the workshop "<i>Level 2 GAFE Bootcamp</i>", on May 4, 2016, at Eisenhower Middle School, Wyckoff, NJ; and</p>
<p>WHEREAS,</p>	<p>for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and</p>
<p>WHEREAS,</p>	<p>the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and</p>
<p>WHEREAS,</p>	<p>the anticipated travel and related expenses particular to attendance at this function are as follows:</p> <p>Conference registration = \$104.95 Hotel = N/A Actual miles driven at the prevailing State Mileage rate (currently \$.31 per mile) = actual cost of mileage Tolls = actual cost of tolls Parking = actual parking cost Meals & incidentals = N/A (amount per the US General Services Administration website for conference location); now, therefore be it</p>
<p>RESOLVED,</p>	<p>that the Board approves Dr. Sullivan's attendance at the aforementioned conference as well as the related travel expenses.</p>

II. HUMAN RESOURCES
Mr. John Shahdarian

MARCH 14, 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 106 through 109 be approved.

Roll Call:

106. that the Board approve the revised list of outside evaluators, expert witness evaluators and educational instruction services used by the Child Study Team as resources for the 2015-2016 school year. **(attached)**

107. that the Board approve the following course approval:

Teacher	Course	Credits	Type	School	Dates
Vollmin, Lauren	ABCs of Applied Behavior Analysis PSY-02600	3	Abbreviated and On-Line	Rowan University	June 28, 2016 – August 22, 2016

108. that the Board approve the following course approval:

Teacher	Course	Credits	Type	School	Dates
Vollmin, Lauren	Assessment and Intervention for Social Skills and Relationships in Children PSY-02520	3	Abbreviated and On-Line	Rowan University	August 30, 2016 – October 24, 2016

109. that the Board approved the following substitutes to be employed on a per diem basis, as needed, for the 2015-2016 school year, as recommended by the Superintendent:

Doonan, Michelle (Teacher Substitute)
Posa, Frank (Teacher Substitute)

IV. PHYSICAL RESOURCES
Ms. Nicole Gray

MARCH 14, 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 34 through 34 be approved.

Roll Call:

34. that the Board approve the facilities request from the Old Tappan PTO to hold after school clubs in various rooms of the T. Baldwin Elementary School, from 3:00pm-4:00pm, Mondays through Fridays, 3/26/2016 through 5/20/2016.

V. FINANCE & BUDGET
Mr. Kurt Linder

MARCH 14, 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 119 through 126 be approved.

Roll Call:

119. 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 **March, 2016** bills in the amount of **\$355,991.42** for the current expense. **(attached)**
120. 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 **\$730,932.79** for the month of **March, 2016**.
121. that the Board approve the contract with Computer Solutions, Inc., Branchburg, NJ, for Budgetary Accounting Module and Support for the 2016-2017 school year.
- 122 that the Board authorize Douglas Barrett, School Business Administrator/Board Secretary, to approve payment for the following bills:

Direct Energy

EXPLANTION: As the next scheduled Board Meeting is March 28, 2016, there are certain bills that must be paid to avoid penalty or disruption of essential services.

123. that the Board hereby fix April 25, 2016, at 8:00 p.m., as a Special Meeting, in the Board of Education Conference Room (CDW Basement), as the time and place for conducting the public hearing on the tentative budget for final submission to the State.
124. that the Board approve the following **tentative** 2016-2017 school district budget for submission:

<p>BE IT RESOLVED,</p>	<p>that the Old Tappan Board of Education, County of Bergen, approves the preliminary 2016-2017 school year budget as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Current General Expense (Fund 11)</td> <td style="text-align: right;">\$15,670,672</td> </tr> <tr> <td>Capital Outlay (Fund 12)</td> <td style="text-align: right;"><u>\$ 1,622</u></td> </tr> <tr> <td>TOTAL GENERAL FUND</td> <td style="text-align: right;"><u>\$15,672,294</u></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Special Revenue (Fund 20)</td> <td style="text-align: right;">\$ 100,000</td> </tr> <tr> <td>Debt Services (Fund 40)</td> <td style="text-align: right;"><u>\$ 904,095</u></td> </tr> <tr> <td>TOTAL EXPENDITURES/APPROPRIATIONS</td> <td style="text-align: right;"><u>\$16,676,389</u></td> </tr> </table> <p>and,</p>	Current General Expense (Fund 11)	\$15,670,672	Capital Outlay (Fund 12)	<u>\$ 1,622</u>	TOTAL GENERAL FUND	<u>\$15,672,294</u>			Special Revenue (Fund 20)	\$ 100,000	Debt Services (Fund 40)	<u>\$ 904,095</u>	TOTAL EXPENDITURES/APPROPRIATIONS	<u>\$16,676,389</u>
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Special Revenue (Fund 20)	\$ 100,000														
Debt Services (Fund 40)	<u>\$ 904,095</u>														
TOTAL EXPENDITURES/APPROPRIATIONS	<u>\$16,676,389</u>														
<p>BE IT RESOLVED,</p>	<p>that the GENERAL FUND tax levy <u>\$13,505,322</u> is approved to support Current General Expense and <u>\$731,542</u> to support Debt Service, for the 2016-2017 school year budget; and</p>														
<p>BE IT FUTHER RESOLVED,</p>	<p>that the 2016-2017 school year budget includes an automatic adjustment, in the amount of <u>\$77,561</u>, as an adjustment for health care costs.</p>														

125. that the Board approve the 2016-2017 maximum budgeted travel expenditures amount of \$21,575.

Per N.J.S.A. 18A:11-12(4)p, the 2015-2016 maximum budgeted travel expenditures amount is \$21,575 of which \$3,257.97 has been spent to date.

126. that the Board approve the following resolution regarding the Boiler Replacement Project: **(attached)**

WHEREAS,	the Old Tappan Board of Education (“the Board”) advertised for bids for the Boiler Replacement at Charles DeWolf Middle School (“the Project”); and
WHEREAS,	on February 25, 2016, the Board received seven 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 Pennetta Industrial Automation (hereinafter referred to as “Pennetta”) with a base bid in the amount of \$467,200; and
WHEREAS,	the bid submitted by Pennetta is responsive in all material respects, and it is the Board’s desire to award the contract for the Project to Pennetta. Now, therefore, be it
RESOLVED,	that the Board hereby awards the bid for the Boiler Replacement at Charles DeWolf Middle School to Pennetta Industrial Automation, for a total contract sum of \$467,200. 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.

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 _____