

TENAFLY BOARD OF EDUCATION

**Tuesday, January 8, 2013**

BOARD OF EDUCATION MEETING

**CLOSED SESSION**

**AGENDA**

**SESSION I: FOLLOWING OPEN SESSION**

- **Personnel**
- **Contractual matters**
- **Negotiations**
- **Litigation**

**NO FORMAL ACTION IS TAKEN DURING THE CLOSED SESSION**



Tenafly Public Schools  
**Organization and Regular Public Meeting**  
of the Tenafly Board of Education

January 8, 2013

Hegelein Building, 500 Tenafly Road, Tenafly, NJ 07670

Board of Education

Ms. Phyllis Perskie-Kesslen, President  
Mr. Richard H. Press, Vice President

Mr. Mark Aronson  
Mr. Sam A. Bruno  
Ms. Shana Greenblatt-Janoff  
Mr. Donald H. Kaplan  
Mr. Edward J. Salaski  
Ms. Lynne Stewart  
Mr. Jonathan M. Teall

Ms. Lynn Trager, Superintendent of Schools  
Ms. Barbara Laudicina, Assistant Superintendent  
Dr. Joseph R. Amatuzzi, Interim Business Administrator/Board Secretary  
Ms. Teresa Collins, Assistant to the Superintendent for Human Resources  
Ms. Suzanne Bassett, Assistant to the Superintendent for Special Services

Representatives to the Board

<u>Students – 2012-2013</u>	<u>Administrators</u>
Allison Starer, High School Senior Joanna Weingast, High School Junior	Dr. Dora P. Kontogiannis Dr. Ann Powell Mr. John Fabbo Ms. Jen Ferraro Mr. Neil Kaplicer Ms. Darlene Markman

I.	CLOSED SESSION – 7:00 p.m.	
II.	OPEN SESSION – 7:30 p.m.	
	A. Call to Order	Dr. Amatuzzi
	B. Adequate Notice Statement	Dr. Amatuzzi
	C. Roll Call	Dr. Amatuzzi
	D. Pledge of Allegiance	Dr. Amatuzzi
	E. Ethics Review	Al Annunziata (NJSBA)
	F. Reading of Election Results into Record	Dr. Amatuzzi
	G. Administering of Oath to re-elected Board Members	Dr. Amatuzzi
III.	Election of President President assumes role of Chairperson of the meeting	Dr. Amatuzzi President-Elect
IV.	Election of Vice President	President-Elect
V.	Board President's Report	President-Elect
VI.	Superintendent's Report	Ms. Trager
VII.	<u>Public Comments – Organization Agenda</u> Citizens may address the Board of Education on any item listed on the agenda. Citizens will give their name and address when recognized to speak. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them.	
VIII.	Action Items – Organization Resolutions	

## **ORGANIZATION**

RESOLUTION O-1	DESIGNATION OF DEPOSITORIES
RESOLUTION O-2	INVESTMENT OF FUNDS
RESOLUTION O-3	PAYROLL AUTHORIZATION
RESOLUTION O-4	APPOINTMENT OF SECRETARY TO THE BOARD
RESOLUTION O-5	DESIGNATION OF OFFICIAL NEWSPAPERS
RESOLUTION O-6	ADOPTION OF CODE OF ETHICS
RESOLUTION O-7	MEMBERSHIP IN NEW JERSEY SCHOOL BOARDS ASSOCIATION AND BERGEN COUNTY SCHOOL BOARDS ASSOCIATION
RESOLUTION O-8	AUTHORIZATION TO DISBURSE FUNDS FOR SOCIAL SECURITY, AND HEALTH AND DENTAL BENEFITS
RESOLUTION O-9	APPROVE THE APPOINTMENT OF MEDICAL PHYSICIAN FOR THE TENAFLY SCHOOL DISTRICT
RESOLUTION O-10	DESIGNATION OF SERVICE REPRESENTATIVES
RESOLUTION O-11	DESIGNATION OF LEGAL SERVICE REPRESENTATIVES

RESOLUTION O-12	ANNUAL SCHEDULE OF BOARD MEETINGS FROM JANUARY 8, 2013 TO JANUARY 7, 2014
RESOLUTION O-13	DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER
RESOLUTION O-14	APPOINTMENT OF THE QUALIFIED PURCHASING AGENT FOR THE DISTRICT
RESOLUTION O-15	APPROVAL OF CUSTODIAN OF GOVERNMENT RECORDS
RESOLUTION O-16	APPROVAL OF STATE AUTHORIZED CONTRACTORS
RESOLUTION O-17	AFFIRMATIVE ACTION OFFICER
RESOLUTION O-18	APPROVAL TO RE-HIRE RESIDENCY INVESTIGATOR
RESOLUTION O-19	APPOINTMENT OF RISK MANAGEMENT CONSULTANT
RESOLUTION O-20	MAXIMUM TRAVEL EXPENDITURES FOR 2012-13 SCHOOL YEAR
RESOLUTION O-21	APPROVAL TO ADOPT DISTRICT POLICIES & REGULATIONS
RESOLUTION O-22	APPROVAL TO APPOINT THE DISTRICT INDOOR AIR QUALITY DESIGNATED PERSON
RESOLUTION O-23	APPROVAL TO DESIGNATE THE DISTRICT INTEGRATED PEST MANAGEMENT COORDINATOR

IX.	Adjourn Organization Meeting to Convene a Regular Public Open Session	
	A. Call to Order	Board President
	B. Adequate Notice Statement	Board President
	C. Roll Call	Dr. Amatuzzi
X.	Approval of Minutes <ul style="list-style-type: none"> <li>• Regular Board Meeting and Closed Executive Meeting of December 11, 2012</li> <li>• Special Board Meeting -Community Discussion on School Safety, December 18, 2012</li> </ul>	
XII.	Student Representative Report	Allison Starer Joanna Weingast
XIII.	Board Secretary's Report <ul style="list-style-type: none"> <li>• Fire &amp; Security Drill Report for December 2012</li> </ul>	Dr. Amatuzzi
XIV.	Board Committee Reports <ul style="list-style-type: none"> <li>• Curriculum Committee</li> <li>• Joint Use Committee</li> </ul>	Shana Janoff Phyllis Kessler
XV.	Reports, Presentations, Discussions <ul style="list-style-type: none"> <li>• Goals Report</li> </ul>	Barbara Laudicina
XVI.	<u>Public Comments -- Agenda</u> Citizens may address the Board of Education on any item listed on the agenda. Citizens will give their name and address when recognized to speak. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them	
XVII.	The following resolutions are recommended by the Superintendent of Schools:	
	Action Items – for Regular Public Session	

**PERSONNEL**

RESOLUTION P-1	SUBSTITUTES
RESOLUTION P-2	RESIGNATIONS
RESOLUTION P-3	CREATION OF 19 HR. A WEEK AIDE POSITION
RESOLUTION P-4	HIRES
RESOLUTION P-5	RESCIND PORTION OF RESOLUTION P-11 OF JUNE 19, 2012 APPROVING EXTRA COMPENSATION APPOINTMENTS FOR 2012/13
RESOLUTION P-6	EXTRA COMPENSATION APPOINTMENT
RESOLUTION P-7	APPROVAL OF THERAPISTS/PROVIDERS
RESOLUTION P-8	LEAVE OF ABSENCE FOR MACKAY TEACHER
RESOLUTION P-9	LEAVE OF ABSENCE FOR SMITH GRADE 2 TEACHER
RESOLUTION P-10	LEAVE OF ABSENCE FOR SMITH GRADE 3 TEACHER
RESOLUTION P-11	LEAVE OF ABSENCE FOR HIGH SCHOOL E.L.L. TEACHER

**ADMINISTRATION**

RESOLUTION A-1	TENAFLY EDUCATIONAL FOUNDATION
RESOLUTION A-2	GIFTS

**CURRICULUM**

RESOLUTION C-1	HIGH SCHOOL PROGRAM OF STUDIES
RESOLUTION C-2	MIDDLE SCHOOL PROGRAM OF STUDIES
RESOLUTION C-3	ELEMENTARY SCHOOL PROGRAM OF STUDIES

**SPECIAL EDUCATION**

RESOLUTION S-1	APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE AIDES 2012-2013
RESOLUTION S-2	RESCIND A PLACEMENT
RESOLUTION S-3	AMENDMENT TO IDEA GRANT FOR FY 2012-2013

**FINANCE**

RESOLUTION F-1	SECRETARY'S REPORT FOR NOVEMBER 2012
RESOLUTION F-2	TREASURER'S REPORT FOR NOVEMBER 2012
RESOLUTION F-3	APPROVAL OF BILLS FOR DECEMBER 2012
RESOLUTION F-4	TRANSFERS FOR DECEMBER 2012
RESOLUTION F-5	PAYROLL FOR DECEMBER 2012
RESOLUTION F-6	AUTHORIZE BUSINESS ADMINISTRATOR/BOARD SECRETARY TO SUBMIT REQUEST FOR RECLASSIFYING APPROPRIATIONS
RESOLUTION F-7	APPROVAL TO TRANSFER SPECIAL EDUCATION EXTRAORDINARY AID
RESOLUTION F-8	APPROVAL OF AMENDED TRANSPORTATION AGREEMENT WITH ENGLEWOOD BOARD OF EDUCATION FOR 2012-2013
RESOLUTION F-9	APPROVAL OF DISTRICT TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENT

XVII.	<p><u>Public Comments – Second Opportunity</u> Citizens may address the Board of Education on any item listed on the agenda. Citizens will give their names and addresses when recognized to speak. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them</p> <p><i>Opportunities for public comment are not scheduled for the Committee-of-Whole Work Session</i></p> <p>Recess: Regular Public Session to convene a Committee-of-Whole Work Session</p>
XVIII.	<p><u>Adjournment to Closed Session</u> The Session may include discussions of negotiations, contractual, matters, litigation and personnel. Pursuant to the Open Public Meetings Act, the Tenafly Board of Education is required to notify the public when the minutes of this closed session will be available. When the need for confidentiality no longer exists, the minutes will be available to the public.</p>
XIX.	Open Session
XX.	Adjournment

<p style="text-align: center;"><b>FIRE DRILLS &amp; SECURITY DRILLS 2012 – 2013 SCHOOL YEAR</b></p>						
MO.	HIGH	MIDDLE	MACKAY	MAUGHAM	SMITH	STILLMAN
Dec. 2012	12/03/12 am 12/12/12 pm	12/04/12 am 12/20/12 pm	12/02/12 pm 12/04/12 pm	12/12/12 pm 12/18/12 pm	12/03/12 pm 12/13/12 am	12/05/12 pm 12/19/12 pm
	Security/ Lockdown (ActiveShooter) Drill:	Security/ Lockdown (Active Shooter) Drill:	Security/ Table Top Drill:	Security/ Lockdown Drill:	Security/ Lockdown (Active Shooter) Drill:	Security/ Evacuation Drill:
	12/19/12 pm	12/13/12 pm	12/20/12 pm	12/10/12 am	12/19/12 pm	12/13/12 pm

**ORGANIZATION MEETING**

**RESOLUTION O-1 DESIGNATION OF DEPOSITORIES**

BE IT RESOLVED that the Board of Education hereby designate the following listed banks as depositories for funds of the Board of Education and Tenafly schools; that the indicated accounts be authorized, and that the designated school officials be approved as the signatories for each account and the designated depositories of funds and school officials will serve at the pleasure of the Board.

<b><u>Capital One Bank - Cresskill, NJ</u></b>				
<b>ACCOUNT</b>	<b>TYPE</b>	<b>ACCOUNT NUMBER</b>	<b>NUMBER OF SIGNATURES NEEDED</b>	
General Account	Checking	7047888152	(3 of 3)	Board President Board Vice President Board Secretary
Net Payroll	Checking	7047888160	(2)	Board President Board Secretary
Petty Cash Account	Checking	7047888179	(2)	Board Secretary Asst. to Business Administrator
School General Account	Checking	7047888187	(2)	Board Secretary Asst. to Business Administrator
Student Organization Middle School	Checking	7047888233	(2 of 4)	M.S. Principal or Vice Principal; <b>and</b> M.S. Principal Secretary or M.S. Bookkeeper
Unemployment Acct. (Board)	Checking	7047888241	(2)	Board President Board Secretary
Cafeteria Account	Checking	7047888195	(2)	Board Secretary Asst. to Business Administrator
T. E. F. Account	Checking	7047888209	(2)	Board Secretary Asst. to Business Administrator
Special Projects	Checking	7047888217	(2)	Board Secretary Asst. to Business Administrator
High School Student Organization	Checking	7047888268	(2 of 4)	H.S. Principal or Vice Principal; <b>and</b> H.S. Bookkeeper or Principal Secretary
High School Class Account	Checking	7047888276	(2 of 4)	H.S. Principal or Vice Principal; <b>and</b> H.S. Bookkeeper or Principal Secretary



Capital Reserve Account	Checking	7047888225	(2)	Board Secretary Asst. to Business Administrator
Extra-Curricular Fee Account	Checking	7047888284	(2 of 3)	Board Secretary or Superintendent; <b>and</b> Asst. to Business Administrator
Athletic Account	Checking	7047888292	(2 of 5)	H.S. Principal or Vice Principal or Board Secretary or Supervisor of Athletics; <b>and</b> Athletic Secretary
Compensating Account	Checking	7047895736	(2 of 2)	Board President Business Administrator/Bd. Sec'y
Flex Spending Account	Checking	7047896449	(2)	Board Secretary Asst. to Business Administrator

**Bank of America - Tenafly, NJ**

ACCOUNT	TYPE	ACCOUNT NUMBER	NUMBER OF SIGNATURES NEEDED	
Payroll Agency School Treasurer	Checking	4000004222	(2)	Board Secretary Board President
Capital Projects (Wire Transfer)	Schools Bonds 2007	3812661809	(1)	Board Secretary

**RESOLUTION O-2 INVESTMENT OF FUNDS**

BE IT RESOLVED that the Business Administrator/Board Secretary be authorized to invest Board of Education funds as available without prior Board approval, with said action to be ratified at the next public meeting of the Board following said investment (s) when appropriate; and

BE IT FURTHER RESOLVED, investments shall only be made with the banks heretofore approved as designated depositories for board funds, and only in instrumentalities approved for investment of these public moneys:

Capital One Bank

Bank of America

### **RESOLUTION O-3 PAYROLL AUTHORIZATION**

BE IT RESOLVED that the Business Administrator/Board Secretary be authorized to transfer funds from the general accounts to the net payroll and agency accounts, as needed to provide for payment of payrolls and legal obligations in connection therewith, and to disburse funds from the net payroll and agency accounts to and on behalf of employees, all in a manner consistent with law and the contractual obligations between the Board and its employees, and

BE IT FURTHER RESOLVED that the Board President, and Business Administrator/Board Secretary shall certify each payroll as required by law, and

BE IT FURTHER RESOLVED that a resolution shall be submitted to the Board each month for approval of all payrolls paid the prior month.

### **RESOLUTION O-4 APPOINTMENT OF SECRETARY TO THE BOARD**

BE IT RESOLVED that the following appointment be approved for the dates listed:

INTERIM BOARD SECRETARY Dr. Joseph R. Amatuzzi 12/03/12 - 6/30/13

### **RESOLUTION O-5 DESIGNATION OF OFFICIAL NEWSPAPERS**

BE IT RESOLVED that The Record, and/or Star Ledger and/or Press Journal and/or Suburbanite be designated as the official newspapers from January 8, 2013 to the next Reorganization meeting of January 7, 2014, to be used for legal notices needed at the discretion of the Business Administrator/ Board Secretary in accordance with the statutes of the State of New Jersey.

### **RESOLUTION O-6 ADOPTION OF CODE OF ETHICS**

BE IT RESOLVED that the following Code of Ethics, developed by the New Jersey School Boards Association, be adopted as the code to which each Tenafly Board member subscribes during the elected term of January 8, 2013 to January 7, 2014.

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought 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 which 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 policymaking, 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 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, which 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. But 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 schools.
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 such complaints at public meetings only after failure of an administrative solution.

**RESOLUTION O-7 MEMBERSHIP IN NEW JERSEY SCHOOL BOARDS ASSOCIATION AND BERGEN COUNTY SCHOOL BOARDS ASSOCIATION**

BE IT RESOLVED that the Board of Education approves membership in the New Jersey School Boards Association and the Bergen County School Boards Association from January 8, 2013 to January 7, 2014.

**RESOLUTION O-8 AUTHORIZATION TO DISBURSE FUNDS FOR SOCIAL SECURITY, AND HEALTH AND DENTAL BENEFITS**

BE IT RESOLVED that the Board of Education authorizes the Business Administrator/Board Secretary to disburse funds in payment of employees' share of social security, health benefits and dental benefits when they are due without prior Board of Education approval from January 8, 2013 to January 7, 2014.

**RESOLUTION O-9 APPROVE THE APPOINTMENT OF MEDICAL PHYSICIAN FOR THE TENAFLY SCHOOL DISTRICT**

BE IT RESOLVED that the Board of Education appoints Dr. John Owens as the medical physician for the Tenafly School District.

**RESOLUTION O-10 DESIGNATION OF SERVICE REPRESENTATIVES**

BE IT RESOLVED that the following firms are designated as the official representatives of the Board of Education for the following services for the following dates:

		<b>DATE</b>
ARCHITECT	Di Cara Rubino Architects 30 Galesi Drive, West Wing Wayne, NJ 07470	1/08/13 - 1/07/14
AUDITOR	Lerch, Vinci & Higgins 17-17 Route 208N Fair Lawn, NJ 07410	1/08/13 - 1/07/14

**RESOLUTION O-11 DESIGNATION OF LEGAL SERVICE REPRESENTATIVES**

WHEREAS, the law firm of Fogarty & Hara, Esqs. has the expertise and experience to provide professional services to the Tenaflly 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.

**RESOLUTION O-12 ANNUAL SCHEDULE OF BOARD MEETINGS FROM JANUARY 8, 2013 TO JANUARY 7, 2014**

WHEREAS, the Open Public Meetings Law, P.L. 1975, requires that annual notice must be given each year compiling and disseminating a schedule of meetings to be held by a public body during the coming year; and

WHEREAS, the annual notice must be disseminated within seven days following the Annual Organization of the Board of Education; now

THEREFORE, BE IT RESOLVED that the attached annual meeting schedule be adopted and posted in accordance with law.

---

**TENAFLY PUBLIC SCHOOLS**

**OFFICIAL**

**Schedule of Public Meetings of the Tenaflly Board of Education**

Pursuant to the requirements of the Open Public Meetings Act, Chapter 231, P. L. 1975, notice is hereby given of the schedule of Public Meetings of the Tenaflly Board of Education to be held on January 8, 2013 through January 7, 2014 (the next Re-Organization Meeting).

All meetings begin with a closed session at 7:30 p.m. and an open session immediately following at 8:00 p.m., location is the Hegelein Building, 500 Tenaflly Road, Tenaflly, except where noted.

If the date of any of the scheduled public meetings is changed, or if an additional meeting is scheduled, a notice of such Special Public Meeting shall be issued and posted as required by law.

Official action may be taken at any public meeting. In addition, official action may also be taken at any public meeting to hold an executive session to handle matters, which by law may be discussed in closed session. Such matters include negotiations, personnel, security, real estate, litigation, and investments.

Public comment and questions are permitted during Board of Education Regular Public Meetings.

Copies of the annual schedule will be sent to:  
Clerk, Borough of Tenaflly, The Tenaflly Library, The Record, Star Ledger,  
All Schools, HSA Representatives and Tenaflly Public Schools' Website

**Tenafly Public Schools**  
500 Tenafly Road, Tenafly, NJ 07670

**Schedule of Public Meetings of the Tenafly Board of Education**

***All meetings begin with a closed session at 7:30 p.m. and an open session immediately following at 8:00 p.m. at the Hegelein Building, 500 Tenafly Road, Tenafly, except where noted. (Meeting dates are subject to change.)***

Tuesday, January 8, <b><u>2013</u></b>	<b>Reorganization of the Board/Regular Public Meeting</b>
Tuesday, January 22	Regular Public Meeting
Tuesday, February 5	Regular Public Meeting
Tuesday, February 26	Regular Public Meeting
Tuesday, March 5	Regular Public Meeting
<b>Thursday</b> , March 21	Budget Hearing <b><i>(revised from March 19)</i></b>
Tuesday, April 2	Regular Public Meeting
Tuesday, April 23	Regular Public Meeting
Tuesday, May 7	Regular Public Meeting
Tuesday, May 21	Regular Public Meeting
Tuesday, June 4	Regular Public Meeting
Tuesday, June 18	Regular Public Meeting
Tuesday, July 23	Regular Public Meeting
Tuesday, August 27	Regular Public Meeting
Tuesday, September 10	Regular Public Meeting
Tuesday, October 1	Regular Public Meeting
Tuesday, October 15	Regular Public Meeting
<b>Monday</b> , November 4	Regular Public Meeting
Tuesday, November 19	Regular Public Meeting
Tuesday, December 3	Regular Public Meeting
Tuesday, December 17	Regular Public Meeting
<b>Tuesday, January 7, 2014</b>	<b>Reorganization of the Board/Regular Public Meeting</b>

**RESOLUTION O-13 DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER**

BE IT RESOLVED that the Board of Education approves the appointment of Dr. Joseph R. Amatuzzi as the designated Public Agency Compliance Officer (P.A.C.O.) effective December 3, 2012 to June 30, 2013.

**RESOLUTION O-14 APPOINTMENT OF THE QUALIFIED PURCHASING AGENT FOR THE DISTRICT**

WHEREAS 18A:18A-2 provides that the Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisement, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS 18A:18A-3 provides that contracts, awarded by the Qualified Purchasing Agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$36,000), may be awarded by the Qualified Purchasing Agent without advertising for bids when so authorized by board resolution, and

WHEREAS 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$5,400) may be awarded by the Qualified Purchasing Agent without soliciting competitive quotations if so authorized by board resolution,

NOW THEREFORE BE IT RESOLVED that the Tenafly Board of Education pursuant to the statutes cited above hereby appoints Dr. Joseph R. Amatuzzi as its duly authorized Qualified Purchasing Agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Tenafly Board of Education, and

BE IT FURTHER RESOLVED that Dr. Joseph R. Amatuzzi is hereby authorized to award contracts on behalf of the Tenafly Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$5,400) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED that Dr. Joseph R. Amatuzzi is hereby authorized to seek competitive quotations, when applicable and practicable before awarding contracts, when said contracts in the aggregate exceed 15% of the bid threshold (currently \$5,400) but less than the bid threshold of \$36,000, effective immediately and to continue to the next organization meeting of the Board.

**RESOLUTION O-15 APPROVAL OF CUSTODIAN OF GOVERNMENT RECORDS**

BE IT RESOLVED that the Board of Education appoints Dr. Joseph R. Amatuzzi, Interim Board Secretary/School Business Administrator, as the Custodian of Government Records (other than student and personnel) as per the New Jersey Open Public Records Act, N.J.S.A. 47A:1A-1, until June 30, 2013.

**RESOLUTION O-16 APPROVAL OF STATE AUTHORIZED CONTRACTORS**

BE IT RESOLVED that the Tenafly Board of Education approves the purchase of professional services from the following state authorized contractors:

STATE CONTRACTOR	STATE CONTRACT #
AT&T MOBILITY	A82584
ACTION OFFICE SUPPLIES	A80979

ADVANCED EDUCATIONAL PRODUCTS	A80924
APPLE COMPUTER, INC.	A70259
ATD AMERICAN CO	A78831
BMI EDUCATIONAL SERVICE	A80999
BEN SCHAFFER & ASSOCIATES	A81415
BRODART COMPANY	A81004
CENTRAL LEWMAR	A81662
DELL MARKETING LP	A70256
DEMCO	A80987
EBSCO SUBSCRIPTION SERVICES	A82722
EMC CORPORATION	A75580
ETA CUISENAIRE	A80985
FISHER SCIENTIFIC COMPANY	A75827
FLINN SCIENTIFIC INC.	A75832
GENESIS SYSTEMS INC	A82950
GRAYBAR ELECTRIC	A71696
HESS CORP.	A78058
HEWLETT PACKARD COMPANY	A70262,A83081
JEWEL ELECTRIC SUPPLY CO	A75179
JOHNNY ON THE SPOT	A78497
KURTZ BROS INC	A80982
LAKESHORE LEARNING	A80991
LEVY'S	A81161
MATTHEW BENDER & CO INC	A81462
METUCHEN CENTER INC.	A81162
PAPER CLIPS INC	A80981
PARA SCIENTIFIC	A75822
PASCO SCIENTIFIC	A75835
PITNEY BOWES	A75237
RACHELES MICHELE OIL CO INC	A82769
RICCIARDI BROTHERS	A82224
S & S WORLDWIDE	A80976
SAFCO PRODUCTS CO	A81729
SCHOOL SPECIALTY	A80986
SHERWIN-WILLIAMS CORP.	A82236
SHI INTERNATIONAL CORP	A77560
SPRINT	A76482
STAPLES ADVANTAGE	A77249
STEPS TO LITERACY	A80980
STORR TRACTOR	A76921
TELE-MEASUREMENTS, INC.	A81123
TOM CAINE & ASSOC	A80994
TOTAL MEDIA	A73249
V.W.R. SCIENTIFIC (SARGENT-WELCH)	A75846
VERIZON	A43338, A82583



W.B. MASON	A80975
W.W. GRAINGER	A79875
WARDS NATURAL SCIENCE	A81002
XEROX CORPORATION	A64042

**RESOLUTION O-17 AFFIRMATIVE ACTION OFFICER**

BE IT RESOLVED that the Board of Education approves the appointment of Ms. Barbara Laudicina as Affirmative Action Officer from January 8, 2013 to January 7, 2014.

**RESOLUTION O-18 APPROVAL TO RE-HIRE RESIDENCY INVESTIGATOR**

BE IT RESOLVED that the Tenafly Board of Education approves the re-appointment of Mr. Bob Babroski as their residency investigator at the same hourly rate as his part-time mail position.

**RESOLUTION O-19 APPOINTMENT OF RISK MANAGEMENT CONSULTANT**

WHEREAS the Board of Education of Tenafly, N.J. is a member of the Northeast Bergen County School Board Insurance Group, an insured/self-insured group; and

WHEREAS the firm of Eifert, French & Company performed as the Board's Risk Management Consultant for the period of July 1, 1986 to June 30, 2012; and

BE IT RESOLVED that the firm of Eifert, French & Company be appointed as the Risk Management Consultant for a period of one year commencing January 8, 2013 and ending January 7, 2014 at an amount equal to six percent of the Board's annual insurance assessment; and

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary be authorized to execute the Consultant's Agreement and include a copy in the official minutes of this meeting.

**RESOLUTION O-20 MAXIMUM TRAVEL EXPENDITURES FOR 2012-13 SCHOOL YEAR**

BE IT RESOLVED, per 18A:11-12(4) p, that the Board establishes maximum general fund travel expenditures for the 2012-2013 School Year in the amount of \$121,335.

Maximum travel general fund expenditures for the 2011-2012 School Year were \$95,420 and the amount expended was \$60,386.

**RESOLUTION O-21 APPROVAL TO ADOPT EXISTING, REVISED AND NEW DISTRICT POLICIES & REGULATIONS**

BE IT RESOLVED that the Tenafly Board of Education approves adopting existing, revised and new district policies and regulations throughout the year.

**RESOLUTION O-22 APPROVAL TO APPOINT THE DISTRICT INDOOR AIR QUALITY DESIGNATED PERSON**

BE IT RESOLVED that the Board appoints Mr. Vincent Benenati as the Indoor Air Quality Designated Person effective January 8, 2013 to January 7, 2014.

**RESOLUTION O-23 APPROVAL TO DESIGNATE THE DISTRICT INTEGRATED PEST MANAGEMENT COORDINATOR**

---

BE IT RESOLVED that the Board of Education approves Mr. Vincent Benenati to serve as the district's Integrated Pest Management Coordinator effective January 8, 2013 to January 7, 2014. Services are provided by Alliance Commercial Pest Control, Inc.

**REGULAR PUBLIC SESSION**

**PERSONNEL**

**RESOLUTION P-1 SUBSTITUTES**

BE IT RESOLVED that the substitutes with a County License or New Jersey teacher certification listed below be approved by the Board of Education for the 2012/13 school year in accordance with Senate Bill #851 regarding criminal history background check:

<u>Name</u>	<u>Certification</u>	<u>Degree</u>	<u>Major/Minor</u>
Rachel Dansky	County License	B.A.	Human Ecology

**RESOLUTION P-2 RESIGNATIONS**

BE IT RESOLVED that the Board accepts with regret the following resignation:

<u>NAME</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Danielle Biondi Aide –Stillman School	Personal	December 21, 2012
Blake Visconti Aide –Stillman School	Personal	December 21, 2012
Ileana Jacobus Assistant to Bus. Admin.	Retirement	February 28, 2013

**RESOLUTION P-3 CREATION OF 19-HOUR AIDE POSITION**

BE IT RESOLVED that the Board approves an additional 19-hour aide position at Mackay School.

**RESOLUTION P-4 HIRES**

BE IT RESOLVED that the following persons be employed to fill the positions listed for the length of time and compensation indicated and subject to all federal, state, county and local regulations governing said employment and in accordance with Senate Bill #851 regarding a criminal history background check:

<u>NAME AND POSITION</u>	<u>EMPLOYMENT DATES</u>	<u>CLASSIFICATION AND SALARY</u>
Todd McCabe Elementary Counselor	3/5/13 -6/30/13 approximately	M.A., Step 6, \$55,575 annual prorated
Nicoletta LaMarca Sacco Leave replacement –ELL- HS	1/8/13-3/1/13	M.A.+24, Step 3 \$53,131 annual prorated
Ellen Seavers Leave replacement .485 Basic Skills -Mackay School	1/2/13-6/30/13	B.A., Step 3 \$49,655 annual prorated
Maurilyn Morgan 30 hr. a week Aide -Stillman A.B.A.	1/9/13-6/30/13	\$19.04 an hour \$20,906 annual prorated
Robert Kirschbaum	1/9/13-6/30/13	\$19.04 an hour

19 hr. a week Special Ed Aide -THS		\$13,240 annual prorated
Jordan Dzadik On-call Substitute Custodian	As-needed basis	\$15.00 an hour
Omar Hernandez On-call Substitute Custodian	As-needed basis	\$15.00 an hour
*Jacqueline Freiler 19 hr. a week Aide -Mackay School	1/2/13-6/30/13	\$19.04 an hour \$13,240 annual prorated

\*pending approval of above resolution

**RESOLUTION P-5 RESCIND PORTION OF RESOLUTION P-11 OF JUNE 19, 2012 APPROVING EXTRA COMPENSATION APPOINTMENTS FOR 2012/13**

BE IT RESOLVED that the Board rescinds the portion of Resolution P-11 of June 19, 2012, that appointed Robert Biagiatti as Half-time Assistant Baseball Coach and Brian Calabrese as Assistant Baseball Coach for spring 2013.

**RESOLUTION P-6 EXTRA COMPENSATION APPOINTMENT**

BE IT RESOLVED that the Board approves the following extra-compensation appointment for the 2012-13 school year:

NAME	EXTRA COMP POSITION	STIPEND
Ellen Kojanis	Assistant Coach-Boys Tennis	\$4,034 Stipend

**RESOLUTION P-7 APPROVAL OF THERAPISTS/PROVIDERS**

BE IT RESOLVED that the Board approves the following as a therapist/provider:

Rachel Dansky, A.B.A. Coordinator	Tenafly Public Schools Aide
-----------------------------------	-----------------------------

**RESOLUTION P-8 LEAVE OF ABSENCE FOR MACKAY TEACHER**

BE IT RESOLVED that the Board, in accordance with Article VI, B and C, grants Heidi Chizzik, Mackay Grade 2 teacher a maternity/disability leave of absence, using accumulated sick days effective on or about March 18, 2013, not to exceed 30 calendar days after the birth of her baby expected March 28, 2013 to be followed by an unpaid child-rearing leave of absence if applicable under the Family Medical Leave Act for no more than 12 weeks.

**RESOLUTION P-9 LEAVE OF ABSENCE FOR SMITH GRADE 2 TEACHER**

BE IT RESOLVED that the Board, in accordance with Article VI, B and C, grants Brianna Schryver, Smith School Grade 2 teacher a maternity/disability leave of absence, using accumulated sick days effective on or about February 18, 2013 not to exceed 30 calendar days after the birth of her twin babies expected April 10, 2013 to be followed by an unpaid child-rearing leave of absence under the Family Medical Leave Act for no more than 12 weeks.

**RESOLUTION P-10 LEAVE OF ABSENCE FOR SMITH GRADE 3 TEACHER**

BE IT RESOLVED that the Board, in accordance with Article VI, B and C, grants Christine Apa, Smith School Grade 3 teacher a maternity/disability leave of absence, using accumulated sick days effective on or about April 1, 2013 not to exceed 30 calendar days after the birth of

her baby expected May 7, 2013 to be followed by an unpaid child-rearing leave of absence under the Family Medical Leave Act for no more than 12 weeks.

**RESOLUTION P-11 LEAVE OF ABSENCE FOR HIGH SCHOOL E.L.L. TEACHER**

BE IT RESOLVED that the Board, in accordance with Article VI, B. grants Polyxeni Derdemezis, High School teacher of English Language Learners, a leave of absence for medical reasons using accumulated sick days for the period January 2, 2013 through March 1, 2013.

**ADMINISTRATION**

**RESOLUTION A-1 TENAFLY EDUCATIONAL FOUNDATION**

BE IT RESOLVED that the Board accepts with thanks and appreciation funding for the following:

<b>SCHOOL &amp; STAFF REQUESTING GRANT</b>	<b>PROPOSAL</b>	<b>AMOUNT</b>
High School (Janet Gould, Student Assistance Counselor/ Anti-Bullying Specialist)	"The Building Blocks of HIB: Bullying Redefined" #03/2012-2013	\$739.99

**RESOLUTION A-2 GIFTS**

BE IT RESOLVED that the Board accept with thanks and appreciation for the following:

<b>DONOR</b>	<b>SCHOOL/LOCATION</b>	<b>ITEM/AMOUNT</b>
Tenafly Japanese Community Assoc. (donated proceeds from Annual Bazaar on Oct. 21, 2012)	Tenafly Board of Education	\$ 300.00
	High School	1,000.00
	Middle School	1,000.00
	Mackay School	1,000.00
	Maugham School	1,000.00
	Smith School	1,000.00
	Stillman School	1,000.00
		<u>1,000.00</u>
		\$ 6,300.00 Total

**CURRICULUM**

**RESOLUTION C-1 HIGH SCHOOL PROGRAM OF STUDIES**

BE IT RESOLVED that the Board of Education adopt the High School Program of Studies for the 2013-2014 school year.

**RESOLUTION C-2 MIDDLE SCHOOL PROGRAM OF STUDIES**

BE IT RESOLVED that the Board of Education adopt the Middle School Program of Studies for the 2013-2014 school year.

**RESOLUTION C-3 ELEMENTARY SCHOOL PROGRAM OF STUDIES**

BE IT RESOLVED that the Board of Education adopt the Elementary School Program of Studies for the 2013-2014 school year.

**SPECIAL EDUCATION**

**RESOLUTION S-1 APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE AIDES  
2012-2013**

BE IT RESOLVED that the Board of Education Approve One to One Aides for the following pupils.

STUDENT	SCHOOL	TYPE	TUITION
#620	Bleshman	BCSS	\$44,000.00

**RESOLUTION S-2 RESCIND A PLACEMENT**

BE IT RESOLVED that the Board of Education Rescind the placement for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#792	Lincoln Technical Institute, Inc.	Private	\$11,400.00  Effective 12/13/12

**RESOLUTION S-3 AMENDMENT TO IDEA GRANT FOR FY 2012-2013**

BE IT RESOLVED that the IDEA for FY 2012-2013 grant be amended to transfer \$50,000 from Purchased Services to be reallocated for basic instructional and non-instructional supplies.

**FINANCE**

**RESOLUTION F-1 SECRETARY'S REPORT FOR NOVEMBER 2012**

BE IT RESOLVED that the Secretary's report for the month of November 2012, be accepted as submitted (or amended if changes are made during the meeting) and filed in the official minutes of this meeting.

Pursuant to N.J.A.C. 6A:23-2.11, we certify that as the board secretary's monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected in this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

**RESOLUTION F-2 TREASURER'S REPORT FOR NOVEMBER 2012**

BE IT RESOLVED that the Treasurer's report for the month of November 2012, be accepted as submitted and filed in the official minutes of this meeting.

**RESOLUTION F-3 APPROVAL OF BILLS FOR DECEMBER 2012**

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$5,723,420.28 for December 2012, as shown on the list of bills submitted to the Board of Education and which shall be made a part of the resolution be and hereby are approved for payment and are to be charged to the following fund accounts:

	<b>Fund Totals</b>	
(10)	General Fund	\$180,788.54
(11)	General Current Expense	\$5,317,471.62

(12)	Capital Outlay	\$31,089.31
(20)	Special Revenue Funds	\$111,026.89
(50)	Enterprise Fund	\$18,698.69
(60)	Trust and Agency Funds	\$64,345.23
	TOTAL	\$5,723,420.28

**RESOLUTION F-4 TRANSFERS FOR DECEMBER 2012**

BE IT RESOLVED that the Board of Education approves transfers for the 2012-2013 school budget in a report dated December 31, 2012, as submitted and filed in the Business Administrator/Board Secretary's office.

BE IT FURTHER RESOLVED that this transfer list be attached to the official minutes of the Board.

**RESOLUTION F-5 PAYROLL FOR DECEMBER 2012**

BE IT RESOLVED that the regular payroll be and hereby is approved for payment as follows:

<b>PAYROLL</b>	
<b>Date</b>	<b>Amount</b>
12/04/12	\$1,698,884.76
12/21/12	\$1,688,175.27

**RESOLUTION F-6 AUTHORIZE BUSINESS ADMINISTRATOR/BOARD SECRETARY TO SUBMIT REQUEST FOR RECLASSIFYING APPROPRIATIONS**

BE IT RESOLVED that the Board of Education authorizes the Business Administrator/ Board Secretary to submit a request to the Executive County Superintendent of Schools to reclassify appropriations to school administration in excess of 10%, in accordance with N.J.A.C. 6A:23A-13.3.

**RESOLUTION F-7 APPROVAL TO TRANSFER SPECIAL EDUCATION EXTRAORDINARY AID**

WHEREAS, the Tenafly Board of Education has received written notification of their FY 2011-2012 special education extraordinary aid in the amount \$1,094,438, and

WHEREAS, \$594,438 was not appropriated during FY 2011-2012, and

WHEREAS, pursuant to N.J.A.C. 6A:23A-13.3 (d)6 that allows a district board of education to appropriate surplus generated from any Federal and/or State revenue excluded from the excess surplus calculation in the pre-budget year in accordance with the annual audit program,

NOW THEREFORE BE IT RESOLVED that the Tenafly Board of Education approves the transfer of \$594,438 of Other State Aid Revenue to the district's General Fund account and appropriate \$594,438 to 11-000-100-566-00-07 Special Education Tuition.

**RESOLUTION F-8 APPROVAL OF AMENDED TRANSPORTATION AGREEMENT WITH ENGLEWOOD BOARD OF EDUCATION FOR 2012-2013**

BE IT RESOLVED that the Board of Education approves the amended cost of transportation to Teterboro Tech, Teterboro, NJ for the following student for the 2012-2013 school year. The cost of transportation has now been established.

<b>ROUTE NO.</b>	<b>STUDENT</b>	<b>SCHOOL</b>	<b>COST</b>
Englewood BOE will pick up student	#150265	Bergen County Technical School in Teterboro	\$3,214.83

**RESOLUTION F-9 APPROVAL OF DISTRICT TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENT**

WHEREAS, in order to be in compliance with the State of New Jersey's adoption of P.L. 2007, c.53, An Act Concerning School District Accountability, also known as Assembly Bill 5 (A5), and the NJDOE enactment of N.J.A.C.6A:23B-1; and

WHEREAS, those on the attached list are attending the administratively approved conferences, conventions, staff training sessions, seminars, or workshops; and

WHEREAS, the total expected cost of such conferences, conventions, staff training sessions, seminars, or workshops has been provided; and

WHEREAS, the attendance at the stated function was previously approved by the Superintendent of Schools through the appropriate administrator(s) as work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, the attendance at the function(s) was approved as promoting delivery of instruction or furthering efficient operation of the school district, and fiscally prudent; and

WHEREAS, the travel and related expenses particular to attendance at the function(s) may exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter;

BE IT RESOLVED, that the Tenafly Board of Education approves attendance at the administratively approved function(s) as necessary, and

BE IT FURTHER RESOLVED, that those expenses that appear on the attached form titled "TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENTS" for lodging, meals and gratuities are within the limits of the State travel reimbursement guidelines and are justified and reimbursable upon submission of the required receipts up to the current established limits as specified in the General Services Administration website, with any additional costs for lodging, meals and gratuities expenses above those established limits to be personally borne by the attendee(s).