



Tenafly Public Schools
Regular Public Meeting
of the Tenafly Board of Education

May 15, 2012

Hegelein Building
Central Office
500 Tenafly Road
Tenafly, NJ 07670

Board of Education

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

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

Ms. Lynn Trager, Superintendent of Schools
Ms. Barbara Laudicina, Assistant Superintendent
Mr. Louis P. Mondello, Business Administrator/Board Secretary

Representatives to the Board

Students – 2011-2012

Adam Zane, High School Senior
Allison Starer, High School Junior
Joanna Weingast, High School Junior
(2012-2013)

Administrators

Dr. Dora P. Kontogiannis
Dr. Ann Powell
Mr. John Fabbo
Ms. Jennifer Ferrara
Mr. Neil Kaplicer
Ms. Darlene Markman

- I. CLOSED SESSION 7:15 p.m.
- II. OPEN SESSION – 8:00 p.m.
- A. Call to order Ms. Perskie-Kesslen
- B. Adequate Notice Statement Ms. Perskie-Kesslen
- C. Roll Call Mr. Mondello
- D. Pledge of Allegiance Ms. Perskie-Kesslen
- III Approval of Minutes
- Regular Public and Closed Executive Session of May 8, 2012
- IV Presentation of 2012-2013 New Jersey State Teacher of the Year Program
- School Teacher of the Year Awards:
- Melissa Lennett – Mackay Mr. Fabbo
- Maria Vojack – Maugham Ms. Ferrara
- Carol Lee – Stillman Ms. Markman
- Susan Toth – Middle School and Dr. Powell
- 2012-2013 District Nominee for State Teacher of the Year:**
- Bergen County Teacher of the Year**
- Samuel Ahn-Cooper – High School Dr. Kontogiannis
- Gayle Lander – Smith Mr. Kaplicer
- V. Presentation to outgoing student rep Adam Zane Ms. Perskie-Kesslen
- VI. Welcome to new Junior rep Joanna Weingast Ms. Perskie-Kesslen
- VII. Board President’s Report Ms. Perskie-Kesslen
- VIII. Superintendent’s Report Ms. Trager
- IX. Student Representatives’ Report Mr. Zane
- Ms. Starer
- X. Board Secretary’s Report Mr. Mondello
- XI. Board Committee Reports
- XII. Reports, Presentations and Discussions:
- XIII Public Comments -- Agenda
- 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.

XIV. Action Items – Resolutions

XV. Public Comments – Second Opportunity

Citizens may address the Board of Education on any item not 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.

Opportunities for public comment are not scheduled for the Committee-Of-Whole Work Session

XVI. Open Session

Adjournment to Closed Session

The session may include discussions of negotiations, contractual matters, and personnel, including the personnel consequences and implications for negotiations regarding the 2011-2012 budget. 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.

XVII. Adjournment

The following resolutions are recommended by the Superintendent of Schools:

PERSONNEL

RESOLUTION P- 1	HIRES
RESOLUTION P-2	APPROVAL OF SECRETARIAL JOB DESCRIPTION
RESOLUTION P- 3	RENEWAL OF CONTRACT FOR NON-TENURED SECRETARY
RESOLUTION P-4	LEAVE OF ABSENCE FOR WORLD LANGUAGES SUPERVISOR K-12
RESOLUTION P-5	RENEWAL OF CONTRACTS FOR SACC PROGRAM
RESOLUTION P-6	APPROVAL OF SIDEBAR TO TEACHERS' CONTRACT
RESOLUTION P-7	UNPAID LEAVE OF ABSENCE FOR SOCIAL WORKER
RESOLUTION P-8	LEAVE OF ABSENCE FOR MAUGHAM TEACHER

ADMINISTRATION

RESOLUTION A- 1 GIFT

CURRICULUM

RESOLUTION C-1	DISTRICT TEXTBOOK ADOPTION
RESOLUTION C-2	TENAFLY MIDDLE SCHOOL OVERNIGHT STUDENT TRIP

SPECIAL EDUCATION

RESOLUTION S-1	AMENDED NEW PLACEMENT 10 MONTH PROGRAM FALL 2011
RESOLUTION S-2	APPROVAL OF AMENDED EXTENDED SCHOOL YEAR PLACEMENTS

PERSONNEL

RESOLUTION P- 1 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>
Patricia Mihailo Secretary to Supervisor of Athletics PE/Health and Family Life Gr. K-12	7/1/12- 6/30/13	Step 1,TEA Secretarial salary guide \$44,240 annual salary*
Jenevieve Chimento Kindergarten –Smith School	9/1/12-6/30/13	B.A., Step 3** \$49,655 annual salary
Meaghan Keith Grade 2 - Smith School	9/1/12-6/30/13	B.A., Step 3** \$49,655 annual salary
Diana Park Teacher of Mathematics – Middle School	9/1/12-6/30/13	M.A., Step 7 \$57,575 annual salary *
Paul Roncagliolo .6 FTE Teacher of Spanish – Middle School		B.A.+8, Step 3** \$49,955 annual salary

*salary may be adjusted at conclusion of negotiations

**salary and step may be adjusted at conclusion of negotiations

RESOLUTION P-2 APPROVAL OF SECRETARIAL JOB DESCRIPTION

BE IT RESOLVED that the Board approves the following job description for the Secretary to the Supervisor of Athletics, Physical Education/Health and Family Life Grades K-12:

Job Description

TITLE: Secretary to Supervisor of Athletics, Physical Education/Health, Family Life Grades K-12

REPORTS TO: Supervisor of Athletics, Physical Education/Health, and Family Life Grades K-12

REQUIREMENTS:

Candidate must be:

- Highly-organized, detail-oriented and self-motivated individual with excellent time management skills.

- Possess strong interpersonal skills.
- Proficient in Microsoft Office suite of programs and able to adapt to new technologies.
- Proficient in the use of the Internet and comfortable with maintaining a web site.
- Competent in the management of the department budget and associated software programs.
- Competent with scheduling and associated software programs.
- Able to multitask and prioritize ongoing tasks and responsibilities.
- Possess a strong knowledge base in the areas athletics and office management.

PRIMARY FUNCTION:

To assist the Supervisor of Athletics/Physical Education/Health, Family Life for Grades K-12 and perform duties to enable the Athletic Office to operate in an efficient and effective manner, including but not limited to acting as liaison for the Athletic Office with coaches, staff members, students, parents and community members; being responsible for preparation of athletic schedules in collaboration with Supervisor of Athletics, as well as performing the bookkeeping and accounting duties for the Athletic Office.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for Athletic section of Tenafly Public Schools' website including schedules, advertisements and updates
- Assist in development, monitoring and any necessary modifications of all athletic schedules, including transportation, in collaboration with the Supervisor of Athletics
- Act as liaison for Athletic Office with coaches, staff members, students, parents and community members in a professional and courteous manner
- Perform bookkeeping, accounting and record-keeping duties for Athletic Office in compliance with all New Jersey and Federal regulations
- Provide all 1099 financial information to Tenafly School Business Office
- Assist in advertising and interviewing of bus drivers
- Order equipment and supplies in collaboration with Supervisor of Athletics and preparation of purchase orders
- Assist Supervisor of Athletics in coordinating substitute teacher plans for Physical Education/Health and Family Life teachers
- Assist the Supervisors of Athletics in the coordination of observations and evaluations of pertinent Physical Education/Health and Family Life faculty
- Assist the Supervisor of Athletics, the High School Principal and Vice Principal in matters related to Physical Education
- Any related duties as may be directed by the Supervisor of Athletics, Physical Education, Family Life/Health for Grades K-12 or designee.

TERM OF EMPLOYMENT: 12- month Tenafly Education Association
Secretarial position

EVALUATION: Will be evaluated by the Supervisor of Athletics,
Physical Education/Health and Family Life in

accordance with New Jersey laws and regulations
Tenafly Board of Education policy.

RESOLUTION P 3-RENEWAL OF CONTRACT FOR NON-TENURED SECRETARY

BE IT RESOLVED that the Board approves renewal of contract for the following non-tenured secretary for the 2012-13 school year in accordance with an Agreement to be negotiated between the Board of Education and the Tenafly Education Association on behalf of secretaries:

<u>NAME</u>	<u>POSITION</u>	<u>YEAR OF TENURE DECISION</u>
Nicole DiMaria	Accounts Payable Secretary Step 1, \$44,240*	2014

*Salary may be adjusted pending successful completion of negotiations between the Board and the Tenafly Education Association.

RESOLUTION P-4 LEAVE OF ABSENCE FOR WORLD LANGUAGES SUPERVISOR GRADES K-12

BE IT RESOLVED that the Board, in accordance with the TASA Agreement, grants Elizabeth Giblin, World Languages Supervisor Grades K-12, a maternity/disability leave of absence using accumulated sick days effective September 1, 2012 not to exceed 30 calendar days after the birth of her baby expected August 4, 2012, to be followed by an unpaid child-rearing leave of absence under the Family Medical Leave Act for no more than 12 weeks to be followed by an unpaid leave of absence through January 18, 2013.

RESOLUTION P-5 RENEWAL OF CONTRACTS FOR SACC PROGRAM

BE IT RESOLVED that the Board approves renewal of contracts for the following School Age Child Care Program Instructors at the indicated hours for the 2012-13 school year at an hourly rate to be determined:

<u>SCHOOL AGE CHILD CARE NAME/POSITION/LOCATION</u>	<u>HOURS PER YEAR</u>
Janet Vanderlinden SACC Supervisor – Mackay School	559 hours
Marilyn Termotto SACC Supervisor– Maugham School	559 hours
Cheryl White SACC Supervisor- Smith School	559 hours

Mirta Moscovich
SACC Supervisor-
Stillman School

559 hours

Joanne Lehman
S.A.C.C. Coordinator Part-time Position at an annual contracted amount

RESOLUTION P-6 APPROVAL OF SIDEBAR TO TEACHERS' CONTRACT

BE IT RESOLVED that the Tenafly Board of Education hereby adopts and approves the terms, stipulations and conditions as established in the Sidebar Agreement between the Board of Education and the Tenafly Education Association on behalf of Teachers dated May 10, 2012 that is on file in the Business Office.

RESOLUTION P-7 UNPAID LEAVE OF ABSENCE FOR SOCIAL WORKER

BE IT RESOLVED that the Board approves an unpaid child-rearing leave of absence for High School Social Worker Jamie Kagan-Heit for the 2012-13 school year pending approval of above Sidebar.

RESOLUTION P-8 LEAVE OF ABSENCE FOR MAUGHAM TEACHER

BE IT RESOLVED that the Board, in accordance with Article VI, B. and C. grants Jane Yoon, Maugham Grade 2 teacher, a maternity/disability leave of absence using accumulated sick days effective September 1, 2012 for no more than 30 calendar days preceding the birth of her baby and for no more than 30 calendar days following the birth of her baby anticipated to be approximately mid-September to be followed by an unpaid child-rearing leave of absence under the Family Medical Leave Act for no more than 12 weeks to be followed by an unpaid child-rearing leave through April 12, 2013.

ADMINISTRATION

RESOLUTION A- 1 GIFT

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

DONORS	SCHOOL	GIFT
Estate of Eugenia B. Jackiewicz (mother of Dr. Eugenia Pfeiffer)	High School	\$50,000 Scholarship Fund in memory of Dr. Eugenia Pfeiffer and \$10,000 for the Eugenia Pfeiffer Memorial Garden

WHEREAS, the Tenafly Board of Education (hereinafter referred to as the “Board”) has received from the Estate of Eugenia B. Jackiewicz (hereinafter referred to as the “Deceased”) the sum of Fifty Thousand Dollars (\$50,000) to be used toward a scholarship fund in memory of her daughter, Eugenia Pfeiffer, a former vice principal in the Tenafly School District; and

WHEREAS, the Board has also received from the Deceased Ten Thousand Dollars (\$10,000) to be used for the Eugenia Pfeiffer Memorial Garden; and

WHEREAS, the Board wishes to accept, with gratitude, the bequests from the Deceased and shall honor the intent of the Deceased with regard to such bequests in accordance with Board Policy 7230, “Gifts, Grants and Donations”; and

WHEREAS, acceptance of such bequests from the Deceased requires the Board to authorize and execute Refunding Bonds and Releases, thereby discharging the Estate of the Deceased from all claims and demands in respect to the Estate and agreeing to return said bequests, if necessary, for the payment of debts by the Estate if there are insufficient assets to pay any such debts.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby accepts, with gratitude, the Deceased’s bequest of Fifty Thousand Dollars (\$50,000) to be used toward a scholarship fund in memory of Eugenia Pfeifer;
2. The Board hereby accepts, with gratitude, the Deceased’s bequest of Ten Thousand Dollars (\$10,000) to be used for the Eugenia Pfeifer Memorial Garden; and
3. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the attached Refunding Bonds and Releases and any other documents necessary to effectuate the acceptance of the Deceased’s bequests.

CURRICULUM

RESOLUTION C-1 DISTRICT TEXTBOOK ADOPTION LIST

BE IT RESOLVED that the Board of Education approve the District Textbook Adoption List.

RESOLUTION C-2 TENAFLY MIDDLE SCHOOL OVERNIGHT STUDENT TRIP

BE IT RESOLVED that the Board of Education approve a Grade 8 student trip to Gettysburg, Lancaster, and Hershey, Pennsylvania June 13-15, 2012 for 274 students.

SPECIAL EDUCATION**RESOLUTION S-1 AMENDED NEW PLACEMENT 10 Month Program Fall 2011**

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

STUDENT	SCHOOL	TYPE	TUITION
#633	Leonia	Public	\$20,070.84

RESOLUTION S-2 APPROVAL OF AMENDED EXTENDED SCHOOL YEAR PLACEMENTS

BE IT RESOLVED that the Board of Education Approve the Extended School Year placement for the following pupils.

STUDENT	SCHOOL	TYPE	TUITION
#633	Leonia	Public	\$2399.36