

TENAFLY BOARD OF EDUCATION

Tuesday, November 13, 2012

BOARD OF EDUCATION MEETING

CLOSED SESSION

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

AGENDA

SESSION I: FOLLOWING OPEN SESSION

NO FORMAL ACTION IS TAKEN DURING THE CLOSED SESSION



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

November 13, 2012

Hegelein Building
Central Office
500 Tenafly Road
Tenafly, NJ 07670

Board of Education

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

Mr. Mark Aronson	Mr. Edward J. Salaski
Mr. Sam A. Bruno	Ms. Lynne W. Stewart
Ms. Shana Greenblatt 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
Ms. Teresa Collins, Assistant to the Superintendent for Human Resources
Ms. Suzanne Bassett, Assistant to the Superintendent for Special Services

Representatives to the Board

Students – 2012-2013

Allison Starer, High School Senior
Joanna Weingast, High School Junior

Administrators

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

- I. OPEN SESSION 7:15 p.m.
- II. CLOSED SESSION -- **Board will go immediately into Closed Session for 45 minutes**
- III. OPEN SESSION – 8:00 p.m.
- | | |
|------------------------------|---------------------|
| A. Call to order | Ms. Perskie-Kessler |
| B. Adequate Notice Statement | Ms. Perskie-Kessler |
| C. Roll Call | Mr. Mondello |
| D. Pledge of Allegiance | Ms. Perskie-Kessler |
- IV. Approval of Minutes
- Regular Public and Closed Executive Session of October 2, 2012
 - Board Retreat of October 16, 2012
- V. Honor 2013 National Merit Scholarship Semifinalists
- Ms. Bembridge
- VI. Board President's Report
- Ms. Perskie-Kessler
- VII. Superintendent's Report
- Ms. Trager
- VIII. Student Representatives' Report
- Ms. Starer
Ms. Weingast
- IX. Board Secretary's Report
- Mr. Mondello
- Fire and Security Drill Report for October
- X. Board Committee Reports
- | | |
|---------------------------------|---------------------|
| • Facilities Committee | Mr. Press |
| • Alternative Revenue Committee | Ms. Stewart |
| • Finance Committee | Mr. Kaplan |
| • Curriculum Committee | Ms. Perskie-Kessler |
- XI. Reports, Presentations and Discussions:
- XII. 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.
- XIII. Action Items – Resolutions
- XIV. 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

XV. Open Session

XVI. 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

FIRE DRILLS & SECURITY DRILLS 2012 – 2013 SCHOOL YEAR						
MO.	HIGH	MIDDLE	MACKAY	MAUGHAM	SMITH	STILLMAN
Oct 2012	10/11/12 a.m. 10/15/12 a.m. Security/ Active Shooter Drill: 10/27/12 a.m.	10/12/12 a.m. 10/25/12 p.m. Security/ Bomb Threat Drill: 10/26/12 a.m.	10/15/12 a.m. 10/22/12 a.m. Security/ Lockdown Drill: 10/2/12 p.m.	10/15/12 a.m. 10/26/12 a.m. Security Drill: Evacuation drill of 10/29 was canc. due to storm.	10/02/12 a.m. 10/18/12 a.m. Security/ Active Shooter Drill: 10/25/12 p.m.	10/25/12 p.m. 2nd fire drill was canc. due to storm. Security/ Table top Drill: 10/11/12 p.m.

The following resolutions are recommended by the Superintendent of Schools:

PERSONNEL

- RESOLUTION P-1 SUBSTITUTES
RESOLUTION P-2 RECOGNITION OF DECEASED ELEMENTARY COUNSELOR
RESOLUTION P-3 APPROVAL OF SIXTH PERIOD ASSIGNMENT FOR
ELEMENTARY SCHOOL COUNSELOR
RESOLUTION P-4 RESIGNATION
RESOLUTION P-5 CREATION OF FOUR ADDITIONAL 19 HOUR A WEEK AIDE
POSITIONS AT MIDDLE SCHOOL AND ONE 30 HOUR A WEEK
AIDE POSITION FOR THE FULL DAY A.B.A. PRESCHOOL
CLASS
RESOLUTION P-6 CREATION OF TEMPORARY AIDE POSITION TO
ACCOMPANY SPECIAL EDUCATION CHILD TO AN AFTER-
SCHOOL CLUB
RESOLUTION P- 7 HIRES
RESOLUTION P-8 LEAVE OF ABSENCE FOR PRESCHOOL TEACHER
RESOLUTION P-9 LEAVE OF ABSENCE FOR MAUGHAM SCHOOL TEACHER
RESOLUTION P-10 LEAVE OF ABSENCE FOR MIDDLE SCHOOL LANGUAGE
ARTS TEACHER
RESOLUTION P-11 LEAVE OF ABSENCE FOR MACKAY SCHOOL BASIC SKILLS
TEACHER
RESOLUTION P-12 LEAVE OF ABSENCE FOR HIGH SCHOOL TEACHER OF
TECHNOLOGY EDUCATION
RESOLUTION P-13 LEAVE OF ABSENCE FOR HIGH SCHOOL TEACHER OF
FAMILY LIFE/DRIVER EDUCATION
RESOLUTION P-14 ELIMINATION OF EXTRA COMPENSATION STIPEND OF
MIDDLE SCHOOL SCIENCE OLYMPIAD ADVISOR AND
CREATION OF TWO EXTRA COMPENSATION POSITIONS OF
MIDDLE SCHOOL SCIENCE OLYMPIAD ADVISOR
RESOLUTION P-15 CREATION OF TWO NEW EXTRA COMPENSATION
POSITIONS OF HIGH SCHOOL SCIENCE OLYMPIAD
ADVISOR
RESOLUTION P-16 CREATION OF NEW EXTRA COMPENSATION POSITION OF
MIDDLE SCHOOL COMPUTER CLUB ADVISOR
RESOLUTION P-17 RESCIND PORTION OF RESOLUTION P-11 OF JUNE 19, 2012
FOR EXTRA-COMPENSATION POSITION
RESOLUTION P-18 APPROVAL OF EXTRA COMPENSATION APPOINTMENTS
RESOLUTION P-19 APPROVAL OF THERAPISTS/PROVIDERS
RESOLUTION P-20 APPROVAL OF HOME INSTRUCTORS
RESOLUTION P-21 LEAVE OF ABSENCE FOR E.L.L. TEACHER
RESOLUTION P-22 APPROVAL OF REVISED TECHNOLOGY DEPARTMENT JOB
DESCRIPTIONS
RESOLUTION P-23 APPROVAL OF CHILD STUDY TEAM JOB DESCRIPTIONS
RESOLUTION P-24 APPROVAL OF REVISED JOB DESCRIPTION FOR
EXECUTIVE SECRETARY TO THE SUPERINTENDENT
RESOLUTION P-25 APPROVAL OF REVISED JOB DESCRIPTIONS FOR K-12
SUBJECT AREA SUPERVISORS
RESOLUTION P-26 APPROVAL OF NEW HIRE OF HIGH SCHOOL STUDENT FOR
S.A.C.C. FOR 2012-13

ADMINISTRATION

- RESOLUTION A-1 APPROVAL OF FACULTY EVALUATION RUBIC
RESOLUTION A-2 TENAFLY EDUCATIONAL FOUNDATION
RESOLUTION A-3 APPROVAL OF THE SELF-STUDY AS RECORDED ON THE
NJQSAC DISTRICT PERFORMANCE REVIEW (DPR) AND
STATEMENT OF ASSURANCES (SOA)
RESOLUTION A-4 APPROVAL OF THE DISTRICT EMERGENCY PLAN AND
SUPPLEMENT TO THE EMERGENCY PLAN

CURRICULUM

- RESOLUTION C-1 APPROVAL OF NCLB GRANT MONIES TO FUND TENAFLY
NATURE CENTER ASSOCIATION PROGRAMS FOR
2012-2013 SCHOOL YEAR
RESOLUTION C-2 TEXTBOOK ADOPTION FOR ELEMENTARY SCHOOL
RESOLUTION C-3 ADOPTION OF DISTRICT CURRICULA ALIGNED TO NEW
JERSEY CORE CURRICULUM CONTENT STANDARDS
(NJCCCS) AND COMMON CORE STATE STANDARDS (CCSS)

SPECIAL EDUCATION

- RESOLUTION S-1 RESCIND A PLACEMENT
RESOLUTION S-2 ADD A PLACEMENT
RESOLUTION S-3 APPROVAL OF 10 MONTH PROGRAM FALL 2012
RESOLUTION S-4 APPROVAL OF 12 MONTH PROGRAM FALL 2012
RESOLUTION S-5 APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE
AIDE, FALL 2012
RESOLUTION S-6 APPROVAL OF STIPULATION OF SETTLEMENT

FINANCE

- RESOLUTION F-1 SECRETARY'S REPORT FOR SEPTEMBER 2012
RESOLUTION F-2 TREASURER'S REPORT FOR SEPTEMBER 2012
RESOLUTION F-3 APPROVAL OF BILLS FOR OCTOBER 2012
RESOLUTION F-4 TRANSFERS FOR OCTOBER 2012
RESOLUTION F-5 PAYROLL FOR OCTOBER 2012
RESOLUTION F-6 APPROVAL OF REVISED SHARED SERVICES AGREEMENT
WITH CRESSKILL BOARD OF EDUCATION FOR INFORMATION
TECHNOLOGY SUPPORT SERVICES FROM JULY 1, 2012 TO
JUNE 30, 2013
RESOLUTION F-7 APPROVAL TO SUBMIT COMPREHENSIVE MAINTENANCE
PLAN (CMP)
RESOLUTION F-8 APPROVE THE APPLIED BEHAVIORAL ANALYSIS PARENT
TRAINING AGREEMENT BETWEEN REGION II AND NON-
MEMBER DISTRICTS
RESOLUTION F-9 APPROVE THE UPDATED STANDARD OPERATING
PROCEDURES (SOP) GUIDE
RESOLUTION F-10 APPROVAL TO RESCIND AGREEMENT OF AUGUST 28, 2012
FOR NON-PUBLIC NURSING SERVICES WITH BERGEN
COUNTY DEPT OF HEALTH SERVICES FOR THE 2012-2013
SCHOOL YEAR
RESOLUTION F-11 APPROVE AGREEMENT FOR NON-PUBLIC NURSING
SERVICES WITH BERGEN COUNTY DEPT OF HEALTH
SERVICES FOR THE 2012-2013 SCHOOL YEAR

RESOLUTION F-12 APPROVAL TO SOLICIT PROPOSALS FOR A SOLAR POWER PURCHASE AGREEMENT FOR THE HIGH SCHOOL AND MIDDLE SCHOOL

RESOLUTION F-13 APPROVAL OF TRANSPORTATION REIMBURSEMENT

RESOLUTION F-14 APPROVAL OF DISTRICT TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENT

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>DEGREE</u>	<u>CERTIFICATION</u>	<u>MAJOR/MINOR</u>
Edward Arabia-Meyer	M.S.	Elementary	Elem. Ed/Industrial Arts
Danielle Biondi	B.A.	Elementary	Elementary Ed.
Lori Cohen	B.A.	County	Sociology/Business
Kim Corn-Newman	B.A.	Elementary	Elementary Ed.
Miles Duchen	B.A.	County	Accounting
John Scalone	M.S.	Elementary	Elementary Ed
Renat Murad	B.A.	ESL	ESL/ED
Chelsea Stabile	B.A.in progress for Elementary cert.		Elementary Ed
Racheal Weil	B.A.	Elementary	Elem Ed/Special Ed
Jacki Mann	B.A.	County	Sociology/History
Denise Corcoran	B.A.	Speech Correctionist	Communication Sciences
Donna Corcoran	B.A.	Speech Correctionist	Communication Sciences

RESOLUTION P-2 RECOGNITION OF DECEASED ELEMENTARY COUNSELOR

BE IT RESOLVED that the Board recognizes the tragic loss of the following employee who died November 1, 2012.

<u>NAME</u>	<u>POSITION</u>
Frances Impallaria	Elementary Counselor - Stillman School

RESOLUTION P-3 APPROVAL OF SIXTH PERIOD ASSIGNMENT FOR ELEMENTARY SCHOOL COUNSELOR

BE IT RESOLVED that the Board approves the following Sixth Period Assignment for a period of approximately four weeks during the 2012/13 school year:

<u>NAME AND POSITION</u>	<u>SIXTH PERIOD ASSIGNMENT</u>
Maria Casteline-Krebs Maugham School Counselor	Stipend based on one-sixth of salary for Sixth Period Assignment prorated for actual days worked

RESOLUTION P-4 RESIGNATION

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

<u>NAME AND POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
James Mondello Custodian	Personal	November 30, 2012

RESOLUTION P-5 CREATION OF FOUR ADDITIONAL 19 HOUR A WEEK AIDE POSITIONS AT MIDDLE SCHOOL AND ONE 30 HOUR A WEEK AIDE POSITION FOR THE FULL DAY A.B.A. PRESCHOOL CLASS

BE IT RESOLVED that the Board creates four additional 19 hour a week aide positions at the Middle School and 30 hour a week aide position for the full day A.B.A. Preschool Class at the negotiated hourly rate for Aides.

RESOLUTION P-6 CREATION OF TEMPORARY AIDE POSITION TO ACCOMPANY SPECIAL EDUCATION CHILD TO AN AFTER-SCHOOL CLUB

BE IT RESOLVED that the Board creates a one-hour-a-week temporary aide position at Mackay School for approximately 10 hours through December 3, 2012 at the negotiated hourly rate for special education aide of \$19.04.

RESOLUTION P- 7 HIRES

BE IT RESOLVED that the following persons be employed to fill the position 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>
Joseph Amatuzzi Interim Business Administrator/Board Secretary	12/3/12-6/30/13	\$625 per day for days worked
Jonathan Lauder .4 FTE Teacher of TV Production MS	10/18/12-6/30/13	B.A., Step 3, prorated for .4 FTE, \$19,862 annual

RESOLUTION P-8 LEAVE OF ABSENCE FOR PRESCHOOL TEACHER

BE IT RESOLVED that the Board, in accordance with Article VI, B and C, grants Noelle Benz, Stillman Preschool ABA Teacher, a maternity/disability leave of absence, using accumulated sick days effective on or about December 21, 2012 not to exceed 30 calendar days after the birth of her baby expected December 31, 2012, to be followed by an unpaid child-rearing leave of absence through March 1, 2013.

RESOLUTION P-9 LEAVE OF ABSENCE FOR MAUGHAM SCHOOL TEACHER

BE IT RESOLVED that the Board, in accordance with Article VI, B and C, grants Jennifer Cimler, Maugham School Grade 1 Teacher, a maternity/disability leave of absence, using accumulated sick days effective on or about December 21, 2012 not to exceed 30 calendar days after the birth of her baby expected January 14, 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, to be followed by an unpaid leave of absence through the end of June 2013.

RESOLUTION P-10 LEAVE OF ABSENCE FOR MIDDLE SCHOOL LANGUAGE ARTS TEACHER

BE IT RESOLVED that the Board, in accordance with Article VI, B and C, grants Tara Miller, Middle School Language Arts teacher a maternity/disability leave of absence, using accumulated sick days effective on or about February 4, 2013, not to exceed 30 calendar days after the birth of her baby expected February 16, 2013 to be followed by an unpaid child-rearing leave of absence if applicable under the Family Medical Leave Act through May 3, 2013.

RESOLUTION P-11 LEAVE OF ABSENCE FOR MACKAY SCHOOL BASIC SKILLS TEACHER

BE IT RESOLVED that the Board, in accordance with Article VI, B and C, grants Kelly Adeboye, Basic Skills teacher at Mackay School, a maternity/disability leave of absence, using accumulated sick days effective January 2, 2013, not to exceed 30 calendar days after the birth of her baby expected February 7, 2013, to be followed by an unpaid child-rearing leave of absence through June 2013.

RESOLUTION P-12 LEAVE OF ABSENCE FOR HIGH SCHOOL TEACHER OF TECHNOLOGY EDUCATION

BE IT RESOLVED that the Board, in accordance with Article VI, B and C, grants Diana Deschene, High School Technology Education teacher, a maternity/disability leave of absence, using accumulated sick days effective on or about January 11, 2013, not to exceed 30 calendar days after the birth of her baby expected January 11, 2013, to be followed by an unpaid child-rearing leave of absence through February 22, 2013.

RESOLUTION P-13 LEAVE OF ABSENCE FOR HIGH SCHOOL TEACHER OF FAMILY LIFE/DRIVER EDUCATION

BE IT RESOLVED that the Board, in accordance with Article VI, B and C, grants Kristen McCall, High School Family Life/Driver Ed teacher a maternity/disability leave of absence, using accumulated sick days effective on or about March 1, 2013, not to exceed 30 calendar days after the birth of her baby expected March 29, 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-14 ELIMINATION OF EXTRA COMPENSATION STIPEND OF MIDDLE SCHOOL SCIENCE OLYMPIAD ADVISOR AND CREATION OF TWO EXTRA COMPENSATION POSITIONS OF MIDDLE SCHOOL SCIENCE OLYMPIAD ADVISOR

BE IT RESOLVED that the Board eliminates an extra compensation position of Middle School Science Olympiad Advisor at a stipend of \$2,957; and

BE IT FURTHER RESOLVED that the Board creates two extra compensation positions of Middle School Science Olympiad Advisor at a stipend of \$1,450 each.

RESOLUTION P-15 CREATION OF TWO NEW EXTRA COMPENSATION POSITIONS OF HIGH SCHOOL SCIENCE OLYMPIAD ADVISOR

BE IT RESOLVED that the Board approves two new extra-compensation positions of High School Science Olympiad Advisor at a stipend of \$1,450 each.

RESOLUTION P-16 CREATION OF NEW EXTRA COMPENSATION POSITION OF MIDDLE SCHOOL COMPUTER CLUB ADVISOR

BE IT RESOLVED that the Board approves a new extra-compensation position of Middle School Computer Club Advisor at a stipend of \$825.

RESOLUTION P-17 RESCIND PORTION OF RESOLUTION P-11 OF JUNE 19, 2012 FOR EXTRA-COMPENSATION POSITION

BE IT RESOLVED that the Board rescinds the portion of Resolution P-11 of June 19, 2012 appointing Frances Impallaria, Stillman School Counselor, as the Student Mediator Advisor for Stillman School for the 2012/13 school year.

RESOLUTION P-18 APPROVAL OF EXTRA COMPENSATION APPOINTMENTS

BE IT RESOLVED that the Board approves the following appointments for the 2012/13 school year:

<u>NAME</u>	<u>EXTRA-COMPENSATION POSITION</u>	<u>STIPEND</u>
Stephanie Abbatiello	H.S. Assistant Winter Track	\$5,110
Jacki Mann	H.S. Assistant Girls Basketball	\$6,784
Paul Roncagliolo	H.S. Assistant Boys Basketball Coach	\$6,784
Matthew White	H.S. Science Olympiad Advisor *	\$1,450
Eliza Vieira	H.S. Science Olympiad Advisor *	\$1,450
Patricia Lobosco	M.S. Science Olympiad Advisor *	\$1,450
Kathy McCormack-Kagy	M.S. Science Olympiad Advisor *	\$1,450
Britney Palma	Stillman Student Mediator Advisor	\$1,214 prorated
Maria Reinecke	MS Computer Club Advisor*	\$ 825

*pending approval of above resolutions. Positions have been posted district-wide.

RESOLUTION P-19 APPROVAL OF THERAPISTS/PROVIDERS

BE IT RESOLVED that the Board approve the following as a therapist/providers:

THERAPIST/PROVIDER LIST:

Ashley Warburton-ABA Provider
Phoenix Healthcare, Placement Agency

RESOLUTION P-20 APPROVAL OF HOME INSTRUCTORS

BE IT RESOLVED that the Board approves the following as Home Instructors:

<u>NAME</u>	<u>CERTIFICATION</u>	<u>POSITION</u>
Jill Brave	Elementary Teacher	Reading Recovery-Tenafly
Grace Woleslagle	Science Teacher	THS Physical Science Teacher

RESOLUTION P-21 LEAVE OF ABSENCE FOR E.L.L. TEACHER

BE IT RESOLVED that the Board approves a medical leave of absence for Jane Grady, High School Teacher of English Language Learners using accumulated sick days for approximately three months.

RESOLUTION P-22 APPROVAL OF REVISED TECHNOLOGY DEPARTMENT JOB DESCRIPTIONS

BE IT RESOLVED that the Board approves the following revised job descriptions:

TITLE: JUNIOR COMPUTER TECHNICIAN

REQUIREMENTS:

- Extensive and in-depth course work in computer/technology operations
- At least one year of experience preferred in computer technology, networking operations, systems administration and operating procedures preferred
- Familiarity and experience with various computer programs and applications
- Conversant with new and emerging technologies
- Ability to effectively communicate technical and non-technical information regarding computers with various District and Contracted Services personnel
- Ability to work effectively with staff, faculty, and students
- Ability to manage time and complete tasks within deadlines

REPORTS TO: Network Administrator

PRIMARY FUNCTIONS:

Provide for the support and maintenance of the administrative and instructional computer systems

MAJOR DUTIES AND RESPONSIBILITIES NOTE: The job duties and responsibilities listed below are typical examples of the work of employees in this job classification. Not all duties assigned to employee are included.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide computer hardware and software technical assistance to District and Contracted Services personnel
2. Distribution of computer software and hardware to District and Contracted Service locations
3. Solve and troubleshoot the problems related to desktop computers and laptops
4. Troubleshoot and repair computer systems, hardware and computer peripherals
5. Document, maintain, upgrade or replace hardware and software systems
6. Provide inventory of computer systems, hardware and computer peripherals
7. Moving technology between rooms, buildings and in or out of storage
8. Other duties as required by the Network Administrator or designee

TERM OF EMPLOYMENT: 12 month work year with flexible schedule that may include some weekends and/or evenings.

EVALUATION: To be evaluated by the Network Administrator with recommendations from District Technology Coordinator in accordance with New Jersey laws and regulations, and Tenafly Board of Education policy.

TITLE: COMPUTER TECHNICIAN

REQUIREMENTS:

- Prefer baccalaureate degree with course work in computer/technology operations
- Two years experience in computer technology, networking operations, systems administration and operating procedures preferred
- Familiarity and experience with computer software applications
- Conversant with new and emerging technologies
- Ability to effectively communicate technical and non-technical information regarding computers with various District and Contracted Services personnel
- Ability to work effectively with staff, faculty, and students

REPORTS TO: District Technology Coordinator

PRIMARY FUNCTIONS:

Provide for the support and maintenance of the administrative and instructional computer systems

MAJOR DUTIES AND RESPONSIBILITIES NOTE: The job duties and responsibilities listed below are typical examples of the work of employees in this job classification. Not all duties assigned to employee are included.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assist in maintaining district information systems including student information, nurse and library systems
2. Provide computer hardware and software technical assistance to District and Contracted Services personnel
3. Assist in the implementation, coordination, and maintenance of the District's technology plan
4. Assist in the distribution of computer software and hardware to District and Contracted Service locations
5. Install equipment, monitor its utilization and provide scheduled maintenance
6. Provide initial diagnosis of problems to determine the major components involved in system failures
7. Maintain a comprehensive, efficient, and coordinated system for classifying and cataloging all district technology
8. Moving technology between rooms, buildings and in/out of storage
9. Organize and maintain procedures for the security and accountability of all property and equipment in computer technology services
10. Attend workshops and seminars to insure up-to-date knowledge of new trends and techniques in computer hardware and software
11. Assist in creating and maintaining District and Contracted Services technology accounts.
12. Other duties as required by the Technology Coordinator or designee

TERM OF EMPLOYMENT: 12 month work year with flexible schedule that may include some weekends and/or evenings.

EVALUATION: To be evaluated by the District Technology Coordinator in accordance with New Jersey laws and regulations, and Tenafly Board of Education policy.

TITLE: District Data Coordinator

REQUIREMENTS:

- Proficiency in all aspects of student data management
- Ability to communicate and work effectively with support vendors, administrators, faculty and support staff
- Conversant with new and emerging data technologies

REPORTS TO: District Technology Coordinator

MAJOR DUTIES AND RESPONSIBILITIES:

1. Sustain and update all student data management and warehousing systems
2. Manage cleansing and integrity of all student data at district and local levels
3. Support administrators, teachers, and secretaries with student data management applications
4. Create and maintain all staff and student accounts and password records (e.g., network, student data management applications, telephone/voice mail, Xerox)
5. Generate student data material (e.g., experts, forms, reports, labels)
6. Perform data analysis for local and state assessments
7. Maintain all network and application licensing and renewal
8. District administrator to “New Jersey Smart” management system
9. Other duties as required by the District Technology Coordinator or designee

TERM OF EMPLOYMENT: 12 month (non-union) position

EVALUATION: To be evaluated by the District Technology Coordinator in accordance with New Jersey laws and regulations, and Tenafly Board of Education policy.

TITLE: NETWORK ADMINISTRATOR

REQUIREMENTS:

- Prefer Baccalaureate degree with coursework in computer/technology operations
- Microsoft MCP in Windows XP required. Prefer Microsoft MCSE certification.
- Experience with Windows XP, Windows 7 and Mac OS X to include installation, configuration, administration and troubleshooting
- Three years experience with the installation and configuration of network devices to include servers, switches and routers with extensive knowledge in TCP/IP addressing and routing
- Ability to be conversant with new and emerging technologies
- Ability to effectively communicate technical and non-technical information regarding technology with various district and Contracted Services personnel; to set goals and to work independently or with a team

- Ability to work effectively with staff, faculty and students

REPORTS TO: District Technology Coordinator

MAJOR DUTIES AND RESPONSIBILITIES NOTE: The job duties and responsibilities listed below are typical examples of the work of employees in this job classification. Not all duties assigned to employee are included.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assist with the installation, configuration, operations and troubleshooting of network operating systems and hardware
2. Assist with the day-to-day operation of the district LAN and WAN
3. Assist with the design, installation and configuration of computer systems as wireless labs, total electronic learning centers, including network design and development
4. Maintain accurate and up-to-date documentation for all network hardware and software and all network procedures
5. Assist in overseeing network operating parameters by evaluating, selecting, and installing hardware and software as deemed necessary
6. Perform continuous on-site needs assessment and collaborate with Network Engineer
7. Provide coordination and on-site technical support and training for voice, video and data system to users when needed
8. Assist with the installation, operation and maintenance of a K-12 district-wide fiber optic network
9. Work with technology staff to maintain the highest level of network security and data integrity including the installation and updates of anti-virus software and Internet filtering
10. Assist with the administration of network user accounts on district Microsoft servers to include file servers, mail servers, web servers, SQL servers and domain controllers
11. Evaluate new and emerging technologies through active research
12. Work with Network Engineer to ensure that a system of daily tape backup is in place and working for all network servers
13. Work with Network Engineer to supervise and coordinate the repair and maintenance of all district network and network peripheral hardware
14. Work with Network Engineer to oversee the work of outside contractors and vendors as they relate to the district network and district technology projects
15. Assist with the overall maintenance and performance of the district LAN and WAN and take corrective action when necessary
16. Other duties as required by the District Technology Coordinator or designee

EVALUATION: To be evaluated by the District Technology Coordinator in accordance with New Jersey laws and regulations, and Tenafly Board of Education policy.

TERM OF EMPLOYMENT: 12 month work year with flexible schedule that may include some weekends and/or evenings.

TITLE: NETWORK ENGINEER

REQUIREMENTS:

- Prefer Baccalaureate degree with intensive course work in computer/technology operations
- MCP required; MCSE preferred
- Experience with Windows 2008 Server, VMWare and Mac OS X Server to include installation, configuration, administration, data backup and troubleshooting
- Five years experience with the installation and configuration of network devices to include servers, switches and routers with extensive knowledge in TCP/IP addressing and routing
- Ability to be conversant with new and emerging technologies
- Ability to effectively communicate technical and non-technical information regarding technology with various district and Contracted Services personnel; to set goals and to work independently or with a team
- Ability to work effectively with staff, faculty and students

REPORTS TO: District Technology Coordinator

MAJOR DUTIES AND RESPONSIBILITIES

1. Handle the installation, configuration, operations and troubleshooting of network operating systems and hardware
2. Handle the day-to-day operation of the district LAN and WAN
3. Design, install and configure computer systems as wireless labs, total electronic learning centers, including network design and development
4. Maintain accurate and up-to-date documentation for all network hardware and software and all network procedures
5. Provide on-site technical support for systems users
6. Manage network operating parameters by evaluating, selecting, and installing hardware and software as deemed necessary
7. Provide continuous on-site needs assessment and advise management on needs
8. Provide on-site training for department staff and system users when needed

9. Oversee all network operations, both administrative and instructional
10. Install, operate and maintain the district-wide fiber optic network
11. Guide computer technicians to troubleshoot and resolve problems
12. Work with technology staff to maintain the highest level of network security and data integrity including the installation and updates of anti-virus software and Internet filtering
13. Administer network user accounts on district Microsoft servers to include file servers, mail servers, web servers, SQL servers and domain controllers
14. Develop, implement and ensure adherence to system standards/procedures for LANS and WANS
15. Ensure that a system of daily tape backup is in place and working for all network servers
16. Work with Network Specialist to supervise and coordinate the repair and maintenance of all district network and network peripheral hardware
17. Work with Network Specialist to oversee the work of outside contractors and vendors as they relate to the district network and district technology projects.
18. Work with Network Specialist to manage the overall maintenance and performance of the district LAN and WAN and take corrective action when necessary
19. Attend workshops and seminars to ensure up-to-date knowledge of new trends and techniques in networking
20. Managing VMWare virtualization technology
21. Other duties as required by the Technology Coordinator or designee

EVALUATION: To be evaluated by the District Technology Coordinator in accordance with New Jersey laws and regulations, and Tenafly Board of Education policy.

TERM OF EMPLOYMENT: position 12 month work year with flexible schedule that may include some weekends and/or evenings.

TITLE: TECHNOLOGY COORDINATOR

REQUIREMENTS:

Education/Certification

- Baccalaureate degree
- Microsoft Certified Systems Engineer or equivalent

Experience

- Five years in the area of educational technology

- Five years with the planning, implementation, management and maintenance of information technology operations preferred

Abilities

- Conversant with new and emerging technologies
- Effective communication with technical and non-technical information regarding technology with various district personnel
- Goal setting, teamwork and decision making
- Collaboration with administrators, faculty, staff, and students

REPORTS TO: School Business Administrator

MAJOR DUTIES AND RESPONSIBILITIES

- **Leadership:** Provide leadership for evaluating, monitoring and implementing a long-range district plan for instructional and administrative use of technology and technology-related staff development. Chair regular technology department meetings and ad hoc committees formed to shape district policies and practices regarding technology
- **Supervision:** Supervise and evaluate the District Data Coordinator, Technicians, Network Administrator and Network Engineer
- **Network Management:** Oversee operations and provide technical guidance and expertise in the ongoing planning, implementation, maintenance, and backup of all networked systems (i.e., voice, data and video)
- **Finance:** Prepare and manage district-wide budgets related to the purchase and maintenance of hardware, software, and media equipment and in-service training programs. Work with the Business Administrator and network support staff to maintain, troubleshoot and otherwise operate all business systems
- **Student Data Management:** Oversee student data management and data warehousing systems and serve as liaison for administrative support to Central Office, High School, Middle School, and Elementary School personnel
- **Records and Reporting:** Oversee operations and assist Central Office Administration and District Data Coordinator in communicating processes and policies regarding all federal, state, county and in-house reports (e.g., ASSA, Limited English Proficient, NJ SMART)
- **Curriculum Support:** Provide resource, support and guidance to the Assistant Superintendent of Schools for integration of technology across all program areas and serve in a consultative role in the development of curriculum
- **Staff Development:** Work through the Business Administrator and with the Assistant Superintendent to provide for outsourced and teacher led staff training and development in all areas of educational technology
- **Coordination of Services:** Serve as a liaison between school professional staff and vendors. Develop and implement programs for inventory, maintenance and orderly replacement of computer-based equipment and software. Organize and maintain procedures for the security and accountability of all facilities, property

and equipment in computer services and the safe storage and integrity of all data in the management information system

- **General:** Other appropriate duties and assignments as determined by the School Business Administrator
- Manage support services for contracted technology accounts

EVALUATION: To be evaluated by the School Business Administrator in accordance with New Jersey laws and regulations and Tenafly Board of Education policy

TERM OF EMPLOYMENT: 12 month position

RESOLUTION P -23 APPROVAL OF CHILD STUDY TEAM JOB DESCRIPTIONS

BE IT RESOLVED that the Board approves the following revised Child Study Team job descriptions:

I. Title: Behaviorist

II. Qualifications:

- A. Advanced degree in psychology, educational psychology, behavior analysis, special education, or related field.
- B. Certification as a Board Certified Behavior Analyst preferred.
- C. Three to five years experience designing, implementing, and coordinating ABA programs, preferably in a school setting or in conjunction with a school program.
- D. Ability to conduct functional behavioral assessments, and develop behavior intervention plans.
- E. New Jersey Educational Services Personnel certificate, such as Psychologist, School Social Worker or L.D.T./C.
- F. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

III. Primary Function: Provide applied behavior analytic and educational services for students with autism spectrum disorders and other developmental disabilities.

IV. Reports to: Assistant to the Superintendent for Special Services

V. Major Duties and Responsibilities:

- A. Train staff members in the principles of Applied Behavior Analysis and data collection and their practical application in school settings.
- B. Attend IEP meetings to support the classroom teacher and provide information about the student's acquisition of current goals and objectives.
- C. Observe and analyze student behavior in multiple settings and provide recommendations for implementation of behavior plans.

- D. Conduct assessments such as Functional Behavior Assessment to support programming and instructional decisions as well as determination of services.
 - E. Oversee data collection and data analysis for all students.
 - F. Provide individual parent training/support to reduce disruptive behavior and increase socially significant behavior in the home and community.
 - G. Attend meetings as deemed appropriate by the Assistant to the Superintendent for Special Services and/or the Superintendent and other consultants to provide and receive feedback, discuss cases, monitor performance.
 - H. Coordinate and consult with the parents and school district regarding home programs.
 - I. Serve as a consultant for district child study team members on issues regarding behavioral supports and interventions.
 - J. Other assigned tasks as determined by the Assistant to the Superintendent for Special Services and/or the Superintendent.
- VI. Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the Tenafly BOE and TEA.
- VII. Evaluation:** Annual evaluation by supervisor as defined in the TEA – Tenafly BOE contract, state law/code, and Board policy.

- I Title:** School Psychologist
- II Qualifications:**
- A. Valid New Jersey Educational Services Certificate and School Psychologist Endorsement
 - B. Minimum experience as determined by the board
 - C. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, psychological evaluation and counseling services
 - D. Strong interpersonal and communication skills
 - E. Required criminal history check and proof of U.S. citizenship or resident alien status
- III Primary Function:** To enable pupils to derive the fullest benefits from school by promoting their sense of self and by evaluating and working to ameliorate psychological or mental health problems that may interfere with their adjustment to school and the education program offered to them.
- IV Reports to:** Assistant to the Superintendent for Special Services
- V Major Duties and Responsibilities:**
- A. Participates in the evaluation, classification, and placement of all pupils with special needs.
 - B. Administers, scores, and evaluates standard psychological tests for the purpose of assessing the intellectual, educational, emotional, social, and behavioral characteristics of those students referred.

- C. Interprets the results of psychological testing and assists in the development and coordination of an appropriate individualized education plan for each pupil requiring special education and/or related services and participates in the ongoing evaluation of the academic progress and educational placement of classified pupils.
- D. Serves as a case manager as assigned and maintains appropriate case records.
- E. Provides psychological counseling to students, parents and staff and, as needed, makes referrals to appropriate community resources.
- F. Assists in the development and delivery of inservice programs and parent seminars.
- G. Keeps the staff and community informed of the schools' psychological services.
- H. Maintains professional competence through continuing education and other professional growth activities.
- I. Observes pupils in classrooms and other school settings.
- J. Serves as a consultant to parents, school personnel, and community groups on child development and mental health topics.
- K. Cooperates with personnel of community health and social welfare agencies.
- L. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
- M. Performs other related duties as may be assigned by the Superintendent or Assistant to the Superintendent for Special Services.

VI **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the Tenafly BOE and TEA.

VII **Evaluation:** Annual evaluation by supervisor as defined in the TEA – Tenafly BOE contract, state law/code, and Board policy.

VIII **Title:** Learning Disabilities Teacher-Consultant

IX **Qualifications:**

- A. Valid New Jersey Educational Services Certificate and Learning Disabilities Teacher-Consultant Endorsement
- B. Minimum experience as determined by the board
- C. Knowledge of laws and regulations governing special education; and demonstrated ability to effectively assess student's learning characteristics, design appropriate instructional strategies and plan educational programs
- D. Strong interpersonal and communication skills
- E. Required criminal history check and proof of U.S. citizenship or resident alien status

X **Primary Function:** To effectively assess students' learning characteristics and design appropriate instructional plans in order to enable each student to maximize his/her learning potential.

XI **Reports to:** Assistant to the Superintendent for Special Services

XII Major Duties and Responsibilities:

- A. Participates in the evaluation, classification, and placement of all pupils with special needs.
- B. Assesses academic proficiency and learning characteristics of each pupil referred to the child study team for evaluation and interprets the findings in written reports and informal conferences.
- C. Assists in the development and coordination of an appropriate individualized education plan for each pupil requiring special education and/or related services. Participates in the ongoing assessment of academic achievement and educational placement of classified pupils.
- D. Consults with classroom teachers, administrators, and parents regarding special instructional methods and/or materials necessary to meet the specific needs of individual pupils.
- E. Keeps up-to-date in the field of learning disabilities and with current regulations governing the education of pupils with disabilities.
- F. Participates in the development and delivery of inservice programs and parent seminars related to learning disabilities and effective teaching methods.
- G. Works to keep the community informed of the special education program and the role of the learning disability teacher-consultant.
- H. Serves as a case manager as assigned and maintains appropriate case records.
- I. Maintains professional competence through inservice education and other professional growth activities.
- J. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
- K. Performs other related duties as assigned by the Superintendent of schools or the Assistant to the Superintendent for Special Services.

XIII **Terms & Conditions of Employment:** Compensation, benefits, workday and year as defined by the negotiated contract between the Tenafly BOE and TEA.

XIV **Evaluation:** Annual evaluation by supervisor as defined in the TEA – Tenafly BOE contract, state law/code, and Board policy.

XV **Title:** School Social Worker

XVI Qualifications:

- A. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement
- B. Minimum experience working with families and community health and social services agencies as determined by the board
- C. Demonstrated knowledge of laws and regulations governing special education
- D. Effective problem-solving, human relations and communication skills

- E. Required criminal history check and proof of U.S. citizenship or resident alien status

XVII Primary Function: To help students resolve such personal, emotional, and social problems as interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

XVIII Reports to: Assistant to the Superintendent for Special Services

XIX Major Duties and Responsibilities:

- A. Participates in the evaluation, classification and placement of all pupils with special needs.
- B. Assesses a student in terms of personal and family history, socio-economic and cultural differences.
- C. Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment.
- D. Interprets the implications of significant social findings as a member of the child study team, and participates in educational planning for exceptional students.
- E. Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
- F. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to students to facilitate social adjustment.
- G. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.
- H. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
- I. Counsels groups of students regarding social adjustment problems.
- J. Serves as a case manager as assigned and maintains appropriate case records.
- K. Assists in upholding and enforcing department rules, administrative regulations and board policy.
- L. Maintains professional competence through in-service education and participation in professional development activities.
- M. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
- N. Observes pupils in classroom and/or playground.
- O. Interviews pupils as indicated.
- P. Observes children in special education classes on an ongoing basis.
- Q. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
- R. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
- S. Assumes other related duties/assignments assigned by the Superintendent or Assistant to the Superintendent for Special Services.

XX Terms & Conditions of Employment: Compensation, benefits, workday and year as defined by the negotiated contract between the Tenafly BOE and TEA.

XXI Evaluation: Annual evaluation by supervisor as defined in the TEA – Tenafly BOE contract, state law/code, and Board policy.

XXII Title: School Occupational Therapist

XXIII Qualifications:

- A. Valid New Jersey Educational Services Certificate and School Occupational Therapist Endorsement
- B. Demonstrated comprehensive knowledge in the field of Occupational Therapy
- C. Ability to effectively apply the principles of assessment, treatment and remediation of fine motor deficits
- D. Strong interpersonal and communication skills
- E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

XXIV Primary Function: To help reduce or eliminate fine motor impediments that interfere with the students' ability to derive full benefit from the district's educational program.

XXV Reports to: Assistant to the Superintendent for Special Services

XXVI Major Duties and Responsibilities:

- A. Makes assessments, analyses, and classifications of students' fine motor competencies and characteristics.
- B. Plans, prepares, and delivers treatment programs for children with fine motor deficiencies.
- C. Provides diagnostic evaluations of pupils referred to the child study team for fine motor skills and participates in team conferences related to those pupils.
- D. Develops and implements an individualized educational program (IEP) in conjunction with parents and teachers for pupils who are eligible for Occupational therapy and identifies pupils in need of related services.
- E. Provides individual and small group intervention sessions with students who have been classified.
- F. Maintains close liaison with the child study team.
- G. Keeps those records necessary for each child and completes all required local, state, and federal reports.
- H. Participates in the development and improvement of opportunities for disabled/exceptional students by providing individual or group inservice experiences for staff and parents.
- I. Conducts ongoing evaluation of all children in the program to determine appropriateness of their program.
- J. Acts as educational consultant to classroom teachers, guidance counselors and administrators as required.
- K. Assists in proper referrals of individuals to agencies and specialists in the community.
- L. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.

- M. Maintains professional competence through inservice education and other professional growth activities.
- N. Assumes other related duties as assigned by the Superintendent of schools or the Assistant to the Superintendent for Special Services.

XXVII Terms & Conditions of Employment: Compensation, benefits, workday and year as defined by the negotiated contract between the Tenafly BOE and TEA.

XXVIII Evaluation: Annual evaluation by supervisor as defined in the TEA – Tenafly BOE contract, state law/code, and Board policy.

XXIX Title: Speech-Language Specialist

XXX Qualifications:

- A. Valid New Jersey Educational Services Certificate and Speech-Language Specialist Endorsement
- B. Demonstrated comprehensive knowledge in the field of speech-language pathology
- C. Ability to effectively apply the principles of assessment, treatment and prevention of speech, language and hearing disorders
- D. Strong interpersonal and communication skills
- E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

XXXI Primary Function: To help reduce or eliminate speech and hearing impediments that interferes with the students' ability to derive full benefit from the district's educational program.

XXXII Reports to: Assistant to the Superintendent for Special Services

XXXIII Major Duties and Responsibilities:

- A. Makes assessments, analyses, and classifications of students' communication competencies and characteristics.
- B. Plans, prepares, and delivers treatment programs for children with speech and language deficiencies.
- C. Provides diagnostic evaluations of pupils referred to the child study team for communication disorders and participates in team conferences related to those pupils.
- D. Develops and implements an individualized educational program (IEP) in conjunction with parents and teachers for pupils who are eligible for speech correction and identifies pupils in need of related services.
- E. Provides individual and small group intervention sessions with students who have been classified.
- F. Conducts classes in language stimulation.
- G. Maintains close liaison with the child study team and serves as a case manager as assigned.
- H. Keeps those records necessary for each child and completes all required local, state, and federal reports.

- I. Participates in the development and improvement of opportunities for disabled/exceptional students by providing individual or group inservice experiences for staff and parents.
- J. Conducts ongoing evaluation of all children in the program to determine appropriateness of their program.
- K. Acts as educational consultant to classroom teachers, guidance counselors and administrators as required.
- L. Assists in proper referrals of individuals to agencies and specialists in the community.
- M. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
- N. Maintains professional competence through inservice education and other professional growth activities.
- O. Assumes other related duties as assigned by the Superintendent of schools or the Assistant to the Superintendent for Special Services.

XXXIV Terms & Conditions of Employment: Compensation, benefits, workday and year as defined by the negotiated contract between the Tenafly BOE and TEA.

XXXV Evaluation: Annual evaluation by supervisor as defined in the TEA – Tenafly BOE contract, state law/code, and Board policy.

XXXVI Title: School Physical Therapist

XXXVII Qualifications:

- A. Valid New Jersey Educational Services Certificate and School Physical Therapist Endorsement
- B. Demonstrated comprehensive knowledge in the field of Physical Therapy
- C. Ability to effectively apply the principles of assessment, treatment and remediation of gross motor deficits
- D. Strong interpersonal and communication skills
- E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

XXXVIII Primary Function: To help reduce or eliminate gross motor impediments that interfere with the students' ability to derive full benefit from the district's educational program.

XXXIX Reports to: Assistant to the Superintendent for Special Services

XL Major Duties and Responsibilities:

- A. Makes assessments, analyses, and classifications of students' gross motor competencies and characteristics.
- B. Plans, prepares, and delivers treatment programs for children with gross motor deficiencies.
- C. Provides diagnostic evaluations of students referred to the child study team for gross motor skills and participates in team conferences related to those students.

- D. Develops and implements an individualized educational program (IEP) in conjunction with parents and teachers for pupils who are eligible for physical therapy and identifies pupils in need of related services.
- E. Provides individual and small group intervention sessions with students who have been classified.
- F. Maintains close liaison with the child study team.
- G. Keeps those records necessary for each child and completes all required local, state, and federal reports.
- H. Participates in the development and improvement of opportunities for disabled/exceptional students by providing individual or group inservice experiences for staff and parents.
- I. Conducts ongoing evaluation of all children in the program to determine appropriateness of their program.
- J. Acts as educational consultant to classroom teachers, guidance counselors and administrators as required.
- K. Assists in proper referrals of individuals to agencies and specialists in the community.
- L. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
- M. Maintains professional competence through inservice education and other professional growth activities.
- N. Assumes other related duties as assigned by the Superintendent of schools or the Assistant to the Superintendent for Special Services.

XLI Terms & Conditions of Employment: Compensation, benefits, workday and year as defined by the negotiated contract between the Tenafly BOE and TEA.

XLII Evaluation: Annual evaluation by supervisor as defined in the TEA – Tenafly BOE contract, state law/code, and Board policy.

RESOLUTION P-24 APPROVAL OF REVISED JOB DESCRIPTION FOR EXECUTIVE SECRETARY TO THE SUPERINTENDENT

BE IT RESOLVED that the Board approves the following job description for the Executive Secretary to the Superintendent of Schools:

TITLE: Executive Secretary to the Superintendent

MAJOR DUTIES AND RESPONSIBILITIES

SUPERINTENDENT

- Coordinates agendas for Board of Education meetings.
- Responsible for follow-up of Board meeting issues.
- Communicates in writing or orally to Board of Education members, administrative and district staff as directed by the Superintendent.
- Helps create, research, track and follow-up on agendas for various administrative and board meetings, such as Board Policy Committee, Administrative Council and Home-School Association/Superintendent Meetings.
- Handles or redirects numerous telephone calls, mail and special problems in the district, as needed.
- Responsible for maintaining files in Superintendent's Office.

- Schedules Superintendent's calendar and activities.
- Assists in creation of weekly Superintendent's Memorandum to the Board.
- Processes nonresident tuition inquiries.
- Researches and compiles information/data on topics as directed by the Superintendent.

BOARD OF EDUCATION

- Coordinates, researches, follows-up on all Board policy changes to keep Board and staff up to date.
- Works with Strauss-Esmay on various Board policies.
- Disseminates correspondence to Board of Education and follows-up on issues with Board President and Superintendent.
- Arranges special Board meeting functions, such as honoring of retirees, Merit Scholar Recipients, and Board Retreats.

OFFICE MANAGER

- Coordinates the day-to-day functioning of central office.
- Arranges for training on various office machines (postage, fax and Xerox) and makes recommendations for upgrading.
- Supervises district mail carrier and Board deliveries.
- Supervises office receptionist.

PUBLIC INFORMATION

- Coordinates material and articles with Superintendent and Board Public Relations Liaison for printing by outside consultant for district publications.
- Responds to telephone or written inquiries from the public for general information. These include inquiries from prospective residents, realtors, parents, citizens, newspaper reporters and staff.
- Provides literature on schools and supervises assembly and distribution of such information.
- Updates district information as needed.
- Coordinates with Technology Department on Board and District information that appears on Web site.
- Develops publications, such as *Learning in Tenafly* to provide information to the community.

Performs other work-related duties as requested by the Superintendent or designee.

TERM OF EMPLOYMENT: 12 month position, non-union, confidential

EVALUATION: Will be evaluated by the Superintendent of Schools in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

**RESOLUTION P-25 APPROVAL OF REVISED JOB DESCRIPTIONS FOR K-12
SUBJECT AREA SUPERVISORS**

BE IT RESOLVED that the Board approves revised job descriptions for the following Grade K-12 Subject Area Supervisors to reflect their K-12 duties and responsibilities.

E.L.L. AND FINE/PRACTICAL ARTS SUPERVISOR GRADES K-12**REQUIREMENTS:**

Certification as Supervisor. New Jersey teaching certification and experience in teaching in either area of English as a Second Language or Fine and Practical Arts.

PRIMARY FUNCTIONS:**GRADES K-12**

- Keeps abreast of current trends and practices within content area.
- Works closely with teachers, district personnel, building level administrators, and administrative colleagues to develop and implement well-coordinated and articulated curriculum.
- Identifies curriculum needs.

GRADES 6-12

- Supervises staff in content areas.
- Monitors student progress.
- Works with all staff to implement necessary curriculum changes in content areas.
- Designs and/or implements staff development activities to support instruction, best practices and curriculum tied to the Content Standards.

MAJOR DUTIES AND RESPONSIBILITIES:**GRADES 6-12**

Participates in the recruitment and selection of department personnel; conducts orientation and training.

Assists in assigning and scheduling department members.

Supervises and evaluates department members.

Monitors the progress of students through analysis of criterion reference tests, other test results, and quarterly grade distribution; reviews findings with department members.

Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.

Assists and advises teachers in solving problems which may arise in classes; works closely with guidance counselors and administrators in seeking solutions to student problems.

Prepares departmental budget requests; approves requisitions; distributes textbooks and materials to teachers; supervises inventory, maintenance and proper care of all department equipment, books and materials.

Recommends the adoption of new textbooks and instructional materials after thorough and systematic procedures have been followed.

Assists in the use of substitute teachers as needed.

Interprets program to community; involves parents and works with community agencies when appropriate.

Assists and advises Middle and High School principals in the overall administration of the schools.

GRADES K-12

Provides leadership in curriculum development and articulation and in the establishment of objectives, standards and assessment measures.

Calls and conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation for Grades 6-12. Initiates meetings as needed with elementary staff for articulation of curriculum.

Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with the Middle and High School Principals.

Contributes to the efforts to accomplish system-wide goals and special school objectives.

Upholds and enforces school rules, administrative regulations, and Board policy.

Performs other duties as may be assigned.

TERM OF EMPLOYMENT:

10.5 months

EVALUATION:

To be evaluated by the Assistant Superintendent with input from the Middle School and High School Principals

ENGLISH/LANGUAGE ARTS SUPERVISOR GRADES K-12

REQUIREMENTS:

Certification as Supervisor. New Jersey teaching certification and experience in teaching English/Language Arts.

PRIMARY FUNCTIONS:

GRADES K-12

- Keeps abreast of current trends and practices within content area.
- Works closely with teachers, district personnel, building level administrators, and administrative colleagues to develop and implement well-coordinated and articulated curriculum.
- Identifies curriculum needs.

GRADES 6-12

- Supervises staff in content area (English).
- Monitors student progress.
- Works with all staff to implement necessary curriculum changes in content area.
- Designs and/or implements staff development activities to support instruction, best practices and curriculum tied to the Content Standards.

MAJOR DUTIES AND RESPONSIBILITIES:

GRADES 6-12

Participates in the recruitment and selection of department personnel; conducts orientation and training.

Assists in assigning and scheduling department members.

Supervises and evaluates department members.

Monitors the progress of students through analysis of criterion reference tests, other test results, and quarterly grade distribution; reviews findings with department members.

Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.

Assists and advises teachers in solving problems which may arise in classes; works closely with guidance counselors and administrators in seeking solutions to student problems.

Prepares departmental budget requests; approves requisitions; distributes textbooks and materials to teachers; supervises inventory, maintenance and proper care of all department equipment, books and materials.

Recommends the adoption of new textbooks and instructional materials after thorough and systematic procedures have been followed.

Assists in the use of substitute teachers as needed.

Interprets program to community; involves parents and works with community agencies when appropriate.

Assists and advises Middle and High School principals in the overall administration of the schools.

GRADES K-12

Provides leadership in curriculum development and articulation and in the establishment of objectives, standards and assessment measures.

Calls and conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation for Grades 6-12. Initiates meetings as needed with elementary staff for articulation of curriculum.

Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with the Middle and High School Principals.

Contributes to the efforts to accomplish system-wide goals and special school objectives.

Upholds and enforces school rules, administrative regulations, and Board policy.

Performs other duties as may be assigned.

TERM OF EMPLOYMENT:

10.5 months

EVALUATION:

To be evaluated by the Assistant Superintendent with input from the Middle School and High School Principals

LIBRARY MEDIA SERVICES SUPERVISOR GRADES K-12

REQUIREMENTS:

Certification as Supervisor. New Jersey teaching certification and experience in teaching Library Media.

PRIMARY FUNCTIONS:

GRADES K-12

- Keeps abreast of current trends and practices within content area.
- Works closely with teachers, district personnel, building level administrators, and administrative colleagues to develop and implement well-coordinated and articulated curriculum.
- Identifies curriculum needs.

GRADES 6-12

- Supervises staff in content area
- Monitors student progress.
- Works with all staff to implement necessary curriculum changes in content area.
- Designs and/or implements staff development activities to support instruction, best practices and curriculum tied to the Content Standards.

MAJOR DUTIES AND RESPONSIBILITIES:

GRADES 6-12

Participates in the recruitment and selection of department personnel; conducts orientation and training.

Assists in assigning and scheduling department members.

Supervises and evaluates department members.

Monitors the progress of students through analysis of criterion reference tests, other test results, and quarterly grade distribution; reviews findings with department members.

Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.

Assists and advises teachers in solving problems which may arise in classes; works closely with guidance counselors and administrators in seeking solutions to student problems.

Prepares departmental budget requests; approves requisitions; distributes textbooks and materials to teachers; supervises inventory, maintenance and proper care of all department equipment, books and materials.

Recommends the adoption of new textbooks and instructional materials after thorough and systematic procedures have been followed.

Assists in the use of substitute teachers as needed.

Interprets program to community; involves parents and works with community agencies when appropriate.

Assists and advises Middle and High School principals in the overall administration of the schools.

GRADES K-12

Provides leadership in curriculum development and articulation and in the establishment of objectives, standards and assessment measures.

Calls and conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation for Grades 6-12. Initiates meetings as needed with elementary staff for articulation of curriculum.

Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with the Middle and High School Principals.

Contributes to the efforts to accomplish system-wide goals and special school objectives.

Upholds and enforces school rules, administrative regulations, and Board policy.

Performs other duties as may be assigned.

TERM OF EMPLOYMENT:

12 months

EVALUATION:

To be evaluated by the Assistant Superintendent with input from the Middle School and High School Principals

MATHEMATICS SUPERVISOR GRADES K-12

REQUIREMENTS:

Certification as Supervisor. New Jersey teaching certification and experience in teaching mathematics.

PRIMARY FUNCTIONS:

GRADES K-12

- Keeps abreast of current trends and practices within content area.
- Works closely with teachers, district personnel, building level administrators, and administrative colleagues to develop and implement well-coordinated and articulated curriculum.
- Identifies curriculum needs.
-

GRADES 6-12

- Supervises staff in content area
- Monitors student progress.
- Works with all staff to implement necessary curriculum changes in content area.
- Designs and/or implements staff development activities to support instruction, best practices and curriculum tied to the Content Standards.

MAJOR DUTIES AND RESPONSIBILITIES:GRADES 6-12

Participates in the recruitment and selection of department personnel; conducts orientation and training.

Assists in assigning and scheduling department members.

Supervises and evaluates department members.

Monitors the progress of students through analysis of criterion reference tests, other test results, and quarterly grade distribution; reviews findings with department members.

Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.

Assists and advises teachers in solving problems which may arise in classes; works closely with guidance counselors and administrators in seeking solutions to student problems.

Prepares departmental budget requests; approves requisitions; distributes textbooks and materials to teachers; supervises inventory, maintenance and proper care of all department equipment, books and materials.

Recommends the adoption of new textbooks and instructional materials after thorough and systematic procedures have been followed.

Assists in the use of substitute teachers as needed.

Interprets program to community; involves parents and works with community agencies when appropriate.

Assists and advises Middle and High School principals in the overall administration of the schools.

GRADES K-12

Provides leadership in curriculum development and articulation and in the establishment of objectives, standards and assessment measures.

Calls and conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation for Grades 6-12. Initiates meetings as needed with elementary staff for articulation of curriculum.

Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with the Middle and High

School Principals.

Contributes to the efforts to accomplish system-wide goals and special school objectives.

Upholds and enforces school rules, administrative regulations, and Board policy.

Performs other duties as may be assigned.

TERM OF EMPLOYMENT:

10.5 months

EVALUATION:

To be evaluated by the Assistant Superintendent with input from the Middle School and High School Principals

SCIENCE SUPERVISOR GRADES K-12**REQUIREMENTS:**

.....
 Certification as Supervisor. New Jersey teaching certification and experience in teaching science.

PRIMARY FUNCTIONS:**GRADES K-12**

- Keeps abreast of current trends and practices within content area.
- Works closely with teachers, district personnel, building level administrators, and administrative colleagues to develop and implement well-coordinated and articulated curriculum.
- Identifies curriculum needs.

GRADES 6-12

- Supervises staff in content area
- Monitors student progress.
- Works with all staff to implement necessary curriculum changes in content area.
- Designs and/or implements staff development activities to support instruction, best practices and curriculum tied to the Content Standards.

MAJOR DUTIES AND RESPONSIBILITIES:**GRADES 6-12**

Participates in the recruitment and selection of department personnel; conducts orientation and training.

Assists in assigning and scheduling department members.

Supervises and evaluates department members.

Monitors the progress of students through analysis of criterion reference tests, other test results, and quarterly grade distribution; reviews findings with department members.

Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.

Assists and advises teachers in solving problems which may arise in classes; works closely with guidance counselors and administrators in seeking solutions to student problems.

Prepares departmental budget requests; approves requisitions; distributes textbooks and materials to teachers; supervises inventory, maintenance and proper care of all department equipment, books and materials.

Recommends the adoption of new textbooks and instructional materials after thorough and systematic procedures have been followed.

Assists in the use of substitute teachers as needed.

Interprets program to community; involves parents and works with community agencies when appropriate.

Assists and advises Middle and High School principals in the overall administration of the schools.

GRADES K-12

Provides leadership in curriculum development and articulation and in the establishment of objectives, standards and assessment measures.

Calls and conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation for Grades 6-12. Initiates meetings as needed with elementary staff for articulation of curriculum.

Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with the Middle and High School Principals.

Contributes to the efforts to accomplish system-wide goals and special school objectives.

Upholds and enforces school rules, administrative regulations, and Board policy.

Performs other duties as may be assigned.

TERM OF EMPLOYMENT:

10.5 months

EVALUATION:

To be evaluated by the Assistant Superintendent with input from the Middle School and High School Principals

SOCIAL STUDIES SUPERVISOR GRADES K-12**REQUIREMENTS:**

Certification as Supervisor. New Jersey teaching certification and experience in teaching Social Studies.

PRIMARY FUNCTIONS:**GRADES K-12**

- Keeps abreast of current trends and practices within content area.
- Works closely with teachers, district personnel, building level administrators, and administrative colleagues to develop and implement well-coordinated and articulated curriculum.
- Identifies curriculum needs.

GRADES 6-12

- Supervises staff in content area
- Monitors student progress.
- Works with all staff to implement necessary curriculum changes in content area.
- Designs and/or implements staff development activities to support instruction, best practices and curriculum tied to the Content Standards.

MAJOR DUTIES AND RESPONSIBILITIES:**GRADES 6-12**

Participates in the recruitment and selection of department personnel; conducts orientation and training.

Assists in assigning and scheduling department members.

Supervises and evaluates department members.

Monitors the progress of students through analysis of criterion reference tests, other test results, and quarterly grade distribution; reviews findings with department members.

Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.

Assists and advises teachers in solving problems which may arise in classes; works closely with guidance counselors and administrators in seeking solutions to student problems.

Prepares departmental budget requests; approves requisitions; distributes textbooks and materials to teachers; supervises inventory, maintenance and proper care of all department equipment, books and materials.

Recommends the adoption of new textbooks and instructional materials after thorough and systematic procedures have been followed.

Assists in the use of substitute teachers as needed.

Interprets program to community; involves parents and works with community agencies when appropriate.

Assists and advises Middle and High School principals in the overall administration of the schools.

GRADES K-12

Provides leadership in curriculum development and articulation and in the establishment of objectives, standards and assessment measures.

Calls and conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation for Grades 6-12. Initiates meetings as needed with elementary staff for articulation of curriculum.

Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with the Middle and High School Principals.

Contributes to the efforts to accomplish system-wide goals and special school objectives.

Upholds and enforces school rules, administrative regulations, and Board policy.

Performs other duties as may be assigned.

TERM OF EMPLOYMENT:

10.5 months

EVALUATION:

To be evaluated by the Assistant Superintendent with input from the Middle School and High School Principals

SPECIAL EDUCATION SUPERVISOR GRADES K-12

REQUIREMENTS:

Certification as Supervisor. New Jersey teaching certification and experience in teaching special education.

PRIMARY FUNCTIONS:

GRADES K-12

- Keeps abreast of current trends and practices within content area.
- Works closely with teachers, district personnel, building level administrators, and administrative colleagues to develop and implement well-coordinated and articulated curriculum.
- Identifies curriculum needs.

GRADES 6-12

- Supervises staff in content area
- Monitors student progress.

- Works with all staff to implement necessary curriculum changes in content area.
- Designs and/or implements staff development activities to support instruction, best practices and curriculum tied to the Content Standards.

MAJOR DUTIES AND RESPONSIBILITIES:

GRADES 6-12

Participates in the recruitment and selection of department personnel; conducts orientation and training.

Assists in assigning and scheduling department members.

Supervises and evaluates department members.

Monitors the progress of students through analysis of criterion reference tests, other test results, and quarterly grade distribution; reviews findings with department members.

Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.

Assists and advises teachers in solving problems which may arise in classes; works closely with guidance counselors and administrators in seeking solutions to student problems.

Prepares departmental budget requests; approves requisitions; distributes textbooks and materials to teachers; supervises inventory, maintenance and proper care of all department equipment, books and materials.

Recommends the adoption of new textbooks and instructional materials after thorough and systematic procedures have been followed.

Assists in the use of substitute teachers as needed.

Interprets program to community; involves parents and works with community agencies when appropriate.

Assists and advises Middle and High School principals in the overall administration of the schools.

GRADES K-12

Provides leadership in curriculum development and articulation and in the establishment of objectives, standards and assessment measures.

Calls and conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation for Grades 6-12. Initiates meetings as needed with elementary staff for articulation of curriculum.

Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with the Middle and High School Principals.

Contributes to the efforts to accomplish system-wide goals and special school objectives.

Upholds and enforces school rules, administrative regulations, and Board policy.

Performs other duties as may be assigned.

TERM OF EMPLOYMENT:

10.5 months

EVALUATION:

To be evaluated by the Assistant Superintendent with input from the Middle School

and High School Principals

WORLD LANGUAGES SUPERVISOR GRADES K-12

REQUIREMENTS:

Certification as Supervisor. New Jersey teaching certification and experience in teaching World Languages.

PRIMARY FUNCTIONS:

GRADES K-12

- Keeps abreast of current trends and practices within content area.
- Works closely with teachers, district personnel, building level administrators, and administrative colleagues to develop and implement well-coordinated and articulated curriculum.
- Identifies curriculum needs.

GRADES 6-12

- Supervises staff in content area
- Monitors student progress.
- Works with all staff to implement necessary curriculum changes in content area.
- Designs and/or implements staff development activities to support instruction, best practices and curriculum tied to the Content Standards.

MAJOR DUTIES AND RESPONSIBILITIES:

GRADES 6-12

Participates in the recruitment and selection of department personnel; conducts orientation and training.

Assists in assigning and scheduling department members.

Supervises and evaluates department members.

Monitors the progress of students through analysis of criterion reference tests, other test results, and quarterly grade distribution; reviews findings with department members.

Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.

Assists and advises teachers in solving problems which may arise in classes; works closely with guidance counselors and administrators in seeking solutions to student problems.

Prepares departmental budget requests; approves requisitions; distributes textbooks and materials to teachers; supervises inventory, maintenance and proper care of all department equipment, books and materials.

Recommends the adoption of new textbooks and instructional materials after thorough and systematic procedures have been followed.

Assists in the use of substitute teachers as needed.

Interprets program to community; involves parents and works with community agencies when appropriate.

Assists and advises Middle and High School principals in the overall administration of the schools.

GRADES K-12

Provides leadership in curriculum development and articulation and in the establishment of objectives, standards and assessment measures.

Calls and conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation for Grades 6-12. Initiates meetings as needed with elementary staff for articulation of curriculum.

Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with the Middle and High School Principals.

Contributes to the efforts to accomplish system-wide goals and special school objectives.

Upholds and enforces school rules, administrative regulations, and Board policy.

Performs other duties as may be assigned.

TERM OF EMPLOYMENT:

10.5 months

EVALUATION:

To be evaluated by the Assistant Superintendent with input from the Middle School and High School Principals

SUPERVISOR OF ATHLETICS, PHYSICAL EDUCATION/HEALTH, FAMILY LIFE GRADES K-12**REQUIREMENT:**

Must possess New Jersey Certification as Supervisor or Principal/Supervisor

PRIMARY FUNCTION:

Responsible for the Athletic program district-wide and supervises all athletic extra-curricular programs. Responsible for the instructional leadership of the Physical Education/Health department for Grades K through 12, including supervision of staff, articulation of curriculum and instruction, monitoring of student progress and evaluation and development of instructional programs as well as Family Life Program and Driver Education Program.

REPORTS TO:

Assistant Superintendent

MAJOR DUTIES AND RESPONSIBILITIES:**ATHLETIC ACTIVITIES**

Responsible for scheduling, organizing, and supervising interscholastic and intra-mural athletic activities. Maintains requisite records for the Athletic Program.

Responsible for supervision, hiring and seasonal evaluation of coaches and athletic staff in conjunction with the Principal and the Assistant Superintendent.

Provides clear and regular communication of information regarding athletics to students, teachers, coaches, administration and the community.

Responsible for reviewing and modifying the Athletic Program.

Responsible for the school's compliance with the policies of the Board of Education, the by-laws of the NJ State Interscholastic Athletic Association, and to administer the rules for eligibility and participation in athletics in accordance with NJSIAA and Conference standards.

Attends County and League Athletic meetings as well as Tenafly Public Schools athletic functions.

PHYSICAL EDUCATION/HEALTH/FAMILY LIFE/DRIVER EDUCATION:

Supervises and evaluates department members.

Works closely with Physical Education teachers and the district and building level administrators and supervisory staff to develop and implement well-coordinated and articulated curriculum, standards and assessment measures.

Provides leadership in curriculum development and articulation. Establishes objectives, standards and assessment measures.

Participates in the recruitment and selection of department personnel; conducts orientation and training.

Monitors the progress of students through analysis of criterion reference tests, other test results, and quarterly grade distribution; reviews findings with department members.

Initiates and conducts staff development activities; develops and monitors individual professional improvement plans of department members.

Assists in assigning and scheduling department members.

Calls and conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation among the elementary, schools, Middle School and the High School.

Assists and advises teachers in solving problems which may arise in classes; works closely with guidance counselors and administrators in seeking solutions to student problems.

Prepares departmental budget requests; approves requisitions; distributes textbooks and materials to teachers; supervises inventory, maintenance and proper care of all department equipment, books and materials.

Recommends the adoption of new textbooks and instructional materials after thorough and systematic procedures have been followed.

Interprets program to community; involves parents and works with community agencies when appropriate.

Assists and advises Elementary, Middle and High School principals in the overall administration of the schools.

Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with the Assistant Superintendent.

Contributes to the efforts to accomplish system-wide goals and special school objectives.

Performs other duties as may be assigned by Superintendent, Principal or designee.

TERM OF EMPLOYMENT: 12 months

EVALUATION: To be evaluated by the Assistant Superintendent.

SUPPORTING DATA

These job descriptions replace prior job descriptions.

RESOLUTION P- 26 APPROVAL OF NEW HIRE OF HIGH SCHOOL STUDENT FOR S.A.C.C. FOR 2012-13

BE IT FURTHER RESOLVED that the Board approves the following Tenafly High School Student as a new hire of the Tenafly School Age Child Care Program for the 2012-13 school year for the S.A.C.C. position listed below:

<u>SCHOOL</u>	<u>NAME</u>	<u>S.A.C.C. POSITION</u>	<u>2012-2013 HOURLY RATE</u>
Stillman	Vivian Jin	Afternoon Assistant	\$8.00

ADMINISTRATION

RESOLUTION A-1 APPROVAL OF FACULTY EVALUATION RUBIC

BE IT RESOLVED that the Board approves a Faculty Evaluation Rubric (Charlotte Danielson Framework for Teaching) in accordance with the new tenure law entitled Teacher Effectiveness and Accountability for the Children of New Jersey that was approved August 6, 2012. The rubric is available in the Superintendent’s office. The Board also approves Teachscape as the software to deliver the model.

RESOLUTION A- 2 TENAFLY EDUCATIONAL FOUNDATION

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

School & Teacher Requesting Grant	Proposal	Amount
High School Theatre Dept. (Kimberly Burja)	“High School Fall Musical” #02/2012-2013	\$1,000.00

RESOLUTION A-3 APPROVAL OF THE SELF-STUDY AS RECORDED ON THE NJQSAC DISTRICT PERFORMANCE REVIEW (DPR) and STATEMENT OF ASSURANCES (SOA)

BE IT RESOLVED that the Board of Education approves the self-study as recorded on the Statement of Assurances (SOA) with a score of 100% in each of the areas of Instruction & Program, Fiscal Management, Governance, Operations, and Personnel, and the District Performance Review (DPR) with a score of 100% in each of the areas of Fiscal Management, Governance, Operations, and Personnel and an initial score of 66% out of 66% in Instruction and Program, with remaining items to be scored by the NJDOE after submission yielding a potential total score of 100%. The Board approves submitting the DPR and SOA to the State Office in preparation for NJQSAC review in March 2013.

RESOLUTION A-4 APPROVAL OF THE DISTRICT EMERGENCY PLAN AND SUPPLEMENT TO THE EMERGENCY PLAN

BE IT RESOLVED that the Board of Education approves the District Emergency Plan and the Supplement to the Emergency Plan for the 2012-2013 school year.

CURRICULUM

RESOLUTION C-1 APPROVAL OF NCLB GRANT MONIES TO FUND TENAFLY NATURE CENTER ASSOCIATION PROGRAMS FOR 2012-2013 SCHOOL YEAR

BE IT RESOLVED that the Tenafly Board of Education approve the attached Memorandum of Understanding and funding to the Tenafly Nature Center in the amount of \$9,450 for the programs and facilities they provide to the Tenafly School District for the 2012-2013 school year.

RESOLUTION C-2 TEXTBOOK ADOPTION FOR ELEMENTARY SCHOOL

BE IT RESOLVED that the Board of Education approves the K-5 grammar program, SchoolWide: The Fundamentals of Grammar and Conventions Teacher's Guide K-5 and supporting student mentor texts.

RESOLUTION C-3 ADOPTION OF DISTRICT CURRICULA ALIGNED TO NEW JERSEY CORE CURRICULUM CONTENT STANDARDS (NJCCCS) AND COMMON CORE STATE STANDARDS (CCSS)

BE IT RESOLVED that the Board of Education approves the revised curricula in alignment with the NJCCCS and CCSS.

SPECIAL EDUCATION

RESOLUTION S-1 RESCIND A PLACEMENT

BE IT RESOLVED that the Board of Education rescind the 10 month placement for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#761	Chrysalis School	Private	\$49,000.00 Parental Reimbursement

SUPPORTING DATA

This student is attending a 12 month residential program, not 10 month.

RESOLUTION S-2 ADD A PLACEMENT

BE IT RESOLVED that the Board of Education add the 12 month placement for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#761	Chrysalis School	Private	\$49,000.00 Parental Reimbursement

RESOLUTION S-3 APPROVAL OF 10 MONTH PROGRAM FALL 2012

BE IT RESOLVED that the Board of Education approves the placement for the following pupils.

STUDENT	SCHOOL	TYPE	TUITION
#791	Leonia Public Schools	Public	\$38,549.84 pro-rated. Start date 10/10/12
#792	Lincoln Technical Institute, Inc.	Private	\$12,950.00 Start date 10/10/12
#794	River Edge Elementary Schools	Public	\$48,590.00
#741	River Edge Elementary Schools	Public	\$48,590.00
#743	River Edge Elementary Schools	Public	\$48,590.00
#775	River Edge Elementary Schools	Public	\$48,590.00
#625	River Edge Elementary Schools	Public	\$48,590.00
#533	Rockland BOCES	Public	\$77,970.00

RESOLUTION S-4 APPROVAL OF 12 MONTH PROGRAM FALL 2012

BE IT RESOLVED that the Board of Education approves the placement for the following pupils.

STUDENT	SCHOOL	TYPE	TUITION
#793	Windsor Learning Center	Private	\$42,654.23 pro-rated. Start date 10/24/12

RESOLUTION S-5 APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE AIDE, FALL 2012

BE IT RESOLVED that the Board of Education approves the one to one aid for the following pupil.

STUDENT	SCHOOL	TYPE	1 to 1 Aide
#794	River Edge Elementary Schools	Public	\$30,240.00

RESOLUTION S-6 APPROVAL OF STIPULATION OF SETTLEMENT

BE IT RESOLVED by the Tenafly Board of Education (hereinafter referred to as the "Board") that the terms, stipulations and conditions as established in the Settlement Agreement and Release between the Board and H.Y. and Y.L. o/b/o M.Y., which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

FINANCE

RESOLUTION F-1 SECRETARY'S REPORT FOR SEPTEMBER 2012

BE IT RESOLVED that the Secretary's report for the month of September 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 SEPTEMBER 2012

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

RESOLUTION F-3 APPROVAL OF BILLS FOR OCTOBER 2012

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$6,120,338.61 for September 30, 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:

Fund Totals		
(10)	General Fund	\$191,284.18
(11)	General Current Expense	\$5,184,444.80
(12)	Capital Outlay	\$601,302.00
(20)	Special Revenue Funds	\$37,450.62
(50)	Enterprise Fund	\$36,326.37
(60)	Trust and Agency Funds	\$69,530.64
	TOTAL	\$6,120,338.61

RESOLUTION F-4 TRANSFERS FOR OCTOBER 2012

BE IT RESOLVED that the Board of Education approves transfers for the 2012-2013 school budget in a report dated October 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 OCTOBER 2012

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

<u>Date</u>	<u>PAYROLL</u>	<u>Amount</u>
10/15/12		\$1,746,933.99
10/31/12		\$1,728,668.09

RESOLUTION F- 6 APPROVAL OF REVISED SHARED SERVICES AGREEMENT WITH CRESSKILL BOARD OF EDUCATION FOR INFORMATION TECHNOLOGY SUPPORT SERVICES FROM JULY 1, 2012 TO JUNE 30, 2013

BE IT RESOLVED that the Tenafly Board of Education approves the attached revised agreement, originally approved at the August 28 Board meeting, with the Cresskill Board of Education for information technology support services from July 1, 2012 to June 30, 2013.

RESOLUTION F- 7 APPROVAL TO SUBMIT COMPREHENSIVE MAINTENANCE PLAN (CMP)

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Tenafly Board of Education are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Tenafly Board of Education hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan and M1 worksheet for the Tenafly Public Schools in compliance with Department of Education requirements.

RESOLUTION F-8 APPROVE THE APPLIED BEHAVIORAL ANALYSIS PARENT TRAINING AGREEMENT BETWEEN REGION II AND NON-MEMBER DISTRICTS

BE IT RESOLVED that the Tenafly Board of Education approves the agreement made with Region II School Member Districts for special education and transportation services, effective July 1, 2012 to June 30, 2013.

RESOLUTION F- 9 APPROVE THE UPDATED STANDARD OPERATING PROCEDURES (SOP) GUIDE

BE IT RESOLVED that the Tenafly Board of Education approves the Standard Operating Procedures (SOP) Guide for the district updated by the Business Administrator. This guide is a reference manual to insure that the district meets budgetary/financial responsibilities and is in compliance with school system regulations.

RESOLUTION F-10 APPROVAL TO RESCIND AGREEMENT OF AUGUST 28, 2012 FOR NON-PUBLIC NURSING SERVICES WITH BERGEN COUNTY DEPT OF HEALTH SERVICES FOR THE 2012-2013 SCHOOL YEAR

BE IT RESOLVED that the Board of Education rescinds the agreement with the Bergen County Department of Health Services to provide non-public nursing and related services to eligible students for the following schools as stipulated in PL. 1991, Chapter 226:

The Spring School
Our Lady of Mount Carmel
The Montessori House School
Lubavitch on the Palisades

BE IT FURTHER RESOLVED that The Tenafly Board of Education will pay the nurses employed in the NP schools listed below following the federal, county and local regulations governing said employment in accordance with Senate Bill #851 regarding a criminal history background check:

Name and Position	NP School	Hourly Pay
Lucille B. Ermita Nurse	Our Lady of Mt Carmel 10 County Rd., Tenafly	\$25 per hr.
Tamar Laderman Nurse	The Spring School 67 North Summit St., Tenafly	\$25 per hr.
Bergen County Special Services will provide a	The Montessori House School, Tenafly	BCSS will pay the nurse

nurse for The Montessori House School		
Elaine Gilboa	Lubavitch on the Palisades, Tenafly	\$25 per hr.

RESOLUTION F-11 APPROVE AGREEMENT FOR NON-PUBLIC NURSING SERVICES WITH BERGEN COUNTY DEPT OF HEALTH SERVICES FOR THE 2012-2013 SCHOOL YEAR

BE IT RESOLVED that the Board of Education accepts the funds and approves the agreement with the Bergen County Department of Health Services to provide non-public nursing and related services to eligible students for the following schools as stipulated in PL. 1991, Chapter 226:

The Spring School
Our Lady of Mount Carmel
The Montessori House School
Lubavitch on the Palisades

BE IT FURTHER RESOLVED that The Tenafly Board of Education will pay the nurses employed in the NP schools listed below following the federal, county and local regulations governing said employment in accordance with Senate Bill #851 regarding a criminal history background check:

Name and Position	NP School	Hourly Pay
Lucille B. Ermita Nurse	Our Lady of Mt Carmel 10 County Rd., Tenafly	\$25 per hr.
Tamar Laderman Nurse	The Spring School 67 North Summit St., Tenafly	\$25 per hr.
Allison Baker Nurse	The Montessori House School, Tenafly	\$31.00
Elaine Gilboa	Lubavitch on the Palisades, Tenafly	\$25 per hr.

RESOLUTION F-12 APPROVAL TO SOLICIT PROPOSALS FOR A SOLAR POWER PURCHASE AGREEMENT FOR THE HIGH SCHOOL AND MIDDLE SCHOOL

WHEREAS, the Tenafly Board of Education (hereinafter referred to as the “Board”) is desirous of seeking proposals for a power purchase agreement with a qualified vendor to install, maintain and own a solar photovoltaic system at Tenafly High School and Tenafly Middle School; and

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1, authorizes boards of education to use competitive contracting in lieu of public bidding for specified goods and services; and

WHEREAS, the Director of the Division of Governmental Services in the New Jersey Department of Community Affairs has approved the competitive contracting

procedures for power purchase agreements for the provision or performance of goods or services for the purpose of producing class I renewable energy, as that term is defined in N.J.S.A. 48:3-51, at, or adjacent to, buildings owned by any board of education, the entire price of which is to be established as a percentage of the resultant savings in energy costs, provided, the contract shall be entered into subject to and in accordance with guidelines promulgated by the Board of Public Utilities establishing a methodology for computing energy cost savings and energy generation costs; and

WHEREAS, the Board is seeking specific proposals from interested vendors who are capable of providing such a power purchase agreement.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby authorizes the Business Administrator/Board Secretary in consultation with the Architect and the Board Attorney, to develop a Request for Proposals from qualified vendors interested in and capable of entering into a power purchase agreement to install, maintain and own a solar photovoltaic system at Tenafly High School and Tenafly Middle School consistent with the requirements set forth by law and contained in this resolution.
2. The Board hereby authorizes the Business Administrator/Board Secretary to solicit proposals for a power purchase agreement in accordance with the needs and desires of the School District, pursuant to the procedures for competitive contracting set forth in N.J.S.A. 18A:18A-4.1 et seq.

BE IT FURTHER RESOLVED that the Board President and the Business Administrator/Board Secretary are hereby authorized to execute any and all documents necessary to effectuate the terms of this Resolution.

RESOLUTION F-13 APPROVAL OF TRANSPORTATION REIMBURSEMENT

WHEREAS, the Tenafly School District is obligated by State Statute Title 18A to provide transportation to resident students who qualify as remote from school while attending a school other than a public school, not operated for profit in whole or in part, located in the State and not more than 20 miles from the residence of the pupil;

WHEREAS, the Tenafly School District is obligated by State Statute Title 18A to bid bus routes for these students and contract for transportation provided the per pupil cost does not exceed \$884.00, as per section 2 of P.O. 1981 c.51 (18A:39-1a).

RESOLUTION F-14 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).