



**TENAFLY PUBLIC SCHOOLS
TENAFLY BOARD OF EDUCATION**

**Meeting Date:
Tuesday, September 10, 2013**

BOARD OF EDUCATION MEETING

OPEN SESSION – Regular Public Meeting

AGENDA:

Reports/Presentations

Public Comments

Action Items:

- **Personnel**
- **Administration**
- **Special Education**
- **Finance**

Public Comments (2nd Opportunity)

Adjournment

NO FORMAL ACTION IS TAKEN DURING THE CLOSED SESSION



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

September 10, 2013

Hegelein Building, 500 Tenafly Road, Tenafly, NJ 07670

Board of Education

Mr. Richard H. Press, President
Mr. Edward J. Salaski, Vice President

Mr. Mark Aronson	Ms. Phyllis Perskie-Kesslen
Mr. Sam A. Bruno	Ms. Lynne 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. Yas Usami, Business Administrator/Board Secretary
Ms. Teresa Collins, Assistant to the Superintendent for Human Resources
Ms. Suzanne Bassett, Assistant to the Superintendent for Special Services
Mr. Marc Gold, Assistant to the Superintendent for Evaluations and Effectiveness

Representatives to the Board

High School Students
[2013-2014]
Joanna Weingast, Senior
Emma Bochner, Junior

Administrators
Dr. Dora P. Kontogiannis
Dr. Ann Powell
Mr. John Fabbo
Ms. Jennifer Ferrara
Mr. Neil Kaplicer
Ms. Gayle Lander

1.	OPEN SESSION – 7:30 p.m. – Regular Public Meeting	
2.	CLOSED SESSION – Board will go immediately into Closed Session	
3.	OPEN SESSION – 8:00 p.m. – Regular Public Meeting	
	A. Call to Order	R. Press
	B. Adequate Notice Statement	R. Press
	C. Roll Call	Y. Usami
	D. Pledge of Allegiance	R. Press
4.	Approval of Minutes • Regular Public & Closed Minutes of August 27, 2013	
5.	Board President’s Report	R. Press
6.	Superintendent’s Report	L. Trager
7.	Student Representatives’ Report	J. Weingast E. Boucher
8.	Board Secretary’s Report • Fire and Security Drill Report for August	Y. Usami
9.	Board Committee Reports • Finance Committee	D. Kaplan
10.	<u>Public Comments – Agenda</u> Citizens may address the Board of Education on any item listed on the agenda. Citizens will give their name and address when recognized to speak. A time limit of three minutes per person and a total of 30 minutes for all communications are allowed. Large groups are urged to select someone to represent them.	
11.	Action Items – Resolutions	
12.	<u>Public Comments – Second Opportunity</u> Citizens may address the Board of Education on any item not 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 60 minutes for all communications are allowed. Large groups are urged to select someone to represent them. <i>Opportunities for public comment are not scheduled for the Committee-of-Whole Work Session</i>	

13.	<p><u>Adjournment to Closed Session</u> The Session may include discussions of negotiations, contractual, matters, litigation and personnel. Pursuant to the Open Public Meetings Act, the Tenafly Board of Education is required to notify the public when the minutes of this closed session will be available. When the need for confidentiality no longer exists, the minutes will be available to the public.</p>	
14.	Adjournment	

FIRE DRILLS & SECURITY DRILLS 2013 - 2014 SCHOOL YEAR						
MONTH	HIGH SCHOOL					
August	8/29/13 p.m. 8/30/13 p.m. Security/ Tabletop Exercise Drill: 8/28/13 a.m.					

The following resolutions are recommended by the Superintendent of Schools:

PERSONNEL

RESOLUTION P-1	RESIGNATION
RESOLUTION P-2	CREATION OF ADDITIONAL 19 HOUR PARAPROFESSIONAL POSITION AT HIGH SCHOOL
RESOLUTION P-3	HIRES
RESOLUTION P-4	APPROVAL OF REVISED JOB DESCRIPTION FOR DIRECTOR OF SCHOOL COUNSELING
RESOLUTION P-5	APPROVAL OF TOILETING STIPENDS FOR DESIGNATED SPECIAL EDUCATION PARAPROFESSIONALS

ADMINISTRATION

RESOLUTION A-1	SECOND READING OF POLICY 1110, POLICY 2363, POLICY 2468, POLICY 3232, POLICY 5351, POLICY 5430, POLICY 5440
RESOLUTION A-2	APPROVAL OF THE DISTRICT EMERGENCY PLAN AND SUPPLEMENT TO THE EMERGENCY PLAN

SPECIAL EDUCATION

RESOLUTION S-1	RESCIND THE FOLLOWING PLACEMENT FALL 2013 -2014
RESOLUTION S-2	APPROVAL OF TEN MONTH PROGRAM FALL 2013 -2014
RESOLUTION S-3	APPROVAL OF TEN MONTH PROGRAMS FALL 2013 -2014
RESOLUTION S-4	APPROVAL OF TWELVE MONTH PLACEMENT FALL 2013 -2014
RESOLUTION S-5	APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE AIDES, TEN MONTHS 2013-2014
RESOLUTION S-6	RESOLUTION S-6 MEMBERSHIP IN BERGEN COUNTY REGION V COUNCIL FOR SPECIAL EDUCATION

FINANCE

RESOLUTION F-1	SECRETARY'S REPORT FOR JULY 2013
RESOLUTION F-2	TREASURER'S REPORT FOR JULY 2013
RESOLUTION F-3	APPROVAL OF BILLS FOR AUGUST 31, 2013
RESOLUTION F-4	TRANSFERS FOR AUGUST 2013
RESOLUTION F-5	PAYROLL FOR AUGUST 2013
RESOLUTION F-6	APPROVAL OF BUDGET TRANSFER FOR REDUCTION IN FY2013-14 SDA (SCHOOL DEVELOPMENT AUTHORITY) ASSESSMENT AMOUNT
RESOLUTION F-7	APPROVAL TO ACCEPT TUITION FEE ADJUSTMENTS FOR FAMILIES IN THE SCHOOL AGE CHILD CARE (SACC) PROGRAM
RESOLUTION F-8	APPROVAL TO RENEW LEASE AGREEMENT WITH NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT FOR SPECIAL EDUCATION PROGRAM CLASSROOM
RESOLUTION F-9	APPROVAL FOR RENEWAL OF TRANSPORTATION CONTRACT WITH JOHN LECKIE, INC. FOR 2013-2014 SCHOOL YEAR
RESOLUTION F-10	APPROVAL OF DISTRICT TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENT

PERSONNEL

RESOLUTION P-1 RESIGNATION

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

NAME	REASON	EFFECTIVE DATE
Deborah Burns 19 hours a week Paraprofessional Mackay School	Personal	September 20, 2013

RESOLUTION P-2 CREATION OF ADDITIONAL 19 HOUR PARAPROFESSIONAL POSITION AT HIGH SCHOOL

BE IT RESOLVED that the Board creates an additional 19 hour a week Paraprofessional position at the High School effective immediately to assist a Special Education student.

RESOLUTION P-3 HIRES

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

NAME AND POSITION	EMPLOYMENT DATES	CLASSIFICATION & SALARY
Philip Lee Teacher of E.L.L. .4 FTE – Middle School	9/1/13-6/30/14	M.A., Step 1-2 prorated for .4 \$21,038 annual salary
Alyssa Scala 19 hr. a week *Paraprofessional Stillman School Contingent upon fingerprinting	Approx. 9/16/13-6/30/14	\$13,769 annual salary \$19.80 an hour, 183 days
Cindy Seyrek 19 hr. a week *Paraprofessional Stillman School Contingent upon fingerprinting	9/1/13-6/30/14	\$13,769 annual salary \$19.80 an hour, 183 days
Stephanie Pascale 19 hr. a week Paraprofessional Smith School with toileting stipend Contingent upon fingerprinting	9/1/13-6/30/14	\$13,769 annual salary \$19.80 an hour, 183 days Plus toileting stipend - \$1,000 annual prorated
Anita Alfonso 19 hr. a week *Paraprofessional Mackay School Contingent upon fingerprinting	Approx. 9/16/13-6/30/14	\$13,769 annual salary prorated \$19.80 an hour, 183 days
Chris Kim 19 hr. a week *Paraprofessional Mackay School Contingent upon fingerprinting	Approx. 9/16/13-6/30/14	\$13,769 annual salary prorated \$19.80 an hour, 183 days

RESOLUTION P-4 APPROVAL OF REVISED JOB DESCRIPTION FOR DIRECTOR OF SCHOOL COUNSELING

BE IT RESOLVED that the Board approve the following revised job description for the position of Director of School Counseling effective with the 2013-14 school year:

DIRECTOR OF SCHOOL COUNSELING SERVICES

REQUIREMENTS:

Certification as Director of School Counseling Services or certification as Director of Pupil Personnel Services, experience as a School Counselor with expertise in college counseling.

PRIMARY FUNCTION:

The Director of School Counseling Services functions under the direction of the High School Principal as part of the school leadership team. Responsible for the leadership of the HS School Counseling Department, including staff supervision, coordination of all state and Advanced Placement testing, coordination of the master schedule, planning and developing department programs and activities.

Responsible for the development of curriculum, articulation and evaluation of the District School Counseling Program.

REPORTS TO:

High School Principal

MAJOR DUTIES AND RESPONSIBILITIES:

Oversees the development and implementation of a well-conceived and comprehensive school counseling program.

Participates in the recruitment and selection of School Counseling department personnel; conducts orientation and training for new school counselors.

Supervises and evaluates guidance department staff with input from Principal and school administrators.

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

Conducts department meetings to provide coordination of departmental policies, procedures, methods, materials and articulation among the Middle School, the High School, and Alpine Public School.

Responsible for the development of the High School Master Schedule using appropriate computer program. Serves as the high school coordinator of student data management.

Responsible for development of registration process for all in-coming 9th graders, as well as scheduling concerns and student registration during the summer months for grades 9-12.

Coordinates the activities and programs of the College and Career Counseling Center (CCCC) including the utilization of the Naviance program.

Responsible for evening presentations regarding all aspects of the college selection-application process, planning and eighth grade program selection.

Oversees the maintenance of accurate student records and is responsible for the interpretation of incoming students' records.

Oversees and coordinates the preparation of High School interim reports, report cards and transcripts and the student college application process.

Responsible for accurate completion of school, district, county and state reports as they apply to the high school.

Prepares and monitors school counseling department budget.

Responsible for the creation, maintenance, updating and expending of the school counseling website.

Responsible for periodic contributions to the Principal's newsletter and other district publications.

Oversees the coordination and administration of the S.A.T. Program. Supervises the administration of all non-standardized S.A.T. and A.C.T. testing to students with approved accommodations.

Responsible for preparation of all Special Education and 504 accommodations for College Board and A.C.T. testing.

Oversees and coordinates grades 9-12 standardized testing procedures for HSPA assessments and Advanced Placement test with special education and 504 accommodations when necessary.

Reports to the Board of Education throughout the school year on designated topics, including Honor Merit Scholarship semifinalists; Standardized tests results as they apply to the High School; and the current graduating class and college acceptances.

Serves as 504 Hearing Officer for grades K-12 students and coordinates all 504 services. Provides information and staff training pertaining to 504.

Coordinates AHSA Program.

Prepares Tenafly High School Profile and other school counseling publications.

Provides data for New Jersey State School Report Card.

Coordinates home instruction for designated students.

Oversees and coordinates the preparation and distribution of working papers.

Prepares the annual Alpine School District Report as outlined in the contract between the Tenafly and Alpine School Districts.

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

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

Performs other related duties as may be assigned.

TERM OF EMPLOYMENT:

12 months - Tenafly Administrators and Supervisors Association.

EVALUATION:

To be evaluated by the High School Principal in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

RESOLUTION P-5 APPROVAL OF TOILETING STIPENDS FOR DESIGNATED SPECIAL EDUCATION PARAPROFESSIONALS

BE IT RESOLVED that the following Special Education Paraprofessionals will receive a \$1,000 stipend for the 2013-14 school year for toileting in accordance with the Agreement between the Tenafly Education Association on behalf of Paraprofessionals and the Tenafly Board of Education:

NAME	SCHOOL
R. Dansky	Stillman
B. Wells	Stillman
M. Vinci	Stillman
M. Morgan	Stillman
J. McGuire	Stillman
D. Garlasco	Stillman
K. Ruiz	Stillman
A.Conover	Stillman
L. Kostyn	Smith
S. Pascale	Smith

ADMINISTRATION

RESOLUTION A-1 SECOND READING OF POLICY 1110, POLICY 2363, POLICY 2468, POLICY 3232, POLICY 5351, POLICY 5430, POLICY 5440

BE IT RESOLVED that the Board of Education will have the Second Reading of the policies as follows:

- Policy 1110** Organizational Chart -revised
- Policy 2363** Pupil Use of Privately Owned Technology -new
- Policy 2468** Independent Educational Evaluations -new
- Policy 3232** Tutoring Services -new
- Policy 5351** School Clearance following Crisis Situation -new
- Policy 5430** Grade Point Average -new replaces Class Rank which is no longer applicable
- Policy 5440** Honoring Pupil Achievement -revised

RESOLUTION A-2 APPROVAL OF THE DISTRICT EMERGENCY PLAN AND SUPPLEMENT TO THE EMERGENCY PLAN

BE IT RESOLVED that the Board of Education approve the **District Emergency Plan** and the **Supplement** to the Emergency Plan for the 2013-2014 school year.

SPECIAL EDUCATION

RESOLUTION S-1 RESCIND THE FOLLOWING PLACEMENT FALL 2013 -2014

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

STUDENT	SCHOOL	TYPE	TUITION
#445 –	Little Red School House & Elizabeth Irwin High School	Private	\$5,000.00 Parental Reimbursement \$32,750.00 Remaining tuition payable to LREI Total tuition: \$37,750.00

RESOLUTION S-2 APPROVAL OF TEN MONTH PROGRAM FALL 2013-2014

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

STUDENT	SCHOOL	TYPE	TUITION
#445 –	Little Red School House & Elizabeth Irwin High School	Private	\$37,750.00

RESOLUTION S-3 APPROVAL OF TEN MONTH PROGRAMS FALL 2013 -2014

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

STUDENT	SCHOOL	TYPE	TUITION
#800 –	Leonia Public Schools	Public	\$42,310.00
#633 –	Leonia Public Schools	Public	\$20,771.00

#782 –	Leonia Public Schools	Public	\$42,310.00
#791-	Leonia Public Schools	Public	\$42,310.00

RESOLUTION S-4 APPROVAL OF TWELVE MONTH PLACEMENT FALL 2013 -2014
BE IT RESOLVED that the Board of Education approve the placement for the following pupil.

STUDENT	SCHOOL	TYPE	TUITION
#708 –	Reed Academy	Private	\$99,750.00

RESOLUTION S-5 APPROVAL OF EXTRAORDINARY SERVICES OF ONE TO ONE AIDES, TEN MONTHS 2013-2014

BE IT RESOLVED that the Board of Education approve the one to one aides for the following pupils.

STUDENT	SCHOOL	TYPE	1 to1 AIDE COST
#633 -	Leonia Public Schools	Public	\$20,400.00
#438 –	Cresskill Public Schools	Public	\$23,128.00

RESOLUTION S-6 MEMBERSHIP IN BERGEN COUNTY REGION V COUNCIL FOR SPECIAL EDUCATION

BE IT RESOLVED that the Tenafly Board of Education continue as a full member for services provided by the Bergen County Region V Council for Special Education for the 2013-2014 school year; does hereby accept, adopt and agree to comply with the Region V Bylaws; designates Superintendent Lynn Traer as its representative to Region V; and empowers her to cast all votes and take all other actions necessary to represent its interest in Region V. The Board further approves the joint transportation agreements for all Tenafly students who are transported through Region V and approves Shared Services including but not limited to evaluations, therapies, non-public school services and other services as requested to be provided by Region V consultants on an as needed basis.

FINANCE

RESOLUTION F-1 SECRETARY’S REPORT FOR JULY 2013

BE IT RESOLVED that the **Secretary’s report** for the month of July 2013, 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 JULY 2013

BE IT RESOLVED that the **Treasurer’s report** for the month of July 2013, be accepted as submitted and filed in the official minutes of this meeting.

RESOLUTION F-3 APPROVAL OF BILLS FOR AUGUST 31, 2013

BE IT RESOLVED that **bills** properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$2,800,137.36 for August 31, 2013, 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	\$14,234.40
(11)	General Current Expense	\$2,298,331.76
(12)	Capital Outlay	\$459,319.48
(13)	Special Schools	\$3,924.94
(20)	Special Revenue Funds	\$408.30
(50)	Enterprise Fund	\$23,808.48
(60)	Trust and Agency Funds	\$110.00
	TOTAL	\$2,800,137.36

RESOLUTION F-4 TRANSFERS FOR AUGUST 2013

BE IT RESOLVED that the Board of Education approves **transfers** for the 2012-2013 school budget in a report dated August 31, 2013, 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 AUGUST 2013

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

<u>Date</u>	PAYROLL	<u>Amount</u>
8/14/13		\$825.00
8/15/13		\$370,557.84
8/30/13		\$340,063.05

RESOLUTION F-6 APPROVAL OF BUDGET TRANSFER FOR REDUCTION IN FY2013-14 SDA (SCHOOL DEVELOPMENT AUTHORITY) ASSESSMENT AMOUNT

WHEREAS, the FY 2014 Appropriations Act signed into law by the governor, includes a provision that lowered the Assessment for Debt Service on **SDA Funding**;

WHEREAS, a budget transfer from "Assessment for Debt Service on SDA Funding" account (12-000-400-896) to current expense in an amount that does not exceed the amount of the reduction in fiscal year 2013-2014;

WHEREAS, the requirements of N.J.A.C. 6A:23A-13.3 for transfers during budget year have been waived, with the exception of the requirement to obtain the necessary two-thirds affirmative vote of the authorized membership of the Tenafly Board of Education;

THEREFORE, BE IT RESOLVED that the Tenafly Board of Education approves the budget transfer of \$21,722.00 from 12-000-400-896-00-00 to 11-190-100-500-DP-15.

RESOLUTION F-7 APPROVAL TO ACCEPT TUITION FEE ADJUSTMENTS FOR FAMILIES IN THE SCHOOL AGE CHILD CARE (SACC) PROGRAM

BE IT RESOLVED that the Board approves the following families in the **SACC program** to receive a tuition fee adjustment:

NAME	Regular Monthly Fees	Adjusted Monthly Fees	Program
Family G	\$570.00 (\$300.00, \$270.00)	\$300.00	a.m./p.m.
Family K	\$570.00 (\$300.00, \$270.00)	\$300.00	a.m./p.m.
Family N	\$437.00 (\$230.00, \$207.00)	\$230.00	p.m.
Family O	\$300.00	\$150.00	a.m./p.m.
Family R	\$300.00	\$150.00	a.m./p.m.

RESOLUTION F-8 APPROVAL TO RENEW LEASE AGREEMENT WITH NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT FOR SPECIAL EDUCATION PROGRAM CLASSROOM

BE IT RESOLVED that the Tenafly Board of Education approves renewing the attached lease **agreement with the Northern Valley High School District** for a Special Education program to be held in a classroom at the Tenafly Middle School for the period of July 1, 2013 through June 30, 2014, at a cost of \$25,000 (to be paid by Northern Valley Board of Education), and authorizes the Business Administrator to sign the agreement on behalf of the Board.

RESOLUTION F-9 APPROVAL FOR RENEWAL OF TRANSPORTATION CONTRACT WITH JOHN LECKIE, INC. FOR 2013-2014 SCHOOL YEAR

BE IT RESOLVED that the Board of Education approves renewing a contract for the following transportation for 2013-2014 school year with John Leckie, Inc., 395 South River Street, Hackensack, NJ 07601.

PUBLIC ROUTE NO.	TO	COST OF ROUTE
NP-13	Solomon Schechter	\$42,422.40

RESOLUTION F-10 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).

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