

TENAFLY BOARD OF EDUCATION

Tuesday, March 5, 2013

BOARD OF EDUCATION MEETING

OPEN SESSION

CLOSED SESSION

OPEN SESSION – Regular Public Meeting

AGENDA:

Reports/Presentations

Public Comments

Action Items:

- **Personnel**
- **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

March 5, 2013

Hegelein Building, 500 Tenafly Road, Tenafly, NJ 07670

Board of Education

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

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|-----------------------------|-----------------------------|
| 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
Dr. Joseph R. Amatuzzi, Interim Business Administrator/Board Secretary
Ms. Teresa Collins, Assistant to the Superintendent for Human Resources
Ms. Suzanne Bassett, Assistant to the Superintendent for Special Services

Representatives to the Board

High School Students
[2012-2013]
Allison Starer, Senior
Joanna Weingast, Junior

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

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|-----|--|----------------------------|
| 1. | OPEN SESSION –7:30 p.m. | |
| 2. | CLOSED SESSION – Board will go immediately into Closed Session | |
| 3. | OPEN SESSION –8:00 p.m. -Regular Public Meeting | |
| | A. Call to Order | Mr. Press |
| | B. Adequate Notice Statement | Mr. Press |
| | C. Roll Call | Dr. Amatuzzi |
| | D. Pledge of Allegiance | Mr. Press |
| 4. | Reports, Presentations, Discussions • Smith Showcase (4th & 5th graders explain the use of iPads & the e-book library) | N. Kaplicer |
| 5. | Approval of Minutes Regular Public Minutes of February 26, 2013 | |
| 6. | Board President’s Report | Mr. Press |
| 7. | Superintendent’s Report | Ms. Trager |
| 8. | Student Representatives’ Report | Ms. Starer Ms. Weingast |
| 9. | Board Secretary’s Report • Fire Drill & Security Report for February | Dr. Amatuzzi |
| 10. | Board Committee Reports • Finance Committee Report | D. Kaplan |
| 11. | Reports, Presentations, Discussions • Budget Discussion and Adoption of Preliminary Budget for 2013-2014 | L. Trager/ J. Amatuzzi |
| 12. | <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. | |
| 13. | Action Items – Resolutions | |
| 14. | <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 30 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> | |

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|-----|---|--|
| 15. | <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> | |
| 16. | Adjournment | |

| FIRE DRILLS & SECURITY DRILLS 2012 - 2013 SCHOOL YEAR | | | | | | |
|--|------------------------------|---|---------------------------------------|------------------------------|------------------------------|------------------------------|
| MO. | HIGH | MIDDLE | MACKAY | MAUGHAM | SMITH | STILLMAN |
| Feb 2013 | 2/07/13 p.m. 2/15/13 p.m. | 2/06/13 p.m. 2/20/13 a.m. | 2/15/13 p.m. 2/25/13 p.m. | 2/25/13 p.m. 2/26/13 a.m. | 2/12/13 p.m. 2/15/13 p.m. | 2/15/13 p.m. 2/25/13 p.m. |
| | Security/ Lockdown Drill: | Security/ Shelter in Place Drill: | Security/ Active Shooter Drill: | Security/ Lockdown Drill: | Security/ Lockdown Drill: | Security/ Lockdown Drill: |
| | 2/14/13 p.m. | 2/8/13 a.m. | 2/27/13 a.m. | 2/28/13 a.m. | 2/27/13 a.m. | 2/28/13 a.m. |

The following resolutions are recommended by the Superintendent of Schools:

PERSONNEL

| | |
|----------------|---|
| RESOLUTION P-1 | SUBSTITUTES |
| RESOLUTION P-2 | RESIGNATIONS |
| RESOLUTION P-3 | HIRES |
| RESOLUTION P-4 | LEAVE OF ABSENCE FOR HIGH SCHOOL TEACHER OF E.L.L. |
| RESOLUTION P-5 | APPOINTMENT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY |

FINANCE

| | |
|----------------|---|
| RESOLUTION F-1 | APPROVAL TO ADOPT PRELIMINARY BUDGET FOR THE FY 2013-2014 SCHOOL YEAR |
| RESOLUTION F-2 | APPROVAL OF BILLS FOR FEBRUARY 2013 |
| RESOLUTION F-3 | TRANSFERS FOR FEBRUARY 2013 |
| RESOLUTION F-4 | PAYROLL FOR FEBRUARY 2013 |
| RESOLUTION F-5 | APPROVAL TO PROCEED WITH SCHOOL FACILITIES PROJECTS |
| RESOLUTION F-6 | 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> |
|-------------|---------------|----------------------|--------------------|
| Rena Tracy | B.A. | Elementary CEAS | Elem. Ed |

RESOLUTION P-2 RESIGNATIONS

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

| <u>NAME</u> | <u>REASON</u> | <u>EFFECTIVE DATE</u> |
|--|---------------|-----------------------|
| Eric DiGregorio Teacher of Industrial Arts Middle School | Retirement | June 30, 2013 |
| Erica Boras Teacher of Music – M.S. | Retirement | June 30, 2013 |

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:

| <u>NAME AND POSITION</u> | <u>EMPLOYMENT DATES</u> | <u>CLASSIFICATION AND SALARY</u> |
|---|-------------------------|---|
| Hui-tzu Isabella Chen .6 Leave replacement teacher of Chinese – High School | 3/18/13-6/30/13 | Per diem based on M.A.,+16, Step 3 prorated for .6 and prorated for days worked |
| Lenka Curko 19 hour a week Spec Ed Aide Maugham School | 3/4/13-6/30/13 | \$19.04 an hour 19 hours a week \$13,240 annual prorated |

RESOLUTION P-4 LEAVE OF ABSENCE FOR HIGH SCHOOL TEACHER OF E.L.L.

BE IT RESOLVED that the Board, in accordance with Article VI, C grants Polyxeni Derdemezis a medical leave of absence using accumulated sick days through May 2013.

RESOLUTION P-5 APPOINTMENT OF BUSINESS ADMINISTRATOR/BOARD SECRETARY

BE IT RESOLVED that the Board appoints Yas Usami to the position of Business Administrator/Board Secretary for the period July 1, 2013 through June 30, 2014 at an annual salary of \$170,000.

FINANCE

**RESOLUTION F-1 APPROVAL TO ADOPT PRELIMINARY BUDGET FOR THE
 FY 2013-2014 SCHOOL YEAR**

Approval of Base Budget

BE IT RESOLVED that the Tenafly Board of Education approves a preliminary FY 2013-2014 school district budget as follows:

| | Budget | Local Tax Levy |
|--------------------------|---------------------|-----------------------|
| General Fund | \$61,813,966 | \$56,399,832 |
| Special Revenue Fund | \$ 837,399 | \$ 0 |
| Debt Service Fund | \$ 2,907,048 | \$ 2,553,782 |
| Total Base Budget | \$65,558,413 | \$58,953,614 |

RESOLUTION F-2 APPROVAL OF BILLS FOR FEBRUARY 2013

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$5,392,067.42 for February 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 | \$207,887.36 |
| (11) | General Current Expense | \$4,901,872.34 |
| (20) | Special Revenue Funds | \$189,630.41 |
| (50) | Enterprise Fund | \$19,014.63 |
| (60) | Trust and Agency Funds | \$73,662.68 |
| | TOTAL | \$5,392,067.42 |

RESOLUTION F-3 TRANSFERS FOR FEBRUARY 2013

BE IT RESOLVED that the Board of Education approves transfers for the 2012-2013 school budget in a report dated February 28, 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-4 PAYROLL FOR FEBRUARY 2013

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

| PAYROLL | |
|----------------|----------------|
| Date | Amount |
| 2/15/13 | \$1,712,014.32 |
| 2/28/13 | \$1,759,249.51 |

RESOLUTION F-5 APPROVAL TO PROCEED WITH SCHOOL FACILITIES PROJECTS

WHEREAS, The Board of Education of Tenafly in the County of Bergen, New Jersey (the "Board"), desires to proceed with school facilities projects consisting generally of:

Reroofing at Stillman Elementary School

Reroofing at Mackay Elementary School

Reroofing at Tenafly High School

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF TENAFLY IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26–3 of the New Jersey Administrative Code, the Board hereby approves the Educational Specifications prepared in connection with the project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Bergen County Superintendent of Schools and the New Jersey Department of Education for approval. The Board further authorizes the submission of the Schematic Plans to the Municipal planning board for its review.

Section 3. The Board is submitting this project as an "Other Capital Project" to the New Jersey Department of Education. The Board understands they will not receive State Funding for this project and the District is not seeking a Grant.

Section 4. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 5. The School Administration and such other officers and agents of the Board as are necessary, including the Board Attorney, Bond Counsel and Architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution; including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 6. This resolution shall take effect immediately.

RESOLUTION F-6 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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