

MINUTES OF THE SPECIAL MEETING  
(BUDGET RETREAT)  
OF THE TENAFLY BOARD OF EDUCATION  
THURSDAY EVENING, FEBRUARY 6, 2014  
HELD AT THE HEGELEIN BUILDING, 500 TENAFLY ROAD, TENAFLY, NJ

DATE 2/25/14  
APPROVED [Signature]

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The meeting was called to order at 5:17 p.m. by Board President Edward J. Salaski who read the following statement:

“The New Jersey Open Public Meetings Law was enacted to insure the right to the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.”

In accordance with provisions of this act, the Tenafly Board of Education has caused notice of this meeting to be publicized by having the date, time and place thereof posted at the Borough office, Tenafly Public Library, administrative building, in the local press and on the district’s web site.

On roll call, the following Board members answered present:

Mark Aronson	Richard H. Press
Sam A. Bruno	Lynne W. Stewart **
Shana Greenblatt Janoff	April Uram
Donald H. Kaplan	Edward J. Salaski
Eileen D. Pleva *	

The following Board members arrived at:

\* 5:18 p.m.

\*\* 7:41 p.m.

The following staff members were present:

Ms. Lynn Trager, Superintendent  
Ms. Barbara Laudicina, Assistant Superintendent  
Mr. Yas Usami, Business Administrator/Board Secretary

Also present:

Mr. Al Annunziata, Field Representative for NJSBA

Board President Salaski opened the meeting. The following topics were discussed:

Budget Calendar

Ms. Trager reviewed the Budget Calendar that was revised for School Boards with a November school election. As a result, the budget submissions have been pushed back. The calendar was shared and discussed at a previous Board meeting.

## Budget Ideas for 2014-2015

Ms. Trager and Mr. Usami discussed the ideas and programs that are supported by the 2014-2015 Budget. All budget ideas, programs and funding are tentative. Various members of the Board discussed the importance of going to a 2% tax levy increase to support the budget.

For the future, the Board suggested the following:

- Continued growth in technology
- Potential use of co-generation for sustainability in cooling and heating
- Expansion of online courses through Virtual High School (VHS),
- A day of service

Ms. Trager added that she would like to see an in-district day care service for all employees and residents.

## Anticipated Revenues for 2014-2015 Budget

Mr. Usami reviewed the anticipated revenues for the 2014-2015 Budget. The large majority of the revenues will be raised through local tax levy. A 2% tax levy increase is recommended and the Board agreed.

The budget also includes:

- A Budgeted Fund Balance
- Capital Reserve Withdrawal
- Maintenance Reserve Withdrawal
- Tuition for send/receive relationship with Alpine
- Miscellaneous Revenues
- Borough contribution toward the Geissinger Field turf project
- Investment and reserve account interest
- State aid (projected at no increase)
- Federal grants (Individuals with Disabilities Education Act and No Child Left Behind)

It was also recommended that the Board no longer collect Student Activity fees for participation in extra-curricular activities. Those fees were not included in the anticipated revenues.

## Capital Projects for 2014-2015

Mr. Usami discussed the Capital Projects planned for the next school year.

The projects included:

- Geissinger Field Turf Project (will be funded with Capital Reserve and a Borough contribution).
- Stillman School Boiler Replacement (will be funded from the operating budget [60% of the cost], and an SDA ROD Grant [40% of the cost]).
- Smith School Roof Replacement (will be funded with Capital Reserve and from the operating budget [total 60% of the cost], and an SDA ROD Grant [40% of the cost]).

### Other Topics discussed:

Mr. Usami mentioned the staffing that will be supported by the budget. There is a high school special education transition class which will benefit the students by keeping them in district. The added benefit is that the district will save money on out-of-district placements and transportation. Class sizes will be reduced at the middle and high schools by adding additional sections in certain subjects. There is an increased need for speech services for the Autism class at Stillman School. The district has budgeted a contribution towards a School Resource Officer (SRO) who will be provided by the Borough. Currently, the Borough has not confirmed the SRO.

The budget has a new hybrid grounds and maintenance position in Buildings & Grounds. This will take an existing grounds person and allow him to assist with general maintenance and painting. The substitute rate was recommended for a \$5 per day increase. The district has not increased the rate in over 10 years and it has found it increasingly difficult to attract substitutes.

The budget will bring back a Treasurer of School Monies to provide checks and balances for the Business Office. This had been recommended by the district auditor. The budget also reflected all salaries as per contracts.

### Board Roles & Responsibilities (NJSBA)

The Board decided to break from the budget portion of the retreat since Mr. Al Annunziata, Field Rep for NJSBA, had arrived to conduct the "Roles and Responsibilities" training to Board members. Mr. Annunziata distributed folders containing training materials and other school board related materials.

Mr. Annunziata mentioned the four main functions of the Board of Education. They are to set policy, to oversee the hiring of and evaluation of the superintendent and oversee programs, to communicate with the community, and to plan (set district goals which leads to the budget.)

Mr. Annunziata discussed the role of the Board and the administration. He indicated that the Board's role is the "What" which are direction, policy and oversight. The administration's role is the "How" which is the day-to-day implementation, supervision and accountability.

The Board discussed 10 scenarios from a document titled, "Is This Your Role." There were discussions regarding the scenarios with the Board and Mr. Annunziata. Many of the members expressed that they would like the ability to have discussions with the full Board prior to the meeting when they would vote on resolutions. The Board also responded to ten True/False questions in an exercise titled, "Board Role in Personnel." Again, there was discussion among the members and Mr. Annunziata.

Mr. Annunziata left at 8:40 p.m. After a brief recess, the budget portion of the retreat continued at 8:45 p.m. Mr. Mark Aronson left the meeting at 8:45 p.m.

## Hockey & Swimming Programs and Inception of Lacrosse Program

Mr. Usami addressed the increased funding for the hockey and swimming programs. The funding would cover the cost of the programs except for ice/pool rental and certain individual equipment. Currently, the Board funds each program a set amount. Additional funding could be distributed to those programs based on the amount collected through Student Activity fees. The Board wanted to make sure that both programs are at least funded equal to previous years after factoring distribution of the Student Activity fee. The budget also included the start of a varsity boys and girls lacrosse program. The Board asked for start-up costs versus on-going costs.

## Other Items Planned for 2014-2014 Budget

Other items planned for 2014-2015 Budget included:

- Technology (laptops, SMART Boards, replacing desktops and laptops)
- Buildings & Grounds (replacing a dump truck with a plow and a mower)
- Benefits (decrease in health benefits and unemployment compensation)
- Sick day payout increase for potential retirements
- Legal (increase in legal services)
- Special Education (decrease in out-of-district placements)
- Extraordinary Aid (decreased reliance on Aid in order to fund special education related services)
- Purchasing (an upgrade of purchasing software to implement electronic requisitions and purchase orders)

## Budget Summary of Appropriations

Mr. Usami and the Board reviewed the Budget Summary of Appropriations. Most of the fluctuations involved reclassification of account codes. Some of the codes that were used in previous years needed to be updated. The other fluctuations were a result of what the budget included or excluded as discussed earlier.

Ms. Trager asked if the Board wished to eliminate any of the budget proposals. The Board did not wish to eliminate any of the proposals.

A motion was made by Ms. Lynne W. Stewart and seconded by Mr. Donald H. Kaplan that the Board convenes in closed session. The session may include discussions of negotiations, contractual matters, litigation and personnel. Pursuant to 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. At this time that cannot be determined. When the need for confidentiality no longer exists, the minutes will be available to the public.

The motion was approved by those present. Mr. Mark Aronson left the meeting at 8:45 p.m. and was not present for the closed session.

The meeting recessed to closed session at 9:43 p.m.

The meeting reconvened from closed session at 9:47 p.m.

A motion was made by Ms. Shana Greenblatt Janoff and seconded by Ms. Eileen D. Pleva to adjourn the meeting.

The motion was approved by those present.

The meeting adjourned at 9:47 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Yas Usami', written in a cursive style.

Yas Usami  
Business Administrator/  
Board Secretary