

MINUTES OF THE REGULAR MEETING  
OF THE TENAFLY BOARD OF EDUCATION  
MONDAY EVENING, NOVEMBER 7, 2016  
HELD AT THE HEGELEIN BUILDING, 500 TENAFLY RD., TENAFLY, NJ

DATE 12/13/16

APPROVED 

MINUTES OF THE REGULAR MEETING  
OF THE TENAFLY BOARD OF EDUCATION  
MONDAY EVENING, NOVEMBER 7, 2016  
HELD AT THE HEGELEIN BUILDING, 500 TENAFLY RD., TENAFLY, NJ

The meeting was called to order at 6:35 p.m. by Board Vice President Eileen D. Pleva 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 \*\*  
Sam A. Bruno \*  
Janet I. Horan  
Richard H. Press

Sherri Rothstein  
Edward J. Salaski  
Eileen D. Pleva

\* Arrived at 6:54 p.m.  
\*\* Arrived at 6:59 p.m.

The following Board members were absent:

April Uram  
Lynne W. Stewart

The following staff members were present:

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

Ms. Terry Collins, Assistant to the Superintendent for Human Resources, arrived at the meeting at 6:53 p.m.

The following staff member was absent:

Ms. Barbara Laudicina, Assistant Superintendent

A motion was made by Mr. Sherri Rothstein and seconded by Mr. Richard H. Press that the Board convenes in closed session according to the following:

WHEREAS, the Tenafly Board of Education has been formed pursuant to applicable New Jersey Statutes; and

WHEREAS, the Board is charged with the responsibility of performing all acts and doing all things, consistent with law and the rules of the State Board of Education, necessary for the lawful and proper conduct, equipment and maintenance of the public schools and public school property of the Tenafly Public School District; and

WHEREAS, Section 7 of the Open Public Meetings Act (N.J.S.A. 10-4-12) permits the exclusion of the public ("Closed Session") from a meeting of the Board in certain circumstances; and

WHEREAS, the Board has determined that circumstances exist for such a Closed Session;

WHEREAS, the Board has found the action described below to be necessary and proper;

NOW, THEREFORE, BE IT RESOLVED by the Board on the date indicated above that:

- 1.) The public shall be excluded from discussion of and action on the Closed Session herein set forth.
- 2.) The subject matter to be discussed is as follows:
  - Suspensions
  - HIB's
  - Personnel
  - Negotiations
- 3.) The Board will return to Open Session at approximately 8:00 p.m.

No formal action will be taken.

The motion was approved by those present. Ms. April Uram and Ms. Lynne W. Stewart were absent from the meeting.

The meeting recessed to closed session at 6:35 p.m.

Mr. Sam A. Bruno arrived at the meeting at 6:54 p.m., and Mr. Mark Aronson arrived at 6:59 p.m.

The meeting reconvened from closed session at 8:05 p.m.

The meeting was called to order at 8:05 p.m. by Board Vice President Eileen Pleva 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	Sherri Rothstein
Sam A. Bruno	Edward J. Salaski
Janet I. Horan	Eileen D. Pleva
Richard H. Press	

The following Board members were absent:

April Uram  
Lynne W. Stewart

The following staff members were present:

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

The following staff member was absent:

Ms. Barbara Laudicina, Assistant Superintendent

The following principal representatives were present:

Mr. John Fabbo, Principal of Middle School  
Ms. Gayle Lander, Principal of Stillman School

Also present:

Ms. Suzanne Bassett, Assistant to the Superintendent for Special Services  
Ms. Terry Collins, Assistant to the Superintendent for Human Resources

Erin Aslami, Sr. Student Representative

Ms. Angelina Haw, Jr. Student Representative, was absent from the meeting.

Ms. Pleva opened the meeting with the Pledge of Allegiance to the flag.

**HONOR NATIONAL MERIT SCHOLARSHIP SEMIFINALISTS  
AND  
2016-17 NATIONAL HISPANIC RECOGNITION SCHOLARS**

Ms. Jayne Bembridge, Director of Counseling, acknowledged and congratulated the seniors who were chosen as semi-finalists in the National Merit Scholarship Program and congratulated the scholars of the National Hispanic Recognition Program. Ms. Bembridge explained how students qualify for the awards. Each student was given a certificate for their achievement of academic excellence, with congratulations from administrators and the Board.

**APPROVAL OF MINUTES**

A motion was made by Ms. Janet I. Horan and seconded by Mr. Edward J. Salaski to approve the Minutes of the Regular Public and the Closed Executive Meeting of October 18, 2016.

The Minutes of the Regular Public and the Closed Executive Meeting of October 18 were approved as follows:

Yes - 6	Mark Aronson	No - 0	
	Janet I. Horan		
	Richard H. Press	Abstain - 1	Sam A. Bruno
	Sherri Rothstein		
	Edward J. Salaski	Absent - 2	April Uram
	Eileen D. Pleva		Lynne W. Stewart

**BOARD PRESIDENT'S REPORT**

In Ms. Stewart's absence, Board Vice President Eileen Pleva expressed thanks to all the candidates who are running for the open positions on the Board. Candidates' Night took place on October 24, and Ms. Pleva thanked all who were involved, with a special thanks to the League of Women Voters and the Rotary. On behalf of the Board, Ms. Pleva wished all the candidates good luck on the election.

**SUPERINTENDENT'S REPORT**

Superintendent Trager reported that at the end of October, Ms. Stewart, Mr. Usami, Mr. Lepore and Ms. Trager attended the annual NJ School Board Association in Atlantic City, and commented how valuable and productive the many workshops were, and they brought back information and ideas to share with the district. It was also a valuable experience to discuss school matters with other district superintendents and Board members across the state.

In Ms. Laudicina's absence, Ms. Trager stated that she will point out the following highlights of the PARCC Assessments regarding comparisons of the district's performance this year from last year. Ms. Laudicina will present a thorough report on December 13 on the PARCC Assessments:

- Scores in grades 3-8 in English Language Arts are comparable to last year's scores.
- Scores in grades 3-8 in Math were much higher this year than last year. In particular, scores soared in grades 7-8 compared to last year and in previous years. Ms. Trager said Ms. Laudicina will be researching why our scores were so high in Math as compared to the scores for English Language Arts.
- Scores in grades 9-10 in English Language Arts were higher this year; however, students in grade 11 did not do well on scores, and the participation rate for grade 11 was very low. Ms. Trager stated this is a trend seen across the state and the reason is due to students having the option of taking the SAT or AP exams rather than the PARCC; therefore, many 11<sup>th</sup> grade students did not participate in the PARCC exams.
- Ms. Trager said the Superintendents' group she belongs to is having someone from the state come to our district to discuss this matter regarding 11<sup>th</sup> grade participation in the exams and what the state's views are.
- Ms. Trager also stated that she gave a general sense of the PARCC results tonight as the state requires, by this date, that a report be presented to the Board. The more detailed and thorough report will be given by Ms. Laudicina at the next Board meeting.

Ms. Trager asked the Board if they had any comments or questions.

Mr. Aronson asked Ms. Trager if our current 8<sup>th</sup> graders will have the option of opting out of the PARCC exams in their junior year. Ms. Trager replied that she believes the option will still exist for a few years.

Mr. Aronson asked how the teachers responded in this second year of the PARCC exams. Ms. Trager replied that the teachers are more comfortable with following the state standards this year, and she hasn't heard negative comments.

Mr. Aronson asked Ms. Bembridge if the number of our National Merit Semi-finalists is less this year, and if a list of numbers can be generated for the last five years. Ms. Bembridge said the number fluctuates from year to year, and two of our scholars weren't here tonight. Ms. Bembridge said she will submit a list to the Board of the past five years.

Mr. Aronson stated that Ms. Bembridge gave a short biography of each semi-finalist in previous years, and asked if this can be included again for future award winners. Ms. Bembridge explained that her department tried something new from the recommendation by Dr. Denise Pope to celebrate the students' merit accomplishments of their PSAT scores, and not individual accomplishments; and that students and counselors had expressed it was embarrassing to give a "show and tell" list of each student. The students said they prefer this year's format, and Ms. Bembridge had good feedback from administrators and colleagues to support this sentiment.

Several Board members discussed the issue of having student biographies given or not, and it was determined by Ms. Trager that the administration will discuss it further for perhaps a compromise.

Mr. Bruno asked Ms. Trager if she spoke with Dr. Nahman who brought up a topic at the last Board meeting regarding returning tests and quizzes to students for learning purposes. Ms. Trager replied that she spoke on the phone with Dr. Nahman, who is not a parent in Tenafly but is a tutor in the district, and stated the topic is on the secondary principals' agenda for their next meeting.

Mr. Bruno raised the topic of the AC Study that will take place on December 13<sup>th</sup>, and asked three questions: 1) if a feasibility study can be posted on the district's website on December 14; 2) what will possible administrative costs be for a referendum; and 3) can a referendum be on a ballot through grassroots/ community petition, or does it have to be from the governing body.

Mr. Aronson answered Mr. Bruno's third question by saying the referendum does have to be done by the governing body of the Board.

Ms. Trager responded by saying her understanding of what will take place after the December 13<sup>th</sup> presentation of the AC study is that the Finance Committee will need time to listen to the presentation (and the new Board members will be asked to attend the meeting to hear the information for the first time), and a decision will be made after January when the new Board members are in place. However, the information presented at the Board meeting can be posted online.

Mr. Aronson, Chair of the Finance Committee, added that the committee will have the approximate cost information and timelines for a referendum.

Ms. Pleva asked the Board if they wished to make any additional comments or have questions on the Superintendent's report.

No further comments were made.

## BOARD SECRETARY'S REPORT

Mr. Usami reported on the Fire & Security Drills for October.

FIRE DRILLS & SECURITY DRILLS 2016-2017 SCHOOL YEAR						
MONTH	HIGH	MIDDLE	MACKAY	MAUGHAM	SMITH	STILLMAN
<u>OCTOBER</u> Fire Drills	Completed	Completed	Completed	Completed	Completed	Completed
<u>OCTOBER</u> Security Drills	Security Drill/ Lockdown	Security Drill/ Lockdown	Security Drill/ Evacuation	Security Drill/ Evacuation (Bomb Threat)	Security Drill/ Evacuation (Bomb Threat)	Security Drill/ Lockdown

## STUDENT REPRESENTATIVES' REPORT

Erin Aslami reported on the following:

- As the fall sports season is ending, many teams are in state tournaments. Girls and boys varsity soccer teams both qualified for the state tournaments, as well as the volleyball team and girls tennis team.
- On November 20, the High School is hosting the Wizards vs. Tenafly game.
- The High School is piloting an application called "Sit With Us." This was in the news recently. It works by downloading the App to be able to find people to sit with during lunch. This will help the cafeteria to become a more welcoming place for everyone. Many senior peer leaders are signing up to be a part of this activity.
- On November 22, the Roar video will take place. This will be a longer, more involved video and the students are excited to be a part of this.
- On November 23, the day before Thanksgiving, there will be a Coffee House with talented musicians signing up already. There will be a bon fire that night.
- On November 23, there will be an Alumni Touch Football game.
- On November 25, there will be the first annual Alumni Soccer game, as well as the Ultimate Frisbee Alumni and Student game.
- Parent/Teacher Conference night is on December 1 for the High School.
- The *Tenafly's Got Talent Show* will be held on December 10. Auditions were last week and contestants will soon hear the acceptances.

Mr. Bruno gave a shout out for the 68<sup>th</sup> annual Thanksgiving football game between Tenafly and Dumont, taking place in Dumont at 10:30 a.m. This is a cherished community event for many decades... "Go Tigers and Huskies."

Angelina Haw was absent from the meeting.



## BOARD COMMITTEE REPORTS

### Finance Committee

In Mr. Aronson's absence, Ms. Pleva gave the report on the Finance meeting was held on Friday, October 21, 2016, at 7:30 a.m., and the following people were in attendance: Lynn Trager, Yas Usami, Janet Horan, Eileen Pleva, and Donna Japhet, auditor of Lerch, Vinci and Higgins.

Topics discussed:

### Audit Year Ending June 30, 2016

The Balance Sheet shows a healthy positive position. There is \$405,855 of capital reserve funds committed to the current budget, leaving \$1,024,121.00 in the account. \$300,150.00 of maintenance reserve funds is committed to the current budget leaving \$350,200.00 in the maintenance reserve account. This leaves the excess surplus at \$1,228,164 which is designated for the 2017-2018 budget. Overall, this is a good financial position for the district. The auditor went over one audit recommendation. The recommendation was deemed not material and Yas Usami reported that there is already a corrective action plan in place to address the issue and everything related to the recommendation is moving forward well.

### Update on Air Conditioning Feasibility Study

The air conditioning feasibility study was reviewed briefly. The Finance Committee determined that in order to review the initiative in more detail, we will need additional data. The Finance Committee has requested more information on the following: the estimated cost of maintenance, the cost of a referendum, and the cost of additional energy fees associated with the implementation. The Finance Committee's review of the feasibility study from a financial perspective is ongoing.

Ms. Pleva asked the Board if they had any questions or comments on the report.

Mr. Bruno asked about the legal costs that were discussed back in September. Mr. Aronson replied that the Finance Committee is working on the report and will produce the cost breakdown, as soon as it is determined that the information can be disclosed in open public session without jeopardizing any confidentiality, or whether it should be reported in closed session. Mr. Aronson added that the costs fall under budget.

## REPORTS / DISCUSSIONS

### Audit Report

Ms. Donna Japhet , auditor from Lerch, Vinci & Higgins, presented the audit report for year ending June 30, 2016. Ms. Japhet met with the Finance Committee on October 21, and presented the audit in detail. Tonight's presentation is an overview of the audit. The audit produces two documents, the CAFR (Comprehensive Annual Financial Report that contains financial statements and related footnotes), and the AMR (Auditor's Management Report on administrative findings and any possible recommendations). Ms. Japhet was pleased to report that the Tenafly district has once again received an unmodified audit opinion, which is a clean audit opinion.

The Board followed Ms. Japhet's presentation with hard copies of the CAFR and AMR. The district's general/chief operating fund is a little over \$7 million at year end. This figure is a decrease of approximately \$878,000 from the prior year, primarily attributed to the use of Capital Reserve Funds during 2015-16 to fund local share of projects. Of the \$7 million, about 44% has been used in the 2016-17 budget. The balance of \$1.2 million will be utilized in 2017-18 as anticipated surplus. The capital reserve balance of a little over a \$1 million is available for capital projects (\$350,200 is available for maintenance reserve, \$107,000 is for year-end encumbrances). The unassigned fund balance is a little over \$1.2 million, which is the money available going forward (this does not include the district's last state aid payment, as the state withholds the entire last month's state aid which is actually \$2.2 million.) Therefore, on a budgetary basis the actual unassigned fund balance is a little under \$2.4 million.

For the district's Special Revenue Fund, which accounts for federal grants (IDEA and NCLB), as of June 30, 2016 the capital projects fund balance is about \$2.5 million. The largest part of this balance relates to the Middle School roof replacement, and the district's phone system. The Debt Service Fund, which is used for paying the principal interest on bonded debt is \$91,000. This balance was created during 2015-16 as a result of a refunding during the year the district opted to refund some outstanding debt, leaving a savings of \$91,000 in 2015-16. Ms. Japhet further noted that as a result of this refunding, the district is actually able to save about \$850,000 over the next 11 years.

Ms. Japhet asked the Board if they had any questions on the financial section presented. There were no questions by the Board.

Ms. Japhet presented the AMR information which covers many administrative categories extensively. Out of all these areas for year end of June 30, 2016, the only recommendation made was under Student Body Activities - for internal controls to be enhanced to ensure the required IRS Form 1099 is issued to all athletic game officials paid in excess of \$600. Ms. Japhet stated this is not a financial statement finding or significant deficiency in the audit, and noted on tonight's agenda the Corrective Action Plan contains the acceptable course of action for the one recommendation made. In addition, Ms. Japhet reported that the prior year's recommendations were properly taken care of.

Ms. Japhet asked the Board if they had any questions on the presentation.

Mr. Bruno stated the above matter for Student Body Activities has occurred before. Ms. Pleva added that Mr. Usami reported in the last finance meeting that there is a new system of reporting for better management of payment to athletic game officials.

Ms. Japhet thanked Mr. Usami and his staff for their work on the audit. She said the audit is a long, difficult process and that she appreciated everyone's patience and cooperation.

Ms. Trager also thanked Mr. Usami and his staff for all the work done to receive the excellent audit report.

### **NEW BUSINESS**

Before new business was discussed, Ms. Pleva discussed the topic previously raised by Mr. Bruno at the last Board meeting regarding the idea of having paperless Board of Education meetings.

Mr. Bruno clarified for the Board to consider "going green" and to save money by having paperless Board meetings, specifically eliminating copies of handouts made available to the public.

Ms. Pleva polled the Board for opinion on continuing the practice of keeping paper handouts on Board meeting nights for the public, or not. The vote was as follows:

Yes (keep paper handouts):	6	Mark Aronson	Absent: 2	April Uram
		Sherri Rothstein		Lynne W. Stewart
		Richard H. Press		
		Edward J. Salaski		
		Janet I. Horan		
		Eileen D. Pleva		

No (eliminate handouts): 1 Sam A. Bruno

Mr. Salaski added that the Board has eliminated the use of a lot of paper since making copies was discontinued many years ago (2009-10) when the Board starting using laptops for the Board meetings. In addition, presentations made at the meetings are made available online soon after the meetings. The exceptions are few for printing public handouts, outside of public agendas.

Ms. Pleva asked the Board if they wished to introduce any new business for discussion at future meetings.

No new business was raised.

## **PUBLIC RECOGNITION-COMMUNITY COMMENTARY**

Board Vice President Pleva inquired if there were any members of the audience who wished to address the Board on any item listed on the agenda.

Katie Janssen - 9 Lawrence Pkwy – Ms. Janssen referred to the student representative's report for Thanksgiving activities and asked if students were going to have a homework-free break.

Erin Aslami replied that she wasn't sure of the decision.

Ms. Trager stated that it will be a policy going forward (Thanksgiving, winter and February break), as stated at a prior Board meeting, and each school principal will make the announcement.

Mr. Aronson asked Ms. Trager how the AP teachers feel about the homework issue, referring to the fact that NJ starts classes later than most states and all AP exams are given at the same time nationally, and that students need to do the work.

Ms. Trager replied that she hasn't heard any complaints on this matter, but will speak with Mr. Morrison. Ms. Trager added that teachers give students long-term assignments and students can complete them before or during the break if they choose; however, Ms. Trager said that teachers are not telling students the day before designated vacations that they have to complete their work over the vacation or to hand the work in the day they get back, therefore, the decision is left to the student.

Mr. Aronson asked Erin for her opinion about AP classes and getting work done. Erin said she has an AP class and that students have flexibility in completing their work.

Several Board members discussed the homework matter.

Ms. Trager said the homework policy applies to all classes (AP, CPA, CPB, etc.). Erin added that if students choose to complete their work during the break, there is still less stress as the work will not be due upon immediate return to school, but rather in a couple of days.

## **RESOLUTIONS**

Before discussion of the action items, Ms. Pleva announced that the Boardroom has to be set up for tomorrow's election and she asked the Board if they wished to move to a consent agenda.

A motion was made by Mr. Richard H. Press and seconded by Mr. Edward J. Salaski to approve the Resolutions by consent agenda.

The motion for a consent agenda was as follows:

Yes - 7	Mark Aronson	No - 0	
	Sam A. Bruno		
	Janet I. Horan	Abstain - 0	
	Richard H. Press		
	Sherri Rothstein	Absent - 2	April Uram
	Edward J. Salaski		Lynne W. Stewart
	Eileen D. Pleva		

A motion was made by Mr. Mark Aronson and seconded by Ms. Sherri Rothstein to approve the following Resolutions: P-1 through P-11 (including Walk-in Revised Resolution P-2 and Walk-in Resolution P-12); A-1 through A-4; S-1 through S-4; and F-1 through F-9.

**PERSONNEL**

**RESOLUTION P-1 APPROVAL OF SUBSTITUTE TEACHERS**

BE IT RESOLVED that the substitutes with N.J. teacher certification or with a County License listed below be approved by the Board of Education for the 2016-17 school year in accordance with N.J.S.A. 18A:6-7.1b. pertaining to criminal history background check and at the district-established per diem rate of \$100:

NAME	DEGREE	CERTIFICATION	MAJOR/MINOR
Briddie Alstrom	M.Ed.	County License	Political Science/Ed
Joyce Washington	M.P.S.	County License	Journalism/Theology

*(Walk-in Revised Resolution P-2)*

**RESOLUTION P-2 RESIGNATIONS**

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

NAME AND POSITION	REASON	EFFECTIVE DATE
<b>David Dickson Counselor – Middle School</b>	<b>Retirement</b>	<b>June 30, 2017</b>
Charlie Lovelace Teacher of Art-Middle School	Retirement	June 30, 2017
Jeffrey Bart – 19 hr. a week Paraprofessional-Smith School	Personal	December 2, 2016
Claudia Rossi-19 hr. a week Paraprofessional-Stillman School	Personal	December 2, 2016

**RESOLUTION P-3 TRANSFER OF PARAPROFESSIONAL**

BE IT RESOLVED that the Board approves the following transfer effective approximately November 2, 2016

NAME	CURRENT ASSIGNMENT	NEW ASSIGNMENT
Maria Marsh	8.75 hour a week Lunch Paraprofessional -Stillman School	19 hr. a week Special Ed Paraprofessional -Smith School

**RESOLUTION P-4 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 AND SALARY
Brian Hanson-Harding Leave replacement Literacy teacher - MS	11/22/16-to approximately 1/3/17	Per diem based on Line 1, M.A.+32, \$57,321 annual prorated
Emiliya Kostova Lunch Paraprofessional Smith School	Approx** 12/7/16-6/30/17	8.75 hours a week \$20.35 an hour
Elizabeth Kerrisk * Lunch Paraprofessional Smith School	11/2/16-6/30/17	8.75 hours a week \$20.35 an hour
Karen Staccuneddu ** Lunch Paraprofessional Maugham School	Approx 12/5/16-6/30/17	8.75 hours a week \$20.35 an hour

\* contingent upon approval of transfer in above resolution

\*\*pending fingerprinting clearance

**RESOLUTION P-5 CREATION OF ADDITIONAL .2 IN ELL AT MAUGHAM SCHOOL**

BE IT RESOLVED that the Board approves creating an additional .2 in ELL at Maugham School effective November 1, 2016.

**RESOLUTION P-6 INCREASE IN ASSIGNMENT OF E.L.L. TEACHER**

BE IT RESOLVED that the Board approves the following change in assignment effective November 1, 2016 contingent upon approval of above resolution creating the additional .2 in ELL at Maugham School.

NAME	CURRENT ASSIGNMENT	NEW ASSIGNMENT
Grace Teller	.8 FTE Teacher of ELL- Middle School	.8 Teacher of ELL – Middle School .2 Teacher of ELL – Maugham School

**RESOLUTION P-7 APPROVAL OF SIXTH PERIOD ASSIGNMENTS**

BE IT RESOLVED that the Board approves the following Middle School science teachers to receive a Sixth Period Assignment with a stipend based on one-sixth of the annual salary for the period October 25, 2016 for no more than twelve weeks:

NAME	SIXTH PERIOD ASSIGNMENT
Dan Frare	Stipend based on one-sixth of annual salary for a Sixth Period Assignment prorated for the period October 25, 2016 for approximately six weeks
Melissa Lorenc	Stipend based on one-sixth of annual salary for a Sixth Period Assignment prorated for the period October 25, 2016 for approximately six weeks
Jenny Mach	Stipend based on one-sixth of annual salary for a Sixth Period Assignment prorated for the period October 25, 2016 for approximately six weeks
Brian Sabourin	Stipend based on one-sixth of annual salary for a Sixth Period Assignment prorated for the period October 25, 2016 for approximately six weeks
Brian Cook	Stipend based on one-sixth of annual salary for a Sixth Period Assignment prorated for the period October 25, 2016 for approximately six weeks

**RESOLUTION P-8 APPROVAL OF AFTER-SCHOOL PARAPROFESSIONALS**

BE IT RESOLVED that the Board approves the following to serve as after-school paraprofessionals at \$21.24 an hour to assist Special Education students while the students are involved in after-school activities during the 2016-17 school year:

NAME	CURRENT POSITION
Jennifer Bertolini	Mackay School Grade 1 teacher
Laura Lawlor	Mackay School paraprofessional
Marcy Porter*	Maugham School paraprofessional

\*will accompany student to SACC program.

**RESOLUTION P-9 APPROVAL OF HIRES FOR S.A.C.C. FOR 2016-2017**

BE IT FURTHER RESOLVED that the Board approves the following individuals as hires of the Tenafly School Age Child Care Program for the remainder of the 2016-17 school year for the S.A.C.C. positions listed below:

SCHOOL	NAME	S.A.C.C. POSITION
Mackay	Maryann Spina	Morning Assistant
Mackay	Gail Barlow	Afternoon Assistant
Mackay	Lina Crasci	Afternoon Assistant
Stillman	Daniel Barzelatto	Morning Assistant
Stillman	Leah Ryan	Afternoon Assistant

**RESOLUTION P-10 APPROVAL OF REVISED JOB DESCRIPTION FOR HUMAN RESOURCES ADMINISTRATOR**

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

TITLE: Human Resources Manager

REPORTS TO: Superintendent of Schools

PRIMARY FUNCTION: The Human Resources Manager is responsible for the administration of the department including systems for hiring, placement of personnel, promotion, evaluation, employee discipline, compensation, contract interpretation, employee relations, personnel record keeping and staff development in accordance with state and federal regulations, district policies and collective bargaining agreements.

QUALIFICATIONS: Experience in area of school Human Resources and knowledge of New Jersey Administrative Code and State Regulations pertaining to tenure, seniority, FMLA and school personnel matters. Knowledge of requirements and credentials for various NJ certifications.

SUPERVISION: Supervises Human Resources Confidential Secretary

**MAJOR DUTIES AND RESPONSIBILITIES:**

The Human Resources Manager provides vision and leadership to the department and organizes, manages, evaluates, and supervises effective and clear procedures for the operation of a comprehensive system of personnel recruitment and management and human resources development in accordance with all applicable state and federal laws, contractual requirements, and Board policy consistent with the philosophy, mission, values and goals of the district.

Advises the Superintendent and prepares documentation for recommendations to the Superintendent of Schools for renewal, dismissal, withholding of increment, promotion or other actions, following established procedures and timelines.

Serves as a member of the Superintendent's Cabinet and works collaboratively with team members in their respective areas of responsibility.

Serves as member of Board Negotiating Committee for negotiation of collective bargaining agreements with the four bargaining units of the Tenafly Education Association. Prepares statistical data relevant to negotiations, assists in the drafting of Board proposals and negotiation strategies.

Manages procedures to ensure the recruitment and recommendation of highly qualified personnel to fill vacancies within the district, including identifying criteria for selection, advertising and posting of positions, interviews, checking references, verifying



qualifications, and recommending salary placement to the Superintendent of Schools. Ensures that all recruitment and selection procedures meet contractual and legal obligations, certification requirements and Board policy.

Establishes procedures for and supervises the assignment, reassignment, transfer, or termination of personnel, including recommendations to the Superintendent of Schools for Board approval and notifying affected personnel in writing of Board decisions.

Develops and manages the Human Resources budget in a fiscally responsible manner.

Establishes and maintains the district's system of accurate personnel records for all past and present employees, tracking changes in assignment, promotion, transfer, discipline, tenure, retirement, leave, attendance, seniority status, and other matters. Ensures that the system of personnel records protects the rights of the individual for due process and privacy and complies with state and federal law and district policy. Establishes procedures for safe storing and integrity of all public and confidential records.

Responsible for submission of reports in a timely manner as required by law and regulation or as requested by the Superintendent of Schools.

Maintains a current file of job descriptions for the school district. Develops job descriptions for new positions and revises current job descriptions for board approval.

Serves as an information resource for personnel considering changes in assignment, leave of absences, retirement or other matters.

Manages, when necessary, a reduction-in-force (RIF) program, following established timelines, procedures and seniority rules. Assists affected staff in understanding options and procedures.

Supervises the system of personnel evaluation in accordance with state regulations, oversees evaluation procedures and timelines so that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability and growth and excellence in accordance with law, Board policy, and contractual requirements.

Attends monthly meetings with Tenafly Education Association leadership to discuss matters of concern and seek resolution.

Attends regular Board of Education meetings and Executive Sessions of Board of Education meetings at the Superintendent's request.

Serves as member of Board Negotiating Committee for negotiation of collective bargaining agreement with the Tenafly Administrators and Supervisors Association.

Attends monthly meetings with Tenafly Administrators and Supervisors Association Leadership.

Responsible for preparing resolutions for twice-yearly salary guide adjustments verifying eligibility and salary classification. Monitors course enrollments and the tuition reimbursement program.

Supervises and evaluates the substitute service program for professional and secretarial staff; supervises the processing of applications for New Jersey teacher and substitute certification in accordance with state codes; interviews substitute teachers and secretaries.

Responsible for ensuring that appropriate teachers participate in the teacher provisional mentoring program and/or Alternate Route Program

Assists in the administration of contracts negotiated with all employee associations. Handles and acts as liaison on any grievances brought forth by the Tenafly Education Association and/or the Tenafly Administrators and Supervisors Association. Participates in grievance meetings with the Superintendent. Participates in meetings with employees who have been identified as needing a Corrective Action Plan and/or potential discipline measures.

Reviews policies and contracts for conformity with Board action and/or negotiated agreements.

Responsible for the annual distribution of attendance data to each staff member in accordance with state notification guidelines; responsible for various notifications to staff with regard to reporting to Superintendent; e.g. in cases of arrest and subsequent adjudication.

Replies to questions of staff on personnel matters especially with regard to areas not clearly covered by regulation, policy or legislation.

Maintains active participation in state associations pertaining to Human Resources.

Responsible for the verification of all extra-compensation contracts to be signed by the Business Administrator/Board Secretary; assists Superintendent in analyzing need for any new proposed extra-compensation position and participates in negotiation of stipend. Develops board resolutions for appointments to all extra compensation positions.

Responsible for compilation and distribution to administrators of vacation schedules for all twelve-month staff.

Participates in discussions among the Superintendent, the administrators and the Board attorney with regard to Human Resources.

Participates in process for revision of evaluation instruments for support staff; arranges for review by the T.E.A. and presentation to the Board for approval.

Maintains good working rapport with administrators, teachers and support staff.

Advocates and promotes the rights of all persons, with particular reference to the personnel department activities.

Performs other duties and responsibilities as assigned by the Superintendent of Schools; participates in committees and meetings as determined by the Superintendent; works closely with the Assistant Superintendent, the Business Administrator and other Central Office administrators.

Evaluation: Evaluated by the Superintendent of Schools in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Term of Employment: Twelve months

#### **RESOLUTION P-11 LEAVE OF ABSENCE FOR MIDDLE SCHOOL TEACHER**

BE IT RESOLVED that the Board, in accordance with Article VI., B. and C. of the Teachers' contract, grants Middle School Special Education teacher Jacquelyn Seifert a maternity/disability leave of absence, using accumulated sick days effective Thursday, March 16, 2017, not to exceed 30 calendar days after the birth of her baby expected April 10, 2017 to be followed by an unpaid child-rearing leave of absence under the Family Medical Leave Act for no more than twelve weeks to be followed by an unpaid leave through the 2017-18 school year provided baby's birth falls within the terms for return dates of child-rearing leaves of the negotiated contract on behalf of teachers.

*(Walk-in Resolution P-12)*

#### **RESOLUTION P-12 APPOINTMENT OF HUMAN RESOURCES MANAGER**

BE IT RESOLVED that the Board appoints Danielle Diaz to the position of Human Resources Manager effective January 3, 2017 at an annual salary of \$125,000 prorated for the 2016-17 school year.

### **ADMINISTRATION**

#### **RESOLUTION A-1 APPROVAL OF PARTICIPATION IN SUSTAINABLE JERSEY FOR SCHOOLS GRANT APPLICATION AND CERTIFICATION FOR SCHOOLS IN THE DISTRICT**

BE IT RESOLVED that the Tenafly Board of Education agrees to participate in Sustainable Jersey for School Grant Application and to pursue certification for schools in the district.

WHEREAS, the Tenafly Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

WHEREAS, the Tenafly Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as "Green Team"), based on the guidance of Sustainable Jersey for Schools

**RESOLUTION A-2 APPROVAL OF THE TENAFLY BOARD OF EDUCATION TO AUTHORIZE THE SUBMISSION OF SUSTAINABLE JERSEY FOR SCHOOL GRANTS**

WHEREAS, the Tenafly Board of Education is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues through a grant program called the Sustainable Jersey for Schools Small Grants Program.

**RESOLUTION A-3 APPROVAL OF THE SELF-STUDY AS RECORDED ON THE NJQSAC STATEMENT OF ASSURANCES (SOA)**

BE IT RESOLVED that the Board of Education approves the self-study as recorded on the Statement of Assurances (SOA) for NJQSAC. The Board approves submitting the SOA to the New Jersey Department of Education.

*(Bylaw 0169 was removed from the agenda, upon agreement between the administration and the Board)*

**RESOLUTION A-4 FIRST READING POLICY 2460 AND POLICY 8500 AND BYLAW 0169**

BE IT RESOLVED that the Board of Education will have the first reading of the following Policy:

Policy 2460 Special Education (revised)

Policy 8500 Food Services (revised)

~~Bylaw 0169 Board Member Use of Electronic Mail/Internet (revised)~~

**SPECIAL EDUCATION**

**RESOLUTION S-1 APPROVAL OF TEN MONTH PROGRAMS 2016- 2017**

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

STUDENT	SCHOOL	TYPE	TUITION
#840	Celebrate the Children	Private	\$57,202.80 Pro-rated as of 10/26/16
#772	Fusion Academy	Private	\$68,600.00

**RESOLUTION S-2 APPROVAL OF TWELVE MONTH PROGRAMS 2016-2017**

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

<b>STUDENT</b>	<b>SCHOOL</b>	<b>TYPE</b>	<b>TUITION</b>
#825	Banyan Upper School	Private	\$44,632.25 Pro-rated as of 10/17/2016

**RESOLUTION S-3 APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE AIDES 10 MONTH 2016-2017**

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

<b>STUDENT</b>	<b>SCHOOL</b>	<b>TYPE</b>	<b>TUITION</b>
#620	Bleshman	BCSS	\$45,000.00
#840	Celebrate the Children	Private	\$21,900.00 Pro-rated as of 10/26/16

**RESOLUTION S-4 APPROVAL OF JOINT TRANSPORTATION SERVICE AGREEMENT ESY 2015-2016**

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

<b>STUDENT</b>	<b>SCHOOL DISTRICT</b>	<b>TYPE</b>	<b>TUITION</b>
#618	Dumont	Public	\$2001.17
#734	Dumont	Public	\$2001.17

**FINANCE**

**RESOLUTION F-1 TRANSFERS FOR OCTOBER 2016**

BE IT RESOLVED that the Board of Education approves transfers for the 2016-2017 school budget in a report dated October 31, 2016, 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-2 APPROVAL OF BILLS FOR OCTOBER 12 THROUGH OCTOBER 31, 2016**

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$3,509,455.66 for October 12 through October 31, 2016 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:

	<b>Fund</b>	<b>Totals</b>
(10)	General Fund	\$104,697.14
(11)	General Current Expense	\$2,589,159.75
(12)	Capital Outlay	\$2,299.99
(20)	Special Revenue Funds	\$52,506.69
(30)	Capital Projects Funds	\$694,109.79
(50)	Enterprise Fund	\$21,921.86
(55)	Preschool Program Fund	\$5,745.05
(60)	Trust and Agency Funds	\$39,015.39
	<b>TOTAL</b>	<b>\$3,509,455.66</b>

**RESOLUTION F-3 APPROVAL OF BILLS FOR NOVEMBER 1 THROUGH NOVEMBER 3, 2016**

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$335,829.10 for November 1 through November 3, 2016 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:

	<b>Fund</b>	<b>Totals</b>
(10)	General Fund	\$234,434.04
(20)	Special Revenue Funds	\$71,755.35
(30)	Capital Projects Funds	\$25,944.30
(50)	Enterprise Fund	\$70.41
(60)	Trust and Agency Funds	\$3,625.00
	<b>TOTAL</b>	<b>\$335,829.10</b>

**RESOLUTION F-4 PAYROLL FOR OCTOBER 2016**

BE IT RESOLVED that the regular payroll for October 2016 be and hereby is approved for payment as follows:

<b>PAYROLL</b>	
<b>Date</b>	<b>Amount</b>
10/14/16	\$1,976,547.09
10/31/16	\$1,941,127.88

**RESOLUTION F-5 ACCEPTANCE OF THE 2015-2016 AUDIT**

BE IT RESOLVED that the Tenafly Board of Education accepts the 2015-2016 Annual Audit as prepared by the District's audit firm of Lerch, Vinci & Higgins, LLP.

**RESOLUTION F-6 APPROVAL OF THE 2015-2016 CORRECTIVE ACTION PLAN**

BE IT RESOLVED that the Tenafly Board of Education accepts and approves the following Corrective Action Plan for the 2015-2016 Annual Audit and authorizes the Business Administrator/Board Secretary to submit the plan to the Executive County Superintendent of Schools.

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
<p>V. Student Body Activities</p> <p>Internal controls be enhanced to ensure IRS Form 1099 is issued to all athletic game officials paid in excess of \$600.</p>	<p>The Business Administrator and the Assistant to the Business Administrator will require the Athletic Department to submit monthly payment reports along with a year-to-date summary.</p>	<p>The Athletic Department will generate the reports through Quicken which is the software program used to issue checks for the game officials.</p>	<p>Business Administrator and Assistant to the Business Administrator</p>	<p>November 2016 – June 2017</p>

**RESOLUTION F-7 APPROVAL OF CHANGE ORDER GC-01 FOR ROOF REPLACEMENT FOR AREAS A AND B AT TENAFLY MIDDLE SCHOOL**

BE IT RESOLVED that the Tenafly Board of Education approves the attached Change Order number GC-01 for the Roof Replacement for Areas A and B at Tenafly Middle School with More Consulting Corp. for a credit in the amount of \$40,000.00 for the allowances that were not used in the original contract, as specified in the attached.

**RESOLUTION F-8 APPROVAL OF FIELD TRIP RATES BY FIRST STUDENT INC. BUS COMPANY FOR TRIPS WITHIN BERGEN COUNTY**

BE IT RESOLVED that the Tenafly Board of Education approves the bussing services for field trips and student activities for trips within Bergen County for the 2016-2017 school year by First Student, Inc. Bus Company, 170 South Dean Street, Englewood, NJ 07631.

HOURS	COST
2	\$120.00 per trip
4	\$240.00 per trip
	\$12.50 overtime per ¼ hour

# CHANGE ORDER

AIA DOCUMENT G701

OWNER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

PROJECT: Roof Replacement @ Tenafly MS  
 (name, address) 10 Sunset Lane  
 Tenafly, NJ 07670

CHANGE ORDER: GC-01  
 DATE: October 11, 2016  
 PROJECT NO. 2600  
 (ARCHITECT'S)  
 CONTRACT DATE: 5/17/16  
 CONTRACT FOR: General Construction

TO: More Consulting Corp.  
 (name, address) 83 Wabash Ave.  
 Clifton, NJ 07011

**The Contract is to be changed as follows:**

Credit for unused balance of allowance #1A (roof area A).....\$15,000.00  
 Credit for unused balance of allowance #1B (roof area B).....\$25,000.00  
 Total credit for unused balance of allowances 1A & 1B.....\$40,000.00

Total credit for unused balance of allowances 1A & 1B TO BE DEDUCTED from allowances & contract

Total remaining balance of allowances 1A & 1B.....\$40,000.00  
 Total credit for unused balance of allowances 1A & 1B TO BE DEDUCTED.....\$40,000.00  
 Total remaining balances of allowances 1A & 1B.....\$0.00

NOTE: CREDIT CO FOR UNSED BALANCE OF ALLOWANCE #1C (roof area C) TO BE ISSUED SEPERATELY.

**Not valid until signed by the Owner Architect and Contractor.**

The original Contract Sum was.	\$1,754,000.00
Net change by previously authorized Change Orders.	\$ 0.00
The Contract Sum prior to this Change Order was.	\$1,754,000.00
The Contract Sum will be decrease by this Change Order in the amount of.	-\$40,000.00
The new Contract Sum including this Change Order will be.	\$1,714,000.00

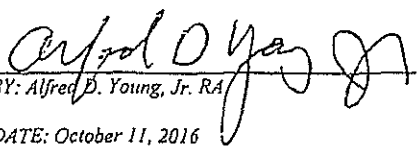
The Contract Time will be changed by . (0) days  
 The date of Substantial Completion as of the date of this Change Order therefore is 8/19/16

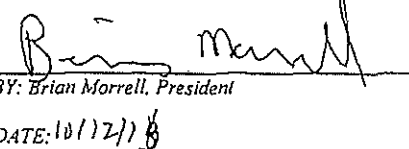
NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by the Construction Change Directive.

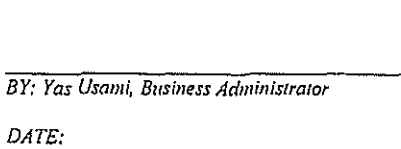
DI CARA | RUBINO ARCHITECTS  
 ARCHITECT  
 30 GALES DRIVE  
 WAYNE, NJ 07470

More Consulting Corp.  
 CONTRACTOR  
 83 Wabash Ave  
 Clifton, NJ 07011

Tenafly Board of Education  
 OWNER  
 500 Tenafly Road  
 Tenafly, NJ 07670

  
 BY: Alfred D. Young, Jr. RA  
 DATE: October 11, 2016

  
 BY: Brian Morrell, President  
 DATE: 10/12/16

  
 BY: Yas Usami, Business Administrator  
 DATE:



**TENAFLY PUBLIC SCHOOLS  
TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENTS**

November 7, 2016

(Gas Allowance is \$.31 per mile)

This listing is an attachment to the Tenafly Board of Education Resolution regarding Registration Fees, allowable Lodging, Transp. and M&IE (Meals and Incidental Expenses) reimbursements to be made by the Tenafly Public Schools.

The following people are administratively approved to attend work-related events according to the following details:

NAME	CONVENTION, SEMINAR, CONFERENCE, WORKSHOP	LOCATION & DATES	EXPENSES TO THE DISTRICT					TOTAL EXPENSES	PROF. DEVEL. ACCT. NUMB.
			REGIS. FEES	LODGING REIMB.	TRANSP. REIMB.	MEALS/IE REIMB.			
1 Patricia Allen Middle School <i>(revised regis fee from \$10 to \$18/mtd)</i>	NJ Science Convention	Princeton, NJ (10/25/16)	\$190.00	\$0.00	\$35.59	\$0.00	\$225.59	9314	
2 Jennifer Angerson Mackay School	Mindfulness Fundamentals	Online Course (11/4 - 12/15/16)	\$125.00	\$0.00	\$0.00	\$0.00		5829	
3 Veronica Capone High School	Health Education Conference	Monroe, NJ (12/5/16)	\$195.00	\$0.00	\$0.00	\$0.00	\$195.00	6469	
4 April Celli High School	NJ Council for History Education Conference	Princeton, NJ (12/2/16)	\$80.00	\$0.00	\$52.86	\$0.00	\$132.86	9318	
5 Eric Fahrenkopf Middle School	Inspire & Engage Learners Through IPAS - (FLENJ)	Monroe, NJ (12/8/16)	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	6289	
6 Eric Fahrenkopf Middle School	Northeast Conference on Teaching Foreign Languages	NY, NY (2/9 - 2/11/17)	\$275.00	\$0.00	\$0.00	\$0.00	\$275.00	6289	
7 Janet Gould High School (Revision)	DFC (Drug-Free Community) New Recipient Training	Washington, D.C. (12/4 - 12/6/16)	\$0.00	\$416.78	\$316.18	\$160.50	\$893.46	9674	
8 Lisa Greco Middle School <i>(revised regis fee from \$10 to \$18/mtd)</i>	NJ Science Convention	Princeton, NJ (10/25/16)	\$190.00	\$0.00	\$35.59	\$0.00	\$225.59	9314	
9 Cheryl Heller Stillman School	Narrative Intervention for Building Social-Emotional Skills and Self-Regulation	Fort Lee, NJ (12/9/16)	\$219.99	\$0.00	\$0.00	\$0.00	\$219.99	6159	
10 Glenn Peano Distrit K-12	NJ Council for History Education Conference	Princeton, NJ (12/2/16)	\$80.00	\$0.00	\$52.86	\$0.00	\$132.86	9329	
11 Chia-Cheng Sung High School	Inspire & Engage Learners Through IPAS - (FLENJ)	Monroe, NJ (12/8/16)	\$175.00	\$0.00	\$47.98	\$0.00	\$222.98	6289	
12 Kathy Yanni Smith School	Update to NJ Anti-Bullying Bill of Rights Act & Lawful Management of HIB Records	Lodi, NJ (2/9/17)	\$159.00	\$0.00	\$0.00	\$0.00	\$159.00	6049	
<b>TOTALS:</b>			<b>\$1,813.99</b>	<b>\$416.78</b>	<b>\$541.06</b>	<b>\$160.50</b>	<b>\$2,932.33</b>		

**RESOLUTION F-9 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).

Ms. Pleva asked the Board if they had any questions or comments on the Resolutions.

Ms. Horan referred to **RESOLUTION A-4 FIRST READING POLICY 2460 AND POLICY 8500 AND BYLAW 0169**. She asked if BYLAW 0169 should include text messaging, as this has come up in OPRA requests.

Ms. Trager stated since this is a first reading of Bylaw 0169, she will speak with the district attorney for advice on whether to include text messaging in the Bylaw.

After a discussion, the Board and administration agreed to remove Bylaw 0169 from the agenda until further examination.

Resolutions: P-1 through P-11 (including Walk-in Revised Resolution P-2, and Walk-in Resolution P-12); A-1 through A-4 (with the omission of Bylaw 0169 in Resolution A-4); S-1 through S-4; and F-1 through F-9 were approved as follows:

Yes - 7	Mark Aronson	No - 0	
	Sam A. Bruno		
	Janet I. Horan	Abstain - 0	
	Richard H. Press		
	Sherri Rothstein	Absent - 2	April Uram
	Edward J. Salaski		Lynne W. Stewart
	Eileen D. Pleva		

### ORAL COMMUNICATIONS-SECOND OPPORTUNITY

Board Vice President Pleva inquired if there were any members of the audience who wished to address the Board on any item not listed on the agenda.

No comments were made.

A motion was made by Mr. Edward J. Salaski and seconded by Ms. Janet I. Horan to adjourn the meeting.

The motion was approved by those present. Ms. April Uram and Ms. Lynne W. Stewart were absent from the meeting.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,



Yas Usami  
Business Administrator/  
Board Secretary