



**TENAFLY PUBLIC SCHOOLS
TENAFLY BOARD OF EDUCATION**

Meeting Date:

MONDAY, November 7, 2016

BOARD OF EDUCATION MEETING

OPEN SESSION

CLOSED SESSION

- **No Formal Action is Taken during the Closed Session**

OPEN SESSION

AGENDA

REGULAR PUBLIC MEETING

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

Public Comments (2nd Opportunity)

Adjournment



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

MONDAY, November 7, 2016

Hegelein Building, 500 Tenafly Road, Tenafly, NJ 07670

Board of Education

Ms. Lynne W. Stewart, President
Ms. Eileen D. Pleva, Vice President

Mr. Mark Aronson	Ms. Sherri Rothstein
Mr. Sam A. Bruno	Mr. Edward J. Salaski
Ms. Janet Horan	Ms. April Uram
Mr. Richard Press	

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 Teacher Evaluation and Effectiveness

Representatives to the Board

High School Students

[2016-2017]

Erin Aslami, Senior
Angelina Haw, Junior

Administrators

Mr. Jim Morrison
Mr. John Fabbo
Ms. Brenda Yoo
Ms. Jennifer Ferrara
Mr. Brian Ross
Ms. Gayle Lander

1.	OPEN SESSION – 6:30 p.m. – Regular Public Meeting	
2.	CLOSED SESSION – Board will enter into Closed Session Immediately	
3.	OPEN SESSION – 8:00 p.m. – Regular Public Meeting	
4.	A. Call to Order B. Adequate Notice Statement C. Roll Call D. Pledge of Allegiance	E. Pleva E. Pleva Y. Usami E. Pleva
5.	Presentation/School Showcase/ or Awards/Honors <ul style="list-style-type: none"> • National Merit Scholarships Semi-Finalists Awards • National Hispanic Recognition Program Awards 	J. Bembridge
6.	Approval of Minutes <ul style="list-style-type: none"> • Regular Public Meeting of October 18, 2016 • Closed Executive Meeting of October 18, 2016 	
7.	Board President’s Report	E. Pleva
8.	Superintendent’s Report <ul style="list-style-type: none"> • PARCC Assessment 	L. Trager
9.	Board Secretary’s Report <ul style="list-style-type: none"> • Fire & Security Drill Report for October 	Y. Usami
10.	Student Representatives’ Report	E. Aslami / A. Haw
11.	Board Committee Reports <ul style="list-style-type: none"> • Finance Meeting (mtg. of 10/21/16) 	E. Pleva
12.	Reports/Discussions <ul style="list-style-type: none"> • Audit Report from Lerch Vinci • Paperless BOE meetings 	D. Japhet E. Pleva
13.	New Business for Discussion at Future Meetings	E. Pleva
14.	<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.	
15.	Action Items	
16.	<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>	
17.	<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.	
18.	Adjournment	

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

MOTION TO ENTER INTO CLOSED SESSION ON NOVEMBER 7, 2016

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.

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The following resolutions are recommended by the Superintendent of Schools:

PERSONNEL

RESOLUTION P-1	APPROVAL OF SUBSTITUTE TEACHERS
RESOLUTION P-2	RESIGNATIONS
RESOLUTION P-3	TRANSFER OF PARAPROFESSIONAL
RESOLUTION P-4	HIRES
RESOLUTION P-5	CREATION OF ADDITIONAL .2 IN ELL AT MAUGHAM SCHOOL
RESOLUTION P-6	INCREASE IN ASSIGNMENT OF E.L.L. TEACHER
RESOLUTION P-7	APPROVAL OF SIXTH PERIOD ASSIGNMENTS
RESOLUTION P-8	APPROVAL OF AFTER-SCHOOL PARAPROFESSIONALS
RESOLUTION P-9	APPROVAL OF HIRES FOR S.A.C.C. FOR 2016-2017
RESOLUTION P-10	APPROVAL OF REVISED JOB DESCRIPTION FOR HUMAN RESOURCES ADMINISTRATOR
RESOLUTION P-11	LEAVE OF ABSENCE FOR MIDDLE SCHOOL TEACHER

ADMINISTRATION

RESOLUTION A-1	APPROVAL OF PARTICIPATION IN SUSTAINABLE JERSEY FOR SCHOOLS GRANT APPLICATION AND CERTIFICATION FOR SCHOOLS IN THE DISTRICT
RESOLUTION A-2	APPROVAL OF THE TENAFLY BOARD OF EDUCATION TO AUTHORIZE THE SUBMISSION OF SUSTAINABLE JERSEY FOR SCHOOLS GRANTS
RESOLUTION A-3	APPROVAL OF THE SELF-STUDY AS RECORDED ON THE NJQSAC STATEMENT OF ASSURANCES (SOA)
RESOLUTION A-4	FIRST READING POLICY 2460, POLICY 8500 AND BYLAW 0169

SPECIAL EDUCATION

RESOLUTION S-1	APPROVAL OF TEN MONTH PROGRAMS 2016-2017
RESOLUTION S-2	APPROVAL OF TWELVE MONTH PROGRAMS 2016-2017
RESOLUTION S-3	APPROVAL OF EXTRAORDINARY SERVICES ONE TO ONE AIDES 10 MONTH 2016-17
RESOLUTION S-4	APPROVAL OF JOINT TRANSPORTATION SERVICE AGREEMENT ESY 2015-2016

FINANCE

RESOLUTION F-1	TRANSFERS FOR OCTOBER 2016
RESOLUTION F-2	APPROVAL OF BILLS FOR OCTOBER 12 THROUGH OCTOBER 31, 2016
RESOLUTION F-3	APPROVAL OF BILLS FOR NOVEMBER 1 THROUGH NOVEMBER 3, 2016

RESOLUTION F-4	PAYROLL FOR OCTOBER 2016
RESOLUTION F-5	ACCEPTANCE OF THE 2015-2016 AUDIT
RESOLUTION F-6	APPROVAL OF THE 2015-2016 CORRECTIVE ACTION PLAN
RESOLUTION F-7	APPROVAL OF CHANGE ORDER GC-01 FOR ROOF REPLACEMENT FOR AREAS A AND B AT TENAFLY MIDDLE SCHOOL
RESOLUTION F-8	APPROVAL OF FIELD TRIP RATES BY FIRST STUDENT INC. BUS COMPANY FOR TRIPS WITHIN BERGEN COUNTY
RESOLUTION F-9	APPROVAL OF DISTRICT TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENT

REGULAR PUBLIC SESSION

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

RESOLUTION P-2 RESIGNATIONS

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

NAME AND POSITION	REASON	EFFECTIVE DATE
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.

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.

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.

STUDENT	SCHOOL	TYPE	TUITION
#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.

STUDENT	SCHOOL	TYPE	TUITION
#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.

STUDENT	SCHOOL DISTRICT	TYPE	TUITION
#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:

	Fund	Totals
(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
	TOTAL	\$3,509,455.66

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:

	Fund	Totals
(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
	TOTAL	\$335,829.10

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:

PAYROLL	
Date	Amount
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
V. Student Body Activities Internal controls be enhanced to ensure IRS Form 1099 is issued to all athletic game officials paid in excess of \$600.	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.	The Athletic Department will generate the reports through Quicken which is the software program used to issue checks for the game officials.	Business Administrator and Assistant to the Business Administrator	November 2016 – June 2017

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

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).

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