

AGENDA - REGULAR PUBLIC MEETING

JUNE 27, 2022

8:00 PM

1. Call to Order
2. Salute to the Flag
3. **Fire Emergency Announcement:** In accordance with N.J.A.C. 5:70-3.1, please note that the fire/emergency exit is located to the left as you leave the **Board Conference room**. If that exit is blocked, proceed through the Board Office to the rear fire exit.
4. Roll Call
5. **Presiding Officer's Meeting Notice Statement:** In accordance with the provisions of the New Jersey Open Public Meetings Law, the Old Tappan Board of Education has caused notice of this meeting by posting the date, time and location of said meeting with the Clerk of the Borough of Old Tappan, on the bulletin boards in the T. Baldwin Demarest Elementary School and Charles DeWolf Middle School, and by mailing notification to the Board's official newspapers.
6. Award Presentations
7. President's Report/Correspondence
8. Superintendent's Report
9. Board Secretary's Report
10. Public Hearing on Meeting Agenda
11. Board Discussion and Formal Action on Agenda Business
 - Board Operations
 - Human Resources
 - Physical Resources
 - Finance & Budget
12. Public Hearing on Other Than Meeting Agenda
13. Committee Reports
14. Unfinished Business
15. New Business
16. Adjournment

Please Note: It may be necessary, from time to time, to remove or make changes in a motion(s) between the time this agenda is prepared and when the Board takes action. This will be accomplished by a removal or change in the motion and noted on the Errata and Change sheet, or will be announced by the Board President at the start of the meeting.

I. BOARD OPERATIONS/POLICY
Ms. Melissa Del Rosso

JUNE 27, 2022

Any Board member who takes exception to any of the following listed actions under the category of Board Operations/Policy may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____, seconded by _____, that the following Board Operations/Policy actions of the Board, as recommended by the Superintendent, number 143 through 147 be approved.

Roll Call:

143. that the Board approve and adopt the following schedule listed below:

The Board resolves to meet, in Executive (Non-Public) session, on the dates and for the purposes listed on the schedule. The minutes of these sessions will be disclosed to the public when the need for confidentiality no longer exists. Formal action may be taken by the Board at any public meeting, including Work Sessions.

Date	Time	Location	Type	Agenda
6/27/2022	7:00 PM	Conference Rm.	E.S.	Personnel/Legal
	8:00 PM		P.M.	Regular Business
7/18/2022	7:00 PM	Conference Rm.	E.S.	Personnel/Legal
	8:00 PM		P.M.	Regular Business
8/15/2022	7:00 PM	Conference Rm.	E.S.	Personnel/Legal
	8:00 PM		P.M.	Regular Business
9/12/2022	7:00 PM	Conference Rm.	E.S.	Personnel/Legal
	8:00 PM		P.M.	Regular Business

144. that the Board approve the minutes and attachments of the June 6, 2022 Regular Public Meeting and Executive Session I (**attached**).

145. that the Board acknowledge the following School Bus Evacuation Drill:

1. Date: 5/26/2022
2. Time of Day Drill Conducted: 2:55 PM
3. School Names: T. Baldwin Demarest Elementary School and Charles DeWolf Middle School
4. Location of Drill: T. Baldwin Demarest Elementary School
5. Route Numbers: All students on Route #1.
6. Supervisor of Drill: Dr. Danielle Da Giau, Superintendent

146. that the Board approve the following resolution regarding employee travel:

WHEREAS,	The Board of Education believes that selective travel and conference participation results in increased growth, keeps the administration, staff, and the Board informed about modern practices and trends, contributes to professional development and maintains and enhances the District's standing; and
WHEREAS,	Jennifer Bara , Teacher, will be attending the online workshop " <i>Introduction to Prompt Technique</i> ", from July 22, 2022 through July 24, 2022, and
WHEREAS,	for District employees, the attendance at this conference has either been previously approved in writing by the Superintendent and/or is provided for in the employee's current employment agreement, as work related and within the scope of his/her work responsibilities; and
WHEREAS,	the attendance at the function will promote delivery of instruction or will further enhance the efficient operation of the school district, is fiscally prudent, directly relates to and within the scope of this employee's and/or board member's current responsibilities, and is directly related to their professional development; and
WHEREAS,	the anticipated travel and related expenses particular to attendance at this function are as follows: Conference registration = \$599.00 Hotel = N/A Actual miles driven at the prevailing State Mileage rate (currently \$.35 per mile) = N/A Tolls = N/A Parking = N/A Meals & incidentals = N/A; now, therefore be it
RESOLVED,	that the Board approves Ms. Bara's attendance at the aforementioned conference as well as the related travel expenses.

EXPLANATION: This conference was previously approved on 12/16/2019; however, due to COVID restrictions, the course was not taken in the summer of 2020.

147. that the Board approve the Collectively Bargained Agreement by and between the Board of Education of the Borough of Old Tappan and the Old Tappan Education Association, representing the OTEA Professional Staff, Support Staff (i.e., the Elementary School, Middle School and Child Study Team Secretaries, the Library/Media Clerks, and Maintenance Person) and Leave Replacement Teachers, for the school years July 1, 2022 through June 30, 2025, inclusive.

II. HUMAN RESOURCES
Mr. John Shahdanian

JUNE 27, 2022

Any Board member who takes exception to any of the following listed actions under the category of Human Resources may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____, seconded by _____, that the following Human Resources actions of the Board, as recommended by the Superintendent, number 144 through 173 be approved.

Roll Call:

144. that the Board rescind and revise Human Resource Resolution #138 (6/6/22 Regular Public Meeting) and approve the daily rate for substitutes for the 2022-2023 school year as follows:

Assignment	Daily Rate
Nurses	\$175 per 7-hour day
Teachers	\$100 per 7-hour day

145. that the Board accept the letter of resignation dated 6/21/2022, from Corinna McPartland, Aide, effective 6/30/2022 **(attached)**.

146. that the Board approve the hiring of part-time summer clerical help, at a rate of \$15 per hour, for no more than 40 hours total, as follows:

Name	Assignment
Kelly, Pamela	Charles DeWolf Middle School

147. that the Board approve Christine McNeil as an Accounts Payable Consultant, at the rate of \$25 per hour, from 6/20/22 through 6/27/22.

148. that the Board approve Christine McNeil as the Part-Time Accounts Payable Clerk, effective 6/28/22 through 6/30/23, pending proof of medical requirements, fingerprinting and criminal background check.

149. that the Board approve Megan Marmora as an Accounts Payable Consultant, at the rate of \$25 per hour, effective 6/28/22.

150. that the Board retroactively approve the change in assignment of the following Aide to that of an Applied Behavior Analysis (ABA) Aide (no health benefits), effective May 2, 2022, for the remainder of the 2021-2022 school year:

Name of Aide	Type	School	Time	Hourly Rate
Martino, Bianca	In-District ABA Aide	TBD	5.75 hours/day plus a 45 minute unpaid lunch	\$20.00

II. HUMAN RESOURCES**(Cont'd)****JUNE 27, 2022**

151. that the Board approve the following personnel be employed for the 2022-2023 school year, pending proof of medical, fingerprints and criminal background history requirements:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Vetrero, Kia	Music Teacher (Tenure Track)	1.0	District	MA Step 5	Yes

152. that the Board approve the following personnel be employed for the 2022-2023 school year, pending proof of medical, fingerprints and criminal background history requirements:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Dahdah, Natalie	Teacher (Tenure Track)	1.0	TBD	MA Step 1	Yes

153. that the Board approve the following personnel be employed for the 2022-2023 school year, pending proof of medical, fingerprints and criminal background history requirements:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Brancatelli, Paul	Physical Education Teacher (Tenure Track)	1.0	TBD	MA Step 7	Yes

154. that the Board rescind Toriana Tabasco as an Aide for the Extended School Year Program at the T. Baldwin Demarest Elementary School from Human Resources Resolution #140 (6/6/22 Regular Public Meeting).

155. that the Board approve the following personnel be employed, beginning July 1, 2022 and for the 2022-2023 school year:

Name	Assignment	FTE	School	Level/Step	Eligible for Health Benefits
Tabasco, Toriana	Special Education Teacher (Tenure Track)	1.0	TBD	BA Step 1	Yes

156. that the Board approve the following staff for the Extended School Year Program at the T. Baldwin Demarest Elementary School, pending proof of medical requirements, fingerprinting and criminal background history:

Name	Assignment
Dunn, Katherine	Aide
Klein, Nancy	ABA Aide
Berkman, Leslie	ABA Aide

II. HUMAN RESOURCES**(Cont'd)****JUNE 27, 2022**

157. that the Board approve the appointment of the following Aide (no health benefits), for the 2022-2023 school year, pending proof of medical requirements, fingerprinting and criminal background history:

Name	Type	School	Time	Hourly Rate
Petriella, Jaqueline	In-District ABA Aide	To be determined	5.75 hours/day plus a 45 minute unpaid lunch	\$20.00

158. that the Board approve the following course request:

Teacher	Course	Credits	Type	School	Dates
Ortiz, Michele	Refocus & Recharge: Strategies for Finding Balance in Teaching - OL-5792	3	Online	American College of Education	7/1/2022 - 11/15/2022

159. that the Board approve the following course request:

Teacher	Course	Credits	Type	School	Dates
Borzzone, Nicole	Theoretical Foundations for Nursing - 5001-070 (Hybrid Course)	1.5 1.5	Online Standard	William Paterson University	8/25/2022 - 12/10/2022

160. that the Board retroactively approve the following teachers as home instructors, on an as-needed basis, for the 2021-2022 school year, at a rate of \$35 per hour, as recommended by the Superintendent:

Clark, Jeff
Fearon, Ryan

161. that the Board approve the following staff for the Summer Skill Booster Program at the T. Baldwin Demarest Elementary School (employee hours approved by the Superintendent and each employee will be compensated at a rate of \$45/hour):

Name	Assignment
Dockendorf, Kristen	Teacher
Vangelas, Jessica	Teacher
Wrynn, Susan	Teacher

162. that the Board approve Stephanie Cordasco-Reiser, Teacher, to teach one additional Geometry period per week, for the 2022-2023 school year. Ms. Cordasco-Reiser will be compensated at a rate of an additional 1/30th (1/5th of 1/6th) of her 2022-2023 salary on a pro-rated basis.

163. that the Board approve Emily Osbahr, Teacher, to teach two additional Science periods per week, for the 2022-2023 school year. Ms. Osbahr will be compensated at a rate of an additional 1/15th (2/5th of 1/6th) of her 2022-2023 salary on a pro-rated basis.

164. that the Board approve up to 15 additional work days through June 30, 2023 for Sabatino Lauriello, Student Manager, when school is not in session, as recommended by the Superintendent. The employee will be compensated at his 2022-2023 contractual rate.

II. HUMAN RESOURCES

(Cont'd)

JUNE 27, 2022

- 165. that the Board approve up to five (5) summer hours for Jenni Adamo Richardson, Guidance Counselor, to assist with the final review of class lists. The employee will be compensated at her 2021-2022 contractual rate.
- 166. that the Board approve the list of outside evaluators, expert witness evaluators, and educational instruction services used by the Child Study Team as resources for the 2022-2023 school year **(attached)**.
- 167. that the Board approve the following Family Leave request, pending submission of required documentation:

Assignment	Dates	Reason
Sula, Nick Custodian – District	6/27/2022 - 8/10/2022	Unpaid Leave with health benefits (FMLA)

- 168. that the Board approve all TBD and CDW professional staff members for AM/PM supervision and Lunch Duty supervision, on an as-needed basis, as assigned by the school principals, for the 2022-2023 school year.
- 169. that the Board approve the job description for the position of Supervisor of Buildings and Grounds **(attached)**.
- 170. that the Board approve Willie Arboleda for the position of Supervisor of Buildings and Grounds.
- 171. that the Board approve the Schedule E job description for Homework Club Advisor **(attached)**.
- 172. that the Board approve the following revised Schedule E job descriptions **(attached)**:

- Assistant Track Coach
- Athletic Coordinator
- Baseball Coach
- Boys' Basketball Coach
- Girls' Basketball Coach
- Head Track Coach
- Intramural Sports
- Soccer Coach
- Softball Coach
- Volleyball Coach

II. HUMAN RESOURCES

(Cont'd)

JUNE 27, 2022

173. that the following coaches and advisors be employed for the 2022-2023 school year as per negotiated agreement (Schedule E):

Name	Activity
Henry, Nicole	Assistant Drama Advisor
Lauriello, Sabatino	Athletic Coordinator
Botterman, Susan	Character Education Committee
Clark, Doris	Character Education Committee
Collucci, Allison	Character Education Committee
Dunn, Allyson	Character Education Committee
Gambutu, Nancy	Character Education Committee
Straubinger, Lisa	Character Education Committee
To be appointed	Choral Music Activities
Oswehr, Emily	Choral Music Activities
Fischer, Elizabeth	Debate Team
Bambach, TJ	Detention Duty
Oswehr Emily	Drama Advisor
Watters, Taylor	Drama Club Set Design Advisor
To be appointed	Eighth Grade Graduation Coordinator
DeSciora, Annette	Eighth Grade Trip Coordinator
Clark, Doris	Evening Art Exhibit
Watters, Taylor	Evening Art Exhibit
To be appointed	Homework Club
Rosolanko, Nicholas	Instrumental Music Activities
Fearon, Ryan	Interscholastic Coach (Baseball)
Westervelt, Matthew	Interscholastic Coach (Boys' Basketball)
To be appointed	Interscholastic Coach (Girls' Basketball)
Gianetti, James	Interscholastic Coach (Girls' Volleyball)
Gagliano, Stephen	Interscholastic Coach (Soccer)
Gianetti, James	Interscholastic Coach (Softball)
Westervelt, Matthew	Interscholastic Coach (Track Head Coach)
Gagliano, Stephen	Interscholastic Coach (Assistant Track Coach)
Reiser, Stephanie	Interscholastic Coach (Track Meet Assistant)
Fischer, Elizabeth	Interscholastic Coach (Track Meet Assistant)
Brock, Laela	Interscholastic Coach (Track Meet Assistant)
Brock, Laela & Fearon, Ryan	Intramural Sports Co-Advisors
Reiser, Stephanie & Oswehr Emily	Math and Science Club Co-Advisors
Johnson, Dan	Middle School Newspaper Advisor
DeSciora, Annette	National Junior Honor Society
Westervelt, Matthew	Outdoor Education Coordinator
Johnson, Dan	OTBN
Vangelas, Jessica	Safety Patrol
Cohen, Mallory	Student Government
Lauriello, Sabatino	Student Manager
Westervelt, Matthew	Yearbook

III. PHYSICAL RESOURCES
Ms. Kristen Santoro

JUNE 27, 2022

Any Board member who takes exception to any of the following listed actions under the category of Physical Resources may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____, seconded by _____, that the following Physical Resources actions of the Board, as recommended by the Superintendent, number 44 through 45 be approved.

Roll Call:

44. that the Board approve the following change order for the Charles DeWolf Middle School's **Boiler Replacement** Project (**attached**):

Change Order #	Reason	Credit
CO-01	<u>Credit</u> change order for the remaining balance of Allowance No. 1	-\$20,000.00

45. that the Board approve the Schedule of Fees for Facilities Usage for the 2022-2023 School year (**attached**).

IV. FINANCE & BUDGET
Ms. Maryellen LaFronz

JUNE 27, 2022

Any Board member who takes exception to any of the following listed actions under the Category of Finance & Budget may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by _____, seconded by _____, that the following Finance & Budget actions of the Board, as recommended by the Superintendent, number 189 through 206 be approved.

Roll Call:

- 189. that the Board approve payment of the following vendor bill list (as detailed in the list attached to the agenda of this meeting), including adjustments to previously approved bill payments. The School Business Administrator/ Board Secretary is authorized to release the warrants for payments of **additional June, 2022** bills in the amount of **\$151,264.47** for the current expense (**attached**).
- 190. that the Board approve payment of the payroll (as detailed in the payroll summary report). The School Business Administrator/Board Secretary is authorized to release the warrant of the payroll of **\$1,086,794.57** for the month of **June, 2022**.
- 191. that the Board approve the payment of the **supplemental year end** payroll. The School Business Administrator/Board Secretary is authorized to release the warrant for the payroll of **\$106,166.68** for the month of **June, 2022**.
- 192. that the Board approve the **May, 2022** Transfers (**attached**).
- 193. that the Board approve the following resolution:

Pursuant to N.J.A.C. 6:20-2.13(d), the Board Secretary certifies for the month of **May 2022** no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education in the 2021-2022 School District Budget pursuant to N.J.S.A. 18A:22-8 and 18A:22-8-1 (**see Account Totals Report**).

Douglas Barrett
Board Secretary

Date

- 194. that the Board approve the **May, 2022** Custodian of School Monies Report and Board Secretary's Report (**attached**).
- 195. that the Board approve the following resolution:

Resolved, that the Old Tappan Board of Education pursuant to N.J.A.C. 6A:23-2.11 certified for the month of **May, 2022** (after review of the Board Secretary's and Treasurer's monthly financial reports) to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11, and that we believe as of this date sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

196. that the Board approve the following contract with Bergen County Special Services for the 2021-2022 school year:

Students	Services	Cost
547	Teacher of the Deaf Services	\$3,960.00

EXPLANATION: effective 4/1/2022 through 6/30/2022.

197. that the Board approve the following contract with Bergen County Special Services for the 2022-2023 school year:

Students	Services	Cost
547	Teacher of the Deaf Services	\$13,530.00
513	Teacher of the Deaf Services	\$13,530.00
472	Teacher of the Deaf Services	\$ 1,980.00

198. that the Board authorize payment of educational tuition and/or transportation for the following pupil for the 2022-2023 school year:

Student	Facility Location	Tuition	Transportation
515	The Institute for Educational Achievement (IEA)	\$85,831.00	To be determined
535	CTC Academy (Oakland) (September-June)	\$83,902.00	To be determined
540	CTC Academy (Oakland) (July-June)	\$94,966.00	To be determined

199. that the Board approve the receiving of the following tuition students for the 2022-2023 school year as follows:

Student	Placement	Tuition	1:1 Aide
3	MD Class – 11 month Program	\$60,000.00	\$29,000.00
4	MD Class – 11 month Program	\$60,000.00	\$29,000.00
5	MD Class – 11 month Program	\$60,000.00	\$29,000.00

200. that the Board approve an additional one-to-one aide for the following received tuition student for the 2022 extended school year:

Student	Placement	Additional 1:1 Aide
3	MD Class – Extended School Year (ESY)	\$2,741.00

201. that the Board approve the one-year renewal with Horizon for medical and prescription at a composite premium increase of 7.5% for the 2022-2023 school year.

EXPLANATION: The Board previously agreed to a two-year renewal with Horizon/Public Employer Trust as the dental insurance carrier through the 2022-2023 school year.

202. that the Board authorize Ms. Acheson, Teacher at T. Baldwin Demarest Elementary School, to submit a “2022 Environmental Awareness Challenge” grant proposal to the Bergen County Utilities Authority (BCUA), for the amount of \$1,000.00.

- 203. that the Board authorize Ms. Acheson, Teacher at T. Baldwin Demarest Elementary School, to accept a monetary award for her classroom, in the amount of \$500.00, from a student’s winning entry in the Applebee’s -sponsored “Above and Bee’yond Teacher” Essay Contest.
- 204. that the Board approve the consultant agreement with Nelson-Patterson Agency, Inc., of New Milford, NJ, as Risk Manager for the 2022-2023 school year **(attached)**.
- 205. that the Board approve the following resolution for Capital Reserve Transfer:

WHEREAS,	NJSA 18A:21-2, NJSA 18A:7G-31 and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and
WHEREAS,	the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and
WHEREAS,	the Old Tappan Board of Education wishes to transfer unanticipated current year revenue and/or unexpended appropriations from the general fund into the District’s Capital Reserve account at year end; and
WHEREAS,	the Old Tappan Board of Education has determined an amount not to exceed \$2,950,000 is available for such purpose of transfer; now, therefore, be it
RESOLVED,	by the Old Tappan Board of Education that it hereby authorizes the District’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 206. that the Board authorize Douglas Barrett, School Business Administrator/Board Secretary, to approve payment for the following bills:

Direct Energy Electric
 Direct Energy Gas
 Honeywell
 Horizon Blue Cross and Blue Shield
 Pitney Bowes
 PSE&G
 Rockland Electric
 Suez/United Water
 Verizon Wireless
 Willscot
 XTel

Any other bills that require payment in between Board meetings

EXPLANATION: There are certain bills that must be paid to avoid penalty or disruption of essential services prior to the next scheduled Board Meeting.

RESOLUTION

WHEREAS, Chapter 231 of the Public Laws of 1975 known as the "Open Public Meetings Act" and also known as the "Sunshine Law" permits the holding of a private meeting to which the public is not invited for the purpose of permitting the discussion of various exempted matters after the adoption of a Resolution setting forth the general nature of the subject matter to be discussed, and as precisely as possible, the time when the circumstances under which the discussion conducted in the closed session can be disclosed to the public.

NOW, THEREFORE, BE IT RESOLVED that the Old Tappan Board of Education convene at the time and place hereinafter set forth for a private executive session to which the public is not invited to discuss the following general subject matters:

1. Matters which are confidential by federal law, state statute or rule of court.
2. Matters in which the release of information would impair a right to receive United States Government funds.
3. Matters which would constitute an unwarranted invasion of individual privacy.
4. Matters involving any collective bargaining agreement, the terms and conditions proposed for inclusion and the negotiation of same.
5. Matters involving the purchase, lease or acquisition of property with public funds, the setting of banking rates or investment of public funds where the public's interest could be adversely affected.
6. Matters involving tactics and techniques used for protecting the safety and property of the public, as well as investigations of violations or possible violations of the law.
7. Any pending or anticipated litigation or contract negotiations, other than collective negotiations, in which the public body is or may become a party.
8. Matters falling within the attorney/client privilege.
9. Matters relating to personnel involving employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body.
10. Matters involving the quasi-judicial deliberations of a public body that may result in the imposition of a specific civil penalty or the suspension or loss of a license or permit as a result of an act or omission for which the party bears responsibility.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Old Tappan Board of Education will disclose to the public the minutes of this session when the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the private executive session aforementioned take place in the Conference Room at the Charles DeWolf Middle School forthwith.

Motion to move into Executive Session at _____ PM

Moved by _____ 2nd by _____

Meeting Adjourned _____