

## AGENDA - REGULAR PUBLIC MEETING

JULY 18, 2022

3:00 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. **Presentation:** Board Self Evaluation with Matt Lee, NJSBA Field Service Representative
7. President's Report/Correspondence
8. Superintendent's Report
  - Semi-Annual HIB and Violence, Vandalism, Weapons and Substance Abuse Reporting
9. Board Secretary's Report
10. Public Hearing on Meeting Agenda
11. Board Discussion and Formal Action on Agenda Business
  - Board Operations
  - Human Resources
  - Student Development
  - 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**

**JULY 18, 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 1 through 11 be approved.

Roll Call:

1. 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.

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Type</b>	<b>Agenda</b>
7/18/2022	3:00 PM	Conference Rm.	P.M.	Regular Business
	4:00 PM		E.S.	Personnel/Legal
8/15/2022 or 8/08/2022? or 8/29/2022?	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
10/3/2022	7:00 PM	Conference Rm.	E.S.	Personnel/Legal
	8:00 PM		P.M.	Regular Business

2. that the Board approve the minutes and attachments of the June 27, 2022 Regular Public Meeting and Executive Session I (**attached**).
3. that the Board approve the submission of the Equivalency Application for Teacher Evaluation to the New Jersey Department of Education for the 2022-2023 school year (**attached**).
4. that the Board approve the District's Professional Development Plan for the 2022-2023 school year (**attached**).
5. that the Board approve the Mentoring Plan for the 2022-2023 school year (**attached**).

6. that the Board approve the following Resolution regarding Executive Session minutes:

Be It Resolved,	That the Old Tappan Board of Education hereby makes available the Executive Session meeting minutes for the following meeting dates in accordance with N.J.S.A. 10:4-13:
	01/04/2021    01/18/2021    02/08/2021    02/22/2021    03/08/2021 03/22/2021    04/05/2021    04/26/2021    05/10/2021    05/24/2021 06/14/2021    06/28/2021    07/16/2021    07/19/2021    08/30/2021 09/20/2021    10/04/2021    10/25/2021    11/15/2021    12/13/2021

7. that the Board approve the following appointments for the 2022-2023 School Year:

- a. Affirmative Action Officer for District & Curriculum      Sullivan, Laura
- b. American With Disabilities Act Officer                      Lewites, Abbe
- c. Anti-Bullying Coordinator                                      Lauriello, Sabatino
- d. Attendance Officer    Da Giau, Danielle
- e. Board Secretary    Barrett, Doug
- f. Custodian of Records    Barrett, Doug
- g. Homeless Education Liaison                                      Lewites, Abbe
- h. Indoor Air Quality Officer    Arboleda, Guillermo
- i. Integrated Pest Management Coordinator                      Arboleda, Guillermo
- j. Public Agency Compliance Officer                              Barrett, Doug
- k. Right-To-Know Contact Person                                      Arboleda, Guillermo
- l. School Safety Specialist    Barrett, Doug
- m. State Testing Coordinator    Sullivan, Laura
- n. Title IX Coordinator    Lauriello, Sabatino

8. that the Board authorize the Superintendent, Danielle Da Giau, and/or the School Business Administrator, Douglas Barrett, to add lunch vendors to the "Approved Lunch Vendor" list, upon the submission of all required paperwork and/or forms, prior to the next scheduled Board of Education meeting.

9. that the Board approve the following appliances in the District as follows:

- BOE Central Office** - Refrigerator, microwave, coffee maker, toaster oven, electric kettle, blender, water cooler, hair dryer
- BOE Conference Room** - Refrigerator
- CDW Art Room** - 2 irons, 2 blenders, 2 hair dryers
- CDW Kitchen** - Stove, refrigerator, microwave, toaster oven, freezer, milk cooler, coffee maker
- CDW Main Office** - Refrigerator, coffee maker, water cooler
- CDW Nurse** - Refrigerator, water cooler
- CDW Room 102** – Refrigerator
- CDW Room 211** – Refrigerator, microwave
- CDW Room 213** – 2 Hot plates
- CDW Teacher’s Room** - Refrigerator, microwave, coffee maker, toaster, toaster oven, electric kettle
- Child Study Team Office in CDW** - Refrigerator, microwave
- Child Study Team Office in TBD** - Refrigerator
- Maintenance** - Refrigerator, microwave, coffee maker, toaster, toaster oven, blender, water cooler
- TBD Kitchen** - Stove, refrigerator, microwave, toaster oven, freezer, milk cooler, coffee maker
- TBD Nurse** - Refrigerator
- TBD Teacher’s Room** - Refrigerator, microwave, coffee maker, toaster oven, stove top, water cooler

10. that the Old Tappan Board of Education authorize the establishment of petty cash funds for the amounts listed below:

<u>Location</u>	<u>Amount</u>	<u>Maximum Single Purchase Amount</u>	<u>Custodian</u>
Board Office	\$200.00	\$50.00	To be determined
Superintendent’s Office	\$200.00	\$50.00	Soci Kayserian
TBD Main Office	\$200.00	\$50.00	To be determined
CDW Main Office	\$200.00	\$50.00	Mary Rosica

11. that the Board approve the submission of the T. Baldwin Demarest Elementary School’s and the Charles DeWolf Middle School’s HIB Self-Assessments (**attached**).

**II. HUMAN RESOURCES**  
**Mr. John Shahdanian**

**JULY 18, 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 1 through 20 be approved.

Roll Call:

1. that the Board accept, with regret, the letter of resignation dated 6/28/2022, from Andrea Kenduck, Teacher, effective 6/28/2022 **(attached)**.
2. that the Board accept, with regret, the letter of resignation dated 6/29/2022, from Lindsey Courtney, Aide, effective 7/29/2022 **(attached)**.
3. that the Board accept, with regret, the letter of resignation dated 6/29/2022, from Lucy Skific, Aide, effective 6/29/2022 **(attached)**.
4. that the Board accept, with regret, the letter of resignation dated 7/5/2022, from Jon Clark, Aide, effective 6/22/2022 **(attached)**.
5. that the Board accept, with regret, the letter of resignation dated 7/5/2022, from Colleen McBride, Aide, effective 7/21/2022 **(attached)**.
6. that the Board accept, with regret, the letter of resignation dated 7/8/2022, from Sondra Mazza, Aide, effective 7/8/2022 **(attached)**.
7. that the Board accept, with regret, the letter of resignation dated 7/13/2022, from Christine McNeil, Part-Time Accounts Payable Clerk, effective 7/22/2022 **(attached)**.
8. that the Board rescind and revise Human Resources Resolution #156 (6/27/22 Regular Public Meeting) and approve the following staff for the Extended School Year Program at the T. Baldwin Demarest Elementary School:

<b>Name</b>	<b>Assignment</b>
Dunn, Katherine	Aide
Berkman, Leslie	ABA Aide

9. that the Board approve the following staff for the Out-Of-District Extended School Year Program:

<b>Name</b>	<b>Assignment</b>
Klein, Nancy	Out-Of-District ABA Aide

10. that the Board approve the following staff for the Extended School Year Program at the T. Baldwin Demarest Elementary School:

Name	Assignment
Keating, Kerrie	Aide

11. that the Board approve Rosalie Noonan as the Part-Time Accounts Payable Clerk, effective 7/25/22 through 6/30/23, pending proof of medical requirements, fingerprinting and criminal background check.

12. that the Board approve Susan Chamesian, as the T. Baldwin Demarest Elementary School Secretary, effective 8/22/22 through 6/30/23, pending proof of medical requirements, fingerprinting and criminal background check.

13. that the Board approve the following new substitute(s) to be employed on a per diem basis, as needed, for the 2022-2023 school year, pending submission of required documentation, as recommended by the Superintendent:

Remo, Juliana (Teacher Substitute)

14. that the Board authorize Danielle Da Giau, Superintendent, to hire personnel on an as-needed basis in between school Board of Education meetings for the 2022-2023 school year.

15. that the Board approve the following personnel as Teachers in Charge for the 2022-2023 school year:

Mr. Sabatino Lauriello - Charles DeWolf Middle School

Ms. Lisa Straubinger - T. Baldwin Demarest Elementary School

**EXPLANATION:** The teacher in charge serves in an administrative capacity in the absence of the principal. Additionally, at the Charles DeWolf Middle School, the teacher in charge may fulfill duties as designated by the principal, when the principal is in the building.

16. that the Board approve the following course request:

Teacher	Course	Credits	Type	School	Dates
Hellstern, Kimberly	Solving the Reading Puzzle: Using Assessment to Drive Intervention - EDLA 513LE 19564 / OL-5078	3	Online	Southern New Hampshire University – Learners Edge	7/25/2022 - 11/15/2022

**II. HUMAN RESOURCES****(Cont'd)****JULY 18, 2022**

17. that the Board approve the following course request:

<b>Teacher</b>	<b>Course</b>	<b>Credits</b>	<b>Type</b>	<b>School</b>	<b>Dates</b>
Lauriello, Sabatino	SEL and Empathy-Based Bullying Prevention OL-5131	3	Online	American College of Education - Learners Edge	8/15/2022 - 11/15/2022

18. that the Board approve the following course request:

<b>Teacher</b>	<b>Course</b>	<b>Credits</b>	<b>Type</b>	<b>School</b>	<b>Dates</b>
Lauriello, Sabatino	Building Peace Through Restorative Practices in Schools OL-5006	3	Online	American College of Education – Learners Edge	8/15/2022 - 11/15/2022

19. that the Board approve the following course request:

<b>Teacher</b>	<b>Course</b>	<b>Credits</b>	<b>Type</b>	<b>School</b>	<b>Dates</b>
Borzzone, Nicole	Nursing Research Strategies: Translational Science NUR-6021	3	Standard	William Paterson University	8/25/2022 - 12/10/2022

20. that the Board approve the following course request:

<b>Teacher</b>	<b>Course</b>	<b>Credits</b>	<b>Type</b>	<b>School</b>	<b>Dates</b>
Fischer, Elizabeth	Diagnosis of Reading Problems: Practicum 6200 (Hybrid Course)	1.5 1.5	Online Standard	William Paterson University	8/25/2022 - 12/10/2022

**III. STUDENT DEVELOPMENT**  
**Ms. Kristen Santoro**

**JULY 18, 2022**

Any Board member who takes exception to any of the following listed actions under the category of Student Development 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 Student Development actions of the Board, as recommended by the Superintendent, number 1 be approved.

Roll Call:

1. that the Board approve the early dismissal of preschool and kindergarten classes, for the first day of the 2022-2023 school year, as follows:

<b>Date</b>	<b>Dismissal Time</b>
Tuesday, September 6, 2022	11:45 a.m.



**IV. PHYSICAL RESOURCES**  
**Ms. Kristen Santoro**

**JULY 18, 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 1 be approved.

Roll Call:

1. that the Board approve the facilities request from Northern Valley Soccer Club (NVSC) to use the school fields for practices and games, daily from August through November, during specified hours, subject to the adherence of all State and Local directives, guidelines and protocols. NVSC will be required to pay the application fee pursuant to the current Schedule of Fees for Facilities Usage.

**V. FINANCE & BUDGET**  
**Ms. Maryellen LaFronz**

**JULY 18, 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 1 through 13 be approved.

Roll Call:

1. 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 **\$179,348.24** for the current expense (**attached**).
2. 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 bills that required payment between the **June 27, 2022 and July 18, 2022** Old Tappan Board Of Education meetings, in the amount of **\$515.39** for the current expense (**attached**).
3. 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 **July, 2022** bills in the amount of **\$352,669.93** for the current expense (**attached**).
4. 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 **\$144,658.11** for the month of **July, 2022**.
5. that the Board approve the **June, 2022** Transfers (**attached**).
6. 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 **June 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**).

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Douglas Barrett  
Board Secretary

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Date

7. that the Board approve the Old Tappan School District's participation in the Region III Special Education Transportation program for the 2022-2023 school year.
8. that the Board approve the renewal with Genesis Educational Services, Inc., for Student Information and Staff Management Systems, 300 Buckelew Avenue, Jamesburg, New Jersey, for the 2022-2023 school year.
9. that the Board authorize Douglas Barrett, School Business Administrator/Board Secretary, to execute the Horizon Pest Control Commercial Pest Management Agreement for the Charles DeWolf Middle School and the T. Baldwin Demarest Elementary School for the 2022-2023 school year.
10. that the Board approve the submission of the NJ Child Assault Prevention (CAP) 2022-2023 Bullying Prevention Grant application to the State **(attached)**.
11. that the Board approve the submission of the NJ Child Assault Prevention (CAP) 2022-2023 Elementary, Teen & Special Needs Grant application to the State **(attached)**.
12. that the Board approve the educational services provided by the New Jersey Commission For The Blind and Visually Impaired for student #506 for the 2022-2023 school year. The contract shall not exceed \$2,200 and billing will be for services provided only.
13. 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 \_\_\_\_\_