

MINUTES OF THE WORK SESSION
OF THE TENAFLY BOARD OF EDUCATION
TUESDAY EVENING, JANUARY 21, 2020
HELD AT THE HEGELEIN BUILDING, 500 TENAFLY RD., TENAFLY, NJ

DATE 2/19/20

APPROVED Yvonne Williams

(All Public Board Meetings are Recorded and Posted on the District Website)

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OF THE TENAFLY BOARD OF EDUCATION
TUESDAY EVENING, JANUARY 21, 2020
HELD AT THE HEGELEIN BUILDING, 500 TENAFLY RD., TENAFLY, NJ**

The meeting was called to order at 7:19 p.m. by Board President Janet Horan 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	Paula Newman
Natalie Barbanel	Edward J. Salaski
Patricia Flynn	Jocelyn Schwarz
Inbal Israeli Miller	Janet I. Horan

The following Board member was absent:

Jane Juhng

The following staff members were present:

Ms. Shauna DeMarco, Superintendent
Dr. Evelyn Mamman, Assistant Superintendent for Curriculum and Instruction
Mr. Yas Usami, Business Administrator/Board Secretary
Ms. Danielle Diaz, Human Resources Manager

A motion was made by Ms. Flynn and seconded by Mr. Salaski 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 confidential subject matter to be discussed is as follows:
 - ♦ Legal Matters
 - ♦ Personnel Matters
 - ♦ Student Matters
 - ♦ TASA 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. Juhng was absent from the meeting.

The meeting recessed to closed session at 7:19 p.m.

A motion was made by Ms. Israeli Miller and seconded by Ms. Newman that the Board convene from closed session at 8:09 p.m. and go into open session.

The motion was approved by those present. Ms. Juhng was absent from the meeting.

The meeting was called to order at 8:13 p.m. by Ms. Horan 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.

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Jane Juhng

The following staff members were present:

Ms. Shauna DeMarco, Superintendent
Dr. Evelyn Mamman, Assistant Superintendent for Curriculum and Instruction
Mr. Yas Usami, Business Administrator/Board Secretary
Ms. Danielle Diaz, Human Resources Manager

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

PUBLIC RECOGNITION-COMMUNITY COMMENTARY

Ms. Horan inquired if there were any members of the audience who wished to address the Board on any item listed on the agenda.

Yelena Meytes - 11 Jewett Ave. – Ms. Meytes said she came tonight as a representing member for the Tenafly parents A/C group to see the A/C presentation and timeline as it relates to air conditioning in the elementary schools.

PUBLIC RECOGNITION-COMMUNITY COMMENTARY

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

There were no comments

PRESENTATION

El Associates (TBOE Architect-of-Record) – Presented the A/C Study

A presentation was given by Mr. Michael Wozny, Architect for El Associates and Director of Educational Projects, Mr. Adam Caravaglia, Chief Mechanical Engineer and Mr. Steve Moldt, Architect and Project Manager. A summary report by El Associates was handed out to the Board containing evaluations of two feasibility studies performed in our district by different design firms (2016, 2019). Mr. Caravaglia discussed his findings of these past studies, cooling options presented and associated costs involved, and spoke about some of the current cost factors. *(The presentation can be viewed on the district's website, under Board of Education/Agenda/Minutes/January 21 Video link.)*

Mr. Aronson gave Mr. Caravaglia some background history and a summary of Board discussions and how the Board was planning to fund the A/C project for the 5 schools (broken down into 3 separate costs for units, power circuits, and infrastructure funded by different budgetary sources). For clarification, Mr. Aronson asked about the breakdown costs in the report.

Mr. Caravaglia reviewed the contractor's report and gave the breakdown costs involved with Mackay School, as an example.

The following are inquiries made by the Board and responses from EI Associates, and other comments made regarding the proposed a/c project:

Q: Are operating costs factored into EI's proposals?

A: Mr. Caravaglia said no they are not. Mr. Wozny said there are many factors involved with cost estimates, and contingencies are added to any project, and Mr. Caravaglia has not surveyed the buildings yet, and there are unknown factors such as environmental issues. The closer you get to working on a project, the more the costs are fine-tuned and contingency can be reduced. Steps have to be taken regarding bid documents for electrical work, project applications submitted to the DOE, resulting in more thorough and detail cost estimates. Mr. Caravaglia added that the information provided by the contractor's feasibility study was from doing a preliminary walk-through of the buildings, but true space conditions were not evaluated in detail.

Q: What is the typical timeline for the application process?

A: Mr. Wozny discussed the importance of the LRFP being updated, and the backlog of applications the DOE is dealing with and it could potentially take up to 90 days to review the project application; however, one of the first steps is to prepare plans and specs for bidding for electrical and architectural work for a/c unit installation (this may take 4-6 weeks). The bidding period takes about 1 month, and reviews of contractor's plan will be conducted by EI, and when approved materials are ordered. Realistically, Mr. Wozny said this is a summer project.

Q: What are EI's fees for their work?

A: Mr. Wozny said EI's proposals are usually broken down into 3 categories (schematic design and DOE submission to see what the project entails, second phase is the detailed design, and third is the construction oversight).

Q: Is there a phase-in plan if the Board wishes to split the projects?

A: Mr. Moldt replied that EI has prepared a phase-in plan, which he said is cost effective. Mr. Wozny said the bid form can be broken up by the Board's preference.

Q: How long will the work take per building?

A: Mr. Wozny said it depends, but it is a summer project.

Mr. Usami stated that the district's LRFP will have to be updated for the a/c project, as the electrical is not included presently, but this step should not take very long. Mr. Wozny said they will have accurate electrical estimates for the project.

Mr. Wozny added that electrical upgrades do not require additional service from the street. The upgrades are distribution related.

Mr. Aronson referred to the impact of funding for the current budget and next year's budget. Mr. Usami said some of the maintenance reserve and capital reserve funds can be used for next year's budget, and banked cap is another option. EI suggested that pre-purchasing the a/c units is an option.

Q: Is there a way to quantify the amount for the "unknowns" that may arise during the project?

A: Mr. Wozny said the “unknowns” with this type of project are usually regarding environmental matters and will be addressed in the very first weeks of the work. This is part of the conservative contingency costs.

Q: Will ceiling fans placed in the larger room areas do enough to warrant spending the money?

A: Mr. Caravaglia said it is not going to cool the room, but will afford some movement of air and should relieve some discomfort.

Mr. Aronson asked for clarification of how banked cap is an option, as money has been determined to use in this year’s budget. Ms. DeMarco summarized the steps the Board and administration have taken in an effort to make the a/c project a priority issue, and that the Board’s task is to decide what the plan is going forward for funding the project. Ms. DeMarco stated the Board now has a very comprehensive plan, an idea of the timeline involved, and a budget retreat is coming up to discuss all the information to be able to make a determination.

Ms. Horan thanked EI Associates for simplifying the summary presented to the Board. Mr. Caravaglia wanted the Board to know that he is dealing with energy codes with the local jurisdiction and on the state level regarding the smaller a/c units, but is confident the issues can be resolved. The life expectancy was discussed of a/c units, and Mr. Caravaglia said the average is 10 years (but it can be shorter or longer, but the good thing is the units can be replaced more easily than a unit ventilator).

Q: If the Board decides to go forward with EI Associates and the a/c project, how long does the Board have to make a decision to approve the project in order for the project to be completed in the summer? Mr. Salaski noted that February 19 is our next regular Board meeting.

A: Mr. Wozny expressed that he hesitates to pinpoint an answer, as the DOE can potentially take up to 90 days for the application process, and the bidding process has to be factored in; however, he said EI can work with the Board as soon as possible once they have a written commitment in place.

Ms. Horan asked if there were any other questions.

Q: A school community member asked for clarification of the cost estimate for a/c at Stillman School.

A: Mr. Caravaglia responded that according to the contractor’s report, the present a/c is insufficient in certain areas in Stillman. He further stated some of the a/c units can possibly be moved to other smaller areas; and the newer units can be controlled with a phone app. or a timer to help extend the life of the units.

Q: Regarding the TMS and THS gym, clarification was requested between Option 2 and 3.

A: Mr. Caravaglia addressed the differences, comfort levels of air flow, and costs involved according to the summary. He talked about the air flow of ceiling fans in the gym.

Members of the Board and administration thanked EI Associates for their presentation and for the details they provided.

COMMITTEE DISCUSSIONS

Ms. Horan stated the committee reports will be given next week.

COMMITTEE MEETING SCHEDULE:

<u>Board Committees</u>	<u>Past / Future Meeting Dates</u>	<u>2020 BOE Chairs</u>
<ul style="list-style-type: none"> • Communications/Policy • Curriculum/Technology • Facilities/Athletics/Co-Curricular • Finance & Alternative Revenue • Joint Use • Sustainability 	Feb. 10, March 9 Feb. 19, April 27 Jan. 27, April 20 Jan. 21, March 2 Feb. 27 Feb. 10	Jocelyn Schwarz Jane Juhng Janet Horan Ed Salaski Janet Horan Mark Aronson

STUDENT REPRESENTATIVES

Ms. Horan asked the students what they thought about the a/c project. The students agreed that other than the gym being hot, the other areas are good. Derek said he remembers how hot the elementary school was for him and the effects on his skin to where he would have to go home sometimes. Kira said some of the classes are very hot and when the hallways are crowded. She said her friends who went to Stillman said the second floor is brutally hot.

Ms. DeMarco thanked the students for sharing their perspective.

PROPOSED RESOLUTIONS

The following draft resolutions were recommended by the Superintendent of schools.

PERSONNEL

RESOLUTION P-1 APPROVAL OF SUBSTITUTES

BE IT RESOLVED that the substitutes listed below with a NJ Instructional, NJ Educational Services or NJ Substitute Credential or those to serve as substitute secretaries, substitute custodians or substitute paraprofessionals be approved by the Board of Education for the 2019-2020 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 as noted:

NAME	DEGREE	MAJORS	CERTIFICATION/ POSITION	RATE
Lauren Blitz-Kessler ¹		n/a	Substitute Secretary	\$15.00 per hour
Richard Morse ¹		n/a	Substitute Secretary	\$15.00 per hour
Sophia Barbanel	In progress	Education	NJ Substitute Credential	\$100 per diem

¹Existing Board approved Substitute Teacher.

RESOLUTION P-2 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:

<i>Maugham Elementary School</i>		
NAME/POSITION	EMPLOYMENT DATES	CLASSIFICATION/SALARY
TBA Elementary School Teacher – Leave Replacement	Pending Criminal History Clearance – 06/30/20	CEAS: Elementary School Teacher in Grades K-6 XA, Line X \$ pro rata

<i>Smith Elementary School</i>		
NAME/POSITION	EMPLOYMENT DATES	CLASSIFICATION/SALARY
TBA 19-Hour Paraprofessional	Pending Criminal History Clearance – 06/30/20	19-Hour Paraprofessional 3.8 hrs. per day, \$22.99 per hour
TBA 19-Hour Paraprofessional	Pending Criminal History Clearance – 06/30/20	19-Hour Paraprofessional 3.8 hrs. per day, \$22.99 per hour

<i>Tenafly Middle School</i>		
NAME/POSITION	EMPLOYMENT DATES	CLASSIFICATION/SALARY
TBA Teacher of Art – Leave Replacement	Pending Criminal History Clearance – 06/30/20	Standard: Teacher of Art XA, Line X \$ pro rata

RESOLUTION P-3 APPROVAL OF HOME INSTRUCTORS

BE IT RESOLVED that the Board approves the individuals noted below through the end of the 2019-2020 academic year, at a rate of \$50.00 per hour.

- Alicia Sedlock
- Ghania Layachi
- Jennifer Halliwell
- Leigh Barker
- Melanie Samayoa
- Tara Haggerty

RESOLUTION P-4 APPROVAL OF EXTRA COMPENSATION APPOINTMENTS

BE IT RESOLVED that the Board approves the following individuals as extra-compensation appointments to the positions indicated:

Position	Category	Name	Stipend \$
Curriculum Writing	Curriculum & Instruction	Cristina Cutrone	\$37.00 per hour, 20 hours max.
Senior Class Advisor	HS Class Advisor	Matt White Jen Mari-Wyka	.25 \$2,787.75 .75 \$8,363.25

Swimming Coach – Assistant	Winter Athletics	Kimberly Darquea	Prorated amount (from \$5,423 to \$4,406.18) NJ Substitute Credential issued 12/03/19.
Winter Track Coach – Assistant	Winter Athletics	Andreas Yanniotis	\$5,423

RESOLUTION P-5 RESIGNATION AND RETIREMENT

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

NAME, POSITION, LOCATION	REASON	EFFECTIVE DATE
Mimi Kim, Teacher of English as a Second Language Tenafly High School	Retirement	June 30, 2020
Sara Gordon, 19-Hour Paraprofessional Tenafly Middle School	Resignation	January 24, 2020

RESOLUTION P-6 STAFF RECLASSIFICATIONS

BE IT RESOLVED that the Board approves the following reclassifications:

NAME	FROM	TO	EFFECTIVE DATES
Mykhailo Palamar	.5 FTE Custodian, Stillman Level A \$22,102.50	1.0 FTE Custodian, TMS Level A \$44,205 pro rata	01/28/20 – 06/30/20
Syed Kriger-Hussain ¹	19-Hour Paraprofessional - Substitute \$22.99 per hour, Tenafly Middle School	19-Hour Paraprofessional, \$22.99 per hour, Tenafly Middle School	01/28/20-06/30/20

¹No change in salary or benefits.

RESOLUTION P-7 2019-2020 DISTRICT MENTOR

BE IT RESOLVED that the Board approves the following teacher to serve as a mentor to a district novice teacher in accordance with the Tenafly District Mentoring/Professional Development Plan:

Inga Roberts

RESOLUTION P-8 APPROVAL OF 2020 SUMMER SCHOOL STAFF

BE IT RESOLVED that the Board approves the following individuals to fill the 2020 Summer School positions listed at the salaries indicated:

NAME	SUMMER SCHOOL POSITION	SUMMER SCHOOL SALARY
TBA	Director	\$8,404
TBA	Assistant Director	\$6,304
TBA	Registrar	\$3,303

TBA	Secretary	\$1,500
TBA	Nurse	\$4,550

RESOLUTION P-9 ARTIST IN RESIDENCE

BE IT RESOLVED that the Board approve the following Artist-In-Residence program:

NAME

Paul Byrne

PROGRAM

The Blues and Improvisation

ADMINISTRATION

RESOLUTION A-1 APPROVAL TO AFFIRM THE SUPERINTENDENT’S DECISION IN HIB INVESTIGATIONS

BE IT RESOLVED that the Tenafly Board of Education (hereinafter referred to as the “Board”) hereby affirms the Superintendent’s decision in HIB Investigation Numbers 2019-20/15,TMS-2N; 2019-20/16, MK-8N; 2019-20/19, MK-9N for the reasons set forth in the Superintendent’s decision to the students’ parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board’s decision to the affected students’ parents forthwith.

RESOLUTION A-2 SECOND READING OF POLICY 4141

BE IT RESOLVED that the Board of Education will have the second reading of the following policy:

Policy 4141 Resignation (revised)

CURRICULUM

RESOLUTION C-1 HIGH SCHOOL PROGRAM OF STUDIES

BE IT RESOLVED that the Board of Education adopt the High School Program of Studies for the 2020-2021 school year.

RESOLUTION C-2 MIDDLE SCHOOL PROGRAM OF STUDIES

BE IT RESOLVED that the Board of Education adopt the Middle School Program of Studies for the 2020-2021 school year.

RESOLUTION C-3 ELEMENTARY SCHOOL PROGRAM OF STUDIES

BE IT RESOLVED that the Board of Education adopt the Elementary School Program of Studies for the 2020-2021 school year.

RESOLUTION C-4 TENAFLY HIGH SCHOOL BOYS’ BASEBALL TRIP TO DISNEY’S ESPN WIDE WORLD OF SPORTS IN FLORIDA, MARCH 25-29, 2020

BE IT RESOLVED that the Board of Education approve the Tenafly High School Boys’ Baseball Trip to Disney’s ESPN Wide World of Sports in Florida, March 25-29, 2020.

SPECIAL EDUCATION

RESOLUTION S-1 APPROVAL OF TEN MONTH PROGRAMS 2019-2020

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

STUDENT	SCHOOL	TYPE	TUITION
#895	Park Academy MS Program at Pascack Valley	Public	\$53,382.50 Pro-rated 11/21/19
#897	Sage Day at Rochelle Park	Private	\$38,142.50 Pro-rated 01/02/20

RESOLUTION S-2 APPROVAL OF TWELVE MONTH PROGRAM 2019-2020

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

STUDENT	SCHOOL	TYPE	TUITION
#894	Valley TIP Program	Public	\$25,719.00 Pro-rated 01/02/2020

FINANCE

RESOLUTION F-1 BOARD SECRETARY'S REPORT FOR DECEMBER 2019

BE IT RESOLVED that the **Board Secretary's** report for the month of December 2019 be accepted as submitted (or amended if changes are made during the meeting) and filed in the official minutes of this meeting. Pursuant to N.J.A.C. 6A:23-2.11, we certify that as the Board Secretary's monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected in this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

RESOLUTION F-2 TREASURER'S REPORT FOR DECEMBER 2019

BE IT RESOLVED that the Treasurer's report for the month of December 2019, be accepted as submitted and filed in the official minutes of this meeting.

RESOLUTION F-3 TRANSFERS FOR DECEMBER 2019

BE IT RESOLVED that the Board of Education approves transfers for the 2019-2020 school budget in a report dated December 31, 2019 as submitted and filed in the Business Administrator/Board Secretary's office.

BE IT FURTHER RESOLVED that the transfer list be attached to the official minutes of the Board.

(amounts to be provided)

RESOLUTION F-4 APPROVAL OF BILLS FOR JANUARY 1 THROUGH JANUARY 22, 2020

BE IT RESOLVED that bills properly certified as to validated purchase orders and receiving documentation and approved in the total sum of \$\$\$\$ for January 1 through January 22, 2020, 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	\$
(11)	General Current Expense	\$
(20)	Special Revenue Funds	\$
(50)	Enterprise Fund	\$
(55)	Preschool Program Fund	\$
(60)	Trust and Agency Funds	\$
	TOTAL	\$

RESOLUTION F-5 ACCEPTANCE OF THE 2018-2019 AUDIT

BE IT RESOLVED that the Tenafly Board of Education accepts the 2018-2019 Annual Audit as prepared by the District's audit firm of Lerch, Vinci & Higgins, LLP.

RESOLUTION F-6 APPROVAL OF THE 2018-2019 CORRECTIVE ACTION PLAN

BE IT RESOLVED that the Tenafly Board of Education accepts and approves the following Corrective Action Plan for the 2018-2019 Annual Audit and authorizes the Business Administrator/Board Secretary to submit the plan to the Executive County Superintendent of Schools.

CORRECTIVE ACTION PLAN				
RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
II. Financial Planning, Accounting and Reporting				
Expenditures in the Capital Projects Fund be charged in the subsidiary budget reports to the correct appropriation object area in accordance with The Uniform Minimum Chart of Accounts.	Received clarification from auditor that if item removable then it's equipment; otherwise it's construction. Will reference The Uniform Minimum Chart of Accounts and/or confer with the auditor for guidance.	Check The Uniform Minimum Chart of Accounts and/or confer with the auditor when setting up accounts.	Business Administrator and Assistant to the Business Administrator	January 2020- June 2020
The adopted annual budget appropriations be properly entered into the District's internal accounting budget report.	Transfer funds after budget is adopted to reflect adjustment rather than changing original appropriation.	Ensure that transfer has been made in adjusted budget column and the original budget remains the same.	Business Administrator and Assistant to the Business Administrator	January 2020- June 2020

<p>V. Student Body Activities</p> <p>Two signatures be obtained on all checks issued from the Athletic account and the High School Student Organization account.</p> <p>Prior years' outstanding checks and other reconciling items on student activity accounts reconciliations be reviewed and cleared of record.</p>	<p>The Athletic Director and Principal will verify that there are two authorized signatures on checks issued from the Athletic account and Student Organization account.</p> <p>Secretary will run QuickBooks report to identify outstanding checks and have them cleared.</p>	<p>Meeting with Athletic Director and Principal to review the process and procedure for two authorized signatures on checks.</p> <p>Principal will ensure that Quick Books reports are run and have outstanding checks cleared.</p>	<p>Business Administrator, Principal and Athletic Director.</p> <p>Principal</p>	<p>January 2020-June 2020</p> <p>January 2020-June 2020</p>
<p>VII. Application for State School Aid</p> <p>Students included in district work papers who are attending out-of-state and NAPLES facilities be properly reported on ASSA.</p> <p>All free/reduced lunch applications be retained and made available for audit.</p>	<p>ASSA guidelines will be reviewed to determine the appropriate categories for out-of-district placements for private school for the disabled versus other placements to ensure reporting accuracies.</p> <p>All applications both hard copy and electronic copy filed in a designated locations.</p>	<p>The Assistant to the Business Administrator will confer with the Assistant to the Superintendent for Special Services and ASSA helpdesk to ensure accurate placement for reporting.</p> <p>The Assistant to the Business Administrator will ensure that hard copy and electronic copy are stored properly.</p>	<p>The Assistant to the Superintendent for Special Services and Assistant to the Business Administrator</p> <p>Business Administrator and the Assistant to the Business Administrator</p>	<p>January 2020-June 2020</p> <p>January 2020-June 2020</p>

RESOLUTION F-7 APPROVAL FOR THE TENAFLY BOARD OF EDUCATION TO CONTRIBUTE \$1,000 TOWARDS PROJECT GRADUATION CLASS OF 2020

BE IT RESOLVED that the Tenafly Board of Education contribute \$1,000 towards Project Graduation Class of 2020.

RESOLUTION F-8 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).

DISCUSSION OF RESOLUTIONS

Ms. Horan asked the Board if they had any questions on the Administration, Curriculum or Finance resolutions.

Mr. Aronson referred to the Curriculum Resolutions for the Program of Studies and asked Dr. Mamman if, in addition to the information disseminated in the Superintendent's Friday memo, they were going to be discussed. Mr. Salaski responded and said the next Curriculum Committee report will include discussion on the Program of Studies highlighting the Math Curriculum.

Ms. DeMarco encouraged the Board to email Dr. Mamman specific questions they may have about the Program of Studies. Mr. Salaski stated he will send the final version of the Curriculum Committee report to Ms. DeMarco for inclusion in the Friday memo. Ms. DeMarco emphasized that this practice would be very helpful for all the Committee Chairs to follow and to submit their report the Friday morning before the Monday Board meetings.

PUBLIC RECOGNITION-COMMUNITY COMMENTARY (SECOND OPPORTUNITY)

Ms. Horan inquired if there were any members of the audience who wished to address the Board on any **item listed on, or not listed on,** the agenda.

There were no comments.

NEW BUSINESS

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

Mr. Aronson asked if the administration could consider a way for Board members to have an informal dialogue with the staff and students. Ms. DeMarco referred to a practice that the Fort Lee Board of Education used last year (the Board would have routine coffee and conversations with the community, no Board quorums needed). It can be designed for a specific portion of the community. Mr. Aronson said he was referring specifically to a dialogue with teachers and students. Ms. DeMarco said this may be a NJ School Boards Association topic to pursue to ensure the proper guidelines are followed effectively and without violating the set code of ethics. Mr. Aronson suggested having a similar forum with the Board much like the "breakfast with the superintendent." During the conversation, Ms. DeMarco clarified that she was referring to the school community, and this type of forum would not be under her direction but under the Board's, and that it is important to find out how this practice is done well and effectively and in line with the code of ethics. Mr. Aronson said he will contact the NJSBA, and Ms. DeMarco said she will reach out to the Fort Lee Superintendent to discuss their Board's practice on this matter.

Ms. Horan informed the Board that there has been a change in the Sustainability Committee meeting and it will now be held at 9:00 a.m., and that Mr. Salaski is unable to join the committee at that time. She asked if any Board member wishes to make a switch with committees to let her know.

The Board and administration spoke briefly about the next steps to take regarding the a/c project and upcoming discussions they will have regarding what portions of the project they wish to approve and funding decisions. Mr. Usami stated he would work with EI Associates for the information he needs to amend the LRFP. He recommended buying the a/c units this year, and the Board has the option of using some of the maintenance and capital reserve for next year's budget. Ms. DeMarco suggested flipping the Facilities Committee meeting of Feb. 10 with the Communications Committee meeting of January 27.

Mr. Primiani shared that wall fans were installed in the gyms in one of his former districts, and it didn't make it cool, but it circulated the air and it was an improvement.

The Board agreed that they were most concerned with starting the project with a/c for the classrooms.

Mr. Usami said he will email the last few pages of the detailed report that T&M Associates prepared listing the breakdown of costs.

A motion was made by Ms. Schwarz and seconded by Ms. Barbanel to adjourn the meeting.

The motion was approved by those present. Ms. Juhng was absent from the meeting.

The meeting adjourned at 9:59 p.m.

Respectfully submitted,



Yas Usami
Business Administrator/
Board Secretary