

**BOARD OF EDUCATION  
UPPER SADDLE RIVER, NEW JERSEY  
REGULAR MEETING  
Monday, March 19, 2018, 8:00 p.m.  
Media Center, Cavallini Middle School  
392 West Saddle River Road**

**Agenda**

This is a regular meeting of the Upper Saddle River Board of Education and appropriate notice has been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notice.

Two opportunities are provided at this meeting for citizens to make comments. The Board values and welcomes comments and opinions from the residents of Upper Saddle River as long as remarks are not personal or discourteous. Public comment allows the Board to listen to community members and to hear their opinions on school policy and operations.

Upon being recognized, persons wishing to speak should stand and identify themselves by name and address; the speaker should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each speaker will limit his/her remarks to three minutes. If personal or discourteous statements are made, the presiding officer shall require the speaker to stop. No speaker may comment again until all those who wish to speak have had an opportunity and as long as time allows. If, in the judgment of the presiding officer, the total time devoted to public comment becomes excessive, the presiding officer may indicate the Board has time for one more speaker and will so notify the public.

- I. Call to order and roll call Mrs. Johnston
- II. Flag salute and Pledge of Allegiance Mrs. Johnston
- III. Opening statement by presiding officer Mrs. Johnston
- IV. **REPORTS**
  - A. Superintendent’s Report Dr. Brockel
  - B. Board Secretary’s Report Mrs. Imbasciani
  - C. Board President’s Report Mrs. Johnston
  - D. Committee Reports Chairpersons
  - E. PTO Report Mrs. Layne/Mrs. Mazzola
  - F. USREF Report Mrs. Mueller
- V. **PRESENTATION**
  - A. Samsung Solve for Tomorrow Contest Finalists Mr. McCusker, Mr. Harvey & Students
- VI. **PUBLIC COMMENT (for Agenda Items only)**
- VII. **ADMINISTRATION** Dr. Brockel

**This motion will be one motion that encompasses items A and B and will be voted on at this meeting.  
This motion has been recommended for approval by the Superintendent.**

- A. Second reading and adoption of the following Policies:
  - Policy 7425      Lead Testing of Water in Schools (new)
  - Policy 8630      Bus Driver/Bus Aide Responsibility (revised)
  - Policy 9242      Use of Electronic Signatures (new)

VIII. PERSONNEL

Dr. Brockel

**This motion will be one motion that encompasses items A through G and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.**

- A. Create/Abolish
  - 1. Create four 1.0 FTE Applied Behavior Analysis (ABA) Instructors.
  - 2. Create one 1.0 FTE Board Certified Behavior Analyst (BCBA).
- B. Job Descriptions
  - 1. Approve the job description for Applied Behavior Analysis (ABA) Instructor.
  - 2. Approve the job description for Board Certified Behavior Analyst (BCBA).
- C. Resignations
  - 1. Accept the resignation for the purpose of retirement of Barbara Van Riper, Reynolds PE/Health Teacher, effective July 1, 2018.
- D. Leaves
  - 1. Revise the leave of Marissa Hopson, 5<sup>th</sup> Grade Teacher, from paid disability and unpaid statutory leave, effective on or about May 11, 2018 through approximately November 13, 2018, to paid disability, unpaid statutory leave, and unpaid childcare leave, effective on or about May 11, 2018 through approximately January 2, 2019.
  - 2. Revise the leave of Sheila Barry, L.D.T.C., from paid disability and unpaid statutory leave, effective on or about February 26, 2018 through approximately June 25, 2018, to paid disability and unpaid statutory leave, effective on or about February 26, 2018 through approximately November 20, 2018.
  - 3. Approve paid disability leave for Desiree Lascarro, Spanish Teacher, effective from February 26, 2018 through March 15, 2018.
- E. Lateral Guide Move
  - 1. Approve a lateral guide move for Jonathan Harvey, Supplemental Instruction/Enrichment Teacher, from BA to BA + 30, effective February 1, 2018, payable in 2018/19.
- F. Appointments
  - 1. Approve Isabel Finan, a Northern Highlands Regional High School student, as a student intern in the Tomorrow's Teachers Program, beginning in March at Reynolds School in Ms. Vega's 2<sup>nd</sup> Grade classroom.
  - 2. Approve Emily Jones, a Northern Highlands Regional High School student, as a student intern in the Tomorrow's Teachers Program, beginning in March at Reynolds School in Ms. Policastro's 1<sup>st</sup> Grade classroom.
  - 3. Approve Tiffany Laterra, a Northern Highlands Regional High School student, as a student intern in the Tomorrow's Teachers Program, beginning in March at Reynolds School in Ms. Golden's 1<sup>st</sup> Grade classroom.

- 4. Rescind the appointment of Jake Rizer to the stipend position of Girls Lacrosse Coach, subject to the satisfactory completion of the criminal history records check required by law. (\$2,900 stipend)
  - 5. Appoint Jake Rizer to the stipend position of Boys Lacrosse Coach, subject to the satisfactory completion of the criminal history records check required by law. \$2,900
  - 6. Appoint Anthony Tozzi to the stipend position of Girls Lacrosse Coach. \$2,900
- G. Substitutes/Consultants/Volunteers
- 1. Approve Danielle Nelson as a substitute teacher/paraprofessional for the 2017/18 school year, NJ Substitute Teacher’s Certificate.

IX. **FINANCE - BUDGET**

Mrs. Imbasciani

**This motion has been recommended for approval at this meeting by the Superintendent.**

**RESOLUTION TO APPROVE THE PRELIMINARY 2018/19 SCHOOL YEAR BUDGET**

**BE IT RESOLVED** that the Upper Saddle River Board of Education, County of Bergen, approves the 2018/19 school year budget as follows:

	<b>Budget</b>	<b>Local Tax Levy</b>
Total General Fund	\$24,904,181	\$22,228,242
Total Special Revenue Fund	\$300,350	\$0
Total Debt Service Fund	\$1,189,619	\$891,571
Totals	\$26,394,150	\$23,119,813

and

**BE IT FURTHER RESOLVED** that the **GENERAL FUND** tax levy, \$22,228,242 is approved to support Current General Expense and \$891,571 to support Debt Service, for the 2018/19 school year budget.

**BE IT FURTHER RESOLVED** that the Upper Saddle River Board of Education requests the approval of a capital reserve withdrawal in the amount of \$300,000. The district intends to utilize these funds for the partial window replacement project at Reynolds School.

**WHEREAS**, school district Policy 6471 and *NJAC 6A:23B-1.2(b)* provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for 2018/19.

**WHEREAS**, the Upper Saddle River Board of Education appropriated \$29,550 for travel during the 2017/18 school year and has spent \$13,588 as of March 16, 2018.

**NOW, THEREFORE, BE IT RESOLVED** that the Upper Saddle River Board of Education hereby establishes the School District travel maximum for the 2018/19 school year at the sum of \$27,750; and

**BE IT FURTHER RESOLVED** that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

X. FINANCE

Mrs. Imbasciani

**This motion which encompasses Items A through J will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.**

A. Approve the Minutes of Board Meetings:

February 16 (Mini-Retreat) and February 26, 2018

B. Approve the Bills List for February 2018 as follows:

10	General Current Expense	\$69,502.21
11	General Current Expense	\$2,313,934.79
12	Capital Outlay	\$786.27
20	Special Revenue Funds	\$31,850.86
50	Milk	\$445.84
60	Trust Fund	\$30,439.06
	Total	\$2,446,959.03

C. Approve the Transfers for February 2018.

D. Approve the Board Secretary and Treasurer’s Reports dated February 2018 and to certify that after review of these reports and upon consultation with appropriate district officials, as to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11 and that sufficient funds are available to meet the district’s financial obligation for the remainder of the year.

E. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River School District is a current member of the New Jersey School Employees’ Health Benefits Program (SEHBP) for which we have experienced an increase in health benefits cost of 13.3% effective January 1, 2018;

**WHEREAS**, in an effort to control costs, the Board of Education has sought alternate proposals for Medical/RX coverage;

**WHEREAS**, said proposal will save both the Board of Education and employees who must contribute over \$400,000;

**WHEREAS**, Horizon has provided a letter guaranteeing equal to or better than coverage to that currently being provided.

**NOW, THEREFORE**, it is agreed as follows: The Upper Saddle River Board of Education accepts Horizon’s proposal for coverage to be effective May 1, 2018.

**BE IT FURTHER RESOLVED**, the Board of Education appoints The Vozza Agency Inc. as Broker of Record in respect to the aforementioned proposal.

F. Approve the following Resolution:

**BE IT RESOLVED** that the Upper Saddle River Board of Education does hereby approve an agreement with the Region 1/Mahwah Board of Education, a Coordinated Transportation Services Agency, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997 for the 2018/19 school year. The services to be provided include, but are not limited to, the coordinated transportation of public, nonpublic and special education students.

**BE IT FURTHER RESOLVED** that the Upper Saddle River Board of Education agrees to abide by the Transportation Services Agreement as published by the Region 1/Mahwah Board of Education and attached to this Resolution.

G. Approve the Addendum to the following Resolution which was approved on May 15, 2017:

**BE IT RESOLVED** by the Upper Saddle River Board of Education (hereinafter referred to as the “Board”) that the terms, stipulations and conditions as established in the Agreement between the Board and the Parents of a student whose name is on file in the Superintendent’s Office, which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Agreement, and any other documents necessary to effectuate the settlement.

H. Approve the disposal of the following items that are no longer working or are old and obsolete:

Smartboards:

Tag # 00004924	Tag # 00004922
Tag # 00004435	Tag # 00004723
Tag # 00004722	

Laptop Cart:

Model # Bretford TX323LL/A

I. Accept the donation of \$1,000 from Jarret Schecter, founder of the non-profit organization TEEEM ([www.teeem.org](http://www.teeem.org)) to Reynolds School for the purpose of humanitarian action and charitable giving domestically or abroad. This money will be used to purchase water filters for their partner school, LIFE School in Guatemala to purchase water filters for their school community.

J. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
Bergen County Association of School Security Professionals Meeting Maywood, NJ	March 22, 2018	David Kaplan	\$0.00	\$8.62
Samsung Solve for Tomorrow Finals New York, NY	April 9-12, 2018	Jonathan Harvey	\$0.00	\$414.16
NJASBO - Audit Review Workshop Rockaway, NJ	April 12, 2018	Dana Imbasciani	\$100.00	\$24.80
NJASA/NJAPSA Spring Leadership Conference Atlantic City, NJ	May 16-18, 2018	Richard Brockel	\$550.00	\$500.00
2018 ESL Spring Conference New Brunswick, NJ	May 31, 2018	Jacqueline Valdes	\$239.00	\$0.00
NJASBO Annual Conference Atlantic City, NJ	June 6-8, 2018	Dana Imbasciani	\$275.00	\$500.00

XI. **PUBLIC COMMENT**

XII. **ADJOURNMENT**

Mrs. Johnston