

**Board of Education  
Upper Saddle River, New Jersey  
Public Hearing and Work Session  
Monday, June 5, 2017, 8:00 p.m.**

**Minutes**

This Public Hearing and Work Session of the Upper Saddle River Board of Education was held in the Cavallini School Media Center of the Upper Saddle River Schools beginning at 8:00 p.m. Mrs. Johnston opened the meeting and stated that the meeting was being held in compliance with PL 1975, Chapter 232 and appropriate notice had been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notification.

Members present: Mrs. Johnston, Mr. Amano, Mrs. Fusaro, Mrs. Gandara, Mrs. Pittman, Mr. Prisco, Dr. Verducci

Members absent: None

Also present: Dr. Browne, Mrs. Imbasciani

**CONFIDENTIAL SESSION**

Mr. Prisco made a motion, seconded by Mrs. Pittman to convene into Executive Session at 7:30 p.m. Mrs. Johnston then read the following statement:

**WHEREAS**, the members of the Upper Saddle River Board of Education deem necessary to discuss personnel and legal matters, and

**WHEREAS**, the topics to be discussed are within the exemptions which are permitted to be discussed and acted upon in confidential session pursuant to PL 1975, Chapter 231,

**NOW, THEREFORE, BE IT RESOLVED** that the minutes of the meeting will be made public when the need for privacy no longer exists. Action may be taken.

Mr. Prisco made a motion, seconded by Mrs. Gandara to adjourn Executive Session at 8:00 p.m.

Mrs. Fusaro made a motion, seconded by Dr. Verducci to convene into Public Hearing and Work Session at 8:00 p.m.

**OPENING STATEMENT:**

**Mrs. Johnston**

Mrs. Johnston welcomed the public to the meeting.

**PUBLIC HEARING ON Addendum to Superintendent's Contract**

**Mrs. Johnston**

Mr. Prisco explained the contract changes that were made to mitigate the pain in response to the Superintendents' Salary Caps that were put into effect in 2010. The changes include an increase in salary from \$145,000.00 to \$169,689.00 plus 2% and an additional stipend of \$5,000.00 plus 2% for a grand total of \$178,182.78.

**RECOGNITION OF VISITORS (for Public Hearing): None**

**PRESENTATION:**

1. **8<sup>th</sup> Grade Enrichment Projects**

Mr. McCusker/Mr. Harvey

Mr. McCusker was accompanied by five eighth grade students who presented their independent enrichment projects. The projects included a prosthetic hand made with the school's 3D printer, an aquaponic fish tank, student programmed virtual reality content, and plans for a self-sustaining steam engine designed to bring power to under developed countries. Mr. McCusker recognized Mr. Harvey for his leadership on the projects

and the students later had the opportunity to interact with audience and BOE members. The students who presented were Lasal Mapitigama, Melissa Reifman, Andrew Digi, Sophie Liu and Michelle Bechtel.

**COMMENTS:**

- Dr. Browne thanked all the students for coming to the meeting and sharing their projects with the Board.
- Dr. Verducci said that the students and the projects were remarkable.
- Mrs. Johnston told the students she cannot imagine what the future holds for them and said, "Your projects are amazing."

**RECOGNITION OF VISITORS (for Agenda Items only): None**

**ADMINISTRATION:**

**Dr. Browne**

**A motion was made by Dr. Verducci and seconded by Mrs. Fusaro to approve Administration Consent Agenda Item A and was approved by all in attendance.**

A. First reading of the following Policies and Regulations:

|                 |  |
|-----------------|--|
| Policy 0000.02  | Introduction (revised)                   |
| Policy 2415.06  | Unsafe School Choice Option (revised)    |
| Policy 2464     | Gifted and Talented Students (revised)   |
| Policy 2622     | Student Assessment (revised)             |
| Policy 3160     | Physical Examination (revised)           |
| Policy 4160     | Physical Examination (revised)           |
| Policy 5116     | Education of Homeless Children (revised) |
| Policy 8350     | Records Retention (new)                  |
| Regulation 3160 | Physical Examination (revised)           |
| Regulation 4160 | Physical Examination (revised)           |

**This motion will be one motion that encompasses items A through L and will be voted on at the June 19, 2017 meeting. This motion has been recommended for approval by the Superintendent.**

- A. Authorize Dr. Monica Browne to make personnel decisions on new hires and offer contracts in consultation with the Board President during the summer for the 2017/18 school year.
- B. Authorize the Board President to approve the preliminary draft of the June meeting minutes.
- C. Authorize the Board President to approve the preliminary report for any H.I.B. investigations that take place during the summer.
- D. Approve the AchieveNJ Equivalency Application to meet the Administrative Codes, 6A:10-4.3 and 6A:10-4.4(d), while implementing the Marshall's Teacher Evaluation System in a more efficient manner.
- E. Approve the submission of the Comprehensive Equity Plan Annual Statement of Assurance after the annual review of the approved 2016/17 through 2018/19 Comprehensive Equity Plan (CEP).
- F. Approve the 2017/18 District Mentor Plan after review for fiscal impact.
- G. Approve the 2017/18 Quad-District Professional Development Plan after review for fiscal impact.
- H. Approve the Intervention and Referral Services Plan for the 2017/18 school year.
- I. Approve the Emergency Response Plan for the 2017/18 school year.

J. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education approves Grades K – 8 Curriculum in the below disciplines to reflect the alignment and adoption of the 2016 NJ Student Learning Standards:

1. English/Language Arts
2. Mathematics
3. Health and Physical Education
4. Social Studies
5. Visual and Performing Arts
6. World Languages
7. Science

**WHEREAS**, this includes the integration of Technology Standards (8.1 and 8.2) and 21<sup>st</sup> Century Life and careers Standards (9.1, 9.2 and 9.3).

**NOW, THEREFORE, BE IT RESOLVED** that the Upper Saddle River School District has aligned and integrated Technology Standards (8.1 and 8.2) and 21<sup>st</sup> Century Life and Careers Standards (9.1, 9.2 and 9.3) into the following subject areas:

1. English/Language Arts
2. Mathematics
3. Visual and Performing Arts

K. Approve the Codes of Conduct for the 2017/18 school year.

L. Approve the Security Drill Statement of Assurance certifying that, pursuant to 18A:41-1, all requirements have been met relating to the practicing of school security drills, for the 2016/17 school year.

**PERSONNEL:**

**Dr. Browne**

**A motion was made by Dr. Verducci and seconded by Mr. Prisco to approve Personnel Consent Agenda Items A and B and was approved by all in attendance.**

A. Appointments

1. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education (hereinafter referred to as the “Board”)and Monica Browne (hereinafter referred to as “Browne”) are parties to an Employment Agreement for the period beginning July 1, 2015 and ending July 1, 2020, (hereinafter referred to as the “Employment Agreement”); and

**WHEREAS**, the parties have agreed upon modifications to the terms of the Employment Agreement, which are set forth in an Addendum to the Employment Agreement between Monica Browne, Superintendent of Schools and the Upper Saddle River Board of Education (hereinafter referred to as the “Addendum”); and

**WHEREAS**, the Addendum has been submitted to and approved by the Interim Executive County Superintendent, in accordance with N.J.S.A. 6A:23A-3.1.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves the Addendum, which is attached to this Resolution and made a part hereof.

**BE IT FURTHER RESOLVED** that the Board hereby authorizes the Board President and the Board Secretary/Business Administrator to execute the Addendum and any other documents necessary to effectuate same.

2. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education (hereinafter referred to as the "Board") and Richard Brockel, Ed.D., (hereinafter referred to as "Brockel") entered into a Consultant Agreement providing services from August 1, 2017 through August 31, 2017; and

**WHEREAS**, the parties have agreed upon the terms of the Consultant Agreement; and

**WHEREAS**, the parties are desirous of memorializing the Consultant Agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby agrees to enter into the Consultant Agreement between Brockel and the Board, and agrees to be bound by the terms and conditions thereof.

**BE IT FURTHER RESOLVED** that the Board hereby authorizes the Board President and Board Secretary to execute the Consultant Agreement and any other documents necessary to effectuate same.

3. Approve the following Resolution:

**BE IT RESOLVED** that the Upper Saddle River Board of Education (hereinafter referred to as the "Board") appoints Richard J. Brockel, Ed.D. (hereinafter referred to as "Dr. Brockel") as the Interim Superintendent of Schools for the Upper Saddle River School District for the period beginning on September 1, 2017 and ending on June 30, 2018.

**BE IT FURTHER RESOLVED** that this Employment Agreement has been submitted to and approved by the Interim Executive County Superintendent, according to standards adopted by the Commissioner of Education, pursuant to N.J.S.A. 18a:7-8(j).

**BE IT FURTHER RESOLVED** that the Board approves the Employment Agreement with Dr. Brockel for the position of Interim Superintendent of Schools for the foregoing period of appointment, which Employment Agreement is attached to this Resolution and made a part hereof.

**BE IT FURTHER RESOLVED** that the Board hereby authorizes the Board President and the Business Administrator/Board Secretary to execute, on behalf of the Board, the Employment Agreement by and between the Board and Dr. Brockel.

4. Appoint Gianna Apicella to the position of Director of Special Education, effective August 1, 2017, subject to the satisfactory completion of the criminal history records check required by law.
5. Appoint Christine Cippollini to the position of Middle School Special Education Teacher, BA, Step 1-2, effective September 1, 2017, subject to the satisfactory completion of the criminal history records check required by law, salary to be determined upon Contract settlement.
6. Appoint Stephen Molkenbur to the position of Middle School Language Arts Teacher, BA, Step 1-2, effective September 1, 2017, subject to the satisfactory completion of the criminal history records check required by law, salary to be determined upon Contract settlement.

7. Appoint Danielle Schepis to the position of long-term per diem leave replacement Kindergarten Teacher at Reynolds, BA Step 1-2, effective September 5, 2017 through approximately October 17, 2017, salary to be determined upon Contract settlement.
8. Appoint Jose Vargas to the position of Night Custodian, Step 1, effective July 1, 2017, salary to be determined upon Contract settlement plus night stipend of \$845.00.

B. Substitutes/Consultants

1. Approve Above and Beyond Learning Group for the 2016/7 school year.

**DISCUSSION:**

- Dr. Browne introduced Mrs. Apicella, new Director of CST and Dr. Brockel, new Interim Superintendent.

**This motion will be one motion that encompasses items A through G and will be voted on at the June 19, 2017 meeting. This motion has been recommended for approval by the Superintendent.**

A. Create/Abolish (not applicable)

B. Job Description

1. Approve the revised Campus Aide Job Description.

C. Resignations

1. Accept the resignation of Alicia Giammanco, 5<sup>th</sup> Grade Classroom Teacher, effective July 1, 2017.

D. Change in Assignment

1. Approve the transfer of Peggy Dobrinski from 1.0 FTE Title 1 Basic Skills Instructor at Reynolds and Bogert to 1.0 FTE Reynolds Basic Skills Instructor, effective September 1, 2017, salary to be determined upon Contract settlement.
2. Approve the transfer of Brandi Gorman from .50 FTE Basic Skills Instructor at Bogert to .50 FTE Title 1 Basic Skills Instructor at Bogert, effective September 1, 2017, salary to be determined upon Contract settlement.
3. Approve the transfer of Carrie Topolosky from .50 FTE Basic Skills Instructor at Reynolds to .50 FTE Title 1 Basic Skills Instructor at Reynolds, effective September 1, 2017, salary to be determined upon Contract settlement.

E. Appointments

1. Appoint Dana Imbasciani as the Qualified Purchasing Agent for the district to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.
2. Appoint Carmela Whalen as Affirmative Action Officer from July 1, 2017 through July 31, 2017.
3. Appoint Gianna Apicella as Affirmative Action Officer from August 1, 2017 through June 30, 2018.
4. Appoint Carmela Whalen as the 504 District Coordinator from July 1, 2017 through July 31, 2017.

5. Appoint Gianna Apicella as the 504 District Coordinator from August 1, 2017 through June 30, 2018.
6. Appoint Carmela Whalen as the ADA District Coordinator from July 1, 2017 through July 31, 2017.
7. Appoint Gianna Apicella as the ADA District Coordinator from August 1, 2017 through June 30, 2018.
8. Appoint the 504 Officers for the 2017/18 school year as follows:

|                         |                   |
|-------------------------|-------------------|
| Reynolds School         | Stefanie Slacin   |
| Bogert School           | Sara Senger       |
| Cavallini Middle School | Margaret Donnelly |

9. Appoint the H.I.B. Specialists for the 2017/18 school year as follows:

|                                    |                 |
|------------------------------------|-----------------|
| H.I.B. District Coordinator        | Michael DeSocio |
| Anti-Bullying Specialist/Reynolds  | Stefanie Slacin |
| Anti-Bullying Specialist/Bogert    | Sara Senger     |
| Anti-Bullying Specialist/Cavallini | Brigette Uzar   |

10. Appoint Katherine Baker as Attendance Officer for the 2017/18 school year.
11. Appoint Katherine Baker as Homeless Liaison for the 2017/18 school year.
12. Appoint Nijazi Leka as Integrated Pest Management (IPM) Coordinator for the 2017/18 school year.

F. Substitutes/Consultants/Volunteers

1. Approve the reappointment of substitutes for the 2017/18 school year.
2. Approve the reappointment of consultants for the 2017/18 school year.
3. Approve the following Child Study Team staff members to provide evaluations for seven (7) students who are scheduled to be evaluated during Summer 2017: Hourly rate

|                   |               |
|-------------------|---------------|
| Katherine Baker   | Sheila Barry  |
| Melissa DiBartolo | Kristen Groen |
| Carolyn Lane      | Elayne Stern  |
4. Approve the following teachers to attend IEP meetings for seven (7) students being evaluated by the Child Study Team during Summer 2017: Hourly rate

|                |
|----------------|
| Melissa DeBoer |
| Amanda Feijo   |
5. Approve Kelly Diverio to provide speech therapy services, three times per week, for the month of July, 2017. \$80/session
6. Approve Carolyn Lane to provide speech therapy services, three times per week, for the month of July, 2017. \$80/session
7. Approve Elayne Stern to provide speech therapy services, one time per week, for the month of July, 2017. \$80/session
8. Approve Michelle Weinberg to provide tutoring services for a Bogert student, five hours per week for four weeks during summer 2017. \$35/hour

- |     |   |            |
|-----|---|------------|
| 9.  | Approve Stacy Schiff as a Preschool ABA Teacher for five (5) students attending the Midland Park Summer Program, July 5 to July 28, 2017. | \$3,600.00 |
| 10. | Approve Elissa Mark as an ESY Aide for five (5) preschool students attending the Midland Park Summer Program, July 5 to July 28, 2017.    | \$1,500.00 |
| 11. | Approve Elaina Reinke as an ESY Aide for five (5) preschool students attending the Midland Park Summer Program, July 5 to July 28, 2017.  | \$1,500.00 |
- G. Salary Guide
1. Approve the 2017/18 Personnel/Payroll Salary Guide, as per attached.

**FINANCE:****Mrs. Imbasciani**

**A motion was made by Mrs. Gandara and seconded by Mr. Prisco to approve Finance Consent Agenda Items A through O and was approved by all in attendance, except Item O which Dr. Verducci abstained from.**

- A. Approve the donation of two (2) grants for Reynolds School from the Upper Saddle River Education Foundation (USREF) in the amount of \$3,496.00.
- B. Approve the donation of one (1) grant for Bogert School from the Upper Saddle River Education Foundation (USREF) in the amount of \$2,469.00.
- C. Approve the donation of six (6) grants for Cavallini Middle School from the Upper Saddle River Education Foundation (USREF) in the amount of \$6,623.00.
- D. Approve the donation of one (1) grant for the STEM Labs from the Upper Saddle River Education Foundation (USREF) in the amount of \$1,099.15.
- E. Approve the donation of \$100.00 by the Bogert School Student Council to Special Olympics New Jersey in support of the Upper Saddle River Police Department's participation in their annual Torch Run.
- F. Accept the donation of \$3,500.00 to recoat the gym floors from the Upper Saddle River Basketball Association.
- G. Accept the donation of \$2,000.00 from the Upper Saddle River PTO to assist in funding the annual French and Spanish field trips.
- H. Approve the following Resolution:

**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.

- I. Approve the following Resolution:

**BE IT RESOLVED** by the Upper Saddle River Board of Education (hereinafter referred to as the "Board") that the terms and conditions as established in the Settlement Agreement between the Board and the parent of a former student, 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 Settlement Agreement and any other documents necessary to effectuate the settlement.

- J. Approve the contract with Above and Beyond Learning Group to provide ABA therapy services for a student whose name is on file in the Board Office, beginning June 1, 2017 through June 30, 2017, in the amount of \$3,550.00.
- K. Approve Maureen Bergin, Bergen County Special Services, as a Home Instructor for a Bogert student whose name is on file in the Board Office, beginning May 2, 2017 through June 22, 2017. \$35.00 per hour
- L. Approve the following Resolution:

**RESOLUTION FOR MEMBER PARTICIPATION IN THE  
EDUCATIONAL COOPERATIVE PRICING SYSTEM**  
A RESOLUTION AUTHORIZING THE UPPER SADDLE RIVER  
BOARD OF EDUCATION TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

**WHEREAS**, on June 6, 2016, the governing body of the Upper Saddle River Board of Education, County of Bergen, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**TITLE**

**THIS RESOLUTION** shall be known and may be cited as the Cooperative Pricing Resolution of the Upper Saddle River Board of Education.

**AUTHORITY**

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This Resolution shall take effect immediately upon passage.

- M. Approve the purchase of one (1) Epilog Mini24 Tabletop 40-Watt Laser Engraver from Alleghany Educational Systems, Inc. in the amount of \$19,103.00. (Exclusive distributor for the educational marketplace in the State of New Jersey)
- N. Approve Extel Communications, Inc. to install new Cat6A wiring to the Board Office and Science Building at a total cost of \$7,852.00. (Pricing based on NJ State Contract #T2989-A88737)



## O. Approve the following Travel Expenses:

| Program Name   | Date   | Employee                        | Registration Fees        | Travel Cost          |
|--|--|---------------------------------|--------------------------|----------------------|
| NJECC Meeting<br>Montclair, NJ   | June 8, 2017   | Daniel Cazes<br>Michael Padilla | \$0.00<br>\$0.00         | \$21.34<br>\$0.00    |
| NJSBA iSTEAM Army Field Trip<br>New Egypt, NJ  | June 9, 2017   | David Verducci                  | \$0.00                   | \$72.80              |
| Non-Medicated Interventions for<br>Children with ADHD, ASD and Sensory<br>Processing Challenges<br>Hasbrouck Heights, NJ | June 21, 2017  | Karen Hunter                    | \$229.00                 | \$0.00               |
| IMSE Comprehensive Orton-Gillingham<br>Training<br>Secaucus, NJ  | July 10-14, 2017   | Heather Miller                  | \$1,075.00               | \$0.00               |
| NJ Superintendents' Study Council<br>Aspiring Leaders Program<br>South Orange, NJ  | December 5, 2017<br>January 9, 2018<br>January 23, 2018<br>February 6, 2018<br>February 13, 2018<br>February 20, 2018<br>February 27, 2018 | David Kaplan<br>James McCusker  | \$1,000.00<br>\$1,000.00 | \$161.95<br>\$161.95 |

**DISCUSSION:**

- Dr. Browne thanked the USREF for the donation of the Spring Grants including several recurring grants.
- Mrs. Mueller, President of the USREF, described the Springs grants being donated by the Educational Foundation as follows:

## Reynolds:

|                      |            |
|----------------------|------------|
| Art Collage Workshop | \$900.00   |
| Document Cameras     | \$2,596.00 |

## Bogert:

|               |            |
|---------------|------------|
| Care to Share | \$2,469.00 |
|---------------|------------|

## Cavallini:

|                                   |            |
|-----------------------------------|------------|
| Cell Motion Bio Bus               | \$2,330.00 |
| Author in Residence               | \$2,000.00 |
| Engineers in Algebra              | \$1,200.00 |
| Enrichment for Instrumental Music | \$193.00   |
| Leo Club                          | \$900.00   |

## STEM Labs:

|                  |            |
|------------------|------------|
| Osmos (Reynolds) | \$1,099.15 |
|------------------|------------|

- Mrs. Johnston said that this is what makes Upper Saddle River such a special place.

**This motion will be one motion that encompasses items A through MMM and will be voted on at the June 19, 2017 meeting. This motion has been recommended for approval by the Superintendent.**

## A. Approve the Minutes of Board Meetings:

May 1 and May 15, 2017

B. Approve the Bills List for May 2017 as follows:

|       |                         |                |
|-------|-------------------------|----------------|
| 10    | General Current Expense | \$70,311.13    |
| 11    | General Current Expense | \$2,051,365.26 |
| 20    | Special Revenue Funds   | \$33,939.23    |
| 50    | Milk                    | \$351.19       |
| 60    | Trust Fund              | \$32,934.64    |
| Total |                         | \$2,188,901.45 |

C. Approve the Transfers for May 2017.

D. Approve the Board Secretary and Treasurer’s Reports dated May 2017 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 Phase 4 Partial Window Replacement at Cavallini Middle School Change Order # 1 for Panoramic Window & Door, Inc. to supply and install one missing window on drawings and supply and install one operating window to replace a fixed window and reinstall the air conditioning unit at a total cost of \$5,350.00. This amount will be deducted from the original project allowance of \$15,000.00, leaving a balance remaining of \$9,650.00.

F. Authorize the Business Administrator/Board Secretary to pay bills during the months of July and August 2017. These payments will be approved at the next regularly scheduled meeting.

G. Authorize the Board Secretary or, as an alternate, the Treasurer, to make wire transfers to/from all the authorized accounts.

H. Approve the following Resolution:

**WHEREAS**, NJASA 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 Upper Saddle River Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

**WHEREAS**, the Upper Saddle River Board of Education has determined that an amount not to exceed \$500,000 is available for such purpose of transfer;

**NOW, THEREFORE BE IT RESOLVED**, by the Upper Saddle River Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

I. Accept funding for the FY18 IDEA Grant as follows:

|                |           |
|----------------|-----------|
| IDEA Basic     | \$237,587 |
| IDEA Preschool | \$ 12,484 |

- J. Approve the submission of the FY18 IDEA Basic and IDEA Preschool Grant applications.
- K. Approve FY18 IDEA Grant expenditures for salaries as follows:

|                           | <b>% of Salary</b> | <b>Amount</b> |
|---------------------------|--------------------|---------------|
| 1. Pre-school Handicapped |                    |               |
| Zumbano                   | 68.7%              | \$12,484      |
| 2. Part B Basic           |                    |               |
| Aufiero                   | 100%               | \$19,670      |
| Balji                     | 100%               | \$17,170      |
| Dalton                    | 100%               | \$18,170      |
| Hoffman                   | 100%               | \$18,170      |
| Holder                    | 100%               | \$19,670      |
| Koppenaar                 | 100%               | \$18,170      |
| LiPuma                    | 100%               | \$18,170      |
| Macri                     | 100%               | \$18,170      |
| Martino                   | 100%               | \$18,170      |
| O’Connor                  | 100%               | \$17,170      |
| Radicke                   | 100%               | \$20,170      |
| Reinke                    | 100%               | \$18,170      |
| Shah                      | 57.2%              | \$9,547       |

- L. Appoint Lerch, Vinci and Higgins as the district’s auditors for the 2017/18 school year in the amount of \_\_\_\_\_.
- M. Authorize the Business Administrator/Board Secretary to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey (ESCNJ) for the purchase of goods and services for the 2017/18 school year.
- N. Authorize the Business Administrator/Board Secretary to enter into a Cooperative Pricing Agreement with US Communities Government Purchasing Alliance for the purchase of goods and services for Trane for the 2017/18 school year.
- O. Approve the following Resolution:

**A RESOLUTION OF THE BOARD OF EDUCATION OF THE UPPER SADDLE RIVER SCHOOL DISTRICT IN UPPER SADDLE RIVER, NEW JERSEY, APPROVING THE TERMS AND CONDITIONS OF THE INTERLOCAL AGREEMENT BETWEEN REGION 4 EDUCATION SERVICE CENTER, LEAD AGENCY FOR THE COOPERATIVE PURCHASING NETWORK (TCPN), PROVIDING FOR A COOPERATIVE PURCHASING PROGRAM FOR GOODS AND SERVICES; DESIGNATING DANA IMBASCIANI, BUSINESS ADMINISTRATOR/BOARD SECRETARY, AS OFFICIAL REPRESENTATIVE OF THE UPPER SADDLE RIVER SCHOOL DISTRICT RELATING TO THE PROGRAM**

**WHEREAS**, the Board of Education of the Upper Saddle River School District has been presented a proposed Interlocal Agreement by and between the Region 4 Education Service Center, lead agency for The Cooperative Purchasing Network (TCPN), and the Upper Saddle River School District found to be acceptable and in the best interests of the Upper Saddle River School District and its citizens, are hereby in all things approved.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE UPPER SADDLE RIVER SCHOOL DISTRICT, UPPER SADDLE RIVER, NEW JERSEY.**

Section I. The Terms and Conditions of the agreement having been reviewed by the Board of

Education of the Upper Saddle River School District and found to be acceptable and in the best interests of the Upper Saddle River School District and its citizens are hereby in all things approved.

Section II. The Business Administrator/Board Secretary, Dana Imbasciani, of the Upper Saddle River School District under the direction of the Board of Education of the Upper Saddle River School District is hereby designated to act for the Upper Saddle River School District in all matters relating to The Cooperative Purchasing Network including the designation of specific contracts in which the Upper Saddle River School District desires to participate.

Section III. This Resolution shall become effective from and after its passage.

P. Approve the following Resolution:

Pursuant to PL 2015, Chapter 47, the Upper Saddle River Board of Education intends to renew, award or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq., NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200:

- Alliance for Competitive Telecommunications with ESCNJ
- Atlantic Business Products
- Bergen County Special Services
- Centris Group
- Delta Dental
- DiCara Rubino Architects
- Educational Data Services (Ed-Data)
- Gente (Benefit Tax Link)
- Lightpath
- New Jersey State Health Benefits
- Northeast Bergen County School Board Insurance Group (NESBIG)
- Panoramic Windows and Door Systems, Inc.
- Region 1/Mahwah Board of Education
- Scholastic Bus Company

Q. Authorize the Business Administrator/Board Secretary to establish petty cash accounts for the 2017/18 school year in accordance with Board Policy # 6620 as follows:

| Location                | Amount   | Per Incident Amount* |
|-------------------------|----------|----------------------|
| Board Office            | \$500.00 | \$50.00              |
| Reynolds School         | \$500.00 | \$50.00              |
| Bogert School           | \$500.00 | \$50.00              |
| Cavallini Middle School | \$500.00 | \$50.00              |

\* No individual purchase shall exceed the per incident amounts indicated above.

R. Approve the renewal of Application for Toilet Room Facilities for Kindergarten Classrooms in Reynolds School, rooms 99, 100, 101, 102, 103 and 104, for the 2017/18 school year.

S. Approve the Application for Dual Use of Educational Space for Bogert School room 11, for the 2017/18 school year.

T. Approve the Application for Dual Use of Educational Space for Reynolds School room 97, for the 2017/18 school year.

U. Approve the following Resolution:

**BE IT RESOLVED** that the Upper Saddle River Board of Education (hereinafter referred to as the “Board”) hereby approves the License Agreement by and between the Board and the Upper Saddle River After School Program, Inc. (hereinafter referred to as the “USRASP”) which is on file in the Board Office.

**BE IT FURTHER RESOLVED** that the Board hereby authorizes the Board President and the Business Administrator/School Board Secretary to execute, on behalf of the Board, the License Agreement by and between the Board and the USRASP.

- V. Approve to continue the shared services between the Upper Saddle River Board of Education and the Ho-Ho-Kus Board of Education for the services of a Behaviorist, whereby, Ho-Ho-Kus Board of Education agrees to pay \$21,200.00 in exchange for one day per week of services for the 2017/18 school year.
- W. Approve a rate of \$\_\_\_\_\_ per child for non-resident tuition student and a rate of \$\_\_\_\_\_ per child to a maximum of \$\_\_\_\_\_ per year for a family for professional courtesy tuition students for the 2017/18 school year.
- X. Approve a rate of \$\_\_\_\_\_ per child for the Integrated Pre-School for the 2017/18 school year.
- Y. Accept \_\_\_\_\_ tuition students, whose names are on file in the Board Office, for the 2017/18 school year.
- Z. Accept eight (8) professional courtesy tuition students, whose names are on file in the Board Office, for the 2017/18 school year.
- AA. Accept fourteen (14) Integrated Pre-School tuition students, whose names are on file in the Board Office, for the 2017/18 school year.
- BB. Approve the out-of-district placement of a student whose name is on file in the Board Office at EPIC, Paramus, effective July 5, 2017.
- CC. Approve the contract with Bergen County Special Services School District, Educational Enterprises Division for the provision of Teacher of the Deaf services for a student whose name is on file in the Board Office for the 2017/18 school year.
- DD. Approve the placement of three (3) Special Education students, whose names are on file in the Board Office in the Region 1 Mahwah Summer Program.
- EE. Approve the placement of seven (7) Special Education students, whose names are on file in the Board Office in the Franklin Lakes Multisensory Summer Program.
- FF. Approve the placement of the following Special Education students, whose names are on file in the Board Office in the following summer programs in lieu of the Region 1 Mahwah Summer Program:

|                |  |
|----------------|--|
| Two students   | Camp Excel Summer Program, Harrington Park |
| Two students   | Wyckoff                                    |
| Three students | Midland Park                               |

GG. Approve the placement of the following Special Education students, whose names are on file in the Board Office, in extended year summer programs in accordance with Individual Education Plans:

|             |                |
|-------------|----------------|
| One student | CTC Academy    |
| One student | Craig School   |
| One student | EPIC           |
| One student | Franklin Lakes |

|               |                                  |
|---------------|----------------------------------|
| One student   | Sage Day - Mahwah                |
| Five students | Valley Program – Harrington Park |
| Two students  | Valley Program – Norwood         |

- HH. Approve the placement of the following Special Education students, whose names are on file in the Board Office, in accordance with their Individual Education Plans for the 2017/18 school year:
- |               |  |
|---------------|--|
| One student   | CTC Academy                                |
| Two students  | Craig School                               |
| One student   | EPIC                                       |
| One student   | Franklin Lakes                             |
| One student   | Park Academy                               |
| One student   | Sage Day – Mahwah                          |
| One student   | Shepard School - Kinnelon                  |
| Five students | Valley Program – Harrington Park           |
| Two students  | Valley Program – Norwood Elementary School |
- II. Approve J&J Gym Floors to recoat the Gym, Stage and Multipurpose Room floors at Reynolds, Bogert and Cavallini and to also resurface and line the floor at Travers Multipurpose Room at a total cost of \$17,230.00.
- JJ. Approve Trane to supply and install a replacement rooftop unit for RTU-9 at a cost of \$25,535.00. (Pricing based on US Communities Cooperative Quote #28-221317-17-002, Trane Contract # USC-15-JLP-023)
- KK. Approve Trane to supply nine (9) 10”, two (2) 5” and one (1) 8” VAV Round (retrofit) terminal units for Bogert/Reynolds RTU-2 at a cost of \$11,298.57. (Pricing based on TCPN #R150502)
- LL. Decline participation in the Special Milk Program sponsored by the New Jersey Department of Agriculture for the 2017/18 school year.
- MM. Approve the agreement for scanning and digitally storing personnel records with Accuscan, in an amount not to exceed \$1,200.00 for the 2017/18 school year. (Pricing based on NJ State Approved Co-op # 65 MCECCPS MRESC 12/13-22 and ESCNJ 16/17-48)
- NN. Approve the agreement with Alarm & Communication Technologies for fire alarm monitoring at Reynolds and Bogert Schools in the amount of \$780.00 for the 2017/18 school year.
- OO. Approve the service contract with Atlantic Professionals for the telephone system in the amount of \$6,000.00 for the 2017/18 school year.
- PP. Approve the agreement with Automatic Suppression & Alarm Systems, Inc. for the Cavallini Middle School fire alarm system testing, preventive maintenance and remote central monitoring in the amount of \$1,670.00 for the 2017/18 school year.
- QQ. Approve the maintenance agreement with Automatic Temperature Control Services, Inc. in the amount of \$15,606.00 for the 2017/18 school year.
- RR. Approve the maintenance contract with Butler Water Corrections for boiler services in the amount of \_\_\_\_\_ for the 2017/18 school year.
- SS. Approve the service agreement with Computer Solutions, Inc. in the amount of \$8,712.00 for the 2017/18 school year.
- TT. Approve the contract with Cream-O-Land Dairies with an increase not to exceed five cents (\$.05) in the monthly 'Class 1' increased or decreased marginal price per half-pint as announced by the Federal Market Administrator for the 2017/18 school year.

- UU. Approve the contract with Delta Dental with no increase for the 2017/18 school year.
- VV. Approve the contract with Dude Solutions for Maintenance Direct Service and MySchoolDude for the 2017/18 school year in the amount of \$2,329.17.
- WW. Approve the contract with Dude Solutions for Technology Essentials (Incident) Service for the 2017/18 school year in the amount of \$1,254.75.
- XX. Approve the service agreement with Frontline Technologies (AESOP), in the amount of \_\_\_\_\_, for the 2017/18 school year.
- YY. Approve the agreement for Frontline Technologies (Applitrack System in an amount not to exceed \_\_\_\_\_ for the 2017/18 school year.
- ZZ. Approve the service agreement with Genesis Educational Services Student Information System in the amount of \$10,059.00 for the 2017/18 school year.
- AAA. Approve the contract with Gente (formerly Benefit Tax Link) for the 2017/18 school year for FSA, Vision and COBRA administration services.
- BBB. Approve the Annual Employee Assistance Contract with Good Samaritan Hospital in an amount not to exceed \$4,000.00, for the 2017/18 school year.
- CCC. Approve the planned maintenance contract renewal with HandiLift in the amount of \$970.00 for Bogert/ Reynolds and \$1,195.00 for Cavallini for the 2017/18 school year.
- DDD. Approve the agreement for comprehensive environmental services from Karl and Associates in the amount of \_\_\_\_\_ for the 2017/18 school year.
- EEE. Approve the contract for boiler/burner cleaning and inspection with Manhattan Welding Company, Inc. in the amount of \$5,400.00 for the 2017/18 school year.
- FFF. Approve the agreement with N.A.S. Security Systems, Inc. for central station monitoring for the District at a total cost of \$1,228.00 for the 2017/18 school year.
- GGG. Approve the maintenance contract with Open Systems Metro for the Bogert/Reynolds fire alarm system in the amount of \$1,550.00 for the 2017/18 school year.
- HHH. Approve the agreement for policy alert and support system annual maintenance with Strauss Esmay Associates, LLP in the amount of \$4,585.00 for the 2017/18 school year.
- III. Approve the service contract renewal with Trane in the amount of \$38,142.00 for the 2017/18 school year.
- JJJ. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education (hereinafter referred to as the "Board") recognizes that, in the course of performing regular school district business, the Superintendent, the Business Administrator/Board Secretary, the Administrators and the Board Office Secretaries, must engage in travel activities; and

**WHEREAS**, employees who incur travel expenses in the course of regular school district business should be reimbursed; and

**WHEREAS**, regular business travel shall be defined as all official business travel, including attendance at meetings, conferences and any other gatherings which are not training functions, training seminars, conventions or conferences in which the primary purpose of employee attendance is the development of new skills and knowledge or the reinforcement of these skills and knowledge in a particular field related to school district operations; and

**WHEREAS**, the Board desires to approve an annual maximum amount per employee for regular business travel for which Board approval is not necessary prior to reimbursement; and

**WHEREAS**, the Board believes \$600 is the appropriate annual maximum amount per employee for regular business travel.

**NOW THEREFORE BE IT RESOLVED**, that, subject to the applicable restrictions and requirements set forth in the New Jersey travel payment guidelines as established by the Department of the Treasury, as well as those guidelines established by the Office of Management and Budget, except to the extent that said guidelines conflict with the provisions of Title 18A of the New Jersey Statutes, the Board hereby approves \$600 as the annual maximum amount per employee (as listed above) for regular business travel.

KKK. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education (hereinafter referred to as the "Board") recognizes that, in the course of performing regular school district business, the Child Study Team staff, must engage in travel activities; and

**WHEREAS**, employees who incur travel expenses in the course of regular school district business should be reimbursed; and

**WHEREAS**, regular business travel shall be defined as all official business travel, including attendance at meetings, conferences and any other gatherings which are not training functions, training seminars, conventions or conferences in which the primary purpose of employee attendance is the development of new skills and knowledge or the reinforcement of these skills and knowledge in a particular field related to school district operations; and

**WHEREAS**, the Board desires to approve an annual maximum amount per employee for regular business travel for which Board approval is not necessary prior to reimbursement; and

**WHEREAS**, the Board believes \$600 is the appropriate annual maximum amount per employee for regular business travel.

**NOW THEREFORE BE IT RESOLVED**, that, subject to the applicable restrictions and requirements set forth in the New Jersey travel payment guidelines as established by the Department of the Treasury, as well as those guidelines established by the Office of Management and Budget, except to the extent that said guidelines conflict with the provisions of Title 18A of the New Jersey Statutes, the Board hereby approves \$600 as the annual maximum amount per Child Study Team employee for regular business travel.

LLL. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education is required pursuant to NJS 18A:11-12 to adopt policy and approve travel expenditures by district employees and Board members using local, State or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

**WHEREAS**, the Board of Education has determined that the training and informational programs set forth below are directly related to and within the scope of Board members' duties; and



**WHEREAS**, the Board of Education has determined that the training and informational programs set forth below are directly related to and within the scope of the listed job title's current responsibilities and the Board's professional development plan; and

**WHEREAS**, the Board of Education has determined that participation in the training and informational programs set forth below requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

**WHEREAS**, the Board of Education has determined that the school district travel expenditures are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and

**WHEREAS**, the Board of Education finds that a mileage reimbursement rate equal to that of the state Internal Revenue Service mileage reimbursement rate of \$0.31 per mile is reasonable; and

**WHEREAS**, the Board of Education has determined that participation in these training and informational programs are in compliance with the district policy on travel;

**THEREFORE BE IT RESOLVED**, that the Board of Education hereby approves the attendance of the School Board members and district employees at the training and instructional programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount.

MMM. Approve the following Resolution:

#### **RESOLUTION**

##### **A Resolution to authorize participation in the State Health Benefits Program and/or School Employees' Health Benefits Program of the State of New Jersey**

**BE IT RESOLVED** that the Upper Saddle River Board of Education (hereinafter referred to as "the Board"), SSS ID # 22-600-2357, hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.

**WHEREAS** the Board will not have a stand-alone prescription drug plan and understands that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.

**WHEREAS** the Board will be maintaining Delta Dental as its dental plan.

**WHEREAS** the Board elects 30 hours per week (average) as the minimum requirement for full time status in accordance with N.J.A.C. 17:9-4.6.

**WHEREAS** the Board, as a participating employer, will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.

**WHEREAS** Linda Miller, Confidential Secretary and Payroll & Benefits is appointed to act as Certifying Officer in the administration of this program.

**NOW, THEREFORE, BE IT RESOLVED** that this Resolution shall take effect immediately and coverage shall be effective as of July 1, 2017 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

**DISCUSSION:**

- Dr. Browne thanked Mrs. Imbasciani, Mrs. Griffin and all the Administrators. She said, "This is a huge agenda. Thank you for all of your help organizing the motions to set the foundation for the next school year."

**RECOGNITION OF VISITORS: None**

**ADJOURNMENT**

**Mrs. Johnston**

A motion to adjourn was made by Mr. Prisco and seconded by Mrs. Pittman at 8:40 p.m.

Sincerely,

Dana Imbasciani  
Board Secretary

**2017-2018 Substitute Rates/Payroll Calculations  
Upper Saddle River Schools**

|  |              |
|--|--------------|
| SUBSTITUTE TEACHERS/PARAPROFESSIONALS  | \$95/day     |
| <i>(Substitutes holding a NJ State or county substitute teaching certificate)</i>                      |              |
| SUBSTITUTE PARAPROFESSIONALS   | \$75/day     |
| <i>(Substitute paraprofessionals NOT holding a NJ State or county substitute teaching certificate)</i> |              |
| # School Nurse   | \$125/day    |
| ≈ HOME INSTRUCTION TEACHERS  | \$35/hour    |
| SUBSTITUTE SEC/CLERICAL  | \$13.50/hour |
| SUBSTITUTE LUNCH AIDE  | \$10/hour    |
| SUBSTITUTE CUSTODIAN   | \$13.50/hour |

# Must hold a state or county school nurse teaching certificate and RN license.

≈ Must hold a state teaching certificate.

The following data is to be used to calculate payroll. Lunch is included in hours per day.

|  |          |                        |                           |
|--|----------|------------------------|---------------------------|
| Teachers/School Nurse  | 186 days | 7.67 hours/day         | 1,426 hours/year          |
| RN   | 185 days | 7.5 hours/day          | 1,387.5 hours/year        |
| Behaviorist  | 186 days | 7.67 hours/day         | 1,426 hours/year          |
| Paraprofessionals  | 182 days | 6.92 hours/day         | 1,259.44 hours/year       |
| § Campus Aides   | 182 days | <u>4.5</u> 4 hours/day | <u>819</u> 728 hours/year |
| Lunchroom Aides  | 180 days | 2.25 hours/day         | 405 hours/year            |
| Secretary/Clerical/District<br>Administrative Staff (12 month) | 260 days | 7.5 hours/day          | 1,950 hours/year          |
| BOE Front Office Secretary<br>(12 month)                       | 260 days | 8 hours/day            | 2,080 hours/year          |
| Custodians   | 260 days | 8 hours/day            | 2,080 hours/year          |

§ *Change from 2016/2017*

Approved: \_\_\_\_\_