

**Board of Education
Upper Saddle River, New Jersey
Reorganization and Work Session
Monday, January 8, 2018, 7:00 p.m.**

Minutes

This Reorganization Meeting of the Upper Saddle River Board of Education was held in the Cavallini School Media Center of the Upper Saddle River Schools beginning at 7:00 p.m. Mrs. Imbasciani 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: Mr. Amano, Mrs. Fusaro, Mrs. Gandara, Mrs. Johnston, Mrs. Pittman, Mr. Prisco, Dr. Verducci

Members absent: None

Also present: Dr. Brockel, Mrs. Imbasciani

Mrs. Pittman made a motion, seconded by Mrs. Fusaro to convene into the Reorganization Meeting at 7:00 p.m.

Mrs. Imbasciani welcomed the public to the meeting.

RESULTS OF THE SCHOOL ELECTION:

Mrs. Imbasciani reported the following results from the November 7, 2017 School Election:

Board Members (two three-year seats):

Jennifer Johnston	624
Kenneth Amano	800

Oath of Office:

Mrs. Imbasciani administered the Oath of Office to Mrs. Johnston and Mr. Amano.

Nominations for President:

Mrs. Imbasciani asked for nominations for Board President.

Mrs. Pittman nominated Mrs. Johnston, this nomination was seconded by Mrs. Fusaro. This nomination was approved by all in attendance.

Jennifer Johnston is the President of the Upper Saddle River Board of Education for 2018.

Nominations for Vice-President:

Mrs. Gandara nominated Mr. Amano for Vice President, this nomination was seconded by Dr. Verducci. This nomination was approved by all in attendance.

Kenneth Amano is the Vice President of the Upper Saddle River Board of Education for 2018.

PUBLIC COMMENT: None

Committee Assignments:

Committee Assignments will be announced at the next meeting.

RECOGNITION OF VISITORS: None

REORGANIZATION CONSENT AGENDA:

A motion was made by Mr. Prisco and seconded by Mrs. Gandara to approve Reorganization Consent Agenda items A through X. This motion was approved by all in attendance.

A. Approve the following Resolution:

**RESOLUTION - OPEN PUBLIC MEETINGS ACT
ESTABLISH MEETING DATES, TIME AND DATE**

BE IT RESOLVED that the Upper Saddle River Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Media Center, Cavallini Middle School, 392 West Saddle River Road, Upper Saddle River, NJ 07458, at 7:00 p.m. and immediately adjourn into Executive Session and will be reopened at 8:00 p.m. for the Public Session, as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary.

BE IT FURTHER RESOLVED that the Board of Education does hereby designate *The Record* and *The Town Journal* as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Upper Saddle River Board of Education Administration Office and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a Resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

2018 Meeting Schedule:

Regular Session

January	22
February	26
March	19
April	30
May	14
June	18
September	17
October	15
November	19
December	17

Reorganization Meeting: January 7, 2019* (Meeting will begin at 7:00 p.m.)

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

- B. Authorize *The Record* and *The Town Journal* to be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for calendar year 2018.
- C. Appoint the firm of Fogarty and Hara as Board Attorneys for calendar year 2018 at a rate of \$175 per hour for partners and \$155 per hour for associates.
- D. Appoint Matthew Giacobbe of the firm, Cleary Giacobbe Alfieri Jacobs, LLC, to act as Labor Relations Attorney for calendar year 2018 at a rate of \$145 per hour.
- E. Appoint the firm of DiCara Rubino Architects as architects of record for calendar year 2018.
- F. Appoint Dr. Robert Hands as the school doctor for calendar year 2018 at a rate of \$1,800.00.
- G. Appoint Jennifer Pfohl as Treasurer for calendar year 2018.
- H. Adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for calendar year 2018.
- I. Approve the following Resolution:

APPROVAL OF DEPOSITORIES

BE IT RESOLVED that Capital One Bank be designated as approved depository for the Upper Saddle River Board of Education funds and that the Financial Institution be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes.

- J. Approve the following bank accounts and related signatories for all warrants as follows:

ACCOUNT NAME	ACCOUNT NUMBER	SIGNATORIES
General	7047886540	Pres., Bd. Secy., Treas. (alt. VP)
Net Payroll	7047886559	Treasurer, (alt. Bd. Secy)
Payroll Deductions	7047886567	Treasurer, Bd. Secy. (alt. Supt.)
Summer Savings	7047886575	Treasurer, Bd. Secy. (alt. Supt.)
Unemployment	7047886583	Treasurer (alt. Bd. Secy.)
Milk Fund	7047886591	Pres., Bd. Secy. (alt. VP)
Facility	7047886605	Pres., Bd. Secy. alt. VP)
Mary Thieringer Trust	7047886613	Pres., Bd. Secy. (alt. VP)
Alice Salter Trust	7047886621	Pres., Bd. Secy. (alt. VP)
Phyllis Fleisher Trust	7047886648	Pres., Bd. Secy. (alt. VP)
Kathy/Monica Trust	7047886656	Pres., Bd. Secy. (alt. VP)
Cavallini Student Activities	7047886664	Princ., Asst. Princ. (alt. Secy.)
Reynolds School Account	7047886672	Principal, Secretary (alt. Bd. Secy)
Bogert School Account	7047886680	Principal, Secretary (alt. Bd. Secy)
Petty Cash-Administration	7047886699	Supt., Bd. Secy. (alt. Secy.)
Petty Cash-Bogert	7047886702	Principal, Secretary (alt. Bd. Secy.)
Petty Cash-Reynolds	7047886710	Principal, Secretary (alt. Bd. Secy.)
Petty Cash-Cavallini	7047886729	Principal, Secy. (alt. Asst. Princ.)
Bogert School Student Council	7047886745	Principal, Secy. (alt. Bd. Secy.)
Reynolds School Student Activities	7057347001	Principal, Secy. (alt. Bd. Secy.)
LEAP Program	7047886753	Bd. Secy., Treasurer (alt. Supt.)

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

- L. Approve the following Resolution:

**APPOINTMENT OF REPRESENTATIVES
REQUESTING FEDERAL AND STATE FUNDS**

BE IT RESOLVED that the Superintendent of Schools and the Business Administrator/Board Secretary for the Upper Saddle River Board of Education or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

- M. Approve the following Resolution:

CLAIMS AUDITOR PRE-PAYMENT AUTHORITY

BE IT RESOLVED that the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

- N. Designate Dana Imbasciani, Business Administrator/Board Secretary, as the School Funds Investor.

- O. 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 or Education.
- P. Appoint Dana Imbasciani as the Public Agency Compliance Officer (P.A.C.O.) for the 2017/18 school year.
- Q. Approve the Organization Chart for the Board of Education, as per attached.
- R. Approve the following Resolution:

**WAIVER OF COVERAGE
STATE HEALTH BENEFITS PROGRAM**

WHEREAS, employees are now permitted to waive their SHBP medical and prescription coverage – provided they have other health care coverage, and

WHEREAS, a State Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application must be submitted through the Human Resources Office to the SHBP in order to waive SHBP medical and prescription coverage, and

WHEREAS, to **reinstate** coverage under the SHBP, an employee must once again complete a State Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application, and

WHEREAS, the employee must notify the SHBP within 30 days of the loss of the other coverage and provide proof of loss of that coverage, and

WHEREAS, reinstatement will be effective immediately following the loss of the employee’s other health plan coverage,

NOW, THEREFORE, BE IT RESOLVED that the Upper Saddle River Board of Education offers the opt out plan to all active eligible employees, and

BE IT FURTHER RESOLVED, those active eligible employees who are eligible for other health care coverage will receive an incentive payment as follows:

If employee is enrolled in:	By June he/she would be paid:
Single Coverage	\$1,500.00
Parent/Child Coverage	\$2,200.00
Husband/Wife or Domestic Partner Coverage	\$3,200.00
Family Coverage	\$4,000.00

BE IT FURTHER RESOLVED, that If he/she elects to waive his/her health benefits, he/she cannot change his/her election until the open enrollment period in October (for the following January) unless he/she has a change in family status (ex. lose health insurance). If he/she accepts the waiver and then reenrolls in the plan before the end of the plan year, the payment will be prorated.

BE IT FURTHER RESOLVED, the incentive payment will be made twice a year on the closest pay date to December 15 and June 15 each year.

BE IT FURTHER RESOLVED, the decision of the Upper Saddle River Board of Education to allow its employees to waive coverage, and the amount of incentive to be paid, cannot be subject to the collective bargaining process.

- S. Approve the following Resolution:

FLEXIBLE SPENDING

BE IT RESOLVED that the form of Cafeteria Plan, effective January 1, 2018, presented to this meeting is hereby approved and adopted and that the proper officers of the District are hereby authorized and directed to execute and deliver to the Administrator of the Plan, one or more counterparts of the Plan.

BE IT RESOLVED that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

BE IT FURTHER RESOLVED that the proper officers of the District shall act as soon as possible to notify the employees of the District of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved. Effective January 1, 2018, the Health Flexible Spending Account maximum annual contribution per participant shall be \$2,650 and the Dependent Care Spending Account maximum annual contribution per participant shall be \$5,000/couple or \$2,500/individual.

- T. Appoint TSA Consulting Group as the Upper Saddle River Board of Education's agent to negotiate, enter into and amend information-sharing agreements with providers of 403(b) contracts of participants in the plan, as TSA Consulting Group determines necessary or appropriate for such contracts to satisfy IRC Section 403(b) and other federal tax law requirements at no cost to the Board.
- U. Acknowledge the following official tax shelter annuity companies for the calendar year 2018:

AXA Equitable
Charles Schwab & Co., Inc.
Legend Group
Lincoln Investment Planning, Inc.
NEA Retirement Program - Security Benefit Group
Vanguard

- V. Reaffirm the following Resolution:

**RESOLUTION TO CONTINUE MEMBERSHIP IN THE NORTHEAST BERGEN
COUNTY SCHOOL BOARD INSURANCE GROUP**

WHEREAS, a number of Boards of Education in Bergen County have joined together to form a Joint Insurance GROUP as permitted by N.J. Title 18A:18B; and

WHEREAS, said GROUP was approved effective July 1, 1985 by the New Jersey Commissioner of Insurance and has been in operation since that date; and

WHEREAS, the Bylaws and regulations governing the creation and operation of this Insurance GROUP contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a GROUP; and

WHEREAS, the Board of Education of Upper Saddle River has determined that membership in the **NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP** is in the best interest of the District;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Upper Saddle River does hereby agree to renew membership in the **NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP** and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2016 to June 30, 2019.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District, and

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the GROUP as are required by the Group's Bylaws and to deliver the same to the Executive Director.

W. Reaffirm the following Resolution:

**NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP
FUND MEMBERSHIP, INDEMNITY AND TRUST AGREEMENT**

THIS AGREEMENT, made this first day of July 2016 in the County of Bergen, State of New Jersey By and Between: **NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP**, hereinafter referred to as the Group; and the Board of Education of Upper Saddle River, a duly constituted unit of government hereinafter referred to as the Board;

WHEREAS, several local school districts have collectively formed or are in the process of forming a School Board GROUP as such an entity is authorized and described in NJSA 18A:18B and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the Board has agreed to renew membership in the Pool and to share in the obligations and benefits flowing from such membership with other members of the GROUP in accordance with and to the extent provided for in the Bylaws of the GROUP and in consideration of such obligations and benefits to be shared by the membership of the GROUP;

NOW, THEREFORE, it is agreed as follows:

1. The BOARD accepts the GROUP's Bylaws as approved and adopted and agreed to be bound by and to comply with each and every provision of the said Bylaws and the pertinent Statutes and Administrative Regulations pertaining to the same.
2. The BOARD agrees to participate in the GROUP with respect to the types of insurance offered by the GROUP: Self-Insured Workers' Compensation, Property, Liability, Auto, Crime, Excess Liability, Environmental, School Board Legal and any other insurance offered by the GROUP, allowed by law.
3. The BOARD agrees to renew membership in the GROUP for the period of three (3) years, the commencement of which shall be July 1, 2017.
4. The BOARD certifies that it has never defaulted any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two years prior to the date hereof.

5. In consideration of membership in the GROUP, the BOARD agrees that it shall jointly and severally assume and discharge the liability of each and every member of the GROUP, all of whom as a condition of membership in the GROUP shall execute a verbatim counter-part of this Agreement and by execution hereof the full faith and credit of the BOARD is pledged to the punctual payment of any sums which shall become due to the GROUP in accordance with the Bylaws thereof, this Agreement or any applicable Statute.

6. If the GROUP in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay an attorney's fees and/or Court costs the BOARD agrees to reimburse the GROUP for all such reasonable expenses, fees and costs on demand.

7. The BOARD and the GROUP agree that the Pool shall hold all monies paid by the BOARD to the GROUP as fiduciaries for the benefit of Pool claimants all in accordance with NJSA 18A:18B.

8. The GROUP shall establish separate Trust Accounts for each of the following categories of risk and liability:

- a. Claims or Loss Retention Fund
- b. Administrative
- c. Workers' Compensation Premium

The GROUP shall maintain Trust Accounts aforementioned in accordance with NJSA 18A:18B, the Pool's Bylaws and such other Statutes as may be applicable. Specifically the "Claims or Loss Retention Fund" Trust Account shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or re-insurance premiums for each such risk or liability or as "surplus."

9. Each BOARD who shall become a member of the GROUP shall be obligated to execute this Agreement

X. Adopt all existing Board Policies and Regulations.

DISCUSSION:

- Dr. Verducci expressed his concern over changing to one meeting per month.
- The Board discussed the meeting structure for the future with a focus on committee updates and mini retreats.

PERSONNEL

Dr. Brockel

A motion was made by Mrs. Fusaro and seconded by Mrs. Pittman to approve Personnel Consent Agenda item A. This motion was approved by all in attendance.

A. Appointments

1. Appoint Saghar Khalessi to the position of Paraprofessional at Reynolds School, Step 1, prorated, effective January 9, 2018.
2. Appoint David Kaplan as the School Safety Specialist from January 2, 2018 through June 30, 2018.

FINANCE

Mrs. Imbasciani

A motion was made by Mr. Prisco and seconded by Mrs. Gandara to approve Finance Consent Agenda items A through C. This motion was approved by all in attendance.

- A. Approve the placement of a student whose name is on file in the Board Office, in EH Bryan School, Cresskill Public Schools, effective January 2, 2018, in accordance with the child's Individual Education Plan for the 2017/18 school year.
- B. Approve the placement of a student whose name is on file in the Board Office, in EPIC (The Educational Partnership for Instructing Children), effective February 1, 2018, in accordance with the child's Individual Education Plan for the 2017/18 school year.
- C. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
Strategies to Increase Beginner Classroom Participation Skills Online Webinar	TBD	Gianna Apicella	\$39.00	\$0.00
Building Social Skills for Adolescents and Adults Online Webinar	TBD	Gianna Apicella	\$69.99	\$0.00
Active Student Responding: Increasing Learner's Motivation & Self-Monitoring Online Webinar	TBD	Gianna Apicella	\$39.00	\$0.00
Intro to Strategies to Increase Beginner Classroom Participation Skills Online Webinar	TBD	Gianna Apicella	\$39.00	\$0.00
Future Ready School Leadership Task Force Trenton, NJ	January 16, 2018	Christina Cucci	\$0.00	\$0.00
NJ Tiered System of Support Monroe Township, NJ	January 16, 2018	Melissa DeBoer Danielle Larsen Sara Senger	\$149.00 \$149.00 \$149.00	\$38.94 \$39.68 \$38.94
NJASA Professional Development Seminar Monroe Township, NJ	January 17, 2018	Daniel Cazes	\$149.00	\$59.12
BCSCA Meeting Allendale, NJ	January 18, 2018	Sara Senger	\$0.00	\$0.00
NJQSAC Focus Group at County Office Hackensack, NJ	January 24, 2018	Amy D'Ambola	\$0.00	\$9.00
Pediatric Disaster Response and Emergency Preparedness Freehold, NJ	January 30-31,, 2018	Lisa LoPiccolo	\$0.00	\$40.30
Laying the Foundation for STEAM Thinking Mahwah, NJ	February 1, 2018	Lyndsey Campana	\$149.00	\$9.00
Special Education Law from A-Z Newark, NJ	February 12-13, 2018	Gianna Apicella	\$575.00	\$0.00
PARCC 2018 Mandatory District Test/Technology Coordinator Training Whippany, NJ	March 1, 2018	Daniel Cazes Amy D'Ambola	\$0.00 \$0.00	\$30.90 \$6.31

TC Mini-Institute: Foundational Reading Skills in the Primary Grades New York, NY	March 5-7, 2018	Mary Lavelle	\$850.00	\$141.79
NJAGC Conference: Building Connections: Creativity & Collaboration in Gifted Education West Windsor, NJ	March 23, 2018	Amy Caravela	\$219.00	\$35.96

CONFIDENTIAL SESSION:

Mr. Prisco made a motion, seconded by Mrs. Pittman to convene into Executive Session at 7:55 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 return to the Reorganization Meeting at 8:13 p.m.

PUBLIC COMMENT: None

ADJOURNMENT

A motion to adjourn was made by Mr. Prisco and seconded by Dr. Verducci at 8:15 p.m.

Sincerely,

Dana Imbasciani
Board Secretary