

**BOARD OF EDUCATION  
UPPER SADDLE RIVER, NEW JERSEY  
REGULAR MEETING  
Monday, February 11, 2019, 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.

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|------|---|---|
| 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.  | <b>REPORTS</b>  |   |
| A.   | Superintendent's Report                                   | Dr. Siegel  |
| B.   | Board Secretary's Report                                  | Mrs. Imbasciani   |
| C.   | Board President's Report                                  | Mrs. Johnston   |
| D.   | Committee Reports   | Chairpersons  |
| E.   | PTO Report  | Mrs. Degenars/Mrs. Apostolou  |
| F.   | USREF Report  | Mrs. Mueller  |
| V.   | <b>PRESENTATION</b>                                       |   |
| 1.   | <b>Ethics Training</b>                                    | Mrs. Imbasciani   |
| 2.   | <b>Student Wellness Programs and District Goal Review</b> | Mrs. Apicella/Mrs. D'Ambola/Ms. Capogrosso/<br>Ms. Maginnis/Ms. Schneider/Ms. Slacin/Ms. Uzar |
| VI.  | <b>PUBLIC COMMENT (for Agenda Items only)</b>             |   |

VII. **PERSONNEL**

Dr. Siegel

**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 (not applicable)
- B. Job Descriptions (not applicable)
- C. Resignations (not applicable)
- D. Leave
  - 1. Approve paid disability leave for Carey Goralski, BSI/Supplemental Instruction Enrichment Teacher, effective on or about February 18, 2019 through approximately March 31, 2019.
- E. Change in Assignment (not applicable)
- F. Appointments
  - 1. Rescind the following motion approved at the January 14, 2019 Board Meeting:
    - Approve Annamarie Zimmermann as a LEAP teacher, Pottery Barn. \$550.00
    - Approve Annamarie Zimmermann as a LEAP teacher, Pottery Barn (split stipend). \$275.00
    - Approve Heidi Rockwell as a LEAP teacher, Pottery Barn (split stipend). \$275.00
- G. Substitutes/Consultants/Volunteers
  - 1. Approve Christine Griffith as a substitute teacher/paraprofessional for the 2018/19 school year, subject to the satisfactory completion of the criminal history records check required by law, NJ Substitute Certificate.
  - 2. Approve Emma Warren as a substitute paraprofessional for the 2018/19 school year, subject to the satisfactory completion of the criminal history records check required by law.
  - 3. Approve Jennifer White as a Speech Language Pathology Intern, effective March 14, 2019 through June 25, 2019.
  - 4. Approve Garden State AAC Specialists, LLC to provide a two-hour professional training on a communication device for a student whose name is on file in the Board Office. \$150/hour & travel fee
  - 5. Approve Interpreters Unlimited to evaluate a student whose name is on file in the Board Office for up to five (5) hours. \$95/hour
  - 6. Approve Talk Moore Speech Services, LLC to conduct a Motor Speech/PROMPT evaluation for a student whose name is on file in the Board Office. \$600.00

VIII. FINANCE

Mrs. Imbasciani

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

A. Approve the Minutes of Board Meetings:

January 6 (Reorganization) and January 14, 2019

B. Approve the Bills List for January 2019 as follows:

10	General Current Expense	\$70,486.16
11	General Current Expense	\$2,473,500.47
20	Special Revenue Funds	\$30,904.61
40	Debt Service Funds	\$16,125.00
50	Milk	\$174.34
60	Trust Fund	\$35,968.60
	Total	\$2,627,159.18

C. Approve the Transfers for January 2019.

D. Approve the Board Secretary and Treasurer’s Reports dated January 2019 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 2017/18 audit.

F. Approve the completed 2017/18 Corrective Action Plan, as per attached.

G. Approve the following Resolution:

**RESOLUTION**

**WHEREAS**, the Upper Saddle River Board of Education (hereinafter referred to as “Board”) advertised for bids regarding the Partial Window Replacement at the Reynolds School Phase 1 (hereinafter referred to as “Project”); and

**WHEREAS**, on February 5, 2019, the Board accepted bids for the Project; and

**WHEREAS**, the lowest responsible bid for this Project was submitted by Panoramic Window & Door Systems, Inc. (hereinafter referred to as “Panoramic”), with a base bid in the amount of \$309,000; and

**WHEREAS**, the bid submitted by Panoramic is responsive in all material respects and it is the Board’s desire to award the contract for the Project to Panoramic.

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

1. The Board hereby awards the contract for the Project to Panoramic in a total contract amount of \$309,000.
2. This award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the project specifications,

together with an AA201-Project Manning Report, and an executed A-107, Standard Form of Agreement Between Owner and Contractor, and an A-201, General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

**BE IT FURTHER RESOLVED** that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

H. Approve 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 and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2019 to June 30, 2022.

**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.

I. Approve the following Resolution:

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

**THIS AGREEMENT** made this first day of July 2019 in the County of Bergen, State of New Jersey, By and Between Northeast Bergen County School Board Insurance Group (hereinafter referred to as "Group") and the Board of Education of Upper Saddle River, a duly constituted unit of government (hereinafter referred to as "the Board");

**WITNESSETH:**

**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 Group 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 agrees 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, 2019.**

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 Group shall hold all monies paid by the Board to the Group as fiduciaries for the benefit of Group 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 18: 18B, the Group'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.

J. Approve submission of the SEMI Waiver for the 2019/20 school year to the Executive County Superintendent of Schools.

K. Approve membership for Dr. Brad Siegel, Superintendent, in the National Superintendents Roundtable for 2019 at the introductory rate of \$1,665.

- L. Approve the placement of a student whose name is on file in the Board Office at Cresskill Middle School, effective January 30, 2019.
- M. Approve the placement of a student, whose name is on file in the Board Office and is currently attending ECLC, at St. Joseph’s School for the Blind, effective February 25, 2019.
- N. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
NJ Delegation Welcome Reception with Samsung Technology Washington, DC	February 12-13, 2019	Jonathan Harvey	\$0.00	\$70.00
2019 Mandatory PARCC Training Whippany, NJ	February 21, 2019	Sara Senger	\$0.00	\$17.73
2019 NJMEA February State Conference East Brunswick, NJ	February 21-23, 2019	Chang-Po Chen Jason Weinstein	\$170.00 \$180.00	\$478.08 \$102.98
Annual NJAPHERD Conference Long Branch, NJ	February 25-26, 2019	Brian Haines Peter Petrow	\$165.00 \$165.00	\$72.39 \$85.40
Vision Techniques for Eye Movement Disorders Associated With Autism, ADHD and Dyslexia Nanuet, NY	February 28, 2019	Gianna Apicella	\$199.99	\$0.00
Strategies to Promote Personalized Learning and Student Choice Mahwah, NJ	March 1, 2019	Lyndsey Campana	\$149.00	\$0.00
Working on the Work of Working Together Mahwah, NJ	March 5, 2019	Brigitte Uzar	\$0.00	\$0.00
Self-Regulation in Children Keeping the Mind Body, Body & Emotions on Task in Children with Autism and Sensory Disorders Parsippany, NJ	March 6, 2019	Kelly Diverio Carolyn Lane	\$199.99 \$199.99	\$20.27 \$20.27
NJSHA/NJIDA Annual Conference Garwood, NJ	March 15, 2019	Peggy Dobrinski Valerie Kersting Bina Rivard Carrie Topolosky	\$220.00 \$220.00 \$220.00 \$220.00	\$31.90 \$28.93 \$27.13 \$4.50
Teacher’s Workshop for American Young Voices Concert Newark, NJ	March 18, 2019	Chang-Po Chen Meaghan McElroy	\$0.00 \$0.00	\$18.40 \$30.94
NJECC Spring 2019 Conference Mahwah, NJ	March 22, 2019	Sheila Barry	\$125.00	\$0.00
Comprehensive IMSE Orton-Gillingham Training Secaucus, NJ	March 25-29, 2019	Erica Cohen	\$1,175.00	\$51.77
BCSCA K-8 Cohort Meeting River Edge, NJ	March 29, 2019 June 7, 2019	Margaret Donnelly	\$0.00 \$0.00	\$0.00 \$0.00
Oppositional, Defiant & Disruptive Children and Adolescents – Non-Medication Approaches to Challenging Behaviors Nanuet, NY	April 3, 2019	Margaret Donnelly	\$199.99	\$0.00
Go Talk Now Training Paramus, NJ	June 5, 2019	Kelly Diverio	\$75.00	\$0.00

IX. **PUBLIC COMMENT**

X. **ADJOURNMENT**

Mrs. Johnston

**Corrective Action Plan  
For the Year Ended June 30, 2018**

**DISTRICT:** Upper Saddle River  
**TYPE OF AUDIT:** Annual  
**BOARD MTG:** 9/25/2017  
**CONTACT:** Dana Imbasciani, Business Administrator  
**PHONE:** (201) 961-6503

<u>Reference #</u>	<u>Finding</u>	<u>Steps needed to implement corrective action plan</u>	<u>Personnel</u>	<u>Completion Date</u>
Student Body Activities/ LEAP Enrichment	Not all checks issued from Cavallini Student Activities Account contained two (2) authorized signatures.  Not all LEAP deposits were made within 48 hours of receipt.	Checks will be reviewed to insure they contain two (2) authorized signatures before being mailed out.  LEAP deposits will be sent over to the Board Office as soon as received and deposited same day.	James McCusker Susan Swofford  LEAP Directors	Sep-18  Oct-18



2/11/2019  
DATE

CHIEF SCHOOL ADMINISTRATOR



2/11/2019  
DATE

BOARD SECRETARY/BUSINESS ADMINISTRATOR