

**BOARD OF EDUCATION  
UPPER SADDLE RIVER, NEW JERSEY  
REGULAR PUBLIC MEETING (VIRTUAL MEETING)  
Monday, June 15, 2020, 8:00 p.m.**

**AGENDA**

This is a virtual 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.

Members of the public may access the meeting and submit any questions or comments during the portions of the meeting reserved for comments. Persons wishing to comment should identify themselves by name and address; the commenter should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each commenter will limit his/her remarks to three minutes. No person may comment again until all those who wish to comment 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.  | <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. Apostolou & Mrs. Degenaaars |
|      | F. USREF Report  | Mrs. Mueller                     |
| V.   | <b>PRESENTATION</b>  |                                  |
|      | A. <b>Counseling Wellness Update</b>                             | Mrs. Apicella                    |
| VI.  | <b>PUBLIC COMMENT</b> (limited to comments on agenda items only) |                                  |
| VII. | <b>ADMINISTRATION</b>  | Dr. Siegel                       |

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

- |    |   |
|----|---|
| A. | Authorize Dr. Brad Siegel to make personnel decisions on new hires and offer contracts in consultation with the Board President during the summer for the 2020/21 school year and to be affirmed at the September 14, 2020 Board Meeting. |
|----|---|

- 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. Second reading and adoption of the following Policies and Regulations:

Policy 1581	Domestic Violence (revised)
Policy 2422	Health and Physical Education (revised)
Policy 5330	Administration of Medication (revised)
Policy 7243	Supervision of Construction (revised)
Policy 8210	School Year (revised)
Policy 8220	School Day (revised)
Policy 8462	Reporting Potentially Missing or Abused Children (revised)
Regulation 1581	Domestic Violence (revised)
Regulation 5330	Administration of Medication (revised)

- E. Approve the revised 2020/21 School Calendar, as per attached.
- F. Rescind the following Resolution which was approved at the Reorganization Meeting held on January 6, 2020:

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:

**2020 Meeting Schedule:**

	<b>Regular Session</b>
January	13
February	10
March	16
April	27
May	11
June	15
September	14
October	19
November	16
December	7

**Reorganization Meeting: January 4, 2021\* (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.

- G. Approve the following Resolution:

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- H. Approve the Lead Testing Program Statement of Assurance for School Year 2019/20.
- I. 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 2019/20 school year.
- J. Approve the submission of the Comprehensive Equity Plan Annual Statement of Assurance for the 2020/21 school year after the annual review of the approved 2019-2022 Comprehensive Equity Plan (CEP).
- K. Approve the 2020/21 District Mentor Plan after review for fiscal impact.
- L. Approve the 2020/21 Quad District Professional Development Plan after review for fiscal impact.
- M. Approve the Intervention and Referral Services Plan for the 2020/21 school year.
- N. Approve the administrator evaluation rubrics for the 2020/21 school year.
- O. Approve the Tools of the Mind Preschool Curriculum for the 2020/21 school year.
- P. 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.)

**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) into all content areas.

- Q. Approve the Codes of Conduct for the 2020/21 school year.
- R. Approve the Sidebar Agreement with the USREA adding three (3) new stipend positions for the term of the Agreement. A copy of the agreement is on file at the office of the Board of Education.
- S. Approve the Sidebar Agreement with the USRAA acknowledging a salary increase for Employee # 1698 for the 2020/21 school year. A copy of the agreement is on file at the office of the Board of Education.

#### VIII. 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. Resignations
  1. Accept the resignation of Livia Lumaj, .50 FTE ESL Teacher, effective July 1, 2020.
- C. Leaves (not applicable)
- D. 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. Approve David Kaplan as the School Safety Specialist for the 2020/21 school year.
  3. Appoint Gianna Apicella as Affirmative Action Officer for the 2020/21 school year.
  4. Appoint Gianna Apicella as the 504 District Coordinator for the 2020/21 school year.
  5. Appoint Gianna Apicella as the ADA District Coordinator for the 2020/21 school year.
  6. Approve the Affirmative Action Team for the 2020/21 school year:

Gianna Apicella  
James Dunn  
Stefanie Slacin

Michael DeSocio  
Cayla Casey

7. Appoint the 504 Officers for the 2020/21 school year as follows:

Reynolds School	Stefanie Slacin
Bogert School	Sara Senger
Cavallini Middle School	Margaret Donnelly
Cavallini Middle School	Brigette Uzar

8. Appoint the H.I.B. Specialists for the 2020/21 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

9. Appoint Katherine Baker as Attendance Officer for the 2020/21 school year.

10. Appoint Alexis Gallinger as Homeless Liaison for the 2020/21 school year.

11. Approve the following Resolution:

**BE IT RESOLVED** that the Upper Saddle River Board of Education (hereinafter referred to as the "Board") appoints Dana Imbasciani as the Business Administrator/ Board Secretary for the Upper Saddle River School District for the period beginning on July 1, 2020 and ending on June 30, 2021.

**BE IT FURTHER RESOLVED** that this Employment Agreement has been submitted to and approved by the 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 Dana Imbasciani for the position of Business Administration/Board Secretary 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 Superintendent to execute, on behalf of the Board, the Employment Agreement by and between the Board and Dana Imbasciani.

12. Appoint Nijazi Leka as Integrated Pest Management (IPM) Coordinator for the 2020/21 school year.

13. Approve the following Resolution:

**WHEREAS**, on or about September 23, 2019, the Upper Saddle River Board of Education (hereinafter referred to as the "Board") approved merit bonus goals for the Superintendent for the 2019/20 school year consisting of two (2) quantitative merit criteria and one (1) qualitative merit criteria and submitted same to the Executive County Superintendent for approval in accordance with NJAC 6A:23A-3.1(e)10(ii) (hereinafter referred to as "Merit Bonus Goals"; and

**WHEREAS**, on or about September 30, 2019, the Executive County Superintendent approved said Merit Bonus Goals, thereby authorizing the Board to evaluate and award merit bonus increases to the Superintendent upon achievement of each objective; and

**Merit Goal 1: WHEREAS**, the Superintendent of Schools prepared for long-term strategic planning. He organized, facilitated and evaluated results of three online discussions/surveys using a new online platform. The Superintendent managed the online platform and provided multiple reports on the results to the community and the Board of Education, thereby entitling him to a quantitative merit bonus of 3.33% of his annual salary in the amount of \$5,817.14; and

**Merit Goal 2: WHEREAS**, the Superintendent of Schools organized and facilitated a 15-parent committee and received feedback and advice on the district's work with wellness. The Parent Committee reported to the Board of Education under the guidance and leadership of the Superintendent. The superintendent also led one book study on the topics of empathy and resilience and involved the committee in the evaluation of social-emotional learning curricula for K-5, and organized two family workshops on the evening of November 19, 2019, co-planned between the district and the Parent Committee, thereby entitling him to a quantitative merit bonus of 3.33% of his annual salary in the amount of \$5,817.14; and

**Merit Goal 3: WHEREAS**, the Superintendent of Schools conducted a review, analysis and plan for a full ESY program, including preschool, elementary LLD and elementary archways (ABA) to be run completely in-district with shared management by the two K-8 districts in the Quad. Meetings were held with Quad K-8 superintendents and an ESY shared Services Agreement from March 16, 2020 to March 16, 2023 was adopted by the Board on March 16, 2020, thereby entitling him to a qualitative merit bonus of 2.5% of his annual salary in the amount of \$4,367.22; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves a non-pensionable merit bonus in the amount of 9.16% of the Superintendent's annual salary in the amount of \$16,001.50 for the 2019/20 school year subject to approval by the Executive County Superintendent that the quantitative and qualitative merit criteria for each of the Board assessed objectives have been satisfied for the payment of such merit bonus.

- |                                       |  |             |
|---------------------------------------|--|-------------|
| 14.                                   | Approve Lauren Foca, CST Cavallini staff member, to perform transition/programming summer work up to 15 hours during July and August 2020.   | Hourly rate |
| 15.                                   | Appoint Melissa Fuchs to the position of Registered Nurse, effective September 1, 2020.  |             |
| 16.                                   | Approve Lisa Wachino as an ABA Home Instructor/Parent Trainer to provide 20 hours of parent training, for a student whose name is on file in the Board Office for July – August 2020.        | \$35/hour   |
| 17.                                   | Appoint Mary Walsh to the position of .50 FTE Basic Skills Instructor at Reynolds School, MA, Step 1, effective September 1, 2020.   |             |
| 18.                                   | Appoint Mary Walsh to the position of long-term per diem leave replacement .50 FTE Enrichment Teacher at Reynolds School, MA, Step 1, effective September 1, 2020 through November 20, 2020. |             |
| E. Substitutes/Consultants/Volunteers |  |             |
| 1.                                    | Approve the reappointment of substitutes for the 2020/21 school year, as per attached.   |             |
| 2.                                    | Approve the reappointment of consultants for the 2020/21 school year, as per attached.   |             |

3. Appoint summer help as follows:

<b>Name</b>	<b>Hourly Rate</b>	<b>Start Date</b>	<b>Position</b>
Antonio Carollo	\$12.00	7/6/19	Grounds
*Thomas Dunn	\$12.00	7/6/19	Custodial
*Ryan Dunn	\$12.00	7/6/19	Custodial
Dean Erabia	\$12.00	7/6/19	Custodial
*Jared Miller	\$12.00	7/6/19	Custodial
*Richard Reinke	\$12.00	7/6/19	Custodial
*James Stawecki	\$12.00	7/6/19	Custodial

4. Approve the following staff members to provide services for Quad Districts Extended School Year (Quad ESY) Program:

Allendale	Catherine Mende, ABA Paraprofessional	\$25/hour
Allendale	Susan Messina, Paraprofessional	\$21/hour
Ho-Ho-Kus	Nicole Cilli, substitute GenEd Teacher/Paraprofessional	\$50/\$25/hour
Ho-Ho-Kus	Cristina Jasper, BCBA	\$90/hour
Upper Saddle River	Linda Ho, Paraprofessional & ABA Instructor	\$25/hour
Upper Saddle River	Saghar Khalessi, ABA Instructor	\$25/hour
Upper Saddle River	Brian Walis, Paraprofessional	\$21/hour

5. Approve the following Child Study Team staff members to provide evaluations for students who are scheduled to be evaluated during Summer 2020: Hourly rate

Meredith Ardito	Katherine Baker	Sheila Barry
Kelly Diverio	Lauren Foca	Kristen Groen
Carolyn Lane	Rachel Schneider	Elayne Stern
Karen Hunter		

6. Approve the following teachers to attend initial eligibility meetings for students being evaluated by the Child Study Team during Summer 2020: Hourly rate

Alex Byrne	Christine Cipollini
Amanda Feijo	Christine Thies

7. Approve Dominique Apgar as a School Counselor student intern at Reynolds School, September 2020 through May 2021.

8. Approve Joy Hollander-Fink, consultant, to provide PROMPT speech therapy, 30 minute sessions, two times per week for eight weeks, for a student whose name is on file in the Board Office. \$100/session

9. Approve Jewann Johnson, consultant, as an ABA Home Instructor/Parent Trainer to provide 20 hours of ABA direct instruction for a student whose name is on file in the Board Office for July – August 2020. \$45/hour

F. Salary Guide

1. Approve the 2020/21 Substitute Rate/Payroll Calculations Guide, as per attached.

## G. Stipends

## 1. Approve the following stipends:

One Middle School Special Education Coordinator	\$12,000
One Family and Community Engagement Coordinator	\$7,000
One District Curriculum Coordinator Chairperson	\$7,000

## IX. FINANCE

Mrs. Imbasciani

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

## A. Approve the Minutes of Board Meeting:

May 11, 2020 and May 15, 2020 (Special Meeting)

## B. Approve the Bills List for May 2020 as follows:

10	General Current Expense	\$73,068.68
11	General Current Expense	\$1,956,660.79
12	Capital Outlay	\$42,677.00
20	Special Revenue Funds	\$30,867.56
	Total	\$2,103,274.03

## C. Approve the Transfers for May 2020.

## D. Approve the Board Secretary and Treasurer's Reports dated May 2020 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. Rescind the following motion which was approved on April 27, 2020:

Approve the renewal for Toilet Room Facilities for Kindergarten Classrooms in Reynolds School, rooms 99, 100, 101, 102, 103 and 104, for the 2020/21 school year.

## F. Approve the renewal for Toilet Room Facilities for Kindergarten Classrooms in Reynolds School, rooms 59, 99, 100, 101, 102, 103, 104 and 105, for the 2020/21 school year.

## G. Approve the Application for Dual Use of Educational Space for Bogert School room 66, for the 2020/21 school year.

## H. Authorize the Business Administrator/Board Secretary to pay bills during the months of July and August 2020. These payments will be approved at the next regularly scheduled meeting.

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

## J. 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.

K. 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 Settlement Agreement (19/20-4) and Release between the Board and the Parents of students whose names are 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 Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

L. Accept funding for the FY21 IDEA Grant as follows:

IDEA Basic	\$236,123
IDEA Preschool	\$ 12,697

M. Approve FY21 IDEA Grant expenditures for salaries as follows:

		<b>% of Salary</b>	<b>Amount</b>
1.	<b>Pre-school Handicapped</b>		
	Zumbano	59%	\$12,697
2.	<b>Part B Basic</b>		
	Aufiero	100%	\$22,581
	Balji	100%	\$20,346
	Dalton	100%	\$21,346
	Hoffman	100%	\$21,346
	Holder	100%	\$22,581
	Koppenaar	100%	\$21,346
	LiPuma	100%	\$21,346
	Macri	100%	\$21,346
	Martino	100%	\$21,346
	O’Connor	100%	\$20,346
	Radicke	100%	\$22,581

N. Approve the submission of the FY21 IDEA Basic and IDEA Preschool Grant applications.

O. Accept funding for the FY20 ESEA Grant as follows:

Title I Part A	\$96,098
Title IV	\$ 3,000

P. Approve FY21 ESEA Grant Expenditures for salaries as follows:

Title I	% of Salary	Amount
Miros	100%	\$39,750
Topolosky	100%	\$36,500

Q. Refuse FY21 ESEA Title III monies.

R. Approve the submission of the FY21 ESEA Grant application.

S. Appoint Lerch, Vinci and Higgins as the district’s auditors for the June 30, 2021 audit in the amount of \$24,000.00.

T. Approve the purchase and installation of two (2) CISCO C9800-L Wireless Controllers and all necessary/ essential 3-year licenses required for the access points from Aspire Technology Partners at a total cost of \$21,395.26. (Pricing as per NASPO ValuePoint NJ Contract #87720 - ERATE SPIN # 143034588)

U. 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, 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.

V. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education is a member of the Northeast School Board Insurance Group (NESBIG);

**WHEREAS**, the bylaws of the NESBIG require that each Board appoint a Risk Management Consultant to perform various professional services pursuant to agreement attached hereto; and

**WHEREAS**, the bylaws for NESBIG indicate a minimum fee equal to 6% of the Board's assessment which expenditures represent reasonable compensation for the services required and is included in the Board's assessment; and

**WHEREAS**, the Board authorizes NESBIG to pay this amount directly to the Risk Management Consultant; and

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

**NOW, THEREFORE, BE IT RESOLVED** by the Upper Saddle River Board of Education that the Vozza Agency is hereby appointed Risk Management Consultant in accordance with the Fund's bylaws for the period July 1, 2019 to June 30, 2022; and

**BE IT FURTHER RESOLVED** that the Board Secretary and Business Administrator are hereby authorized and directed to execute the Consultant's agreement annexed hereto.

- W. 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 2020/21 school year.
- X. Authorize the Business Administrator/Board Secretary to enter into a Cooperative Pricing Agreement with the Sourcewell for the purchase of competitively solicited contracts for the 2020/21 school year. (Member #8560)
- Y. 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 2020/21 school year.
- Z. 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.

AA. 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 14 EDUCATION SERVICE CENTER, LEAD AGENCY FOR NCPA, 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 14 Education Service Center, lead agency for NCPA, 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 NCPA 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.

BB. 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 200.317 et. Seq.:

Alliance for Competitive Telecommunications with ESCNJ  
 Atlantic Business Products  
 Bergen County Special Services  
 Calderone Enterprises LLC  
 Centris Group  
 Delta Dental  
 DiCara Rubino Architects  
 Educational Data Services (Ed-Data)

Gente  
 Lightpath  
 NJ State Health Benefits Program  
 Northeast Bergen County School Board Insurance Group (NESBIG)  
 Panoramic Windows and Door Systems, Inc.  
 Region 1/Mahwah Board of Education  
 Scholastic Bus Company

CC. Approve the following Resolution:

**BE IT RESOLVED BY THE UPPER SADDLE RIVER BOARD OF EDUCATION** that the Board authorizes the procurement of goods and services through the state agency for the 2020/21 school year as follows:

**WHEREAS**, Title 18A:18A-10 provides that the Board of Education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

**WHEREAS**, The Upper Saddle River School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

**WHEREAS**, the Upper Saddle River Board of Education desires to authorize its purchasing agent for the 2020/21 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

**NOW THEREFORE BE IT RESOLVED**, that the Upper Saddle River Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State of the Division of Purchase and Property utilizing various vendors as listed:

Vendor	StateContract/ MRESC/ESCNJ	Ed Data	Item/Services
A.N.A. Painting	A15451		Painting
Apple	ESCNJ 18/19-67		Educational Products
Aspire Technologies		9381/9452	Technology
Atlantic Tomorrow's Office	MRESC 15/16-20		Document Management Services
ATRA Janitorial Supply Co.	ESCNJ 17/18-47		Custodial Supplies
ATRA Janitorial Supply Co.	ESCNJ 18/19-35		Maintenance and Equipment
Blackboard, Inc.	NCPA 01-92		Digital Media Management
Blick Materials	QD20EDS-NJ-19/20	9807	Art Supplies
Cablevision Lightpath	MRESC 15/16-36		Telecommunications
CDWG	ESCNJ 18/19-03		Tech Supplies Services
Combustion Service Corp.		9737	Time and Materials
Direct Energy	ESCNJ 15/16-49		Electricity
Direct Energy	ESCNJ 16/17-32		Gas
Downes Tree Service Co.	ESCNJ 17/18-18		Tree Service
Eastern Datacomm	ESCNJ 18/19-16		Communications Systems
Frontline Technologies	NCPA 01-102		Cloud Administrative Solutions
Generations Services		9740/9748	Time and Materials
Generation Technologies	GENTECH9769		MSRP Custodial
Generation Technologies	GENTECH9832		Custodial Supplies
Generation Technologies	GENTECH9830		Audio Visual Supplies
Generation Technologies	GENTECH9763		Tech/AV/Computer
Generation Technologies	GENTECH9855		Lighting
Grainger	19-FLEET-00566	9837	Custodial Supplies
Johnson Controls	NCPA 02-32		HVAC Equipment and Services
Keyboard Consultants	HCES-CAT-19-06	8572	Tech/AV/Computer
Lakeshore		8576	Furniture
Lakeshore		9834	Teaching Aids

Manhattan Welding	MRESC 15/16-52		Boiler Maintenance/Repair
Pitsco Education		749709	Tech Supplies
Pitsco Education		749718	Elementary Science Supplies
Pro Academy Furniture		8576	Furniture
Really Good Stuff		9993	Teaching Aids
RFS Commercial	ESCNJ 17/18-16		Furniture/Accessories
RFS Commercial	ESCNJ 18/19-59	9275	Concrete Repair Systems
School Specialty Inc.	MRESC 18/19-78		General Classroom Supplies
School Specialty Inc.	ESCNJ 19/20-24		Scientific Supplies
School Specialty Inc.	ESCNJ/AEPA-18D		Furniture
SHI	E-8801-ACESPS		Computer Equipment/Devices
Sport Pro USA Inc.	NCPA 08-11		Athletic Court and Field Solutions
Staples		9829	Office/Computer Supplies
Trane U.S. Inc.	USC15-JLP-023		HVAC Equipment
W.B. Mason	ESCNJ 18/19-48	9461	Copy Paper
W.B. Mason	ESCNJ 18/19-02	9336	Office Supplies
W.B. Mason	ESCNJ 18/19-01	9271	Ink/Toners
Zeriva		9014	IT Solutions

- DD. Authorize the Business Administrator/Board Secretary to establish petty cash accounts for the 2020/21 school year in accordance with Board Policy # 6620 as follows:

<b>Location</b>	<b>Amount</b>	<b>Per Incident Amount*</b>
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.

- EE. Approve a rate of \$15,000.00 per child for non-resident tuition student and a rate of \$550.00 per child to a maximum of \$900.00 per year for a family for professional courtesy tuition students for the 2020/21 school year.
- FF. Approve a rate of \$3,750.00 per child for the Integrated Pre-School for the 2020/21 school year.
- GG. Accept thirteen (13) tuition students, whose names are on file in the Board Office, for the 2020/21 school year.
- HH. Accept twelve (12) professional courtesy tuition students, whose names are on file in the Board Office, for the 2020/21 school year.
- II. Accept eleven (11) Integrated Pre-School tuition students, whose names are on file in the Board Office, for the 2020/21 school year.
- JJ. Approve the following list of School Clearance Risk Assessment Vendors for the 2020/21 school year:
- CarePlus NJ, Inc.
  - Comprehensive Behavioral Healthcare
  - Vantage Health System
  - West Bergen Mental Healthcare
  - Bergen Regional Medical Center
- KK. 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 2020/21 school year.

- LL. Approve private tutoring in lieu of an Orton Gillingham program for a student whose name is on file in the Board Office, 60 minute sessions, \$140/session for July and August 2020. Reimbursement will be \$1,900.00 as per the settlement agreement.
- MM. 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:
- |              |                          |
|--------------|--------------------------|
| Two students | Banyan Elementary School |
| One student  | Cresskill Middle School  |
| One student  | CTC Academy              |
| Two students | EPIC                     |
| One student  | Winston Prep             |
- NN. Approve the placement of forty-one (41) Special Education students, whose names are on file in the Board Office, in the Quad Extended School Year Program.
- OO. 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 2020/21 school year:
- |              |                            |
|--------------|----------------------------|
| Two students | Banyan Elementary School   |
| One student  | Cresskill Middle School    |
| One student  | CTC Academy                |
| Two students | EPIC                       |
| One student  | New Milford Public Schools |
| One student  | Winston Prep               |
- PP. Decline participation in the Special Milk Program sponsored by the New Jersey Department of Agriculture for the 2020/21 school year.
- QQ. Approve the agreement for scanning and digitally storing payroll and personnel records with Accuscan, in an amount not to exceed \$2,500.00 for the 2020/21 school year. (Pricing based on NJ State Approved Co-op # 65 MCESCCPS RFP#ESCJ 16/17-48 Bid Term 7/1/2017 – 6/30/2020)
- RR. Approve the agreement with Alarm & Communication Technologies for preventive maintenance and fire alarm monitoring at Reynolds and Bogert Schools in an amount not to exceed \$4,000.00 for the 2020/21 school year.
- SS. 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 an amount not to exceed \$2,000.00 for the 2020/21 school year.
- TT. Approve the maintenance contract with Butler Water Corrections for boiler services in the amount of \$2,150.00 for the 2020/21 school year.
- UU. Approve the service agreement with Computer Solutions, Inc. in the amount of \$8,844.00 for the 2020/21 school year.
- VV. 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 2020/21 school year.
- WW. Approve the contract with Delta Dental with an increase of 2.75% for the 2020/21 school year.
- XX. Approve the contract with Dude Solutions for Maintenance Direct Service and MySchoolDude in the amount of \$2,797.05 for the 2020/21 school year.

- YY. Approve the contract with Dude Solutions for Technology Essentials (Incident) Service in the amount not to exceed \$1,500.00 for the 2020/21 school year.
- ZZ. Approve the licensing and maintenance agreement with Educational Data Services, Inc. in the amount of \$4,108.00 for the 2020/21 school year.
- AAA. Approve the service agreements with Frontline Technologies for the 2020/21 school year for the following:
 

AESOP	\$8,361.39
Applitrack System	\$2,377.84 (10/2/2020 – 6/30/21)
IEP-Direct	\$15,013.90
- BBB. Approve the service agreement with Genesis Educational Services Student Information System in the amount of \$10,896.00 for the 2020/21 school year.
- CCC. Approve the contract with Gente for the 2020/21 school year for FSA, Vision and COBRA administration services.
- DDD. Approve the Annual Employee Assistance Contract with Good Samaritan Hospital in an amount not to exceed \$4,000.00, for the 2020/21 school year.
- EEE. Approve the planned maintenance contract renewal with HandiLift in the amount of \$1,025.00 for Bogert/Reynolds and \$1,250.00 for Cavallini for the 2020/21 school year.
- FFF. Approve the maintenance agreement with Johnson Controls, Inc. in the amount of \$18,794.00 for the 2020/21 school year.
- GGG. Approve the agreement for comprehensive environmental services from Karl and Associates in the amount of \$5,900.00 for the 2020/21 school year.
- HHH. Approve the contract for boiler/burner cleaning and inspection with Manhattan Welding Company, Inc. in the amount of \$5,400.00 for the 2020/21 school year.
- III. Approve the agreement with N.A.S. Security Systems, Inc. for central station monitoring and 24-hour test for the District at a total cost of \$1,410.00 for the 2020/21 school year.
- JJJ. Approve the services agreement with njschooljobs.com in the amount of \$2,000.00 for the 2020/21 school year.
- KKK. Approve the maintenance agreement for annual inspections with Open Systems Metro in the amount of \$1,550.00 for the 2020/21 school year.
- LLL. Approve Quest Diagnostics to provide Substance Abuse Lab-Based Testing and Services for the 2020/21 school year, on a per person basis, as follows:
 

COC Collection Fee	\$11.00
COC Collection Fee	\$15.50
SAP 5-50 W/NIT	\$20.00
- MMM. Approve the service agreement with Stewart & Stevenson Power Products LLC in the amount of \$3,165.00 for the 2020/21 school year.
- NNN. Approve the agreement for policy alert and support system annual maintenance with Strauss Esmay Associates, LLP in the amount of \$4,735.00 for the 2020/21 school year.

- OOO. Approve the service contract renewal with Trane in the amount of \$43,526.00 for the 2020/21 school year.
- PPP. 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, 2020 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).

- QQQ. 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.

RRR. 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.

SSS. Approve the following Resolution:

**WHEREAS**, the Upper Saddle River Board of Education is required pursuant to NJSA 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 \$0.35 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.

TTT. Accept the yearly donation of \$5,000.00 for the annual Bogert Musical for 2020/21 by the USRPTO.

UUU. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
Pandemic Response Institute - Planning for the New Normal (Online)	July 8-9, 2020	David Kaplan	\$270.00	\$0.00
		Brad Siegel	\$270.00	\$0.00
School Nurses Best Up-To-Date Critical Strategies to Address CoVid 19 and Related Issues (Online)	July 16, 2020	Ailish Fillis	\$279.00	\$0.00
		Robyn Ranges	\$279.00	\$0.00
Coaching Co-Op (Online)	August 4-6, 2020	Erica Zeccardi	\$250.00	\$0.00
Teachers College Reading Institute (Online)	August 10-14, 2020	James Dunn	\$850.00	\$0.00

X. **PUBLIC COMMENT**

XI. **ADJOURNMENT**

Mrs. Johnston















**2020-2021 Substitute Rates/Payroll Calculations  
Upper Saddle River Schools**

**DRAFT**

§	SUBSTITUTE TEACHERS/PARAPROFESSIONALS	\$ <u>110</u> <del>95</del> /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	\$ <u>150</u> <del>125</del> /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
§ ABA Instructors	182 days	7.67 hours/day	1,395.94 hours/year
Campus Aides	182 days	4.5 hours/day	819 hours/year
Lunchroom Aides	180 days	2.25 hours/day	405 hours/year
Secretaries/Clerical/District Administrative Staff (12 month)	260 days	7.5 hours/day	1,950 hours/year
BOE Front Office Secretary (12 month)	260 days	8 hours/day	2,080 hours/year
Custodians	260 days	8 hours/day	2,080 hours/year

§ Change from 2019/2020

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