

**Board of Education
Upper Saddle River, New Jersey
Regular Session
Monday, February 11, 2019, 8:00 p.m.**

Minutes

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

Members present: Mrs. Johnston, Mr. Amano, Mrs. Gandara, Mrs. Gray, Mrs. Pittman, Mr. Quagliani, Dr. Verducci

Members absent: None

Also present: Dr. Siegel, Mrs. Imbasciani

CONFIDENTIAL SESSION

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

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

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

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

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

Mrs. Pittman made a motion, seconded by Mrs. Gandara to convene into Regular Session at 8:00 p.m.

OPENING STATEMENT:

Mrs. Johnston

Mrs. Johnston welcomed the public to the meeting.

SUPERINTENDENT'S REPORT: None

Dr. Siegel

BOARD SECRETARY'S REPORT:

Mrs. Imbasciani

Mrs. Imbasciani reported on the following:

- The Partial Window Replacement Project (Phase 1) at Reynolds School will be awarded this evening. Work should begin at the end of June.
- Audit

Mrs. Imbasciani summarized the highlights of the June 30, 2018 audit to the Board. They included:

- The District continues to be in "very good" financial position.

- The Allowable Fund Balance at June 30, 2018 was \$413,689. This amount can be spent at the Board's discretion.
- \$1.3 million has been set aside to offset current school year (2018/19 Fund Balance).
- A minimum of \$1.2 million has been set aside to offset taxes in the next school year (2019/20 Budgeted Fund Balance).
- As of June 30, 2018, there was \$1.4 million in the Capital Reserve Account. Of that, \$300,000 has been set aside to Fund Phase 1 of the Partial Window Replacement at Reynolds. The monies in this account can only be used for capital improvements identified in the Long Range Facilities Plan (LRFP).
- There were two minor recommendations; both of which have already been corrected.
- There were no repeat audit findings.

BOARD PRESIDENT'S REPORT: None**Mrs. Johnston****COMMITTEE REPORTS:****Infrastructure Committee****Dr. Verducci**

- Dr. Verducci reported that the committee is setting goals for 2019.

Education Committee**Dr. Siegel**

- Dr. Siegel reported that the Professional Development PARCC Testing will be held May 13 – 17 (both schools in one week). Make ups will be the following week.

Negotiations Committee**Dr. Verducci**

- Mr. Amano reported that the next Negotiations meeting will be on March 7 and he is optimistic for a favorable deal. The current contract ends on June 30, 2019 and they hope to have an agreement by then.

PTO REPORT: None**Mrs. Apostolou/Mrs. Degenars****USREF Report:****Mrs. Wenberg**

- Mrs. Wenberg reported that the tickets for the Town Night Out on April 6 at Seasons are on sale now.
- 50/50 raffle tickets will be on sale soon.

PRESENTATIONS:**1. Board Ethics Training Presentation****Mrs. Imbasciani**

Mrs. Imbasciani led the Board through the required Annual Ethics Training Session.

2. Student Wellness Programs and District Goal Review**Mrs. Apicella/Mrs. D'Ambola/Ms. Capogrosso/
Ms. Maginnis/Ms. Schneider/Ms. Slacin/Ms. Uzar**

Teachers, Child Study Team members, Counselors and Administrators had the opportunity to present wellness programs, resources and student programming to the Board of Education. A variety of events such as morning meeting, calm corners, kindness initiatives, parent training series, homework and grading alternatives and professional development for teachers were described in detail. Questions regarding student feedback and data to support the programs were addressed at the conclusion of the presentation.

DISCUSSION:

- Mrs. Pittman asked if any changes have been noticed as a result of these programs.
- Mrs. Gandara asked if they have gotten feedback from the students.
- Dr. Verducci asked if there is a way to objectively assess the benefits of these programs.
- Mrs. Johnston acknowledged the tremendous efforts to give our students the coping skills they need for life.
- Dr. Siegel acknowledged these programs are necessary because there is a population of students that are definitely suffering. The general population is aware that we have an obligation to help. We are not done. Social/emotional intelligence is as important as academic intelligence. There is a balance between academics and wellness in our programs.

PUBLIC COMMENT: None**PERSONNEL:****Dr. Siegel**

A motion was made by Mrs. Gandara and seconded by Mrs. Pittman to approve Personnel Consent Agenda items A through G and was approved by all in attendance.

- 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 |

FINANCE:**Mrs. Imbasciani**

A motion was made by Mrs. Gandara and seconded by Mrs. Pittman to approve Finance Consent Agenda items A through K was approved by all in attendance.

- 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	Brigette 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

PUBLIC COMMENT: None

ADJOURNMENT

A motion to adjourn was made by Mrs. Gandara and seconded by Mrs. Pittman at 8:53 p.m.

Sincerely,

Dana Imbasciani, Board Secretary

**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



BOARD SECRETARY/BUSINESS ADMINISTRATOR

2/11/2019
DATE